

*CITY OF  
COTTAGE GROVE*

*EMERGENCY  
OPERATIONS  
PLAN*



**November 2003**

# *City of Cottage Grove*

## *Emergency Operations Plan*

### **Introduction**

The Emergency Operations Plan is a living document that will provides the framework for responding to, planning for, recovering from and mitigating against disasters. The Community Development Director, as the Emergency Program Manager, is charged with the responsibility to develop and implement an all hazards emergency management plan in the City of Cottage Grove. This responsibility will also require joint coordination with other local, county, state and federal agencies dealing with emergency operations. In particular the South Lane Fire and Rescue District, South Lane School District, the Oregon Department of Forestry and the U.S. Army Corps of Engineers are important partners in dealing with local emergencies.

This plan is a living document in that as trends, technology, and threats change over time then this plan will reflect those changes. While no plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, this Plan is intended as a guideline for emergency operations. Deviation from this plan may occur depending on the scope and magnitude of the emergency; the area and population affected; the availability of resources; or in the judgment of the Incident Commander or the Emergency Program Manager , such deviation is necessary for the protection of life and/or property.

The Emergency Operations Plan identifies authorities and references, defines operational conditions, describes the city emergency organization, delegates emergency responsibilities, and provides a concept of operations. The Plan was developed following FEMA's guidelines.

The Plan was originally adopted July 25, 2000 through Ordinance No. 2852 which was codified as Chapter 8.20 of the Cottage Grove Municipal Code. This plan is the first replaces the original plan of 2000 and its three ring format will hopefully allow amendments to be accommodate without changing the overall format. This new plan has been developed following FEMA guidelines, Oregon Emergency Management guidelines and local input.

Howard P. Schesser  
Emergency Program Manager

# **City of Cottage Grove Emergency Operations Plan Table of Contents**

## **Introduction**

## **Distribution List**

## **Acronyms**

## **Basic Plan**

- I. Purpose
  - II. Situation
  - III. Assumptions
  - IV. Concept of Operations
  - V. Assignment of Responsibilities
  - VI. Administration & Logistics
  - VII. Plan Development & Maintenance
  - VIII. Authorities & References
- Tab A: Emergency Operations Log of Resources  
Tab B: Local Declaration of State of Emergency  
Tab C: Declaration of State of Emergency to Lane County

## **Annex A: Direction and Control**

- Tab A: Departmental Responsibility Chart

## **Annex B: Evacuation**

## **Annex C: Alert and Warning**

- Tab A: Types of Warning Systems
- Tab B: Warning Log

## **Annex D: Communications**

- Tab A: Radio Frequency List
- Tab B: Radio Numbers/Pager Numbers
- Tab C: Contact List

## **Annex E: Dam Failure**

## **Annex F: Earthquake**

- Tab A: Incident Stabilization/Restoration Sequence

## **Annex G: Fire**

## **Annex H: Flood**

## **Annex I: Hazardous Materials**

## **Annex J: Landslide**

## **Annex K: Mass Casualties**

## **Annex L: Severe Weather**

## **Annex M: Terrorism & Civil Disturbance**

## **Annex N: Transportation/Industrial**

## **Annex O: Utility Failure**

## **Annex P: Volcanic Eruption**

## **Annex Q: Weapons of Mass Destruction**

- Tab A: Hot, Warm, and Cold Zones

## **SOP: City Managers Office**

## **SOP: Community Coordinator**

**SOP: Community Development Department**

**SOP: Finance Department**

**SOP: Library Department**

**SOP: Police Department**

**SOP: Public Works**

Tab A: Resource List

**SOP: South Lane County Fire & Rescue**

Tab A: Disaster Response Plan

Tab B: Resource List

**Attachment A: Hazard Rating**

**Attachment B: Disaster Timeline of Cottage Grove**

**Attachment C: Mutual Aid Agreement with ODOT**

**Map 1: Location Map**

not on web

**Map 2: Natural Hazards in the City of Cottage Grove**

not on web

## Acronyms

ARC: American Red Cross  
CEO: Chief Executive Official  
City: City of Cottage Grove, Oregon  
County: Lane County, Oregon  
DEQ: Department of Environmental Quality  
DOGAMI: Department of Geology and Mineral Industry  
EMS: Emergency Medical Services  
EOC: Emergency Operations Center  
EOP: Emergency Operations Plan  
EPI: Emergency Public Information  
FAA: Federal Aviation Administration  
FEMA: Federal Emergency Management Agency  
IC: Incident Commander  
ODOT: Oregon Department of Transportation  
OEM: Oregon Emergency Management  
ORS: Oregon Revised Statutes  
**PIO: Public Information Officer**  
SLCF&R: South Lane County Fire & Rescue  
SLSD: South Lane School District  
SOP: Standard Operating Procedures  
State: State of Oregon  
ODF: Oregon Department of Forestry  
USGS: United States Geological Survey  
WMD: Weapons of Mass Destruction

# Basic Plan

## I. Purpose

The purpose of this document is to provide the City of Cottage Grove, Oregon with a coordinated emergency response plan in order to minimize the adverse affects to life and property in the case of a natural or man-made disaster.

This plan provides an outline of the procedures and responsibilities of local government agencies and personnel in order to effectively mitigate, prepare for, respond to and recover from an emergency or disaster.

## II. Situation

The City of Cottage Grove, due to its location, is vulnerable to natural as well as man-made hazards. These hazards include but are not limited to flooding, fire, earthquakes, landslides, dam failure, hazardous material release, weapons of mass destruction, severe weather, civil disturbance, utility failure and terrorism. All of these have the potential to disrupt the community, cause damage to property, and threaten human lives.

## III. Assumptions

### A. General

- i. Essential City services will be maintained as long as conditions permit.
- ii. A disaster occurrence will require prompt and effective emergency response and recovery operations by City government, volunteer organizations, and the private sector.
- iii. All City personnel will know and be trained in their responsibilities according to the Emergency Operations Plan and will act in accordance with the plan to the extent possible.
- iv. Secondary City emergency operations will be based on the principle of self-help. Citizens should be prepared to take care of themselves for up to 72 hours.
- v. City government will bear the responsibility for utilizing all available local resources. Some disasters may be of such magnitude and severity that County, State, or Federal assistance is required, and such assistance may be obtained through Oregon Emergency Management.

B. City government will be responsible for utilizing all available local resources prior to requesting assistance from Lane County.

C. City and County governments will be responsible for utilizing available local resources prior to requesting assistance from the State.

- D. City, County, and State governments will be responsible for utilizing all available resources prior to requesting federal assistance.

#### **IV. Concept of Operations**

##### **A. Phases of Comprehensive Emergency Management:**

- i. Mitigation-Activities to eliminate or reduce the probability of a disaster as well as reduce the effects of unavoidable disasters.
- ii. Preparedness-Measures that are necessary to the extent that mitigation cannot prevent all disasters.
- iii. Response-Activities in response to a disaster or emergency to reduce further damage to life or property.
- iv. Recovery-Efforts to restore services and return life to normal levels.

##### **B. General Responsibilities of Government**

It is the responsibility of government to protect life, property, and the environment from the effects of hazardous events. Local government has the primary responsibility to utilize local resources in addressing emergency management activities. This Plan is based upon the concept that the emergency functions for the various departments involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases. Day-to-day functions that do not contribute directly to the emergency may be suspended for the duration of an emergency. The efforts that would normally be required for those functions will be redirected to the accomplishment of emergency tasks by the departments involved.

- i. Emergency Operations will be initiated and conducted by the City of Cottage Grove to the full extent of its resource capabilities including resources through mutual aid agreements.
- ii. During emergency operations, the authority of local government will not be impaired or infringed upon by a higher authority except in the event of inability or incapacity to function or unless a request is made by the local governing body that a higher authority assume direction and control.
- iii. This plan in no way infers, suggests, or implies a commitment or guarantee for service or levels of service.

##### **C. Emergency Declarations**

###### **i. General**

As defined by ORS 401.025, a state of emergency may exist whenever the City, or any area therein, is suffering, or is in imminent danger of suffering a disaster that may cause injury or death to persons, and/or damage or destruction of property to the

extent that extraordinary measures must be taken to protect public health, safety, and welfare. Such an occurrence shall include, but is not limited to the following:

1. A terrorism or weapons of mass destruction event.
  2. A natural disaster such as flood, windstorm, earthquake, landslide, fire, or dam failure.
  3. Any major disruption of community services such as transportation, power supply, water service, or communications.
  4. Special emergencies such as a hazardous material spill or release, or other emergency requiring resources outside the normal emergency response organization of the City.
- ii. Declaration of Local State of Emergency
1. A declaration, to the public, of a State of Emergency by the City of Cottage Grove is the first step in accessing County, State, and/or Federal disaster assistance. Under Chapter 8.20 of the Cottage Grove Municipal Code the Cottage Grove City Council has the legal authority to declare that a local emergency exists.
  2. If a quorum of Councilors cannot be assembled within a reasonable period of time, authority is delegated first to the Mayor, then to the Council President, and then to the City Manager. If the City Manager is unable to act, due to absence or incapacity, the Acting City Manager and/or Emergency Program Manager may exercise local declaration authority. If the declaration is made by anyone listed above other than the City Council, the City Council should convene as soon as a quorum is available to ratify the State of Emergency declaration.
  3. The declaration of a local state of emergency must: include a description of the situation and existing conditions, delineate the geographic boundaries, declare that all appropriate and available local resources have been committed, and contain a request for the type of assistance required.
- iii. Declaration of County State of Emergency
1. In order for the City of Cottage Grove to receive Federal disaster funding, and/or to activate County, State, and Federal resources to support the emergency, the local declaration must be communicated to the County. The County has the option of declaring a State of Emergency and activating County resources in support of the incident, or requesting appropriate assistance from the State of Oregon. Upon concurrence, the State will provide assistance, declare a State of Emergency if appropriate, and begin negotiations with the Federal Emergency



Management Agency (FEMA) for a Federal Disaster Declaration. The City of Cottage Grove's request for a county declaration must be processed through Lane County Office of Emergency Management and the Oregon State Office of Emergency Management.

## **V. Assignment of Responsibility**

### **A. All Tasked Organizations**

#### **i. General**

1. Maintain current internal personnel notification rosters and Standard Operating Procedures to perform assigned tasks.
2. Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
3. Analyze needs and determine specific communications resource requirements.
4. Work with Emergency Operations Center communications coordinator to ensure equipment and procedures are compatible.
5. Identify potential sources of additional equipment and supplies.
6. Provide for continuity of operations by taking action to:
  - a. Ensure that lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
  - b. Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
  - c. Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation. Alternate operating locations provide a means to continue organizational functions during emergency conditions.
  - d. Protect emergency response staff. This includes actions to:
    - i. Obtain, as appropriate, all necessary protective respiratory devices and clothing, detection and decontamination equipment, and antidotes for personnel assigned to perform tasks during response operations.
    - ii. Ensure assigned personnel are trained on the use of protective gear, detection and decontamination devices, and antidotes.

- iii. Provide security at facilities.
- iv. Rotate staff or schedule time off to prevent burnout.
- v. Make stress counseling available.
- e. Ensure the functioning of communications and other essential equipment. This includes actions to:
  - i. Test, maintain, and repair communications and warning equipment.
  - ii. Stockpile supplies and repair equipment.

B. Community Development Department

i. General

- 1. Enforce all building, mechanical and fire codes.
- 2. Condemn unsafe buildings.
- 3. Conducts initial damage assessment.
- 4. Long range mitigation planning.
- 5. Providing routine staffing for EOC.
- 6. Maintain regular department operations to the extent that is feasible.

ii. Staff the following positions:

- 1. EOC Manager/Emergency Program Manager: *Community Development Director*
  - a. Manages the EOC as a physical facility, oversees its activation, and ensures it is staffed to support response organizations needs.
  - b. Oversees the planning and development of procedures to accomplish the emergency communications function during emergency operations.
  - c. Ensures a sufficient number of personnel are assigned to the EOC.
  - d. Oversees the planning and development of the warning function in coordination with the Warning Coordinator.
  - e. Reviews and updates listings including phone numbers of emergency response personnel to be notified of emergency situations.
  - f. Designates one or more facilities to serve as the jurisdictions alternate EOC.
  - g. Ensures that the communications, warning and other necessary operations support equipment is readily available for use in the alternate EOC.
  - h. Coordinates with the Communications Coordinator, Warning Coordinator, Public Information Officer, Evacuation Coordinator, Health and Medical Coordinator, Resource Manager, and the Mass Care

Coordinator to ensure necessary planning considerations are included in the EOP.

- i. Works with the PIO to develop emergency information packets and emergency instructions for the public.
- j. Coordinates planning requirements with the emergency management staff in neighboring jurisdictions that have been identified as potentially hazard-free and have agreed to house evacuees in their mass care facilities.
- k. Coordinates the provision of mass care needs for personnel performing medical duties during catastrophic emergencies.
- l. Assists the Resource Manager as needed to prepare for and respond to emergencies.
- m. Advocates that mitigation concerns be addressed appropriately during response and recovery operations.
- n. Coordinates team to prepare hazard analysis and biannual updates.

### C. Public Works Department

#### i. General

- 1. Establishes a team to assess damages.
    - a. Establishes a system for reporting and compiling information on deaths, injuries, monetary damage, structural, and geographic areas of damage.
  - 2. Develops a system to report information on physical damages to buildings, infrastructure and geographic areas.
  - 3. Restores streets, bridges and critical City facilities.
  - 4. Protects and restores municipal water and wastewater facilities.
  - 5. Provides debris removal.
  - 6. Maintains regular department operations to the extent that is feasible.
- ii. Provide Incident Commanders (ICs) in the case of: earthquake, flood, landslide, volcano, severe weather and utility failure.
  - iii. Staff the following positions:
    - 1. Public Works Representative: *Public Works Director*
      - a. Manages public works resources and directs public works operations, such as water supply and treatment, road maintenance, and wastewater treatment.
      - b. Coordinates with private sector utilities on shutdown and service restoration.

- c. Coordinates with private sector utilities and contractors for use of private sector resources in public works-related operations.
- d. Works to restore essential services as quickly as possible.

D. South Lane County Fire & Rescue

i. General

- 1. Manages fire department resources and directs fire department operations.
- 2. Develop and maintain mutual/automatic aid agreements necessary to department response.
- 3. Maintains regular department operations to the extent that is feasible.

ii. Provide Incident Commanders in the case of; Wildfire/Fire, Hazardous Materials Incident, Aircraft/Rail Accident and Mass Casualty Incident.

iii. Staff the following positions:

- 1. Fire District Representative: *Fire Chief*
  - a. Coordinates Fire District response from the EOC.
  - b. Coordinates response with other cooperating agencies and departments.
- 2. Health and Medical Coordinator: *Deputy Chief of EMS*
  - a. Coordinates the use of health and medical resources and personnel involved in providing medical assistance to disaster victims.
  - b. Meets with the heads of local public health, emergency medical (EMS), hospital, environmental health, mental health, and mortuary services, or their designees, to review and prepare emergency health and medical plans and ensure their practicality and interoperability. When appropriate, includes local representatives of professional societies and associations in these meetings to gain their members understanding of and support for health and medical plans.
  - c. Meets with representatives of fire and police departments, emergency management agencies, military departments, State and Federal agencies and the American Red Cross to discuss coordination of disaster plans.

E. Police Department

i. General

- 1. Manages law enforcement resources and operations.
- 2. Directs traffic control.

3. Maintains regular department operations to the extent that is feasible.
  4. Provide security for vital facilities such as the EOC and shelters.
- ii. Provide Incident Coordinators in the case of: Civil Disorder, Terrorism, and Weapons of Mass Destruction (WMD) events.
  - iii. Staff the following positions:
    1. Warning Coordinator: *Chief of Police*
      - a. Determines warning resource requirements.
      - b. Identifies warning system resources in the jurisdiction that are available to warn the public.
      - c. Performs a survey to establish warning sites.
      - d. Develops procedures to warn areas not covered by existing warning systems.
      - e. Develops warnings for special needs populations such as sight and hearing impaired.
      - f. Develops means to give expedited warning to custodial institutions such as nursing homes, schools, and prisons.
      - g. Coordinates planning requirements with the Emergency Program Manager.
      - h. Provides initial warning and alerting to the public and city departments.
    2. Communications Coordinator: *Commander*
      - a. Manage emergency communications systems and determine emergency systems operations protocol for all emergency communications operations.
      - b. Assemble a team of representatives from government departments and public service agencies involved in emergency operations to develop a communication procedure that will be responsive to the jurisdiction's needs and compatible with the communication procedures used by other emergency response organizations.
      - c. Identify communications and warning resources in the local government available to the EOC.
      - d. Identify and designate private and public service agencies, personnel, equipment, and facilities that can be used to augment the jurisdiction's communications capabilities.
      - e. Survey communications equipment sites for power sources and locations
      - f. Analyze equipment location in relation to potential hazards and disaster conditions.
      - g. Coordinate emergency communications and warning frequencies and procedures with EOCs at

higher levels of government and with neighboring communities.

- h. Coordinates maintenance and repair of communications systems.
  - i. Arrange training programs for all communications staff, volunteers, and repair personnel.
3. Evacuation Coordinator: *Commander*
- a. Coordinates all evacuation planning activities with the Emergency Program Manager.
  - b. Identifies high-hazard areas and determines populations at risk; prepares time estimates for evacuation of the people located in the different risk area zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary quantifies the specific evacuation needs of the jurisdiction.
  - c. Identifies transportation resources likely to be available for evacuation operations; prepares an inventory of vehicle resources.
  - d. Assists facilities that provide care for special needs populations to develop a facilities evacuation plan.
  - e. Develops information for evacuees use on the availability and location of mass care facilities away from the hazard area.

F. Finance Department

i. General

- 1. Develops a system for tracking emergency related expenditures.
- 2. Establishes manpower reserve and a system for deployment of such reserves to individual departments.
- 3. Maintains regular department operations to the extent that is feasible.

ii. Staff the following positions:

1. Resource Manager: *Finance Director*

- a. Manages and directs resource support activities during large-scale emergencies and disasters.
- b. Ensures that resource listings and/or the resource database are current.
- c. Establishes procedures for the financing and distribution of temporary personnel, equipment and other resources.
- d. Maintains records of emergency related expenditures for purchases and personnel.

- e. Ensures that necessary agreements and damage assessment materials are in place.
- f. Coordinates resource planning activities with the Emergency Program Manager.

G. Library Department

i. General

- 1. Maintains regular department operations to the extent that is feasible.

ii. Staff the following positions

1. Mass Care Coordinator: *Library Director*

- a. Surveys buildings to select the safest and best possible for use as mass care facilities.
- b. Prepares a list that identifies the buildings that have been selected for use as mass care facilities and the number of people that can be housed in each.
- c. Compares mass care facility locations with potential hazards and disaster conditions.
- d. Coordinates with the local chapter of the ARC, Salvation Army, other public service non-profit organizations, the School Superintendent, etc., as appropriate to identify a lead organization, if possible, and personnel to perform mass care operations jobs.
- e. Coordinates volunteer support efforts to include the activities of volunteers from outside the jurisdiction and the assistance offered by unorganized volunteer and neighborhood groups within the jurisdiction.
- f. Makes provisions to ensure the following items are available in sufficient quantities for use in mass care facilities, when opened.
  - i. Food supplies.
  - ii. Water and sanitary supplies.
  - iii. Clothing, bedding, and other supplies.
  - iv. First Aid/medial supplies.
- g. Prepares necessary agreements to guarantee access to those non-governmentally owned facilities that have been designated for mass care use during emergencies.
- h. Designates a mass care facility manager and identifies staffing requirements for each mass care facility.
- i. Makes necessary arrangements to ensure mass care staff members are trained.

