

## Letter of Promulgation (Dissemination)

Pursuant Oregon Revised Statute 401, we are promulgating (disseminating) the City of Milton-Freewater Emergency Operations Plan to provide guidance in mitigating against, preparing for, responding to, and recovering from emergencies and disasters threatening life or property within the City of Milton-Freewater.

This document meets the requirements of the National Incident Management System. In the event that any portion of this plan is held invalid by judicial or administrative ruling, such ruling will not affect the validity of the remaining portions of this plan.

The City of Milton-Freewater will annually coordinate updates to this plan and collaborate with its partners and individual departments to ensure that the emergency planning process is responsive to the City of Milton-Freewater's needs.

Each City of Milton-Freewater department and partner will become familiar with this plan and must establish policies and procedures to ensure efficient and effective execution of emergency responsibilities. By being prepared, we can better serve the citizens of Milton-Freewater

 1/9/12

Emergency Operations Manager Date

 Jan 9 2012

City Manager Date

 Jan 9, 2012

Mayor Date

## Signatory Page

We, the undersigned, approve our respective parts of the City of Milton-Freewater Emergency Operations Plan and accept the duties and responsibilities written herein. By doing so, we acknowledge the relationships thereby established and agree to develop policies and procedures to perform the assigned responsibilities and to provide to the extent possible the resources required to perform the assigned duties.

\_\_\_\_\_  
City Manager

\_\_\_\_\_  
St Mary Hospital

\_\_\_\_\_  
Umatilla County Emergency Manager

\_\_\_\_\_  
Walla Walla General Hospital

\_\_\_\_\_  
City of Milton-Freewater Fire Chief

\_\_\_\_\_  
Walla Walla Clinic

\_\_\_\_\_  
Milton-Freewater Rural Fire

\_\_\_\_\_  
Oregon Chapter Salvation Army

\_\_\_\_\_  
American Red Cross of Oregon

\_\_\_\_\_  
Oregon State Police

\_\_\_\_\_  
City of Milton-Freewater Electric Dept.

\_\_\_\_\_  
St. Anthony's Hospital (Pendleton Hospital)

\_\_\_\_\_  
City of Milton-Freewater Police Dept

\_\_\_\_\_  
State of Washington Health Department

\_\_\_\_\_  
City of Milton-Freewater Public Works

\_\_\_\_\_  
Milton-Freewater Water Control District

\_\_\_\_\_  
Oregon Health Department

\_\_\_\_\_  
Milton-Freewater School District

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## **Introduction**

The ultimate responsibility for emergency management in the City of Milton-Freewater lays with the Chief Executive Officer (City Manager) or His/Her designee. In the City of Milton-Freewater, the City Manager designated the Fire Chief as the City's Emergency Operations Manager. The Emergency Operations Manager operates with the support of the governing body, lead by the mayor and the council president. In most cases of local emergency, the Fire and Police Departments can and will handle the emergency as a part of their main and regular responsibilities.

The City of Milton-Freewater Emergency Operations Plan (EOP) is an all-hazards document that establishes emergency management activities for natural and manufactured disasters and national security emergencies affecting the City of Milton-Freewater. This EOP accomplishes the following:

- Formulates policies designated to protect life and property within the City of Milton-Freewater.
- Provides guidance and assigns agency roles to mitigate against, prepare for, respond to, and recover from incidents threatening life or property within the City of Milton-Freewater.
- Establishes the Incident Command System (ICS) as the organizational structure to guide activities during an emergency affecting the City of Milton-Freewater.

The EOP is designed to provide guidance for strategic thinking and decision making as it relates to emergency operations. This plan is not intended to limit or restrict initiative, judgment, or independent action required to provide appropriate and effective emergency and disaster mitigation, preparedness, response, and recovery.

All City of Milton-Freewater departments and partner agencies should become familiar with this document to ensure efficient and effective execution of emergency responsibilities. While this plan can help establish the relationships, responsibilities, and general guidelines for departments to use during an emergency, it does not replace the responsibility the department has in developing its own emergency protocols and testing its own plans.

When applicable, this plan will be used in conjunction with all county, state, and federal response plans, including NIMS, ICS, and the National Response Plan.

### **Plan Development, Distribution, and Maintenance**

The City Manager and Emergency Operations Manager (Fire Chief) will gain input from all City of Milton-Freewater departments for development and maintenance of this plan. Each annex will be annually reviewed and updated by the departments listed therein and whenever state or federal mandates require a change or if deficiencies are identified.

A copy of the plan will be distributed to all department heads and key emergency officials. The plan will be made available to the public electronically or in hard copy format upon request.

Minor changes may be issued by the emergency management program staff. Major revisions must be signed by the City Manager. Changes to the EOP will be posted and distributed to key officials within a reasonable period following an update or revision.

## **Assumptions**

**No guarantee is implied by this plan. Because City of Milton-Freewater assets and systems may be damaged, destroyed or overwhelmed during an emergency, the City of Milton-Freewater can only make reasonable efforts to respond based on the situation, information, and the resources available at the time.**

Each household within the City of Milton-Freewater service area is encouraged to develop a family disaster plan and to maintain essential supplies to be self-sufficient for five to seven days.

A fundamental principle of emergency management is that all disaster is managed locally. Although state and federal resources may be available, it is essential for the City of Milton-Freewater to be prepared to carry out disaster response and short-term actions on an independent basis.

Businesses are expected to develop internal disaster plans that will integrate and be compatible with City resources and this plan and to encourage their employees to develop a family disaster and communications plan.

## **Emergency Management Phases**

The City of Milton-Freewater will protect life and property from the effects of hazardous events by acting within each of the four phases of emergency management: mitigation, preparedness, response, and recovery. These phases are neither linear in implementation nor do they have a distinct starting nor ending point, they are a cycle.

### **Preparedness**

Preparedness actions develop response capabilities needed during an emergency. Planning, training and exercises are among the activities conducted during this phase.

### **Response**

Response is the delivery of services during an emergency to help protect life and property and speed recovery. Warning, evacuation, and rescue are examples of response actions.

### **Recovery**

Recovery is the restoration of the community to its normal or improved state of affairs. Recovery operations include repairing roads, restoring communications, and finding housing for displaced families.

### **Mitigation**

Mitigation activities reduce the probability of a disaster occurring and lessen the damage of unavoidable hazards. Mitigation efforts include amending building codes, implementing land use guidelines, and initiating structural retrofitting measures.

## **Levels of Readiness**

The City of Milton-Freewater uses local readiness levels as a means to communicate its alert posture for any hazard or threat that may affect the City of Milton-Freewater. Emergency Operations Manager may use the US Department of Homeland Security color coded threat level to indicate an existing terrorism threat level. While the City of Milton-Freewater levels address all hazards, the homeland security system only addresses terrorism threats, therefore, the two systems will be used together to identify the city's level of readiness.

### **Watch Condition**

Emergency management officials are aware that a heightened state of concern about a threat to life or property exists. This condition typically involves a weather related concern.

### **Warning Condition**

A hazardous condition exists and there may be a need for officials to issue a public warning.

### **Level 1**

An incident has occurred or is imminent. The incident commander is able to control the emergency without additional assistance or Emergency Operations Center (EOC) activation.

### **Level 2**

Resources immediately available to the incident commander are exhausted. The emergency has escalated beyond a routine event into a multi-agency response. The EOC may be activated to manage and coordinate resource allocation, media relations, and policy issues. Some precautionary evacuations may be necessary.

### **Level 3**

The EOC is activated. Mutual aid resources may be needed to assist local response. Local area evacuation or mass care activities may be required.

### **Level 4**

County, State and Federal resources are needed to handle a disaster, representing the worst-case scenario for a disaster in the City of Milton-Freewater. Coordination centers at the state or federal level are activated to coordinate resources.

## **Hazard Vulnerability Analysis**

The City of Milton-Freewater is vulnerable to the damaging effects of certain hazards, which are outlined in this plan. The Umatilla County Hazard Mitigation Plan is the primary source of this information. A comprehensive analysis is available in the City of Milton-Freewater Hazard Mitigation Plan.

- Natural hazards are expected or uncontrollable events caused by nature. In some cases, they can be human triggered.
- Technological hazards are generally caused by human error or omission. They may be also triggered by a natural hazard.
- Human/societal hazards are the result of deliberate human acts.

## Hazard Index by Type

Natural	Technological	Human/Societal
Earthquake Wildfire/Urban Interface Flooding Landslide Erosion Infectious Disease Outbreak Food/Water Contamination Severe Weather	Dam Failure Energy Emergency Urban Fire HAZMAT/Release Power Failure Transportation Accident Air Pollution Communications Failure	Attack Civil Disturbance Terrorism WMD: Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE)

## Hazard Index by Frequency and Severity

<u>Catastrophic</u> >50 deaths or injuries >30 days of critical facilities shutdown > 50% property damage Severe/long-term economic impact Overwhelms and impairs state and local resources	Infectious disease outbreak Terrorism Attack	Urban Fire		
<u>Critical</u> 10-50 deaths or injuries 10-30 days of critical facilities shutdown 26-50% property damage short-term economic impact Temporarily overwhelms state and local resources	Chemical release			Flood
<u>Limited</u> <10 deaths 3-9 days of critical facilities shutdown 10-25% property damage temporary economic impact Minimal impact on state and local resources		Earthquake		Extreme weather
<u>Negligible</u> Minor injuries only < 3 days of critical facilities shutdown <10% property damage Negligible economic impact Negligible impact on state and local resources				Power Failure
	Never Occurred	Low Occurrence (11-100 years)	Medium Occurrence (5-10 years)	High Occurrence (1-4 years)

## **Operational Concepts**

Managing routine emergencies is the function of certain City of Milton-Freewater departments such as fire and police. Management of a major emergency or disaster will require an EOC activation to coordinate response.

A major emergency or disaster exists when a situation exceeds everyday capabilities of responding departments/agencies, requires extensive coordination between departments/agencies, or exceeds the scope of duties of those departments/agencies. Some elements that can be found in major emergencies or disasters include:

- A significant number of casualties.
- Severe or widespread property damage
- Non-routine multi-agency response
- Shortage of needed resources
- Extended interruption of vital services such as transportation or utilities
- Extended evacuation requiring sheltering
- Extensive media coverage

## **Emergency Management Program**

The Emergency Management Program coordinates emergency preparedness activities for the City of Milton-Freewater. It accomplishes this task by acting as a facilitator to ensure the City of Milton-Freewater has the appropriate means for command, control, and communications departments that respond to emergencies threatening life or property.

