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# Emergency Operations Plan

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Deschutes County  
Sheriff's Office

**NOVEMBER 2003**

**DESCHUTES COUNTY SHERIFF'S OFFICE  
EMERGENCY SERVICES DIVISION  
613333 WEST HIGHWAY 20, BEND, OREGON 97701**

## **ACKNOWLEDGMENTS**

The Deschutes County Sheriff's Office gratefully acknowledges the assistance, support, and cooperation of Deschutes County personnel, private organizations, and volunteers who contributed to this planning project.

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## **DISCLAIMER NOTICE**

Procedures included in this plan are intended as guidelines for response. Actual actions will vary depending on the requirements of the emergency.

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# Deschutes County Sheriff's Office

## EMERGENCY OPERATIONS PLAN

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<p><b>WHEN TO ACTIVATE:</b></p> <ul style="list-style-type: none"> <li>This plan is activated in any emergency requiring sustained disaster response operations in multiple jurisdictions or to accommodate geographically widespread response.</li> <li>The Emergency Operations Center (EOC) may be activated to prioritize and coordinate resources needed to respond to floods, earthquakes, volcanic eruptions, weapons of mass destruction events, or any other major disaster or emergency.</li> <li>The Emergency Operations Center (EOC) supports requests for assistance from on-scene command, unincorporated county areas, cities and towns within the county; and may also provide assistance to neighboring counties, as requested.</li> </ul> <p><b>WHO MAY ACTIVATE THIS PLAN AND THE EMERGENCY OPERATIONS CENTER (EOC)</b></p> <ul style="list-style-type: none"> <li>Deschutes County Sheriff or designee</li> <li>Emergency Services Manager</li> </ul> <p><b>HOW TO ACTIVATE THIS PLAN:</b></p> <ul style="list-style-type: none"> <li>By Telephone: Emergency Services Coordinator: 541-617-3303; Pager 541-385-4034</li> <li>By Telephone: 911</li> <li>By Radio to Dispatch</li> </ul>	<p><b>CHAPTER 1 INTRODUCTION</b></p> <p><b>CHAPTER 2 EMERGENCY MANAGEMENT</b></p> <p><b>CHAPTER 3 EMERGENCY OPERATIONS CENTER (EOC)</b></p> <p><b>CHAPTER 4 TRAINING &amp; PLAN MAINTENANCE</b></p> <p><b>FUNCTIONAL TAB SECTIONS</b></p> <p><b>TAB A DECLARATION PROCESS</b></p> <p><b>TAB B COMMUNICATIONS</b></p> <p><b>TAB C EOC/REPORTS</b></p> <p><b>TAB D PUBLIC ALERT/INFORMATION</b></p> <p><b>TAB E MASS CASUALTY</b></p> <p><b>TAB F MASS FATALITY</b></p> <p><b>TAB G FOOD &amp; SHELTER</b></p> <p><b>TAB H SPECIAL NEEDS POPULATIONS</b></p> <p><b>TAB I LAW ENFORCEMENT</b></p> <p><b>TAB J EVACUATION/SHELTER IN PLACE</b></p> <p><b>TAB K DAMAGE ASSESSMENT</b></p> <p><b>TAB L RESOURCE MANAGEMENT</b></p> <p><b>TAB M HUMAN RESOURCES</b></p> <p><b>TAB N EMERGENCY PAY/PROCUREMENT</b></p> <p><b>TAB O DISASTER RECOVERY</b></p> <p><b>TAB P WEAPONS OF MASS DESTRUCTION</b></p> <p><b>Publication Date: November 2003</b></p>

**SIGNATURE OF ACCEPTANCE PAGE**

_____	_____
<b>Date</b>	<b>County Sheriff, Deschutes County</b>
_____	_____
<b>Date</b>	<b>Commissioner, Chair, Deschutes County</b>
_____	_____
<b>Date</b>	<b>Commissioner At-Large, Deschutes County</b>
_____	_____
<b>Date</b>	<b>Commissioner At-Large, Deschutes County</b>
_____	_____
<b>Date</b>	<b>City Manager, City of Bend</b>
_____	_____
<b>Date</b>	<b>City Manager, Redmond</b>
_____	_____
<b>Date</b>	<b>City Manager, City of Sisters</b>
_____	_____
<b>Date</b>	<b>County Fire Defense Board, Chief, Deschutes County</b>
_____	_____
<b>Date</b>	<b>Emergency Services Manager, Deschutes County</b>

We, the above-signed officials, acknowledge the responsibilities inherent in disaster response and emergency management planning within our respective jurisdictions. Through the acceptance of this plan, we will ensure Deschutes County and its entities to be ready when and if disaster should strike. We are charged with the additional responsibility of keeping this Emergency Operations Plan (EOP) current and ensuring those persons within City and County government are made aware of their respective roles and review of this plan.

**DESCHUTES COUNTY SHERIFF'S OFFICE  
EMERGENCY OPERATIONS PLAN DISTRIBUTION LIST**

<b>PLAN HOLDER</b>	<b>COPY NUMBER (S)</b>	<b>DATE FORWARDED</b>
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Deschutes County Sheriff's Office (4 copies)		
Deschutes County Community Development		
Deschutes County Road Department		
Deschutes County Health Department		
Deschutes County Risk Management		
Deschutes County Finance Department		
Deschutes County Waste/Sanitation Department		
Bend Fire Department		
Bend Police Department		
Redmond Fire Department		
Redmond Police Department		
City of Sisters		
Sisters Fire Department		
La Pine Fire Department		
Sun River Fire Department		
Sun River Police Department		
St. Charles Hospital, Bend		
St. Charles Hospital, Redmond		
Oregon State Police (OSP)		
Oregon Department of Transportation		



## **EMERGENCY OPERATIONS PLAN PLAN MAINTENANCE INSTRUCTIONS**

The Emergency Operations Plan is published and can be accessed electronically in *Microsoft Word 2000* and *Adobe Acrobat 6.0*. Graphics and charts are prepared using *Microsoft PowerPoint 2000* and *Microsoft Excel 2000*. The file is maintained on a computer hard drive and on backup CD-ROMs maintained in the Deschutes County Sheriff's Office, Emergency Services Division. The Plan Distribution List shows the distribution of hard copy plans.

Each year, plan holders on the distribution list are sent a cover letter and a Revision Request Form. To make changes, plan holders are instructed to fill out the Revision Request Form and send it to the Emergency Services Manager. Revision requests are reviewed semiannually. Revised sections, pages, or chapters are distributed to replace existing material. The Revision Request Form can be found in the front pages of this Plan.

The Emergency Planning Committee reviews the revision requests and identifies other revisions to be made. The Emergency Planning Committee Chair (Emergency Services Manager) is responsible for making revisions on the computer file. Revised sections of the Plan are distributed to Plan holders with instructions to remove and destroy those sections identified for replacement.

Significant revisions, requiring coordination between the County Sheriff's Office and other departments or agencies, are referred to the Emergency Planning Committee. The Committee is responsible for framing the new concept, procedure, agreement, or instruction, and presenting the revision for inclusion in the Plan.

The Tab Section (with Tabs A-P) can be updated separately from the plan chapters because they are "stand-alone" documents. The Tab Section can be reproduced as a separate binder for use at the EOC or as a pocket field guide.

The Emergency Operations Plan is paginated so that each chapter and tab section begins with a separate page number sequence. When revisions are made to pages within a chapter, those pages are copied and distributed with instructions to replace the same numbered existing pages. If a chapter or Tab requires significant revision and repagination, the entire section is reprinted and distributed. Revised pages or chapters can be distributed in hard copy or on CD-ROM.

Emergency Operations Center (EOC) checklists contain electronic links to appropriate EOP Tab Sections. These electronic links are active within the *Word* file (.doc), but are not active in the *Acrobat* file (.pdf).

**DESCHUTES COUNTY SHERIFF'S OFFICE  
EMERGENCY OPERATIONS  
Plan Revision Request Form**

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Department:

Name:

Phone:

Date:

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**1. Data Revisions**

List revisions to names, addresses, phone numbers and other data.

Chapter and/or Page Number

Revision Requested:

**2. Text Revisions**

List text revisions.

Chapter and/or Page Number

Revision Requested:

**3. Format Changes**

Describe recommended format changes below:



<b>EMERGENCY MANAGEMENT ACRONYMS</b>	
ACS	Alternate Care Site
ALF	Assisted Living Facility
ALOHA	Aerial Location of Hazardous Atmospheres
APHIS	Animal Plant Health Inspection Service
ARC	American Red Cross
ATSDR	Agency for Toxic Substances and Disease Registry (HHS)
BWO	Boil Water Order
CAD	Computer Aided Dispatch
CAER	Community Awareness & Emergency Response
CAMEO	Computer-Aided Management of Emergency Operations
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CDC	Centers for Disease Control and Prevention
CISD	Critical Incident Stress Debriefing
DEQ	Oregon Department of Environmental Quality
CERT	Central Oregon Emergency Response Team
DEQ	Department of Environmental Quality (State of Oregon)
DEST	FBI-Coordinated Interagency Domestic Emergency Support Team
DFO	Disaster Field Office
DHS	Oregon Department of Human Services, OR Department of Homeland Security
DMAT	Disaster Medical Assistance Team
DMORT	Disaster Mortuary Team
DOA	Oregon Department of Aviation
DWI	Disaster Welfare Information
DOC	Department Operations Center (county or city)
DoD	Department of Defense
DOE	U.S. Department of Energy
DOGAMI	Oregon Department of Geology and Mining Industries
DUA	Disaster Unemployment Assistance
EAS	Emergency Alert System
ECC	Oregon Emergency Management Emergency Coordination Center
EMAC	Emergency Management Assistance Compact
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EPA	Environmental Protection Agency
EPN	Emergency Preparedness Network
ESF	Emergency Support Function (Federal Response Plan)
ERT	Emergency Response Team (FEMA)

<b>EMERGENCY MANAGEMENT ACRONYMS</b>	
FEMA	Federal Emergency Management Agency
FBI	Federal Bureau of Investigation
FCO	Federal Coordinating Officer
FRERP	Federal Radiological Emergency Response Plan
FRP	Federal Response Plan
FTS	Field Treatment Site
GIS	Geographic Information System
HAN	Health Alert Network
HAZMAT	Hazardous Materials
HEICS	Hospital Emergency Incident Command System
HMRU	Hazardous Materials Response Unit (FBI)
IA	Individual Assistance (FEMA)
IC	Incident Commander
ICS	Incident Command System
JIC	Joint Information Center
JOC	Joint Operations Center (Co-locating FBI, other Federal, State and Local agencies)
KI	Potassium iodide
LFA	Lead Federal Agency
LHO	Local Health Officer
MACC	Multi Agency Coordination Center
MM	Modified Mercalli Intensity Scale
MPI	Multiple Patient Incident
MOU	Memorandum of Understanding
MSEL	Master Scenario Events List
NAWAS	National Warning System
NCP	National Oil and Hazardous Substances Pollution Contingency Plan
NDMS	National Disaster Medical System
NIOSH	National Institute for Occupational Safety and Health
NRT	National Response Team
NUDET	Nuclear Detonation
NVOAD	National Voluntary Organizations Active in Disaster
NWS	National Weather Service
ODF	Oregon Department of Forestry
ODFW	Oregon Department of Fish and Wildlife
ODA	Oregon Department of Agriculture
ODMT-2	Oregon Disaster Medical Team
ODOT	Oregon Department of Transportation

<b>EMERGENCY MANAGEMENT ACRONYMS</b>	
OEM	Oregon Emergency Management
ORS	Oregon Revised Statutes
OSC	On-Scene Coordinator (USEPA or USCG)
OSFM	Office of State Fire Marshal (Oregon State Police)
OSHA	U.S. Occupational Safety and Health Administration
OSP	Oregon State Patrol
PAD	Protective Action Decision
PEP	Post-exposure prophylaxis
PHN	Public Health Nursing
PIO	Public Information Officer
POC	Point of Contact
PPE	Personal Protective Equipment
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Service
RAP	Radiological Assistance Program
SAR	Search and Rescue
SBA	Small Business Administration
SNS	Strategic National Stockpile
SOP	Standard Operating Procedure
SITREP	Situation Report
START	Simple Triage and Rapid Treatment
TARU	Technical Advisory Response Unit (with SNS)
USACoE	United States Army Corps of Engineers
USEPA	Environmental Protection Agency
USDA	United States Department of Agriculture
USFS	United States Forest Service
USCG	United States Coast Guard
USGS	United States Geological Survey
UWA	Unsafe Water Alert
VMAT	Veterinary Medical Assistance Team
VMI	Vendor Managed Inventory
VOAD	Volunteer Organizations Active in Disasters
WMD	Weapons of Mass Destruction

## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

100-Year (or Base) Flood:	A flood event that statistically has a 1 out of 100 (or one percent) chance of being equaled or exceeded on a specific watercourse in any given year. A flood event of this magnitude is often used to determine if flood insurance is either advisable or required on a property.
Alternate EOC	A site located away from the primary EOC where officials exercise direction and coordination in an emergency or disaster.
Bioterrorism	The intentional use of microorganisms, or toxins, derived from living organisms, to produce death or disease in humans, animals, or plants.
Category "A" Agents	The possible biological terrorism agents having the greatest potential for adverse public health impact with mass casualties. The Category "A" agents are: Smallpox, Anthrax, Plague, Botulism, Tularemia, Viral hemorrhagic fevers (e.g. Ebola and Lassa viruses)
CHEMTREC	"Chemical Transportation Emergency Center," a public service of the Chemical Manufacturers Association located in Washington, D.C. CHEMTREC provides immediate advice for emergency personnel at the scene of a chemical spill. (1-800-424-9300)
Command Post	A designated location to communicate and exercise direction and coordination over an emergency or disaster.
Contamination	Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.
Continuity of Government	Measures taken to ensure coordination of essential functions of government in the event of an emergency or disaster.
Critical Facilities	Schools, government offices, libraries, shelters, hospitals, and other essential facilities.
Damage Assessment	An appraisal or determination of the number of injuries or deaths, damage to public or private property, status of critical facilities, services, communication networks, public works and utilities, and transportation resulting from a man made or natural disaster.
Decontamination	Reduction or removal of chemical, biological or radioactive material from a structure, area, object, or person.
Disaster	A "large scale" man made or natural hazard resulting in severe property damage, injuries and/or death within a community or multi-jurisdictional area that requires local, state, and federal assistance to alleviate damage, loss, hardship, or suffering.
Disaster Field Office	Established by the Federal Emergency Management Agency and the State Office of Emergency Management in proximity to the declared disaster location to facilitate requests for response and recovery assistance from the local jurisdiction to the state and federal response agencies.
Disaster Recovery Center	Application centers established by the Federal Emergency Management Agency (FEMA), the State Office of Emergency Management (OEM) and the affected local jurisdiction following a presidential disaster declaration to provide "one-stop" for individuals to apply for various recovery programs.

## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

Drill	A field exercise that involves elements of a preparedness plan or the use of specific equipment.
EAS	Emergency Alert System, a digital voice/text technology communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communications Commission to provide public information before and during disasters to save lives and protect property.
Emergency	A man made or natural hazard that seriously threatens the loss of life and damage to property within a community or multi-jurisdictional area and requires local and/or state response to save lives and protect property, public health, and safety.
Emergency Management	An organized analysis, planning, direction, and coordination of resources to mitigate, prepare, respond, and assist with recovery from an emergency or disaster.
Emergency Management Agency Director	An individual with primary responsibility for emergency management mitigation, preparedness, response, and recovery within the jurisdiction.
Emergency Operations Center (EOC)	A protected site from which local government officials and designated agencies and/or organization representatives coordinate response activities in an emergency or disaster.
Emergency Operations Plan (EOP)	A document describing mitigation, preparedness, response, and recovery actions necessary by local government and designated and supporting agencies or organizations in preparation of an anticipated emergency or disaster.
Emergency Support Function (ESF)	A function of emergency response established to save lives, protect health and property, and maintain public safety. The Federal Response Plan, National Response Plan and many State Response Plans use the ESF concept.
Emergency Work	That work which must be done immediately to save lives and to protect improved property, public health and safety, or to avert or lessen the threat of a major disaster. Emergency work frequently includes clearance and removal of debris and temporary restoration of essential public facilities and services. (Category A-B of FEMA's Public Assistance recovery Program)
Exercise	A simulated occurrence of a man made or natural emergency or disaster involving planning, preparation, operations, practice, and evaluation. Drills, Tabletop, Functional and Full-scale are the four types of emergency management exercises.
Evacuees	Persons moving from areas threatened or struck by an emergency or disaster.
Fallout	The descent to the earth's surface of particles contaminated with radioactive material from a radioactive cloud. The term can also be applied to the contaminated particulate matter itself.
Federal Disaster Assistance	Aid to disaster victims and state and local governments by the Federal Emergency Management Agency and other federal agencies.

## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

Hazard	A dangerous situation or occurrence that may result in an emergency or disaster.
Hazardous Material	A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.
Hazardous Materials Incident	An occurrence resulting in the uncontrolled release of materials capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.
Health Alerts	Urgent messages from the CDC to health officials requiring immediate action or attention. The CDC also issues health advisories containing less urgent information about a specific health incident or response that may or may not require immediate action, and health updates, which do not require action.
Hot Zone	The area immediately around the incident site. All personnel in the Hot Zone must wear appropriate protective clothing and equipment. Awareness Level and Operational Level trained personnel are not permitted in the Hot Zone.
Immediate Needs Funding (INF)	An advance of grant funds to assist with payment of emergency work within the first 60 days after a disaster strikes. The amount of funding is normally 50% of the federal share of emergency costs as identified during the preliminary damage assessment. (Under FEMA's Public Assistance Program)
Incident Action Plan (IAP)	A plan prepared in an Emergency Operations Center (EOC), unified command center, or field incident command post, containing the emergency response objectives reflecting overall priorities and supporting activities for a designated period. The plan is shared with supporting agencies.
Incident Command System (ICS)	The nationally used standardized on-scene emergency management concept specifically designed to allow its user(s) to adopt an integrated organizational structure equal to the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, with responsibility for the management of resources to effectively accomplish stated objectives pertinent to an incident.
Joint Information Center (JIC)	A central point of contact for all news media near the scene of a large-scale disaster. Public information officials who represent all participating federal, state, and local agencies to provide information to the media in a coordinated and consistent manner staff the center.

## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

Laboratory Levels (A, B, C, D)	<p>The system used to classify laboratories by their capabilities. Classifications are:</p> <p>A: Routine clinical testing. Includes independent clinical labs and those at universities and community hospitals.</p> <p>B: More specialized capabilities. Includes many state and local public health laboratories.</p> <p>C: More sophisticated public health labs and reference labs such as those run by CDC.</p> <p>D. Possessing sophisticated containment equipment and expertise to deal with the most dangerous, virulent pathogens and include only CDC and Department of Defense labs, the FBI, and the U.S. Army Medical Research Institute of Infectious Diseases.</p>
Local Emergency	<p>The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.</p>
Multi Agency Coordination Center (MACC)	<p>The MACC is located in the Deschutes County Sheriff's Office and is used primarily during multi front fire response to perform the prioritization and allocation of fire response resources.</p>
Mitigation	<p>Saves valuable resources and prevents suffering and hardship in future disasters by breaking the repetitive cycle of destruction and reconstruction through actions designed to reduce the long term risk to human life and property from hazards. Mitigation involves three basic approaches: avoidance of spatially predicted natural hazards, human activity, and the built environment (e.g., limited development in flood prone areas); spatially unpredictable hazards that include activities that are not vulnerable to hazards (e.g., establishment of building codes that require building or retrofitting resulting in less likely damage); and hazard prone areas, such as urban settings, that involve development or activity to shield from a hazard (e.g., flood control structures) and limit activity and use of land.</p>
Memorandum of Understanding (MOU)	<p>A written agreement between agencies and organizations to share resources and assistance during an emergency or disaster.</p>
Mutual Aid Agreement	<p>A formal written agreement among local governments that includes sharing of resources and assistance during an emergency or disaster.</p>
National Warning System (NAWAS)	<p>A land line (hard wire) network for transmitting and receiving emergency information to Federal, State, and local agencies who have NAWAS drops (phone). It was designed specifically for warning in the event of national emergency; now it is used in transmitting and receiving other emergency information such as severe weather.</p>
Nuclear Power Plant	<p>An electrical generating facility using a nuclear reactor as a power (heat) source.</p>

## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

Permanent Work	That work that must be performed through repairs or replacement to restore an eligible facility on the basis of its pre-disaster design, use, and current applicable standards. (Category C-G under FEMA's Public Assistance Program)
Power Outage	An interruption or loss of electrical service due to disruption of power generation or transmission caused by accident, sabotage, natural hazards, equipment failure, or fuel shortage.
Preliminary Damage Assessment (PDA)	A survey to determine the impact and magnitude of damage caused by the disaster and the resulting unmet needs of the public sector and community at large. The PDA is the basis for estimating total disaster-related damage and evaluating the need to request a Presidential declaration of disaster.
Public Assistance (PA)	Supplementary federal assistance provided under the Stafford Act to state and local governments or certain private, nonprofit organizations other than assistance for the direct benefit of individuals and families. FEMA
Public Information	Dissemination of information in anticipation of an emergency or disaster and timely actions, updates, and instructions regarding an actual occurrence.
Public Information Officer (PIO)	A person responsible for preparing and coordinating the dissemination of emergency public information.
Push Package	A delivery of medical supplies and pharmaceuticals sent from the Strategic National Stockpile to a State undergoing an emergency within 12 hours of Federal approval of a request by the State's Governor.
Preparedness	Maintaining emergency management capabilities in readiness, preventing capabilities from failing, and augmenting the jurisdiction's capability including training, developing, conducting and evaluating exercises, identifying, and correcting deficiencies, and planning to safeguard personnel, equipment, facilities, and resources from effects of a hazard.
Recovery	Long-term activities necessary to satisfy immediate life support needs, maintain logistical support, begin restoration of the infrastructure, identify individuals and communities eligible for disaster assistance, and implement post-disaster mitigation.
Response	Time sensitive actions to save lives and/or protect property, stabilize emergency or disaster situations, and initiate actions to notify emergency management representatives of the crisis, evacuate and/or shelter the population, inform the public about the situation, assess the damage, and request additional assistance, as needed.
Shelter	A designated facility that provides temporary congregate care for individuals and families who have been forced from their homes by an emergency or disaster.
Shelter Management	The internal organization, administration, and operation of a shelter facility by the American Red Cross (ARC).
Shelter in Place	Protect people without evacuating by keeping them inside a building with windows and doors closed and external ventilation systems shut off until a hazardous situation has resolved.



## GLOSSARY OF EMERGENCY MANAGEMENT TERMS

Staging Area	A location pre-selected for emergency management equipment, vehicles, and personnel to begin coordinated operations, deployment of personnel to host jurisdictions and other assistance to affected communities.
Standard Operating Procedure (SOP)	Directions, detailing task assignments and agency response procedures in the field.
Strategic National Stockpile (SNS)	The SNS is a national repository of antibiotics, chemical antidotes, antitoxins, life-support medications, IV administration, airway maintenance supplies, and medical/surgical items. The SNS is designed to supplement and re-supply state and local public health agencies in the event of a national emergency anywhere and at anytime within the U.S. or its territories.
Surveillance (Public Health)	The systematic ongoing collection, collation, and analysis of data and the timely dissemination of information to those who need to know so that action can be taken. Surveillance is the essential feature of epidemiological practice.
Warning	Alerting local government, agencies and organizations with emergency responsibilities, and the public regarding the threat of extraordinary danger (e.g., tornado warning, hurricane warning, severe storm warning) and that such occurrence has been sighted or observed specifying related effects that may occur due to this hazard.
Watch	Indications by the National Weather Service that, in a defined area, conditions are possible or favorable for the specific types of severe weather (e.g., flashflood watch, tropical storm watch)

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## **1. INTRODUCTION**

### **A. PURPOSE OF THE PLAN**

The purpose of this Plan is to outline Deschutes County government responsibilities in response to emergency incidents and disasters. This Plan includes:

1. The emergency management Concept of Operations (Chapter 2).
2. The activation and management of the Emergency Operations Center (EOC) (Chapter 3 and EOC position checklists).
3. Plan Maintenance and Training (Chapter 4).
4. Functional Response Tabs (Tab Section).
5. Implementation Plan

### **B. SCOPE OF THE PLAN**

This Plan addresses County emergency response operations activated and implemented by the Sheriff's Office, Emergency Services Division. Response is coordinated from the Emergency Operations Center (EOC) located at the Sheriff's Department. This facility is activated and operated as a Multi-Agency Coordination Center (MACC) during wild land fire response to support resource on-scene operations of local, state, and federal response agencies.

Elements of the EOP may be activated prior to formal activation of the EOC, when necessary.

This Plan is to be used in conjunction with the Multiple Patient Incident (MPI) plan, the County Health Department Bioterrorism Response Plan, and the State of Oregon Emergency Management Plan.

The possible covert nature of terrorism events mandates that this Plan be partially activated in response to suspicious indicators or governmental alerts. Confirmed or overt terrorism events will require an immediate full activation of this Plan. Refer to the County Health Department Bioterrorism Response Plan for complete notification and activation procedures in the event of a bioterrorism incident.

### **C. DISASTER MISSION STATEMENT**

The County's mission in a disaster is to protect and maintain safety and to ensure the implementation of the following response actions:

1. Determine and implement search and rescue, evacuation, and protective actions.

2. Support disaster medical operations, including casualty management.
3. Support requests for response resources.
4. Coordinate terrorism response with local, State, and Federal agencies.
5. Maintain the availability of critical services in the absence of normal infrastructure.

**D. CONTINUITY OF GOVERNMENT/SUCCESSION<sup>1</sup>**

The Chair of the Board of County Commissioners is the chief executive local authority for the unincorporated area of the county and is principally responsible for assuming centralized control over all county departments, divisions, and offices once the Board declares a state of emergency. If circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board of County Commissioners may declare such a state of emergency, provided the Chair seeks and obtains approval from a majority of the e board at the first available opportunity.

A state of emergency exists whenever the unincorporated area of the county or any part thereof is suffering or is in imminent danger of suffering an event that may cause injury or death to persons, or damage to or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety, and welfare. Such an event shall include, but not be limited to the following:

- A civil disturbance or riot;
- A disaster such as flood, windstorm, snow or ice storm, earthquake, volcanic eruption or related activity, fire, explosion or epidemic;
- The declaration of a war-caused national emergency;
- Any major disruption of community services such as transportation, power supply, water supply, sanitation or communications; and/or
- A health hazard, whether natural or manmade.

The Chair of the Board of County Commissioners is also responsible for performing the Board of County Commission’s duties to declare a state of emergency, designate emergency area(s), and/or impose regulations when the Board of County Commissioners is unable or unavailable to perform such duties.

In the event that the Chair of the Board of County Commissioners is unable or unavailable to perform him/her duties under this section, the duties shall be performed by:

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<sup>1</sup> Excerpt from An Ordinance Amending the Deschutes County Code Chapter 2.04 by Adding Section 2.02.055 Establishing the Chain of Succession for Executive Responsibility in an Emergency, and Declaring an Emergency, Ordinance No. 2003-037, signed October 29, 2003.

1. The vice chair of the Board of County Commissioners; or,
2. If the vice chair of the Board of County Commissioners is unable or unavailable to perform, the third member of the Board of County Commissioners; or
3. If no member of the Board of County Commissioners is able or available to perform, then the Sheriff of Deschutes County; or
4. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff and Undersheriff are unable or unavailable to perform, then the County Administrator.

The powers of the successor to the Board of County Commissioners or the Chair of the Board shall be limited to those set forth in this section and the duration of succession shall be until such time as the person of higher priority as set out in this section is able and available to perform such duties.

### **E. PRESERVATION OF VITAL RECORDS**

Each department in the County will identify, maintain, & protect its vital records. Vital records are defined as those records that are essential to the rights & interests of individuals, governments, corporations & other entities, including vital statistics, land & tax records, license registers, articles of incorporation, constitutions, charters, statutes, ordinances, court records, official proceedings & financial records of Deschutes County, and historical information.

Vital records also include those records essential for emergency response & recovery operations, including, emergency supply & equipment locations, emergency operations plans & procedures, & personnel rosters.

Sungard, Inc maintains financial electronic data files off site at secure locations.

### **F. SUPPORTING PLANS – REFERENCES**

Coordination across County departments and agencies is described in the EOP. The following supporting plans are referenced for use in the EOC.

1. Sheriff's Office Search and Rescue Plan
2. 911 Disaster Response Plan
3. Cooperative Assistance Agreement between Crook, Jefferson, and Deschutes Counties
4. Memorandum of Understanding – Oregon Department of Transportation (DOT)
5. Health Department Bioterrorism Plan, 2003
6. Multiple Patient Incident Plan (MPIP), March 13, 2000

7. Deschutes County Jail Evacuation Plan, 2003
8. St. Charles Hospital Emergency Operations Plan, 2003
9. American Red Cross Disaster Health Services Regulation, #3042.
10. State of Oregon, Emergency Management Plan, January 1, 2001
11. Wickiup Dam Emergency Operations Plan, Bureau of Reclamation, 2003
12. Crane Prairie Dam Emergency Operations Plan, Bureau of Reclamation, 2003

### **G. AUTHORITIES, CODES AND POLICIES**

1. 401.305 Emergency management agency of city or county; emergency program manager; coordination of emergency management functions. Each county of this state shall, and each city may, establish an emergency management agency, which shall be directly responsible to the executive officer or governing body of the county or city. The executive officer or governing body of each county and any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration and operation of such agency, subject to the direction and control of the county or city. The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions. Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the county or city. Such emergency management functions shall include, as a minimum, coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities, and establishment of an incident command structure for management of a coordinated response by all local emergency service agencies. [1983 c.586 §12; 1993 c.187 §9]
2. 401.309 Declaration of state of emergency by local government; procedures; mandatory evacuations. (1) Each county, city or other municipal corporation in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction and the agency or individual authorized to declare that a state of emergency exists.
3. 401.309 (3) A county, city or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a



declaration of a state of emergency within the jurisdiction is declared. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

4. 401.315 City or county authorized to incur obligations for emergency services; county determination of emergency. In carrying out the provisions of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, counties or cities may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to or recover from emergencies or major disaster. A county shall assess whether an emergency exists. [1983 c.586 §13; 1991 c.418 §2]
5. 401.335 Temporary housing for disaster victims; political subdivision's authority. Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into arrangements necessary to prepare or equip such sites to utilize the housing units. [Formerly 401.620]

### **H. PLAN ADMINISTRATION**

The EOP is published, maintained, and distributed by the Deschutes County Sheriff's Office Emergency Services Division. The Emergency Services Manager is responsible for semiannual Plan review and update. Complete Plan administration procedures are included in Chapter 4.

### **I. COUNTY ORDINANCE – SUCCESSION AND EMERGENCY DECLARATION**

The following pages contain County Ordinance No. 2003-037, addressing county succession and authority to declare a local emergency.



For Recording Stamp Only

BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON

An Ordinance Amending the Deschutes County Code \*  
 Chapter 2.04 by Adding Section 2.04.055 Establishing \*      ORDINANCE NO. 2003-037  
 the Chain of Succession for Executive Responsibility \*  
 in an Emergency, and Declaring an Emergency. \*

WHEREAS, Deschutes County Code ("DCC") Chapter 2.04 sets out the workings of the Board of County Commissioners; and

WHEREAS, the Board of County Commissioners finds it in the best interest of the County to establish the chain of succession for executive responsibility for the county in the event of an emergency; now, therefore,

THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, ORDAINS as follows:

Section 1. That Deschutes County Code Chapter 2.04, Board of County Commissioners, is amended by adding Section 2.04.055 to read as follows:

**2.04.055 Executive Responsibility-Chain of Succession – State of Emergency.**

A. The Chair of the Board of County Commissioners is the chief executive local authority for the unincorporated area of the county and is principally responsible for assuming centralized control over all county departments, divisions and offices once the Board declares a state of emergency. If circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board of County Commissioners may declare such a state of emergency, provided the Chair seeks and obtains approval from a majority of the Board at the first available opportunity.

A state of emergency exists whenever the unincorporated area of the county or any part thereof is suffering or is in imminent danger of suffering an event that may cause injury or death to persons, or damage to, or destruction of property to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such an event shall include, but not be limited to the following:

1. A civil disturbance or riot;
2. A disaster such as flood, windstorm, snow or ice storm, earthquake, volcanic eruption or related activity, fire, explosion or epidemic;
3. The declaration of a war-caused national emergency;
4. Any major disruption of community services such as transportation, power supply, water supply, sanitation or communications; and/or
5. A health hazard, whether natural or manmade.

The Chair of the Board of County Commissioners is also responsible for performing the Board of County Commissioner's duties to declare a state of emergency, designate emergency area(s), and/or impose regulations when the Board of County Commissioners is unable or unavailable to perform such duties.

B. In the event that the Chair of the Board of County Commissioners is unable or unavailable to perform his/her duties under this section, the duties shall be performed by:

1. The vice chair of the Board of County Commissioners; or,
2. If the vice chair of the Board of County Commissioners is unable or unavailable to perform, the third member of the Board of County Commissioners; or
3. If no member of the Board of County Commissioners is able or available to perform, then the Sheriff of Deschutes County; or
4. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff is unable or unavailable to perform, then the Undersheriff; or
5. If no member of the Board of County Commissioners is able or available to perform, and the Sheriff and Undersheriff are unable or unavailable to perform, then the County Administrator.

C. The powers of the successor to the Board of County Commissioners or the Chair of the Board shall be limited to those set forth in this section and the duration of succession shall be until such time as the person of higher priority as set out in this section is able and available to perform such duties.

Section 2. EMERGENCY. This Ordinance being necessary for the immediate preservation of the public peace, health and safety, an emergency is declared to exist, and this Ordinance takes effect on its passage.

1.0 INTRODUCTION

DATED this 29 day of October, 2003.

BOARD OF COUNTY COMMISSIONERS  
OF DESCHUTES COUNTY, OREGON

*Dennis R. Luke*  
DENNIS R. LUKE, Chair

- absent -  
TOM DEWOLF, Commissioner

*Michael M. Daly*  
MICHAEL M. DALY, Commissioner

Date of 1<sup>st</sup> Reading: 29 day of October, 2003.

Date of 2<sup>nd</sup> Reading: 29 day of October, 2003.

Record of Adoption Vote

Commissioner	Yes	No	Abstained	Excused
Dennis R. Luke	<u>✓</u>	<u>   </u>	<u>   </u>	<u>   </u>
Tom DeWolf	<u>   </u>	<u>   </u>	<u>   </u>	<u>✓</u>
Michael M. Daly	<u>✓</u>	<u>   </u>	<u>   </u>	<u>   </u>

Effective date: 29 day of October 2003.

ATTEST:

*Bonnie Baker*  
Recording Secretary

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## 2. EMERGENCY MANAGEMENT – CONCEPT OF OPERATIONS

Overall County responsibility for emergency response management rests with the Deschutes County Sheriff's Office, Emergency Services Division. County, City, State and Federal agencies with offices in the area, non-governmental organizations, and volunteer groups form a network for coordination of emergency response in Central Oregon.

The Deschutes County Emergency Operations Plan addresses response to minor incidents or large-scale disasters. Each County department and agency must be prepared to respond to emergencies and take actions to protect life safety and property.

### A. PHASES OF EMERGENCY MANAGEMENT

The Federal Government defines **four phases** of emergency management activities:

1. **PREPAREDNESS** - Activities in advance of an emergency or disaster to develop and maintain operational capability and capacity. Preparedness activities include:
  - Hazard identification
  - Hazard mitigation
  - Emergency planning
  - Training and exercises
  - Developing mutual aid agreements and communications
  - Developing government and public alert and warning communications
2. **RESPONSE** - Response includes Field Operations and EOC Operations.
  - **Field Response Operations** - Warnings/alerts and emergency public information and instructions to citizens, evacuations and rescue operations, mass care operations for victims and the injured, damage assessment, restricting movement of traffic and people, developing incident objectives.
  - **EOC Operations** - Coordinate and manage personnel and resources, conduct detailed damage assessments, operate and maintain mass care operations, obtain resources (equipment and personnel) for sustained operations, control and allocate scarce resources, coordinate restoration of infrastructure and utility service, prepare public information, manage media briefings, document expenditures, and transition to recovery operations.

3. **RECOVERY** –Activities to restore services to the public and return affected areas to pre-emergency condition, and mitigate future disasters. Recovery activities involve the restoration of plan. Recovery includes application for State and Federal disaster assistance, hazard mitigation planning, and documentation of response and recovery costs, land-use planning, re-building, and economic recovery measures.
4. **MITIGATION** - Mitigation activities are actually a part of Recovery operations. Mitigation involves application and reassessment of ordinances, building codes, and other safety enforcement codes; structural and non-structural retrofit; assessing tax levees or abatements; assessing and revising land use planning.

### **B. DESCHUTES COUNTY HAZARD IDENTIFICATION**

A Deschutes County Hazard/Vulnerability Analysis was prepared in January 2001. A Weapons of Mass Destruction (WMD) Vulnerability Assessment was conducted in September 2003 by the County Sheriff's Office. The WMD vulnerability information is maintained by the Sheriff's Department and not currently published in this plan.

This plan addresses response to any emergency including both natural disasters and man-made emergency incidents. The guiding principle and instruction is that the Incident Command System (ICS) is used to organize all-hazards response in any situation. Hazard-specific instructions are contained within ICS functional checklists, when appropriate.

The following natural hazards may occur in Deschutes County:

1. Wild land/forest/rural-interface fires
2. Winter (snow and freezing rain) storms and associated debris avalanche/landslides
3. Flooding and associated landslides
4. Seismic/volcanic activity

The following man-made emergency incidents may occur in Deschutes County:

1. Railroad transportation accident with or without hazardous materials spill or release
2. Air crash
3. Weapons of Mass Destruction event (chemical, radiological, biological release).
4. Hazardous materials release
5. Dam failure and inundation
6. Utility grid disruption - extended power outages
7. Bomb threat, bomb detonation
8. Civil unrest, civil disturbance

### **C. FIELD RESPONSE OPERATIONS**

Emergency response personnel in Deschutes County use the Incident Command System (ICS). In events requiring a multi jurisdictional or multi agency response, Unified Command is established.

The following situations require **field response operations and ICS**:

1. Multiple patient casualties (activate the Multiple Patient Incident Plan (MPIP)).
2. Wild land/forest/rural interface fires
3. Flash flooding
4. Snow emergencies
5. Hazardous materials release
6. Small-scale evacuations
7. Search and rescue operations

The most common and practiced field response operation in Deschutes County is wild land and rural interface fire fighting. The response to this and most events begins in the field. Fire, law enforcement and medical on-scene commanders request assistance through mutual aid agreements with surrounding counties, state and federal agencies.

In wild land/rural interface fire response, the Multi-Agency Coordination Center (MACC) may be activated to prioritize local incidents and resources, and prepare recommendations to the Northwest Interagency Coordination Center. The Deschutes County MACC is located in the Sheriff's Office at 63333 Highway 20 West.

### **D. EMERGENCY OPERATIONS CENTER (EOC)**

The Deschutes County EOC is activated when field response agencies require support and additional resource. EOC activation may involve partial or full staffing, depending on the support required.

On-scene Incident Commanders may request activation of the Emergency Operations Center (EOC) to support field operations. The ICS system is used in the EOC when it is activated. Requests for assistance are filled through County and City resources, or referred to the State OEM to obtain State or Federal resources and assistance. When resources are not available to meet all demands, the EOC Command staff prioritizes assets to provide the greatest good to the greatest number.



The Deschutes County EOC may be activated in any emergency situation or natural disaster event that requires response by the County, which may include:

1. Search and rescue
2. Fire suppression
3. Evacuation and protective actions
4. Sustained response to natural disasters or other incidents
5. Weapons of Mass Destruction (WMD) chemical, radiological, or biological emergency response.

### **E. EOC ACTIVATION**

The EOC is activated by:

1. Deschutes County Sheriff or designee
2. Emergency Services Division Director

The following officials may request EOC activation:

1. On-scene Incident Commander
2. Deschutes County Sheriff or designee
3. Emergency Services Division Director
4. Any County Department Manager
5. Special District Managers
6. City Managers

The Sheriff's Office Administration staff open and set up the EOC for operations when it is activated. EOC set up procedures are included in Tab C. The Emergency Services Director determines, based on the event, which EOC positions are staffed and requests the notification by the 911. Communications Center.

### **F. COMMAND AND CONTROL CENTERS**

The Deschutes County **Emergency Operations Center (EOC)** is located at the Sheriff's Office at 63333 Highway 20 West.

The **Alternate EOC** is located at the County Road Department, 61159 SE 27<sup>th</sup> Street. Both EOC locations have emergency generators with fuel storage capacity.

The **Deschutes County 911 Communications Center** is the primary location for response communications in the County. The center is co-located with the Sheriff's

Office at 63333 Highway 20 West. An **Alternate 911 Center** site is located at 62420 Hamby Road in Bend.

**St. Charles Hospital**, located at 2500 NE Neff Road, is the largest hospital in the county. The hospital maintains emergency power systems.

**The Hazardous Materials Response Team** for the County is located at City of Redmond Fire: 341 West Dogwood, Redmond.

### **G. EOC ALERT/NOTIFICATION**

The Deschutes County Sheriff's Office contacts EOC personnel to report to the EOC when it is activated. The notifications are accomplished by telephone and radio. EOC personnel are assigned from the Sheriff's Office and County Departments. County personnel commonly coordinate with representatives of State and Federal agencies during fire incident response. These representatives may be asked to assist in the EOC, when necessary.

The Deschutes County Emergency Management Office has not designated emergency response levels, except for terrorism response. The Terrorism Threat Levels are described in the Weapons of Mass Destruction (WMD) Annex, Tab Section P of this plan.

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### **3. INCIDENT COMMAND SYSTEM (ICS) AT THE EMERGENCY OPERATIONS CENTER (EOC)**

County emergency response is organized and managed using the Incident Command System (ICS).

#### **A. ICS ORGANIZATIONAL LEVELS**

ICS consists of the following five organizational levels, which are activated as necessary:

1. Field Response: Emergency response personnel and resources carry out direct, on-scene, response activities.
2. Local Government: Management and coordination of overall emergency response and recovery activities within jurisdictional responsibility.
3. County Emergency Management: Management and coordination of information, resources, and priorities among local governments in a County. The County Emergency Operations Center (EOC) may be activated to coordinate resources and establish communication and coordination with State and Federal agencies.
4. State Government: Manages State resources in response and serves as the coordination and communication link with the Federal disaster response system.
5. Federal Government: Manages Federal resources in response.

The ICS organization and staffing is flexible to expand and contract according to the needs of the event. It is also flexible concerning the location of ICS personnel.

For example, in wild land fire fighting operations, the Deschutes County Emergency Management function may be activated and work in conjunction with the State or Federal on-scene command. In these events, the County EOC is not activated unless there is a need to coordinate sustained operations for population care and sheltering, or unless there is a need to manage mass casualties. The County EOC may be activated to manage and coordinate public and media inquiries.

#### **B. ICS ORGANIZATIONAL FUNCTIONS**

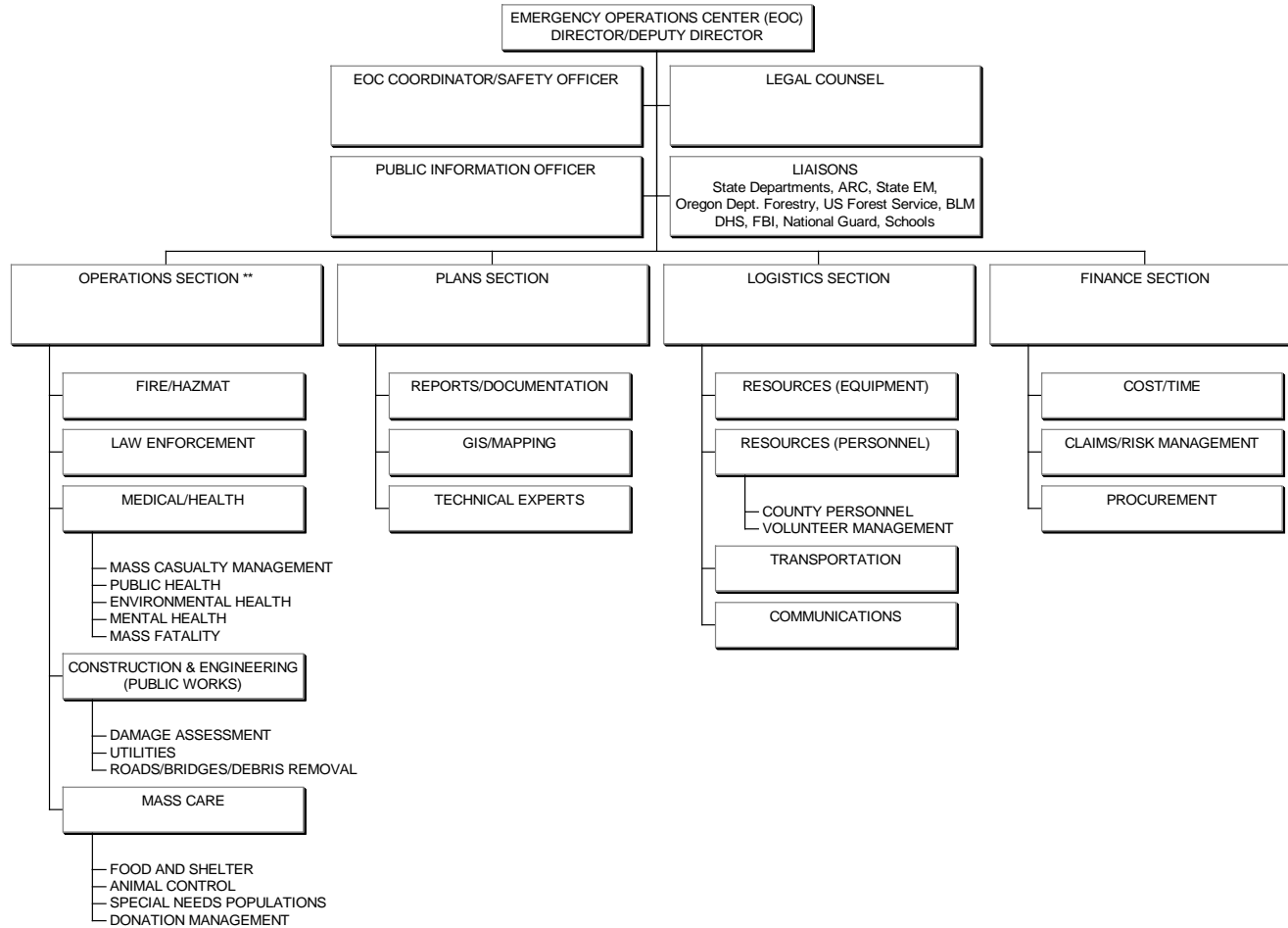
ICS has five essential functions:

1. Command
2. Operations
3. Plans
4. Logistics
5. Finance and Administration

### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

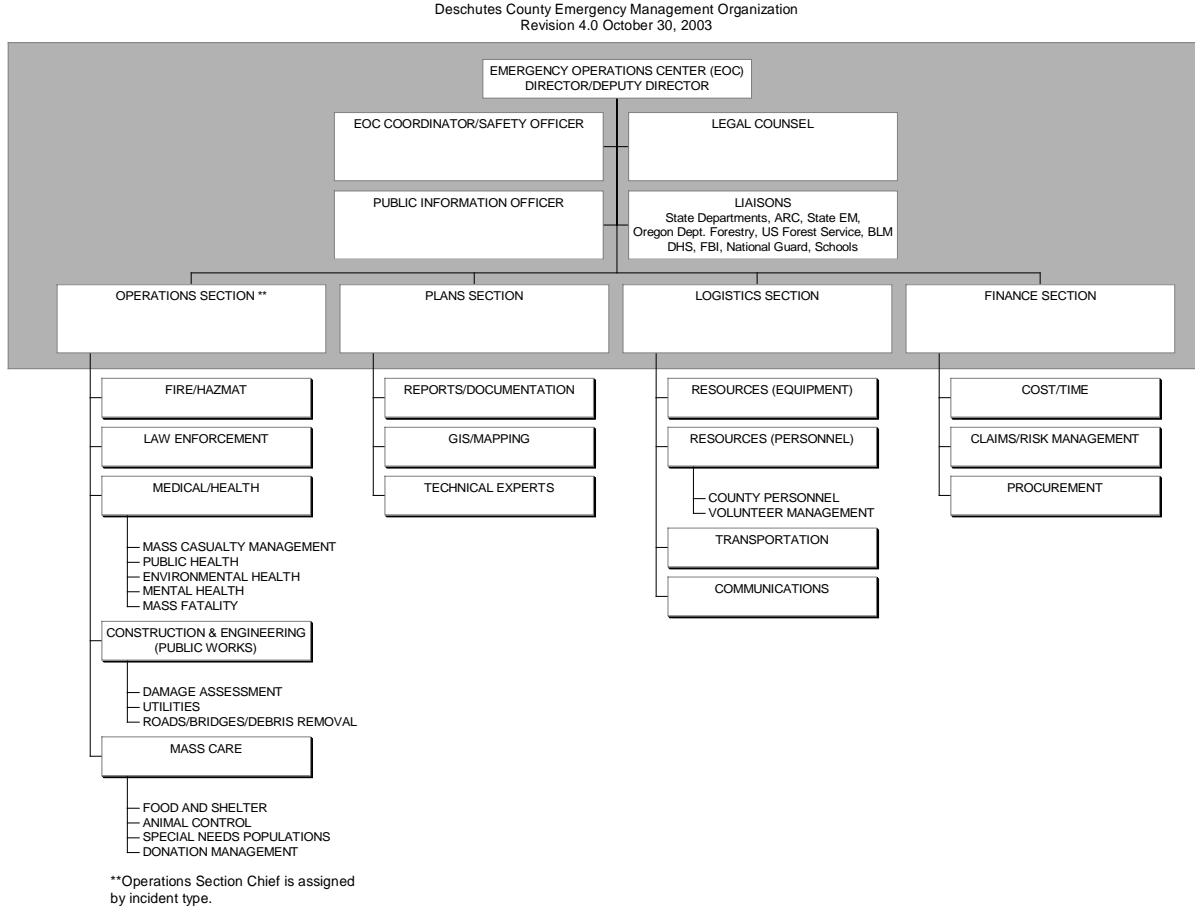
## C. DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC) ORGANIZATION CHART

Deschutes County Emergency Management Organization  
Revision 4.0 October 30, 2003



\*\*Operations Section Chief is assigned by incident type.

**D. COMMAND SECTION**



The Command Section includes the EOC Director, Deputy Director, EOC Coordinator/Safety Officer, Public Information Officer, Legal Officer, Liaisons, and four Section Chiefs. The Management Section oversees response operations and maintains contact with local jurisdictions, the State Office of Emergency Management (OEM), and Federal agencies.

### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

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#### COMMAND SECTION

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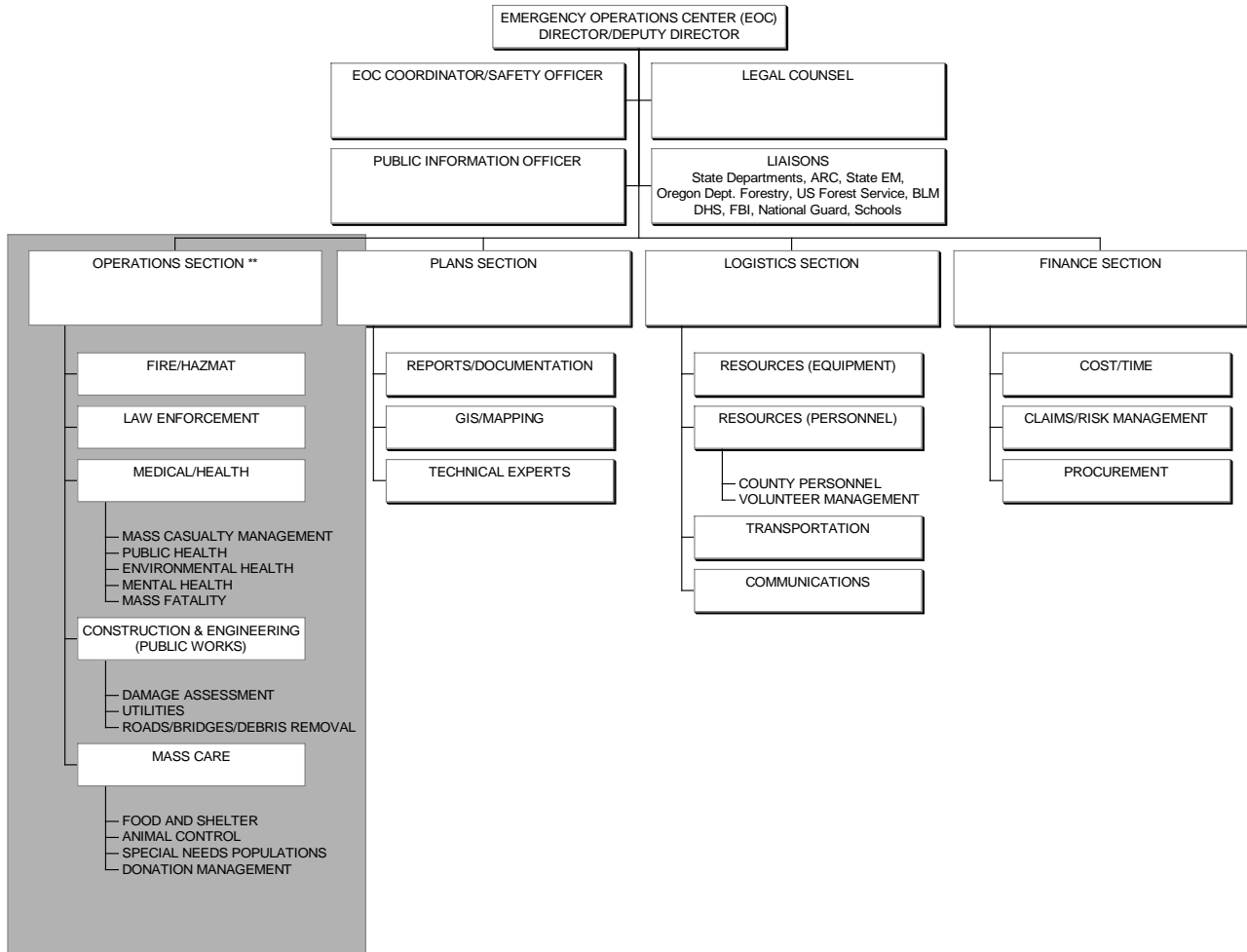
EOC POSITION	RESPONSIBILITIES
EOC Director	Coordinate EOC activities and response support. Identify resource requirements and maintain contact with the State EM and Federal agencies. Determine the extent of EOC staffing for the incident. Designate facilities to remain open for response. Determine and communicate response objectives and priorities for each operational period. Assess and manage coordination occurring in the EOC.
EOC Security/ Safety Officer	Coordinate EOC facilities setup, including equipment, communications, and security. Monitor facility and staff needs and provide support services during response. Monitor and assess hazardous and unsafe situations, and develop measures for ensuring personnel safety and security. Monitor worker safety, health, and behavior in the EOC and EOC established field sites.
Public Information Officer	Coordinate with the County departments, State and Federal agencies and the County Commission to prepare and release disaster public information to the news media, other agencies, and the public. Prepare information for advisories and alerts.
Legal Counsel	Provide legal advise to the EOC Director and Command Staff regarding response and recovery actions.
Liaisons	Provide direct communication and coordination between County EM, county departments, state and federal agencies, and community based organizations during response operations and in mobilization of personnel and resources.

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### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

## E. OPERATIONS SECTION

Deschutes County Emergency Management Organization  
Revision 4.0 October 30, 2003



The EOC Operations Section includes the Fire/Hazmat Branch, the Law Enforcement Branch, the Medical/Health Branch, the Construction and Engineering Branch, and the Mass Care Branch. The Operations Section manages response operations, identifies resource requirements, and identifies the type of additional field operations required.



### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

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#### OPERATIONS SECTION

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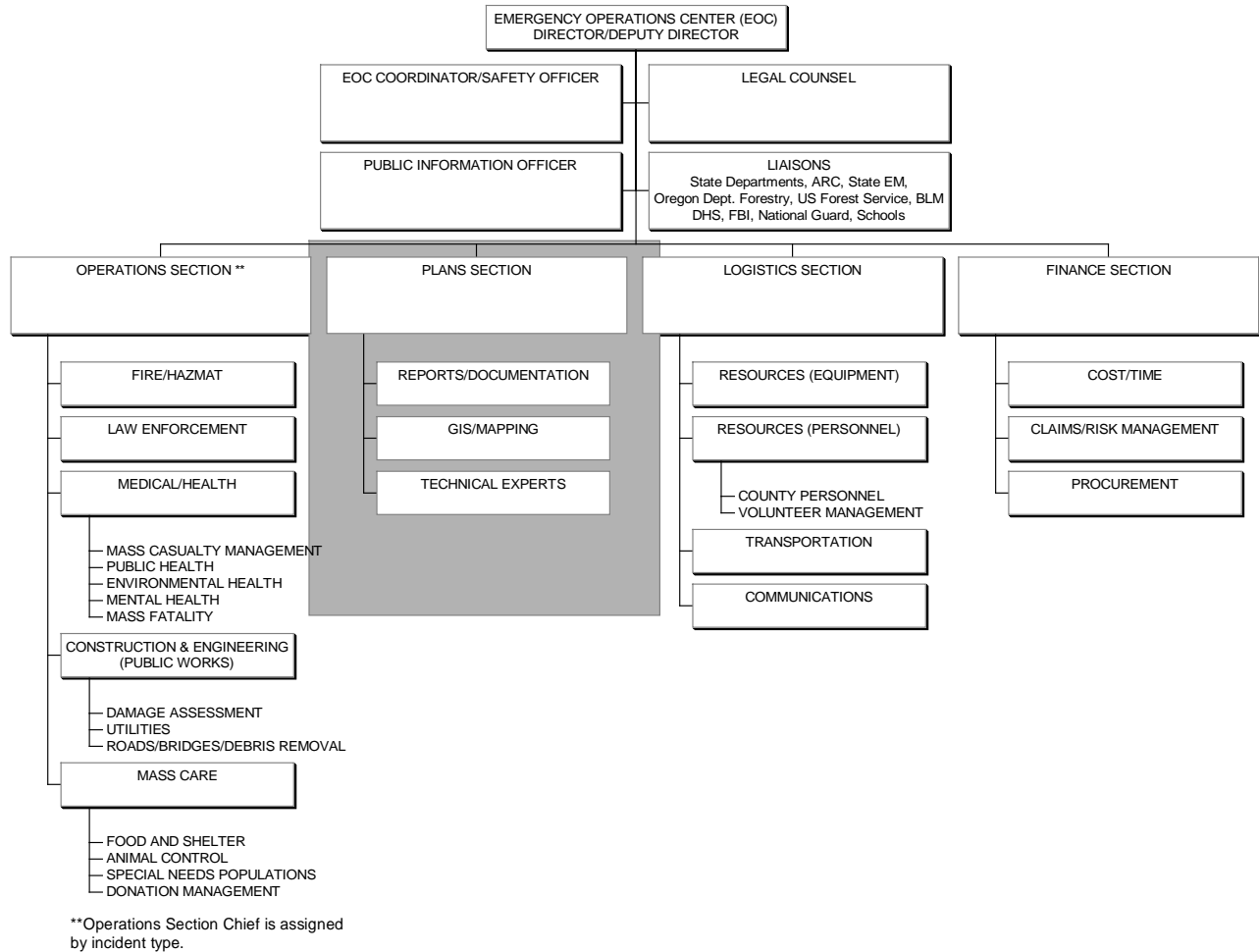
EOC POSITION	RESPONSIBILITIES
Operations Section Chief	Manage the Operations Section and supervise response by Branches and Units. Assess resource requirements; provide status reports, and request resources from the Logistics Section.
Fire/Hazmat Branch	Support the Field Incident Commander to manage fire and rescue operations and hazardous materials incidents.
Law Enforcement Branch	Support the Field Incident Commander for law enforcement operations, including evacuation and WMD scene investigation.
Medical/Health Branch	Support field operations for ass casualty care sites. Coordinate disaster response related to all actions taken to protect life and minimize the spread of disease. This includes mass prophylaxis, and assignment of public health teams for disease investigation, shelter assessment, community outreach, emergency immunizations or prophylaxis, sanitation, services for high-risk populations, and crisis counseling for disaster victims and workers.
Construction & Engineering Branch	Support damage assessment, building safety, debris clearance, alternate routes, water, and utility restoration, road and bridge closures. Coordinate with the State Bureau of Reclamation for dam inspection following earthquakes.
Mass Care Branch	Establish and manage care and shelter sites in coordination with the American Red Cross. Establish donations management procedures and locations. Coordinate animal care operations.

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### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

## F. PLANS SECTION

Deschutes County Emergency Management Organization  
Revision 4.0 October 30, 2003



The Plans Section includes the Plans Section Chief, the Reports/Documentation Unit, the GIS/Mapping Unit, and Technical Experts Unit. The Plans Section analyzes situation reports and forecasts resource needs. The Plans Section collects, documents, and distributes information about the emergency. Plans Section staff gather and maintain status information, prepare incident mapping, assist in the preparation of Incident Action Plans, post information on EOC status boards, and maintain complete documentation and records of the emergency.

### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

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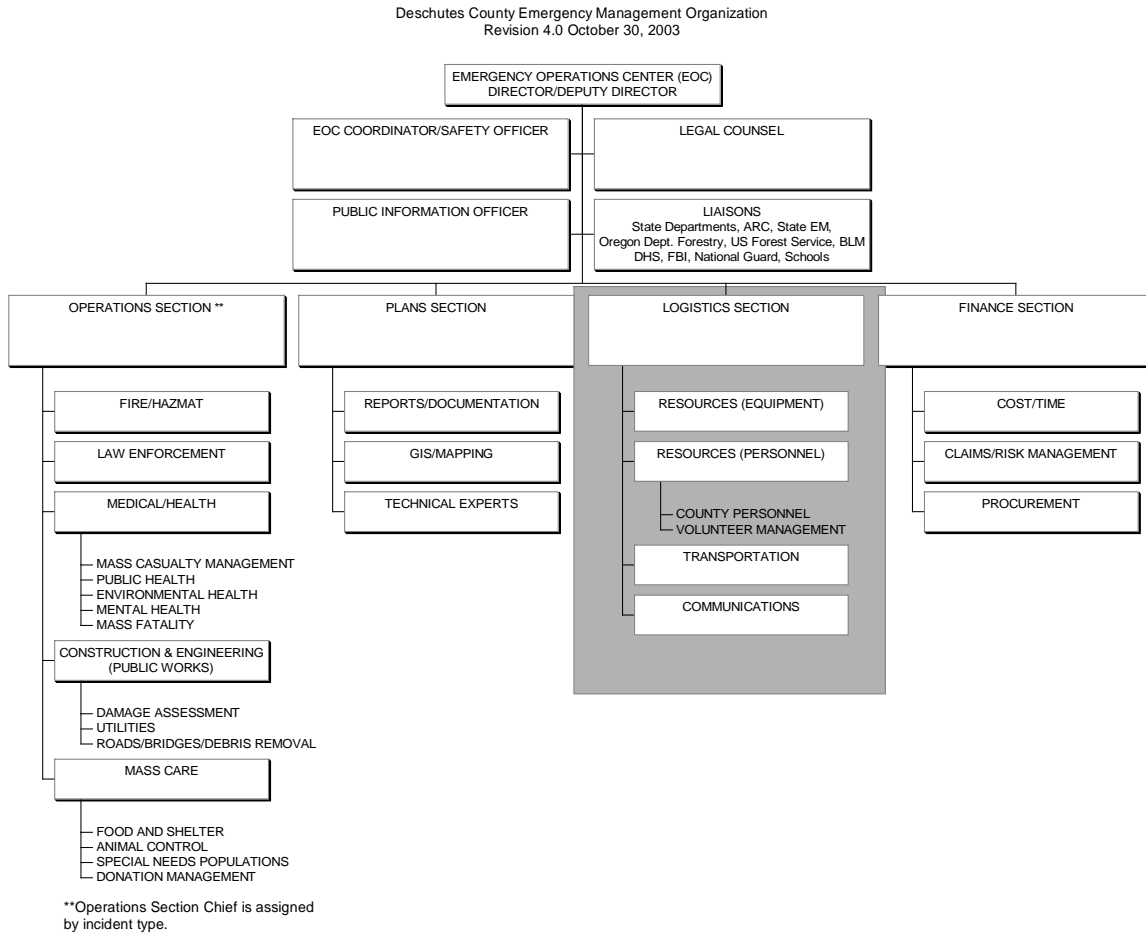
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#### PLANS SECTION

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EOC POSITION	RESPONSIBILITIES
Plans Section Chief	Manage the collection, evaluation, distribution, and use of incident information. Manage and run all EOC Briefings. Assist the EOC Director in decision-making through strategic planning, forecasting, and incident mapping. With the EOC Director, prepare the Incident Action Plan (IAP). Supervise the Reports/Documentation Unit, GIS/Mapping Unit and Technical Experts Unit.
Reports/Documentation Unit	Receive and/or monitor status reports (SitStat) and resource reports (ReStat) and transmit information to EOC Section Chiefs. Receive area-wide status information and send this information to local jurisdictions, County departments, and State and Federal agencies.  Analyze response and resources, and forecast resource (personnel and equipment) needs. Monitor the situation and advise the EOC Director of resource and response requirements and strategies. Prepare the Incident Action Plan (IAP) in coordination with the Plans Section Chief and Operations Section Chief.
GIS/Mapping Unit	Prepare incident maps and update these each operational period.
Technical Experts Unit	Provide technical informational support to the EOC Director and Section Chiefs. Using reference materials maintained at the EOC and online resources, research and provide information on actions to protect the public, and other response considerations

## G. LOGISTICS SECTION



The Logistics Section provides support for emergency response and recovery operations and includes the Resources (Equipment) Unit, the Resources (Personnel) Unit, the Transportation Unit, and the Communications Unit. In providing support, the Logistics Section:

1. Identify sources for emergency equipment and supplies.
2. Obtain and manage volunteers and County personnel assigned as disaster service workers.
3. Coordinate staffing for the EOC, Alternate Care Sites, and mass care sites or shelters.
4. Coordinate communications and computer systems needed for response.
5. Coordinate transportation resources needed for response.

### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

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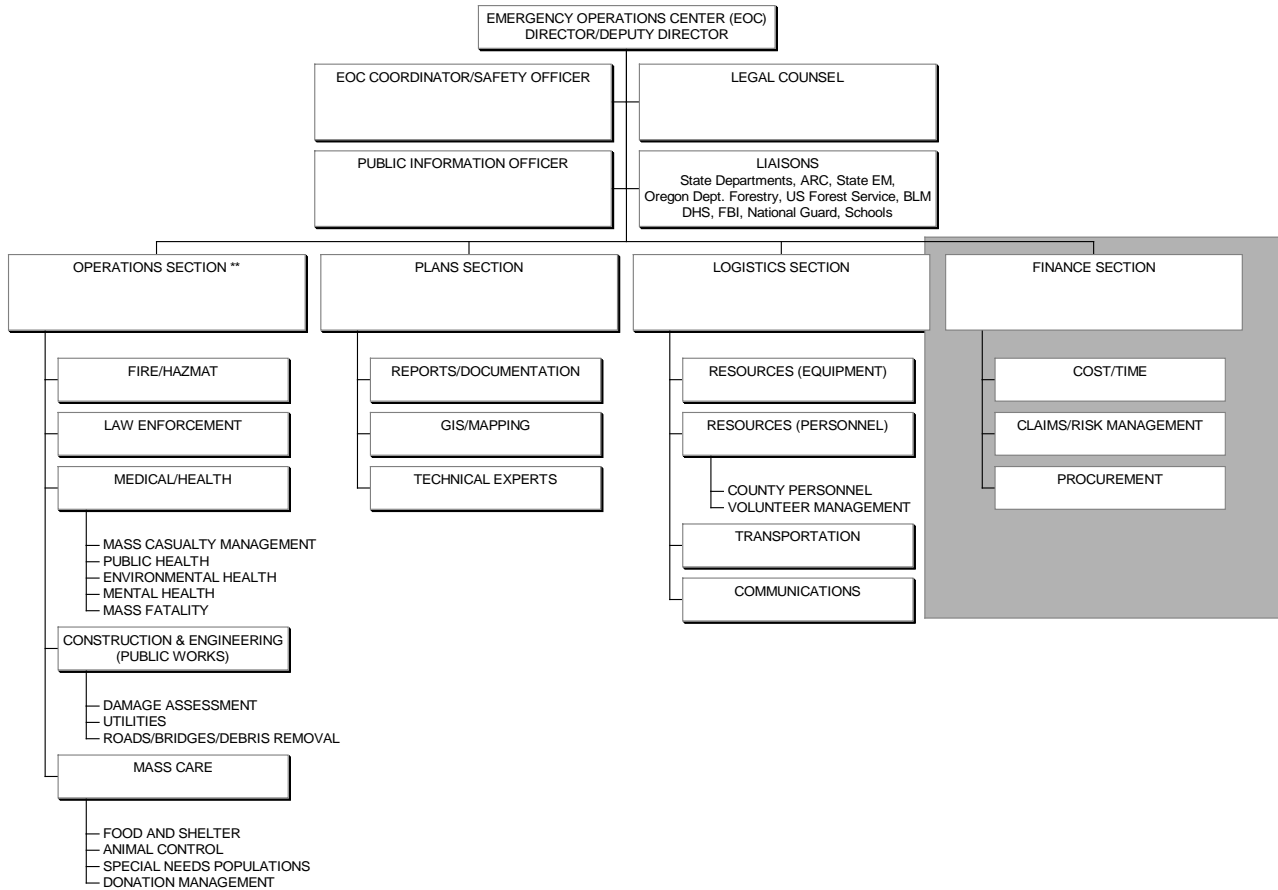
#### LOGISTICS SECTION

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EOC POSITION	RESPONSIBILITIES
Logistics Section Chief	Manage the Logistics Section. Coordinate resources and obtain supplies, equipment, facilities, personnel, transportation, and communications to support incident response.
Resources (Equipment) Unit	Locate, obtain, and track delivery of equipment and supplies needed for incident response. Oversee allocation/use of resources and services.
Resources (Personnel) Unit	Oversee and coordinate assignments to emergency duties for County employees. Establish and manage a labor pool and coordinate community volunteers resources. Establish and operate an employee emergency information/status line.
Communications Unit	<p>Establish and maintain communications needed for incident response. Ensure adequate communications between the EOC and among field response activities and with other County and State agencies.</p> <p>Provide EOC computer setup and system maintenance support during EOC activation. Set up laptop computers, LAN, e-mail, telephone, and video systems for information display and communications in the EOC.</p>
Transportation Unit	Coordinate transportation resources for incident response.

**H. FINANCE AND ADMINISTRATION SECTION**

Deschutes County Emergency Management Organization  
Revision 4.0 October 30, 2003



\*\*Operations Section Chief is assigned by incident type.

The Finance and Administration Section is responsible for tracking all incident costs, and monitoring and evaluating the financial considerations the incident response and recovery. The Finance Section includes the Cost/Time Unit, the Claims/Risk Assessment Unit, and the Procurement Unit.

### 3.0 EMERGENCY OPERATIONS CENTER (EOC)

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#### FINANCE AND ADMINISTRATION SECTION

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EOC POSITION	RESPONSIBILITIES
Finance & Administration Section Chief	Provide advice and support to the EOC Director concerning financial issues. Ensure adequate records (labor hours, equipment/supply costs) to document incident costs for State and Federal reimbursement programs. Supervise the Cost/Time Unit, the Claims Unit, and the Procurement Unit.
Cost/Time Unit	Provide instructions for recording incident costs (labor hours, equipment/supply costs). Document costs in formats acceptable for State and Federal reimbursement. Prepare instructions for documenting incident response labor hours in formats acceptable for State and Federal reimbursement. Coordinate emergency pay for County employees.
Claims/Risk Assessment Unit	Receive and process legal claims for compensation (injury, property damage) and insurance claims related to the incident response.
Procurement Unit	Receive resource requests from the Logistics Section, Resource Management Branch, and procure equipment/supplies. Assess resource requirements and coordinate emergency purchase orders and contracting. Provide instructions for emergency purchasing and contracting and forms to document costs in a format acceptable for State and Federal reimbursement.

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## **4. TRAINING AND PLAN MAINTENANCE**

### **A. EMERGENCY PLANNING COMMITTEE**

The County Emergency Planning Committee is a standing committee responsible for the semiannual review and update of the Emergency Operations Plan (EOP).

The Emergency Planning Committee and the County Sheriff are also responsible for ensuring a state of readiness to respond to emergencies and disasters by initiating and monitoring the following activities:

1. Maintain the Emergency Operations Center (EOC) disaster supplies and equipment.
2. Revise and update the Emergency Operations Plan (EOP).
3. Conduct countywide response exercises and tabletop drills.
4. Participate in joint training and drills sponsored by the State Emergency Management and with area hospitals and airports.

The Deschutes County Sheriff assigns the Emergency Planning Committee membership. The Committee is chaired by the Deschutes County Emergency Services Manager and includes participation by assigned individuals from the following County departments and agencies:

1. Deschutes County Sheriff's Office, Emergency Services Manager, Chairperson
2. County Health Officer or Health Department representative
3. Human Services Department
4. Environmental Health Department
5. Community Development Department
6. Mental Health Services
7. Finance Department
8. Risk Management
9. St. Charles Hospital
10. American Red Cross
11. 911 District

### **B. PLAN DISTRIBUTION**

Copies of the County Emergency Operations Plan (EOP) are provided to the agencies listed at the front of this plan. Plan distribution is controlled, and each plan is numbered.

### **C. PLAN REVISION AND MAINTENANCE**

The Emergency Operations Plan is kept current through an ongoing revision system. It is the responsibility of the County Emergency Services Manager and the Emergency Planning Committee to ensure that all revisions are made and distributed to plan holders. Plan revision instructions are included in the front pages of the EOP.

Plan holders are prohibited from making changes, revisions, or additions to individual copies of the Plan. Plan holders are instructed to fill out a Revision Request Form and send it to the County Emergency Management Coordinator. Revised sections of the Plan are distributed to all Plan holders.

When the Plan is revised, the Table of Contents for each chapter must be updated by using the F9 key. Select "Update Page Numbers Only." The overall Table of Contents at the front of the Plan must also be revised. Copy and paste the Chapter Table of Contents into the overall Table of Contents. Then enter each page number manually to avoid a default error in the overall Table of Contents numbering.

### **D. SEMIANNUAL PLAN REVIEW**

The Emergency Planning Committee meets at least twice each year (every six months) to consider revisions, additions, and improvements to the Plan. The Emergency Services Manager (Chairperson) also maintains contact with the Chairperson of the County Commission to ensure that new countywide policies and directives are incorporated into the Plan.

At the semiannual Plan review, the Emergency Planning Committee reviews Revision Request Forms submitted and identifies other revisions, additions, or improvements needed in the Plan. Revisions noted in the semiannual Plan review include:

- a. Continual update of names, phone numbers, pager phone numbers, addresses, and other changeable data in the Plan.
- b. Format changes, as required.

- c. Text changes to incorporate new operating procedures.
- d. Text changes to incorporate organizational changes.
- e. Text additions to incorporate new material required by the County or State.
- f. Text changes to incorporate findings from response exercise evaluations or from actual response.

### **E. RESPONSE TRAINING**

Training is an essential component of preparedness and response. The County's capability to respond to a major disaster is dependent, in part, upon the knowledge and experience of personnel with emergency response assignments and responsibilities. The training program objective is to provide training for personnel, addressing:

- a. Emergency response and recovery concepts and procedures.
- b. Incident Command System (ICS) organization and responsibilities.
- c. The Deschutes County Emergency Operations Plan
- d. Safety instructions for emergency evacuation, first aid, and hazardous materials spills.
- e. Disaster medical, public health, and bioterrorism-related protective measures.
- f. Disaster medical operations, mass casualty care, and use of Alternate Care Sites.
- g. Disaster public information and public health alerts.
- h. Communication with the media.

### **F. RESPONSE EXERCISES**

Emergency response exercises allow emergency response personnel to become fully familiar with the procedures, facilities, and systems used during an actual emergency. The EOC can be activated for a response exercise, and personnel can rehearse actions described on position checklists and function checklists.

The following exercise formats are used:

**Tabletop Exercise** - Provides a convenient method of introducing emergency response personnel to scenario-related problems and situations, and discussing approaches to problem solving. This is an effective method of determining whether necessary policies and procedures exist to handle specific situations that may arise during an event. Tabletop exercises may be held for one EOC Section, Branch, or Unit, or with all EOC personnel participating.

**Functional Exercise** - - Designed to practice one or several emergency response functions. Most events are simulated and players respond to input from messages or simulators. A functional exercise could include "communications"; "warning;" "evacuation;" "mass prophylaxis;" "command and control"

**Full scale Exercise**: - Simulates an actual event and involves all EOC personnel, field sites, and frequently, other jurisdictions. The full-scale exercise causes the activation of many EOC functions, and is designed to provide realistic stressful conditions. Stimulation for response actions may come from field locations or be completely simulated through communication avenues.

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**ACTIVATION AND DE-ACTIVATION FOR ALL EOC POSITIONS CHECKLIST**

EOC personnel use this checklist to guide initial actions at the EOC.

✓ Date/ Time	ACTIVATION/ARRIVAL AT THE EOC	Notes:
	Check-in at the EOC entrance. Record your name, department and arrival time. Locate and put on EOC vest indicating your position.	
	Report to your ICS Supervisor (Section Chief, Branch Director, Unit Supervisor).	
	If you are replacing a previous shift, receive a situation briefing on actions pending for your position.	
	Begin to use and maintain your EOC Position Log, to keep a chronological record of actions taken.	
	Set up your workstation. Check to see that computers, phones, fax machines, copiers, etc are working.	
	Review the EOC Position Checklist.	
	Before leaving the position at the end of your shift, organize papers and prepare to brief your replacement.	
	<b>DE-ACTIVATION</b>	
	When the EOC Director de-activate your assigned position at the EOC or all EOC activities, close out the Position Log with a final entry indicating the time of deactivation of your position.	
	Complete all required forms, reports, and documentation as directed by your Section Chief, or the EOC Director.	
	Submit all records, forms, and documentation to the Plans Section Chief before your departure from the EOC.	
	Clean up the workstation and pack away supplies and equipment.	
	Leave a forwarding number where you can be reached and be prepared to provide information for the event after-action report.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### EOC DIRECTOR/DEPUTY DIRECTOR CHECKLIST

The EOC Director oversees EOC operations and staff. The EOC Director is the primary point of contact with local elected officials, State and Federal agencies and serves as a spokesperson for media inquiries. The EOC Director is the Deschutes County Sheriff or designee. The Deputy Director is the Emergency Service Manager.

✓ Date/ Time	COMMAND SECTION EOC DIRECTOR AND DEPUTY DIRECTOR CHECKLIST	Notes:
	Activate the Emergency Operations Center (EOC) and the Incident Command System (ICS)	<a href="#">See Tab C</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Ensure that the Plans Section Chief schedules and conducts a Command Group initial disaster assessment briefing within the first hour.	
	Contact State OEM to brief on issues related to the emergency and provide guidance for EOC staff.	
	Prepare Request to the Governor for Local Emergency Declaration.	<a href="#">See Tab A</a>
	Check to see that communications are established between the EOC staff, field staff, the 911 Center, State OEM, and other State agencies, as needed.	
	Meet with Section Chiefs for initial status briefing.	
	Review and approve Incident Action Plan prepared for each Operational Period (8-12 hours).	
	Designate official incident spokesperson by type of incident.	<a href="#">See Tab D</a>
	Conduct a walk-through of the EOC.	
	Review and approve press releases, public alerts and warnings.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	COMMAND SECTION EOC DIRECTOR AND DEPUTY DIRECTOR CHECKLIST	Notes:
	With Public Information Officer and County Commissioners prepare and conduct news conferences. Convey that the County is doing everything possible to resolve the incident and highlight what actions the public can take in disaster recovery.	
	Coordinate with the PIO to determine the need for a Joint Information Center (JIC).	
	Initiate preparation of the Request for Public Assistance.	<a href="#">See Tab O</a>
	When the schedule allows, tour damaged areas and field operations.	
	Ensure communication and coordination among all EOC Sections.	
	Establish an schedule for the next eight (8-12) hours, specifying times for briefings, decision-making sessions, housekeeping duties, etc.	
	Establish schedule for news releases and news conferences.	
	Contact the County Board of Commissioners to recommend establishment of a Recovery Management Team.	
	Analyze the situation and anticipate potential needs or issues that may arise.	
	Attend EOC briefings and planning sessions conducted by the Plans Section Chief.	
	Periodically repeat the above tasks	
	Ensure that the next EOC shift is scheduled.	
	Ensure that EOC and Department EOC staff attends Critical Stress Debriefings, as needed.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**EOC COORDINATOR/SAFETY OFFICER CHECKLIST**

The EOC Coordinator/Safety Officer manages EOC set-up and maintains the EOC during activation. The EOC Coordinator provides services needed to maintain sanitation, air circulation, food, water, beverages, etc. The Safety Officer issues safety instructions to EOC and field personnel. The Safety Officer also monitors EOC personnel in order to make recommendations for rest periods.

✓ Date Time	COMMAND SECTION - EOC COORDINATOR/SAFETY OFFICER CHECKLIST	Notes:
	Open the EOC when the decision is made to activate. Provide initial set-up of EOC equipment, furniture, displays, etc.	<a href="#">See Tab C</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Document operational capacity of the EOC facility (power, and water, building damage). If unable to use the facility, manage relocation to an alternate EOC.	
	If there is physical damage to the EOC, contact County Building Department for EOC inspection.	
	Determine communications available and obtain additional communications equipment, as needed, e.g. cell phones.	<a href="#">See Tab B</a>
	Set up and operate EOC computers, fax machines, and telephones.	
	Set up EOC status boards for use.	
	Place the EOP and EOC checklists, and ICS forms at EOC workstations. Put EOC Section Chief nameplates on conference table.	
	Place Deschutes County telephone directories and maps at EOC workstations.	
	Advise EOC staff on space management issues. Arrange EOC space to accommodate priority operations.	
	Obtain EOC operations hours, shift schedule, and briefing schedule and distribute this information to County and State personnel.	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date Time	COMMAND SECTION - EOC COORDINATOR/SAFETY OFFICER CHECKLIST	Notes:
	Participate in EOC briefings. Provide instructions on EOC operations and safety.	
	Assist in preparation of the Incident Action Plan (IAP). Prepare the Safety Instructions for the IAP for each operational period.	<a href="#">See Tab C Forms</a>
	Determine comfort level in EOC and provide services, as needed to maintain sanitation, air circulation, food, water, beverages, etc.	
	Obtain information from the Sheriff's Office concerning EOC security. Assist to set up secure access, badging, and sign-in logs.	
	Obtain emergency supplies (water, food, first aid) to sustain EOC staff for up to 72 hours.	
	Note the location of fire extinguishers; fire hoses, and emergency manual pull stations. Prepare to issue evacuation instructions.	
	If the activating event was a major earthquake, provide guidance to prepare for aftershocks and secure EOC equipment, wiring, supply cabinets, etc.)	
	Advise the EOC Director of conditions or actions that may result in injury or liability. Identify hazardous conditions and request assistance to barricade and mark areas to be avoided.	
	Monitor field operations and modify work situations that could result in injury or liability.	
	Monitor performance of EOC personnel. Advise individuals to leave the EOC for a rest period, when necessary.	
	Assist Section Chiefs to ensure that EOC staff participates in Critical Incident Stress Debriefings.	
	Ensure that the next EOC Coordinator/Safety Officer shift is scheduled and staffed.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LEGAL OFFICER CHECKLIST

The EOC Legal Officer assists the EOC Director and Section Chiefs by providing legal advice concerning response and recovery actions.

✓ Date/ Time	COMMAND SECTION - LEGAL OFFICER CHECKLIST	Notes:
	Receive briefing from the EOC Director, Deputy Director, Operations Chief or Plans Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Review Oregon State 401.055 Declaration Of State Of Emergency Procedure	<a href="#">See Tab A</a>
	Assist the EOC Director/Deputy Director to prepare the Request for Assistance and Emergency Declaration Governor.	
	Establish EOC Legal Officer priorities based on the nature and severity of the incident.	
	Assign legal staff to emergency duties, as required.	
	Advise the Commissioners and EOC Director/Deputy Director of legal implications of contemplated emergency actions or policies. Review authorities and provide guidance for: dangerous building demolition; exceeding appropriations; evacuation; quarantine; restricting access; disposal of contaminated debris; mass fatality cremation; curfews.	
	Review the rules, regulations and laws required for acquisition or control of critical resources. Review mutual aid agreements; emergency procurement policies; emergency personnel hiring; volunteer injuries; governmental access to foodstuffs, fuels and other privately owned commodities.	<a href="#">See EOP Chapter 1</a>  <a href="#">See EOP Chapter 2</a>
	Assist to write emergency proclamations, orders, or ordinances.	
	Maintain appropriate logs and records.	
	Analyze the situation and anticipate potential needs or issues that	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	COMMAND SECTION - LEGAL OFFICER CHECKLIST	Notes:
	may arise.	
	Participate in EOC briefings and planning sessions.	
	Maintain documentation of staff hours and provide these to the Finance Section.	
	Ensure that the next shift is scheduled and staffed.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### PUBLIC INFORMATION OFFICER CHECKLIST

The EOC Public Information Officer manages contact with print and broadcast media, assists the EOC Director and Operations Section Chief to issue public warnings and public information materials.

✓ Date/ Time	COMMAND SECTION - PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Obtain briefings from on-scene Incident Commander, EOC Director/Deputy Director, Operations Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours. Use the Press Release Log to document releases.	<a href="#">See Tab D</a>
	Determine if additional PIO staff will be needed, depending on the extent and duration of the emergency event. Request staff support from Human Resources, or arrange to hire temporary personnel.	
	In coordination with the Plans Section, prepare initial situation status summary. Prepare initial news releases from this information.	
	Prepare and release general survival/self-help information, as appropriate.	
	Release "media only" telephone numbers and public number. Respond to media/public calls. Record telephone messages for media and public hotlines and update as the situation changes. Release hotline numbers.	
	If the EOC Information Line is staffed, monitor incoming requests for information to ensure scripts or information is prepared to meet the needs of the public. Provide copies of press releases to the Information Line.	
	Determine the need for PIO presence at the incident scene(s) to:	
	Establish Media Control Point near incident site(s).	
	Maintain liaison with on-scene Incident Commander.	
	Keep EOC staff informed of situation.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	COMMAND SECTION - PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Arrange interviews and media tours of the disaster area if such action will not hinder response efforts.	
	Determine status of local media outlets and telephone service. Set up ham radio information relay system for use by on-scene public information team and by PIO staff if telephones are not in service.	
	In coordination with cities and or State agencies, activate a media center if a number of reporters arrive in person at the EOC. Maintain Media Center status boards and maps. Post hard copy of news releases.	
	Gather information on the emergency situation and response actions and maintain PIO status boards and maps. Monitor EOC status boards.	
	Consider additional methods of distributing emergency instructions, as required.	
	Arrange media briefings/press conferences on a regular or "as needed" basis. Arrange media tours/filming (one crew at a time) of EOC and interviews with EOC spokesperson(s) if such action will not hinder response efforts.	
	Prepare news releases as required. Get approval from the EOC Director prior to release of information.	
	Coordinate with the EOC Director to determine the need for a Joint Information Center (JIC).	
	If the State OEM is involved in the response, provide situation reports to OEM, as necessary, and provide hard copies of news releases to State OEM.	
	Receive and handle non-emergency calls. Relay calls to other EOC staff as appropriate.	
	With approval of the EOC Director, greet and badge EOC visitors. Conduct situation briefings for visitors. Arrange accommodations and transportation for official visitors and media as necessary.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	COMMAND SECTION - PUBLIC INFORMATION OFFICER CHECKLIST	Notes:
	Work with the American Red Cross to release information on procedures for determining the status of relatives or friends in the disaster area.	
	Release damage assessment figures when obtained.	
	Assist with the dissemination of information to special needs populations.	
	Work with Donations Management Unit, Logistics/Resources to disseminate requests for donated goods, services and volunteers.	
	Ensure that staff attends Critical Stress Debriefings, as needed.	
	Accommodate state and federal information officers and assist them in releasing information on assistance programs if requested to do so.	
	Release information on restoration of utilities and road closures in effect.	
	Gather all records and prepare a chronological summary of all events, actions taken, inquiries and, and responses given. Collect newspaper clippings and TV videotapes, if available.	
	Maintain documentation of work hours and costs and provide these to the Finance Section.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### SECTION CHIEFS

Section Chief use this checklist to guide management of EOC Sections

✓ Date/ Time	SECTION CHIEF CHECKLIST	Notes:
	Check-in at the EOC entrance. Record your name, department and arrival time. Locate and put on EOC vest indicating your position.	
	Obtain a briefing from the EOC Director.	
	If you are replacing a previous shift, receive a situation briefing on actions pending for your position.	
	Begin to use and maintain your <a href="#">EOC Position Log</a> , to keep a chronological record of actions taken.	
	Review the position roster for the Section. Determine who is available for duty and adjust the roster to meet requirements.	
	If a Branch or Unit is not staffed, but is needed, staff the position yourself or find a replacement.	
	Assist Branch Managers and Unit Leaders to staff functions, as required.	
	Prepare data and information for briefings and attend briefings scheduled by the Plans Section Chief.	
	Prepare the Incident Action Plan with other Section Chiefs and the EOC Director.	
	Ensure that the Section status boards and other displays are kept current.	
	Complete all required forms, reports, and documentation as directed by your Section Chief, or the EOC Director.	
	Ensure that personnel read the Incident Action Plan and that they are fully aware of the operational period objectives/priorities and safety messages.	
	Ensure that personnel maintain incident records.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	SECTION CHIEF CHECKLIST	Notes:
	Ensure that Section personnel record duty labor hours and other disaster-related costs on proper forms.	
	Monitor health and mental health status of personnel and refer them for rest periods or for assistance, when necessary.	
	Ensure that Section documentation is complete when the EOC is deactivated.	
	Leave a forwarding number where you can be reached and be prepared to provide information for the event after-action report.	



## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### FIRE/HAZMAT BRANCH CHECKLIST

Note: Fire agencies within Deschutes County manage their response operations from the field. During events with more than one front, and limited resources, the Multi-Agency Command Center is activated to assist with the obtaining and allocation of resources.

This Fire Branch/HazMat Position in the EOC may be activated during sustained operations involving many fronts resulting from earthquakes, volcanic eruptions, and acts of terrorism with mass consequences.

Act as liaison between firefighting and hazardous materials forces in the field and the EOC.

✓ Date/ Time	FIRE/HAZMAT BRANCH CHECKLIST	Notes
Note:	Some of these items may be completed by the scene response before the EOC is activated.	
	Make contact with field Incident Command; offer support as liaison to EOC.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Provide fire (EMS) and hazmat operations status reports to the Situation Report as requested by the Operations Section Chief.	
	Coordinate Fire resources to assist with public alert.	
	In evacuations, coordinate rescue operations with Law Enforcement, including Deschutes County Search and Rescue.	<a href="#">See Tab J</a>
	In evacuations ordered by Fire: Coordinate with Mass Care Branch on need for shelters for evacuees.	<a href="#">See Tab G</a>
	Query scene for communications problems, dispatch units to provide alternate communications links if necessary.	
	Ask Plans Section for updated weather forecasts, disseminate to scene as necessary.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

✓ Date/ Time	FIRE/HAZMAT BRANCH CHECKLIST	Notes
	Collect reports of damage from Fire agencies for disseminating to Construction and Engineering Branch and Plans Section/Reports Branch. (Earthquakes, floods, volcanic eruptions, explosions)	<a href="#">See Tab K</a>
	Keep other emergency forces informed of areas threatened by fire.	
	In earthquakes, ensure fire agencies move equipment outside of stations to avoid damage or inoperable bay doors from aftershocks.	
	In hazardous materials events with spills into the Deschutes or Little Deschutes Rivers or any of their tributaries; notify the County Watermaster, who will in turn notify large downstream water users.	
	In hazardous materials and WMD events assist with technical advice to the scene in agent identification, resource support (personnel, response equipment, etc.)	<a href="#">See Tab P</a>
	Determine resource shortfalls, coordinate with Logistics /Resources to obtain. (Heavy equipment, water trucks, back boards.)	
	Determine the need to request state and federal resources. Assist in the request and tracking of deployment. Keep the IC informed of timeframes for arrival.	<a href="#">See Tab L</a>
	Coordinate with Health/Medical Branch, Hospital, and Law Enforcement regarding PPE for scene workers or responders in special situations.	
	Coordinate Fire resources to assist Law Enforcement perimeter and traffic control.	
	Coordinate with Construction and Engineering to assist with debris removal. (Earthquake, or severe storm)	
	Report conditions, needs, observations, resource status, and progress to Operations Chief.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	FIRE/HAZMAT BRANCH CHECKLIST	Notes
	Determine condition of pre-designated locations where hazardous chemicals, flammable substances, and explosives are stored or used. Coordinate with facility operators to prevent any hazardous materials releases. (Earthquakes, floods, volcanic eruptions).	Reference: See State Fire Marshall, SARA Title 3 data on disc. The disc data is confidential.
	In events with contamination where contaminated persons leave the scene and present at shelters, coordinate alternate decontamination measures with fire agencies.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LAW ENFORCEMENT BRANCH CHECKLIST

Note: Law enforcement agencies within Deschutes County primarily manage their response operations from the field. The Law Enforcement Position in the EOC may be activated during sustained operations involving many fronts resulting from earthquakes, volcanic eruptions, and acts of terrorism with mass consequences.

✓ Date/ Time	LAW ENFORCEMENT BRANCH CHECKLIST	Notes
Note:	Some of these items may be completed by the scene response before the EOC is activated.	
	Make contact with field Incident Command; offer support as liaison to EOC.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Provide Law Enforcement operations status reports to the Situation Report as requested by the Operations Section Chief.	
	Coordinate Law resources to assist with public alert and evacuation.	<a href="#">See Tab C</a>
	In evacuations, coordinate rescue operations with Deschutes County Sheriff's Office Search & Rescue Team.	<a href="#">See Tab J</a>
	In evacuations, coordinate assistance for transportation of special needs individuals with Mass Care/Special Needs Unit and Logistics/Transportation Unit.	
	In evacuations ordered by Law Enforcement, coordinate with Mass Care Branch on need for shelters for evacuees.	
	Query scene for communications problems, dispatch units to provide alternate communications links if necessary.	
	Conduct road closures to secure incident scene(s).	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

✓ Date/ Time	LAW ENFORCEMENT BRANCH CHECKLIST	Notes
	Ensure road closure information and alternate route information is available to dispatch.	
	In events with damage, request field units to report observations to EOC.	
	Provide perimeter control, traffic control, crowd control and security at incident scene(s).	
	Coordinate with other Operations Branches to provide badging when required for authorized personnel entrance to exclusionary zones. (Quarantined areas, dispensing sites, staging areas, etc.)	
	Review the Terrorism/WMD Tab P and provide law enforcement resources for response.	<a href="#">See Tab P</a>
	Review the Mass Fatality Tab F and provide law enforcement resources to support mass fatality operations.	<a href="#">See Tab F</a>
	Determine resource shortfalls, coordinate with Logistics /Resources to obtain.	
	Determine the need to request state and federal resources. Assist in the request and tracking of deployment. Keep the IC informed of timeframes for arrival.	<a href="#">See Tab L</a>
	Coordinate with Health/Medical Branch, Hospital, and regarding PPE for scene workers or responders in special situations.	
	Report conditions, needs, observations, resource status, and progress to Operations Chief.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### MEDICAL HEALTH BRANCH CHECKLISTS – BRANCH MANAGEMENT

Direct, manage, and coordinate equipment and resources to provide the best patient care possible consistent with the EOC Incident Action Plan. In coordination with hospitals, assign medical staff to designated Alternate Care Sites. Monitor and coordinate all tactical operations of triage, emergency medical care and treatment of the sick and injured resulting from the incident. Assess medical casualties and needs. Coordinate the public health and sanitation measures consistent with the EOC Incident Action Plan.

✓ Date/ Time	MEDICAL HEALTH BRANCH CHECKLIST	Notes
	Develop Branch Management operations plan. Assign specific responsibilities. Note: With the exception of the Environmental and Mental Health portions, this checklist describes actions of the Section Chief who will be appointed from the Health Department (Health Officer or Administrator).	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	In events with damage, request damage inspections on all Health Department facilities from Construction and Engineering/Damage Assessment.	<a href="#">See Tab K</a>
	Obtain pertinent information (casualties, damage observations, evacuation status, radiation levels, chemical exposures, etc.) from Plans Section/Reports Unit; if adequate information is not provided request information from Operations Section or field command posts.	
	Monitor Branch activities and adjust staffing and organization as appropriate	
	Be prepared to participate in the EOC Director's Incident Action Planning meetings and policy decisions.	
	Ensure that disaster routes are established to serve local hospitals and health care facilities. Coordinate with Transportation, Construction and Engineering, Law Enforcement.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	<b>MEDICAL HEALTH BRANCH CHECKLIST</b>	Notes
	With the Mass Care Branch and American Red Cross, arrange for shelter inspections, medical and behavioral health referrals.	<a href="#">See Tab G</a> <a href="#">See Tab H</a>
	With the American Red Cross, establish and operate first aid stations for emergency workers as appropriate to the incident.	
	Allocate/assign and prioritize incoming medical resources to meet incident needs.	<a href="#">See Tab E</a>
	<p>Issue health advisories, warnings and recommendations to the public. Consider:</p> <ul style="list-style-type: none"> <li>▪ Who is advisory to?</li> <li>▪ What is the hazard to humans, environment, food or water?</li> <li>▪ What is the impacted area?</li> <li>▪ What timeframes are involved/expected?</li> <li>▪ What protective actions may/should be taken?</li> <li>▪ Specifically susceptible individuals?</li> <li>▪ Are there recognizable symptoms or evidence of exposure?</li> <li>▪ Circumstances in which medical care should be sought?</li> <li>▪ Where to obtain medical care.</li> <li>▪ Instances to report to the Health Department?</li> <li>▪ How to report to the Health Department?</li> <li>▪ What steps is the government/agency taking now? What is response plan? When will there be another communication?</li> </ul> <p>Where to obtain additional information</p>	<a href="#">See Tab D</a>
	Provide to the PIO: the locations of first aid facilities, Alternate Care Sites, public health hazards, mitigation procedures, and other information for press release.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	<b>MEDICAL HEALTH BRANCH CHECKLIST</b>	Notes
	Issue policies regarding prioritization of groups in face of limited medical supplies, or equipment.	
	Establish registration and credentialing for health provider and medical volunteers.	
	Review Tab F, Mass Fatality and oversee disease-spread issues of mass fatality operations.	<a href="#">See Tab F</a>
	If requested, coordinate with Logistics/Transportation to evacuate hospitals, floors, or move patients to prevent exposures, escape damage, or meet incident objectives.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MEDICAL HEALTH BRANCH CHECKLISTS – CASUALTY MANAGEMENT UNIT**

	<b>CASUALTY MANAGEMENT UNIT CHECKLIST</b>	
Note:	Notification of a mass casualty event may come from a number of sources. The Multiple Patient Incident Plan (MPIP) will have been activated, as well as requests for strike team mutual aid assistance (if other areas are not affected). St. Charles Hospital and St. Charles, Redmond can care for 300 patients. Events with a greater number needing medical attention will require the establishment of Alternate Care Sites (or Patient Forwarding if event is localized.)	<a href="#">See Tab E</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Suspend ambulance/hospital diversion if applicable; Notify Dispatch.	
	Review status of hospital disaster plan activations and activities. Obtain “staffed” bed count from hospitals in the county.	
	Establish contact with Incident Commander. Determine number and location of casualties that require hospitalization or care.	
	Determine need for expanding/increasing medical care areas (consider SNFs, clinics, hotels, Expo center County Fairgrounds). Coordinate with Logistics.	
	If alternate sites established, ensure Dispatch diverts patients there, if applicable.	
	With the Logistics/Transportation Unit, coordinate transportation of injured persons and special needs populations to care sites.	
	Coordinate with Logistics/Resources - Personnel to obtain additional health/medical personnel.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

	<b>CASUALTY MANAGEMENT UNIT CHECKLIST</b>	
	If local resources are exhausted, contact Oregon Emergency Management to request DMAT(s) if required.	
	Request activation of the NDMS if required.	
	Establish a patient tracking system for alternate care sites.	
	Arrange for delivery of locally cached pharmaceuticals to care sites.	<a href="#">See Tab E</a>
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MEDICAL HEALTH BRANCH CHECKLISTS – PUBLIC HEALTH UNIT**

<b>PUBLIC HEALTH UNIT CHECKLIST</b>		
	Provide status reports on the progress of surveillance activity, outbreak investigations, and results of sampling efforts.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Issue advisories and recommendations to medical providers regarding PPE, disease control, treatment, contraindications, adverse effects, isolation, etc.	
	Review Tab P, Terrorism/WMD <span style="float: right;"><a href="#">See Tab P</a></span>	
	Determine need for quarantines and/or isolations; coordinate with neighboring County Health Officers.	
	Coordinate with hospitals to designate cohort treatment centers, or floors or wings.	
	Request Strategic National Stockpile (Prophylaxis) through the Governor.	
	<p>Implement Health Department Mass Prophylaxis Plan:</p> <p>Request assistance from Logistics to obtain facilities, transportation of supplies, equipment and personnel, communications, support supply procurement, and volunteers.</p> <p>Coordinate with PIO to provide information on effort and instructions to the public.</p> <p>Request assistance from Law Enforcement to provide security for SNS movement, dispensing sites and DEA controlled substances storage.</p>	<a href="#">See Tab P</a>
	Notify hospitals if contaminated or exposed patients are involved in the emergency. Advise health care providers on any facility and patient protective actions required.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

	<p>Coordinate with Fire/HazMat Branch to identify radioactive plume dispersal and to make recommendations on protective actions.</p>	
	<p>Provide medical advice on the care and management of radiological injuries to emergency workers, health care providers and the general public.</p>	
	<p>Provide sampling, handling, packaging and shipping instructions and assistance to HazMat, Law Enforcement or qualified others taking samples for submission to the State or CDC Laboratory.</p>	
	<p>Coordinate with Oregon Department of Agriculture on protective actions for ingestion pathways in the event of any type of contamination. As necessary:</p> <ul style="list-style-type: none"> <li>➤ Put livestock on stored food/water</li> <li>➤ Put hold on dairy products</li> <li>➤ Advise farmers to cease harvest</li> <li>➤ Advise public to cease harvest – gardens</li> <li>➤ Place hold on produce stands</li> </ul>	
	<p>In events with mass contagious or contaminated fatalities coordinate with State Medical Examiner to:</p> <p>Assure development of protocols for managing and disposing of deceased,</p> <p>Assist in establishing procedures for collecting samples/specimens if required,</p> <p>Determine exposure risk for crematorium, funeral home and Medical Examiner personnel; provide information for PPE and/or prophylaxis if necessary.</p>	<p><a href="#">See Tab F</a></p>
	<p>Coordinate with Oregon Veterinary Association in issues regarding deceased, infected, contaminated animals regarding disposal and/or decontamination</p>	
	<p>At a shift change, provide a detailed status report and all written materials to replacement staff.</p>	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MEDICAL HEALTH BRANCH CHECKLISTS – ENVIRONMENTAL HEALTH UNIT**

Environmental Health is responsible for control of public health and safety issues regarding water, food, and sanitation following a disaster.

✓ Date/ Time	ENVIRONMENTAL HEALTH UNIT CHECKLIST	Notes
	Obtain a briefing from the Medical Health Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Following a flood or other event, which may cause water contamination: inspect and test public drinking water systems. Conduct sampling for contaminant or bacteria conditions.	
	With the Public Health Unit inspect relocation shelters and food handling areas for sanitation and safety.	
	In events with probable contamination to rivers, streams and canals: conduct sampling; work with EOC PIO to issue alerts to the public. Perform notification/alert to downstream water users.	<a href="#">See Tab D</a>
	Survey the damaged area for situations requiring remediation of health hazards.	
	Coordinate with Construction and Engineering regarding debris removal needs.	
	Make determinations for the siting of portable toilets; coordinate with Finance to lease and distribute.	
	Conduct food born disease outbreak investigations. Ensure required reporting is completed.	
	Provide access to and interpretation of county water system GIS mapping, if needed.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

<b>✓ Date/ Time</b>	<b>ENVIRONMENTAL HEALTH UNIT CHECKLIST</b>	<b>Notes</b>
	Provide information regarding emergency response procedures for county's water systems and districts.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MEDICAL HEALTH BRANCH CHECKLISTS – MENTAL HEALTH UNIT**

✓ Date/ Time	MENTAL HEALTH UNIT CHECKLIST	Notes
	Obtain situation briefing from Medical Health Branch Manager. Determine mental health needs.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Manage requests for assistance at shelters and field sites.	<a href="#">See Tab G</a> <a href="#">See Tab H</a>
	Provide, crisis-counseling services at shelters and field sites, as requested.	
	Arrange Critical Incident Stress Debriefings (CISD) and crisis counseling for response personnel	
	Identify and manage services to the existing mental health caseload. Relocate mental health clinic sites, if necessary. Reschedule case management activities, if necessary.	
	Provide on-going case management for existing drug and alcohol-dependent population. Coordinate response with Law Enforcement, when necessary.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MEDICAL HEALTH BRANCH CHECKLISTS – MASS FATALITY UNIT**

<b>MASS FATALITY UNIT CHECKLIST</b>		
	Obtain briefing from Medical Health Branch Manager. Determine mass fatality needs.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Review Tab F, Mass Fatality	<a href="#">See Tab F</a>
	Asses capability of local mortuary services to handle the number of fatalities.	<a href="#">See Tab L</a>
	Ensure that locations where fatalities are discovered are secure.	
	Ensure that fatality collection points are established and secured as necessary.	
	Coordinate with Law Enforcement/Search & Rescue to determine location and number of extricated fatalities.	
	If mass fatality event is due to criminal activity, notify Deschutes County District Attorney, Victim Assistance Program. 388-6525 and/or the State of Oregon Department of Justice (503) 378-5348.	
	Ensure that human remains are transported from fatality collection points to temporary morgue(s), if so advised by the Senior Medical Examiner on scene.	
	Coordinate with Law Enforcement to develop procedures for chain of custody tracking and preservation of evidence.	
	Ensure that temporary morgue facilities are established in accordance with guidelines established by the State Medical Examiner.	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

<b>MASS FATALITY UNIT CHECKLIST</b>	
	Procure, through logistics, all necessary fatalities management equipment and supplies, such as temporary cold storage facilities or vehicles, body bags, etc. (see Mass Fatality Tab for complete list of logistical needs.)
	Assist the Medical Examiner (or deputy or designee) to assemble a team or group to perform notification of next of kin as required.
	Coordinate with the American Red Cross and <a href="#">Victim's Assistance</a> programs to establish a Family Service Center as requested by the Incident Commander.
	In mass fatality events, a PIO may be appointed from the Oregon State Patrol. Ensure all media requests for information are directed to the PIO.
	Locate interpreters for non-English speaking or hearing impaired family members. Coordinate with Logistics/Resources to achieve.
	Coordinate with Mental Health Unit to provide counseling services near the rescue site for workers and at the Family Service Center for next of kin.
	Coordinate with Logistics/Resources, Personnel for any volunteers that may be needed for support. (Family assistance, feeding, facility maintenance)
	Locate clergy to assist at Family Assistance Center.
	At a shift change, provide a detailed status report and all written materials to replacement staff.

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### CONSTRUCTION & ENGINEERING BRANCH – DAMAGE ASSESSMENT UNIT

The Construction and Engineering Branch is responsible for damage assessment, debris clearance, route recovery, utility restoration, and reconstruction projects.

✓ Date/ Time	DAMAGE ASSESSMENT UNIT CHECKLIST	Notes
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Notify all county departments with field personnel to observe and document damages.	<a href="#">See Tab K, Facility Status Report Form</a>
	Coordinate with Information Line staff regarding recording reports of damage received via telephone.	
	Begin to collect and record reports of damage.	Review Tab K
	Assemble emergency inspection teams to perform safety inspections on facilities and bridges.	
	Prioritize inspections for emergency facilities: EOC, shelters, medical care facilities, and critical governmental facilities.	
	Maintain a list of structures and facilities requiring immediate inspection or engineering assessment.	
	Clearly label each structure and/or facility inspected in accordance with ATC-20 standards and guidelines (if earthquake, if other; use other posting documents)	
	Use the GIS database system to record damaged building addresses, inspection date, findings, and initial posting.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	DAMAGE ASSESSMENT UNIT CHECKLIST	Notes
	Provide detailed damage/safety assessment information to the Plans Section/Reports/Documentation Unit and the Finance Section, with associated loss damage estimates	
	Provide information to the PIO for release to the public regarding the meaning of the postings.	
	Coordinate with Roads and Bridges Group to complete road and bridge damage inspections.	
	Assemble "Initial Damage Assessment" Teams for recording extent of damage, financial cost estimates. These reports are used to forward for requests for state and federal assistance. Homes and businesses should be included.	
	Ensure all inspection teams use the Oregon Emergency Management Damage Assessment Forms to record cost estimates and numbers of affected households.	<a href="#">See Tab K Forms</a>
	Coordinate with the Red Cross for damage location information as reported to them by clients.	These reports may be used as a guide to determine the dispersal of inspection teams.
	Assign inspection teams to public facilities for preparing Initial Damage Assessment for Public Assistance requests. (Government buildings, parks, roads) This team should also include information on damages to special districts (water, sewer, fire stations) and private non-profits.	<a href="#">See Tab O</a>
	Continue with inspections and re-inspections of damaged buildings through recovery phase.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	DAMAGE ASSESSMENT UNIT CHECKLIST	Notes
	If/when Governor’s request is responded to, additional inspections may be required. Be prepared to assign personnel to the “Preliminary Damage Assessment” Team. This team may include representatives from the State and the Federal Government and will survey the entire area for extent of damages and associated costs. There may be teams for both Individual (homes and businesses) and Public Assistance.	
	Following a presidential declaration, applications for individual assistance will be subject to inspection by the administering Federal program.	
	Applications for Public Assistance must be completed by 30 days following the declaration date. State and Federal Team members <u>may</u> assist in developing the applications.	
	Provide operations status reports to the Situation Report and during EOC briefings.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### CONSTRUCTION AND ENGINEERING - UTILITIES UNIT

The Construction and Engineering Branch is responsible for damage assessment, debris clearance, route recovery, utility restoration, and reconstruction projects.

Representatives from privately owned utility companies may be invited to the EOC during response activations. If utility restoration is an event issue, and no representatives are available from the utilities, this position will be staffed by county personnel.

✓ Date /Time	UTILITIES UNIT CHECKLIST	Notes
	Establish and maintain contact with representatives from affected utilities.	<a href="#">See Tab L</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Keep the EOC and the 911 Center informed of scheduled repairs and anticipated completion.	
	Provide status of restoration information to the Situation Report and during EOC briefings.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**CONSTRUCTION AND ENGINEERING BRANCH – ROADS/BRIDGES/DEBRIS  
REMOVAL UNIT**

The Construction and Engineering Branch is responsible for damage assessment, debris clearance, route recovery, and reconstruction projects.

<b>✓ Date /Time</b>	<b>ROADS, BRIDGES &amp; DEBRIS REMOVAL UNIT CHECKLIST</b>	<b>Notes</b>
Note:	Some of these items may be complete before activation of the EOC.	
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Provide assistance in evacuations with traffic control barriers and signs.	<a href="#">See Tab J</a>
	Provide transportation assistance for evacuees.	
	Assist with removing disabled or abandoned vehicles from emergency routes.	
	Provide assistance in perimeter control for exclusionary zones with barricades and fencing.	
	Assist other Operation Section Branches by providing construction equipment and operators as necessary.	
	Remove debris from arterial and collector roadways in concert with the prioritized snow removal plan.	
	Provide emergency construction and repair to damaged roadways.	
	Provide information on road closure information to the EOC Plans/Reports Unit and to the media (if before EOC activated), use PIO for releases to the media if the EOC is activated.	<a href="#">See Tab D</a>

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date /Time	ROADS, BRIDGES & DEBRIS REMOVAL UNIT CHECKLIST	Notes
	Demolish and remove structures in imminent danger of collapse where injury to passersby could result.	
	Build temporary emergency structures as required.	
	In earthquakes, floods, and volcanic eruptions (events with damage) , contact field personnel to observe and report damages. Receive reports from field of damage, forward to Damage Assessment Unit for further inspection.	
	After earthquakes, ask the Bureau of Reclamation to inspect Crane Prairie and Wickieup Reservoir Dams. Provide information on findings to the EOC.	
	Following events with damage: perform inspections of bridges for safety assessment; close, as necessary.	
	Determine location for disposal of removed debris. In cases with contaminated debris coordinate with hazmat team, DEQ, legal counsel and County Commissioners to locate appropriate site.	
	Provide reports on operational response activities to the Situation Report and during briefings.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### MASS CARE BRANCH CHECKLISTS – FOOD AND SHELTER UNIT

Direct, manage, and coordinate the establishment of mass care sites, donations management, animal care provisions and procedures for attention to special needs populations.

✓ Date/ Time	FOOD AND SHELTER UNIT CHECKLIST	Notes
Note:	Shelters may be activated prior to EOC activation.	
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Review Tab G and Tab H	<a href="#">See Tab G</a> <a href="#">See Tab H</a>
	If evacuation is ordered or occurs spontaneously, request Red Cross to activate mass care facilities in reception areas. Provide information on the numbers and locations of evacuees.	<a href="#">See Tab J</a>
	If event is an earthquake, request inspections of potential shelter facilities from County Building Inspection Department.	
	For mass casualty or mass fatality events, provide worker respite centers and family assistance centers as appropriate.	<a href="#">See Tab E</a> <a href="#">See Tab F</a>
	Work with 911 Center, Information Line, Home Health Care providers to locate persons needing assistance with transportation to shelters. Request assistance from Transportation Unit and Special Needs Populations Unit (if staffed).	
	If necessary, provide shelter outside the local area (work through mutual aid channels).	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	FOOD AND SHELTER UNIT CHECKLIST	Notes
	Request assistance from Logistics Section for food, equipment, and other supplies needed to support mass care facilities.	<a href="#">See Tab L</a>
	Provide shelter location information to the EOC PIO and Information Line staff for dissemination to the public.	<a href="#">See Tab D</a>
	Provide information to the EOC PIO regarding the Disaster Welfare Information system registration for news releases through the media.	
	If telephone service is not available at shelters, assist ARC with obtaining ARES radio volunteers (Logistics Section/Communications Unit).	
	Gather information on emergency assistance being provided by other community based organizations. Provide useful information to the PIO and Information Line.	
	Arrange for inspection of impromptu shelters and outdoor camping areas. Environmental, Public Health and Red Cross should inspect for safety, sanitation and minimum Red Cross shelter standards.	
	Provide resource support to impromptu shelters, which are safe. Food, water, sanitation services.	
	Organize teams to begin the relocation of persons in unsafe shelter situations to safe, approved shelters. Request activation of additional shelters, as necessary.	
	Evacuate and relocate any mass care facilities, which become endangered by any hazardous conditions.	
	Poll shelters periodically to determine resource needs. Periodically evaluate need for food, sanitary facilities, medical treatment or care.	
	Work with Medical/Health Branch to provide additional medical care at shelters or to establish medical needs shelters.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	FOOD AND SHELTER UNIT CHECKLIST	Notes
	Coordinate with Transportation Unit to establish transportation services to and from shelters.	
	Coordinate with Medical/Health Branch, Mental Health Unit to provide counseling services as mass care facilities.	
	Provide status report information on shelter and feeding activities to the EOC Situation report and during briefings.	
	Determine number of evacuees who need emergency and temporary housing. Provide information to support requests for Governor's and/or Presidential declaration.	
	In events with long-term displacement: work with Red Cross to find relocation housing for shelter residents. <i>Some</i> events are insurable, with funds available from homeowners' policies.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MASS CARE BRANCH CHECKLISTS – ANIMAL OPERATIONS UNIT**

Direct, manage, and coordinate the establishment of mass care sites, donations management, animal care provisions and procedures for attention to special needs populations.

✓ Date/ Time	ANIMAL OPERATIONS UNIT CHECKLIST	Notes
Note:	Not all of these action items will pertain to every incident	
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Meet with Food and Shelter coordinator to ascertain status of domestic animal kennels at shelters.	
	Establish and maintain contact with PETEVAC, at the Humane Society of Redmond (part of Deschutes Co. Search and Rescue).	
	Determine the best way to match animal relocation needs with services available. (i.e. EOC Information Line requests and referral or other information and referral service)	
	Assist with the acquisition or loan of additional kennels for domestic animals as required. Coordinate with Donations Management and PIO to request donations for animal assistance. Shelter, boarding, food, medicine.	
	Contact Animal Control of Bend, Redmond and Deschutes Co. for assistance with rescue and transport.	
	Locate snow vehicles, helicopters, and airplanes to deliver food for livestock in isolated areas.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	ANIMAL OPERATIONS UNIT CHECKLIST	Notes
	In situations with overwhelming effects on animals or livestock, request, through EOC Coordinator, through the State, a Veterinary Medical Assistance Team. <b>May</b> require Presidential declaration first.	
	Outbreaks in livestock: If laboratory results are positive for animal diseases of concern (Foot and Mouth Disease (FMD), Bovine spongiform encephalopathy (BSE) [Mad Cow], etc.) call: Animal and Plant Health Inspection Service (APHIS) EOC at 800-601-9327	
	To report a potential case of West Nile Virus in horses: State Veterinarian's Office, (503) 986-4680 or Public Health Veterinarian, (503) 731-4024.	
	Mass livestock die offs not due to illness: issue information release on burial guidelines: farmers experiencing livestock deaths should bury the animals two to four feet in depth with a minimum of two feet of dirt covering the carcass. Carcass burial should be 100 yards from all wells and streams to prevent water contamination. It is recommended that owners place no more than two to three animals in one burial location.	
	Maintain a position log of all major activities.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MASS CARE BRANCH CHECKLISTS – SPECIAL NEEDS POPULATION UNIT**

Assist response and recovery efforts and programs with locating and providing assistance to special needs populations.

✓ Date/ Time	SPECIAL NEEDS POPULATION UNIT CHECKLIST	Notes
Note:	If this position is not activated, responsibilities remain with the Mass Care Branch Manager.	
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Establish and maintain contact with Home Health Care providers to determine locations and needs of clients.	<a href="#">See Tab H</a>
	Contact community based organizations to survey for unmet needs among constituents.	
	Coordinate identified transportation needs with the Logistics Transportation Unit.	
	Communication: coordinate with PIO to assure that alerts and warnings reach, or are adjusted for special populations. Arrange for outreach to provide communications if the need is apparent. (use community based organizations, home health care providers, search and rescue, etc.)	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

	<p>Medical needs: coordinate with the Public Health Unit and community based organizations to formulate plan for providing prophylaxis to persons unable to visit dispensing sites.</p> <p>Discuss with Mass Care Branch Manager and Food and Shelter Unit the census of special needs individuals at shelters; decide whether other arrangements would be beneficial and achievable.</p>	
	<p>Arrange for the translation of documents, warnings and conversations at special sites as necessary.</p>	
	<p>Coordinate with PIO to create additional public information releases directed at specific groups as needed.</p>	
	<p>Maintain contact with social service agencies; provide referrals to constituents to various assistance programs.</p>	
	<p>Gather information on emergency assistance being provided by community based organizations. Provide useful information to the PIO and Information Line.</p>	
	<p>At a shift change, provide a detailed status report and all written materials to replacement staff.</p>	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**MASS CARE BRANCH CHECKLISTS – DONATIONS MANAGEMENT UNIT**

Direct, manage, and coordinate the establishment of mass care sites, donations management, animal care provisions and procedures for attention to special needs populations.

✓ Date/ Time	DONATIONS MANAGEMENT UNIT CHECKLIST	Notes
Note:	This topic requires a formal plan to be written in advance. The items below may be used absent the formal plan.	
	Obtain a briefing from the Branch Manager. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Identify warehouse location for incoming goods.	
	Coordinate with Information Line to receive requests <u>for</u> resources, goods and services.	
	Establish a card file or database of requests and donated goods.	
	Review needs expressed by community.	
	With EOC PIO prepare news releases asking for donations of items, cash or services needed, and graciously dissuade donations of goods and services not needed.	
	Establish a County fund if cash donations are received. Coordinate with Finance Section.	
	Set up a meeting with all community based or voluntary agencies active in disaster response. Determine needs of their constituents. Devise a plan to equitably share and prioritize donations.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

Request volunteers from Logistics Resources Unit to manage donation warehouse and distribution, if applicable.	
If Information Line overwhelmed with calls, it may be necessary to have another group of volunteers to “make matches” between donations and needs.	
Continue to work with the PIO to clarify donations acceptance policies and current needs.	
At a shift change, provide a detailed status report and all written materials to replacement staff.	



## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### PLANS SECTION CHECKLIST

The Plans Section:

- Collects damage and impact information, prepares situation reports, and analyzes resource requirements.
- Schedules and conducts all EOC Briefings.
- Analyzes situation information and forecasts resource needs and priority actions during each operational period and prepares the Incident Action Plan (IAP).
- Provides GIS mapping services
- Includes Technical Experts assigned to the Plans Section to provide technical information needed for a particular response, (e.g. biological, chemical, or radiological incidents).

✓ Date/ Time	PLANS SECTION CHECKLIST	Notes:
	Obtain a situation briefing from the EOC Director and Operations Section Chief. Determine priorities based on the situation.	
	Establish Plans Section Units (Reports/Documentation, GIS Mapping, Technical Experts)	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Establish personnel roster for staffing the Plans Section.	
	Schedule and conduct the initial EOC Briefing within one hour of EOC activation.	
	Within the first hour of EOC activation, meet with the EOC Director and all Section Chiefs to prepare the Incident Action Plan (IAP). Identify initial response priorities and response strategies.	<a href="#">See Tab C Forms</a>
	With the EOC Director and Operations Section Chief: <ul style="list-style-type: none"> <li>▪ Establish information requirements</li> <li>▪ Determine reporting schedules</li> <li>▪ Provide EOC message forms and position logs to EOC staff and</li> </ul>	<a href="#">See Tab C</a>

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

✓ Date/ Time	PLANS SECTION CHECKLIST	Notes:
	<p>direct that they be used during response operations.</p> <ul style="list-style-type: none"> <li>▪ Determine the EOC operational period (12-hour shifts) for staffing purposes.</li> <li>▪ Determine EOC hours of operations (e.g. 24-hour).</li> <li>▪ Determine and publish an EOC briefing schedule.</li> <li>▪ Obtain and distribute EOC administrative guidelines for incident management, e.g. hours, safety and security, equipment operations, canteen, etc.</li> </ul>	
	Assist the EOC Director and Operations Section Chief in preparing the Local Emergency Declaration, the Request for State Assistance and the Initial Damage Assessment (IAD) for transmittal to the Governor through OEM.	<a href="#">See Tab A</a>  <a href="#">See Tab K</a>
	With the Safety Officer, ensure that safety instructions are included in the IAP and distributed to personnel in the EOC and at field sites.	
	Distribute and post the Incident Action Plan (IAP).	
	Provide periodic analysis of the situation, prepare alternate courses of action, assist in identifying changing priorities, identify requirements for specialized resources, and provide recommendations for use of resources to meet priority response needs.	
	Review the Incident Action Plan (IAP) at each operational period and revise and update as needed to reflect changing situations and priorities.	<a href="#">See Tab C</a> <a href="#">Forms</a>
	Schedule and conduct regular EOC Briefings for Section Chiefs and/or all EOC Staff.	
	Ensure that each EOC Branch maintains documentation of EOC staff hours and provides these to the Finance Section.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### PLANS SECTION CHECKLIST – REPORTS/DOCUMENTATION UNIT

The Plans Section:

- Collects damage and impact information, prepares situation reports, and analyzes resource requirements.
- Schedules and conducts all EOC Briefings.
- Analyzes situation information and forecasts resource needs and priority actions during each operational period and prepares the Incident Action Plan (IAP).
- Provides GIS mapping services
- Includes Technical Experts assigned to the Plans Section to provide technical information needed for a particular response, (e.g. biological, chemical, or radiological incidents).

✓ Date/ Time	REPORTS/DOCUMENTATION UNIT CHECKLIST	Notes:
	Obtain a briefing from the Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours,	
	Establish and organize incident files (situation reports, message forms, damage reports, Incident Action Plans, Declarations, briefing notes, transmittals, etc.)	
	Establish and maintain message flow/routing process.	
	Prepare EOC contact phone number lists, hours of operation, and staffing lists for distribution.	
	Finalize the Incident Action Plan for distribution at each operational period.	
	Finalize the Local Emergency Declaration letter and Request for Assistance to the Governor package and ensure that it is transmitted.	<a href="#">See Tab A</a>
	At each EOC Briefing (the briefing schedule is determined by the Plans Section Chief), provide documentation of the discussion and	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	REPORTS/DOCUMENTATION UNIT CHECKLIST	Notes:
	distribute updated status information on status boards and in the IAP.	
	Based on the nature of the incident, determine the type of status board and visual displays needed.	
	Set up status boards with information categories needed for the type of event.	
	Contact audiovisual equipment operators to set up television monitors and overhead computer displays.	
	Post relevant incident information on status boards in a timely manner. Update information as it is received.	
	Coordinate with GIS Mapping to determine mapping needs and assist with map production and distribution.	
	Coordinate with Technical Experts (when they are assigned to the Section) to determine reporting/ documentation and display needs.	
	Distribute EOC administrative and safety guidelines and instructions, as needed.	
	Assist the Finance and Administration staff to distribute instructions for documentation of emergency staff hours overtime hours and other cost documentation.	
	<p>Prepare historical files for the incident:</p> <p>Duplicate official IAP (s) and declarations, advisories, transmittals, and other reports for retention.</p> <p>Gather situation status reports, EOC message forms and logs generated by EOC staff for retention.</p> <p>Check for accuracy and completeness of all EOC incident documents and prepare incident related information for storage.</p>	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### PLANS SECTION CHECKLIST – GIS/MAPPING UNIT

The Plans Section:

- Collects damage and impact information, prepares situation reports, and analyzes resource requirements.
- Schedules and conducts all EOC Briefings.
- Analyzes situation information and forecasts resource needs and priority actions during each operational period and prepares the Incident Action Plan (IAP).
- Provides GIS mapping services
- Includes Technical Experts assigned to the Plans Section to provide technical information needed for a particular response, (e.g. biological, chemical, or radiological incidents).

