



Government at all levels has the responsibility to plan for and respond to emergencies resulting from hazards that are known to threaten the jurisdiction. In view of this fact, the City of Sherwood has developed this Emergency Operations Plan to provide overall planning and coordination for emergencies. The Emergency Program Manager is the City Manager, and duties are further delegated to Department Directors, the Emergency Management Coordinator, Tualatin Valley Fire and Rescue and Incident Management Teams.

Emergencies may require the City government to operate in a manner different from normal, day-to-day routines, and may seriously over-extend City resources. This Emergency Operations Plan provides specific guidance to City Departments during emergencies. The Plan will also serve as an indicator of City capability. If the City is unable to provide adequate coverage for a particular resource or potential hazard, alternate sources or contingency plans shall be developed within political and budgetary constraints.

The accomplishment of emergency management goals and objectives depends on the development and maintenance of competent staff and familiarization of other City personnel with their emergency responsibilities. It is hereby directed that this plan be reviewed by all City Department Directors prior to July 1, annually, or as indicated through Plan activation or exercise. Thorough familiarity with this Plan will result in the efficient and effective execution of emergency responsibilities and in better service to the citizens of City of Sherwood.

Government entities complying with this Plan shall not be liable for injury, death or loss of property except in cases of willful misconduct or gross negligence.

City Manager

Date

CITY OF SHERWOOD

ADMINISTRATIVE OVERVIEW

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I. PREFACE-HOW TO USE THIS PLAN

While no plan can replace the common sense and good judgment of emergency response personnel, department directors, and other decision makers, this **Emergency Operations Plan** does provide a framework to guide the City of Sherwood's effort to mitigate and prepare for, respond to, and recover from major emergencies or disasters.

This Plan describes the roles and responsibilities of emergency responders in the City of Sherwood. It sets forth general policies, and documents the guidelines and agreements that have been reached in order to integrate all emergency response systems into a program for comprehensive emergency management.

The **Emergency Operations Plan** is divided into four major sections:

SECTION I-ADMINISTRATIVE OVERVIEW

This section provides the user with 1) an introduction to the Plan, 2) reference to the legal authority for planning, 3) brief descriptions of local hazards, 4) a statement of responsibilities for planning activities, 5) a glossary of terms, and 6) plan distribution information.

SECTION II-COMMON MANAGEMENT FUNCTIONS

This section is the function-specific portion of the plan. In it can be found specific information and guidelines for those emergency activities in which all City Departments are likely to participate, and which may be common to all emergencies. These include, among others, Public Information, Communications, and Alert and Warning.

SECTION IV-HAZARD SPECIFIC ANNEXES

This section includes directions and guidelines specific to individual hazards or kinds of emergencies.

SECTION III-CALL LISTS

This section provides emergency telephone numbers for City responders.

CITY OF SHERWOOD EMERGENCY OPERATIONS GUIDE

In addition to the Operations Plan, the *City of Sherwood Emergency Operations Guide* provides specific information to efficiently implement the policies and procedures outlined in this Plan. This guide provides activation information, Incident Command organization checklists, and planning, communications, and resource ordering information.

II. AUTHORITY

This Emergency Operations Plan is adopted by the City of Sherwood City Council pursuant to the provisions of the City Resolution No. 2001-966, and to Chapter 401, Oregon Revised Statutes (ORS).

A. City of Sherwood Emergency Resolution

Section 1. TITLE:

This Resolution shall be known as the EMERGENCY POWERS RESOLUTION and may be so cited and pleaded.

Section 2. DEFINITION OF EMERGENCY

The conditions required for the declaration of a state of emergency within the City of Sherwood shall be as set out in ORS 401.025(4), which provides:

"'Emergency' includes any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, crisis influx of migrants unmanageable by the county, civil disturbance, riot, sabotage and war."

Section 3. DECLARATION OF EMERGENCY

A declaration of emergency by the City of Sherwood is the first step in accessing state and federal disaster assistance. The City of Sherwood Council has the legal authority under ORS Chapter 401 (see *Section I-G*) to declare that a local emergency exists. The City Manager is delegated this authority under certain circumstances described in the Emergency Resolution. After making a declaration of a state of emergency, the City Manager will request the Mayor to call a special meeting of the City Council in order to ratify the declaration. If the City Manager is unable to act due to absence or incapacity, the Emergency Management Coordinator, or the Incident Commander may exercise local Declaration authority. The declaration of emergency shall authorize specific emergency powers, and shall exist for the period set forth in the declaration. The state of emergency may be extended for additional periods of time as necessary.

Section 4. REGULATION AND CONTROL

The City Council may by resolution adopt procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. These procedures may include, but are not limited to, the following measures:

- (A) redirect City funds for emergency use and suspend standard City procurement procedures;
- (B) establish a curfew which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places;
- (C) prohibit or limit the number of persons who may gather or congregate upon any public street, public place, or any outdoor place;
- (D) barricade streets and prohibit vehicular or pedestrian traffic, or regulate the same on any public street leading to the emergency area for such distance as may be deemed necessary under the circumstances;
- (E) evacuate persons from the area designated as an emergency area;
- (F) close taverns or bars and prohibit the sale of alcoholic beverages;
- (G) prohibit or restrict the sale of gasoline or other flammable liquids;
- (H) prohibit the sale, carrying, or possession of any weapons or explosives of any kind on public streets, public places, or any outdoor place;
- (I) curtail or suspend commercial activity;
- (J) turn off water, gas, or electricity;
- (K) commit to mutual aid agreements
- (L) order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.

