

Benton County, Oregon
EMERGENCY OPERATIONS PLAN (EOP)



October 2024

Prepared for:

Benton County Sheriff's Office
180 NW 5th St.
Corvallis, OR 97330

Prepared by:

Benton County Sheriff's Office-Emergency Management Division

Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the County's response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1, and ask for assistance.

1. Receive report of incident.

- Report of the incident should be directed to the County Emergency Manager.
- If the Emergency Manager is not available, report should be directed to the County Sheriff, based on the line of succession outlined in Section 1.8.1 of this plan.
- Report may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.
- If you are the first person receiving report of the incident, call 9-1-1 and provide as much detail as possible including the location, nature of the incident, possible impacts to public safety and infrastructure, etc.

2. Emergency Manager determines County resource needs.

- The Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the County for the incident. This may range from the Emergency Manager being on stand-by, to full activation of the Emergency Operations Center.
- Identify and notify key personnel who will be needed to support emergency operations, including staffing of the Emergency Operations Center, if activated. Staffing of the Emergency Operations Center may be supported by staff from the Benton County Operational Area Incident Management Team.

3. Notify key County personnel and response partners.

- The Emergency Manager will notify County management of staffing needs for the Emergency Operations Center.
- Notify appropriate emergency response agencies and key cooperators.
- See the Emergency Contact List maintained by the Emergency Manager.

Immediate Action Checklist

4. Activate the County Emergency Operations Center as appropriate.

- The County will utilize the Incident Command System (ICS) in managing the Emergency Operations Center.

- **Primary Emergency Operations Center Location:**

Law Enforcement Building
180 NW 5th Street, Corvallis, OR 97330

- **Alternate Emergency Operations Center Locations:**

Benton County Sunset Building
4077 SW Research Way
Corvallis, OR 97333

Benton County Fairgrounds
110 SW 53rd Street
Corvallis, OR 97330

Benton County Sheriff's Office Annex
205 NW 5th Street
Corvallis, OR 97330

5. Establish communications with the on-scene Incident Commander.

- Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
- The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.

6. Identify key incident needs, in coordination with the on-scene Incident Commander.

- Consider coordination of the following, as required by the incident:
 - Protective action measures including alert and warning, evacuations, and shelter-in-place.
 - Emergency public information and coordination with the media.
 - Provisions for Access and Functional Needs Populations, including unaccompanied children.
 - Mass care and shelter/housing needs for displaced community members.
 - Provisions for animals in disaster including pets and livestock.

Immediate Action Checklist

- On-scene resource requests outside of normal channels.
 - Information coordination with community partners.
- 7. Inform the Oregon Emergency Response System of Emergency Operations Center activation and request support as needed.**
- Oregon Emergency Response System (OERS): 800-452-0311
 - If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802 or 202-267-2675.
- 8. Declare a State of Emergency for the County, as appropriate.**
- If the incident has overwhelmed, or threatens to overwhelm, the County’s resources to respond, the County should declare a state of emergency.
 - A declaration may be made by the Benton County Board of Commissioners.
 - The declaration should be submitted to the Oregon Emergency Response System.

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Preface

This Emergency Operations Plan (EOP) is an all-hazards plan that describes how Benton County will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, and Oregon Department of Emergency Management plans.

Response to emergency or disaster conditions to maximize the safety of the public and minimize property damage is a primary responsibility of government. It is the goal of the County that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the County has, in addition to promulgating this plan, formally adopted the principles of the National Incident Management System, including the Incident Command System and the National Response Framework.

Consisting of a Basic Plan, City and Unincorporated Community Annexes, Community Lifeline Annexes, and Incident Annexes that complement the federal and State of Oregon Emergency Support Function Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, state, local, tribal, community and faith-based organizations, and private-sector partners.

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Letter of Promulgation

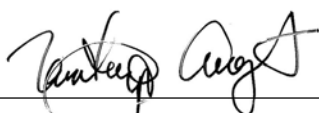
To all Recipients:

Promulgated herewith is the Emergency Operations Plan for Benton County. This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its emergency functions during a disaster or national emergency.

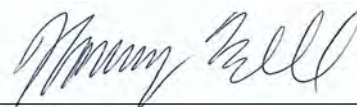
This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the County.

Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

This plan has been approved and adopted by the Benton County Board of Commissioners at the recommendation of the Benton County Emergency Manager. All recipients are requested to advise the Benton County Emergency Manager of any changes that might result in its improvement or increase its usefulness.



Xanthippe Augerot, Chair



Nancy Wyse, Vice Chair



Pat Malone, Commissioner

December 3, 2024

Date

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Plan Administration

This EOP is an all-hazards plan covering natural, technological, biological, and human-caused disasters. Annual training will be conducted as appropriate for all personnel identified in the plan who have responsibility for the response and handling of emergency incidents, including hazardous materials.

The Emergency Manager will coordinate the re-promulgation of this plan every two years or when substantial changes occur. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Manager without formal County Board of Commissioners approval. The overall plan must be formally updated and promulgated every four years.

Record of Plan Changes

All updates and revisions to the Emergency Operations Plan (EOP) will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Summary of Change
2016	-Update EOP to be consistent with the State’s 18 Emergency Support Function Annex structure.
2020	-Development of an Integrated Emergency Operations Plan for Benton County and the City of Corvallis.
2024	-Update the Emergency Operations Plan with a focus on Benton County with City annexes as additions; City of Corvallis and Benton County plans are no longer integrated. -Benton County Operational Area EOC Annex- remains integrated between Benton County and the City of Corvallis. -Update Emergency Support Functions to Community Lifelines; Annexes transition from ESF to Community Lifelines.

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Plan Distribution List

Copies of this EOP will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their Emergency Operations Plans when they receive changes. The Emergency Manager is ultimately responsible for dissemination of all plan updates.

Agency	Title/Name
Benton County	
County Board of Commissioners	Commissioners County Administrator
Benton County Sheriff’s Office	Sheriff Emergency Manager Emergency Management Coordinator
Public Works	Director
Health Services	Director
Cities within Benton County	
City of Corvallis	City Manager Fire Chief Deputy Fire Chief Emergency Manager
City of Adair	City Manager
City of Albany	City Manager
City of Philomath	City Manager Chief of Police
City of Monroe	City Manager
State and Federal Partners	
Oregon Department of Emergency Management	Operations and Preparedness Section Manager

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Emergency Operations Plan Review Assignments

The following tables identify agencies responsible for regular review of specific plan sections and annexes to ensure accuracy. Each agency assigned will identify personnel to conduct a twice annual review of their annex and forward any revision concerns to the County Emergency Manager.

Note: The Cities of Adair, Monroe, and Philomath twice annual reviews will be coordinated by the City Managers or City Administrators and comments forwarded for inclusion to the County Emergency Manager.

City and County Support Annexes	
Annex Title	Primary Agency
Benton County Continuity of Operations	Benton County Administration Benton County Emergency Management
City of Adair Annex	City of Adair
City of Corvallis Annex	City of Corvallis
City of Monroe Annex	City of Monroe
City of Philomath Annex	City of Philomath
Benton County Unincorporated Area Annexes	Benton County Emergency Management

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Lifeline	Sub-component	Primary Agencies
Safety and Security	Law Enforcement and Security	Benton County Sheriff’s Office Local Police Departments
	Fire Service	Local Fire Departments and Protection Districts
	Search and Rescue	Benton County Search and Rescue
	Government Services	Benton County Administration
	Community Safety	Benton County Emergency Management
Food, Hydration, Shelter	Food	Benton County Public Health Benton County Emergency Management
	Hydration	Benton County Public Health Benton County Emergency Management
	Shelter	Benton County Health Department Benton County Community Development
	Agriculture	Benton County Environmental Health Oregon State University Extension
Health and Medical	Medical Care	Ambulance Service Area (CFD EMS) Good Samaritan Regional Medical Center
	Public Health	Benton County Public Health
	Patient Movement	Ambulance Service Area (CFD EMS) Good Samaritan Regional Medical Center
	Medical Supply Chain	Benton County Health Services
	Fatality Management	Benton County Public Health Benton County District Attorney Benton County Emergency Management
Energy	Power Grid	Benton County Emergency Management Local Utility Providers (CPI, Pacific Power)
	Fuel	Benton County Sheriff’s Office Private Entities
Communications	Infrastructure	Corvallis Regional Communications Center Private Entities
	Responder Communications	Corvallis Regional Communication Center Benton County Sheriff’s Office
	Alerts, Warnings, and Messages	Benton County Emergency Management
	Finance	Benton County Emergency Management
	911 and Dispatch	Corvallis Regional Communication Center

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Lifeline	Sub-component	Primary Agencies
Transportation	Highway/Roadway/Motor Vehicle	Benton County Public Works Oregon Department of Transportation
	Mass Transit	Benton County Public Works Benton Area Transit (BAT) Corvallis Transit System (CTS)
	Railway	Private Entities
	Aviation	City of Corvallis Public Works (Airport)
	Maritime	Benton County Sheriff’s Office Oregon State Marine Board
Hazardous Material	Facilities	Private Entities Oregon State Fire Marshal Local Emergency Planning Committee (LEPC)
	HAZMAT, Pollutants, Contaminants	Linn-Benton Regional Hazardous Material Response Team 5 Local Fire Departments and Protection Districts
Water Systems	Potable Water Infrastructure	Benton County Public Works Department Special Water Districts
	Wastewater Management	Benton County Public Works Department Special Water Districts

Operational Annexes	
Annex Title	Primary Agencies
Animal Evacuation and Sheltering	Benton County Emergency Management Benton County Natural Areas, Parks and Events
Benton County Operational Area EOC Activation	Benton County Emergency Management City of Corvallis Emergency Manager
Damage Assessment	Benton County Public Works Department Benton County Assessment
Debris Management	Benton County Public Works Department Benton County Community Development
Evacuation Coordination	Benton County Sheriff’s Office
Recovery Framework	Benton County Emergency Management
Mass Care and Sheltering	Benton County Public Health Benton County Emergency Management
Mass Fatality	Benton County Public Health Benton County Emergency Management
Reunification	Benton County Emergency Management
Volunteers and Donations	Benton County Emergency Management

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Introduction

1 General

The Benton County Emergency Management Division’s mission is to create programs to better prepare for disasters and reduce the suffering of the community following a disaster. The Division coordinates protection, prevention, mitigation, response, and recovery activities that increase the County’s capabilities to minimize loss of life, reduce impacts from disasters, and increase community resilience.

Emergencies are handled effectively in the community every day. These “routine” emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the response agencies encounter. This type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger, expanding, or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to make decisions based on the specific circumstances of the incident at hand. It is imperative that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, protecting against, responding to, recovering from, and mitigating emergencies and disasters.

1.1 Whole Community Planning

The “Whole Community” planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and mitigate against disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-, and community-based organizations, the private sector, and the public.

1.2 Purpose and Scope

The primary purpose of this EOP is to outline the shared all-hazards approach to emergency operations to protect the safety, health, and welfare of residents and visitors throughout all emergency management mission areas. This plan establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, all departments and agencies that operate

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under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed in alignment with this EOP. Training and equipment necessary for response operations should be maintained by tasked departments and agencies.

The primary users of this plan are elected officials, department directors and their senior staff members, emergency management staff, coordinating response agencies, and other stakeholders who support emergency operations.

1.3 Plan Activation

Once promulgated by the County Board of Commissioners, this EOP is in effect and may be implemented in whole or in part to respond to incidents in or affecting Benton County. An emergency declaration is not required to implement the EOP or activate the Emergency Operations Center (EOC). The County Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

1.4 Plan Organization

Figure 1.1 describes how the EOP is organized to support delivering a coordinated response. The purpose of the Basic Plan is to provide a framework for emergency operations and information regarding the structure of a Benton County emergency response. It serves as the primary document outlining roles and responsibilities of County departments and of partners during an incident.

Figure 1-1 EOP Basic Plan

EOP Basic Plan		
Community Lifeline Annexes	Support Annexes	Operational Annexes
<p>The Community Lifelines (CL) structure how incident priorities are understood and communicated throughout all phases of an emergency. Each lifeline below is composed of multiple components and subcomponents that help define the services that make up that lifeline.</p> <p>CL 1- Safety and Security</p> <p>CL 2- Food, Hydration, Shelter</p> <p>CL 3- Health and Medical</p> <p>CL 4- Energy</p> <p>CL 5- Communications</p> <p>CL 6- Transportation</p> <p>CL 7- Hazardous Material</p> <p>CL 8- Water Systems</p>	<p>Support Annexes (SA) describe plans that do not fit within the scope of the 8 Community Lifeline annexes but are a part of an emergency response.</p> <p>SA 1- Benton County Continuity of Operations</p> <p>SA 2- City of Adair</p> <p>SA 3- City of Corvallis</p> <p>SA 4- City of Monroe</p> <p>SA 5- City of Philomath</p> <p>SA 6- Unincorporated Areas</p>	<p>Operational Annexes (OA) identify critical tasks particular to specific natural, technological, and human-caused hazards. While this EOP has been developed as an all-hazards planning document, some hazards may require unique considerations and thus, operations.</p> <p>OA 1- Animal Evacuation and Sheltering</p> <p>OA 2- Benton County Operational Area EOC Activation</p> <p>OA 3- Damage Assessment</p> <p>OA 4- Debris Management</p> <p>OA 5- Evacuation Coordination</p> <p>OA 6- Recovery Framework</p> <p>OA 7- Mass Care and Sheltering</p> <p>OA 8- Mass Fatality</p> <p>OA 9- Reunification</p> <p>OA 10- Volunteers and Donations</p>

1.5 Relationship to Other Plans

The EOP is designed to align with emergency operations plans and procedures both horizontally across the County, as well as vertically with plans at the state and federal levels.

See Appendix D for a list of key plans and procedures that inform development and implementation of this EOP.

1.6 Authorities

1.6.1 Authority of Emergency Management

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS), Chapter 401, which establishes the authority for the County to appoint an Emergency Manager who will be responsible for its organization, administration, and operation during an emergency.

The County Emergency Management Division will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the County EOP.
- Manage and maintain the County EOC, from which County officials can coordinate emergency and disaster response activities.
- Establish an Incident Command System structure for management of incidents by all local emergency service agencies.
- Coordinate with local and state agencies to integrate effective practices in emergency preparedness and response in a manner consistent with the National Incident Management System (NIMS).

Through promulgation of this plan, the Benton County Sheriff's Office Emergency Management Division has been identified as the lead agency in emergencies within the Benton County Operational Area. In accordance with the County Charter, the Board of Commissioners has delegated emergency management authority to the Sheriff. For day-to-day emergency management of the Benton County Operational Area, the role has been delegated to the County Emergency Manager.

Table 1-1 sets forth the federal, state, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

See Appendix D for key authorities.

1.7 Local Disaster Declaration Process

Under Oregon law and per the Oregon Emergency Operations Plan, local governments may declare a disaster, depending on their statutes, to effect incident response actions within their jurisdiction. The County may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing state or federal disaster assistance.

1.7.1 General

When a state of emergency has been declared in the Benton County Operational Area, local officials are empowered to enforce special measures to meet the emergency. In a declared emergency, local officials may:

- Establish a curfew.
- Prohibit or limit the number of persons who may gather or congregate in public.
- Barricade streets.
- Evacuate persons from affected areas.
- Close public alcohol consumption establishments and prohibit the sale of alcohol.
- Commit to mutual aid agreements.
- Suspend standard procurement procedures to obtain necessary services and/or equipment.
- Redirect funds for emergency use.
- Direct agencies in county government to reassign personnel and resources as needed.

In a declared emergency, the Benton County Sheriff's Office or designee may:

- Close County and local access roads.
- Request other agencies and persons to close roads, waterways, or other property under their jurisdiction or control.
- Prohibit any person from entering or remaining in an area subject to a closure order.
- Coordinate with public works agencies to maintain traffic flow and conduct mitigation measures to minimize the impact to community members using the closed area.

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- Authorize the On-Scene Incident Commander of the affected unincorporated area to conduct evacuations or undertake emergency measures.

The County Attorney should review and advise County Officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers. Unless explicitly stated in writing, the County authorities may not extend into incorporated cities.