✓ Date/ Time	GIS/MAPPING UNIT CHECKLIST	Notes:
	Obtain a briefing from the Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours.	
	Direct, manage, and coordinate provision of mapping services to emergency operations efforts.	
	Establish access to the GIS server at the EOC.	
	Coordinate for use of 911 mapping plotter.	
	Ensure adequate supplies are available for production.	
	Provide maps for EOC, EOC briefings, press conferences, and as required for field response.	
	Receive information from Reports/Documentation regarding siting of emergency response elements and post on maps. (Command posts, shelter locations, alternate care sites, staging areas, helipads, flooded areas, etc)	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	GIS/MAPPING UNIT CHECKLIST	Notes:
	Coordinate with Construction and Engineering Branch/Damage Assessment to develop procedures for gathering and inputting data regarding damaged facilities and building postings.	<a href="#">See Tab K</a>
	Coordinate with Roads and Bridges Unit to site closed roads and alternate routes.	
	Provide maps of damaged areas to incoming state and federal inspection teams.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### PLANS SECTION CHECKLIST – TECHNICAL EXPERTS UNIT

The Plans Section:

- Collects damage and impact information, prepares situation reports, and analyzes resource requirements.
- Schedules and conducts all EOC Briefings.
- Analyzes situation information and forecasts resource needs and priority actions during each operational period and prepares the Incident Action Plan (IAP).
- Provides GIS mapping services
- Includes Technical Experts assigned to the Plans Section to provide technical information needed for a particular response, (e.g. biological, chemical, or radiological incidents).

✓ Date/ Time	TECHNICAL EXPERTS UNIT CHECKLIST	Notes:
	Obtain a briefing from the Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events, and daily labor hours,	
	Contact the Operations Section Chief for initial situation briefing and to determine information/expertise needed.	
	Attend EOC briefings and provide expert advice on response operations as these relate to a particular field of expertise.	
	Prepare reports and recommendations for the EOC Director and Operations Section Chief.	
	Participate in the preparation of the Incident Action Plan (IAP) and in establishing priorities and incident objectives.	
	Research technical information using the Internet and/or by contacting outside experts.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LOGISTICS SECTION CHECKLISTS – RESOURCES (EQUIPMENT) UNIT

Direct, manage, and coordinate the provision of support infrastructure, equipment and supplies, and human resources to the response effort.

✓ Date/ Time	RESOURCES (EQUIPMENT) UNIT CHECKLIST	Notes
Note:	Mutual aid response resources are typically ordered and managed from an incident site. Coordinate with on scene Resources Management to clarify extent of current ordering underway and to define responsibilities to ensure no duplicate requests are made. This position supports resource requests made by EOC staff.	
	Review resources listed in Tab L, Resource Management	<a href="#">See Tab L</a>
	Obtain briefing from the Logistics Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Determine the need for resource staging areas. Coordinate with scene to avoid conflict.	
	Receive requests from EOC or field staff for local or outside resources.	<a href="#">Tab L, Resource Order Form</a>
	Initiate contact and continue to coordinate resource requests for equipment and supply resources owned by the county.	
	Determine the need to request mutual aid resources.	
	Maintain Log of requests, and resource arrival times and locations.	<a href="#">Tab L, Resource Tracking Log</a>
	Coordinate with Procurement for supplies and equipment that must be rented, leased or purchased. Ensure procurement policies are adhered to, and all procurement documented.	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

✓ Date/ Time	<b>RESOURCES (EQUIPMENT) UNIT CHECKLIST</b>	<b>Notes</b>
	If Logistics is responsible for ordering special assistance from the State, initiate contact, monitor status, inform Operations of estimated arrival times.	
	Coordinate with Transportation Unit to obtain resources for movement of equipment, supplies, and personnel.	
	Notify Logistics Section Chief of anticipated resource shortfalls.	
	Provide information to incoming teams: lodging available, where to report, directions, any special procedures (credentials required for access). Have them notify you when they arrive.	
	Locate alternate facilities for emergency operations: staging, warehousing, treatment sites, storage sites, temporary morgues, and mass prophylaxis sites, disaster recovery centers. Contact facility owners and gain permission, access and keys.	
	Support Public and Environmental Health Unit requests for sanitation and biohazard waste removal at care sites and other field sites.	
	Locate and deliver supplies and equipment to alternate sites: office equipment and supplies, signage, barricades, tables, chairs, etc. See logistical needs lists in Mass Fatality and Terrorism Tabs.	<a href="#">See Tab F</a> <a href="#">See Tab P</a>
	Check with Information Line to request specialized donations of equipment and supplies.	
	Coordinate with communications to ensure adequate capacity at alternate sites.	
	Coordinate with PIO for any media releases needed to request equipment, supplies, and facilities.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LOGISTICS SECTION CHECKLISTS – RESOURCES (PERSONNEL) UNIT

Direct, manage, and coordinate the provision of support infrastructure, equipment and supplies, and human resources to the response effort.

✓ Date/ Time	RESOURCES (PERSONNEL) UNIT CHECKLIST	Notes
	Obtain a briefing from the Logistics Section Chief. Determine priorities based on the situation.	
Note:	Depending on the size of the event, this function may require two or more positions. One position could manage County employees, the other the volunteers.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Receive requests from EOC staff for personnel needed for emergency assignments.	
	Review Tab M, Human Resources. Make assignments; maintain log of assignments, reassignments and releases of County personnel.	<a href="#">See Tab M</a>
	Coordinate with PIO to issue a release to the media requesting county personnel to call in to the Information Line or report in for duty.	
	Obtain time sheets for the tracking of county employee overtime from Finance/Cost/Time Unit and ensure each employee with an emergency assignment completes time cards.	<a href="#">See Tab N</a>
	Obtain Volunteer Skills Inventory forms from the Information Line. Make matches with requests for personnel assistance. (May need to distribute blank forms to Information Line).	
	Contact volunteers and provide reporting information, point of contact, expected duration of assignment, any special instructions (clothing, credentials, etc).	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

<b>✓ Date/ Time</b>	<b>RESOURCES (PERSONNEL) UNIT CHECKLIST</b>	<b>Notes</b>
	Coordinate with the Finance Section, Claims/ Risk Management Unit to manage liability issues related to the use of volunteers.	
	Coordinate with PIO to issue media releases for additional volunteers. Give specific details about skills that have not been located, or are in great demand.	
	Prepare thank you letters and/or certificates of appreciation for County personnel and volunteers.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LOGISTICS SECTION CHECKLISTS – TRANSPORTATION UNIT

Direct, manage, and coordinate the provision of support infrastructure, equipment and supplies, and human resources to the response effort.

✓ Date/ Time	TRANSPORTATION UNIT CHECKLIST	Notes
Note:	This position supports transportation requests made by EOC staff. Assistance may also be provided to incident scene requests, but coordination with transportation managers at the scene is required to avoid duplication.	
	Obtain a briefing from the Logistics Section Chief. Determine priorities based on the situation.	
	Review resources listed in Tab L, Resource Management	<a href="#">See Tab L</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Identify other transportation resources held by the County.	
	Coordinate with Roads and Bridges to ascertain closed routes and alternate thoroughfares.	
	Provide transportation resources to assist with evacuations.	
	Work with Resources Unit to coordinate the delivery of equipment and supplies to incident scene, alternate sites, shelters, staging, warehousing, treatment sites, storage sites, temporary morgues, mass prophylaxis sites, and disaster recovery centers.	
	Provide transport for personnel to alternate sites.	
	Arrange transportation for EOC personnel.	
	Track all transportation equipment usage, time, and mileage. Document which project efforts are being supported.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

<b>✓ Date/ Time</b>	<b>TRANSPORTATION UNIT CHECKLIST</b>	<b>Notes</b>
	Coordinate with Communications Unit for providing radios to transportation vehicles.	
	Coordinate with Operations Section/Law Enforcement for security or escort needed to protect certain goods or persons in transit.	
	Obtain information on the status of Bend/Redmond Airport.	
	Provide information on the status of transportation assets to the Logistics Section Chief.	
	Coordinate with PIO to issue releases to the media requesting additional transportation donations.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### LOGISTICS SECTION CHECKLISTS – COMMUNICATIONS UNIT

Direct, manage, and coordinate the provision of support infrastructure, equipment and supplies, and human resources to the response effort.

✓ Date/ Time	COMMUNICATIONS UNIT CHECKLIST	Notes
	Obtain a briefing from the Logistics Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Review Tab B Communications	<a href="#">See Tab B</a>
	Assess communication systems and frequencies in use and advise of limitations and capabilities.	
	Make modifications and alterations as necessary and achievable.	
	Assign an ARES radio operator to the EOC.	
	Complete a communications plan for the incident (ICS205) Include cellular phones and pagers.	
	If cellular phone support is necessary to endure adequate communications, request permission of the logistics Section Chief to recall all County cellular phones for inclusion in the communications plan.	
	Activate, serve as contact point, and supervise the integration of volunteer radio operators into the communications system.	
	Provide communication support at alternate sites (staging, warehousing, treatment sites, storage sites, temporary morgues, mass prophylaxis sites, disaster recovery centers) and for certain transportation/distribution vehicles.	
	Ensure radio logs are available and being used.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

<b>✓ Date/ Time</b>	<b>COMMUNICATIONS UNIT CHECKLIST</b>	<b>Notes</b>
	Arrange for placement of the interoperability device.	
	Contact other communication resources for availability: BLM, USFS, ODF, OSP.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)

### FINANCE & ADMINISTRATION SECTION

Provide advice and support to the EOC Director concerning financial issues. Ensure adequate records to document response costs. Track emergency personnel labor hours and provide cost analysis and projections. Assist in preparing the Request for Public Assistance and Project Work Sheets for State/Federal reimbursement programs. Supervise the Cost/Time Unit, Claims/Risk Management Unit, and Procurement Unit.

✓ Date/ Time	FINANCE & ADMINISTRATION SECTION CHECKLIST	Notes:
	Obtain a situation briefing from the EOC Director and Plans Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Establish Finance Section Units (Cost/Time, Claims, and Procurement)	
	Establish personnel roster for staffing the EOC Finance & Administration Section.	
	Establish contact with State OEM for information on preparation of the Request for Public Assistance.	<a href="#">See Tab K</a>
	Establish contact with the FEMA Public Assistance Coordinator (PAC) and the State OEM Liaison.	
	Attend Applicants' Briefing with FEMA PAC and State OEM Liaison to learn about the Public Assistance application process.	<a href="#">See Tab O</a>
	Ensure that the Cost/Time Unit collects and maintains records of personnel time worked on the disaster and costs for emergency purchases and contracts.	<a href="#">See Tab N</a>
	Develop instructions on emergency labor hours, payroll, injury claims, and emergency purchases and distribute these to County Department personnel.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	



**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**FINANCE & ADMINISTRATION SECTION – COST/TIME UNIT CHECKLIST**

Provide instructions for recording disaster-related costs. Document costs in formats acceptable for State and Federal reimbursement. Provide cost estimates and cost savings recommendations.

✓Date/ Time	COST/TIME UNIT CHECKLIST	Notes:
	Obtain a situation briefing from the Finance & Administration Section Chief. Determine priorities based on the situation.	
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Establish contact with County department personnel responsible for maintaining labor hour and emergency purchase records.	<a href="#">See Tab N</a>
	Prepare and distribute to County departments instructions for reporting damage cost estimates and emergency work hours.	<a href="#">See Tab O</a>
	Prepare and distribute to County departments instructions for documentation of emergency purchases and emergency contracting.	
	Compile vendor purchase orders, service contracts, invoices and other documents submitted by County departments into a single Deschutes County Request for Public Assistance for State and Federal reimbursement.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**FINANCE AND ADMINISTRATION SECTION – CLAIMS/RISK MANAGEMENT UNIT  
CHECKLIST**

Receive and process legal claims for compensation (injury, property damage) and insurance claims related to disaster response. Provide advice on claims for bodily injury and property damage compensation presented to Deschutes County.

✓Date/ Time	CLAIMS/RISK MANAGEMENT UNIT CHECKLIST	Notes:
	Obtain a situation briefing from the Finance & Administration Section Chief. Determine priorities based on the situation.	
	Review Tab O Disaster Recovery Programs	<a href="#">See Tab O</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Establish contact with EOC Safety Officer to obtain information on injury claims.	
	Monitor disaster worker injury claims or property damage claim reports and ensure proper documentation of claims.	<a href="#">See Tab M</a>
	Assess the need to contact injury and claims specialists or legal counsel to manage injury and property damage claims.	
	Ensure that all compensation for injury and claims forms related to the emergency is updated and routed to the proper County agency for processing after the emergency.	
	Maintain documentation of response costs, including equipment; overtime labor hours, and mileage.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER (EOC)**

**FINANCE AND ADMINISTRATION - PROCUREMENT UNIT CHECKLIST**

Assess resource requirements and coordinate emergency purchase orders. Prepare and distribute instructions for emergency purchasing and contracting. Document emergency purchases in a format consistent with requirements for state and federal reimbursement.

✓Date/ Time	PROCUREMENT UNIT CHECKLIST	Notes:
	Obtain a situation briefing from the Finance & Administration Section Chief. Determine priorities based on the situation.	
	Review Tab O Disaster Recovery Programs	<a href="#">See Tab O</a>
	Use the Position Log to document actions, decisions, events and daily labor hours.	
	Develop and distribute instructions for emergency purchases and establish disaster cost accounting codes.	
	Develop and distribute procurement instructions for emergency purchases and contracting.	
	Assist in preparing Public Assistance Project Worksheets using required FEMA and OEM forms.	<a href="#">See Tab K</a>
	Upon request from Section Chiefs and Branch Managers, assist in obtaining additional equipment and supplies.	
	At a shift change, provide a detailed status report and all written materials to replacement staff.	

**DISASTER  
DECLARATION**

**INFORMATION IN THIS SECTION:**

- Local Emergency Declaration
- Initial Damage Assessment (IDA)
- Joint Preliminary Damage Assessment (PDA)  
(by FEMA for Federal disaster declaration and funding)

**EOC STAFFING**

EOC DIRECTOR  
 EOC LEGAL OFFICER  
 EOC PUBLIC INFORMATION OFFICER  
 COUNTY ADMINISTRATOR  
 BOARD OF COUNTY COMMISSIONERS

**POLICIES <sup>1</sup>**

**LOCAL EMERGENCY DECLARATION**

Based on local codes and state statutes, a local declaration can allow a city or county governing body flexibility in managing resources under emergency conditions such as:

- Diverting funds and resources appropriated for other purposes in order to meet immediate needs.
- Authorizing activation of local emergency operations plans and implementation of extraordinary protective measures.
- Initiating mutual aid and cooperative assistance agreements, and receiving resources from other organizations or individuals, including additional funding.
- Providing specific legal protection for actions initiated under emergency conditions.

**SEE ALSO:**

- State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials, January 2003:  
<http://www.osp.state.or.us/oe m/library/emergency%20declaration%20guidelines.pdf>
- Chapter 1 EOP
- Chapter 2 EOP

**CHECKLISTS:**

- EOC Director/Deputy Director
- Legal Officer
- Public Information Officer

**FORMS:**

Sample Board of County  
 Commissioners Disaster Declarations

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<sup>1</sup> Information in this section is excerpted from the State of Oregon, Emergency Declaration Guidelines for Local Elected and Appointed Officials, January 2003.

**DISASTER DECLARATION**

- Setting the stage for requesting state and/or federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources.

The declaration of a local emergency is the first step in requesting additional state resources from the Governor, including use of the National Guard<sup>2</sup>. Additional state and National Guard resources may be critical to an effective response to citizen and community needs.

The local declaration must:

- Describe the circumstances impacting an identified area;
- Identify the problems for which assistance is needed; and
- Clearly state what has been done locally to respond to the impact and needs.

**AUTHORITY TO DECLARE A LOCAL STATE OF EMERGENCY**

The Chair of the Board of County Commissioners is also responsible for performing the Board of County Commission’s duties to declare a state of emergency, designate emergency area(s), and/or impose regulations when the Board of County Commissioners is unable or unavailable to perform such duties. (County Ordinance No. 2003-037, signed October 29, 2003).

**DECLARATION AND INITIAL DAMAGE ASSESSMENT (IDA)**

- The Deschutes County Board of Commissioners (and Sheriff’s Office) prepare a Declaration of Local State of Emergency (see attached sample).
- If Federal disaster relief is required, the County prepares an Initial Damage Assessment (IDA). (See Tab K).
- The IDA and Declaration of Local State of Emergency are attached to the County Request for State Assistance letter and form sent to the Governor to declare a State Emergency. This provides the basis of a Federal Disaster Declaration and Federal disaster funding.

**JOINT PRELIMINARY DAMAGE ASSESSMENT (PDA) FOR FEDERAL ASSISTANCE**

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<sup>2</sup> The Governor must authorize use of National Guard resources because it involves shifting this federal resource to state active duty, which impacts the state budget. In most situations, the National Guard requires 24 to 72 hours to mobilize resources, depending on what and where they are needed. Such use cannot be committed or authorized by the local Guard Commander unless there is an imminent threat to life and property. Under federal statutes, Guard resources are prohibited from competing with the private sector.

## DISASTER DECLARATION

If the local jurisdiction has conducted an Initial Damage Assessment (IDA) and a request for federal assistance is anticipated, the Director of Oregon Emergency Management may request the FEMA regional office to conduct a joint Preliminary Damage Assessment (PDA). This involves a team of local, state, and federal personnel jointly reviewing the local IDA to verify and expand upon findings to further justify a request for federal assistance. Such an assessment will assist the Governor in determining whether federal assistance is necessary, and it will serve to support a request for a Presidential emergency or major disaster declaration.

The request and supporting information from local officials must be submitted to the Governor through the Director of Oregon Emergency Management as prescribed under ORS 401.055. If it is determined that local and state resources are insufficient to meet the needs of the area impacted, the Governor may submit a request to the President through the FEMA Regional Director. Stafford Act disaster assistance generally follows a cost share of 75% federal and 25% nonfederal.

<b>FUNCTIONAL ELEMENTS/ACTIONS REQUIRED</b>	<b>NOTES/ LINKS:</b>
<p><b>DECLARATION OF A LOCAL EMERGENCY</b></p> <p>The Deschutes County Commissioners (and Sheriff’s Office) prepare a Declaration of Local Emergency.</p> <p>If Deschutes County officials anticipate the need for State assistance, a Request for State Assistance Letter is prepared and sent to the Governor through the Oregon Office of Emergency Management (OEM). The IDA and Local Declaration are attached.</p> <p>The State Emergency Declaration provides the basis for obtaining a Federal Disaster Declaration and federal disaster funding.</p>	<p>See Declaration of Local Emergency sample in this Tab.</p> <p>See Tab K Damage Assessment for IDA forms.</p> <p>See the State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials for information resources of the Farm Service Agency (FSA), US Small Business Administration (SBA), US Army Corps of Engineers (USACE), and the Federal Highway Administration (FHWA).</p>
<p><b>INITIAL DAMAGE ASSESSMENT CONTENT</b></p> <p>The following information is included in the IDA:</p> <ul style="list-style-type: none"><li>• Specify the area(s) of impact and describe the emergency situation, as it exists within the impacted area(s).</li><li>• Describe the severity of the situation and the effect on lives, public health and safety, and property. Particular attention is paid to special populations such as elderly or handicapped, less able to manage on their own.</li><li>• Identify and evaluate the severity and magnitude of impacts that have or are expected to occur in the following areas:</li><li>• Public safety and emergency services, such as firefighting, law enforcement, hazardous materials response, emergency medical services and hospitals</li><li>• Communication resources</li><li>• Health and mental health services</li><li>• Public infrastructure, including debris clearance, emergency response costs, transportation systems, dams and levees, public buildings and equipment, and public utilities such as water, sewer, electricity, etc.</li><li>• Vital community businesses and private nonprofit</li></ul>	<p>State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials, January 2003</p> <p>OEM IDA forms (See Tab K Damage Assessment).</p>

**DISASTER DECLARATION**

<b>FUNCTIONAL ELEMENTS/ACTIONS REQUIRED</b>	<b>NOTES/ LINKS:</b>
<p>organizations, which provide essential services to the general public.</p> <ul style="list-style-type: none"> <li>• Housing</li> <li>• Agriculture</li> </ul> <p>To the extent possible, provide supporting documentation of damage, losses, costs, and impacts.</p>	
<ul style="list-style-type: none"> <li>• Identify the efforts local jurisdictions have taken to resolve the situation:</li> <li>• Has the local jurisdiction declared an emergency and activated the Emergency Operations Plan?</li> <li>• Has the local jurisdiction’s Emergency Operations Center (EOC) been activated?</li> <li>• Has the local jurisdiction committed all available local resources, such as mutual aid/cooperative assistance agreements?</li> <li>• Describe in as much specificity as possible, disaster related unmet needs:</li> <li>• What local government resources or assets have been expended, resulting in shortfalls?</li> <li>• What situations exist that require assistance from state or federal resources?</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>



**DISASTER DECLARATION**

REVIEWED  
\_\_\_\_\_  
LEGAL COUNSEL

For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON**

A Resolution of Deschutes County, Oregon \*  
Declaring a State of Emergency Within \* RESOLUTION NO.  
Deschutes County \*

WHEREAS, the County of Deschutes is faced with an emergency situation due to the \_\_\_\_\_  
beginning at \_\_\_\_\_ hours during \_\_\_\_ of \_\_\_\_\_, 20\_\_\_\_\_,  
and

WHEREAS, the respective Mayor's/Administrators of the cities of \_\_\_\_\_  
and \_\_\_\_\_ have determined that extraordinary measures must be taken to protect lives,  
road systems, and property and have contacted the county for assistance, and

NOW, THEREFORE, BE IT PROCLAIMED BY THE DESCHUTES COUNTY BOARD OF  
COMMISSIONERS OF DESCHUTES COUNTY, OREGON:

Section 1. A state of disaster is declared within Deschutes County.

Section 2. The joint Emergency Management Plan has been implemented.

Section 3. Chapter 401, section 305 of the Oregon State Revised Statutes regarding Powers of  
Local Government in Emergency Service procedures providing the basis for invoking this emergency  
declaration for a period of 7 days from the date hereof, unless the same is continued by consent for the  
Board of Commissioners of Deschutes County, Oregon.

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Section 4. That this Declaration of a State of Disaster Within Deschutes County shall take effect  
immediately upon execution.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ at \_\_\_\_\_ hours.  
BOARD OF COUNTY COMMISSIONERS FOR  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
TOM DeWOLF, Chair

\_\_\_\_\_  
Deschutes County Counsel

**DISASTER DECLARATION**

REVIEWED  
\_\_\_\_\_  
LEGAL COUNSEL

For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON**

A Resolution of Deschutes County, Oregon \*  
Declaring a State of Emergency Within \* RESOLUTION NO.  
Deschutes County \*

WHEREAS, Deschutes County, Oregon has requested the declaration of an emergency due to \_\_\_\_\_, and

WHEREAS, the conditions necessitating declaration of a state of emergency continues to exist; and dire consequences of this emergency create an imminent threat to the safety, lives and property of the citizens of Deschutes County, and

WHEREAS, Deschutes County is unable to respond or recover from this emergency adequately, and

WHEREAS, Chapter 401 of the State of Oregon Revised Statutes provides the authority for emergency response in emergency situations and that this proclamation shall remain in effect for a period not to exceed \_\_\_\_ days unless amended by consent of this governing body, and

WHEREAS, a quorum of the Deschutes County Board of Commissioners is not available to sign a resolution declaring said portion of Deschutes County to be in a state of emergency,

NOW, THEREFORE, AS CHAIR OF THE DESCHUTES COUNTY BOARD OF COMMISSIONERS OF DESCHUTES COUNTY, OREGON:

I hereby request the Governor to declare that portion of \_\_\_\_\_ (Map attached) to be in a state of emergency in accordance with ORS 401.055 and direct the appropriate State Agencies to take those steps necessary to assist the county with this problem,

Furthermore: The County of Deschutes requests the State to supply \_\_\_\_\_.

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**DISASTER DECLARATION**

Furthermore: This declaration is to take effect immediately in accordance with the provisions of ORS 401.055 and may only be terminated by consent from the State of Oregon and the County of Deschutes.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS FOR  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
TOM DeWOLF, Chair

\_\_\_\_\_  
Deschutes County Counsel

**DISASTER DECLARATION**

REVIEWED  
\_\_\_\_\_  
LEGAL COUNSEL

For Recording Stamp only

**BEFORE THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON**

A Resolution of Deschutes County, Oregon \*  
Declaring a State of Emergency Within \* RESOLUTION NO.  
Deschutes County \*

WHEREAS, due to \_\_\_\_\_ in Deschutes County; and

WHEREAS, the portion of Deschutes County lying \_\_\_\_\_ is affected; and

WHEREAS, that the County of Deschutes, having exhausted its resources; and

WHEREAS, the emergency situation appears to be of such a magnitude and severity, with the likelihood of continuing for the next several days, that it is beyond the County's response capability;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF DESCHUTES COUNTY, OREGON, as follows:

Section 1. Under the emergency powers granted by ORS 401.305, declare that a "State of Emergency" exists within Deschutes County due to the fact that local resources are being depleted and request the Governor declare Deschutes County a disaster area.

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Section 2. Further, the Deschutes County Office of Emergency Management and Sheriff's Office are hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Deschutes County.

**DISASTER DECLARATION**

Section 3. State assistance is requested immediately and includes the following: State and/or Federal financial assistance for the recovery phase.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

BOARD OF COUNTY COMMISSIONERS FOR  
DESCHUTES COUNTY, OREGON

\_\_\_\_\_  
TOM DeWOLF, Chair

ATTEST:

\_\_\_\_\_  
DENNIS R. LUKE, Commissioner

\_\_\_\_\_  
Recording Secretary

\_\_\_\_\_  
MICHAEL M. DALY, Commissioner

Forwarded to Oregon Emergency Management Office at \_\_\_\_\_ (time) on  
\_\_\_\_\_, 2002

**STATE OF OREGON AUTHORITIES FOR DISASTER DECLARATIONS ORS CHAPTER 401.055  
AND .309**

**401.055 DECLARATION OF STATE OF EMERGENCY PROCEDURE**

1. The Governor may declare a state of emergency by proclamation at the request of the county governing body or after determining that an emergency has occurred or is imminent.
2. All requests by a county governing body that the Governor declare an emergency shall be sent to the Office of Emergency Management. Cities must submit requests through the governing body of the county in which the majority of the city's property is located.

Requests from counties shall be in writing and include the following:

- A. A certification signed by the county governing body that all local resources have been expended; and
  - B. A preliminary assessment of property damage or loss, injuries and deaths.
3. A If, in the judgment of the Superintendent of the State Police, the Governor cannot be reached in time to respond appropriately to an emergency, the Superintendent shall notify the Secretary of State or, if the Secretary of State is not available, the State Treasurer that the Governor is not available.
    - B. After notice from the Superintendent that the Governor is not available, the elected state official so notified may declare a state of emergency pursuant to the provisions of subsections (1) and (2) of this section.
    - C. If the Superintendent of the State Police is unavailable to carry out the duties described in this subsection, such duties shall be performed by the Director of the Office of Emergency Management.
  4. Any state of emergency declared by the Secretary of State or State Treasurer pursuant to this section has the same force and effect as if issued by the Governor, except that it must be affirmed by the Governor as soon as the Governor is reached. However, if the Governor does not set aside the proclamation within 24 hours of being reached, the proclamation shall be considered affirmed by the Governor.
  5. Any proclamation of a state of emergency must specify the geographical area covered by the proclamation. Such area shall be no larger than necessary to effectively respond to the emergency.

**401.309 DECLARATION OF STATE OF EMERGENCY BY LOCAL GOVERNMENT; PROCEDURES;  
MANDATORY EVACUATIONS.**

1. Each county, city, or other municipal corporation in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state emergency within the jurisdiction and the agency or individual authorized to declare that a state of emergency exists.

## DISASTER DECLARATION

2. An ordinance or resolution adopted under this section may designate the emergency management agency, if any, or any other agency or official of the county, city or municipal corporation as the agency or official charged with carrying out emergency duties or functions under the ordinance.
3. A county, city, or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction is declared. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.
4. Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.055. The provisions of ORS 401.015 to 401.105, 401.115 and 401.125 to 401.145 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies.
5. As used in this section, "emergency" has the meaning given that term in ORS 401.025.

**COMMUNICATIONS****INFORMATION IN THE SECTION:**

- Communications Capabilities
- Diagram of Band Use by Agency
- Frequency Listings

**EOC STAFFING**

EOC DIRECTOR  
EOC COORDINATOR  
EOC SECTION CHIEFS  
LOGISTICS/COMMUNICATIONS

**POLICIES**

Frequency management during emergencies is the responsibility of the 9-1-1-dispatch center and the Incident Commander. Either may request that a frequency be closed to all but incident related traffic.

**SEE ALSO:**

- Tab D, Public Warning

**CHECKLISTS:**

- EOC Logistics Section,  
Communications Unit



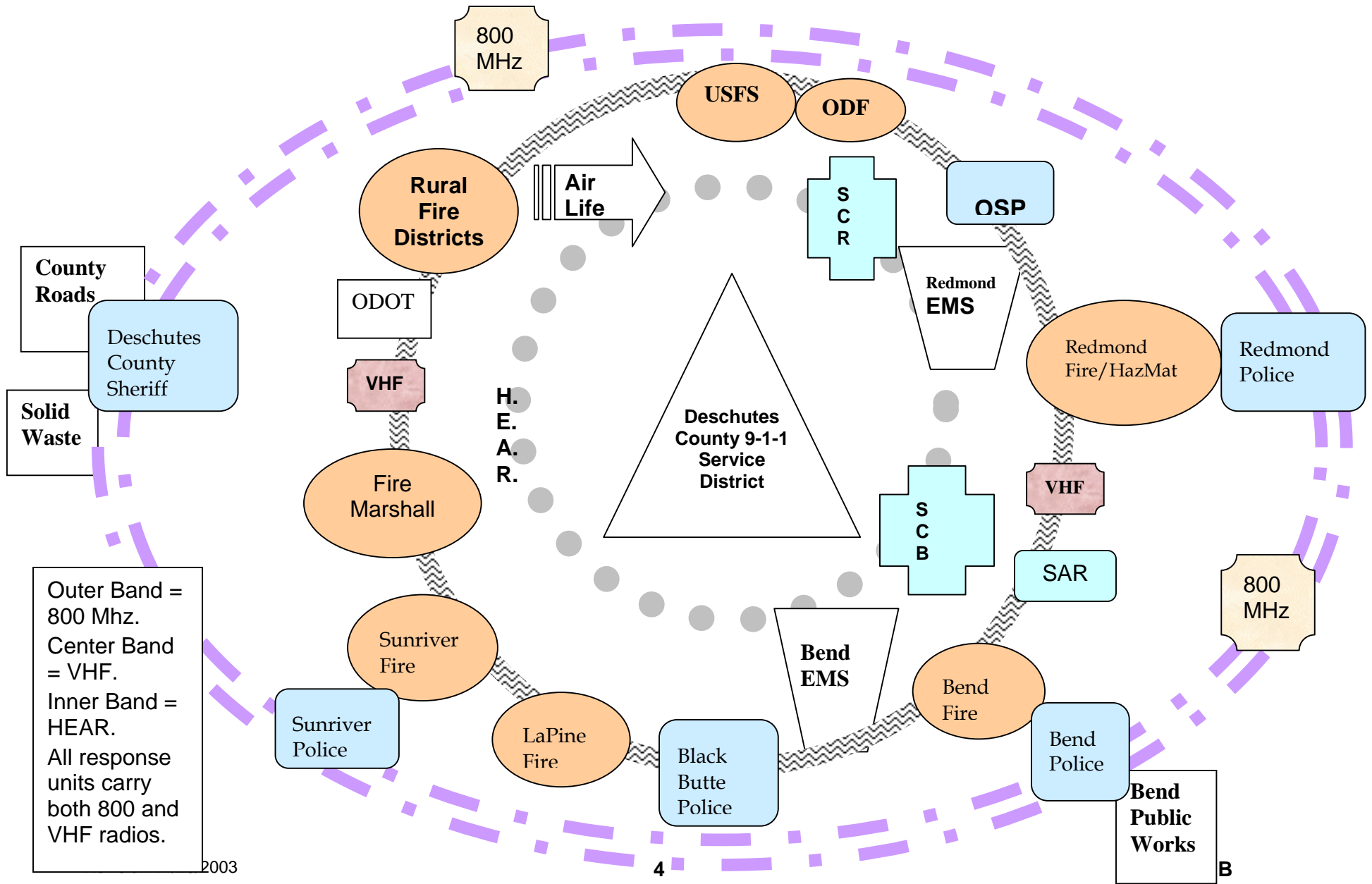
**COMMUNICATIONS**

<b>FUNCTIONAL ELEMENTS</b>	<b>NOTES/LINKS:</b>
The emergency communication center is located at the 911 Center at the Deschutes County Sheriff's Office: 63333 Hwy 20 West, Bend, Oregon.	
The 911 District is the local NAWAS warning point for receipt of information from the State.	
The 911 Center is an access point for the Emergency Preparedness Network warning system and the Emergency Alert System.	
The 911 Center is also dispatch for emergency response groups in Deschutes County (Sheriff, City Police, Fire and EMS). Computer Aided Dispatch is used.	
The radio is the principal means of communication with field units. All law enforcement agencies in the cities and county utilize 800 Megahertz radios.	
All Fire agencies in the cities and county use VHF radios.	
Fire Emergency Medical Services units maintain contact with hospitals using the H.E.A.R. frequency. Air Life also uses the HEAR frequency and aviation frequencies.	
Law Enforcement units have the capability to communicate with the Oregon State Police, Fire Departments, SAR and Air Life on VHF radios.	
Fire agencies can communicate on the State Fire Marshall's frequency on VHF radios.	
Dial-A-Ride also uses 800 MHz radios.	
<p>The following agencies located within Deschutes County have access to the Law Enforcement Data System (LEDS)</p> <ul style="list-style-type: none"> <li>▪ Oregon DOT</li> <li>▪ Deschutes County Sheriff's Office</li> <li>▪ Black Butte Police Department</li> <li>▪ Deschutes Co. La Pine - Sub-Station</li> <li>▪ Deschutes Co. Sisters - Substation</li> </ul>	

**COMMUNICATIONS**

<b>FUNCTIONAL ELEMENTS</b>	<b>NOTES/LINKS:</b>
<ul style="list-style-type: none"> <li>▪ Deschutes County Terrebonne Substation</li> <li>▪ Sunriver Police Department</li> <li>▪ Bend Police Department</li> <li>▪ Redmond Police Department</li> <li>▪ U.S. Forest Service</li> <li>▪ Oregon State Police</li> <li>▪ State Corrections Dept.</li> <li>▪ Deschutes Co. Jail</li> <li>▪ Deschutes Co. District Court</li> <li>▪ Deschutes Co. District Attorney</li> <li>▪ Deschutes Co. D. A. - Family Support Division</li> <li>▪ Deschutes Co. Communication Center (911)</li> <li>▪ Federal Bureau of Investigation</li> </ul>	
<p>Deschutes County Health Department participates with the Oregon Health and Human Services Health Alert Network.</p>	
<p>The Health Department communicates with clinicians through the St. Charles Hospital fax and distribution system.</p>	
<p>ARES: Amateur Radio Emergency Services support communications capability in Deschutes County. The communications trailer is stored on private land and is taken to incident scenes. Additionally, a HAM radio is resident in the Sheriff's office. ARES volunteers may be positioned at emergency response sites to assist in communications when telephone lines are not available or overwhelmed. Emergency response posts, which may require augmentation: hospitals, shelters, command posts, and the EOC. The communications group in the Logistics Section of the EOC coordinates the needs and the resources.</p>	<p>Logistics/Communications Checklist</p>
<p>Non-emergency calls to the 911 Center may be transferred to the Information Line, once activated in the Sheriff's Office Conference Room. A release to the media informing the public on the expanded non-emergency telephone capacity is made as the need is indicated.</p>	

**COMMUNICATIONS**



**COMMUNICATIONS**

**DESCHUTES COUNTY RADIO COMMUNICATIONS, BANDS IN USE**

<b>TALK GROUP LISTING FOR ALL RADIOS</b>		
<b>SO</b>	<b>BP</b>	<b>RP</b>
1. SO Dis 1	BP Dis 1	RP DIS
2. SO Dis 2	BP Dis 2	RP C – C
3. SO Car - Car	BP C - C	RP EVENT
4. SO Tac 1	BP NARC	RP NARC
5. Sp Svcs 1	BP EVENT	
6. BP Dis 1		
7. BP Dis 2		
8. BP Car – Car		
9. BP Tac 2		
10. SR – BBR Dis 1		
11. SR BBR C - C		
12. Conflagration		
13. Regional		
14. Jail		

## COMMUNICATIONS

### Area Frequencies

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
1	1	Deschutes County SO	Tri-county	155.2500		155.250	
2	2	Deschutes County SO	Gray Butte Repeater	155.1300		155.625	167.9
3	3	Deschutes County SO	Jackpine Butte Repeater	155.1300		155.625	103.5
4	4	Deschutes County SO	Pine Mt. Repeater	155.1300		155.625	127.3
5	5	Deschutes County SO	Wampus Butte Repeater	155.1300		155.625	146.2
6	6	Deschutes County SO	Rover Repeater	155.1300		155.6250	186.2
7	7	Deschutes County SO	Direct	155.1300		155.1300	
8	8	L - S Fire Department	Repeater	154.1750		158.985	156.7
9	9	Bend Fire Department	Repeater	154.1450		153.770	127.3
10	10	Redmond Fire Department	Base	154.0700		154.070	162.2
11	11	Sisters RFPD	Base	154.4150		154.415	
12	12	Oregon State Fire	Mutaid	154.2800		154.280	
13	13	Bend Fire Department	Ambulance	155.3400		155.340	
14	14	Oregon State Forestry	Direct	151.1750		151.175	162.2
15	15	O.P.E.N.	Oregon Police Emergency Network	155.4750		155.475	
16	16	SAR	Remote Base	155.8950		155.895	103.5
17	17	State SAR	Direct Only	155.8050		155.805	
18	18	Jefferson County SO	Gray Butte Repeater	153.8600		155.415	100.0
19	19	CC-Grizzly	Repeater	154.8900		155.970	103.5
20	20	Lake County SO.	Dead Indian Repeater	155.0700		155.730	127.3
21	21	Klamath County SO.	Odell Repeater	155.5350		156.150	131.8
22	22	OSP - Bend	Base	154.7850		159.030	100.0
23	23	OSP - Bend	Direct	154.7850		154.785	192.8
24	24	USFS - SICR	#1 Direct	169.8750		169.875	103.5
25	25	USFS - BEFR	#2 Direct	170.4750		170.475	103.5
26	26	USFS - Project	Direct	170.5000		170.500	103.5
27	27	USFS - LE	Direct	168.0250		168.0250	

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
28	28	USFS - Airtel	Direct	168.6250		168.625	
29	29	USFS - Airtel	Direct	171.4250		171.425	
30	30	USFS - Green Ridge	Repeater - 1	169.8750		171.2625	123.0
31	31	USFS - Black Butte	Repeater - 1	169.8750		171.2625	167.9
32	32	USFS - Hoodoo	Repeater - 1	169.8750		171.2625	131.8
33	33	USFS - Lookout	Repeater - 1	169.8750		171.2625	136.5
34	34	USFS - East Butte	Repeater - 1	169.8750		171.2625	156.7
35	35	USFS - Odell Mt.	Repeater - 1	169.8750		171.2625	146.2
36	36	USFS - Green Ridge	Repeater - 2	170.4750		171.475	146.2
37	37	USFS - Black Butte	Repeater - 2	170.4750		171.4750	136.5
38	38	USFS - Lookout Mt.	Repeater - 2	170.4750		171.475	167.9
39	39	USFS - East Butte	Repeater - 2	170.4750		171.475	123.0
40	40	USFS - Odell	Repeater - 2	170.4750		171.475	131.8
41	41	USFS - LE	Awbry Repeater	168.0250		169.600	71.9
42	42	USFS - LE	Grizzly Repeater	168.0250		169.600	88.5
43	43	USFS - LE	Rover Repeater	168.0250		169.600	67.0
44	44	USFS - LE	Walker Repeater	168.0250		169.600	103.5
45	45	USFS - LE	Direct	168.0250		168.025	
46	46	DCSO	Detective	155.8500		155.850	
47							
48							
49							
50							
51							
52		Air Life	Ambulance	155.340		155.340	
53		Baker County SO	Beaver Mt. Direct	154.785		154.785	100.0
54		Baker County SO	Big Lo Repeater	154.800		155.550	136.5
55		Bend City Police	Direct	159.150		159.150	
56		Bend City Police	MDT System	810.4875		855.4875	
57		Bend City Police	Awbry Trunk System	815.2125		860.2125	
58		Bend City Police	Awbry Trunk System	814.2125		859.2125	

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
59		Bend City Police	Awbry Trunk System	813.2125		858.2125	
60		Bend City Police	Awbry Trunk System	812.2125		857.2125	
61		Bend City Police	Awbry Trunk System	811.2125		856.2125	
62		Bend Fire Department	Fireground	154.385		154.385	
63		Bend Fire Department	Talk-a-Round	154.1450		154.1450	
64		Bend Fire Department	Tactical-1	154.3850		154.3850	
65		Bend Fire Department	Tactical-2	155.2200		155.2200	
66		BFD/LaPine/Sunriver	Tactical-3	153.8300		153.8300	
67		BIA	Repeater	172.4250		171.7750	
68		BIA	Car to Car	172.4250		172.4250	
69		BLM	Direct (Grizzly Mt.)	163.150		163.150	88.5
70		BLM	Fire Frequency	166.775		166.775	
71		BLM	Aldrich Mountain Rptr.	163.1500		167.0250	123.0
72		BLM	Hampton Repeater	163.1500		167.0250	114.8
73		BLM	King Mt.	166.350		166.950	100.0
74		BLM	Prineville	163.150		167.025	88.5
75		BLM	Rancheria Mountain Rptr.	163.150		167.025	107.2
76		BLM	Steens	166.350		166.950	114.8
77		BLM	Wagontire	166.350		166.950	107.2
78		BLM Wagontire	Repeater	166.350		166.950	107.2
79		Burns - Ambulance		154.130		154.130	
80	Z1-01	CODE - Saber	M LGS	155.9400		155.9400	
81	Z1-02	CODE - Saber	B TAC	158.7300		158.7300	
82	Z1-03	CODE - Saber	BW 1	151.1650		151.1650	
83	Z1-04	CODE - Saber	BW 2	156.1650		156.1650	
84	Z1-05	CODE - Saber	TRICO	155.2500		155.2500	
85	Z1-06	CODE - Saber	OPEN	155.4750		155.4750	
86	Z1-07	CODE - Saber	HEAR	155.3400		155.3400	
87	Z1-08	CODE - Saber	SO GRAY	155.1300		155.6250	167.9
88	Z1-09	CODE - Saber	SO J-PINE	155.1300		155.6250	103.5
89	Z1-10	CODE - Saber	SO PINE	155.1300		155.6250	127.3

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
90	Z1-11	CODE - Saber	SO WAMPUS	155.1300		155.6250	146.2
91	Z1-12	CODE - Saber	SOTA	155.1300		155.1300	
92	Z2-01	CODE - Saber	M LGS	155.9400		155.9400	
93	Z2-02	CODE - Saber	B TAC	158.7300		158.7300	
94	Z2-03	CODE - Saber	BW 1	151.1650		151.1650	
95	Z2-04	CODE - Saber	BW 2	156.1650		156.1650	
96	Z2-05	CODE - Saber	TRICO	155.2500		155.2500	
97	Z2-06	CODE - Saber	OPEN	155.4750		155.4750	
98	Z2-07	CODE - Saber	HEAR	155.3400		155.3400	
99	Z2-08	CODE - Saber	JC GRAY	153.8600		155.4150	100.0
100	Z2-09	CODE - Saber	JC EAGLE	153.8600		155.4150	118.8
101	Z2-10	CODE - Saber	JCTA	153.8600		153.8600	
102	Z3-01	CODE - Saber	M LGS	155.9400		155.9400	
103	Z3-02	CODE - Saber	B TAC	158.7300		158.7300	
104	Z3-03	CODE - Saber	BW 1	151.1650		151.1650	
105	Z3-04	CODE - Saber	BW 2	156.1650		156.1650	
106	Z3-05	CODE - Saber	TRICO	155.2500		155.2500	
107	Z3-06	CODE - Saber	OPEN	155.4750		155.4750	
108	Z3-07	CODE - Saber	HEAR	155.3400		155.3400	
109	Z3-08	CODE - Saber	CC GRIZZLY	154.8900		155.9700	103.5
110	Z3-09	CODE - Saber	CC ROUND MT	154.8900		155.9700	127.3
111	Z3-10	CODE - Saber	CC HAMPTON	154.8900		155.9700	131.8
112	Z3-11	CODE - Saber	CC POWELL BUTTE	154.8900		155.9700	146.2
113	Z3-12	CODE - Saber	CCTA	154.8900		154.8900	
114		Coos County SO	Direct	155.790		155.790	179.9
115		Crescent Fire		154.0700		154.0700	
116		Crook County Fire Dept.	Fire	154.0400		154.0400	
117		Crook County SO	Car to Car	154.890		154.890	
118		Crook County SO	Grizzly Mt.	154.890		155.970	103.5
119		Crook County SO	Hampton Butte	154.890		155.970	131.8
120		Crook County SO	Powell Butte Repeater	154.890		155.970	146.2



**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
121		Crook County SO	Round Mt.	154.890		155.970	127.3
122		Crook County SO	Tactical	155.970		155.970	
123		Crooked River Ranch	Fire and alert	154.2500		154.2500	
124		Crooked River Ranch	Link from 911 to the Fire Dept.	457.1500		452.1500	
125		Deschutes County Corrections	Base - Mobil	855.9875		855.9875	
126		Deschutes County SO	Jail Communications	855.9875	DPL 074	855.9875	DPL 074
127		Deschutes County Corrections	Base - Mobil	810.9875		810.9875	
128		Deschutes County SO	Jail MDC	854.4875	DPL 074	N/A	N/A
129		Deschutes County SO	DCSO Trunk	815.9375		860.9375	
130		Deschutes County SO	DCSO Trunk	814.9375		859.9375	
131		Deschutes County SO	DCSO Trunk	813.9375		858.9375	
132		Deschutes County SO	DCSO Trunk	812.9375		857.9375	
133		Deschutes County SO	DCSO Trunk	811.9375		856.9375	
134		Deschutes Mutuial Aid Freqs.	St. Fire Marshall Freq.(BBR, Cloverdale, Camp Sherman)	154.280		154.280	
135		Deschutes Mutuial Aid Freqs.	Bend ODF Tactical (Plainview to Lava Butte)	159.240		159.240	
136		Deschutes Mutuial Aid Freqs.	Lapine (USFS Tactical) SR & LAP	168.2000		168.2000	
137		Douglas County SO	Repeater	155.700		154.950	151.4
138		Grant County SO	Aldrich Repeater	156.240		159.075	167.9
139		Grant County SO	Direct	154.725		154.725	
140		Grant County SO	Dixie Mt. Repeater	156.240		159.075	162.2
141		Grant County SO	Fall Repeater	154.725		155.655	156.7
142		Harney County SO	Direct	154.710		154.710	107.2
143		Harney County SO	Repeater	154.710		155.685	107.2
144		Hoffman Constructon	Direct	153.0050		153.005	131.8
145		INS/Border Patrol		163.625		163.625	
146		Interior, Dept of	Car to Car	169.7000		169.7000	
147		Jefferson County EMS	Repeater	154.2000	131.8	155.2800	131.8

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
148		Jefferson County - RFPD	Direct	154.250		154.250	
149		Jefferson County - RFPD	Repeater	150.7750	100.0	154.2500	100.0
150		Jefferson County SO	Direct	153.860		153.860	100.0
151		Jefferson County SO	Eagle Butte Repeater	153.860		155.415	118.8
152		Jefferson County SO	Gray Butte Repeater	153.860		155.415	100.0
153		Jefferson County SO	Green Ridge	153.8600		155.4150	192.8
154		KaNeeTah	Security	154.5400		154.540	
155		Klamath County SO	Direct	155.535		155.535	131.8
156		Klamath County SO	Odell Rptr.	155.5350		156.1500	131.8
157		Klamath County SO	Swan Lake Repeater	155.535		156.150	127.3
158		Klamath County SO	Tactical	155.010		155.010	
159		Lake County SO	Repeater	155.070		155.730	127.3
160		Linn County SO	Repeater	154.710		155.595	167.9
161		Madras - Fire Dept.	Direct	155.940		155.940	
162		Morrow County SO	Repeater	154.725		155.655	162.2
163		NICS	BLM Tactical	166.150		166.150	
164		NICS	Call up	168.550		168.550	
165		NICS	WDNR	151.415		151.415	
166		NPS	Direct	169.975		169.975	
167		Ochoco NF	#1	169.175		169.175	131.8
168		Ochoco NF	#2	169.975		169.975	131.8
169		Ochoco NF	#3	169.125		169.125	131.8
170		Ochoco NF	#4	170.500		170.500	
171		ODF&W	Aldrich Repeater	150.205		151.475	162.2
172		ODF&W	Prineville Repeater	151.175		151.445	162.2
173		ODF&W	Steens (9)	151.190		151.460	151.4
174		Ore. St. Forestry	Aldrich Repeater	150.205		151.475	162.2
175		Ore. St. Forestry	Direct	151.175		151.175	162.2
176		Ore. St. Forestry	Grizzly Repeater	151.175		151.445	162.2
177		Ore. St. Forestry	Sno Bird (Fossil Area)	151.205		151.475	179.9
178		Ore. St. Forestry	Sno Direct	151.205		151.205	162.2

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
179		Ore. St. Forestry	ST - Tactical Direct	151.220		151.220	162.2
180		Ore. St. Forestry	ST - Tactical Repeater (Dalles area)	151.220		151.490	151.4
181		Ore. St. Forestry	Sugarpine Repeater	151.175		151.445	167.9
182		Oregon State Fire	Interagency	159.240		159.240	
183		Oregon State Forestry	Direct	151.1750		151.1750	
184		Oregon State Forestry	Rednet	151.3400		151.3400	
185		Oregon State Forestry	Whitenet	151.3100		151.3100	
186		Oregon State Forestry	Fireground Comm	159.2400		159.2400	
187		OSP	Aldrich (43)	154.9050		155.460	167.9
188		OSP	Beaver (41)	154.9050		155.460	146.2
189		OSP	Bend (51)	154.7850		159.030	100.0
190		OSP	Black Mt. (70)	154.9050		155.460	192.8
191		OSP	Direct	154.9050		154.905	
192		OSP	Direct (Bend)	154.7850		154.785	100.0
193		OSP Game	Direct (Burns)	158.8950		158.895	
194		OSP	Direct (Malheur)	154.9050		154.905	
195		OSP	Dixie (42)	154.9050		155.460	131.8
196		OSP	Game	158.8950		158.895	100.0
197		OSP	Glass Butte Repeater	154.8600		155.445	192.8
198		OSP	King Repeater	154.8600		155.445	151.4
199		OSP	Limel (40)	154.9050		155.460	151.4
200		OSP	Steens (ODF&W)	151.1900		151.460	151.4
201		OSP	Portable Repeater (Statewide)	156.0300	192.8	158.8950	192.8
202		OSP	Suncrest (Metro PDX)	154.9350	179.9	159.0900	118.8
203		OSP	Goat Mt. (E. Clackamas County)	154.9350	179.9	159.0900	179.9
204		OSP	Mt. Hood (Clackamas County)	154.9350	179.9	159.0900	100.0
205		OSP	Skamania (Washington)	154.9350	179.9	159.0900	156.7
206		OSP	Buxton Lookout (Wash. Cnty)	156.2250	179.9	159.1050	167.9

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
207		OSP	High Heaven (Yamhill County)	156.2250	179.9	159.1050	167.9
208		OSP	Rainier (Columbia County)	154.9050	179.9	155.4600	162.2
209		OSP	Nicolai (Columbia County)	154.9050	179.9	155.4600	146.2
210		OSP	Wilson River (Tillamook County)	154.9050	179.9	155.4450	179.9
211		OSP	Chehalem (Washington County)	156.2250	179.9	159.1050	179.9
212		OSP	Hebo 3 (S. Yamhill County)	156.2250	179.9	159.1050	136.5
213		OSP	Hall's Ridge (Marion County)	154.8600	156.7	155.4450	156.7
214		OSP	1. Prospect	155.9100	156.7	159.1500	156.7
215		OSP	2. Chehalem	155.9100	156.7	159.1500	156.7
216		OSP	3. Hebo	155.9100	156.7	159.1500	156.7
217		OSP	Albany System 23	154.6650	156.7	159.0300	156.7
218		OSP	Scott Lookout	154.6650	156.7	159.0300	156.7
219		OSP	Mary's Peak	154.6650	156.7	159.0300	156.7
220		OSP	Bald Mt.	154.6650	156.7	159.0300	156.7
221		OSP	Peterson Butte	154.6650	156.7	159.0300	156.7
222		OSP	Table Mountain	154.6650	156.7	159.0300	156.7
223		OSP	Snow Peak	154.6650	156.7	159.0300	156.7
224		OSP	Green Peter (E. Linn County)	154.8600	156.7	155.4450	167.9
225		OSP	Buck Mountain (Lane County)	154.8450	156.7	155.5200	146.2
226		OSP	Euchre Mt. (N. Lincoln County)	154.9350	156.7	155.5800	167.9
227		OSP	Mt. Hagen (Blue River)	154.7700	156.7	155.3100	146.2
228		OSP	Glenada Ridge (Florence)	154.7850	156.7	159.2100	151.4
229		OSP	Mt. Ashland (S. Jackson County)	154.6800	131.8	159.0300	118.8
230		OSP	Mt. Isabelle (Jackson County)	154.6800	131.8	159.0300	131.8
231		OSP	Crater Lake (N.E. Jackson County)	154.6800	131.8	159.0300	151.4

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
232		OSP	Fiddler (S. Josephine County)	154.7850	131.8	159.2100	118.8
233		OSP	Mt. Isabelle (S.E. Josephine County)	154.7850	131.8	159.2100	131.8
234		OSP	Mt. Sexton (Josephine County)	154.7850	131.8	159.2100	146.2
235		OSP	Onion Mt. (Cave Junction)	154.7850	131.8	159.2100	146.2
236		OSP					
237		OSP					
238		OSP					
239		OSP					
240		OSP					
241		OSP					
242		OSP					
243		OSP					
244		Park Service	Cooley Dam	166.375		166.375	
245		Park Service	Crater Lake	170.100		169.550	107.2
246		Park Service	John Day	169.725		166.875	127.3
247		Park Service	Mt. Rainier	171.775		171.775	
248		Park Service	North Cascades	166.750		166.750	
249		Park Service	Olympic Natl. Park	168.525		168.525	
250		Prineville - RFPD	Direct	154.040		154.040	
251		Prineville Police Department	Repeater	154.1150		155.1900	131.8
252		Prineville Police Department	Tactical	155.190		155.190	103.5
253		Prinville Fire Department	Grizzly Rptr.	154.9650		155.5950	131.8
254		Redmond Fire Department	Fireground - Tac 4	155.5200		155.5200	
255		Redmond Fire Department	Hazmat - Tac 5	153.9500		153.9500	
256		Redmond Police Department	RPD Trunk - Gray Butte	815.7625		860.7625	
257		Redmond Police	RPD Trunk - Gray Butte	814.7625		859.7625	

## COMMUNICATIONS

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
		Department					
258		Redmond Police Department	RPD Trunk - Gray Butte	813.7625		858.7625	
259		Redmond Police Department	RPD Trunk - Gray Butte	812.8625		857.7625	
260	Link	SAR	Up Link to Jackpine Ridge Base	453.9125		458.9125	103.5
261	Link	SAR	Up Link to Pine Mountain Base	453.6875		458.6875	103.5
262		Sherman County SO	Repeater	156.0900		154.950	167.9
263		Sisters Municipal + Fireground	Direct	155.0250		155.0250	
264		Umatilla County SO	McIntyre Repeater	154.7550		155.595	167.9
265		Union County SO	Mt. Emily Repeater	154.8300		155.430	131.8
266		USFS - Ainet	#1	168.6250		168.625	
267		USFS - Ainet	#2 Repeater	168.6250		168.025	
268		USFS - BIFC	Command #1	166.6125		168.600	
269		USFS - BIFC	Command #2	167.1000		169.750	
270		USFS - BIFC	Command #3	168.4750		173.8125	
271		USFS - BIFC	Tactical #1	166.7250		166.725	
272		USFS - BIFC	Tactical #2	166.7750		166.775	136.5
273		USFS - BIFC	Tactical #3	168.2500		168.250	
274		USFS - Burns	King Mt. Repeater	166.3500		166.950	100.0
275		USFS - Colville	#1	170.5500		170.550	
276		USFS - Colville	#2	171.4750		171.475	
277		USFS - Colville	#3	170.1250		170.125	
278		USFS - Colville LE	North	168.0250		169.600	146.2
279		USFS - Colville LE	South	168.0250		169.600	103.5
280		USFS - Deschutes	Des #1 Black Butte Repeater	169.8750		171.2625	167.9
281		USFS - Deschutes	Des #1 Direct	169.8750		169.875	103.5
282		USFS - Deschutes	Des #1 East Butte Repeater	169.8750		171.2625	156.7
283		USFS - Deschutes	Des #1 Green Ridge Repeater	169.8750		171.2625	123.0

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
284		USFS - Deschutes	Des #1 HooDoo Repeater	169.8750		171.2625	131.8
285		USFS - Deschutes	Des #1 Lookout Repeater	169.8750		171.2625	136.5
286		USFS - Deschutes	Des #1 Odell Repeater	169.8750		171.2625	146.2
287		USFS - Deschutes	Des #2 Direct	170.4750		170.475	103.5
288		USFS - Deschutes	Des #2 East Butte Repeater	170.4750		171.475	123.0
289		USFS - Deschutes	Des #2 Green Ridge Repeater	170.4750		171.475	146.2
290		USFS - Deschutes	Des #2 Lookout Repeater	170.4750		171.475	167.9
291		USFS - Deschutes	Des #2 Odell Repeater	170.4750		171.475	131.8
292		USFS - Deschutes	Forest Tactical	170.5000		170.500	
293		USFS - Fremont	#2 Repeater	171.6000		171.700	
294		USFS - Fremont	#3 Direct	172.3500		172.350	
295		USFS - Gifford Pinchot	#1 Direct	172.3250		172.325	
296		USFS - Gifford Pinchot	#2 Direct	171.4250		171.425	
297		USFS - LE	Direct	168.0250		168.025	
298		USFS - LE	Awbry Repeater	168.0250		169.600	71.9
299		USFS - LE	Fall Mt. (Malheur)	168.0250		169.600	146.2
300		USFS - LE	Grizzly Repeater	168.0250		169.600	88.5
301		USFS - LE	Walker Repeater	168.0250		169.600	103.5
302		USFS - LE	Portable Repeater	168.0250		169.600	67.0
303		USFS - Malheur	Antelope Rptr.	173.0250		171.5750	146.2
304		USFS - Malheur	Aldrich Mt. Repeater	172.4000		169.575	156.7
305		USFS - Malheur	Direct	172.4000		172.400	131.8
306		USFS - Malheur	Dixie Repeater	172.4000		169.575	131.8
307		USFS - Malheur	Sheep Repeater	172.4000		169.575	103.5
308		USFS - Malheur LE	Aldrich	168.0250		169.600	?
309		USFS - Malheur LE	DIXIE Repeater	168.0250		169.600	?
310		USFS - Malheur LE	Fall Mt. Repeater	168.0250		169.600	146.2
311		USFS - Mt Baker	#1 Direct	169.9250		169.925	
312		USFS - Mt. Baker	#2	170.5250		170.525	146.2
313		USFS - Mt. Baker	#3	169.9000		169.900	146.2

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
314		USFS - Mt. Hood	#1	169.9250		169.925	123.0
315		USFS - Mt. Hood	#2	170.5250		170.525	123.0
316		USFS - Mt. Hood	#3	169.9500		169.950	123.0
317		USFS - National LE	Direct	168.0250		168.025	
318		USFS - Ochoco	Chan. #1	169.1750		169.175	131.8
319		USFS - Ochoco	Chan. #2	169.9750		169.9750	131.8
320		USFS - Ochoco	Chan. #3	169.1250		169.125	131.8
321		USFS - Okanogan	#1	169.8750		169.875	146.2
322		USFS - Okanogan	#2	170.4750		170.475	146.2
323		USFS - Olympic	#1	164.8250		164.825	
324		USFS - Olympic	#2	164.1250		164.125	
325		USFS - Olympic	#3	164.8000		164.800	
326		USFS - Region 6	Command #1 Direct	168.7000		168.700	110.9
327		USFS - Region 6	Command #1 Repeater	168.7000		170.975	110.9
328		USFS - Region 6	Command #2 Direct	168.1000		168.100	110.9
329		USFS - Region 6	Command #2 Repeater	168.1000		170.450	110.9
330		USFS - Region 6	Command #3 Direct	168.0750		168.075	110.9
331		USFS - Region 6	Command #3 Repeater	168.0750		170.425	110.9
332		USFS - Region 6	Tactical #1	168.0500		168.050	
333		USFS - Region 6	Tactical #2	168.2000		168.200	
334		USFS - Region 6	Tactical #3	168.6000		168.600	
335		USFS - Region 6 LE	Direct	169.6000		169.600	
336		USFS - Region 6 LE	Direct	169.6000		169.600	
337		USFS - Region 6 LE	Repeater	169.6000		164.9625	110.9
338		USFS - Rogue LE	Blue Rock Repeater	169.6000		171.475	123.0
339		USFS - Rogue LE	Rustler Repeater	169.6000		171.475	123.0
340		USFS - Rogue LE	Squaw Peak Repeater	169.6000		171.475	151.4
341		USFS - Rogue River	#1	169.1750		169.175	
342		USFS - Rogue River	#2	169.9750		169.975	
343		USFS - Siskiyou	E. Direct	171.3875		171.3875	
344		USFS - Siskiyou	East Repeater	171.3875		169.575	110.9



**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
345		USFS - Siskiyou	West Repeater	171.1500		169.575	123.0
346		USFS - Siskiyou LE	Blue	168.0250		169.600	118.8
347		USFS - Siskiyou LE	Brown	168.0250		169.600	146.2
348		USFS - Siskiyou LE	Green	168.0250		169.600	107.2
349		USFS - Siskiyou LE	Red	168.0250		169.600	100.0
350		USFS - Siskiyou LE	White	168.0250		169.600	156.7
351		USFS - Siskiyou LE	Yellow	168.0250		169.600	110.9
352		USFS - Siuslaw	#1	162.6125		162.6125	
353		USFS - Siuslaw	#2	163.3750		163.375	
354		USFS - Siuslaw LE	East	168.0250		169.600	192.8
355		USFS - Siuslaw LE	North	168.0250		169.600	136.5
356		USFS - Siuslaw LE	South	168.0250		169.600	131.8
357		USFS - Siuslaw LE	West	168.0250		169.600	167.9
358		USFS - Siuslaw LE	Windy	168.0250		169.600	97.4
359		USFS - Umatilla	#3	164.9625		164.9625	
360		USFS - Umpqua	#1	165.5125		165.5125	
361		USFS - Umpqua	#2	164.8875		164.8875	
362		USFS - Wallowa Whitman	#1	164.1500		164.150	
363		USFS - Wallowa Whitman	#2	164.8000		164.800	
364		USFS - Wenatchee	#1	171.5000		171.500	
365		USFS - Wenatchee	#2	172.2500		172.250	
366		USFS - Willamette	#1	166.5625		166.5625	
367		USFS - Willamette	#2	164.8250		164.825	
368		USFS - Willamette	#4	164.9375		164.9375	
369		USFS - Willamette LE	Buck Mt. Repeater	169.6000		168.025	162.2
370		USFS - Willamette LE	Coffin Repeater	169.6000		168.025	151.4
371		USFS - Willamette LE	Huckleberry Repeater	169.6000		168.025	141.2
372		USFS - Willamette	#3	164.9125		164.9125	
373		USFS - Winema	Pellican Repeater	169.9250		168.675	110.9
374		USFS - Winema	Swan Lake Repeater	169.9250		168.675	103.5
375		USFS- NIMMS	#1	167.9500		167.950	

**COMMUNICATIONS**

	CH	AGENCY	DESCRIPTION	RX	RXT	TX	TXT
376		USFS- NIMMS	#2 Air	168.5500		168.550	
377		USFS- Umatilla	#1	164.1250		164.125	
378		USFS- Umatilla	#2	164.8250		164.825	
379		Walker Range Fire Patrol	Fireground	151.3400		151.3400	
380		Wallowa County SO	Repeater	154.8000		155.550	141.2
381		Warm Springs PD & FD	Mobil	155.4900		155.010	162.2
382		Warm Springs PD & FD	Direct	155.4900		155.490	162.2
383		Wasco County SO	Repeater	156.0900		154.950	167.9
384		Wasco County SO	Repeater	156.0900		154.950	167.9
385		Wheeler County SO	Repeater	154.7250		155.655	162.2

COMMUNICATIONS

HAM Frequencies

CH	Description	RX		TX	Tone	Notes
1	HAM Simplex	146.580		146.580		
2	DCSO Gray Butte	155.130		155.625	167.9	
3	DCSO Jackpine	155.130		155.625	103.5	
4	DCSO Pine Mtn.	155.130		155.625	127.3	
5	DCSO Wampus	155.130		155.625	146.2	
6						
7	DCSO Simplex	155.130		155.130		
8						
9						
10	HAM Triple Nickle	147.555		147.555		
11	HAM Simplex	146.460		146.460		
12	HAM Nat'l All Call	146.520		146.520		
13	ER/Ambulance	154.340		154.340		
14						
15						
16	DC SAR	155.895		155.895	103.5	
17	State SAR	155.805		155.805		
18	AirLife	155.235		155.235		
19	MRA National Freq	155.160		155.160		
20	HAM Rptr-Bachelor	145.450	-	144.850	103.5	AP *145 #145
21	HAM Rptr-Sisters	146.900	-	146.300	123.0	AP
22	HAM Rptr-Long Butte	146.940	-	146.340	123.0	
23	HAM Rptr-Jackpine	147.360	+	147.960		
24	HAM Rptr-Grizzly	147.380	+	147.980	162.2	
25	HAM Rptr-LaPine	145.470	-	144.870		AP
26	HAM Rptr-Timberline	147.120	+	147.720		
27	HAM Rptr-Pine Mt	146.700	-	146.100		
28	HAM Rptr-Stevenson	147.180	+	147.780		
29	HAM-Mobile Repeater	147.060	+	147.660		
30	JCSO-Green Ridge	153.860		155.415	192.8	
31	USFS-D1-Black Butte	169.875		171.2625	167.9	
32	USFS-D1-HooDoo	169.875		171.2625	131.8	
40	Weather					

## **INFORMATION IN THE SECTION:**

Staffing  
EOC Access and Security  
EOC Activation and Set Up  
EOC Equipment and Supplies List  
Telephone and Computer Set-Up  
EOC Power Supply  
Sustained Operations  
EOC Floor Layout Diagram

## **EOC STAFFING**

EOC COORDINATOR/SAFETY OFFICER  
OR THE FIRST PERSON ARRIVING AT THE EOC

## **BUILDING ACCESS AND SECURITY**

EOC access and security is provided by the Sheriff's Office using in-place procedures. Identification badges are required for building access.

