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## **Strategic National Stockpile Plan Annex O**

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

#### **Purpose**

The purpose of the Lane County Strategic National Stockpile (SNS) Plan is to coordinate activation and distribution of the Strategic National Stockpile (a massive stockpile of pharmaceuticals, vaccines, medical supplies, equipment, and other items to augment local medical supplies). This plan will insure that the supply of pharmaceutical supplies and other medical items are appropriately requested in a time of need.

#### **Situation and Assumptions**

An unknown situation may threaten the physical health of the community. Lane County Dept. of Health and Human Services works to prevent the spread of disease and support the delivery of medical services. In the event of a threatened or actual public health disaster or emergency in which local resources such as pharmaceuticals, vaccines, medical supplies, equipment, and other items are taxed, the SNS can be requested by the Oregon State Public Health Officer, Oregon Governor, or other designee.

#### **Assumptions**

1. A public health disaster or emergency may deplete local stores of pharmaceuticals, vaccines, medical supplies, and medical equipment.
2. Stores of pharmaceuticals, vaccines, medical supplies and medical equipment from other counties, hospitals or the MMRS pharmaceutical cache may be unavailable or depleted.
3. The Oregon Department of Health and Human Services (ORDHS) has a plan to request, receive, and distribute the SNS to local public health agencies (LPHAs), hospitals, and emergency medical service (EMS) providers.
4. The State will distribute the contents of the stockpile to LPHA distribution sites (number of distribution sites open will depend on the location and size of the event and will be determined by Lane County Public Health).
5. Federal, state, and local jurisdictions will provide supplementary resources at the time of a public health disaster or emergency; a temporary redirection of personnel and financial resources from other programs may be needed.

6. The request for materials from the SNS will not require an emergency declaration.
7. More trained staff will be needed to distribute SNS supplies. Recruitment of additional trained staff will take place as needed. Trained volunteers may come from local organizations or from other counties or states.
8. Lane County Public Health will use NIMS ICS structure for coordination of all aspects of the SNS from delivery to returning of the unused or no longer needed SNS assets.
9. The public will not be informed of the location of the dispensing sites until the SNS assets have arrived at the PODs.

### **Procedures**

This appendix to the Lane County Health Services Annex H may be implemented in coordination with the Lane County Emergency Operations Plan and/or at the discretion of the Lane County Health and Human Services Administrator or designee.

### **Requesting SNS Assets**

1. All local, regional and state health and/or medical resources are threatened to be exhausted in response to the PH emergency.
2. Lane County Public Health Officer or designee will notify ORDHS Acute and Communicable Disease Program epidemiologist, State Health Officer and Lane County Emergency Manager to the need to request SNS assets.
  - ORDHS Acute and Communicable Disease Program  
(971) 673-1111
  - Oregon State Health Officer  
(971) 673-1222
  - Lane County Emergency Manager  
(541) 682-6744 (day time work) (541) 914-0267 (cell)
  - Centers for Disease Control and Prevention  
Strategic National Stockpile Program  
1600 Clifton Road N.E., MS D-08, Atlanta, GA 30333  
(404) 639-0459 Phone (404) 639-1527 Fax

### **Receiving SNS Assets**

1. Determine the estimated time of arrival
2. Determine the vehicle type, size and unloading requirements
3. Determine the number and location of dispensing sites and contact them.
  - a. Lane Events Center (Agreement in place)
  - b. Autzen Stadium (no formal agreement)
  - c. Churchill High School (no formal agreement)
  - d. Cottage Grove High School (no agreement)
  - e. Elmira High School (na)
  - f. Junction City High School (na)
  - g. Lane Community College (na)
  - h. Oakridge High School (na)
  - i. North Eugene High School (na)
  - j. Sheldon High School (na)
  - k. Siuslaw High School (na)
  - l. South Eugene High School (na)
  - m. Thurston High School (na)
  - n. Springfield Faith Center (na)
  - o. Hamlin Middle School (na)
  - p. Walterville Middle School (na)
4. Communicate detailed delivery instructions, to include the specific drop off location at the site, ie. West entrance of MLK Blvd.
5. Coordinate delivery of SNS assets to local hospitals and urgent care centers as needed.
6. Designate an inventory control team to inventory the assets received at each dispensing location. The CDC team of Technical Advisors Response Unit, TARU, which deploys with the SNS, will help state and local authorities understand SNS receipt, distribution, dispensing, replenishment, and recovery of unused SNS material.
7. Initiate Appendix M – Mass Clinic Plan
8. Notify the public of operational dispensing sites thru the emergency communications channels established by the county PIO.

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## **Special Needs Population Annex P**

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

#### ***Purpose***

The purpose of this plan is to coordinate emergency communication and response for visitors and citizens of Lane County with Special Needs. These needs may include but are not limited to persons who are physically, hearing or visually impaired, developmentally disabled, mentally impaired, homeless, frail seniors, tourists, and non-English speakers.

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

In a natural or man-made disaster effective communication and coordinated action is required. Public Health emergencies may require people to receive specific instructions about evacuation, sheltering in place, vaccination or medicine dispensing sites, preventing disease transmission, decontamination, and sanitation measures. Emergency messages will be sent out by telephone over the Community Emergency Notification System (CENS). This system sends messages in English and TTY

#### ***Assumptions***

- Special Needs populations have barriers to either communication or response.
- People with disabilities who are in an assisted living environment, i.e. nursing homes, hospitals, group homes, will receive communications via the institution.
- Normal methods of communication may not be effective in reaching tourists, developmentally disabled, the hearing impaired, homeless, mentally impaired, children home alone, or non-English speakers.
- Normal methods of evacuation may not work for the physically impaired and frail seniors.
- Lane County has 4636 citizens who are sensory disabled and 7024 citizens who have other types of disabilities but live in their own homes.\*
- There are 7344 citizens who speak English less than "very well". Spanish speakers make up 5098 of these. There are 2000 households that have no family member 14 years or older that speaks English "very well".\*

\*Information derived from the 2000 census for Lane County.

