

## **M. Functional Annex Overview**

The Emergency Operations Plan (EOP) consists of several components: Basic Plan, Functional Annexes, Hazard Specific Annexes and a Resource Guide. Based on the Integrated Emergency Management System (IEMS) the functions that occur are grouped into general categories. These functions generally apply to any type of major emergency or disaster that occurs.

In most cases, the department for which these functional activities most resemble normal day-to-day operations will take the lead on developing, carrying out and updating the annex. Other departments may also have a key role or assisting role in carrying out that annex or function. Individuals from assisting departments will likely report to a position in the Incident Command Structure from the lead Department.

The Department Director is responsible for knowing the contents and responsibilities outlined in the annexes assigned to his/her Department. Below are the functional annexes assigned to Departments and a brief description of each function in the EOP.

## ***Annex A: Law Enforcement***

### **Law Enforcement Annex**

**Lead Department:  
Sheriff's Office**

Law enforcement provides resources to maintain civil order and ensure security of citizens, property and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. This annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. Procedures for augmenting forces during emergencies are also described.

- Law Enforcement
- Crime Scene Security and Investigation
- Traffic and Crowd Control
- Isolation of damaged area
- Damage Reconnaissance and Reporting
- Security at the Emergency Operations Center (EOC)
- Evacuation
- Search and rescue operations

## ***Annex B: Fire and Emergency Medical Services***

### **Fire and Emergency Medical Services Annex**

**Lead Department:  
Fire Defense Board Chief**

The Fire and Emergency Medical Services Annex is designed to provide a formal operational plan which, when implemented, will provide Lane County with a firefighting, medical response and medical transport capability to meet the demands of a disaster situation. Fire Services will serve as lead agency for structural and wild land fire, and hazardous materials emergencies.

- Fire prevention and suppression
- Medical response and medical transport
- Assist in Search and Rescue Operations as requested
- Inspection of damaged area for fire hazards
- Hazardous spills containment and support
- Evacuation operations within jurisdiction
- Damage reporting

## ***Annex C: Public Works***

### **Public Works Annex**

**Lead Department:  
Public Works**

The Public Works function provides for a flexible emergency response capability involving engineering, construction, repair, and restoration of essential public facilities and infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts. Major responsibilities of the Public Works Department during a disaster event include operation of the road system; traffic control systems; debris removal; contract repair of infrastructure; parks; maintenance of fleet vehicles; and provide or assist with damage assessment. Public Works will use consultants and contractors to supplement in-house resources.

- ❑ Barricading of hazardous areas and unsafe infrastructures until repairs can be made.
- ❑ Priority restoration/protection of streets, traffic control systems, and drainage systems.
- ❑ May construct temporary bridges and detour routes.
- ❑ Provide fuel and repair services for county fleet.
- ❑ Operate and maintain emergency generators.
- ❑ Clearing of debris from road and drainage systems.

## ***Annex D: Damage Assessment***

### **Damage Assessment Annex**

**Lead Department:  
Assessment and Taxation**

The purpose of this function is to ensure that personnel and procedures are available to provide preliminary estimates and descriptions on the extent of damage resulting from large-scale disasters. Personnel in this annex are responsible for posting buildings that are unsafe to occupy, condemning structures beyond repair, and evaluating street systems, bridges, and other infrastructure for use and safety.

- ❑ Establish a damage assessment team from Lane County employees with inspection/assessment capabilities and responsibilities.
- ❑ Develop systems for reporting and compiling information on dollar damage to tax-supported facilities and private property.
- ❑ Assist in determining geographic extent of damaged area.
- ❑ Compile estimates of damage for requesting disaster assistance.
- ❑ Assess damage to streets, bridges, traffic control devices, and other public works infrastructure.
- ❑ Inspect and post damaged buildings utilizing staff with ATC 20 certification.

## ***Annex E: Debris Management***

### **Debris Management Annex**

**Lead Department:  
Public Works**

This annex describes procedures to be followed in the removal and recovery of debris resulting from natural and technological disasters or other major incidents. A coordinated effort will be necessary for the removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid-waste best-practice strategies and methods to reduce, reuse, recycle, recover and landfill where feasible. Initial debris assessment will determine if a disaster event is of significance to request assistance from outside resources. Debris management will help establish priorities for all the allocation of resources, collaborate with damage assessment team needs, physically remove debris, open transportation routes, and, if needed, locate temporary storage sites for the collection and recovery of debris.

- ❑ Establish and operate debris storage and disposal sites.
- ❑ Identify method for estimation of debris quantities.
- ❑ Provide for appropriate recovery and recycling efforts.
- ❑ Take measures to protect existing landfill sites from unnecessary filling.

## ***Annex F: Legal Annex***

### **Legal Annex**

**Lead Department:  
County Counsel**

The purpose of the Legal Annex is to provide a plan for utilizing emergency powers of government that can be activated during disaster situations and to advise staff and officials on specific liabilities associated with disaster response and recovery activities. County Counsel will advise Incident Command regarding provisions of federal law, Oregon Revised Statutes and county codes referring to emergency operations. County Counsel will also review the Lane County Emergency Operations Plan for anticipated legal implications affecting responsible officials.

## ***Annex G: Shelter and Mass Care***

### **Shelter and Mass Care Annex**

**Lead Department:  
Health and Human Services**

The Health and Human Services Department is responsible for coordination with the Lane County Chapter of the American Red Cross in the event of an emergency requiring shelter and mass care.

Due to the nature of their mission, the Red Cross will assume the lead in establishing shelters and mass care needs, working with other volunteer groups, and the County's Health and Human Services Department.

If transportation is required for public evacuation, Health and Human Services will coordinate requests with Lane Transit District (LTD).

- Maintain the Community Shelter Plan.
- Supervise the Shelter Management Program (stocking, marking, equipping, etc.) for natural disaster shelters.
- Coordinate support with County departments, relief agencies and volunteer groups.
- Coordinate operations of shelter facilities, whether operated by the county, local volunteers, or organized disaster relief agencies.
- Coordinate special care requirements for sheltered groups, i.e., children, the elderly, the disabled, etc.

## ***Annex H: Health Services***

### **Health Services Annex**

**Lead Department:  
Health and Human Services**

This annex establishes plans and procedures for providing public, environmental, and mental health services to the public during emergency or disaster events. Health and Human Services Department would be assigned lead for a biological or bio-terrorist incident or disease outbreak.

- Efforts will be coordinated with the Oregon Health Division and the Center for Disease Control.
- Coordinate response agency efforts such as Red Cross, hospitals, etc.

## ***Annex I: Care and Management of the Deceased***

### **Care & Management of the Deceased Annex**

**Lead Department:  
District Attorney's Office**

This annex describes steps to be taken in the care and handling of individuals who are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management for the deceased, including tagging of bodies, identification of deceased individuals, execution of the evidentiary process, transportation of bodies, notifying of next of kin, and coordination with mortuary facilities.

- Provide resources to identify, track and preserve deceased.
- Provide for coordination of law enforcement, Fire, EMS, and Medical Examiner in managing care of deceased.

## ***Annex J: Communications***

### **Communications Annex**

**Lead Department:  
Sheriff's Office**

The Communications Annex deals with establishing, using, maintaining, augmenting, and providing communications support necessary for emergency response and recovery operations.

- ❑ Establish and maintain emergency communications systems.
- ❑ Coordinate use of public and private communication systems as necessary during emergencies.
- ❑ Coordinate and manage all emergency communication operated within the EOC following activation.
- ❑ Provide a communications capability that will extend throughout the county among all levels of government.
- ❑ Safeguard essential records.

## ***Annex K: Warning Services***

### **Warning Services Annex**

**Lead Department:  
Sheriff's Office**

The purpose of this annex is to provide warning to governmental officials and Lane County residents of impending or actual hazardous conditions and emergencies. The Homeland Security Advisory System will be used to disseminate information regarding terrorist threats.

- ❑ Relay weather and flooding warnings.
- ❑ Relay tsunami warnings.
- ❑ Relay warnings received from Oregon Emergency Management.
- ❑ Relay warnings received from Homeland Security regarding terrorist threat.
- ❑ Maintain and activate Emergency Alert System (EAS)

## ***Annex L: Public Information***

### **Public Information Annex**

**Lead Department:  
County Administration**

The goal of this functional activity is to increase public awareness of hazards and to provide information to the public before, during, and after emergencies. This annex also provides for the effective collection and dissemination of information to control rumors. This annex establishes responsibilities and procedures to:

- ❑ Conduct ongoing hazard awareness and public education programs.
- ❑ Compile and prepare emergency information for the public before an emergency occurs.
- ❑ Receive and disseminate warning information to the public and key government officials.
- ❑ Disseminate emergency public information as requested.
- ❑ Arrange for media representatives to receive regular briefings on the County status during extended emergency situations.
- ❑ Staff and coordinate Joint Information Center (JIC) whenever activated.