An EOC sign-in log may be used to track access to the EOC during activation.

## **EOC ACTIVATION AND SET UP**

When the EOC is activated, the EOC Coordinator is responsible for setting up workstations, communications, status boards and equipment.

If the EOC Coordinator is not immediately available to set up the EOC, the first person to arrive is responsible for initial set up.

EOC supplies (equipment, computers, telephones, audiovisual) are located at the Sheriff's Office MACC.

EOC Workstation Set Up Boxes are located at the Sheriff's Office MACC.

Each workstation box contains checklists, forms, identification vests, signage, equipment operating instructions, and office supplies).

**TAB C**

## **EOC/REPORTING**

### **CHECKLISTS:**

- ♦ EOC Coordinator/Safety Officer

### **FORMS:**

- ♦ Note: The Deschutes County EOC uses standard ICS Forms for Incident Action Planning and other ICS functions.

### **SEE ALSO IN THIS TAB:**

- ♦ EOC Message Form
- ♦ EOC Position Log
- ♦ EOC Log In Sheet

## EOC EQUIPMENT AND SUPPLIES LIST

---

- Deschutes County Maps (wall maps)
  - Copy of the Deschutes County Emergency Operations Plan (EOP)
  - Copy of the Oregon State Emergency Operations Plan (OEM EOP)
  - Office supplies (paper, paper clips, tape, extension cords, notepads)
  - Telephone directories and Contact Lists
  - Vendor Lists
  - EOC Position Checklists
  - EOC signage
  - EOC vests
  - EOC Log-In Sheet
  - Emergency Duty Sheets/ Assignment Rosters
  - Telephones, radios, pagers
  - Ham Radio (ARES)
  - Television monitors
  - Audiovisual equipment, LCD Projector
  - Computers, laptops
- 

## TELEPHONE AND COMPUTER SET UP

EOC telephones are labeled with a staff position, phone number, and Jack ID. Phones are connected using the Phone Location Chart (see attached) and the EOC Floor Map as guides.

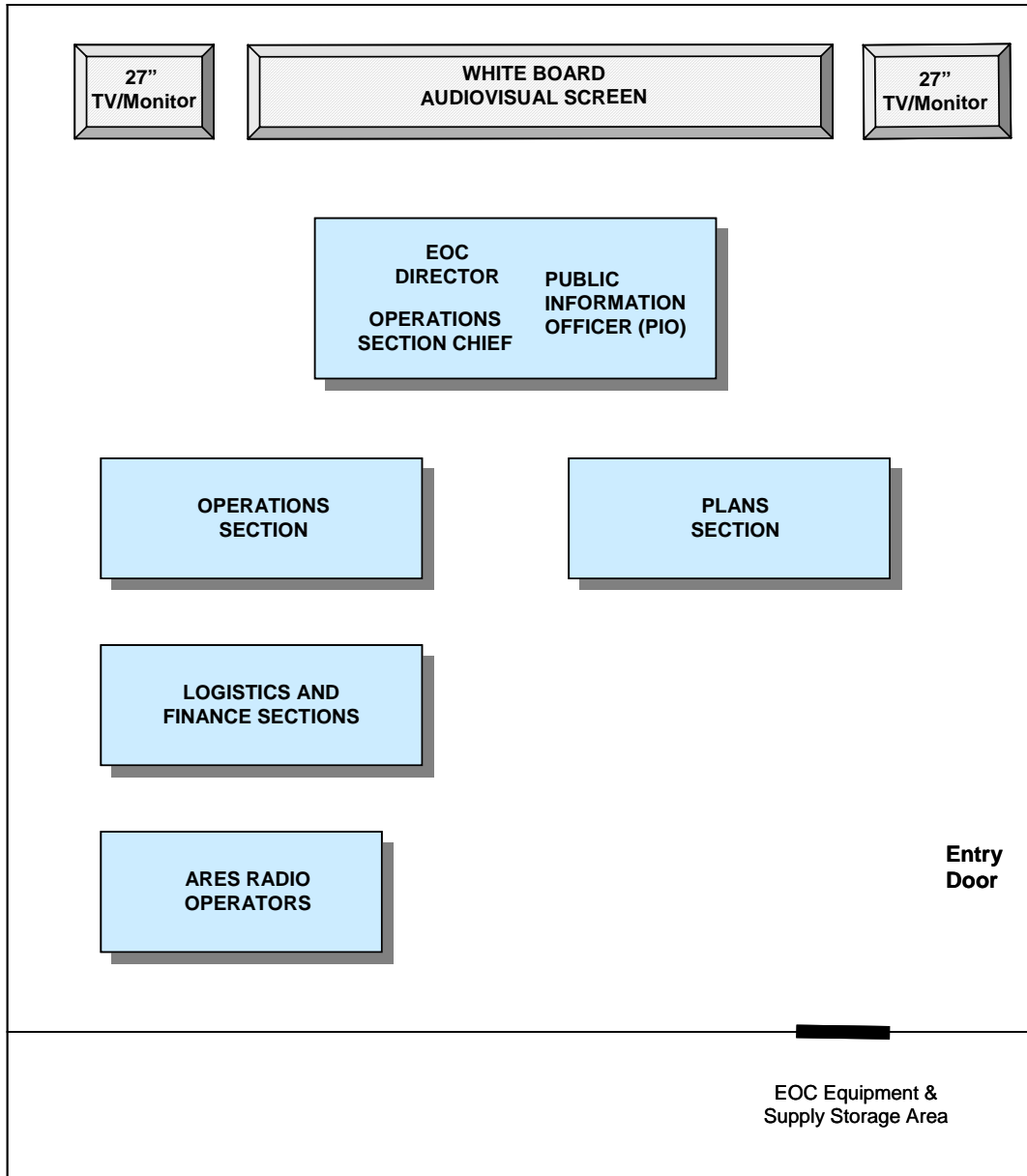
## EMERGENCY POWER SUPPLY

The Sheriff's Office building and the Alternate EOC location maintain 24-hour backup emergency power generators and fuel for operation.

## SUSTAINED OPERATIONS

Because the EOC is located at the Sheriff's Office, a kitchen, shower, and rest areas are available to support sustained operations.

# EOC FLOOR LAYOUT DIAGRAM



**Emergency Operations Center  
Floor Layout, Sheriff's Office  
63333 West Highway 20, Bend, Oregon**

EOC Map.ppt  
9-14-03

**GENERAL EOC MESSAGE**

**PRIORITY:** [1] Known Life-Safety [2] Unknown Life-Safety or Minor Injury [3] Property or Public Assist

**To:**  IC  OPS  PLANS  LOGS  FINANCE  
**Time:** \_\_\_\_\_ am/pm **INCIDENT MESSAGE REPORT**

**Incident Location:**

Reply to:

Street Address (not PO): \_\_\_\_\_

City: \_\_\_\_\_

**Caller Information:**

Name: \_\_\_\_\_

Phone for call back:  Cell \_\_\_\_\_  Home \_\_\_\_\_

Other \_\_\_\_\_  Business \_\_\_\_\_

**GENERAL REQUEST MESSAGE**

General Message:

---

---

---

---

**ACTION TAKEN**

Time: \_\_\_\_\_ am/pm

To: \_\_\_\_\_ From: \_\_\_\_\_

---

---

---

---

**If this is a 9-1-1 Call:  
take all information  
then contact 9-1-1**

\_\_\_\_\_ Told Caller to Dial 911

\_\_\_\_\_ FOC Follow-up Call to 911

Signature \_\_\_\_\_

Date \_\_\_\_\_

White – Plans

Yellow – Recipient/Section

Pink – Message Center

Winter 2001

**EOC MESSAGE FORM**

**INSTRUCTIONS:** Record and prioritize incoming information. Route to person with primary responsibility. Coordinate with Sections, Branches & Groups using routing copies. Make additional copies, as necessary.

**A. EOC POSITION TITLE:** \_\_\_\_\_ **NAME:** \_\_\_\_\_ **DATE/TIME RECEIVED:** \_\_\_\_\_

**B. INFORMATION RECEIVED FROM:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**C. CONTACT: PHONE #, FAX #, CELL PHONE #, RADIO CONTACT:**  
 \_\_\_\_\_  
 \_\_\_\_\_

**D. SITUATION OR PROBLEM TO BE RESOLVED**  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**E. PRIORITY: CIRCLE:**      **HIGH** (IMMEDIATE ACTION/LIFE THREATENING)      **LOW** – (FYI- INFORMATION ONLY)

**F. COORDINATION: CHECK (☑) WHEN FORWARDING TO APPROPRIATE SECTION OR BRANCH.**

Director		PIO		Liaison		Safety		EOC Coordinator		
OPERATIONS				PLANS		LOGISTICS		FINANCE		
Fire & Rescue		Construction & Engineering		Documentation		Resources (Equip)		Cost Time Tracking		
Law		Mass Care		Reports		Resources (Staff)		Claims/Risk Mngt.		
Medical /Health				GIS/Mapping		Transportation		Procurement		
				Technical Experts		Communications				

Record Decisions Made, Actions Taken, Outcome:



**EOC/REPORTING**

<b>DESCHUTES COUNTY EOC LOG IN SHEET</b>				
Name/Department	ID Badge Number	Telephone, Cell Phone or Pager #	Sign-In Time	Sign-Out Time

<b>DESCHUTES COUNTY EOC POSITION LOG</b>		
Name: Shift #1		EOC Position
Name Shift #2:		
<b>TIME</b>	<b>MAJOR EVENTS</b>	<b>STATUS: (COMPLETE/PENDING)</b>

<b>EOC TELEPHONE NUMBERS AND LOCATIONS</b>			
<b>Position</b>	<b>Phone No.</b>	<b>Jack ID</b>	<b>Jack Location</b>
Director			
Legal			
PIO			
Safety/Coordinator			
Plans #1			
Plans #2			
Direct Line to Bend Fire			
Logistics #1			
Logistics #2			
Logistics #3			
Logistics #4			
Finance			
Operations #1			
Operations #2			
Operations #3			
Operations #4			
Direct Line to Hospital			
Direct Line to Hospital			
Direct Line to 911			
Analog line			
Analog line			
Analog line			
Analog line			
Analog line			
Conference Room			
Conference Room			
Conference Room			
Conference Room			
Conference Room			
Conference Room			

# DESCHUTES COUNTY SHERIFF'S OFFICE

## DESCHUTES COUNTY EMERGENCY OPERATIONS CENTER

### 1. INCIDENT ACTION PLAN



Incident Name:

Date/Time Plan Prepared:

Operational Period Covered by Plan:

Date:

Start

Finish

Time:

Start

Finish

Attachments

Incident Objectives  
(ICS-202)

Division/Group Assignments  
(ICS-204)

Organization Assignment  
(ICS-203)

Communications Plan  
(ICS-205)

PREPARED BY:

REVIEWED BY:

APPROVED BY:

<b>INCIDENT OBJECTIVES</b>	1. INCIDENT NAME:	2. DATE PREPARED:	3. TIME PREPARED:
4. OPERATIONAL PERIOD (DATE/TIME):			
5. GENERAL CONTROL OBJECTIVES FOR THE INCIDENT (INCLUDE ALTERNATIVES):			
6. WEATHER FORECAST FOR OPERATIONAL PERIOD:			
7. GENERAL/SAFETY MESSAGE:			
8. ATTACHMENTS (CHECK IF ATTACHED):			
<input type="checkbox"/> ORGANIZATION LIST	<input type="checkbox"/> MEDICAL PLAN	<input type="checkbox"/>	
<input type="checkbox"/> DIVISION ASSIGNMENT LIST	<input type="checkbox"/> INCIDENT MAP	<input type="checkbox"/>	
<input type="checkbox"/> COMMUNICATION PLAN	<input type="checkbox"/> TRAFFIC PLAN	<input type="checkbox"/>	
9. PREPARED BY (PLANNING SECTION CHIEF):			<b>ICS-202</b>
10. APPROVED BY (INCIDENT COMMANDER):			PAGE 1 OF 1

**INCIDENT OBJECTIVES****ICS-202\***

WHAT:	This form is the initiator of the planning and control process. The form should describe all desired final outcomes; it should not dictate tasks or tactical actions.
WHEN:	As needed when conditions change
WHO PREPARES:	Planning Section Chief
WHO APPROVES:	Incident Commander
WHO RECEIVES:	Recipients of Incident Action Plan

*\* PART OF  
INCIDENT ACTION  
PLAN*

**EOC/REPORTING**

<b>ORGANIZATION ASSIGNMENT LIST</b>	<b>1. INCIDENT NAME:</b>	<b>2. DATE PREPARED:</b>	<b>3. TIME PREPARED:</b>
<b>4. OPERATIONAL PERIOD (DATE/TIME):</b>		<b>8. OPERATIONS:</b>	
<b>5. INCIDENT COMMANDER AND STAFF:</b>		OPS CHIEF:	
INCIDENT COMMANDER		LAW ENFORCEMENT	
DEPUTY IC		FIRE	
INFORMATION OFFICER		PUBLIC WORKS	
LIAISON OFFICER		9-1-1:	
<b>6. EOC REPRESENTATIVES</b>			
	<b>Name*</b>	<b>Phone Number*</b>	
BEND			
REDMOND			
SISTERS			<b>9. LOGISTICS SECTION:</b>
LAPINE			CHIEF
SUNRIVER			SUPPLY UNIT
RED CROSS			FACILITIES UNIT
ODOT			GROUND SUPPORT UNIT
FORESTRY			COMMUNICATIONS UNIT
FOREST SERVICE/BLM			FOOD UNIT
OSP			
<b>7. PLANNING:</b>		<b>10. FINANCE SECTION:</b>	
2. CHIEF		CHIEF	
3. RESOURCES UNIT		TIME UNIT	
SITUATIONS UNIT		PROCUREMENT UNIT	
DOCUMENTATION UNIT		COMP/CLAIMS UNIT	
		COST UNIT	
<b>10. PREPARED BY (RESOURCES UNIT):</b>			<b>ICS-203</b>
PAGE 1 OF 1			



**EOC/REPORTING**

<b>DIVISION/ GROUP ASSIGNMENT</b>	<b>1. INCIDENT NAME:</b>	<b>2. COUNTY/ CITY</b>	<b>3. DIVISION/GROUP:</b>				
<b>4. OPERATIONAL PERIOD (DATE/TIME):</b>							
<b>5. OPERATIONAL PERSONNEL: OPERATIONS CHIEF</b> BRANCH DIRECTOR                  DIV/GRP SUPERVISOR							
<b>6. RESOURCES ASSIGNED THIS PERIOD:</b>							
RESOURCE DESIGNATOR	LEADER	NO. OF PEOPLE	ASSIGNMENT	END SHIFT			
<b>7. CONTROL OPERATIONS:</b>							
<b>8. SPECIAL INSTRUCTIONS:</b>							
<b>9. DIVISION COMMUNICATION SUMMARY:</b>							
FUNCTION	FREQ.	SYSTEM	TALK	FUNCTION	FREQ.	SYSTEM	CHANN.
				SITSTAT LOGS		LOCAL REPEAT	
DIVISION/GROUP TACTICAL				GROUND TO AIR			
<b>10. PREPARED BY (RESOURCE UNIT LEADER):</b>							<b>ICS-204</b>
<b>11. APPROVED BY (PLANNING SEC. CHIEF):</b>							PAGE 1 OF 1

<b>INCIDENT COMMUNICATION S PLAN</b>	1. INCIDENT NAME:	2. DATE/TIME PREPARED:	3. OPERATIONAL PERIOD:		
NAME	POSITION	PAGER		PHONE	REMARKS
5. PREPARED BY (COMMUNICATIONS UNIT):				<b>ICS-205</b>  PAGE _____ OF _____	

**PUBLIC ALERT AND  
PUBLIC INFORMATION****INFORMATION IN THE SECTION**

- Public Alert and Warning
- Information Line (Message Center)
- Press Releases
- Designated Spokespersons
- Emergency Alert System (EAS)
- Sample EAS Releases
- Disaster Information Categories
- Media Contact Information
- Press Release Log

**STAFFING**

ON SCENE INCIDENT COMMANDER  
911 CENTER  
EOC DIRECTOR  
PIO, AND INFORMATION LINE STAFF  
SECTION CHIEFS

**POLICIES**

Only Fire and Law Duty Officers may make emergency Preparedness Network (EPN) and the Emergency Alert System (EAS) activation requests.

The EOC Director will approve all press releases.

Only designated spokespersons will hold press briefings or have conversations with media representatives.

EOC staff will forward all calls or requests from the media to the Public Information Officer.

Information Line staff will speak from approved media releases.

Spokespersons will be designated by incident type by the EOC Director.

**SEE ALSO:****CHECKLISTS:**

Law Enforcement Branch  
Fire/HazMat Branch  
Public Information Officer

**FORMS:**

Sample Broadcast Messages  
Press Release Log

**PUBLIC ALERT AND PUBLIC INFORMATION**

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<b><u>Public Alert &amp; Warning</u></b>	
Activate the Emergency Preparedness Network (EPN) <ul style="list-style-type: none"> <li>• Dial 911, or Radio to “Dispatch”</li> <li>• Work with 911 Supervisor to prepare messages</li> </ul>	All telephone numbers in Deschutes County are programmed into the automatic dial system. The system can dial 1200/minute in Bend; 500/minute in cities with smaller switches ( i.e.: La Pine, Sisters, Camp Sherman, Sunriver). The system will leave messages on answering machines; if busy or no answer: will call back every 5 minutes for 4 times.
Activate the Emergency Alert System (EAS) <ul style="list-style-type: none"> <li>• Dial 911, or Radio to “Dispatch”</li> <li>• Work with 911 Supervisor to prepare messages</li> <li>• Back-up: telephone Station KNLR directly ( 389 – 8873)</li> </ul>	911 Supervisor will record message for radio broadcast. Recording goes over dedicated circuit to OPB tower on Aubrey Butte. Message is broadcast on all area radio stations.
Door to Door Warning	Agencies to assist:  Sheriff’s Office Search and Rescue Team Volunteers  Public Works

**PUBLIC ALERT AND PUBLIC INFORMATION**

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>Information Line (Message Center)</u></b></p> <p>To relieve 911 from an abundance of non-emergency calls; to provide clarification, re-iteration and updates to emergency information.</p> <p>Established in the Sheriff’s Office building near the MACC/EOC, in the conference room. Can be used without full EOC activation and coordinated/informed by 911 Supervisors. During full EOC activation can be coordinated and informed by PIO.</p> <p>911-telephone transfer capability is limited. If need arises, media release of Information Line telephone number will be required.</p> <p>This group can also be the entry point for calls into the EOC. Requests for assistance or resources are recorded on the EOC Message Form and delivered to the EOC.</p>	<p>Staffing:</p> <p>Search and Rescue Volunteers by Pager</p> <p>If disease or biological event, Health Department augments call handlers.</p>
<p><b><u>Press Releases</u></b></p> <p>Prepared by PIO, assistance from Technical Experts, and Section and Branch Chiefs, approved by EOC Director when EOC activated.</p> <p>Upon activation of EOC, PIO must coordinate with PIOs working in the field or on-scene to perform transition.</p>	<p>Media Contact Lists</p> <p>Press Release Log</p>
<p><b><u>Designated Spokespersons by Incident Type</u></b></p> <p>Fire, Hazardous Materials</p> <p>Flood</p> <p>Earthquake</p> <p>Volcano</p> <p>Terrorism</p> <p><b>If/when Federal and State Representatives on scene: Joint Information Center (JIC) established for coordinated briefings and releases.</b></p>	<p>Spokesperson appointed on scene, ICS. If sustained event, spokesperson position filled by EOC.</p> <p>EOC Director</p> <p>EOC Director</p> <p>EOC Director</p> <p>Law Enforcement for Crisis Management, Consequence Management spokesperson determined by EOC Director.</p>

**EAS Message Preparation Form**

For use by 911 Supervisor, or Incident Command

Prepare message on this form, or use other incident specific samples on the following pages.  
Begin speaking when recording operator confirms recorder is running.

“Three, Two, One”

---

“ **This is** (your name, and agency)

---

“On the Emergency Alert System”

---

(What is the emergency?)

---

(Who, what area is affected?)

---

(What should people do?)

---

(When, for how long)

---

(When and where will additional information be available?)

---

“Repeating...”

(go to “This is...” and repeat message once.)

---

“This is the emergency alert system”.

---

(Wait until recording operator advises you that the recording is OK before breaking contact)

---

# Emergency Alert System (EAS) Sample

## Earthquake Protective Actions -

<p>"This is _____ at the _____ on the Emergency Alert System"</p>
<p>"An earthquake of undetermined magnitude occurred in the _____ area.</p>
<p>At this time we have no confirmed reports of injuries or damages. Fire and Rescue and Law Enforcement units are responding to the area.</p> <p>Be prepared for further shocks. If shaking begins again, quickly seek shelter under a sturdy piece of furniture or strong doorway.</p> <p>If you smell gas, shut off the main gas valve.</p> <p>If you suspect damage to electrical wiring, switch off electrical power.</p> <p>Do <u>not</u> use the telephone unless you need emergency help."</p> <p><b>REPEAT MESSAGE</b></p> <p>"This is the Emergency Alert System"</p>

# Emergency Alert System (EAS) Sample

## Hazardous Spill or Release - Evacuation Required

<p>“This is _____ at the _____ on the Emergency Alert System”</p>
<p>“A Highly hazardous substance was spilled/released at _____ area.</p>
<p>Because of the potential health hazard, authorities are requesting/requiring all residents within _____ blocks/miles of the area to evacuate.</p> <p>If you are within (<u>give evacuation zone boundaries</u>), you and your family should/must leave as soon as possible/NOW. If you can drive a neighbor who can <u>not</u>, please do.</p> <p>Go immediately to the home of a friend or relative outside of the evacuation zone.</p> <p>Listen to this station for further instructions.</p> <p>To repeat, if you are in the area of _____ you should/must leave for your own safety. Do <u>not</u> use the telephone unless you need emergency help.”</p> <p>“This is the Emergency Alert System”</p>



## Emergency Alert System (EAS) Sample

### Hazardous Spill or Release - Shelter-in-Place Required

"This is \_\_\_\_\_ at the \_\_\_\_\_ on the Emergency Alert System"

"A Highly hazardous substance was spilled/released at \_\_\_\_\_ area.

Because of the potential health hazard, authorities are requesting/requiring all residents within \_\_\_\_\_ blocks/miles of the area to shelter-in-place.

If you are within ( give zone boundaries ), you and your family or co-workers should:

- Close and lock all outside doors and windows.
- Turn off all air heating, cooling or circulating systems. Close fireplace dampers, turn off all exhaust fans.
- Select an interior room with adequate space for people to lie down and which is easy to seal off.
- Seal any gaps around windows, and doors
- Hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you.
- Remain sheltered until advised by authorities that it is safe to come out.

Listen to this station for further instructions.

Do not use the telephone unless you need emergency help."

REPEAT MESSAGE

"This is the Emergency Alert System"

## Emergency Alert System (EAS) Sample

### Dam Failure - Evacuation Required - Short Time Frame

"This is \_\_\_\_\_ at the \_\_\_\_\_ on the Emergency Alert System"

"The Wickieup Dam has failed.

All persons must immediately evacuate the downstream areas now.

Wickieup Dam: LaPine, Sunriver, Bend: Move away from the river to high ground.

If you are within (give evacuation zone boundaries), you and your family should/must leave as soon as possible/NOW. If you can drive a neighbor who can not, please do.

Go immediately to the home of a friend or relative outside of the evacuation zone.

Listen to this station for further instructions.

To repeat, if you are in the area of \_\_\_\_\_ you should/must leave for your own safety. Do not use the telephone unless you need emergency help."

"This is the Emergency Alert System"

## **Sample Boil Water Order**

Date:

**FAILURE TO FOLLOW THIS ADVISORY COULD RESULT IN STOMACH OR INTESTINAL ILLNESS.**

Due to the recent event \_\_\_\_\_, the Deschutes County Department of Health is advising residents of the County to use boiled tap water or bottled water for drinking and cooking as a safety precaution.

The Department of Health recommends that all water used for drinking, oral hygiene, or food preparation should be brought to a rolling boil for at least one minute before use. This is the preferred method to ensure that the water is safe to drink.

Alternatively, the water can be disinfected by adding 8 drops of regular household bleach per gallon of water and allowing it to stand for 30 minutes before use. A chlorine-like taste and odor will result from this purification procedure and is an indication that adequate disinfection has taken place.

Water purification tablets may also be used. Follow the manufacturer's instructions.

Potable water is available at the following locations:

\_\_\_\_\_. Please bring a clean water container (5 gallons maximum capacity). Emergency water treatment and quality testing are being conducted by the State Department of Environmental Quality to resolve this water quality emergency.

Customers will be notified when the water is again considered safe to drink.

For more information, contact the County Health Department at \_\_\_\_\_

## Disaster Information Categories

### PIO Tool for Information Gathering

Information Area	Obtain Specific Status Of	Disseminate Public Information On
Electricity, Natural Gas, and Water	<ul style="list-style-type: none"> <li>• Central Electric Cooperative.</li> <li>• Midstate Electric Cooperative</li> <li>• Pacific Power electric transmission and distribution systems</li> <li>• Cascade Natural Gas Corp pipelines</li> <li>• City domestic water systems</li> </ul>	<ul style="list-style-type: none"> <li>• How to check for gas leaks, electric and water breaks, reduce water use.</li> <li>• How and when to turn off utilities</li> <li>• How and when to boil water</li> </ul>
Communications	<ul style="list-style-type: none"> <li>• QWest, AT&amp;T, commercial telephone lines</li> <li>• 911 Emergency System</li> <li>• Cable TV systems</li> <li>• Commercial radio and TV broadcast facilities</li> </ul>	<ul style="list-style-type: none"> <li>• Advise against using telephones.</li> <li>• Alternates to using 911</li> <li>• Limit use of cellular phones</li> </ul>
Transportation	<ul style="list-style-type: none"> <li>• Bridge, freeway, road collapse and failure</li> <li>• Street conditions</li> <li>• Alternate routes</li> <li>• Emergency alternate service</li> </ul>	<ul style="list-style-type: none"> <li>• Alternate routes, street closures</li> <li>• Bridge, freeway, road collapse and failure</li> <li>• Street conditions</li> <li>• Emergency alternate service</li> </ul>
Medical and Health Services and Facilities	<ul style="list-style-type: none"> <li>• Hospitals and Clinics</li> <li>• Health Department</li> <li>• Ambulance Service</li> <li>• Mental Health and Social Services</li> </ul>	<ul style="list-style-type: none"> <li>• Where to go for emergency medical treatment</li> <li>• Where to go for Red Cross Shelter and how to register with Disaster Welfare Information</li> <li>• Mental Health, Social Service hotlines</li> </ul>
Shelter, Food and Water	<ul style="list-style-type: none"> <li>• Mass Care Shelters</li> <li>• Spontaneous Shelters</li> <li>• Food Distribution points</li> </ul>	<ul style="list-style-type: none"> <li>• Where to go for Red Cross assistance</li> <li>• Official policy and instructions concerning spontaneous shelters</li> <li>• Where to get food and water</li> </ul>

**PUBLIC ALERT AND PUBLIC INFORMATION**

<b>Information Area</b>	<b>Obtain Specific Status Of</b>	<b>Disseminate Public Information On</b>
Donations	<ul style="list-style-type: none"> <li>• What goods are and are NOT needed</li> <li>• Locations/warehousing for goods</li> </ul>	<ul style="list-style-type: none"> <li>• What goods people are in need of</li> <li>• Where donations may be delivered or sent</li> <li>• What goods are NOT needed</li> </ul>
Volunteers	<ul style="list-style-type: none"> <li>• What services/skills are needed</li> <li>• Reporting locations</li> </ul>	<ul style="list-style-type: none"> <li>• What services/skills are needed</li> <li>• Reporting locations</li> <li>• Special requirements: what to bring, wear. Limitations (lifting)</li> </ul>
Construction and Engineering	<ul style="list-style-type: none"> <li>• Building Posting (condemnation)</li> <li>• Debris removal operations</li> <li>• </li> </ul>	<ul style="list-style-type: none"> <li>• Meaning of colored postings on buildings</li> <li>• Debris removal schedules, procedures</li> <li>• What can be saved, what must be thrown away</li> </ul>

**PUBLIC ALERT AND PUBLIC INFORMATION**

**Media Contact Information**

Name	Address	Telephone	
<b>RADIO</b>			
KBND 1110 AM	711 NE Butler Market Rd, Bend	382-5263	
KLRR FM 101.7	711 NE Butler Market Rd, Bend	382-5263	
KMGX 100.7 FM	969 SW Colorado, Bend	388-3300	
KMJZ FM	854 NE 4 <sup>TH</sup> St., Bend	383-3825	
KMTK 99.7 FM	711 NE Butler Market Rd, Bend	382-5263	
KOAB OPB 3	Portland	800-241-8123	
KQAK FM	854 NE 4 <sup>TH</sup> St., Bend	383-3825	
KRCC AM	PO Box 890, Prineville	447-6770	
KRCC FM	854 NE 4 <sup>TH</sup> St., Bend	383-3825	
KSJJ 103 FM	969 SW Colorado, Bend	388-3300	
KTWI FM	274 SW 4 <sup>TH</sup> , Madras	475-0425	
KTWS 98.3 FM	711 NE Butler Market Rd, Bend	389-9500	
KWPK FM	854 NE 4 <sup>TH</sup> St., Bend	383-3825	
KWSO 91.9 FM	PO Box 489 Warm Springs	553-1968	
KXIX 94 FM	969 SW Colorado, Bend	388-3300	
<b>TELEVISION</b>			
KFXO FOX 39	63140 Britta St. , Bend	382-7220	
KTVZ 21	62990 OB Riley Rd., Bend	383-2121	

**PUBLIC ALERT AND PUBLIC INFORMATION**

Name	Address	Telephone	
<b>NEWSPAPERS</b>			
Bend Bugle		Bend.com	
Bulletin	1777 SW Chandler Ave., Bend	382-1811	
Central Oregon Family News	PO Box 826, Bend	385-1849	
Central Oregonian	558 N Main, Prineville	447-6205	
Conscious Living	557 NE Quimby Ave., Bend	388-9040	
Madras Pioneer	241 SE 6 <sup>th</sup> , Madras	475-2275	
Nugget Newspaper	PO Box 698 442 E Main Ave., Sisters	549-9941	
Oregonian, Bend Branch	PO Box 5847 Bend	382-3761	
Oregonian, Madras		475-3582	
Redmond Spokesman	226 NW 6 <sup>th</sup> St., Redmond	548-2184	
Sagebrush News	2130 SW Highway 97, Redmond	416-2082	
Source	704 NW Georgia Ave., Bend	383-0800	
Spilyay Tymoo	1115 Wasco St., Warm Springs	553-1644	
Sunriver Scene	PO Box 3278 Sunriver	593-6068	
<b>ON LINE</b>			
Bend Bugle: <a href="http://bend.com">http://bend.com</a>			
Deschutes County Web Site, Sheriff's Office, Emergency Services: <a href="http://altnet.deschutes.org/sheriff/url_list_emegmgmt.htm">http://altnet.deschutes.org/sheriff/url_list_emegmgmt.htm</a>			

**PRESS RELEASE LOG**

<b>DATE</b>	<b>24 HOUR TIME</b>	<b>SUBJECT OF RELEASE</b>	<b>RADIO/TV CALL NAME</b>	<b>PRINT MEDIA NAME</b>	<b>RELEASED BY</b>



## INFORMATION IN THIS SECTION

- Mass Casualty Decision-making
- Mass Casualty Site Selection
- Alternate Care Site Management

## EOC STAFFING

When the EOC is activated, the following ICS Positions may be assigned:

EOC DIRECTOR

EOC COORDINATOR

EOC OPERATIONS SECTION CHIEF

EOC OPERATIONS SECTION:

    Medical/Health Branch

    Mass Care Branch

    Other Branches, as needed

EOC LOGISTICS SECTION CHIEF

EOC PLANS SECTION CHIEF

EOC FINANCE/ ADMINISTRATION SECTION CHIEF

## LIAISON STAFFING

St. Charles Hospital

Oregon Disaster Medical Assistance Team (ODUT-2)

Volunteers in Medicine

## POLICIES

This Plan section is activated when resources required for any Multiple Patient Incident are overwhelmed. Resources available in the county may handle approximately 300 casualties.

Medical care is provided to the extent available to the “greatest good for the greatest number” using austere medical care. The number of casualties expected to survive versus expire will determine the allocation of medical staff.

The Operations Section Chief is assigned from Medical or Public Health disciplines.

**TAB E**

## MASS CASUALTY

### NOTE:

This Tab may undergo substantial revision following procurement of a local DMAT cache and grants for pre-planning Alternate Care Sites.

### CHECKLISTS:

- See EOC ICS Position Checklists

### FORMS:

- Mass Casualty Admission Form – Injury
- Mass Casualty Admission Form – Bioterrorism
- EMS Triage Tag
- Volunteer Registration Form
- Patient Tracking Form

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>MASS CASUALTY ACTIVATION</u></b></p> <p>Upon receipt of information from hospitals, clinics, Multiple Patient Incident Coordinator, 911 or any source indicating overwhelming numbers of casualties:</p> <ul style="list-style-type: none"> <li>• Activate the EOC</li> <li>• Notify personnel to staff the Operations Section Chief (Assigned from the medical or public health discipline)</li> <li>• Notify personnel to staff the Health Medical Branch Chief.</li> <li>• Obtain information of number and location of casualties.</li> <li>• Request assistance from local Oregon Disaster Medical Assistance Team member. (541-480-1632)</li> <li>• If no outside assistance is available, or assistance is delayed; establish Alternate Care Sites (ACS).</li> <li>• Determine number of alternate care sites and locations needed.</li> <li>• Request assistance from American Red Cross to identify potential sites if multiple and geographically distributed sites are required.</li> <li>• Contact the County Expo Center (Fairgrounds) if one, large site is appropriate. (541-923-1652)</li> </ul>	<p>In nation or region-wide events, resources outside the county may not be immediately available.</p> <p>Situations which may require activation of Alternate Care Centers (ACS):</p> <ul style="list-style-type: none"> <li>• The number of casualties exceeds the number of places or equipment to transport them and relief is not available.</li> <li>• A situation involving communicable diseases or contamination dictates that casualties remain isolated.</li> <li>• A situation where it is in the best interest to keep large numbers of casualties away from the hospitals.</li> <li>• Involved patients originate from various sites throughout the county; perhaps involving sites which are geographically isolated.</li> </ul>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>ALTERNATE CARE SITE SELECTION CRITERIA</u></b></p> <ul style="list-style-type: none"> <li>• Enclosed buildings, which are structurally safe (tents, classrooms, and gymnasiums) to avoid exposure to the elements and hazards.</li> <li>• Cooking facilities (may be brought to the site)</li> <li>• Water, electricity or generators (which includes fuel to run generators)</li> <li>• Sanitary facilities (chemical toilets)</li> <li>• Helicopter landing area or proximity to the airport.</li> <li>• Staging area for supplies</li> <li>• Capability to secure the area and establish perimeter control</li> <li>• Geographically accessible and not located in a hazard area (flood, landslide, fault line, toxic release)</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>
<ul style="list-style-type: none"> <li>• Determine the level of care to be provided given resources available (staffing, equipment, supplies).</li> </ul>	<ul style="list-style-type: none"> <li>• Alternate Care Sites can provide supportive care in situations of zero hospital bed availability.</li> <li>• ACS may used to triage and provide first aid to patients and control access to hospitals in events where many injured do not need hospital care.</li> <li>• An ACS may function as an evacuation station for patients needing hospital care.</li> </ul>
<p><b><u>ALTERNATE CARE SITE STAFFING</u></b></p> <ul style="list-style-type: none"> <li>• Triage/EMT – All City Volunteer Fire Departments, District Fire Departments, and Emergency Medical Technicians</li> <li>• Nurses – County Health Immunization Volunteers and Volunteers in Medicine</li> <li>• Physicians – Volunteers in Medicine</li> </ul>	<p>See Alternate Care Staffing recommendations in this tab.</p>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>EQUIPMENT AND SUPPLIES</u></b></p> <ul style="list-style-type: none"> <li>• St. Charles Hospital</li> <li>• All City &amp; District Fire Departments</li> <li>• Local DMAT Trailer</li> <li>• Local Vendors</li> </ul>	
<p><b><u>TRANSPORTATION FROM INCIDENT SITES TO ALTERNATE CARE SITE(S)</u></b></p> <ul style="list-style-type: none"> <li>• Ambulances</li> <li>• School District buses</li> <li>• Dial-A-Ride vehicles</li> </ul>	<p>Coordinate with Logistics/Transportation and Resources</p>
<p><b><u>CLERGY/HOSPICE/MENTAL HEALTH</u></b></p> <ul style="list-style-type: none"> <li>• Ecumenical Association</li> <li>• Hospice</li> <li>• County Mental Health Department</li> <li>• Crisis Resolution Center</li> </ul>	
<p><b><u>WORKER RESPITE FOR SUSTAINED OPERATIONS</u></b></p> <ul style="list-style-type: none"> <li>• American Red Cross</li> </ul>	
<p><b><u>FOOD SERVICES</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate with Logistics and Mass Care Branch.</li> </ul>	
<p><b><u>SANITARY SERVICE AND BIO HAZARD WASTE</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate with Resources and Procurement</li> </ul>	
<p><b><u>SECURITY</u></b>, if necessary: coordinate with Law Enforcement Branch.</p>	
<p><b><u>IF BIOTERRORISM EVENT:</u></b> develop standing admission orders, standardized plans of care, agent specific discharge instructions, and policies addressing environmental health and sanitation issues.</p>	

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>PERSONAL PROTECTIVE EQUIPMENT:</u></b></p> <p>Hospital Infection Control Officers, Fire Department Infection Control Officers and HazMat Team Safety Officer, and the County Health Officer should have a joint discussion and decide the appropriate equipment for the incident at each alternate care site.</p>	
<p><b><u>PATIENT TRACKING:</u></b></p>	<p>See Patient tracking form in this Tab.</p>
<p><b><u>STATE ASSISTANCE</u></b></p> <p>In locally contained events, assistance from State and Federal resources may be available.</p>	
<ul style="list-style-type: none"> <li>• Contact Oregon Emergency Management to request activation of the Oregon Disaster Medical Assistance Team.</li> <li>• Contact Regional DMAT representative to alert.</li> </ul>	<ul style="list-style-type: none"> <li>• ODMT-2 can deploy without Presidential declaration, approval by DHS required.</li> <li>• Expect arrival approximately 3-5 hours.</li> <li>• Team components determined at time of request</li> </ul>
<p><b><u>FEDERAL ASSISTANCE</u></b></p> <p>If event is severe enough, Presidential declaration may be forthcoming, making additional Federal DMAT Teams available.</p>	<ul style="list-style-type: none"> <li>• DMAT uses ICS.</li> <li>• Can assist with triage, treatment, and patient forwarding through NDMS (National Disaster Medical System).</li> <li>• Can provide relief to hospital staff.</li> <li>• Can manage Alternate Care Sites.</li> </ul>
<p>Alternate Care Sites, even when supported by State and Federal resources, will still require the logistics mentioned in the previous section.</p>	

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**RECOMMENDED ALTERNATE CARE SITE STAFFING\***

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1 Physician

1 Physician's assistant (PA) or nurse practitioner (NP)

6 RNs or a mix of RNs and licensed practical nurses (LPN)

4 EMTs

4 nursing assistants/nursing support technicians

2 medical clerks (unit secretaries)

1 respiratory therapist (RT)

1 case manager

1 social worker

2 housekeepers

2 patient transporters

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Note: This staffing model is for biological or chemical incidents. The DOD Handbook, "A Mass Casualty Care Strategy For Biological Terrorism Incidents" DOD, December 1, 2001 recommends staffing for a 50-bed nursing unit. This staffing is for a biological or chemical incident with respiratory patients.

**SAMPLE ADMISSION ORDERS – BIOLOGICAL INCIDENT**

Source: "A Mass Casualty Care Strategy For Biological Terrorism Incidents" DOD, December 1, 2001

Patient Name/Stamp \_\_\_\_\_ Date \_\_\_\_\_

**Sample Admission Orders (Template for Admission Orders)**

1. Antibiotic: Cipro 500 mg po bid Pediatric Dose:  
 Other:  
 Doxycycline 100 mg po bid Pediatric Dose:
2. Allergies:  Doxy (TCN)  Cipro  PCN (penicillin)  MSO4  
 Phenergan  Sulfa  Iodine/Contrast Dye  Other:
3. IVF:  0.9%Normal Saline  D<sub>5</sub>W .45%NS  
 rate = \_\_\_\_cc/hr  Saline lock
4. IVF Bolus (Pediatric dose:20cc/kg):  250 cc/hr  500 cc/hr  1000 cc/hr  
 other \_\_\_\_\_
- 5.Oral Rehydration:  100 cc/hr  200 cc/hr  500 cc/hr  other \_\_\_\_\_(may be administered per family or volunteer)
6. Oxygen:  \_\_\_\_liters/minute via nasal cannula OR  \_\_\_\_%via facemask
7. Diet:  Regular  Diabetic  Fluids  Other:
- 8.Vital signs per routine
- 9.Routine I&O
- 10.Foley catheter PRN if no urine output in four (4) hours. Discontinue PRN. Once discontinued, if patient does not void in 8 hrs, replace Foley catheter and notify MD.
11. Routine home medications (if provided by patient or family).
- 12.Acetaminophen: ADULTS =  1000 mg PO q4h PRN for temp >101.5 or pain  
PEDIATRICS =  \_\_\_\_ml q4h PRN (15 mg/kg/dose;160 mg/5 ml)  
(Note:a 70 lb child =32 kg x 15 mg =480 mg =3 tsp or 15 ml)
- 13.Phenergan: ADULTS =  12.5 –25 mg IM/IV/PR q6h PRN  
PEDIATRICS = \_\_\_\_mg IM/IV/PR q6h PRN (0.25 –0.5 mg/kg/dose)
- 14.Albuterol:  MDI with spacer: 2 –4 puffs q2 –4h PRN  
OR  Nebulized unit dose q2h PRN
- 15.Diphenhydramine (Benadryl):ADULTS =  25 –50 mg IV/IM/PO q6h PRN  
PEDIATRICS =  \_\_\_\_mg IV/IM/PO q6h PRN (1 mg/kg/dose)
- 16.Lorazepam (Ativan): ADULTS =  1 –2 mg IV/IM q6h PRN  
PEDIATRICS =  \_\_\_\_mg IV/IM q6h PRN (0.05 mg/kg/dose)
- 17.Morphine Sulfate (titrate to effect): ADULTS =  2 mg IV/IM/SC q5 min PRN (max.dose:15 mg in 4h)  
PEDIATRICS =  0.1 mg/kg/dose IV/IM/SC q5min PRN (max.dose:10 mg in 6h)
- 18.Naloxone (Narcan): ADULTS =  2 mg IV q2min PRN (weight >20 kg)  
PEDIATRICS =  \_\_\_\_mg IV q2min PRN (weight <20 kg:0.1 mg/kg/dose)

19. Other:

- Aspirin:  325 mg       Other:                      po qday
- Nitroglycerin:  0.4 mg 1 tablet SL q5min PRN (if SBP > or = 90 mm Hg) until chest pain-free or \_\_\_ tablets given
- Insulin:  Regular \_\_\_ u SQ qAM               NPH \_\_\_ units SQ qAM  
                   Regular \_\_\_ u SQ qPM               NPH \_\_\_ units SQ qPM  
                   Insulin 70/30 \_\_\_ u SQ qAM     Insulin 70/30 \_\_\_ u SQ qPM
- Furosemide (Lasix):  20 mg     40 mg     60 mg     80 mg Other:

PO/IV    qday or BID

- Digoxin (Lanoxin): Maintenance =  0.125 mg     0.25 mg     Other:              qday PO  
Loading =  0.5 mg PO one dose only now;               Other:  
follow with  0.125 mg     0.25 mg PO     Other: one time 8 h later

20. Labs (if available):  CBC     UA     BMP (aka Chem 7)     Dig level     Other:

21. X-rays (if available):  CXR

22. Social services for discharge planning

23. Victim Assistance Referral

MD Signature: \_\_\_\_\_

RN Signature: \_\_\_\_\_



**Hospital Emergency Incident Command System (HEICS)**

**VOLUNTEER STAFF REGISTRATION/CREDENTIALING FORM**

DATE: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Event: \_\_\_\_\_

#	(Print) Name	(Print) Address	Signature	Driver's License #	PROF/TECH LIC #	Specialty Skills	Employer Address	Time IN	Time OUI	Security Follow-up
1										
2										
3										
4										
5										
6										
7										
8										
9										
10										

Certifying Officer: \_\_\_\_\_

Date/Time: \_\_\_\_\_

*Original:* Human Resources/Volunteer Management Unit Leader

*Copy:* Law Enforcement Branch

Hospital Emergency Incident Command System (HEICS)

PATIENT TRACKING SHEET

DATE: \_\_\_ / \_\_\_ / \_\_\_\_\_

Event: \_\_\_\_\_

Patient #	Patient Name	Age	Status	Location				Disposition

Certifying Officer: \_\_\_\_\_

Date/Time: \_\_\_\_\_

## **INFORMATION IN THIS SECTION**

- Procedures for victim numbering
- Procedures for victim identification
- Requesting State and Federal resources
- Roles and responsibilities
- Guidance for Development of Post-Mortem Activity Personnel Precautions
- Family Service Center
- ORS applicable sections

## **EOC STAFFING**

EOC DIRECTOR  
LEGAL COUNSEL  
PIO  
EOC COORDINATOR  
EOC SECTION CHIEFS

## **POLICIES**

In events with mass casualties and mass fatalities, resource priority will be given to those still living.

ORS 146.085: A deputy medical examiner may authorize the removal of the body of a deceased person from the apparent place of death.

## **SEE ALSO: CHECKLISTS:**

- Health and Medical Branch
- Law Enforcement Branch
- Fire/HazMat Branch
- Mass Fatality Unit
- Logistics/Resources Unit
- Mass Care Branch

## **FORMS:**

- Recovery Log
- Next of Kin Interview Form
- Disposition of Remains Declaration

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p>First on scene notifies 911 to activate Multiple Patient Incident Plan (MPIP), requests notification to County EOC and notify State Medical Examiner’s Office.</p>	<p>The Oregon State Medical Examiners (ME’s) Office is a Division of the Oregon State Police Intergovernmental Service Bureau (ISB) and serves under the direction of the Superintendent. It operates under guidance of ORS 146 and is headed by the Bureau Commander. The ME’s Office may serve as a resource to local county government at their request.</p>
<p>Full or partial EOC activation.</p>	
<p>Declare local emergency, request State assistance for Medical Examiners Office Assistance. Include numbers of fatalities.</p>	
<p>If mass fatalities resulting from criminal activity, notify FBI and County Victims Assistance in the District Attorney’s Officer.</p>	
<p>Activation of the resources available in the Federal Response Plan requires a state disaster declaration issued by the Governor.</p>	<p>National Disaster Mortuary Teams (DMORT) under FEMA control are established and able to be deployed to mass fatality scenes to assist in victim identification, cause of death determinations, and disposition of remains. A Disaster Mortuary Unit may be requested to send an evaluation team to the location to help evaluate the personnel and equipment necessary to adequately respond. Activation time may be up to 12 hours depending on the location. This team will provide individuals on site to assist in evaluation.</p>
<p>The County Health Department Administrator is delegated the responsibility for oversight of this response. ORS Chapter 146</p>	

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p>If contamination (chemical, radioactivity, biological) is a concern, responder safety takes precedence, and hazardous materials SOPs govern response activities.</p>	<p>The Hazardous Materials Team will identify contaminated conditions and perform decontamination of personnel and victims and provide technical assistance on secondary contamination potential. Modification to the procedures discussed below may need to be made.</p>
<p>Perimeter control is the responsibility of the responding law enforcement agency.</p>	
<p>Critical Incident Stress Debriefing teams will need to be available to workers and counselors available for next of kin.</p>	
<p>IC will determine need and location of staging areas for, morgue operations/examination center, and a family service center.</p>	<p>Examination Site selection:                      National Guard Armories;                      Airplane hangars;                      Co. Road Department / shop spaces;                      Fairgrounds.</p> <p>Convenient proximity to incident scene;                      8,000 square feet or greater building size;                      non-porous floors; hot and cold water (also drainage); sufficient electrical supply for lighting and team equipment;                      telephone lines; ventilation; rest rooms;                      office/debriefing/rest space; Can be secured from the public/media;                      availability of fuel (propane, diesel); Easy in and out access for authorized vehicles</p>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>Logistical needs:</u></b></p> <p>Communication at all sites;            Body bags; smaller plastic bags; toe tags; large plastic bags for personal effects;            Refrigerated trucks with ramps (scene and morgue);            Transportation (personnel and bodies);            Forklifts;            Security (scene, morgue and service center);            ID badges for those authorized to enter;            White paint; cameras and film;            Flags (for marking body locations);            Clipboards, paper, pens, tags, file folders;            Protective clothing for workers;            Fingerprinting supplies;            Fax machines, computers, photocopiers;            Death Certificate Forms</p>	<p>Logistical needs for victim identification and autopsies: (may not be needed in all circumstances)            Portable x-ray units, technicians and assistants; Portable dental x-ray with film; dental charts, x-ray developers; Dental Deontologists and Assistants; Forensic Pathologists, and Pathologists assistants if autopsies are required (cause and manner of death not apparent).</p>
<p><b><u>Numbering/Tracking:</u></b></p> <p>All numbers will be assigned at scene. Use simple numbers; 1,2,3 etc. Body numbers should be 1,2,3... Body part numbers should be P1, P2, and P3. Personal effect numbers should be E1, E2, and E2. If there is more than one primary location involved, letter designations must be used to denote which site retrieval is made from and to avoid duplication of numbering. Insure numbers on body bag are at least 12 inches high with white paint.</p>	<p>Case files: Initiated with body number. File must stay with body during entire processing. All forms and paperwork used should be available at each station. The case number should be placed on each form as it is used.            Logbooks: Three: one for bodies, one for parts, and one for effects.</p>

**FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED**

**NOTES/LINKS:**

Process: (Law Enforcement provides technical guidance on the requirement for evidence collection, documentation and preservation.)

- Body recovery teams (ME Investigator and assistant, scribe and photographer): number and photograph the body and the site. Place a plastic toe tag on bag AND body.
- Body moving teams ( 4 persons each) remove bodies from site and to body staging area.
- Initiate case file - with the same number assigned to the body. Paint number from tag on body bag.
- Transport to morgue/examination site. The personal effects and clothing should be collected, inventoried and bagged with the appropriate case number. All personal effects and clothing should be placed in a secure area with a designated person in charge of the area. Full body pictures should be taken before clothing is removed - include case number. All paperwork generated at this station should be placed in the case file to go with the body to the next station.  
Fingerprints should be taken at this point - if identification questions are prevalent. Type and number of X-rays determined by event.  
Autopsies performed - if applicable.

At any point during this process bodies may need to be stored, kept refrigerated until outside resource support arrives.

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>Release of Remains:</u></b></p> <ul style="list-style-type: none"> <li>• The final responsibility for determining if there is adequate information for positive identification rests with the Chief medical Examiner or the Deputy State Medical Examiner in charge of morgue operations.</li> <li>• No remains will be released without positive identification.</li> <li>• Release of remains will be made to a funeral service designated by the appropriate next of kin.</li> <li>• The Oregon Funeral Directors Association may assist in development of a rotational referral list and coordinate disposition of remains.</li> <li>• Embalming will not occur at the morgue facility, and will only occur at the direction of families or Chief Medical Examiner.</li> </ul>	<p>See Disposition of Remains Form .</p>
<p><b><u>PIO Public Information Officer (in support of local operations)</u></b></p> <ul style="list-style-type: none"> <li>• May be made available from OSP through the ECC.</li> <li>• Responsible for the release of information to the public and news media concerning the operation.</li> <li>• Will coordinate with the Morgue Operations Manager concerning all press releases.</li> </ul>	



FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><u>Family Service Center</u></p> <p>Is responsible for taking care of victims families which may include: gathering ante mortem information, sharing information with families, developing a notification procedure, and to assist in providing information and services to family members in the days proceeding the incident. The facility will be easily accessible to families involved and secure from media sources. Compassion, integrity and confidentiality in service are essential.</p> <p>The American Red Cross can assist with the establishing of Family service Centers.</p>	<p>Center staffing and components:</p> <p>Clergy and crisis counselors; Interviewers for ante mortem information (See the form in this Tab)</p> <p>Death notification procedures;</p> <p>ODOJ Crime Victims' Compensation Program, Mass Casualty Response Team; See the program description in the Recovery Tab.</p>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b>Unclaimed bodies:</b> ORS 97.170 – 210 If no one claims the body within five days after death, or if those notified acquiesce, the funeral service practitioner shall notify, by telephone, the Demonstrator of Anatomy of the Oregon Health and Science University.... 3) When the body of a deceased person is deemed in unfit condition by the Demonstrator of Anatomy and disposition does not take place as set forth in subsections (1) and (2) of this section, and no relatives, friends or interested persons claim the body after notification is attempted, then the funeral service practitioner may commence to cremate or bury the body without the consent of persons listed in ORS 97.130 and is furthermore indemnified from any liability arising from having made such disposition. The method of disposition must be in the least costly manner that complies with law, and that does not conflict with known wishes of the deceased. The body of any person who died of smallpox, diphtheria, scarlet fever or other disease that the Department of Human Services, by rule, may prescribe, shall not be subject to the provisions of ORS 97.170 to 97.200</p>	<p><a href="http://landru.leg.state.or.us/ors/097.html">http://landru.leg.state.or.us/ors/097.html</a></p>
<p>If the extent of fatalities is so severe as to overwhelm the capacity of mortuary services, and adequate capacity for long term refrigeration is not available, and to limit the spread of disease to humans by way of air, water or ground media, or to discontinue a nuisance to public health; the County Health Officer, County Legal Counsel and the most senior available Medical Examiner will make a recommendation to the County Commission for the rapid disposition of remains. Such recommendations may include, but are not limited to, mass cremation or burial, with proper consideration provided to wind direction, land ownership and memorialization.</p>	

**MASS FATALITY RECOVERY LOG**

Instructions: make many copies of this form. Maintain separate logbooks for complete bodies (B), body parts (P), and personal effects (E). If victims are dispersed, make 3 logbooks for each vicinity to be searched, assigning distinct codes to each area.

TYPE OF LOG B/P/E	BRIEF DESCRIPTION OF DISCOVERY	TAG √	BODY BAG √	NOTES

**Next Of Kin Interview Form**

An Aid For Identification and Release of Remains

Case or Control # (if required):	
Date:	Time:
Interviewer:	Phone: ( )
Title and Agency:	
Location of Interview:	

<b>Victim Name:</b>	<b>Male/Female:</b>
Address: City:	Date of Birth:    /    /
State:                      Zip:	Place of Birth:
Phone: (    )	
Age at Death:	Social Security #:
Mother's full name (with maiden):	
Father's full name:	
Military Service: Yes – No –, Branch:	Military Service #:
Dates:	Military records available?: Yes – No –
	Location of Records:
Passport: Yes – No –,	Drivers License: Yes – No –,
Date/location of issue:	State:                      Number
Record of Arrest: Yes – No –,	Fingerprinted: Yes – No –
Where:	Where:
	Explain/Reason
Marital Status: – Married,    – Divorced,    – Single, – Widowed	



**MASS FATALITY**

<b>Victim Name:</b>		<b>Male/Female:</b>	
Fractured bones — no — yes, Which	Amputated parts: Leg, __Right, __Left Arm, __Right, __Left Toes: __Right, __Left Fingers, __Right, __Left		
Additional information regarding fractures or amputations:			
Ever X-rayed for medical purposes: — yes, — no	Reason if known:	Location of files	
Ever hospitalized; — yes, — no, Approx. Date	Name of Hospital	Hospital address  City                      State	Hospital Telephone #
Name of family doctor:			
Address			
City	State	Phone: (    )	
Any type of prosthesis (implants, pins, metal plates, artificial limb, etc.) — yes, — no	Describe		
Birth marks: — yes, — no, Location	Describe birthmark:	Tattoos: — yes, — no, Location:  Describe	Describe Tattoos:
Scars (appendix, open heart surgery, cancer etc): — yes, — no	Location/Describe	Trauma (knife, gunshot scars, etc): — yes, — no	Location/Describe:

**MASS FATALITY**

<b>Victim Name:</b>		<b>Male/Female:</b>	
Body Jewelry or piercings: — yes, — no,	Location (s)	Describe:	
<b>DENTAL INFORMATION</b>			
Own teeth: — yes, — no	Dentures: — upper, — lower, — partial	— single tooth — porcelain — gold	Descriptive:
Dentist name:			
Address:	City:	State:	Phone: ( )
<b>CLOTHING INFORMATION</b>			
How was victim dressed:			
Jewelry: Ring style: — wedding, — school, — fraternal, — other	Describe in detail (stones, color)	Inscription (engraved, inked)	Cufflinks or tie clasp:
Earrings: — yes,  — no,	Pierced: __ yes, — no	Describe in detail:	
Watch: — yes, __ no Style:	Describe in detail:	Necklace or chain: — yes, — no	Broach/pin: — yes, — no
Bracelet/ Anklet: — yes, — no	Describe in detail:		

**MASS FATALITY**

<b>Victim Name:</b>		<b>Male/Female:</b>	
Eye wear: — yes, __ no Describe:	Frames: — plastic — wire — bifocal — tri-focal — sun	Contacts: — yes, — no Color/describe:	Wearing jewelry belonging to someone else: — yes, — no Describe:
Conceal valuables in lining of clothing or other location on person: — yes, — no	Describe:	Taking medications: — yes, — no	Type:
<b>MALE CLOTHING</b>			
Jacket or coat style: — suitcoat — overcoat — leather — casual — light	Color: — solid— plaid — striped — label	Describe in detail:	Sweater: — yes, — no Color: Describe:
Shirt style: — dress, — tee, — working, — casual — other	Describe/color:	Tie: — yes, __ no, Color: Style:	Shoes: — formal — loafer — tennis — sandal — boot — other
Shoe Color: Describe	Socks: — yes, — no, — dress — casual Color	Hat/cap: — yes, — no — baseball — other	Hat/Cap Color: Describe:
<b>FEMALE CLOTHING</b>			



**MASS FATALITY**

<b>Victim Name:</b>		<b>Male/Female:</b>	
— dress, — suit, — blouse, — skirt, — sweater, — jeans, — shirt	tee — other — solid — plaid — ruffled — other Color:	Neckline: — high, — low, — vee, — straight — tailored	Fabric material: — wool, — cotton, — silk — polyester — other
Describe:			
Stockings/socks: — pantyhose, — socks, Color:  Describe/style	Shoes: — dress, — heels, — loafers — tennis, — sandal, — flats — boots, — other, — new,— used, Color:  Brand/Describe:	Headwear: — hat, — cap, — other, Color	Underclothing: Bra: — yes, — no, Color:  Style: Brand Panties:— yes, — no, Color:  Style: Brand: — solids — patterned
Other descriptive items of interest			
Clothing ever professionally laundered: — yes, — no  Where	Other important information that may be of assistance:	Should additional contact be made with the informant regarding the possibility of additional vital information? — yes, — no	

<b>Victim Name:</b>	<b>Male/Female:</b>
<p>Additional people to contact:</p> <p>Name:</p> <p>Address:</p> <p>Phone: ( )</p> <p>Relationship to victim</p>	<p>Additional people to contact:</p> <p>Name:</p> <p>Address:</p> <p>Phone: ( )</p> <p>Relationship to victim</p>
<p>Name of person providing information:</p> <p>Printed: <span style="margin-left: 150px;">Signature:</span></p> <p>Address:</p> <p>Phone: ( )</p> <p>Relationship to victim:</p>	

Release of Remains

ORS 97.130 (2) A person within the first applicable listed class among the following listed classes that is available at the time of death or, in the absence of actual notice of a contrary direction by the decedent as described under subsection (1) of this section or actual notice of opposition by completion of a written instrument by a member of the same class or a member of a prior class, may direct any lawful manner of disposition of a decedent's remains by completion of a written instrument: (a) The spouse of the decedent. (b) A son or daughter of the decedent 18 years of age or older. (c) Either parent of the decedent. (d) A brother or sister of the decedent 18 years of age or older. (e) A guardian of the decedent at the time of death. (f) A person in the next degree of kindred to the decedent. (g) The personal representative of the estate of the decedent. (h) The person nominated as the personal representative of the decedent in the decedent's last will. (i) A public health officer.