- j. Coordinates activities with Red Cross to match special care requirements (such as child care, elderly care, etc) with shelters.
- k. Coordinates with the Emergency Program Manager and PIO to develop a public information program to make citizens aware of availability and location of mass care facilities.
- l. Develops a mass care operations organization chart.
- m. Manages mass care activities during emergencies.
- n. Coordinates mass care activities with the Emergency Program Manager.

## H. City Manager's Office

### i. General

- 1. Conducts on-going hazard awareness and public education programs. Compile, prepare, and disseminate information for the general public through local media.
- 2. Ensures elected officials are briefed on emergency roles.
- 3. Identifies the roles that Council members will fill during emergency activities.
- 4. Maintains regular department operations to the extent that is feasible.

### ii. Staff the following positions

- 1. Chief Executive Official (CEO): *City Manager*
  - a. Sets policy for emergency response organization.
  - b. Orders the activation of the Emergency Operations Center.
  - c. Ensures adequate program staffing and funding.
  - d. Establishes and maintains liaison with Mayor and City Council.
  - e. Coordinates necessary interaction and communication between the City and County.
  - f. Assumes responsibility for the overall response and recovery operations.
  - g. Authorizes mitigation strategies during recovery.
  - h. Identifies by title or position the individuals responsible for serving in critical response positions such as Incident Commander(s) (ICs), EOC Manager, and Mass Care Coordinator.
  - i. Identifies by title or position the individuals assigned to work in the EOC during emergencies.
- 2. Legal Advisor: *City Attorney*
  - a. Advise City Officials on emergency government powers.
  - b. Advise City Officials of potential liabilities arising from any disaster operations.



- c. Prepare and recommend local legislation necessary to implement emergency powers during a disaster.
- 3. Public Information Officer (PIO): *Community Coordinator*
  - a. Advises the CEO and Emergency Program Manager on matters of emergency public information (EPI).
  - b. Establishes and maintains a working relationship with local media.
  - c. Prepares emergency information packets for release; distributes pertinent materials to local media prior to emergencies; and ensures that information needs of visually impaired, hearing impaired, and non-English speaking audiences are met.
  - d. Coordinates warning requirements with radio and TV stations in the jurisdiction.

I. South Lane School District

i. General

- 1. Maintain normal operating procedures until the situation warrants alternative action.

ii. Staff the following position.

- 1. Education Department/Superintendent of Education:  
*Assistant Superintendent*

- a. Develops and periodically exercises a student evacuation plan.
- b. Coordinates with the Evacuation Coordinator to work out arrangements to use school buses to transport evacuees.
- c. Coordinates with the Mass Care Coordinator to work out arrangements to use schools and/or their food stocks for mass care.
- d. Coordinates with the Mass Care Coordinator for the transport of school children to mass care facilities.

J. Mayor and City Council

- i. Declaration of Emergency.
- ii. Ensure adequate program staffing and funding.
- iii. Act as liaisons to the community, if necessary, during an emergency.

**VI. Administration and Logistics**

Staff may be reassigned to positions outside of normal operating positions during an emergency.

The Emergency Operations Log of Resources will be used to track personnel, materials and equipment expenditures during an emergency. The form is attached to this plan (Tab A of The Basic Plan). Copies of this form will also be kept in the EOC for use among department heads and EOC Members. The Emergency Program Manager, or their designee, will oversee yearly training for all members of City staff on these procedures.

## **VII. Plan Development and Maintenance**

The Basic Plan shall be reviewed on an annual basis and updated every five years under the direction of the Emergency Program Manager.

The Emergency Program Manager shall coordinate the updating of the hazard analysis biannually.

Each tasked organization or department will be responsible for maintaining their internal contact and call down lists as well as their SOPs. They shall be reviewed on an annual basis or more frequently if needed.

## **VIII. Authorities and References**

This plan is issued by the Cottage Grove City Council pursuant to the provisions of Chapter 401, Oregon Revised Statutes (ORS), and Chapter 8.20, City of Cottage Grove Municipal Code.

As provided for in ORS 401.305 the City Council has designated the City Manager to be responsible for the organization, administration, and operation of the City's emergency operations plan. In accordance with ORS 401.315 the City of Cottage Grove may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to, or recover from major emergencies or disasters. In accordance with ORS 401.335 the City of Cottage Grove may enter into agreements to purchase, lease or otherwise acquire, sites and/or housing units or equipment for the purpose of providing temporary housing of disaster victims.

The City Council through Chapter 8.20 of the Municipal Code has given the City Manager the authority and responsibility for the organization, administration, and provision of emergency services. The Community Development Director, as the Emergency Program Manager, is charged with the responsibility to develop and implement this all-hazard emergency operations plan for the City of Cottage Grove.

This plan is used in accordance with the provisions of the Oregon Civil Defense Act of 1950, Chapter 401 of the Oregon Revised Statutes as amended, and Chapter 8.20, City of Cottage Grove Municipal Code.

**IX. Tabs**

- a. Emergency Operations Log of Resources
- b. Local Declaration of State of Emergency
- c. Declaration of State of Emergency to Lane County

**Tab A – Emergency Operations Log of Resources** – Is not available on the web at this time. For information please contact the Emergency Program Manager

**Tab B**  
**Local Declaration of State of Emergency**

I, \_\_\_\_\_, have the authority to declare areas of the City of Cottage Grove, “emergency areas” according to \_\_\_\_\_.

On the \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ o’clock \_\_\_\_ am \_\_\_\_ pm the following area was declared an “emergency area”:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The emergency is: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

The emergency shall continue from the above noted date and time until the emergency no longer exists, or when the threat of an emergency has passed.

Declaration of an emergency area under authority of \_\_\_\_\_, Empowers the City Manager with the authority to exercise police power.

Lane County notified: Time \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_  
City Manager, City of Cottage Grove

On this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ o’clock \_\_\_\_ am \_\_\_\_ pm, by action of the Mayor and City Council of the City of Cottage Grove, this declaration of emergency is reaffirmed.

\_\_\_\_\_  
Mayor, City of Cottage Grove

On this \_\_\_\_\_ day of \_\_\_\_\_, at \_\_\_\_\_ o’clock \_\_\_\_ am \_\_\_\_ pm, this declaration is rescinded by council action.

\_\_\_\_\_  
Mayor, City of Cottage Grove

**Tab C**  
**Declaration of State of Emergency to Lane County**

To: \_\_\_\_\_, Lane County

From: \_\_\_\_\_, City of Cottage Grove

At: \_\_\_\_\_ (time), on \_\_\_\_\_ (date), \_\_\_\_\_

\_\_\_\_\_ (emergency incident or event) occurred in Cottage Grove threatening life and property.

Description of emergency:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The geographic boundaries of the emergency are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This declaration of emergency shall be effective until the emergency no longer exists, or when the threat of an emergency has passed.

I do hereby declare that a state of emergency now exists in the City of Cottage Grove and that Cottage Grove has expended all appropriated and available resources. I respectfully request that the County provide assistance, consider the City an “emergency area” as provided for in ORS 401, request appropriate support from State agencies and/or Federal Government, and provide the following forms of assistance:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Time

This request may be passed to Lane County via radio, telephone, or FAX. Hard copies must be sent to Lane County Office of Emergency Management with a copy placed in the final incident package.

# **ANNEX A**

## **Direction & Control**

## **Annex A: Direction and Control**

### **I. Purpose**

Provide direction and control of emergency operations in order to ensure the effective and continuous operation of the City of Cottage Grove government during and after an emergency or disaster.

Provide for effective management and use of City resources during and after an emergency or disaster.

### **II. Situation**

The City of Cottage Grove, due to its location, is vulnerable to natural as well as man-made hazards, all of which have the potential to disrupt the community, cause damage to property, and threaten human lives. In order to respond effectively to these emergencies the City must have in place an effective EOP in order to provide direction and control for emergency response and recovery.

### **III. Assumptions**

- a. Normal City services will be maintained as long as feasible in areas unaffected by the emergency.
- b. All City personnel will know and be trained in their responsibilities according to the EOP and will act in accordance with the plan to the extent possible.
- c. The EOC will be staffed and functioning around the clock until the emergency is over.
- d. Emergency response may be limited due to damaged roads, bridges, or structures as well as equipment and personnel shortages.
- e. Citizens must be able to take care of themselves for up to 72 hours.

### **IV. Concept of Operations**

The EOC shall serve as the command center for all emergency operations.

### **V. Organization and Assignment of Responsibility**

- a. General
  - i. Depending on the emergency the head of the department specified as the lead department in the departmental responsibility chart



(Tab A), or their designee, will serve as the Incident Commander (IC) in charge of emergency operations in the field.

1. The IC will be responsible for all field operations.
  2. The IC will report to the EOC and will receive directions from the Chief Executive Official (CEO) as needed.
- ii. When the EOC is activated the CEO will notify the IC of the EOC activation and give them directions.
  - iii. If the IC is on the scene before the EOC is activated the IC will notify the CEO of the emergency.
  - iv. Personnel regardless of department will take directions from the IC and CEO.

b. EOC staffing

- i. Personnel assigned to the EOC are required to report to the EOC upon activation.
- ii. Personnel assigned to the EOC must have the authority to make decisions associated with their position.
- iii. The following personnel, or their designee, are assigned to the EOC:
  1. Chief Executive Official (CEO)
  2. Emergency Program Manager/EOC Manager
  3. Public Works Director
  4. Fire Department Chief
  5. Resource Manager
  6. Public Information Officer (PIO)
  7. Police Department Chief
  8. Library Director
  9. Superintendent of Education
- iv. Additional personnel may be asked to join the EOC as the CEO sees fit.
- v. Necessary support personnel not in the EOC may be based out of other portions of the same building where EOC members will have direct access to them as needed.

c. Line of Succession

- i. City Manager: In the event that the City Manager is not available, the line of succession, with the title of Acting City Manager, will be as follows:
  1. Community Development Director
  2. Finance Director
  3. Public Works Director
  4. Police Chief
  5. Library Director
- ii. City Council: In order to maintain executive continuity if the Mayor is not available, the line of succession will be as follows:
  1. Council President

2. Senior Council Member

## **VI. Administration and Logistics**

- a. Emergency Operations Center (EOC)
  - i. Function
    1. Provide direction, control, and support for emergency responders.
    2. Provide overall incident command.
    3. Coordinate various agencies and jurisdictions responding to the disaster.
  - ii. Facilities
    1. The Primary EOC location is the Sinclair Room at City Hall, 400 Main St.
    2. In the case that the primary EOC location is unfeasible for use the following locations may serve as the EOC:
      - a. Community Center, 700 Gibbs Ave.
      - b. Fire Department Station, 233 Harrison Ave.
    3. If all facilities are unusable the CEO will determine and announce an alternate location.
  - iii. Equipment
    1. The EOC shall be quipped with the following:
      - a. Telephone line
      - b. Cellular phones
      - c. Modem
      - d. Fax machine
      - e. Computer
      - f. Television
      - g. Video Camera
      - h. Recorder/Player
      - i. Radios
  - iv. Activation Authority
    1. The City Manager (CEO), Emergency Program Manager, and Incident Commander each have the authority to activate the EOC. The Emergency Program Manager and the Incident Commander must consult with the City Manager, if available, before ordering activation of the EOC. Should there be any disagreement on EOC activation, the City Manager has ultimate authority to make the decision.
    2. As soon as practical, the CEO should notify Lane County regarding the activation of the EOC. Lane County Office of Emergency Management should be briefed and a preliminary determination made as to whether a request for a County emergency declaration is likely.
  - v. Activation Criteria

1. The level of response required by an incident will provide guidelines for EOC activation. Emergency activities shall be classified according to the following definitions:
  - a. Level I: An incident that can be handled within the normal organization and standard procedures of the responding departments. EOC would not generally be activated.
  - b. Level II: An incident that has special or unusual characteristics requiring response by more than one city department, or by one department with assistance from other mutual aid agreement responders. The EOC may be activated and staffed.
  - c. Level III: An incident that requires the coordinated response of all levels of the government to save lives and protect the property of large portions of the population. The EOC shall be activated and staffed. A local state of emergency will be declared. County, State, and Federal Resources may be requested.

The Emergency Program Manager, or their designee, will oversee yearly training for all members of City staff on these procedures.

## **VII. Plan Development and Maintenance**

This annex shall be reviewed on an annual basis and updated every five years under the direction of the Emergency Program Manager.

## **VIII. Authorities and Reference**

### **IX. Tabs**

- a. Departmental Responsibility Chart

**Tab A**  
**Departmental Responsibility Chart**

Department/Organization	Functional Responsibility	Incident Command
Community Development	EOC Manager Emergency Program Manager	
Public Works	Public Works Functions	Earthquake, Flood, Landslide, Volcano, Severe Weather, Utility Failure, Dam Failure
Fire Department	Fire Department Functions, Health & Medical Coordinator	Wildfire/Fire Hazardous Material Mass Casualty Aircraft/Rail Accident
Finance	Resource Manager	
Police Department	Police Functions, Warning Coordinator, Communications Coordinator, Evacuation Coordinator	Civil Disturbance Terrorism WMD
Library	Mass Care Coordinator	
City Manager's Office	Chief Executive Officer Legal Guidance Public Information Officer	
South Lane School District	School Safety Liaison to EOC	

# **ANNEX B**

## **Evacuation**

## **Annex B: Evacuation**

### **I. Purpose**

To ensure the safe and timely evacuation of citizens to areas outside of the disaster area or potential disaster area.

### **II. Situation**

Many emergencies and disasters may require the evacuation of people out of effected areas. These disasters include but are not limited to: flood, earthquake, dam failure, landslide, fire, terrorism incident, weapons of mass destruction incidents, and severe winter storms.

In addition to the evacuation of the overall population, provisions must be made to evacuate those persons with special needs such as elderly, disabled, and school children.

### **III. Assumptions**

- a. There will be ample warning time before some disasters occur. This time will be used to safely evacuate persons from the identified at-risk area(s).
- b. When ample warning of a threat is provided a section of the population will evacuate before an official evacuation is started.
- c. Regardless of the threat some people will refuse to evacuate.
- d. Evacuation procedures will be implemented on a situation basis. The Evacuation Coordinator, CEO or IC will determine the best routes and coordinate the evacuation from the EOC.

### **IV. Concept of Operations**

- a. Buses and other public and private vehicles will be used to evacuate those who do not have their own forms of transportation, including but not limited to: school children, nursing home residents, handicapped, institutionalized and incarcerated persons.
- b. Areas of assembly for publicly provided transportation will be arranged and that information will be provided to the public.
- c. Police will enforce the evacuation orders and will regulate access to the evacuated areas, when possible, in order to provide protection to property.

- d. Officials shall use the media and other community alert systems to inform residents when it is safe to return to an evacuated area.

## **V. Organization and Assignment of Responsibility**

- a. Chief Executive Official (CEO)
  - i. Requires the evacuation coordinator to report to the EOC when notified of an emergency situation.
  - ii. Issues a statement on the jurisdictions policy on people that do not comply with evacuation instructions. The statement should address consequences and the services that will be interrupted in the evacuated areas.
  
- b. Evacuation Coordinator
  - i. Reviews information and makes recommendations to the Emergency Program Manager on what evacuation options to implement.
  - ii. Determines if any areas have already been evacuated by ICs and the extent of evacuation in those areas.
  - iii. Identifies assembly areas.
  - iv. Identifies evacuation routes.
    - 1. Estimates the traffic capacity of each designated evacuation route.
    - 2. Selects evacuation routes from risk area to designated mass care facilities.
    - 3. Examines access to evacuation routes from each part of the risk area.
    - 4. Prepares the evacuation movement control plan.
    - 5. Coordinates with law enforcement officials.
  
- c. Emergency Program Manager
  - i. Makes recommendations to the CEO on the appropriate evacuation option to implement.
  - ii. Ensures that personnel are aware of the location of mass care facilities outside of the risk area that will be used to house evacuees.
  
- d. Law Enforcement
  - i. Provides traffic control during evacuation operations. Operational considerations include:
    - 1. Route assignment and departure scheduling.
    - 2. Road capacity expansion.
    - 3. Traffic guidance for outbound evacuees.
    - 4. Traffic flow, including dealing with breakdowns and accidents.

- ii. Secures, protects, and houses those prisoners that must be evacuated.
  - iii. Assists in the evacuation of the risk area, as necessary.
  - iv. Protects property in the evacuated area.
  - v. Limits access to the evacuated area.
- e. Public Works
  - i. Verifies the structural safety of routes to be used in evacuation.
- f. Public Information Officer (PIO)
  - i. Disseminates the following types of instructions and information to evacuees:
    - 1. Specific areas to be evacuated.
    - 2. List of items that evacuees should take with them (such as food, clothes, medications, etc).
    - 3. Departure times.
    - 4. Assembly areas for people requiring transportation assistance.
    - 5. Evacuation routes.
    - 6. Location of mass care facilities outside of the evacuated areas.
  - ii. Keeps evacuees and the general public informed on evacuation activities and specific actions to be taken.
- g. Mass Care Coordinator
  - i. Activates staff and opens mass care facilities outside of the evacuation area when directed to do so.
- h. Health and Medical Coordinator
  - i. Ensures patient population is reduced in hospitals, nursing homes, and other health care facilities.
  - ii. Ensures transport and medical care are provided for the patients being evacuated.
  - iii. Ensures continued medical care is provided for patients who cannot be moved.
- i. Education Department/School Superintendent
  - i. Evacuates students from school buildings when the situation warrants or when directed to do so by the appropriate authority.
  - ii. Closes school facilities and releases students from school when directed to do so by the appropriate authority.
  - iii. Coordinates, where appropriate, the use of school buses and drivers to support the overall evacuation effort.
- j. All Tasked Organizations



- i. Make provisions to protect and secure facilities and equipment not taken out of the evacuated area.
- ii. Identify and make provisions to relocate the organizational equipment and supplies that will be moved from the evacuation area.

**VI. Administration and Logistics**

The Emergency Program Manager, or their designee, will oversee yearly training for all members of City staff on these procedures.

**VII. Plan Development and Maintenance**

This annex shall be reviewed on a yearly basis and updated every five years under the direction of the Emergency Program Manager.

**VIII. Authorities and References**

**IX. Tabs**

None

# **ANNEX: C**

## **Alert & Warning**

## **Annex C: Alert and Warning**

### **I. Purpose**

To provide warning and alert capabilities necessary to meet the needs of the City of Cottage Grove when responding to an emergency.

### **II. Situation**

During emergencies it is often necessary to warn the public of events that may occur or events that have occurred and to give them specific instructions.

### **III. Assumptions**

- a. Disruption or damage may occur to the telecommunications infrastructure in the event of an emergency.
- b. Some people who are directly threatened by a hazard may ignore, not hear, or not understand warnings issued by the government.
- c. Special needs groups, such as the hearing-impaired, sight-impaired and physically disabled, will require special attention.