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

See Annex H.

### ***Responsibilities***

See Annex H.

### ***Concept of Operations***

This plan will focus on communication of emergency messages and planning for evacuation. Each Special Needs group requires a specific approach. The procedure portion of the plan addresses activities related to specific Special Needs groups.

### ***Procedure***

#### ***Non-English Speakers***

1. Relay emergency information to Spanish radio stations (660 AM), Cento Latino Americano and CAUSA.
2. Broadcast a telephone number that will contain the emergency message in Spanish. After listening to the message the caller may proceed to a live Spanish speaker to ask questions not answered by the message.
3. Set up an additional telephone number for all other languages. Translate emergency message into Chinese, Vietnamese, and Korean if possible.
4. Post messages and phone numbers on Lane County website. Announce numbers in a news release. Put numbers on PH reader board.
5. Distribute Red Cross Family Emergency Preparedness plans through Centro Latino Americano, Neighborhood Watch, and Neighborhood Associations. These plans encourage networking with neighbors who speak English and developing a plan for the neighbors to relay emergency information to non-English speaking families.

#### ***Tourists***

Emergency information will be broadcast through the news media and will reach some tourists. However, they may not know how to respond due to

their lack of familiarity with the area. They may need additional help interpreting the information and they may not be English speakers. Public Health will send information to CVALCO (Convention and Visitors Association of Lane County Oregon) to relay to all of their tourist affiliates. Special attention will be given to offering clear instructions on locations and routes by including maps. Information on telephone numbers for non-English messages will be included.

### **Physical, mental and other mobility disabilities**

1. Emergency information will be broadcast faxed to nursing homes, hospitals and assisted living facilities. Smaller group homes and foster homes will receive notification calls through CENS.
2. All of the facilities listed above have been advised on the need for advanced preparation for all types of hazards. In an event where evacuation is necessary, Incident Command will consult the Special Needs Population map and identify the facilities located in the hazard areas. IC will coordinate LTD buses to assist in transporting residents to safe areas. Many facilities have agreements with similar facilities to house people in when evacuation is required. Red Cross will provide shelters but cannot provide medical care. Individuals who require medical care must be attended by a responsible medical party if they are housed in a Red Cross shelter.
3. People with disabilities living in private residences should plan for assistance from neighbors or family members in emergencies. The Red Cross provides emergency planning brochures for people with disabilities. These brochures will be distributed through Neighborhood Watch groups, Neighborhood Associations, Home Health Care agencies, and Meals on Wheels.

### **Homeless**

1. Emergency information will be provided to a predetermined list of community agencies that serve the homeless population.
2. Community Service Workers will canvas locations they normally visit, providing emergency information, if possible.

### **Children Home Alone**

1. Children may be reluctant to answer the phone or door if their parents are not at home. Parents should make an arrangement with their child and a trusted neighbor who the child knows that the child will allow the neighbor into the house in an emergency.
2. Information on making emergency child care arrangements will be distributed through schools.



## **Authorities and Attachments**

ORS 431.110-190, 431.416-530, 433.019-040, 433.090-220, 433.441-45  
OAR 333-03-0010-0140

Attachment 1—Contact numbers for Special Needs Agencies

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## **Resource Management Annex Q**

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

#### ***Purpose***

The purpose of this annex is to provide for the proper management of resources in order to effectively respond to an emergency or disaster.

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

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

- A. Lane County may experience a major emergency or disaster such as a major flood, severe snow or ice storm, hazardous materials spills, large fire conflagration, earthquake or tsunami that could result in the depletion of resources, including but not limited to, power, fuel, potable water, backhoes, dump trucks, generators, transportation routes and shelters.
- B. Mutual Aid Agreements exist between Law Enforcement, Fire and Public Works agencies that include state agencies. The agreements will be invoked during an emergency.
- C. Resource utilization is tracked by the agencies that own and operate the resources. For Law Enforcement and Fire agencies a regional Computer Aided Dispatch System is used for tracking resources among all police and fire agencies operating in Lane County and beyond. Public Works agencies track their resources independently.
- D. A Resource Type Inventory is stored in the Emergency Operations Center that depicts key resources that are available throughout the County.
- E. A Resource Manual is stored in the Emergency Operations Center that has a listing of resources that are in addition to Law Enforcement, Fire and Public Works owned and operated resources.

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

- Organized resource management activities will enhance response and recovery operations.
- Resources will become available in a reasonable amount of time.

- Response agencies will sustain themselves during the first 24 hours of an emergency. Households and businesses located in the affected area will sustain themselves during the first 72 hours of an emergency.
- Evacuees located in a mass care facility will receive necessary life sustaining service from the facility.
- There is potential for donations, given any emergency that could result in sustained media attention.
- Performance of the resource management function beyond first-responder agencies will depend on the availability of a large pool of volunteers. Offers of help will be received.
- Parties to mutual aid agreements understand that other parties to the agreement may themselves be affected by the incident and unable to provide resources.
- Resource requests that the County is unable to meet will be forwarded to the state for assistance.
- Resource management planning will be necessary for generating detailed information on needs and logistics that the higher level of government may not have.