1.7.2 Disaster Declaration Process

When an emergency or disaster arises, and it is determined that conditions have progressed beyond the manpower, equipment, or other resource capabilities of the affected city, assistance may be requested from Benton County and other neighboring jurisdictions in accordance with existing mutual aid agreements and then through state government via notification by Benton County Emergency Management, Oregon Emergency Response System (OERS) at 1-800-452-0311 phone; or 1-503-588-1378 fax. The County declaration process will support the activation of appropriate resources.

The appropriate officials within the jurisdiction will issue an Emergency Declaration stating that an emergency exists, the specific location or description of the affected area, and jurisdictions included in the declaration. The County Emergency Management Division is empowered to assume command of the disaster for Cities and/or County emergency response resources during a state of emergency, if explicitly stated in writing by the leading city official or delegated authority. This does NOT alleviate the responsibility, liability, or financial burden of that jurisdiction to ensure the safety of their community, infrastructure, and responsible use of resources. If possible, the Cities and/or County will conduct an Initial Damage Assessment prior to requesting additional assistance. Particular attention will be given to underserved populations to appropriately allocate resources necessary for providing critical services during an emergency.

1.7.3 Declaration Content

A declaration by appropriate officials will be effective for a minimum of 48 hours and no longer than two weeks, but it may be extended in one-week increments, should an emergency continue to exist.

A declaration shall:

- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.

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- State the type of assistance or resources required (NIMS type if known) to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed because of the declaration of emergency.

The declaration of emergency will be written based on the best information available at the time. It may be amended to reflect additional information or changes in the situation. County legal counsel may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If state or federal assistance is needed, the declaration must also state:

- All appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate.
- Mutual aid agreements have been initiated.
- A specific request for the type(s) of assistance required.
- The OERS must be contacted at 1-800-452-0311 phone; or 1-503-588-1378 fax.

See Appendix A for a sample Declaration of Emergency form.

1.7.4 Mutual Aid and Intergovernmental Agreements

Mutual aid agreements and requests for help from organized volunteer groups will only be activated when an emergency response is beyond the means of County resources.

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Any contract issued must follow Federal Procurement guidelines.

Under ORS 402 the State has established the voluntary Oregon Resource Coordination Assistance Agreement (ORCAA) of which both Benton County is a participatory member. Under ORCAA “member jurisdictions may request assistance from other member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resource (employees, services, equipment, and supplies) of a member jurisdiction may be made available to another member jurisdiction.”

See the ORCAA Implementation Guide for additional detail.

1. Introduction

1.7.5 State Assistance

If local resources are exhausted and further assistance is needed, then the executives or elected officials of those governments may request a declaration and additional state resources from the Governor. The Governor can declare a state of emergency by an executive order under authority granted in Oregon Revised Statutes.

Under a declaration, the Governor has complete authority over all state agencies including personnel, equipment, and facilities for response to the emergency. This authority is executed as strategic direction, enacted via the State Emergency Coordination Center (ECC), with operational control of resources most often resting with local public safety command structures.

1.7.6 Federal Assistance

If the capabilities of the state are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. The Oregon Department of Emergency Management (ODEM) coordinates all requests for federal assistance through the State ECC. The Federal Emergency Management Agency (FEMA) coordinates the Governor's Presidential request for assistance in accordance with the National Response Framework.

1.7.7 Other Types of Declarations

There are several specific types of declarations available, depending on the nature of the emergency. These include fires, public health events, energy resource emergencies, and droughts. Each of them is defined by a section of the Oregon Revised Statutes, and procedures are maintained by agencies responsible for those types of events (*see Oregon Emergency Operations Plan*).

1.7.7.1 Public Health Emergency

During a public health incident, the Governor may declare a state of public health emergency authorized under ORS 433.441. The proclamation must specify the nature of the emergency, the geographic area subject to the proclamation, the conditions that led to the emergency, and its expected duration.

During a public health emergency, the Governor may:

- Close, order the evacuation of or the decontamination of any facility the Governor has reasonable cause to believe may endanger the public health.
- Regulate or restrict by any means necessary the use, sale or distribution of food, fuel, medical supplies, medicine or other goods and services.
- Prescribe modes of transportation, routes and destinations required for the evacuation of individuals or the provision of emergency services.
- Control or limit entry into, exit from, movement within and the occupancy of premises in any public area subject to or threatened by a public health.

1. Introduction

emergency, if such actions are reasonable and necessary to respond to the public health emergency.

- Authorize pharmacists licensed under ORS Chapter 689 to administer vaccines to persons who are three years of age or older.
- Take any other action that may be necessary for the management of resources, or to protect the public during a public health emergency.

A proclamation of a state of public health emergency expires when terminated by a declaration of the Governor or no more than 14 days after the date the emergency is proclaimed, unless the Governor expressly extends the proclamation for an additional 14-day period.

1.7.7.2 Emergency Conflagration Act

Under ORS 476, when a threat to life, safety, and property exists due to fire, and that the threat exceeds the firefighting capabilities of local firefighting personnel and equipment, the Governor may invoke the Emergency Conflagration Act. The Act allows the Governor to “assign and make available for use and duty in any county, city, or district, under the direction and command of an officer designated by the Governor for the purpose, any part of the firefighting forces and equipment of any firefighting organization in this state other than an organization that possesses only one self-propelled pumping unit. The Governor may make firefighting forces and equipment available under this section in response to fire, a heightened danger of fire, or a significant reduction in available firefighting resources.”

When, in the judgment of the local Fire Chiefs or County Fire Defense Board Chief, an emergency is beyond the control of local fire suppression resources, including primary mutual aid, the Fire Defense Board Chief shall report the conditions of the emergency to the Oregon State Fire Marshal Department and/or request mobilization of support for local fire service agencies. After verifying the need for mobilized support, the State Fire Marshal shall, if appropriate, request authorization from the Governor to invoke the Emergency Conflagration Act.

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-2 presents the policy and operational lines of succession during an emergency for the County.

Table 1-2 Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
1. Emergency Management Director (County Sheriff) 2. Emergency Manager 3. Designee of the Sheriff	1. Board of Commissioners Chair 2. Board of Commissioners Vice Chair 3. Remaining Commissioners in order of seniority 4. County Sheriff 5. County Administrator

Each County department is responsible for developing Continuity of Operations (COOP) plans to support continuation of essential functions during a disruption or emergency. The Emergency Manager will provide guidance and direction to Department Directors to support them in establishing continuity programs that include procedures to:

- Identify lines of succession and delegations of authority.
- Identify Mission Essential functions.
- Identify prioritization of resources and personnel
- Establishes alternate work locations or solutions for telework when primary facilities are disrupted.
- Maintain procedures to protect and preserve vital records.

1.9 Administration and Logistics

1.9.1 Request, Allocation, and Distribution of Resources

During a disaster that overwhelms local resources, resource requests and emergency/disaster declarations must be submitted by the Emergency Manager or EOC Director to the State ECC according to provisions outlined under ORS Chapter 401.

The executives of the County’s incorporated cities are responsible for the direction and control of their communities’ resources during emergencies and for requesting additional resources required for emergency operations. All assistance requests will be made through the County Emergency Manager via the EOC. The County Emergency Management Division processes subsequent assistance requests to the state.

1. Introduction

1.9.2 Financial Management

During an emergency, the County is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Board of Commissioners. If an incident in the County requires major redirection of County fiscal resources, the Board of Commissioners will meet in emergency session to decide how to respond to the emergency funding needs, declare a state of emergency, and request assistance through the State as necessary. The following general procedures will be carried out:

- The Board of Commissioners will meet in emergency session to decide how to respond to the emergency funding needs.
- The Board of Commissioners will declare a state of emergency and direct the Emergency Manager to request assistance through the state.
- If a quorum of commissioners cannot be reached, and if a prompt decision will protect lives, County resources and facilities, or private property, the County Administrator (or designee) may act on emergency funding requests. The Board of Commissioners will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Department in compliance with the Intergovernmental Agreement.

Expenditure reports should be submitted to the Finance Department and managed through the Finance Director to identify budgetary shortfalls. The Human Resources Department will support procurement and personnel reassignment issues related to personnel, both volunteer and paid. In addition, copies of expense records, timecards, and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests if applicable. During activation of the EOC, financial management will be handled by the Finance Section, which will be staffed by the Finance Department or other appropriately trained individuals. Each jurisdiction will be responsible for all financial and liability burdens incurred within their jurisdiction until all resources are exhausted, unless otherwise agreed upon through mutual aid.

1.9.3 Legal Support and Liability Issues

Legal support for the County is provided by Benton County Counsel.

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Responsibilities related to legal services include:

- Advising County Officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
 - Implement wage, price, and rent controls.
 - Establish rationing of critical resources.
 - Establish curfews.
 - Restrict or deny access.
 - Specify routes of egress.
 - Limit or restrict use of water or other utilities.
 - Remove debris from publicly or privately owned property; and
 - Implement the Fuel Plan allocated by the County Sheriff.
- Reviewing and advising County officials in determining how the County can pursue critical objectives while minimizing potential exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising officials and department directors regarding record keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and maintaining familiarity with current ORS 401 provisions as they apply to County government in disaster events.

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the County and its surrounding areas.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency are critical for the County to receive proper reimbursement for emergency expenditures and to maintain a historical record of the incident. County staff will maintain thorough and accurate documentation throughout the course of an incident or event.

Incident documentation should include:

- Incident and damage assessment reports
- Incident Command logs

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- Cost recovery forms
- After Action Reports (AARs)

All documentation related to the County’s emergency management program will be maintained in accordance with Oregon’s public records and meetings law (ORS 192), subject to applicable exemptions such as for “Public Safety Plans,” as appropriate.

1.10 Safety of Employees and Family

All department directors (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities, staff locations, and priorities as applicable. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

Benton County Health Services is responsible for providing guidance to County personnel, in accordance with department plans and procedures, regarding protective actions during a biological incident and/or contagious outbreak. When the EOC is activated, the County Safety Officer, in coordination with Benton County Health Services, will be responsible for disseminating this guidance to the Emergency Management Division and EOC staff. Safety precautions and personal protective equipment decisions will be specific to the type of incident and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Oregon Occupational Safety and Health Administration (OSHA), in coordination with the Oregon Health Authority (OHA), may aid and provide guidance on worker safety and health issues. These procedures and protocol should be implemented to the best of the ability of the response structure and documented through the use of ICS Forms as well as the Operational Planning Process and Incident Safety Analysis.

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Situation and Planning Assumptions

2.1 Situation

Benton County is exposed to many hazards, both natural and man-made, that have the potential to disrupt the community, cause damage, and create casualties.

2.1.1 Community Profile

Located in Oregon's Willamette Valley, Benton County was created from Polk County by an act of the Provisional Government of Oregon in 1847. It is one of seven counties in the United States to be named after Senator Thomas Hart Benton of Missouri, a longtime advocate of the development of the Oregon Territory. Portions of Benton County were taken to form Coos, Curry, Douglas, Jackson, Josephine, Lane, and Lincoln Counties, leaving it in its present form with 679 square miles of land area.

2.1.1.1 Geography

Benton County is bordered on its north side by Polk County and on the south side by Lane County. To the west, Lincoln County separates Benton County from the coast, and to the east is Linn County and the Willamette River. The 187-mile Willamette River connects to the Columbia River north of metropolitan Portland, which is the only fresh-water corridor for ocean-going commerce on the entire West Coast of North America, and the only water-grade route through the Cascade Range between Canada and California. The Willamette and Mary's Rivers, and several small streams are subject to slow-rise flooding.

The Willamette River and its tributaries make up what is called the Willamette Valley, which supports more than two-thirds of the Oregon population. Land elevations rise from 150 feet on the Willamette River and floodplains to greater than 3,000 feet in the Northern Oregon Coast Range. The western half of Benton County is known for its timber production, and the eastern portion comprises rolling hills and valleys that boast the largest concentration of wineries and vineyards in the state. Three major highways traverse the County: Highway 99W extends north and south through the County, and Highways 20 and 34 are oriented generally east and west from the Willamette River to the coast. The Willamette and Pacific Railroad also passes through the County.

2.1.1.2 Demographics and Economics

The socio-demographics qualities of the community population such as language, race and ethnicity, age, income, and educational attainment are significant factors

2. Situation and Assumptions

that can influence a community's ability to cope, adapt to, and recover from disasters. Historically, 80 percent of the disaster burden falls on the public. Of this number, a disproportionate burden is placed upon access and functional needs groups, particularly children, the elderly, the access functional needs, minorities, and low-income persons. Population and economic vulnerabilities can be reduced or eliminated with proper outreach and community mitigation planning; thus, Emergency Management must understand the community they serve.

2.1.1.2.1 Population Vulnerabilities

Based on Benton County US Census American Community Survey (ACS) 5-year data estimates from 2021 and 2022:

- Approximately 17.9% of Benton County's population is over the age of 65, an increase from 13% in 2014.
- Approximately 11.4% of Benton County's population over age 65 lives alone, an increase from 9.4% in 2014.
- Approximately 4.2% of the County's households are single parent households. This statistic decreased for the County and for all incorporated cities except Philomath since 2014.
- While over 94% of the population over age 25 has graduated high school or higher and more than 55.8% have a bachelor's degree or higher, the City of Albany and the City of Monroe have lower percentage of high school graduates or those with bachelor's degrees than the other cities in the county.
- Approximately 11% of the Benton County population is estimated to have a disability, of which 4,255 individuals over age 65 (27.8%) are disabled.
- As of 2022, 9.76% of Benton County residents were born outside of the United States, which is lower than the national average, and has declined slightly since 2021. The most common birthplace of the foreign-born residents in Oregon (County data unavailable) was Mexico, followed by Vietnam and China.

According to 2021-2022 census estimates, approximately 12 percent of Benton County's population speaks a language other than English at home. An inability to speak or read English may present a challenge to the Emergency Management Program. It is advisable for Emergency Managers and emergency response agencies to arrange for translation of emergency instructions and information in different languages.

Wide variation exists in the vulnerability of the developmentally disabled population in Benton County. Some developmentally disabled individuals may have strong support networks and a high level of care provided by friends, family, and care providers, while others may not. Some individuals may be largely self-reliant; others may have additional disabilities in addition to their developmental disabilities.

2. Situation and Assumptions

2.1.1.2.2 Economic Vulnerabilities

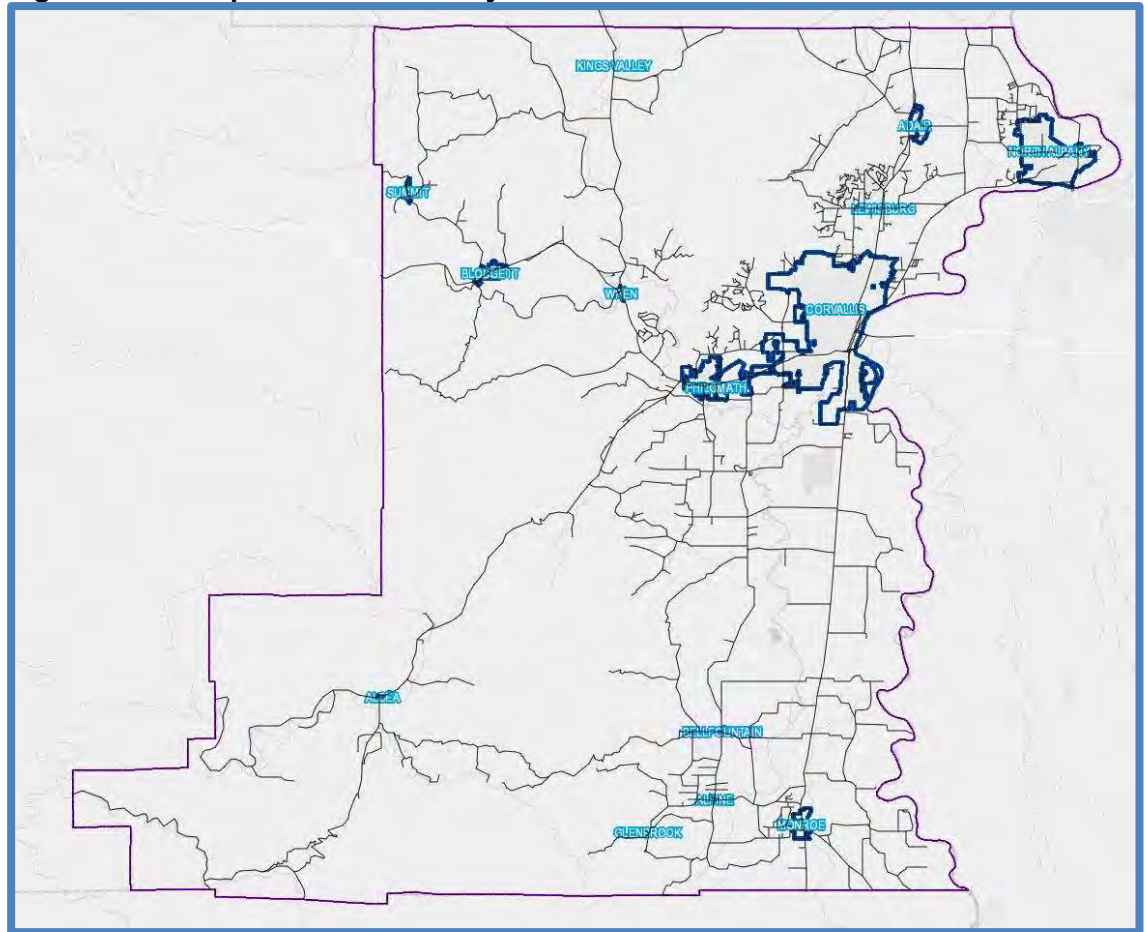
Based on Benton County US Census American Community Survey (ACS) 5-year data estimates from 2021, 2022, and 2023:

- Median income in Benton County is \$72,882, with the lowest median incomes identified in Monroe and the highest in Adair Village.
- Approximately 20.7% of the total Benton County population lived at or below the poverty line based on ACS 1-year estimate from 2022 with 15.4% of children living at or below the poverty line. Corvallis has the highest percentage of total population in poverty (25.6%, 13,795 people).
- The median property value in Benton County was \$442,300 in 2022, which is 1.57 times higher than the national average. In 2022, 20.3% of the County population was living with severe housing problems.
- Oregon data on the number of chronically houseless individuals comes from the Department of Housing and Urban Development over multiple years. In 2017, Oregon (County data unavailable) had 3,120 chronically houseless individuals.
- In 2023, Feeding America reported that in Benton County, 14.6% of the population experienced food insecurity. Local food pantries provide a 3–5-day food supply to individuals at or below 185% of the federal poverty rate each week.