### **IV. Concept of Operations**

- a. Upon notification of an emergency condition arising within the City, the CEO will decide if there is a need for immediate alert and shall attempt to notify the Emergency Program Manager and the Warning Coordinator.
- b. City of Cottage Grove and other tasked agency personnel shall be notified of the emergency by the procedures outlined in their departmental SOPs.
- c. Depending on the type, size, and magnitude of the emergency, telephone, mobile public address, door-to-door contact, or other media sources may be used to warn the public.
- d. The City of Cottage Grove may receive warnings from Lane County as well as other County, State and City Jurisdictions.
- e. The Warning Coordinator shall maintain a log of warnings issued during the incident.

### **V. Assignment of Responsibility**

- a. CEO

- i. Specifies who has authority to activate the warning systems.
  - ii. Designates public service agencies, personnel, equipment, and facilities that can augment the jurisdiction's warning capabilities.
- b. Warning Coordinator
  - i. When notified of an emergency situation, reports to the EOC.
  - ii. Implements call-down rosters to alert emergency responders or provide situation updates.
  - iii. Activates public warning systems.
  - iv. Implements contingency plans if established warning system fails to work.
  - v. Coordinates warning frequencies and procedures with EOCs at higher levels of government or with neighboring jurisdictions.
  - vi. Works with the PIO to ensure pertinent warning information is provided to the media for distribution to the public.
- c. EOC Manager/Emergency Program Manager
  - i. Ensures emergency warning systems are activated when directed to do so.
  - ii. Ensures that emergency responders and the public are aware when the emergency situation is terminated.
- d. All Tasked Organizations
  - i. Upon receipt of warning, activate internal notification procedures to alert employees and volunteers.
  - ii. Take appropriate action to safeguard personnel and facilities.
  - iii. If appropriate, help the EOC warn the public through the use of facilities, equipment, or personnel.

## **VI. Administration and Logistics**

- a. Administration
  - i. Departments will be responsible for maintaining their own call-down lists and emergency communications information.
  - ii. The Emergency Program Manager, or their designee, will oversee yearly training for all members of City staff on these procedures.
- b. Logistics
  - i. Emergency warning equipment should be tested on a regular basis in order to insure that it is functional.

## **VII. Plan Development and Maintenance**

This annex and its attachments shall be reviewed on a yearly basis and updated every five years under the direction of the Emergency Program Manager.

## **VIII. Authorities and References**

Chapter 8.20, Cottage Grove Municipal Code  
Chapter 401, Oregon Revised Statutes

## **IX. Tabs**

- a. Types of Warning Systems
- b. Warning Log

## **Tab A**

### **Types of Warning Systems**

#### **I. Emergency Alert System**

The Emergency Alert System (EAS) originates from the Lane County Sheriff's office and provides emergency broadcast information over local radio, television and cable systems.  
(541) 682-4106 or (541) 682-4123

#### **II. Mobile Public Address System**

The following vehicles are equipped with mobile public address systems that may be used for alert and warning:

Police: most marked vehicles

Fire: most response vehicles

#### **III. Door to Door Alert**

Door to door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents may be directed to temporary shelters depending upon emergency conditions and the expected duration of the emergency.

#### **IV. News Releases**

Should time allow alert and warning information will be released to the media for distribution.



# **ANNEX D**

## **Communications**



## **Annex D: Communications**

### **I. Purpose**

To provide guidance for the communication of emergency related information to necessary personnel, media, citizens and other responding agencies.

To provide for the effective communication between emergency response personnel.

### **II. Situation**

When an emergency occurs, internal communication is critical to a timely response. As an emergency progresses communication with outside jurisdictions and agencies may become necessary.

### **III. Assumptions**

- a. Telecommunications infrastructure may be damaged in an emergency, necessitating alternative forms of communication such as radios and cellular phones.
- b. Demand on the telecommunications systems may be strained.
- c. Communications will improve as more systems are restored.

### **IV. Concept of Operations**

- a. The Incident Commander is responsible for notifying the CEO and the Emergency Program Manager of an emergency situation.
- b. The CEO, Emergency Program Manager or their designee(s) are responsible for notification of additional necessary personnel and EOC members.
- c. Once an EOC has been activated the Communications Coordinator will assume control of communications between personnel and other agencies and jurisdictions.
- d. Communications with the media are the responsibility of the PIO and shall be directed through the PIO and the EOC.

- e. Varying forms of communication with Incident Command, personnel in the field, and the EOC will take place. Radio systems, telephones, and cellular phones will be utilized in emergency communications.

## **V. Assignment of Responsibility**

- a. All Tasked Agencies
  - i. Maintain a list of department personnel and their after-hours contact information.
  - ii. Keep communications equipment in working condition and test regularly.
- b. Police Department
  - i. Provide a Communications Coordinator to the EOC when activated.
  - ii. Provide communications equipment for disaster response and recovery when requested.
  - iii. Maintain communication with the EOC through telephone or radio.
  - iv. Continue day-to-day operations.
- c. South Lane County Fire & Rescue
  - i. Provide communications equipment for disaster response and recovery when requested.
- d. City Manager's Office
  - i. Communicate with Council and the Mayor as necessary.
  - ii. Provide a PIO to the EOC.
  - iii. Declare local state of emergency if necessary.
- e. EOC
  - i. Develop overall communication strategy depending on the emergency and the services available.
  - ii. Oversee incident communication.
  - iii. Communicate EOC activation to the County by contacting the Sheriffs Office Dispatch and the County Emergency Manager. See Tab C – Contact List for numbers.
    - 1. The EOC activation notice to the County should include a description of the situation and the area of impact.
    - 2. If assistance is requested the declaration must also include the problems for which assistance is needed and what has been done locally to respond to the need.

## **VI. Administration and Logistics**

- a. All departments are responsible for maintaining internal rosters with home phone numbers for their employees in case of an after hours emergency.

Due to the fact that some numbers are unlisted these lists will not be published in this plan, but will be maintained and distributed within the department.

- b. A phone list for all EOC members will be compiled and given to all EOC members and their alternates.
- c. The Emergency Program Manager, or their designee, will oversee yearly training for all members of City staff on these procedures.

## **VII. Plan Development and Maintenance**

This annex shall be reviewed on an annual basis and updated every five years under the direction of the Emergency Program Manager.

## **VIII. Authorities and References**

## **IX. Tabs**

- a. Radio Frequency List
- b. Radio Number/Pager Number/Department Number/Extension List
- c. Contact List (hospitals, media, schools, governments)

**Tab A**  
**Radio Frequencies**

Public Works:

454.075  
461.975  
452.200  
460.950

Fire Department:

154.400  
154.430

Police Department:

460.325

Tab B – Radio & Pager Numbers

These are not provided on our web site. Contact the Emergency Program Manager for further information.

Tab C – Contact List

These are not provided on our web site. Contact the Emergency Program Manager for further information.

# **ANNEX E**

## **Dam Failure**

## **Annex E: Dam Failure**

### **I. Nature of Hazard**

A failure of either Cottage Grove or Dorena Dam would cause significant flooding in Cottage Grove and the surrounding areas. A dam failure may be triggered by multiple hazards, such as flooding, terrorism or earthquake.

### **II. Risk Area**

Cottage Grove Dam is on the Coast Fork of the Willamette River. In the case of a catastrophic dam failure at Cottage Grove Dam most of the city would be flooded with water and require immediate evacuation.

Dorena Dam is located on the Row River, a tributary of the Coast Fork of the Willamette River. In the case of a catastrophic dam failure at Dorena Dam part of the North East area of Cottage Grove would need to be evacuated immediately.

### **III. Response Planning**

Planning and preparing for flood events within the City, including flood events caused by dam failure, is primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

Copies of the US Army Corps of Engineers Flood Emergency Plans for Dorena and Cottage Grove Lakes as well as flood inundation maps are located in the Community Development Office.

Duties and responsibilities listed under the EOC checklist will remain the responsibility of the Public Works Department unless the EOC is activated.

#### **a. Evacuation**

Dam failure will require immediate evacuation of the impacted area.

#### **b. Sanitation and Health**

Of major concern during periods of flooding are the contamination of potable water supplies and the disruption of sanitary services. Often, flooding is accompanied by deaths of farm animals and difficulty in disposing of carcasses in a sanitary manner. These problems can rapidly develop into a major health crisis. Efforts should be made early in the emergency to ensure adequate potable water for the population. Sources for potable water trucks include the National Guard, dairies and other private and public sector sources. The need for portable toilets should also

be considered. It may also be necessary to immunize the population against a variety of illnesses. The County Public Health Department would provide public health related services such as those listed here.

c. Emergency Transportation

Sources for emergency transportation include school buses, 4-wheel drive clubs, and under a State declared emergency, the National Guard.

d. Debris Removal

Care should be taken to ensure that debris removal efforts are coordinated. Removal of debris from City streets, facilities and city-owned property is the responsibility of Public Works. Removal of debris from private property is the responsibility of the property owner. Collection points may need to be set up pending determination of the final disposal location.

#### **IV. Communication**

a. Dam Information

The US Army Corps of Engineers is responsible for alerting and warning the City any time conditions exist that could threaten the integrity of the dam(s).

In the event a dam failure occurs or is likely to occur, immediate evacuation warnings would be issued to the affected public by City or County government. All available warning systems would be used to increase the timeliness of the warning.

b. Public Information

Public Works, with the assistance of the CEO and PIO, will develop and provide appropriate instructions to the public concerning actions to protect life and property. In addition, the department will provide information and guidance to the PIO. Special plans may be required to reach areas of impact that may be without power and telephone service.

#### **V. Emergency Service Actions**

A dam failure, while rare, will create the need for long periods of repair and restoration. This may necessitate personnel, equipment, materials and supplies remaining at the scene for long periods after the floodwaters recede.

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a dam failure incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.



## VI. Department Checklists

### a. Public Works

#### i. Warning

- Upon receipt of warning via Lane County or the US Army Corps of Engineers, areas to be evacuated will be determined. Coordinate development of evacuation and emergency access plans with Police and SLCF&R.
- Coordinate with the PIO to inform the public of the current situation and actions being taken by local government to handle the emergency. Advise the public of what steps and actions they can take to safeguard lives and property.
- Review status and location of equipment, fuel, sand and gravel, etc. for use during and after the flood.
- Check auxiliary generators, and other power, lighting, and communications equipment.
- Determine readiness of vehicles. Provide appropriate emergency equipment.
- Assess current staffing and shifts. Recall and assign additional personnel as necessary.
- Alert field personnel of impending situation.
- So far as is practical, put personnel and equipment on stand-by, and keep in communication with operating and stand-by crews.
- Evaluate equipment needs and identify sources.
- Review arterial and collector streets likely to be affected. Develop alternative traffic routes and determine priorities for maintenance and debris clearance.

#### ii. Impact

- Assess the flood situation with respect to areas flooded, damage to utilities and other property, casualties, requirements for rescue and evacuation, etc. Keep CEO and other departments advised.
- Coordinate with the Police Department to limit travel into the flood area as required. Restrict access to hazardous areas as required. Reroute traffic on an area basis as required.
- Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.

#### iii. Recovery

- Release excess personnel and equipment.

### b. South Lane County Fire & Rescue

#### i. Warning

- Alert field personnel and fire stations.

- Assess current staffing and shifts. Consider assignment of additional personnel.
  - Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
  - Consider repositioning equipment if current location could become cut off.
  - Determine readiness of vehicles. Provide appropriate emergency equipment.
  - Coordinate with Police and Public Works to develop evacuation plans and emergency access routes.
- ii. Impact
- Assist in search and rescue.
  - Maintain communications with the City of Cottage Grove.
  - Keep information on conditions up to date. Utilize appropriate access routes as conditions change.
- iii. Recovery
- When possible, assist with pumping of water from buildings.

c. Police Department

i. Warning

- Upon receipt of warning, notify the City Manager, or if absent, the following personnel: Public Works Director, Fire Chief, Police Chief, Finance Director, and Library Director. Further notification is the responsibility of the above personnel or the designees.
- Alert field units.
- Review status and location of equipment and other essential supplies for use during and after the flood.
- Check communications equipment.
- Assess staffing and shift needs. Put mutual aid responders on alert.
- Consider activation of volunteers.
- Coordinate with SLCF&R and Public Works to develop evacuation plans and emergency access routes to the affected areas.

ii. Impact

- Keep information on conditions up to date. Utilize appropriate routes as conditions change.
- Maintain communication with Public Works, field units, and the EOC.
- Limit travel into flood area as required. Restrict access to hazardous areas as necessary. Reroute traffic on an area basis as required.

- Maintain perimeters and patrol evacuated areas as necessary.
  - Assist other departments as requested.
- iii. Recovery
- Assist in damage assessment as requested.
- d. City Manager's Office
- i. Warning
- Assess staffing.
  - Participate in briefing meetings.
- ii. Impact
- Activate the EOC.
  - Keep Mayor and Council apprised of the situation and major developments.
  - Consider the need for a disaster declaration.
- e. EOC
- i. Impact
- Provide overall incident strategy and management.
  - Respond to and control incident according to department standard operating guidelines.
- Priority Operations Include:
- a. Search and rescue.
  - b. Relocation of vital city resources.
  - c. Clearance of arterial streets of mud and debris first, and collector streets as rapidly as possible thereafter.
  - d. When conditions permit, pump water out of basements and lower floors. Depending on the availability of resources, the City may be unable to assist private homeowners and business owners.
  - e. Coordinate with franchised garbage collectors to collect food-type garbage as first priority, followed by general trash and recycling.
  - f. Coordinate with County Public Health officials to provide health and sanitation inspections of the area.
- Establish Unified Command structure with other affected jurisdictions, as appropriate.
  - Provide liaison to cooperating or assisting agencies, jurisdictions, and volunteers not part of the unified command structure.
  - Establish and maintain contact with the media, provide public and protective action information, and alerts and warnings as appropriate.
  - Monitor overall safety of incident operations.

- Consider the need for a written incident action plan.

**VII. Tabs**

None

# **ANNEX F**

## **Earthquake**

## **Annex F: Earthquake**

### **Nature of Hazard**

Earthquakes are a sudden, violent shaking or movement of part of the earth's surface caused by the displacement of rock masses within the upper 10 to 20 miles of the earth's surface. The earthquake hazard may consist of:

**Ground Motion:** Vibration and shaking of the ground during an earthquake is the most common effect and causes the most damage to buildings, structures, etc.

**Ground Surface Fault Rupture:** The ground shaking is the result of a rupture of a fault beneath the surface. When the ground shaking results in a rupture of the surface of ground, an opening of up to 20 feet may occur.

**Liquefaction:** The ground temporarily loses its strength and behaves as a viscous fluid rather than a solid.

**Landslides:** Sometimes an earthquake causes a landslide to occur. This involves a rock fall, mud slides, and slides of rock fragments on steep slope.

**Secondary Hazards:** In addition to structural damage to bridges, utilities, buildings, and communication systems, an earthquake of 6-8 on the Richter scale may be expected to result in:

- Additional natural and environmental emergencies such as floods and landslides.

- Industrial and technological emergencies such as fires, explosions, and hazardous materials incidents.

- Disruption of vital services such as water, sewer, power, gas, transportation, and communication.

- Damage to and disruption of emergency response facilities, resources, and systems.

- Civil emergencies such as looting.

### **Risk Area**

The City of Cottage Grove lies within the geographical area of the Willamette Valley. Geological research has shown that this region has probably been shaken by numerous subduction zone earthquakes during the last several thousand years. Subduction zone earthquakes in this area occur on an average of every 500-600 years, when the Juan de Fuca plate off of the coast slides beneath the North American plate. Recent studies indicate that the Pacific Northwest could also be subject to great earthquakes (8.0+) as a result of the proximity to this subduction zone. In addition, fault zones existing in the

Portland area may produce localized earthquakes of up to 6.0 on the Richter scale lasting up to 60 seconds. The Cottage Grove area may also suffer shocks as the result of major quakes in surrounding areas. Earthquake hazard map attached.

## **Response Planning**

Planning and preparing for an earthquake incident within the City is primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

Damage assessments will take place in two phases: 1) the initial assessment, to determine general impact and damage to vital facilities and resources and provide a brief overview of impact on citizens and businesses; and 2) subsequent, in-depth assessment to determine the full extent of damage and the financial implications for disaster declaration and disaster assistance. Priorities in the initial assessment will be 1) life safety, 2) the restoration of direction and control capabilities and 3) the restoration of vital services. The initial assessment will take place under the direction of the Community Development Department. Priorities in the second phase, under the direction of the Finance Department, will include damage estimates, restoration of non-critical public services, and facilitation of the reception of disaster assistance. The City of Cottage Grove does not have the resources to restore private residences or businesses.

### **Initial Damage Assessment**

Upon request by the CEO, a windshield survey of the city should be performed as soon as possible after the initial shock. If possible an aerial survey should be performed. The results of this survey will facilitate further damage assessment. Through the Community Development Department, the Engineering and Building Departments will direct initial damage assessment of facilities that house or affect the delivery of vital services. An assessment of damage to utilities and evaluation of immediate needs of the population, especially water and sanitation services, should be accomplished as soon as possible with the assistance of utility companies. Potable water is a major concern following an earthquake. Power and gas for heating may also be extremely important depending upon the season. Windshield surveys should be conducted to provide an estimate of the number of private homes and businesses affected.

### **Secondary Damage Assessment**

The Finance Department should begin gathering dollar figures associated with the damage to support requests for disaster declarations and assistance. FEMA's method should be used for calculating loss estimates.

## **Communication**

### **Earthquake Information**

Although earthquakes occur without warning, our senses will make us aware of its occurrence. Follow-up confirmation will likely be received through the media and the County Office of Emergency Management. The City will be inundated with information on damage and life/safety concerns and the communication plan must address facilitation and verification of those reports and requests.

### **Public Information**

Providing instructions to the public is the responsibility of the Public Information Officer. Such instructions may include guidelines for shelter accommodations, returning to homes, sanitation, and where and how to report damages. Access to alert and warning methods may be limited following a major earthquake. It may be necessary to augment these systems with mobile public address systems and door-to-door contacts.

## **Emergency Service Actions**

A severe earthquake can create the need for long periods of repair and restoration, and may necessitate the commitment of personnel, equipment, materials, and supplies for long periods after the quake itself.

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from an earthquake incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **Departmental Checklists**

### **Public Works**

#### **Impact**

- Assume Incident Command.
- Consider activation of the EOC.
- Assess damage to department resources and communication systems.
- Assess the earthquake situation with respect to aftershock forecasts, damage to vital response resources and emergency communications capabilities, utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep EOC advised.



- Respond to and control the incident according to Department SOPs.
- Assist Police Department in limiting travel into the affected area as required. Cordon hazardous areas and reroute traffic as required.
- Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
- Upon EOC activation: Brief staff on current conditions, capabilities and activities. Pass overall incident command to CEO.
- Upon EOC activation: Provide Finance Department with list of outstanding or en route requests for additional supplies, resources, etc.
- Upon EOC activation: Maintain expenditure and time records for Finance Department.

#### Recovery

- Release excess personnel and equipment.
- Assist in the compilation of damage assessments of City owned structures, utilities, roads, and bridges to support requests for Federal disaster assistance.
- Assign personnel to monitor and direct the long-term recovery process.