Disposition of Deceased Declaration

I, \_\_\_\_\_, related to the deceased in the following manner:  
\_\_\_\_\_ ( see list above), do hereby declare and direct  
the disposition of the remains of \_\_\_\_\_ (name of decedent)  
to \_\_\_\_\_ (name of mortuary firm).

\_\_\_\_\_

\_\_\_\_\_

Signature

Date

Guidance for Development of Post-Mortem Activity Personnel Precautions  Original source: Walter Reed Army Medical Center	BACTERIAL AGENTS																	
	ANTHRAX	BRUCELLOSIS	CHOLERA	GLADDERS (RARELY SEEN)	BUBONIC PLAGUE	PNEUMONIC PLAGUE	TULAREMIA	Q FEVER	VIRUSES	SMALLPOX	VEZ. EQUINE ENCEPHALITIS	VIRAL ENCEPHALITIS	VIRAL HEMORRAGIC FEVER	BIOLOGICAL TOXINS	BOTULISM	RICIN	T - 2 MYCOTOXINS	STAPH. ENTEROTOXIN B
<b>POST-MORTEM CARE</b>																		
Follow Standard Precautions	X	X	X	X	X	X	X	X		X	X	X	X		X	X	X	X
Airborne Precautions										X								
Droplet Precautions						X												
Contact Precautions										X		X						
Use of N95 mask by all entering room										X*								
Negative Pressure Required										X*								
Routine terminal cleaning of room with hospital approved disinfectant upon autopsy		X	X	X			X	X		X	X	X		X	X	X	X	X
Disinfect surfaces with 1:9 bleach/water sol.(10%)	X				X	X						X						

\* Situations other than hospital negative pressure facilities will require re-examination of the PPE appropriate for personnel moving, examining and disposing of remains. Prophylaxis and vaccination availability should be factored into the development of PPE policy.

Oregon Revised Statutes pertaining to mass fatality response: Full text is available at <http://landru.leg.state.or.us/ors/146.html>

**146.075 District office duties; personnel; expenses for certain duties; records and reports.** (1) The district medical examiner shall serve as the administrator of the district medical examiner's office. ...

(3) When a district medical examiner also serves as county health officer, the county shall separately budget the compensation and expenses to be paid for medical examiner's duties.

(4) All expenses of death investigations shall be paid from county funds budgeted for such purpose except that, in counties under 200,000 population upon the approval of the State Medical Examiner, one-half of the costs of autopsies ordered under ORS 146.117 shall be paid annually by the state from funds for such purpose. If funds available for this payment are insufficient to meet one-half of these costs, even proportional payments to the counties shall be made.

(5) Expenses of burial or other disposition of an unclaimed body shall be paid by the county where the death occurs, as provided by ORS 146.100 (2), in the manner provided by ORS 146.121 (4).

(6) Each district office shall maintain copies of the: (a) Reports of death investigation by the medical examiner; (b) Autopsy reports; (c) Laboratory analysis reports; and (d) Inventories of money or property of the deceased taken into custody during the investigation.

(8) Copies of reports of death investigations by medical examiners and autopsy reports shall be forwarded to the State Medical Examiner's office.

(9) Each district office shall maintain current records of: (a) All assistant district medical examiners appointed. (b) Appointments of each deputy medical examiner appointed for the county or district. (c) The name, address and director of each licensed funeral home located within the county or district.

**146.085 Deputy medical examiners.** (1) The district medical examiner shall appoint, subject to the approval of the district attorney and applicable civil service regulations, qualified deputy medical examiners, including the sheriff or a deputy sheriff and a member of the Oregon State Police for each county. Other peace officers may also be appointed as deputy medical examiners.

(5) A deputy medical examiner may authorize the removal of the body of a deceased person from the apparent place of death.

(6) The deputy medical examiner may not authorize embalming, order a post-mortem examination or autopsy, or certify the cause and manner of death. [1973 c.408 §11]

**146.090 Deaths requiring investigation.** (1) The medical examiner shall investigate and certify the cause and manner of all human deaths: ..(a) occurring under suspicious or unknown circumstances; (b) Resulting from .... the use or abuse of chemicals or toxic agents; (g) Related to disease which might constitute a threat to the public health;

**146.107 Authority to enter and secure certain premises.** (1) A medical examiner, deputy medical examiner or district attorney may enter any room, dwelling, building or other place in which the medical examiner, deputy medical examiner or district attorney has reasonable cause to believe that a body or evidence of the circumstances of death requiring investigation may be found.

(4) To preserve evidence, a medical examiner, deputy medical examiner or district attorney may: (a) Place under the custody or control of the medical examiner, deputy medical examiner or district attorney, or enclose or lock any room, dwelling, building or other enclosure for a period of not more than five days. (b) Rope off or otherwise restrict entry to any open area. (c) Forbid the entrance of any unauthorized person into the area specified under paragraphs (a) and (b) of this subsection. (5) No person shall enter upon the enclosures or areas specified in subsection (4) of this section without the permission of the medical examiner, deputy medical examiner or district attorney. [1973 c.408 §15]

**146.109 Notification of next of kin.** (1) Upon identifying the body, the medical examiner shall immediately attempt to locate the next of kin or responsible friends to obtain the designation of a funeral home to which the deceased is to be taken.

(2) If unable to promptly obtain a designation of funeral home from the next of kin or responsible friends, the medical examiner or deputy medical examiner shall designate the funeral home. In designating the funeral home, the medical examiner or deputy medical examiner shall be fair and equitable among the funeral homes listed in the office of the district medical examiner. [1973 c.408 §16]

**146.121 Disposition of body; filing; expenses.** (1) No person shall bury or otherwise dispose of the body of a person whose death required investigation, without having first obtained a burial or cremation permit, or a death certificate completed and signed by a medical examiner.

(2) When a medical examiner investigates the death of a person whose body is not claimed by a friend or relative within five days of the date of death, the sheriff or, in counties having a population of 400,000 or more, the medical examiner shall dispose of the body according to the provisions of ORS 97.170 to 97.210.

(3) If the medical examiner is unable to dispose of the body of a deceased person according to subsection (2) of this section, the medical examiner may order in writing that the body be either cremated or plainly and decently buried.

(4) The sheriff or medical examiner shall file a copy of the death certificate, the order for disposition and a verified statement of the expenses of the cremation or burial with the board of county commissioners. The board of county commissioners shall pay such expenses, or any proportion thereof as may be available, from county funds annually budgeted for this purpose. [1973 c.408 §19; 1995 c.744 §16]

146.505 Unidentified human remains; maintenance of records. (1) The Superintendent of State Police shall establish and maintain a file of records relating to unidentified human remains found within the state and of which the Oregon State Police are notified under ORS 146.515. The records shall be maintained in order to facilitate the identification of such remains.

146.515 Medical examiner to provide information about unidentified human remains. If a medical examiner is unable to determine the identity of human remains, the medical examiner shall, not later than 30 days after such remains are brought to the medical examiner's attention, notify and provide to the Superintendent of State Police or the superintendent's designee all information in the medical examiner's records concerning the remains. [1983 c.390 §2]

**146.535 Medical practitioners to provide information about missing persons.** (1) A dentist, denturist, physician, optometrist or other medical practitioner, upon receipt of a written request from a police agency for identifying information pursuant to ORS 146.525, shall furnish to the police agency such information known to the practitioner upon the request forms provided by the police agency.

(2) Information obtained under this section is restricted to use for the identification of missing persons or the identification of unidentified human remains and shall not otherwise be available to the public.

(3) Compliance with a written request for information under this section by a dentist, denturist, physician, optometrist or other medical practitioner does not constitute a breach of confidentiality. [1983 c.390 §4]

**INFORMATION IN THIS SECTION:**

- Notification to Red Cross
- Food and Water
- Disaster Welfare Information
- Mental Health/Crisis Counseling
- Environmental Health/Public Health
- Domestic Animals
- Medical Needs Shelters
- Impromptu Shelters
- Quarantine Support Shelters

**EOC STAFFING**

EOC DIRECTOR  
EOC COORDINATOR  
EOC OPERATIONS SECTION/MASS CARE  
BRANCH /SHELTER COORDINATOR;  
EOC MEDICAL/HEALTH BRANCH

**POLICIES**

The American Red Cross (ARC), Deschutes County Chapter maintains agreements with potential, inspected, pre-arranged shelters throughout the county. Requests for shelter activation will be to the Red Cross Chapter.

Activation of the EOC is not a requirement for requests for sheltering assistance. The American Red Cross may receive requests from Fire, Law and other governmental agencies, and may open shelters as the need is made evident.

ARC staff may not assist with decontamination. Contaminated persons will not be allowed in shelters.

Persons not able to perform “activities of daily living” and those needing medical care or specialized medical equipment or oxygen, are admitted when accompanied by their caregiver.

**SEE ALSO:****CHECKLISTS:**

Mass Care Branch

**FORMS:**

Shelter and Feeding Activity  
Report



<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>NOTIFICATION</u></b></p> <ul style="list-style-type: none"> <li>• To request shelter assistance notify Deschutes County Chapter of the American Red Cross Telephone: 382-2142</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• ARC notifies pre-arranged shelter sites and selects shelters based on event, locations, and numbers anticipated.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• ARC attends to the management and staffing of their shelters with pre-trained volunteers.</li> </ul> <hr/> <ul style="list-style-type: none"> <li>• ARC will notify the media, the 911 Center and the Emergency Services Coordinator of the shelter locations. If the EOC is activated the EOC PIO can provide additional assistance with the media.</li> </ul>	<ul style="list-style-type: none"> <li>• Events that may require the opening of shelters include: evacuation, for any reason; extreme weather; utility disruption; relocations from threatened communities outside of the county.</li> </ul>
<p><b><u>FOOD AND WATER</u></b></p> <ul style="list-style-type: none"> <li>• Agreements are in place locally with the Southern Baptists and the Salvation Army to conduct feeding operations. The ARC can request mutual aid from other chapters to increase capacity.</li> </ul>	<p>The National Guard Unit in Bend has potable water tanks. Also use dairy trucks, water haulers, and ODFW tankers.</p>
<p><b><u>DISASTER WELFARE INFORMATION (DWI)</u></b></p> <ul style="list-style-type: none"> <li>• The ARC, Deschutes County Chapter has obtained 50 telephone lines and a local facility to implement the DWI system.</li> <li>• ARC and EOC PIOs will facilitate media awareness.</li> </ul>	<p>All persons registering at ARC shelters may register with the Disaster Welfare Information system. Additionally, all other affected disaster persons should register with the DWI to allow family members outside of the disaster area access to information on their whereabouts.</p>
<p><b><u>FIRST AID</u></b></p> <ul style="list-style-type: none"> <li>• ARC has volunteer nurses who can provide first aid and medical referrals for shelter residents.</li> </ul>	

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>MENTAL HEALTH/CRISIS COUNSELING</u></b></p> <ul style="list-style-type: none"> <li>• ARC provides trained mental health staff to assist at shelters. If greater quantities are needed because of the event and numbers of shelters established, County Mental Health Department may provide counselors.</li> </ul>	
<p><b><u>ENVIRONMENTAL HEALTH</u></b></p> <ul style="list-style-type: none"> <li>• Will perform health inspections in congregate care facilities and food handling areas in accordance with county codes.</li> </ul>	
<p><b><u>PUBLIC HEALTH</u></b></p> <ul style="list-style-type: none"> <li>• Will investigate notifications of disease outbreaks in shelters and provide vaccines or prophylaxis to control the spread of disease.</li> </ul>	
<p><b><u>DOMESTIC ANIMAL PROVISIONS</u></b></p> <ul style="list-style-type: none"> <li>• Shelter plans include the notification of the humane society to provide a portable kennel at shelter locations for people with “house pets”. Persons with larger animals in need, register with the DWI-line or Chapter, and a form is faxed to the Humane Society, who sees to their care.</li> </ul>	<p>Pet Evac and the Sheriff’s Posse can rescue larger animals.</p>
<p><b><u>RESOURCE REQUESTS</u></b></p> <ul style="list-style-type: none"> <li>• Additional resources to support shelter and feeding efforts are requested through the Logistics/Resource Management Branch. Examples of potential needs are: transportation, water, food, and security.</li> <li>• If Shelter Managers report contaminated people presenting at shelters, the Mass Care Branch Chief should request the assistance from Fire/HazMat Branch.</li> </ul>	

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>MEDICAL NEEDS SHELTERS</u></b></p> <ul style="list-style-type: none"> <li>If the medically dependent population exceeds the capabilities of the ARC shelter system; the Shelter Group requests assistance from the Medical/Medical Branch. The Medical/Health Branch can survey assisted living centers, skilled nursing facilities for availability. Or can establish an in-shelter temporary infirmary or a medical needs shelter with the assistance of the American Red Cross.</li> </ul>	<p>See instruction on establishing a medical needs shelter in this Tab.</p>
<p><b><u>ACTIVITY REPORTING</u></b></p> <ul style="list-style-type: none"> <li>Shelter and feeding activities are reported during EOC briefings and provided for inclusion to the situation report.</li> </ul>	<p>See Shelter and Feeding Activity Report in this Tab.</p>
<p><b><u>IMPROMPTU/SPONTANEOUS SHELTERS</u></b></p> <ul style="list-style-type: none"> <li>Spontaneous shelters or “camping” areas need to be inspected by the Environmental Health Group. Impromptu shelter locations meeting ARC minimum standards should be brought into the network and served with County support resources. Persons staying in shelters not meeting minimum standards or located in unsafe or unacceptable locations should be relocated into approved shelters. Outreach teams from Medical/Health Branch, Mass Care Branch and Human Resources Branch may be assembled to encourage and assist with relocation.</li> </ul>	<p>Churches, community based organizations, and community members may establish shelters outside of the ARC network. Impromptu shelters may spring up in vacant buildings, vacant lots or parks.</p>
<p><b><u>QUARANTINED AREA SUPPORT SHELTERS</u></b></p> <ul style="list-style-type: none"> <li>During events requiring the establishment of quarantined areas the Mass Care Branch establishes, as needed, support shelters for family members of the quarantined. These support shelters are located outside of the quarantine perimeter.</li> </ul>	
<p><b><u>FEEDING IN QUARANTINED AREAS</u></b></p> <ul style="list-style-type: none"> <li>The Mass Care Branch will assist in the delivery of food to the “cold zone” surrounding a quarantined area in concert with all other supplies, equipment and support to the area.</li> </ul>	

**ESTABLISHING A MEDICAL NEEDS SHELTER**

Medical needs shelters are shelters intended to provide, to the extent practicable under emergency conditions, an environment in which medically fragile evacuees’ current levels of health can be sustained. These facilities are staffed and supplied by the transferring agency and/or local health authorities and are administered by the County Health Department in collaboration with the Red Cross.

**Site selection:**

- Sleeping/living space for medically fragile individuals should be calculated at approximately 60 - 80 sq ft per person to accommodate a 6' x 3' cot/mattress and a 2 - 3 foot wide perimeter.
- Extra space should be allocated for main aisle ways and should be wide enough to accommodate wheelchairs.
- Include space for two or three private examination rooms/areas.
- Pantry or storage space will be required for supplies.
- Refrigeration storage space will be required for certain pharmaceutical supplies.
- Water and sanitation systems should be in place and functioning.
- Adequate ongoing and backup electrical power.

**Staffing:**

**SUGGESTED STAFF-TO-PATIENT RATIOS EACH 12-HOUR SHIFT**

	<b>SHELTER POPULATION</b>				
<b>Medical/Health Staffing</b>	35-40	41-80	81-120	121-160	161-200
<b>Medical Director</b>	1	1	1	1	1
<b>Physician</b>	1	2	3	4	4
<b>RN Supervisor</b>	1	1	1	1	1
<b>RN/LVN</b>	1	2	3	4	5
<b>Experienced Caregiver</b>	3	6	9	12	15
<b>Mental Health</b>	1	2	2	2	3
<b>TOTAL</b>	8	14	19	24	29

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO  
ONE HUNDRED PEOPLE FOR 3 DAYS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
Acetaminophen (non-aspirin)	Adult	1 Bottle (100 Tablets)
Acetaminophen (non-aspirin)	Pediatric	2 Bottles (Liquid)
Adhesive strips, plastic	Assorted Sizes	3 Dozen
Adhesive tape	3" X 4" Widths	2 Rolls
Adhesive, non-allergic	Assorted Sizes	1 Dozen
Airways		2
Alcohol, isopropyl	1 Pint	1
Alcohol preps		2 Dozen
Anaphylactic kit		1
Antacid, low sodium	Tablets In Box	2 Boxes
Antibiotic ointment	Tube	1
Antihistamines (tablets)	Box	1
Antihistamines (liquid)	Bottle	1
Antipruritic ointment	Tube	1
Antiseptic	Bottle	1
Applicator, cotton-tipped	6" Long	2 Dozen
Aromatic spirits of ammonia	Breakable Capsules	6
Aspirin, 5 grain	Package Of 2	100
Baby feeding bottles		1 Dozen
Bandage gauze roller		1 Dozen
Bedside commode		10
Betadine scrub solution	Bottle	1
Bio-hazard waste bags	Large	1 Dozen
Blankets		100
Blood glucose strips	Box	1
Body lotion, moisturizing	Bottle	3

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO  
ONE HUNDRED PEOPLE FOR 3 DAYS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
<b>Box or chest with lock to store medications</b>		1
<b>Bucket</b>	2 Gallon	2
<b>Bug repellent, lotion</b>	Bottle	3
<b>Calamine lotion</b>	Bottle	1
<b>Can opener</b>	Manual	1
<b>Chlorine bleach, liquid</b>	1 Quart	1
<b>Collapsible water containers</b>	1 Gallon	10
<b>Colostomy bags</b>	Box	1
<b>Cotton balls</b>	Prepackaged	200
<b>Diabetic diet</b>		
<b>Dialysis diet</b>		
<b>Diapers, baby, disposable</b>	Infant, Med. & Large	3 Doz
<b>Diapers, adult</b>	Prepackaged	
<b>Dressing basin</b>	Small Flat Container	
<b>Dressing adherent</b>	Assorted Sizes	
<b>Dust masks (facial)</b>	Disposable	20
<b>Elastic bandage</b>	3"	2
<b>Emesis basin(s)</b>		10
<b>Eye pads</b>	Box	1
<b>Face masks</b>	Disposable, For Mouth To Mouth Resuscitation	
<b>Facial tissues</b>		2 Boxes
<b>Flashlight and batteries</b>		1
<b>Forceps or large tweezers</b>		1
<b>Formula, infant</b>	Powdered, Liquid	2 Cases
<b>Gauze compresses, individually wrapped</b>	3" X 3" Or 4" X 4"	2 Dozen
<b>Gloves, plastic, non-sterile</b>	Disposable	6 Dozen
<b>Gloves, plastic, sterile</b>	Disposable	6 Dozen

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO  
ONE HUNDRED PEOPLE FOR 3 DAYS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
Handi-wipes	Disposable	1 Case
Hydrogen peroxide	Bottle	1
Hydrocortisone, .5% ointment	Tube	1
Ipecac	Bottle	1
Ice bag	Disposable	1
Identification bracelets		100
Insulin syringes		
Instant ice	Ice pack	2 dozen
Irrigation kit		1
Kaopectate	Bottle	3
Lancing device		
Magic markers	Permanent marker	1 dozen
Newspaper	(Clean up messes)	
Obstetrical kit	Disposable	1
Oxygen and tubing		
Paper cups	6 oz or 8 oz size	1 case
Paper towels		2 rolls
Petroleum	Small tube	1
Pillows		100
Plastic bags	Large	1 box
Safety pins	Assorted sizes	2 dozen
Sanitary napkins	Regular	2 dozen
Scissors	Blunt	4 pair
Scouring powder		1 can
Sharps container		1
Soap	Cake and liquid (antimicrobial)	
Soap substitute	Bottle	2
Soybean formula	Can	1 case

**SUPPLIES TO PROVIDE CARE AND TREATMENT TO  
ONE HUNDRED PEOPLE FOR 3 DAYS**

<b>ITEM</b>	<b>DESCRIPTION</b>	<b>QUANTITY</b>
<b>Sphygmomanometer</b>	Adult cuff	1
<b>Sphygmomanometer</b>	Pediatric	1
<b>Spill kit</b>		1
<b>Splint or splinting device</b>	Arm, leg	1 package
<b>Sterile water</b>	Gallon	1
<b>Stethoscope</b>		1
<b>Sugar</b>	Cubes, package	
<b>Sunscreen</b>	SPF #15, bottle	3
<b>Table salt</b>	Box	1
<b>Throat lozenges</b>	Bag of 20	3
<b>Tongue depressors</b>		1 package
<b>Tourniquet</b>		1 package
<b>Thermometer</b>		10
<b>Underpads (“blue” pads)</b>		150
<b>Urinary drainage and bag</b>		1
<b>Vinegar</b>	Bottle	1
<b>Walker</b>	Walking assistance	2

From California Emergency Medical Services Authority, “Shelter Medical Group Toolkit”





<b>SHELTER SITE FEEDING REPORT</b>						
<b>Fixed Sites, # Fed</b>				<b>Mobile Operations, # Fed</b>		
<b>Site</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>

**SPECIAL NEEDS  
POPULATIONS****INFORMATION IN THIS SECTION**

- Special Needs Registry
- Home Health Agencies
- Detention Facilities

**EOC STAFFING**

EOC DIRECTOR  
EOC COORDINATOR  
EOC SECTION CHIEFS

**POLICIES**

Persons may self-identify as having special needs.

The County may adopt a voluntary special needs registry.

**SEE ALSO:**

- Food and Shelter Tab G

**CHECKLISTS:**

- Mass Care Branch

**FORMS:**

- Sample Disaster Registry Form

## SPECIAL NEEDS POPULATIONS

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>ALERTS AND WARNINGS TO SPECIAL HEALTH TARGET GROUPS</u></b></p>	<p>All telephone numbers in Deschutes County have been entered into the Emergency Preparedness Network.</p>
<p>Warnings to special health target groups are issued by Medical/Health Branch, Public Health Group through the Health Department PIO, the County PIO or, when activated the EOC PIO.</p>	<p>Extreme weather conditions, various diseases affect populations differently.</p> <p>Shelters may need to be opened for extreme weather conditions.</p>
<p><b><u>SPECIAL NEEDS REGISTRY</u></b></p> <p>The Computer Aided Dispatch system contains data entry elements for special needs. Currently, people with special needs have informally contacted the 9-1-1 center to register.</p>	<p>See Sample voluntary registration form in this Tab.</p>
<p>Home Health Agencies and Care Providers Could provide information regarding the locations of their clients (or conduct outreach to) regarding needs pertinent to the event. (weather, health warnings)</p>	<p>See list of Home Health Care Agencies in this Tab.</p>
<p><b><u>DETENTION FACILITIES</u></b></p> <p>Deschutes County Adult Jail Regional Work Center (currently closed)</p> <ul style="list-style-type: none"> <li>• The Deschutes County Sheriff’s Office maintains a Jail Evacuation Plan.</li> <li>• In events requiring mass prophylaxis or vaccinations, the Medical Health Branch, Public Health Unit will coordinate with Logistics Section and Law Enforcement Branch to deliver supplies and training to the clinic.</li> </ul>	

**SPECIAL NEEDS POPULATIONS**

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>ASSISTED LIVING CENTERS AND SKILLED NURSING FACILITIES</u></b></p> <ul style="list-style-type: none"> <li>• Assisted Living and Skilled Nursing facilities are required to have their own disaster and evacuation plans. Ideally, care facilities would evacuate to “like” facilities through MOUs.</li> <li>• In events requiring mass prophylaxis or vaccinations, the Medical Health Branch, Public Health Unit will coordinate with Logistics to deliver supplies and training to the health care staff at the facilities.</li> </ul>	

**HOME HEALTH CARE PROVIDERS**

NAME	ADDRESS	TELEPHONE
Assured Quality Home Care, Inc.	Bend	398-9823
At Home Care Group, Inc	644 NE Seward Ave., Bend	312-0051
Cascade Home Care	2500 NE Neff Rd., Bend	388-7796
Cascade Home Care	LaPine	536-2091
	Redmond	504-4296
Central Oregon Home Health Agency		Bend 382-5882
		La Pine 536-5990
Evergreen Home Services, Inc.	243 SW Scalehouse Loop, Suite 3-A, Bend	389-0006
Heart-n-Hands Midwifery Services	505 NW Franklin, Bend	318-6338
Homecare IV of Bend		382-0287
Making Life Easier	265 NW Franklin Ave., Bend	318-1400
Mountain View Home Health Services	470 NE A St., Madras	475-3882
Pioneer Memorial Home Health and Hospice	1201 NE Elm, Prineville	447-2510
Hospice of Bend/LaPine	1303 NW Galveston	383-3910

**SPECIAL NEEDS POPULATIONS**

**SAMPLE REGISTRY FORM**

**SPECIAL NEEDS DISASTER REGISTRY**

This voluntary registry is for seniors and persons with disabilities, with no family, neighbor or friend to help in times of disaster. Emergency warning to the public in Deschutes County is performed using an automatic telephone dialer. Warnings may also be given over the radio Emergency Alert System.

Information submitted on this form will not be shared with unauthorized persons or organizations. Authorized release will occur in a disaster or emergency situation to effect delivery of aid to the registrant.

	Yes	No
Do you depend on the delivery of food, water or medicines?		
Do you require electrically powered medical equipment to function on a day-to-day basis? Examples are a medical ventilator, oxygen generators, or IV pumps?		
Do you have a medical condition that limits your ability to react to emergencies?		
Are you confined to a wheel chair?		
Are you blind?		
Are you deaf?		
Do you have seizures - controlled or uncontrolled?		
Is it difficult for you to exit your residence?		
Do you live in a neighborhood prone to natural or man-made disasters? (Examples: In or near a forested setting, near the river, near a highway or railroad line?)		
Anything else emergency responders going to your residence should know? If yes: please write in the space below.		

**SPECIAL NEEDS POPULATIONS**

Name (please print)	Address (print)
Social Security #	Telephone Number
<p>I understand that this information is being given to Deschutes County in confidence and will be used for no other purpose than the stated purpose of providing help following a disaster.</p> <p>Signature _____</p> <p>Date _____</p>	
<p>If the enrollee is not completing this form, please fill out the following information.          ("Relationship" could be friend, spouse, caseworker, landlord, social worker, etc.)</p>	
Name	Relationship to enrollee:
Address	Telephone #:
Signature:	

## INFORMATION IN THIS SECTION

- Evacuation
- Search and Rescue (SAR)
- Coordination with Local, State, Federal Law
- Personal Protective Equipment
- Potential Bio-Hazard Contamination
- Release of Public Information

## EOC STAFFING

When the EOC is activated, the following ICS Positions may be assigned to coordinate Law Enforcement response:

EOC OPERATIONS SECTION CHIEF  
EOC OPERATIONS SECTION:  
LAW ENFORCEMENT BRANCH

## POLICIES

Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.

*ORS 401.115* Additional powers during emergency, states that during the existence of an emergency, the Governor may:

- Assume control of all police and law enforcement activities in such area, including the activities of all local police and peace officers.
- Close all roads and highways in such areas to traffic or by order of the Governor, limit the travel on such roads to such extent, as the Governor deems necessary and expedient.

## SEE ALSO:

- Sheriff's Office Search and Rescue Plan

## CHECKLISTS:

- See EOC ICS Position Checklists for Law Enforcement Branch

## FORMS:

- Law Enforcement EOC Situation Briefing Format
- Evacuation Guidelines from OEM Basic Plan
- Anthrax Threat Response Plan Deschutes County Health Department



FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>EVACUATION</u></b></p> <ul style="list-style-type: none"> <li>• Coordinate with on-scene Incident Commander to determine need for evacuation (fire, flood, landslide, WMD incident).</li> <li>• Coordinate with on-scene Incident Commander to determine evacuation area (described by well-known geographic boundaries).</li> <li>• Identify relocation areas. Contact EOC Mass Care Branch and American Red Cross to set up relocation shelters.</li> <li>• Coordinate with Public Information Officer to prepare and announce evacuation orders over public alert systems. See public warning tab.</li> <li>• Drive through evacuation areas (if the situation permits) to announce evacuation SAR assists (bullhorns, door-to-door)</li> <li>• Drive through evacuation areas to assist evacuees and ensure evacuation.</li> <li>• Coordinate with EOC Transportation Unit to arrange assistance with evacuation.</li> <li>• Contact EOC Construction &amp; Engineering Branch for debris removal to keep designated evacuation routes clear.</li> <li>• Secure and control access to evacuated areas. Issue order that individuals found looting with be arrested, detained, and prosecuted.</li> <li>• Coordinate site evacuations. (Hospitals, schools, prisons, private or public buildings)</li> <li>• Provide security at relocation centers.</li> <li>• Contact EOC Medical/Health Branch to arrange for relocation site monitoring and assistance with special/vulnerable populations.</li> </ul>	<ul style="list-style-type: none"> <li>• In Oregon, the primary responsibility for ordering and coordinating an evacuation rests with local government. However, in the event of a large scale, multi-county evacuation the State ECC can provide coordination.</li> <li>• Emergency evacuation in Oregon is conducted in accordance with ORS 401.065 Police Powers During State Of Emergency; Suspension Of Agency Rules, and ORS 401.309 Declaration Of State Of Emergency By Local Government.</li> </ul>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>SEARCH AND RESCUE (SAR)</u></b></p> <ul style="list-style-type: none"> <li>• The Sheriff’s Office is responsible for SAR operations.</li> <li>• The Sheriff’s Office Search and Rescue Coordinator mobilizes Search and Rescue teams. Team members are trained volunteers.</li> <li>• SAR Volunteer Team Members are contacted by radio, telephone, and pager.</li> <li>• Coordinate with on-scene Incident Commander to identify SAR requirements, deploy SAR teams and monitor search efforts.</li> <li>• Contact local air support resources, if necessary.</li> <li>• Contact State SAR resources, if necessary. State resources are available through the OEM Support Function #9.</li> </ul>	<ul style="list-style-type: none"> <li>• State Resources: SSF #9 Search And Rescue</li> </ul> <p>Primary Agency: OEM.</p> <p>Support Agencies: OMD, ODOT, AERO.</p> <p>Adjunct Agencies: USCG, CAP, ARC.</p> <ul style="list-style-type: none"> <li>• SAR Purpose: Coordinate the provision of state and outside agency resources for disaster related Search and Rescue (SAR) operations.</li> <li>• SSF #9 encompasses air, wild land, and disaster Search and Rescue (SAR) operations within the State of Oregon, and assigns state agency support for FEMA’s Urban Search and Rescue (US&amp;R) program.</li> <li>• Missing aircraft related SAR missions are addressed by a document entitled “Agreement between The State of Oregon and The Executive Agent for Inland SAR” maintained at Oregon Emergency Management.</li> </ul>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><u>WEAPONS OF MASS DESTRUCTION (WMD) TERRORISM INCIDENTS</u></p> <ul style="list-style-type: none"> <li>• In incidents occurring or potentially occurring (threatened or overt), Law Enforcement assumes Incident Command for Crisis Management. The EOC, when it is activated, assumes control of Consequence Management activities.</li> <li>• Determine need to access or activate HazMat Team, bomb squad, SWAT team, K-9 units, military or National Guard.</li> <li>• Coordinate activities with FBI Special Agent-In-Charge, Federal agency officials, military officers, and State agency officials.</li> <li>• Maintain security and integrity of the crime scene.</li> <li>• Conduct evacuations.</li> <li>• Assist with warning and notifications to the public.</li> <li>• Secure impassable roads, bridges.</li> <li>• Request assistance from EOC Construction and Engineering Branch, Roads and Bridges to re-route traffic or place traffic control barriers.</li> <li>• Implement curfews ordered by the County Administrator or Governor and tell the public how the curfew will be enforced (arrests and prosecution).</li> <li>• Enforce quarantine and isolation orders, if necessary.</li> <li>• Collect bio-agent samples at the crime scene, with proper Personal Protective Equipment (PPE) and safety precautions, if requested by the Health Officer.</li> <li>• Conduct law enforcement searches of property and vehicles, as required.</li> <li>• Remove vehicles blocking evacuation routes to health care and other emergency centers. Maintain records of where vehicles are taken.</li> <li>• Ensure that security passes are issued to personnel who have authority to enter secured areas.</li> <li>• Ensure that prisons and jails are notified of the potential threat, and determine proper safety and security precautions.</li> </ul>	<p>See Tab P, Terrorism/WMD</p> <p>Crisis Management is law enforcement (local and FBI) efforts to manage the crime scene.</p> <p>Consequence Management is emergency response to protect the public.</p> <p>If Law Enforcement sampling staff is required, consider Central Oregon Drug Enforcement (CODE) Team who have and are trained in Level A sampling and evidence preservation.</p>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>PERSONAL PROTECTIVE EQUIPMENT:</u></b>                      Fire Department Infection Control Officers and HazMat Team Safety Officer, and the County Health Officer should have a joint discussion and decide the appropriate equipment for the incident.</p>	
<p><b><u>SUSPICIOUS PACKAGE, POTENTIAL BIO-AGENT CONTAMINATION</u></b></p> <ul style="list-style-type: none"> <li>• When notified by 911 of a potential bio-agent contamination (e.g. white powder, Anthrax suspected), whether or not on the scene, establish contact with the Health Department Communicable Disease (CD) Coordinator.</li> <li>• Assist to assess exposure risk and determine the need to remove individuals from the area.</li> <li>• Assist to detain, isolate, and quarantine individuals, if necessary.</li> <li>• Secure the area as a crime scene.</li> <li>• Contact FBI/HazMat to collect samples of the suspicious item.</li> </ul>	<p>The Deschutes County Health Department Anthrax Threat Response Plan includes bio-agent sampling instructions for potential Anthrax samples. These instructions should also be used in situations where other bioagents are suspected.</p> <p>See Anthrax Threat Response Plan.</p>

**LAW ENFORCEMENT EOC SITUATION BRIEFING FORMAT**

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**Include the following information in situation briefings:**

1. Situation Summary
2. Current objectives and priorities
3. Commander on duty
4. Location of command and subcommand posts
5. Radio frequencies in operation
6. Phone numbers, pager numbers to command posts and command staff
7. Unit deployments
8. Personnel status (# on duty, # off duty, # injured or sick)
9. Vehicle status (# operational)
10. Restricted areas/secured areas
11. Crime scenes and investigations
12. Evacuations
  - Boundaries (areas cleared, areas in progress)
  - Relocation areas (location, facilities, capacities)
  - Evacuation routes (location, condition)
  - Agencies committed (personnel and equipment)
  - Population estimates (number evacuated, number remaining)
  - Estimated time to complete evacuation
  - Problems/solutions

**OREGON EMERGENCY MANAGEMENT (OEM) EVACUATION GUIDELINES**

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1. Situations that could necessitate state coordination of an evacuation include:
  - An escalating emergency, requiring the movement of persons from one county to another. Sometimes, however, an evacuation of this nature will not be beyond the capabilities of the counties involved.
  - An emergency of regional scope.
2. The risk involved in evacuating a large area should not be overlooked. It should be determined whether it would be safer for the public to stay put, i.e. "shelter in place".
3. Upon determining the need for state assisted coordination of an evacuation, the Oregon ECC will be fully activated.
4. City, county, and state road maintenance agencies assist with establishing and maintaining roadblocks or detours via highway signing, barricades, and use of personnel. Evacuations will be determined according to ORS 810.010 and the ODOT emergency plan.
5. Local emergency management officials assist with transportation and other arrangements for persons with special needs, such as senior citizens, disabled, hospital patients, and residents of nursing homes as circumstances require.
6. Jurisdictions along evacuation routes, and jurisdictions receiving evacuees, shall be informed of estimated arrival times.
7. Provisions are made for assigning and, if necessary, transporting American Red Cross volunteers and health professionals to the temporary housing and feeding facilities.
8. Essential resources and equipment (e.g.: health and medical equipment and supplies) shall be moved to temporary housing facilities as well.
9. A curfew may be considered, if necessary. At a minimum, and to the extent possible, security is provided for evacuated areas in each affected county, under the direction of the appropriate local law enforcement agency.
10. After the emergency event has ended:
  - The public shall be advised by local authorities of the cessation of the Evacuation Order and the lifting of the security perimeter.
  - Arrangements shall be made for the early return of persons needed to staff essential services, and to open vital businesses.
  - Local authorities will allow a general return to the evacuated area, as soon as possible.

**ANTHRAX PROTOCOL FOR LAW ENFORCEMENT**

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NOTE: Remember, even in the presence of a credible threat, in almost all of these events nationwide there has been no evidence of anthrax. Also, anthrax is not contagious from person-to-person. In the event of an actual exposure, preventative treatment is available.

1. Upon notification from the public of a bioterrorism threat involving a suspicious powdered substance, use the following recommended guidelines:
2. Connect call to CD Coordinator (322-7418) or whoever is covering
3. CD Coordinator will screen call for credible risk.

4. Identify Suspicious Packages and Envelopes

Inappropriate or unusual labeling

Excessive postage

Handwritten or poorly typed addresses

Misspellings of common words

Strange return address or no return address

Incorrect titles or title without a name

Not addressed to a specific person

Marked with restrictions, such as "Personal," "Confidential," or "Do not x-ray"

Marked with any threatening language

Postmarked from a city or state that does not match the return address

5. Appearance

Powdery substance felt through or appearing on the package or envelope

Oily stains, discolorations, or odor

Lopsided or uneven envelope

Excessive packaging material such as masking tape, string, etc.

Other suspicious signs

Excessive weight

Ticking sound

Protruding wires or aluminum foil

6. If a package or envelope appears suspicious, DO NOT OPEN IT

7. Handling of Suspicious Packages or Envelopes

Do not shake or empty the contents of any suspicious package or envelope

Do not carry the package or envelope, show it to others or allow others to examine it

Put the package or envelope down on a stable surface; do not sniff, touch, taste, or look closely at it

**ANTHRAX PROTOCOL FOR LAW ENFORCEMENT**

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or at any contents which may have spilled

Alert others in the area about the suspicious package or envelope. Leave the area, close any doors, and take actions to prevent others from entering the area. If possible, shut off the ventilation system.

WASH hands with soap and water to prevent spreading potentially infectious material to face or skin. Seek additional instructions for exposed or potentially exposed persons.

8. Determine if on-site supervisor has been notified (if indicated) and instruct to do so if not already done.
9. Determine if law enforcement has been notified, whether or not they are on the scene, and initiate contact between CD Coordinator and the law enforcement. If law enforcement has not been notified, and situation is deemed a credible risk, call appropriate law agency immediately (911).
10. Health Department representative and law enforcement on the scene to assess exposure risk and make determination regarding need to remove individuals from immediate area.
11. Law enforcement to inform FBI/HazMat and collect sample of the suspicious item if deemed appropriate. (Remind local HazMat responders that use of handheld bioassay field-testing devices will not result in the accuracy needed to make final public health decisions and may consume the specimen, making CDC testing more difficult or impossible to perform).
12. Call Oregon Health Services at (503) 731-4024 for assistance. They will call CDC. If a potential credible threat has been determined, Oregon State Public Health Lab and CDC, if needed, will assist in the testing of materials. Appropriately packaged substance is delivered to designated laboratory for testing (i.e., St. Charles Medical Center, OSPHL, CDC). Lab to be notified of impending delivery.
13. Health Department gathers or instructs designated on-site person to document the following information:
  - Persons exposed
    - A list of individuals in direct contact of the substance (symptomatic, number, location, contact information, etc.)
    - A list of individuals in close proximity but not in direct contact
    - Possibly gather roster of all individuals present in the building at the time of the incident if indicated
  - Physical environment
    - Evacuated and closed building or areas
14. Shut off HVAC
15. Field screening tests conducted
16. Handheld bioassay field tests (if done)



**ANTHRAX PROTOCOL FOR LAW ENFORCEMENT**

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17. Health Department to assess and give instructions for those individuals who had direct contact and provide information regarding signs/symptoms to watch for (refer to Bioterrorism Agent Fact Sheet). If sample tests positive, all individuals deemed to have had significant risk exposure will be contacted and prophylaxis will be initiated (post-exposure prophylaxis is not recommended unless positive laboratory results are received). If sample is negative, a designated contact person will be notified so those on the contact list can be advised.
  
18. Cleanup/Decontamination of potentially exposed people or surfaces should be considered on a case-by-case basis. Grossly contaminated persons should remove clothing and shower with soap and water. Clothing should be placed in plastic bags and secured. (See attached Interim Guidelines for Decontamination Procedures to Use in Bioterrorism Threats Involving Suspected Anthrax Powdered Substances – Oregon, 2001).
  
19. The HVAC system to the area where the envelope was opened should be turned off and room entry should be restricted until laboratory results are received.
  
20. Notification and Public Information
  - Health Department
  
  - State Health Department
  
  - County Commissioners
  
  - Risk Communication Internal (Health Department Personnel)  
External (Media)

**EVACUATION/SHELTER-  
IN-PLACE****INFORMATION IN THIS SECTION**

- On-scene Evacuation
- Shelter-In-Place
- Evacuation of Medical Facilities

**EOC STAFFING**

When the EOC is activated, the following ICS Positions may be assigned to obtain resources, provide status information about on-scene response and coordinate regional resource requests and assets:

EOC OPERATIONS SECTION CHIEF

EOC OPERATIONS SECTION:

LAW ENFORCEMENT BRANCH

**POLICIES**

The decision to order an evacuation or a Shelter-In Place announcement is made by the Incident Commander. Law enforcement (Sheriff's Office) manages the evacuation of people from areas identified as hazardous or which pose an imminent threat or danger to life safety.

ORS 401.309 (3) A county, city or municipal corporation may authorize an agency or official to order mandatory evacuations of residents and other individuals after a declaration of a state of emergency within the jurisdiction is declared. An evacuation under an ordinance or resolution authorized by this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

**CHECKLISTS:**

- Law Enforcement Branch,
- Mass Care Branch
  
- Tab D Public Warning and Information
- Tab G Food and Shelter

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><u>ON SCENE EVACUATION ACTIONS</u></p> <ul style="list-style-type: none"> <li>• Coordinate with on-scene Incident Commander to determine need for evacuation (fire, flood, landslide, WMD incident).</li> <li>• Coordinate with on-scene Incident Commander to determine evacuation area (described by well-known geographic boundaries).</li> <li>• Contact 9-1-1 Dispatch Center to prepare EPN messages. See public warning tab.</li> <li>• Identify relocation areas. Contact EOC Mass Care Branch and American Red Cross to set up relocation shelters. See Food and Shelter Tab</li> <li>• Drive through evacuation areas (if the situation permits) to announce evacuation, SAR assists (bullhorns, door-to-door).</li> <li>• Drive through evacuation areas to assist evacuees and ensure evacuation.</li> <li>• Contact EOC Transportation Unit to arrange assistance with evacuation. Or if EOC not yet activated; contact transportation asset directly.</li> <li>• Contact EOC Construction &amp; Engineering Branch for debris removal to keep designated evacuation routes clear.</li> <li>• Secure and control access to evacuated areas. Issue order that individuals found looting will be arrested, detained, and prosecuted.</li> <li>• Coordinate site evacuations. (Hospitals, schools, prisons, private or public buildings)</li> <li>• Provide security at relocation shelter centers.</li> <li>• Contact EOC Medical/Health Branch to arrange for relocation site monitoring and assistance with special/vulnerable populations.</li> </ul>	<ul style="list-style-type: none"> <li>• In Oregon, the primary responsibility for ordering and coordinating an evacuation rests with local government. However, in the event of a large scale, multi-county evacuation the State ECC can provide coordination.</li> <li>• Emergency evacuation in Oregon is conducted in accordance with ORS 401.065 Police Powers During State Of Emergency; Suspension Of Agency Rules, and ORS 401.309 Declaration Of State Of Emergency By Local Government.</li> </ul> <p>See Tab L Resource Management</p>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p>City, county, and state road maintenance agencies assist with establishing and maintaining roadblocks or detours via highway signing, barricades, and use of personnel. Evacuations will be determined according to ORS 810.010 and the ODOT emergency plan.</p>	
<p>Jurisdictions along evacuation routes, and jurisdictions receiving evacuees, shall be informed of estimated arrival times.</p>	
<p>The Incident Commander, with assistance from technical units, will determine when the area is safe to re-enter and announces the lifting of the evacuation order to the Public.</p>	
<p><b><u>SHELTER-IN-PLACE</u></b></p> <ul style="list-style-type: none"> <li>• In biological, chemical, or radiological release incidents, the Incident Commander may order the public to shelter-in place: when evacuation can not be accomplished in a timely manner; or evacuation would result in increased exposures.</li> <li>• Perform public notification by EAS, EPN, and radio/television</li> <li>• Consider special needs/vulnerable populations and provide additional instructions or translations of messages.</li> <li>• The Incident Commander, with assistance from technical units, will determine when the area is safe to re-enter and announces the lifting of the shelter-in-place order to the Public.</li> </ul>	<p>See Shelter-in-Place Guidelines in this Tab.</p> <p>See Tab D Public Warning and Information</p>

## **EVACUATION OPTIONS FOR MEDICAL FACILITIES**

### **General Public Shelter**

General public shelters accept people with minor injuries or illnesses, or those with physical or emotional limitations, who do not require close monitoring, assistance, or equipment. Evacuees requiring skilled health or personal care will be referred to an appropriate health care facility or to a medical treatment unit/temporary infirmary. General public shelters cannot guarantee that there will be adequate medical or personal care staff or the necessary supplies or equipment for people who require such support.

### **Medical Treatment Unit/Temporary Infirmary**

Medical treatment units are shelters intended to provide, to the extent practicable under emergency conditions, an environment in which medically fragile evacuees' current levels of health can be sustained. These facilities are staffed and supplied by the transferring agency and/or local health authorities and are administered by appropriate local governmental agencies in collaboration with the Red Cross or other sheltering agencies. Temporary infirmaries are portions of general public shelters intended to provide the same services. Local health authorities should determine the maximum population of medically fragile individuals that can be safely cared for in temporary infirmaries, and develop plans to open separate medical treatment units/shelters when the number of patients exceed the capability of the public shelter temporary infirmary.

Individuals who should be directed to a medical treatment unit or temporary infirmary for care include the following:

- People who require assistance with medical care or treatments, such as routine injections, IV therapy, wound care, in-dwelling drainage or feeding tubes, respiratory hygiene or who are dependent upon electrical medical devices.
- People who are unable to care for themselves and require personal care assistance for activities of daily living (ADLs) and do not have a caregiver present, or those whose mental status requires continuous monitoring and/or a secure environment.

## **EVACUATION STRATEGIES**

There are several strategies for evacuation which include:<sup>1</sup>

- Sheltering in place without moving clients
- Sheltering in place to a safe area on the same level
- Sheltering in place vertically (up or down)

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<sup>1</sup> Excerpts from the California EMSA Shelter Medical Group Toolkit:- Local Emergency Preparedness Planners Guide for the Care and Sheltering of the Medically Fragile, published by the EMSA Shelter Medical Group, September 6, 2001

- Evacuating just outside the facility
- Evacuating to a nearby like facility
- Evacuating to a distant like facility
- Evacuating to a shelter designated as a medical treatment unit (and originating facility continues to provide all staff and support services)
- Evacuating to a shelter designated as a medical treatment unit (and local health officials provide all staff and support services)
- Evacuating to a general public shelter with a temporary infirmary

### **SHELTERING IN PLACE WITHOUT MOVING CLIENTS**

Depending on the degree of risk, facility staff may decide to remain in place because the threat may have less impact on client health and safety than a voluntary evacuation.

Example: A facility becomes aware of a chemical release that will affect it within a short period of time and local government advises staying indoors or evacuating the area. Evacuation could expose patients/residents to greater risks than sheltering in place.

### **SHELTERING IN PLACE TO A SAFE AREA OR REFUGE ON THE SAME LEVEL**

An evacuation may be necessary from one side of a building to another based on an approaching threat. Staff would be expected to identify the path and speed of the threat to ensure the timely movement of patients and critical equipment.

Example: An evacuation may be necessary from one side of a building to another based on an approaching or impending threat. Staff would be expected to identify the path and speed of the threat to ensure a timely movement of patients and critical equipment.

### **SHELTERING IN PLACE VERTICALLY (UP OR DOWN)**

For fast-moving, short-duration events it may be necessary to move residents above or below the ground floor. This is usually done because time in which to respond to a serious hazard is extremely limited. Lower-level sheltering may be required for high wind scenarios or during threats from some man-made threat (e.g., a nearby impending explosion). Upper-level sheltering may be required for scenarios involving very fast-moving waters or during the release of ground-hugging chemicals in the immediate area.

Example: A two-story facility has a fall-out shelter in the basement. The National Weather Service has announced a tornado warning in the area. A staff member's relative has already seen a funnel cloud touch down less than a mile from the facility. Staff should consider moving patients from the upper floor, and those near windows, to the security of the basement until the tornado warning has subsided.

**EVACUATING JUST OUTSIDE THE FACILITY**

There may be an internal emergency, which will require staff to evacuate patients from the building. This could be for an immediate problem or a long duration event. The evacuation plan should include locations where facility staff can perform an inventory of those who have left the building. The plan should also include contingencies for this occurring during inclement weather, and the possible need for further evacuation to nearby like facilities.

Example: Staff smells smoke in the facility and calls 9-1-1. They are directed to move patients out of the building. Upon authorization from the fire department, they return indoors.

**EVACUATING TO A NEARBY LIKE FACILITY**

Facilities with medically fragile residents should consider movement of patients/residents and staff to a nearby facility, with like capacity for care of patients/residents. This evacuation type might be considered during a voluntary or precautionary evacuation, and would definitely be appropriate during a mandatory evacuation order. It is critical that facilities have agreements with nearby *like* facilities to take clients. More than one facility should be identified, usually in opposite directions from the affected facility, in case the primary site is impacted by the same threat. Facilities should identify whether other medical and residential care facilities are also planning to use the same location to receive clients. In addition, plans should address accessible evacuation routes (depending on risks) and transportation logistics.

Example: Local government authorities have warned a facility that flood controls may fail within six hours. The facility has a high risk of being flooded within the next two days. Staff have been given adequate time to secure bed space and care at one of the predestinated like facilities. They have also been given time to arrange for transportation and verify a safe route for evacuation.

**EVACUATING TO A DISTANT LIKE FACILITY**

Very serious conditions may require a facility to move all patients to a distant site. This can occur during regional events with massive impacts. Examples include events such as widespread flooding, earthquake, epidemic and civil unrest. This choice would be preferable to movement to a nearby medical shelter if the impact of the event will have a substantial duration (more than 3 or 4 days) and/or there are extensive equipment and personnel support needs for the care of the patients.

Example: A large earthquake has severely damaged a facility and staff determines that all *like* facilities with which they have agreements are also disabled and unable to receive additional patients.

**EVACUATING TO A SHELTER DESIGNATED AS A MEDICAL TREATMENT UNIT (AND ORIGINATING FACILITY CONTINUES TO PROVIDE ALL STAFF AND SUPPORT SERVICES)**

A rapid onset of a disaster may severely limit evacuation and transfer options available to the local emergency authorities and facility. Under these conditions, the local disaster authority may instruct a facility to evacuate and transfer the entire operation to a temporary shelter (i.e., school gymnasium) and continue to provide all care and treatment. This option is desirable for short-term evacuations. However, depending on the duration of the event, this may be the first step before transferring patients to another *like* facility.

**EVACUATING TO A SHELTER DESIGNATED AS A MEDICAL TREATMENT UNIT (AND LOCAL HEALTH OFFICIALS PROVIDE ALL STAFF AND SUPPORT SERVICES)**

When the scope of the disaster conditions are severe, facility planners may need to consider moving patients to a medical shelter before they can be moved to *like* facilities. Since they will have to be moved twice, this choice can create increased stress on patients, and the quality of care in the shelters may not be equal to the care available to them in the facility from which they are evacuating.

Example: An urban firestorm has burned down the neighborhood where a facility was located. Staff was able to evacuate all patients to a local community shelter for the medically fragile, but it has limited capabilities. Facility planners must arrange for movement of patients to a city that is in another county, as soon as the roads are passable and the fire threat is controlled.

**EVACUATING TO A GENERAL PUBLIC SHELTER WITH A TEMPORARY INFIRMARY**

In worst-case scenarios, facilities may have little choice but to evacuate to the nearest available general population shelter. This decision is made only when there is no other option available, and when there is an immediate peril to life and safety of clients if they are not immediately moved to the closest available shelter. The plan must recognize this as a temporary condition requiring immediate triage activities, in coordination with local government, to move the arriving patients to the closest *like* facility available, whether or not there exist any previous agreements.

Example: A massive earthquake has rendered a facility unsafe for occupation. Staff has used every method available to safely move the patients out of the building. The only available shelter is a school auditorium two miles away. There is a temporary infirmary as part of the general population shelter, with limited nursing staff, medical supplies and support. Facility staff will need to set up a working relationship with local government as soon as possible to arrange for the movement of the patients to a *like* facility.



## SHELTER-IN-PLACE GENERAL INSTRUCTION SHEET

Hazardous materials may be released into the atmosphere without warning. In the event of a hazardous materials release you may be asked to either evacuate or shelter in-place by responding authorities.

Evacuation instructions may be provided through public address systems, the Emergency Preparedness Network (telephone) Emergency Alert System (EAS) or by door-to-door alerting.

If evacuation cannot be completed in time, or would increase the amount of exposure, the Incident Commander may decide it is safer to keep occupants indoors.

### IF YOU ARE ASKED TO SHELTER IN-PLACE

- Monitor the Emergency Alert System Radio Station
- Listen for instructions and updates and remain in shelter until authorities indicate it is safe to come out.
- Close all doors to the outside and close and **lock** all windows.
- Set all ventilation systems to 100 percent re-circulation so that no outside air is drawn into the structure. When this is not possible, **ventilation systems should be turned off.**
- Turn off all heating systems.
- **Turn off all air-conditioners** and switch inlets to the "closed" positions.
- Select a room in the building where occupants can be the most comfortable and which is easy to **seal off**. This room should, if possible, provide access to water, toilet facilities, and adequate room for people to sit or lie down. Ideally, the room should have a battery-powered radio, snack foods, and bottled water.
- **Seal any gaps** around windows, doors, and window type air-conditioners with tape and plastic sheeting, wax paper, aluminum wrap, or wetted towels or clothes.
- **Turn off all exhaust fans** in kitchens, bathrooms, and other spaces.
- Close all fireplace dampers.
- Close as many internal doors as possible in your home or other building.
- Use tape and plastic food wrapping or aluminum wrap to cover and seal exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible.
- If the gas or vapor is soluble or even partially soluble in water -- hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher

## EVACUATION/SHELTER-IN-PLACE

degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can.

- If an explosion is possible outdoors -- close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
- Tune into the Emergency Alert System Station on your radio for further information and guidance.
- Remain sheltered until advised by authorities that it is safe to come out.

**INFORMATION IN THIS SECTION**

- Critical Facility Inspections
- Building Inspection Teams
- Initial Damage Inspection (IDA)
- Damaged Building Records
- Securing Property
- Property Retrieval
- Reconstruction/Permitting
- Road, Bridges, and Highway Reconstruction

**ACTIONS**

- Prepare the Initial Damage Assessment (IDA)
- Identify critical facilities and prioritize inspections of damaged buildings.
- Coordinated damage assessments of roads, bridges, dams and buildings.
- Post buildings for re-entry.
- Coordinate post-disaster (earthquake, flood, or other event) reconstruction permitting.

**EOC STAFFING**

When the EOC is activated, the following ICS Positions may be assigned to provide status information and coordinate resource requests and assets for damage assessment:

EOC Operations Section Chief  
 EOC Construction and Engineering Branch  
 Damage Assessment/Building Safety Unit

**POLICIES**

Damage assessment is conducted to:

1. Identify unsafe buildings and post them immediately to prohibit entry and ensure safety.
2. Identify and post inspected (safe to enter) buildings.
3. Determine damage cost estimates for State/Federal disaster recovery/public assistance programs.

**CHECKLISTS:**

- Construction and Engineering Branch, Damage Assessment Unit

**SEE ALSO:**

- ATC-20 Post-Earthquake Safety Evaluation of Buildings
- Download ATC-20 Inspection Forms and Placards at <http://www.atcouncil.org/> or <http://www.atcouncil.org/fandp.shtml>
- Bureau of Reclamation: Wickiup Dam Emergency Operations Plan
- Bureau of Reclamation: Crane Prairie Dam Emergency Operations Plan

## DAMAGE ASSESSMENT/BUILDINGS

### 4. Prepare Project Worksheets for FEMA Public Assistance Projects.

Deschutes County may use the Applied Technology Council, ATC-20 methodologies to conduct safety evaluations of buildings and uses the “Inspected” “Restricted Use” and “Unsafe” placards recommended by ATC-20 to post building entry instructions. While ATC-20 inspection forms are designed for post-earthquake safety inspections, the placards can be used to post buildings damaged in any event.

The Building Inspection office will establish a process for re-inspection and re-classification of posted buildings during recovery phase operations.

County and City building inspectors and private structural engineers conduct building damage inspections. Inspection teams consist of at least two individuals with proper safety attire and equipment.

The ATC-20 Post-Earthquake Safety Evaluation of Buildings methodology and forms are used to inspect and post buildings following earthquakes.

The ATC-20 Building Posting Placards can be used to post buildings as “Inspected”, “Restricted Use” or “Unsafe” following any kind of disaster.

A list of critical facilities is maintained by the County to prioritize disaster-related building inspections. The Building Inspection office will establish a process to assist in re-construction permitting during recovery phase operations.

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>CRITICAL FACILITY INSPECTION</u></b></p> <p>Refer to the Deschutes County Critical Facility list to assign Building Safety Inspection Teams to priority inspections.</p>	<ul style="list-style-type: none"> <li>• See Deschutes County Priority Facility List for Building Inspection</li> </ul>
<p><b><u>BUILDING INSPECTION TEAMS</u></b></p> <ul style="list-style-type: none"> <li>• Conduct initial damage surveys to identify and prioritize damaged buildings for inspection and posting.</li> <li>• Assign Damage Inspection Teams (2-person) to conduct safety inspections. Team members may be engineers, architects, building inspectors, or other qualified individuals.</li> <li>• In an earthquake, provide ATC-20 forms and placards to Inspectors.</li> <li>• In other disasters resulting in building damage, provide ATC-20 placards and determine a local methodology to post buildings “Inspected” “Restricted Use” or “Unsafe”</li> <li>• Use the GIS database system to record damaged building addresses, inspection date, findings, and initial posting.</li> <li>• Set up a procedure to re-inspect and re-classify buildings.</li> <li>• Set up procedures for communication and coordination with building owners.</li> <li>• Establish reconstruction permit processes to assist building owners with reconstruction.</li> </ul>	<ul style="list-style-type: none"> <li>• See ATC-20 Post-Earthquake Building Inspection forms and building posting placards.</li> <li>• <a href="http://www.atcouncil.org/fandp.shtml">http://www.atcouncil.org/fandp.shtml</a></li> </ul>

**DAMAGE ASSESSMENT/BUILDINGS**

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>INITIAL DAMAGE ASSESSMENT (IDA) FOR DISASTER DECLARATION PROCESS</u></b></p> <ul style="list-style-type: none"><li>• The Local Emergency Declaration (by the Commissioners) is accompanied by an Initial Damage Assessment (IDA).</li><li>• The IDA is conducted using OEM forms and is attached to the Request for Assistance to the Governor to declare a State Emergency and to obtain Federal disaster recovery funding.</li></ul>	<ul style="list-style-type: none"><li>• OEM Initial Damage Assessment forms (See Tab).</li></ul>
<p><b><u>DAMAGED BUILDING RECORDS</u></b></p> <p>The County Building Department will maintain a list (GIS database) of inspected buildings, initial posting, re-evaluation and re-classification of posting, and damage cost estimates. This information is needed for (1) reconstruction permitting, and (2) preparation of the Project Worksheets for FEMA Public Assistance funding.</p>	<ul style="list-style-type: none"><li>• See Tab O Disaster Recovery Programs and FEMA Public Assistance Project Application and Project Worksheets</li><li>• <a href="http://www.fema.gov/rrr/pa/ap_pfrm1.shtm">http://www.fema.gov/rrr/pa/ap_pfrm1.shtm</a></li></ul>
<p><b><u>SECURING PROPERTY</u></b></p> <p>When necessary, the Public Works Director, County Administrator, and County Commissioners may order demolition, repair, or vacation of property in order to prevent imminent harm to persons or property.</p>	<ul style="list-style-type: none"><li>• See Order Authorizing Actions to Secure Property in this Tab</li></ul>
<p><b><u>PROPERTY RETRIEVAL</u></b></p> <p>The Building Department oversees coordination of retrieval of citizen’s personal property from buildings posted as, “Restricted Use” or ‘Unsafe”.</p>	<ul style="list-style-type: none"><li>• See Property Retrieval procedure in this Tab.</li></ul>

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>RECONSTRUCTION PERMITTING/RE-CLASSIFYING POSTED BUILDINGS</u></b></p> <p>The Building Department may authorize emergency building permits to expedite repairs. Fees are established by the Building Department.</p> <p>The Building Department issues emergency shoring, bracing, and demolition permits.</p> <p>The engineer of record may conduct inspections of building repairs. After completion of emergency repairs, as-built drawings and inspection reports are submitted to the Building Department. Documents are reviewed and fees assessed, if required.</p> <p>Upon acceptance of inspection reports and the engineer’s final reports stating that all work was performed in accord with as-built drawings, buildings posted as “Unsafe” or “Restricted Use” will be re-classified.</p>	<ul style="list-style-type: none"> <li>• See ATC-20 Post-Earthquake Building Inspection forms and building posting placards in this Tab.</li> <li>• <a href="http://www.atcouncil.org/fandp.shtml">http://www.atcouncil.org/fandp.shtml</a></li> </ul>
<p><b><u>ROADS, BRIDGES, HIGHWAY INSPECTION</u></b></p> <ul style="list-style-type: none"> <li>• Assign teams to assess area highways, road, and bridges.</li> <li>• Contact Operations Section, Law Enforcement Branch or call the Sheriff’s Office for assistance in closing roads, highways, or bridges.</li> <li>• Inspection teams should call 911 to report potential or imminent dam failure.</li> <li>• In a major earthquake, call Bureau of Reclamation Dam Tender to inspect the dams.</li> </ul>	<p>See Bureau of Reclamation</p> <ul style="list-style-type: none"> <li>• Wickiup Dam Emergency Operations Plan</li> <li>• Crane Prairie Dam Emergency Operations Plan</li> </ul>

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**DESCHUTES COUNTY PRIORITY FACILITIES LIST  
FOR POST-DISASTER BUILDING INSPECTION**

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1. Fire Departments
  2. Hospitals
  3. Sheriff's Offices and Facilities
  4. Schools
  5. County yards/storage
  6. Transportation sites
  7. Communications sites
- 

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**SAMPLE INFORMATION FOR BUILDING INSPECTION  
AND BUILDING DAMAGE DATABASE**

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Building Address/Name/Intersection

Inspection Team (Names)

Date of Initial Inspection

Building Posting (Inspected, Limited Entry, Unsafe)

Building Owner (Contact name, address, phone)

Engineer of Record (Name, address, phone)

Building plans on file with Building Department (yes, no) or location of building plans

Repair/reconstruction permit issued (date)

As-built drawings submitted (date)

Building posting re-classified (date)

Public Assistance Project (yes, no)

If yes, Project Worksheet completed/submitted (yes, no)

Public Assistance Project cost estimate

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**SAMPLE ORDER TO SECURE PROPERTY**

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ORDER AUTHORIZING AND DIRECTING  
DEMOLITION, REPAIR, VACATION AND  
OTHER ACTIONS NECESSARY  
TO SECURE PROPERTY

Pursuant to the Declaration of a Local Emergency issued (\_\_\_\_ Date \_\_\_\_), and pursuant to the authority and the direction of the County Administrator or County Commissioners under \_\_\_\_\_(Oregon State Code and local ordinances), the Director of Public Works is hereby authorized and directed to make such orders to residents, occupants, neighbors and other citizens regarding the demolition, repair, or vacation of property, or to take such other actions with respect to such property, that the Director has determined is necessary in order to prevent imminent harm to persons or property. Any person obstructing the Director or any designee of the Director in the implementation of this order shall be guilty of a misdemeanor pursuant to (Oregon State Code and local ordinances).

