

Eugene-Springfield Multi-Jurisdictional EMERGENCY OPERATIONS PLAN



September 2014

Prepared for:

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Preface

The Eugene Springfield Multi-Jurisdictional Emergency Operations Plan (EOP) is an all-hazard plan that describes how the Cities of Eugene and Springfield will organize and respond to emergencies and disasters in their communities. It is based on, and is compatible with, federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including Presidential Policy Directive 8, the National Response Framework, State of Oregon Emergency Management Plan, and the Lane County Emergency Operations Plan. This plan is compliant with the National Incident Management System (NIMS) and incorporates the principles set forth in the Incident Command System (ICS). Collectively, these documents support the foundation for the Eugene Springfield Multi-Jurisdictional EOP.

Response to emergency or disaster conditions in order to maximize the safety of the public minimize, property damage, and mitigate environmental consequence following an incident is a primary responsibility of government. It is the goal of the Cities of Eugene and Springfield that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the Cities of Eugene and Springfield have, in addition to promulgating this plan, formally adopted the principles of NIMS, including ICS and the National Response Framework.

The EOP is designed to be flexible, adaptable, and scalable. Consisting of a Basic Plan, Emergency Support Function Annexes, Support Annexes, Incident Annexes, and Operational Annexes, this EOP provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the Cities of Eugene and Springfield will coordinate resources and activities with other federal, State of Oregon, local, tribal, and private-sector partners.

The EOP does not have place holders for annexes that are incomplete. Only completed procedures are listed. Additional annexes will be completed throughout the review cycle and added to the EOP upon completion per the plan maintenance cycle.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for the Cities of Eugene and Springfield, known as the Eugene-Springfield Multi-Jurisdictional Emergency Operations Plan. This plan supersedes any previous plans. It provides a framework within which the Cities of Eugene and Springfield can plan and perform their respective emergency functions during a disaster or national emergency.

FEMA has established five mission areas of emergency management: prevention, protection, mitigation, response, and recovery. This Emergency Operations Plan attempts to combine three of these major mission areas to ensure that each City is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to each city. This includes the following:

- **Prevention:** activities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.
- **Response:** activities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred.
- **Recovery:** activities necessary to assist the community in recovering effectively from a disaster.

This plan has been approved by both the City of Eugene and City of Springfield with promulgation documents on file with the respective Cities. It will be revised and updated as required. All recipients are requested to advise the Eugene and Springfield Emergency Managers of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this plan.

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Plan Administration

The Eugene and Springfield Emergency Managers will coordinate review, revision, and re-promulgation of this plan, as outlined in Chapter 6.

Record of Plan Changes

All updates and revisions to the plan will be tracked and recorded (record maintained separately by the Eugene Emergency Manager). This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Plan Distribution List

Copies of this Emergency Operations Plan (EOP) will be provided to each City department, appropriate jurisdictions, agencies, and persons electronically (list maintained separately by the Eugene Emergency Manager). Updates will be provided electronically, when available. Recipients will be responsible for updating their departmental/agency copies when they receive changes. The Eugene Emergency Manager is ultimately responsible for dissemination of all plan updates.

Emergency Operations Plan Review Assignments

A list of agencies responsible for regular review of specific plan sections and annexes to ensure that accuracy is maintained separately by the Eugene Emergency Manager. Changes will be forwarded to the Eugene Emergency Manager for revision and dissemination of the updated EOP.

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- ESF 3 – Public Works and Engineering
- ESF 4 – Firefighting
- ESF 5 – Emergency Management
- ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services
- ESF 7 – Logistics Management and Resource Support
- ESF 8 – Public Health and Medical Services
- ESF 9 – Search and Rescue
- ESF 10 – Hazardous Materials Response
- ESF 11 – Agriculture and Natural Resources
- ESF 12 – Energy
- ESF 13 – Public Safety and Security
- ESF 14 – Long-Term Community Recovery
- ESF 15 – Public Information and External Affairs

Eugene/Springfield

- ESF 16 – Mass Fatality Management
- ESF 17 – Volunteer and Donations Management
- ESF 18 – Continuity of Government
- ESF 19 – Business and Economic Stabilization

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- SA A – Debris Management
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Incident Annexes

- IA 1 – Hazardous Materials (Accidental Release)
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- IA 3 – Infectious Diseases

Operational Annexes

- OA 1 – EOC Activation/Operations
- OA 2 – EOC Position Roles and Responsibilities
- OA 3 – Disaster Declaration Process
- OA 4 – Leadership Communication Plan
- OA 5 – Incident Command System

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Basic Plan

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Introduction

1.1 General

The Eugene Springfield Multi-Jurisdictional Emergency Operations Plan (EOP) provides the structure and mechanism to ensure resource collaboration and operational coordination for the City of Eugene and the City of Springfield. The EOP provides the framework for the Cities of Eugene and Springfield to augment their individual jurisdiction's capabilities, while preserving their territorial authority, to effectively respond to and recover from a significant incident. The Basic Plan provides overarching guidance.

Consistent with the model provided in the National Response Framework (NRF) and inclusive of the National Incident Management System (NIMS), this EOP can be partially or fully implemented in the context of a threat, anticipation of a significant emergency, and in response to or recovery from a catastrophic incident. Although no plan can anticipate all situations and conditions that may arise during an emergency, this plan provides the foundation and guidance to effectively manage and support a City-wide incident or a multi-jurisdictional emergency.

There is no guarantee that the procedures and implementation instructions included in this plan will produce a “perfect” response. Although this plan describes resource collaboration utilizing multiple jurisdictions, government assets and systems are vulnerable to a multitude of natural and technological hazards that may result in a county-wide disruption of service. The Cities of Eugene and Springfield will make every reasonable effort to respond based on the situation, information, and resources at the time of the disaster.

1.1.1 Whole Community Planning

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

Every person who lives or works in the Eugene-Springfield Metro Area shares responsibility for minimizing the effects and risks of disasters on the community. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the effect of anticipated hazards, and preparations for personal and family safety and self-sufficiency.

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To the greatest extent possible, the Cities of Eugene and Springfield will assist residents in carrying out this responsibility by providing preparedness and mitigation information and delivering critical public services during a disaster. However, a major emergency is likely to damage the Eugene-Springfield Metro Area's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable community members prepared to take care of themselves and their families can make a significant contribution towards survival and community resiliency.

1.1.2 Access and Functional Needs Populations

The Cities of Eugene and Springfield recognize that throughout all mission areas and phases of emergency management, the government must take into account the needs of the whole community. When considering those with special needs and others who are at risk, emergency management plans should take into account the fact that effective preparedness outreach to these populations may increase survival and self-reliance.

Populations with access and functional needs may include members of the community who:

- Have disabilities.
- Live in institutionalized settings.
- Are elderly.
- Are children.
- Are from diverse cultures.
- Have limited English proficiency or are non-English-speaking.
- Are transportation disadvantaged.

These members of the community may have needs before, during, and after an incident in access and functional areas, including but not limited to, maintaining independence, communication, transportation, supervision, and medical care.

1.2 Purpose and Scope

1.2.1 Purpose

The purpose of the EOP is to establish a comprehensive, all-hazard approach to protect the safety, health, and welfare of the community. The EOP provides a framework for interaction between the two Cities and Lane County (County), State of Oregon (State), and federal agencies, as well as public and private organizations following a significant event. The EOP provides the following:

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- An all-hazard analysis of the type of emergencies likely to impact the Eugene-Springfield Metro Area.
- A framework for multi-discipline and multi-jurisdictional coordination and collaboration.
- An overview of all phases of disaster management though mitigation, preparedness, response, and recovery activities.
- Designates NIMS as the operational framework and the Incident Command System (ICS) as the management structure.
- Identifies roles and responsibilities of City departments, offices, and personnel in emergency operations, as well as those of cooperating public- and private-sector agencies.
- Provides clear guidelines and procedures for requesting and allocating resources to support single jurisdiction and multi-jurisdiction response and recovery activities.
- Outlines clear guidelines and procedures for ensuring consistent and timely release of emergency public information.

1.2.2 Scope

This plan incorporates a broad range of complex and constantly changing operational requirements in anticipation of or in response to threats or acts of terrorism, major disasters, and other natural or human-caused emergencies. This plan is intended to guide the Cities of Eugene and Springfield emergency operations while complementing and supporting the emergency plans and procedures of responding agencies, other local governments, special districts, and other public- and private-sector entities.

The plan and its appendices describe the scope of work for the response of the City of Eugene, the City of Springfield, and supporting entities. City operations and coordination will support the direct response of County, State, regional, and private-sector entities. The scope of the EOP applies to all City departments, agencies, and emergency partners that may be requested to support or provide assistance in an actual or potential incident that overwhelms a jurisdiction's resources. The severity of these types of incidents requires a coordinated response plan that provides the structure and mechanism to ensure resource collaboration to support City government and communities during such an event.

1.3 Plan Activation

Once promulgated, this EOP is in effect and may be implemented in whole or in part to respond to:

1. Introduction

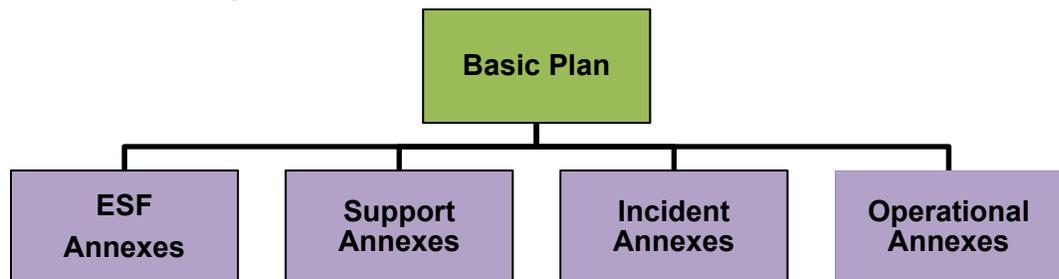
- Incidents in or affecting the Cities of Eugene and Springfield.
- Public health emergencies in or affecting the Cities of Eugene and Springfield.
- Non-routine life-safety issues in or affecting the Cities of Eugene and Springfield that have the potential to overwhelm the jurisdiction's resources.

1.4 Plan Organization

This plan is consistent with the Comprehensive Preparedness Guide 101 Version 2 and is in alignment with NIMS and the NRF. The Eugene Springfield Multi-Jurisdictional EOP is composed of five main elements, under continuous development:

- Basic Plan.
- Emergency Support Function Annexes (ESFs).
- Support Annexes (SAs).
- Incident Annexes (IAs).
- Operational Annexes (OAs).

Figure 1-1 Eugene Springfield Multi-Jurisdictional EOP Organization



1.4.1 Basic Plan

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the Cities of Eugene and Springfield structure their Emergency Management Organizations (EMOs), including the emergency declaration process, activation of mutual aid agreements, and requests for resources and emergency spending powers.
- Describe the context under which the Cities of Eugene and Springfield will respond to an incident, independently or in

1. Introduction

collaboration, a community profile for each jurisdiction and hazards and threats facing the community.

- Assign and describe roles and responsibilities for each jurisdiction and their employees tasked with emergency preparedness and response functions.
- Describe a concept of operations for the Cities of Eugene and Springfield that defines how the jurisdictions will conduct emergency operations and coordinate with other agencies and partners.
- Describe the Cities of Eugene and Springfield emergency response structure, including activation and operation of the Emergency Operations Center (EOC) and implementation of ICS.
- Discuss the protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Emergency Support Function Annexes

To facilitate effective preparedness and operational activities, this EOP adopts a functional approach that groups the types of assistance to be provided into 19 ESFs. Each ESF is headed by a primary City department or agency selected based on its authorities, resources, and capabilities. The primary department and/or agency appoints Points of Contact to manage each ESF's function in the City EOC. The federal ESF organization will work with the State, County, and City ESF Points of Contact to ensure that resources and services are provided in a timely manner. This EOP integrates both an ICS and ESF command structure, without losing any of the integrity of either system. The City of Eugene and the City of Springfield will, independently, incorporate the ESF program into their standard operating procedures (SOPs). The ESF Annexes are separate, stand-alone documents that supplement the Basic Plan. ESFs will be developed and added to this EOP according to the schedule shown in Table 6-1.