The local economy was previously driven by agriculture, however educational services, health care, and social assistance now form the basis of Benton County's economy. Building a resilient economy requires an understanding of how the components such as employment sectors, workforce, resources, and infrastructure are interconnected in the existing economic picture. The current and anticipated financial conditions of a community are strong determinants of community resilience, as a strong and diverse economic base increases the ability of individuals, families, and the community to absorb disaster impacts for a quick disaster recovery. Emergency Management agencies can use economic data to drive the focus of disaster response efforts, and to determine the resiliency of residential areas following a disaster.

2. Situation and Assumptions

Figure 2-1 Map of Benton County and Cities



2.1.2 Threat/Hazard Identification

The County may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

- **Natural Hazards:** Result from acts of nature.
- **Technological Hazards:** Result from accidents or failures of systems and structures.
- **Human-Caused/Adversarial Threats:** Result from intentional or unintentional actions of an individual or group.

Table 2-1 identifies the hazard/threat most likely to impact the County based on the community's vulnerability and the resulting potential impacts of the hazard or threat.

2. Situation and Assumptions

Table 2-1 Identified Threats/Hazards		
Natural <i>Result from acts of nature</i>	Technological <i>Result from accidents or failures of systems and structures</i>	Human-Caused / Adversarial Threats <i>Result from intentional actions of an adversary</i>
<ul style="list-style-type: none"> • Cascadia Earthquake • Crustal Earthquake • Drought • Epidemic/Pandemic • Extreme Heat • Flood • Landslide • Snow/Ice/Extreme Cold • Volcanic Event • Wildfire • Windstorm 	<ul style="list-style-type: none"> • Airplane Crash • Communications System Failure • Dam Failure • Fire (Large Scale Urban Conflagration) • Fuel Line Explosion • Hazardous Materials Release (Fixed Facility) • Hazardous Materials Release (Transportation) • Information Technology Disruption • Liquid Fuel Supply Disruption • Power Failure • Sewer Treatment Failure • Train Derailment • Water Supply Disruption 	<ul style="list-style-type: none"> • Civil Disturbance/ Protest/Demonstration • Public Health Emergency • Riot • Sabotage • School Violence • Sports/Public Event Disturbance • Terrorism (including, but not limited to, Bomb, Intentional Hazardous Materials Release, Active Shooter, Animal/Eco-terrorism)

See the County Natural Hazard Mitigation Plan for more information regarding natural hazards for the area.

2.1.2.1 Hazards that Originate in Neighboring Jurisdictions

In addition to the hazards identified above, hazards that originate in neighboring jurisdictions may create hazard conditions within the County. These hazards include:

- **Tsunami.** Due to its location adjacent to a travel route from the Oregon Coast, the County may be impacted by this proximity and the associated needs of residents fleeing a tsunami. The County may be additionally impacted if a regional earthquake is the cause of the tsunami.
- **Volcano.** Like the tsunami hazard, a volcanic eruption may result in residents traveling through the County to escape its effects. Anticipated volcanic ash settling in the area will impact the entire community.
- **Dam Failure.** Due to the number of dams that exist upstream from Benton County, there is a hazard of various levels of dam failure that can cause significant flooding issues.

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- **Wildfire.** The risk of wildfires is always a concern, and given the topography of the County, there is a risk that wildfires may spread from neighboring counties into Benton County. This is particularly of concern along the western, south western, and north western edges of the County.

2.1.3 Hazard Analysis

The County has developed a Multi-Jurisdictional Natural Hazard Vulnerability and Risk Assessment that provides each jurisdiction with a sense of natural hazard priorities, or relative risk. Should a Risk Analysis for all hazards be developed in the future, it will identify the relative risk posed to the County by each of the threats and hazards described in Table 2-1.

The OEM-FEMA Hazard Analysis Methodology presented in Table 2-2 was first developed by FEMA circa 1983 and was gradually refined in Oregon by the Oregon Department of Emergency Management of the years. In this analysis, severity ratings, and weight factors, were applied to the four categories of history, vulnerability, maximum threat (worst-case scenario), and probability.

The Benton County analysis can:

- Help establish priorities for planning, capability development, and hazard mitigation.
- Serve as a tool in the identification of hazard mitigation measures.
- Be one tool in conducting hazard-based needs analysis.
- Serve to educate the public and public officials about hazards and vulnerabilities; and
- Help communities make objective judgments about acceptable risk.

Table 2-2 Benton County Hazard Analysis using the OEM-FEMA Methodology

2. Situation and Assumptions

Benton County													
2022 Natural Hazard Vulnerability Assessment Rankings													
Based on the OEM-FEMA Hazard Analysis methodology combining factors of History, Probability, Vulnerability and Maximum Threat to help assess risk.													
HAZARD	HISTORY			PROBABILITY			VULNERABILITY			MAX THREAT			TOTAL SCORE
	2x	7	14	7x	8	56	5x	10	50	10x	10	100	
Epidemic/Pandemic	2x	7	14	7x	8	56	5x	10	50	10x	10	100	220
Wildfire	2x	10	20	7x	10	70	5x	8	40	10x	8	80	210
Earthquake(Cascadia)	2x	2	4	7x	7	49	5x	10	50	10x	10	100	203
Earthquake (Crustal)	2x	3	6	7x	6	42	5x	7	35	10x	10	100	183
Windstorm	2x	10	20	7x	10	70	5x	6	30	10x	6	60	180
Drought	2x	3	6	7x	8	56	5x	7	35	10x	8	80	177
Flood	2x	10	20	7x	10	70	5x	5	25	10x	6	60	175
Winter Storm	2x	10	20	7x	10	70	5x	4	20	10x	6	60	170
Extreme Heat	2x	1	2	7x	8	56	5x	5	25	10x	7	70	153
Dam Failure	2x	1	2	7x	2	14	5x	8	40	10x	9	90	146
Landslide	2x	10	20	7x	10	70	5x	3	15	10x	4	40	145
Volcano	2x	1	2	7x	5	35	5x	4	20	10x	5	50	107

Completed by the Benton County NHMP update Steering Committee during meetings held on July 21, 2022 and September 15, 2022.

2.1.4 Capability Assessment

The availability of the County’s physical and staff resources may limit its capability to conduct short- and long-term response actions on an independent basis. County response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The County has defined its core capabilities in accordance with the National Preparedness Goal. A community capability assessment is a low impact, systematic approach to evaluate the County’s emergency plan and capability to respond to hazards.

Each year, the County conducts a capability assessment both formally (as required by EMPG) and informally on an ongoing basis to ensure that the best practices in emergency management are incorporated into the program, plans, and activities. With the core capabilities and FEMA Mission Areas, the most critical areas of focus are on the core capabilities of Operational Coordination, Planning, Public Information and Warning, and Operational Communications. Through these assessments, it has been identified that all five areas of the POETE analysis are needed to ensure adequate response and recovery to disasters. These areas are Planning, Organization, Equipment, Training, and Exercise. For the core capability of Operational Coordination specifically, all five POETE areas will need to be expanded to fill the gap. A brief example of activities that would help increase readiness for these core capabilities are broken out below:

Planning: Emergency Operations Plans, support annexes, policies, and procedures.

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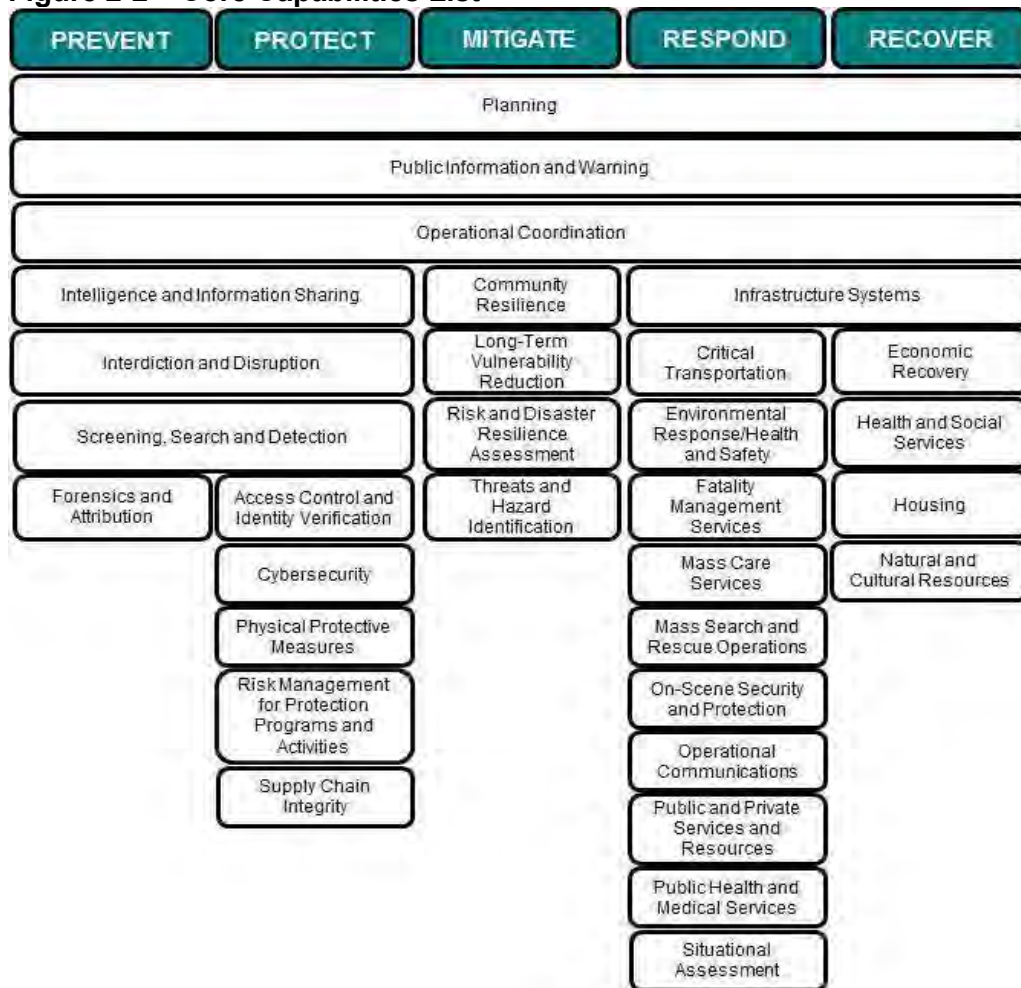
Organization: Coordination with local partners and key stakeholders, as well as the expansion of the Emergency Management organization and EOC/IMT team.

Equipment: Acquisition of equipment and supplies to support emergency response, recovery, etc. which includes the construction of an EOC facility and mobile response capabilities.

Training: Hosting and delivering regular and consistent training on a schedule that supports the IPPW as well as the Emergency Management Strategic Plan.

Exercise: Conducting various types of exercises to test plans, solidify training, and demonstrate proficiency in desired target areas.

Figure 2-2 Core Capabilities List



2.1.5 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the County. CIKR include the assets, systems, networks, and functions that provide

2. Situation and Assumptions

vital services to communities at all levels of government. Key factors in identifying CIKR is if there is a disruption of that resource, it would significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, and economic loss.

2.2 Assumptions

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the County will respond to emergencies to the utmost of our ability, it is possible that some natural or technological disasters may overwhelm resources. While recognizing this possibility, this plan is designed to help the County fulfill its response function to maximum capacity.

This EOP is based on the following assumptions and limitations:

- Essential services will be maintained if conditions permit.
- Approximately 21% of residents in the Benton Operational Area commute outside of the area for work. During the workday, the population increases by 11,000, leading to a higher transient population if a disaster occurs during traditional work hours.
- An emergency will require prompt and effective response and recovery operations by emergency services, disaster relief, volunteer organizations, and the private sector.
- All emergency response staff are trained and experienced in operating under the NIMS/Incident Command System (ICS) protocol.
- Each responding agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Environmental, technological, and civil emergencies may be of a magnitude and severity that require state and federal assistance.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the Benton Operational Area may be affected by environmental and technological emergencies.

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- The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the Benton Operational Area could be subject to radioactive fallout or other hazard related to weapons of mass destruction. In accordance with national nuclear civil protection policy, two options have been developed to counteract such a threat: population protection and shelter-in-place programs.
- Outside assistance will be available in most major emergency/disaster situations. Although this plan defines procedures for coordinating such assistance, it is essential for Benton County to be prepared to carry out disaster response and short-term actions independently for both response and recovery. All disasters begin and end locally, and it is critical for local jurisdictions to maintain operations as much as possible.
- Control over resources will remain at the local level even though the Governor has the legal authority to assume control in a state-declared emergency.
- Local communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, Benton County can still operate effectively if public officials, first responders, employees, volunteers, and residents are:
 - Familiar with established policies and procedures.
 - Assigned pre-designated tasks.
 - Provided with assembly instructions, and
 - Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

2. Situation and Assumptions

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3

Roles and Responsibilities

3.1 General

The County, City agencies, and response partners within the Benton County Operational Area may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts as well as the availability of local resources. Therefore, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Emergency Manager is responsible for emergency management planning and operations for the area of the county lying outside the limits of incorporated municipalities. The City Manager, or other designated official (pursuant to City charter or ordinance) of each incorporated City, is responsible for emergency management planning and operations for that jurisdiction. These efforts put in place by incorporated cities should be coordinate with the County to ensure effective coordination and use of resources and information sharing.

Most departments have emergency functions that are like their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below based on Community Lifelines, as well as in individual annexes.

3.1.2

Policy Group

The Policy Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected officials and appointed executives with legal responsibilities, and may also include executive management, and county department heads.

General responsibilities of the Policy Group include:

- Encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.

3. Roles and Responsibilities

- Understanding and implementing laws and regulations that support emergency management and response.
- Encourage County staff and partners to participate in the Emergency Operations Center Team training, exercises, and response as needed.
- Ensuring that local emergency plans consider the needs of:
 - The jurisdiction, including persons, property, and structures.
 - Vulnerable populations, including unaccompanied children, those with service animals, access and functional needs community, English as a Second Language community, low-income, and those temporarily lacking a residence; and
 - Individuals with household pets or livestock.
- Encouraging all community members to take preparedness actions and participate in volunteer organizations and training courses.