## ***Annex M: Volunteer Coordination***

### **Volunteer Coordination Annex**

**Lead Department:  
Sheriff's Office**

The purpose of this annex is to provide framework for efficient utilization of volunteers during a disaster event. Volunteers are a valuable resource during disaster events throughout the response and recovery phases. They provide a great variety of skills, talents, and eagerness to assist in disaster situations. The volunteer function must be organized and efficient to ensure maximum utilization of this resource.

- ❑ Provide tracking and coordination of emergent volunteer efforts.
- ❑ Recruit volunteers when specific need is identified.
- ❑ Manage emergent volunteer staging area.
- ❑ Manage sign-up and check-in process for volunteers

## ***Annex N: Evacuation***

### **Evacuation Annex**

**Lead Department: Sheriff's Office**

The goal of this function is to relocate citizens to safe areas when emergencies or threats necessitate such action. This annex establishes procedures for carrying out complete or



partial evacuation of citizens from within the jurisdiction, focusing on movement by defining areas likely to be evacuated, determining destinations, and outlining an approach for controlling the flow of traffic. Procedures for return movement are also included.

- Identify high-hazard areas and number of potential evacuees.
- Coordinate evacuation planning to include:
  - Movement control
  - Health/medical requirements
  - Transportation needs
  - Emergency public information materials
  - Shelter/reception

## **N. Hazard Specific Annex Overview**

Terrorist incidents and hazardous materials incidents require specialized and unique response capabilities and techniques. Therefore, the Emergency Operations Plan includes these two hazard specific annexes.

### ***Annex A: Terrorism Incident***

#### **Terrorism Incident Annex**

**Lead Department: Sheriff's Office**

The purpose of this annex is to provide a crisis and consequence management plan for responding to and recovering from a terrorist-initiated weapon of mass destruction (WMD) incident. This annex supplements the Emergency Operations Plan already in effect and is intended to be used in conjunction with any and all existing functional annexes that may need to be implemented in the course of responding to or recovering from such an incident.

- Identify, acquire, and plan usage of resources needed to prevent or resolve a terrorist threat or act.
- Protect public health and safety.
- Restore essential government services.
- Provide emergency relief to governments, businesses, and individuals affected by consequences of terrorist act.

### ***Annex B: Hazardous Materials***

#### **Hazardous Materials Annex**

**Lead Department:  
Fire Defense Board Chief**

The purpose of this annex is to provide guidelines for responding to emergencies involving chemical, biological, and radiological substances.

The City of Eugene Fire Department contracts with the Oregon State Fire Marshall's Office to provide regional hazardous materials incident response. The local fire service agency, having jurisdiction over the location, will be responsible for managing the incident.

- Clean-up, removal and disposal of hazardous materials will be preformed by a licensed vendor.

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## M. Glossary

**Agency:** A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

**Agency Representative:** A person assigned by a primary, assisting, or cooperating Federal, State, local, or tribal government agency or private entity 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.

**American Red Cross:** The American Red Cross is a humanitarian organization, led by volunteers, that provides relief to victims of disasters and helps people prevent, prepare for, and respond to emergencies. It does this through services that are consistent with its Congressional Charter and the Principles of the International Red Cross Movement.

**Annex:** An added stipulation or statement to a larger or more significant thing; an additional stipulation to a writing.

**Appendix:** Supplementary material attached to the end of a document.

**Assessment:** The evaluation and interpretation of measurements and other information to provide a basis for decision-making.

**Assignments:** Tasks given to resources to perform within a given operational period that are 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.

**Attack:** A hostile action taken against the United States by foreign forces or terrorists, resulting in the destruction of or damage to military targets, injury or death to the civilian population, or damage or destruction to public and private property.

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

**Biological agent:** Living organisms or the materials derived from them that cause disease in or harm to humans, animals, or plants or cause deterioration of material.

**Branch:** The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section 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.

**Check-In:** The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

**Checklist (written or computerized):** Enumeration of actions to be taken by an individual or organization, meant to aid memory rather than provide detailed instruction.

**Chemical agent:** A chemical substance that is intended to kill, seriously injure, or incapacitate people through physiological effects.

**Certification:** A system that provides recommended standards typically include training, currency, experience, and physical and medical fitness.

**Chief:** The ICS title for individuals responsible for management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

**Chief Executive Official:** The official of the community who is charged with authority to implement and administer laws, ordinances, and regulations for the community. He or she may be a mayor, city manager, etc.

**Command Post:** The place for directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

**Command Staff:** In an incident management organization, the Command Staff consists of the Incident Command and the special staff positions of Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

**Communicable disease:** A disease or condition, the infectious agent of which may be transmitted from one person or an animal to another person, either by direct contact or through an intermediate host, vector or inanimate object, and that may result in illness, death or severe disability.

**Community:** A political entity which has the authority to adopt and enforce laws and ordinances for the area under its jurisdiction. In most cases, the community is an incorporated town, city, township, village, or unincorporated area of a county. However, each State defines its own political subdivisions and forms of government.

**Consequence Management:** Measures to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affected by the consequences of terrorism.

**Contamination:** The undesirable deposition of a chemical, biological, or radiological material on the surface of structures, areas, objects, or people.

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

**County Health and Human Services Director:** The County Health and Human Services Director, as defined in ORS 431.418 or his authorized representative.

**County Health Officer:** The County Health Officer, as described in ORS 431.418.

**Dam:** Sometimes referred to as a “project” by the Corps of Engineers, a barrier built across a watercourse for the purpose of impounding, controlling, or diverting the flow of water.

**Damage Assessment:** The process used to appraise the impacts of a disaster on the public, key facilities and services, government services, transportation networks, businesses and residents.

**Decontamination:** The process of making people, objects, or areas safe by absorbing, destroying, neutralizing, making harmless, or removing hazardous materials.

**Deputy:** A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or 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 can be assigned to the Incident Commander, General Staff, and Branch Directors.

**Disaster:** An occurrence of a natural catastrophe, technological accident, or human caused event that has resulted in severe property damage, deaths, and/or multiple injuries. As used in this Guide, a “large-scale disaster” is one that exceeds the response capability of the local jurisdiction and requires State, and potentially Federal, involvement. As used in the Stafford Act, a “major disaster” is “any natural catastrophe [...] 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 [the] Act to supplement the efforts and available resources or States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

**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 partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

**Earthquake:** The sudden motion or trembling of the ground produced by abrupt displacement of rock masses, usually within the upper 10 to 20 miles of the earth's surface.

**Emergency:** Any occasion or instance—such as a hurricane, tornado, storm, flood, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, fire, explosion, nuclear accident, or any other natural or man-made catastrophe—that warrants action to save lives and to protect property, public health, and safety.

**Emergency Alert System:** A digital technology (voice/text) communications system consisting of broadcast stations and interconnecting facilities authorized by the Federal Communication Commission. The system provides the President and other national, State, and local officials the means to broadcast emergency information to the public before, during, and after disasters.

**Emergency Manager:** Person designated by the County Emergency Management Director to oversee the day-to-day operations of the Emergency Management Program.

**Emergency Management Director:** The Lane County Emergency Management Director is the Lane County Sheriff.

**Emergency Medical Services:** Services, including personnel, facilities, and equipment required to ensure proper medical care for the sick and injured from the time of injury to the time of final disposition, including medical disposition within a hospital, temporary medical facility, or special care facility, release from site, or declared dead. Further, emergency medical services specifically include those services immediately required to ensure proper medical care and specialized treatment for patients in a hospital and coordination of related hospital services.

**Emergency Operations Centers (EOCs):** The physical location at which the coordination of information and resources to support domestic incident management 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, and medical services), by jurisdiction (e.g., Federal, State, regional, county, city, tribal), or some combination thereof.

**Emergency Operations Plan:** A document that describes how people and property will be protected in a disaster and disaster threat situations; details who is responsible for carrying out specific actions; identifies the personnel, equipment, facilities, supplies, and other resources available for use in the disaster; and outlines how all actions will be coordinated.

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



**Emergency Responder:** Includes Federal, State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as First Responder.

**Environmental Health Services:** Services required to correct or improve damaging environmental health effects on humans, including inspection for food contamination, inspection for water contamination, and vector control; providing for sewage and solid waste inspection and disposal; clean-up and disposal of hazardous materials; and sanitation inspection for emergency shelter facilities.

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

**Federal:** Of or pertaining to the Federal Government of the United States of America.  
**Federal Coordinating Officer:** The person appointed by the President to coordinate Federal assistance in a federally declared emergency or major disaster.