Annex	Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Emergency Management
ESF 6	Mass Care, Emergency Assistance, Housing and Human Services
ESF 7	Logistics Management

Annex	Function
ESF 8	Public Health)
ESF 9	Search and Rescue
ESF 10	Hazardous Materials Response
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety
ESF 14	Long-Term Community Recovery
ESF 15	Public Affairs and External Affairs
ESF 16	Mass Fatality Management
ESF 17	Volunteer and Donations Management
ESF 18	Continuity of Government
ESF 19	Business and Economic Stabilization

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Table 1-2 Primary and Support Departments ESF Responsibility Matrix																			
Emergency Support Functions	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	ESF 19
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics and Resource Management	Public Health and Medical Services	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy and Utilities	Public Safety	Long-Term Community Recovery	Public Information and External Affairs	Mass Fatality Management	Volunteer and Donations Management	Continuity of Government	Business and Economic Stabilization
City of Eugene																			
City Manager’s Office		S			S	S	S	S						S	P		S	P	P
Emergency Management	S	S	S	S	P	P	P	S	S	S	S	S	S	P	S	S	P	S	S
Library, Recreation, and Cultural Services			S		S	P	S							S			S		
Finance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Fire & EMS	S	S		P	S	S	S	P	S	P				S		S		S	
Legal					S									S				S	
Parks and Open Space			S		S						P			S				S	
Planning and Development	S		S		S	S								P				S	S
Police	S	P		S	S				S				P	S	S	S		S	
Public Works	P		P		S		S				S	P		S	S			S	
Risk Services					S									S				S	
Facility Management	S		S		S	S	S							S				S	

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Emergency Support Functions	ESF 1	ESF 2	ESF 3	ESF 4	ESF 5	ESF 6	ESF 7	ESF 8	ESF 9	ESF 10	ESF 11	ESF 12	ESF 13	ESF 14	ESF 15	ESF 16	ESF 17	ESF 18	ESF 19
Key: P – Primary S – Support	Transportation	Communications	Public Works and Engineering	Firefighting	Emergency Management	Mass Care, Emergency Assistance, Housing, and Human Services	Logistics and Resource Management	Public Health and Medical Services	Search and Rescue	Hazardous Materials	Agriculture and Natural Resources	Energy and Utilities	Public Safety	Long-Term Community Recovery	Public Information and External Affairs	Mass Fatality Management	Volunteer and Donations Management	Continuity of Government	Business and Economic Stabilization
Human Resources					S									S				S	S
Information Services	S	S	S	S	S		S	S				S	S	S	S			S	
City of Springfield																			
City Manager’s Office		S			S	S	S	S						S	P		S	P	P
Development and Public Works Department	P		P		S		S				S	P		S	S			S	
Emergency Management	S	S	S	S	P	S	P	S	S	S	S	S	S	P	S	S	P	S	S
Finance	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S	S
Fire & EMS	S	S		P	S	S	S	P	S	P				S		S		S	
Human Resources					S									S				S	S
Information Technology	S	S	S	S	S		S	S				S	S	S	S			S	
Legal					S									S				S	
Library					S	P	S							S			S		
Police	S	P		S	S				S				P	S	S	S		S	

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1.4.3 Support Annexes

SAs describe how governments, the private sector and volunteer organizations, and nongovernmental organizations coordinate common functional processes and administrative requirements necessary to ensure effective incident management. SAs are separate, stand-alone documents that supplement the Basic Plan.

Each annex is managed by one or more coordinating departments and is supported by various cooperating agencies. The SAs are identified below.

Annex	Function	Lead Department	
		Eugene	Springfield
SA A	Debris Management	Public Works	Development & Public Works
SA B	Damage Assessment Infrastructure	Public Works	Development & Public Works
SA C	Employee Services	Library, Recreational and Cultural Services, and Central Services	Human Resources

1.4.4 Incident Annexes

IAs provide tactical information and critical tasks unique to specific hazards that have been identified in the Eugene Springfield Multi-Jurisdictional Natural Hazard Mitigation Plan. The IAs are designed as functional checklists that identify step-by-step actions for each hazard through the pre-incident, response, and recovery phases of an incident.

Annex	Function	Lead Department	
		Eugene	Springfield
IA 1	Hazardous Materials	Fire	Fire
IA 2	Terrorism	Police	Police
IA 3	Infectious Diseases	Fire	Fire

1.4.5 Operational Annexes

OAs outline the tactical roles of basic emergency response such as EOC activation, specific roles and responsibilities, disaster declaration, and Incident Command.

Annex	Function
OA 1	EOC Activation/Operations
OA 2	EOC Position Roles and Responsibilities
OA 3	Disaster Declaration Process
OA 4	Leadership Communication Plan
OA 5	Incident Command System

1.5 Relationship to Other Plans

The EOP is supported by a number of other plans within or affecting the area that contain information and resources useful in all phases of emergency management. Plans of significance are listed and linked below.

1.5.1 Federal Plans

- [2003 Homeland Security Presidential Directive 5 \(HSPD-5\)](#)
- [Presidential Policy Directive 8 \(PPD-8\)](#)
- [National Response Framework \(NRF\)](#)
- [National Disaster Recovery Framework](#)
- [National Infrastructure Protection Plan](#)

1.5.2 State Plans

- [The State of Oregon Emergency Operations Plan](#)
- [State of Oregon Cascadia Subduction Zone Catastrophic Earthquake and Tsunami Operations Plan](#)

1.5.3 County Plans

- [2012 Lane County Emergency Operations Plan](#)
- [2012 Lane County Hazard Mitigation Plan](#)
- [2008 Lane County Public Health Plan](#)
- [2008 Lane County Community Wildfire Protection Plan](#)

1.5.4 Regional and Metropolitan Plans

- [The Eugene-Springfield Multi-Jurisdictional Natural Hazard Mitigation Plan](#)

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- [The Eugene-Springfield Metropolitan Area General Plan or Metro Plan](#)
- [The Eugene Springfield Transportation Plan \(TransPlan\)](#)
- [Eugene-Springfield Metropolitan Area Public Facilities and Services Plan](#)

1.5.5 City Plans

1.5.5.1 City of Eugene

- [Community Climate and Energy Action Plan](#)
- [City of Eugene Comprehensive Stormwater Management Plan](#)
- [Stormwater Basin Master Plan](#)

1.5.5.2 City of Springfield

- [Stormwater Facilities Master Plan](#)
- [Stormwater Management Plan](#)
- [Wastewater Master Plan](#)

1.5.6 Special District Emergency Plans

Special districts are responsible for establishing liaison with the City and County organizations to support emergency management capabilities for the community. Special districts (e.g., education, water, fire and rescue districts) provide primary emergency response for incidents in their areas using their own plans, policies, and procedures, which are coordinated with County and City emergency plans. Most special district incident response is limited to activities directly related to the service(s) they provide. They rely on support from external agencies during response to a major incident.

Table 1-6 Special Districts	
Name	Type
Eugene	
Eugene School District 4J	Education
Bethel School District #52	Education
Eugene Water and Electric Board	Water, Electricity
Santa Clara Fire District	Fire
University of Oregon	Education
Lane Community College	Education
Private Colleges and Universities	Education

Table 1-6 Special Districts	
Name	Type
Springfield	
Springfield Utility Board	Water, Electricity
Rainbow Water District	Water
Glenwood Water District	Water
Eugene Water and Electric Board	Electricity
Emerald People’s Utility District	Electricity
Springfield School District 19	Education
Eugene School District 4J	Education
Willamalane Park and Recreation District	Park and Recreation

1.6 Government Structure

Eugene and Springfield are both charter cities operating under council-manager forms of government, with the councils enacting policy and the City Managers responsible for day-to-day operations of the City.

1.7 Continuity of Government

1.7.1 Lines of Succession

To maintain city operations and ensure the orderly continuation of leadership in an emergency situation, the following order of responsibility has been established for each jurisdiction, illustrated in Table 1-7 and Table 1-8.

Table 1-7 City of Eugene Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
<ol style="list-style-type: none"> 1. City Manager 2. Assistant City Manager 3. Central Services Director 4. Public Works Director 	<ol style="list-style-type: none"> 1. Mayor 2. Council members (order of succession)

Table 1-8 City of Springfield Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
<ol style="list-style-type: none"> 1. City Manager 2. Assistant City Manager 3. Development & Public Works Director 4. Fire and EMS Chief/Deputy 5. Police Chief 6. Emergency Manager 	<ol style="list-style-type: none"> 1. Mayor 2. Council members (order of succession) 3. City Manager

1. Introduction

An additional succession line is stipulated in Eugene Code, Chapter 2; 2.1035, which states, “the municipal judge, the city manager, and the chief officer or head of each department of city government shall designate not less than three nor more than seven emergency interim successors in addition to duly authorized deputies, assistants, or subordinates, and specify the order of succession of the designated emergency interim successors. Designations shall be in writing filed with the City Recorder and shall be kept in the public records.” Each City department is responsible for pre-identifying staff for a clear line of succession in the absence of the highest ranking official or lead worker.

1.7.2 Preservation of Vital Records

Each City department must provide for the protection, accessibility, and recovery of the City’s vital records, systems, and equipment. These are records, systems, and equipment that, if lost or damaged, will impair the City’s ability to conduct business or carry out essential functions.

1.8 Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers as soon as possible following an incident. Departments are tasked with developing their respective Continuity of Operations (COOP) plans establishing alternate facilities and staff locations as needed. Notification procedures for employee duty assignments will follow required procedures established by each department.

Maintaining a resilient workforce is essential to providing overall response and recovery activities. Personnel should be provided information to protect themselves and their families, suitable to hazardous conditions.

All City departments and employees may be expected to contribute to the emergency response and recovery efforts of the community. Each employee is encouraged to develop emergency plans to facilitate family safety and self-sufficiency, which, in turn will enable employees to assume their responsibilities to the Cities and residents as rapidly as possible.

1.9 Emergency Operations Center Administration

Information on EOC administration can be found in OA 2 – EOC Position Roles and Responsibilities and in departmental operating procedures.

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Situation and Planning Assumptions

2.1 Situation

The Cities of Eugene and Springfield are exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties.

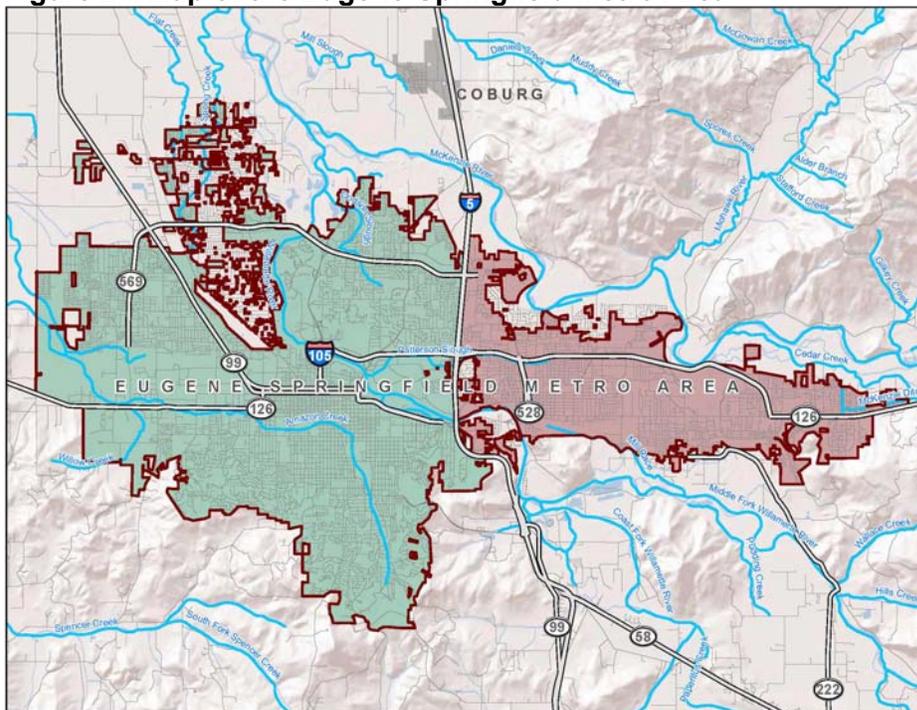
Emergencies or disasters can occur without warning and cause human suffering, injury, death, property damage, environmental degradation, loss of essential services, and economic hardship for the community. The extent of casualties and damage will reflect factors such as when the event occurs, how severe it is, weather conditions, population density, and the possible triggering of secondary risks, such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property, and damage to critical infrastructure, including cultural and economic assets. Department-specific procedures and protocols define support functions and critical tasks that will be implemented in conjunction with the EOP as needed or required.

2.1.1 Community Profile

The Cities of Eugene and Springfield comprise an area of 59.4 square miles and are located at the southern end of the Willamette Valley. The Cities are situated at the confluence of the Willamette and McKenzie Rivers, between the Coast Range and the Cascade Mountains, about 50 miles east of the Pacific Coast. They are separated by Interstate 5.

2. Situation and Assumptions

Figure 2-1 Map of the Eugene-Springfield Metro Area



2.1.2 Population and Demographics

The Eugene/Springfield area is the second largest metropolitan area in Oregon. The 2010 census population estimates for the Cities of Eugene and Springfield were 156,185 and 59,403, respectively. The 2010 estimates are approximately 13.3% higher than the 2000 estimates for Eugene and 12.4% higher for Springfield

Disaster impacts (in terms of loss and the ability to recover) vary among population groups following a disaster. Historically, 80% of the disaster burden falls on the public. Of this number, a disproportionate burden is placed upon special needs groups, particularly children, the elderly, the disabled, minorities, and low income persons. The Eugene/Springfield area has a substantial population of children and elderly adults. In the 2010 census, the population of Eugene and Springfield residents less than 18 years old was estimated to be 18% and 24%, respectively. Additionally, the population of residents 65 years and over residing in Eugene was 13% and 11% for Springfield. According to the 2010 census, approximately 21.5% of individuals live in poverty in Eugene and 19.9% in Springfield. The disabled are a high needs population that must be considered when planning for emergencies. Almost 42% of Eugene's elderly population is classified as disabled, while roughly 45% of Springfield's elderly population is considered disabled.