3.2.1.1 Elected Officials

The ultimate responsibility for policy, budget, and political direction for the County and city governments is borne by each local government's governing body (e.g., Board of County Commissioners, City Council). During emergencies, this responsibility includes encouraging community involvement and assistance, issuing policy statements as needed to support actions and activities of response and recovery efforts, and providing the political contact needed for visiting state and federal officials. Elected officials may provide liaison with their constituents within the community and other jurisdictions if needed.

General responsibilities of the Board of Commissioners include:

- Establishing emergency management authority by County resolution.
- Adopting an EOP and other emergency management–related resolutions.
- Declaring a state of emergency and providing support to the EOC if needed.
- Acting as a liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending all relevant public information briefings and meetings.

Under the direction of the County Sheriff, the County Emergency Manager has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The County Emergency Manager works with the Policy

3. Roles and Responsibilities

Group and Elected officials to ensure that there are unified objectives regarding the County's emergency plans and activities, including coordinating all aspects of the County's capabilities. The County Emergency Manager coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident, and identifying and correcting any shortfalls.

In particular, the County Emergency Manager is responsible for:

- Serving as staff advisor to the Sheriff, Board of Commissioners, and County Administrator for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Analyzing the emergency skills required and coordinating/deliver the training necessary to provide those skills.
- Preparing and maintaining a resource inventory (including call-down lists for EOC assigned personnel).
- Ensuring the operational capability of the County EOC facility and function.
- Activating the County EOC, assigning personnel as appropriate within the EOC or incident response, and using established call-down procedures to contact cooperators and essential staff.
- Keeping the governing body apprised of the County's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the County and Oregon Department of Emergency Management (ODEM).
- Maintaining a liaison relationship with organized emergency volunteer groups and private agencies.
- Ensuring that plans are in place to protect and preserve County records.
- Providing information and instructions to personnel regarding self-protection and minimizing exposure resulting from hazards associated with the emergency.

3.2.1.2 Executive Management Group

Executive management is provided at the County level by the County Administrator. Executive management is comprised of Department Directors, chosen by the County Administrator, and is responsible for continuity of government, **overall direction of emergency operations**, and dissemination of public information.

3. Roles and Responsibilities

General responsibilities of the Executive Management Group include:

- Ensuring that all departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Ensuring implementation of the County COOP Plans.
- Working with Emergency Management and the EOC to provide resources (e.g. personnel, equipment, supplies, facilities).
- Implementing the policies and decisions of the governing body.

3.2.1.4 County Department Directors

Department and agency directors collaborate with the Executive Group during development of local emergency plans and provide key response resources. County department and agency heads and their staff, develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercises to develop and maintain the necessary capabilities as well as clearly reinforce preparedness expectations and a state of readiness. Department and agency directors not assigned to a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the County Emergency Manager.

3.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, many County departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

In general, all County departments are responsible for:

- Supporting EOC operations to ensure that the County is providing for the safety and protection of the citizens it serves.
- Developing guidelines to implement assigned duties specified by this plan.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department.
- Developing alert and notification procedures for department personnel.
- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting

3. Roles and Responsibilities

expenditure reports in accordance with financial management practices. Incident-related costs may be incurred during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.

- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.
- Notifying the County Emergency Manager of resource shortfalls and availability.
- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other County departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring staff complete required training (including required NIMS and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

3.2.3 Community Lifelines

Community Lifelines are a FEMA developed construct to increase effectiveness in disaster operations and better position the agency to respond to catastrophic events. A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security. The construct allows emergency managers to:

- Characterize the incident and identify the root causes of priority issue areas.
- Distinguish the highest priorities and most complex issues from other incident information through impact assessment.

Lifelines provide an outcome-based, survivor-centric frame of reference that assists responders with the following:

- Rapidly determining the scale and complexity of a disaster.

3. Roles and Responsibilities

- Identifying the severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas.
- Developing operational priorities and objectives that focus response efforts on the delivery of these services by the most effective means available.
- Communicating disaster-related information across all levels of public, private, and non-profit sectors using commonly understood, plain language.
- Guiding response operations to support and facilitate integration across mission areas.

Implementation of Community Lifelines impacts how incident information is framed, organized, and reported during response. Emergency Support Functions, (ESF), Core Capabilities, response operations, and procedures remain fundamentally the same, however it is important to understand their interrelationship. ESF's, Core Capabilities, and lifelines can be thought of in terms of means, ways, and ends:

- **Means**
 - ESF's and other organizing bodies- *the means*- are the way departments and agencies, community organizations, and industries organize to enhance coordination to deliver the response Core Capabilities.
- **Ways**
 - Response Core Capabilities describe the grouping of response actions- *the ways*- that can be taken to re-establish lifeline infrastructure. FEMA executes Lines of Effort (LOE) to operationalize the Core Capabilities (the ways) for response and recovery planning and operations.
- **Ends**
 - Lifelines describe the critical service infrastructure within a community that must be stabilized and re-established to address community impact- *the ends*- by alleviating threats to life and property.

When a lifeline is affected by a disaster, survivors may experience disruptions which reduce their ability to receive critical services and recover from the effect of an incident. These impacts are assessed and addressed based on overall impact to the community, otherwise known as Community Impact. Addressing Community Impact is an ongoing process which occurs throughout the disaster lifecycle.

3. Roles and Responsibilities

Lifelines are the most fundamental services in the community that enable all other aspects of society to function. They are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention is required.

3.2.3.1 Agency Responsibilities by Community Lifeline

Whether an organization has a primary or supporting role in responding to an incident, each offer services required for an effective emergency management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, emergency medical service (EMS) providers, public health, environmental health, and public works departments.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

■ Primary Agency(s)

- Identified lead agency for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident-related activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

■ Supporting Agency(s)

- Identified agency with substantial support roles during major incidents.

See the Community Lifeline Annexes to view the Primary and Supporting Agencies of each Lifeline.

3. Roles and Responsibilities**3.2.3.2 Community Lifeline Responsibilities****Safety and Security**

Definition of a stable Safety and Security Lifeline: Threats to life-safety are no longer a concern for all response personnel and impacted communities. Government essential functions, including executive leadership, is operational. Sufficient search and rescue assets are on-scene to assist all survivors. Sufficient fire resources are available to support fire suppression efforts.

Law Enforcement and Security

Responsibilities related to Law Enforcement and Security include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.

Fire Service

Responsibilities related to Fire Service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Performing life-safety inspections and recommendations for activated emergency shelters.

Search and Rescue

Responsibilities related to Search and Rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.

3. Roles and Responsibilities

- Establishing and monitoring training standards for certification of search and rescue personnel.

Government Services

Responsibilities related to Government Services include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to County departments requiring augmentation.

Community Safety

Responsibilities related to Community Safety include:

- Defining responsibilities of County departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
 - Movement control.
 - Health and medical requirements.
 - Transportation needs.
 - Emergency Public Information materials.
 - Shelter and reception location.
- Developing procedures for sheltering in place.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.
- Conducting evacuation in accordance with County policy.

3. Roles and Responsibilities

- Coordinating with local government and non-profit agencies to identify, to the degree possible, the location of vulnerable population groups and individuals throughout the County and ensure that any special evacuation requirements are understood and can be addressed, or that resources are adequate for these populations to shelter in place.
- Working with the Oregon Military Department when it is necessary for them to:
 - Coordinate, employ, and control Oregon National Guard forces and military resources to assist civil authorities with the protection of life and property and to maintain peace, order, and public safety.
 - Mobilize and stage personnel and equipment to restore/ preserve law and order and provide support to other ESFs as directed by the State ECC and within Oregon National Guard capabilities.
 - Coordinate with the active federal military to ensure mutual support during federal disaster relief operations.



Food, Hydration, and Shelter

Definition of a stable Food, Hydration, and Shelter Lifeline: All survivors, their pets, and service animals have access to food, hydration, and sanitation. Sheltering, including cellular reception, capacity, accessibility, and wrap-around services, is supporting the displaced population. Sufficient resources are in place to sustain agricultural requirements.

Food

Responsibilities related to Food include:

- Assessing food needs and resources for the community.
- Storing food resources.
- Monitoring the collection and sorting of all food supplies and establishing procedures to ensure that they are safe for consumption.
- Coordinating transportation of food resources to the community.

3. Roles and Responsibilities

- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).

Hydration

Responsibilities related to Hydration include:

- Assessing water needs and resources for the community.
- Storing water resources.
- Monitoring the collection and sorting of all water supplies and establishing procedures to ensure that they are safe for consumption.
- Coordinating transportation of water resources to the community.

Shelter

Responsibilities related to Shelter include:

- Maintaining and implementing procedures for care and shelter of displaced citizens.
- Maintaining and implementing procedures for care and shelter of domestic and livestock animals in an emergency.
- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).

Agriculture and Animal

Responsibilities related to Agriculture include:

- Conducting animal and plant disease and pest response.
- Coordinating animal/veterinary/wildlife response during a disaster, including:
 - Capturing/rescuing animals that have escaped confinement or been displaced from their natural habitat.
 - Providing emergency care to injured animals.
 - Providing humane care, handling, and sheltering to animals (including service animals, pets, and livestock).

3. Roles and Responsibilities

- Protecting the state's natural resources from the impacts of a disaster.



Health and Medical

Definition of a stable Health and Medical Lifeline: All survivors, their pets, and service animals have access to required medical and veterinary care. Emergency medical systems can manage patient movement requirement. Public health services are accessible to all survivors. Sufficient temporary fatality management support in place to meet processing demand. Medical supply chain capable of adequately resupplying medical care providers.

Medical Care

Responsibilities related to Medical Care include:

- Coordinating isolation and/or quarantine actions, as needed and permitted.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

Public Health

Responsibilities related to Public Health include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinating public health surveillance.
- Coordinating dissemination of public health information.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

3. Roles and Responsibilities

- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating support with other County departments, relief agencies, and volunteer groups.
- Coordinating with faith-based organizations and other volunteer agencies.

Patient Movement

Responsibilities related to Patient Movement include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.
- Requesting additional EMS assets as necessary.
- Coordination between EMS and Hospitals.

Medical Supply Chain

Responsibilities related to the Medical Supply Chain include:

- Coordinating mass prophylaxis and delivery and distribution set-up of the Strategic National Stockpile, if needed.
- Coordinate critical medical supply acquisition and distribution.

Fatality Management

Responsibilities related to Fatality Management include:

- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the deceased.

3. Roles and Responsibilities



Energy (Power and Fuel)

Definition of a stable Energy Lifeline: Generators are providing temporary emergency power at critical facilities necessary to stabilize other lifelines. Fuel distribution available for responders. Sufficient fuel distribution available for survivors.

Power Grid

Responsibilities related to the Power Grid and Fuel include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinating with local utilities to reduce the risk of physical or cyber-attack on lifeline utility systems.
- Coordinating temporary emergency power generation and fuel capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/ critical care facilities, designated shelters, government offices/ facilities, water/sewage systems, and other essential community services.

3. Roles and Responsibilities



Communications

Definition of a stable Communications Lifeline: Land mobile radio communications network is operational. Survivors have access to commercial communications infrastructure to contact or be contacted by emergency services. Public safety answering points are available to the public. Survivors have access to financial services.

Infrastructure

Responsibilities related to Infrastructure include:

- Conducting pre-incident and post-incident assessments of communication infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged communication infrastructure and critical facilities.
- Coordinating repair, maintenance, and restoration of the County's critical communication infrastructure.

Responder Communications

Responsibilities related to Responder Communications include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

Alerts, Warnings, and Messages

Responsibilities related to Alerts, Warnings, and Messages include:

- Monitoring emergency communications networks.

3. Roles and Responsibilities

- Disseminating emergency alerts, as requested by the on-scene Incident Commander, EOC Incident Commander, or PIO.
- Receiving and disseminating warning information to the public and key County officials.

Finance

Responsibilities related to Finances include:

- Coordinating with business and industry partners to facilitate private-sector support to response and recovery operations.
- Identifying short-term recovery assistance to business and industry partners.
- Facilitating communication between business and industry partners and local, tribal, and state emergency management organizations.
- Establishing a damage assessment team from among County departments with assessment capabilities and responsibilities.
- Providing economic damage assessments for impacted areas.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.
- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

911 and Dispatch

Responsibilities related to 911 and Dispatch include:

- Monitoring emergency communications networks.
- Dispatch first responder resources.
- Relay situational information to key stakeholders and responders.

3. Roles and Responsibilities



Transportation

Definition of a stable Transportation Lifeline: Multimodal routes (air, rail, road, port) are clear of debris and accessible by normal or alternate means.

Highways, Roadways, and Motor Vehicles

Responsibilities related to Highways, Roadways, and Motor Vehicles include:

- Maintain critical road/highway infrastructure for emergency vehicles, private vehicles, utilities, and logistics supply chain vehicles.

Mass Transit

Responsibilities related to Mass Transit include:

- Provide transportation services to the public.
- Provide transportation services to individuals with access functional needs (AFN).

Railways

Responsibilities related to Railways include:

- Maintain functional railways including critical maintenance.
- Transport supplies including hazardous materials and other non-hazardous materials.

Aviation

Responsibilities related to Aviation include:

- Maintain commercial cargo/passenger transport.
- Maintain general aviation and military requirements.

Maritime

Responsibilities related to Maritime include:

- Coordinate waterway operations including transportation, safety, hazardous material clean up, etc.
- Monitor waterway operations.

3. Roles and Responsibilities



Hazardous Materials

Definition of a stable Hazardous Material Lifeline: All contaminated areas are identified and secure.

Facilities

Responsibilities related to Facilities include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector hazardous material organizations.
- Encouraging staff preparedness by participating in planning, training, and exercises.
- Educating staff on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

HAZMAT, Pollutants, and Contaminants

Responsibilities related to HAZMAT, Pollutants, and Contaminants include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and state agencies.
- Recommending protective actions related to hazardous materials.
- Conducting environmental short- and long-term cleanup.

3. Roles and Responsibilities



Water Services

Definition of a stable Water Services Lifeline: Survivors have access to temporary or permanent potable water infrastructure providing drinking water and wastewater management services. Sufficient resources are in place to support the temporary or permanent delivery of baseline water systems services.

Potable water Infrastructure

Responsibilities related to Potable Water Infrastructure include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.

Wastewater Management

Responsibilities related to Wastewater Management include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.

3. Roles and Responsibilities

3.3 Local and Regional Response Partners

The County's emergency organization is supported by several outside organizations, including incorporated cities, service organizations, and the private sector.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent.

Essential private-sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private-sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private-sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3.3.2 Nongovernmental and Faith-Based Organizations

Nongovernmental and faith-based organizations play enormously important roles before, during, and after an incident. In the County, nongovernmental/faith-based organizations such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to assist in response and promote the recovery of disaster victims. Nongovernmental and faith-based organizations also collaborate with responders, governments at all levels, and other agencies and organizations to provide supplies and services.

The roles of nongovernmental and faith-based organizations may include:

3. Roles and Responsibilities

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food, shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

3.3.3 Individuals and Households

Although not formally a part of the County's emergency operations, individuals, and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

3.4 State Response Partners

Under the provisions of ORS 401.035, the Governor has broad responsibilities for the direction and control of all emergency activities in a state-declared emergency. The administrator of ODEM is delegated authority by ORS 401.052 to 401.092 to coordinate all activities and organizations for emergency management within the state, and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting ESFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency. Some state agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

3. Roles and Responsibilities

3.5 Federal Response Partners

Federal response partners are typically requested by ODEM if state resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon EMP and, if necessary, the National Response Framework.

4

Concept of Operations

4.1 General

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, law enforcement, and the Public Works Department. Depending on the type of incident, initial response also may include hospitals, local public health departments, and hazardous materials teams. In all emergencies, saving and protecting human lives is the top priority of the County and emergency response personnel.