#### South Lane County Fire & Rescue

##### Impact

- Coordinate with Public Works Director through the life/safety phase of the incident.
- Establish communications with field units.
- Assess damage to department resources. Get a damage report on the water supply lines from Public Works.
- Participate in windshield and aerial damage assessments. Determine the extent of fire and hazardous material involvement.
- Direct structural search and rescue.
- Maintain communications with operating units and fire personnel.
- Assess staffing needs and make adjustments as needed.
- Determine alternate sources of water for fire suppression if City system has been damaged.
- Keep up to date information on conditions. Utilize appropriate access routes as conditions change.
- Coordinate patrols in evacuated areas with Police and cooperating agencies for the protection of property and prevention of fire. Such patrols have a lower priority than search and rescue.

- EOC activation: Provide Finance Department with list of outstanding or en route requests for additional supplies.
- EOC activation: Provide Resource Manager with list of resources committed to the incident and available to be assigned.

Recovery

- Assist in inspections and damage assessment as requested.

Police Department

Impact

- Assess damage to department resources and communications systems.
- Assess staffing needs. Consider activation of volunteer resources and mutual aid agreements.
- Evacuation Coordinator: Coordinate with Fire and Public Works to develop evacuation and emergency access routes to the affected areas.
- Assist with search and rescue activities.
- Keep information on conditions up to date. Utilize appropriate routes as conditions change.
- Maintain communications with field units.
- Limit travel into affected area as required. Cordon hazardous areas as necessary. Reroute traffic on an area basis as required.
- Maintain perimeters and patrol evacuated areas as necessary.
- Assist other responders as requested.
- EOC Activation: Maintain time and expenditure reports for the Finance Department
- EOC Activation: Provide Resource Manager with list of resources committed to the incident and available for assignment.
- EOC Activation: Provide Finance Department with list of outstanding or en route requests for additional supplies, resources, etc.

City Manager's Office

Impact

- Assess staffing. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- Consider activation of the EOC.
- CEO: Consider the need for a Disaster Declaration and begin process if necessary.
- CEO: Establish and maintain periodic communication with Council.

Recovery

- Oversee preparation of requests for Federal disaster assistance if necessary.

## EOC

### Impact

- Establish Unified Command structure with other affected jurisdictions as appropriate.
- Provide liaison with cooperating or assisting agencies and jurisdictions not part of the unified command structure. Establish sign-up points for citizens wishing to assist.
- Establish and maintain contact with the media, provide public and protective action information, and alert and warning as appropriate.
- Monitor overall safety of incident operations.
- Coordinate windshield and aerial surveys to determine extent of overall danger and damage to life and property.
- If earthquake conditions hamper or overload response capabilities, determine priorities and cost restrictions.
- Establish a system for citizens to report damages.
- If conditions warrant, declare the existence of a local emergency and submit a formal declaration to Lane County and request further assistance.
- Consider the need for a written Incident Action Plan.
- Assess the earthquake situation with respect to areas affected, damage to response and communications systems, utilities, and other property, casualties, requirements for rescue or evacuation, etc. Establish a schedule for requesting updated weather and aftershock information.
- Develop and keep up-to-date information on conditions, routes, damage, and status of relief efforts.
- Assess adequacy of incident facilities. Consider need for facilities for medical assessment, disaster relief application, temporary morgues, etc.
- Resource Manager: Gather lists and display resources committed to the incident and those available for assignment.
- Resource Manager: Establish and maintain coordination with cooperating jurisdictions. Determine process for requesting additional resources.
- Resource Manager: Assess general resource needs of the incident. Resources which may be required in response to a major earthquake include search dog teams, potable water, heavy rescue teams, field hospitals, heavy equipment, generators, lighting equipment, etc.
- Emergency Program Manager: Maintain log of major decisions and actions.

- Mass Care Coordinator: Determine needs of Red Cross and other human services for transportation, communications, etc. Assist as possible.
- Communications Coordinator: Assess adequacy of communications systems. Consider requesting County assistance in activation of HAM radio operators or providing additional resources.
- Evacuation Coordinator: Assess adequacy of transportation resources. Consider requesting County assistance in activation of 4-wheel drive clubs and/or the National Guard.

#### Finance Department

##### Impact

- Provide contact point to accept citizens' requests for assistance.
- Record resource needs and provide updates on resource availability.
- Receive and process requests for outside assistance.
- If conditions warrant, gather supporting documentation for declaration of emergency. Provide information to the EOC.
- Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- Obtain detailed data on property damage and local financial resources expended in support of the incident.
- Organize, deploy, and supervise secondary damage assessment teams. Condemn structures judged unsafe and document action.
- Oversee preparation of necessary damage and funding reports.
- Determine sources of additional resources. Process procurement paperwork as necessary.
- Update EOC on incident costs incurred and projected.

#### Community Development Department

##### Impact

- Evaluate overall community situation. Augment weather reports with other reports to maintain a continuing assessment of the situation.
- Perform initial damage assessment.

#### **Tabs**

- a. Incident Stabilization/Restoration Sequence

#### **Tab A**

#### **City of Cottage Grove**

#### **Incident Stabilization/Restoration Sequence**

	Priority 1	Priority 2	Priority 3
--	------------	------------	------------

<b>X. Facilities</b>	City Hall Fire Station Red Cross Shelters Water Treatment Wastewater Treatment Hospital	Schools City Shops Group Homes	Retail Facilities Media Facilities
<b>XI. Energy</b>	Power to Emergency Response Fuel Pumps Power to Critical Facilities Power to Water Pump and Sewer Lift Stations Power to Shelters	Heating/Cooking Power to Media Facilities Power to Communications Systems	Business and Residential Power
<b>XII. Communication</b>	EBS Radio Station Emergency Response EOC	Phones on Vital Circuits	Data and other commercial communications services
<b>XIII. Transportation</b>	Primary Arterials Ambulances Fire trucks Police Cars Evacuation Routes Evacuation Bridges	Collector Streets All City Vehicles	Freight Services Private Autos Airport
<b>XIV. Personnel</b>	City Manager Response Personnel EOC Staff Mayor	Workers Vital to Reconstruction Debris and Waste Disposal	Persons Necessary for Economic Recovery

# ANNEX G

## FIRE

### **Annex G: Fire**

#### **I. Nature of Hazard**

Uncontrolled burning in residential, commercial, industrial, rural or unincorporated areas, of structures and/or wildlands.

#### **II. Risk Area**

The City of Cottage Grove has the potential to experience both large structural and urban/wildland interface fires. Such fires may arise as isolated incidents or be caused by other emergencies such as earthquakes. In addition, they may be complicated by the presence of hazardous materials or extreme weather conditions.

### **III. Response Planning**

Planning and preparing for fire incidents within the City is primarily the responsibility of South Lane County Fire & Rescue (SLCF&R). Unless other considerations warrant, all other City department are responsible for maintaining their own operations and services during this type of incident.

Duties and responsibilities listed under the EOC checklist are the responsibility of SLCF&R if an EOC is not activated.

#### **a. Suppression Assistance**

Additional resources which may be required for a large fire may be obtained through mutual aid agreements. These agreements are developed and maintained by SLCF&R. Extremely large incidents, or incidents which involve more than one fire burning at a time, may require the implementation of the State Conflagration Act, as outlined in the Oregon State Fire Service Plan.

##### **i. Mutual Aid Cooperators**

SLCF&R has a mutual aid agreement with all fire agencies (structural and wildland) in Lane County. In addition, the fire district has mutual aid agreements with Drain RFPD and Drain Ambulance Service.

##### **ii. State Conflagration Act**

Should the Department exhaust its local capability to respond to a large fire, the Department may request the State Conflagration Act be invoked. This is done by requesting that the County District Chief (the Fire Defense Board elected Chief) contact the State Fire Marshal who in turn requests authorization from the Governor in order to implement the Emergency Conflagration Act. If the Conflagration Act is invoked, the State reimburses fire agencies providing aid for suppression costs incurred after invocation.

##### **iii. Wildland Fire Agencies**

1. Oregon Department of Forestry (ODF) is a signatory to the Lane County Mutual Aid agreement. SLCF&R is the local responder to the agreement and may be contacted directly. The 911 Dispatch Center is the appropriate contact point to request assistance from SLCF&R.
2. The Northwest Interagency Coordination Center (NICC) provides centralized coordination for all wildland agency fire resources in Washington and Oregon. Resources

available through wildland agencies include aerial retardants, communications equipment, engines, infrared detection, and trained crews and ICS overhead personnel. SLCF&R, as a local fire agency, cannot request resources directly from NICC. All requests must be placed with the ODF, which will then forward the request if ODF is unable to accommodate the request itself.

b. Fire Weather

Timely and accurate weather forecasting is vital to fire suppression efforts. During the summer months the National Weather Service provides detailed daily fire weather forecasts to wildland fire agencies. In addition, the National Weather Service can provide special, incident specific weather forecasts or on-site forecasting to assist fire personnel.

**IV. Communication**

SLCF&R is responsible for the timely issuance of fire warnings and information to the public and for the notification to appropriate City management. In the event of EOC activation warning and evacuation functions may be turned over to the Warning Coordinator and Evacuation Coordinator. In the event of a natural or technological disaster which could increase the chances of fire, or during periods of extremely hot, dry, and windy weather additional public information may be provided.

**V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a major fire incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

**VI. Departmental Checklists**

a. South Lane County Fire & Rescue

i. Preparation

- Assess staffing during periods of increased risk.
- Review status and location of equipment and other essential supplies (wildfire).
- Determine fire readiness of vehicles and equipment. Provide wildland equipment, hose, protective clothing, etc., as necessary (wildfire).
- Provide, and/or review wildland suppression training for district personnel.



- Alert field personnel, fire stations, and appropriate City staff of extreme fire conditions. Consider providing daily weather briefings during periods of extreme fire danger.
- ii. Impact
- Assume Incident Command.
  - Assess fire situation. Obtain information such as current wind direction and speed (if appropriate) and available resources.
  - Notify the Police Department of a fire emergency.
  - Establish containment and control for the fire according to district standard operating guidelines.
  - Establish and maintain up-to-date information on access routes. Request the assistance of Police and Public Works in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments and agencies informed of route changes.
  - Consider activation of the EOC (if not already activated).
  - Consider requesting invocation of the Conflagration Act.
  - Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Ensure on-scene personnel receive weather information on a timely basis.
  - Provide public information and direction in coordination with other responding City departments.
  - Coordinate scene control with the Police department. Allow no one in the fire hazard area except authorized emergency personnel and properly escorted press.
  - Request assistance, as needed, from Public Works, to maintain adequate water pressure.
- iii. Recovery
- Release excess personnel and equipment.
  - Complete rehabilitation and salvage operations.
  - Provide fire investigation. Coordinate with Police, if appropriate.

b. Police Department

i. Preparation

- Upon receipt of warning or upon notification that an incident, assess staffing.
- Alert field units.

ii. Impact

- Establish contact with the EOC.
- Coordinate scene and traffic control plans with SLCF&R. Limit travel into the fire area as necessary. Cordon hazardous

areas as necessary. Reroute traffic as necessary. Keep public and other departments informed.

- Coordinate alert, warning, and evacuation planning with SLCF&R and the PIO.

c. Public Works

i. Preparation

- Upon receipt of warning determine water supply capabilities. Assist in alerting staff as requested.

ii. Impact.

- Establish contact with Incident Commander.
- Monitor water system to ensure the system can provide adequate pressure.
- If appropriate, provide technical assistance on water supply to SLCF&R.
- If appropriate, affect changes in water system to meet the demands of the fire situation.
- Assist SLCF&R and Police in planning evacuation and access routes, traffic and scene control, and other activities as requested.

d. City Managers Office

i. Impact

- CEO: Consider activation of the EOC.
- Assess need for declaration of emergency.
- Keep Mayor and Council apprised of emergency.

e. EOC

i. Impact

- Deploy resources to meet defined incident strategy. Contain and control fire, protect exposures, perform rescue, etc., according to SOP.
- Establish and maintain coordination among response agencies, including Police, Public Works, and other assisting/cooperating agencies.
- Consider the need to activate additional operational branches such as Law Enforcement and Public Works.
- Assess the fire situation, including determination of affected areas. Obtain information such as current weather, fire behavior, etc. Ensure that on-scene staff and public receive timely weather and fire behavior information.
- Alert PIO and CEO of facilities at risk from the fire. Assist in the determination of areas which should be evacuated or alerted to the incident.

- With the assistance of the Police Department and Public Works, develop and maintain up-to-date information on conditions of access and evacuation routes, fire damage, and the status of suppression and relief efforts.
- If it is a wildland fire, consider activation of appropriate technical specialists such as Fire Behavior Officer, Wildland Safety Officer and Wildland Experienced Command and Operations staff.
- If it is a wildland fire, consider the need for specialized resources such as: appropriate protective clothing, additional brush tools, wildland hose, fire shelters, etc.
- If it is a wildland fire, consider requesting a logistics staff with wildland experience (from ODF, USFS for example).
- If Conflagration Act is activated, review procedures for cost tracking and possible reimbursement.

**VII. Tabs**

None

## **ANNEX H**

# Flood

## **Annex H: Flood**

### **I. Nature of Hazard**

Flooding occurs when normally dry land is inundated with water. Floods may result from: bodies of water overflowing their banks or the rapid accumulation of runoff or surface water. Typically, the two parameters of most concern for flood planning are the suddenness of onset and the flood elevation in relation to topography and structures. Other factors contributing to damage are the velocity of moving water, the debris carried by the water, and the extended duration of flood conditions. Flooding can happen at any time of the year, but predominates in the late Winter and early Spring due to melting snow, breakaway ice jams, and rainy weather patterns.

## **II. Risk Area**

Cottage Grove has a history of flood events. The most heavily flooded areas are the low lands along the Row and Willamette Rivers. Since the construction of Cottage Grove and Dorena Dams in the 1940s, flooding has been less severe. FEMA has produced FIRM maps for Cottage Grove which detail the flood hazard areas these maps have been digitized and reproduced for the Cottage Grove area. See attached flood map.

## **III. Response Planning**

Planning and preparing for flood events within the City is primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

- a. Evacuation  
Flooding may require evacuation of the impacted area.
- b. Sanitation and Health  
Of major concern during periods of flooding is the contamination of potable water supplies and the disruption of sanitary services. Often, flooding is accompanied by the death of farm animals and difficulty in disposing of carcasses in a sanitary manner. These problems can rapidly develop into a major health crisis. Efforts should be made early in the emergency to ensure adequate potable water for the population. Sources for potable water trucks include the National Guard, dairies, and other private and public sector sources. The need for portable toilets should also be considered. It may also be necessary to immunize the population against a variety of illnesses. The County Public Health Department would provide public health related services such as those listed here.
- c. Emergency Transportation  
Sources for emergency transportation include school buses, 4-wheel drive clubs, and under a State declared emergency, the National Guard.
- d. Debris Removal  
Care should be taken to ensure that debris removal efforts are coordinated. Removal of debris from most streets, City facilities and City-owned property is the responsibility of Public Works. Removal of debris from private property is the responsibility of the property owner. Collection points may be set up pending determination of the final disposal location.

## **IV. Communication**

a. Flood Information

United States Geological Survey (USGS) and the US Army Corps of Engineers monitor river levels. USGS maintains this information.

Flood warnings are forecasts of impending floods, and are distributed to the public via radio, television, and through local government. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin.

Flash Flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, television, and by other signals depending upon local need.

b. Public Information

Public Works, with the assistance of the CEO and PIO, will develop and provide appropriate instructions to the public concerning actions to protect life and property. In addition, the department will provide information and guidance to the PIO. Special plans may be required to reach areas of impact that may be without power and telephone service.

## V. Emergency Service Actions

A large-scale flood, while rare, can create the need for long periods of repair and restoration. This may necessitate personnel, equipment, materials and supplies remaining at the scene for long periods after the floodwaters recede.

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a flood incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## VI. Departmental Checklists

a. Public Works

i. Warning

- Upon receipt of warning determine height of affected waterways at normal stage; at what height flooding will occur; areas that may be affected by the rising flood waters; and areas to be evacuated. Coordinate development of evacuation and emergency access plans with the Evacuation Coordinator, Police, SLCF&R, and the EOC.

- Inform the public of the current situation and the actions being taken by local government to handle the emergency and advise them of what steps and actions they can take to safeguard their lives and property.
  - Review status and location of equipment, fuel, sand and gravel, etc., for use during and after the flood.
  - Check auxiliary generators and other power, lighting, and communications equipment.
  - Determine readiness of vehicles. Provide appropriate emergency equipment.
  - Assess current staffing and shifts. Recall and assign additional personnel as necessary.
  - Alert field personnel of impending situation.
  - So far as is practical, put personnel and equipment on stand-by, and keep in communication with operating and stand-by crews.
  - Evaluate equipment needs and identify sources.
  - Review arterial and collector streets likely to be affected. Develop alternative traffic routes and determine priorities for maintenance and debris clearance.
- ii. Impact
- Assess the flood situation with respect to forecasts, areas flooded, damage to utilities and other properties, casualties, requirements for rescue and evacuation, etc. Keep the CEO and the EOC advised.
  - Coordinate with the Police Department to limit travel into the flood area as required. Restrict access to hazardous areas as required. Reroute traffic on an area basis as needed.
  - Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
- iii. Recovery
- Release excess personnel and equipment.

b. South Lane County Fire & Rescue

i. Warning

- Alert field personnel and fire stations.
- Assess current staffing and shifts. Consider assignment of additional personnel.
- Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
- Consider repositioning equipment if the current location could become cut off.
- Determine the readiness of vehicles. Provide appropriate emergency equipment.

- Coordinate with the Police Department and Public Works to develop evacuation plans and emergency access routes.
  - ii. Impact
    - Assist in search and rescue.
    - Maintain communications with the EOC.
    - Keep information on conditions up to date. Utilize appropriate access routes as conditions change.
  - iii. Recovery
    - When possible, assist with pumping of water from buildings.
- c. Police Department
- i. Warning
    - Upon receipt of warning, notify the City Manager, or if absent, the following personnel: Public Works Director, Fire Chief, Police Chief, Finance Director, Library Director and Community Development Director. Further notification is the responsibility of the above personnel or their designees.
    - Alert field units.
    - Review status and location of equipment and other essential supplies for use during and after the flood.
    - Check communications equipment.
    - Assess staffing and shift needs. Put mutual aid responders on alert.
    - Consider activation of volunteers.
    - Coordinate with SLCF&R and Public Works to develop evacuation plans and emergency access routes to the affected areas.
  - ii. Impact
    - Keep information on conditions up to date. Utilize appropriate routes as conditions change.
    - Maintain communication with Public Works and field units, also the EOC, if activated.
    - Limit travel into flood area as required. Restrict access to hazardous areas as necessary. Reroute traffic on an area basis as required.
    - Maintain perimeters and patrol evacuated areas as necessary.
    - Assist other departments as requested.
  - iii. Recovery
    - Assist in damage assessment as requested.
- d. City Managers Office
- i. Warning
    - Assess staffing.
    - Participate in briefing meetings.
  - ii. Impact
    - Consider activation of the EOC.



- Keep Mayor and Council apprised of the situation and major developments.
- Consider the need for a Disaster Declaration.

e. EOC

i. Impact

- Provide overall incident strategy and management.
- Respond to and control incident according to department guidelines. Priority operations include:
  - a. Search and Rescue.
  - b. Relocation of vital city resources.
  - c. Clearance of arterial streets of mud and debris first, and collector streets as rapidly as possible.
  - d. When conditions permit, pump water out of basements and lower floors. Depending on the availability of resources, the City may be unable to assist private home and business owners.
  - e. Coordinate with franchised garbage collectors to collect food-type garbage as first priority, followed by general trash and recycling collection.
  - f. Coordinate with County Public Health official to provide health and sanitation inspections of the area.
- Establish Unified Command structure with other affected jurisdictions, as appropriate.
- Provide liaison with cooperating or assisting agencies, jurisdictions, and volunteers not part of the unified command structure.
- Establish and maintain contact with the media, provide public and protective action information, and alerts and warnings as appropriate.
- Monitor overall safety of incident operations.
- Consider the need for a written incident action plan.