## **City Manager**

The City Manager bears the ultimate responsibility for the safety and welfare of persons and property within the City of Milton-Freewater and may delegate emergency responsibilities to appropriate departments and officials as allowed by law. In the City of Milton-Freewater, the City Manager designated the Fire Chief as the City's Emergency Operations Manager. The Emergency Operations Manager's responsibilities include:

- Coordinating local resources to address all phases of emergency management for all potential hazards including terrorism, natural or man made disaster, and other contingencies.
- Suspending local ordinances when necessary to support emergency operations
- Ordering evacuations as necessary
- Temporarily reassigning functions of City of Milton-Freewater departments when necessary to facilitate emergency services
- Requesting state and federal assistance when local resources have been exhausted
- Providing leadership in helping the public, businesses, and organizations cope with the consequences of major emergencies or disasters effecting the City of Milton-Freewater

## **Emergency Declarations**

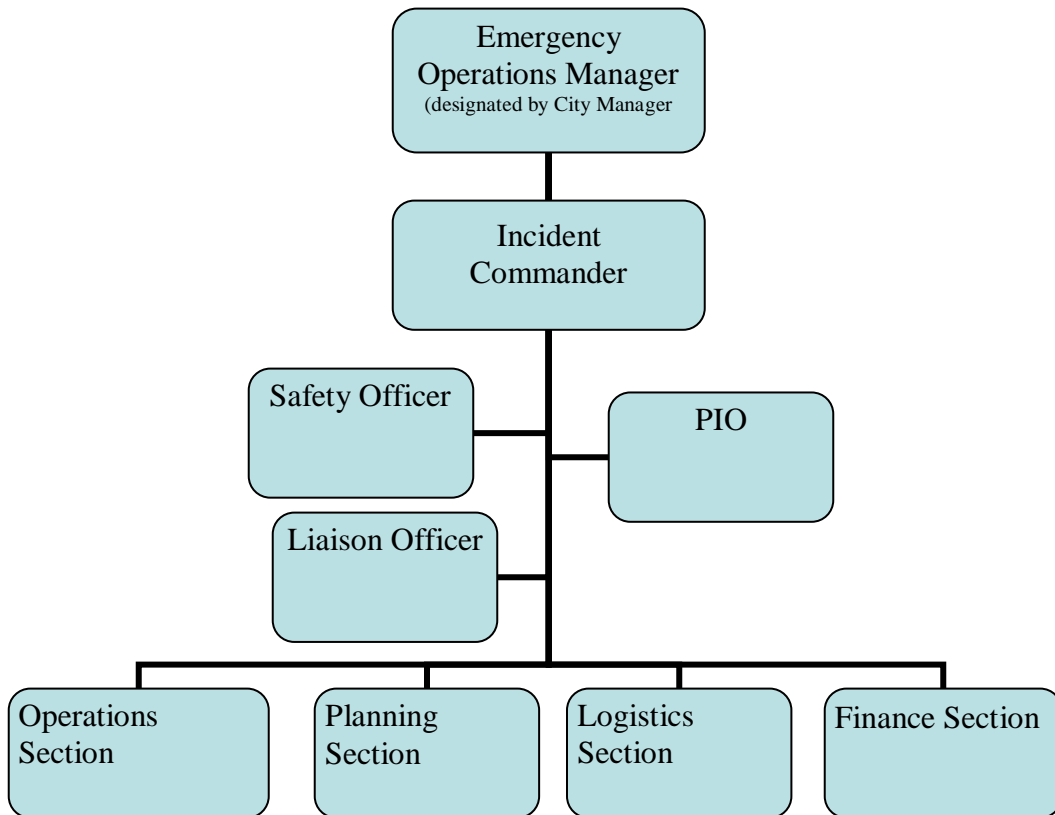
The Mayor may declare a civil emergency to expedite access to the local resources needed for incident response. If the required response exceeds local capabilities, the Mayor may ask for state assistance and request a gubernatorial disaster declaration. The Governor may request federal aid when it appears that the combined resources of local and state agencies will be inadequate. If state or federal resources are made available to the City of Milton-Freewater, they will be under the operational control of the City of Milton-Freewater's designated command.

## **Command**



In accordance with NIMS the City of Milton-Freewater’s response to major emergencies follows the principles of ICS; a standardized emergency management constructed and designed to provide for the adoption of an integrated organizational structure. ICS reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries and comprises facilities, equipment, personnel, procedures, and communications operating within a common organizational structure. ICS is used by emergency responders in the field as well as at the EOC to manage the City of Milton-Freewater’s overall response.

Incident Command will be established at the outset of every emergency regardless of its scope or scale. Command comprises of the incident commander and command staff.



**Incident Commander (IC)**

The Incident commander is the individual with overall responsibility and authority for conducting incident operations, including the development of strategies and tactics and the ordering and release of resources.

## **Command Staff**

Command Staff positions are established to assign responsibility for key activities not specifically identified in the general; staff functional elements. The size of the staff will fluctuate based on the severity of the incident and as the incident evolves. Command Staff positions may include the following:

- Public Information Officer
- Safety Officer
- Liaison Officer
- Other assigned by the Incident Commander

## **Command Structure**

Complex incidents often involve multiple agencies with legal mandates and operational objectives that may conflict with another. These factors support the need for establishing command structure at the outset of any multi-jurisdictional incident. The command structure may be changed as the incident progresses to meet evolving needs. Command structure may be established in two general ways: single command and unified command.

Single command is generally established when both of the following criteria are met:

- An incident is contained within and affect a single jurisdiction
- A single agency has the legal responsibility to manage the principle incident

The lead agency under single command can be established by determining the lead discipline based on the primary uncontrolled hazard element as demonstrated below. During an incident with multiple hazards, the highest priority will take precedence or unified command will be established.

## **Lead Discipline**

<b>Hazard Element Priority</b>	<b>Lead Discipline</b>
Civil Disturbance, extended criminal episode, bomb device or detonation	Police
Rescue	Fire/EMS
Fire or Hazmat	Fire
Structural collapse	Police/Fire/Public works
Mass casualty	Police/Fire
Infectious disease outbreak	Health dept
Food/water contamination	Health dept
Mass fatalities/criminal	Police
WMD/CBRNE	Police/Fire
Continuing utility outage, Natural disaster, severe weather, debris removal etc.	Public works/Electric Department
Flood	Milton-Freewater Water Control District

Unified command is usually established when either of the following criteria is met:

- An incident where more than one agency has the legal responsibility for management
- An incident situated in more than one political jurisdiction

### **Area Command**

Area command may be established to oversee the management of a large incident that has multiple management teams engaged or multiple incidents that are being handled by separate ICS organizations.

This type of command is generally used when there is a number of incidents in the same area and of the same type that may compete for the same resources, such as two or more HAZMAT spills. When the incidents are of different types or do not have the same resource demands, they will typically be handled as separate incidents and coordinated through the EOC. If the incidents under the same authority of an area command span multiple jurisdictions, a unified area command should be established to allow each jurisdiction to have representation in the command.

Area commands are also relevant to public health emergencies, given that these events are not typically site specific, not immediately identifiable, geographically dispersed, and evolve over time ranging from days to weeks.

### **Incident Command Post (ICP)**

The Incident Commander (IC) may establish an incident command post (ICP) at or near the incident site to direct response and manage resources. When an incident surpasses the capacity to be managed from an incident command post, the IC will request assistance from the EOC.

### **General Staff**

General staff is responsible for the functional aspect of the incident command structure, including carrying out the directions and policies established by the IC and the policy group.

General staff is divided into four management sections. Each is responsible for a specific part of emergency operations.

- The operations section coordinates tactical response of field operations directly related to or in support of the mission in accordance with the incident action plan (IAP).
- The planning section acts as the intelligence body for an incident through its collection, evaluation, and documentation of information pertaining to the incident. It also develops operational and demobilization plans.
- The logistics section provides facilities, services, personnel, equipment, and tracks the status of resources and materials in support of an incident.
- The finance section tracks costs for possible reimbursement by federal disaster declarations, coordinates payments, and administers the financial aspects of the incident and administrative tasks not handled by other functions.

## **Emergency Operations Center (EOC)**

The EOC is located at the Albee Room of the Public Library in Milton-Freewater. The purpose of the EOC is to coordinate command decisions, resources, and public information on a strategic level. The EOC's role does not eliminate the requirement that responding departments/agencies have for tactical level coordination of labor and resources. The EOC facilitates the coordination of multiple agencies into a comprehensive strategy of incident response. During a large-scale emergency, the EOC may become the temporary seat of city government.

### Contingency EOC

The Herb Saager Fire Station Located at 6<sup>th</sup> and Robbins may be activated as a contingency EOC when it is not possible to use the primary EOC. The Umatilla County EOC may also be activated as a contingency or at the same time as the primary EOC.

### Activating the EOC

The EOC will be activated when the scope or scale of an emergency surpasses the capacity to be managed from an ICP. Persons authorized to activate the EOC are:

- Mayor
- City Manager
- Emergency Program Manager
- Incident Commander
- Police Chief
- Fire Chief
- Public Works Superintendent
- Electric Superintendent

### Staffing the EOC

The EOC is not staffed during normal operations. Once activated, the EOC will be staffed by City of Milton-Freewater employees and/or partners. The emergency management program will facilitate training in ICS and the functions required to perform a role in the EOC. EOC teams work together for an operational period of 12 hours. Municipal employees working in the activated EOC may not perform their regular job functions during an emergency.

### County/State Emergency Coordination Center

A fundamental principle of emergency management is that all disasters are managed locally. If local response is overwhelmed, the State/County emergency coordination center may be activated to coordinate its response with the City of Milton-Freewater EOC. While the state/County will support local response, it will neither direct nor control local response operations unless requested to do so. Regulatory and oversight responsibilities will be fulfilled in an atmosphere of cooperation.

## **Policy Group**

During EOC activation, the policy group provides guidance to the Mayor/City Manager for emergency response and recovery operations. They are charged with making emergency policy decisions, implementing local emergency powers, and maintaining local government.

The policy group may include the following persons:

- Mayor
- City Manager
- City Attorney
- City Finance Director
- Fire Chief
- Police Chief
- Key Department Heads or Officials

## **Continuity of Government**

A large incident could result in the death or injury of key government officials, destruction of established seats of government, and damage to public records that are essential to continued operations of government. Throughout an emergency, the City of Milton-Freewater must continue to function as a government entity so that it may provide continuity of effective leadership, direction of emergency operations, and management of recovery operations.

The City of Milton-Freewater will develop a comprehensive continuity of operations plan to ensure that essential functions will be continued and recovered in an emergency or disaster.

\*\*No part of this plan will conflict with the City of Milton-Freewater Charter regulations.

\*\*All City of Milton-Freewater Departments will develop individual continuity of operations plans.

### **Succession of Powers in an Emergency (Mayor)**

#### Temporary Absence

During the temporary absence or incapacity of the Mayor, the City Council President will be acting Mayor and will assume the powers and duties of the Mayor.

If the City Council President is unable to assume this role, the Council person with the longest tenure will assume this role.

#### Vacancy

When a vacancy occurs in the office of the mayor, the same procedure will be followed.

A vacancy occurs in the office of the mayor when one or more of the following occur:

- Resignation
- Death
- Judicial determination of incompetence
- Conviction of a felony
- Removal from office for breach of the public trust

## **Succession of Powers in an Emergency (City Manager)**

### Temporary Absence

During the temporary absence or incapacity of the City Manager, the City Manager will appoint a designee to assume the role of City Manager. He/She will develop a Succession of Powers List.

### Vacancy

When a vacancy occurs in the office of the City Manager, the same procedure will be followed.

A vacancy occurs in the office of the City Manager when one or more of the following occur:

- Resignation
- Death
- Judicial determination of incompetence
- Conviction of a felony
- Removal from office for breach of the public trust

## **Preservation of Vital Records**

All City of Milton-Freewater departments will develop plans and procedures to guarantee the preservation vital public records during and after emergencies. All actions taken during a disaster or emergency, including all appointments and assignments, will be documented and submitted to the City Manager upon request.

Vital public records include those that are essential to conduct any of the following functions:

- Continued operation of city government
- Fulfillment of the City's responsibilities to the public
- Protection of the rights of individuals and the City of Milton-Freewater
- Restoration of life support services

## **Specific vital public records include the following:**

- Vital statistics
- Deeds
- Corporation papers
- Operational plans
- Planning records
- Resource data
- Authorities
- Personnel and payroll rosters
- Succession lists
- Supplies and equipment lists
- Laws
- Financial records
- Public health records
- Charters

## **Annex 1: Evacuation**

The City of Milton-Freewater will provide for evacuation from any area within the City of Milton-Freewater that is stricken or threatened by an emergency that endangers human life or property. A city wide mass evacuation would likely occur only in the event of a terrorist incident or an emergency at the Chemical Stockpile. Factors such as magnitude, intensity, spread of onset, and duration of the emergency will determine the type of evacuation required. Area to area evacuations might be required because of small-scale incidents such as a HAZMAT major fire earthquake, or flooding.