2. Situation and Assumptions

2.1.3 Transportation

Interstate 5, which connects Oregon to Washington and California, runs between the Cities of Eugene and Springfield. State Highway 99 also runs north-south through the City of Eugene. State Highway 126 runs east-west through both Eugene and Springfield, connecting the Cities to the Oregon coast and to communities east of the Cascade Mountains. Public transit is provided by the Lane Transit District, which covers most of Lane County.

Union Pacific owns and operates rail that runs north-southeast through Eugene. Additionally, there is a smaller cargo rail connecting the Eugene and Springfield area to the coast. Amtrak also runs passenger trains daily through the area.

The City of Eugene owns and operates the Eugene Airport, which is the second largest airport in Oregon and fifth largest airport in the Pacific Northwest. The Eugene Airport serves a six-county region and connects the Eugene/Springfield area to large and small western cities such as Portland, Seattle, Medford, and Salt Lake City.

2.1.4 Protection of Critical Infrastructure and Key Resources

Critical Infrastructure and Key Resources (CIKR) are owned and operated by the each of the Cities or local partners and support the delivery of critical and essential services. These resources are necessary to ensure the Eugene-Springfield Metro Area's security, public health and safety, and economic vitality. CIKR includes the assets, systems, networks, and functions that provide vital services to the City, State, region, and, sometimes, the nation. The Federal Emergency Management Agency (FEMA) has identified 16 Critical Infrastructure Sectors. More information about these sectors can be found at [Critical Infrastructure Sectors](#).

2.2 Threat/Hazard Identification

A wide range of natural and human-caused hazards have the potential to disrupt the community, causing casualties and/or damaging property and the environment. The following is a hazard and threat specific overview describing occurrence and impact to the Eugene Springfield area. More information can be found in the [2009 Eugene/Springfield Multi-Jurisdictional Natural Hazards Mitigation Plan](#).

- **Earthquake:** The Eugene/Springfield area has not experienced any major earthquake events in recent history. Seismic events do, however, pose a threat. In particular, a Cascadia Subduction Zone event could produce devastating damage and loss of life.

2. Situation and Assumptions

- **Flood:** Flooding is frequent in the Eugene and Springfield area. Riverine flooding, in particular, is the leading cause of flooding events and occurs when warm winter rain melts mountain snow.
- **Landslide:** The severity or extent of landslides is typically a function of geology and the landslide triggering mechanism. Rainfall-initiated landslides tend to be smaller than earthquake-induced landslides, which may be very large. Even small slides can cause property damage, result in injuries, or take lives.
- **Volcano:** The Cascade Range of the Pacific Northwest has more than a dozen active volcanoes. Volcano-related hazards that could most likely affect the Eugene/Springfield area are volcanic ash (tephra) and flooding from lahars.
- **Wildfire:** Fire is an essential part of Oregon's ecosystem, but it is also a serious threat to life and property. The size of the Eugene/Springfield wildland-urban interface makes wildfire a hazard worth addressing.
- **Winter Storm:** Destructive winter storms that produce heavy snow, ice, rain, freezing rain, and high winds typically originate in the Gulf of Alaska or in the central Pacific Ocean. These storms are most common from October through March. The recurrence interval for severe winter storms throughout Oregon is about every 13 years; however, many localized storms may occur between these periods.
- **Dam Safety:** While not a natural hazard, dam safety is of concern to the residents of Eugene and Springfield because of their proximity to earthquake and landslide hazards in the region.
- **Hazardous Materials:** Hazardous materials can be found throughout Eugene and Springfield and, if released into the environment, can be dangerous to community residents and the surrounding environment.
- **Terrorism:** The Eugene and Springfield area has a history of environmental activism that has occasionally manifested itself in violent acts. In addition, the large sporting events that are hosted in the area, such as national and international track events, are vulnerable to terrorist attacks.
- **Pandemic.** The potential for pandemic influenza and the possibility of bioterrorism together generate the threat of a major health emergency in the area. Major threats include flu outbreaks and food/waterborne illness. Detection, surveillance, and

2. Situation and Assumptions

epidemiology are crucial elements in responding to potential health hazards.

- **Transportation Disruption.** This hazard includes major incidents involving motor vehicles, trains, aircraft or vessels. Both freight and passenger trains travel through the area and Interstate 5 bisects the Cities of Eugene and Springfield. Additionally, flight paths for the Eugene Airport cross parts of the Cities of Eugene and Springfield.
- **Tsunami (population migration).** The Eugene/Springfield area is located along a travel route from the Oregon coast. Therefore, the Cities may be impacted by this proximity and the associated needs of residents fleeing a tsunami. The Eugene/Springfield area may be additionally impacted if a regional earthquake is the cause of the tsunami.
- **Utility Disruption (power, water, wastewater).** Utility or infrastructure emergencies involving failure or disruption of electrical, telephone, computer, water, fuel, sewer, or sanitation systems may impact large populations within the area. An additional hazard is created by a major natural gas pipeline crossing the area. Hazards increase significantly if incidents include a fire or explosion, a release of hazardous materials, or large numbers of casualties
- **Civil Unrest.** This hazard may include protests, strikes, demonstrations, or riots. Civil disorder can begin non-violently but can quickly escalate to a violent collective action.

Hazard	Vulnerability	Probability
Winter Storm*	High	High
Flood: Riverine ***	Medium	Medium
Flood: Stormwater ***	Low	High
Wildfire: Eugene ***	Medium	High
Wildfire: Springfield ***	Low	High
Terrorism: Domestic	Low	High
Terrorism: International	Medium	Low
Landslide: Eugene	Low	High
Landslide: Springfield	Low	Medium
Hazardous Materials incident	Medium	High
Earthquake: Subduction Zone	High	Medium

2. Situation and Assumptions

Earthquake: Crustal	High	Low
Earthquake: Intraplate	High	Low
Volcano	High	Medium
Dam Safety	High	Low
*Winter storm includes snow, ice, and wind *** Continued mitigation planning assumes climate change will lead to higher probability in the future <i>Source: 2009 Multi-Jurisdictional Natural Hazard Mitigation Plan</i>		

Vulnerability	
High	More than 10% of population or assets to be affected
Med	1%–10% of population or assets to be affected
Low	Less than 1% of population or assets to be affected

Probability	
High	One incident likely within 10–35 years
Med	One incident likely within 35–75 years
Low	One incident likely within 75–100 years

2.2.1 Capability Assessment

The City of Eugene uses the Department of Homeland Security, National Preparedness standard Core Capabilities to assess the emergency management program and identify areas for improvement. The Cities of Eugene and Springfield work with the County to develop plans, agreements, procedures, exercises, and critical tasks needed for strengthening regional capabilities.

2.3 Assumptions

This EOP is based on the following assumptions and limitations:

- Each City will retain its autonomy and will handle emergencies at its individual local level until an incident reaches a size that demands multi-jurisdictional resource collaboration.
- Personnel may be unable or unavailable to report to work. Certain operations or services may be unavailable due to blocked access or damage to facilities.
- Some incidents occur with enough warning that appropriate notification can be issued. Other incidents occur with no advance warning.
- Overwhelmed systems could impair communication.

2. Situation and Assumptions

- Non-essential operations may be curtailed to free up resources to respond to the event.
- The Cities are dependent on privately owned and operated critical infrastructure, including water, fuel, and power utilities, to provide services. If inoperable or depleted, response and recovery efforts may be delayed.
- Residents may need to utilize their own resources and be self-sufficient following an emergency event for one week or more. Vulnerable populations will require additional resources to meet access and functional needs.
- A large-scale incident will exceed the emergency response capabilities of the Cities and the state. Additional resources will be required from other states and/or the federal government to achieve an effective response.

2. Situation and Assumptions

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Roles and Responsibilities

3.1 Emergency Management Organization

Eugene and Springfield each has an EMO, which consists of all levels of City government. The Mayor, City Council, City Manager, Department Executive Managers, City Attorney, and individual departments all have certain responsibilities in the various phases of emergency management for the Cities of Eugene and Springfield. The EMO is responsible for the City's emergency preparations (planning, training, and mitigation), as well as response and recovery operations. It centralizes command and information coordination to enable its unified chain-of-command to operate efficiently and effectively in managing the City's resources.

The Cities' Emergency Management goal is to effectively bring every available resource to bear against the incident.

The City of Eugene and the City of Springfield have established the following EMO operational priorities:

- Ensure life safety and preservation.
- Repair and restore essential systems and services.
- Provide a basis for direction and control of emergency operations.
- Provide for the protection, use, and distribution of remaining resources.
- Provide for continuity of government.
- Ensure that recovery activities are completed effectively and timely.
- Coordinate resource collaboration with the other jurisdiction when deemed necessary.
- Protect property and the environment.
- Practice fiscal responsibility.

3.2 Assignment of Responsibilities

This section provides an overview of the key functions and procedures that the City of Eugene and the City of Springfield will accomplish during mitigation, preparedness, response to, and recovery from an emergency. The EOP is built

3. Roles and Responsibilities

upon the idea that both Cities will follow their established procedures regardless of the level or duration of jurisdictional collaboration. Where applicable, this plan identifies procedural differences between the two Cities and points of collaboration.

3.2.1 Mayor and City Council

The ultimate responsibility for policy, budget, and political direction for each City government is borne by the respective City Councils. During emergencies, this responsibility includes encouraging public involvement and assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the City Councils will provide an elected liaison with the community and other jurisdictions.

General responsibilities of the Mayors and City Councils are as follows:

- Convene the City Council for emergency session(s). (*Mayor*)
- Assist in communication and coordination efforts with elected officials of other governmental entities. (*Mayor*)
- Ensure the line of succession. (*Mayor and City Council*)
- Be available to address the community, and act as a conduit, within their respective wards or at evacuation centers. (*Mayor and City Council*)
- Review emergency expenditures and ensure adequate appropriation of finance resources to meet emergency expenses. (*Mayor and City Council*)
- Coordinate emergency public information with City Manager's Office staff and Public Information Officer (PIO). (*Mayor and City Council*)
- Meet, as needed, to provide policy direction and enact ordinances that reduce the impact to residents. Examples may include flood plain ordinances, land use and development codes, and anti-price-gouging ordinances. (*Mayor and City Council*)

3.2.2 City Manager

The City Managers of Eugene and Springfield are responsible for continuity of government, overall direction of their Cities' emergency operations, and dissemination of public information.

City Manager responsibilities include:

- Ensuring continuity of government.

3. Roles and Responsibilities

- Recommending to their City Councils any ordinances, policies, or procedures that would assist their City Councils and other City officials in the performance of their duties in preparing for, responding to, and recovering from an emergency.
- Declaring a State of Emergency, requesting assistance through Lane County.

3.2.3 Executive Managers (Eugene)/Department Directors (Springfield)

The City Managers will determine, based on the nature of an emergency, which Executive Managers/Department Directors will staff the Policy Rooms. Executive Managers/Department Directors not immediately reporting to their EOC will either report to their respective departments to provide staff assistance or prepare to take a later shift as part of the Executive Group/Executive Team. The City Attorney's role is to advise other members of the Executive Group/Executive Team regarding legal matters and provide assistance in presenting emergency ordinances to their City Councils for adoption. Members of the Executive Group/Executive Team will determine which legal measures are to be processed by the City Council. The City Managers are responsible for declaring a State of Emergency for their respective cities and, if necessary, requesting additional assistance from other jurisdictions or higher levels of government. Responsibilities of the Executive Group/Executive Team are as follows:

- Provide resources to ensure that staff receive necessary training for managing emergency events, including maintenance of this EOP.
- Maintain communication and support with their Mayor and City Council; stay informed of event status.
- Determine City services to be curtailed or modified during the course of an emergency, including determining an appropriate time for services to come back online.
- Provide policy guidance to the EOC Manager.
- Review critical press releases prior to release.
- Determine priorities for City resources.
- Recommend emergency ordinances to their City Council.
- Review ordinances for legal and liability issues.

3. Roles and Responsibilities

3.2.4 Emergency Manager

The Cities of Eugene and Springfield each have designated staff members as their Emergency Managers. The purpose of the Emergency Manager position is to ensure that the day-to-day functions of the EMO are performed and to maintain situational awareness of potential threats or hazards to their City. Responsibilities of the Emergency Managers include:

- Ensuring that all City departments develop, maintain, and exercise their respective Emergency Support Functions and annexes to this plan.
- Updating the EOP.
- Providing coordination of emergency plans, programs, and operations with the County and neighboring jurisdictions and other public and private agencies with emergency services responsibilities.
- Serving as the primary EOC Manager during activations.
- Serving as day-to-day liaison between Eugene-Springfield, the County, public, volunteer, private, and other agencies for emergency planning.
- Convening disaster team and committee meetings.

3.2.5 Disaster Teams and Committees

The Cities of Eugene and Springfield have developed City staff groups to oversee the design, development, and implementation of emergency management activities.

City of Eugene Disaster Operations Task Team comprises representatives from all City departments and is charged with the following responsibilities:

- Ensuring that designated staff have completed required training.
- Ensuring employee participation in emergency management exercises.
- Encouraging employees to prepare their homes and families for emergencies.
- Participating in regularly scheduled meetings.
- Ensuring that the primary and alternative EOC locations are in a state of operational readiness.