**Flood:** A general and temporary condition of partial or complete inundation of normally dry land areas from overflow of inland or tidal waters, unusual or rapid accumulation or runoff of surface waters, or mudslides/mudflows caused by accumulation of water.

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

**Functional Annex:** A plan for performing a generic emergency function during a disaster or emergency.

**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.

**Group:** 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. Groups, when activated, are located between branches and resources in the Operations Section. (See Division.)

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

**Hazardous Material:** Any substance or material that when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property.

These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials.

**Hazard Specific Annex:** A detailed plan for responding to a particular hazard.

**High-Hazard Areas:** Geographic locations that for planning purposes have been determined through historical experience and vulnerability analysis to be likely to experience the effects of a specific hazard (e.g., hurricane, earthquake, hazardous materials accident, etc.) resulting in vast property damage and loss of life.

**Hospital:** A critical care facility continuously staffed to provide diagnosis or specialized medical treatment to individuals over a period of 24 hours.

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

**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 Command System:** A standardized organizational structure used to command, control, and coordinate the use of resources and personnel that have responded to the scene of an emergency. The concepts and principles for ICS include common terminology, modular organization, integrated communication, unified command structure, consolidated action plan, manageable span of control, designated incident facilities, and comprehensive resource management.

**Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the 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.

**Initial Response:** Resources initially committed to an incident.

**Joint Information Center (JIC):** A facility established for purposes of integrating incident information and public affairs into a cohesive organization in order to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIC 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., city, county, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

**Liaison:** A person designated to establish and maintain mutual understanding and cooperation between agencies.

**Local Government:** 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 organization, 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:** Providing resources and other services to support incident management.

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

**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.

**Mass Care:** The actions that are taken to protect evacuees and other disaster victims from the effects of the disaster. Activities include providing temporary shelter, food, medical care, clothing, and other essential life support needs to those people that have been displaced from their homes because of a disaster or threatened disaster.

**Medical Examiner:** Provides adequate death investigation, identification and disposition of bodies; removal, temporary storage and transportation of bodies to temporary morgue facilities; notification of next of kin, and coordination of medical examiner services and unclaimed bodies disposition.

**Mental health services:** Mental health crisis response and involuntary detention services and outpatient mental health services.

**Mitigation:** Any action taken to reduce or eliminate the long-term risk to human life and property from hazards. The term is sometimes used in a stricter sense to mean cost-effective measures to reduce the potential for damage to a facility or facilities from a disaster event.

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

**Mortuary Services:** Services required to assure adequate death investigation, identification, and disposition of bodies; removal, temporary storage, and transportation of bodies to temporary morgue facilities; notification of next of kin; and coordination of mortuary services and burial of unclaimed bodies.

**Mutual-Aid Agreement:** Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

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

**National Incident Management System:** A system mandated by HSPD-5 that provides a consistent nationwide approach for Federal, State, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among Federal, State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multi-agency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

**National Response Plan:** A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

**Nuclear Materials:** Those materials with the potential for an explosion resulting from fission and/or fusion reactions in nuclear material, such as that from a nuclear weapon.

**Operations Section:** The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

**Preliminary Damage Assessment:** A mechanism used to determine the impact and magnitude of damage and the resulting unmet needs of individuals, businesses, the public sector, and the community as a whole. Information collected is used by the State as a basis for the Governor's request for a Presidential declaration, and by FEMA to document the recommendation made to the President in response to the Governor's request. PDAs are

made by at least one State and one Federal representative. A local government representative familiar with the extent and location of damage in the community often participates; other State and Federal agencies and voluntary relief organizations also may be asked to participate, as needed.

**Public Health Hazard:** A condition which is conducive to the propagation of communicable or contagious disease-producing organisms and which presents a reasonably clear possibility that the public generally is being exposed to disease-caused physical suffering or illness.

**Public Information Officer:** A Federal, State, or local government official responsible for preparing and coordinating the dissemination of emergency public information.

**Public Safety Answering Points:** The technical term used for 9-1-1 and dispatch centers.

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

**Preparedness:** Establishing the plans, training, exercises, and resources necessary to achieve readiness for all hazards, including WMD incidents.

**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.

**Private Sector:** Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations (PVO).

**Processes:** Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

**Public health measure:** Isolation, quarantine or other preventative public health measure imposed on persons or property in order to prevent the spread of or exposure to diseases or contaminants of threat to the public.

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

**Recovery:** Emergency actions dedicated to the continued protection of the public or promoting the resumption of normal activities in the affected area.

**Response:** Duties and services to preserve and protect life and property as well as provide services to the surviving population

**Recovery Plan:** A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

**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 EOC.

**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.

**Safety Officer:** A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

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

**Span of Control:** The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

**Special Needs Population:** A category of persons who require either special or extra assistance during a disaster due to physical, cognitive or psychological disabilities. Examples include: the elderly, persons with developmental disabilities, persons with physical disabilities, or persons suffering from mental illness.

**Staging Area:** Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

**Standard Operating Procedure:** A set of instructions constituting a directive, covering those features of operations which lend themselves to a definite, step-by-step process of accomplishment. SOPs supplement EOPs by detailing and specifying how tasks assigned in the EOP are to be carried out.

**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,

**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.

**Technical Assistance:** Support provided to State, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile-home park design and hazardous material assessments).

**Temporary treatment facility:** A sheltered non-medical facility temporarily staffed with medical personnel and temporarily provided with medical supplies and equipment for the purpose of treating individuals injured during a multiple casualty incident.

**Terrorism:** Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

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

**Unified Command (UC):** An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single Incident Action Plan.

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

**Volunteer:** For purposes of the NIMS, a volunteer is 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, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

**Weapon of Mass Destruction:** Any destructive device as defined in 18 USC 921; any weapon that is designed or intended to cause death or serious bodily injury through the release, dissemination, or impact of toxic or poisonous chemicals, or their precursors; any weapon involving a disease organism; or any weapon that is designed to release radiation or radioactivity at a level dangerous to human life. (Source: 18 USC 2332a). In 18 USC 921, a destructive device is defined, with certain exceptions, to mean any explosive, incendiary, or poison gas, bomb, grenade, or rocket having a propellant charge of more than 4 ounces, or a missile having an explosive incendiary charge of more than 0.25 ounce, or a mine, or a device similar to the above; any type of weapon by whatever name known that will, or that may be readily converted to, expel a projectile by the action of an explosive or other propellant, and that has any barrel with a bore of more 0.5 inch in diameter; any combination of parts either designed or intended for use in converting any device into any destructive device described above and from which a destructive device may be readily assembled.

**Worker:** A person who is licensed or certified to provide health care under ORS chapters 677, 678, 679, 680, 684 or 685 or ORS 682.157, an employee of a health care facility, of a licensed health care provider or of a clinical laboratory, as defined in ORS 438.010 (1), a firefighter, a law enforcement officer, as defined in ORS 414.805, a corrections officer or a probation officer.



## **Functional Annexes**

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## **Law Enforcement Annex A**

### **Lead Department: Sheriff's Office**

#### ***Purpose***

During an emergency, the Lane County Sheriff's Office will protect life and property; maintain law and order; regulate vehicle traffic; conduct search and rescue operations; lead or assist with evacuations; respond to terrorist incidents; and, upon request, assist other agencies in their duties regarding the emergency.

#### ***Situation and Assumptions***

##### ***Situation***

Law enforcement agencies will be called upon to expand standard operations during emergencies. Lane County has several state and federal agencies, which provide support to local agencies as needed. Mutual aid agreements among the Lane County Sheriff's Office and all other police agencies in the county will serve to confirm a coordinated law enforcement response to emergency situations. Natural, technological, terrorist, and other disasters may require crowd and traffic control, bomb disposal, crime scene investigation evacuations, search and rescue, and other actions by the Lane County Sheriff's Office.

##### ***Assumptions***

- ❑ Local law enforcement personnel will generally be able to provide adequate police control through existing mutual-aid agreements. If local capabilities are exceeded, support will be available from and to any of several state and federal law enforcement groups.
- ❑ Law enforcement will conduct activities during emergency operations with consideration of the following priorities, in the order given:
  - Priority 1 - Safety of Lane County citizens.
  - Priority 2 - Security of Lane County residents' property.
  - Priority 3 - Protection of the physical environment of Lane County.
- ❑ Evacuations are normally a joint effort between the fire agency with jurisdiction of the area being evacuated and the Sheriff's Office.

- The Chief Law Enforcement officer of the jurisdiction where a major emergency occurs will function as the incident commander and will be responsible for coordinating law enforcement operations within the jurisdiction. The Lane County Sheriff's Office will assist with resources if requested and if available.
- First responders, auxiliary units, and support personnel will receive on-going emergency response training as necessary.
- Traffic control and evacuation route plans will be prepared and updated as necessary.
- Adequate communication systems will be developed and maintained for emergency response.
- Regular plan review and exercises will be conducted.