## ***Concept of Operations***

### **A. General Policies**

1. ***Priorities*** Disaster victims will take precedence in the allocation of resources. Specific priorities will be set by the Resource Manager in consultation with the County Sheriff, County Administrator or designated official in the EOC.
2. ***Initial Sustainability*** Response agencies will sustain themselves for the first 24 hours.
3. ***Supplier of Last Resort*** Emergency services agencies should exhaust their own channels of support (e.g., mutual aid agreements with similar agencies in other jurisdictions) before turning to the resource management function.
4. ***Costs*** Costs should initially be considered the responsibility of the requesting agency. All Emergency Response Groups and agencies shall keep all receipts pertaining to the incident.

### **B. Sequence of Activities**

1. ***Notification*** The Resource Manager should be among those initially notified of an emergency. When warning is available, suppliers with whom agreements exist should be notified of the intent to activate the agreements.

2. **Activation and Deployment** The Sheriff or the Emergency Manager activate the resource management function. The Resource Manager has the discretion and authority to activate additional functions such as: Needs Coordinator, Supply Coordinator and Distribution Coordinator.

### C. Emergency Activity

1. **Determining Needs**: All agencies are tasked to report to the Resource Manager whether directly or through the EOC when they are unable to acquire, through their own channels, any emergency resource.

The following information is required:

- WHAT is needed and WHY as specifically as possible (since a different item might work as well or better and be readily available).
- HOW MUCH is needed
- WHO needs it
- WHERE it is needed
- WHEN it is needed

2. **Prioritization**: The Resource Manager will apprise the Needs Manager of priorities set by the Sheriff, County Administrator, Incident Commander or other designated official.

- Top Priority – relates to the immediate safety of life
- Priority – relates to the immediate safety of property
- Low Priority – needs that can be addressed at a later time

3. **Follow-up**: All resource requests shall be logged, prioritized and passed to the Supply Coordinator. The Supply Coordinator will, in turn, submit the request to the Distribution Coordinator. Upon distribution of the resource, the Distribution Coordinator shall report to the Supply Coordinator and the Resource Manager that the distribution has been accomplished.

### D. Obtaining Supplies

1. **Notification of Suppliers** When warning is available, the Supply Coordinator shall notify the suppliers with whom agreements exist. The Supply Coordinator will also verify the availability of resources and reserve any critical resources.

2. **Evaluation of Requests Against Known Supplies** Upon receipt of a request, the Supply Coordinator should attempt to fill the need with jurisdictional resources or resources for which agreements are in place. If the needed resource is on hand, the Supply Coordinator contacts the supplier, confirms transportation responsibilities and provides necessary

information (e.g., to pass checkpoints), notifies the Distribution Manager of the incoming resource (or of the need to pick it up) and its priority, and informs the Needs Coordinator that action has been taken on the request. If the needed resource is not listed among prearranged supplies, the next step is to see if a workable offer to donate it has been made (assuming a Donations function has been activated). If not, the options are to procure (or hire) or to solicit a donation of the needed resource.

3. Procurement and Hiring When requests are of top priority for the jurisdiction, an expedited procurement or hiring process may be used, in coordination with the Financial Officer and legal advisor, if necessary. The Supply Coordinator, Distribution Coordinator, and Needs Coordinator should be notified.

4. Soliciting Donations When top priority needs cannot be satisfied quickly through procurement and hiring, or when cost begins to outweigh time as a consideration, an appeal can be made through the PIO for donations of the goods or service in question.

#### E. Maintaining Financial and Legal Accountability

The Finance Officer shall keep the Resource Manager and Supply Coordinator aware of their authorized budget, log and process transactions, track accounts, and secure access to more funding as necessary and feasible (e.g., ensuring jurisdictional access to cash donations, where law permits). The legal advisor shall keep them aware of their legal obligations – and also of any special powers granted by law to expedite their tasks.

#### F. Distributing Goods and Services

1. Activating and Operating Key Facilities The Resource Manager shall determine what facilities (e.g., donations receiving areas, checkpoints, warehouses) will be required to handle the flow of resources into and through the jurisdiction. The Resource Manager shall then direct the Distribution Coordinator to set up and operate the facilities.

2. Traffic Control The Distribution Coordinator shall ensure that high priority resources are dispatched quickly to where they need to be. Unnecessary traffic should be held back and rerouted.

3. Hauling Procurement and donations efforts shall ensure that suppliers of a resource also supply transportation for it as the jurisdiction's transportation resources will likely be fully committed. However, the Distribution Coordinator may be tasked to pick up resources.

4. Reporting and Coordination From the EOC, the Distribution Coordinator would notify checkpoints and other facilities (as applicable) of incoming resources to expect, as well as their priority designation. Checkpoints and other facilities (as applicable) would provide regular reports on resources passing through (or inventory), allowing the

Distribution Coordinator to track location of resources and timeliness of delivery.

G. Post-emergency Activity (Recovery) When needs have largely been met, the crisis subsides, and the jurisdiction's government can begin to function in its normal day-to-day mode, the resource management function will address four areas.

1. Disposal of Excess Stocks Loaned equipment will be returned to its owners. Surplus property can be dealt with through normal procedures – except perhaps where hazardous materials are concerned. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them; a Donations Coordinator would then have a role in finding takers for the excess.
2. Stand Down Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
3. Financial Settlement The jurisdiction may need to reimburse or compensate the owners of private property. It may also have to submit required reports that address the jurisdiction's financial liability for any assistance received under the Stafford Act.
4. Thank You's Supplier and donors who came through for the jurisdiction should receive some acknowledgement from the County Administrator, County Sheriff or Public Information Officer. New suppliers will be polled about their interest in developing a memorandum of agreement in time for the next emergency.