3. Roles and Responsibilities

- Ensuring that their departments are accountable for fulfilling their essential functions outlined in their standard operating policies and procedures.
- Updating appropriate EOP annexes.

City of Springfield Emergency Management Committee – The Emergency Management Committee is an interdepartmental team established through the authority of the City Manager/Director of Emergency Services that seeks to reduce Springfield’s vulnerability to loss of life and injury to persons, property, the built and natural environments, and economic vitality resulting from emergencies through effective strategies and practices of mitigation, preparation, response, and recovery and fostering individual, community, and City resilience.

Eugene/Springfield Community Emergency Response Team (CERT) –The Cities support a multi-jurisdictional CERT team trained to respond in communities and support the Cities upon request.

3.3 Private Sector

Private-sector organizations, such as the Lane County [Local Emergency Planning Committee](#), play a key role before, during, and after an incident. Owners/ operators of certain regulated facilities or hazardous operations may bear responsibilities under the law for preparing for and preventing incidents from occurring and responding to an incident once it occurs. Partnership with private industry is crucial for a whole community emergency response concept.

3.4 Other Agencies

Nongovernmental and volunteer organizations play enormously important roles before, during, and after an incident. In the Eugene-Springfield Metro Area, nongovernmental organizations such as the American Red Cross (Red Cross) provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. Nongovernmental organizations collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of nongovernmental organizations prior to and during an emergency may include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food shelter, and assistance with post-emergency cleanup.

3. Roles and Responsibilities

- Identifying those whose needs have not been met and helping to coordinate assistance for them.

These organizations include but are not limited to:

- Red Cross.
- Amateur Radio Emergency Service.
- Radio Amateur Civil Emergency Service.
- Oregon Voluntary Organizations Active in Disaster.

3.5 County, State, and Federal Response Partners

The Lane County Emergency Management Program provides a coordinated response to a major emergency or disaster and may deploy resources under the direction of the County to respond should emergency conditions exist that threaten residents of the Cities of Eugene and Springfield.

Under Oregon statutes, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-declared emergency. In addition, the administrator of the Oregon Office of Emergency Management (OEM) is responsible to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for managing state-wide ESFs is assigned by the Governor to the state-level departments best suited to carry out each function applicable to the emergency situation. These departments coordinate with their ESF counterparts at the local and national levels.

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon EOP and, if necessary, the NRF.

3.5.1 Lane County Fire Defense Board

The mission of the Lane County Fire Defense Board is to increase firefighter safety, increase public safety, reduce property damage due to fire or hazardous material situations, and oversee emergency medical response throughout Lane County. In addition, the Board's mission is:

3. Roles and Responsibilities

- To provide organizational structure and operational procedures for the mobilization and direction of the firefighting forces of the Lane County Mutual Assistance Agreement members that may exceed the capabilities of one district/department's fire defenses.
- To develop, enact, and maintain policy for the benefit of the members of the Lane County Fire Defense Board and the organizations over which it has jurisdiction.
- To provide a medium in which to interact and solve the fire service problems relating to Lane County.
- To conform to, and implement when required, the Oregon State Fire Service Plan.

3.5.2 Integration of Response Partners

As the response effort unfolds and additional resources and personnel are requested to augment existing capabilities, personnel from other local, State, or federal agencies will integrate into the Incident Command Post and the EOC to enhance emergency response.

3. Roles and Responsibilities

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Concept of Operations

4.1 General

City government has a responsibility to protect public health and safety and to preserve property and the environment from the effects of a disaster, to the extent possible. In keeping with the foundational emergency management principle that “all disasters are local,” each jurisdiction is responsible for preparing and responding to all hazards that affect the community. City government is also responsible for organizing, training, and equipping emergency personnel with the appropriate facilities and equipment, as well as providing suitable warning and communications systems.

The concept of operations is to provide assistance to affected visitors and residents of Eugene and Springfield in a collaborative, unified and expedited manner. When emergency situations arise the decision may be made to activate all or part of this plan. In addition, the EOC may be activated based on the type, size, severity, and expected duration of the emergency. Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance/resources for emergency response agencies from the county, state, and/or federal government.

4.2 Incident Management Response Framework

From routine emergencies handled by a single City resource to a major disaster impacting the entire County or region, all emergency response operations will adhere to the principles of NIMS and ICS. In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident.

4.3 Emergency Management Mission Areas

The Cities of Eugene and Springfield undertake a year-round approach to ensure that City personnel and the community are prepared for an emergency or disaster, regardless of size or severity. City departments and partner agencies develop operational capabilities that facilitate response in the event of a disaster or emergency.

When the community is engaged in personal preparedness, it becomes empowered to identify its needs and the existing resources that may be used to address them. Collectively, the community can determine the best ways to organize and strengthen its resilience. This allows the Cities to better focus their resources in an emergency response.

4. Concept of Operations

This EOP, by its nature, focuses on response and short-term recovery activities. Emergency management mission areas focus on activities conducted by each level of government before, during, and after an emergency. The overall emergency management mission includes the following activities:

4.2.1 Prevention

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

4.2.2 Protection

Protection-related actions reduce the vulnerability of CIKR in the City. These efforts deter, mitigate, or neutralize terrorist attacks, major disasters, and other emergencies.

Protection-related actions require coordination on the part of federal, State, and local governments; the private sector; and concerned citizens across the country. Protection in the City includes continuity of government and operations planning; awareness elevation and understanding of threats and vulnerabilities to critical facilities, systems, and functions; and expansion of voluntary security-related information sharing among private entities, as well as between government and private entities.

4.3.3 Mitigation

Mitigation is an action to reduce or eliminate long-term risk to people, property, the environment, and the economy from natural and technological hazards. Hazard mitigation includes activities that focus on reducing the vulnerability of critical infrastructure or stopping an incident from occurring. This EOP, in conjunction with the Eugene-Springfield Multi-Jurisdictional Natural Hazards Mitigation Plan, provides policy guidance for hazard mitigation in Eugene and Springfield.

4.3.4 Response

Response involves activities that address the short-term, direct effects of an incident. Response includes immediate actions to preserve life, property, and the environment; meet basic human needs; and maintain the social, economic, and political structure of the community.

4. Concept of Operations

4.3.5 Recovery

Recovery-related activities consist of both short-term and long-term efforts. Short-term recovery can best be defined as the actions taken by responders to address and provide for the essential and immediate needs of the community members in the aftermath of a disaster.

Long-term recovery focuses on restoring communities. This is accomplished by assisting property owners in repairing or rebuilding homes and businesses and assisting local governments, school districts, and other public nonprofit agencies in restoring or reconstructing damaged infrastructure. Post-disaster mitigation programs should be implemented during the recovery period.

4.4 Response and Coordination

4.4.1 Incident Management

Operational direction and control of response activities within local jurisdictions is conducted by on-scene Incident Commanders who provide situational awareness and request resources through the EOC when activated.

4.4.2 Incident Response Levels

The EOP is based on the premise that emergency functions for various city and regional response agencies involved in emergency management will generally parallel normal day-to-day functions. As an emergency progresses, lead response departments will determine the need for additional resources and request them as needed. The escalation of an incident may impact the ability to provide services, which may require a change in the operational collaboration level between the two Cities.

The activation status of either City's Emergency Operation Center (EOC) and the response level of the emergency management system do not necessarily reflect or indicate the operating status of the City government as a whole or any individual department.

4.4.2.1 Level 4 - Routine

A Level 4 response is a routine emergency response generally limited to one city and is handled within the normal organizational procedures. It is typically achievable with the resources of a single department, though it may include minor support from other departments.

4.4.2.2 Level 3 - Incident

A Level 3 response is one that exceeds the resources of a single city department and requires support from several departments. It is an occurrence that is generally limited to one city and requires multi-department response, and may include activating resources of other agencies through mutual aid agreements. The City EOC may be activated. Additional resources and

4. Concept of Operations

coordination would be determined by the Incident Commander and may require multi-jurisdictional resource coordination.

4.4.2.3 Level 2 - Emergency

A Level 2 response affects a large portion of the population, property, and critical services in Eugene and/or Springfield. Response to a Level 2 emergency requires the activation of the EOC and requires multi-agency response not normally serving that area. This is an emergency or threat of an emergency leading to significant damage, injury, or loss of life or property. A Level 2 response may require a full activation of one or both Cities' EOCs, and it may be declared a "State of Emergency". Additional resources and coordination would be determined by the Incident Commander and requested through City EOCs to the County.

4.4.2.4 Level 1 - Catastrophic

A Level 1 response is for a catastrophic disaster that overwhelms local response capabilities and mutual aid leading to long-term impacts on the incident area. A Level 1 response will likely require a full activation of both Cities' EOCs. A "State of Emergency" would likely be declared. Additional resources and coordination would be determined by the Incident Commander and requested through City EOCs to the County, State, and Federal Government.

4.4.3 Alerts, Warnings, and Interoperable Communications

Warnings, emergency information, or disaster reports may be received by any of the departments in the two cities. Such information will be relayed to the appropriate dispatch center as deemed appropriate. Decisions to respond, implement this EOP, and activate the EOC will be made by the City Managers, Emergency Managers, or other designated official.

Interoperable communications systems are addressed in ESF 2.

Alerts and warnings to the public will be prepared and distributed according to ESF 15.

4.5 Response Priorities

The Cities of Eugene and Springfield have pre-established response strategies and actions to be taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property and the environment, and enhance the effectiveness of disaster recovery and business resumption. Specific City ESF response activities are listed in the various ESFs supporting this EOP.

4. Concept of Operations**4.5.1 Jurisdictional Response Authority**

Responsibility for responding to emergencies rests with local government. Neighboring jurisdictions, State and Federal agencies will not assume authority or responsibility for responding to any emergency incident, unless local response thresholds are exceeded. When requested, these agencies will provide support to local jurisdictions. The City in which the incident occurs has jurisdictional authority and primary responsibility for managing the incident.

If the incident affects Eugene and/or Springfield, the impacted city (or cities), the County, and the State will ensure that life safety and life sustaining activities continue without interruption for their jurisdictions until federal assistance arrives.

4.6 Response Coordination

Lead response departments will determine the need for additional assistance and resources and request them as needed. The escalation of an incident may impact the Cities' ability to provide services, which may require a change in the operational level of the Cities response systems. In these situations, additional resources will be requested through mutual aid agreements, county, state, or federal processes.

4.7 Recovery

Concurrent with the immediate response to an emergency, the response agencies or organizations involved with short- and long-term recovery operations may need to be activated to provide for ongoing social needs, planning, and rebuilding damaged infrastructure.

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Command and Control

5.1 Emergency Operations Center

The City of Eugene and the City of Springfield operate EOCs. The EOCs are used to coordinate response to any major disaster or emergency situation. While the EOC staffing structure mirrors that of an Incident Management Team (IMT), the EOC staff does not replace the ICS positions that may be activated to support IMTs in the field nor does it provide operational control to those positions. The EOC is used to support and coordinate information with the IMT and outside jurisdictions.

The EOC Manager oversees the functional operations of the EOC to ensure that response and recovery activities are performed in accordance with NIMS and ICS principles. These operations are:

- Maintain City-wide situational awareness
- Coordinate adequate communications.
- Obtain and coordinate limited critical resources.
- Provide crisis communications and public information.
- Evaluate hazards and formulate contingency plans.
- Support continuity of operations for essential City functions.
- Facilitate recovery processes.
- Facilitate multi-jurisdictional resource collaboration.