Section 5. RESPONSIBILITY OF THE MANAGER

The Emergency Manager shall oversee the emergency management program, and carry out the emergency duties or functions as prescribed by the resolution establishing procedures to deal with an emergency.

Section 6. EMERGENCY ACQUISITION OF RESOURCES

During a declared emergency, the city is authorized to extend government authority to non-governmental resources (i.e. personnel, equipment) which may support regular government forces during an emergency, and may enter into agreements with other public and private agencies for use of resources. When real or personal property is taken under power granted by this section, the owner of the property shall be entitled to reasonable compensation.

Section 7: TIME LIMIT ON EMERGENCY REGULATIONS.

- (A) The proclamation of emergency shall become effective on its issuance and dissemination to the public by appropriate news media.
- (B) A proclamation of emergency shall terminate 48 hours after its issuance, or on the issuance of a proclamation determining that an emergency no longer exists, whichever occurs first; however, the Council may, by resolution, extend a proclamation of emergency for additional periods of time as determined necessary.

Section 8. PENALITIES

No person shall knowingly violate any regulation promulgated pursuant to this resolution, and imposed in a state of emergency declared under this resolution. Violation of an emergency regulation shall subject the defendant, upon conviction, to a fine of not more than \$300 per offense. Each day of violation shall be deemed a separate offense for purposes of imposition of penalty.

Section 9. SEPARABILITY

If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held invalid or unconstitutional by a court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision, and such holding shall not affect the validity of the remaining portions of this Resolution.

B. Executive Responsibility.

The City Manager is responsible for implementation of the **Emergency Operations Plan**. When the City Manager determines that a state of emergency exists, the City Manager shall make a declaration to that effect and request the Mayor to call a special meeting of the City Council in order to ratify the declaration of emergency.

C. Declaration and Ratification of Emergency.

- (1) The declaration by the City Manager of a state of emergency shall:
 - (a) state the nature of the emergency;
 - (b) designate the geographic boundaries of the area which is subject to the emergency controls; and
 - (c) state any special regulations or emergency powers imposed as a result of the state of emergency.
- (2) In addition to the statements enumerated above, the ratification by the City Council of a state of emergency shall:
 - (a) state the duration of time during which the area so designated shall remain an emergency area.
 - (b) confirm specific emergency powers for the duration of the emergency period set forth in the declaration.

D. Oregon Revised Statutes

401.305 Emergency management agency of city: . . . emergency program manager.
"Each City may establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the . . . city.

The executive officer or governing body of each . . . city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration, and operation of such agency, subject to the direction and control of the . . . city. The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff, and establish lines of communication, succession, and authority of elected officials for an effective and efficient response to emergency conditions. Each emergency management agency shall perform emergency program management functions within the territorial limits of the . . . city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the . . . city. Such emergency management functions shall include, as a minimum, coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities, and establishment of an incident command structure for management of a coordinated response by all local emergency service agencies.

- 401.315 City authorized to incur obligations for emergency services. "In carrying out the provisions of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, . . . cities may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to, or recover from emergencies or major disaster."
- 401.325 Emergency management agency appropriation; tax levy.
- 1) "Each . . . city may make appropriations in the manner provided by law for making appropriations for the expenses of the . . . city, for the payment of expenses of its emergency management agency, and may levy taxes upon the taxable property within the . . . city."
 - 2) "An appropriation made under subsection 1) of this section shall be budgeted so that it is possible to identify it as a distinguishable expense category."
- 401.335 Temporary housing for disaster victims; political subdivision's authority. "Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into arrangements necessary to prepare or equip such sites to utilize the housing units."

III. POLICY STATEMENTS

It is the policy of the City of Sherwood to safeguard life and property by making maximum use of all available resources, public and private, to minimize the effects of environmental, technological, civil, and political emergencies.

A) General Policies

- 1) Essential City services will be maintained as long as conditions and resources permit.
- 2) An emergency will require prompt and effective response and recovery operations by City departments, disaster relief, volunteer organizations, and the private sector.

- 3) Environmental, technological, and civil emergencies may be of such magnitude and severity that County, State, and Federal assistance is required.
- 4) County and State support of City emergency operations will be based on the principal of self-help. The City will be responsible for utilizing all available local and mutual aid resources prior to requesting assistance from either Washington County Emergency Management or the State of Oregon.
- 5) When an emergency situation exists, all City Departments will put their emergency operations plans and operating guidelines into limited or full operation, as necessary.
- 6) In the event of an emergency, the Incident Commander has the authority to re-assign City personnel to assist in response.
- 7) Operational situation and status reports will be made by incident management staffs based upon severity of the emergency or anticipated emergency to include:
 - a) Estimated time and location of impact.
 - b) Date, time, and location of the actual emergency.
 - c) For emergencies with minimum or no warning-date, time, location, known or estimated number of injuries or casualties, and estimated damage at time of report.
 - d) Date and time of activation of department emergency operations.