Dated \_\_\_\_\_

Signed \_\_\_\_\_  
County Commissioners and/or  
County Administrator

**RETRIEVAL OF PROPERTY**

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The Building Department oversees the coordination of retrieval of citizens' personal property from buildings, which are damaged and require demolition. There are three basic methods of retrieval:

1. The owner or tenant hires a civil or structural engineer to develop a plan/report stating how the building might be entered for tenants to remove their possessions.

A licensed structural or civil engineer must prepare and submit a report detailing precautionary measures for building entry, engineer inspection of temporary mitigation measures, owner representative presence during retrieval operations, and required statements regarding safety and other issues.

2. The owner or tenant hires a contractor whose staff retrieves possessions for the tenants. The Building Department is not involved unless the building has been declared an imminent hazard, in which case the demolition contractor's personnel will be able to enter and remove furnishings for the tenants prior to and during demolition.
  3. Owner or tenant of multi-unit apartment building posted Unsafe and determined to be extremely unsafe for entry may request assistance from Fire Department personnel who will enter the building to remove tenants' listed belongings or escort residents into the building for a prescribed time period (15 minutes) to collect belongings.
  4. Police may be requested to assist at damaged building sites during property retrieval.
-

# INSPECTED

## LAWFUL OCCUPANCY PERMITTED

This structure has been inspected (as indicated below) and no apparent structural hazard has been found.

- Inspected Exterior Only
- Inspected Exterior and Interior

Report any unsafe condition to local authorities; reinspection may be required.

Inspector Comments:

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Facility Name and Address:

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Date \_\_\_\_\_

Time \_\_\_\_\_

(Caution: Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# RESTRICTED USE

**Caution:** This structure has been inspected and found to be damaged as described below:

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**Entry, occupancy, and lawful use are restricted as indicated below:**

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Facility Name and Address:

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Date \_\_\_\_\_

Time \_\_\_\_\_

**(Caution:** Aftershocks since inspection may increase damage and risk.)

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# UNSAFE

**DO NOT ENTER OR OCCUPY  
(THIS PLACARD IS NOT A DEMOLITION ORDER)**

This structure has been inspected, found to be seriously damaged and is unsafe to occupy, as described below:

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**Do not enter, except as specifically authorized in writing by jurisdiction. Entry may result in death or injury.**

Facility Name and Address:

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Date \_\_\_\_\_

Time \_\_\_\_\_

This facility was inspected under emergency conditions for:

\_\_\_\_\_  
(Jurisdiction)

Inspector ID / Agency

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**Do Not Remove, Alter, or Cover this Placard  
until Authorized by Governing Authority**

# ATC-20 Rapid Evaluation Safety Assessment Form

## Inspection

Inspector ID: \_\_\_\_\_ Inspection date and time: \_\_\_\_\_  AM  PM  
 Affiliation: \_\_\_\_\_ Areas inspected:  Exterior only  Exterior and interior

## Building Description

Building name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Building contact/phone: \_\_\_\_\_  
 Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_  
 Approx. "Footprint area" (square feet): \_\_\_\_\_  
 Number of residential units: \_\_\_\_\_  
 Number of residential units not habitable: \_\_\_\_\_

### Type of Construction

Wood frame  Concrete shear wall  
 Steel frame  Unreinforced masonry  
 Tilt-up concrete  Reinforced masonry  
 Concrete frame  Other: \_\_\_\_\_

### Primary Occupancy

Dwelling  Commercial  Government  
 Other residential  Offices  Historic  
 Public assembly  Industrial  School  
 Emergency services  Other: \_\_\_\_\_

## Evaluation

Investigate the building for the conditions below and check the appropriate column.

Estimated Building Damage (excluding contents)

Observed Conditions:	Minor/None	Moderate	Severe	<input type="checkbox"/> None
Collapse, partial collapse, or building off foundation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 0-1%
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 1-10%
Racking damage to walls, other structural damage	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 10-30%
Chimney, parapet, or other falling hazard	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 30-60%
Ground slope movement or cracking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 60-100%
Other (specify) _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> 100%

Comments: \_\_\_\_\_  
 \_\_\_\_\_

## Posting

Choose a posting based on the evaluation and team judgment. *Severe* conditions endangering the overall building are grounds for an Unsafe posting. Localized *Severe* and overall *Moderate* conditions may allow a Restricted Use posting. Post INSPECTED placard at main entrance. Post RESTRICTED USE and UNSAFE placards at all entrances.

INSPECTED (Green placard)  RESTRICTED USE (Yellow placard)  UNSAFE (Red placard)

Record any use and entry restrictions exactly as written on placard: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

## Further Actions

Check the boxes below only if further actions are needed.

Barricades needed in the following areas: \_\_\_\_\_  
 \_\_\_\_\_

Detailed Evaluation recommended:  Structural  Geotechnical  Other: \_\_\_\_\_

Other recommendations: \_\_\_\_\_

Comments: \_\_\_\_\_  
 \_\_\_\_\_

# ATC-20 Detailed Evaluation Safety Assessment Form

## Inspection

Inspector ID: \_\_\_\_\_

Affiliation: \_\_\_\_\_

Inspection date and time: \_\_\_\_\_  AM  PM

## Final Posting

from page 2

- Inspected  
 Restricted Use  
 Unsafe

## Building Description

Building name: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_

Building contact/phone: \_\_\_\_\_

Number of stories above ground: \_\_\_\_\_ below ground: \_\_\_\_\_

Approx. "Footprint area" (square feet): \_\_\_\_\_

Number of residential units: \_\_\_\_\_

Number of residential units not habitable: \_\_\_\_\_

## Type of Construction

- |   |   |
|---|---|
| <input type="checkbox"/> Wood frame       | <input type="checkbox"/> Concrete shear wall  |
| <input type="checkbox"/> Steel frame      | <input type="checkbox"/> Unreinforced masonry |
| <input type="checkbox"/> Tilt-up concrete | <input type="checkbox"/> Reinforced masonry   |
| <input type="checkbox"/> Concrete frame   | <input type="checkbox"/> Other: _____         |

## Primary Occupancy

- |   |                                       |                                     |
|---|---------------------------------------|-------------------------------------|
| <input type="checkbox"/> Dwelling           | <input type="checkbox"/> Commercial   | <input type="checkbox"/> Government |
| <input type="checkbox"/> Other residential  | <input type="checkbox"/> Offices      | <input type="checkbox"/> Historic   |
| <input type="checkbox"/> Public assembly    | <input type="checkbox"/> Industrial   | <input type="checkbox"/> School     |
| <input type="checkbox"/> Emergency services | <input type="checkbox"/> Other: _____ |                                     |

## Evaluation

Investigate the building for the conditions below and check the appropriate column. There is room on the second page for a sketch.

	Minor/None	Moderate	Severe	Comments
<b>Overall hazards:</b>				
Collapse or partial collapse	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Building or story leaning	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Structural hazards:</b>				
Foundations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Roofs, floors (vertical loads)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Columns, pilasters, corbels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Diaphragms, horizontal bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Walls, vertical bracing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Precast connections	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Nonstructural hazards:</b>				
Parapets, ornamentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Cladding, glazing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ceilings, light fixtures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Interior walls, partitions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Elevators	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Stairs, exits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Electric, gas	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
<b>Geotechnical hazards:</b>				
Slope failure, debris	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Ground movement, fissures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____
Other _____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	_____

**General Comments:** \_\_\_\_\_  
 \_\_\_\_\_

Continue on page 2





Oregon Emergency Management

**INDIVIDUAL ASSISTANCE INITIAL DAMAGE ASSESSMENT (IDA) FIELD DATA COLLECTION FORM**

For the purposes of this form, "Individual Assistance" may be thought of as potential assistance to individuals, families, and businesses which is tied to the structures they inhabit. This form is intended for use by local governments and their agents collecting IDA data on homes and businesses in the field. It may also be useful for collecting data being provided via "telephone-banks." The information collected on these forms should be summarized on the Initial Damage Assessment Summary Report Form.

JURISDICTION: \_\_\_\_\_ DATE: \_\_\_\_\_

AREA BOUNDARIES: North \_\_\_\_\_ East \_\_\_\_\_

West \_\_\_\_\_ South \_\_\_\_\_

STREET NAME: \_\_\_\_\_

Place a mark for each unit, and a diagonal line for every fifth unit. When assessing multi-family dwellings, and businesses co-located within one structure, make a mark for each individual unit within the appropriate category of damage. Where a dwelling or business is not damaged, but is significantly affected by the event (for example; no access, loss of potable water, anticipated long-term utility outage, etc.), place the mark for that unit in the affected row.

	Single Family Dwelling	Mobile Home	Multi-Family	Business	Total
Affected - Habitable					
Minor					
Major					
Destroyed					
Estimate % Insured					
Total					

INITIAL BY SUBMITTER: \_\_\_\_\_

**DAMAGE ASSESSMENT/BUILDINGS**

**OREGON EMERGENCY MANAGEMENT**

**Initial Damage Assessment (IDA) Summary Report Form**

OERS INCIDENT #: \_\_\_\_\_

JURISDICTION: NAME OF REPORTING OFFICIAL: \_\_\_\_\_

EMAIL: TITLE: \_\_\_\_\_

TELEPHONE: FAX: PAGER: \_\_\_\_\_

DATE AND TIME DATE AND TIME OF  
OF THIS REPORT: START OF THE EVENT: \_\_\_\_\_

EOC ACTIVATED? DATE: TIME: \_\_\_\_\_

EOC CLOSED? DATE: TIME: \_\_\_\_\_

LOCAL EMERGENCY DECLARED?: DATE: TIME: \_\_\_\_\_

TYPE OF EMERGENCY: DESCRIBE THE GEOGRAPHIC BOUNDARIES (and attach  
a map if possible) \_\_\_\_\_

DEATHS: INJURIES:

POP. STILL AT RISK:

CURRENT SITUATION AND EXISTING  
CONDITIONS \_\_\_\_\_

IMPACTS OF THE DISASTER TO THE JURISDICTION:

IDENTIFY AND DESCRIBE CONDITIONS THAT CONSTITUTE A HEALTH OR SAFETY HAZARD TO  
THE GENERAL PUBLIC:

DESCRIBE THE POPULATION ADVERSELY AFFECTED DIRECTLY OR INDIRECTLY BY THE LOSS  
OF PUBLIC FACILITIES OR DAMAGES:

WHAT ECONOMIC ACTIVITIES ARE ADVERSELY AFFECTED BY THE LOSS OF PUBLIC FACILITIES  
OR DAMAGES?:

ACTIONS TAKEN/RESOURCES COMMITTED: \_\_\_\_\_

ASSISTANCE REQUESTED: \_\_\_\_\_

**IDA Summary Report Form**

Page 2

**HOUSING COSTS & LOSS # \$\$\$s COMMENTS**

Destroyed: \_\_\_\_\_ \$ \_\_\_\_\_

Major damage: \_\_\_\_\_ \$ \_\_\_\_\_

Minor damage: \_\_\_\_\_ \$ \_\_\_\_\_

Affected habitable: \_\_\_\_\_ \$ \_\_\_\_\_

“Second” homes: \_\_\_\_\_ \$ \_\_\_\_\_

Personal property (not included above): \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for housing: \$ \_\_\_\_\_

**BUSINESS COSTS & LOSS # \$\$\$s COMMENTS**

Destroyed: \_\_\_\_\_ \$ \_\_\_\_\_

Major damage: \_\_\_\_\_ \$ \_\_\_\_\_

Minor damage: \_\_\_\_\_ \$ \_\_\_\_\_

Business interrupted: \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for business: \$ \_\_\_\_\_

**PRIVATE NONPROFIT COSTS & LOSS # \$\$\$s COMMENTS**

Destroyed: \_\_\_\_\_ \$ \_\_\_\_\_

Major damage: \_\_\_\_\_ \$ \_\_\_\_\_

Minor damage: \_\_\_\_\_ \$ \_\_\_\_\_

Service interrupted: \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for PNPs: \$ \_\_\_\_\_

**AGRICULTURE COSTS & LOSS # \$\$\$s COMMENTS**

Crop loss (acres/\$\$\$s): \_\_\_\_\_ \$ \_\_\_\_\_

Equipment lost/damaged: \_\_\_\_\_ \$ \_\_\_\_\_

Livestock lost: \_\_\_\_\_ \$ \_\_\_\_\_

Out-buildings damaged: \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for agriculture: \$ \_\_\_\_\_

IDA Summary Report Form

Page 3

INFRASTRUCTURE

CITY(IES) COSTS & LOSS # \$\$s COMMENTS

A. Debris clearance: \_\_\_\_\_ \$ \_\_\_\_\_

B. Protective measures: \_\_\_\_\_ \$ \_\_\_\_\_

C. Transportation system damage:

Federal Aid System (FAS) \_\_\_\_\_ \$ \_\_\_\_\_

non-Federal Aid System \_\_\_\_\_ \$ \_\_\_\_\_

D. Water control facilities: \_\_\_\_\_ \$ \_\_\_\_\_

E. Public buildings/equipment:

insured \_\_\_\_\_ \$ \_\_\_\_\_

uninsured \_\_\_\_\_ \$ \_\_\_\_\_

F. Public utility systems: \_\_\_\_\_ \$ \_\_\_\_\_

G. Parks and other: \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for the city(ies): \$ \_\_\_\_\_

SPECIAL DIST. COSTS & LOSS # \$\$s COMMENTS

A. Debris clearance: \_\_\_\_\_ \$ \_\_\_\_\_

B. Protective measures: \_\_\_\_\_ \$ \_\_\_\_\_

C. Transportation system damage:

Federal Aid System (FAS) \_\_\_\_\_ \$ \_\_\_\_\_

non-Federal Aid System \_\_\_\_\_ \$ \_\_\_\_\_

D. Water control facilities: \_\_\_\_\_ \$ \_\_\_\_\_

E. Public buildings/equipment:

insured \_\_\_\_\_ \$ \_\_\_\_\_

uninsured \_\_\_\_\_ \$ \_\_\_\_\_

F. Public utility systems: \_\_\_\_\_ \$ \_\_\_\_\_

G. Parks and other: \_\_\_\_\_ \$ \_\_\_\_\_

Dollar loss estimate for special district(s): \$ \_\_\_\_\_

**IDA Summary Report Form**

Page 4

**STATE FACILITIES COSTS & LOSS # \$\$s COMMENTS**

- A. Debris clearance: \_\_\_\_\_ \$ \_\_\_\_\_
- B. Protective measures: \_\_\_\_\_ \$ \_\_\_\_\_
- C. Transportation system damage:  
Federal Aid System (FAS) \_\_\_\_\_ \$ \_\_\_\_\_  
non-Federal Aid System \_\_\_\_\_ \$ \_\_\_\_\_
- D. Water control facilities: \_\_\_\_\_ \$ \_\_\_\_\_
- E. Public buildings/equipment:  
insured \_\_\_\_\_ \$ \_\_\_\_\_  
uninsured \_\_\_\_\_ \$ \_\_\_\_\_
- F. Public utility systems: \_\_\_\_\_ \$ \_\_\_\_\_
- G. Parks and other: \_\_\_\_\_ \$ \_\_\_\_\_
- Dollar loss estimate for state facilities: \$ \_\_\_\_\_

**COUNTY COSTS & LOSS # \$\$s COMMENTS**

- A. Debris clearance: \_\_\_\_\_ \$ \_\_\_\_\_
- B. Protective measures: \_\_\_\_\_ \$ \_\_\_\_\_
- C. Transportation system damage:  
Federal Aid System (FAS) \_\_\_\_\_ \$ \_\_\_\_\_  
non-Federal Aid System \_\_\_\_\_ \$ \_\_\_\_\_
- D. Water control facilities: \_\_\_\_\_ \$ \_\_\_\_\_
- E. Public buildings/equipment:  
insured \_\_\_\_\_ \$ \_\_\_\_\_  
uninsured \_\_\_\_\_ \$ \_\_\_\_\_
- F. Public utility systems: \_\_\_\_\_ \$ \_\_\_\_\_
- G. Parks and other: \_\_\_\_\_ \$ \_\_\_\_\_
- Dollar loss estimate for county facilities: \$ \_\_\_\_\_

IDA Summary Report Form

Page 5

TOTALS - ALL GOVERNMENTS # \$\$s COMMENTS

A. Debris clearance: \_\_\_\_\_ \$ \_\_\_\_\_

B. Protective measures: \_\_\_\_\_ \$ \_\_\_\_\_

C. Transportation system damage:

Federal Aid System (FAS) \_\_\_\_\_ \$ \_\_\_\_\_

non-Federal Aid System \_\_\_\_\_ \$ \_\_\_\_\_

D. Water control facilities: \_\_\_\_\_ \$ \_\_\_\_\_

E. Public buildings/equipment:

insured \_\_\_\_\_ \$ \_\_\_\_\_

uninsured \_\_\_\_\_ \$ \_\_\_\_\_

F. Public utility systems: \_\_\_\_\_ \$ \_\_\_\_\_

G. Parks and other: \_\_\_\_\_ \$ \_\_\_\_\_

Grand total estimate for all infrastructure in the jurisdiction: \$ \_\_\_\_\_

Estimated Total Dollar Cost to the Jurisdiction: \$ \_\_\_\_\_

(Grand total of housing, business, private nonprofit, agriculture, and infrastructure)

SIGNATURE OF SUBMITTING OFFICIAL: \_\_\_\_\_

TRANSMIT TO: Oregon Emergency Management  
595 Cottage Street NE  
Salem, Oregon 97301

FAX: 503-588-1378 (24 hours)

TELEPHONE: 503-378-6377 (24 hours)

AMATEUR RADIO PACKET: KC7KFi, OKC7KFi.#Salem.or.usa.noam

(call sign KC7KFI) 3.993.5 & 7.228 (hf)

[Please notify OEM via telephone or radio prior to sending this form.]

## INSTRUCTIONS FOR THE INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

### GENERAL INFORMATION

Above all else, remember that the Initial Damage Assessment (IDA) Summary Report is an *estimate*. While accuracy is desirable, with this report give an edge to speed over accuracy.

Only those lines on the form which are not self-explanatory are further described in these instructions.

Counties should include in their IDA Summary Report to OEM damage and costs associated with the event throughout the county. Depending on how your county damage assessment method is established, this may include collecting IDA Summary Reports from the municipalities and special districts within the county, and summarizing their reports into one countywide report. State agency costs associated with the event, and the costs associated with repairs to damaged state facilities within your jurisdiction should also be included in the county report.

### FIRST PAGE OF THE FORM

"Name of reporting official" is the name of the person filing the report. Her or his title goes on the line below.

Next to "EOC activated?", answer "Yes", "No", or "Partial." Note the date and time the EOC was first activated for this event. If the EOC has been closed, please note this as well. Next to the line "pop. still at risk", please estimate the *number* of people whose safety, health, and well-being are still at risk due to the emergency.

Please supplement this form, as needed, with additional information which further describes the situation, including maps, charts, field damage assessment forms, etc.

### HOUSING

To the extent that it is made known, or can be effectively assessed, include the total estimated costs associated with damage to housing, whether insured or not insured. In the "comments" column, estimate the percentage of insurance in place for the losses which have been experienced, but do *not* expend *great* effort in attempting to establish insurance coverage during an initial damage assessment. These details can be collected later, if needed.

[Note: There is an exception which may require an effort to more accurately estimate insurance coverage in place; "small disasters" may require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead an SBA "damage survey."]

Determine the number of homes with minor and major damage, and the number destroyed. "Major" damage indicates those homes which are not habitable without costly or delayed repair. "Minor" damage refers to homes that are habitable with minor repair or clean-up. Include in the dollar cost estimates both repairs and clean-up. "Affected habitable" are homes which are not actually damaged and are habitable, but are affected in some way (for example: loss of potable water, loss of access road or bridge, etc.).

All "second" homes (vacation homes), no matter how affected, should be shown next to the line "second homes." Generally, potential disaster assistance programs do not apply to second homes.

Do not specifically seek personal property (contents) information, but where it is given, it may be included. If it is included with the dollar estimate assigned to "destroyed", "major", "minor", or "affected habitable," this is acceptable for the purposes of an initial damage assessment. If it is given as a separate amount, include this amount next to the line "personal property (not included above)", but try to avoid double-counting the house under the "#" column (i.e.: count the personal property under "#" only if not already included in an above category).

## DAMAGE ASSESSMENT/BUILDINGS

Include rental units in the assessment and note as such under "comments." Please note that rental homes should also be included as a "businesses" under that category.

The Local Emergency Program Manager may wish to solicit information about losses through appropriate press releases and telephone banks (see *Collecting Initial Damage Assessment Data by Telephone Bank*).

Keep a list of affected homeowners and how they can be reached.

### BUSINESS

The process of collecting and analyzing information needed for businesses is different than that needed for housing, in large part because potential assistance programs have different criteria. Ideally, the IDA Summary Report should consider the total estimated disaster-related costs to businesses *and* whether or not these costs are insured.

Determine the number of businesses with minor and major damage, and the number destroyed. In the case of businesses, "destroyed" should be assigned to those businesses with 80% or greater uninsured losses, and "major" to businesses with greater than 40% uninsured losses *due to physical damage*. Businesses with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, report on your estimate of the overall percentage of insurance in place for the losses which have been experienced.

Like the housing category, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be. Next to the line "business interrupted," show summary information on businesses which are *not damaged*, but are unable to operate because of the emergency conditions. If known, loss of business and increased operating expenses should be included under this category. Like above, in the "comments" column, estimate any insurance which is in place for interruption of business due to the disaster conditions. Make appropriate

clarifying comments. Consider trying to solicit information about losses through appropriate press releases and telephone banks (see *Collecting Initial Damage Assessment Data by Telephone Bank*). Assistance may also be obtained through local groups such as the chamber of commerce.

Keep a list of affected business people and how they can be reached.

### PRIVATE NONPROFITS (PNPs)

Generally, for the purposes of initial damage assessment, private nonprofits (PNPs) should be treated similar to businesses because the potential assistance programs for the vast majority of PNPs are similar to those for businesses.

There are, however, a few exceptions. The most common ones are PNPs which offer their services to the *general public*, and meet the following categories: educational, utility, emergency service or facility including medical facilities, custodial care, museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, and rehabilitation facilities. PNPs meeting these specific categories should be shown under "infrastructure" on the IDA Summary Report (not under private nonprofit). This is due to the fact that they *may* be eligible for infrastructure assistance *if* there is a Presidential disaster declaration. Technically, PNPs are not special districts, but PNPs meeting the specific categories listed in the previous paragraph may be included with the special districts for the purposes of the IDA Summary Report. For example, PNP utilities (usually called "co-ops") should be included under "infrastructure, special districts, category F."

Determine the number of PNPs with minor and major damage, and the number destroyed. In the case of PNPs, "destroyed" should be assigned to those PNPs with 80% or greater uninsured losses, and "major" to PNPs with greater than 40% uninsured losses *due to physical damage*. PNPs with lower percentages of uninsured physical damage should be shown as "minor." Include in the dollar cost estimates repairs, damage to or loss of inventory, and clean-up costs. In the "comments" column, estimate an overall



## DAMAGE ASSESSMENT/BUILDINGS

percentage of insurance in place for the losses which have occurred. Like the housing and business categories, the smaller the disaster, the more critical having a good estimate of insurance coverage in-place will be. Next to the line "service interrupted," show summary information on PNPs which are *not damaged*, but are unable to operate because of the emergency conditions. If known, loss of service and increased operating expenses should be included under this category. Make appropriate clarifying comments.

Like the previous categories, one may be able to obtain the needed information about losses through press releases and telephone banks. Keep a list of affected PNP points-of-contact and how they can be reached.

### AGRICULTURE

Assessment of agricultural losses is usually led by the USDA County Emergency Board (CEB), which is typically comprised of county extension agents, soil and water conservation district representatives, and representatives of the Natural Resources Conservation Service (NRCS) and Farm Service Agency (FSA). Estimate the acres and dollars associated with crop loss; include with this figure the costs for replanting (if appropriate), reduced production due to the emergency, and the removal of debris from farm land. In the comments column next to crop loss, note the types of crops on those acres. When appropriate and factually defensible, projected crop losses may be included. Please do not include a dollar amount for soil lost to erosion; while loss of productive soil is tragic, and while dollar equivalents probably could be developed, they should *not* be reflected on the IDA Summary Report.

Where it is *known* that damages will be covered by insurance, do not include this amount under dollar loss estimate. Do *not* expend *great* effort in attempting to establish insurance coverage during an initial damage assessment; these details can be collected later, if needed.

Keep a list of affected farmers and how they can be reached.

### INFRASTRUCTURE

Note the number of sites and cost associated with the jurisdiction's efforts at debris clearance, and with measures taken to protect lives and property.

Note the number of sites and dollar estimates associated with transportation system damage (roads, bridges, etc.). Separate this information into those sites on the Federal Aid System (FAS), and those off the System (non-FAS).

Note the number of sites and estimated dollar costs associated with damage to water control facilities, public buildings and equipment, public utility systems, parks, etc. For public buildings and equipment, divide losses into insured/uninsured categories.

Please include the costs for special districts and state facilities located within your jurisdiction, but do not include damage to federal facilities under infrastructure. The category "county costs & loss" refers only to county facilities and county costs. The cumulative totals for all infrastructure within a county should be shown under "totals - all governments", and a grand total estimate for the infrastructure category shown just above the "dotted" line.

### ESTIMATED TOTAL DOLLAR COST

Add the estimated total dollar cost and loss figures from housing, business, PNP, agriculture, and infrastructure. Put the sum to the right of "Estimated Total Dollar Cost to the Jurisdiction."

## **DAMAGE ASSESSMENT/BUILDINGS**

### **TRANSMITTAL**

The IDA. Summary Report should be submitted to Oregon Emergency Management in the format shown via fax or via PACKET amateur radio before mailing the original copy. Please call OEM by telephone or radio prior to sending the form.

Maintain a copy of the report for your files.

### **UPDATES**

Updates should be provided to OEM as they become available. Updates should show *cumulative* figures.

**INFORMATION IN THIS SECTION**

- Resource tracking tools
- Local resources
- State Resources
- Federal Resources

**EOC STAFFING**

EOC DIRECTOR  
EOC COORDINATOR  
EOC SECTION CHIEFS

**POLICIES**

Logistics Section/Resources will track all requests for local and outside resources and coordinate the arrangements for acquisition, delivery and release.

The EOC Director and/or Deputy Director will ensure that the appropriate declarations are made locally to allow for release of local, state and federal resources.

**SEE ALSO:**

**CHECKLISTS:**

- Logistics Section, Resources Unit
- Finance Section, Procurement Unit

**FORMS:**

- Resource Order Form
- Resource Tracking Log

**RESOURCE MANAGEMENT**

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p>All EOC sections may initiate resource requests. Requests are forwarded to the EOC Logistics Section/Resources Unit. Resources Unit is responsible for contacting the resource provider, making arrangements for delivery and tracking the results and maintaining contact with the requesting individual.</p>	<p>See Resource Order Form.</p>
<p>The Resource Tracking Log may be used to track requests for resources requested and received by the EOC from county departments, mutual aid resources, state and Federal sources, etc. EOC staff prioritizes internal resources or mutual aid resources to meet resource requests.</p>	<p>See Resource Tracking Log.</p>
<p>The Logistics Section, Resources Unit maintains an aggregate log as they receive requests from EOC Sections, Branches and Units.</p>	
<p>The Finance Section/Procurement Unit establishes emergency purchasing and contracting procedures and account numbers and assists the Logistics Section in procurement of emergency resources.</p>	
<p>Procurement is also responsible for maintaining records of emergency purchases, contracts, and claims related to disaster response.</p>	

<b>DESCHUTES COUNTY RESOURCE ORDER FORM</b>	
GET THEM WHAT THEY WANT - WHEN THEY WANT IT !!	
Date:	Time Order Received:
Name of Requestor:	Phone No:
Incident Type: Incident Address:	
Resource/Service Requested:	
Special Instructions (special skills, size, with operator, fuel type, etc...)	
Address to Report/Ship Resource To (if different than above):	
When is it needed?	For How Long?
Vendor/Agency Contact Name and Number:	
Action Taken:	
Photocopy and Route to: (if necessary)	
Forward Information to:	
<input type="checkbox"/> Logistics	<input type="checkbox"/> Finance
<input type="checkbox"/> Planning	<input type="checkbox"/> Operations
Action taken:    Ordered <input type="checkbox"/> Forwarded <input type="checkbox"/>	
Time:	
Called requestor back: <input type="checkbox"/> (Name)	
By whom:	Time:
Other:	

EOC Position/Branch:		Resource Tracking Log						
Resource Requested	Requesting Entity/ Contact Information	Request Received Date/Time	Forwarded to _____ Date/Time	Available? Yes/No	ETA	Reply to Requester Date/Time	Resources On-Site Date/Time	Notes

<b>LOCAL RESOURCES</b>			
<b>Equipment, Heavy (Road Department) 322-7125</b>			
Type	Quantity	Type	Quantity
6 wheel truck w/ 750 gallon tank	2	10 wheel 10-12 yd dump trucks w/ plows	10
10 wheel truck w/ chassis mount sanders	5	10 wheel 10-12 yd. Dump truck w/ sander	1
6 wheel, 1 ton flatbed truck w/ V-Plows	2	Caterpillar motor graders	5
Case backhoes w/ 2 yd. bucket	3	Loaders	4
Field equipment repair truck	1	Field equipment maintenance truck	1
Pickup truck	23		
<b>Funeral Homes</b>			
Autumn Funerals	1723 NE Lytle St., Bend 318-0842	485 NW Larch Ave., Redmond 504-9485	
Bel-Air Colonial Funeral Home	762 NE 10 <sup>th</sup> , Madras	475-2241	
Central Oregon Funeral Alternatives	244 NE Franklin Ave., Bend	389-0807	

<b>LOCAL RESOURCES</b>			
Central Pines Funeral Home	16468 Finley Butte Rd., La Pine	536-5104	
Deschutes Memorial Gardens	63875 Highway 97 North, Bend	382-5592	
Madras Funeral Home	762 NE 10 <sup>th</sup> , Madras	475-2241	
Neptune of Central Oregon	244 NE Franklin Ave., Bend	388-2646	
Niswonger-Reynolds Inc.	105 NW Irving Ave., Bend	382-2471	
Prineville Funeral Home and Prineville Heritage Crematory	199 NE 10 <sup>th</sup> St., Prineville	447-6459	
Tabor's Desert Hills Mortuary	105 NW Irving Ave., Bend	382-2471	
Whispering Pines Funeral Home	185 NE 4 <sup>th</sup> , Prineville	416-9733	
<b>Freezers</b>			
Central Oregon Cold Storage	180 NE Irving Ave. Bend	388-2277	
Redmond Lockers and Custom Meats	353 SE Railroad Blvd. Redmond	548-5575	
<b>Generators</b>			
Several small generators at Road Dept. 322-7125			



<b>LOCAL RESOURCES</b>			
<b>Lumber</b>			
<b>Monitors, Detection Equipment</b>			
Redmond Hazardous Materials Response Team			
St. Charles Hospital			
<b>Trailers, Storage</b>			
Western Storage Trailers		1-800-652-7368	
On Site Portable Storage		541-549-8888 or 549-6691	
<b>Transportation</b>			
Redmond School District	Administration 923-5437	Transportation 923-4891	
Bend La-Pine School District	Superintendent 383-6000	Transportation, Bend - 383-6100	LaPine 536-3222
Dial-A-Ride	389-7433		
Deschutes County Road Department	322-7125		

**RESOURCE MANAGEMENT**

<b>LOCAL RESOURCES</b>			
Mt. Bachelor Ski Area		382-2607	buses
<b>Trucks, Refrigerated</b>			
Cascade Transport	62946 NE Layton Ave., Bend	382-4285	
<b>Utility Line Locator</b>		Road Department 322-7125	
<b>Utility Companies</b>			
<b>Electric</b>			
Central Electric Cooperative	General Office: 2098 N Hwy 97, Redmond	548-2144 fax: 548-0366	
Midstate Electric Cooperative	51340 N Hwy 97, LaPine	Operations: 536-3770 emergency: 536-2165	
Pacific Power		888-221-7070	
Vulcan Power Co.	1183 NW Wall St. Bend	317-1984	
<b>Gas, Natural</b>			
Cascade Natural Gas Corp.	334 NE Hawthorn, Bend	382-6464, after hours 800-426-0242	Underground pipeline assistance: 800-332-2344
Northern Energy	1743 SW Hwy 97, Madras 475-7356	2912 S Hwy 97 Redmond 548-7449	
PG & E Gas Transmission	1440 SE Lake Rd., Redmond	548-4110	800-447-8066
<b>Gas, Propane</b>			

<b>LOCAL RESOURCES</b>			
Amerigas	1801 NE Division St, Bend	382-3823	
CoEnergy	2618 SW 4 <sup>th</sup> St., Redmond	504-9444	
Ed Staubb & Sons	3305 S Hwy 97, Redmond	504-8265	
Ferrellgas	900 NE 1 <sup>st</sup> St., Bend	382-1161	800-847-0716
Northern Energy	1743 SW Hwy 97, Madras	475-7356	
Suburban Propane	515 NW Kingwood Ave., Redmond	548-4520	800-561-5160
<b>Water, companies</b>			
Agate and Apache Water Systems	60107 Minnetonka Lane, Bend	382-2855	
Avion Water Co.	60813 Parnell Rd., Bend	382-5342	
Cimmarron City Water Co.		389-7480	
Crescent Water Association	Crescent	433-2989	
Laidlaw Water District		389-1255	
Long Butte Water System		383-2863	
Roats Water System	61147 Hamilton Lane, Bend	382-3029	
Sun Country Water, Inc.	63755 Johnson Rd., Bend	382-3833	
Sun Mountain Water Systems	Bend	382-7309	

**RESOURCE MANAGEMENT**

<b>LOCAL RESOURCES</b>			
Sunriver Water		593-4197	
Terrebonne Domestic Water District	8300 NW 5 <sup>th</sup> St., Terrebonne	548-2727	
Wagon Wheel Water	Bend	382-8041	
Water Wonderland Improvement District	17153 Crane Dr.	593-2902	
<b>Water, bulk</b>			
Bend Water Hauling (potable)	382-0759	3 trucks, construction spraying, tank rentals	
High Desert Water Hauling (potable)	389-4040	Water storage tanks	
Strikeback of Bend	388-7380	Construction spraying	
ODFW		Tankers	
Dairy trucks			

**State of Oregon Disaster Response Resources**

To request emergency resources, contact is made through Oregon Emergency Management/Oregon Emergency Response System (OERS). A Governor’s declaration of a “State of Emergency” is generally required.

Category of Assistance Available	Description of Resource or Capability	Agency
Air ambulance	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Airplanes	The DOA has 1 small, single engine, which could be used for reconnaissance.	Or. Department of Aviation (DOA)
Airport repairs, information	The Department owns and operates 31 mostly rural airports in the state. A limited # of staff may be available to assist with repairs.	Or. Department of Aviation (DOA)
Barricades	Barricades, authority and personnel for highway closure and re-routing. OERS has ODOT radio at ECC.	Or. Department of Transportation (ODOT)
Biological, chemical, nuclear, WMD response	Assist local responders in determining the precise nature of an attack, provide technical advice, and determine other resources to request. Weapons of Mass Destruction Civil Support Team (WMD-CST) The 102 <sup>nd</sup> WMD CST is located in Salem. The team maintains the capability to mitigate the consequences of any WMD/NBC event, whether natural or man-made.	Or. Military Department (OMD) Guard. Governor’s request.
Communications	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard

**RESOURCE MANAGEMENT**

<b>Category of Assistance Available</b>	<b>Description of Resource or Capability</b>	<b>Agency</b>
Counseling, crisis	Mental Health and Developmental Disabilities Division	Or. Department of Human Services (DHS)
Damage assessment, natural resources	Lands, water, habitat areas and infrastructure under their jurisdiction.	Or. Department of Fish and Wildlife (ODFW)
Disease investigation and control	Center for disease Prevention and Epidemiology identifies, investigates and prevents the spread of disease. Conducts disease surveillance, issues public warnings.	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Engineers	Building Codes Division may provide engineers to survey damaged buildings.	Or. Consumer and Business Services Department (DCBS)
Explosive Ordnance Disposal	Bomb Squads are comprised of three teams, Salem, Central Point and Pendleton. Each team is fully equipped with demolition kits, Explosive Ordnance Disposal (EOD) kits, portable X-ray systems, bomb suits, disrupters and robots.	Or. State Patrol (OSP)
Feeding	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Fire fighting support	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard

**RESOURCE MANAGEMENT**

<b>Category of Assistance Available</b>	<b>Description of Resource or Capability</b>	<b>Agency</b>
Food, stockpiles	Information channel to US Department of Agriculture (USDA)	Or Department of Agriculture (ODA)
Funding	ODA is the channel to the USDA, Soil Conservation Service, and the Agricultural Stabilization Service.	Or. Department of Agriculture (ODA)
Funding, recovery, individual	Adult and Family Services Division is the Liaison to the FEMA Individuals and Households recovery program.	Or. Department of Human Services (DHS)
Generators	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Hazardous Materials, Clean-up	When responsible party unknown or unable. Can contract for services.	Or. Department of Environmental Quality (DEQ)
Hazardous Waste	Removal and disposal of drug lab waste.	Or. Department of Environmental Quality (DEQ)
Insurance assistance	The Insurance Division may assist with post disaster insurance advice and complaints.	Or. Consumer and Business Services Department (DCBS)
Laboratory	The Public Health Laboratory (PHL) is the primary source for biological agent identification.	Or. Department of Human Services (DHS), Or. Health Division (OHD)

Category of Assistance Available	Description of Resource or Capability	Agency
Laborers	Inmate work program may be arranged with a local prison. Minimum custody inmates may provide labor at sites within 90 miles of prison. Crews are usually transported, equipped, and supervised by DOC. Following a "State of Emergency" declaration at the local level, the State Emergency Coordination Center (ECC) will coordinate requests for work crews with the nearest prison.	Or. Department of Corrections
Law Enforcement	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard
Liaison, utilities	When the State Emergency Coordination Center (ECC) is activated the Public Utility Commission acts as liaison to the utility companies.	Public Utility Commission (PUC)
Life saving, property protection	Army and Air National Guard may provide local response in these two categories without a Governor's declaration of a state of emergency.	Or. Military Department (OMD) Guard
Livestock, feeding	Emergency feeding and protection information	Or. Department of Agriculture (ODA)
Medical Care	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard



Category of Assistance Available	Description of Resource or Capability	Agency
Medical Examiners	In mass fatality events medical examiners assist with victim identification, documentation of cause of death, and return of remains to next-of-kin.	Or. State Patrol (OSP), Medical Examiner Division (MED)
Personnel	Deploy State personnel to assist with disaster operations	Or. Department of Administrative Services (DAS)
Pesticide Analytical and Response Center	Clearinghouse of information on health effects of pesticides. Laboratory has chemical analysis capability. Provides on-site technical support during agricultural chemical spills.	Or. Department of Agriculture (ODA)
Poison or toxic information	Poison Control Center (OPC) provides triage and treatment information, and monitoring and evaluation of exposed patients.	Or. Health Sciences University (OHSU)
Radiation, food	ODA coordinates with State Health Officer regarding food in commerce	Or. Department of Agriculture (ODA)
Radioactive, monitoring	Lead State Agency (except incidents assigned to OOE). Radiation Protection Services Section.	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Radioactive, Transportation Accidents	Lead State Agency.	Or. Office of Energy (OOE)
Resource distribution	When directed by the Governor through a declaration of a "State of Emergency", the Guard may be placed in state "active duty status".	Or. Military Department (OMD) Guard

**RESOURCE MANAGEMENT**

<b>Category of Assistance Available</b>	<b>Description of Resource or Capability</b>	<b>Agency</b>
Technical expert, geologic event	Spokesperson on geologic event. Will provide staff to State ECC.	Or. Department of Geology and Mining Industries (DOGAMI)
Transportation, air	A volunteer organization who can help with airborne search, airborne disaster assessment, Electronic Locator Transmitter tracking.	Civil Air Patrol (CAP)
Trucks, tank ( water and other liquids)	Division can liaison to trucking companies.	Or. Department of Agriculture (ODA), Food and Dairy Division
Warehouse site procurement	Can locate and lease space for donated goods.	Or. Department of Administrative Services (DAS)
Water, potable, transportation	When directed by the Governor through a declaration of a “State of Emergency”, the Guard may be placed in state “active duty status”.	Or. Military Department (OMD) Guard
Water, safety	Drinking Water Section (DWS)	Or. Department of Human Services (DHS), Or. Health Division (OHD)
Waterway protection	Administers the removal-fill law. Protection and maintenance of wetlands.	Division of State Lands (DSL)

**RESOURCE MANAGEMENT**

<b>CATEGORY</b>	<b>FEDERAL RESOURCES</b>	<b>CAPABILITY</b>	
Animal assistance	Veterinary Medical Assistance Team	Medical assistance to animals and livestock.	DHS PHS FEMA
Biological, chemical	US Marine Corps Chemical/Biological Incident Response Force (CBIRF)	This standing consequence management force is tailored to respond to terrorist initiated chemical and biological incidents.	DOD, FEMA, or FBI
Biological, chemical, medical	Chemical/Biological Rapid Deployment Team (CBRDT)	Provides medical and epidemiological services; chemical/biological warfare & hazardous materials experts; explosives disposal and environmental monitoring personnel. Made up of personnel from various federal agencies	USPHS, FEMA, or FBI
Chemical, biological, nuclear	Hazardous-Materials Response Unit (HMRU)	The HMRU has specialized sampling, detection, and identification capabilities of NBC agents. It is also equipped with a variety of personal protective (OSHA Levels A through C) and rescue equipment.	FBI
Chemical, decontamination	US EPA Emergency Response Team (ERT)	Expertise in treatment technology, water and personnel decontamination, chemistry, biology, engineering, on scene safety; access to decontamination equipment.	EPA Federal On Scene Coordinator
Chemical, fate	Scientific Support Coordinator (SSC)	Environmental chemistry, chemical fate and transport support.	EPA/USCG Federal On Scene Coordinator

**RESOURCE MANAGEMENT**

<b>CATEGORY</b>	<b>FEDERAL RESOURCES</b>	<b>CAPABILITY</b>	
Chemical, oil, spill response	National Response Team (NRT)	Coordinates supply of personnel, equipment, technical advice to/among affected regions/districts.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	Regional Response Team (RRT)	Provides same capability as NRT within each region/district.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	US Coast Guard Pacific Strike Team (Part of the NSF.)	Stabilizing and containing spills, and monitoring response actions.	EPA/USCG Federal On Scene Coordinator
Chemical, oil, spill response	National Strike Force (NSF)	Consists of 3 USCG strike teams and the National Strike Force Coordination Center.	EPA/USCG Federal On Scene Coordinator
Chemical, oil. Overflight assessment	USCG District Response Group (DRG)	Personnel, equipment (including marine firefighting and prepositioned equipment and supplies.)	USCG Federal On Scene Coordinator
Chemical, technical	Technical Assistance Team (TAT)	Private contractor providing engineering, scientific, technical, managerial, administrative, and information management support for USEPA’s emergency response, removal, and prevention program.	EPA Federal On Scene Coordinator

**RESOURCE MANAGEMENT**

<b>CATEGORY</b>	<b>FEDERAL RESOURCES</b>	<b>CAPABILITY</b>	
Construction	US Army Corps of Engineers (USACoE)	Emergency power, water, construction, sand bagging.	DoD
Evidence collection	Evidence Response Teams (ERTs)	The ERTs main functions are crime-scene documentation and evidence collection in support of criminal investigations. Some ERTs are HAZMAT trained.	DOJ FBI
Feeding, sheltering		Regionally located portable fire fighting camps, support units. Cooking, sleeping, showering facilities.	USFS
Law Enforcement, tactical	Critical-Incident Response Group (CIRG)	These teams are specially assembled to conduct tactical and crisis-management efforts.	DOJ FBI
Medical, chemical	USAMRICD. Medical Chemical Biological Advisory Team (MCBAT).	The MCBAT is the primary source of medical information dealing with the management of CW-agent casualties for the federal government. Through the FBI or agencies within the DHHS, the MCBAT provides consultation to state, city, or local agencies. As necessary, the MCBAT supervises the collection of biological samples (bodily fluids) for subsequent verification of chemical-agent exposure that can be used to facilitate the confirmation, diagnosis, and treatment.	DoD
Medical, response	Madigan Army Medical Center Disaster-Assistance Response Team (DART).	Triage, decontamination, and stabilization of contaminated and multiple injured casualties. The team has 24-hour access to board-certified toxicologists. Team members have received substantial training in basic and advanced life support, trauma life support, HAZMAT, confined-space medicine, crush-injury medicine, and emergency medical response to terrorism.	US Army DoD

**RESOURCE MANAGEMENT**

<b>CATEGORY</b>	<b>FEDERAL RESOURCES</b>	<b>CAPABILITY</b>	
Medical, treatment, patient forwarding	Disaster Medical Assistance Team (DMAT)	Volunteer medical team of doctors, nurses, paramedics, emergency medical technicians, and support personnel.	DHS USPHS or FEMA
Medical, treatment, WMD	National Medical Response Team (NMRT)	Augmented DMATs (one in Los Angeles) specially trained and equipped to respond to terrorist incidents.	DHS USPHS or FEMA
Mortuary services	Disaster Mortuary Operational Response Team (DMORT)	Victim identification, evidence preservation.	DHS PHS or FEMA
Pharmaceuticals	National Strategic Stockpile	Antimicrobials, vaccines, antidotes. Technical Assistance Response Unit (TARU) provides assistance. Caches positioned to respond to site within 12 hours.	DHS PHS or FEMA
Radiological, location and removal of	DOE Nuclear Emergency Search Team (NEST)	A team of specially trained responders with special equipment capable of locating radioactive materials and handling damaged nuclear weapons. NEST is prepared to respond to terrorist incidents.	DOE
Radiological, medical	Medical Emergency Radiological Response Team (MERRT)	A national resource that can be deployed to assist local communities affected by a radiological incident. This is a federal team made up entirely of VA personnel, who are trained to provide advice and assistance in the event of a radiological event.	Veterans' Administration (VA)
Radiological, medical	Radiation Emergency Assistance Center/Training Site (REAC/TS)	An on-call team of physicians, health physicists, coordinators, and support staff which can provide consultation or direct medical and radiological assistance in the field.	DOE

**RESOURCE MANAGEMENT**

<b>CATEGORY</b>	<b>FEDERAL RESOURCES</b>	<b>CAPABILITY</b>	
Radiological, monitoring	Aerial Measuring System (AMS) There is also a ground vehicle mounted version of this capability known as KIWI.	Aerial search and photographic surveys, radiation and multi-spectral surveys, real time radiological aerial air sampling. Fixed-wing and helicopters equipped with detection equipment. Located at Nellis, AFB, Las Vegas and Andrews AFB, near D.C.	DOE
Radiological, monitoring, decontamination	Radiological Assistance Program (RAP)	Initial radiological response group. Identifies presence of radiation and contamination. Provides advice on monitoring, decontamination, and material recovery.	DOE
Radiological, plume modeling	Atmospheric Release Advisory Capability (ARAC)	Real time computer predictions of dispersal. Maps showing accumulated dose, airborne concentration, and contamination distribution. Can provide an estimate of the radiological health consequences. After notification, response time is 30 minutes to 2 hours.	DOE
Radiological, remediation	US EPA Radiological Emergency Response Team (RERT)	Response and support for radiological hazards.	EPA On Scene Coordinator
Radiological, response	Accident Response Group (ARG)	Team prepared to respond to any nuclear weapons, weapons components, or special nuclear materials accident. Time phased deployment. Follow on team members provide health and safety assessments and weapon recovery operations. Managed from Albuquerque.	DOE
Search and Rescue	Urban Search and Rescue (USAR)	28 teams across the country. Assigned on a rotational basis.	(DHS) FEMA

## INFORMATION IN THIS SECTION

- County Employee Emergency Procedures
- Volunteer Management

## EOC STAFFING

EOC DIRECTOR  
EOC COORDINATOR  
EOC SECTION CHIEFS

LOGISTICS SECTION/RESOURCES (PERSONNEL)

## POLICIES

County employees are required to report for emergency duty when it is stated in the Declaration of Local Emergency.

ORS 401.515 Nonliability for emergency services; exception. (1) During the existence of an emergency, the state and any local government, any agent thereof or emergency service worker engaged in any emergency services activity, while complying with or attempting to comply with ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity.

(4) Emergency service workers, in carrying out, complying with or attempting to comply with any order or rule issued under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any local ordinance, or performing any of their authorized functions or duties or training for the performance of their authorized functions or duties, shall have the same degree of responsibility for their actions and enjoy the same immunities as officers and employees of the state and its local governments performing similar work.

## SEE ALSO:

- Tab N, Emergency Pay and Procurement

## CHECKLISTS:

- Logistics Section Resources (Personnel) Unit

## FORMS:

- Volunteer Skills Inventory
- Disaster Assignment Log



FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p>County Department Directors and Administrators pre-assigned to leadership positions in the EOC report <u>automatically</u> to the EOC in the following situations:</p> <ul style="list-style-type: none"> <li>• Earthquakes of a magnitude in which structural damage to buildings is evident, or announced.</li> <li>• Observance or notification of wide-spread flooding,</li> <li>• Overt release of hazardous or explosive substances, when safe to do so.</li> </ul>	
<p>Command Staff begin to determine the numbers and types of positions to staff in the EOC and make additional notifications as needed.</p>	
<p>County staff will be made available for emergency assignment through the Declaration of Local Emergency.</p>	<p>See sample in Tab A, Declaration Process</p>
<p>Search and Rescue Volunteers personnel are maintained as Emergency Service Workers on the Sheriff's Office rosters.</p>	<p>Access to the SAR group is by pager through the Sheriff's Office.</p>
<p>New volunteers may call the Information Line, where their contact and skills information is recorded on cards (or time permitting; into a database)</p>	<p>See Volunteer registration Card in this tab</p>
<p>Logistics Section/Resources Unit records requests for staffing and collects volunteer registrations and makes matches between needs and resources. A log of assignments and locations of county personnel and a log for volunteers working at various locations are maintained by this Unit.</p>	<p>See Disaster Assignment Log in this tab.</p>

## HUMAN RESOURCES

### VOLUNTEER SKILLS INVENTORY

*For use in the field: have the volunteer complete the form on their own and return to a volunteer coordinator. For use at the Information Line: record the name, contact information, skills stated and equipment or supplies available, and give the completed form to Logistics/Resources Unit.*

Name:		SSN:
Address:		Telephone:
Please check all categories in which you have experience or training, and circle options.		
First Aid (current card yes/no)	CPR (current yes/no)	Triage
Medical License MD/RN /LPN/PA/other	Med. License #	Medical License State issued:
Emergency Planning	Emergency management	Search & Rescue
Law Enforcement	Bi/Multi Lingual Language(s)	
Photography	Journalism	
Mechanical ability	Structural Engineering	Other Engineering
Bus/Tuck Driver (Class 1 or 2 license yes/no)	Shelter Management	Food Preparation
Survival Training and Techniques	Camping	Recreational Leader
Ham Radio Operator	CB Radio	Waste disposal
Hazardous Materials	Radiological	Physics
Pharmacy	Logistics	
Equipment or supplies available for this emergency?		
Comments/additional information:		

DISASTER/EMERGENCY ASSIGNMENT LOG							
NAME	FROM CO. DEPT OR VOL	NAME OR LOCATION OF EMERGENCY FACILITY OR SITE ASSIGNED TO.	SHIFT SUPERVISOR AT LOCATION	BEGIN ASSIGNMENT: DATE/TIME	END ASSIGNMENT: DATE/TIME	REASSIGNED TO: LOCATION, DATE/TIME	RELEASE D DATE

## INFORMATION IN THIS SECTION

- Emergency Pay
- Emergency Purchasing/Contracting
- Emergency Claims

## EOC STAFFING

When the EOC is activated, the following ICS Positions may be assigned:

EOC Finance & Administration Section Chief  
EOC Cost/Time Unit  
EOC Procurement Unit  
EOC Claims Unit

## POLICIES

### COST/TIME UNIT

The Cost/Time Unit manages the documentation of costs associated with disaster response. Each County Department maintains labor-hour time cards, which are used in an emergency to record regular and overtime hours. When emergency supplies are purchased from vendors, contracts and purchase orders must be documented. The Cost/Time Unit issues instructions for recording disaster labor hours in formats acceptable for State and Federal reimbursement programs.

The following pages contain forms employee's use to track disaster duty hours and costs associated with response.

### CLAIMS UNIT

The Claims Unit manages disaster related injury claims. The Claims Unit is responsible for processing legal claims for compensation (injury, property damage) and any insurance claim related to disaster response. The Claims Unit maintains contact with County legal and insurance authorities.

**TAB N**

## EMERGENCY PAY AND PROCUREMENT

### CHECKLISTS:

- Finance & Administration Section

### *PROCUREMENT UNIT*

The Procurement Unit assists EOC personnel in obtaining additional disaster related equipment, supplies and services. The Procurement Unit issues an instruction for recording emergency purchase and contracts in formats acceptable for State and Federal reimbursement programs.

The Procurement Unit is responsible for ensuring that disaster-related purchase requests and expenditures are documented by all EOC personnel and submitted for reimbursement.

### *DESCHUTES COUNTY POLICIES*

- 1) Emergency Pay
  - a) Use the Emergency Pay and Procurement Forms (based on the requirements of Federal and/or State agencies) provided under Tab M and/or N to record emergency hours and payroll. Payment may be processed by the County through the normal payroll processes if available or on a stand-alone PC software program. Utilize special earnings codes or project codes to segregate emergency pay.
- 2) Overtime pay for disaster-related work
  - a) Track disaster-related overtime pay for reimbursement by Federal and/or State agencies on the Emergency Pay and Procurement Forms. Project codes could be used to identify disaster-related overtime if the County's current payroll system is functional. If the County's payroll system is not functional, a PC software package selected to temporarily replace the payroll system should have the ability to utilize a project code or pay type identifier to isolate different types of pay.
- 3) Pay when an employee is unable to report to work because of the disaster
  - a) A policy needs to be established stating whether an employee will receive pay during a disaster if they are unable to report to work. Specific guidelines describing the circumstances that would qualify for this pay need to be written.
- 4) Paycheck disbursement when normal processes are interrupted
  - a) Purchase stand-alone PC software that will allow us to generate paychecks or advances to employees. Purchase check stock/direct deposit stock to print on. Verify printer that can print payroll checks on blank check stock is available to connect directly to a PC.
  - b) Must have options available to print checks for direct depositors if direct deposit is not available. Check with bank to see if they will cash checks without special ink and if positive pay function is not available to the County for technical reasons.

## EMERGENCY PAY AND PROCUREMENT

- 5) Employee check cashing when banks are shut down
  - a) The County would need to have a reserve of cash on hand to assist the employee with this...or perhaps as part of the services provided by our bank they can keep a reserve of cash on hand for this type of emergency to be disbursed to County officials by bank officers.
- 6) Financial assistance to employees if funds are needed and paycheck disbursement is delayed
  - a) These would be advances in cash or check form (dependent on the check cashing availability of banks). Amounts would be based on normal monthly net paychecks for salaried employees. Hourly employees pay could be calculated on the PC payroll program. Should be a feature in the software purchased to disburse paychecks in (4) above. Not a procedure the County would normally consider except in an emergency situation.
- 7) Establish the Finance Section Group (create a roster) and assign their duties before the disaster occurs; modifying the assignments as needed.

**EMERGENCY PAY AND PROCUREMENT**

<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>EMERGENCY PAY</u></b></p> <p>The County Finance Office is responsible for the preparation and distribution of payroll checks to employees.</p>	
<p>Emergency Purchasing/Contracting</p> <ul style="list-style-type: none"> <li>• All purchases must have the EOC Procurement Unit written approval.</li> <li>• The Procurement Unit must keep accurate records of all purchases.</li> <li>• Employees must use the Disaster Purchase “Open Order” Approval Form for all emergency purchase requests.</li> <li>• The Procurement Unit determines a vendor.</li> </ul>	
<p><b><u>EMERGENCY CLAIMS (INJURY CLAIMS, WORKER COMPENSATION)</u></b></p> <p>An emergency service worker may apply for and may receive benefits as provided in ORS 401.355 to 401.465 for injury sustained in emergency service performed within or without the state.</p> <p>To receive benefits, The Deschutes County Emergency Management Program Manager must maintain a record of enrollment of emergency service workers who are personnel of Deschutes County. Each record shall contain the name and address of the worker, the name of the employer of the worker, date of enrollment and authorized classification of assignment to duty, including the times of assigned duty, as well as changes in enrollment. The Office of Emergency Management shall supply the record forms.</p>	<p>See Emergency Service Record Form in this Tab.</p> <p>See Oregon Revised Statute, Section 401 in this Tab.</p>

**EMERGENCY PAY AND PROCUREMENT**

<b>BLANK DISASTER PURCHASE "OPEN ORDER FORM (SAMPLE)</b>			
Item:	1		
Use:	2		
Estimated Cost:	3		
Name:	4		
Location/Department:	5		
Phone #:	6		
Fax #:	7		
E-Mail:	8		
Request approval to purchase the item above using:			
<p align="center">9__ Existing Vendor/Supply Voucher</p> <p align="center">10__ County Credit Card</p> <p align="center">11__ Need EOC to purchase this item (Attach a completed Emergency Supply Requisition form and send or fax to EOC Procurement Unit</p>			
Approved:	12	Declined:	13
Time sent back to requestor:	14	at Fax #	15
<i>Routing Instructions: If the box is checked to request that the EOC obtain this item for disaster response, this form is sent to EOC Resources (after review by Procurement Unit).</i>			
EOC Resources Leader received request at (date/time):			16
Request filled (date/time):		17	
<i>Instructions: EOC Resources Unit Leader sends copy back to Procurement Unit when purchase is complete and requestor receives item</i>			

Deschutes County EOC  
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**EMERGENCY PAY AND PROCUREMENT**

**DISASTER-RELATED  
PERSONNEL EXPENSE  
TRACKING**

Pay Period \_\_\_\_\_  
 Preparer's Home Index Name \_\_\_\_\_  
 Preparer's Home Index Number \_\_\_\_\_  
 Preparer's Budget Unit \_\_\_\_\_

Submitted By: \_\_\_\_\_  
 Telephone Number: \_\_\_\_\_  
 Date Submitted: \_\_\_\_\_

Date <small>Indicate date or date ranges worked</small>	Emp Class <small>Indicate employee classification</small>	Employee SSN <small>Indicate social security number of employee</small>	Employee Name <small>(Indicate last name first and first name last)</small>	Hours <small>Indicate number of hours</small>	Hour Type <small>(R - Reg, E - Extra Help, O- Overtime)</small>	Index # <small>Indicate the index hours are to be charged to.</small>	Index Name <small>Indicate name of index hours are to be charged to.</small>

Deschutes County EOC  
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**EMERGENCY PAY AND PROCUREMENT**

Each record shall contain the name and address of the worker, the name of the employer of the worker, date of enrollment and authorized classification of assignment to duty, including the times of assigned duty, as well as changes in enrollment.

<b>DESCHUTES COUNTY SHERIFF'S OFFICE, EMERGENCY SERVICES DIVISION  DISASTER SERVICE WORKER ENROLLMENT RECORD (PER ORS 401.355)</b>						
NAME	ADDRESS	EMPLOYER	ENROLLMENT DATE	DUTY ASSIGNMENT	TIMES OF ASSIGNED DUTY	CHANGES IN ENROLLMENT

Deschutes County EOC  
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OREGON REVISED STATUTES, SECTION 401 EMERGENCY SERVICE WORKERS

**401.355 Eligibility of emergency service worker for benefits for injury sustained in emergency service.** (1) An emergency service worker may apply for and may receive benefits as provided in ORS 401.355 to 401.465 for injury sustained in emergency service performed within or without the state:

(a) Where the injury is proximately caused by or in the course of emergency service, with or without negligence of the emergency service worker.

(b) Where the injury is not caused by the voluntary intoxication of the emergency service worker.

(c) Where the injury is not intentionally self-inflicted.

(2) No emergency service worker or beneficiary is eligible for benefits under ORS 401.355 to 401.465:

(a) If the emergency service worker is entitled to receive benefits under the workers' compensation laws of this state or similar statutes in other states or under any disability, retirement or liability insurance program of the worker's regular employer who has contributed to the cost thereof, or under any federal or local program for compensation of injuries of public employees, in those cases where the injury is compensable because it arose out of and in the course of emergency service duties performed as part of the regular employment of the emergency service worker.

(b) If the emergency service worker is a member of a federal emergency management or emergency service agency or an emergency management or emergency service agency of another state or foreign nation who is performing emergency services in this state. [Formerly 401.200]

**401.360** [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

**401.365 Registration and qualification of emergency management agencies.** All state and local emergency management agencies may register and qualify to come within the provisions of ORS 401.355 to 401.465. [Formerly 401.205]

**401.370** [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

**401.375 "Emergency service" defined; service not in violation of child labor laws.** Emergency service shall not be deemed employment in violation of any laws of this state relating to labor by minors. "Emergency service" includes all activities authorized and carried on pursuant to ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, including such training as is necessary and proper to engage in such activities. [Formerly 401.210]

**401.380** [1953 c.394 §8; 1959 c.403 §1; 1983 c.586 §39; renumbered 401.535]

## EMERGENCY PAY AND PROCUREMENT

**401.385 Record of enrollment of emergency service workers.** Each emergency program manager of an emergency management agency shall maintain a record of enrollment of emergency service workers who are personnel of the agency. Each record shall contain the name and address of the worker, the name of the employer of the worker, date of enrollment and authorized classification of assignment to duty, including the times of assigned duty, as well as changes in enrollment. The record forms shall be supplied by the Office of Emergency Management. Records of membership in the Oregon State Defense Force shall be maintained by the Military Department of the State of Oregon. [Formerly 401.215; 1989 c.361 §9; 1993 c.187 §11]

**401.395 Benefits for injury sustained in emergency service.** If an emergency service worker sustains an injury, benefits shall be paid in the same manner as provided for injured workers under the workers' compensation laws of this state, except that:

- (1) If the injury results in temporary partial disability, no benefits shall accrue to the injured emergency service worker on account of loss of wages due to such disability.
- (2) Costs of rehabilitation services to disabled emergency service workers shall be paid from funds specifically appropriated therefore in an amount approved by the Office of Emergency Management, which shall be the reasonable and necessary cost of such services, including services of a physician or rehabilitation facility specially qualified to render rehabilitation services. Expenses of rehabilitation may include travel, board and room, when necessary.
- (3) The maximum amount payable for medical, surgical or hospital expenses, compensation and rehabilitation on any one claim shall not exceed \$20,000. [Formerly 401.220; 1993 c.187 §12]

**401.405 Benefits not assignable; exempt from execution, attachment and garnishment.** No benefits payable under ORS 401.355 to 401.465 are subject to assignment prior to their receipt by the person entitled thereto, nor shall they pass by operation of law. These benefits and the right to receive them are also exempt from seizure on execution, attachment or garnishment, or by the process of any court. [Formerly 401.225]

**401.410** [1967 c.480 §1; repealed by 1983 c.586 §49]

**401.415 Benefits as exclusive remedy.** The filing of claims for benefits under ORS 401.355 to 401.465 is the exclusive remedy of an emergency service worker or beneficiary for injuries compensable under ORS 401.355 to 401.465 against the state or its political subdivision or any emergency management agency or other person acting under governmental authority in furtherance of emergency service activities, regardless of negligence. [Formerly 401.230]

**401.420** [1967 c.480 §2; repealed by 1983 c.586 §49]

**401.425 Claims for benefits.** (1) Claims for benefits under ORS 401.355 to 401.465 shall be filed by application with the Office of Emergency Management in the manner provided by rules of the Department of State Police.