The City of Eugene and the City of Springfield each operate a “warm” EOC that can be activated within 30 to 60 minutes. In the event of an escalating incident for which both jurisdictions agree to collaborate resources, each EOC will continue to operate independently. The locations of each jurisdiction’s EOCs are:

5. Command and Control

EOC Locations	EUGENE	SPRINGFIELD
Primary:	Sheldon EOC Fire Station 6 2435 Willakenzie Road	Springfield EOC 230 4 th Street
Alternate 1:	Fire Training Center 1705 W. Second Avenue	Development and Public Works – Operations 201 S. 18 th Street
Alternate 2:	Eugene Police Department 300 Country Club Road	Springfield Library 225 – 5 th Street
Alternate 3:	Eugene Library 4 th Floor 100 W. 10 th Avenue	

Lane County EOC

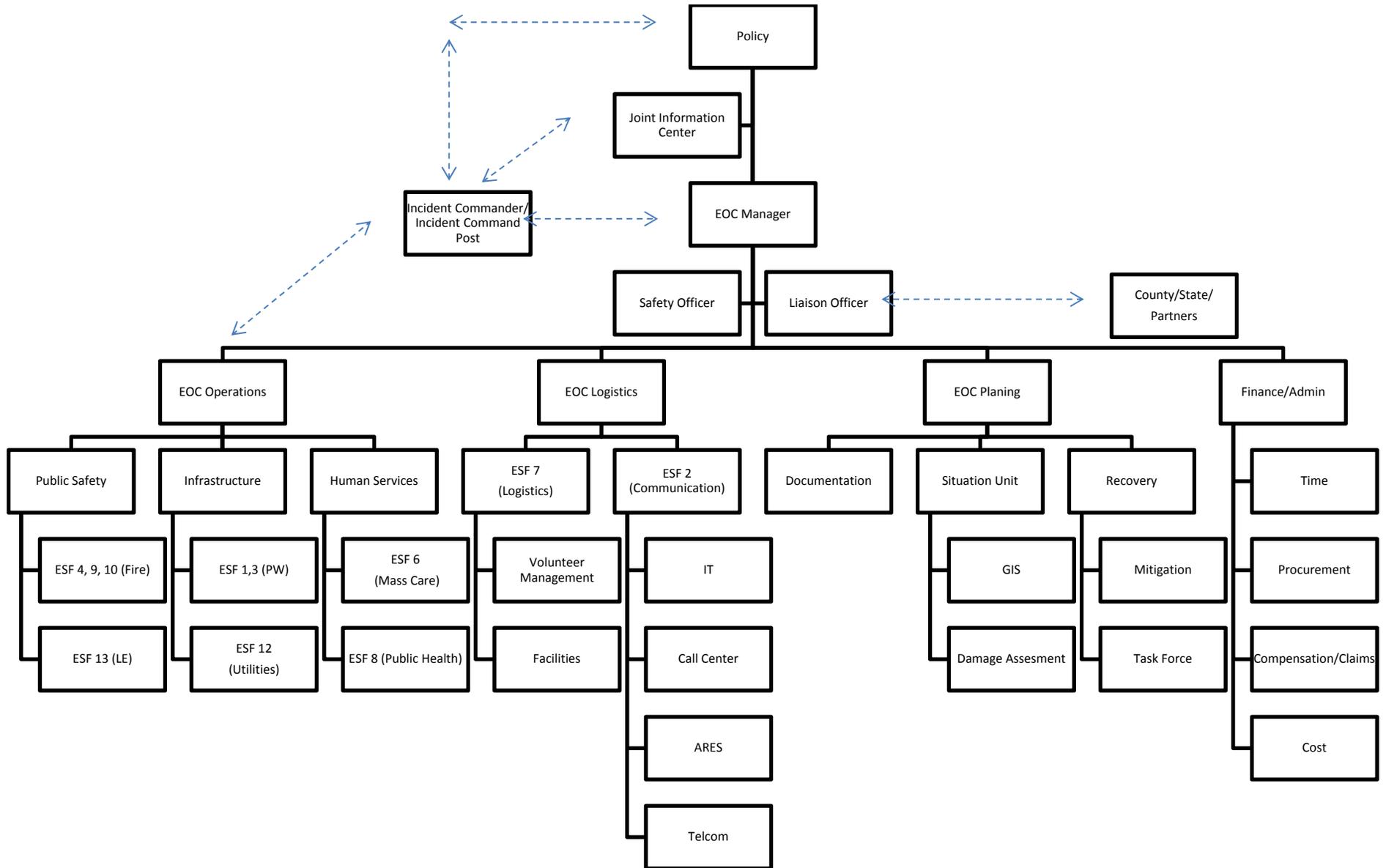
- Primary EOC: Lane County Public Service Building (Sheriff’s Office), 125 East 8th Avenue, Eugene, Oregon
- Alternate EOC: Lane County Public Works “Veneta Shops,” 25398 Jeans Road, Veneta, Oregon

Figure 5-1 EOC Staffing Structure

←-----> Coordination

EOC Staffing Structure

Figure 5.1



5. Command and Control**5.1.1 Emergency Operations Center Activation Thresholds**

EOC operations are dictated by the size and complexity of an event and generally fall into four categories or phases. These phases may be modified as the situation dictates. The general phases of operation are:

5.1.1.1 Minor

The EOC is not activated during routine emergencies. The Emergency Manager may monitor event(s) if asked by the on-scene Incident Commander.

5.1.1.2 Monitoring and Assessment

The EOC may be activated at a monitoring level in order to assess a small incident or event that could rapidly escalate, such as a weather event or wildfire.

5.1.1.3 Partial

Partial activation is for the coordination of an incident that requires more support than is available at the IMT level. This approach may be optimal for planned public events, incidents of moderate size, and scope or incidents requiring specialized resource support. Emergency Management will determine initial staffing. EOC Command will determine which portions of the EOP to activate.

5.1.1.4 Full

Full EOC activation is for major incidents that require application of a broad range of community resources to save lives and protect property. Emergency plans will be implemented and the EOC will be activated to coordinate response and recovery activities.

5.1.2 Emergency Operations Center Activation

The Emergency Manager, or designee, is the primary EOC Manager and is advised of any emergent situations. The Emergency Manager has the responsibility to monitor and follow up on any threat that has the potential to impact the City. The Emergency Manager in conjunction with executive leadership will use this information to determine the need to activate the City EOC.

Upon activation:

- The City Emergency Manager is the primary EOC Manager.
- The on-scene Incident Commander retains tactical control of the incident; the EOC Manager assumes responsibility for coordinating and prioritizing resources in support of emergency operations.

5. Command and Control

- The on-scene Incident Commander may establish an on-scene Incident Command Post and IMT at the scene to maintain close contact and coordination with the EOC.
- The EOC Manager will determine the level of EOC staffing required; alert the appropriate personnel, agencies, and organizations; and, if multi-jurisdiction resource collaboration is active, maintain contact with all active EOCs.
- Emergency operations will be conducted by City Departments, augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements. County, State, and federal support will be requested as the situation dictates. Department heads and organization leaders are responsible for the emergency functions assigned to their activities, as outlined in their respective annexes.
- The EOC may, as appropriate, operate on a 24-hour basis or as needed.
- The Emergency Manager of the affected City will immediately notify the County Emergency Management office upon EOC activation. Periodic updates will be issued as the situation requires.

5.1.3 Emergency Operations Activation Authority

Each jurisdiction is responsible for activating its respective EOC. When the decision to activate is made, the EOC activation status will be conveyed to EOC staff as well as any staff that are already engaged in incident monitoring and assessment. If a jurisdiction’s primary and alternate EOCs are unusable, an additional EOC site will be selected. Table 5-1, below, illustrates the City management staff that has authority to activate the EOC.

Table 5-1 Emergency Operations Center Activation Authority	
City of Eugene	City of Springfield
1. City Manager	1. City Manager
2. Assistant City Manager	2. Assistant City Manager
3. Central Services Director	3. Fire & EMS Chief
4. Fire and EMS Chief	4. Police Chief
5. Public Works Director	5. Development & Public Works Director
6. Police Chief	
7. Emergency Manager	6. Emergency Manager

5.1.4 Emergency Operations Center Organization

The EOC is organized using ICS including the functional areas outlined below and aligns with any IMTs it supports.

5. Command and Control**5.1.4.1 Command Staff****Policy Group**

The City Manager, or designee, and Executive Team provide overall direction and control for emergency actions to preserve public health, protect life and public property, or provide relief to the community overtaken by such occurrences.

Whenever an emergency occurs that requires activation of the EOC, the Executive Team will be activated, in whole or part, to assess the situation and oversee City department actions. The City Manager makes recommendations to the Mayor and City Council members on actions for consideration.

Emergency Operations Center Manager

In general, the EOC Manager is responsible for all functions not assigned to one of the primary ICS sections and for the following specific tasks:

- Determining EOC objectives and strategies.
- Approving and supporting implementation of an EOC Incident Action Plan (IAP).
- Coordinating all activities supporting the incident or event.
- Approving release of information through the Public Information Officer (PIO).
- Performing the duties of the following Command Staff if no one is assigned to the position:
 - Safety Officer
 - PIO
 - Liaison Officer

Safety Officer

In general, the Safety Officer is responsible for:

- Identifying initial hazards and personal protective equipment requirements and defining decontamination areas.
- Implementing site control measures.
- Monitoring and assessing the health and safety of personnel.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Manager on safety issues or concerns as necessary.
- Exercising emergency authority to prevent or stop unsafe acts.

Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, county, regional, and state agencies, political officials, and stakeholders. These duties include:

5. Command and Control

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

Liaison Officer

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

- Serving as the contact point for their organization to the EOC.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations regarding personnel, capabilities, equipment, and facilities.

5.1.4.2 General Staff**Operations Chief**

The Operations Chief position is typically filled by the lead department managing response activities for a specific type of incident. The Operations Section is typically organized into ESFs representing agencies involved in operations, such as: fire, law enforcement, public health, and public works. Private entities, companies, and nongovernmental organizations may also support the Operations Section. Roles of the Operations Chief include:

The Operations Chief is responsible for:

- Providing organizational support to IMTs in the field.
- Managing and coordinating various liaisons representing community response partners and stakeholders.
- Directing EOC IAP implementation.
- Requesting resources needed to support the EOC IAP and IMTs in the field.

5. Command and Control**Planning Chief**

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes are accomplished. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:

- Collecting, evaluating, and distributing information on the incident, and providing a status summary.
- Preparing and disseminating the EOC IAP.
- Conducting planning meetings and status updates for EOC operations.
- Maintaining resource status.

Logistics Chief

The Logistics section is typically supported by the following units: Supply, Food, Communications, Medical, Facilities, and Ground Support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support.

The Logistics Chief is responsible for:

- Providing and managing resources to meet the needs of EOC personnel and IMTs in the field as requested.
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Estimating future support and resource requirements.
- Assisting with development and preparation of the EOC IAP.
- Ensuring functional communications

Finance/Administration

The Finance/Administration section is specific to the incident type and severity of resulting impacts. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

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

Emergency Support Functions

Each City's EOC will be staffed with representatives of the agencies responsible for each ESF. This provides a modular structure to activate capabilities needed to best address the requirements of the incident. The ESFs

5. Command and Control

are staffed with subject matter experts from primary and supporting agencies and organizations and are activated as needed and on the basis of the size and complexity of the incident.

5.1.5 Initial Action

Upon activation of all or part of this plan, the EOC manager will take specific actions to:

- Alert threatened populations
- Request appropriate City emergency services to activate necessary resources.
- Ensure radio frequencies are assigned and communications equipment is activated; confirm a communications plan is developed and implemented; and confirm interoperability among EOC staff, field Incident Command Posts, and response agencies.
- Determine whether City resources are or will be overwhelmed
- Notify personnel and prepare to staff the EOC
- Ensure Personnel Identification and Accountability procedures are functioning to:
 - Control access to the EOC.
 - Identify personnel engaged in activities at the EOC.
 - Account for personnel engaged in EOC activities.
- Implement procedures for maintaining continuity of operations
- Conduct and manage ESF primary and supporting agency responsibilities.
- Coordinate with regional and County Emergency Managers.
- Activate procedures to track and manage personnel time and resource expenditures related to the event.

5.2 Emergency Declaration Process

5.2.1 Declaration Authority

In the event that a City's resources are overwhelmed, the City Manager may declare a State of Emergency for his or her respective jurisdiction, as defined in Eugene City Code 2.0155 (2) and Springfield City Code 2.808. An Emergency Declaration grants the requesting City the ability to obtain

5. Command and Control

additional County, State, and federal support. The necessity for a declaration of emergency will depend upon the scope and magnitude of the incident, impact to the affected City's essential services, and the recognition that resource capabilities are, or will be, overwhelmed. Each City may independently, and without prejudice, declare a State of Emergency for its jurisdictions to ensure that emergency measures are invoked, and authorized based on city code.

5.2.2 Declaration Process

The Emergency Declaration process is based on the legal framework contained in each City's ordinances. The process is described in detail in OA 2 – Emergency Declaration Process

5.2.3 Submission to the County

When a disaster occurs and the City has responded to the best of its ability and is, or will become, overwhelmed by the incident, the City may request assistance from Lane County. The declaration of a local emergency must include a description of the situation and existing conditions that warrant the declaration, the geographic boundaries of the emergency area, the special powers being invoked, or the emergency controls to be imposed by the County. The effective period for the declaration must also be time and duration specified (e.g., for 72 hours). The emergency period can be extended if emergency conditions still exist after the effective period expires. If State or federal assistance is needed, it must also declare that all appropriate and available resources have been expended, and contain a request to the Governor for the type of assistance required. Requests must include:

- Description of the mission to be accomplished.
- Types of assistance needed.
- Certification that all resources have been expended.
- Preliminary assessment of property damage or loss, injuries, and deaths.

If the County is unable to provide the assistance requested, the County may declare a local emergency and request that the Governor declare an emergency. The County may add its support to the request, request that additional areas or services be included, or pass the request through to the State without any comment.

5.2.4 State and Federal Declaration

Requests by a local jurisdiction for a "Declaration of State of Emergency" by the Governor are made by the Executive Officer of Lane County. If the emergency occurs within a city, the Chief Executive(s) of that city must

5. Command and Control

request assistance from the County prior to a State declaration. State assistance may be provided after local resources are exhausted, nearing depletion, or projected to be inadequate and mutual aid agreements have been initiated.

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested. FEMA coordinates the Governor's Presidential request for assistance in accordance with the NRF.

5.3 Resource Coordination

As incidents expand, response departments will determine the need for additional assistance and resources and request them as needed. The escalation of an incident may impact the City's ability to provide services, which may require a change in the operational level of the City's response system.