Such reports will be forwarded to the Mayor, City Manager, Department Directors, EOC staff, and affected jurisdictions as appropriate.

- 8) Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but not be limited to:
 - Physically or mentally handicapped
 - Non-English speakers
 - The aged or infirm
 - The incarcerated
 - The hospitalized

The City has the following programs in place for special populations:

- Handicapped access to City facilities and Red Cross shelter facilities.
- Routine fire inspections of adult assisted living facilities, rest homes, nursing homes and hospitals.

9. Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan, or which run counter to guidelines suggested. Government entities

complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

B. Operational Policies

1. Levels of Activity:

Since accidents and emergency incidents occur frequently, but rarely with the scope and complexity which would require the implementation of this plan, activation will be based on the following definitions and criteria:

Level I-The normal organization and procedures of City departments that will not require implementation of this plan.

Level II-An incident that has special or unusual characteristics requiring response by more than one City Department, or which is beyond the scope of available resources, may require partial implementation of this plan. The following incidents require an automatic Level II activation:

- Mass Casualty Incidents (MCI)
- Interface fires
- Moderate to major hazardous materials incidents within the City of Sherwood
- Any evacuation expected to last more than 4 hours

Level III-An incident that requires the coordinated response of all levels of government to save lives and protect the property of a large portion of the population. Such an emergency may require the sheltering or relocation of the effected population. Under such conditions, this plan shall be implemented. The following incidents require an automatic Level III activation:

- Earthquake involving obvious structural damage
- Major civil disorder
- Hazardous materials incident involving major airborne release, sheltering in place, or evacuation.

2. City Departments shall retain their identity and autonomy during a declared state of emergency. Each hazard identified within this plan has one or more Departments identified as "lead agencies." In general, the lead agencies will be responsible for taking the lead in response to their identified hazard. However, all Departments share planning responsibilities in all phases and all activity levels, and will work cooperatively to achieve the overall objectives set by the emergency management organization. Lead agency authority does not preclude the use of a unified command approach to incident management, delegation of authority to the Incident Commanders of the City's Incident Management Teams, or the assumption of command by the City Manager, if such actions are appropriate.

Hazard	Lead Agency/Agencies
Civil Disorder	Police Department
Drought	City Engineer/Public Works
Drug Labs	TVFR/Police Department
Earthquake	City Engineer/Public Works
Energy Shortage	City Engineer/Public Works

Fire	Tualatin Valley Fire and Rescue
Flood	City Engineer/Public Works
Hazardous Materials	Tualatin Valley Fire and Rescue
Transportation Dept.	Tualatin Valley F&R/Police
Volcano	City Engineer/Public Works
Weather	City Engineer/Public Works
Continuity of Service	Office of the City Manager

3. All City Departments have the following common tasks:
 - Developing operating guidelines to implement assigned duties within this plan.
 - Assigning personnel to the City's Incident Management Teams.
 - Training personnel to accomplish emergency duties.
 - Establishing internal lines of succession of authority.
 - Protecting Department vital records, materials, facilities, and services.
 - Warning Department personnel of impending emergencies.
 - Assigning support personnel to the Emergency Operations Center.
4. During an emergency, the City Manager has the ultimate authority and responsibility for the direction and control of City resources. On a day to day basis, this authority is delegated to the Police and Public Works Departments and Tualatin Valley Fire and Rescue who have the power to establish control of an emergency incident through the Incident Command structure. The City Manager may re-assume the duties of overall Incident Command, if in his or her judgment emergency response will be enhanced by this action. Operational control and incident tactics shall remain with the lead agency or agencies.
6. Responsibility for coordination of emergency activities with County, State, and private organizations has been delegated to those Departments involved in emergency response.
7. A declaration of emergency by the City of Sherwood is the first step in accessing state and federal disaster assistance. The City of Sherwood Council has the legal authority under ORS Chapter 401 (see *Section I-G*) to declare that a local emergency exists. The City Manager is delegated this authority under certain circumstances described in the Emergency Resolution. After making a declaration of a state of emergency, the City Manager will request the Mayor to call a special meeting of the City Council in order to ratify the declaration. If the City Manager is unable to act due to absence or incapacity, the Emergency Management Coordinator, or the Incident Commander may exercise local Declaration authority. The declaration of emergency shall authorize specific emergency powers, and shall exist for the period set forth in the declaration. The state of emergency may be extended for additional periods of time as necessary.
8. The role of the Mayor and Council in emergencies is primarily that of liaison with the public and with the elected officials of other effected or assisting jurisdictions.

C. Phases of Emergency Management

Emergency management planning can be divided into four phases: mitigation, preparedness, response, and recovery. Although each phase has tasks assigned to it, the process is dynamic and interconnected. For example, tasks taken to recover from a disaster may have effects on mitigation, preparedness and response to future occurrences.

Mitigation: Includes those actions taken to eliminate a hazard, or to reduce the potential for damage should a disaster occur. Such actions include implementing building codes, requiring special identification and routing for the movement of hazardous materials, and enforcing land use and zoning requirements.