### ***Direction and Control***

The Lane County Sheriff will direct law enforcement activities within Lane County during major disaster events except within the municipal boundaries of incorporated cities with their own law enforcement agencies. All response to major emergencies or disaster events will be managed through the Incident Command System (ICS).

To maintain Law Enforcement functions within Lane County and to ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Sheriff
2. Undersheriff
3. Captain of Police Services

Routine operations will be handled by standard procedures. During major emergency or disaster events the Lane County Sheriff or his/her designee will serve as the Incident Commander (IC) for terrorism, riot, civil disturbance, transportation or any mass casualty incidents. The Lane County Sheriff will also have responsibility in determining lead and deputy incident commanders in a unified command situation as outlined in the Direction and Control section of the Basic Plan.

On-scene command post(s) may be established at the site(s) of a disaster situation in conjunction with other responding agencies, such as fire services. The senior law enforcement person on-scene will be in charge of law

enforcement activities and report to the Incident Commander in the EOC. The IC will establish and maintain communications with the on-scene command post and direct emergency operations from the EOC in coordination with other responding agency representatives at the EOC. If local capabilities are exceeded, the IC will request outside assistance. Outside assistance may be provided from mutual aid agreements, state or federal sources.

## **CONCEPT OF OPERATIONS**

### **General**

Emergency operations for law enforcement agencies will be conducted in a manner which is consistent with their general mission, and which is adjusted as necessary to accomplish the mission under emergency conditions. Local agencies will have the primary responsibility for routine law enforcement and will solicit assistance from trained support groups and mutual aid agencies to obtain the necessary support to successfully fulfill their standard and emergency operation objectives.

The Lane County Sheriff's Office is responsible for the following activities during disaster events:

1. Maintain law and order and coordinate overall law enforcement activities in Lane County.
2. Provide security and investigation resources if a crime scene is involved.
3. Operate the local warning system (See Warning Services Annex).
4. Provide mobile units for warning purposes (See Warning Services Annex).
5. Coordinate with other law enforcement agencies to provide security for key facilities including the Emergency Operations Center (EOC) field command posts, sheriff's dispatch center(s), telephone and other key communication facilities, medical facilities, fuel resources for emergency operation needs, etc. Facilities will be prioritized for law enforcement resources for security purposes. Security for facilities determined lower priority may be provided by private security companies or other non-essential Lane County staff.
6. Conduct evacuations in conjunction with fire service agencies and maintain security in evacuated areas as resources allow.

7. Support other public safety operations as resources allow.
8. Provide traffic and crowd control as resources allow.
9. Monitor access to restricted areas as resources allow.
10. Assist with hazardous material incidents.
11. Prepare appropriate mutual aid agreements.

## ***ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES***

### ***General***

Each law enforcement agency in Lane County will continue to have primary responsibility for emergency operations within their jurisdiction. The Lane County Sheriff's Office will have primary responsibility for all areas of Lane County outside the municipal boundaries of Eugene, Springfield, Coburg, Junction City, Florence, Cottage Grove, and Oakridge. Oregon State Police (OSP) will provide assistance to all law enforcement agencies consistent with standard procedures and mutual aid agreements. Existing multi-agency law enforcement groups will coordinate as needed to accomplish mutual goals and objectives.

Law enforcement communications will be coordinated through the Lane County Communications Center in the Lane County Courthouse. Amateur Radio Emergency Services (ARES) operators may be activated to assist with communications during emergency events. See the Emergency Communications Services Annex for communication details.

### ***Annex Development and Maintenance***

It is the responsibility of each law enforcement agency to ensure its own emergency response capabilities. The Lane County Sheriff's Office will plan for law enforcement operations related to emergency management and ensure the maintenance of this annex. Each law enforcement agency in Lane County is expected to develop Standard Operating Procedures (SOPs) that address assigned tasks.

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## **Fire and Emergency Medical Services Annex B**

### **Lead Department: Fire Defense Board Chief**

#### ***Purpose***

The purpose of this annex is to provide Lane County fire agencies and departments with plans, procedures, policy and guidelines for meeting the demands of a disaster situation. The annex will help maximize the fire fighting, medical response and medical transport resources available through the individual fire districts and departments, the fire defense boards, the State of Oregon Conflagration Act, and the Oregon Fire Service Mobilization Plan as adopted by the Oregon State Fire Marshal.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to numerous potential disaster events that could exceed the resources of local fire agencies. The disaster events include conflagrations, forest fires, terrorist incidents, earthquake/tsunami, floods, extreme weather events, and hazardous materials incidents.

The Western Lane/Western Douglas Fire Defense Board and the Lane County Fire Defense Board have developed agreements and plans for mutual aid support for events that deplete the resources of an individual agency.

The City of Eugene and City of Springfield Fire Departments provide emergency fire services to the most densely populated and developed areas of Lane County. The Eugene and Springfield Fire Departments along with much of the remainder of Lane County's fire protection is within the jurisdictions of the agencies that make up the Lane County Fire Defense Board and Western Lane/Douglas County's Fire Defense Board. The Oregon Department of Forestry is responsible for fire protection on state owned forest land. The Bureau of Land Management and U.S. Forest Service are responsible for national forest lands. Some areas within Lane County are without fire protection but adjoining fire protection agencies may elect to provide fire suppression service and then recover their costs from the responsible party as per (ORS 476.280, 476.290, 478.310).

##### ***Assumptions***

- Each fire agency within Lane County will be able to handle most emergency situations within its jurisdiction through emergency call



back and with the use of mutual and automatic aid agreements. Assistance from state and federal agencies will be requested when additional support is necessary.

- A countywide disaster may affect the lives and families of many fire response personnel preventing or limiting their ability to respond.
- A county-wide disaster will likely cause damage to road systems, utilities, communication systems, and infrastructure. This damage will make response activities difficult.

### ***Direction and Control***

All response to major emergencies and disaster events within Lane County will be managed using the Incident Command System (ICS). Unified Command is the preferred method in Lane County when applicable.

Lane County fire fighting and rescue operations will remain under the supervision of their own officers working in conjunction with Lane County Mutual-Aid Agreements.

Fire fighting agencies within Lane County are organized into two separate fire defense boards for the purpose of mutual aid.

1. Lane County Fire Defense Board
2. Western Lane/Western Douglas Fire Defense Board

To maintain fire operations within the Lane County Fire Defense Board jurisdiction and ensure the orderly continuation of leadership in an emergency situation the following order of succession is established:

1. Chief/President of the Lane County Fire Defense Board
2. Co-Chief/Vice President of the Lane County Fire Defense Board
3. Secretary/Treasurer of the Lane County Fire Defense Board
4. Eugene Fire Deputy Chief, Field Operations Division
5. Eugene Fire District Chief

To maintain fire operations within the Western Lane/Western Douglas Fire Defense Board jurisdiction and ensure the orderly continuation of leadership in an emergency situation the following order of succession is established:

1. Siuslaw Valley Fire and Rescue Chief
2. Reedsport Fire Chief
3. Eugene Fire Deputy Chief, Field Operations Division

In a major emergency or disaster event the Fire Chief or designee with jurisdiction would act as the Incident Commander (IC) at the Field Command Post. The Fire Defense Board will, when possible, provide a liaison at the Lane County EOC if activated for the incident.

### ***Procedures***

Strategic objectives for all fire incidents are as follows:

1. Protect emergency responders.
2. Protect lives.
3. Stabilization of incident.
4. Minimize property loss.
5. Protect the environment.
6. Restoration of critical operations and services.

Responding fire agencies will operate in conformance with the National Incident Management System (NIMS) Incident Command System (ICS) as adopted by the Oregon State Fire Marshall and the Oregon Fire Chiefs Association for the operation of the Oregon Fire Service Plan.

Incident management shall include record keeping functions to document all activities performed, as appropriate.

The standard operating procedures of the agency with jurisdiction will be used as a guide in emergency response situations. The Incident Commander may determine it necessary to use the standard operating procedures of another agency in some situations.

Coordinated actions will be taken to provide necessary personnel and equipment to local areas and mutual aid departments and if necessary under the Oregon State Emergency Conflagration Act (ORS 476.510 to 476.610 and 476.990[4]), to contain the fire as well as to provide back-up protection for other responsible areas.

The Lane County Fire Defense Board has adopted standardized systems for: Personnel Accountability; formation of Rapid Intervention Teams (RIT) for operations conducted in Immediately Dangerous to Life and Health (IDLH) environments; and Firefighter Emergency Evacuation Procedures.