**VII. Tabs**

None

# **ANNEX H**

## **Flood**

## **Annex H: Flood**

### **VIII. Nature of Hazard**

Flooding occurs when normally dry land is inundated with water. Floods may result from: bodies of water overflowing their banks or the rapid accumulation of runoff or surface water. Typically, the two parameters of most concern for flood planning are the suddenness of onset and the flood elevation in relation to topography and structures. Other factors contributing to damage are the velocity of moving water, the debris carried by the water, and the extended duration of flood conditions. Flooding can happen at any time of the year, but predominates in the late Winter and early Spring due to melting snow, breakaway ice jams, and rainy weather patterns.

## **IX. Risk Area**

Cottage Grove has a history of flood events. The most heavily flooded areas are the low lands along the Row and Willamette Rivers. Since the construction of Cottage Grove and Dorena Dams in the 1940s, flooding has been less severe. FEMA has produced FIRM maps for Cottage Grove which detail the flood hazard areas these maps have been digitized and reproduced for the Cottage Grove area. See attached flood map.

## **X. Response Planning**

Planning and preparing for flood events within the City is primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

- a. Evacuation  
Flooding may require evacuation of the impacted area.
- b. Sanitation and Health  
Of major concern during periods of flooding is the contamination of potable water supplies and the disruption of sanitary services. Often, flooding is accompanied by the death of farm animals and difficulty in disposing of carcasses in a sanitary manner. These problems can rapidly develop into a major health crisis. Efforts should be made early in the emergency to ensure adequate potable water for the population. Sources for potable water trucks include the National Guard, dairies, and other private and public sector sources. The need for portable toilets should also be considered. It may also be necessary to immunize the population against a variety of illnesses. The County Public Health Department would provide public health related services such as those listed here.
- c. Emergency Transportation  
Sources for emergency transportation include school buses, 4-wheel drive clubs, and under a State declared emergency, the National Guard.
- d. Debris Removal  
Care should be taken to ensure that debris removal efforts are coordinated. Removal of debris from most streets, City facilities and City-owned property is the responsibility of Public Works. Removal of debris from private property is the responsibility of the property owner. Collection points may be set up pending determination of the final disposal location.

## **XI. Communication**

- a. Flood Information

United States Geological Survey (USGS) and the US Army Corps of Engineers monitor river levels. USGS maintains this information.

Flood warnings are forecasts of impending floods, and are distributed to the public via radio, television, and through local government. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin.

Flash Flood warnings are the most urgent type of flood warning issued, and are also transmitted to the public over radio, television, and by other signals depending upon local need.

b. Public Information

Public Works, with the assistance of the CEO and PIO, will develop and provide appropriate instructions to the public concerning actions to protect life and property. In addition, the department will provide information and guidance to the PIO. Special plans may be required to reach areas of impact that may be without power and telephone service.

## **XII. Emergency Service Actions**

A large-scale flood, while rare, can create the need for long periods of repair and restoration. This may necessitate personnel, equipment, materials and supplies remaining at the scene for long periods after the floodwaters recede.

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a flood incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **XIII. Departmental Checklists**

a. Public Works

i. Warning

- Upon receipt of warning determine height of affected waterways at normal stage; at what height flooding will occur; areas that may be affected by the rising flood waters; and areas to be evacuated. Coordinate development of evacuation and emergency access plans with the Evacuation Coordinator, Police, SLCF&R, and the EOC.
- Inform the public of the current situation and the actions being taken by local government to handle the emergency

and advise them of what steps and actions they can take to safeguard their lives and property.

- Review status and location of equipment, fuel, sand and gravel, etc., for use during and after the flood.
- Check auxiliary generators and other power, lighting, and communications equipment.
- Determine readiness of vehicles. Provide appropriate emergency equipment.
- Assess current staffing and shifts. Recall and assign additional personnel as necessary.
- Alert field personnel of impending situation.
- So far as is practical, put personnel and equipment on stand-by, and keep in communication with operating and stand-by crews.
- Evaluate equipment needs and identify sources.
- Review arterial and collector streets likely to be affected. Develop alternative traffic routes and determine priorities for maintenance and debris clearance.

ii. Impact

- Assess the flood situation with respect to forecasts, areas flooded, damage to utilities and other properties, casualties, requirements for rescue and evacuation, etc. Keep the CEO and the EOC advised.
- Coordinate with the Police Department to limit travel into the flood area as required. Restrict access to hazardous areas as required. Reroute traffic on an area basis as needed.
- Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.

iii. Recovery

- Release excess personnel and equipment.

b. South Lane County Fire & Rescue

i. Warning

- Alert field personnel and fire stations.
- Assess current staffing and shifts. Consider assignment of additional personnel.
- Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
- Consider repositioning equipment if the current location could become cut off.
- Determine the readiness of vehicles. Provide appropriate emergency equipment.
- Coordinate with the Police Department and Public Works to develop evacuation plans and emergency access routes.

ii. Impact

- Assist in search and rescue.
  - Maintain communications with the EOC.
  - Keep information on conditions up to date. Utilize appropriate access routes as conditions change.
- iii. Recovery
- When possible, assist with pumping of water from buildings.
- c. Police Department
- i. Warning
- Upon receipt of warning, notify the City Manager, or if absent, the following personnel: Public Works Director, Fire Chief, Police Chief, Finance Director, Library Director and Community Development Director. Further notification is the responsibility of the above personnel or their designees.
  - Alert field units.
  - Review status and location of equipment and other essential supplies for use during and after the flood.
  - Check communications equipment.
  - Assess staffing and shift needs. Put mutual aid responders on alert.
  - Consider activation of volunteers.
  - Coordinate with SLCF&R and Public Works to develop evacuation plans and emergency access routes to the affected areas.
- ii. Impact
- Keep information on conditions up to date. Utilize appropriate routes as conditions change.
  - Maintain communication with Public Works and field units, also the EOC, if activated.
  - Limit travel into flood area as required. Restrict access to hazardous areas as necessary. Reroute traffic on an area basis as required.
  - Maintain perimeters and patrol evacuated areas as necessary.
  - Assist other departments as requested.
- iii. Recovery
- Assist in damage assessment as requested.
- d. City Managers Office
- i. Warning
- Assess staffing.
  - Participate in briefing meetings.
- ii. Impact
- Consider activation of the EOC.
  - Keep Mayor and Council apprised of the situation and major developments.
  - Consider the need for a Disaster Declaration.

e. EOC

i. Impact

- Provide overall incident strategy and management.
- Respond to and control incident according to department guidelines. Priority operations include:
  - a. Search and Rescue.
  - b. Relocation of vital city resources.
  - c. Clearance of arterial streets of mud and debris first, and collector streets as rapidly as possible.
  - d. When conditions permit, pump water out of basements and lower floors. Depending on the availability of resources, the City may be unable to assist private home and business owners.
  - e. Coordinate with franchised garbage collectors to collect food-type garbage as first priority, followed by general trash and recycling collection.
  - f. Coordinate with County Public Health official to provide health and sanitation inspections of the area.
- Establish Unified Command structure with other affected jurisdictions, as appropriate.
- Provide liaison with cooperating or assisting agencies, jurisdictions, and volunteers not part of the unified command structure.
- Establish and maintain contact with the media, provide public and protective action information, and alerts and warnings as appropriate.
- Monitor overall safety of incident operations.
- Consider the need for a written incident action plan.

**XIV. Tabs**

None



# **ANNEX I**

## **Hazardous Materials**

## **Annex I: Hazardous Materials**

### **I. Nature of Hazard**

A hazardous materials incident can be defined as an accidental release of materials that have a detrimental impact on the environment, life and/or property. This occurrence may be associated with short or long term toxicity to people or the environment within the affected area. A hazardous material incident is most commonly associated with a transportation accident, but an incident may also occur at a fixed facility. Hazardous materials may include: explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious, or radioactive materials that, when involved in an accident and release of sufficient quantities, put some portion of the general public in immediate danger from exposure, contact, inhalation, or ingestion.

### **II. Risk Area**

The City of Cottage Grove is at risk for a hazardous materials incident due to its proximity to Interstate 5 and Highway 99. Interstate 5 and Highway 99 bisect and carry many vehicles transporting hazardous materials. The

following table contains examples of sites that store or use hazardous chemicals or products in the Cottage Grove area, this table is not all inclusive.

Company	Location	Material	Quantity
City of Cottage Grove	1800 N. Douglas	Chlorine	200-499 Gallons
City of Cottage Grove	33300 Row River Road	Chlorine	200-499 Gallons
City of Cottage Grove	MP1 Layng Creek	Chlorine	200-499 Gallons
Kimwood Corp	77684 S Hwy 99	Ammonia Anhydrous	20-49 Gallons
Welt & Welt	290 Palmer Ave	Petroleum & Diesel	

### III. Response Planning

Planning and preparing for a hazardous materials event within the City is primarily the responsibility of South Lane County Fire & Rescue. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

The occurrence of a hazardous materials emergency will require prompt and effective response and coordination of operations between local government, state government, private industry and other support organizations knowledgeable in such operations.

- a. Incident Command
  - i. SLCF&R will assume command during emergency phases of the incident.
  - ii. SLCF&R will notify Oregon Emergency Response System (OERS) 1-800-453-0311.
- b. Initial response operations by properly trained department personnel.
  - i. Identify hazardous materials.
  - ii. Stop the released materials from spreading (if possible).
  - iii. Prevent further exposure.

### IV. Communication

SLCF&R is responsible for the timely issuance of hazardous materials emergency warnings and information to the public. This may be done through the PIO if the EOC is activated. SLCF&R is also responsible for the notification of appropriate City management. In the event of an evacuation, warning may be delegated to the Police Department as part of the evacuation process. In the event a hazardous materials emergency is further complicated

by fire or severe weather conditions, additional public information briefings may be conducted.

## **V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a hazardous materials incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **VI. Departmental Checklists**

### **a. South Lane County Fire & Rescue**

#### **i. Preparation**

- Assess staffing during periods of increased risk, as necessary.
- Review status and location of equipment and other essential supplies.
- Provide and/or review necessary hazardous materials training.

#### **ii. Impact**

- Assume incident command.
- Assess hazardous materials situation.
- Request assistance from Eugene Haz-mat team.
- Notify OERS 1-800-452-0311.

#### **iii. Recovery**

- Release excess personnel and equipment.

### **b. Police Department**

#### **i. Preparation**

- Upon receipt of warning (or upon notification that an incident has occurred), assess staffing.
- Alert field units.

#### **ii. Impact**

- Establish contact with SLCF&R Incident Command.
- Coordinate scene and traffic control plan with SLCF&R. Limit travel into the exposed site as necessary. Cordon areas as necessary. Re-route traffic as necessary. Keep public and other departments informed.

### **c. Public Works**

#### **i. Preparation**

- Assist in alerting staff as requested.

#### **ii. Impact**

- Establish contact with IC.

- Assist SLCF&R and Police in planning evacuation and access routes, traffic and scene control, and other activities as requested.
- Monitor water system to ensure the system can provide adequate pressure and to ensure water quality.

d. City Managers Office

i. Impact

- CEO: Consider activation of the EOC.
- Assess the need for an emergency declaration.
- Keep the Mayor and Council apprised of the situation.

**VII. Tabs**

None

## **ANNEX J**

# **Landslide**

## **Annex J: Landslide**

### **I. Nature of Hazard**

Landslides are detached masses of soil, rock or debris that move down a slope or stream channel. Landslides fall into three categories:

- a. Falls  
Debris, usually rock, is dislodged from a steep slope or cliff and tumbles or freefalls down. This type of flow is common where roads have been cut out of bedrock.
- b. Slides  
Slides move while in contact with the underlying surface. Slow moving slides can cause great amounts of damage but usually do not cause casualties.
- c. Flows

Flows occur when debris moves downslope as a semi-fluid mass. Flows are usually rapidly moving and may increase in volume as they move. Rapid moving debris flows often cause a great amount of damage to life and property in populated areas.

## **II. Risk Area**

Hillside developments are especially at risk for landslide damage. Sloped areas where vegetation has been removed or excavation has changed the slope of the land may have increased landslide risk. Rapid moving debris flow hazard areas have been mapped. See attached map.

## **III. Response Planning**

Planning for incidents of landslides is primarily the responsibility of the Community Development Department. Preparing for incidents of landslides is primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

## **IV. Communication**

### **a. Landslide Information**

Information about landslides may be obtained from a variety of sources. For incidents that occur without warning, notification could come through calls to 911 dispatch, calls to the Public Works office, or observances by crews in the field.

### **b. Public Information**

The PIO is responsible for the dissemination of information to the public. It may be necessary to disseminate shelter locations, evacuation routes and further landslide warnings. In the case of evacuation, the Evacuation Coordinator or Warning Coordinator may be used to aid in the dissemination of emergency instructions.

## **V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a landslide incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **VI. Department Checklists**

- a. Public Works
  - i. Preparation
    - Maintain equipment to be used in debris removal.
    - Work with the PIO to develop public information about landslide hazards.
  - ii. Impact
    - Assume incident command.
    - Consider activation of the EOC.
    - Assess damage to critical infrastructure.
    - Coordinate inspections of electric, gas, and water systems with appropriate agencies as needed.
    - Remove debris from arterial and collector streets.
    - Assist the Police Department if an evacuation is needed.
  - iii. Recovery
    - Remove debris on public property.
    - Release excess personnel and equipment.
    - Assist in the compilation of damage assessment of City owned structures, utilities, roads, and bridges to support requests for federal disaster assistance.
  
- b. South Lane County Fire & Rescue
  - i. Impact
    - Perform search and rescue if necessary.
    - Assess staffing and make adjustments as needed.
    - Assist in debris removal.
  
- c. Police Department
  - i. Impact
    - Establish evacuation routes.
    - Notify persons in the area to be evacuated of the evacuation routes, times, and other necessary information.
    - Limit travel into affected areas as required.
    - Maintain perimeters and patrol evacuated areas as necessary.
    - Assist other responders as requested.
    - Provide security for the EOC.
  
- d. Community Development Department
  - i. Impact
    - Assess damage to facilities and structures.
  - ii. Recovery
    - Evaluate existing restrictions on building in landslide prone areas. If necessary, make changes to protect future development from landslide-related loss.
  
- e. City Managers Office
  - i. Impact



- CEO: Consider activation of the EOC.
- CEO: Notify City Council and the Mayor.

f. EOC

i. Impact

- Consider the need for a disaster declaration.
- Provide liaison with cooperating or assisting agencies and jurisdictions.
- Establish a system for citizens to report damages.

**VII. Tabs**

None

## **ANNEX K**

### **Mass Casualty**

## **Annex K: Mass Casualty**

### **I. Nature of Hazard**

A mass casualty emergency is an incident involving multiple patients requiring resources beyond those of a standard EMS response. A standard EMS response is an ambulance with a paramedic and an EMT basic. A mass casualty is generally defined as 5 patients or 3 critical patients.

### **II. Risk Area**

A mass casualty incident can occur from almost any type of man-made or natural disaster.

### **III. Response Planning**

Planning and preparing for a mass casualty incident is primarily the responsibility of South Lane County Fire & Rescue. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

- a. South Lane County Fire & Rescue will assume Incident Command.
- b. When the City has exhausted all of its resources it will contact the County for assistance.

#### **IV. Communication**

SLCF&R is responsible for information to the public regarding a mass casualty incident. SLCF&R is also responsible for the notification of appropriate City management. In the event of an evacuation, warning may be delegated to the Police Department or the Warning Coordinator as part of the evacuation process.

#### **V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a mass casualty incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

#### **VI. Department Checklists**

- a. South Lane County Fire & Rescue
  - i. Preparation
    - Assess staffing during periods of increased risk, as necessary.
    - Review status and location of equipment and other essential supplies.
    - Provide and/or review necessary mass casualty training.
  - ii. Impact
    - Assume Incident Command.
    - Assess situation.
    - Provide necessary care.
    - Determine resources needed.
    - Request assistance from Lane County Public Health if needed.
    - Coordinate with local hospitals to assist in providing care.
  - iii. Recovery
    - Release excess personnel and equipment.

- b. Police Department
  - i. Preparation
    - Upon receipt of warning (or notification that an incident has occurred), assess staffing.
    - Alert field units.
  - ii. Impact
    - Establish contact with SLCF&R Incident Command
    - Coordinate scene and traffic control plan with SLCF&R. Limit travel into the exposed site as necessary. Cordon areas as necessary. Re-route traffic as necessary. Keep the public and other departments informed.
    - Coordinate alert, warning, and evacuation planning with SLCF&R and the PIO.
    - Establish an investigation as necessary.
  
- c. Public Works
  - i. Preparation
    - Assist in alerting staff as requested.
  - ii. Impact
    - Establish contact with Incident Commander.
    - Assist SLCF&R and Police in planning evacuation and access routes, traffic and scene control, and other activities as requested.
  
- d. City Managers Office
  - i. Impact
    - CEO: Consider activation of the EOC.
    - Assess need for declaration of emergency.
    - Keep Mayor and Council apprised of emergency.

**VII. Tabs**

None

# **ANNEX L**

## **Severe Weather**

## **Annex L: Severe Weather**

### **I. Nature of Hazard**

Severe weather includes severe wind, ice and/or snow storms.

### **II. Risk Area**

All of Cottage Grove is vulnerable to severe weather. Snow, ice, high wind, and extremely cold temperatures can create hazardous driving conditions, falling debris, and power outages. The City Manager, or his designee will determine if the severity and/or duration of a severe weather incident warrants the implementation of this plan. While the primary focus of this plan is on winter storms, the information and guidelines established may also be used for other incidents of severe weather.

### **III. Response Planning**

Planning and preparing for severe weather incidents are primarily the responsibility of the Public Works Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during periods of extreme weather and for supporting Public Works as requested.

a. Assistance Organizations

- i. If temporary lodging is needed due to a severe storm or power outages, the Lane County Chapter of the American Red Cross will upon request activate and manage shelter operations. The Public Information Officer is responsible for publicizing information on the opening and locations of shelter operations. City employees will not approve, support, or refer citizens to any shelters that are not managed by the American Red Cross.  
Emergency Services, American Red Cross  
Phone Number: (541) 344-5244
- ii. The Lane County Health and Human Services Department also provides support to citizens who may need extra assistance during extreme weather. This support includes both crisis intervention and long-term support, and provides an interface with such services as home-delivered and congregate meals, in-home services, and alternative care. Emergency access to these services should be coordinated through Lane County Emergency Management.
- iii. Neighborhood Watch may provide emergency contact points during an emergency. Watch Captains may have information on the general condition of citizens and can disseminate alert and/or warning information in their areas.

b. Emergency Transportation

Sources for emergency transportation include South Lane Wheels, school bus providers, and under a State declared emergency, the National Guard.

c. Telephone and Power Outages

Loss of telephone services, television, and electricity can accompany incidents of severe weather.