Evacuation will be coordinated to locations that will provide safety and shelter. (See Evacuation Map) Sheltering in place or remaining at home may be a safe alternative when evacuation is not possible.

### **Operational Concepts**

- A.** An evacuation may be initiated by any of the following persons:
  - Mayor
  - City Manager
  - Police Chief
  - Fire Chief
  - Health Department
  - Key officials designated by the City of Milton-Freewater
- B.** Area to area evacuations will be initially managed on-scene by the IC, who will immediately alert the EOC when the size and scope of the evacuation exceeds routine capacity.
- C.** All mass evacuation information will be coordinated through the EOC and will be broadcast over the emergency alert system and the news media. Other forms of evacuation notification may include door to door notification sirens public address systems, distribution of evacuation cards, and tagging homes.
- D.** Once an authorized City official has ordered an evacuation, the City of Milton-Freewater will make every effort to evacuate all persons from a designated area. Any person who refuses to evacuate at the order of a city official will be advised by an emergency official of the associated risk and will be asked to sign a liability release document and surrender their identification for the duration of their entry provided that entry does not impede efforts of emergency officials.
- E.** Agencies wishing to deliver services to vulnerable populations in evacuated or otherwise restricted areas should contact the EOC to coordinate access. If conditions for limited entry are appropriate, The EOC will identify a process to expedite the travel of approved service providers.
- F.** During a wildfire or other emergency requiring immediate evacuation, all residents needing evacuation transportation assistance will be given equal priority. Following an earthquake or other incident, where immediate danger has passed, vulnerable populations will be given priority for evacuation transportation assistance.
- G.** Protection of human life is the ultimate goal of City of Milton-Freewater emergency responders. During a disaster or emergency, the City of Milton-Freewater Police and Fire Departments are not responsible for the rescue, evacuation, sheltering, or welfare of animals.
- H.** The City of Milton-Freewater will support the movement of evacuees transporting domestic household animals during an ordered evacuation. Residents should be prepared evacuate their pets in a manner that does not threaten the safety or welfare of other evacuees.
- I.** A PIO will be dispatched to evacuation assembly areas.

- J.** During an evacuation, the City of Milton-Freewater will dedicate a majority of streets to egress. Other available streets will be used for ingress of emergency services.
- K.** Whenever possible, public transportation may be used to transport persons from designated evacuation assembly areas.
- L.** Each City of Milton-Freewater employee is encouraged to develop a family disaster plan that includes maintaining the essential supplies to sustain for five to seven days in the event that evacuation is not possible.
- M.** Businesses and private organizations should establish evacuation plans and be familiar with City of Milton-Freewater evacuation routes as part of their emergency plans.
- N.** Child and adult care facilities are required to establish evacuation plans and be familiar with City of Milton-Freewater evacuation plans.
- O.** Hospitals and resident care facilities will develop evacuation plans that include: Partnerships with similar establishments in neighboring areas and plans to evacuate their residents to those locations during an evacuation.
- P.** During an area to area evacuation, public schools will evacuate students to appropriate schools designated as shelters in a less affected area of town.
- Q.** The American Red Cross will provide shelters for persons unable to remain or return home during or after an evacuation.
- R.** All evacuees are encouraged to register with the American Red Cross Disaster Welfare Inquiry System.
- S.** When the conditions that caused the mandatory evacuation cease to exist, the EOC will coordinate reentry with the City of Milton-Freewater Police and Fire Departments.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agencies

#### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Coordinates with and supports requests from field agencies during a major emergency or disaster.
4. Disseminates emergency evacuation information to the public and deploys field PIOs to evacuation assembly areas.
5. Orders evacuations whenever necessary to protect lives and property.
6. Coordinates evacuation routes, detour routes, and road closures and ensures coordination of evacuation routes.
7. Coordinated with ODOT to ensure state routes are passable.
8. Coordinates re-entry with police and fire departments when the condition that caused the evacuation ceases to exist.

#### **Fire Department**

1. Orders evacuations whenever necessary to protect lives and property.
2. Directs initial on-scene evacuation and coordinates overall incident response through the EOC upon its activation.
3. Assists with the dissemination of evacuation instructions and information to the public



**Public Health**

1. Orders evacuations whenever necessary to protect lives and property.
2. Directs initial on-scene evacuation during a public health emergency and coordinates overall incident response through the EOC upon its activation.
3. Assists with coordinating shelter and welfare services for evacuees.
4. Coordinates with emergency medical services and local hospitals to provide evacuation information and special instructions for vulnerable populations.
5. Coordinates with public transportation agencies during relocation of vulnerable populations.
6. Provides guidance to evacuees with logistics related to pet and animal evacuation.

**Police Department**

1. Orders evacuations whenever necessary to protect lives and property.
2. Directs initial on-scene evacuation and coordinates overall incident response through the EOC upon its activation.
3. Assists with the dissemination of evacuation instructions and information to the public.
4. Provides damage assessment to the EOC regarding the viability of evacuation routes.
5. Provides traffic and crowd control, manages access to, and protects property in evacuated areas.
6. Coordinates removal of stalled vehicles and equipment from evacuation routes.
7. Assists in notifying the EOC regarding the location and welfare of affected citizens.

**Public Transportation**

1. Coordinates mass transit requirements to support evacuation efforts.

Support Agencies**American Red Cross**

1. Establishes a disaster welfare inquiry system to document the location and welfare of victims and displaced persons.
2. Sets up and manages designated shelters.

**Public Works**

1. Installs traffic control signs and barricades and directs the operational control of traffic signals and equipment.
2. Assists with the identification of evacuation routes.
3. Assists with damage assessment including roadway and bridges.
4. Provides debris removal in blocked roadways in evacuation routes.

**Salvation Army**

1. Assists in the provision of transportation for vulnerable populations.

**School District**

1. Coordinates movement of students to safety and reports location to EOC
2. Maintains a roster of all students and their welfare.
3. Contacts parents or guardians of evacuated students to advise of their location.
4. Augments city evacuation activities when school is not in session or after ensuring the safety and evacuation of students.

## **Annex 2: Communications**

The City of Milton-Freewater will establish and maintain a communications system that ensures expedient transmission of information, provides a common operating picture, and facilitates accessibility to emergency resources. Communications are a critical function to assist emergency response and ensure continuity of operations.

### **Operational Concepts**

- A. Each household within the city service area is encouraged to develop a family disaster plan that includes a single point of contact for communicating with family outside of Milton-Freewater to ensure minimal use of existing communication services.
- B. Regular communication systems will be used as much as possible during an emergency.
- C. When the scope of an emergency exceeds regular communications capacity, emergency response communications will be given priority use of the communication resources.
- D. Restoration of communication systems will be a priority following a disaster.
- E. A common operating picture will be established across departments through communication of situation reports, damage assessments, and other information or intelligence.
- F. All entities involved in managing an incident will use common terminology, as prescribed by NIMS and identified in this plan.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

##### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Coordinates with and supports requests from field agencies during a major emergency or disaster.

##### **Emergency Communications Department**

1. Assumes strategic long-term planning for emergency communications and interoperable standards.
2. Maintains inventories of communications resources including equipment, frequencies, and locations of repeaters and communication towers.
3. Coordinates with local communication utilities and other entities as directed by the EOC to restore city telephone and computer systems after a disaster.
4. Acts as the lead department with the EOC to ensure the availability of emergency communications and compliance with interoperability standards
5. Maintains and services emergency communications systems and provides recommendations to the EOC as needed.
6. Ensures that all City of Milton-Freewater departments consider emergency communications requirements when upgrading communications, telephone and computer systems.

7. Provides damage assessment to the EOC regarding the status of communications systems.
8. Provides technical assistance to EOC staff and provides representatives to the EOC to support communication, telephone and computer systems during an emergency.

Support Agencies

**Fire Department**

1. Assists with 911 emergency services for the City of Milton-Freewater

**Public Works**

1. Ensures necessary backup power for all support facilities in advance of an emergency

**Electric Department**

1. Coordinates with the communications unit at the EOC to restore any lost power supply to City of Milton-Freewater communications systems.

**Police Department**

1. Provides emergency services for the City of Milton-Freewater

## **Annex 3: Congregate Care**

The City of Milton-Freewater will activate congregate care facilities when necessary to meet one or more of the following needs during or immediately following a disaster:

- Sheltering of persons who have been displaced from their homes.
- Delivery of human services including mental health.
- Triage and delivery of medical services to support hospital operations when hospitals are operating at or over capacity during an incident of widespread catastrophic illness.
- Staging and dispensing of strategic national stockpile (SNS) assets

While the City of Milton-Freewater will strive to meet as many needs as possible at each activated congregate care facility, not all services may be delivered at each facility. For example, a facility may be activated to provide only sheltering or mass prophylaxis services.

### **Operational Concepts**

- A. All City of Milton-Freewater employees are encouraged to develop a family disaster plan that includes maintaining to sustain five to seven days.
- B. The City of Milton-Freewater will strive to meet the needs of all populations, including special needs and vulnerable populations, within each of its congregate care facilities.
- C. Initial care centers may be activated to provide limited shelter services at the outset of an emergency until a congregate care facility can be activated to provide regular shelter. The City of Milton-Freewater will make reasonable efforts to provide transportation of persons to shelters.
- D. The City of Milton-Freewater will coordinate the delivery of congregate care services with the American Red Cross, volunteer organizations, faith based facilities, local hotels, and schools.
- E. If an emergency occurs during school hours, the priority of the school district is to provide safety and shelter for students and their families. Any facilities and supplies remaining thereafter will be made available to the City of Milton-Freewater for congregate care operations in coordination with the school district.
- F. Following a major earthquake, the City of Milton-Freewater will coordinate a safety evaluation and approve a congregate care site before it can be activated.
- G. A managing authority will be designated and a facility agreement will be established as soon as possible when an emergency requires congregate care facility activation.
- H. The American Red Cross will manage emergency shelter operations.
- I. The health department will manage delivery of health and human services and SNS assets.
- J. The City of Milton-Freewater may coordinate limited assistance to evacuees for care of domestic household animals at a location near shelters. The red cross does not allow animals, other than service animals in red cross managed shelters.
- K. A PIO will be sent to congregate care facilities.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agencies

#### **EOC (800-621- FEMA, Federal Disaster Teams)**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports congregate care requests from field agencies through the EOC logistics unit.
4. Assumes long-term planning for congregate care facilities.
5. Disseminates emergency public information and instructions regarding congregate care and available facilities.
6. Oversees the field officers to congregate care facilities for the duration of its activation.
7. Ensures establishment of communication links with congregate care facilities.
8. Coordinates utility support requirements with public and private utilities.
9. Facilitates acquisition of essential services at shelters.
10. Coordinates the receiving, inventory, and distribution of donated goods and services.

#### **American Red Cross**

1. Coordinates with the EOC to establish congregate care facility locations and services in advance of an emergency.
2. Provides for the needs of disaster victims housed in emergency shelters for at least 72 hours to all who have need.
3. Notifies the EOC when handling a situation requiring sheltering of 10 or more households.
4. Manages a shelter facility and coordinates volunteers for shelter management for the duration of its activation.
5. Registers shelter occupants and develops a disaster welfare inquiry system to document the location and welfare of victims and displaced persons.
6. Coordinates mass feeding of those housed in shelters.
7. Assists with public information dissemination to those housed at shelters.
8. Provides basic first aid assistance as available.
9. Conducts general support services and record keeping for shelter operations.
10. Provides training in shelter operations.