Reports of lost apparatus shall be forwarded immediately to the Incident Commander (IC) in the field command post and forwarded to the appropriate EOC if activated.

The fire agency with jurisdiction will work in conjunction with the Lane County Sheriff's Office to perform evacuations, when necessary, due to fire, floods, tsunami, or other incidents.

During windstorms, major activity will consist of rescue operations and emergency medical service (EMS) and assistance with electrical utilities with downed wires.

### ***Emergency Operations Centers***

Most fire agency incidents will be coordinated from the on scene command post. In major incidents it may be beneficial to coordinate overall activities from an established EOC.

For Western Lane County the EOC would normally be at the Siuslaw Valley Fire and Rescue headquarters, 2625 Hwy 101, Florence, Oregon. The back-up for Western Lane County would be at the Florence Police Headquarters.

For Lane County east of the Highway 126 tunnel the EOC would normally be at the Central Lane 911 Communications Center Base I, 1735 W. 2<sup>nd</sup> Avenue, Eugene, Oregon. The Lane County Sheriff's Office may also activate the Lane County EOC at 125 E. 8<sup>th</sup> Avenue. The City of Eugene EOC at the Sheldon Station, Fire Station #6, 2435 Willakenzie Road, Eugene, Oregon, will serve as the primary EOC for a Eugene emergency.

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## **Public Works Annex C**

### **Lead Department: Public Works**

#### ***Purpose***

The Public Works function provides resources and expertise for emergency response during disasters and other emergency events. The Public Works Department will serve as lead agency for operation, protection and restoration of the County road system. It will serve in a support role, and provide assistance to other agencies and Departments, for response to non-road emergency activities.

Major responsibilities of the Public Works Department during disaster events include: operation of the road system, traffic control systems, debris removal, maintenance of fleet vehicles and emergency generators, mobile radio system maintenance, structural evaluation of infrastructure, solid waste management and damage assessment including evaluation of hazardous buildings. The Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to a number of disaster circumstances that could occur locally and create a need for emergency Public Works services.

##### ***Assumptions***

- Public Works will have the lead role during an earthquake, severe weather (wind, ice/snow, flood/dam failure), and volcanic activity. The Sheriff's Office and Fire Departments will have the lead role during air transportation accidents, civil disturbances, terrorism incidents, fire/conflagration, or hazardous materials incidents (fixed facility, transportation- includes rail, highway, and pipeline), with Public Works assisting as requested.
- All Public Works equipment, personnel and resources will be available to assist with any declared disaster event.
- A major disaster event will affect the lives of many Lane County, Public Works and other local response staff, preventing or limiting them from performing emergency response activities.

- Damage to bridges, overpasses and other infrastructure may limit or prevent emergency response vehicle access to critical areas.
- During most natural disaster events, electricity, communication systems and other utility services may be unavailable for extended periods of time.
- Public Works will contract for services when a disaster exceeds the resources of the Department.
- Disaster events may create extensive amounts of debris that will have to be removed while normal debris management and household garbage collection services are maintained.

### ***Direction and Control***

Public Works emergency response activities will be coordinated from the Lane County Public Works Complex at 3040 N. Delta Highway during major emergency or disaster events. All response activities will be managed under the Incident Command System (ICS).

During major events a Public Works Branch Director will be assigned to the Lane County Emergency Operations Center (EOC) at the County Public Service Building, 125 E. 8<sup>th</sup> Ave Eugene, Oregon. Public Works response activities will be coordinated from the Public Works complex. During earthquake events, weather related events and volcanic activity the Public Works Department would be the lead agency and responsible for the Incident Command function.

To maintain Public Works operations and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

- 1) Public Works Director
- 2) Assistant Public Works Director
- 3) County Engineer
- 4) Land Management Manager
- 5) Waste Management Manager
- 6) Road Maintenance Manager
- 7) Parks Manager

During a major emergency, division managers and their assigned staff will report to their normal work stations unless assigned otherwise by the Public Works Director or his/her designee. During an extended event requiring 24/7 operations, the Public Works Department will likely operate on a 12-hour on/12-hour off basis. All vacations and other leaves will be cancelled.

The Public Works Department will track and document all emergency response activities. Documentation and tracking will be done in a manner consistent with guidelines outlined in the Federal Emergency Management Agency (FEMA), Public Assistance Policy Digest and Applicant Handbook. Use of these guidelines is intended to ensure maximum federal reimbursement for any federally declared disaster.

The allocation of Public Works resources for competing demands will be determined by life, safety and human welfare issues. High priority for Public Works resources are:

- 1) Operation of the major road system for purpose of emergency response for ambulance, law enforcement, fire and search and rescue vehicles.
- 2) Debris removal operations that aid in emergency response.
- 3) Maintenance of fleet vehicles critical to emergency response.
- 4) Maintenance of the mobile radio communication system.
- 5) Assistance to search and rescue operations.
- 6) Operation of building facilities critical to emergency response such as the Emergency Operations Center, field command posts, fleet operations, etc.
- 7) Damage assessment and structural analysis of critical infrastructure and buildings.

### ***Public Works Division Responsibilities***

The Division Manager of each of the divisions within Public Works is responsible for the following emergency response activities:

#### **Engineering Division—County Engineer**

The County Engineer shall be responsible for coordination of emergency services requested from the Engineering Division. In the absence of the County Engineer, or a designated Acting County Engineer, the Road Maintenance Manager shall be responsible. Services may include:

- a. Protection of roads and bridges and restoration to a safe and usable condition.
- b. Structural evaluation of bridges and overpasses for safety. Closure of any unsafe facilities.
- c. Assistance with removal of unsafe or collapsed buildings.
- d. Traffic control.
- e. Removal of roadway obstructions and reopening roads for emergency vehicles.
- f. Provision of equipment and operators for rescue operations.
- g. Coordination with private service providers.
- h. Liaison with public utilities.
- i. Land surveying, mapping and site location assistance.
- j. Respond to reports of hazardous materials spills with staff trained as first responders.
- k. Update of Lane County website for road closures.
- l. Provision of GIS maps to support incident response



**Fleet Services Division — Fleet Manager**

- a. Provision of light passenger vehicles, heavy equipment and fuel.
- b. Maintenance of all equipment.

**Administrative Services Division – Administrative Services Manager**

- a. Coordinate radio communication support and dispatch for Public Works emergency operations.
- b. Provide assistance to Engineering to update Lane County website with road closures information.
- c. Financial data management to ensure maximum federal reimbursement.

**Waste Management Division—Waste Management Manager**

- a. Refuse disposal.
- b. Assistance in rescue operations.
- c. Assistance with protection and restoration of roads and bridges.
- d. Provide assistance as required to Engineering for hazardous materials first responder services.
- e. Provide assistance with determining disposal method for various types of hazardous materials.

**Parks Division—Parks Manager**

- a. Assistance in responding to emergency operations.
- b. Provision of park facilities as requested to support emergency response.

**Land Management Division—Land Management Manager**

- a. Inspection of hazardous buildings. (ATC-20 post-earthquake certification)
- b. Land surveying, mapping and site location assistance.

## **Public Works Emergency Preparedness**

- ❑ Develop mutual aid agreements and secure agreements with contractors where needed.
- ❑ Provide emergency operations training and exercises for staff and ensure management and supervising staff receives basic Incident Command System training.
- ❑ Utilize small emergency events, e.g., minor flooding, wind or snow storms to prepare for larger disaster events; conduct after-event briefings; modify systems and processes based on debriefing information.
- ❑ Train personnel in use of equipment and emergency procedures.
- ❑ Ensure reference documents and forms, Tactron, ICS manuals and maps are kept at Public Works for use during emergencies.
- ❑ Ensure equipment is maintained in good repair; secure equipment in safe locations when event is predicted.
- ❑ Ensure cones, barricades, stop signs, and other regulatory signs, emergency equipment, and supplies are available. Ensure materials and supplies such as sand bags are adequately stockpiled.
- ❑ Maintain emergency generators, conduct scheduled tests and make sure emergency portable generators are staged at the Delta complex, Veneta Shops and other Public Works facilities as appropriate.
- ❑ Develop and maintain standard operating procedures for Public Works emergency operations.
- ❑ Ensure the Public Works annex and the Debris Management annex of the Lane County Emergency Plan are updated as necessary.
- ❑ Prepare GIS data layers to assist in emergency response and documentation.

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## **Damage Assessment Annex D**

### **Lead Department: Assessment and Taxation**

#### ***Purpose***

This annex describes procedures to be followed in the assessment and reporting of physical damages resulting from natural disasters, sabotage, terrorism or other major incidents. Initial damage assessment will determine whether a disaster event is of significance to request assistance from outside resources. Damage assessment will help establish priorities for allocation of resources and identify requirements for conducting recovery operations. This annex must be used in conjunction with the State Disaster Recovery Assistance Guidebook. State and federal assistance is dependent upon the quick and accurate information gathered during the damage assessment process.