#### H. Coordination with Voluntary Agencies

1. The Resource Manager will coordinate resource donations from voluntary agencies. Monetary donations will be referred to the County Finance Manager.

#### I. Local, State and Federal Coordination

1. The Resource Manager shall maintain communications with the Federal Emergency Management Agency through the Oregon Emergency Management (OEM) agency.
2. The Resource Manager shall request State resources through OEM.

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

The Emergency Manager in the Sheriff's office will provide overall management and coordination of the resource management function. The following roles and responsibilities will be assigned by the Emergency Manager:

**A. Resource Manager**

1. Report to the EOC
  2. Direct and supervise the activities of the Needs, Supply and Distribution coordinators as assigned by Resource Manager.
  3. Coordinate with key organizations' representatives regarding needs and priorities.
  4. Monitor and report on potential resource shortages
  5. Identify facilities and sites that may be used to store needed resources and donations that are beyond first responder resources.
  6. Determine need for and direct activation of facilities necessary for the coordinated reception, storage and physical distribution of resources.
  7. Make arrangements for work space and other support needs for resource management staff.
  8. Recruits and hires personnel to meet emergency staffing needs

**B. Needs Coordinator**

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Monitor resource demands from the field and maintain list of all staging area resources, itemized by incident location.
3. Tabulate needs assessment and specific requests
4. Prioritize needs for Supply Coordinator, with concurrence of Resource Manager.
5. Provide regular reports to Resource Manager on the status of requests (e.g., pending, en route, met).
6. Receive specific requests and elicit essential information from requesting parties.

**C. Supply Coordinator**

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Determine appropriate means for satisfying requests (with concurrence of Resource Manager).
3. Keep Needs Coordinator informed on action taken on requests
4. Keep Distribution Coordinator informed of expected movement of resources, along with the priority designation for the resources.
5. Make transportation requests through Distribution Coordinator

**D. Donations Coordinator**

2. Receives offers of donated goods and services



3. Receives offers for cash donations and forwards to the Finance Section Chief for appropriate record-keeping.
4. Matches offers to needs
5. Through the Public Information Officer, disseminates information to ensure that offers are relevant to needs.
6. Makes special requests to the public as directed by the Supply Coordinator
7. Ensures that Resource Manager is apprised of Needs/Unmet Needs List and the physical distribution efforts are arranged for through the Distribution Coordinator.

#### E. Procurement Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Undertakes ad hoc procurement as directed by Supply Coordinator.
3. Notifies private industry partners of intent to invoke memorandums of agreement.
4. Locates needed resources using database and/or resource listings for the jurisdiction and participating suppliers.
5. Seeks to procure resources unavailable through pre-arranged channels.
6. Contacts suppliers, settles terms for transportation and provides information necessary to pass checkpoints.
7. Informs Supply Coordinator when the jurisdiction must provide transportation in order to make use of the resource.

#### F. Legal Counsel

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Advises Supply Coordinator and Procurement Coordinator on contracts and questions of administrative law.

#### G. Distribution Coordinator

1. When notified of an emergency, report to the EOC or other location specified by the Resource Manager.
2. Ensures delivery of resources by overseeing routing, transportation, collection, sorting/aggregating, storage and inventory.
3. Oversees transportation and physical distribution of resources
4. Controls movement of resources.
5. Performs materials-handling work.
6. Head Distribution Group.
7. Ensures facilities are activated as directed by Resource Manager

8. When multiple scene emergencies or disasters occur, establishes liaison with all Incident Command Staging Officers to monitor location, passage and inventory of resources.
9. Monitors location, passage and inventory of resources.

H. Emergency Manager

1. Assists the Resource Manager as needed during response operations.

I. Law Enforcement

1. Provides escort and security as appropriate for the delivery, storage and distribution of resources.

J. County Public Works

1. Provides knowledgeable staff to serve with Distribution Coordinator
2. Assists in procuring and providing transportation.

K. All Agencies

1. Provide staff knowledgeable in a particular resource category to work with Needs Coordinator and/or Procurement Coordinator.
2. Provide updated emergency resource listings on a regular basis or as requested by Resource Manager.
3. Make personnel/resources available as needed in an emergency.

## ***Procedures***

A. Administration

1. All forms should be filled out in triplicate with the original routed to the EOC and kept on file by Lane County Emergency Management.
2. All funds appropriated shall be solely for the use for incident response and recovery. Any remaining funds are to be returned to the proper line-item in the county budget as determined by County Finance.
3. Emergency procurement of resources must be approved by either the County Administrator or designee, County Sheriff or designee, or the Incident Commander. All procurements must be listed on ICS Form 104 found in the EOC.
4. All normal procedures or matters of hiring and/or assigning work that is not in an employee's job description or at an employee's normal duty station may be waived during the response to and recovery from an incident contingent upon approval of the County Administrator or County Sheriff.

## B. Staffing

1. The staff needed to perform resource management will be assigned their role as the incident unfolds. The roles assigned will be Resource Manager, Supply Coordinator, Distribution Coordinator, and Needs Coordinator.
2. The number of Resource Management staff will be dependent on persons available to fill the roles.
3. The augmentation of a staffing shortfall in Resource Management may require the reassignment of County personnel, receiving aid from other jurisdictions or area volunteers.