## **Health Department**

1. Acts as a lead agency in the assessment of human needs after a disaster.
2. Coordinates with EOC mental health unit to deliver mental health services as available.
3. Coordinates with public transportation and other agencies to relocate vulnerable populations as able.
4. Monitors care congregate facilities status and makes recommendations to ensure potable water source, adequate sewage, and waste disposal, and food safety.
5. Dispatches public health workers, nurses, and a medical officer to congregate care facilities as available.
6. Acts as the lead agency for the dispensing of mass prophylaxis or inoculations, including SNS assets when activated.
7. Provides public health information updates to the EOC public information branch.
8. If able, provides animal shelters and operations for pets during a disaster.
9. If able, provides a database of volunteers and resources to assist in emergency animal shelter operations.

## **School District**

1. Provides for the shelter and safety of students, school district staff, and families of students and staff.
2. Augments City of Milton-Freewater congregate care operations by making facilities and resources available when school is not in session or when the needs of students, staff, and their families have been met.
3. Augments transportation services to congregate care facilities by making facilities and resources available when school is not in session or when the needs of students, staff and their families have been met.

## Support Agencies

### **CERT/VIPS**

1. Assist the delivery of non-critical medical services (Basic First Aid) at congregate care facilities as direct by the EOC.
2. Assists police, fire, and Red Cross as directed by the EOC.

## **Area Hospitals**

1. Assists the EOC with directing residents to designated congregate care facilities.

## **Umatilla County Building Codes**

1. Conducts safety evaluations in advance of an emergency to determine the viability of a facility designated to provide congregate care.
2. Conducts structural and non-structural evaluations to approve congregate a care site for activation following a major earthquake or incident that may threaten the structural integrity or safety of a facility.

## **Fire Department**

1. Conducts safety evaluations in advance of an emergency to determine the viability of a facility designated to provide congregate care.
2. Assists the EOC with directing residents to designated congregate care facilities.
3. Provides personnel support as able to assist the Health department with dispensing of SNS supplies.

**Electric Department**

1. Restores power to congregate care facilities as needed.
2. Establishes liaison with other power utilities through the EOC.

**Police Department**

1. Assists the EOC with directing residents to congregate care facilities.
2. Provides law enforcement security during activation of congregate care facilities.
3. Coordinates with the EOC to assist relocation of vulnerable populations as able.
4. Coordinated with the Health Department to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

**Salvation Army**

1. Coordinates with the American Red Cross to provide food services at congregate care facilities.
2. Coordinated with the Health Department to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.
3. Facilitates acquisition and distribution of donated personal items to meet the needs of individuals sheltered at congregate care facilities.

**Public Works**

1. Coordinates with the Health Department to provide potable water as necessary.

## **Annex 4: Domestic Animals**

While protecting human life will take precedent over animal life, most households within the City of Milton-Freewater have pets. Animal owners often put themselves in danger and hinder evacuation efforts to ensure the safety of their animals. For this reason, the care of domestic animals is important to the care of human life.

### **Operational Concepts**

- A. Protection of human life is the immediate goal of emergency responders. During an emergency, the City of Milton-Freewater police and fire departments are not responsible for the safety, rescue, evacuation, sheltering, or welfare of animals.
- B. Animal owners should be prepared to evacuate and provide shelter for their animals in the event of an evacuation.
- C. The City of Milton-Freewater will protect human life over animal life and therefore may determine that it is unsafe for citizens to enter a disaster area to rescue animals. A person desiring to enter an evacuated area through an evacuation checkpoint will do so at their own risk and may be asked to sign a liability release document and surrender their identification for the duration of their entry, entry will only be allowed if it does not interfere with emergency operation efforts.
- D. The City of Milton-Freewater will support the movement of evacuees with animals provided that residents are able to evacuate their pets without threatening the safety or welfare of others. All animals must be restrained or kenneled. Priority will be given to service animals.
- E. If able, the City of Milton-Freewater may coordinate limited assistance to evacuees for care of pets. The Red Cross does not allow pets in shelters.
- F. Volunteers will be used to manage any pet shelter in an emergency response.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

#### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports requests from field agencies through the EOC logistics unit.
4. Assumes long-term planning for animal shelter facilities.
5. Disseminates emergency public information and instructions regarding animal care and available facilities.
6. Coordinates limited assistance for evacuees with pets, if able.



## **Health Department**

1. Coordinates with the EOC to identify suitable animal boarding facilities.
2. Coordinates with the EOC to identify medical and non-medical volunteers and agencies that can provide care and assistance for pets.
3. Provides guidance to evacuees for logistics related to pets and evacuation.
4. Monitors public health and zoonotic disease issues, including the removal and disposal of animal waste and dead animals.
5. Assumes responsibility of activated emergency animal shelters.
6. Coordinates rescue efforts of roaming or displaced pets outside evacuated areas.
7. Assists animal support agencies for long-term maintenance, placement, or disposition of animals that cannot be returned to their normal habitat or have been separated from their owners.
8. Collects health data as appropriate.
  - Animal medical and rescue efforts may be supplanted by a veterinary medical assistance team and coordinated through the national disaster medical system.
  - Other sources of assistance may be provided by the American Veterinary Medical Association, United Animal Nations Animal Rescue Service, American Humane Association, Humane Society of the United States, American Society for the prevention of Cruelty to Animals, Noah's Wish, and the American Horse Protection Association.

## **Annex 5: Mass Casualty**

The City of Milton-Freewater will coordinate mass casualty incident response to minimize the loss of life and human suffering. A mass casualty incident is an event with critical injuries or deaths exceeding the normal response capability of an emergency medical services organization. A major earthquake, HAZMAT release, or acts of terrorism are examples of emergencies where a mass casualty incident might occur.

### **Operational Concepts**

- A. Direction and control of emergency medical functions at hospitals remain the responsibility of each facility's management staff during a mass casualty incident.
- B. The City of Milton-Freewater will make reasonable effort to triage known family members to the same hospital.
- C. The City of Milton-Freewater may activate a congregate care facility to deliver non-critical mass medical care to ease congestion at area hospitals. Hospitals may also have additional areas to deliver non-critical mass medical care and triage.
- D. During a mass casualty incident, qualified medical providers, non-acute care hospitals, outpatient clinics, and other medical facilities should be prepared to treat minor injuries and perform triage when necessary.
- E. If normal communications are disrupted during a disaster, medical personnel are encouraged to report to the hospital where they practice for possible reassignment.
- F. The state medical examiner's office should be contacted as soon as possible when a mass casualty incident has been identified.
- G. Responders at a HAZMAT incident and medical facilities receiving victims from a HAZMAT site will ensure they fully understand the IC's situational assessment and take full precautions to protect themselves.
- H. Initial victim decontamination must be performed in the field to minimize further contamination as not all hospitals may have adequate facilities.
- I. The EOC in coordination with area hospitals will request a Disaster Medical Assistance Team (D-MAT) immediately upon awareness that an incident may overload area hospitals.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

##### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports requests from field agencies through the EOC logistics unit.
4. Assumes long-term planning for a mass casualty incident.
5. Disseminates emergency public information and instructions including public health advisories, evacuation instructions, and shelter information.
6. Notifies area hospitals immediately upon identification of a mass casualty incident.
7. Coordinates with local hospitals to request a D-Mat immediately upon awareness that an incident may overload area hospitals.
8. Ensures communication between emergency responders and area hospitals.

9. Directs coordination of patient needs, transportation, and hospital capabilities between field units and area hospitals.
10. Assists the state medical examiner in the activation of morgues.

### **Area Hospitals**

1. Provides medical care.
2. Provides updates to the EOC regarding hospital capabilities and capacity.
3. Maintains a record of patients transported to its facility by emergency medical services.
4. Supply a medical liaison to the EOC
5. Establishes decon capabilities whenever decon is necessary.

### **City Fire Department**

1. Ensures early notification to the EOC when an incident has the potential to become a mass casualty incident.
2. Establishes decon facilities and ensures appropriate and effective victim and responder decon prior to transport.
3. Assists agencies in establishing safe decon and patient treatment areas.

### **Rural Fire/EMS**

1. Ensures early notification to the EOC when an incident has the potential to become a mass casualty event.
2. Provides emergency responders for emergency care and basic life support.
3. Establishes field medical and triage sites.
4. Coordinates victim transportation and hospital capabilities with the EOC.
5. Establishes decon facilities and ensures appropriate and effective victim and responder decon prior to transport.
6. Maintains a record of patients transported from the incident site to medical facilities.
7. Dispatches an officer to hospitals to assist transportation of incoming patients as able.
8. Assists hospitals with decon activities once field decon and other field objectives have been accomplished.
9. Establishes decon facilities and ensures appropriate and effective victim and responder decon prior to transport.
10. Assists agencies in establishing safe decon and patient treatment areas.

### **Health Department**

1. Coordinates public information with the EOC.
2. Coordinates public health workers and nurses to assist with health-related services at mass casualty sites.
3. Coordinates assistance for vulnerable populations as able.
4. Assists in the provision of any necessary pest control
5. Maintains a database of medical assets and ensures its availability to the EOC
6. Analyzes public health impact of the incident and provides information to the EOC.
7. Coordinates recommendations with the policy group regarding public health threats that may necessitate the deployment of SNS assets, D-MAT, or disaster mortuary teams.
8. Provides a medical officer to order public health or medical interventions and guidance as needed.

## Support Agencies

### **CERT/ VIPS**

1. Assists triage and non-critical medical services (basic First Aid) at mass care sites as directed by the EOC.

### **Red Cross**

1. Provides basic first aid assistance at non-critical mass care sites as able.
2. Establishes a staff processing center at or near the site to coordinate staff and volunteer activities.
3. Direct the delivery of mental health services to meet the needs of victims, their families, and Red Cross personnel at the incident.

### **Police Department**

1. Assists the transport of victims to hospitals, and transporting of equipment and supplies if able.
2. Establishes required security at the incident and establishes a perimeter as necessary.
3. Conducts investigative and law enforcement activities associated with a manmade mass casualty incident.
4. Provides traffic control at the incident and ensures access for emergency vehicles.
5. Assists fire department with rescue operations.
6. Assists state medical examiner in the identification of the deceased.
7. Assists in providing death notifications to next of kin.
8. Provides required security at medical facilities, including temporary facilities and triage centers.
9. Coordinates with the EOC mental health unit to provide chaplains.

### **Public Transportation**

1. Assists victim transport as directed by the IC or the EOC as able.

### **Salvation Army**

1. Provides food for emergency responders as needed.
2. Coordinates with the EOC mental health unit to deliver mental health services for emergency workers and disaster victims as able.

### **School District**

1. Provides planning and assistance for providing nursing services as needed within the School District in the event of a mass casualty incident occurring at School District facilities when school is in session, and/or during hours of operation.

## State and Federal Assistance

- A Federal D-MAT may be requested through the Federal Emergency Management Agency during a federally declared disaster.
- The State Medical Examiner can provide support for identification, storage, disposition, and documentation of the deceased.
- FEMA may provide assistance including the deployment of D-MAT, Disaster Mortuary Teams, and Crisis Counseling Teams.
- The Strategic National Stockpile may be deployed through the Centers for Disease Control and Prevention.
- The National Transportation Safety board will provide assistance in transportation-related mass casualty incidents.
- The Federal Aviation Administration will assist response to air transportation related mass casualty incidents.
- The FBI may assume victim identification responsibilities in incidents involving interstate commercial carriers, hostage situations, or acts of terrorism.