#### ***Situation and Assumptions***

##### ***Situation***

Disaster events have the potential for causing death, injury, and extensive damage to public and private property. A planned damage assessment and reporting procedure is essential for effective response and recovery operations. Damage assessment procedures are critical to the cost recovery process initiated during President declared disasters.

A disaster event such as an earthquake, terrorist incident, or bomb blast may occur instantaneously, or a disaster event such as a flood or snowstorm may be slow building. Disaster events may be primarily local or have countywide impacts. The nature of the event will require that damage assessment procedures are flexible and dynamic.

##### ***Assumptions***

- A list of high priority facilities in Lane County for damage assessment will be kept in a binder in the EOC.
- Public Works will take the lead on performing damage assessments for roads and bridges.
- Immediate assessment of public infrastructure will be critical following a disaster event. Assessment of facilities housing response staff, e.g., fire stations, fleet operations, police, 911 operations, and EOCs will be critical.

- Assessment of hospitals and other medical service providers will be of utmost importance.
- Transportation, communications systems, and utilities may be severely disrupted or inoperable. Immediate and comprehensive damage assessment may be impacted by the condition of these systems.
- Adequate personnel, equipment, and facilities will be assigned to manage the damage assessment function. A contact list of Lane County personnel qualified to perform damage assessment functions and their specialty areas will be kept in a binder in the EOC.
- The ability of damage assessment staff to begin immediately may depend on their condition, as well as the condition of their families and homes.

### ***Direction and Control***

Damage assessment activities for Lane County will be coordinated from the Lane County Public Service building at 125 E. 8<sup>th</sup> Ave, Eugene, OR. All damage assessment activities will be managed under the Incident Command System (ICS).

A Damage Assessment Director will be appointed for disaster events requiring a damage assessment process. The Lane County Assessor is designated as the manager of the Damage Assessment Annex and would normally be the person appointed as Damage Assessment Director. The Damage Assessment Director reports to the planning chief in the ICS system. The Damage Assessment Director will be called immediately to report to the EOC to receive damage reports from response personnel.

To maintain damage assessment activities and ensure orderly continuation of leadership in an emergency situation, the following succession of authority is established:

- 1) Lane County Assessor
- 2) Deputy Assessor
- 3) Appraisal Manager
- 4) Sales Data Analyst

The Damage Assessment Director will ensure all damage assessment activities are properly documented. The Oregon State Disaster Recovery Assistance Guidebook, the Federal Emergency Management Public Assistance Applicant handbook provide criteria for damage assessment processes and documentation.

## **General Procedures and Responsibilities**

There will likely be three concurrent damage assessment processes taking place:

- 1) Assessment and Taxation will immediately begin structural damage assessments of critical facilities.
- 2) Public Works will immediately begin structural evaluation of roads, bridges and overpasses for safety.
- 3) Other agencies normally performing work in the field will also be assessing and reporting on areas of observed damage.

Damage assessment consists of four phases:

- 1) Rapid Damage Assessment / *Windshield survey*;
- 2) Initial Damage Assessment (IDA);
- 3) Preliminary Damage Assessment (PDA);
- 4) Structural Damage Assessment of facilities and infrastructure.

The Damage Assessment Director will be coordinating the receipt of damage assessment reports from Assessment and Taxation, Public Works and other agencies to formulate a clear picture of the extent and location of damages.

The exact make-up of damage assessment teams would be determined by the Damage Assessment Director and would be dependent upon the nature of the event and personnel available.

### **Rapid Damage Assessment**

The Rapid Damage Assessment process, sometimes referred to as a *windshield survey*, is conducted immediately after an event occurs and should be completed within 24 hours of an event. Sheriff department personnel, fire agencies and Public Works staff, amateur radio groups, and the American Red Cross should provide immediate damage information. This phase will focus on reporting life-threatening situations. All damage information gathered should be documented and forwarded to the Damage Assessment Director once that function is established.

Rapid assessment provides the Incident Commander with quick information to assess the size of an event and the extent of damage, in addition to prioritizing facilities critical to government response and recovery activities. These facilities generally include: 911 centers, Emergency Operations Centers, Police and Fire stations, Public Works facilities, sewer and water facilities, hospitals, bridges and roads, electrical systems, etc. Depending on the nature of the event, a hazardous material facility may be considered critical. Police, Fire and Public Works staff responding to the emergency should report damage information to

the Damage Assessment Director. Property Appraisers from the Department of Assessment & Taxation will be the lead on providing assessment information related to residential properties.

### **Initial Damage Assessment**

The IDA process will provide supporting information for a Governor's state of emergency declaration and requesting a federally declared disaster. This assessment is more detailed than the rapid assessment, including the number of government buildings, businesses and private structures affected and estimates of financial losses of public and private property. The IDA should be completed within 72 hours of an event.

Accomplishing the IDA process will require the cooperation of all Lane County Departments, government agencies countywide and utility companies. Record keeping and documentation of all response activities by all impacted jurisdictions will be crucial and should begin early in the incident.

Priorities for initial damage assessment teams will be as follows:

1. Emergency Operation Centers, Lane County Public Service Building, Lane County Courthouse, Lane County Public Works Complex, Police and Fire Stations.
2. Hazardous occupancy industry
3. Bridges and overpasses.
4. Hospitals and shelters.
5. Telephone and radio communication systems.
6. Power, natural gas, water and sewer systems.
7. Major businesses and schools.

Each facility should be analyzed on structural integrity and safety, functional capability and estimated cost to repair or replace.

### **Preliminary Damage Assessment (PDA)**

The PDA process builds upon information provided in the IDA process. PDA is generally performed by teams made up of representatives from various agencies depending on the nature of the incident and the type and extent of damage. Teams may consist of staff from Federal and State agencies and the Red Cross. Local agencies impacted by the disaster should always be represented. Team members should be technical staff that can evaluate and determine all aspects of costs related to the incident. Team representatives should have the authorization to make reimbursement decisions.

State and Federal representatives on PDA teams will work with local staff to complete damage survey reports during this phase.

### **Structural Assessment of Buildings and Infrastructure**

Structural assessment is performed by teams of technical staff to determine if buildings, roads, bridges, and other critical infrastructure are safe for use or occupancy. The first priority for assessment is generally given to buildings, roads, and bridges critical to response and recovery efforts, as well as facilities essential to emergency response and the continuation of government services. Building assessment is performed by Land Management and other County staff with post-earthquake safety evaluation of buildings certification (ATC-20). Larger cities will have certified staff to perform assessment within their jurisdiction. Public Works Engineering will conduct road, bridge, and overpass assessments, and will be closing and posting bridges independently of structural inspections. An inventory of post-earthquake safety inspection results will be reported back to the Damage Assessment Director.

Each post-disaster safety inspection results in a posting of the applicable structures to let the occupants and/or public know whether the structure is safe to enter or what restrictions have been applied to its entry or use. Each structure is posted in a visible location, according to ATC 20 and ATC 20-2 guidelines and the following:

- If post-disaster safety inspections indicate there is little or no damage to the structure and it poses no threat to the occupants, the building inspector completes and attaches a green "*Inspected*" placard at or near the main entrance of the structure.
- If post-disaster safety inspections indicate the structural integrity of the structure, or portion of a structure, is questionable or requires more extensive review, the building inspector completes and attaches a yellow "*Restricted Use*" placard at or near the main entrance to the structure and secondary placards at every other entrance or exit of that structure. If the structure is in an area with a diverse population, the building inspector also completes and attaches bilingual warning placards at each entrance or exit.
- If post-disaster safety inspections indicate the damage to the structure, or portion of the structure, is sufficient enough to be considered unsafe or dangerous, the building inspector completes and attaches a red "*Unsafe Use*" placard at or near the main entrance to the structure and secondary placards at every other entrance and exit of that structure. Bilingual warning placards also apply in this case.



Each post-disaster equipment inspection results in a posting of the applicable equipment to let the occupants and/or public know whether the equipment is safe to use or what restrictions have been applied to its use.

Some specialty inspectors have the authority to install lock down devices on some types of equipment to prevent its use when the use is determined to be a danger.

For more information on building and fixed equipment inspections, see the state Building Codes Division *Emergency Response Plan*.

Lane County may contract with private sector staff or contact the Oregon State Building Codes Division for a list of certified (ATC-20) staff to supplement County resources.