5.3.1 Resource Requests, Allocations, Distributions

Resource requests and emergency/disaster declarations must be submitted by the affected City's Emergency Manager to the County Emergency Manager according to provisions outlined under Oregon Revised Statutes (ORS) Chapter 401. Each City is responsible for the direction and control of City resources during an emergency and for requesting any additional resources required for emergency operations. Any jurisdiction that requests resources is responsible for the tracking, resource typing, and recovery of the requested resource. There is no obligation for either jurisdiction to fulfill a resource request. Each jurisdiction will independently request County assistance.

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Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

If a plan is to be effective, its contents must be known and understood by those who are responsible for its implementation. The Cities’ Emergency Managers will brief their appropriate public and private officials concerning their roles in emergency management and ensure proper distribution of the plan, including any amendments made to the plan.

The EOP will be reviewed every two years and revised at a minimum of every two years from the date of last publication. ESF and other annexes will also be revised on a staggered two-year cycle. By 2019, the EOP in its entirety will be revised or re-written to comply with the FEMA’s five-year re-promulgation mandate.

Notwithstanding the regular update schedule, the EOP may be reviewed on an annual basis, gathering updates from other sources such as local, State, and federal agencies. EOP review will also focus on integration and compliance with NIMS.

EOP sections are scheduled for rewrite, completion, or update in the following years.

SECTION	2014	2015	2016	2017	2018
Basic Plan	X		X		X
Emergency Support Function Annexes					
ESF 1 – Transportation	X		X		X
ESF 2 – Communications	X		X		X
ESF 3 – Public Works and Engineering	X		X		X
ESF 4 – Firefighting	X		X		X
ESF 5 – Emergency Management		X		X	
ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services		X		X	
ESF 7 – Logistics Management		X		X	
ESF 8 – Public Health		X		X	
ESF 9 – Search and Rescue	X		X		X

6. Plan Development, Maintenance and Implementation

Table 6-1 Plan Development and Update Schedule (Calendar Year)					
SECTION	2014	2015	2016	2017	2018
ESF 10 – Oil and Hazardous Materials	X		X		X
ESF 11 – Agriculture and Natural Resources			X		X
ESF 12 – Energy		X		X	
ESF 13 – Public Safety and Security	X		X		X
ESF 14 – Long-Term Community Recovery			X		X
ESF 15 – External Affairs		X		X	
ESF 16 – Mass Fatality Management		X		X	
ESF 17 – Volunteer and Donations Management		X		X	
ESF 18 – Continuity of Government		X		X	
ESF 19 – Business and Economic Stabilization		X		X	
Support Annexes					
SA A – Debris Management		X		X	
SA B – Damage Assessment Infrastructure		X		X	
SA C – Employee Services		X		X	
Incident Annexes					
IA 1 – Hazardous Material	X		X		X
IA 2 – Terrorism			X		X
IA 3 – Infectious Disease	X		X		X
Operational Annexes					
OA 1 – EOC Activation and Operation	X		X		X
OA 2 – Roles and Responsibilities	X		X		X
OA 3 – Disaster Declaration Process	X		X		X
OA 4 – Leadership Communication Plan			X		X
OA 5 – Incident Command System			X		X

Each department is expected to develop and maintain procedural updates and training and to maintain its annex to the EOP as required. Emergency Management is required to incorporate new Presidential Directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.

6.2 Training Program

Emergency management training is managed through individual departments based on guidance from Emergency Managers in both Eugene and Springfield.

6. Plan Development, Maintenance and Implementation

Emergency Management training in the City of Eugene is tracked through the City's Employee Learning and Development System (ELDS) and is monitored to ensure that requirements are met.

6.3 Exercises

The Cities will conduct exercises throughout the year to test and evaluate this EOP. Whenever feasible, the Cities will coordinate with the County, State, and federal government to participate in joint exercises. These exercises will consist of tabletop exercises, drills, functional exercises, and annual full-scale exercise.

6.4 After Action Reports and Event Review

In order to document and track lessons learned from exercises, the Emergency Managers conduct a review, or "hot wash," with exercise participants after each exercise. The Emergency Managers also coordinate an After Action Report (AAR), which describes the objectives of the exercise and documents the results of the evaluation. Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve readiness. The AAR should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. The Emergency Manager of each City will ensure that equipment, training, and planning shortfalls identified following an incident are addressed by the EMOs from each City.

AARs are on file with each Cities' Emergency Management Office.

6.5 Community Outreach

The whole community approach requires that emergency management make efforts to involve the community in emergency planning. As the EOP and annexes are developed and maintained, the Cities will continue to reach out to community groups and agencies.

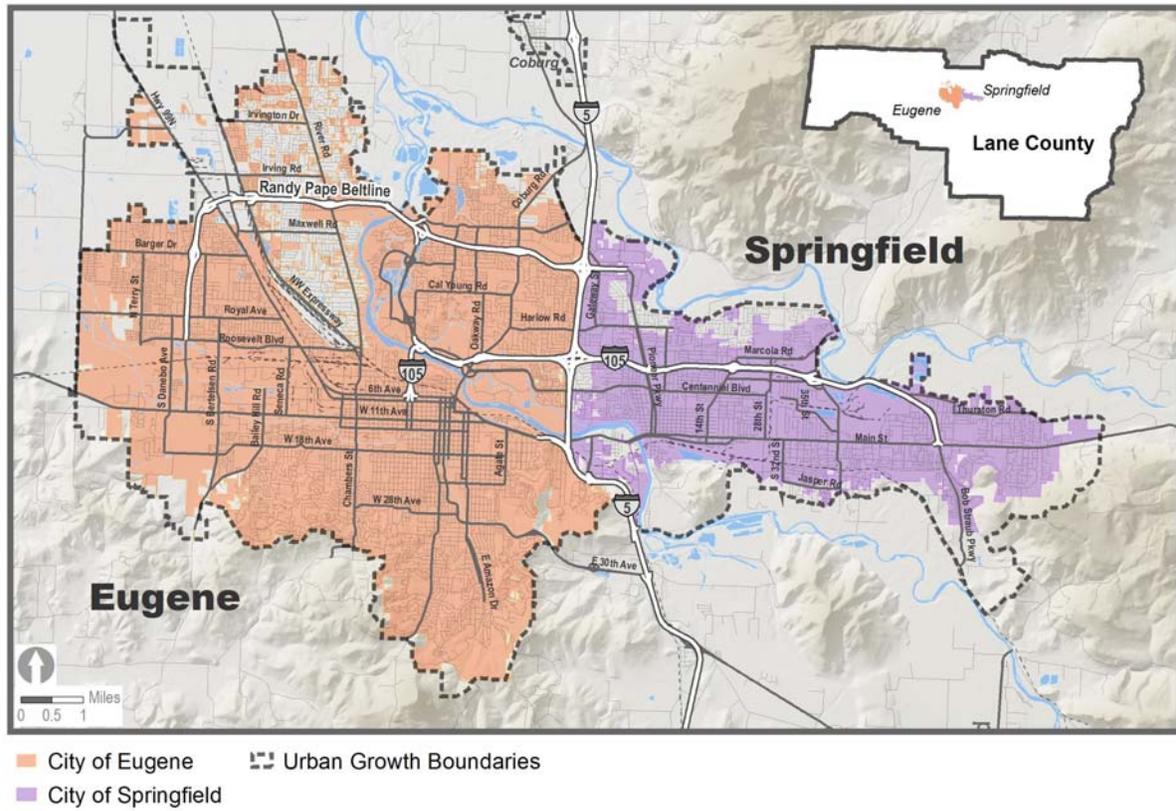
6. Plan Development, Maintenance and Implementation

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A

Maps

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B

Sample Disaster Declaration Forms

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Appendix B. Declaration of State of Emergency

DECLARATION OF STATE OF EMERGENCY

To: *Insert name and title,*
Lane County Emergency Management

From: *Insert name and title,*

At *insert military time* on *insert month, day, year,* a/an *insert description of emergency incident or event type* occurred in the *insert City name* within the geographic boundaries of *insert geographic boundaries* threatening life and property. The current situation and conditions are:

Deaths: *insert number of deaths*

Injuries: *insert number of injuries*

Population at risk: *insert number of population at risk*

The current emergency conditions or threats are: *insert conditions or threats.*

An initial estimate of the damage and impacts is: *insert initial estimate.*

The following assistance is being requested: *insert specific information about the assistance being requested*

Actions that have been taken and resources that have been committed: *insert the current actions taken and resources that have been committed by the Cities.*

We do hereby declare that a State of Emergency now exists in the insert City name and that the City has expended or will shortly expend its necessary and available resources. We respectfully request that the County provide assistance, consider the City an "Emergency Area" as provided for in ORS 401, and, as appropriate, request support from State agencies and/or the federal government.

Signed:

Title: *insert title* Date & Time: *insert date and military time*

Appendix B. Declaration of State of Emergency

This request may be passed to the County via radio, telephone, or fax. The original signed document must be sent to Lane County Emergency Management, with a copy placed in the final incident package.



Authorities and References

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Appendix C. Authorities and References

Authorities

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

Table C-1 Legal Authorities
Federal
<ul style="list-style-type: none"> – Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness – Homeland Security Presidential Directive 5: Management of Domestic Incidents – National Disaster Recovery Framework – National Incident Management System (NIMS) – National Preparedness Goal – National Response Framework (NRF) – Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308, 2006 – Presidential Policy Directive 8: National Preparedness – Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.
State of Oregon
<ul style="list-style-type: none"> – Oregon Revised Statutes (ORS) 294.481 – Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency – Oregon Revised Statutes 279B.080 – Emergency Procurements – ORS 401. Emergency Management and Services – ORS 402. Emergency Mutual Assistance Agreements – ORS 403. 9-1-1 Emergency Communications System; 2-1-1 Communications System; Public Safety Communications System – ORS 404. Search and Rescue – ORS 431. State and Local Administration and Enforcement of Health Laws – ORS 433. Disease and Condition Control; Mass Gatherings; Indoor Air – ORS 476. State Fire Marshal; Protection From Fire Generally – ORS 477. Fire Protection of Forests and Vegetation – State of Oregon Emergency Operations Plan

Appendix C. Authorities and References

Table C-1 Legal Authorities
Lane County
<ul style="list-style-type: none"> – Lane Manual Chapters 3.044(5) and 54 as amended – Ordinances and Emergency Operations Plans of municipalities within Lane County – Board of County Commissioners Resolution and Order No. 05-9-13-12, In the Matter of Adopting a Revised Emergency Operations Plan for Lane County and the National Incident Management System (NIMS)
City of Eugene
<ul style="list-style-type: none"> – Eugene Code 2.1055; Emergency Code – Eugene Code 2.1035; Municipal Judge, City Manager and Department Heads (Lines of Succession)
City of Springfield
<ul style="list-style-type: none"> – Springfield Municipal Code (Springfield, Oregon) provisioned under Municipal Code, Chapter 1, Sections 2.800 to 2.818, Emergency Management, as amended (by Ordinance No. 5866, 1 November 1997). – 2001 Springfield Charter – Springfield Land Use Development Code

Mutual Aid and Intergovernmental Agreements

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act). During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

Appendix C. Authorities and References

References

Federal

- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2010.
(http://www.fema.gov/pdf/about/divisions/npd/CPG_101_V2.pdf)
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1998.
(<http://www.fema.gov/plan/prevent/damfailure/fema64.shtm>)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003.
(http://www.dhs.gov/xabout/laws/gc_1214592333605.shtm)
- National Incident Management System, 2008.
(http://www.fema.gov/pdf/emergency/nims/NIMS_core.pdf)
- National Response Framework, 2008.
(<http://www.fema.gov/emergency/nrf/>)
- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973. (<http://www.fdic.gov/regulations/laws/rules/6500-3600.html>)
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988.
(<http://www.fema.gov/about/stafact.shtm>)
- The Code of Federal Regulations, Title 44, Part 206.
(<http://ecfr.gpoaccess.gov/cgi/t/text/text-idx?c=ecfr&sid=58d3c66822cc6df274ab5bb11faa77ff&rgn=div5&view=text&node=44:1.0.1.4.57&idno=44>)

State

- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. 2011.
(http://www.oregon.gov/osp/SFM/pages/oregon_mob_plan.aspx)
- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. September 2011.
http://www.oregon.gov/OMD/OEM/docs/library/ea_officials_guide_sept_2011.pdf
- Oregon Revised Statutes (ORS) 401.305 through 401.335, 294.455 and 279B.080. (<http://www.leg.state.or.us/ors/>)

Appendix C. Authorities and References

Lane County

- Community Wildfire Protection Plan, 2008
- Emergency Operations Plan, 2012
- Natural Hazard Mitigation Plan, 2012
- Memoranda of Agreement / Understanding

Other

- Eugene-Springfield Multi-jurisdictional Natural Hazard Mitigation Plan, 2009
- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

D

Acronyms and Glossary

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Appendix D. Acronyms and Glossary

Acronyms

AAR	After Action Report
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosives
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure and Key Resources
City	City of Eugene or City of Springfield
COOP	Continuity of Operations
County	Lane County
DEQ	Oregon Department of Environmental Quality
DSHS	Department of Social and Health Services
EAS	National Emergency Alert System
ECC	Emergency Coordination Center
EMO	Emergency Management Organization
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
ESF	Emergency Support Function
FA	Functional Annex
FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
Fire & EMS District	Eugene-Springfield Fire and Emergency Medical Services
HSPD-5	Homeland Security Presidential Directive 5
IA	Incident Annex
IAP	Incident Action Plan
ICS	Incident Command System
IDA	initial damage assessment
JIC	Joint Information Center
JIS	Joint Information System
MOU	Memorandum of Understanding
NIMS	National Incident Management System
NRF	National Response Framework

Appendix D. Acronyms and Glossary

OA	Operational Annex
OEM	Oregon Emergency Management
ORS	Oregon Revised Statutes
PDA	Preliminary Damage Assistance
PIO	Public Information Officer
Red Cross	American Red Cross
SA	Support Annex
SOP	Standard Operating Procedure
State	State of Oregon
WMD	weapons of mass destruction

Appendix D. Acronyms and Glossary

Glossary of Key Terms

Unless otherwise noted, all definitions originate from National Response Framework Resource Center Glossary; this glossary meets a NIMS core objective – shared terminology.