## **Annex 6: Vulnerable Populations**

The City of Milton-Freewater recognizes that certain people are particularly vulnerable to the effects of a disaster. During an emergency, The City of Milton-Freewater may provide care for the following persons:

- A. Persons who are frail or housebound
- B. Persons with disabling mental illness or conditions
- C. Person with physical disabilities
- D. Persons who are medically fragile

Major needs of vulnerable populations may include evacuation assistance, attention to special dietary needs, and special medical care.

### **Operational Concepts**

- A. The City of Milton-Freewater will provide emergency services without regard to color, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, disability, economic status, or any affiliation thereof.
- B. Vulnerable residents living independently are encouraged to have a disaster kit that includes personal and medical information, and a list of necessary medical supplies, medications, and assistive devices.
- C. Adult care facilities are required to establish evacuation plans.
- D. The Milton-Freewater School District will provide for the special needs of vulnerable students and staff during a disaster that occurs during school hours.
- E. The City of Milton-Freewater will ensure that emergency notifications include methods accessible to persons with disabilities including door to door notifications, public address or other available means.
- F. During an emergency requiring immediate evacuation, all residents needing evacuation assistance will be given equal priority. Following an incident where immediate danger has passed, vulnerable persons will be given priority.
- G. Those wishing to deliver services to vulnerable populations should contact the EOC to coordinate access. If conditions for entry are appropriate, the EOC will identify a process to expedite travel of approved service providers.
- H. The City of Milton-Freewater will strive to meet the needs of all populations, including special needs and vulnerable populations in all activated congregate care facilities.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agencies

#### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports requests from field agencies as needed.
4. Assumes long-term planning for vulnerable populations.
5. Disseminates emergency public information and instructions concerning assistance for vulnerable populations.
6. Encourages vulnerable populations to prepare for a disaster by preparing a disaster kit.
7. Ensures that care facilities are accessible to persons with special needs.

#### **Health Department**

1. Coordinates public transportation to relocate vulnerable populations.
2. Coordinates with EMS and local hospitals to provide evacuation information and special instructions for vulnerable populations.

#### **Public Transportation**

1. Transports vulnerable populations during an emergency as able.

### Supporting Agencies

#### **Area Hospitals/Home Health Agencies**

1. Assist the EOC with information about where non-resident medically fragile populations may be located.

#### **Police Department**

1. Assists the EOC as able with identification of vulnerable populations who may need assistance during an emergency.
2. Coordinates with the EOC to assist relocation of vulnerable populations as able.

#### **Salvation Army**

1. Assists in the provision of transportation of vulnerable populations.

#### **School District**

1. Provides for the special needs of vulnerable student and staff during a disaster that occurs during school hours.
2. Augments transportation of vulnerable populations during an emergency once the needs of students and school district staff have been met.

## **Annex 7: Mental Health**

Most Persons coping with the aftermath of a disaster, including emergency responders, struggle with disruption and loss caused by disaster. The City of Milton-Freewater will coordinate mental health emergency services to help relieve grief, stress, and other mental health problems caused or exacerbated by a disaster or its aftermath.

### **Operational Concepts**

- A. The City of Milton-Freewater will deliver mental health service to disaster victims and emergency responders as able at the following locations during or following an emergency.
  1. At or near the incident site.
  2. At evacuation points.
  3. Initial care centers.
  4. Congregate care facilities.
- B. Following a disaster, the City of Milton-Freewater may coordinate community outreach to seek out individuals affected by the disaster who need mental health services.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

##### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports requests from field agencies as needed.
4. Assumes long-term planning for delivery of mental health services during an emergency or disaster.
5. Disseminates emergency public information and instructions concerning mental health issues and availability of mental health services during an emergency or disaster.

##### **Red Cross**

1. Assists with referral of disaster victims to appropriate resources or local, state, or federal agencies to provide assistance.

##### **Health Department**

1. Participates in planning efforts for delivery of mental health services to emergency workers and disaster victims.
2. Ensures the delivery that available community mental health services are delivered as needed to emergency workers and disaster victims.

##### **Area Hospitals**

1. Provides emergency care for a limited number of mental health patients as able.



**Police Department**

1. Coordinates with the EOC to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

**Salvation Army**

1. Coordinates with the EOC to administer comfort, solace, and pastoral care services to emergency workers and disaster victims as able.

**School District**

1. Provides for the mental health of students and staff during or immediately following an emergency.

**State and Federal Assistance**

2. FEMA Center for mental health services can provide funding for delivery of mental health services following a federally declared disaster.
3. The National Disaster Medical System may be able to deploy support teams to assist delivery of mental health services.

## **Annex 8: Public Information and Warning**

Rapid dissemination of warning and emergency information to the public is vital to protect health and safety during an emergency. The City of Milton-Freewater will provide rapid information to the public of an imminent or occurring emergency and a coordinated public information system to distribute emergency information and instructions for the duration of an emergency.

The primary methods for information dissemination are through direct contact with media and by use of the Emergency Alert System (EAS).

### **Operational Concepts**

- A. Citizens have the responsibility to prepare themselves and their families to cope with emergencies to manage their affairs in ways that will aid the City of Milton-Freewater in managing emergencies. The City of Milton-Freewater will assist residents in carrying out these responsibilities by providing public information and instructions before, during, and after emergencies.
- B. The City of Milton-Freewater will ensure that emergency notifications include methods accessible to those with disabilities including door to door notifications, when possible, public address systems, and other available means.
- C. The City of Milton-Freewater has emergency sirens located at each of the two fire stations in the City of Milton-Freewater.
- D. The City of Milton-Freewater will coordinate warnings with nearby jurisdictions when appropriate.
- E. The National Weather Service weather radio system may be used to augment dissemination of specific warning or emergency information.
- F. The City of Milton-Freewater will endeavor to release timely and accurate emergency information to the public concerning emergency preparedness, response, and recovery in a cooperative effort with the media.
- G. The City of Milton-Freewater will ensure that emergency information transmitted to the public will clearly convey the following information:
  1. The nature of the emergency.
  2. Location of the emergency.
  3. How the emergency can affect them.
  4. What protective action to take.
  5. Where to get help.
  6. When the situation will be remedied.
- H. A joint information center (JIC) will be established through the Umatilla County OEM during high visibility or high severity incidents to serve as the central contact point for all news media and to coordinate all incidents related public information activities. Public information officials from all participating agencies should co-locate at the JIC.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agencies

#### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Supports requests from field agencies as needed.
4. Assumes long-term planning for emergency public information and warning activities.
5. Coordinates the gathering, verification, and dissemination of public information for distribution to media outlets.
6. Coordinates response to media inquiries regarding an emergency.
7. Establishes a means to monitor and respond to rumors.
8. Dispatches emergency information to the EAS activation station including health warnings, emergency shelter locations, evacuation instructions, and recommended actions.
9. Assists the establishment of a JIC when necessary.

#### **Fire Department**

- A. Disseminates warnings and emergency public information to affected areas in coordination with the police department.
- B. Supplements warning activities by door to door notifications public address systems, activates sirens at fire stations, or other available means.

#### **Police Department**

1. Disseminates warnings and emergency public information to affected areas in coordination with the fire department.
2. Supplements warning activities by door to door notifications public address systems, or other available means.
3. Addresses citizens warnings received through the 911 system.

### Support Agencies

#### **Red Cross**

1. Assists with public information dissemination at congregate care facilities or mobile assistance units.

#### **Public Works**

1. Supplements warning activities by door to door notifications public address systems, portable traffic signs, or other available means.

#### **Health Department**

1. Issues general public health and response advisories, including air quality, food, water, and sanitation warnings in coordination with the EOC.

### **Electric Department**

1. Supplements warning activities by door to door notifications public address systems, or other available means.

### **Umatilla County OEM**

1. Places emergency information dispatches and bulletins on websites and hotlines.
2. Broadcasts emergency alerts to all emergency workers during a workday emergency.
3. Provides technical assistance for public information and warning activities.

### **Salvation Army**

1. Coordinates with the EOC to provide public information regarding donations and donation collection points.

### **List of Local Emergency Radio/Television Stations**

#### FM Radio:

- KWVG -99.1
- KWHT-103.5
- KHSS-100.7

#### AM Radio:

- KGDC-1320
- KTEL-1490

#### Television:

- KFFX-Fox
- CBS- KEPR
- NBC-KNDU
- ABC-KATV

#### NOAA

## **Annex 9: Human Resources**

During an emergency the mayor/city manager may suspend city functions that do not contribute directly to response action and may divert those City of Milton-Freewater resources, including personnel, to the accomplishment of emergency tasks. During some periods of an emergency, department heads or their designee may be required to remain in the EOC and direct their departments from that facility.

### **Operational Concepts**

- A. All City of Milton-Freewater employees are subject to be called for service during an emergency and may be required to work extended hours outside their normal job class to assist disaster response. All requirements of the Fair Labor Standards Act will apply and compensation will be in accordance with existing rules and bargaining agreements.
- B. City of Milton-Freewater employees should maintain a current family preparedness plan so that they can better respond to their personal needs and the City of Milton-Freewater's needs during and following disasters.
- C. City of Milton-Freewater departments are encouraged to develop policies and procedures that will ensure accommodation of employees' family needs so they may better perform their public functions during an emergency.
- D. Additional personnel needs may be met by hiring temporary employees or by the use of volunteers.
- E. The National Guard and other military personnel may be requested through the state after all other human resources have been committed or if there is an imminent threat to life and property and military personnel are the most appropriate resource.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

##### **EOC**

- 1. Coordinates overall strategic disaster response during a major emergency or disaster.
- 2. Secures additional resources through county, state, and federal agencies as needed.
- 3. Supports requests from field agencies as needed.
- 4. Coordinates the gathering, verification, and dissemination of public information concerning human resource needs.
- 5. Assigns a volunteer unit to augment personnel needs and maintain liaison with volunteer organizations.

**Finance Department**

1. Maintains and updates a list of relevant human resources as part of the master resource list.
2. Act as the lead department for hiring emergency personnel and coordinating reassignment of City of Milton-Freewater employees to meet resource needs during an emergency.
3. Assists agencies in identifying employees who can assist in an emergency.
4. Advises the EOC on the impact of personnel issues related to early employee releases, suspension of non-essential work activities, and altered work assignments created by emergency conditions.
5. Assists identification of staging areas for coordination and deployment of City of Milton-Freewater employees to assist emergency operations.

## **Annex 10: Resource Management**

All emergency response agencies manage equipment, facilities, and supplies to accomplish their day to day tasks. Large incidents, however, can require more specialized resources than the responding agencies have available. Appropriate resource management is critical to ensure emergency responders are able to find, obtain, allocate, and distribute resources to fill needs generated by an emergency.