(2) The right to benefits under ORS 401.355 to 401.465 shall be barred unless written claim is filed with the office within 90 days after the injury, or, if death results therefrom, within 90 days after death. However, if death occurs more than one year after the injury, the right shall be barred unless prior written claim based on the injury has been timely filed. The requirements of

## EMERGENCY PAY AND PROCUREMENT

this subsection may be waived by the office on the ground that, for good and sufficient reason, claim could not be filed on time. [Formerly 401.235; 1993 c.187 §13]

**401.430** [1967 c.480 §3; repealed by 1983 c.586 §49]

**401.435 Appeal.** Any question of law or fact may be appealed to the circuit court of the county where the injury occurred within 30 days from the date of mailing of the final decision by the Office of Emergency Management, if the emergency service worker is dissatisfied with the final decision. [Formerly 401.240; 1993 c.187 §14]

**INFORMATION IN THIS SECTION**

- Initial Recovery-Clean-up
- Recovery Management Team
- Individual Assistance Programs
- Public Assistance Programs
- Other Disaster Recovery Programs

**INTRODUCTION**

Recovery from the effects of a major disaster begins immediately, and may continue for many years after the immediate emergency period. Recovery requires efforts of residents, businesses, non-profit organizations, City, County, and State government, and Federal agencies.

The transition between emergency response activities and subsequent efforts to restore normal life, cannot be precisely timed. Some of the early actions taken by the Deschutes County, for example, safety inspections of buildings and debris removal, are considered the beginning of the recovery process.

The County's recovery responsibilities fall into several general categories:

- Rebuilding damaged facilities and restoration of normal services.
- Guiding and facilitating the reconstruction and restoration of the County's economy.

**EOC STAFFING**

Recovery tasks must begin as a parallel EOC activity during response operations. Recovery operations continue through an assigned Recovery Task Force after the EOC has been demobilized.

EOC DIRECTOR  
 EOC LEGAL OFFICER  
 EOC PUBLIC INFORMATION OFFICER  
 COUNTY ADMINISTRATOR  
 COUNTY COMMISSIONERS

**SEE ALSO:**

- FEMA Web Site for Individual Assistance Programs  
  
<http://www.fema.gov/rrr/inassist.shtm>
- FEMA Web Site for Public Assistance Programs  
  
<http://www.fema.gov/rrr/pa/>
- Chapter 1 EOP
- Chapter 2 EOP

**CHECKLISTS:**

- EOC Director/Deputy Director
- Legal Officer
- Public Information Officer

**FORMS:**

- Public Assistance Request Form
- Public Assistance Project Work Sheet

## DISASTER RECOVERY

This chart outlines operational tasks to support recovery from major emergencies and disasters. Three phases of recovery are described below. Depending on the size, nature and severity of the disaster, timeframes and activities in each phase vary:

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1. Initial Response 1-7 days	<ul style="list-style-type: none"><li>• Debris removal and clean-up</li><li>• Emergency, short-term repair of lifeline utilities</li><li>• Emergency, short-term repair of transportation systems and provision of interim transit services</li><li>• Building safety inspections</li><li>• Coordination of State/Federal damage assessments</li><li>• Re-occupancy of buildings</li><li>• Assignment of Recovery Task Force</li></ul>
2. Mid-Term Planning 7- 30 days	<ul style="list-style-type: none"><li>• Provision of interim housing</li><li>• Restoration of lifeline utilities (power, water, sewers)</li><li>• Restoration of social and health services</li><li>• Restoration of normal City and County services</li><li>• Establishment of new ordinances governing location and nature of rebuilding</li><li>• Examination of building standards</li><li>• Economic recovery measures, including interim sites for business restoration</li></ul>
3. Long-Term Reconstruction Several Years	<ul style="list-style-type: none"><li>• Rebuilding</li><li>• Restoration of transportation systems</li><li>• Hazard Mitigation</li><li>• Reconstruction of permanent housing</li><li>• Reconstruction of commercial facilities</li><li>• Development and implementation of long-term economic recovery targeting impacted and critical industries</li></ul>

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FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>INITIAL RECOVERY - CLEAN-UP OPERATIONS</u></b></p> <ul style="list-style-type: none"> <li>▪ In consultation with cities and State DOT, designate key routes for priority debris clearance and open these routes to traffic. Restrict access on emergency routes, as necessary.</li> <li>▪ In consultation with cities, designate debris collection areas and inform the public of these sites.</li> <li>▪ Clean debris from city/county streets and roads according to priorities established by Public Works.</li> <li>▪ Abate hazardous structures or areas.</li> </ul>	<p>See Damage Assessment - Tab K</p>
<p><b><u>RECOVERY - INDIVIDUAL ASSISTANCE</u></b></p> <ul style="list-style-type: none"> <li>▪ Following the Disaster Declaration and in coordination with State OEM, identify Individual Assistance programs available from FEMA.</li> <li>▪ Announce assistance programs to the public including information on where and how to apply.</li> </ul>	<p>See Overview of Individual Assistance Program in this tab.</p> <p>Refer to the FEMA web site:</p> <p><a href="http://www.fema.gov/rrr/inassist.shtm">http://www.fema.gov/rrr/inassist.shtm</a></p>



<b>FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
<p><b><u>RECOVERY - PUBLIC ASSISTANCE</u></b></p> <ul style="list-style-type: none"><li>▪ Prepare and submit Request for Public Assistance forms.</li><li>▪ Establish contact with FEMA Public Assistance Coordinator (PAC) and State OEM Liaison (Liaison).</li><li>▪ Attend Kickoff Meeting with PAC and Liaison.</li><li>▪ Prepare Small and Large Project Worksheets.</li><li>▪ Track small and large project progress and expenditures.</li></ul>	<p>See Overview of Public Assistance Program in this Tab.</p> <p>Refer to the FEMA web site:</p> <p><a href="http://www.fema.gov/rrr/pa/">http://www.fema.gov/rrr/pa/</a></p> <p>See the FEMA web site for Public Assistance Process Flow diagrams at:</p> <p><a href="http://www.fema.gov/rrr/pa/flowchart.shtm">http://www.fema.gov/rrr/pa/flowchart.shtm</a></p> <p>See the FEMA web site for Public Assistance Request forms, training materials, and detailed information on completing Project Worksheets.</p>

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**OTHER DISASTER RECOVERY PROGRAMS**

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RECIPIENT	PROGRAM
<u>INDIVIDUALS</u>	<ul style="list-style-type: none"> <li>• Loans to repair physical damage to homes. (U.S Small Business Administration)</li> <li>• Disaster Unemployment Insurance extends unemployment benefits to those who have lost income due to the disaster and do not qualify for regular unemployment programs.</li> <li>• The Crisis Counseling program provides immediate crisis counseling services to disaster victims. Assistance provided is short-term and provided at no cost to the disaster victims.</li> <li>• Food stamps may be available to those who lost food, income or resources because of the disaster.</li> <li>• Tax relief for losses from the destruction of, or damage to property in any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or volcanic eruption. Administered by the Internal Revenue Service.</li> <li>• The Cora Brown Fund uses funds from a bequest of Cora C. Brown of Kansas City, Missouri, who left a portion of her estate to the United States for the purpose of helping victims of natural disasters not caused by or attributed to war. Administered by FEMA.</li> <li>• The Direct Housing Natural Disaster Loans and Grants program provides assistance to very-low income owner-occupants to repair or replace damaged property as a direct result of a natural disaster. Administered by the USDA Rural Development Agency.</li> <li>• The Disaster Legal Services program provides legal assistance to individuals affected by a major federal disaster who have become unemployed or are about to be unemployed.</li> <li>• Home Mortgage Insurance for Disaster Victims. This program helps individuals purchase a new home or rebuild after a major disaster. While HUD does not lend money directly to buyers to rebuild or purchase, FHA-approved lenders make loans through this special insurance program.</li> <li>• USDA Rural Disaster Housing Assistance program provides</li> </ul>

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**OTHER DISASTER RECOVERY PROGRAMS**

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RECIPIENT	PROGRAM
<u>BUSINESSES</u>	<p>emergency assistance to buy, build, rehabilitate, or improve dwellings in rural areas affected by natural disasters. To qualify for assistance, applicants must be low or very-low income. Funds are only available to the extent that the Federal Emergency Management Agency (FEMA) does not provide funds.</p> <ul style="list-style-type: none"> <li>Loans for physical and economic injury from the Small Business Administration.</li> <li>Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service.</li> </ul>
<u>AGRICULTURAL FARMERS AND RANCHERS</u>	<ul style="list-style-type: none"> <li>Emergency Conservation Program (ECP) shares with agricultural producers the cost of rehabilitating eligible farmlands damaged by natural disaster. During severe drought, ECP also provides emergency water assistance both for livestock and for existing irrigation systems for orchards and vineyards</li> <li>Noninsured Crop Disaster Assistance Program (NAP) is for crops for which crop insurance is not available. It provides assistance for farmers who grow such crops to limit losses from natural disaster and manage overall business risk. Eligible non-insurable crops include commercial crops and other agricultural commodities produced for food (including livestock feed) or fiber and may include other specialty crops such as floricultural, ornamental nursery, christmas tree crops, turf-grass sod, seed crops, aquaculture (including ornamental fish) and industrial crops.</li> <li>Emergency Loan (EM) Assistance provides low-interest loan assistance to eligible farmers to help cover production and physical losses in counties declared disaster areas by the President or designated by the Secretary of Agriculture. The Farm Services Agency (FSA) Administrator may also authorize EM loan assistance but only for physical losses.</li> <li>Emergency Haying and Grazing Assistance for certain Conservation Reserve Program acreage may be made</li> </ul>

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**OTHER DISASTER RECOVERY PROGRAMS**

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**RECIPIENT**

**PROGRAM**

available in areas suffering from weather-related disaster.

- Tax relief for casualty losses that result from the destruction of, or damage to property from any sudden, unexpected, or unusual event such as a flood, hurricane, tornado, fire, earthquake or even volcanic eruption. Administered by the Internal Revenue Service.
- The Dairy Indemnity Program provides assistance to farmers because of contamination with chemicals or toxic substances, nuclear radiation or fallout.
- Eligible facilities Include schools, libraries, fire and rescue, public safety, hospitals, clinics, and multipurpose community centers. The USDA Rural Development administers the program.

**ESSENTIAL RURAL  
COMMUNITY  
FACILITIES**

## RECOVERY MANAGEMENT ORGANIZATION

Recovery actually begins in the first few hours following a major disaster. Actions taken by on - scene Incident Commanders and activities coordinated from the EOC during the early hours of the response will have significant impact on many aspects of the recovery process.

The Deschutes County Board of Commissioners designates a Recovery Management Team to coordinate recovery activities. The Incident Command organization at the EOC transitions to the Recovery Management Team organization.

The Recovery Management Team **may** be assigned from the following departments, agencies, and organizations:

- County Sheriff's Office
- County Treasurer
- County Surveyor
- Road Department
- Health & Human Services
- Administrative Services
- Legal Counsel
- Community Development
- American Red Cross
- City Representatives
- City Chambers of Commerce
- Community Based Organizations, Faith Based Organizations, Service Organizations

**RECOVERY TASK COORDINATION**

The following chart shows a suggested assignment of recovery tasks within the County. The Recovery Management Team may designate recovery tasks if it is determined that this is an appropriate approach to recovery management.

<b>TASK</b>	<b>SUGGESTED COUNTY DEPARTMENT(S)</b>	<b>LOCAL COORDINATION</b>
<b>Debris Removal, Clean-Up, Structural Demolition</b>	Road Department Legal Counsel	City Government and City Law Enforcement
<b>Repair Of Utilities</b>	Sheriff's Office - Emergency Services Solid Waste	Utility Companies, Water Districts, Sewage Districts
<b>Road/Bridges Repair, Traffic Re-routing</b>	Road Department, Sheriff's Office	City Government and City Law Enforcement
<b>Building Safety Inspections and Coordination of Building Re-Occupancy</b>	Community Development - Building Division Community Development - Code Enforcement Administrative Services - Building Services Legal Counsel	City Government and City Law Enforcement
<b>Location And Nature Of Permanent Rebuilding; Building Standards, Develop And Adopt Plans, Zoning Variances, Permitting</b>	Community Development - Building Division Community Development - Planning Division	City Government
<b>Inspections for Environmental Safety</b>	Community Development - Environmental Health Department Solid Waste	City Government
<b>Interim Housing</b>	Community Development Health & Human Services	American Red Cross Community Based Organizations Faith Based Organizations Service Organizations
<b>Business Recovery, Relocation of Businesses</b>	Community Development	(Lead Role) City Government, Chambers of Commerce

**DISASTER RECOVERY**

<b>TASK</b>	<b>SUGGESTED COUNTY DEPARTMENT(S)</b>	<b>LOCAL COORDINATION</b>
<b>County Economic Recovery, Long-Term Economic Recovery Measures Targeting Most Impacted And Critical Industries</b>	Community Development County Treasurer - Finance Department Legal Counsel	City Government, Private, Public And Non-Profit Organizations
<b>Government Finance, Review Fiscal Budget, Sign Recovery Leases &amp; Contracts, Oversee Federal Disaster Claims, and Insurance Claims, Review Burden of Fees/Taxes on Individuals and Businesses.</b>	County Treasurer - Finance Department Administrative Services - Risk Management	
<b>County Personnel, Facilitate Hiring, Layoffs, Reassignments</b>	Administrative Services, Personnel	
<b>Restore Vital County Records/Computer Systems</b>	County Clerk County Assessor Administrative Services - Information Services	
<b>Transportation System Planning</b>	Community Development	City Government
<b>Hazard Mitigation</b>	All Departments	
<b>Redevelopment Planning</b>	Community Development	City Government, Private, Public And Non-Profit Organizations
<b>Public Relations, Public Information</b>	County Public Information Officer	City Government, CBOs

## INDIVIDUAL ASSISTANCE PROGRAMS<sup>1</sup>

FEMA and other federal, state, local and volunteer agencies offer disaster assistance in several forms:

**Low-Interest Loans.** Most, but not all, federal assistance is in the form of low interest loans to cover expenses not covered by state or local programs, or private insurance. People who do not qualify for loans may be able to apply for a cash grant.

The Farm Service Agency (FSA) and the [Small Business Administration](#) (SBA), offer low interest loans to eligible individuals, farmers and businesses to repair or replace damaged property and personal belongings not covered by insurance.

Assistance for Individuals and Households. This program, which may include cash grants of up to \$25,000 per individual or household, includes:

- Housing Assistance
  - Lodging expenses reimbursement (for a hotel or motel)
  - Rental assistance (cash payment for a temporary rental unit or a manufactured home)
  - Home repair cash grant
  - Home replacement cash grant
  - Permanent housing construction in rare circumstances
- Other Needs Assistance
  - Medical, dental, funeral costs
  - Transportation costs
  - Other disaster-related needs

**Veterans Benefits.** The Department of Veterans' Affairs provides death benefits, pensions, insurance settlements and adjustments to home mortgages for veterans.

**Tax Refunds.** The [Internal Revenue Service \(IRS\)](#) allows certain casualty losses to be deducted on Federal income tax returns for the year of the loss or through an immediate amendment to the previous year's return.

**Excise Tax Relief.** Businesses may file claims with the Bureau of Alcohol, Tobacco and Firearms (ATF) for payment of Federal excise taxes paid on alcoholic beverages or tobacco products lost, rendered unmarketable or condemned by a duly authorized official under various

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<sup>1</sup> Information excerpted from the FEMA website for Individual Assistance Programs.



circumstances, including where the President has declared a major disaster. [Read more](#), (445 Kb Word Document)

**Unemployment Benefits.** Disaster Unemployment assistance and unemployment insurance benefits may be available through the state unemployment office and supported by the U.S. Department of Labor.

**Crisis Counseling.** The purpose of the crisis counseling program is to help relieve any [grieving](#), stress, or mental health problems caused or aggravated by the disaster or its aftermath. These *short-term* services, provided by FEMA as supplemental funds granted to State and local mental health agencies, *are only available to eligible survivors of Presidentially-declared major disasters*. Those who may require this confidential service should inquire about it while registering for disaster assistance. Or they may contact FEMA's toll-free Helpline number 1-800-621-FEMA (TTY 1-800-462-7585) to find out where these services can be obtained. Crisis counselors are often on-hand at [Disaster Recovery Centers](#) (when they are established). Eligible survivors may also learn more about where crisis-counseling services are available via the media, and FEMA's [Recovery Times](#) newsletters. The American Red Cross, the Salvation Army, other voluntary agencies, as well as churches and synagogues also offer crisis-counseling services. Additional mental health information may be found on the U.S. Department of Health and Human Services, Center for Mental Health Services' website, [www.mentalhealth.org](http://www.mentalhealth.org).

**Free Legal Counseling.** The Young Lawyers Division of the American Bar Association, through an agreement with FEMA, provides free legal advice for low-income individuals regarding cases that will not produce a fee (i.e., those cases where attorneys are paid part of the settlement which is awarded by the court). Cases that may generate a fee are turned over to the local lawyer referral service.

Individuals, families and businesses may be eligible for federal assistance if they live, own a business, or work in a county declared a Major Disaster Area, incur sufficient property damage or loss, and, depending on the type of assistance, do not have the insurance or other resources to meet their needs.

To apply for Assistance for Individuals and Households, all you have to do is call the special toll free telephone number, 1-800-621-FEMA (TTY: 1-800-462-7585) and register. Specially trained operators at one of FEMA's [National Processing Service Centers](#) will process your application.

**THE PUBLIC ASSISTANCE PROGRAM<sup>2</sup>****INTRODUCTION**

The Public Assistance Program provides supplemental Federal disaster grant assistance for the repair, replacement, or restoration of disaster-damaged, publicly owned facilities and the facilities of certain Private Non-Profit (PNP) organizations. The Federal share of assistance is not less than 75% of the eligible cost for emergency measures and permanent restoration. The State determines how the non-Federal share (up to 25%) is split with the applicants.

**ELIGIBLE APPLICANTS**

- Eligible applicants include the States, local governments, Indian tribes and certain PNP organizations.
- Eligible PNP facilities must be open to the public and perform essential services of a governmental nature. Eligible PNP facilities generally include the following:
  - Medical facilities, such as hospitals, outpatient and rehabilitation facilities.
  - Custodial care facilities that provide institutional care for persons who require close supervision and some physical constraints in their daily activities.
  - Educational facilities, such as primary and secondary schools, colleges and universities.
  - Emergency facilities, such as fire departments, rescue squads, and ambulance services.
  - Utilities, such as water, sewer, and electrical power systems.
  - Museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, shelter workshops and facilities which provide health and safety services of a governmental nature.

**ELIGIBLE WORK**

To be eligible, the work must be required as the result of the disaster, be located within the designated disaster area, and be the legal responsibility of an eligible applicant. Work that is eligible for supplemental Federal disaster grant assistance is classified as either emergency work or permanent work.

- Emergency Work
  - Debris removal from public roads and rights-of-way as well as from private property

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<sup>2</sup> Information is excerpted from the FEMA website for Public Assistance Programs

- when determined to be in the public interest.
- Emergency protective measures performed to eliminate or reduce immediate threats to the public, including search and rescue, warning of hazards, and demolition of unsafe structures.
  - Permanent Work
    - Work to restore an eligible damaged facility to its pre-disaster design. Work range from minor repairs to replacement.
    - Categories of permanent work include:
      - Roads, bridges and associated features, such as shoulders, ditch, culverts, lighting and signs.
      - Water Control Facilities including drainage channels, pumping facilities, and the emergency repair of levees. Permanent repair of Flood Control Works is the responsibility of the U.S. Army Corps of Engineers and the Natural Resources Conservation Service.
      - Buildings including their contents and systems.
      - Utility Distribution Systems, such as water treatment and delivery systems; power generation facilities and distribution lines; and sewage collection and treatment facilities.
      - Public Parks, Recreational Facilities and Other Facilities, including playgrounds, swimming pools and cemeteries.

### APPLICATION PROCESS

- Applicants should attend a State-sponsored Applicants' Briefing to receive information about the Public Assistance Program and State requirements.
- Applicants should complete and submit to the State a Request for Public Assistance (Request) form. Applicants may submit the Request forms at the Applicants' Briefing, or submit them to the State within 30 days following the designation of the area in which the damage is located.
- Upon receipt of the Request form from the State, FEMA will assign a Public Assistance Coordinator to work with each applicant throughout the disaster recovery period.
- The State also will assign an Applicant Liaison to help the applicant.
- The Public Assistance Coordinator will meet with each applicant to discuss eligibility requirements and project formulation (Kickoff meeting).

- Applicants may prepare Project Worksheets for small projects if they have the resources to do so. Otherwise, FEMA and the State personnel will prepare the applicant’s small and large projects.
- Applicants should contact the Public Assistance Coordinator prior to initiating repairs to facilities with Special Consideration issues (for example, environmental concerns or historic preservation).
- Applicants should document all damages and costs with pictures, written descriptions and financial records.

**PROJECT REQUIREMENTS**

- Time Limitations:
  - Deadlines - The project completion deadlines are set from the date that the major disaster or emergency is declared.

Type of Work	Months
Emergency Work	6
Permanent Work	18
  - Variations
    - The State or FEMA may impose shorter deadlines for the completion of work if considered appropriate.
    - Based on extenuating circumstances or unusual project requirements, the State may extend the deadlines for an additional 6 months for debris clearance and emergency work and an additional 30 months, on a project by project basis, for permanent work.
- Insurance Requirements:
  - FEMA will reduce otherwise eligible costs by the actual or anticipated insurance recoveries the applicant receives. The State will notify FEMA of any entitlement to insurance settlement or recoveries for a facility and its contents.
  - For insurable buildings located in a special flood hazard area and damaged by flood, the reduction is the maximum amount of insurance proceeds the applicant would have been received had the building and its contents been fully covered by a standard flood insurance policy under the National Insurance Program.
  - The applicant is required to buy insurance in the amount of the eligible damages for flood and general hazards.
- Grants:
  - For small projects (under \$48,900 for FY00), the grant is based on an estimate of

the cost of the work.

- For large projects (\$48,900 or more), the final grant is based on actual eligible costs. In large projects, the State will disburse progress payments, as required.

FEMA Public Assistance Forms are included on the following pages:

FEDERAL EMERGENCY MANAGEMENT AGENCY  
**REQUEST FOR PUBLIC ASSISTANCE**

O.M.B. No. 3067-0151  
 Expires April 30, 2001

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 10 minutes. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the needed data, and completing and submitting the forms. You are not required to respond to this collection of information unless a valid OMB control number is displayed in the upper right corner of the forms. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (3067-0151). **NOTE:** Do not send your completed form to this address.

APPLICANT *(Political subdivision or eligible applicant.)*

DATE SUBMITTED

COUNTY *(Location of Damages. If located in multiple counties, please indicate.)*

**APPLICANT PHYSICAL LOCATION**

STREET ADDRESS

CITY

COUNTY

STATE

ZIP CODE

**MAILING ADDRESS (If different from Physical Location)**

STREET ADDRESS

POST OFFICE BOX

CITY

STATE

ZIP CODE

**Primary Contact/Applicant's Authorized Agent**

**Alternate Contact**

NAME

NAME

TITLE

TITLE

BUSINESS PHONE

BUSINESS PHONE

FAX NUMBER

FAX NUMBER

HOME PHONE (Optional)

HOME PHONE (Optional)

CELL PHONE

CELL PHONE

E-MAIL ADDRESS

E-MAIL ADDRESS

PAGER & PIN NUMBER

PAGER & PIN NUMBER

Did you participate in the Federal/State Preliminary Damage Assessment (PDA)?  Yes  No

Private Non-Profit Organization?  Yes  No

If yes, which of the facilities below best describe your organization? \_\_\_\_\_

Title 44 CFR, part 206.221(e) defines an eligible private non-profit facility as: "... any private non-profit educational, utility, emergency, medical or custodial care facility, including a facility for the aged or disabled, and other facility providing essential governmental type services to the general public, and such facilities on Indian reservations." "Other essential governmental service facility" means museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops and facilities which provide health and safety services of a governmental nature. All such facilities must be open to the general public.

**Private Non-Profit Organizations must attach copies of their Tax Exemption Certificate and Organization Charter or By-Laws. If your organization is a school or educational facility, please attach information on accreditation or certification.**

Official Use Only: FEMA- \_\_\_\_\_ -DR- \_\_\_\_\_ - \_\_\_\_\_ FIPS # \_\_\_\_\_ Date Received: \_\_\_\_\_

# FEDERAL EMERGENCY MANAGEMENT AGENCY PROJECT WORKSHEET

## INSTRUCTIONS

The Project Worksheet must be completed for each identified damaged project.

**Projects with estimated or actual cost of damage greater than \$47,800 (FY 99) are large projects.**  
**Projects with estimated or actual cost of damage less than \$47,800 (FY 99) are small projects.**  
**After completing Project Worksheets, submit the worksheets to your Public Assistance Coordinator.**

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### Identifying Information

**Declaration No:** Indicate the disaster declaration number as established by FEMA (i.e. "FEMA 1136-DR-TN", etc.).

**Project No:** Indicate the project designation number you established to track the project in your system (i.e. 1, 2, 3, etc.).

**FIPS No:** Indicate your FIPS number within this space. This is optional.

**Date:** Indicate the date the worksheet was prepared in MM/DD/YY format.

**Category:** Indicate the category of the project according to FEMA specified work categories. This is optional.

**Applicant:** Name of the governmental or other legal entity to which the funds will be awarded.

**County:** Name of the county where the damage is located. If located in multiple counties, indicate "Multi-County."

**Damage facility:** Identify the facility and describe its basic function.

**Work Complete as of:** Indicate the date that the work was examined in the format of MM/DD/YY and the percentage of work completed to that date.

**Location:** This item can range anywhere from an "address," "intersection of..." "1 mile south of ...on..." to "county wide." If damages are in different locations or different counties please list each location. Include latitude and longitude of the project if known.

**Damage Description and Dimensions:** Describe the disaster-related damage to the facility, including the cause of the damage and the area or components affected.

**Scope of Work:** List work that has been completed, and work to be completed, which, is necessary to repair disaster-related damage. Include items recorded on the preliminary damage assessment.

**Does the Scope of Work change the pre-disaster conditions of the site:** If the work described under the Scope of Work changes the facilities conditions (i.e. increases/decreases the size or function of the facility or does not replace damaged components in kind with like materials), check (✓) yes. If the Scope of Work returns the site to its pre-disaster configuration, capacity and dimensions check (✓) no.

**Special Considerations:** If the project includes insurable work, and/or is affected by environmental (NEPA) or historic concerns, check (✓) either the Yes or No box so that appropriate action can be initiated to avoid delays in funding. Refer to *Applicant Guidelines* for further information.

**Hazard Mitigation:** If the pre-disaster conditions at the site can be changed to prevent the disaster-related damage, check (✓) Yes. If no opportunities for hazard mitigation exist check (✓) no. Appropriate action will be initiated and avoid delays in funding. Refer to *Applicant Handbook* for further information.

**Is there insurance coverage on this facility:** Federal law requires that FEMA be notified of any entitlement for proceeds to repair disaster-related damages, from insurance or any other source. Check (✓) yes if any funding or proceeds can be received for the work within the Scope of Work from any source besides FEMA.

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### Project Cost

**Item:** Indicate the item number on the column (i.e. 1, 2, 3, etc.). Use additional forms as necessary to include all items.

**Code:** If using the FEMA cost codes, place the appropriate number here.

**Narrative:** Indicate the work, material or service that best describes the work (i.e. "force account labor overtime", "42 in. Dia. RCP", "sheet rock replacement", etc.).

**Quantity/Unit:** List the amount of units and the unit of measure ("48/cy", "32/lf", "6/ea", etc.).

**Unit Price:** Indicate the price per unit.

**Cost:** This item can be developed from cost to date, contracts, bids, applicant's experience in that particular repair work, books which lend themselves to work estimates, such as RS Means, or by using cost codes supplied by FEMA.

**Total Cost:** Record total cost of the project.

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**Prepared By:** Record the name and title of the person completing the Project Worksheet.

### Record Requirements

Please review the *Applicant Handbook* for detailed instructions and examples.

For all completed work, the applicant must keep the following records:

- Force account labor documentation sheets identifying the employee, hours worked, date and location;
- Force account equipment documentation sheets identifying specific equipment, operator, usage by hour/mile and cost used;
- Material documentation sheets identifying the type of material, quantity used and cost;
- Copies of all contracts for work and any lease/rental equipment costs.

For all estimated work, keep calculations, quantity estimates, pricing information, etc. as part of the records to document the "cost/ estimate" for which funding is being requested.

## **OREGON DEPARTMENT OF JUSTICE CRIME VICTIMS' COMPENSATION PROGRAM (CVCP)**

ODOJ administers a program for victims of criminal mass casualty or mass fatality incidents. When notified of an event the CVCP Mass Casualty Response Team (MCRT) will be dispatched to the scene. They provide the following services:

- Establish communications with necessary agencies and identify lead coordination agency or individual;
- Mobilize staff to affected area and help set up victims' center;
- Begin program outreach in affected area;
- Meet with victims and representatives to facilitate application process;
- Apply program guidelines to crisis situation and identify special circumstances;
- Provide referrals and basic information on reactions to traumatic disaster;
- Compile and manage a master victim list;
- Work with media to generate claims/donations;
- Contact state and federal agencies for emergency grant funds;
- Possible follow-up meetings with special victim populations to ensure awareness of program availability.

Crime victims may apply for funding for medical/dental, grief counseling, counseling, funeral expenses, loss of earnings, loss of support, rehabilitation and transportation. The Team Leader will work with local officials on scene to determine the extent and type of police report required to process the claims. An Internet connection would greatly hasten claims processing in Salem.



## TAB CONTENTS

1. Public warning and notifications
2. Activating/requesting specialized response resources
3. Command and control
4. Attack indicators
5. Evolving participants
6. Responder safety
7. Roles and responsibilities

## EOC STAFFING

Full Activation

## POLICIES

The federal government (with the FBI as the lead federal agency) retains the authority to prevent, terminate, apprehend, and prosecute acts or threats of terrorism. Local and state governments provide initial crisis and consequence management.

If appropriate personal protective equipment (PPE) is not available, entry into a contaminated area may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.

Response actions will be taken to provide for public safety without endangering response personnel.

In events with agents for which there are antidotes, prophylaxis or vaccines; first responders are first to receive available supplies.

Crisis Management and Consequence Management are two joined, yet distinct operations. Each operation will have a Public Information Officer, trained as a spokesperson to represent the response efforts within the departmental guidelines.

This annex promulgates the following priorities in a Weapon of Mass Destruction (WMD) event:

**TAB P**

**TERRORISM/WMD**

## SEE ALSO:

- Public Warning and Public Information, Tab D
- Mass Casualty, Tab E
- Mass Fatality, Tab F
- Resource management, Tab L

## CHECKLISTS:

- Law Enforcement
- Fire/HazMat
- Health and Medical

## IMPORTANT TELEPHONE NUMBERS:

- Oregon Emergency management: 503-378-2911
- DHS Information Analysis and Infrastructure Protection (IAIP) Directorate: 202-323-3204 (to report credible infrastructure disruptions and intrusions)
- FBI Bend office: 541-389-1202

- Preventing additional deaths and injuries
- Saving lives
- Maintaining the continuity of government
- Recovering the deceased

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED		NOTES/LINKS:
<u>PUBLIC WARNING TRIGGERS AND RESPONSIBILITIES:</u>		SEE: TAB D, PUBLIC WARNING AND INFORMATION
TRIGGER/EVENT	DECISION AND RESPONSIBILITY	INFORMATION TO INCLUDE IN WARNING
Credible Threat (information from FBI or other source indicating expected activity in Deschutes County)	Law Enforcement - Joint Command by jurisdictions involved	<ul style="list-style-type: none"> <li>• Potential disruptions/inconveniences that may occur due to increase in security measures.</li> <li>• Recommended protective actions.</li> <li>• Information regarding reporting of suspicious activity</li> </ul>
Threatened Release: Chemical, Radiological, Explosive or Biological.	Law Enforcement Joint Command by jurisdictions involved	<ul style="list-style-type: none"> <li>• Recommended protective actions.</li> <li>• Information regarding reporting of suspicious activity</li> </ul>
Overt Release: Chemical, Radiological, Explosive or Biological.	First Duty Officer on scene	<ul style="list-style-type: none"> <li>• Evacuation of incident area</li> <li>• Recommended protective actions.</li> </ul>
Unexploded/Discharged Device	First Duty Officer on scene	<ul style="list-style-type: none"> <li>• Evacuation of incident area</li> <li>• Recommended protective actions.</li> </ul>

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED		NOTES/LINKS:
<u>PUBLIC WARNING TRIGGERS AND RESPONSIBILITIES:</u>		SEE: TAB D, PUBLIC WARNING AND INFORMATION
TRIGGER/EVENT	DECISION AND RESPONSIBILITY	INFORMATION TO INCLUDE IN WARNING
Covert Release: Symptoms Apparent:	First Duty Officer on scene	<ul style="list-style-type: none"> <li>• Recommended protective actions.</li> <li>• Information for others potentially exposed to self identify.</li> </ul>
Covert Release: Symptoms Delayed	Health Department Administrator	<ul style="list-style-type: none"> <li>• Information for others potentially exposed to self identify.</li> </ul>
<u>NOTIFICATIONS: SEE NEXT PAGE</u>		

**TERRORISM EVENT NOTIFICATIONS**

<b>THREATENED, UNRELEASED OR DISCOVERED DEVICE</b>	<b>CHEMICAL, OVERT, CONFIRMED</b>	<b>RADIOACTIVE, OVERT CONFIRMED</b>	<b>EXPLOSIVE</b>	<b>BIOLOGICAL, OVERT, CONFIRMED</b>	<b>BIOLOGICAL, DELAYED OR UNUSUAL DISEASE EVENT</b>
<b>9-1-1 dispatches Law Enforcement, warns of secondary devices. Notify DCSOES.</b>	First on scene calls Dispatch	First on scene calls Dispatch	9-1-1 dispatches EMS, Fire, Hazmat, Law. Warns of secondary devices. Notifies FBI.	First on scene calls Dispatch	First on scene (could be EMS, hospitals, Doctors) notify Hospital and Health Department.
<b>Law Enforcement notifies Local FBI. DCSOES notifies OEM.</b>	Dispatches HazMat, Law, Fire. Warn responders of contamination and secondary devices  Notify FBI, DCSOES.  DCSOES notifies OEM.	Dispatches HazMat, Fire, Law; Warn responders of contamination and secondary devices  Notifies FBI, DCSOES	IC requests MPIP activation if needed	Dispatches HazMat, Law, Fire. Warn responders of contamination and secondary devices. Notifies Health Department, DCSOES	Health Dept. notifies OHHS, DCSOES, FBI, CDC, Hospitals, doctors, Co Commissioners, Risk Manager.
<b>Respond to scene IC notifies or asks 911 to notify EOD Team, OSP, Salem; Central Oregon Emergency Response Team (CERT) / EOC</b>	Dispatches EMS, MPI if many victims.	Dispatches EMS, MPI if many victims.	Dispatch requests Strike Forces, mutual aid resources as directed by IC.	Dispatches EMS MPI if many victims.	DCSOES notifies OEM, activates EOC - performs additional EOC notifications.

**TERRORISM EVENT NOTIFICATIONS**

<b>THREATENED, UNRELEASED OR DISCOVERED DEVICE</b>	<b>CHEMICAL, OVERT, CONFIRMED</b>	<b>RADIOACTIVE, OVERT CONFIRMED</b>	<b>EXPLOSIVE</b>	<b>BIOLOGICAL, OVERT, CONFIRMED</b>	<b>BIOLOGICAL, DELAYED OR UNUSUAL DISEASE EVENT</b>
<b>(CERT); or K-9 units as appropriate</b>	Dispatch: Notify local ODMT. IC notifies hospitals.	IC notifies hospitals	Notify local ODMT, DCSOES	IC Notifies Hospitals	
<b>Local FBI notifies Region FBI</b>	DCSOES notifies OEM, activates EOC - performs additional EOC notifications.	DCSOES notifies OEM, activates EOC - performs additional EOC notifications.	DCSOES notifies OEM, activates EOC - performs additional EOC notifications.	DCSOES notifies OEM, activates EOC - performs additional EOC notifications.	
<b>DCES activates EOC - performs additional EOC notifications.</b>					
<b>DCSOES: Deschutes County Sheriff's Office - Emergency Services</b>	MPI: Multiple Patient Incident  IC: Incident Commander	ODMT: Oregon Disaster Medical Team	OEM: Oregon Emergency Management	OHHS: Oregon Health and Human Services	

**PARTICIPANTS IN WEAPONS OF MASS DESTRUCTION (WMD) EVENTS  
WITH LOCAL, STATE, AND FEDERAL RESOURCES AVAILABLE**

EVENTS	PARTICIPANTS
1. Incident occurs.	
2. 911 center receives calls, elicits information, dispatches first responders, relays information to first responders prior to their arrival on scene, makes notifications, and consults existing databases of chemical hazards in the community, as required.	911 Center, First Responders.
3. First responders arrive on scene and make initial assessment. Establish Incident Command. Determine potential weapon of mass destruction (WMD) incident and possible terrorist involvement; warn additional responders to scene of potential secondary hazards/devices. Perform any obvious rescues as incident permits. Establish security perimeter. Determine needs for additional assistance. Activate Multiple Patient Incident Plan if appropriate. Begin decontamination, triage and treatment of victims. Begin hazard agent identification.	Incident Command:  Fire, Law Enforcement, Emergency Medical Services, HazMat Team and Health Department (if Biological)
4. Special Resource/Strike Teams notified.	
5. Incident Command manages incident response; notifies medical facility, emergency management (EM), and notifies the local office of the Federal Bureau of Investigation (FBI).	Incident Command:  OSP, EOD, Oregon Disaster Medical Team (ODMT-2), ODOT
6. County Emergency Services notifies State Office of Emergency Services	

**PARTICIPANTS IN WEAPONS OF MASS DESTRUCTION (WMD) EVENTS  
WITH LOCAL, STATE, AND FEDERAL RESOURCES AVAILABLE**

EVENTS	PARTICIPANTS
7. Local FBI notifies the Portland Field Office of the FBI.	
8. Special Agent in Charge (SAC) assesses information, supports local law enforcement, and determines WMD terrorist incident has occurred. Notifies Strategic Information and Operations Center (SIOC), activates Joint Operations Center (JOC), coordinates the crisis management aspects of WMD incident, and acts as the Federal on-scene manager for the U.S. government while FBI is Lead Federal Agency (LFA).	FBI Field Office: SAC.
9. Local Emergency Operations Center (EOC) activated. Supports Incident Command, as required by Incident Commander (IC). Coordinates consequence management activities (e.g., mass care). Local authorities declare state of emergency. Coordinates with State Emergency Coordination Center (ECC) and State and Federal agencies, as required for additional State and Federal assistance.	Local EOC:  Management: PIO, Liaisons  Operations Section Branches: Law Enforcement, Health and Medical, Fire (HazMat), Construction and Engineering, Mass Care
10. Portland FBI Field Office may send specialized technical response teams as requested.	DOJ WMD Team; DOJ Bomb Team; DOJ Evidence Response Team; DOJ Hazardous Materials Response Unit.
11. Strategic local coordination of crisis management activities. Brief President, National Security Council (NSC), and Attorney General. Provide Headquarters support to JOC. Domestic Emergency Support Team (DEST) may be deployed. Notification of FEMA by FBI/SIOC triggers FEMA actions.	SIOC: FBI, Department of Justice (DOJ), Department of Energy (DOE), Federal Emergency Management Agency (FEMA), Department of Defense (DoD), Department of Health and Human Services (HHS), and Environmental Protection Agency (EPA).

**PARTICIPANTS IN WEAPONS OF MASS DESTRUCTION (WMD) EVENTS  
WITH LOCAL, STATE, AND FEDERAL RESOURCES AVAILABLE**

EVENTS	PARTICIPANTS
<p>12. Manage criminal investigation. Establish Joint Information Center (JIC). State and local agencies and FEMA ensure coordination of consequence management activities.</p>	<p>FBI; other Federal, State, and local law enforcement agencies. Local Emergency Management (EM) representatives. FEMA, DoD, DOE, HHS, EPA, and other Federal Response Plan (FRP) agencies, as required.</p>
<p>13. State Office of Emergency Management (OEM) supports local consequence management. Brief Governor. Declare state of emergency. Develop/coordinate requests for Federal assistance through FEMA Regional Operations Center (ROC). Coordinate State request for Federal consequence management assistance.</p>	<p>State ECC: State OEM  OSP, FBI et all.</p>
<p>14. DEST provides assistance to FBI SAC. Merges into JOC, as appropriate.</p>	<p>DEST: DoD, DOJ, HHS, FEMA, EPA, and DOE.</p>
<p>15. FEMA representative coordinates Consequence Management Group. Expedites Federal consequence management activities and monitors crisis management response to advise on areas of decision that could impact consequence management response.</p>	<p>FBI, FEMA, EPA, DoD, DOE, HHS, and other FRP agencies.</p>
<p>16. Crisis management response activities to incident may continue.</p>	<p>FBI, Incident Command System (ICS), Special Operations, Hazardous Materials Response Unit (HMRU), Joint Technical Operations Team, Joint Inter-Agency Intelligence Support, and additional authorities, as needed.</p>
<p>17. Federal response efforts coordinated and mission assignments determined. A consequence management support team deploys to incident site. All EOCs coordinate.</p>	<p>ROC and regional-level agencies.</p>



**PARTICIPANTS IN WEAPONS OF MASS DESTRUCTION (WMD) EVENTS  
WITH LOCAL, STATE, AND FEDERAL RESOURCES AVAILABLE**

EVENTS	PARTICIPANTS
<p>18. An Emergency Response Team - Advance Element (ERT-A) deploys to State EOC and incident site, as needed. Base installation sites identified for mobilization centers. Liaisons from WMD-related agencies requested for Emergency Support Team (EST) and ROC. Disaster Field Office (DFO) liaisons as needed (may be after extended response phase).</p>	<p>ERT-A: Regional-level FEMA and FRP primary support agencies, as needed.</p>
<p>19. A consequence management support team provides operational technical assistance to Unified Command.</p>	<p>FEMA, DOE, DoD, HHS, EPA, and FBI.</p>
<p>20. Recovery operations. Transition of Lead Federal Agency (LFA) from FBI to FEMA.</p>	

**ACTIVATING/REQUESTING SPECIALIZED RESPONSE RESOURCES<sup>1</sup>**

<b>THREATENED, UNRELEASED OR DISCOVERED DEVICE</b>	<b>CHEMICAL, OVERT, CONFIRMED</b>	<b>RADIOACTIVE, OVERT CONFIRMED</b>	<b>BIOLOGICAL, OVERT, CONFIRMED</b>	<b>BIOLOGICAL, DELAYED OR UNUSUAL DISEASE EVENT</b>
Explosive Ordnance Disposal Team (EOD) through Oregon State Police.	Weapons of Mass Destruction Civil Support Team (WMD-CST) Oregon Military Department - National Guard.	Weapons of Mass Destruction Civil Support Team (WMD-CST) Oregon Military Department - National Guard.	Weapons of Mass Destruction Civil Support Team (WMD-CST) Oregon Military Department - National Guard.	Or. Department of Human Services (DHS), Or. Health Division (OHD). Contact ODHS directly or through OEM.
Central Oregon Emergency Response Team (CERT) SWATeam	Through OEM and the Governor	Through OEM and the Governor	Through OEM and the Governor	Chemical/Biological Rapid Deployment Team (CBRDT) USPHS Contact through OEM
	US Marine Corps Chemical/Biological Incident Response Force (CBIRF) Contact through OEM	Or. Department of Human Services (DHS), Or. Health Division (OHD) for radioactive monitoring. Contact through OEM.	US Marine Corps Chemical/Biological Incident Response Force (CBIRF) Contact through OEM	USAMRICD. <u>Medical</u> Chemical Biological Advisory Team (MCBAT). DoD. Contact through OEM.

<sup>1</sup> Specialized teams may be available from State and Federal Agencies- by event type. For descriptions of special team capabilities see the Tab L - Resources.

**ACTIVATING/REQUESTING SPECIALIZED RESPONSE RESOURCES<sup>1</sup>**

THREATENED, UNRELEASED OR DISCOVERED DEVICE	CHEMICAL, OVERT, CONFIRMED	RADIOACTIVE, OVERT CONFIRMED	BIOLOGICAL, OVERT, CONFIRMED	BIOLOGICAL, DELAYED OR UNUSUAL DISEASE EVENT
	Chemical/Biological Rapid Deployment Team (CBRDT) USPHS. Contact through OEM	Or. Office of Energy (OOE) for radioactive monitoring - transportation accidents. Contact through OEM.	Chemical/Biological Rapid Deployment Team (CBRDT) USPHS. Contact through OEM	Disaster Medical Assistance Team (DMAT). Some local capabilities (Bend). Full team contact through OEM.
	Hazardous-Materials Response Unit (HMRU) FBI	Hazardous-Materials Response Unit (HMRU) FBI	Hazardous-Materials Response Unit (HMRU) FBI	
	US EPA Emergency Response Team (ERT). Contact through OEM.	DOE Nuclear Emergency Search Team (NEST), Radiological Assistance Program (RAP), Atmospheric Release Advisory Capability (ARAC), Accident Response Group (ARG). Contact through OEM	USAMRICD. <u>Medical</u> Chemical Biological Advisory Team (MCBAT). DoD. Contact through OEM.	

**ACTIVATING/REQUESTING SPECIALIZED RESPONSE RESOURCES<sup>1</sup>**

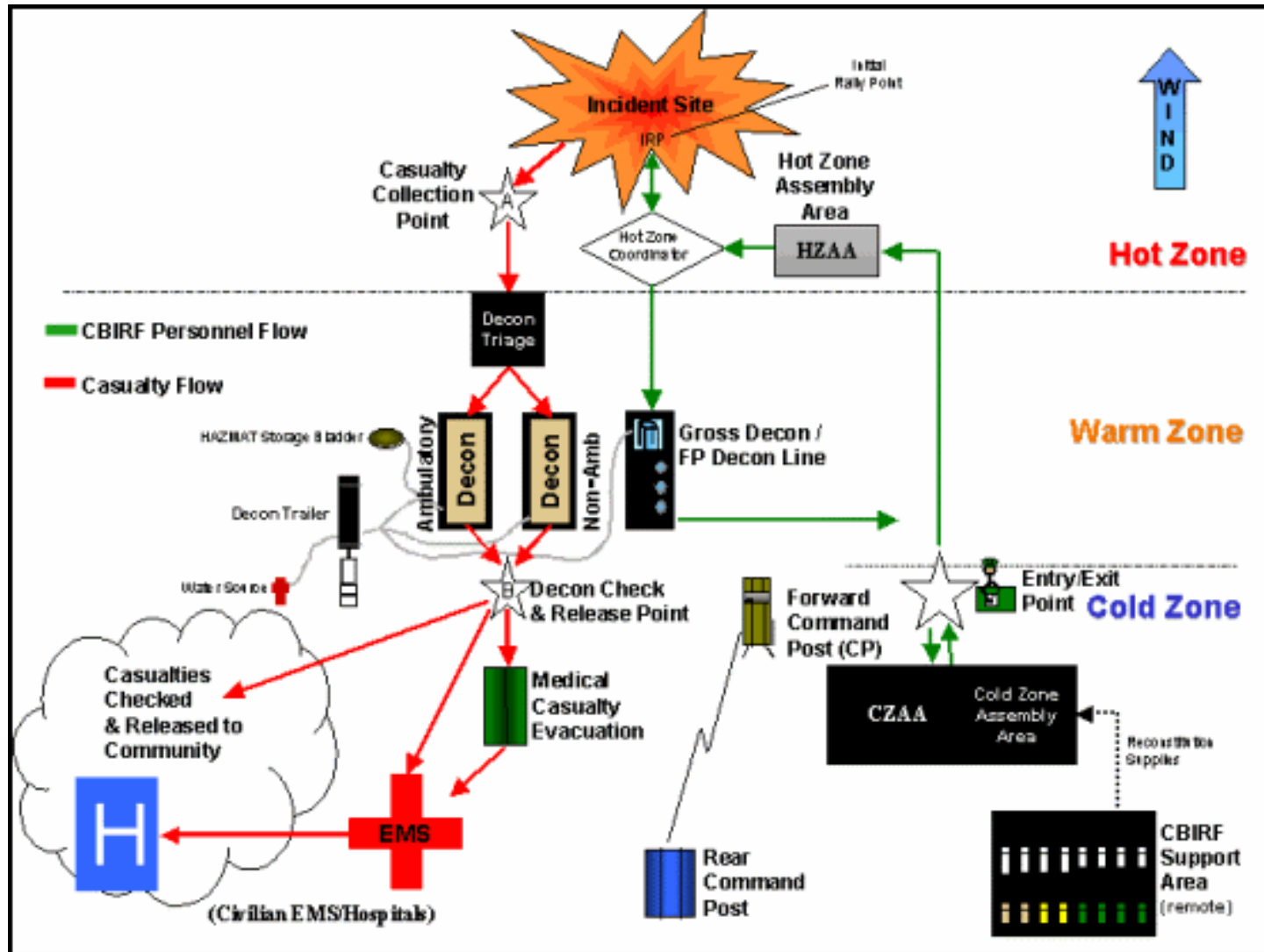
THREATENED, UNRELEASED OR DISCOVERED DEVICE	CHEMICAL, OVERT, CONFIRMED	RADIOACTIVE, OVERT CONFIRMED	BIOLOGICAL, OVERT, CONFIRMED	BIOLOGICAL, DELAYED OR UNUSUAL DISEASE EVENT
	USAMRICD. <u>Medical</u> Chemical Biological Advisory Team (MCBAT). DoD. Contact through OEM.	Disaster Medical Assistance Team (DMAT). Some local capabilities (Bend). Full team contact through OEM.	Disaster Medical Assistance Team (DMAT). Some local capabilities (Bend). Full team contact through OEM.	
	Disaster Medical Assistance Team (DMAT). Some local capabilities (Bend). Full team contact through OEM.	Medical Emergency Radiological Response Team (MERRT) Veterans Administration. Contact through OEM		
		US EPA Radiological Emergency Response Team (RERT). Contact through OEM.		

FUNCTIONAL ELEMENTS/ACTIONS REQUIRED	NOTES/LINKS:
<p><b><u>RADIO COMMUNICATIONS</u></b> can be made secure on the 800 MHz System. Logistics may assist with battery procurement. There are currently no secure telephone lines.</p>	<p>Tab B, Communications Sheriff’s Office has procured “black box” to integrate all radio frequencies.</p>
<p><b><u>COMMAND AND CONTROL:</u></b> Agencies on scene employ Unified Command when multiple jurisdictions are involved. Until the FBI arrives, the local law enforcement agency with jurisdiction provides Incident Command and conducts Crisis Management activities (apprehension, investigation, evidence preservation and recovery, scene and crowd control). Consequence Management activities are conducted by the Health and Medical Branch, Fire/HazMat, etc.</p> <p>Consequence management activities continue at the EOC when it is activated and through the recovery phase.</p>	<p>The EOC Director will appoint an Operations Section Chief based on the event type or the event consequences.</p>
<p><b><u>UNEXPLODED DEVICE PROCEDURES.</u></b> First Duty Officer on scene initiates population protective measures. Perimeter control is established, and entry denied. Requests for assistance may be made to the OSP EOD Team.</p>	
<b><u>CHEMICAL ATTACK INDICATORS:</u></b>	
<p>Mass Casualties Or unexplained physical symptoms</p>	<p>Unusual numbers of sick or dying people with respiratory, neurological or gastrointestinal symptoms.</p>
<p>Pattern of casualties</p>	<p>Casualties distributed downwind (if outdoors), or grouped in a confined area (indoors).</p>
<p>Unexplained odors (while noticeable)</p>	<p>Fruity, flowery, sharp/pungent, new mown hay, bitter almonds, garlic/horse radish – inconsistent with surroundings.</p>
<b><u>BIOLOGICAL ATTACK INDICATORS:</u></b>	

<b>FUNCTIONAL ELEMENTS/ACTIONS REQUIRED</b>	<b>NOTES/LINKS:</b>
Mass Casualties/Unexplained physical symptoms	With flu-like symptoms, fever, sore throats, skin rash, mental abnormalities, pneumonia, diarrheas, dysentery, hemorrhaging or jaundice.
Pattern of casualties	Casualties have indicators in common (food, location)
Biological effects	Simultaneous effects to humans, animal – domestic and wild.
Unexplained moisture	Fogs, clouds, mists, oily film or droplets on surfaces, pools of liquid with no recent rain or naturally occurring fog or mist.
Abandoned spraying devices	
Unusual metal debris	Munitions/bomb type metals, particularly if containing a liquid.
An explosion	
<b><u>RADIOLOGICAL ATTACH INDICATORS:</u></b>	
Mass Casualties	Unusual numbers, of sick or dying people or animals. Casualties may occur hours to days or weeks after an incident has occurred. The time required before symptoms are observed is dependent on the radioactive material used and the dose received. Acute symptoms include skin reddening and, in severe cases, vomiting.
Pattern of casualties	Casualties have indicators in common (food, location)
Radiation symbols on containers OR	Material that seems to emit heat without any sign of an external heating source. If the material is strongly radioactive, then it may emit a radioluminescence.

FUNCTIONAL ELEMENTS/ACTIONS REQUIRED	NOTES/LINKS:
Unusual metal debris	Munitions/bomb type metals.
An explosion	
<p><b><u>RESPONDER SAFETY AND SCENE CONTROL</u></b></p> <p>To the extent that the incident has a definable scene, scene control and set-up is typical to a hazardous materials event. The Hot Zone perimeter is established, entry corridors, decontamination, triage and staging areas upwind of the incident. A typical hazardous materials incident site diagram follows.</p>	<p>The IC, with the Safety Officer, after receiving information on the type and level of agent present determine the exclusion zones and PPE required for various scene tasks. OSHA 1910.120 contains hazmat response regulations.</p>
<p><b><u>Initial Isolation and Evacuation Distances</u></b></p> <p>Initial isolation distances for chemicals when used as weapons have been excerpted from the Department of Transportation Emergency Response Guide (ERG).</p>	<p>(The ERG recommendations begin following the typical incident scene diagram in this section)</p>

TYPICAL DIAGRAM OF RESPONSE IN A CONTAMINATED ZONE





**Initial Isolation and Evacuation Distances for Chemicals used as Weapons**  
 From the Emergency Response Guidebook.

**Small Spill:** from a small package or small leak from a large package

**Large Spill:** from a large package or many small packages

"+": distance can be larger in certain atmospheric conditions

**If there is no fire:** use these initial isolation and protective action distances.

**If there is a fire, or if a fire is involved:** go directly to the appropriate guide and use the evacuation information shown under **Public Safety**.

**ERG Material ID Number 1051**

		Initial Isolation and Protective Action Distances					
		SMALL SPILLS			LARGE SPILLS		
		First ISOLATE in all Directions	Then PROTECT persons Downwind during-		First ISOLATE in all Directions	Then PROTECT persons Downwind during-	
ERG No.	Name of Material	m (ft)	DAY km (mi)	NIGHT km (mi)	m (ft)	DAY km (mi)	NIGHT km (mi)
117	AC (Hydrogen Cyanide)	60 m (200 ft)	0.2 km (0.1 mi)	0.5 km (0.3 mi)	460 m (1500 ft)	1.6 km (1.0 mi)	3.9 km (2.4 mi)

## ERG Material ID Number 2810

		Initial Isolation and Protective Action Distances					
		SMALL SPILLS			LARGE SPILLS		
		First ISOLATE in all Directions	Then PROTECT persons Downwind during-		First ISOLATE in all Directions	Then PROTECT persons Downwind during-	
DAY km (mi)	NIGHT km (mi)		DAY km (mi)	NIGHT km (mi)			
ERG No.	Name of Material	m (ft)	DAY km (mi)	NIGHT km (mi)	m (ft)	DAY km (mi)	NIGHT km (mi)
153	Buzz (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.5 km (0.3 mi)	60 m (200 ft)	0.5 km (0.3 mi)	1.9 km (1.2 mi)
153	BZ - 3- Quinuclidinyl benzilate	30 m (100 ft)	0.2 km (0.1 mi)	0.5 km (0.3 mi)	60 m (200 ft)	0.5 km (0.3 mi)	1.9 km (1.2 mi)
153	CS (Teargas) 2-Chlorobenzalmalononitrile	60 m (200 ft)	0.3 km (0.2 mi)	1.1 km (0.7 mi)	245 m (800 ft)	2.6 km (1.6 mi)	5.6 km (3.5 mi)
153	DC (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.8 km (0.5 mi)	245 m (800 ft)	2.3 km (1.4 mi)	5.3 km (3.3 mi)
153	GA (Tabun) (Ethyl N,N-dimethyl-phosphoramidocyanidate)	30 m (100 ft)	0.3 km (0.2 mi)	0.6 km (0.4 mi)	155 m (500 ft)	1.6 km (1.0 mi)	3.1 km (1.9 mi)
153	GB (Sarin) Isopropyl-methylphosphonofluoridate	155 m (500 ft)	1.6 km (1.0 mi)	3.4 km (2.1 mi)	915 m (3000 ft)	11.0+ km (7.0+ mi)	11.0+ km (7.0+ mi)
153	GD (Soman) 1,2,2-Trimethylpropyl methylphosphonofluoridate	95 m (300 ft)	0.8 km (0.5 mi)	1.8 km (1.1 mi)	765 m (2500 ft)	6.8 km (4.2 mi)	10.5 km (6.5 mi)
153	GF Cyclohexyl-methylphosphonofluoridate	30 m (100 ft)	0.3 km (0.2 mi)	0.6 km (0.4 mi)	245 m (800 ft)	2.3 km (1.4 mi)	5.1 km (3.2 mi)
153	H (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	60 m (200 ft)	0.6 km (0.4 mi)	1.1 km (0.7 mi)
153	HD bis-2-Chloroethyl sulfide	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	60 m (200 ft)	0.6 km (0.4 mi)	1.1 km (0.7 mi)
153	HL (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.3 km (0.2 mi)	95 m (300 ft)	1.0 km (0.6 mi)	1.8 km (1.1 mi)
153	HN-1 (nitrogen mustard) (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	60 m (200 ft)	0.6 km (0.4 mi)	1.3 km (0.8 mi)
153	HN-2 (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	60 m (200 ft)	0.5 km (0.3 mi)	1.1 km (0.7 mi)
153	HN-3 (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	30 m (100 ft)	0.2 km (0.1 mi)	0.3 km (0.2 mi)
153	L (Lewisite) 2-Chlorovinyl dichloroarsine	30 m (100 ft)	0.2 km (0.1 mi)	0.3 km (0.2 mi)	95 m (300 ft)	1.0 km (0.6 mi)	1.8 km (1.1 mi)
153	Mustard (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	30 m (100 ft)	0.2 km (0.1 mi)	0.3 km (0.2 mi)
153	Mustard Lewisite (when used as a weapon)	30 m (100 ft)	0.2 km (0.1 mi)	0.3 km (0.2 mi)	95 m (300 ft)	1.0 km (0.6 mi)	1.8 km (1.1 mi)
153	Sarin (when used as a weapon)	155 m (500 ft)	1.6 km (1.0 mi)	3.4 km (2.1 mi)	915 m (3000 ft)	11.0+ km (7.0+ mi)	11.0+ km (7.0+ mi)

153	Soman (when used as a weapon)	95 m (300 ft)	0.8 km (0.5 mi)	1.8 km (1.1 mi)	765 m (2500 ft)	6.8 km (4.2 mi)	10.5 km (6.5 mi)
153	Tabun (when used as a weapon)	30 m (100 ft)	0.3 km (0.2 mi)	0.6 km (0.4 mi)	155 m (500 ft)	1.6 km (1.0 mi)	3.1 km (1.9 mi)
153	Thickened GD (when used as a weapon)	95 m (300 ft)	0.8 km (0.5 mi)	1.8 km (1.1 mi)	765 m (2500 ft)	6.8 km (4.2 mi)	10.5 km (6.5 mi)
153	VX o-Ethyl S-[2-(diisopropylamino)ethyl] methylphosphonothiolate	30 m (100 ft)	0.2 km (0.1 mi)	0.2 km (0.1 mi)	60 m (200 ft)	0.6 km (0.4 mi)	1.0 km (0.6 mi)

**ERG Material ID Number 1076**

		Initial Isolation and Protective Action Distances					
		SMALL SPILLS			LARGE SPILLS		
		First ISOLATE in all Directions	Then PROTECT persons Downwind during-		First ISOLATE in all Directions	Then PROTECT persons Downwind during-	
ERG No.	Name of Material	m (ft)	DAY km (mi)	NIGHT km (mi)	m (ft)	DAY km (mi)	NIGHT km (mi)
125	CG (when used as a weapon) Carbonyl Chloride	155 m (500 ft)	1.3 km (0.8 mi)	3.2 km (2.0 mi)	765 m (2500 ft)	7.2 km (4.5 mi)	11.0+ km (7.0+ mi)
125	Diphosgene	60 m (200 ft)	0.2 km (0.1 mi)	0.5 km (0.3 mi)	95 m (300 ft)	1.0 km (0.6 mi)	1.9 km (1.2 mi)
125	DP (when used as a weapon)	60 m (200 ft)	0.3 km (0.2 mi)	1.0 km (0.6 mi)	185 m (600 ft)	1.6 km (1.0 mi)	4.5 km (2.8 mi)
125	Phosgene	95 m (300 ft)	0.8 km (0.5 mi)	2.7 km (1.7 mi)	765 m (2500 ft)	6.6 km (4.1 mi)	11.0 km (6.9 mi)
154	CX (when used as a weapon)	30m (100 ft)	0.2 km (0.1 mi)	0.5 km (0.3 mi)	95 m (300 ft)	1.0 km (0.6 mi)	3.1 km (1.9 mi)

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b>Agent Identification:</b> of chemical and radioactive agents may be performed by the Central Oregon Hazardous Materials Response Team.</p> <p><b>Sample Collection</b> may be performed by Level A trained and outfitted personnel. Contact is made with County Health Department to expedite laboratory arrangements for the identification of <b>chemical and biological samples taken.</b></p>	<p>Detection systems in the County include: M8 Paper, M9 Paper, M256A1 Monitor, Mini Ray 2002 Monitor, and a Drager WMD Simultest Detection Kit. The HMRT also has radioactive detection capability as well as dosimeters for their team.</p>
<p><b>Personal Protective Equipment Resources (equipped and trained) within the county:</b></p> <p>Hazardous Materials Response Team: Levels AB&amp; C            Central Oregon Drug Enforcement Team: Level A &amp; B            Oregon Disaster Medical Team (ODMT2): Level C            Central Oregon Emergency Response Team: riot gas masks</p>	<p>4 Sets of Level B equipment are available at the Health Department.</p>
<p>Antidotes may be available from the local cache of the ODMT-2.</p>	
<p>Perimeter control is established by law enforcement with assistance from Construction and Engineering.</p>	<p>The circumference of the perimeter may be extended to suit the PPE availability of perimeter control personnel.</p>
<p>The Hazardous Materials Response Team performs mass decontamination of people outside of the Hot Zone with Level C assistance from Fire Departments.</p>	<p>Crook County has a WMD decontamination tent.</p>
<p>Victim rescue inside the Hot Zone requires appropriately suited and trained personnel.</p>	
<p>Law Enforcement and the FBI conduct crime scene investigation. Law Enforcement also provides guidance on evidence preservation to non-law enforcement entry teams.</p>	
<p>The HMRT may survey area to determine the extent of contamination. Assistance may be requested from the local office of the Oregon Department of Environmental Quality.</p>	
<p>Transport of injured victims occurs after decontamination of chemical and biological agents.</p>	<p>Refer to the Multiple Patient Incident Plan and Tab E, Mass Casualties</p>
<p>Local National Guard resources, if available, may be requested to assist with life saving and property protection.</p>	

FUNCTIONAL ELEMENTS/ ACTIONS REQUIRED	NOTES/LINKS:
<p><b>Public Information</b> responsibilities may be divided in instances where the Crisis Management and Consequence Management concept is utilized. A PIO may be appointed from a Law Enforcement agency to address the criminal investigation and another PIO appointed to provide information on the Consequence Management activities underway (rescue efforts, health risks, where assistance is available).</p>	
<p>Health Officer authorities for “public health measures” including quarantine, isolation and medical examination are described in ORS Chapter 433. (excerpts at the end of this Tab.) Assistance with enforcement of quarantine is assigned to police in ORS 433.156.</p>	
<p><b>Decontamination of contaminated facilities:</b></p> <p>Long-term recovery programs will be required for many of the agents of concern. Decontamination efforts of facilities contaminated by biological, persistent chemical or radioactive agents may be prolonged for one year, or more. Some radioactive contaminants may render areas unusable for generations. Assistance from specialized state and federal teams will be required to effect decontamination.</p> <p>Recent biological facility decontamination protocols are included for reference. It is important to note that currently there are no thresholds or permissible exposure levels established for biological agents.</p> <p>DEQ and Oregon Department of Human Services, Office of Public Health Systems may assist with recommendations and procedural development for decontamination.</p>	<p><a href="http://www.ertresponse.com/Response_resrcs/Index.htm">http://www.ertresponse.com/Response_resrcs/Index.htm</a></p>
<p>Response to consequences particular to biological agents is contained in the Health Department Bio/Terrorism Plan. Incidences with great numbers of health affected persons requiring mass prophylaxis or prevention, active disease surveillance and treatment will require EOC activation for support. Lists of logistical support requirements and program assistance for mass prophylaxis are contained in this tab.</p>	

**THREAT CONDITIONS AND RECOMMENDED MINIMUM  
PROTECTIVE MEASURES FOR DESCHUTES COUNTY JURISDICTIONS**

Revised 05 March 2003

Note: These procedures incorporate the current version of the Federal Homeland Security Alert System (HSAS).