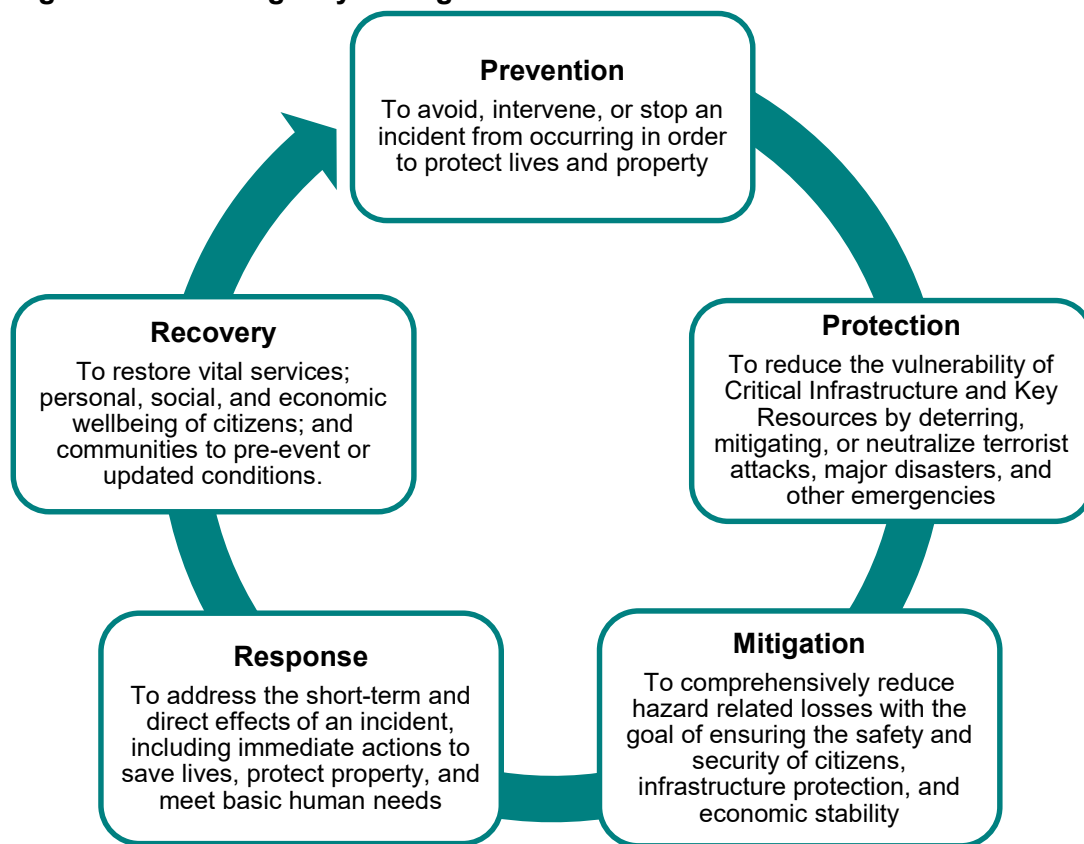
The County is responsible for emergency management and protecting life and property of citizens within its jurisdiction. This EOP will be used when the County or individual emergency response agencies are reaching, or have exceeded, their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where County resources are limited and/or have been expended.

4.2 Emergency Management Mission Areas

This EOP adheres to the emergency management principle of all-hazards planning, which is because most responsibilities and functions performed during an emergency are not hazard specific. The focus of this plan is response and short-term recovery actions. Nevertheless, this plan impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the County in the five mission areas as shown in Figure 4-1, Emergency Management Mission Areas.

4. Concept of Operations

Figure 4-1 Emergency Management Mission Areas



4.3 Response and Recovery Priorities

4.3.1 Response

Response activities within the County are undertaken immediately after an incident.

The County's response priorities are defined below:

1. **Life:** Efforts to save lives and operations that minimize risks to public health and safety.
2. **Property:** Efforts to reduce impacts to CIKR and minimize property damage.
3. **Environment:** Efforts to mitigate long-term impacts to the environment.

4.3.2 Recovery

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the County. This EOP is not a recovery plan; however,

4. Concept of Operations

the County recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed.

Recovery operations are actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or “new normal” conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations.

The County’s recovery priorities for CIKR are defined below:

1. **Initial Damage Assessment:** Determine structure impacts to the County.
2. **Debris Removal:** Coordinate debris clearance, collection, and removal.
3. **Infrastructure Restoration:** Facilitate restoration of CIKR.

4.4 Incident Levels

Incident levels assist local, county, and state response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations within the County will not always fit neatly into these levels, and any incident has the potential to intensify or expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents. The County utilizes the NIMS Incident Levels, which are based on five levels of complexity that ascend from relatively minor incidents (Type 5, e.g., vehicle fire) to a major disaster (Type 1, e.g., earthquake) resulting in high impact on the County and requiring national response resources (source: U.S. Fire Administration). Table 4-1, NIMS Incident Levels, describes the complexity of each type of incident.

Table 4-1 NIMS Incident Levels	
Type 5	<ul style="list-style-type: none"> ■ The incident can be handled with one or two single resources with up to six personnel. ■ Command and General Staff positions (other than the Incident Commander) are not activated. ■ No written Incident Action Plan (IAP) is required. ■ The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. ■ Examples include a vehicle fire, an injured person, or a police traffic stop.

4. Concept of Operations

Table 4-1 NIMS Incident Levels	
Type 4	<ul style="list-style-type: none"> ■ Command and General Staff functions are activated only if needed. ■ Several resources are required to mitigate the incident. ■ The incident is usually limited to one operational period in the control phase. ■ The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. ■ No written IAP is required, but a documented operational briefing will be completed for all incoming resources. ■ The agency administrator develops operational plans, including objectives and priorities.
Type 3	<ul style="list-style-type: none"> ■ When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. ■ Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. ■ A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. ■ The incident may extend into multiple operational periods. ■ A written IAP may be required for each operational period.
Type 2	<ul style="list-style-type: none"> ■ The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. ■ Most or all the Command and General Staff positions are filled. ■ A written IAP is required for each operational period. ■ Many of the functional units are needed and staffed. ■ Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). ■ The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.

4. Concept of Operations

Table 4-1 NIMS Incident Levels	
Type 1	<ul style="list-style-type: none"> ■ A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. ■ IMT generally activated. Second IMT on stand-by. ■ All Command and General Staff positions are activated. ■ Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. ■ Branches need to be established. ■ The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. ■ Use of resource advisors at the incident base is recommended. ■ There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

4.5 Incident Management

4.5.1 Activation

When an emergency arises, and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the County Emergency Manager may implement the EOP as deemed appropriate for the situation or at the request of the on-scene Incident Commander. In addition, the County Emergency Manager may partially or fully activate the Benton County Operational Area EOC Incident Management Team (BCIMT) and staff the County EOC based on an emergency’s type, size, severity, and anticipated duration. An emergency declaration is not required to implement the EOP or activate the EOC. Upon notification that the EOC has been activated and/or an emergency has been declared, all involved County emergency services will implement their respective plans and procedures, and provide the Emergency Manager with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property

Refer to the immediate action checklists for further information on initial actions to be taken by the County Emergency Manager (or designee) upon implementation of all or part of this EOP.

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4.5.2 Alert and Warning

Warnings, emergency information and notifications, or disaster reports received by County personnel will be relayed to the County Emergency Manager and the Corvallis Regional 9-1-1 Dispatch Center. County response personnel will communicate and receive notifications using traditional communications technology if available, such as landlines, cellular telephones, faxes, pagers, internet/e-mail, and radio throughout the duration of response activities. Emergency notification procedures are established among the response community, and call lists are updated and maintained by each agency. External partners will be notified and coordinated through the County EOC as appropriate. Mass notifications to the public will be conducted through the Linn-Benton ALERT system.

4.5.3 Communications

The ability of responders from different agencies and disciplines to work together depends greatly on their ability to communicate with each other. Plain language is essential to first responder and public safety and will be used by all County personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, County staff, the State ECC, and personnel from neighboring jurisdictions to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity.

Through the County, a public warning and broadcast system has been established for the County to provide emergency information and instructions during a pending or actual emergency incident or disaster.

4.5.3.1 Interoperability

Interoperability is the ability of public and private agencies, departments, and other organizations to operate and communicate effectively together using systems, personnel, and equipment. In recognition that successful emergency management and incident response operations require the continuous flow of critical information across all jurisdictions and agencies, interoperability plans or procedures should be developed to include training and exercises, SOPs, new technology, and considerations of individual agency governance. Interoperable voice, data, or video-on-demand communications systems allow emergency management/response personnel to communicate within and across agencies and jurisdictions in real time.

4.5.4 Situational Awareness and Intelligence Gathering

Situational awareness and intelligence gathering are necessary to maintain a common operating picture among response agencies and provide the basis for emergency alert and warning (when an incident alert is not received by an outside agency). Situational awareness is the ongoing process of collecting, analyzing, and sharing information across agencies and intergovernmental levels, and the private sector. Intelligence gathering is the collecting of security and operational information, such as collection of severe weather forecasts from the National

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Weather Service. Intelligence gathering may also be used to detect, prevent, apprehend, and prosecute criminals planning terrorist incidents.

On a day-to-day basis, and during Level 1 and 2 incidents when the EOC is not fully activated, the County, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence gathering activities and functions, unless otherwise designated. If a criminal or terrorist incident is suspected, the County Sheriff's Office will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC). During a terrorist incident, the OTFC will support situational awareness and intelligence gathering functions.

4.5.5 Resource Management

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all County resources. In a situation where resource allocations are in dispute, the Board of Commissioners has the final allocation authority. County resources will be allocated according to the following guidelines:

- Deploy resources according to the following priorities:
 1. Protection of life
 2. Protection of responding resources
 3. Protection of public facilities
 4. Protection of private property
- Distribute resources so that the most benefit is provided for the number of resources expended.
- Coordinate citizen appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide citizens with information about where to make these requests.

4. Concept of Operations

- Activate mutual aid agreements as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, state, and federal resources through an emergency declaration.

4.5.5.1 Resource Typing

The County utilizes resource typing, which is a method for standardizing equipment requests and managing resources during an incident in accordance with NIMS. A resource typed list can increase the usefulness of the tools requested during an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. County response personnel and support staff are trained and exercise using resource typing lists to ensure familiarity with the standard terminology for commonly requested resources.

4.5.5.2 Credentialing of Personnel

Benton County has implemented a formalized credentialing program. This program includes identification, background checks, and NIMS training, and was adopted by resolution in 2019. This includes the use of the National Qualification System (NQS) and State Qualification System (SQS) through the use of EOC Skill Sets and Position Task Books.

4.5.5.3 Volunteer and Donations Management

Currently, the County does not have a formal volunteer and donations management program in place. Should one be developed, the program will work to ensure the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents. Technical assistance for implementing NIMS/ICS volunteer and donations management procedures is available from Oregon Department of Emergency Management (ODEM).

During a Level 2 incident, when the EOC is activated and an emergency has not been declared, the County Emergency Manager will coordinate and manage volunteer services and donated goods through the County EOC, with support from the American Red Cross, Salvation Army, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow NIMS/ICS standards.

4.5.6 Access and Functional Needs Populations

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Access and Functional Needs Populations (also referred to as Vulnerable Populations and Special Needs Populations) are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

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Examples of individuals who have access and functional needs include, but are not limited to:

- Individuals who are deaf or hard of hearing.
- Individuals with limited English proficiency.
- Children and the elderly.
- Individuals without vehicles.
- Individuals with special dietary needs.
- Individuals who experience physical/mental disabilities.
- Individuals considered low income, or other marginalized communities.

Persons with access and functional needs within the County have the primary responsibility for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, the County Emergency Manager will assist them in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services in an accessible manner.

4.5.7 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the County and, whenever possible, the County will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters to themselves and their children through personal preparedness activities. To the greatest extent possible, the County Emergency Manager will assist in carrying out this responsibility by providing preparedness information, emergency public information, and critical public services.

4.5.8 Animals in Disaster

While the protection of human life is paramount, the need to care for domestic livestock and/or companion animals plays into decisions made by people affected by disasters. Preparing for the care of animals during a disaster is the responsibility of owners. However, the County may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the County may request assistance through ODEM.

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4.5.9 Demobilization

As the emergency progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

The following issues will be considered when demobilizing:

- Identification of surplus resources and probable resource release times.
- Demobilization priorities as established by the on-scene Incident Commander and/or EOC Director.
- Released or demobilized response resources as approved by the on-scene Incident Commander and/or EOC Director.
- Repair and maintenance of equipment, if necessary.

The Board of Commissioners, with advice from the EOC Director and/or on-scene Incident Commander, will determine when a state of emergency no longer exists, emergency operations can be terminated, and normal County functions can be restored.

4.5.10 Recovery

Once the immediate response phase has been completed, the County will turn towards recovery to restore government functions and community services. A transition from response to recovery may occur at different times in different areas of the County. Recovery phases vary and can be impacted by ongoing disasters or cascading impacts to Community Lifelines.

Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the County can concentrate on long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.

Throughout the recovery period, the County will review and implement mitigation measures, collect lessons learned, and update the EOP as needed. Resources to restore or upgrade damaged areas may be available if the County demonstrates that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future. The Recovery Process will follow best practices and utilize the FEMA Recovery Support Functions. The Recovery Support Functions are leveraged through local, state, and federal partnerships and they include:

- **Community Planning and Capacity Building-** Unifies and coordinates expertise and assistance programs between both

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governmental as well as non-government partners to ensure engagement of the whole community in planning and managing recovery.

- **Land Use and Redevelopment Planning-** Guides physical development following an incident to determine how and where to build, rebuild, vacate, and which areas to preserve.
- **Economic Recovery-** Helps levels of government and the private sector sustain or rebuild businesses and employment.
- **Health and Social Services-** Supports recovery in public health, health care facilities and coalitions, and essential social services.
- **Housing-** Coordinates resources for adequate, affordable, equitable, and accessible housing to support the whole community.
- **Infrastructure Systems-** Helps restore infrastructure systems and services and improves resilience for future hazards.
- **Natural and Cultural Resources-** Works to protect and restore natural and cultural resources and historic properties.

The recovery process will be managed and supported through the Emergency Management Division and the EOC as needed.

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Command and Control

5.1 General

The ultimate responsibility for command and control of County departments and resources lies with the Board of Commissioners and County Administration; however, the Sheriff and County Emergency Manager will maintain direction and control of the County Emergency Management Division unless otherwise delegated. County emergency operations, both on scene and in the County EOC, will be conducted in a manner consistent with NIMS, including use of the ICS.

During a County-declared disaster, control is not relinquished to state authority but remains at the local level for the duration of the event.

5.2 On-Scene Incident Management

Initial response to an incident will be managed by the responding agency (i.e., Sheriff's Office, Public Works Department, and/or Fire District), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post (ICP) and may assume the responsibilities of Command Staff until delegated. Upon establishment of the Incident Command System, the on-scene Incident Commander will notify the County Emergency Manager and request activation of the County EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with County and state leads.

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the County may activate the BCIMT and County EOC and assign an EOC Director. The EOC and EOC Director support on-scene operations and coordinate County resources.

The request will be submitted to the County Emergency Manager, who will determine whether to activate the BCIMT and EOC and will assume, or designate, the role of EOC Director. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the County EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the County EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper

5. Command and Control

coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing County services, and then only when a situation threatens to expand beyond the County's response capabilities.

Upon activation of the County EOC, the EOC Director is empowered to assume executive control over all departments, divisions, and offices of the County during a state of emergency. If appropriate, the on-scene Incident Commander or EOC Director may request that the Board of Commissioners declare a state of emergency.

The County EOC may have direct field operational functions such as mass care/sheltering, damage assessment, debris management, fuel management, information coordination, evacuations, alert and warning, livestock/animal sheltering, resource management, points of distribution, volunteer and donations management, etc. The County EOC may also provide direct support to the field Incident Commander.

5.4 Benton County Operational Area Emergency Operations Center

The County EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The County EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the County EOC may become the County seat of government for the duration of the crisis, but this is extremely undesirable and inefficient as continuity plans should be in place independent of the EOC.

5.4.1 Benton County Operational Area Emergency Operations Center- Activation

During emergency operations, and upon activation of the County EOC, the BCIMT will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the County Emergency Manager, who may assume or designate the role of EOC Director. While the on-scene Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing County resources in support of emergency operations.
- The EOC Director will determine the level of staffing required and will alert the BCIMT.
- Emergency operations will be conducted by County departments, augmented as required by trained reserves, volunteer groups, personnel supplied through mutual aid agreements, and private contractors. State and Federal support will be requested if the situation dictates.