#### **IV. Communication**

a. Severe Weather Information

The National Weather Service is responsible for the timely issuance of weather warnings to the public, including the approach of winter storms. The Public Works Department monitors NOAA weather radio during times when severe weather is predicted. The radio is in the Utilities Supervisor's office. In addition to NOAA, weather updates are disseminated through LEDS. The Police Department and Public Works

Department shall forward all weather updates to the Emergency Program Manager.

b. **Public Information**

If Incident Command determines that additional information needs to be disseminated to Cottage Grove residents, the PIO will develop and distribute news releases as directed.

**V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a severe weather incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

**VI. Department Checklists**

a. **Public Works**

i. **Preparation**

- Review status and location of equipment, fuel, sand, and other related materials for use during and after the storm.
- Check generators and other power, lighting and communications equipment.
- Determine operational readiness of vehicles. Provide emergency equipment as necessary.
- Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work. Unless specific instructions are given to the contrary, all City personnel are expected to report to work as scheduled.
- Alert utility crews of impending situation.
- So far as is practical, put personnel and equipment on stand-by, and keep in communication with operating and stand-by crews.
- Assess potential trouble spots, high-risk facilities, and other locations where large numbers of people may be congregated.

ii. **Impact**

- Assume Incident Command.
- Assess the situation. Obtain information such as current and predicted speed and direction of wind, precipitation, barometric readings, estimated duration of conditions, etc.



- Initiate communications with high-risk facilities to determine needs.
  - Keep information on conditions of routes up-to-date. Utilize appropriate routes as conditions change. Using EBS stations, keep public and other departments informed on changes in use of routes.
  - Respond to and control incident(s) according to department standard operating procedures.
  - Limit travel into the storm area as required. Coordinate access control with the Police Department.
  - EOC Activation: Brief staff on current conditions, capabilities, and activities.
  - EOC Activation: Provide EOC with a list of resources deployed in response to the incident.
  - EOC Activation: Provide EOC with a list of outstanding or in-route requests for additional resources.
  - EOC Activation: Maintain expenditure and time records for the Finance Department.
- iii. Recovery
- Release excess personnel and equipment.
  - Clean sand and debris from affected streets.
  - Restore equipment and supplies to pre-incident status.
  - Participate in post-incident analysis.

b. SLCF&R

i. Preparation

- Review status and location of equipment, fuel, and other essential supplies for use during and after the storm.
- Check auxiliary generators and other power, lighting, and communications equipment.
- Determine operational readiness of vehicles. Provide emergency equipment as necessary.
- Alert field personnel and fire stations.

ii. Impact

- Maintain communications with operating units and fire station personnel.
- Keep information on conditions of routes up-to-date. Utilize appropriate routes as conditions change. Keep other departments informed of changes in such routes.
- Respond to and control incident(s) according to department standard operating procedures.
- Provide the EOC with up to date weather information.
- EOC Activation: Provide EOC with a list of outstanding or in-route requests for additional resources.
- EOC Activation: Provide EOC with a list of resources.

- EOC Activation: Maintain time and expenditure reports for the Finance Department.
  - EOC Activation: Provide staff to EOC, as requested.
- iii. Recovery
- Release excess personnel and equipment.
  - Restore equipment and supplies to pre-incident status.
  - Participate in post-incident analysis.
- c. Police Department
- i. Preparation
- Upon receipt of warning (via LEDS), notify the City Manager.
  - Review status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the storm.
  - Check lighting and communications equipment.
  - Assess the feasibility of releasing non-essential personnel as advised by the City Manager. Establish procedure for advising personnel whether or not to report for duty. Unless specific instructions are given to the contrary, all City personnel are expected to report for work.
  - Alert field units.
- ii. Impact
- Keep the information on condition of routes up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of change in use of routes.
  - Maintain communication with field units and Public Works.
  - Limit travel into storm area as required. Coordinate traffic control with Public Works. Reroute traffic on an area basis as required.
  - Assist other responders as requested.
  - EOC Activation: Provide EOC with list of outstanding or in route requests for additional supplies, resources, etc.
  - EOC Activation: Provide EOC with list of resources committed to the incident, and those available for assignment.
  - EOC Activation: Maintain time and expenditure report for the Finance Department.
- iii. Recovery
- Release excess personnel and equipment.
  - Restore equipment and supplies to pre-incident status.
  - Participate in post-incident analysis.
- d. City Managers Office
- i. Preparation

- City Manager: Assess feasibility and desirability of releasing non-essential personnel. Implement the procedure for informing personnel whether or not to report for work. Unless specific instructions are given to the contrary, all City personnel are expected to report for work as scheduled.
- ii. Impact
    - CEO: Consider activation of the EOC.
    - CEO: Consider assuming overall incident command.
    - Assess the need for a declaration of emergency.
    - EOC Activation: Provide EOC with list of resources deployed in response to the incident and those available for assignment.
    - EOC Activation: Provide EOC with list of outstanding or in-route requests for additional resources.
    - EOC Activation: Maintain expenditure and time records for the Finance Department.
    - Keep Mayor and Council apprised of situation.
  - iii. Recovery
    - Participate in post-incident analysis.
- e. EOC
    - i. Impact
      - If conditions warrant, declare the existence of a state of emergency, and submit a copy of the City’s declaration along with specific requests for assistance to the County Office of Emergency Management.

**VII. Tabs**

None

# **ANNEX M**

## **Terrorism & Civil Disorder**

## **Annex M: Terrorism & Civil Disorder**

### **Nature of Hazard**

Civil disorder is any incident in which public order is disrupted to the degree that police intervention is required to maintain public safety.

Terrorism, as defined by the Code of Federal Regulations, is the unlawful use of force and violence against persons or property to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives. (28 C.F.R. section 0.85)

### **Risk Area**

Civil disorder and terrorism are hazards which, while the frequency of occurrence can seldom be predicted, necessitates considerable planning on the part of the agency(s) responsible. These hazards can rapidly deplete the resources of any single agency. While the City of Cottage Grove has been fortunate in that terrorism or disorder incidents of any consequence have not materialized, this does not mean that an individual or organized act of civil

disorder or terrorism could not occur. Given the diversity of issues and causes at hand, the City of Cottage Grove could be involved in responding to and recovering from such an incident, requiring concerted effort on the part of the City and other responding agencies.

### **Response Planning**

Planning and preparing for incidents of civil disorder/terrorism is primarily the responsibility of the Police Department. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

An important component of activity prior to, during, and following any incident of civil disorder/terrorism is coordinating the flow of communication between local, state, and federal agencies.

The spectrum and magnitude of a civil disorder/terrorism incident can be widespread. Experience nationwide has shown great diversity in causes, issues, and responses by individuals and groups. Some areas that have been identified as likely targets of civil disorder/terrorism in the City are included in this Plan.

- a. **Public Facilities:** Government offices and public schools could be the target for any cause, should an individual or group so decide. In the case of Cottage Grove, this would include water and sewer services provided for and maintained by the City.
- b. **Private Facilities:** Private utilities, medical facilities, and financial institutions are likely recipients of civil disorder and/or terrorism. In addition, the high-tech industry has seen an increase in civil disorder and terrorist attacks from extreme factions in today's society.
- c. **Transportation Routes:** The City of Cottage Grove is bisected by rail lines, rivers, and an interstate highway system, all of which could be targets and cause significant impact on the citizens of Cottage Grove.
- d. **Environmental Issues:** Rapid development often brings with it the possibility of destruction of areas of environmental concern, which could cause extreme reactions from individuals or groups.
- e. **Political Issues:** Political gatherings, issues, and decisions always have the potential for varied reactions by individuals or groups.

### **Communication**

Civil disorder/terrorism information: The Police will receive information through LEDS, 911 dispatch, or observances in the field.

Public Information: Providing instructions to the public is the responsibility of the PIO. Unless otherwise directed, all news releases will be issued through the PIO. Instructions to the public may include traffic detours and areas of operation that are restricted due to actual or anticipated unlawful activity and/or curfews imposed as a result of the activity.

## **Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a terrorism or civil disorder incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **Department Checklists**

### **Police Department**

#### **Preparation**

- Evaluate equipment needs.
- Update resource lists.
- Maintain adequate stock of items likely to be in high demand.
- Establish interagency coordination and communication.
- Assume Incident Command.
- Provide public information to PIO regarding appropriate response(s) to minimize the impact on public safety.

#### **Impact**

- Assess impact on department resources and ability to provide normal routine response.
- Continue to assess the magnitude of the incident until resolution. Keep the CEO informed.
- Respond to and control the incident in accordance with department SOPs.
- Assess the situation for additional needs from supporting city departments and/or other appropriate agencies.

#### **Recovery**

- Release excess personnel and equipment according to demobilization plan as resolution occurs.
- Assist in the compilation of damage assessments of city-owned equipment, utilities, roads, and buildings to support requests for appropriate disaster recovery assistance.
- Assign personnel to monitor and direct any long-term recovery process.

## Public Works

### Preparation

- Increase warehouse inventories for items that are likely to be in high demand.
- Establish interdepartmental coordination/communication.

### Impact

- Assist as directed/indicated by Police Department.
- Assess damage to City facilities.
- Assist Police Department in the distribution of available resources.
- Identify security concerns and needs to the Police Department.
- Coordinate public information news releases with the PIO.

## South Lane County Fire & Rescue

### Preparation

- Establish interagency coordination/communication plan.

### Impact

- Assess damage to district resources.
- Keep up-to-date information pertaining to conditions. Utilize appropriate access routes as conditions change.

### Recovery

- Assist in assessment of damages.
- Facilitate post incident analysis.
- Revise and update Emergency Plan as incident analysis indicates.

## City Managers Office

### Impact

- CEO: Consider activation of the EOC.
- CEO: Consider the need for an emergency declaration and begin the process if necessary.
- Oversee preparation of requests for a disaster declaration and begin assistance if necessary.

### Recovery

- Provide coordination point for disaster recovery activities and agencies.

## EOC

### Impact

- Provide overall incident strategy and management.
- Consider the need for a written Incident Action Plan.
- Establish Incident Command Structure as appropriate to effectively manage the incident.



- Establish unified command structure with other affected jurisdictions as appropriate.
- Provide liaison with cooperating or assisting agencies, jurisdictions, and volunteers not part of the unified command structure.
- Establish and maintain contact with the media, provide public and protective action information and alerts and warnings as appropriate.
- Monitor overall safety of incident operations.

**Tabs**

None

## **ANNEX N**

# **Aircraft/Rail Accident**

## **Annex N: Aircraft/Rail Accident**

### **I. Nature of Hazard**

Accidents of special concern such as aircraft and rail may require cooperation with other State and Federal agencies.

### **II. Risk Area**

These types of accidents may involve hazardous materials, in which case the hazardous materials plan will take precedence over this plan. If a mass casualty incident occurs, the mass casualty plan will take precedence over this plan until all victims have been treated.

#### **a. Aircraft Accidents**

The City of Cottage Grove has one public airport. Its proximity to the Eugene Airport as well as several smaller airports is cause for concern.

#### **b. Rail Accidents**

The City of Cottage Grove has one major rail system within its City limits, operated by the Central Oregon and Pacific Railroad.

### **III. Response Planning**

Planning and preparing for aircraft/rail accidents within the City is primarily the responsibility of South Lane County Fire & Rescue. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

An important component of activity prior to, during, and following any aircraft/rail accident is to coordinate the flow of information with Local, State and Federal agencies that may be involved.

The occurrence of any large aircraft/rail accident would tax the capabilities of the City's resources. Support from mutual aid agencies would likely be required. Tasks involved with response and recovery would include emergency medical services, scene security, investigation, and debris removal. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.

### **IV. Communication**

#### **a. Aircraft/rail Accident Information**

Incident notification would come through 911 dispatch or observances in the field.

#### **b. Public Information**

Providing instructions to the public is the responsibility of SLCF&R unless the EOC has been activated. Upon EOC activation the PIO will issue instructions to the public. Unless otherwise directed, all releases will be issued from the PIO. Instructions to the public may include evacuation instructions, traffic detours and areas of operation that are restricted due to the accident. Instructions to the public must be tailored to the specific incident. Special care should be taken to provide up-to-date information to friends and family of victims.

### **V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a transportation or industrial accident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## VI. Department Checklists

### a. South Lane County Fire & Rescue

#### i. Impact

- Upon notification of the accident, notify the City Manager who will in turn notify the appropriate departments.
- Establish command and consider activation of the EOC.
- Coordinate with the PIO to disseminate necessary public information.
- Provide fire suppression according to standard operating guidelines.
- Conduct search and rescue according to standard operating guidelines.
- Provide medical aid according to standard operating guidelines and the provisions of the Mass Casualty Plan.
- Establish and maintain communications with other responders.
- Assess current staffing and shifts and make necessary changes.
- Coordinate with Police and the EOC to develop evacuation plans, emergency access routes, and alternate traffic routes.
- Provide periodic updates to the EOC.

#### ii. Recovery

- Complete necessary paperwork and reports.
- Participate in post-incident analysis.

### b. Police Department

#### i. Impact

- Alert field units.
- Review status and location of equipment and other essential supplies for use during and after the incident. Consider relocation of resources if relocation would speed response.
- Assess staffing and shift needs. Put mutual aid responders on alert. Consider activation of volunteers.
- Coordinate with the SLCF&R and Public Works to establish emergency access routes and site security.
- Maintain perimeters and patrol evacuated areas as necessary.

#### ii. Recovery

- Participate in post-incident analysis.

### c. Public Works

#### i. Impact

- Alert field personnel.
- Review status and location of equipment, fuel, etc., for use during and after the incident.
- Check communication equipment.

- Determine readiness of vehicles. Provide appropriate emergency equipment.
  - Assess current staffing and shifts. Recall and assign additional personnel as directed by IC or CEO.
  - Evaluate equipment needs.
  - Assist police with the development of alternative traffic routes.
  - When authorized by the FAA (if the incident involves aircraft), determine priorities for debris clearance.
- ii. Recovery
- Coordinate inspections of electric, gas, water, and sewer systems with appropriate utilities and agencies.
  - Recommend the release of excess personnel and equipment to the EOC.
- d. City Managers Office
- i. Impact
- CEO: consider activation of the EOC.
  - Keep Mayor and Council apprised of the situation and major developments.
  - Consider the need for a disaster declaration.
- e. EOC
- i. Impact
- Keep information on conditions up-to-date.
  - Provide overall incident strategy and management.
  - Provide liaison with cooperating/assisting jurisdictions and agencies.
  - In the case of an air incident contact the FAA at (541) 607-4600.
  - Establish and maintain contact with the media. Provide public and protective action information.
  - Monitor overall safety of incident operations.
  - If conditions warrant, declare the existence of a local emergency and submit a request for a formal declaration to the County Office of Emergency Management.
  - Consider the need for a written Incident Action Plan.
  - Consider the possibility of critical incident stress and the need for debriefings for all response personnel.
- ii. Recovery
- Release excess personnel and equipment according to demobilization plan as resolution occurs.
  - Assign personnel to monitor and direct any long-term recovery process.

**VII. Tabs**

None

# **ANNEX O**

## **Utility Failure**

## **Annex O: Utility Failure**

### **I. Nature of Hazard**

The cause of a utility failure may be man-made or natural. It may impact the availability of the water, electrical power, natural gas, telephone and sanitary sewer services.

### **II. Risk Area**

The severity of the incident is measured by the duration of the disruption of the supply and its impact on life and property. Based on the duration of the incident and its impact on life and property, the City Manager or their designee will determine whether to implement this plan.

### **III. Response Planning**

Planning and preparing for utility failure events within the City is primarily the responsibility of the Public Works Department. Unless other

considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

Utility failures generally occur with little or no warning. Fortunately, they will likely be isolated to a portion of the City. If the incident involves a City of Cottage Grove utility, i.e. water or sanitary sewer, the Public Works Department's responsibility includes all phases of the planning process including the development and maintenance of the department's standard operating procedures. For other utility failures, i.e. natural gas, electrical power, and telephone service, the planning responsibility includes coordination with the utility(s) affected as well as evacuation and shelter planning for the affected population.

- a. Utility Providers
  - i. Water-Distribution and Supply: City of Cottage Grove Water Division.
  - ii. Natural Gas: NW Natural Gas Company.
  - iii. Electricity: EPUD, PP&L, and Lane Electric Cooperative.
  - iv. Sanitary Sewer-Collection: City of Cottage Grove; Treatment: Cottage Grove Waste Water Treatment Plant.
  - v. Telephone Service: US West, Airtouch Cellular, AT&T Wireless, Nextel, and other cellular service providers.
- b. Assisting Organizations
  - i. The American Red Cross will provide shelter and mass care, if needed.
  - ii. Lane County Office of Emergency Management may provide assistance once the City has exhausted all resources.

#### **IV. Communication**

- a. Utility Failure Information

Information about utility failures may be obtained through a variety of sources. For an incident that occurs without warning notification could occur through: 911 dispatch, telephone calls coming into the office, or observance by utility crews or police in the field.
- b. Public Information

Requests for voluntary cutbacks in consumption of scarce resources should be disseminated when appropriate. The distribution of such notices should be coordinated by the designated PIO as directed by the IC.

Mandatory rationing or curtailment instructions may be issued by the City. Such instructions should be carefully coordinated with other affected jurisdictions and agencies.



## **V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a utility failure. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

## **VI. Department Checklists**

### **a. Public Works**

#### **i. Preparation**

- Keep other City departments abreast of developing conditions.
- Alert other City departments of potential shortage(s) and corresponding ramifications.
- Review department SOPs as they relate to the developing incident.
- Identify additional sources of scarce resources.
- Develop a list of industries and facilities that may be particularly vulnerable.
- Identify segment of population that would be “at-risk” because of the resource scarcity.

#### **ii. Impact**

- Establish Incident Command.
- Implement department curtailment plan.
- If necessary, request assistance through the county.
- Monitor “at-risk” population.
- Document incident actions and costs incurred.
- Notify regulating agency(s) as appropriate.

### **b. South Lane County Fire & Rescue**

#### **i. Preparation**

- Notify District personnel of developing situation.
- Assess department’s minimum resource needs to maintain operations.
- Develop curtailment plan.
- Evaluate potential safety issues and make recommendations to the EOC.

#### **ii. Impact**

- Implement curtailment plan.

### **c. Police Department**

#### **i. Preparation**

- Alert personnel of developing conditions.

- Develop curtailment plan.
  - Assess department’s minimum resource needs to maintain operations.
  - Evaluate potential security and safety issues.
- ii. Impact
- Implement department curtailment plan.
  - Assist in enforcement of curtailment and rationing plan violations as authorized by ordinance.
  - Assist other responding agencies as requested.
- d. City Managers Office
- i. Preparation
- CEO-Keep Mayor and Council briefed on developing situation.
  - Direct City departments to develop curtailment plans for the scarce resource.
  - Oversee the adoption of a rationing and curtailment ordinance.
  - City Attorney-Review legal requirements for enforcing resource rationing and curtailment. Provide legal advice during plan development.
  - Assist in the development of public information programs.
- ii. Impact
- CEO-Evaluate situation and determine whether plan implementation is called for.
  - CEO-Implement curtailment and/or rationing plans.
  - City Attorney-Provide legal advice to CEO during plan implementation.
- e. EOC
- i. Preparation
- Establish curtailment plan implementation schedule.
  - Staff additional positions as needed.
- ii. Impact
- Direct City departments to implement plans upon direction of CEO.
  - Monitor effectiveness of curtailment plans and modify plans as needed to meet goals.