Access and Functional Needs Populations: Children and adults who experience disabilities and others who experience functional needs such as:

- **Maintaining Independence** - Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.); service animals; and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- **Communication** - Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation** - Individuals who cannot drive or who do not have vehicles may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., vehicles with lift equipment or oxygen facilities) or information about how and where to access mass transportation during an evacuation.
- **Supervision** - Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). Young children may be unable to identify themselves if separated from their caregivers, and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical Care** - Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing

Appendix D. Acronyms and Glossary

wounds; and operating power-dependent equipment to sustain life. These individuals require the support of trained medical professionals.

Access Control Point: Designated sites identifying critical locations that can be used to control egress and ingress into a certain area.

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

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

Acutely Toxic Chemicals: Chemicals which can cause both severe short and long-term health effects after a single, brief exposure (short duration). These chemicals can cause damage to living tissue, impairment of the central nervous system, severe illness or, in extreme cases, death when ingested, inhaled or absorbed through the skin.

Advanced Life Support (ALS): Emergency medical care beyond basic life support including one or more of the following: administration of drugs, defibrillation, insertion of special airways, or heart monitoring. Specially trained personnel who staff the department's medic units provide this level of care.

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

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

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

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

Alert: Informs people of impending danger.

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

Allocated Resource: Resource dispatched to an incident.

Amateur Radio Emergency Services (ARES): Radio communications services conducted by volunteer licensed amateur radio operators providing emergency radio communications to local, regional, or state emergency management organizations.

American Red Cross: Also known as the American National Red Cross or Red Cross, the Red Cross a volunteer-led, humanitarian organization that provides emergency assistance, disaster relief and education inside the United States.

Apparatus: A vehicle used for firefighting, such as a pumper or ladder truck.

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

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

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

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

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

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

Automatic Move-Up: Since time is of the essence, fire crews closest to the fire incident will be sent first. In order to ensure there is no gap in coverage around the incident as nearby stations are vacated to respond, units from other

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fire stations nearby may be moved up to cover key stations around the incident. This is done under prearranged plans, making the move-up “automatic”.

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

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

Basic Life Support (BLS): Emergency medical care limited to establishing and maintaining an open airway, providing respiratory assistance and performing cardiopulmonary resuscitation. Fire crews provide this level of care.

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

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

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

Capability Assessment: Formal measurement of current capabilities against standards and criteria that have been established as necessary to perform basic emergency management functions.

Catastrophic Incident: Any natural or human-made incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions. A catastrophic event could result in sustained national impacts over a prolonged period of time; almost immediately exceeds resources normally available to State, local, tribal, and private-sector authorities in the impacted area; and significantly interrupts governmental operations and emergency services to such an extent that national security could be threatened. All catastrophic events are Incidents of National Significance.

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

Category (CAT): When related to fallout shelter spaces, indicates a range of protection factors (PF). This is used to more easily define the capability of a

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shelter since there will be a wide range of protection factors throughout the facility. Categories normally used are: CAT 0 – PF 10-19, CAT 1 – PF 20-39, CAT 2 – PF 40-69 (usually combined with CAT 3), CAT 3 – PF 70-99, CAT 4 – PF 100-up

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

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

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

Chemtree (Chemical Transportation Emergency Center): Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

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

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

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

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

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

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

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

Company: Basic unit of a fire department, a company consists of a piece of fire apparatus and the crew assigned to it. Personnel are selected, trained, and assigned to the various types of fire apparatus, resulting in engine companies (pumpers) and truck companies (ladder and snorkel trucks).

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

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

Contingency Plan: Document developed to identify and catalog all the elements required to respond to an emergency, defining responsibilities and specific tasks and serving as a response guide.

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

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

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

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

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

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

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

Damage Assessment: Appraisal or determination of actual effects resulting from an emergency or disaster. An estimate of the damages to a geographic

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area is made after a disaster has occurred, and serves as the basis for the Governor's request for a Presidential Disaster Declaration.

Decontamination: Reduction or removal of contaminating radioactive or chemical materials from a structure, area, object, or person.

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

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

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

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

Direction and Control: Direction and control rests with the Executive Group (City Manager, Departmental Executive Managers, City Attorney), the Command Group (Command Section staff: Lead PIO, Liaison Officer, etc.), and the EMO Emergency Manager. The Executive Group provides policy direction, and the Command Group determines Response activities and use of resources.

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

Disaster Recovery Center: A readily accessible facility or mobile office where residents can go for information about FEMA or other disaster assistance programs, or for questions related to their case.

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

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

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Drill: Supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an exercise.

Early Warning System: Automatic system of inter-connected smoke and/or heat detection devices within a building, monitored on a 24-hour basis by someone on the premises or connection to an alarm monitoring service.

Emergency Alert System (EAS): A national warning system in the United States put into place in 1977. In addition to alerting the public of local weather emergencies such as tornadoes and flash floods, the official EAS is designated to enable the President of the United States to speak to the United States within 10 minutes. EAS is jointly coordinated by FEMA, the Federal Communications Commission (FCC), and the National Weather Service (NOAA/NWS). The EAS is used on AM, FM and Land Mobile Radio Service, as well as VHF, UHF, FiOS (wireline video providers), and cable television including low-power stations.

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

Emergency Management Organization (EMO): Overall organization of emergency service and emergency management personnel who are responsible for carrying out emergency functions and activities in the event of an emergency situation.

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

Emergency Manager: Individual who has the primary, day-to-day responsibilities for emergency management programs and activities; coordinates a jurisdiction's mitigation, preparedness, response and recovery activities.

Emergency Medical Technician (EMT): Individual who has received formal training in pre-hospital and emergency care and is state certified to attend to an ill, injured, or disabled individual. The state recognizes three levels of EMT certification: Basic, Intermediate, Paramedic

Emergency Medical Dispatching: System under which communications personnel are trained to not only receive and dispatch emergency medical calls, but also provide instructions over the phone on how to handle such emergencies.

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

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

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

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

Emergency Support Function (ESF): A grouping of government and certain private-sector capabilities into an organizational structure to provide the support, resources, program implementation, and services that are most likely to be needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal, when feasible, following domestic incidents. The ESFs serve as the primary operational-level mechanism to provide assistance to State, local, and tribal governments or to Federal departments and agencies conducting missions or primary Federal responsibility.

Emergency: Any incident, whether natural or manmade, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Engine: Fire department pumper, operated with a complement of three fire fighters.

Enhanced Life Support: Level of emergency medical care in which fire companies are staffed and equipped to provide some advanced life support techniques, such as cardiac monitoring and the use of defibrillation for certain heart problems.

Evacuation Recommendation: Recommendation made by a presiding official to all or part of the population to evacuate from a stricken or threatened area, considered necessary for the preservation of life or other disaster mitigation response or recovery.

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

Evacuees, Spontaneous: Persons who might leave an area in periods of intense crisis in response to a real or feared threat whether or not they are advised to.

Event: See Planned Event.

Exclusion Zone: Area where contamination does or could occur.

Exercise: Activity designed to promote emergency preparedness; test or evaluate emergency operation's plans, procedures, or facilities; train personnel in emergency response duties; and demonstrate operational capability. There are three specific types of exercises: Tabletop, Functional, and Full-Scale.

- **Tabletop Exercise:** Activity in which elected and appointed officials and key agency staff are presented with simulated emergency situations without time constraints. Usually informal, in a conference room environment; designed to elicit constructive discussion by the participants as they attempt to examine and then resolve problems based on existing emergency operating plans. Purpose is for participants to evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format and under minimum stress.
- **Functional Exercise:** Activity designed to test or evaluate the capability of an individual function or complex activity within a function. Applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity. (Example) A Direction and Control functional exercise: Activity designed to test and evaluate the centralized emergency operations capability and timely response of one or more units of government under a stress environment. Centered in an EOC or interim EOC; simulates the use of outside activity and resources.
- **Full-Scale Exercise:** Intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. Involves testing of a major portion of the basic elements existing within emergency operations plan and organizations in a stress environment. This type of exercise includes mobilization of personnel and resources and actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

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Federal Coordinating Officer (FCO): The Federal officer who is appointed to manage Federal resource support activities related to Stafford Act disasters and emergencies. The FCO is responsible for coordinating the timely delivery of Federal disaster assistance resources and programs to the affected State and local governments, individual victims, and the private sector.

Federal Emergency Communications Coordinator (FECC): That person, assigned by GSA, who functions as the principal Federal manager for emergency telecommunications requirements in major disasters, emergencies, and extraordinary situations, when requested by the FCO or FRC.

Federal Emergency Management Agency (FEMA): FEMA prepares the nation for all hazards and manages federal response and recovery efforts following any national incident. FEMA also initiates mitigation activities, trains first responders, works with state and local emergency managers, and manages the National Flood Insurance Program and the U.S. Fire Administration. FEMA became part of the U.S. Department of Homeland Security on March 1, 2003.

Federal On-Scene Coordinator (FOSC) or (OSC): The Federal official pre-designated by the EPA or the USCG to coordinate responses under subpart D or the NCP, or the government official designated to coordinate and direct removal actions under subpart E of the NCP.

Federal Resource Coordinator (FRC): The Federal official appointed to manage Federal resource support activities related to non-Stafford Act incidents. The FRC is responsible for coordinating support from other Federal departments and agencies using interagency agreements and MOUS.

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

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

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

Finance/Risk Management: Finance/Risk Management Section is established on incidents when agencies involved have a specific need for financial and risk management services. In the ICS, not all agencies will require the establishment of a separate Finance/Risk Management Section. In some cases where only one specific function is required, that position could be established as a Technical Specialist in the Planning Section.

First Responder: Local and non-governmental police, fire, and emergency personnel who in the early stages of an incident are responsible for the protection and preservation of life, property, evidence, and the environment, including emergency response providers as defined in section 2 of the

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Homeland Security Act of 2002 (6 U.S.C. 101), as well as emergency management, public health, clinical care, public works, and other skilled support personnel (such as equipment operators) who provide immediate support services during prevention, response, and recovery operations. First responders may include personnel from Federal, State, local, tribal, or nongovernmental organizations.

Fixed Facility: Plant site where handling/transfer, processing, and/or storage of chemicals is performed.

Flood Hazard: Natural hazard defined in terms of the one hundred-year flood. This type of flood has a one- percent chance of occurring in any given year. People or structures located in the one hundred-year flood zone are vulnerable to injury and damages. A flood disaster is one that injures a number of people, causes significant property damage, or both.

Function: The five major activities in the Incident Command System: Command, Operations, Planning, Logistics, and Finance/Administration. A sixth function, Intelligence/Investigations, may be established, if required, to meet incident management needs. The term function is also used when describing the activity involved (e.g., the planning function).

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

Governor's Authorized Representative: Person named by the Governor in the Federal-State Agreement to execute, on behalf of the state, all necessary documents for disaster assistance following declaration of an emergency or major disaster, including certification of application for public assistance.

Governor's Proclamation-State of Disaster: The Governor, by executive order or by proclamation, declares a state of disaster if the Governor finds a disaster has occurred, or the occurrence or threat of disaster is imminent.

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

Groups, Institutionalized: Persons who reside in public and private group quarters of a varied nature rather than households. This includes hospital, nursing homes, orphanages, colleges, universities, and correctional facilities. Residents generally lack household possessions and/or transportation, and may require special care and/or custody.

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Hazard Analysis: In the context of HAZMAT planning, use of a simplified vapor dispersion model, which looks at the movement of toxic or explosive vapors over distance at a concentration level of concern to determine whether the amount of chemical at a facility or in a transport container poses a threat to the surrounding community and requires more detailed analysis and planning.

Hazard Mitigation Plan: Written plan describing coordinated hazard mitigation planning and implementation measures to accomplish the prevention or reduction of the adverse impact of natural and man-made hazards.

Hazard Mitigation: Any cost-effective measure which will reduce the potential for damage to a facility from a disaster event.

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

Hazardous Material (HAZMAT): For the purposes of ESF #1, hazardous material is a substance or material, including a hazardous substance, that has been determined by the Secretary of Transportation to be capable of posing an unreasonable risk to health, safety, and property when transported in commerce, and which has been so designated (see 49 CFR 171.8). For the purposes of ESF #10 and the Oil and Hazardous Materials Incident Annex, the term is intended to mean hazardous substances, pollutants, and contaminants as defined by the NCP.