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## **Debris Management Annex E**

**Lead Department: Public Works**

### ***Purpose***

This annex describes procedures to be followed in the assessment and reporting of physical damages resulting from natural disasters, sabotage, terrorism or other major incidents. A coordinated effort will be necessary for the removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid waste, best practice strategies and methods to reduce, reuse, recycle, recover, and landfill as a final option. Initial debris assessment will determine if a disaster is of significance to request assistance from outside resources. Debris management staff will help establish priorities for the allocation of resources, collaborate with damage assessment team needs, physically remove debris, open transportation routes, and ensure compliance with Department of Environmental Quality (DEQ)/ Lane Regional Air Pollution Authority (LRAPA), Division of State Lands (DSL) and the Army Corps of Engineers (ACOE) regulations and requirements. If needed, debris management staff will also locate temporary storage sites for the collection and recovery of debris.

### ***Situation and Assumptions***

#### ***Situation***

Disaster events such as windstorms, floods, earthquakes, and other natural and technological emergencies have the potential for causing extensive damage to public and private property. In order to facilitate a return to normalcy, the appearance of the environment is of utmost importance. A planned debris removal and recovery procedure is essential for quickly opening major transportation arteries, providing access to critical facilities, and for removing debris related threats to public health and safety.

Debris Management needs will depend on the size and character of the event. Localized events may present challenges associated with the collection of hazardous materials and construction and demolition type debris. Natural events, such as floods, snow and windstorms may present more organic material accumulations. The nature of the event will require Debris Management procedures to be flexible and dynamic. Substantial amounts of contaminated debris will result in the need for innovative solutions and decision-making.

Lane County operates the Central Receiving Station (transfer station) in Glenwood, the Short Mountain Landfill site south of Goshen and seventeen rural

collection sites. Lane County is responsible for disposal of solid waste generated within the county. Lane County's responsibilities include:

- Disposal of solid wastes at the Short Mountain Landfill.
- Operation of County transfer stations.
- Hauling of solid waste from transfer stations to the Short Mountain disposal site.
- Collection and processing of household hazardous wastes.
- Collection and processing of electronic wastes.
- Managing a public information program that provides options for disposal of a broad range of solid wastes (including reuse, recovery, recycling, composting and landfill disposal).

***Assumptions:***

- Information by initial damage assessment teams will be helpful in determining the amounts and types of debris as well as priorities for emergency debris removal.
- A large scale disaster event will likely impact the lives of many local response staff to a degree that they may not be available for immediate emergency debris removal.
- Damage to County facilities and equipment may hamper initial emergency debris removal efforts.
- During most disasters, electricity will be lost for a period of time, communications systems will be lost or overloaded, and other utilities may be impacted.
- Roads, bridges, and overpasses may be damaged limiting access for debris removal.
- A local disaster will be declared. A State and Federal disaster may be declared.
- Emergency powers may be enacted during a declared disaster for price gouging, temporary suspension of codes, relaxing permit and zoning processes and streamlining purchasing procedures.
- Contracts with private sector partners will be necessary to augment public efforts.

- Debris may be contaminated with chemical and/or biological agents unless determined otherwise.
- In the event that debris sites are crime scenes, evidence procurement will take precedence over debris removal.
- Human and/or animal remains may be located within debris.
- The solid waste hierarchy for removing debris will be to reuse, recycle, compost, recover, and finally landfill.

### ***Direction and Control***

Public Works emergency response activities will be coordinated from the Lane County Public Works shops on Delta Highway during major emergency or disaster events. All response activities will be managed under the Incident Command System (ICS). The Public Works Director or designee will appoint a Debris Management Director to coordinate all phases of Debris Management. The Debris Management Director will report to the Public Works Branch Director. The Debris Management Director would normally be the County Waste Management Manager.

During a major emergency or disaster event Waste Management staff will report to their normal work stations unless otherwise directed. During an extended event requiring 24/7 operations all vacations and other leaves would be suspended.

The Debris Management Director will be responsible for documenting all debris removal activities. Documentation will be done in a manner consistent with guidelines outlined in the Federal Emergency Management Agency (FEMA) Public Assistance Policy Digest and Applicant handbook. Use of these guidelines is intended to ensure maximum federal reimbursement for any federally declared disaster.

To maintain debris management operations and ensure orderly continuation of leadership in an emergency situation the following succession of authority is established:

1. Waste Management Division Manager
2. Superintendent Waste Management
3. Short Mountain Supervisor

## ***Procedures***

Debris Management consists of five phases:

Phase 1 - Damage assessment (under Damage Assessment Annex)

Phase 2 - Debris forecasting/estimating

Phase 3 - Public information activities

Phase 4 - Debris removal

Phase 5 - Temporary debris storage site operations

Debris forecasting is crucial to determining the size of the response needed. The following formula may be used to determine the amount of material that will be encountered from any collapsed building after the disaster event:

$$\frac{L \times W \times H}{27} \times 0.33 = \text{cubic yards of material.}$$

The formula for estimating the quantity of materials in debris piles is:

$$\frac{L \times W \times H}{27} = \text{cubic yards of material.}$$

Aerial and surface photos may be useful after a disaster event to assist in calculating the amount of debris generated. News reports should be constantly reviewed in order to identify affected areas. The amounts and locations of debris generated will determine the size of the response necessary. For any event that results in more than 100 cubic yards of material being generated, assume that outside assistance will be required and that a temporary debris storage site may be necessary.

Debris forecasting activities will require special considerations in the event of a disaster that claims human or animal life. All debris should be evaluated for possible hazardous waste. Other considerations include historically sensitive structures, environmentally sensitive locations, salvageable items, crime scene integrity, and victim memorials. Safety consideration for debris removal personnel should be paramount at all times.

Debris estimates should be grouped into the following categories whenever possible in order to ascertain the collection equipment most appropriate to be dispatched:

- Putrescible (odorous materials)
- Woody Recyclables
- Non-Woody Recyclables
- Miscellaneous Dry Waste
- Hazardous Waste
- Privately owned property (vehicles) on public roadways
- Electronics Equipment
- Dead Bodies

Existing Waste Management collection sites will be utilized as much as it is practical for debris collection, storage, recycling and reuse activities. If additional sites are needed, a site selection team of County staff will identify, evaluate and select appropriate sites. Local municipalities may be asked to assist with site selection. Technical assistance may also be available from the State or Corps of Engineers.

Sites may need to be established where debris from residential buildings is temporarily stored by address. The owners or tenants of that address would be permitted to search the debris pile to salvage possessions, valuables, and family heirlooms.

The site selection size and area should comply with all applicable County, State, and Federal rules and regulations, including Fish and Wildlife, Forestry, Fire Conservation, Historical Preservation, DEQ permitting, and the Endangered Species Act. Temporary storage/reduction site size should be appropriate size acreage.

The State DEQ, Land Quality Division, Regional Environmental Solutions Section, permits disposal facilities within the state. In the event of a large disaster, this agency will be the contact for permits and establish temporary storage sites for debris.

The sites used may be temporary or permanent. Sites may be restricted for one type of material or may be a multi-use site. The priority land ownership will be county, local, special district, state, federal and lastly private property, taking into consideration road condition and access.

Prior to use of a site, the following activities will be completed at a minimum:

- Site survey
- Documentation
- Photos/video of area
- Condition of roads
- Soil samples
- Water samples
- Land stability samples

The following is a list of existing Waste Management sites:

**CENTRAL RECEIVING STATION** (Site #01)

.10 of a mile west of intersection at 17th and Glenwood Blvd.  
17-03-33-44/300    **3100 E. 17th Avenue, Eugene, 97403**

**COTTAGE GROVE** (Site #03)

Located on Sears Road .5 miles north of intersection of Sears Road and Row River Road. Site is on the west side of the road.  
20-03-26/300    **78760 Sears Road, Cottage Grove, 97424**

**CRESWELL** (Site #04)

Located .9 of a mile east of I-5 on Cloverdale Road. Site is on north side of the road.  
19-03-13/2600    **34293 Cloverdale Road, Creswell, 97426**

**FLORENCE** (Site #06)

Located on Rhododendron Drive 1.9 miles north of intersection of Ninth Avenue and Rhododendron Drive. Site is on the east side of the road.  
18-12-22/1000    **2820 N. Rhododendron Drive, Florence, 97439**

**LONDON** (Site #09)

Located on London Road at milepost 9. Site is on the east side of the road.  
22-03-20/Right-of-Way **73111 London Road, Cottage Grove, 97424**

**LOW PASS** (Site #12)

Located .3 of a mile west of milepost 35 on Highway 36. Site is on the north side of the road, .4 of a mile past the gate on the BLM road.  
16-06-07/100    **22377 Highway 36, Cheshire, 97419**

**MAPLETON** (Site #14)

Located on Hood Creek Road, which is between milepost 18 and 19 on Highway 126. Site is .3 of a mile beyond intersection.  
18-09-09/601    **13570 Highway 126, Mapleton, 97453**

**MARCOLA** (Site #16)

Located 200 yards up Shotgun Creek Road from the intersection with Marcola Road. Intersection is 3.1 miles north of Marcola. Site is on the north side of the road.  
16-01-05/800    **38935 Shotgun Creek Road, Marcola, 97454**

**MCKENZIE BRIDGE** (Site #08)

Located off of Forest Service Road 705, which begins 2/10 of a mile east of milepost 49 on Highway 126. The site is .4 of a mile from Highway 126.  
16-55-15/300    **55805 McKenzie Highway, Blue River, 97413**



**OAKRIDGE** (Site #05)

Located on Hills Creek Reservoir Road east of Oakridge, off Highway 58. Travel .7 of a mile south of Highway 58, keep to the left at the "Y." Site gate is 100 yards past the "Y" on the east side of the road.