Preparedness: includes actions taken to plan, equip, and train citizens and local governments to respond to emergencies arising from hazards which cannot be eliminated through mitigation. This may include preparation of emergency operations plans and guidelines, and exercises to test them. It may also include training in evacuation procedures, home fire safety, and purchase of equipment and supplies needed to respond to the emergency.

Response: includes actions taken to save lives and protect property during an emergency. This may include search and rescue, fire suppression, evacuation, emergency feeding and sheltering. It may also include such behind the scenes activities as activating emergency plans, and opening and staffing Emergency Operations Centers from which jurisdictional decision-makers direct emergency activities.

Recovery: includes those processes required to return the jurisdiction to normal. This could include reconstruction of roads and public facilities, securing financial aid for disaster victims, and review and critique of response activities.

All Departments of the City of Sherwood have responsibilities in all emergency phases. The responsibilities of mitigation and preparedness are addressed in City codes, Departmental operating guidelines and position descriptions. Response and recovery tasks are detailed in this **Emergency Operations Plan**.

IV. HAZARD ANALYSIS

A. Geographic Description

The City of Sherwood, located in northwest Oregon, currently has a population of approximately 12,000, and a total land area of approximately five square miles. Highways 99W and Tualatin-Sherwood run through the City. A major rail line runs through downtown. Attendant with these routes is the risk of transportation accidents and transportation-related hazardous materials releases.

The City has several small streams that may be subject to flooding.

B. City of Sherwood Hazard Analysis

1. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site and transportation related incidents involving hazardous and radiological materials. Also included in this hazard are drug labs.

The City of Sherwood has not had any serious hazardous materials incidents during the past ten years. A potential hazard does exist with the existence of a chemical storage facility within the city limits. The City also has a rail line running through the middle of downtown and near residential homes. Chemicals are known to be transported on via the railroad.

2. EARTHQUAKE: This hazard includes earthquakes themselves, as well as associated hazards such as landslides and rockfalls. Although City of Sherwood has a history of small earthquakes, actual damage has been slight. Recent evaluation of the earthquake potential in the Pacific Northwest indicates that the threat has been underestimated, and that the region may experience a “great” subduction zone earthquake (in excess of 9 on the Richter scale).

The City of Sherwood has experienced minor earthquakes over the past ten years, all of which have been centered outside of the Sherwood area. The potential hazard exists for an earthquake to affect the Sherwood area, and the impact could be great. Sherwood does not have a history of landslides and/or rockfalls over the past ten years.
3. WEATHER: Weather extremes with a history of occurrence in City of Sherwood include windstorms, snow and ice storms, and periods of extreme heat and cold.

The City of Sherwood has experienced difficulties with extreme weather conditions over the past ten years. Potential hazards include; freezing ice on the roadways, extreme heat, and high winds. The impact of such weather extremes could be detrimental to the community.
4. TRANSPORTATION: Transportation accidents may include major automobile or airplane crashes, or train derailments.

The City of Sherwood has experienced serious accidents involving automobiles over the past ten years. Highway 99W and Tualatin Sherwood Road both run through Sherwood and have high traffic flow. A railway also runs through the City of Sherwood and a potential hazard exists for a serious accident.
5. VOLCANO: This hazard includes the ash fall that might result from an eruption of Mt. Saint Helens. In addition, Mt. Hood is also considered to be potentially active.
6. UTILITY FAILURE: this hazard includes the shortage or loss of power for periods in excess of 24 hours, and shortages of fuels, pipeline interruptions (except for those that qualify as hazmat), such as oil, gasoline, and diesel.
7. DROUGHT-Extreme and prolonged drought may threaten drinking water and fire suppression supplies, as well as water-dependent agriculture and industry.
8. CIVIL DISTURBANCE/TERRORISM: This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

V. TRAINING AND EXERCISE

Training and exercise are vital to determine the effectiveness of this **Emergency Operations Plan**. These preparedness activities ensure that the operational concepts outlined are sound, and that personnel are adequately trained to carry out necessary functions in time of disaster. In addition, such testing will provide a basis for the updating and revision of this plan, and for the identification of inadequate resources.

Participants and observers will evaluate training and exercises, and specific elements of the plan changed as indicated.

City Departments and agencies shall work with Washington County Emergency Management to develop and coordinate the delivery of ongoing disaster training and education programs, and to develop and implement exercises of this **Emergency Operations Plan**.

VI. PLAN REVIEW CYCLE

The following plan review cycle will ensure that the entire **Emergency Operations Plan** is kept up-to-date. Necessary updates resulting from a review will be made effective within thirty days of the review. Administrative updates may be made without a council resolution. The Emergency Management Coordinator is responsible for coordinating this review, with the assistance of responsible Department Directors, Washington County Emergency Management, Tualatin Valley Fire & Rescue, and other subject matter experts as necessary.

July	Administrative Overview, Call Lists**
August	Alert and Warning
September	Emergency Management Organization/Medical
October	Communications
November	Resource Management, Call Lists**
December	Evacuation
January	Reporting
February	Housing, Sheltering, Feeding and Human Services, Call Lists**
March	Public Information
April	Operations Guide*
May	Resources*
June	Continuity of Service/Call Lists**

Annexes with no asterisk will be reviewed bi-annually. Annexes with an asterisk will be reviewed annually. Annexes with two asterisks will be updated quarterly.