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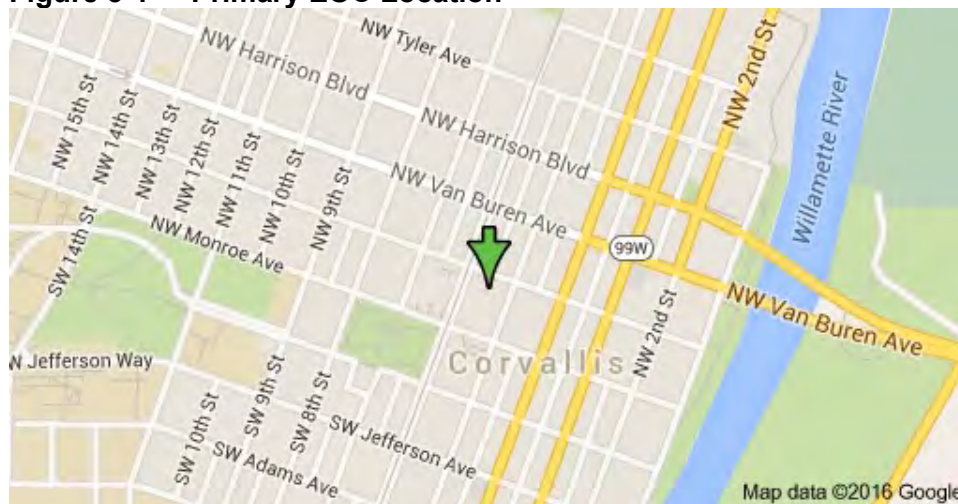
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
- Department Directors and organization leaders are responsible for assigned emergency functions and Community Lifelines.
- Department Directors are required to maintain Continuity of Operations (COOP) and Continuity of Government (COG).
- The EOC may, as appropriate, operate on a 24-hour basis.
- The County Emergency Manager will immediately notify the Benton County Sheriff and County Administration upon activation of the County EOC. Periodic updates will be issued to the County for the duration of County EOC activation.

5.4.2 Emergency Operations Center Location

The **primary location** for the County EOC is:

Law Enforcement Building (Basement)
180 NW 5th Street Corvallis, Oregon

Figure 5-1 Primary EOC Location

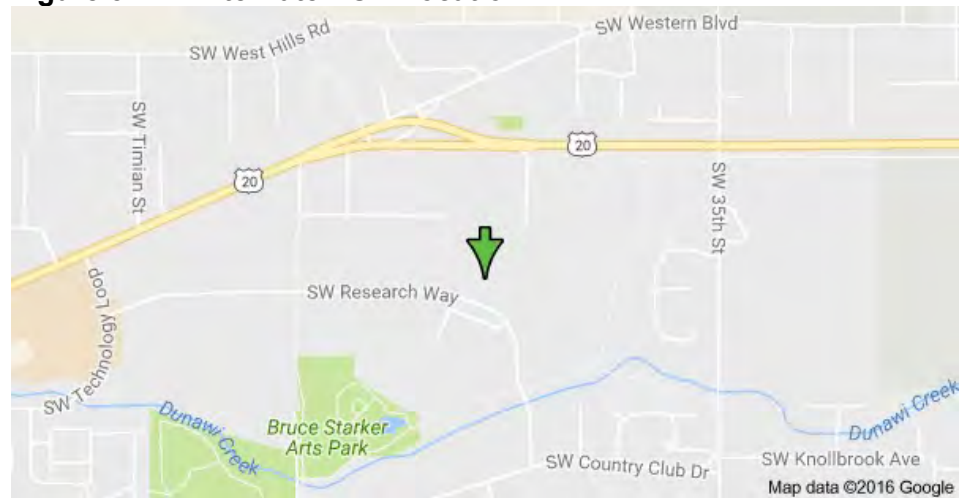


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If necessary, the **alternate location** for the County EOC is:

Benton County Sunset Building
 4077 SW Research Way, Corvallis, OR 97330

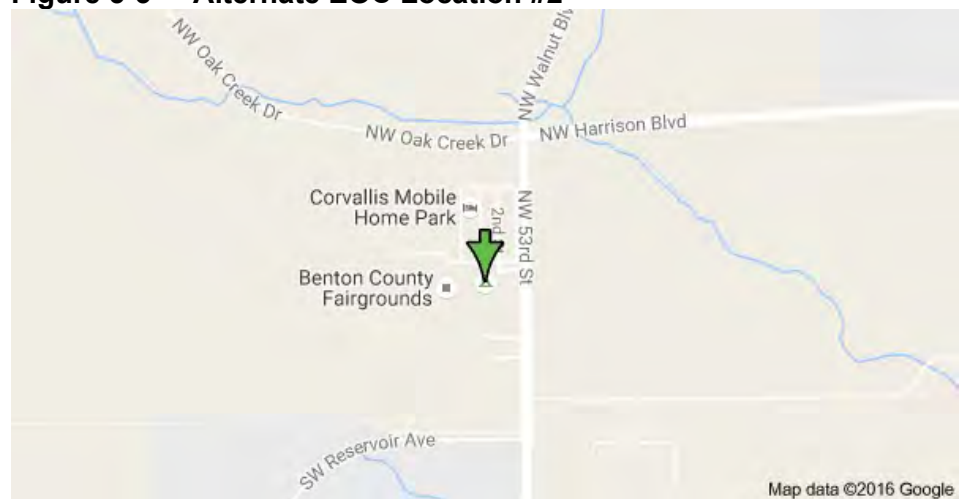
Figure 5-2 Alternate EOC Location #1



Second alternate location for the County EOC is:

Benton County Fairgrounds Carriage House
 110 SW 53rd Street, Corvallis, OR 97330

Figure 5-3 Alternate EOC Location #2



The location of the EOC can change, as required by the needs of the incident. Coordination and control for County emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Director will designate an alternate facility.

5. Command and Control

5.4.3 Emergency Operations Center Staffing

It is imperative that local personnel staff the EOC. Depending on the incident type, County departments will provide staff to the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the on-scene Incident Commander or EOC Director may change to meet the needs of the incident. If local staffing resources are not adequate to maintain the County EOC, the County may request support from the state or through mutual aid.

BCIMT members assigned to Command and General Staff are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the County, it is imperative that all primary and alternate BCIMT members be trained on ICS functions outside their areas of expertise. Regularly exercising the ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

5.4.4 Access and Security

During an emergency, access to the County EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. The EOC Director may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present.

5.4.5 Incident Management Software

The County utilizes Base Camp and Microsoft Teams software to help gather, analyze, and disseminate information in the County EOC. The County Emergency Manager is responsible for training the EOC/IMT on the use of software, and a User's Manual is maintained in the County EOC.

5.4.6 Deactivation

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and County Sheriff. Ideally, Position Task Books and ICS Form 226s will be completed for EOC personnel to support the credentialing process.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the County EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the County Sheriff and staff to manage recovery operations as part of their daily responsibilities.

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The County Sheriff has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC would occur at the direction of the County Emergency Manager and/or EOC Director.

5.5 Incident Command System (ICS)

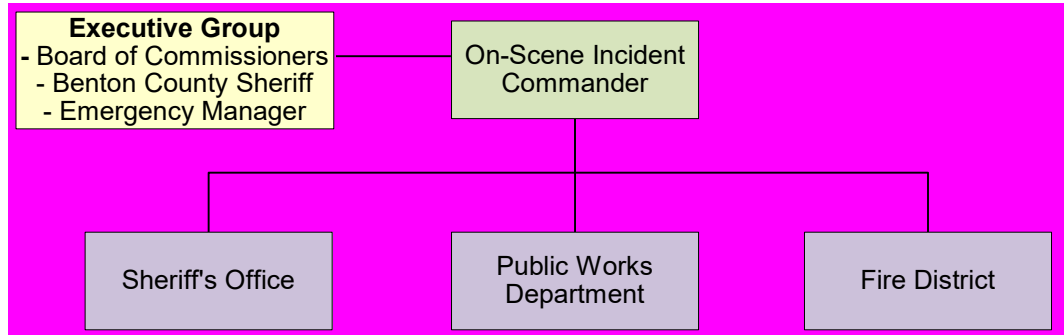
The Incident Command System (ICS) is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The County will utilize the ICS to manage resources and activities during an emergency response to communicate with other responding agencies using common terminology and operating procedures (Figure 5-4).

The County has established an IMT, supporting EOC activation, ICS operational procedures, and position checklists. The County ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines. The County ICS structure can also be utilized for lower-level emergencies such as a minor incident involving a single emergency response agency (Level 1). The Benton County Operational Area EOC will function following the ICS Planning P when practical to ensure adequate documentation, risk mitigation, and efficient use of resources.

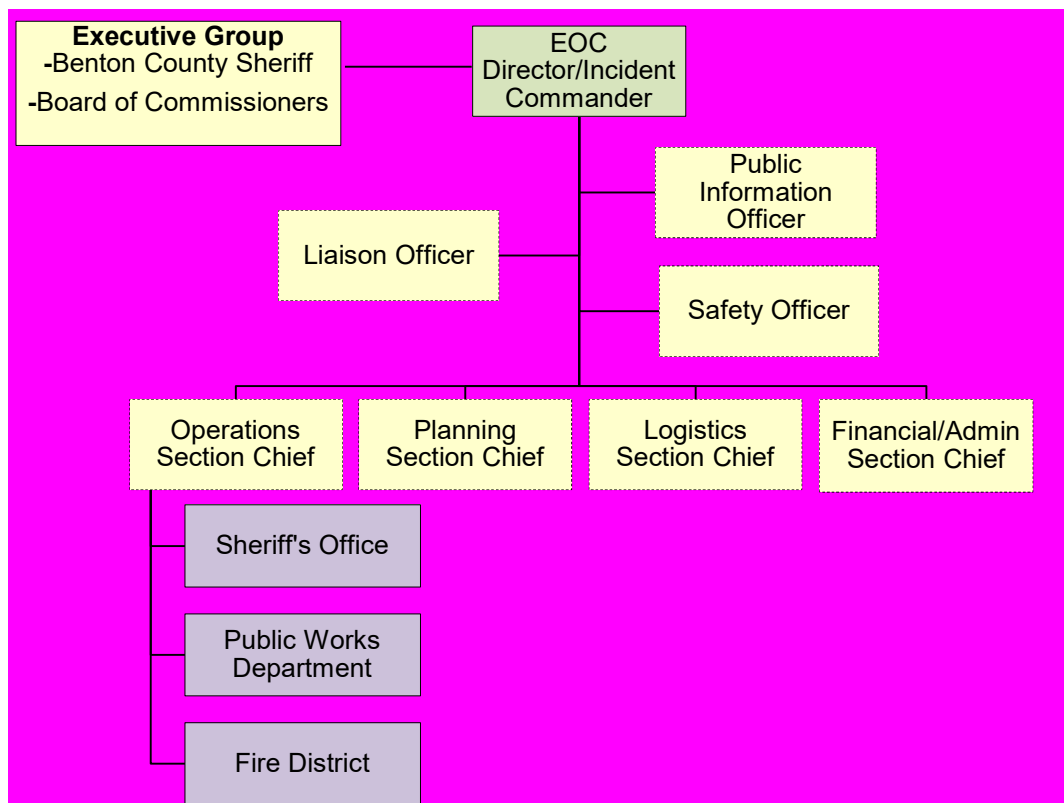
5. Command and Control

Figure 5-4 Examples of a Scalable Command Structure for the County

Initial Response Structure (Level 1 Incident)



EOC Structure once Activated



5.5.1 Emergency Operations Center Director/Incident Commander

The EOC Director is responsible for operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations.

In general, the EOC Director is responsible for:

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- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Approving and supporting implementation of an IAP.
- Coordinating activities in support of field response emergency operations.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer
- If the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the EOC Director may adjust to meet the needs of the incident.

The EOC Director requirements:

- Executive level leadership in a response agency, for a minimum of 3 years.
- Delegated or designated by the Authority Having Jurisdiction (AHJ).
Note: For Benton County, this is usually the Sheriff.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics
- Desired supplemental training: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, all hazards position specific training.

5.5.2 Incident Management Team

It is important to note that the IMT is used to support field operations or directly staff the EOC. Any County response agency may request the support of the BCIMT. Requests should be made through the shift supervisor (i.e. Sergeant, Battalion Chief, etc.) to Dispatch. A brief description of the incident in progress will be communicated to the Incident Commanders and County Emergency Manager. If appropriate, this group will determine the validity of the request amongst themselves. Basic information needed includes sufficient detail to create basic objectives and data for an ICS 201 form.

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The County Emergency Manager will then page out the BCIMT using the internal Linn-Benton ALERT system. As availability responses come in, additional messaging will inform the BCIMT of what roles have been filled for the first operational period. In this manner, the remainder of the team can then plan to be handed the incident for the second operational period (if unresolved). Portions of the team may activate without full team activation. This may be helpful for a monitoring event (such as a developing storm system) or an unknown event (such as a cyber incident). In these circumstances, the EOC Director may elect to open the EOC with a few key personnel to assist in the event of an actual activation.

5.5.3 Emergency Operations Center Command Staff

5.5.3.1 Safety Officer (SOFR)

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations.

The Safety Officer's responsibilities include:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chief as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.
- Create a safety report to document safety considerations.

Safety Officer requirements:

- Successful employee of the County with Safety and OSHA related experience.
- Training: ICS 300/400, IS-2200.
- Desired supplemental education: S-420 Command and General Staff, OSHA 600 Collateral Duty Safety Officer; G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, S-404 Safety Officer, or All Hazard Position Specific training.

5. Command and Control**5.5.3.2 Public Information Officer (PIO)**

The PIO will coordinate and manage the County's public information network, including local, regional, and state agencies, tribal entities, political officials, and other emergency management stakeholders.

The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the public.
- Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, participating in a JIC.
- Implementing information clearance processes with the EOC Director.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

PIO requirements:

- Duty designated by agency as PIO
- Training: ICS 300/400, L0105: Public Information Basics, IS-29.a Public Information Officer Awareness, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: S-420 Command and General Staff, L-480 IMT Leadership, G-490 Advanced PIO, G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazard Position Specific training.

5.5.3.3 Liaison Officer (LOFR)

Specific liaison roles may be incorporated into the command structure established at the County EOC, depending on the type of incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the American Red Cross.

Responsibilities typically associated with a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.

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- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Incident Commander, government officials, and stakeholders.

Liaison Officer requirements:

- Familiarity with liaison services.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics
- Desired supplemental education: S-420 Command and General Staff, L-480 IMT Leadership, G-490 Advanced PIO, G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazard Position Specific training.

The annexes attached to this plan contain general guidelines for County staff, volunteer organizations, neighboring jurisdictions, County officials and departments, and other response agency staff to carry out assigned Command Staff responsibilities at the County EOC, as well as at EOCs of neighboring jurisdictions.

5.5.4 Emergency Operations Center General Staff

5.5.4.1 Operations Section Chief (OSC)

The Operations Section Chief position is typically filled by the lead agency managing response activities for the incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Fire Services** - emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- **Law Enforcement** - incidents involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.
- **Public Health Officials** - contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- **Public Works** - incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.
- **Private entities, companies, and nongovernmental organizations** may also support the Operations Section. Examples of support these organizations may provide include:

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- Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
- Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:

- Developing and coordinating tactical operations to carry out the IAP.
 - Managing field response activities
 - Directing implementation of unit operational plans
 - Requesting resources as needed
 - Complete the ICS 215
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

Operations Section Chief requirements:

- Operational level leadership of a response agency for a minimum of 3 years.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics, All Hazards Operations Section Chief.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, and S-520 Advanced Incident Management.

5.5.4.2 Planning Section Chief (PSC)

The Planning Section is responsible for forecasting the needs of the response, as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization.

The Planning Chief is responsible for:

- Collecting and evaluating information and distributing incident information through status summaries (e.g. ICS 209) and producing situation reports and executive summaries.
 - For terrorist incidents, liaise with the Oregon Titan Fusion Center (OTFC).
- Facilitating all meetings related to Planning P and IAP development.

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- Maintaining resource status.
- Preparing and disseminating the IAP, including developing alternatives for tactical operations in coordination with operations.
- Develop Demobilization Plans.
- Manage incident documentation including final document package.

Planning Section Chief requirements:

- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics,
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, S-520 Advanced Incident Management, or All Hazards Planning Section Chief.

5.5.4.3 Logistics Section Chief (LSC)

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support.

The Logistics Chief is responsible for:

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.
- Attend all Planning P meetings.
- Process Resource Requests.
- Coordinate with Operations during the Tactics Meeting.