## C. Facilities

1. Resource Management activities will be conducted at the EOC or other designated location.
2. The Eugene Municipal Airport will serve as the "point of arrival" which is the designated location within or near the disaster-affected area where staff, supplies and equipment arriving from outside the area will initially be directed.
3. The Eugene Municipal Airport will serve as the mobilization center for receiving and processing resources and personnel prior to their deployment.
4. If warehouses or other storage facilities are needed they will be requisitioned from local warehousing businesses.
5. A donations coordination center will be established at the Lane County Fairgrounds with the County's Finance Department serving as the lead financial agency.
6. The Salvation Army will supervise the distribution of donated goods. Area churches and volunteer agencies' facilities will be used for distribution centers.
7. Shelters and/or local motels will be used for volunteers and government workers in need of lodging.

## D. Communications

1. The number of telephone lines, fax machines and other standard equipment required will depend on the size of the Resource Management operations. Local telephone companies will set up emergency phone lines. Equipment such as fax machines will be obtained from county agencies or purchased locally. Amateur Radio Operators will be used for inter-communications with semi-trucks, warehouses and Resource Management personnel.

## E. Computers

1. Because the likelihood of an incident that would involve large amounts of information is minimal, no expanded computer system is deemed necessary.

**F. Forms**

1. The EOC will supply pre-printed forms to be copied by emergency response groups for their use. The EOC will supply copies of the forms if the emergency response groups run out of the forms and do not have copying capabilities.

**G. Transportation**

1. The Lane County Sheriff's Office will direct transportation of all resources to their designated locations. Volunteers will be under the direct supervision of the Lane County Sheriff's Office.

## **Hazard Specific Annexes**

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## **Terrorism Incident / Hazard Specific Annex 1**

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

#### ***Purpose***

The purpose of the Terrorism Incident Annex is to provide a management plan for responding to and recovering from a terrorist-initiated Weapon of Mass Destruction (WMD) incident.

This is a hazard specific annex that is intended for use in conjunction with any and all functional annexes in the Emergency Operations Plan.

State and local government have primary responsibility in planning for and managing the consequences of a terrorist incident. The Annex provides general procedures for the timely, efficient and safe response by responders.

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

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

- A terrorist incident involving Weapons of Mass Destruction (WMD) may result in major consequences that overwhelm county resources. Government facilities, airports, schools, utility company infrastructure, military installations, water supplies, reservoirs, bridges, stadiums and any other places of large gatherings are all potential terrorist targets.
- Crime scene preservation and collection of evidence will be critical.
- Operations may involve geographic areas that spread across political boundaries. Unified command will almost certainly be required.
- Local, State, and Federal responders will define working perimeters that may overlap. Perimeters may be used to control access to the area, target public information messages, assign operational sectors among responding agencies, and assess potential effects on the population and the environment. Control of these perimeters may be enforced by different authorities, which will impede the overall response if adequate coordination is not established.

- If appropriate Personal Protective Equipment (PPE) is not available, entry into a contaminated area, i.e., a hot zone, may be delayed until the material dissipates to levels that are safe for emergency response personnel. Responders should be prepared for secondary devices.
- There may be multiple events, e.g., one event in an attempt to influence another event's outcome.
- Biological toxins are poisons produced by biological organisms. Biological toxins that might be used in a terrorist attack include botulinum, ricin, T2 mycotoxins, and staphylococcal enterotoxin B.
- A wide variety of chemical agents such as sarin gas, VX gas, mustard gas, cyanide or chlorine could be used.
- Nuclear/radiological materials can be used in the form of nuclear weapons, nuclear material dispersed via conventional explosives, and attacks on nuclear facilities.
- The use of explosives by terrorists can result in collapsed buildings, bridges, overpasses, and other infrastructure. Such explosives range in size, complexity, and damage capability from small, homemade pipe bombs to military weapons.
- Responders are placed at high risk of becoming casualties. In addition to the risk of becoming contaminated before recognizing the agent involved, first responders may be targets for secondary releases or explosions.
- Contamination of critical facilities and large geographic areas may result. Victims may carry an agent unknowingly to public transportation facilities, businesses, residences, or medical facilities because they don't realize they are contaminated.
- There will be a stronger reaction from the public than with other types of incidents. Managing that reaction may place a high demand on limited resources.

### ***Assumptions***

- The first responders e.g., police, fire, EMS personnel or health/medical personnel will, in most cases, initially detect and evaluate the potential or actual incident, assess casualties (if any), and determine whether assistance is required. This assessment will be based on warning or notification of a WMD incident that may be



received from law enforcement, emergency response agencies, or the public.

- The incident may require Federal support. In any case, a terrorist incident is reportable to the FBI as soon as it is known or suspected.
- The plan will go into effect when a WMD incident has occurred or a credible threat has been identified.

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

Incident Command System (ICS) will be used to manage all terrorist incidents in Lane County. The Lane County Sheriff will be Incident Commander for any terrorist event within Lane County that is not within the jurisdiction of any existing municipal law enforcement agency. The Lane County Sheriff's Office will provide support as requested when other law enforcement agencies within the county have lead. Lead may eventually shift to the FBI if they have resources in place to assume the lead role. The primary role of the FBI will be investigation.

The Federal Emergency Management agency (FEMA) will coordinate Federal assistance through State authorities using normal Federal Response Plan (FRP) mechanisms.