VII. GLOSSARY

Alert:

Informs people of impending danger.

American Red Cross:

The National organization with a Congressional mandate to undertake the relief of persons suffering from disaster.

Common Program Control Broadcast Station:

An element of the Emergency Alert System. The primary broadcast station in each operational area assigned the responsibility for coordinating the broadcasting of common emergency public information in that area.

Damage Assessment:

The appraisal or determination of the actual effects resulting from an emergency or disaster. This estimate of the damages to a geographic area is made after a disaster has occurred, and serves as the basis for the Governor's request for a Presidential Disaster Declaration.

Disaster:

"Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant Major Disaster assistance under PL 93-288, above and beyond emergency services by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby." (PL 93-288).

Disaster Application Center (DAC):

An office established in the disaster area where individual disaster victims may receive information concerning available assistance, and apply for programs for which they are eligible. The DAC will house representatives of the Federal, State and Local agencies that deal directly with the needs of individual victims.

Emergency:

"Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety, or to avert or lessen the threat of a major disaster." (PL 93-288)

Emergency Alert System (EAS):

Consists of broadcasting radio stations and interconnecting facilities that have been authorized by the Federal Communications Commission to operate in a controlled manner during emergencies.

Emergency Management:

Refers to programs and capabilities designed to mitigate, prepare for, respond to, and recover from the effects of all hazards.

Emergency Program Manager:

The individual who has the primary responsibility for emergency management programs and activities, and coordinates a jurisdiction's mitigation, preparedness, response, and recovery activities.

Emergency Operations Center (EOC):

The site from which jurisdiction officials direct response during an emergency or disaster.

Federal Disaster Relief Act:

Public Law 93-288 as amended, gives the President broad powers to assist state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major disasters.

Federal Emergency Management Agency (FEMA):

Agency established to oversee federal assistance to individuals and local government in the event of major disasters. Also administers the Emergency Management assistance program, which provides emergency management funds to local governments through the states.

Federal On-Scene Coordinator (FOSC):

Federal employee responsible for coordinating the on-scene federal response to a hazardous materials incident. The FOSC will usually be a member of the US Coast Guard or the Environmental Protection Agency.

Hazard:

Any situation or condition that has the potential of causing injury to people or damage to property.

Hazardous Material:

A substance or material in a quantity or form, which, in an unconfined state, may pose an unreasonable risk to health and safety, or to property. These substances may exhibit one or more of the following characteristics: toxicity, flammability, corrosiveness, explosiveness, radioactivity, or a tendency to rapidly decompose when exposed to oxygen or elevated temperatures.

1. Toxicity: the capability of a substance to produce serious illness or death.
2. Flammability: ability to support combustion.
3. Corrosiveness: causing visible destruction of or irreversible alterations in living tissue upon contact; a liquid that causes a severe corrosion rate in steel.
4. Explosiveness: the characteristic of a chemical compound, mixture, or device involving the instantaneous release of gas or heat, by deflagration or detonation.
5. Radioactivity: a characteristic of some elements which involves the spontaneous release of alpha, beta, or gamma radiation, and results in the disintegration of the material.
6. Oxidation: a process by which a change occurs when a substance is exposed to oxygen.

Hazardous Materials Incident:

A situation involving a spill or uncontrolled escape of a hazardous material from a fixed facility or mobile container.

Level 1 Incident: incidents that are handled on a local level with little or no outside involvement. Selected members of Hazardous Materials Response Team required. Entire Hazardous Materials Response Team response if necessary.

Level II Incident: incidents that involve multi-agency response. HM9 required.

Level III Incident: large scale hazardous materials incidents that require multi-jurisdiction response or State assistance. HM9 required.

Hazardous Materials Response Team (HM 9):

Personnel from Tualatin Valley Fire and Rescue specially trained and equipped to respond to hazardous materials incidents. The Unit is dispatched through WCCCA, and is qualified to respond to A-level (fully encapsulated) incidents. The team is equipped with communications equipment, resource information, plugging, diking, and containment supplies, and protective equipment for its personnel. The Hazardous Materials Response Team is on call 24 hours a day.

Incident Command System (ICS):

System which provides effective incident management through the identification of specific roles and responsibilities, and chain of command. Utilizes functional groupings of tasks, management by objectives, and unified command.

Integrated Emergency Management System (IEMS):

A broad, all hazard emergency management system which encompasses all the various types of emergencies, and addresses mitigation, preparedness, response, and recovery activities. It encourages the development of the common management functions required for response to emergencies for all types, while recognizing the unique preparedness requirements of specific hazards. IEMS enables each level of government to integrate with other levels and with private sector resource providers. Optimum use and integration of skilled personnel, emergency facilities, and emergency equipment across all levels of government is encouraged.

Label:

A 4 x 4 inch, diamond-shaped color-coded sign glued to the individual shipping containers that identifies a specific hazard associated with the contents.

Local Emergency:

The duly proclaimed existence of conditions of disaster or extreme peril to the safety or health of persons and property within local jurisdictional boundaries.