### **Operational Concepts**

- A. All Households in the City of Milton-Freewater are encouraged to develop family disaster and emergency communication plans and to maintain essential supplies to sustain for five to seven days.
- B. Resources will be inventoried, prioritized and used in the most efficient manner possible, and will be applied to functions and areas of greatest need.
- C. Response agencies are expected to be able to sustain themselves for the first 72 hours of an emergency.
- D. Each department is responsible for arranging the movement of its assets to locations where they are needed during emergencies and disasters. If the department does not have suitable transportation, it may request assistance through the EOC.
- E. Normal procurement procedures may be suspended during an emergency, although existing agreements and procedures should be used whenever feasible.
- F. The EOC may request additional resources after all available City of Milton-Freewater resources have been used.
- G. The mayor may invoke temporary controls on local resources and establish priorities during an emergency. These may include fuel, food shelter, and other resources necessary. If this occurs, the City of Milton-Freewater will endeavor to cooperate with the private sector and with the state in encouraging voluntary controls and to enforce mandatory controls when necessary.
- H. During an emergency, the mayor/ city manager may suspend municipal functions that do not contribute directly to the response actions.
- I. Acquisitions and purchases dedicated to saving life or property during an emergency will be given priority.
- J. During periods of emergency department heads or their designee may be required to remain at the EOC and direct their department from that facility.
- K. When circumstances dictate, emergency response field personnel may be given purchasing authority after coordination with the finance department. Payments for such needs are the responsibility of the requesting department.
- L. The City of Milton-Freewater will update its resource lists to comply with NIMS protocols. All City of Milton-Freewater departments will comply with requests to update and maintain their resource inventories in accordance with NIMS.
- M. Early and accurate documentation of costs and damage estimates are essential to the application for potential reimbursement from state or federal disaster assistance. All City of Milton-Freewater departments will identify personnel to be responsible for documentation of disaster costs and will use existing administrative methods to keep accurate records separating disaster operational expenditures from regular ones.
  
- N. When high priority needs cannot be satisfied quickly through procurement and hiring, or when the cost begins to outweigh time as a consideration, an appeal can be

made through the donations unit and the public information branch for donations of goods or services in question.

- O. At the close of an incident, all loaned equipment will be returned to its owners.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agencies

#### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Coordinates mutual aid agreements with neighboring jurisdictions to cover resource shortfalls.
4. Assigns a logistics section to facilitate resource acquisition and deployment.
5. Coordinates dissemination of public information concerning resource needs.
6. Maintains a list of resources typed according to NIMS.
7. Ensures record of all supplies and equipment purchased to support and incident.
8. Establishes MOUs with potential suppliers and donors.

### Supporting Agencies

#### **Finance Department**

1. Receives data from the EOC concerning resources obtained from private vendors and arranges for reimbursement.
2. Negotiates and approves contracts for support of emergency actions (City Attorney).
3. Facilitates acquisition of all supplies, equipment and services necessary in support of response efforts.

#### **Public Works/Motor Pool**

1. Assists with obtaining, allocating and distributing facilities, vehicles, and equipment.



## **Annex 11: Volunteer Management**

The City of Milton-Freewater will coordinate volunteer resources to augment emergency response when a citywide disaster overwhelms professional emergency response resources.

### **Operational Concepts**

- A. Volunteers acting of their own accord during an emergency should exercise common sense in responding to minor incidents in their immediate area and be willing to direct the efforts of other citizens.
- B. CERT and VIPS volunteers should not respond to mass casualty sites unless directed by the EOC.
- C. The EOC volunteer unit is located in the logistics section of the EOC and reports to the logistics section chief. The EOC logistics section is the only EOC entity that can coordinate and deploy volunteers during an emergency.
- D. All volunteers are expected to defer to the direction of the IC.
- E. General volunteers will not be contacted by or deployed through the EOC, but may be requested through the media to perform neighborhood damage assessments and provide information during an emergency.
- F. Individual or spontaneous volunteers will not be deployed by the EOC, but will be directed to disaster volunteer management groups such as the Red Cross or Salvation Army, which are national organizations with a mandate to respond to and provide relief during and after emergencies.
- G. Volunteers are protected by and will abide by the Oregon Good Samaritan Law.
- H. VIPS and CERT will designate one point of contact and an alternate to be contacted by the EOC as their services are required.

### **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

#### Primary Agencies

##### **EOC**

1. Coordinates overall strategic disaster response during a major emergency or disaster.
2. Secures additional resources through county, state, and federal agencies as needed.
3. Facilitates communication with CERT, VIPS, and other volunteers/groups during a disaster.
4. Coordinates dissemination of public information and instructions regarding volunteer requirements.

## Support Agencies/ Volunteer Groups

### **CERT/VIPS**

1. Assists the delivery of non- critical medical service at mass care sites and congregate care facilities as directed by the EOC.
2. Performs other duties as directed by the EOC.
3. Relays damage assessment information between the disaster site and the EOC as requested by the EOC.
4. Assists with warning and emergency information dissemination as directed by the IC or the EOC.
5. Assists with evacuations of persons and animals.
6. Assists with traffic management.
7. Assists with tracking of displaced persons
8. Assists with other emergency response efforts as directed by the EOC.

### **Red Cross**

1. Acts as the lead agency for shelter operations.
2. Operates a disaster welfare inquiry system to document the welfare and location of victims and displaced persons.
3. Provides food services at congregate care facilities, the incident site, or other sites as able.
4. Provides basic first aid assistance at non-critical medical mass care sites or congregate care facilities as able.
5. Assists the EOC with public information dissemination at congregate care facilities and mobile assistance units.
6. Assists with referral of disaster victims to appropriate community resources or local, state, or federal agencies for additional assistance.

### **Salvation Army**

1. Coordinates with the Red Cross to provide food service to disaster victims at congregate care facilities and evacuation centers and to emergency responders at the incident site and other locations as able.
2. Coordinates with the EOC mental health unit to deliver mental health services and pastoral services to disaster victims and emergency responders as able.
3. Facilitates acquisition and distribution of donated personal items to meet the needs of individuals affected by the disaster and coordinates with the EOC to provide public information regarding donation collection points and recommended donations.
4. Provides assistance in directing the efforts of individuals and spontaneous volunteers.

**Note:** National Chapters of voluntary organizations may be able to provide additional assistance.

## **Annex 12: Terrorist Incident**

The City of Milton-Freewater is not immune to acts of terrorism. While significant attack is considered unlikely, the consequences of a major incident could be catastrophic and would require a coordinated multi-jurisdictional law enforcement and emergency management response.

An act of terrorism may include kidnapping, hijacking, attack involving chemical, biological, radiological/nuclear or explosive weapons (CBRNE), cyber attack, assassination, extortion, or intentional contamination of food, water, or air and threats to commit such acts.

### **Operational Concepts**

#### Mitigation

- A. The City of Milton-Freewater will coordinate with state and local partners to identify potential targets and determine their vulnerability and impact if attacked.
- B. The City of Milton-Freewater will establish appropriate security programs for public facilities that are potential targets and will recommend such programs to private property owners.
- C. Under most threat conditions, private business is responsible for protecting itself from terrorist attacks.
- D. Individual citizens and families can help prevent terrorist attacks by being observant in their community, reporting suspicious activity, and being aware of federal threat levels.

#### Preparedness

- A. The City of Milton-Freewater will use the US Department of Homeland Security color-coded threat level system as a guideline to establish the existing local terrorism threat level. The Mayor/City Manager may choose whether to adopt the recommended threat level based on a credible local threat. As threat levels rise, the City of Milton-Freewater will establish appropriate increased readiness actions.
- B. Each City of Milton-Freewater department will be responsible for arranging regular terrorism awareness training for their staff.
- C. The City of Milton-Freewater will continue to establish and maintain mutual aid agreements to enhance response capabilities.
- D. The City of Milton-Freewater will conduct drills and exercises to test plans, procedures, and training and will encourage public and private partners to do the same.

#### Response

- A. A terrorism response may be triggered if any of the following events occur:
  - Credible threat or incident involving CBRNE agents.
  - Incident of unknown origin that creates mass casualties within a short period.
  - Incident where victims display sign or symptoms of a CBRNE event with an unknown or suspicious origin.
  - Sudden or repeated occurrences of any illness or disease not typically seen in a geographical area.
  - Incident or series of incidents that indicate cyber intrusions or attacks.

- B. The City of Milton-Freewater will immediately notify the Oregon Department of Homeland Security and Office of Emergency Management upon identification of a specific threat or terrorist event.
- C. When a credible threat exists, the City of Milton-Freewater will activate the EOC to facilitate response and will invite the FBI and Oregon Department of Homeland Security and OEM to provide liaison personnel.
- D. The National Response Plan (NRP) will activate during any terrorism incident and the Department of Homeland Security will coordinate federal response. The FBI is the lead agency for the law enforcement component of terrorism response.
- E. The Oregon State Police will coordinate the State's law enforcement response to a terror incident or threat.
- F. Any CBRNE event should be treated as a crime scene until authorities determine otherwise.
- G. If there is no local incident site, response activities will be directed and controlled from the EOC.
- H. If there is a local incident site, an incident command post (ICP) will be established by first responders. Incident command will transition into a unified command as state and federal responders arrive to augment local response.
- I. A terrorist incident may be simultaneously a crime scene and a HAZMAT site and may cross jurisdictional boundaries. The incident command team will establish operating areas and formulate a plan of action that considers the needs of all jurisdictions and agencies.
  - 1. A crime scene area may be established to protect evidence. Access may be restricted by state, federal or local law enforcement personnel.
  - 2. A HAZMAT area may include a portion of or the entire crime scene. Access may be restricted to response personnel equipped with personal protective equipment (PPE) and using decon procedures.
  - 3. The incident area includes the crime scene, the HAZMAT area, and areas used for incident support. Access may be controlled and egress restricted if quarantine is implemented.
- J. The health department retains isolation and quarantine authority.
- K. During a city emergency requiring the dispensation of mass prophylaxis or SNS assets all City of Milton-Freewater employees are subject to be called for service. All requirements of the Fair Labor Standards Act will apply and compensation will be in accordance with existing rules and bargaining agreements.
- L. Evacuation of an area or facility may be ordered because of a credible threat.
- M. Evacuation may be required from inside a perimeter of the scene to guard against further casualties from initial agent release, additional agents, or secondary devices. Long-term relocations may be ordered if an area is contaminated by a CBRNE agent.
- N. Every measure will be taken to assure the utmost respect for the families of victims while containing the spread of CBRNE agents.

## Recovery

- A. Incident sites and other affected areas may require decon. State or federal agencies may oversee this effort.
- B. The City of Milton-Freewater will identify and restrict access to all structurally unsafe buildings.
- C. The City of Milton-Freewater will attempt to remediate and clean up any HAZMAT affecting City of Milton-Freewater owned water, sewer, or drainage systems.
- D. The City of Milton-Freewater will provide traffic control for the return of evacuees.
- E. The City of Milton-Freewater in coordination with the Red Cross will assist in arranging temporary housing for evacuees who cannot return to their homes.
- F. For areas that cannot be returned to normal use in near term, the City of Milton-Freewater will develop and implement appropriate access controls.
- G. The City of Milton-Freewater will cooperate with state and federal agencies to investigate the cause of a terrorism incident.
- H. The City of Milton-Freewater will conduct critical incident stress management for emergency responders.
- I. The City of Milton-Freewater will debrief response personnel, prepare the incident report, and update plans and procedures based on lessons learned.
- J. The City of Milton-Freewater will restore normal services as soon as practical after a terrorism incident.

## **Responsibilities**

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

## Primary Agencies

### **EOC/Emergency Management**

- 1. Coordinates overall strategic disaster response during a major emergency or disaster.
- 7. Secures additional resources through county, state, and federal agencies as needed.
- 8. Identifies potential targets within the City of Milton-Freewater and determines their vulnerability and impact if attacked.
- 9. Coordinates with law enforcement agencies to determine appropriate readiness actions during periods of increased threat.
- 10. Recommends training for emergency responders and City of Milton-Freewater personnel.
- 11. Conducts periodic exercises to test plans, procedures, and training.
- 12. Activates the Emergency Alert system as needed.
- 13. Establishes a joint information center (JIC) to coordinate dissemination of public information concerning terror events or threats.
- 14. Monitors federal threat levels to determine appropriate readiness actions.
- 15. Manages response activities when there is no local incident site.
- 16. Assists in the establishment of a joint field office to provide a central location for coordination of federal, state, and local agencies.
- 17. Ensures restoration of City of Milton-Freewater services as soon as practical.
- 18. Coordinates with the Red Cross to arrange temporary housing for evacuees unable to return to their homes.