**VII. Tabs**

None

# **ANNEX P**

# Volcanic Eruption

## Annex P: Volcanic Eruption

### **I. Nature of Hazard**

A volcanic eruption on Mt. Hood or Mt. St. Helens could cause a sizeable amount of ash to fall in the City of Cottage Grove. Electric storms and earthquakes can also accompany volcanic eruptions.

### **II. Risk Area**

Under certain circumstance, the whole City of Cottage Grove could be at risk for sizable ash fall and other hazardous side effects of a volcanic eruption.

### **III. Response Planning**

Planning and preparing for volcanic eruptions are primarily the responsibility of Public Works. Unless other considerations warrant, all other City departments are responsible for maintaining their own operations and services during this type of incident.

An important component of activity following an eruption will be coordinating the communication flow with Lane County Emergency Management, other affected jurisdictions, and the National Weather Service.

As demonstrated by the 1980 eruption of Mt. St. Helens, ash can cause flooding, mud slides, equipment failures, and respiratory health problems, as well as huge ash removal projects.

- a. **Electrical Storms**  
Electrical storms, an associated phenomenon associated with volcanic plumes, can cause fires as well as power outages. Depending on the time of year, the effects could be devastating. Fires and power outages could require that shelter and mass care be provided to a portion of the population.
- b. **Earthquakes**  
Volcanic activity enhances the probability of earthquakes. If a volcanic eruption occurs, it would be prudent to monitor seismic activity and keep in mind the threat of earthquake when planning.
- c. **Equipment Failure**  
Mechanized equipment could easily fail due to ash clogging air and fuel filters. Non-operative city vehicles and other equipment could greatly impair response capability. Also, roads could become impassable with ash and broken down private vehicles, further impairing response capability.
- d. **Respiratory Health Problems**  
Ash particles in the air can aggravate existing respiratory problems. The City will cooperate with public health officials to disseminate warning information to the public and implement appropriate precautions for City workers, assisting agencies, and volunteers.
- e. **Ash Removal**  
If ash build up is such that it impairs traffic flow, hinders response capability, endangers the environment, or damages the aesthetics of public property, the City should give consideration to a removal process. Collection points may need to be set up pending determination of a final disposal location.

#### **IV. Communication**

- a. **Volcanic Eruption Information**  
The media, NOAA Weather Radio, LEDS, and Lane County Office of Emergency Management are all sources from which we are likely to receive volcanic eruption information. Requests for assistance will also come from these sources, as well as 911 dispatch.

b. **Public Information**

Providing instructions to the public is the responsibility of the PIO. Such instructions may include guidelines for ash removal and disposal, the use of masks to protect the respiratory system, or how to keep vehicles running. Because of the widespread impact of a volcanic eruption, coordination with other jurisdictions within the effected area is imperative. Upon impact, contact will be established with the County for that purpose. If conditions warrant, a Joint Information Center will be established. Alert and warning messages will be broadcast through the Emergency Broadcast System with auxiliary information available through the City. The Emergency Broadcast System is run through the Lane County Sheriffs Office.

**V. Emergency Service Actions**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a volcanic event. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

**VI. Department Checklists**

a. **Public Works**

i. **Preparation**

- Update resource lists.
- Increase warehouse stock of items likely to be in high demand.
- Evaluate fleet maintenance needs.
- Establish interagency coordination/communication plan.
- Assume Incident Command.
- Provide public information regarding appropriate preparedness activities.

ii. **Impact**

- Assess damage to department resources and communication systems.
- Assess the volcanic activity with respect to wind forecasts and expected ash volumes. Asses damage to vehicles, water supply, utility distribution systems, and roadways. Keep the CEO advised.
- Respond to and control the incident according to department SOPs.
- Assist Police Department in traffic control as required.

- Coordinate inspections of pumps, valves, reservoirs, etc., as well as other utility system components as appropriate.
  - Identify needs for alternative water supplies, if necessary.
- iii. Recovery
- Release excess personnel and equipment according to demobilization plan.
  - Assist in the compilation of damage assessment of City owned equipment, utilities, roads, etc. to support request for Federal disaster assistance.
  - Assign personnel to monitor and direct the long-term recovery process.
- b. South Lane County Fire & Rescue
- i. Preparation
- Increase warehouse inventories for items that are likely to be in high demand.
  - Establish interagency coordination/communication plan.
- ii. Impact
- Maintain communications with the Incident Commander or EOC if applicable.
  - Assess damage to department resources.
  - Identify public health and safety issues where SLCF&R can assist.
  - Keep up-to-date information on conditions. Utilize appropriate access routes as conditions change.
- c. Police Department
- i. Impact
- Assess damage to department resources.
  - Assess staffing needs. Consider activation of volunteer resources and mutual aid agreements.
  - Coordinate with SLCF&R and Public Works to clear and identify emergency access routes as quickly as possible.
  - Establish a traffic control plan.
  - Assist other responders as requested.
- d. City Managers Office
- i. Impact
- CEO: Consider activation of the EOC.
  - CEO: Consider need for Emergency Declaration and begin process, if necessary.
- ii. Recovery
- Oversee preparation of requests for Disaster Declaration and begin assistance if necessary.
- e. EOC

- i. Impact
  - Provide overall incident strategy and management.
  - Establish Unified Command structure with other affected jurisdiction as appropriate.
  - Provide liaison with cooperating or assisting agencies, jurisdictions and volunteers not part of the unified command structure.
  - Establish and maintain contact with the media, provide public and protective action information, and alerts and warnings as appropriate.
  - Monitor overall safety of incident operations.
  - Establish Incident Command structure as appropriate to effectively manage incident.
  - Consider the need for a written Incident Action Plan.

**VII. Tabs**

None

## **ANNEX Q**

# **Weapons of Mass Destruction**



## **Annex Q: Weapons of Mass Destruction**

### **I. Nature of Hazard**

A Weapon of Mass Destruction (WMD) can be defined as: (1) Any explosive, incendiary, poison gas, bomb, grenade, or rocket having a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, or a mine or device similar to the above; (2) a poison gas; (3) any weapon involving a disease organism; and (4) any weapon that is designed to release radiation at a level dangerous to human life. (18 USC, Section 2332a)

### **II. Risk Area**

Individuals or groups with a range of motivations and funding levels may perpetuate a terrorist event involving a weapon of mass destruction. Likely targets may include:

- a. **Public Facilities:** Government offices and public schools could be targets. This could include water and sewer services.
- b. **Private Facilities:** Private utilities, medical facilities, and financial institutions may be recipients of WMD attacks.
- c. **Transportation Routes:** The City of Cottage Grove is bisected by rail lines, rivers, and an interstate highway system, all of which could be targets and cause significant impact on the citizens of Cottage Grove.
- d. **Environmental Issues:** Rapid development often brings with it the possibility of destruction of areas of environmental concern. This can generate extreme reaction from individuals or groups.
- e. **Political Issues:** Political gatherings, issues, and decisions can have the potential for varied reactions by individuals or groups.

A WMD incident may not be noticed immediately, especially if the event is biological or chemical. If an incident is not immediately detected, people may unknowingly contaminate other areas such as hospitals, clinics, and public areas.

### **III. Response Planning**

Planning and preparing for WMD incidents within the City is primarily the responsibility of the Police Department. Unless other considerations warrant, all other city departments are responsible for maintaining their own operations and services during this type of incident.

The City of Cottage Grove will respond to a WMD event and assume Incident Command until the Federal Bureau of Investigation or another Federal agency arrives to assume control. (According to Presidential Decision Directive (PDD) 39, the FBI is the lead agency for response to terrorism or WMD incidents.) The City of Cottage Grove will continue to cooperate with the FBI and/or other federal agencies to ensure the most effective response to a WMD event.

Weapons of Mass Destruction can be divided into the five categories described below and are often referred to by the acronym B-NICE:

- a. **Biological Weapons**
  - i. **Definition:** Biological agents are used to cause death or disability. They are made from living organisms or the toxins produced by living organisms. Biological agents have an incubation period, which may make immediate detection of an incident difficult.

- ii. Detection of a biological attack may be determined by the number of outbreaks over a short period of time. A natural outbreak starts slowly and builds, while an artificial outbreak may begin with a large number of victims.
  - iii. Protective measures for biological outbreaks generally involve quarantine, respirators, and immunization.
  - iv. Decontamination procedures depend upon the biological agent. Soap and water is normally effective.
  
- b. Nuclear Weapons
  - i. Definition: Nuclear devices derive their destructive power from an uncontrollable nuclear reaction.
  - ii. Detection: Methods for nuclear/radiological detection may include radiac meters that are designed to test for alpha and gamma emitters.
  - iii. Protection: Protective equipment varies. Normal radiological protection includes limited exposure, distance, and shielding with lead and sandbags.
  - iv. Decontamination: Generally consists of brushing away particles from clothing and rinsing with soap and water.
  
- c. Incendiary
  - i. Definition: An incendiary device is used to intentionally start a fire.
  - ii. Detection: Incendiary devices may be detected by their components such as gases, combustible liquids, and hypergolic substances that are safe when isolated but become dangerous when mixed.
  - iii. Protection: Incendiary devices can be accidentally detonated by the victims themselves or by remote trigger. Specialized bomb squads are trained to deal with this threat.
  - iv. Decontamination: Unless the incendiary device contains hazardous substances no decontamination is needed.
  
- d. Chemical
  - i. Definition: A chemical substance that is intended to kill, seriously injure, or incapacitate through its toxicological effects.
  - ii. Detection: There are multiple ways to detect chemical agents, including: test papers, test kits, chemical agent monitors and colorimetric tubes.
  - iii. Protection: If the chemical is known or suspected measures should be taken to ensure the proper protective equipment is used.
  - iv. Decontamination: Depending on the type of chemical agent first aid may be required or simply washing with soap and water.
  
- e. Explosive

- i. Definition: As defined by the US Department of Transportation, an explosive is a substance fitting into one of these two categories: (1) any substance or article, including a device, designed to function by explosion; or (2) any substance or article, including a device, which, by chemical reaction within itself, can function in a similar manner even if not designed to function by explosion.
- ii. Detection: Explosives can be used with other types of agents. Explosives may include dynamite or black powder or other explosive materials.
- iii. Decontamination: Unless the explosive contains chemical, biological, or nuclear agents no decontamination is needed.

#### **IV. Communications**

- a. Weapons of Mass Destruction Information  
The Police Department is responsible for communicating WMD information to the EOC as soon as possible. The EOC or the Police Department will notify the proper County, State, and Federal authorities.
- b. Public Information  
The Police Department in cooperation with the CEO and PIO will develop appropriate information and instructions for the public. These may involve evacuation directions, decontamination instructions, and any other necessary information.

#### **V. Emergency Service Action**

In addition to the activities and responsibilities identified above, the following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a WMD incident. These lists should not be considered all inclusive; some emergencies will not require all actions to be taken, some will require all tasks, and some will require tasks that are not listed.

#### **VI. Department Checklists**

- a. Police Department
  - i. Preparation
    - Train personnel in WMD identification and response procedures.
    - Evaluate equipment needs.
  - ii. Impact
    - Assume incident command.
    - Notify the CEO of the incident.
    - Secure the incident scene so that other first responders can perform their duties.

- Contact the proper County, State, and Federal agencies as soon as a WMD event is suspected.
  - Identify criminal evidence.
  - Isolate the scene.
  - Limit access to and from the scene.
  - Establish hot, warm and cold zones for incidents that involve chemical, biological, or nuclear agents, mass fatality, or casualty. For more information see Tab A: Hot, Warm, and Cold Zones.
  - Notify other City departments and ask for assistance if needed.
  - Assess staffing and call in necessary personnel to assist.
  - In conjunction with the PIO and SLCF&R, develop public information for dissemination to the media and effected persons.
- iii. Recovery
- Release excess personnel and equipment when appropriate.
  - Assign personnel to help with the long-term recovery process.
- b. Public Works
- i. Impact
- Perform a preliminary damage assessment of essential facilities, transportation systems, and structural hazards.
  - Perform debris clearance in coordination with the Police Department to ensure evidence preservation.
  - Coordinate traffic control and site security with the Police Department and other response agencies.
  - Re-establish critical facilities/systems if damaged.
  - Assist the Police Department in evacuation and site security.
- ii. Recovery
- Repair the damage to infrastructure and lifelines.
  - Return City services to normal.
- c. City Manager's Office
- i. Impact
- Consider activation of the EOC.
  - Consider the need for an emergency declaration and begin the declaration process if necessary.
  - Keep the Mayor and Council apprised of the situation.
- ii. Recovery
- Oversee any long-term recovery operations.
- d. South Lane County Fire & Rescue
- i. Preparation

- Train staff on the hazards of WMDs including biological and chemical agent identification.
- ii. Impact
  - Perform necessary rescue and fire suppression operations.
  - Oversee decontamination of victims and responders.
  - Quarantine infected persons or areas if necessary.
- iii. Recovery
  - Coordinate with public and private health agencies to provide mental health services for victims and their families.
- e. EOC
  - i. Preparation
    - Train EOC members in WMD incident response.
  - ii. Impact
    - Provide overall incident strategy and management.
    - Monitor safety of the overall operation.
    - Oversee coordination with other effected jurisdictions and government agencies.

## **VII. Tabs**

- a. Hot, Warm, and Cold Zones

### **Tab A Hot, Warm, and Cold Zones**

#### **Hot Zone:**

The hot zone, or exclusion zone, encompasses the highest hazard areas. Personnel who enter the hot zone may be required to wear protective equipment depending on the incident.

#### **Warm Zone:**

The warm zone, or contamination reduction zone, is the area for decontamination. A minimum of two decontamination corridors are needed, one for response personnel and one for victims. Another decontamination area may be needed for equipment depending on the incident. The warm zone should extend past the decontamination corridors in order to assure full decontamination has taken place before entering the cold zone.

#### **Cold Zone:**

The cold zone, or support zone, should be completely free of contaminants and protective equipment should not be needed. Major incident command centers should be located in the cold zone. The cold zone should also house other incident facilities and security should be high in order to protect these essential areas.

## **City Manager's Office Standard Operating Procedures**

### **I. Staffing**

- a. Notification and Reporting for after hour incidents:
  - i. Upon notification of an incident, the City Manager will notify staff, the City Council, and the Mayor by telephone.
  - ii. If staff, City Council, and the Mayor cannot be reached by telephone, emergency personnel may notify them in person.
  - iii. If not contacted, staff should report to the City Manager's Office as regularly scheduled.
  
- b. Line of Succession
  - i. If the City Manager is unable to fulfill duties he will be replaced by:
    - 1. Community Development Director/Emergency Program Manager
    - 2. Finance Director
    - 3. Public Works Director

### **II. Responsibilities**

- a. During Emergency
  - i. City Manager: Activate the EOC when it becomes necessary.
    - 1. Notify the Emergency Program Manager and other EOC members.
    - 2. EOC members are to report to the EOC immediately.
  - ii. City Manager: Notify the City Council and the Mayor of the emergency.
  - iii. City Manager: Keep Council and the Mayor apprised of the situation via phone or personal contact.
  - iv. Answer phone calls from the public about the emergency situation and what steps may be necessary to protect life and property.
    - 1. Information for the public should come from the PIO and the EOC.
  
- b. After Emergency
  - i. Deactivate the EOC when the emergency has passed.
  - ii. Conduct EOC debriefing.
  - iii. Oversee necessary paperwork.

### **III. Communications**

- a. Phone Number: 942-5501

- b. Radio Frequency(s): Public Works Channel: 454.075, 461.975, 452.200, 460.950

**IV. Reporting to EOC**

Information will be reported to the EOC by: telephone, radio, or runner depending on the location of the EOC and the information being reported.

**V. Resource List**

- a. Office Equipment
  - i. Computers
  - ii. Telephones
  - iii. Printers



## **Community Coordinator Standard Operating Procedures**

### **VI. Staffing**

- a. Notification and Reporting for after hour incidents:
  - i. The Community Coordinator will report to the EOC when notified of EOC activation.
- b. Line of Succession
  - i. If the Community Coordinator is unable to fulfill his duties he may be replaced by:
    - 1. City Recorder

### **VII. Responsibilities**

- a. During Emergency
  - i. The Community Coordinator will serve at the Public Information Officer (PIO) for the City of Cottage Grove upon EOC activation. PIO duties are outlined in the Basic Plan section of this EOP.
- b. After Emergency
  - i. Coordinate any further contact with the media regarding the emergency.

### **VIII. Communications**

- a. Phone Number: Community Center, 942-1185

### **IX. Reporting to EOC**

- a. Information will be reported to the EOC directly through the PIO if possible. If this is not feasible the PIO may use telephone, radio or runner to communicate with the EOC.

### **X. Resource List**

- a. Community reader board.
- b. Media contact information.

# **Community Development Department Standard Operating Procedures**

## **I. Staffing**

- a. Notification and Reporting for after-hour incidents:
  - i. The Community Development Director will contact the Assistant Planner.
  - ii The Assistant Planner will report to the Community Development Office.
  - iii The Assistant Planner will begin contacting all necessary Community Development staff (notification roster should be maintained by the Community Development Department).
  - iv Community Development staff will report to the Community Development Office if contacted.
  - v If not contacted, staff will report to the Community Development Department as regularly scheduled.
  
- b. Line of Succession  
If the Community Development Director is unable to fulfill his duties he will be replaced by:
  - i. Assistant Planner
  - ii Building Inspector

## **II. Responsibilities**

- a. During Emergency
  - i. Building Safety Review. Community Development staff will do an initial building safety review on essential facilities as needed
  - ii Initial Damage Assessment. The Assistant Planner will oversee the initial citywide damage assessment and will report information to EOC.
  - iii Personnel Support to EOC and Public Works. Community Development Staff will help EOC and Public Works as needed.
  
- b. After Emergency
  - i. Coordinate rehabilitation and repair of buildings.

## **III. Communications**

- a. Community Development Phone Number: (541) 942-3340
  
- b. Radio Frequency: Public Works Channel: 454.075, 461.975, 452.200, 460.950

## **IV. Reporting to EOC**

Information will be reported to the EOC by: telephone, radio or runner depending on the location of the EOC and the information being reported.

**Resource List**

Natural Hazard Maps

City Maps

    Zoning Maps

    Comprehensive Plan Maps

## **Finance Department Standard Operating Procedures**

### **I. Staffing**

- a. Notification and Reporting for after-hours incidents:
  - i. The Finance Director/Resource Manager will notify the Senior Accounting Technician, Finance/Court Clerk, and Utilities Clerk by telephone.
  - ii. If contacted, personnel will report to the Finance Department in City Hall unless otherwise directed.
  - iii. If not contacted personnel will report to the Finance Department as regularly scheduled.
- b. Line of Succession:
  - i. If the Finance Director/Resource Manager (EOC Position) is unable to fulfill his duties he will be replaced by:
    - 1. Senior Accounting Technician
    - 2. Finance/Court Clerk
    - 3. Utilities Clerk

### **II. Responsibilities**

- a. During an emergency
  - i. Document emergency related expenditures.
    - 1. The Resource Manager and the Finance Department will use the form attached to the basic plan (Basic Plan: Tab A) to track emergency related expenditures, including equipment, personnel hours, and overtime.
  - ii. Answer phone calls from the public about the emergency situation and what steps may be necessary to protect life and property.
    - 1. Information for the public should come from the PIO and the EOC.
- b. After an emergency
  - i. Fills out required financial paperwork in order to receive reimbursement funding, if applicable.
    - 1. The Resource Manager and the Finance Department will complete the required paperwork.