Local Government:

Any County, City, Village, Town, District, or other political subdivision of the State, any Indian Tribe, or authorized tribal organization, and including any rural community or unincorporated town or village or any other public entity for which an application for assistance is made by the State or political subdivision thereof.

Major Emergency:

An incident that requires the coordinated response of many departments or more than one level of government to save lives and protect the property of a large portion of the jurisdiction's population.

National Warning System (NAWAS):

The Federal portion of the Civil Defense Warning System, used for the dissemination of warning and other emergency information from Federal and State warning points to the County warning point. It is a dedicated, nationwide, party-line telephone system operated on a 24-hour basis.

Placard:

A 10 ¾ x 10 ¾ inch, diamond-shaped, color coded sign affixed to the front, rear, and both sides of a transport vehicle that identifies a specific hazard regarding the material being transported.

704 placard:

A diamond-shaped, color-coded sign affixed to a fixed site designating the multiple hazards associated with chemical storage at that site.

Perimeter:

Emergency incidents may require controlled access to the work area.

Inner Perimeter:

Access restricted to those directly involved in the containment or control of the incident. This may include the "hot zone" of a hazardous materials incident, the suppression area of a structural fire, or the containment area for a SERT operation. Security of the inner perimeter is the responsibility of the lead agency.

Outer Perimeter:

Access restricted to assisting agencies and other authorized personnel. Security of the outside perimeter is the responsibility of the Police Department.

Radiological Monitor:

A person who has been trained to detect, record and report radiation exposures. The monitor may provide limited field guidance on the radiation hazard associated with an emergency response operation.

Radiological Officer:

A person who has been trained to assume the responsibility for policy recommendations for the radiological protection of a geographic area, facility, or a relatively large group of organized personnel.

Regional Radiological Technical Assistance

A team specially trained to respond to incidents involving radioactive substances. Organized at the State level, and supervised by the Oregon Department of Energy.

Shipping Papers:

Documentation carried by the driver of a truck or other mode of transportation that states what the hazardous material is, the amount, and how it is packaged (e.g., boxes, drums, and tanks).

Utility:

Structures or systems of any power, water storage, supply and distribution, sewage collection and treatment, telephone, transportation, or other similar public service.

Vector Control:

Control of disease spread by insects, rodents, etc.

Volunteer Organization:

Any chartered or otherwise duly recognized tax-exempt local, state, or national organization which has provided or may provide services to the state, local governments, or individuals in a disaster or emergency.

Vulnerability:

Susceptibility of life, property, or the environment to damage if a hazard results in an emergency.

Warning:

Notifies people of the imminent impact of a specific hazard, and protective actions that should be taken.

VIII. DISTRIBUTION LIST

The following positions, personnel, or agencies have copies of the City of Sherwood Emergency Operations Plan:

- Mayor
- Councilors
- City Attorney
- City Manager
- City Manager, Assistant/CFO
- Public Works Director/City Engineer
- Public Information Services Director
- Police Chief
- Police Records
- City Recorder
- Tualatin Valley Fire and Rescue Division Chief
- Fire Stations
- Fire Public Information Officer
- Oregon Emergency Management Division
- Washington County Emergency Management
- American Red Cross, Oregon Trail Chapter
- Emergency Operations Center
- Emergency Management Coordinators

SECTION II-D

PUBLIC INFORMATION

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I. Description

Major emergencies often result in intense media attention from both local and national news agencies. Coordination of information with the media, and the orchestration of an effective response from the entire community, can best be accomplished by establishing procedures which ensure complete and accurate information before, during, and after an emergency. Effective public information can enhance respect and understanding of local government, as well as aid in response to emergencies.

The procedures outlined in this document are intended to enhance, not supersede, departmental standard operating guidelines affecting public information. This annex will be placed in effect when the EOC is activated, or when the City public information officials determine that the best interests of the City and the public are better served by its implementation. At all other times, departmental guidelines remain in effect.

II. Assignment of Responsibilities

A. General

During routine operations, public information for the City of Sherwood is the responsibility of the Public Information Officer of the involved Department.

B. Emergency Operations Center

During an emergency which involves the activation of the EOC, or at the discretion of Department Public Information Officers, Public Information staff from the city's incident management teams shall be appointed to coordinate the dissemination of information about the incident. The Supervisory IO shall disseminate public information with the approval of the Incident Commander. Other City Public Information Officers shall support the Supervisory IO as assigned.

C. Emergency Information Organization

In the event of an extremely complex incident, the Supervisory IO may be assisted by additional staff members. Each Department should have an assigned primary and alternate PIO, especially if the primary PIO would have operational duties at a major incident. In a major incident of extended duration, the Information function may require the participation of all City Information personnel, plus outside resources.