Hazardous Materials Incidents: Situation involving a spill or uncontrolled escape of a hazardous material from a fixed facility or mobile container.

Hazardous Substance: As defined by the NCP, any substance designated pursuant to section 311 (b)(2)(A) of the Clean Water Act; any element, compound, mixture, solution, or substance designated pursuant to section 102 of the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA); any hazardous waste having the characteristics identified under or listed pursuant to section 3001 of the Solid Waste Disposal Act (but not including any waste the regulation of which under the Solid Waste Disposal Act (42 U.S.C. ' 6901 et seq.) has been suspended by act of Congress); any toxic pollutant listed under section 307 (a) of the Clean Water Act; any hazardous air pollutant listed under section 112 of the Clean Air Act (42 U.S.C. ' 7521 et seq.); and any imminently hazardous chemical substance or mixture with respect to which the EPA Administrator has taken action pursuant to section 7 of the Toxic Substances Control Act (15 U.S.C. ' 2601 et seq.).

High Risk Area: Areas designated by the federal government, or locally through a Hazard Vulnerability analysis, as relatively more likely to experience the direct effects of certain natural disaster or nuclear attack.

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

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

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

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

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

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

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

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

Incident Objectives: Statements of guidance and direction needed to select appropriate strategy(s) and the tactical direction of resources. Incident

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objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident of National Significance: Based on criteria established in HSPD-5 (paragraph 4), an actual or potential high-impact event that requires a coordinated and effective response by and appropriate combination of Federal, State, local, tribal, nongovernmental, and/or private-sector entities in order to save lives and minimize damage, and provide the basis for long-term community recovery and mitigation activities.

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

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

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

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.

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

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

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

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

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

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

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

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

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

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Letter of Expectation: See Delegation of Authority.

Level of Concern: Concentration of an extremely hazardous substance in the air, above which may be serious immediate health effects to anyone exposed to it for short periods of time.

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

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

Local Emergency: Duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and property within local jurisdictional boundaries.

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

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

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

Maintenance Facility: Location where preventive maintenance and minor repairs can be made, both to Fire Department vehicles and specialized equipment, such as a breathing apparatus'.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, 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 this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

Management by Objectives: A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives

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approach includes the following: establishing overarching incident objectives; developing strategies based on overarching incident objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable tactics or tasks for various incident-management functional activities and directing efforts to attain them, in support of defined strategies; and documenting results to measure performance and facilitate corrective action.

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

Media Staging Area: Central location from which the media can operate. Media badges will be issued as news crews arrive and will be retrieved as they leave the scene.

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

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

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

Multiagency Coordination (MAC) Group: A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies, and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the Multiagency Coordination System.

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

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

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

National Coordinating Center for Telecommunications: A joint telecommunications industry--Federal Government operation established to assist in the initiation, coordination, restoration, and reconstitution of NS/EP telecommunications services and facilities.

National Counterterrorism Center (NCTC): The NCTC serves as the primary Federal organization for analyzing and integrating all intelligence possessed or acquired by the U.S. Government pertaining to terrorism and counterterrorism, excepting purely domestic counterterrorism information. The NCTC may, consistent with applicable law, receive, retain, and disseminate information from any Federal, State, or local government or other source necessary to fulfill its responsibilities.

National Disaster Medical System (NDMS): A coordinated partnership between DHS, HHS, DOD, and the Department of Veterans Affairs established for the purpose of responding to the needs of victims of a public health emergency. NDMS provides medical response assets and the movement of patients to health care facilities where definitive medical care is received when required.

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

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

National Infrastructure Coordinating Center (NICC): Managed by the DHS Information Analysis and Infrastructure Protection Directorate, the NICC monitors the Nation's critical infrastructure and key resources on an ongoing basis. In the event of an incident, the NICC provides a coordinating vehicle to

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share information with critical infrastructure and key resources information sharing entities.

National Interagency Fire Center (NIFC): A facility located in Boise, ID, that is jointly operated by several Federal agencies and is dedicated to coordination, logistical support, and improved weather services in support of fire management operations throughout the United States

National Response Center (NRC): A national communications center for activities related to oil and hazardous substance response actions. The National Response Center, located at DHS/USCG Headquarters in Washington, DC, receives and relays notices of oil and hazardous substances releases to the appropriate Federal OSC.

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

National Response Team (NRT): The NRT, comprised of the 16 Federal agencies with major environmental and public health responsibilities, is the primary vehicle for coordinating Federal agency activities under the NCP. The NRT carries out national planning and response coordination and is the head of a highly organized Federal oil and hazardous substance emergency response network. EPA serves as the NRT Chair, and DHS/USCG serves as Vice Chair.

National Strike Force: The National Strike Force consists of three strike teams established by DHS/USCG on the Pacific, Atlantic, and Gulf coasts. The strike teams can provide advice and technical assistance for oil and hazardous substances removal, communications support, special equipment, and services.

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

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

Nuclear Incident Response Team (NIRT): Created by the Homeland Security Act to provide DHS with a nuclear/radiological response capability. When activated, the NIRT consists of specialized Federal response teams drawn from DOE and/or EPA. These teams may become DHS operational assets providing technical expertise and equipment when activated during a

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crisis or in response to a nuclear/radiological incident as part of the DHS Federal response.

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

On-Scene Command Post: Facility at a safe distance from an accident site, from which the incident commander, responders, and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

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

Operations Planning: Process of determining need for application of resources and determining methods of obtaining and committing resources to fill operational needs.

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

Oregon Law Enforcement Telecommunication Systems: Electronic message switching system network providing landline, teletype communication to federal, state, and local law enforcement agencies within Oregon.

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

Overpressure: Transient pressure (usually expressed in pounds per square inch) exceeding ambient pressure, manifested in the shock (or blast) wave from an explosion. Variation of overpressure with time depends on energy yield of explosion, distance from the point of burst, and medium value of overpressure at a given location and is generally experience at the instant the shock (or blast) wave reaches the location.

Perimeter: Hazardous materials incidents may require the establishment of inside and outside perimeters. **Inside Perimeter:** Only those directly involved in the response (Hazardous Materials team, necessary fire personnel, clean-up teams, etc.) shall be allowed into this area. Security of inside perimeter is the responsibility of the Fire Department. **Outside Perimeter:** Area to which other emergency responders (ambulance, emergency management, police, public works, and additional fire personnel) and the media will be allowed access. Security of the outside perimeter is the responsibility of the Police Department.

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Permit and Information Center (PIC): Located at 99 W 10th Ave., the PIC is the site that will serve as the damage assessment center.

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

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

Placard: 10 ¾" x 10 ¾" diamond shaped, color-coded sign affixed to the front, rear, and both sides of a transport vehicle identifying a specific hazard regarding the material being transported. **704 Placard:** Diamond-shaped, color-coded sign affixed to a stationary site designating the multiple hazards associated with chemical storage at that site.

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

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

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

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

Plume: A vapor cloud formation associated with HAZMAT, which has shape and buoyancy.

Portability: An approach that facilitates the interaction of systems that are normally distinct. Portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their jurisdiction and still use familiar equipment.

Preparedness Organization: An organization that provides coordination for emergency management and incident response activities before a potential

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incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).

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

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

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

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

Principal Federal Official (PFO): The Federal official designated by the Secretary of Homeland Security to act as his/her representative locally to oversee, coordinate, and execute the Secretary's incident management responsibilities under HSPD-5 for Incidents of National Significance.

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

Promulgation Document: Letter of approval or resolution of the Plan by the jurisdiction's chief executive.

Protected Groups: Groups, including women, minorities, and people with access and functional needs identified for consideration under affirmative action guidelines.

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

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

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

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

Radio Amateur Civil Emergency Services (RACES): Radio communications services conducted by volunteer licensed amateur radio operators providing emergency radio communications to local, regional, or state emergency management organizations.

Radiological Emergency Response Teams (RERTs): Teams provided by EPA's Office of Radiation and Indoor Air to support and respond to incidents or sites containing radiological hazards. These teams provide expertise in radiation monitoring, radionuclide analyses, radiation health physics, and risk assessment. RERTs can provide both mobile and fixed laboratory support during a response.

Rapid Response Center: Serves as central location for media and public to receive information about an emergency. Information is disseminated primarily through use of a "hotline" phone number publicized in the media. The Rapid Response Center is also used to conduct news conference, when necessary.

Reception Area: This refers to a location separate from staging areas, where resources report in for processing and out-processing. Reception Areas provide accountability, security, situational awareness briefings, safety awareness, distribution of IAPs, supplies and equipment, feeding, and bed down.

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

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

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Regional Response Teams (RRTs): Regional counterparts to the National Response Team, the RRTs comprise regional representatives of the Federal agencies on the NRT and representatives of each State within the region. The RRTs serve as planning and preparedness bodies before a response, and provide coordination and advice to the Federal OSC during response actions.

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

Resource Guide: Current list of all resources (equipment, personnel, and supplies) which can be used by emergency services in response to local disaster or emergency.

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

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

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

Response Time: The time necessary for an emergency vehicle, operating with warning lights and siren, to travel from its location to the scene of an emergency.

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

Retrograde: To return resources back to their original location.

Risk: Probability that a hazard will occur during a particular time period.

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

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

Self-Contained Breathing Apparatus (SCBA): Air tanks and mask worn by fire fighters at fires and hazardous materials incidents.

Shelter Manager: A pre-trained individual, selected by the local coordinator, who provides for internal organization, administration, and operation of a shelter facility.

Shipping Papers: Documentation carried by the driver of a truck, or other mode of transportation, which states what the hazardous material is, the amount, and how it is packaged, i.e., boxes, drums, and tanks.

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

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

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

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

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

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

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

State Coordinating Officer (SCO): Person appointed by the Governor to serve as the on-scene representative for the Division of Emergency Management and to work in concert with the Federal Coordinating Officer in administering state and federal assistance to disaster victims.

State Emergency Management Plan: State Plan designated specifically for state-level response to emergencies or major disasters, which sets forth implementing federal disaster assistance.

State Radiation Team/Radiological Monitoring Team: Response team dispatched to the site of a radiological incident by the Bureau of Radiation Control, Oregon Department of Health. Emergency management radiological monitoring resources, including aerial monitoring may augment the team(s), if requested, by the Department of Health. At the incident scene, all radiation control capabilities are coordinated by the Department of Health, which also furnishes technical guidance and other services to local governments.

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

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

Strategic Plan: A plan that addresses long-term issues such as impact of weather forecasts, time phased resource requirements, and problems such as permanent housing for displaced disaster victims, environmental pollution, and infrastructure restoration.

Strategic: Strategic elements of incident management are characterized by continuous, long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

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

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

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Subject-Matter Expert (SME): An individual who is a technical expert in a specific area or in performing a specialized job, task, or skill

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

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

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

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

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

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

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

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

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

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

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

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

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

Traffic Control Points: Placed along evacuation routes, staffed by law enforcement officials, to direct and control movement to and from the area being evacuated.

Training Facility (Fire and Rescue): Site where fire and emergency training can be conducted on a regular basis. Such facilities normally include a tower for practice in repelling and raising ladders, structures in which test burns may be conducted props for exercises in flammable liquid and gas fire fighting, multiple fire hydrants, and areas into which large volumes of water may be discharged. In addition to physical props necessary for “hands-on” training, such facilities normally include classroom areas and office space for training staff.

Triage: System of assigning priorities of medical treatment to the injured/ill on the basis of urgency and chance of survival.

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

Truck: Fire department ladder truck. Vehicles are normally equipped with either a mechanically operated aerial ladder or a boom and bucket type of device. Additionally, trucks are equipped with a full complement of hand-raised ladders, as well as specialized equipment not carried other fire apparatus such as forcible entry and rescue tools.

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

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

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

Unified Command (UC): An Incident Command System application used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior persons from agencies and/or disciplines

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participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

Uniform Fire, Building and Mechanical Codes (UFC, UBS, UMC):

Standardized codes regulating construction, occupancy, access, and use of building, which have been adopted for use. The Planning and Development/Building and Permit Services Division and the Fire Prevention Bureau enforce codes.

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

Unit Log: Activity log describing chronology of events, incoming and outgoing messages, and other pertinent information for records relating to incident, as well as post-incident evaluation.

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

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

Urban Search and Rescue: Operational activities that include locating, extricating, and providing on-site medical treatment to victims trapped in collapsed structures.

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

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

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

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

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Vulnerability: Susceptibility to injury or damage from hazards.

Vulnerable Zone: Area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern.

Warning: Notification of the imminent impact of a specific hazard, and immediate actions that should be taken.

Weapons of Mass Destruction (WMD): As defined in Title 18, U.S.C. § 2332a: (1) any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than 4 ounces, or missile having an explosive or incendiary charge of more than one-quarter ounce, or mine or similar device; (2) any weapon that is designed or intended to cause death or serious bodily injury through the release.

Wireless Priority Service (WPS): XE "WPS (Wireless Priority Service)" WPS allows authorized NS/EP personnel to gain priority access to the next available wireless radio channel to initiate calls during an emergency when carrier channels may be congested.