To maintain terrorist incident operations and ensure orderly continuation of leadership in an emergency situation that is within the Lane County Sheriff's Office jurisdiction the following succession of authority is established:

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

### ***Warning Procedures***

- **Warning:** There may or may not be warning of a potential WMD incident. The local FBI field office must be notified of any suspected terrorist threats or incidents.
- **Threat Level:** The FBI, through its Homeland Security Advisory System (HSAS) provides a national framework for Federal, State, and local government, allowing government officials and citizens to communicate the nature and degree of terrorist threats. The advisory system characterizes appropriate levels of vigilance, preparedness, and readiness in a series of graduated Threat Conditions. The

Protective Measures that correspond to each Threat Condition will help government and citizens determine what action they need to take to help counter and respond to terrorist activity. Based on the threat level, Federal agencies will implement appropriate Protective Measures. For consistency of terminology, the Lane County uses the same system. The HSAS established five Threat Conditions with associated Protective Measures:

- **Low (Green):** Low risk of terrorist attack. The following protective measures may be applied:
  - Refining and exercising preplanned Protective Measures;
  - Ensuring personnel receive training on HSAS, departmental, or agency specific Protective Measures; and
  - Regularly assessing facilities for vulnerabilities and taking measures to reduce them.
  - Lane County action will be as follows
  
- **Guarded (Blue):** General risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Checking communications with designated emergency response or command locations;
  - Reviewing and updating emergency response procedures; and
  - Providing the public with necessary information.
  - Lane County action will be as follows
  
- **Elevated (Yellow):** Significant risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Increasing surveillance of critical locations;
  - Coordinating emergency plans with nearby jurisdictions;
  - Assessing further refinement of Protective Measures within the context of the current threat information; and
  - Implementing, as appropriate, contingency and emergency response plans.
  - Lane County action will be as follows
  
- **High (Orange):** High risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Coordinating necessary security efforts with armed forces or law enforcement agencies;
  - Taking additional precaution at public events;

- Preparing to work at an alternate site or with a dispersed workforce; and, restricting access to essential personnel only.
- Lane County action will be as follows
- **Severe (Red):** Severe risk of terrorist attack. In addition to the previously outlined Protective Measures, the following may be applied:
  - Assigning emergency response personnel and pre-positioning specially trained teams; monitoring, redirecting or constraining transportation systems;
  - Closing public and government facilities; and
  - Increasing or redirecting personnel to address critical emergency needs.

## **Communication**

- Due to the sensitivity of information communicated among responding organizations, security of those communications must be maintained.
- Coordination of communications with State and Federal responders is essential.
- See Communication, Warning Services, and Public Information Annexes for additional information.

## ***Standard Operating Procedures***

The Sheriff's Office will respond to suspected terrorist incidents using standard response and operating procedures until the incident is a confirmed terrorist event. At that point the crime scene and chain of evidence will be secured and protected. The FBI will be notified and may take lead for crime scene investigation.

Evacuation of the area may be a priority for Sheriff's Office resources to protect further injury and loss of life. In some cases people in affected areas may be advised to shelter in place rather than evacuate. Notification will be provided through one or more of the systems listed in the Emergency Public Information Annex.

Many of the functional annexes may need to be implemented to support the effort. These include Damage Assessment, Debris Removal, Public Health, Management and Care of the Deceased, Shelter and Mass Care, and evacuation.

When any threat is phone in, the appropriate threat check-list will be initiated (biological, nuclear, incendiary, chemical or explosive). Threat procedures will be developed and maintained by the Sheriff's Office.

Suspicious package or device found, suspicious mail, and search procedures will be developed and maintained by the Sheriff's Office.

### ***Recovery Operations***

As in any disaster, there is a recovery phase to restore the community to a state of normalcy following the event. A terrorist incident may present special challenges such as:

- Early need for structure assessment.
- Need for decontamination of people and facilities beyond the primary incident scene;
- Ongoing public information to inform and reassure the community;
- Large-scale debris removal operation;
- Short-term and long-term mental health services for victims;
- Counseling assistance to first responders and other emergency workers.

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**Hazardous Materials / Hazard Specific Annex 2**  
**(Chemical, Biological and Radiological)**  
**Lead Department: Fire Defense Board Chief**

***Purpose***

To maintain the capability to respond to incidents involving chemical, biological, and/or radioactive substances, to contain or confine, and mitigate the damage caused by such incidents, and to terminate the hazard. Hazardous materials incidents within Lane County will be managed through the Incident Command System (ICS).

***Situation and Assumptions***

**Situation**

Lane County could experience the release of hazardous incidents involving chemical, biological, and/or radioactive substances. The incidents could be the result of transportation accidents, industrial accidents, or intentional acts.

**Assumptions**

1. Notification of these incidents may be made by the public, transportation providers, industry, fire and EMS first responders, or law enforcement.
2. When a chemical, biological, or radiological incident occurs that is beyond the capability of the responding agency, a Hazardous Materials Team will be contacted for assistance.

***Concepts of Operations***

Hazardous materials releases are the responsibility of the State of Oregon. The local fire service agency, having jurisdiction over the location, will be responsible for incident command and for mitigation of incidents involving hazardous material releases which threaten the public, the environment or property. In the absence of such an agency, such as unprotected areas outside of a fire protection district, the law enforcement agency having jurisdiction is responsible. Oregon State Police is responsible for response on State lands, highways and freeways. Prior

to utilization of a State of Oregon Regional Hazardous Materials Team, the agency with jurisdiction must make the initial response and assessment.