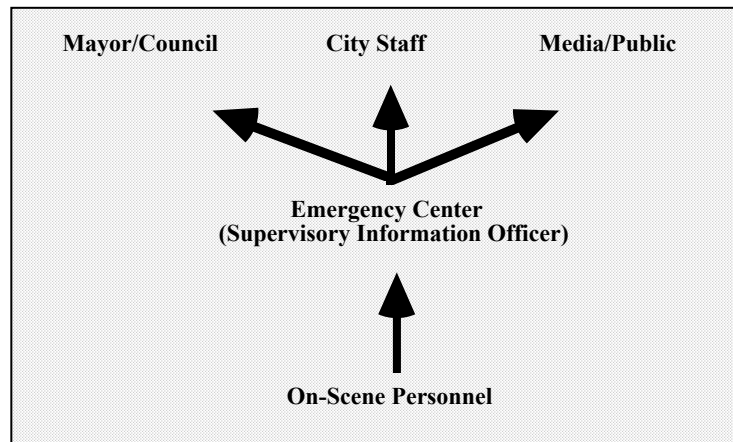
The Mayor may act as the spokesperson for the City.

For specific tasks and a checklist for the Information Staff, see the *Emergency Operations Guide*.

III. Concept of Operations

A. Information Flow

Although the information process is fluid, and must be able to respond to a variety of sources and requests for information, the following flow of incident information should be observed whenever possible:



B. Release of Information

In emergencies, the Information Officer shall use the following guidelines in evaluating and releasing information concerning the incident:

1. Protective Action Statements

The responsibility for protective action statements may be delegated by the Incident Commander to the Information Officer. Such statements shall be approved by the Incident Commander, and developed and disseminated according to the guidelines in *Section II-B, Alert and Warning*.

2. Emergency Information Dissemination

Emergency information dissemination should be restricted to approved, specific, and verified information concerning the event, and should include:

- a. Nature and extent of emergency occurrence.
- b. Impacted or potentially affected areas of the City.
- c. Advice on emergency safety procedures, if any.
- d. Activities being conducted by the City to combat the hazardous conditions, or mitigate the effects.
- e. Procedures for reporting emergency conditions to the EOC.

Accurate information will be provided to the media. Those facts which can be confirmed should be released within an hour of the event. If little information is available, the following statement may be issued:

Initial Press Release

We are aware that an accident/incident involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a press briefing at (location), and will notify the press at

least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

3. Consistent Information

Information concerning the event should be consistent for all members of the media. If the incident is being managed by a Unified Command, a unified approach to information management shall be used whenever possible. Releases will be reviewed and approved by all Incident Commanders participating in the Unified Command. When working with private sector entities, public safety issues will be the responsibility of the public safety agencies; questions about corporate policies or processes will be referred to the private sector cooperator.

4. Objective Information

Information should be presented in an objective manner.

5. Rumor Control

Rumor control is vital during emergency situations. Sensitive or critical information must be verified and authorized by the Incident Commander before release. Inaccurate information published by the media should be corrected. Unconfirmed rumors, or information from unauthorized or unnamed sources may be responded to in the following manner:

We will not be able to confirm that until we have been able to confirm the information with the appropriate sources. Once we have confirmed information, we will release it to all members of the press at the same time.

6. Often Requested Information

Information that media representatives often request appears below. Using this as a tool to prepare for press briefings can help ensure that concise, accurate information is available, and that participating personnel are not caught off-guard:

a) Casualties

- Number killed or injured
- Number who escaped
- Nature of injuries received
- Care given to the injured
- Disposition of the dead
- Prominent individuals who were killed, injured or escaped.
- How escape was handicapped or cut off.

b) Property Damage

- Estimated value of loss
- Description-kind of building, etc.
- Importance of the property, e.g. historic value, environmental impact, etc.
- Other property threatened
- Insurance protection
- Previous emergencies in the area

c) Causes

- Testimony of participants
- Testimony of witnesses
- Testimony of responders
- How emergency was discovered
- Who sounded the alarm
- Who summoned aid
- Previous indication or warnings of danger

d) Rescue and Relief

- The number engaged in rescue and relief operations
- Any prominent persons in the relief effort.
- Equipment used
- Handicaps to rescue
- Care of destitute and homeless
- How the emergency was prevented from spreading
- How property was saved
- Acts of heroism

e) Descriptions of the Crisis or Disaster

- Spread of the emergency
- Blasts and explosions
- Crimes or violence
- Attempts at escape or rescue
- Duration
- Collapse of structures
- Color of flames
- Accompanying Incidents
- Number of spectators-spectator attitudes and crowd control.
- Unusual happenings
- Anxiety, stress of families, responders, survivors, etc.

f) Legal Actions

- Inquests, Medical Examiner reports, etc.
- Police follow-up
- Insurance company actions
- Professional negligence or inaction
- Suits stemming from the incident

7. Restricted Information

Do not release information which might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:

- Personal conjecture about the course of the emergency, or the conduct of the response.
- Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
- Contents of statements used in alibis, admissions, or confessions.
- References to the results of various tests and examinations.
- Statements which might jeopardize the testimony of credible witnesses.
- Demeaning information/statements.
- Information which might be compromising.

8. Fatalities

In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the Washington County Medical Examiner's office.

9. Confidential information

Confidential information is not to be released. This includes the home phone numbers and addresses of City personnel and volunteer emergency workers.