21-35-22/400    **48977 Kitson Springs Road, Oakridge, 97463**

**RATTLESNAKE** (Site #17)

Located on Rattlesnake Road, 2.3 miles south of Highway 58. Site is on the west side of the road.

19-01-19/400    **82572 Rattlesnake Road, Dexter, 97431**

**SHARPS CREEK** (Site #10)

Located on Sharps Creek Road, .7 of a mile west of Row River Road. Site is on the south side of the road.

22-01-05/1000    **74540 Sharps Creek Road, Culp Creek, 97427**

**SHORT MOUNTAIN** (Site #02)

Located on the east side of I-5 at Peebles Road overpass. If coming from Goshen, use Highway 99. If coming from Creswell, use I-5.

18-03-36/100    **84777 Dillard Access Road, Eugene, 97405**

**SWISSHOME** (Site #15)

Located east of Swisshome at milepost 9 on Highway 36. Site is on the north side of road.

17-09-21/600    **13711 Highway 36, Swisshome, 97480**

**VENETA** (Site #18)

Located on Bolton Hill Road, 1.5 miles west of Territorial Highway. Site is on the south side of the road.

18-06-01/2502    **24444 Bolton Hill Road, Veneta, 97487**

**VIDA** (Site #11)

Located north of Highway 126 at milepost 22. Site is on the north side of the highway approximately .25 of a mile up a gravel BLM road.

17-15-01-00300    **44041 Canal Lane, Leaburg, 97489**

**WALTON** (Site #13)

Located at milepost 32 on Highway 126. Site is on the north side of the road.

18-08-01/500    **18585 Transformer Road, Walton, 97490**

### ***Preparedness***

- Develop and maintain standard operating procedures for emergency debris removal.
- Maintain list of potential sites for temporary storage and recycling.
- Maintain list of licensed hauling and removal contractors.
- Maintain list of recycling processes.
- Maintain sample contracts for debris removal activities.
- Periodically review other jurisdictions debris removal plans.
- Maintain professional journal articles concerning debris removal.
- Periodically meet with State officials regarding debris removal planning.
- Maintain public information samples regarding debris removal.

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## **Legal Services Annex F**

### **Lead Department: County Counsel**

#### ***Purpose***

The purpose of this annex is to provide legal advice to the Policy Group of Lane County and to the Incident Commander during major emergencies or disaster events. The annex also provides a plan for utilizing the emergency powers of government that can be activated during disaster events.

#### ***Situation and Assumptions***

##### ***Situation***

Lane County is subject to a number of disaster events that could occur locally or be part of a state wide or national crisis. Disaster events may require elected officials and the Incident Commander to take extraordinary actions to protect life, property and the environment and to manage the event.

##### ***Assumptions***

- Emergency actions and ordinances may be enacted to control a particular situation.
- Extraordinary measures such as curfews, evacuations, price controls, etc., may be required.

#### ***Direction and Control***

The Incident Command System (ICS) will be implemented to manage all major emergencies and disaster events. County Counsel will be part of the Policy Group in the ICS system.

#### ***Procedures***

County Counsel will be the legal advisor for the Policy Group and Incident Commander during major emergencies and disaster events. County Counsel will:

- Be responsible for drafting the necessary language for a disaster declaration to be signed by the County Commissioners;

- Evaluate legal responsibility, liability issues and advise the Policy group.
- Advise Policy Group and Incident Commander regarding: wage, price and rent controls; rationing of critical resources; establishing curfews; and using any publicly or privately owned resource with or without payment to the owner.
- Advise County officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- Prepare and/or recommend local legislation needed to implement emergency powers.
- Advise Lane County officials and department heads about record-keeping requirements and other documentation necessary for exercising emergency powers.

*Mitigation Phase*

- Advise and recommend county ordinance or orders to reduce the effects of disaster.
- Prepare sample documents, such as declaration of State of Emergency, for use.

*Preparedness Phase*

- Review any mutual aid agreements developed by departments.
- Recommend necessary provisions of the Lane County Manual and Lane Code to support emergency response.
- Review pertinent updates or changes to the County Emergency Operations Plan and report any legal or liability concerns to the responsible Plan or Annex Manager.

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## **Shelter and Mass Care Annex G**

### **Lead Department: Health and Human Services**

#### ***Purpose***

The purpose of this Annex is to establish plans, procedures, policy and guidelines for providing protective shelters, temporary lodging, emergency feeding, and clothing of persons forced to leave their homes due to emergency, disaster or precautionary evacuation.

The American Red Cross (ARC) will assume lead in establishing shelters and providing mass care needs. The Lane County Health and Human Services Department will coordinate and assist the ARC for Lane County needs.

#### ***Situation and Assumptions***

##### ***Situation***

The American Red Cross is the lead agency in Lane County for shelter and mass care needs. The Lane Disaster Coalition of volunteer agencies will assist ARC efforts in their particular specialty area.

Shelter and mass care facilities are most often necessary because people must be evacuated or lose their homes due to a natural hazard, hazardous materials incident, or terrorist event.

Shelter and mass care scenarios may require sheltering and mass care for a few families or for a large segment of the population.

##### ***Assumptions***

- ❑ Although local government has overall responsibility, the American Red Cross will manage and coordinate shelter and mass care operations within their capability.
- ❑ Until such time that the Red Cross arrives on-scene, local government will manage and coordinate all shelter and mass care activities.
- ❑ Other professional and volunteer organizations that normally respond to disaster situations will do so.

- A major disaster event will likely affect the lives of many Lane County and other local response agency employees limiting or preventing them from performing shelter and care activities.
- A major disaster will likely result in loss of utilities, communication systems, and transportation systems making evacuation to mass care facilities difficult and may limit which mass care facilities can be used.
- Assistance will be available from outside Lane County through mutual aid agreements and County, State, and Federal emergency agencies.
- Experience has shown that a high percentage (50 percent or more) of evacuees will seek lodging with friends or relatives rather than go to established facilities during minor events or localized conditions.
- In addition to the provision of shelter and mass care, unique demands will be placed upon the delivery of human services to include the care of special needs groups and crisis counseling. These services are also addressed in the Health Services Annex.

### ***Direction and Control***

All shelter and mass care operations will be managed under the Incident Command System (ICS). The Health and Human Services Director or designee will be responsible for coordinating shelter and mass care operations with the American Red Cross (ARC). The ARC will be lead and coordinate the response efforts of agencies in the Lane Disaster Coalition that support shelter and mass care needs.

To ensure shelter and mass care functions and orderly continuation of leadership in an emergency situation, the following succession of authority is established:

1. Director of Department of Health and Human Services
2. Assistant Director of Department of Health and Human Services
3. Public Health Manager
4. Mental Health Manager
5. Environmental Health Supervisor
6. Public Health Officer



## ***Procedures***

- The Health and Human Services Director will be notified by Emergency Management of any potential evacuations that may require the need for shelter and mass care facilities.
- ▣ Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.
- ▣ The American Red Cross will coordinate the registration of evacuees
- The Red Cross Disaster Health Services Nurse will screen shelter registrants for contagious diseases. Lane County Public Health will be informed of communicable diseases that need to be reported, such as tuberculosis. Special housing will be arranged for evacuees with communicable or contagious diseases.
- The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The American Red Cross has obtained agreements for use of some facilities. The Health and Human Services Director will obtain permission from owners to use other facilities as required.
- When Red Cross facilities are opened, it will be the responsibility of the Red Cross to maintain all functions and staffing according to Red Cross policy.
- As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. The ARC will be responsible for meal planning, coordination of mobile feeding, identifying feeding sites and resources for the procurement of food and related supplies.
- The ARC will maintain listings of qualified and trained shelter and lodging facility managers.
- Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, local government will assist and coordinate post-disaster housing needs of the homeless.