1. Local agencies will retain incident command responsibility for a hazardous materials release.
2. Oregon State Regional Hazardous Materials Teams are tasked with advising local jurisdictions responsible for the incident and may take steps to identify, contain, confine, neutralize or control the release of a product.
3. State teams will serve in an advisory role and assist local agencies but not assume command of the incident.
4. State teams will work to stabilize an incident but will not assume responsibility for clean up of a released product.
5. Clean up and removal of released products will be performed by a licensed vendor. If a responsible party can be identified they will be responsible for clean up and disposable costs.
6. Strategic Objectives:
  1. Protection of life.
  2. Stabilization of the incident.
  3. Protection of property.
  4. Protection of the environment.
  5. Restoration of airport operations and critical services.
7. Tactical Objectives:
  1. Isolate, secure the area, and deny entry.
  2. Identify product and determine hazard.
  3. Isolate contaminated people pending decontamination.
  4. Decontaminate people as needed.

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

Overall command of hazardous materials incidents remains with the local jurisdiction.

## **Regional Hazardous Materials Teams Organization and Responsibilities**

### **State and Regional Team Structure**

There are 15 Oregon State Regional Hazardous Materials Teams in the state responsible for response within identified geographic regions. These teams receive partial funding and response authorization by the State but operate under the command structure of a local host jurisdiction, usually a fire department or district, to which they are assigned. Team #2 is located in Eugene, run by the Eugene Fire and EMS Department and covers all of Lane County. If, for any reason, Team #2 is unavailable, or needs additional team resources the next closest team is requested by Team #2 through the State Fire Marshal's Office. The state hazardous materials teams contiguous with Team #2 are as follows:

South- Team #1, Douglas County, staffed by fire departments and districts in and around Roseburg.

North- Team #5, Linn and Benton Counties, staffed by the Albany and Corvallis Fire Departments.

East- Team #7, Deschutes County, staffed by the Redmond Fire Department.

### **Response Sequence**

When an emergency is deemed beyond the capabilities of local responders they may request response by a Regional Hazardous Materials Team through the 9-1-1 system.

1. Requests from local jurisdictions for team response are received by an on duty team leader assigned to the Sheldon Fire Station, Eugene Fire Station 6. The Sheldon Fire Station is currently home to the Region 2 Hazardous Materials Team.
2. The on-duty team leader will process information from the first responders, consult the State of Oregon response criteria, contact the Oregon State Fire Marshal Duty Officer, if appropriate, and provide one or more of the following levels of assistance based on the team leader's assessment of the hazard or potential hazards of the incident.



### **Hazardous Materials Response Guidelines:**

#### **Level One Incidents**

Level I-A. Telephone Advisory – Team personnel provide telephone assistance to local responders.

Level I-B. On-Site Advisory – Team member responds to provide on-site assistance to local responders.

Level I-C. On-Site Analysis – One to two team personnel respond for on-site reconnaissance at the scene.

- Level One Definition - Incidents that can be readily controlled/stabilized by trained and equipped first team responders. Hazardous Materials Team members could be contacted for technical assistance; however, a team response would not be required.
- Product Identification- At this level, a placard is not required, the material is 0 or 1 in all National Fire Protection Association (NFPA) categories, and all class 9 and ORM D.
- Container Size - the containers are small (e.g., pail, drums, cylinders except one-ton packages, or bags).
- Fire/Explosion Potential - This potential is low.
- Leak Severity - There is no release or a small release (less than 5 gallons liquid, or less than 20 pounds solid of a known hazardous material) that can be contained or confined with readily available resources.
- Life Safety - A life threatening situation is not expected from the materials involved, and these incidents do not require evacuations.
- Environmental Impact Potential - Minimal.
- Container Integrity - the container is not damaged.

#### **Level Two Incidents**

Level II-A. Hazcatting/Product Identification – Two to four team personnel to sample and provide product identification.

**Level II- B. Small Team Response – Six to eight team personnel respond to mitigate medium/moderate incidents. This can be Level A and/or Level B trained and equipped personnel.**

- ❑ **Definition- Level Two incidents are those incidents that require special resources (Hazardous Materials Team) for control/stabilization.**
- ❑ **Product Identification- At this level, the material is Department of Transportation (DOT) placarded, the material is NFPA 2 for any categories, PCBs without fire, and EPA regulated waste.**
- ❑ **Container Size- The containers are of medium size (i.e., one-ton cylinder, portable containers, nurse tanks, or multiple small packages).**
- ❑ **Fire/Explosion Potential- This potential is medium.**
- ❑ **Leak Severity- There is a release of more than 5 gallons of liquid or 20 pounds of solid, known hazardous material. There may be release of any amount of toxic or unknown material in a critical public area. The release may not be controllable without special resources (i.e., Hazardous Materials Emergency Response Team (HMERT)).**
- ❑ **Life Safety- It is limited to a localized area and the evacuation area is limited.**
- ❑ **Environment Impact Potential- Moderate.**
- ❑ **Container Integrity - The container is damaged but able to contain the contents to allow handling or transfer of product.**

### **Level Three Incidents**

**Level III-A. Expanded Response – Six to eight team personnel plus any additional personnel or resources required to mitigate large/severe incidents.**

**Level III-B. Multiple Team Response- Multiple regional teams plus any additional personnel or resources required to mitigate large/severe incidents. The three**