C. Media Access

The Information Officer will allow media access to the EOC only under limited, controlled circumstances, and only with the prior approval of the Incident Commander. Before being admitted to the EOC, media representatives shall display appropriate identification, and shall be escorted by a member of the Information staff

D. Information Briefings and Deadlines

Information briefings, press releases, interviews, and warnings shall be logged, and if possible, tape-recorded. Copies shall become part of the final incident package. Whenever possible and appropriate, media briefings shall be scheduled in cooperation with media deadlines. For national media representatives, these times are generally 1100 and 1500 EST. For local television, the deadline is 1500 for local evening news. The Sherwood Brief needs stories by 1600 daily for publication the following day. The Oregonian needs stories by 5 P.M. for publication the next day. Do not commit to firm briefing times unless it is certain that these times can be kept. It may be more efficient to notify the media one hour in advance of a briefing.

E. Information Center/Media Briefing Facilities

An Information Center and briefing area may be established to provide information to the media during large, long-term incidents. An Information Center Manager may be assigned to manage the activities of the Center. The following areas may be available to serve as an Information Center during emergencies:

- City Hall

In the event of a major, protracted incident, it may be more convenient for the City, and efficient for the press, for briefings to take place at a conference center, or large hotel, where activities will not interfere with the conduct of the incident. If circumstances allow, the Information staff may assist the media in such logistical support as finding hotel rooms, providing coffee and refreshments for early morning briefings, making arrangements for additional phones, etc.

F. Field Information and Media Access to the Scene

The Field Information Officer is the member of the Information staff assigned to manage media operations at the scene. This person should be from the lead agency.

- a) In cooperation with on-scene personnel, media representatives may be allowed restricted access to the scene. This should be done with regard to the safety of media personnel, the impact on response, and the wishes and concerns of the victims. If possible, Media wishing access through the outer perimeter should be accompanied by a member of the Information staff.
- b) If it is not safe or practical to admit all media representatives to the scene, a media "pool" may be created, where media representatives select one camera crew to take footage for all. If even such controlled access is impractical, an opportunity to tape response vehicles or support activities may satisfy the media's need for video footage.
- c) Protect response personnel from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to Fire Stations and allow them to forward telephones to ensure privacy. This may only be done at the specific instruction of the Incident Commander.
- d) Victims and their families should have access to public officials without having to face the media. Try to provide a secure entrance to City Hall, or arrange a meeting/interview room away from the press.
- e) The media may be allowed access to response personnel at the discretion of the Operations Section Chief and the Incident Commander, and only if such an interview does not interfere with the response effort. Press at the scene should be accompanied by a member of the Information staff. City personnel should not comment on the incident without the knowledge and consent of the personnel listed above.
 - f) When an incident takes place on private property, access will be coordinated with the owners of the site when possible.
- g) As is true with all unauthorized personnel at the scene of an incident, law enforcement officials have the authority to arrest and remove members of the press who are interfering with the safe management of the incident, or whose actions represent a threat to the safety of themselves, responders, or the public.

G. Internal Communications, Rumor Control, and Public Assistance

The Information Officer may assign an Internal Information Officer to deal with internal communications and rumor control lines. Rumor control numbers shall be published via the media only when the lines have been staffed. Publication of rumor control numbers may result in fewer non-emergency calls to 911 and the EOC General Staff, will aid the

EOC staff in information gathering, and will offer the public a means of getting valid information about the incident.

Requests for non-emergency assistance received by Information staff should be routed to the appropriate EOC staff. Information staff should also provide information to those persons and offices who are normally contacted by the public. These include Police Records, the City switchboard, and the secretarial staff for each department. Electronic mail may be used to provide a standard statement all City personnel should use to respond to requests for information. Electronic mail may also be used to provide updates to City staff on the conduct of the incident, work schedules, suspended activities, etc.

H. Joint Information Centers

In a very large incident involving multiple jurisdictions, the Supervisory Information Officer may assign a Joint Information Center Officer to represent the City, or to feed information to, a Joint Information Center (JIC). A JIC may be set up in a central location, and is designed to allow Information Officers from involved response and recovery agencies to coordinate information released to the media and the public.

IV. Information Forms

The following forms or documents have been developed to assist in overall information coordination:

A. Incident Status Summary (ICS-209)/EOC Briefing/State Reporting Form

Some or all of these forms will be completed by the Planning Section or the official requesting activation of this plan. The information contained is an analysis of the type of incident, damage, injuries or deaths, and initial response.

B. Incident Action Plan

This document will be completed for complex incidents by the Planning Section. It contains more detailed information about the incident, responders, and plans for control. With the approval of the Incident Commander, portions of the Incident Action Plan may be used to brief, or be released to the media.

C. Event Log

The Major Event Log tracks significant events occurring during the incident, both as a result of the emergency and in response to it. It gives a chronological summary of the incident, and is maintained by the Logistics Section

D. Unit Log

The Unit Log is used to document action taken, instructions to unit staff, and occurrences significant to the unit.

All units activated in the EOC will maintain unit logs.

E. Warning Log

The Warning Log is used to document time, method and nature of warnings to the public, and is maintained by the Information staff.

F. Public Information Summary

This form is used to provide a standard format to basic information in preparation for press briefings, and is maintained by Information staff.

All of the above forms will become part of the final incident package.

V. Media Contacts

A list of local media contacts can be found in *Section IV, Resources*. It includes the area EAS station, major television stations, and newspapers. It does not include all area media representatives.