Logistics Section Chief requirements:

- Active member of response agency for a minimum of a minimum of 3 years with leadership responsibilities.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420

5. Command and Control

Command and General Staff, S-420 Command and General Staff, S-520 Advanced Incident Management, All Hazards Logistics Section Chief.

5.5.4.4 Finance/Administration (FSC)

The Finance/Administration Section is activated for incidents that require emergency funding or use of specialized services and equipment that are not within the County's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section.

The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.
- Process Compensation and Claims.

Finance and Administration Section Chief requirements:

- Support Staff manager for a minimum of 2 years.
- Training: ICS 300/400, IS-2200: Emergency Operations Center Basics.
- Desired supplemental education: G-2300: Intermediate Emergency Operations Center, USFA O305: All Hazard Type 3 IMT course, S-420 Command and General Staff, S-420 Command and General Staff, or S-520 Advanced Incident Management

5.5.5 Unified Command

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Table 5-1 presents a comparison of a single Incident Commander and Unified Command.

5. Command and Control

Table 5-1 Comparison of Single Incident Commander and Unified Commander	
Single Incident Commander	Unified Command (UC)
<p>The Incident Commander is solely responsible (within the confines of their authority) for establishing incident objectives and strategies.</p> <p>The Incident Commander is directly responsible for ensuring that all functional areas activities are directed toward accomplishment of the strategy.</p>	<p>Individuals designated by their jurisdictional and organizational authorities (or by departments within a single jurisdiction) must jointly determine objectives, strategies, tactics resource allocations, and priorities.</p> <p>The Commanders work together to execute integrated incident operations and maximize the use of assigned resources.</p>

Source: ICS-300: Intermediate ICS for Expanding Incident Student Manual.

5.5.6 Area Command

An Area Command is a management structure established to oversee the organization of multiple incidents handled by separate ICS organizations, or very large incidents that involve multiple ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span-of-control, and does not have operational responsibilities. Area command is focused on managing scarce resources and should be used only as needed.

If activated, the Area Command:

- Sets overall incident-related priorities:
 - De-conflicts incident management objectives with other ICS organizations and established policies.
 - Allocates critical resources according to incident-related priorities.
 - Identifies critical resource needs and reports them to the EOCs.
- Conducts oversight:
 - Ensures proper management and effective communications and provides for personnel accountability and a safe operating environment.
 - Ensures that short-term emergency recovery is coordinated to assist in the transition to full recovery operations.

5.5.7 Multi-Agency Coordination

If the County is coordinating a response with other jurisdictions or agencies with authority over an incident, it may choose to implement a Multi-Agency Coordination Group (MAC Group). Typically, administrators/ executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together to form MAC Groups. Other names for MAC Groups

5. Command and Control

include “multiagency committees” and “emergency management committees.” A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

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Plan Development, Maintenance, and Implementation

6.1 Plan Review and Maintenance

The EOP will be re-promulgated every two years, or when a new senior elected or appointed official takes office, or at a minimum of every five years to comply with state requirements. If awarded monies through the Emergency Management Performance Grant (EMPG), this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the County Emergency Manager and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

Bryan Lee, Benton County Emergency Manager
Benton County Sheriff's Office
180 NW 5th St.
Corvallis, OR 97330
Bryan.Lee@bentoncountyor.gov

6.2 Training Program

To help train and prepare essential response staff and supporting personnel to incorporate ICS/NIMS concepts into all facets of an emergency, each agency and department will ensure that critical staff are identified and trained at a level that enables them to follow existing response plans, procedures, and policies effectively.

The County Emergency Manager coordinates training for County personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

6. Plan Development, Maintenance, and Implementation

Current training and operational requirements set forth under NIMS have been adopted and implemented by the County (see minimum training requirements in Table 6-1). The County Emergency Manager maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as:

- Emergency Operations Center Staff
- EMS personnel/ Firefighters
- Law enforcement
- Public works/utility
- Skilled support personnel
- Other emergency management response personnel
- Support/volunteer personnel at all levels

Table 6-1 Minimum Training Requirements	
Emergency Personnel	Training Required
Direct role in emergency management or emergency response	IS-100c IS-700b IS-200c IS-800d
First-line supervisors, mid-level management, and Command and General Staff	IS-100c IS-700b IS-200c IS-800d ICS 300
Supervisory role in expanding incidents or a management role in an EOC	IS-100c IS-700b IS-200c IS-800d ICS 300 ICS 400
Management capacity in an Area Command situation or EOC	IS-100c IS-700b IS-200c IS-800d ICS 300 ICS 400 IS-2200

6. Plan Development, Maintenance, and Implementation

PIOs	IS-100c IS-700b IS-200c IS-800d IS-29a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
<i>Independent study courses can be found at https://training.fema.gov/is/crslist.aspx?lang=en.</i>	

6.3 Exercise Program

The County will conduct exercises throughout the year to test and evaluate this EOP and maintain a state of readiness for the EOC and IMT members. The County will coordinate with agencies, organizations (nonprofit, for profit, and volunteer), neighboring jurisdictions, and state and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at <https://www.oregon.gov/oem/emresources/Pages/Exercise.aspx>.

The County Emergency Manager will work with County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through training.

6.4 Event Critique and After-Action Reporting (AAR)

To document and track lessons learned from exercises, the Emergency Manager will conduct a review, or “hot wash,” with exercise or response participants after each exercise. The County Emergency Manager will also coordinate an After Action Review (AAR), which will describe the objectives of the exercise, document the results of the evaluation, and create an improvement plan to increase the County’s readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. Success stories and lessons learned should be submitted to the Lessons Learned Information Sharing website (www.llis.gov). The County Emergency Manager will ensure that equipment, training, and planning shortfalls identified following an incident are

6. Plan Development, Maintenance, and Implementation

addressed by the County Emergency Management Division as well as shared with the County Administration for action.

6.5 Community Outreach and Preparedness Education

The County will educate the public about hazards, threats, disasters, and what to do when an emergency occurs. The County maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of the County's overall readiness. This program will be leveraged through a variety of means including preparedness fairs, outreach events, presentations, webinars, CERT, and Be-2-Weeks Ready.

Information about the County's public education programs, hazard and mitigation information, and other emergency management services can be found on the County's website at <https://sheriff.bentoncountyor.gov/emergency-management/>.

6.6 Funding and Sustainment

It is a priority of the County to fund and maintain an Emergency Management program that ensures the County's ability to respond to and recover from disasters. The County Emergency Manager will work with the Sheriff, Board of Commissioners, and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Elected Officials are informed of progress toward building emergency response and recovery capabilities and are aware of gaps to be addressed.
- Leverage partnerships with local, regional, and state partners to maximize use of scarce resources.
- Develop a Strategic Direction for the Emergency Management Program.

A

Sample Disaster Declaration Form

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Appendix A. Declaration of State of Emergency

DECLARATION OF EMERGENCY

BEFORE THE BOARD OF COMMISSIONERS
FOR BENTON COUNTY, OREGON

In the Matter of Declaring)
A State of Emergency within) RESOLUTION # 20__-__
Benton County)

This matter came before the BOARD OF COMMISSIONERS at an
emergency meeting on month, day, year, involving an emergency created by
incident type which is threatening life and property; and

WHEREAS, month, day, year; military time of occurrence, and
description of the emergency incident; and

WHEREAS, specific geographic boundaries of event; and

WHEREAS, the Benton County, having exhausted all their resources; and

WHEREAS, the emergency situation appears to be of such a magnitude and
severity, that it is beyond the County’s response capability; now, therefore

BE IT RESOLVED that the BOARD OF COMMISSIONERS, under the
emergency powers granted by ORS 401 declare that a “State of Emergency” exists
within Benton County because local resources are depleted and request the
Governor declare Benton County a disaster area. Further, the Benton County
Sheriff’s Office is hereby directed to take all necessary steps by law to secure the
persona and property of the citizens of Benton County. Under this declaration, the
Benton County Board of Commissioners enact emergency powers outlined in the
County Charter, in County Code, outlined in the Emergency Operations Plan
(EOP), or specifically stated in this resolution and within the legal authority of the
County.

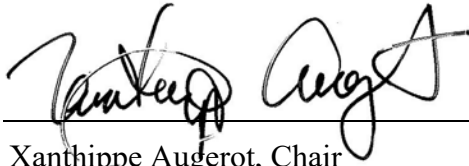
State assistance is requested immediately and includes the following:

- assistance needed from the State (NIMS Resource Type)
• assistance needed from the State (NIMS Resource Type)
• assistance needed from the State (NIMS Resource Type)

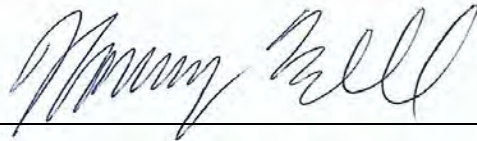
Appendix A. Declaration of State of Emergency

Dated at the City of Corvallis, Oregon, this 5th day of November, 2024.

BENTON COUNTY BOARD OF COMMISSIONERS



Xanthippe Augerot, Chair



Nancy Wyse, Vice Chair



Pat Malone, Commissioner

B

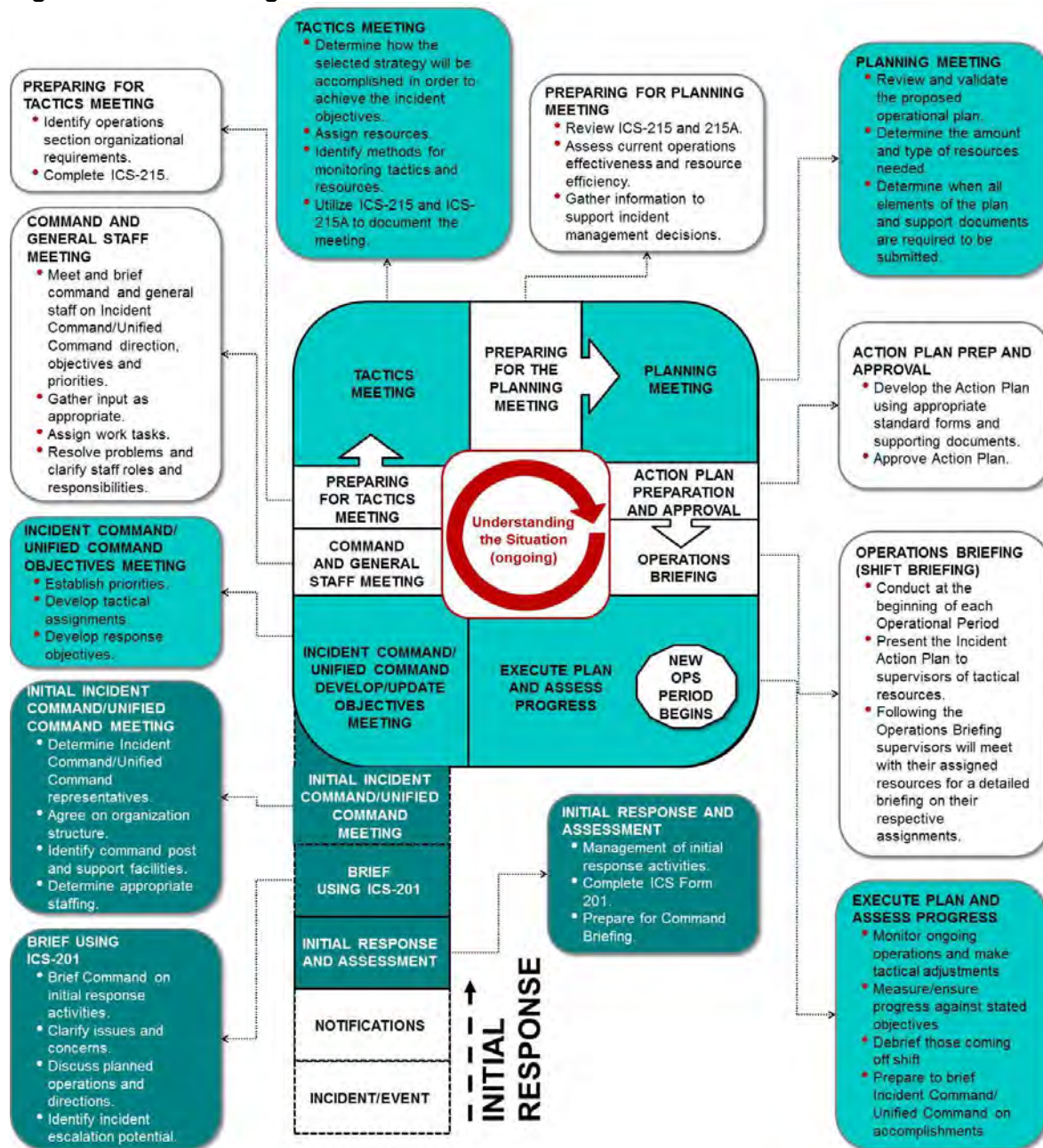
Incident Action Planning Cycle

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Appendix B. Incident Action Planning Cycle

An Incident Action Plan (IAP) is the vehicle by which Incident Command communicates their expectations and provides collaboration and participation among all levels of incident management to formally assign resources tasks to accomplish clear priorities, goals, and objectives. A complete Incident Action Plan facilitates successful incident operations and provides a basis for evaluating performance in achieving incident objectives. The Planning “P” in Figure B-1 is a guide to the process and steps involved in planning for an incident. The leg of the “P” describes the initial response period whereas the top of the leg of the “P” is the beginning of the first operational planning period cycle. Steps in the Planning P may be skipped or expedited depending on the emergency.

Figure B-1 Planning “P”



Appendix B. Incident Action Planning Cycle

An Incident Action Plan should be comprised of the items listed in Table B-2, along with pertinent information on each item.

Table B-2 Incident Action Plan Components and Sequence of Assembly				
Order	ICS Form	Title	Required	Prepared By
1	200	Cover Sheet	Always	Planning Section
2	202	Incident Objectives	Always	Planning Section
3	203	Organizational List	Always	Planning Section
4	204	Assignment List	Always	Operations Section and/or Resource Unit Leader
5	205	Incident Radio Communications Plan	As the incident requires – Radio Use	Logistics Section (Communications Unit Leader)
5a	205A	Incident Telephone Communications Plan	Always	Logistics Section or Resource Unit Leader
6	206	Medical Plan	Always	Logistics Section and Safety Officer
7	207	Incident Organization Chart	If possible	Resource Unit Leader
8		Incident Map	Always	Situation Unit Leader /GIS Unit
9	208	Safety Message	Always	Safety Officer
10		Weather Briefing	Always	Situation Unit Leader
11	209 or other	General Situation Report	If needed	Situation Unit Leader
12	220	Air Operations Summary	As the incident requires – Air Ops	Operations Section Chief/Air Operations Branch
13	230	Meeting Schedule	Always	Situation Unit Leader
14	213	General Message	Optional	Any Message Originator
15	214	Activity Log (unit log)	Always	Blank form
16	Other components as needed		Optional	Planning

For more information, see [FEMA's Incident Action Planning Guide, July 2015](#)

C

Agreements and Memorandums of Understanding

Appendix C. Agreements and Memorandums of Understanding

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Appendix C. Agreements and Memorandums of Understanding

The following Agreements and Memorandums of Understanding are in place for the County:

- Oregon Resource Coordination Assistance Agreement, 2018
- 2016 Inter-County Mutual Aid Agreement
- ODOT Flexible Services Agreement; Intergovernmental Agreement for Equipment and Services with the Oregon Department of Transportation, 2009
- The Oregon Public Works Emergency Response Mutual Aid Agreement, 2014
- Oregon Law Enforcement Mutual Aid Agreement, 1999
- Cooperative Policing Agreement
- Benton County Sheriff's Office & Oregon State Police, 1996
- Benton County Interagency Response Agreement, 2012

Appendix C. Agreements and Memorandums of Understanding

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References

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Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, April 2013. Accessed on 20 December 2013 at: <http://www.fema.gov/robert-t-stafford-disaster-relief-and-emergency-assistance-act-public-law-93-288-amended>
- Homeland Security Act of 2002 (Public Law 107-296). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Post-Katrina Emergency Management Reform Act of 2006 (Public Law 109-295). Accessed on 20 December 2013 at: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. Accessed on 20 December 2013 at: <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. Accessed on 20 December 2013 at: <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>.