## **Health Department**

1. Assumes the lead role for protecting public health during a bioterrorism incident.
2. Enforces rules and regulations concerning environmental, public health, or safety issues.
3. Advises the IC of decon protocols, symptoms, and recommended medical treatments related to CBRNE.
4. Dispatches a medical officer to the site as necessary.
5. Maintains medical surveillance for CBRNE signs and symptoms.
6. Coordinates activation of SNS assets.
7. Act as the lead agency for the dispensation of mass prophylaxis or inoculations, including SNS assets when activated.
8. Coordinates isolation and quarantine measures with appropriate state agencies.
9. Coordinates dissemination of critical public health information.
10. Coordinates dispensation of prophylaxis to emergency responders, EOC staff, and their immediate families and household members.

## **City Fire Department**

1. Acts as the lead agency and establishes an ICP if first on scene.
2. Conducts all fire suppression and rescue operations.
3. Coordinated search and rescue operations as needed.
4. Implements mass casualty protocols as required.
5. Deploys HAZMAT response teams and decon units as needed.
6. Identifies and restricts access to unsafe structures as able.
7. Identifies requirements for debris removal and clearance to expedite fire and rescue operations.
8. Orders evacuations as necessary and provides evacuation support as able.
9. Provides regular training for HAZMAT mitigation and emergency response.
10. Tracks local inventories of HAZMAT in coordination with the State Fire Marshal's Office.
11. Coordinates with the health department to establish appropriate actions to protect the public when a CBRNE event has occurred.
12. Provides information to the public under the Community Right-to-know Act in coordination with the State Fire Marshal's Office.
13. Coordinates necessary actions to decon HAZMAT sites and remains on site until immediate health and safety risks have been resolved.
14. Develops and implements appropriate access control areas unable to be decontaminated in the near term.
15. Provides personnel support as able to assist the health department with dispensation of SNS assets.

## **Rural Fire/EMS**

1. Acts as the lead agency and establishes an ICP if first on scene.
2. Conducts all fire suppression and rescue operations.
3. Coordinates search and rescue operations as needed.
4. Deploys EMS teams and implements mass casualty protocols as required.
5. Deploys HAZMAT response teams and decon units as needed.
6. Integrated all supporting EMS agencies into on-scene medical operations.
7. Identifies and restricts access to unsafe structures as able.
8. Identifies requirements for debris removal and clearance to expedite fire and rescue operations.
9. Orders evacuations as necessary and provides evacuation support as able.
10. Provides regular training for HAZMAT mitigation and emergency response.
11. Tracks local inventories of HAZMAT in coordination with the State Fire Marshal's Office.
12. Coordinates with the health department to establish appropriate actions to protect the public when a CBRNE event has occurred.
13. Provides information to the public under the Community Right-to-know Act in coordination with the State Fire Marshal's Office.
14. Coordinates necessary actions to decon HAZMAT sites and remains on site until immediate health and safety risks have been resolved.
15. Develops and implements appropriate access control areas unable to be decontaminated in the near term.
16. Provides personnel support as able to assist the health department with dispensation of SNS assets.

## **Electric Department**

1. Monitors and alerts the EOC and IC to significant outages that may affect the emergency response.
2. Prioritizes restoration of power to critical facilities and facilities that support emergency operations.
3. Establishes liaison with other power utilities and the EOC.

## **Police Department**

1. Acts as the lead agency and established an ICP if first on scene.
2. Acts as the lead local agency in anti-terrorism operations.
3. Coordinates with privately owned high-risk and critical facilities to recommend appropriate security programs.
4. Conducts terrorism response training for law enforcement personnel.
5. Supports public education and awareness activities.
6. Coordinates the deployment and operations of counter terrorist response elements.
7. Establishes control zones and orders evacuation from the hot and warm zones.
8. Secures scene, reroutes traffic, and implements crowd control measures as needed.
9. Provides security at incident site, operational areas, and critical facilities including SNS dispensing sites.
10. Provides requested support for evacuation operations.
11. Conducts reconnaissance in the vicinity of the incident site to identify threats from delayed action and secondary weapons.
12. Cooperates with state and federal agencies to investigate the incident and identify and apprehend suspects.
13. Coordinates with the EOC and Mental health to provide chaplains to deliver comfort and solace for emergency workers and disaster victims as able.

## **Public Works**

1. Conducts regular monitoring of the City of Milton-Freewater water supply.
2. Carries out emergency repairs to water and wastewater systems required to support emergency operations and resort essential public services.
3. Identifies needs for emergency drinking water supplies from outside sources and initiates water conservation procedures of required.
4. Facilitates remediation and decontamination of any HAZMAT affecting local water or sewer systems.
5. Provides equipment and operators for debris removal.
6. Provides barricades and temporary fencing as requested.
7. Conducts emergency repairs to road systems as necessary.
8. Facilitates remediation and decontamination of any HAZMAT affecting City of Milton-Freewater drainage systems.

## **Red Cross**

1. Acts as the lead agency for shelter operations.
2. Operates a disaster welfare inquiry system to document the welfare and location of victims and displaced persons.
3. Provides food services at congregate care facilities, the incident site, or other sites as able.
4. Provides basic first aid assistance at non-critical medical mass care sites or congregate care facilities as able.
5. Assists the EOC with public information dissemination at congregate care facilities and mobile assistance units.
6. Assists with referral of disaster victims to appropriate community resources or local, state, or federal agencies for additional assistance.



**Area Hospitals**

1. Maintains medical surveillance for CBRNE signs and symptoms.
2. Provides emergency and routine medical care.
3. Provides updates to the EOC regarding hospital capabilities and capacity.
4. Supplies a medical liaison to the EOC.
5. Establishes decon capabilities whenever decon is necessary.

**School District**

1. Provides for the safety of students and notifies the EOC of any student relocation.
2. Augments congregate care facilities and resources available when school is not in session or when the needs of students have been met.
3. Assists the EOC with transportation services after ensuring the transportation needs of students have been met.

## Support Annex 13: Flood Incident

This annex was developed to address the occurrence of an imminent failure or failure of the Milton-Freewater levee system. Since failure of this levee may affect citizens located within the City of Milton Freewater and County, this annex provides an action plan for a joint MFWCD/city/county response.

### Operational Concepts

- E. The levee system is the sole responsibility of the Milton-Freewater Water Control District. This annex was developed to provide a plan for a coordinated response with the MFWCD.
- F. The Milton-Freewater Water Control District will coordinate with federal, state and local partners to identify potential hazards and determine their vulnerability.
- G. In the event of a flood incident, The City an evacuation may be initiated by any of the following persons:
  - Milton-Freewater Flood Control District
  - Mayor
  - City Manager
  - Police Chief
  - Fire Chief
  - Health Department
  - Key officials designated by the City of Milton-Freewater

### Responsibilities

The responsibilities listed are not intended to be departmental checklists. Each department will develop internal policies and procedures to perform its assigned duties. At the discretion of the IC not all functions may be performed and not all agencies used.

### Primary Agency:

#### Milton Freewater Water Control District

- Coordinates overall strategic disaster response during a major emergency or disaster according to its emergency action plan.
- Orders evacuation whenever necessary to protect lives and property.
- Inspects levee system.
- Advises City of levee safety and flood fight needs.
- Coordinates levee repair efforts with Federal, State, and local agencies.
- Communicates with USACE for PL84-99 repairs and emergency flood fighting efforts.
- Provides information related to flood status and levee safety.
- Evaluates river stage and weather information.
- Declares flood emergency and notifies USACE.
- Maintains and operates the levee system.
- Maintains a list of contractors and available resources.
- Ensures access is available to perform flood fighting and emergency repairs.

## **Support Agencies:**

### **Umatilla County Emergency Management**

- Provides up to 10,000 sand bags.

### **City of Milton-Freewater**

- Provides available resources in support of mitigating the incident.

### **City of Milton-Freewater Departments**

#### **Public Works**

- Installs traffic control signs and barricades and directs the operational control of traffic signals and equipment.
- Assists with the identification of evacuation routes.
- Assists with damage assessment including roadway and bridges.
- Provides debris removal in blocked roadways in evacuation routes.

#### **Fire Department**

- Orders evacuations whenever necessary to protect lives and property.
- Assists with initial on-scene evacuation and assists overall incident response.
- Assists with the dissemination of evacuation instructions and information to the public

#### **Police Department**

- Orders evacuations whenever necessary to protect lives and property.
- Assists initial on-scene evacuation and assists overall incident response.
- Assists with the dissemination of evacuation instructions and information to the public.
- Provides damage assessment regarding the viability of evacuation routes.
- Provides traffic and crowd control, manages access to, and protects property in evacuated areas.
- Coordinates removal of stalled vehicles and equipment from evacuation routes.
- Assists in identifying the location and welfare of affected citizens.

#### **Public Transportation**

- Assists mass transit requirements to support evacuation efforts.

## **Authorities and References**

A comprehensive list of federal authorities and references can be found in the National Response Plan, Appendix 3.

### **Federal Authorities and references**

- National Incident Management System (NIMS).
- National Response Plan (NRP).
- Homeland Security Act of 2002.
- Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- 42 USC 116 Emergency Planning and Community Right- to-Know.
- 42 USC 12101 American Disabilities Act.

### **Local Authorities and References**

- Oregon Revised Statutes Chapter 401.
- Conflagration Act (Oregon Revised Statute 476.510).
- Umatilla County Ordinance 91-007.

## Glossary of Key Terms

**Agency:** An organization or division of government or a private non-profit entity with a specific function offering a particular kind of assistance.

**Biological Weapons:** Microorganisms or toxins from living organisms that have infectious or non-infectious properties designed to effect lethal or serious damage to plants and animals.

**Branch:** The organizational level situated between the units and section and having functional responsibility for major aspects of incident operations.

**Chemical Weapons:** Solids, liquids, or gasses designed to effect lethal or serious damage to plants and animals.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, and Finance.

**Common Operating Picture:** A broad view of the overall situation as reflected by situation reports, aerial photography, and other information intelligence.

**Communications Unit:** An organizational unit in the Logistics Section responsible for providing communications services at an incident or an EOC. A communications unit may also be a facility used to support an Incident Communications Center.

**Critical Infrastructure:** A vital municipal system or asset that, if destroyed or incapacitated, would have a debilitating impact on security, public health, or safety.

**Emergency Operations Center (EOC):** The physical location where coordination of information and resources to support incident management activities normally takes place.

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

**Emergency Responder:** Personnel, agencies, and authorities involved in emergency public safety, law enforcement, emergency response, and emergency medical services.

**Emergency Support Function:** A grouping of agency capabilities into an organizational structure to provide support, resources, and services needed to save lives and protect property during an emergency.

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

**General Staff:** A group of incident management personnel organized according to function and reporting to the Incident Commander (IC). General Staff typically consists of the Section Chiefs and their staff.

**Hazardous Materials (HAZMAT):** Chemical spill or release at any facility that produces, uses, or stores chemicals, or from a vehicle, train, ship, plane, or pipeline.

**Incident:** A situation that requires an emergency response to protect life or property.

**Incident Action Plan (IAP):** An oral or written plan containing general objectives reflecting the overall strategy for managing an incident.