**THREAT CONDITION – LOW  
GREEN**

Nature of the threat:

- Low risk of terrorist attacks.
- No perceived or expected threat.

Recommended Minimum Protective Measures:

- Normal Operations

**THREAT CONDITION – GUARDED  
BLUE**

Nature of the Threat:

- General risk of terrorist attacks
- General threats against “government” have been made nationally or regionally.

Recommended Minimum Protective Measures:

A. All Agencies

1. Employee Measures - Review applicable security plans and operational procedures
2. Facility Security or Hardening Measures - None
  - Incident Management Measures - Verify that contact information for key staff
3. Equipment and Supply Measures - None
4. Public Information
  - Provide information to the public on potential disruptions/inconveniences that may occur due to the increase in security measures (e.g., road closures, need for picture ID to get in facilities, etc.) and any actions they can take relative to the security changes and the potential threat.
  - If appropriate, provide information about the threat to the media and public.

B. Law Enforcement Agencies

1. Implement "All Agency" measures noted above
2. Review applicable plans and procedures

**THREAT CONDITION – GUARDED**  
**BLUE**

C. Fire Department/District

1. Implement "All Agency" measures noted above
2. Review applicable plans and procedures

D. Public Works Agencies

1. Implement "All Agency" measures noted above
2. Review applicable plans and procedures

**THREAT CONDITION - ELEVATED**  
**YELLOW**

- A. Law Enforcement Agencies
1. Implement "All Agency" measures noted above
  2. Check availability of personnel and resources
  3. Consider activating specialized teams or placing them on alert (standby)
  4. Increase patrols of potential targets
  5. For highly visible and/or unpopular activities:
    - o Plan and staff accordingly based on established policies and procedures
    - o Coordinate with County 911 Center
- B. Fire Department/District
1. Implement "All Agency" measures noted above
  2. Check availability of personnel and resources
  3. Review pre-plans of potential target locations
  4. For highly visible and/or unpopular activities:
    - o Coordinate with law enforcement and County 911 Center
    - o Plan and staff accordingly based on established policies and procedures
- C. Public Works Agencies
1. Implement "All Agency" measures noted above
  2. Check availability of personnel and resources
  3. Coordinate with law enforcement to have remote/unstaffed facilities checked regularly
  4. Consider mobilizing/staging the resources required for Threat Conditions Orange and Red.
  5. For highly visible or unpopular activities:
    - o Coordinate with law enforcement
    - o Plan and staff accordingly based on established policies and procedures



**THREAT CONDITION - HIGH  
ORANGE**

Nature of the threat:

- High risk of terrorist attacks.
- Law enforcement information indicates a credible threat exists against "government" in general or specifically against the State or a jurisdiction in central Oregon outside Deschutes County.
- A specific threat has been communicated (verbal or written) that indicates a terrorist incident will occur within the State, but outside Deschutes County, and the threat has been assessed as credible.

Recommended Minimum Protective Measures:

A. All Agencies

1. Employee Measures

- Review applicable security plans and operational procedures
- Require all staff to wear visible ID
- Maintain high vigilance for suspicious activity in and around the workplace
- Review all Threat Condition Red measures

2. Facility Security or Hardening Measures

- Limit access to all facilities to one central door
  - a. Verify photo ID of everyone entering the facility and have everyone (employees and public) sign-in and sign-out
  - b. Verify nature of visit of people entering the facility
  - c. Have all deliveries made to a single receiving area
- Secure rooms/areas that are not in use
- Conduct routine checks of all areas of the facility that are not secured
- Consider restriction of parking in, under, or near facilities

3. Incident Management Measures

- Notify key personnel
- Activate the MACC/EOC to track implementation of security measures and to monitor the situation
- Consider suspending non-essential services
- Consider maintaining a 24-hour presence at all facilities
- Consider sending non-essential personnel home
- Review/consider additional hardening/security measures for facilities
- Coordinate plans and procedures, as appropriate, with neighboring jurisdictions.
- Take additional precautions at public events and consider possible alternate venues or even cancellation.

**THREAT CONDITION - HIGH  
ORANGE**

4. Equipment and Supply Measures

- o Ensure all vehicles and equipment are fueled
- o Identify any shortages in supplies and equipment that may be needed for security or response operations and procure replacement items
- o Inventory and inspect all specialized equipment. Replace and/or repair damaged items.
- o Identify any additional items, which may be required for security or response operations, that need to be rented or procured
- o Check communications with designated emergency response or command locations.

5. Public Information

- o Provide information to the public on potential disruptions/inconveniences that may occur due to the increase in security measures (i.e., road closures, need for picture ID to get in facilities, etc.) and any actions they can take relative to the security changes and the potential threat.
- o If appropriate, provide information about the threat to the media and public.

B. Law Enforcement Agencies

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Consider temporarily transferring administrative officers to patrol
  - o Consider canceling leaves/vacations
  - o Consider a call back of off-shift officers
  - o Consider activating cadets and reserves
3. Activate specialized teams or place them on alert (standby)
4. Increase patrols of potential targets
5. If specific potential targets are identified, consider maintaining a 24-hour armed presence at those locations (coordinate with facility managers)

C. Fire Department/District

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Consider canceling leaves/vacations
  - o Consider a call back of off-shift firefighters
  - o Consider activating volunteers
  - o Consider staffing additional apparatus
3. Consider restricting crews to their stations when not responding to calls
4. If specific potential targets are identified, review pre-plans of those buildings/facilities

**THREAT CONDITION - HIGH**  
**ORANGE**

D. Public Works Agencies

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Cancel leaves/vacations
  - o Call back of off-shift personnel
  - o Determine if additional equipment needs to be rented
3. Consider staging resources that may be needed for responding to Threat Condition Red or for response to an actual attack
4. Coordinate with law enforcement to have remote facilities checked regularly

**Note:** An attack anywhere in the US will likely be a Threat Condition Severe/Red for the Federal Government, but the location and type of attack may not be enough to be considered a "Severe Threat" for Deschutes County jurisdictions and agencies. Determination may be made to classify this type of scenario as a "High or Orange Threat Condition."

**THREAT CONDITION – SEVERE****RED**Nature of the threat:

- Severe risk of terrorist attacks.
- Attacks have occurred in the State, the County or the Tri-County area and the potential for additional “attacks” exists.
- Attacks were carried out in other parts of the United States and there are indications that the potential exists for such attacks to occur in Oregon.
- Law enforcement information indicates a credible threat exists against Government in general within Deschutes County, or specifically against a facility located within Deschutes County.
- A specific threat has been communicated (verbal or written) that indicates a terrorist incident will occur within Deschutes County, and the threat has been assessed as credible

Recommended Minimum Protective Measures:

## A. All Agencies

## 1. Employee Measures

- Review applicable emergency response procedures
- Review applicable security plans and procedures
- Require all staff to wear visible ID
- Maintain high vigilance for suspicious activity in and around the workplace

## 2. Facility Security or Hardening Measures

- Consider closing all non-critical facilities to public access
- Limit access to all facilities to one central door
  - a. Verify photo ID of everyone entering the facility and have everyone (employees and public) sign-in and sign-out
  - b. Verify nature of visit of people entering the facility
  - c. Have all deliveries made to a single receiving area
- Secure rooms/areas that are not in use
- Conduct continuous checks of all areas of the facility that are not secured
- Restrict parking in, under, or near facilities
- If specific potential targets or critical infrastructure are identified, coordinate with other law enforcement agencies and consider maintaining a 24-hour armed presence at those locations. School Resource Deputies, Special Services, Field Technicians and any other non-essential sworn personnel would be assigned as additional patrols for critical infrastructure sites.

## 3. Incident Management Measures

- Notify key personnel
- Activate the MACC/EOC to track implementation of security measures and to monitor the situation

**THREAT CONDITION – SEVERE****RED**

- o Suspend non-essential services
- o Suspend acceptance of all deliveries at facilities
- o Consider maintaining a 24-hour presence at all facilities
- o Consider sending non-essential personnel home
- o Review/consider additional hardening/security measures for facilities
- o Coordinate plans and procedures, as appropriate, with neighboring jurisdictions.
- o Take additional precautions at public events and consider possible alternate venues or even cancellation.

## 4. Equipment and Supply Measures

- o Ensure all vehicles and equipment are fueled
- o Identify any shortages in supplies and equipment that may be needed for security or response operations and procure replacement items
- o Inventory and inspect all specialized equipment. Replace or repair damaged items.
- o Identify any additional items, which may be required for security or response operations, that need to be rented or procured
- o Check communications with designated emergency response or command locations.

## 5. Public Information

- o Provide information to the public on potential disruptions/inconveniences that may occur due to the increase in security measures (i.e., road closures, need for picture ID to get in facilities, etc.) and any actions they can take relative to the security changes and the potential threat.
- o If appropriate, provide information about the threat to the media and public.

## B. Law Enforcement Agencies

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Temporarily transfer administrative officers to patrol
  - o Cancel leaves/vacations
  - o Call back off-shift officers
  - o Activate cadets and reserves
3. Activate specialized teams
4. Increase patrols of potential targets
 

If specific potential targets are identified, maintain a 24-hour armed presence at those locations

**THREAT CONDITION – SEVERE  
RED**

**C. Fire Department/District**

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Cancel leaves/vacations
  - o Call back off-shift firefighters
  - o Activate volunteers
  - o Staff additional apparatus
3. Restrict crews to their stations when not responding to calls
4. Review emergency response procedures
5. If specific potential targets are identified, review pre-plans of those buildings/facilities

**D. Public Works Agencies**

1. Implement "All Agency" measures noted above
2. Maximize availability of personnel and resources to ensure necessary coverage while being able to provide mutual aid if requested
  - o Cancel leaves/vacations
  - o Call back off-shift personnel
3. Stage resources that may be needed for responding to an actual attack or mutual aid request.

LOGISTICAL NEEDS FOR SUPPORTING THE STRATEGIC NATIONAL STOCKPILE (SNS)

DESCHUTES CO. RECEIVING SITE	SPECIFIC REQUIREMENTS
<p>Receiving Site/Staging Area</p> <p>Deschutes County Expo (Fairgrounds)</p>	<p>12,000 sq. ft. (5,000 storage, 2,00 staging, 1,000 office, 4,000 re-packaging – if needed)</p> <p>68° - 77°</p> <p>Power for lights, computers, printers, radios, portable refrigeration units, repackaging, and other electrical equipment.</p> <p>Each SNS 12-hour Push Package will contain eight self-contained portable refrigeration units that come with batteries that will maintain temperatures for 2.5 days. After then, the units will need electrical power (35 watts each).</p> <p>Emergency electrical power to ensure the warehouse’s continued operation during power failures.</p> <p>Perimeter fencing. Multiple access.</p> <p>Loading docks (pneumatic or portable) with adequate maneuvering room in front of the loading ramps for trucks.</p> <p>Several 4,000-pound forklifts: Forklifts should be available with on-site refueling (propane) or recharging capability as a backup to loading docks or as the means of loading and unloading trucks if docks are not available.</p> <p>Secure area for storage of controlled substances (some of which must also be refrigerated) A 12-hour Push Package contains three controlled substances: morphine, diazepam, and lorazepam. They occupy approximately 18 cubic feet in two, hardened, DEA-approved cargo containers. Morphine takes up one cubic foot of that space. Diazepam and lorazepam occupy the remainder. You must normally store morphine (a C-II substance) in a safe or vault that meets strict security specifications. You must store diazepam and lorazepam (C-IV substances) in locked drug cabinets. Lorazepam is currently the only SNS substance, which needs refrigeration. The supplied hardened air cargo containers meet the DEA requirements, or the substances may be transferred to other pharmacies, hospitals, trauma centers, methadone clinics, or wholesale drug distributors.</p>

**LOGISTICAL NEEDS FOR SUPPORTING THE STRATEGIC NATIONAL STOCKPILE (SNS)**

<b>DESCHUTES CO. RECEIVING SITE</b>	<b>SPECIFIC REQUIREMENTS</b>
<b>Alternate (Backup) Receiving Site/Staging Area</b>	Same as above, but second site should be geographically separated from first site.
<b>Repackaging area (if needed)</b>	Co-located with receiving/staging area
<b>Note: as the SNS is rotated, bulk inventory is being replaced by pre-packaged, reducing the number of repackaging volunteers needed.</b>	<p>Volunteers for 8-10 hours to produce the maximum amount of 10-day repackaged regimens from a 12-hour Push Package (3-day regimens will increase the number of people you can initially protect with the bulk items in a 12-hour Push Package but require additional time and volunteers to produce them). ODHS, Office of Family Health Services may re-package prior to arrival in county.</p> <p>Power requirement for 2 large, high-volume repackaging machines: 110 volts, 10 amps each.</p> <p>Power requirement for tablet counting machines: 110 volts, 1 amp each.</p> <p>Gasoline for generator. A 12-hour Push Package will also include a gasoline-powered generator and sufficient extension cords to power all of the repackaging and tablet-counting machines.</p> <p>Computer with a CD Drive, Printers, Avery labels (5395)</p>
<b>Transportation of medical materiel from staging to dispensing sites</b>	<p>Trucks: full size pickups or larger with restraining straps, hydraulic lifts, maintain temp at 59°-86°, communications to sites and staging, drivers (some may need to be DEA registrants),</p> <p>Helicopters: slings for carrying, ground to air communication with pilots, maintain temp at 59°-86°</p> <p>Fuel 24/7: drivers with credit cards</p> <p>Repair and maintenance 24/7</p> <p>Dispatch</p>



**LOGISTICAL NEEDS FOR SUPPORTING THE STRATEGIC NATIONAL STOCKPILE (SNS)**

<b>DESCHUTES CO. RECEIVING SITE</b>	<b>SPECIFIC REQUIREMENTS</b>
<b>Credentialing/Badging</b>	Technical Advisory Response Unit (TARU) Team from CDC Members (6) Local Pharmaceutical Staging Area Management Team (6) Repackaging volunteers Delivery truck drivers
<b>Transportation for public to dispensing sites</b>	Revising of usual public transportation bus routes may be required, dependent upon locations of dispensing sites.
<b>Communications</b>	Delivery trucks must be able to talk with Dispatch, Staging, and Dispensing Sites Staging must be able to talk with Sites, EOC Public Health Unit Dispensing Site Security must be able to talk with EOC Law Enforcement Branch Dispensing Site Operations Chief must be able to talk with EOC Public Health Unit Leader Repackaging (if needed) must be able to talk with EOC and the TARU (CDC’s Technical Assistance Response Unit) EOC must communicate with the TARU, Staging, Repackaging, Dispensing sites.
<b>Dispensing Sites</b>	Temperature controlled 68-77° Parking, and near transportation routes Adequate bathrooms, water, and electricity; A loading area (for receipt of supplies); Helipad, if that is a chosen option for delivery of supplies. Timeframe for use of structures is dependent upon availability of complete dosage.
<b>Dispensing Site Logistical needs</b>	See next section. (Equipment and supplies)

**LOGISTICAL NEEDS FOR SUPPORTING THE STRATEGIC NATIONAL STOCKPILE (SNS)**

<b>DESCHUTES CO. RECEIVING SITE</b>	<b>SPECIFIC REQUIREMENTS</b>
<b>Security</b>	Staging/ Receiving Area Dispensing sites Transportation/distribution vehicles Distribution routes Traffic control Crowd control
<b>Volunteers</b>	To repackage (if required)
<b>Canteen services for dispensing sites</b>	ARC and other community based affiliates through the EOC
<b>Printing, photocopying</b>	Patient Information Handout Sheets Medical History/Screening Form
<b>Dispensing Site Clean-up</b>	Recurring solid waste pick up Daily janitorial services Environmental cleanup may be required, depending on public perception or sampling.

LOGISTICAL NEEDS FOR SUPPORTING THE STRATEGIC NATIONAL STOCKPILE (SNS)

DESCHUTES CO. RECEIVING SITE	SPECIFIC REQUIREMENTS
<p>Returning unused medications and Equipment</p>	<p>Specialized cargo containers,                      Refrigeration systems,                      Unused medications that can be verified to have been kept within proper temperature ranges,                      Ventilators,                      Portable suction units,                      Generators,                      Repackaging and tablet-counting machines, and                      Computer and communications equipment.</p>

**Mass Prophylaxis Dispensing Site Logistical Needs Spreadsheet**

The following chart shows quantities for each site at 5,000 Patients/Day/Site. Ten (10) sites are required for the worst-case scenario; prophylaxis provided to 150,00 residents and visitors within 3 days of exposure.

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Chair	5	25	50	6	8	2	2	2	3	5	108	
Clipboard	250	0	20	0	0	0	0	0	0	20	290	
Computer, with software/database	5	0	0	0	0	0	0	1	3	1	10	
Copier (leased)	0	0	1	1	0	1	0	0	0	1	4	
Crowd control system (ropes, cones, stakes, etc.)										500	500	500' of caution tape or cord, 40 cones
Documentation collection bins (cardboard boxes, large)	0	0	25	0	0	0	0	25	50	10	110	
Duct Tape (rolls)										5	5	
Extension cord, 25'	5	0	1	0	0	1	0	0	3	2	12	
Fax Machines										1	1	
Flip chart, w/ pens										1	1	
Floodlights (number depends on site location)											0	
Form: Alternate Antibiotic List			250	250	0	500	0	0	0	0	1000	
Form: Checklist, Clinical Briefing Personnel		20	0	0	0	0	0	0	0	10	30	= 3 shifts
Form: Checklist, Clinical Interviewers			75	0	0	0	0	0	0	10	85	= 3 shifts
Form: Checklist, Greeter	15	0	0	0	0	0	0	0	0	5	20	= 3 shifts

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Form: Checklist, Pharmacy Dispensing Personnel						20	0	0	0	5	25	= 3 shifts
Form: Checklist, Pharmacy Technician						20	0	0	0	5	25	= 3 shifts
Form: Checklist, Security Personnel										10	10	= 3 shifts
Form: Checklist, Site Admin (Check-in)	15	0	0	0	0	0	0	0	0	5	20	= 3 shifts
Form: Checklist, Translator	6	0	0	0	0	0	0	0	0	2	8	= 3 shifts
Form: Ciprofloxacin Renal Dose Reduction			500	500	0	500	0	0	0	0	1500	
Form: Consent for Nasal Swab & Release of Information			5000	0	0	0	0	0	0	0	5000	Dependent on agent
Form: Anthrax Fact Sheet & FAQ	5000										5000	Dependent on agent
Form: Amoxicillin Antibiotic Information						1200					1200	
Form: Ciprofloxacin Antibiotic Information						2800					2800	
Form: Doxycycline Antibiotic Information						2800					2800	
Form: Drug labels (Ciprofloxacin)						2800					2800	
Form: Drug labels (blank)						2500					2500	
Form: Guidance for Physician Referral			75	0	0	0	0	0	0	10	85	
Form: Health Care Facility Referral				1250							1250	
Form: Instructions for Screening & Dispensing Antibiotic Prophylaxis	10	6	60	60	0	20	6	10	0	20	192	

**TERRORISM/WMD**

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Form: List of Personnel Providing Antibiotic Prophylaxis										15	15	Should be completed by personnel check-in or clinical unit leader
Form: Mass Prophylaxis Planning Guide										2	2	
Form: Medical Screening Form (Patient H&P)	5,000	200	0	0	0	0	0	0	0	100	5,300	2 variations available. H/O selects.
Form: Notification to Patient's Primary Care Provider						5,000					5,000	If being utilized: if sites to remain open for subsequent doses, do not use.
Form: Patient Information (site) hand-out	5,000										5,000	
Form: Patient Log	1000										1000	
Form: Process Flow Chart (Process Flow Description on reverse)	30	5	30	10	1	10	2	8	2	5	103	After reviewed/developed/signed by H/O.
Form: Provider Protocol for Anthrax Prophylaxis			200	30	0	40	0	0	0	20	290	
Form: Standing Orders for Provision of Antibiotic Prophylaxis			100	20	10	40	0	0	0	10	180	After reviewed/developed/signed by H/O.
Form: Treatment Protocol Flowchart (Decision Flowchart on reverse)	10	10	30	8	0	10	2	0	0	5	75	
Form: Unit Activity Log		10	15	15	5	20	20	0	2	10	97	
Hand stamp, with ink pad, extra ink						5	0	0	0	0	5	
Liquid bottles (50cc, if needed for children)					1200						1200	

**TERRORISM/WMD**

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Liquid measuring device (if necessary to reconstitute liquid meds for children)					4						4	Graduated cylinders
Medical equipment: airway kit w/ oxygen, cannulas, masks, intubation supplies			3								3	RN/clinicals to cover "medical Team" requirement
Medical equipment: ALS medical kit			3								3	RN/clinicals to cover "medical Team" requirement
Medical equipment: cardiac monitor/defibrillator			1								1	RN/clinicals to cover "medical Team" requirement
Medication: Amoxicillin, liquid (if needed for children)						600					600	Numbers in columns = doses
Medication: Amoxicillin, tablets						600					600	Numbers in columns = doses
Medication: Ciprofloxacin, liquid (if needed for children)						600	0	0	0	0	600	Numbers in columns = doses
Medication: Ciprofloxacin, tablets						2200	0	0	0	0	2200	Numbers in columns = doses
Medication: Doxycycline, liquid (if needed for children)						600	0	0	0	0	600	Numbers in columns = doses
Medication: Doxycycline, tablets						2200	0	0	0	0	2200	Numbers in columns = doses
Microphone (Bullhorn)	1	0	0	0	0	0	0	0	0	0	1	
Numbered ID cards											0	0 if using numbered patient Log and prenumbered H&P forms

**TERRORISM/WMD**

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Office supplies: 2 red pens, 2 lined pads, ruler, stapler, staples, staple remover, paper clips, tape w/ dispenser, post-its	4	0	0	1	1	1	1	10	4	2	24	Times the list at left. Staples = 60 boxes (#1000)
Pen, black ink	12	250	50	20	2	10	2	12	12	25	395	
Physical evaluation /assessment equipment supplies (if needed)	5											Dependent on where in process this occurs, or if necessary.
Pill bottles (or Ziploc bags or pill envelopes)					2500						2500	If not completed at Staging/Repackaging
Pill-counting trays/setups					3						3	If not completed at Staging/Repackaging
Power strip 25'					3	0	0	0	3	3	9	
Presentation delivery system (e.g., computer projector/screen)	1										1	
Printer (connected to computer/s at same station)												Order if needed (i.e., someone writes a tracking software program )
Printer, high-capacity/speed, networked to computers (leased)												
Radio, battery charger	2	0	0	1	2	0	0	0	0	6	11	General includes 4 security, 1 for EMT/paramedics



**TERRORISM/WMD**

Item	Check-in	Seating/ Standing	Clinical Interview	In-Depth Interview Physician Evaluation	Pharmacy Assembly	Pharmacy Dispensing	Mental Health	Out-processing	Data Input	General & Ops	Total	Notes
Radio, spare battery	2	0	0	1	2	0	0	0	0	6	11	General includes 4 security, 1 for EMT/paramedics
Radio: IC, Ops, Logs, Security, Clinical Supply, Greeting, Mental Health, Pharmacy	2	0	0	0	2	0	0	0	0	6	10	General includes 4 security, 1 for EMT/paramedics
Sign-making supplies										1	1	40 Poster boards, 10 markers, string,
Standardized presentation materials												
Table	5	1	0	3	4	2	1	4	2	2	24	
Telephone	0	0	1	1	1	1	1	0	2	2	9	
Vehicle (for internal support)										1	1	
Water, bottled, pint, case/24 (if needed to reconstitute liquid meds for children)					30						30	Cases
Water, drinking for population	200										200	Cases

**BIOLOGICAL AGENT SITE REMEDIATION - ANTHRAX****ERT Technical Bulletin 2002-1**

June 2002

Supplemental ERT CB HASP Information

**Biological Hazards – Anthrax****REFERENCES:**

- a) Center for Disease Control - <http://www.cdc.gov/>
- b) Edgewood Chemical Biological, Homeland Defense - <http://hld.sbcom.army.mil>
- c) NIOSH Guide to Industrial Respiratory Protection
- d) Johns Hopkins University – Center for Civilian Biodefense Studies  
<http://www.hopkins-biodefense.org/>
- e) CDC - NIH, Biosafety in Microbiological and Biomedical Laboratories
- f) USACHPPM Tech Guide 244 - The Medical NBC Battlebook
- g) US Army Medical Research Institute of Infectious Diseases-<http://www.usamriid.army.mil/>
- h) US Department of Health and Human Services - <http://www.hhs.gov/>
- i) Cornell University, Material Safety Data Sheets -<http://www.msds.pdc.cornell.edu>
- j) Occupational Safety and Health Administration – <http://www.osha.gov/bioterrorism>
- k) World Health Organization - [http://www.who.int/emc-documents/zoonoses/docs/whoemczdi986\\_nofigs.html#\\_Hlk436634126](http://www.who.int/emc-documents/zoonoses/docs/whoemczdi986_nofigs.html#_Hlk436634126)
- l) DA Pam 25-52, Mail Facility Security and Handling Suspicious Mail, 06 Nov 2001,  
[http://www.usapa.army.mil/pdffiles/p25\\_52.pdf](http://www.usapa.army.mil/pdffiles/p25_52.pdf)
- m) Health Canada - <http://www.hc-sc.gc.ca/>
- n) University of Akron Hazardous Chemical Database - <http://ull.chemistry.uakron.edu/erd/>

**BACKGROUND**

Biological weapons may expose people to bacteria, viruses, or toxins as fine airborne particles. Biological agents are infectious through one or more of the following mechanisms of exposure, depending upon the particular type of agent: inhalation, with infection through respiratory mucosa or lung tissues; ingestion; contact with the mucous membranes of the eyes, or nasal tissues; or penetration of the skin through open cuts (even very small cuts and abrasions of which employees might be unaware). Because biological weapons are particles, they will not penetrate the materials of properly assembled and fitted respirators or protective clothing.

**DECONTAMINATION**

Decontamination of biological agents is possible by three methods: mechanical; chemical; and physical. Mechanical decontamination involves removing the agent. An example is the use of an air filter to remove aerosolized anthrax spores or water to wash biological agent from the skin. Chemical decontamination involves the use of disinfectants in the form of a liquid, gas or aerosol to render the agent harmless. The choice of an appropriate disinfectant will be based on upon the sampling results, review of cleanup options, environmental media, etc.

Physical decontamination involves the use of methods such as heat, steam heat, and radiation to decontaminate objects. Dermal exposure to a suspected aerosolized agent should be immediately treated with soap and water, which will remove the agent from the skin surface. Grossly contaminated skin surfaces should be washed with a 0.5% sodium hypochlorite solution with a contact time of 10 to 15 minutes.

### PROTECTIVE CLOTHING

Decontamination hot-lines should be established as per Hazardous Waste Operation and Emergency Response (HazWOpER) guidance. All personnel exiting the contaminated area shall place monitoring equipment, hand tools and other equipment in this area. A recovery drum and/or tarp shall be set in place so all tools and equipment can be put aside for further decontamination. Responders shall be washed down with the appropriate decon solution. After emergency response personnel are completely washed down, they shall remove their protective clothing. The protective clothing shall be placed in a recovery drum or approved bag and labeled with a tag as to their contents. After removing protective clothing, personnel being decontaminated shall remove their self-contained breathing apparatus or respirators. The breathing apparatus shall be placed on a tarp for further decontamination.

Upon removing the personal protective equipment, the emergency response personnel shall remove any clothing that may have become contaminated. The clothing shall be placed in recovery drums or approved bags and labeled as to its contents.

### DISINFECTANTS/FUMIGANTS

The principal disinfecting agents for destruction of anthrax spores are formaldehyde, glutaraldehyde (at pH 8.0-8.5), hydrogen peroxide and peracetic acid (Dietz and Böhm, 1980; Böhm, 1990). Hypochlorites are sporicidal but are rapidly neutralized by organic matter and, therefore, while good for items like laboratory surfaces (not wooden ones) or glassware, or for water treatment, are unsuitable for disinfecting most environmental sites or materials. Commercially available household bleach solutions contain 5.25% hypochlorite and, when diluted 1:10, are effective in routine decontamination of surfaces and instruments after working with *B. anthracis*. Contaminated items such as pipettes, needles, loops, sampling spoons, and microscope slides should be immersed in decontamination solution until autoclaving. Hydrogen peroxide and peracetic acid are not appropriate if blood is present. Disinfection of contaminated surfaces involves a three-step approach aimed at (i) preliminary disinfection, (ii) cleaning, and (iii) final disinfection. Effective disinfection of spores can be extremely difficult and, under some circumstances, it may not be possible to achieve this completely.

Hydrogen peroxide and peracetic acid are **not** appropriate if blood is present. When using glutaraldehyde, hydrogen peroxide or peracetic acid, the surface should be treated twice with an interval of at least one hour between applications. Formaldehyde and glutaraldehyde should not be used at temperatures below 10 °C. After the final disinfection, closed spaces such as rooms or animal houses should be well ventilated before re-commissioning. The effectiveness of the disinfection procedure cannot be assumed and attempts should be made to confirm it has been adequate by means of swabs and culture.

## ROOMS AND FACILITIES

Rooms where surfaces cannot be cleared before decontamination and disinfection, such as laboratories, can be fumigated by boiling off (for rooms up to 25–30 m<sup>3</sup>) 4 litres of water containing 400 ml of concentrated formalin (37% w/v formaldehyde) in an electric kettle (fitted with a timing or other device to cut off the electricity when the fluid level has reached the element) and leaving overnight (or no less than 4 hours from the point in time when the boiling process has been completed) before venting. Room temperature should be >15 °C. Before fumigation, all windows, doors and other vents to the outside should be sealed with heavy adhesive tape. Hazard warning notices should be posted on the door(s) and, if appropriate, windows.

At the end of the fumigation, the windows or vents to the outside air should be opened up. Fans, assist the extraction. Doors into the room should be kept closed and other personnel prevented from passing near or through them until venting is complete.

In the case of surfaces within a room, it may be considered appropriate to finish the disinfection process by fumigating the room itself.

For health and environmental protection reasons, there are moves to replace formalin with hydrogen peroxide vapor as the recommended general purpose microbiological fumigant. However, the equipment needed for hydrogen peroxide fumigation is, at present, cumbersome, elaborate and expensive and is not universally available. This section will be updated when the appropriate progress has been made.

For environmental protection and human and animal health hazard reasons, alternatives to formaldehyde as the recommended general purpose disinfectant have been sought. The information in this bulletin will need to be updated in the future when satisfactory alternatives have been identified.

Useful information on the sporicidal efficacies of disinfectant solutions can be obtained from the Kelsey-Sykes capacity test (Kelsey and Sykes, 1969), which is now published as a British Standard, BS 6905:1987 (Estimation of the Concentration of Disinfectants used in 'Dirty' Conditions in Hospitals by the Modified Kelsey-Sykes Test). However, it is officially concerned with the bactericidal, rather than the sporicidal efficacy of a product.

## REUSABLE EQUIPMENT AND TOOLS.

Where possible, contaminated materials should be incinerated or autoclaved at 121 °C for 30 minutes. In the case of non-disposable items, such as clothing, boots, tools, etc., excess dirt should be scraped off into incineration or autoclave bags and the items themselves should be soaked overnight (at least 8 hours) in 4% formaldehyde solution or 2% glutaraldehyde (pH 8.0–8.5). (*Caution: avoid skin contact with formaldehyde or glutaraldehyde solutions or inhalation of their vapors*).

Materials and equipment that cannot be autoclaved, boiled or immersed in formalin or other solutions may be fumigated in fumigation chambers of 1 to 3 m<sup>3</sup> using 15–50 ml of 37% formaldehyde solution diluted 2–3-fold with water and boiled off with an electric element. The temperature should be ambient (>18 °C) and exposure time overnight (at least 4 hours, but

preferably more than 12 hours, especially if contamination is likely to be heavy or penetration by the fumigant into the material being fumigated is likely to be slow). The chamber should be properly constructed, airtight with a system of venting to the outside away from places of human or animal movement at the end of the fumigation procedure. The relative humidity within the chamber should be >90% during the fumigation procedure.

Ethylene oxide may be used as an alternative to formaldehyde if the facilities are available. The gas is acutely toxic at concentrations of >50 ppm and can cause skin burns and blistering; it is also explosive under alkaline conditions or if exposed to certain other chemicals. Although highly effective, it is really only to be recommended where the correct facilities and expertise in its use are available. Rapid turnover items such as pipettes, disposable loops, microscope slides, sampling spoons, etc., should be immersed overnight in hypochlorite solutions with 10,000 ppm available chlorine and then transferred to an autoclave bin or bag for autoclaving, or to a bag for incineration. Attention should be given to the importance of handling the concentrated liquid disinfectants referred to with caution using gloves and aprons or overalls and goggles or eye shields to prevent contact with skin or eyes. Clean water for immediate washing or showering should be at hand for immediate washing or showering in the event of an accident while handling concentrated disinfectants. All containers of disinfectants should be properly and accurately labeled as to their contents. Peroxides may be explosive under certain circumstances.

Appropriate respirators and PPE should be worn by personnel disinfecting or fumigating closed spaces (rooms, stables, etc.) and when opening up such places to ventilate them at the end of the disinfection or fumigation procedure.

### WASTE DISPOSAL

Where possible, contaminated materials should be incinerated or autoclaved at 121 ° C for 30 minutes. Waste should be bagged in appropriately marked biohazard bags and incinerated or autoclaved on-site if possible. Alternatively, if on-site autoclaving and incineration is not possible, waste may be transported to an appropriate facility for autoclaving or incineration. All personnel involved in handling, transportation, and disposal of waste from facilities where confirmed or potential anthrax exposures have occurred must be adequately trained and wear appropriate respiratory protection and protective clothing.

### HEALTH HAZARDS

**Formaldehyde (formalin)** - Poison and suspect cancer hazard. Risk of cancer depends on level and duration of exposure. Vapor harmful. Harmful if inhaled or absorbed through skin. Causes irritation to skin, eyes and respiratory tract. Strong sensitizer. May be fatal or cause blindness if swallowed. Cannot be made nonpoisonous. Flammable liquid and vapor.

Health Rating: 3 - (Cancer Causing)

Flammability Rating: 2 - Moderate

Reactivity Rating: 2 - Moderate

Contact Rating: 3 - Severe (Corrosive)

Storage Color Code: Red (Flammable)

**Incompatibilities:** Incompatible with oxidizing agents and alkalis. Reacts explosively with nitrogen dioxide at ca. 180C (356F). Reacts violently with perchloric acid, perchloric acid-aniline mixtures, and nitromethane. Reaction with hydrochloric acid may form bis-chloromethyl ether, an OSHA regulated carcinogen.

**Conditions to Avoid:** Heat, sparks, flames, ignition sources and incompatibles.

**Hydrogen Peroxide, 3%** - May be harmful if swallowed. Causes eye irritation.

Health Rating: 1 - Slight

Flammability Rating: 0

Reactivity Rating: 1 - Slight

Contact Rating: 1 - Slight

**Incompatibilities:** Heat, reducing agents, organic materials, dirt, alkalis, rust, and many metals.

**Conditions to Avoid:** Light, heat, incompatibles.

**Paraformaldehyde** - May be fatal if swallowed, inhaled or absorbed through skin. Causes irritation to skin, eyes and respiratory tract. Sensitizer. Suspect cancer hazard. Emits formaldehyde which may cause cancer. Risk of cancer depends upon duration and level of exposure. Combustible solid.

Health Rating: 3 - Severe (Cancer Causing)

Flammability Rating: 2 - Moderate

Reactivity Rating: 2 - Moderate

Contact Rating: 3 - Severe (Corrosive)

Storage Color Code: Red (Flammable)

**Incompatibilities:** Caustics, strong alkalis, isocyanates, anhydrides, oxides and inorganic acids.

**Conditions to Avoid:** Heat, flame, ignition sources, dusting and incompatibles.

**Glutaric dialdehyde, 5 - 50 % aqueous solutions** - Corrosive. Causes eye burns. Harmful if swallowed, inhaled or absorbed through skin. Causes severe skin irritation. May cause allergic skin reaction. Causes irritation to respiratory tract.

Health Rating: 2 - Moderate

Flammability Rating: 0 - None

Reactivity Rating: 1 - Slight

Contact Rating: 3 - Severe (Corrosive)

Storage Color Code: White (Corrosive)

**Incompatibilities:** Oxidizers, alkalis.

**Conditions to Avoid:** Heat, incompatibles.

**Peracetic Acid (Stabilized)** - Avoid all contact. Substance is corrosive to the eyes, the skin and the respiratory tract. Corrosive on ingestion. Inhalation of may cause lung oedema. Flammable. Explosive.

Health Rating: 3 - Severe

Flammability Rating: 2 - Moderate

Reactivity Rating: 4

Contact Rating: 3 - Severe (Corrosive)

**Incompatibilities:** May explosively decompose on shock, friction, or concussion. May explode on heating. The substance is a strong oxidant and reacts violently with combustible and reducing materials. The substance is a weak acid. Attacks many metals including aluminium.

**Conditions to Avoid:** Open flames, sparks, ignition sources, contact with flammable substances, contact with hot surfaces.

**Chlorine Dioxide** – Avoid all contact. Corrosive by inhalation, causes cough, headache, laboured breathing, nausea, shortness of breath, sore throat. Symptoms may be delayed. Corrosive to skin, causes redness and serious skin burns, very painful. Corrosive to eyes causes redness, pain, and blurred vision. Depending on the degree of exposure, periodic medical examination is indicated. The symptoms of lung oedema often do not become manifest until a few hours have passed and they are aggravated by physical effort. Rest and medical observation are therefore essential. Immediate administration of an appropriate spray, by a doctor or a person authorized by him/her, should be considered. Rinse contaminated clothes (fire hazard) with plenty of water.

**Incompatibilities:** No contact with combustibles. Not combustible but enhances combustion of other substances. Many reactions may cause fire or explosion. The gas is heavier than air. May explosively decompose on shock, friction, or concussion. May explode on heating. The substance is a strong oxidant and reacts violently with combustible and reducing materials.

**Conditions to avoid:** Reacts violently with mercury, phosphorus, sulfur, potassium hydroxide, carbon monoxide, organic materials, causing fire and explosion hazards. Reacts with water producing hydrochloric acid and chloric acid. Flammable Gas.

### Fumigant Effectiveness

#### Method Concentration or level Activity level

##### Glutaraldehyde, aqueous 2% High

There are several glutaraldehyde-based proprietary formulations on the U.S. market, i.e., low-neutral-, or high-pH formulations, recommended for use at normal or raised temperatures with or without ultrasonic energy, and also as a formulation containing 2% glutaraldehyde and 7% phenol. Instructions of the manufacturer regarding use as a sterilant, disinfectant or regarding anticipated dilution during use, should be closely followed.

##### Hydrogen peroxide, stabilized 2% High

##### Formaldehyde, aqueous 1-8% High

Due to the ongoing controversy surrounding formaldehyde as a potential occupational carcinogen, the use of formaldehyde is recommended only in limited circumstances under carefully controlled conditions.

##### Iodophors 30-50 mg; of free iodine per liter Intermediate

70-150 mg of available iodine per liter Intermediate

Only those iodophors registered with the EPA as hard-surface disinfectants should be used. The instructions of the manufacturer regarding proper use dilution and product stability should be closely followed. Antiseptic iodophors are not suitable for use as disinfectants.

**Chlorine compounds** 500-5,000 mg of free chlorine per liter Intermediate

There currently is a formulation registered with the EPA as a sterilant and disinfectant, depending on contact time, whose active ingredient is chlorine dioxide. The instructions of the manufacturer regarding use as a sterilant or disinfectant or regarding anticipated dilution during use should be closely followed.

**Alcohol (ethyl; isopropyl)** 70% Intermediate

Volatile products such as alcohols, require careful attention to ensure proper contact time during a disinfection protocol

**Iodine and alcohol** 0.5% + 70% Intermediate

**Phenolic compounds, aqueous** 0.5-3% Intermediate

**Quaternary ammonium compounds**, 1-0.2% Low

**aqueous**

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[http://www.ertresponse.com/Response\\_resrcs/Index.htm](http://www.ertresponse.com/Response_resrcs/Index.htm)



## BIOLOGICAL AGENT SITE REMEDIATION- **SMALLPOX**

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### ERT Technical Bulletin 2002-2

June 2002

Supplemental ERT CB HASP Information

### Biological Hazards – Smallpox

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#### REFERENCES:

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- c) Johns Hopkins University – Center for Civilian Biodefense Studies- <http://www.hopkins-biodefense.org/>
- d) CDC – NIH, Biosafety in Microbiological and Biomedical Laboratories
- e) USACHPPM Tech Guide 244 – The Medical NBC Battlebook
- f) U.S. Department of Health and Human Services- <http://www.hhs.gov/>
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- h) The Journal of the American Medical Association (JAMA)- <http://www.jama.ama-assn.org>
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- j) Health Canada - <http://www.hc-sc.gc.ca/>
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<http://www.who.int/emc/diseases/smallpox/factsheet.html>
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<http://www.nlm.nih.gov/medlineplus/smallpox.html>
- m) Infection Control Today - <http://www.infectioncontrolday.com/articles/061feat4.html>
- n) Decontamination (Michigan State) -  
[http://biosafety.bwh.harvard.edu/Disinfection/BWH\\_Disinfectants\\_Home\\_Page.htm](http://biosafety.bwh.harvard.edu/Disinfection/BWH_Disinfectants_Home_Page.htm)
- o) Biological Safety Manual – Disinfectants - <http://ehs.clemson.edu/bsm-dis.html>
- p) NIOSH Alert - Preventing Worker Injuries and Deaths From Explosions in Industrial Ethylene Oxide Sterilization Facilities <http://www.cdc.gov/niosh/2000119.html>
- q) Cornell University Material Safety Data Sheets-<http://www.msds.pdc.cornell.edu>
- r) University of Akron Hazardous Chemical Database - <http://ull.chemistry.uakron.edu/erd/>

#### BACKGROUND

Biological weapons may expose people to bacteria, viruses, or toxins as fine airborne particles. Biological agents are infectious through one or more of the following mechanisms of exposure, depending upon the particular type of agent: inhalation, with infection through respiratory mucosa or lung tissues; ingestion; contact with the mucous membranes of the eyes, or nasal tissues; or penetration of the skin through open cuts (even very small cuts and abrasions of which employees might be unaware). Because biological weapons are particles, they will not penetrate the materials of properly assembled and fitted respirators or protective clothing.

Smallpox is a highly infectious respiratory disease caused by the Variola virus. Smallpox is a member of the genus orthopoxvirus. The orthopoxviruses are among the largest and most complex of all viruses. Three other members of this genus (monkeypox, vaccinia, and cowpox)

can also infect humans, causing cutaneous lesions, but only smallpox is readily transmitted from person to person.

Often confused with chicken pox, smallpox is a contagious viral infection that causes high fever, a blistering and painful rash and disfigurement. It has a 30 percent mortality rate. The disease is spread by breathing into someone's face, by infected saliva or by respiratory droplets. It also can be transmitted on linens or clothes. After being infected with smallpox the patient is not contagious for about 12 days until a high fever sets in and a rash, or pox, becomes apparent. Death then can come within 48 hours. Initial symptoms include high fever, fatigue, and head and back aches. A characteristic rash, most prominent on the face, arms, and legs, follows in 2-3 days. The rash starts with flat red lesions that evolve at the same rate. The rash then quickly spreads to the trunk over the next week. Lesions become pus-filled and begin to crust early in the second week. Scabs develop and then separate and fall off after about 3- 4 weeks. The smallpox virus is invisible and it takes only about 1 gram, or one-quarter of a teaspoon, of this biological weapon to infect 100 people. The initial outbreak starts small and builds in successively larger waves approximately two weeks apart.

### **DECONTAMINATION**

It is believed that the variola virus, smallpox, would behave similarly to the vaccinia virus, cowpox, monkey pox viruses. The vaccinia virus may persist as long as 24 hours. However, by the time patients have become ill, and a determination made that an aerosol release of smallpox virus occurred, there would be no viable smallpox virus in the environment. However, the smallpox virus could also be spread through contaminated clothing and the potential of aerosolized smallpox to spread over a considerable distance and to infect at low doses was vividly demonstrated in an outbreak in Germany in 1970. Although it was not considered a common mode of transmission during the smallpox era, infection with smallpox via contaminated bedding did occur rarely. Ideally, all disposable protective clothing worn by decontamination personnel should be placed in biohazard bags and autoclaved or incinerated before disposal. However, if needed due to shortages of protective clothing, reusable protective clothing that can be laundered may be transported to the laundry in biohazard bags, then laundered using hot water (71°C) and bleach according to the standard proportions recommended by the manufacturer. The contaminated clothing should be wetted before sorting by laundry personnel as this should help prevent the aerosolization of contaminated particles during sorting.

### **PROTECTIVE CLOTHING**

Contaminated protective clothing should be bagged immediately after removal and then incinerated or autoclaved. However, if needed due to shortages of protective clothing, reusable protective clothing that can be laundered may be bagged then laundered using hot water (71°C) and bleach as outlined in the decontamination paragraph above. Other reusable cloth materials may be autoclaved or laundered using hot water (71°C) and bleach as outlined above.

### **DISINFECTANTS/FUMIGANTS**

Disinfectants that are used for standard infection control, such as hypochlorite and quaternary ammonia, are effective for cleaning surfaces possibly contaminated with the virus. Only persons

with current smallpox vaccinations should perform decontamination procedures. A manufacturer's statement/report of efficacy should be obtained for all decontaminating solutions considered for use. If such information is not available actual testing should be performed in-house to determine the most effective disinfectant and use parameters.

All decontaminating solutions need to be approved by EPA OPPTS prior to use.

### **ROOMS AND FACILITIES**

Facilities or rooms that were used to house smallpox patients should be decontaminated once they are no longer used to house such patients. Once surface decontamination has been performed as outlined above, formaldehyde fumigation should be performed if possible. Formaldehyde decontamination should only be performed by personnel experienced with this method of decontamination. An Amphyl fogger following manufacturer recommended procedures, may also be used if formaldehyde fumigation is impossible or impractical. All disposable items should be bagged and incinerated or autoclaved as outlined in waste disposal.

Self-contained breathing apparatus must be used if it is necessary to enter the space within 24 hours unless the room/facility has been completely aired out and formaldehyde levels have been checked. After the room/facility has been aired to remove vapors, ventilation may be turned back on and personnel may enter the room.

Contaminated horizontal surfaces may be decontaminated using a 5% aqueous solution of a phenolic germicidal detergent (e.g. industrial strength Lysol, Amphyl, or other commercial decontamination solution). All surfaces should be thoroughly wet with the solution. Allow the solution to stand for at least 20 minutes then wet vacuum or wipe with clean cloths or disposable wipes. If a wet vacuum is not available or practical and mops are used, disposable mop heads should be used for no more than 500 sq. ft. of floor area. The cloths or disposable wipes, mop heads, vacuum cleaner contents, and protective clothing worn by the decontamination personnel should be bagged and incinerated or autoclaved. If needed because of material shortages, re-useable protective clothing and cleaning materials that can be laundered may be bagged then laundered using hot water (71°C) and bleach as outlined in the decontamination paragraph above. The vacuum cleaner should also be disinfected with a phenolic germicidal detergent (e.g. industrial strength Lysol, Amphyl, or other commercial decontamination solution) after use to further disinfect the non-disposable parts of the vacuum cleaner (nozzle, hose, etc.).

### **REUSABLE EQUIPMENT AND TOOLS**

Reusable equipment should be cleaned with a 5% aqueous solution of a phenolic germicidal detergent then decontaminated using one of the following methods. The method selected should be based on manufacturer recommendations for decontamination of the equipment.

1. Autoclave decontamination- Manufacturers standard protocols for autoclave decontamination may be used.
2. Ethylene oxide decontamination - Equipment that must be decontaminated using this method should be bagged in plastic bags that are permeable to gaseous ethylene oxide. Humidify the material to be sterilized by injecting water into the plastic-bagged material to produce a relative

humidity of 50-70%. Place the bags into an ethylene oxide sterilizer and allow an exposure of at least 24 hours at a concentration of at least 800 mg per liter ethylene oxide. The equipment should be allowed to fully aerate after ethylene oxide decontamination.

3. Solution soak decontamination - Soak equipment in a 5% aqueous solution of a phenolic germicidal detergent (e.g. industrial strength Lysol or Amphyl,) for at least 1 hour.

### **WASTE DISPOSAL**

Waste should be bagged in appropriately marked biohazard bags and incinerated or autoclaved on-site if possible. Alternatively, if on-site autoclaving and incineration is not possible, waste may be transported to an appropriate facility for autoclaving or incineration. If incineration takes place in an area other than the facility, the outside of the bag should be sprayed with a suitable disinfectant (e.g. Lysol, household bleach) prior to transportation to the area for incineration. All personnel involved in handling, transportation, and disposal of waste from facilities where confirmed or potential smallpox exposures have occurred must have recent vaccination (within 3 years).

### **HEALTH HAZARDS**

Formaldehyde (formalin) - Poison and suspect cancer hazard. Risk of cancer depends on level and duration of exposure. Vapor harmful. Harmful if inhaled or absorbed through skin. Causes irritation to skin, eyes and respiratory tract. Strong sensitizer. May be fatal or cause blindness if swallowed. Cannot be made nonpoisonous. Flammable liquid and vapor.

Health Rating: 3 - (Cancer Causing)

Flammability Rating: 2 - Moderate

Reactivity Rating: 2 - Moderate

Contact Rating: 3 - Severe (Corrosive)

Storage Color Code: Red (Flammable)

**Incompatibilities:** Incompatible with oxidizing agents and alkalis. Reacts explosively with nitrogen dioxide at ca. 180C (356F). Reacts violently with perchloric acid, perchloric acid-aniline mixtures, and nitromethane. Reaction with hydrochloric acid may form bis-chloromethyl ether, an OSHA regulated carcinogen.

**Conditions to Avoid:** Heat, sparks, flames, ignition sources and incompatibles.

Ethylene Oxide - Ethylene oxide sterilizers are commonly used for decontamination and sterilization of heat-sensitive or moisture-sensitive apparatus. Avoid all skin contact with ethylene oxide. The room should have adequate ventilation and the sterilizer should have dedicated ventilation. Respiratory protection should be readily accessible to the gas cylinders storage and hook-up areas but do not store the respirators in these areas. Splashes of liquid ethylene oxide or a solution of ethylene oxide should be treated immediately by removing any contaminated clothing and flushing the affected areas with copious amounts of water.

Contaminated clothing, especially leather items such as shoes, must be bagged and aerated for at least 8-12 hours and then thoroughly laundered before reuse. If inhalation occurs, leave the area immediately and move into an area with fresh air. If overexposure symptoms develop (vomiting or nausea) contact a physician. Note that symptoms may not develop until up to 6

hours after the exposure. When working with liquid ethylene oxide, its solution or the gas cylinders, wear heavy butyl or nitrile gloves, and goggles or a face shield. Other garments, e.g., sleeves, lab coats, should be made of polyethylene-coated disposable materials, e.g., Tyvek. Items must be thoroughly cleaned before treatment with ethylene oxide. Residual organic matter or debris protects microorganisms from exposure to the gas and the residual materials (e.g., proteins, salts, solutions) may actually contaminate the sterilizer and the aerator. The sterilizer equipment and room must be monitored to ensure that exposure limits are below OSHA Permissible Exposure Limits (PELs). Any area where exposure to ethylene oxide may exceed the PEL must be designated a regulated area and access restricted to authorized personnel. The area must be posted: **(DANGER - ETHYLENE OXIDE - CANCER HAZARD AND REPRODUCTIVE HAZARD- AUTHORIZED PERSONNEL ONLY - RESPIRATOR AND PROTECTIVE CLOTHING MAY BE REQUIRED TO WORK IN THIS AREA).**

Health Rating: 2 - Moderate

Flammability Rating: 4 (Flammable)

Reactivity Rating: 3 - Severe

**Incompatibilities:** Reacts violently with many compounds. Metal fittings containing silver, copper, mercury, or magnesium should not be used since they may react with impurities in the gas to form explosive compounds. Vapor is heavier than air and may travel considerable distance to a source of ignition and flash back.

**Conditions to Avoid:** High temperatures and hydroxyl compounds.

Phenol - Phenol based disinfectants come in various concentrations ranging mostly from 5% to 10 %. These derivatives including phenol have an odor, which can be somewhat unpleasant. Phenol itself is toxic.

Health Rating: 3 - Severe

Flammability Rating: 2 - Moderate

Reactivity Rating: 0

**Incompatibilities:** Uncontrolled contact of phenol with peroxodisulfuric acid may cause explosion. A combination of phenol with calcium hypochlorite results in an exothermic reaction producing toxic fumes that may ignite.

**Conditions to Avoid:** Strong oxidizers, calcium hypochlorite, aluminum chloride, acids.

Health Rating: 2 - Moderate

Flammability Rating: 0

Reactivity Rating: 1 - Slight

**Incompatibilities:** Chlorination of ethyleneimine with sodium hypochlorite gives the explosive compound 1-chloroethyleneimine. Primary amines and calcium hypochlorite or sodium hypochlorite react to form normal chloroamines, which are explosive. Hypochlorites react with urea to form nitrogen trichloride, which explodes spontaneously in air.

**Conditions to Avoid:** Heat, sunlight acids, alcohols, amines, ammonia, chlorinated Isocyanurates, combustibles, cyanides, detergents, ethers, hydrocarbons.

## FUMIGANT EFFECTIVENESS

Selection and use of sterilization/decontaminating methods must be based upon efficacy of the process, safety and in some cases cost effectiveness. The use of written protocols will ensure that decontaminating processes are consistently performed according to best practices, current regulatory requirements, and manufacturer's written instructions.

### **Ethylene Oxide (EtO):**

EtO is particularly efficacious because it not only penetrates medical devices, but it permeates porous materials. In addition, it is an alkylating agent that does not change the surface of material. Due to its acute toxicity (skin, eye, respiratory and mucous membrane irritation, vomiting, and diarrhea), chronic toxicity (respiratory irritation, secondary respiratory infection, anemia), and status as a suspected carcinogen and mutagen, EtO should be used for decontamination only when no other agent or method is effective.

### **Phenol and Phenol Derivatives:**

Phenol based disinfectants come in various concentrations ranging mostly from 5% to 10 %. These derivatives including phenol have an odor, which can be somewhat unpleasant. Phenol itself is toxic and appropriate personal protective equipment is necessary during application. The phenolic disinfectants are used frequently for disinfection of contaminated surfaces (e.g., walls, floors, bench tops). They effectively kill bacteria including *Mycobacterium tuberculosis*, fungi and lipid-containing viruses. They are not active against spores or non-lipid viruses.

### **Quaternary Ammonium Compounds (Quats):**

Quats are cationic detergents with strong surface activity. They are acceptable for general-use disinfectants and are active against Gram-positive bacteria and lipid-containing viruses. They are less active against Gram-negative bacteria and are not active against non-lipid-containing viruses. Quats are easily inactivated by organic materials, anionic detergents or salts of metals found in water. If Quats are mixed with phenols, they are very effective disinfectants as well as cleaners. Quats are relatively nontoxic and can be used for decontamination of food equipment and for general cleaning.

### **Chlorine:**

Chlorine-containing solutions have broad-spectrum activity. Sodium hypochlorite is the most common base for chlorine disinfectants. Common household bleach (5% available chlorine) can be diluted 1/10 to 1/100 with water to yield a satisfactory disinfectant solution. Diluted solutions may be kept for extended periods if kept in a closed container and protected from light. However, it is recommended to use freshly prepared solutions for spill clean-up purposes. Chlorine-containing disinfectants are inactivated by excess organic materials. They are also strong oxidizers and very corrosive. Always use appropriate personal protective equipment when using these compounds. At high concentrations and extended contact time, hypochlorite solutions are considered cold sterilants since they inactivate bacterial spores.

**Formaldehyde:**

A variety of vapors and gases possess decontamination properties. Formaldehyde gas is primarily used in the decontamination of spaces or biological containment equipment like biological safety cabinets, bulky or stationary equipment not suited for liquid disinfectants, and instruments altered by other decontamination methods. When used in closed systems and under controlled conditions of temperature and humidity, excellent disinfection can be obtained.

This Bulletin is available at the Emergency Response Team Web site at:

[http://www.ertresponse.com/Response\\_resrcs/Index.html](http://www.ertresponse.com/Response_resrcs/Index.html)

**CHAPTER 433, OREGON REVISED STATUTES (ORS) (EXCERPTS)**

433.019. (1) As used in this section, "subject of the petition" means the person or the property upon which the public health measure is sought to be imposed.

(2) Except as provided in ORS 433.022, proceedings for imposing a public health measure shall be initiated by filing a petition in the circuit court for the county in which the subject of the petition is located. If the property which is the subject of the petition is in more than one county, then the petition may be filed in the circuit court for any one of those counties. The petition shall name as the respondent, the person who is the subject of the petition or the person who possesses the property which is the subject of the petition. The petition shall be accompanied by an affidavit or affidavits based upon the investigation of the Director of Human Services or the local public health administrator supporting the allegations in the petition. The petition shall describe the public health measure requested and shall allege:

(a)(A) The subject of the petition has, or contains persons or property having, an infectious agent of a communicable disease designated a reportable disease by the Department of Human Services; or

(B) The subject of the petition is contaminated with or contains property contaminated with a toxic substance;

(b) The subject of the petition poses a substantial threat to public health;

(c) The respondent is unable or unwilling to behave or to control the subject of the petition so as not to expose other persons to danger of infection or contamination; and

(d) The public health measure requested is necessary and the least restrictive alternative measure under the circumstances to protect or preserve the public health.

433.022 Taking subject into custody; information to subject; notice to court; court order; duration of custody. (1) Without the necessity of first filing a petition and affidavits under ORS 433.019, if the Director of Human Services or local public health administrator has probable cause to believe that the person or property which is the subject of a petition under ORS 433.019 requires immediate custody in order to avoid a clear and immediate danger to other individuals or to the public generally, the director or local public health administrator may direct a sheriff or other peace officer to take the subject into custody and the peace officer shall do so immediately.

(2) A person or property taken into custody under this section shall be immediately removed to the nearest health care facility or other location consistent with ORS 433.019 (5) and (19).

(3) At the time the peace officer takes custody of the person or property, the peace officer shall inform the person in custody, or the person who possesses the property, of the action being taken and the right of the person to have legal counsel, and if requested, to have legal counsel immediately appointed.



(4) The director or the local public health administrator, after authorizing the taking of a person or property into custody under this section, shall immediately notify a circuit court in the county in which the person or property was taken into custody of the fact the person was taken into custody and the person's or property's whereabouts. When the judge of such a court is so informed the judge shall immediately hear evidence on the matter, determine whether probable cause exists for the custody and enter an order as deemed appropriate by the court pending the filing of a petition and affidavits under ORS 433.019. The court shall not allow the person or property to be held in custody for longer than two judicial days without a petition being filed under ORS 433.019.

433.035 Examination of person reasonably believed to have reportable disease; rules; imposition of public health measure. (1) Whenever the Director of Human Services or any local public health administrator reasonably believes any person within the jurisdiction of the director or local public health administrator has any communicable disease identified by rule of the Department of Human Services to be a reportable disease, the director or local public health administrator may cause a medical examination to be made of such person to determine whether the person has a communicable disease. The person who orders an examination pursuant to this section shall, in the order, make written findings stating the communicable disease that the person ordering the examination believes the person has, the reasons for that belief, that medical or laboratory confirmation of the disease is feasible and possible and that such confirmation would enable control measures to be taken to minimize infection of others with the disease. The order shall also include a statement that the person may refuse to submit to the examination and that if so, a public health measure may be imposed.

433.106 Power to impose public health measures. (1) When compliance with a necessary control measure is not voluntarily obtained or where noncompliance is imminently threatened, the Director of Human Services or any local public health administrator, in the manner described in ORS 433.019 and 433.022, may impose a public health measure on a person or property in order to prevent the spread of or exposure to a disease or a contaminant that is a threat to the public.

433.135 Providing for quarantined persons. When a person is quarantined on account of a communicable disease, the local board of health having jurisdiction may provide for such persons confined, the necessities of life, including medical care when necessary.

433.150 Quarantine hospital; seizure, control of and compensation for emergency hospital. (1) Any city or municipality may establish a quarantine hospital within or without its own limits, but if within its own limits, consent of the municipality within which it is proposed to establish such hospital shall be first obtained. Such consent shall not be necessary if the hospital is more than 800 feet from any occupied house or public highway.

(2) When a great emergency exists the board of health may seize and occupy temporarily for such quarantine hospital any suitable vacant house or building within its jurisdiction and the board of health of any city or municipality having a quarantine hospital shall have control over the same. However, in case of use of such house or premises, due compensation shall be tendered for their use.

433.156 Enforcement of isolation or quarantine by police. All state and local police officers shall cooperate with any officer authorized to impose isolation or quarantine in the enforcement thereof.