FEMA Policy

- [The Federal Emergency Management Agency Publication 1: The Federal Emergency Management Agency, November 2010](#). Accessed on 10 September 2024
- [A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action, FDOC 104-008-1, December 2011](#). Accessed on 10 September 2024
- [FEMA Incident Management and Support Keystone, January 2011](#). Accessed on 10 September 2024
- [National Incident Management System, October 2017](#). Accessed on 10 September 2024
- [National Preparedness Goal, Second Edition, September 2015](#). Accessed 10 September 2024
- [FEMA Strategic Plan, FY 2022-2026, FEMA P-806](#). Accessed 10 September 2024
- [Crisis Response and Disaster Resilience 2030: Forging Strategic Action in an Age of Uncertainty, January 2012](#). Accessed 10 September 2024
- [National Response Framework, Fourth Edition, October 2019](#). Accessed 10 September 2024

Appendix D. References

- [National Disaster Recovery Framework, Strengthening Disaster Recovery for the Nation, September 2011](#). Accessed 10 September 2024
- [National Disaster Housing Strategy, January 2009](#). Accessed 10 September 2024
- [Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide \(CPG\) 101, Version 2.0, November 2010](#). Accessed 10 September 2024

State

- [State of Oregon Comprehensive Emergency Management Plan, as revised June 2018](#). Accessed on 10 September 2024
- [Oregon State Fire Marshal, Fire Service Mobilization Plan 2024](#). Accessed 10 September 2024
- [Emergency Declaration Guidelines for Local Elected and Appointed Officials, April 2024](#). Accessed 10 September 2024
- [Oregon Revised Statutes \(ORS\) 2023 Edition. Chapters 401 through 404](#). Accessed 10 September 2024
- [Oregon Resource Coordination Assistance Agreement \(ORCAA\), July 2022](#). Accessed 10 September 2024
- [Oregon Administrative Rules \(OAR\) 104: Oregon Military Department](#). Accessed 10 September 2024

County

Copies of the following documents can be obtained by contacting the Emergency Manager:

- Multi-Jurisdictional Natural Hazard Mitigation Plan
- Community Wildfire Protection Plan
- Copies of Memoranda of Agreement / Understanding
- Benton County Charter
- Benton County Code

Other

- City Emergency Operations Plans

Appendix D. References

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

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E

Acronyms and Glossary

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Appendix E. Acronyms and Glossary

Acronyms

AAR	After Action Report
BCARES	Benton County Amateur Radio Emergency Services
BCIMT	Benton County Operational Area Incident Management Team
CBRNE	chemical, biological, radiological, nuclear, and explosive
CERT	Community Emergency Response Teams
CIKR	Critical Infrastructure and Key Resources
COAD	Community Organizations Active in Disaster
COOP	Continuity of Operations Plan
County	Benton County
CRCC	Corvallis Regional Communications Center
CWPP	Community Wildfire Protection Plan
DSL	Oregon Department of State Lands
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
GETS	Governments Emergency Telecommunications Service
GIS	geographic information systems
Guard	Oregon National Guard
HAN	Health Alert Network
HazMat	Hazardous Materials
HRSA	Health Resources and Services Administration
HSPD-5	Homeland Security Presidential Directive 5
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System

Appendix E. Acronyms and Glossary

IMT	Incident Management Team
IPAWS	Integrated Public Alert and Warning System
JIC	Joint Information Center
JIS	Joint Information System
MAC Group	Multi-Agency Coordination
MOU	Memorandum of Understanding
NCP	National Contingency Plan
NIMS	National Incident Management System
OAR	Oregon Administrative Rules
ODF	Oregon Department of Forestry
ODOT	Oregon Department of Transportation
ODEM	Oregon Department of Emergency Management
OERS	Oregon Emergency Response Service
ORS	Oregon Revised Statutes
OSP	Oregon State Police
OTFC	Oregon Terrorism Information Threat Assessment Network Fusion Center
PIO	Public Information Officer
POD	point of dispensing
PSAP	public Safety Answering Point
RACES	Radio Amateur Civil Emergency Service
Red Cross	American Red Cross
SA	Support Annex
SAD	State Active Duty
SAR	Search and Rescue
SOP	Standard Operating Procedure
TITAN	Oregon Terrorism Information Threat Assessment Network
TSP	Telephone Service Priority
USDA	United States Department of Agriculture
VOST	Oregon Virtual Operations Support Team
WMD	Weapons of Mass Destruction
WPS	Wireless Service Priority

Appendix E. Acronyms and Glossary

Glossary of Key Terms

Accessible: Having the legally required features and/or qualities that ensure easy entrance, participation, and usability of places, programs, services, and activities by individuals with a wide variety of disabilities.

Acquisition Procedures: A process used to obtain resources to support operational requirements.

Agency: A division of government with a specific function offering a particular kind of assistance. In the Incident Command System, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.

Agency Administrator/Executive: The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually makes the decision to establish an Area Command.

Agency Dispatch: The agency or jurisdictional facility from which resources are sent to incidents.

Agency Representative: A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

All-Hazards: Describing an incident, natural or manmade, that warrants action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities.

Allocated Resource: Resource dispatched to an incident.

Area Command: An organization established to oversee the management of multiple incidents that are each being handled by a separate Incident Command System organization or to oversee the management of a very large or evolving incident that has multiple Incident Management Teams engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually makes the decision to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.

Assessment: The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.

Assigned Resource: Resource checked in and assigned work tasks on an incident.

Appendix E. Acronyms and Glossary

Assignment: Task given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the Incident Action Plan.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.

Available Resource: Resource assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Badging: The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section, and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.

Cache: A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.

Camp: A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.

Categorizing Resources: The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.

Certifying Personnel: The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions.

Chain of Command: The orderly line of authority within the ranks of the incident management organization.

Check-In: The process through which resources first report to an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the Incident Commander.

Chief: The Incident Command System title for individuals responsible for management of functional Sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established as a separate Section).

Appendix E. Acronyms and Glossary

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: The staff who report directly to the Incident Commander or EOC Director, including the Public Information Officer, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants, as needed.

Common Operating Picture: An overview of an incident by all relevant parties that provides incident information enabling the Incident Commander/Unified Command and any supporting agencies and organizations to make effective, consistent, and timely decisions.

Common Terminology: Normally used words and phrases-avoiding the use of different words/phrases for same concepts-to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.

Communications: The process of transmission of information through verbal, written, or symbolic means.

Communications/Dispatch Center: Agency or interagency dispatch centers, 911 call centers, emergency control or command dispatch centers, or any naming convention given to the facility and staff that handles emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the Multiagency Coordination System(s) (MACS) for an incident until other elements of the MACS are formally established.

Community Lifelines: Lifelines are the most fundamental services in the community that enable all other aspects of society to function. Lifelines are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. Currently, there are 8 Community Lifelines identified that have multiple components and subcomponents that are necessary in assessing the condition of each lifeline.

Complex: Two or more individual incidents located in the same general area and assigned to a single Incident Commander or to Unified Command.

Comprehensive Preparedness Guide 101: A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.

Continuity of Government: A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).

Continuity of Operations Plan: An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.

Appendix E. Acronyms and Glossary

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

Coordinate: To advance an analysis and exchange of information systematically among principals who have or may need-to-know certain information to carry out specific incident management responsibilities.

Corrective Actions: The implementation of procedures that are based on lessons learned from actual incidents or from training and exercises.

Credentialing: The authentication and verification of the certification and identity of designated incident managers and emergency responders.

Critical Infrastructure: Assets, systems, and networks, whether physical or virtual, so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.

Delegation of Authority: A statement provided to the Incident Commander by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require written delegation of authority to be given to the Incident Commander prior to assuming command on larger incidents. (Also known as Letter of Expectation.)

Demobilization: The orderly, safe, and efficient return of an incident resource to its original location and status.

Department Operations Center (DOC): An Emergency Operations Center (EOC) specific to a single department or agency. The focus of a DOC is on internal agency incident management and response. DOCs are often linked to and, in most cases, are physically represented in a combined agency EOC by authorized agent(s) for the department or agency.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases, a deputy can act as relief for a superior, and therefore must be fully qualified in the position. Deputies generally can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: The Incident Command System title for individuals responsible for supervision of a Branch.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission, or an administrative move from one location to another.

Division: The organizational level having responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and

Appendix E. Acronyms and Glossary

Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Management/Response Personnel: Includes Federal, State, territorial, tribal, substate regional, and local governments, nongovernmental organizations, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)

Emergency Operations Center (EOC): The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities normally takes place. An EOC may be a temporary facility or may be in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, City, county), or by some combination thereof.

Emergency Operations Plan: An ongoing plan for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently provides directive actions required to be taken by the public.

Evacuation: The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Event: See Planned Event.

Federal: Of or pertaining to the Federal Government of the United States of America.

Field Operations Guide: Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.

Finance/Administration Section: The Incident Command System Section responsible for all administrative and financial considerations surrounding an incident.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function,

Appendix E. Acronyms and Glossary

Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander or EOC Director. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.

Group: An organizational subdivision established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. See Division.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Incident: An occurrence, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident Action Plan: An oral or written plan containing general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for management of the incident during one or more operational periods.

Incident Base: The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.

Incident Command: The Incident Command System organizational element responsible for overall management of the incident and consisting of the Incident Commander (either single or unified command structure) and any assigned supporting staff.

Incident Commander (IC): The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Command Post (ICP): The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.

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Incident Command System (ICS): A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Management: The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.

Incident Management Team (IMT): An Incident Commander and the appropriate Command and General Staff personnel assigned to an incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining "type," or level, of IMT.

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Information Management: The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.

Integrated Planning System: A system designed to provide common processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.

Intelligence/Investigations: An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities-or the individual(s) involved-including terrorist incidents or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the normal operational and situational intelligence gathered and reported by the Planning Section.

Interoperability: Ability of systems, personnel, and equipment to provide and receive functionality, data, information and/or services to and from other systems,

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personnel, and equipment, between both public and private agencies, departments, and other organizations, in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real time, when needed, and when authorized.

Job Aid: Checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.

Joint Field Office (JFO): The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with National Incident Management System principles. Although the JFO uses an Incident Command System structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.

Joint Information Center (JIC): A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.

Joint Information System (JIS): A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the Incident Commander (IC); advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).

Jurisdictional Agency: The agency having jurisdiction and responsibility for a specific geographical area, or a mandated function.

Key Resource: Any publicly or privately controlled resource essential to the minimal operations of the economy and government.

Letter of Expectation: See Delegation of Authority.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

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Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies or organizations.

Local Government: Public entities responsible for the security and welfare of a designated area as established by law. A county, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Logistics: The process and procedure for providing resources and other services to support incident management.

Logistics Section: The Incident Command System Section responsible for providing facilities, services, and material support for the incident.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

Manager: Individual within an Incident Command System organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).

Mitigation: Activities providing a critical foundation in the effort to reduce the loss of life and property from natural and/or manmade disasters by avoiding or lessening the impact of a disaster and providing value to the public by creating safer communities. Mitigation seeks to fix the cycle of disaster damage, reconstruction, and repeated damage. These activities or actions, in most cases, will have a long-term sustained effect.

Mobilization: The process and procedures used by all organizations-Federal, State, tribal, and local-for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Mobilization Guide: Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated

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decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

Multiagency Coordination System (MACS): A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assist agencies and organizations responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most used elements are Emergency Operations Centers and MAC Groups.

Multijurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the Incident Command System, these incidents will be managed under Unified Command.

Mutual Aid Agreement or Assistance Agreement: Written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.

National: Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.

National Essential Functions: A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through continuity of operations and continuity of government capabilities.

National Incident Management System: A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.

National Response Framework: A guide to how the Nation conducts all-hazards response.

Nongovernmental Organization (NGO): An entity with an association that is based on interests of its members, individuals, or institutions. It is not created by a government, but it may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often these groups provide specialized services that help individuals with disabilities. NGOs and

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voluntary organizations play a major role in supporting emergency operations before, during, and after an emergency.

Officer: The Incident Command System title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually they last 12 to 24 hours.

Operations Section: The Incident Command System (ICS) Section responsible for all tactical incident operations and implementation of the Incident Action Plan. In ICS, the Operations Section normally includes subordinate Branches, Divisions, and/or Groups.

Organization: Any association or group of persons with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.

Personal Responsibility: The obligation to be accountable for one's actions.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that Incident Command System principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Communication that can be understood by the intended audience and meets the purpose of the communicator. For the National Incident Management System, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.

Planned Event: A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).

Planning Meeting: A meeting held as needed before and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the Planning Meeting is a major element in the development of the Incident Action Plan.

Planning Section: The Incident Command System Section responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan. This Section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels

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across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Pre-Positioned Resource: A resource moved to an area near the expected incident site in response to anticipated resource needs.

Preparedness: A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the National Incident Management System, preparedness focuses on the following elements: planning; procedures and protocols; training and exercises; personnel qualification and certification; and equipment certification.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Primary Mission Essential Functions: Government functions that must be performed to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.

Private Sector: Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.

Protocol: A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.

Public Information: Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).

Public Information Officer: A member of the Command Staff responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.

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Publications Management: Subsystem that manages the development, publication control, publication supply, and distribution of National Incident Management System materials.

Recovery: The development, coordination, and execution of service- and site-restoration plans; the reconstitution of government operations and services; individual, private-sector, nongovernmental, and public assistance programs to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post incident reporting; and development of initiatives to mitigate the effects of future incidents.

Recovery Plan: A plan developed to restore an affected area or community.

Reimbursement: A mechanism to recoup funds expended for incident-specific activities.

Resource Management: A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the National Incident Management System includes mutual aid agreements and assistance agreements; the use of special Federal, State, tribal, and local teams; and resource mobilization protocols.

Resource Tracking: A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an Emergency Operations Center.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Retrograde: To return resources back to their original location.

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Safety Officer: A member of the Command Staff responsible for monitoring incident operations and advising the Incident Commander on all matters relating to operational safety, including the health and safety of emergency responder personnel.

Section: The Incident Command System organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.

Single Resource: An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.

Situation Report: Confirmed or verified information regarding the specific details relating to an incident.

Span of Control: The number of resources for which a supervisor is responsible, usually expressed as the ratio of supervisors to individuals. (Under the National Incident Management System, an appropriate span of control is between 1:3 and 1:7, with optimal being 1:5, or between 1:8 and 1:10 for many large-scale law enforcement operations.)

Special Needs Population: A population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to maintaining independence, communication, transportation, supervision, and medical care. Individuals in need of additional response assistance may include those who have disabilities; who live in institutionalized settings; who are elderly; who are children; who are from diverse cultures, who have limited English proficiency, or who are non-English-speaking; or who are transportation disadvantaged.

Staging Area: Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

Standard Operating Guidelines: A set of instructions having the force of a directive, covering those features of operations which lend themselves to a definite or standardized procedure without loss of effectiveness.

Standard Operating Procedure: A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner.

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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Status Report: Information specifically related to the status of resources (e.g., the availability or assignment of resources).

Strategy: The general plan or direction selected to accomplish incident objectives.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel, common communications, and a leader.

Substate Region: A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.

Supervisor: The Incident Command System title for an individual responsible for a Division or Group.

Supporting Agency: An agency that provides support and/or resource assistance to another agency. See Assisting Agency.

Supporting Technology: Any technology that may be used to support the National Incident Management System, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.

System: Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.

Tactics: The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Specialist: Person with special skills that can be used anywhere within the Incident Command System organization. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically certified in their fields or professions.

Technology Standards: Conditions, guidelines, or characteristics that may be required to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.

Technology Support: Assistance that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.

Terrorism: As defined in the Homeland Security Act of 2002, activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.

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Threat: Natural or manmade occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Tribal: Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: An Incident Command System resource classification that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of Incident Management Teams) experience and qualifications.

Unified Approach: The integration of resource management, communications and information management, and command and management in order to form an effective system.

Unified Area Command: Version of command established when incidents under an Area Command are multijurisdictional. See Area Command.

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Unit: The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unit Leader: The individual in charge of managing Units within an Incident Command System (ICS) functional Section. The Unit can be staffed by several support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.

Unity of Command: An Incident Command System principle stating that everyone involved in incident operations will be assigned to only one supervisor.

Vital Records: The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records), or to protect the legal and financial rights of the government and those affected by government activities (legal and financial rights records).

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Volunteer: For purposes of the National Incident Management System, any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed. See 16 U.S.C. 742f(c) and 29 CFR 553.10

Source: <https://www.fema.gov/oet-tools/chemical-incident-consequence-management/glossary>

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