### **III. Communications**

- a. Phone Number: 942-3346
- b. Radio Frequency: Public Works Channel: 454.075, 461.975, 452.200, 460.950

**IV. Reporting to EOC**

Information will be reported to the EOC by: telephone, radio or runner depending on the location of the EOC and the information to be provided.

**V. Resource List**

Laptop computer  
Computers  
EOC telephone  
Financial records  
Financial forms.

## **Library Department Standard Operating Procedures**

### **XI. Staffing**

- a. Notification and Reporting for after-hours incidents:
  - i. When notified of an incident the Library Director will notify necessary personnel by telephone.
  - ii. Notified personnel will report to the Library unless otherwise directed.
  - iii. Personnel not notified will report to the Library as regularly scheduled.
  
- b. Line of Succession
  - i. If the Library Director is unable to fulfill his duties he will be replaced by:
    - 1. Senior Library Assistant
    - 2. Library Assistant

### **XII. Responsibilities**

- a. During Emergency
  - i. Communicate shelter needs with the American Red Cross.
  - ii. Set up shelters in locations away from the hazard area(s).
  - iii. Coordinate with public and private agencies to provide basic needs to those in emergency shelters.
  - iv. Keep records of persons in shelter(s). Report this information to the Mass Care Coordinator and the EOC.
  
- b. After Emergency
  - i. Oversee closing of emergency shelters.

### **XIII. Communications**

- a. Phone Number: (541) 942-3828

### **XIV. Reporting to EOC**

Library staff will report to the EOC using radio, phone or runner depending on their location and the information to be reported.

### **XV. Resource List**

- a. Community Center Building
- b. Showers
- c. Restrooms

- d. Kitchen
- e. Computers

**XVI. Red Cross Shelters**

Cottage Grove High School – 1375 South River Road  
Our Lady of Perpetual Help Catholic Church, 1025 N. 19<sup>th</sup> Street

## **Police Department Standard Operating Procedures**

### **XVII. Staffing**

- a. Notification and Reporting for after-hours incidents:
  - i. Upon notification of the incident, the Police Chief or his designee will notify necessary staff by phone.
  - ii. Staff will report to the Police Department unless another location is specified.
  - iii. Staff not contacted will report to work as regularly scheduled.
  
- b. Line of Succession
  - i. If the Police Chief is unable to fulfill his duties he will be replaced by:
    - 1. Commander
    - 2. Corporal on Duty

### **XVIII. Responsibilities**

- a. During Emergency
  - i. Standard Police Duties: Duties will be carried out according to normal departmental procedures.
  - ii. Evacuation: The Police Department will assess evacuation routes in conjunction with Public Works. The Police Department will direct and monitor evacuation routes.
  - iii. Communication: Police will oversee the communications systems.
  - iv. Provide Scene and Traffic Control: Patrol necessary areas and provide directions to citizens.
  
- b. After Emergency
  - i. Scene Security: Police will provide site security as long as necessary.

### **XIX. Communications**

- a. Phone Number: (541) 942-9145
  
- b. Radio Frequency: 460.325

### **XX. Reporting to EOC**

The Police Department will communicate with the EOC via telephone, radio or runner depending on the situation and the information being reported.

### **XXI. Resource List**



- a. JoJo-K-9
- b. 911 center
- c. Machine guns
- d. Firearms
- e. Generator
- f. Police Cruisers
- g. Pickup truck
- h. 14 ft. U-haul
- i. Vans
- j. Chevy Geo
- k. Bronco Truck
- l. Mobile Command Center
- m. Mobile Public Address Systems
- n. Portable Radios
- o. Motorola Radios
- p. Radar Reader Board
- q. Jail Facilities
  - i. 8 people capacity (4 cells)
  - ii. showers
  - iii. microwaves
  - iv. toilets

## **Public Works Department Standard Operating Procedures**

### **XXII. Staffing**

- a. Notification and Reporting for after-hours incidents:
  - i. The Public Works Director or designee will use the department after hours call down list to contact personnel.
  - ii. If the call down list is unsuccessful, cell phones or the radio system may be used.
  - iii. Personnel who are contacted will report to the designated area.
  - iv. Personnel who are not contacted will report to work as regularly scheduled.
  
- b. Line of Succession
  - i. If the Public Works Director is unable to fulfill his duties he will be replaced by:
    - 1. City Engineer
    - 2. Line Supervisor

### **XXIII. Responsibilities**

- a. During Emergency
  - i. Inspection of Infrastructure. Public Works will compile a team to inspect critical infrastructure, record data, and report findings to the EOC.
  - ii. Debris Removal. A Public Works team will be responsible for removing debris from critical streets, bridges and facilities in order to speed the evacuation, recovery, and/or rescue process.
  - iii. Restoration of critical services. Public Works will repair or contract to repair critical services such as sanitary sewer, water, and power.
  - iv. Evacuation Assistance. Public Works will assemble a team to assist the Police Department in the enforcement of evacuation order and the determination and clearance of evacuation routes.
  
- b. After Emergency
  - i. Debris Removal. Public Works will remove debris from public lands in order to restore land to its pre-disaster condition.

### **XXIV. Communications**

- a. Phone Number: 942-3349

- b. Radio Frequency: Public Works Channel: 454.075, 461.975, 452.200, 460.950

**XXV. Reporting to EOC**

Information will be reported to the EOC by: telephone, radio or runner depending on the location of Public Works personnel and the EOC.

**XXVI. Resource List**

- a. Tab A: Vehicle and Equipment Inventory

## **South Lane County Fire & Rescue Standard Operating Procedures**

### **XXVII. Staffing**

See Tab A: Disaster Response Plan

### **XXVIII. Responsibilities**

See Tab A: Disaster Response Plan

### **XXIX. Communications**

- a. Phone Number: (541) 942-4493
- b. Radio Frequency: 154.400, 154.430

### **XXX. Reporting to EOC**

SLCF&R will report information to the EOC through radio, phone or runner depending on location and information to be reported.

### **XXXI. Resource List**

- a. See Tab B: Resource List

Note: Tab A & B presently are not in an electronic form at this time.

## Attachment A Hazard Rating

### I. Hazard Rating Criteria

- a. Event History: An event of magnitude requiring level II or III response:
  - i. High = 4 or more occurrences in the past 100 years.
  - ii. Moderate = 2 or 3 occurrences in the past 100 years.
  - iii. Low = 1 or fewer occurrences in the past 100 years.
- b. Vulnerability: Based on the percentage of the population or property affected by the incident:
  - i. High = 10% or greater property or population affected.
  - ii. Moderate = 1-10% property or population affected.
  - iii. Low = 1% or less property or population affected.
- c. Maximum Threat: Based on the intensity in which the vulnerable population or property is affected:
  - i. High = More than 25% of the population affected.
  - ii. Moderate = 5%-25% of the population affected.
  - iii. Low = less than 1% of the population affected.
- d. Probability: Based on the likelihood of another occurrence within a specified period of time:
  - i. High = Incident can be expected once within 10 years.
  - ii. Moderate = Incident can be expected once within 50 years.
  - iii. Low = Incident can be expected once within 100 years.

### II. Scoring

- a. High = 10 points
- b. Moderate = 5 points
- c. Low = 1 point

### III. Hazard Rating

	<b>History</b>	<b>Vulnerability</b>	<b>Threat</b>	<b>Probability</b>	<b>Total</b>
<b>Flood</b>	High	High	Moderate	High	35
<b>Haz-mat</b>	Moderate	High	High	High	35
<b>Storms</b>	Moderate	High	Moderate	High	30
<b>Fire</b>	High	Low	Low	High	22
<b>Earthquake</b>	Low	High	High	Low	22
<b>Dam Failure</b>	Low	High	High	Low	22
<b>Power/utility failure</b>	Low	High	Moderate	Low	17
<b>Terrorism</b>	Low	Moderate	Moderate	Low	12
<b>Landslide</b>	Low	Low	Moderate	Low	8
<b>Civil Disorder</b>	Low	Low	Low	Low	4
<b>Weapons of Mass Destruction</b>	Low	Low	Low	Low	4

## COTTAGE GROVE DEVELOPMENT TIME LINE

- 1848 - First settlers James Chapin and Richard Robinson build on their Donation Land Claims near Cottage Grove.
- 1850 - Families begin arriving on East Fork of Coast Fork of Willamette River.
- 1851 - First land claims in Cottage Grove - J. Cochran and William Shields.
- 1853 - Presbyterian Church organizes at Currin's Oak.
- 1857 - First lumber mill on Silk Creek built by Hazelton. First store built by Charles Samuels.
- 1858 - Adams brothers, Oglesby and Shields, find small amount of gold at Sharps Creek.
- 1861 - Floods hit the area.
- 1862 - East Coast Fork of the Willamette River name changed to Row River due to the feuds and fusses, one being a cattle and sheep grazing squabble leaving one man dead from gunshot wounds. Another was the suspected killing of a Staple family member by "Bohemia" Sharp over a long-standing fence line fuss although no arrests were ever made.
- 1863 - "Bohemia" Johnson finds gold in mountains. Knott Trail to "Bohemia" Johnson's mines is built.
- 1867 - Post office moved to Cottage Grove from Cresswell.
- 1869 - The first Cottage Grove Hotel is built, it burns in 1906.
- 1871 - Good Templer's Lodge built on Main Street, the Southern Pacific Railroad reaches Cottage Grove.
- 1872 - Oregon Central Railroad arrives in Cottage Grove, giving birth to sawmills and logging camps.
- 1874 - Cottage Grove Grange #75 is organized.
- 1880 - First school established on Second and Adams Streets. J.C. Stouffer sets up shingle and planning mill on north bank of Silk Creek.
- 1881 - Telegraph office arrives. Floods in the town.....

- 1884 - Year of the BIG snow, three feet in December
- 1887 - First Cottage Grove City Council meeting. Cyclone hits Cottage Grove.
- 1889 - Telephone comes to Cottage Grove, Pitcher, Harlow, Stocks and Brush build water-powered mill at Pitcher's Falls.
- 1890 - Population soars from 800 to 3,000, due to the mining boom. Oregon Hotel and Sherwood Hotel built. Oglesby and Pearson discover the "Annie" mine.
- 1892 - First City water flows in wood pipes from Mt. David Reservoir.
- 1893 - Cascade Range Forest Reserve created. Cy Bingham gets lost in Layng Creek drainage, Booth Kelly obtains timber lands in Row River drainage, "Warehouse" (Lund Park) built on Brice Creek.
- 1894 - The town of "Lemati" secedes from Cottage Grove, and stays so until 1898.
- 1895 - Champion mill built to process free milling ore, Electric power plant built on Brice Creek, Sawmill built at Disston.
- 1897 - Catholic Church dedicated.
- 1898 - First telephone exchange with the "hello" girls. Booth Kelly Lumber Company formed. Cottage Grove post office moved on March 28 to east side of river. May 10th the name changed back to the Cottage Grove Post Office.
- 1900 - George Lea contracts to gravel Main Street, and the rumor begins that the street was paved with gold, as the gravel was from Row River.
- 1901 - Fire Department established. Telephone line built from Cottage Grove to mines. Cottage Grove incorporated as a town. January flooding - newspaper article on floating down 4th Street in a boat. The Christian Church was established.
- 1902 - Oregon Southeastern Railroad is formed to service the mining district - (The Old Slow and Easy.)
- 1903 - Oregon Securities Co. consolidates mining activity and pushes

development. Weyerhaeuser picks up timber in Sharps Creek and passes option from Booth Kelly.

1904 - Levi Geer opens the Calapooya Mineral Springs Hotel in London.

1905 - Chambers Lumber Mill opens, logging and milling activity pick up - mining activity slacks.

1906 - Crites & Gawley build sawmill at Disston, San Francisco Earthquake and fire. Local logs shipped to rebuild it.

1907 - Rains and floods are heavy in the area, drainage from creeks and rivers comes to a head in the Cottage Grove area.

1908 - The match factory burned.

1909 - Pacific Highway and Main Street paved. First automobile comes to the community. Train wreck at Currin Bridge. Glenn Scott acquires steam-powered custom threshing outfit.

1910 - Fire on Hawley Mtn., Cottage Grove builds water system, Harlow, Stocks & Hankins build mill below Star called Row River Co. There were 31 lumber companies, Black Butte Quicksilver mine, dairy farming in the Lorane Valley and poultry and farm crops in the Cottage Grove area.

1912 - Clinton and John Spriggs build blacksmith shop at the present day Witt's Lumber Company site on Sixth and Washington. Irrigation projected to use Row River water in Delight Valley. Chambers buys interest in O&SE to maintain shipments from Dorena Mill. Bake Stewart purchases first automobile - a Carter. This is the year the Titanic sank.

1913 - The Masonic Temple addition was constructed on top of the old Eakin & Bristow building.

1914 - World War I - Cottage Grove men called to bear arms. McFarland cemetery deeded to Lane County. Financial troubles on the river, O&SE reorganizes as Oregon Pacific and Eastern.

1916 - Harlow's mortgage foreclosed. Bohemia Lumber Company gets its start.

1917 - The Hotel Bartell opens. Diphtheria epidemic claims many lives. Army



draft and recruitment depletes valley manpower.

1918 - Cottage Grove Cannery opens.

1919 - The Galloping goose trolley offers Row River passenger service. World-wide "Spanish flu" epidemic. The deep snows.....

1920 - Glenn Scott introduces steampowered custom threshing outfit. Irrigation project to use Row River water in Delight Valley. Chambers buys interest in OP&E to maintain shipments from Dorena mill. City petitions Forestry Service to set aside all of Laying Creek Watershed for use by the city. Train hit a car stalled on the railroad tracks going from 6th street to Monroe Ave., killing 2 or three women and a little girl.

1924 - Bohemia moves to Veatch Spur. Train wreck at Walden.

1925 - The Chambers railroad bridge built across the Coast Fork River.

1926 - The silent movie, "The General" filmed in Cottage Grove. Talkie movies began in 1927. People rode rowboats into the Bartell Hotel.

1929 - Oct. 24 - stock market crashes.....

1930-34 - Depression years - CCC Program - WPA program - 1931 brings Safeway and J.C. Penney's to town. 1932 brings the first celebration of Bohemia Days.....CCC Program establishes camp on Brice Creek.

1931 - Dust storm in April, Huge windstorm in May - 55 trees topple on Brice Creek Road.

1933 - The Mt. David oil derrick crashes, recalling the questionable 1923 scam, and another flood in the town.

1936 - Dorena High School graduates final class of 3.

1938 - Union High School district forms.

1939 - Row River Lumber Co. is formed by Ed Hayes.

1940-43 - Cottage Grove Dam and lake constructed, flooding settlement of Hebron, which was relocated. World War II started.

Manpower freezes, rationing.....Sawmills behind every stump.

1941-43 - Dorena Dam and lake constructed, flooding town of Dorena, July of 1941 the Westside school was razed.

1946 - January heavy rains..... 4.32 inches - Floods.

1947 - Cottage Grove replaces wooden water system with steel pipe. Dorena Dam flooding forces families and businesses to move.

1948 - Appeal to Col. Irwin in PUC for better telephone service.

1949 - Winter - Cottage Grove Lake freezes over.....

1950 - Booth Kelly purchases OP&E and Row River Lumber Co. Bohemia and Buffelen Mfg. Co. to build veneer plant at Culp Creek. Interstate 5 constructed through Cottage Grove. LL Stewart is elected to the Oregon Legislature. Cottage Grove Public Library is formed. Lorane Valley Mill burned on Hiway 99 So. formerly the J.H. Chambers Lumber Mill. Korea War.

1952 - Last of "camp houses" destroyed at Culp Creek. Freezing temperatures and snow.

1954 - Industry wide strike of wood products operations.

1956 - Cottage Grove gas plant explodes - many hurt and 3 died.

1958 - Dorena sawmill closes. Cottage Grove Museum created.

1959 - Cottage Grove Manufacturing Plant burned, located east of the railroad tracks on Main Street.

1961 - Feb. floods - 4.74 inches in 24 hours. Silver thaw, broken pipes, trees and power lines.

1962 - Hurricane Frieda (Columbus Day Storm) in Oct. 100 MPH winds. Bohemia purchases Dorena Veneer plant. J.C. Penney, Arcade Theater, Gus Heinrich, Carl Rich Paint Store, Bressler Furniture and Knight Barber Shop burned.

1963 - Bohemia acquires part interest in Cascade Fiber, High water at Christmas.

- 1964 - Beginning of balloon logging experiments by Bohemia, high water again.  
Black Butte Mercury Mine is reopened.
- 1969 - Cottage Grove named Look Magazines "ALL AMERICAN CITY". Heavy  
snows again. Three foot of snow falls in January. Neil  
Armstrong walked on moon.
- 1973 - Fire downtown at Main and Fifth Streets, damage reported at \$80,000.
- 1977 - Sears Building Supply on South 10th Street burned to the ground.  
"Animal House" filmed in downtown Cottage Grove.
- 1979 - Gateway Plaza Shopping Center opens.
- 1980 - Drugs & alcohol are heavy in area, timber industries are down, mills  
striking. Mt. St. Helens erupts.
- 1983 - Cable TV - Answering machines and 60" of rain for the year.
- 1984 - Heavy snows and lots of freezing.
- 1985 - Flooding in area with heavy rains.
- 1987 - Centennial Bridge located by City Hall on Main Street.
- 1988 - Snow heavy
- 1989 - Dec. fire destroys 4 business in town, 1 death - Catherine Filmer, well  
known artist. Rain .89 inches in July. Earthquake in San  
Francisco, Berlin Wall opens.
- 1993 - March 13 - Earthquake felt from Seattle to Roseburg. Mercury  
contaminants in Cottage Grove reservoir possibly from the  
Black Butte Mine.
- 1994 - New Safeway built.
- 1996 - Walmart opens. 100" of rain. Dorena Grange Fire.
- 1997 - The Urban Growth Boundary increased by 276 acres.
- 1998 - Industrial Park established.
- 2001 - Truck leaking hydrofluoric acid jams traffic through Cottage Grove  
and closes schools April 7, 2001.

2002 - Wind storm knocks tree down on gazebo in Coiner Park, many other trees up-rooted in the area.

2003 INFORMATION WAS COMPILED BY MARIE LONGFELLOW FROM THE FOLLOWING SOURCES:

Cottage Grove Sentinel - 100 years of History published in 1999

The Eugene Register Guard - various years

The Oregonian - Portland Newspaper - various years

Eugene City Guard (Barbara Funk Collection, Cottage Grove Museum - 1985)

Cottage Grove Museum

Cottage Grove Historical Society Collection of Natural Disasters

Marcia Allen - Cottage Grove Historical Society

Isabelle Woolcott - Cottage Grove Museum

Joanne Skelton - Cottage Grove Genealogical Society

Betty Quimby - Cottage Grove Genealogical Society

Jane Myers - Cottage Grove Genealogical Society

Carl Keibelbeck - Local Resident Historian

Cottage Grove Timeline in the W.A. Woodard Memorial Library

Early Days in Bohemia Country by Bohemia Inc.

*Golden Was The Past 1850 - 1970* published by The Writers Discussion Group in 1970

*Historic Use of Six Reservoir Areas in the Upper Willamette Valley, Lane County Or* by the US Army Corps of Engineers, 1982

The office staff of the City of Cottage Grove