**Incident Commander (IC):** The individual with overall responsibility and authority for conducting incident operations, including the development of strategies and tactics and the ordering and release of resources.

**Incident Command Post (ICP):** The field location where primary tactical-level and on-scene incident command function is performed.

**Incident Command System (ICS):** A standardized on-scene emergency construct designed to establish an integrated organizational structure that reflects the complexity and demands of an incident without being hindered by jurisdictional boundaries.

**Joint Information Center (JIC):** A facility established to coordinate incident-related public information activities and provide a central point of contact for news media at the scene.

**Jurisdiction:** A range or sphere of authority, which can be political or geographical.

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

**Logistics Section:** The section in ICS responsible for providing facilities, services, and material support for an incident.

**MFWCD:** Milton-Freewater Water Control District

**Mitigation:** Activities that reduce the probability of a disaster occurring and lessen the damage of unavoidable hazards.

**Mutual Aid Agreement:** Written agreement between agencies or jurisdictions to assist one another during and incident by furnishing resources upon request.

**National Disaster Medical System:** A cooperative federal asset that can be mobilized to provide resources for meeting medical and mental health needs during an incident.

**National Incident Management System (NIMS):** A system that provides a consistent nationwide approach for all jurisdictions to work together effectively and efficiently to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity.

**National Response Plan (NRP):** A plan that integrates federal domestic prevention, preparedness, response, and recovery into one all-discipline, all-hazards plan.

**Operations Section:** The section responsible for all tactical incident operations, which may be located both in the EOC and in the field.

**Planning Section:** The section responsible for collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the Incident Action Plan (IAP).

**Preparedness:** Actions that develop response capabilities needed during an emergency.

**Public Information Officer (PIO):** A member of the command staff responsible for interfacing with the public and media or with other agencies with incident related information.

**Recovery:** Efforts focused on restoring the community to its normal or improved state of affairs including repairing roads, restoring communications, and finding housing for displaced families.

**Resources Unit:** Functional unit within the planning section of ICS responsible for recording the status of resources committed to the incident, evaluating resources already committed to the incident, and anticipating future resource needs.

**Resources:** Personnel and equipment, supplies, and facilities available or potentially available for assignment to incident operations.

**Response:** The delivery of services during an emergency to help protect life and property and speed recovery. Warning, evacuation, and rescue are examples of response actions.

**Safety Officer:** A member of the command staff in ICS responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures to ensure personnel safety.

**Section:** The organizational level in ICS situated between the branch and Incident command and having responsibility for a major functional area of incident management.

**Terrorism:** Activity intended to intimidate or coerce civilians, influence government, or affect the conduct of government by mass destruction, assassination, or kidnapping.

**Threat:** An indication of possible violence, harm, or danger.

**Unit:** The organizational element in ICS having functional responsibility for a specific incident planning, logistics, or finance activity.

**Unified Command:** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions.

## **List of Acronyms and Abbreviations**

Acronyms used in this document are listed below. A complete list of acronyms is available through the Federal Emergency Management Agency (FEMA).

**CBRNE:** Chemical, Biological, Radiological, Nuclear, or Explosive weapons or agents.

**Decon:** Decontamination

**DHS:** Department of Homeland Security

**D-MAT:** Disaster Emergency Medical Team

**EAS:** Emergency Alert System

**EOC:** Emergency Operations Center

**EOP:** Emergency Operations Plan

**ESF:** Emergency Support Function

**FEMA:** Federal Emergency Management Agency

**FBI:** Federal Bureau of Investigation

**HAZMAT:** Hazardous Materials

**IC:** Incident Commander

**ICP:** Incident Command Post

**ICS:** Incident Command System

**IMST:** Incident Management Support Team

**MOU:** Memorandum of Understanding

**NRP:** National Response Plan

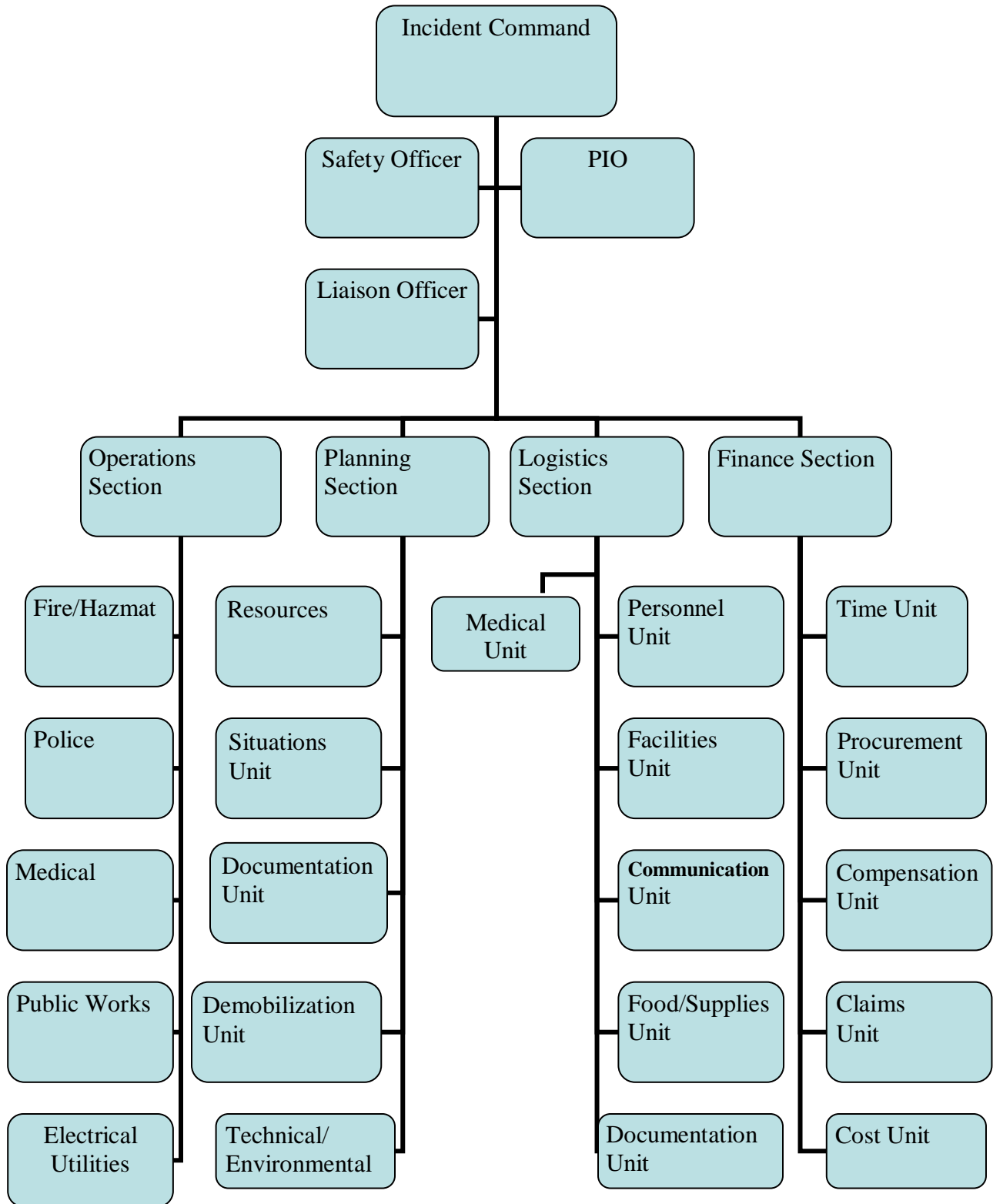
**NIMS:** National Incident Management System

**OEM:** Office of Emergency Management

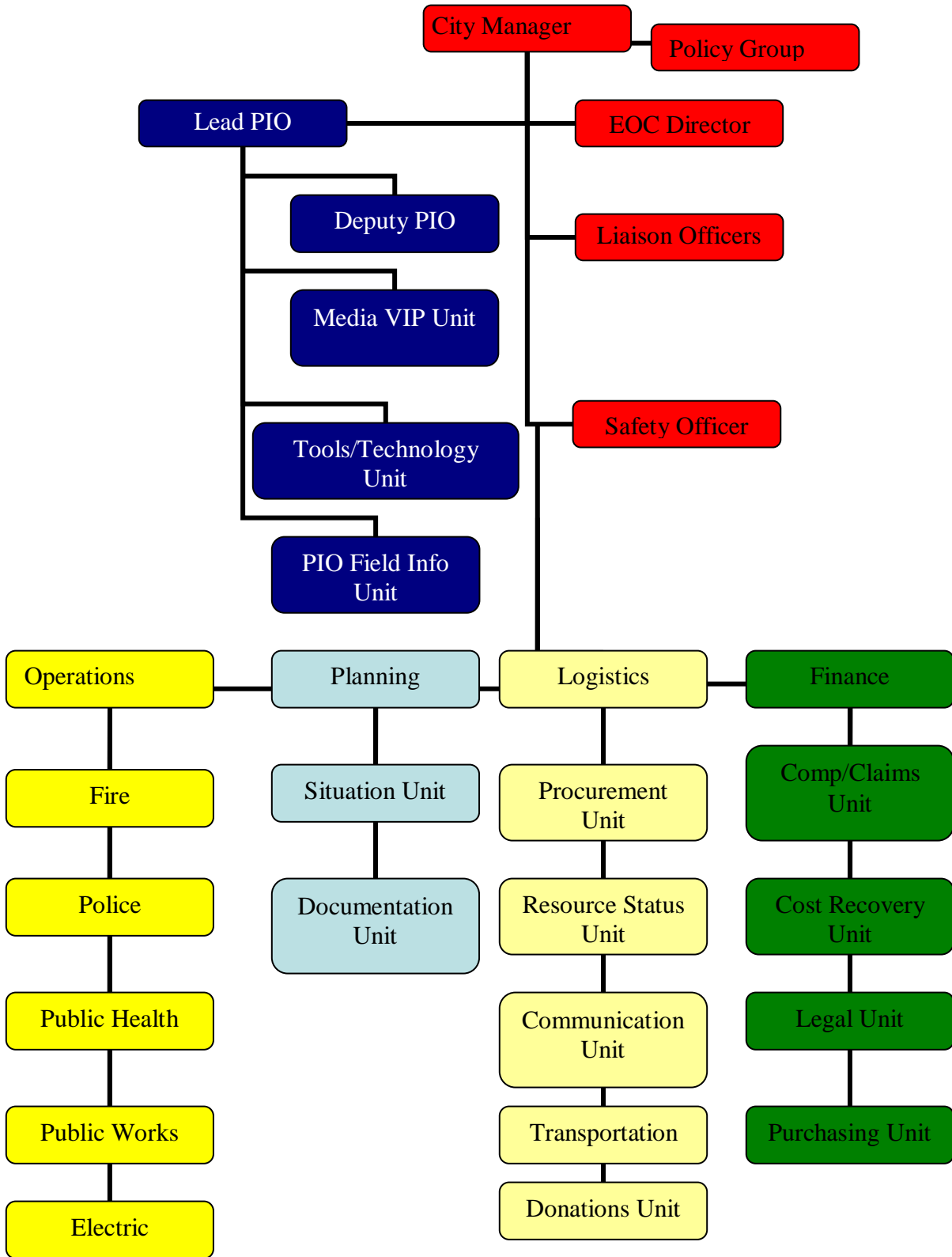
**SNS:** Strategic National Stockpile

**USACE:** United States Army Corps of Engineers





# EOC Organization Chart



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