**nearest Oregon State Regional Hazardous Materials Teams are located with the following jurisdictions:**

**Albany/Corvallis Fire Departments – joint team  
Roseburg  
Redmond**

- Definition- Level Three incidents are those incidents that require special resources (one or more HMERT) and other outside agencies for support.
- Product Identification- These are identified as follows:
  - Class 2, division 2.3 – poisonous gases
  - Class 1, division 1.1 and 1.2 – explosives, organic peroxide, flammable solid, materials dangerous when wet, chlorine, fluorine, anhydrous ammonia, radioactive materials
  - NFPA 3 or 4 for any categories including special hazards
  - PCBs with fire
  - DOT inhalation hazard
  - Environmental Protection Agency (EPA) extremely dangerous hazardous substances and cryogenics
- Container Size - The containers are large (e.g., tanks, hopper cars/trucks, multiple medium containers).
- Fire/Explosion Potential- This potential is high.
- Leak Severity- There is a release that may be uncontrollable even with special resources, or there is a release that has escalated beyond capabilities of local resources.
- Life Safety- A large area is affected, mass evacuation may be required, and support from Federal Emergency Management Association (FEMA), American Red Cross, and/or National Guard may be needed.
- Environmental Impact Potential- Severe.
- Container Integrity- The container is damaged to such an extent that product containment is impossible or catastrophic rupture is possible.

### **Hazardous Materials Procedures**

1. Determine product and hazard from the product label signal word, responsible party on scene, and the DOT guidebook. More sophisticated information may be obtained from the Hazardous Materials Response Team resource material.
2. Use the DOT guidebook to establish an exclusion zone and decontamination line around the perimeter at the distance recommended. The exclusion area may have to be triangular shaped

if there is any wind that can spread toxic fumes, gas or dusts. General evacuation should be accomplished uphill and upwind.

3. If a fire is involved with the spill or release, it may be best to let it burn. The hazards associated with fighting a hazardous materials fire and exposure risks of post-fire cleanup may justify the decision to let the fire burn and incinerate the product.

### **Standing Orders for Automatic Response**

Hazardous Materials Emergency Response Teams (HEMERT) may automatically respond to any incident beyond the capabilities of local responders. The incident must involve a hazardous material spill, leak, explosion or injury, (or potential thereof) with immediate threat to life, environment, or property. In all cases the Oregon State Fire Marshal's Office duty officer should be notified as soon as possible through the Oregon Emergency Response System (OERS).

#### **Automatic Responses:**

- A transportation incident involving release or potential release of an identifiable hazardous material.
- Hazardous materials incidents at "fixed sites" (e.g., manufacturing facility with known hazards).
- An incident with multiple, incapacitated victim(s) of unknown causes.
- A spill or release with known, visible environmental impact (e.g., dead fish, vegetation).
- A request by another State Hazardous Materials Emergency Response Team (e.g., for back up).

#### **Responses Requiring Pre-Approval by State Fire Marshal Duty Officer**

- "Working" drug labs must be pre-approved by the State Fire Marshal Duty Officer.

#### **Unauthorized and Non-Reimbursable Responses**

- "Cold" drug labs.
- Requests for clean up of a hazmat incident not involving the mitigation of a spill or leak.

- Local responses not meeting the State response criteria.
- Stand-by time when no emergency situation has occurred.

### **Hazard Class Designations**

The Hazard Class designations, developed by the International Maritime Dangerous Good (IMDG) Code, groups hazardous substances into nine (9) general categories.

Class 1 - Explosives.

Class 2 – Gasses: Compressed, Liquefied or Dissolved under pressure.

(Includes: flammable, non-flammable, and poisonous.)

Class 3 – Flammable Liquids.

Class 4 – Flammable Solids

Class 5 – Oxidizing Substances (Agents) and Organic Peroxides.

Class 6 – Poisonous (Toxic) and Infectious Substances.

Class 7 – Radioactive Substances.

Class 8 – Corrosives.

Class 9 – Miscellaneous Dangerous Substances.

### **Hazard Zone Definitions**

**Cold Zone-** This area contains the Command Post and such other support functions as are deemed necessary to control the incident.

**Warm Zone-** The area where personnel and equipment decontamination and hot zone support take place. It includes control points for the access corridor and thus assists in reducing the spread of contamination.

**Hot Zone -** The area immediately surrounding a hazardous materials incident, extending far enough to prevent adverse effects from hazardous materials releases to personnel outside the zone.

**Table 1: Emergency Operations Plan Components Checklist**

<b>EOP Component</b>	<b>Yes/No</b>	<b>Other Agency With Plan or Responsibility</b>	<b>Adoption Date</b>	<b>Location/ Page # in Plan</b>
1. Does your EOP define the scope of preparedness and incident management activities necessary for your local or tribal jurisdiction?	Yes			2-3
2. Does your EOP describe organizational structures, roles and responsibilities, policies, and protocols for providing emergency support?	Yes			18 19-20 21
3. Does your EOP facilitate response and short-term recovery activities?	Yes			12
4. Is your EOP flexible enough to use in all emergencies?	Yes			3
5. Does your EOP have a description of its purpose?	Yes			5
6. Does your EOP describe the situation and assumptions?	Yes			5-8
7. Does your EOP describe the concept of operations?	Yes			9
8. Does your EOP describe the organization and assignment of responsibilities?	Yes			2
9. Does your EOP describe administration and logistics?	Yes			24
10. Does your EOP contain a section that covers the development and maintenance of your EOP?	Yes			24
11. Does your EOP contain authorities and references?	Yes			4
12. Does your EOP contain functional annexes?	Yes			34-132
13. Does your EOP contain hazard-specific appendices?	Yes			133-147
14. Does your EOP contain a glossary?	Yes			149-161
15. Does your EOP pre-designate functional area representatives to the Emergency Operations Center/Multi-agency Coordination System?	Yes			19
16. Does your EOP include pre-incident and post-incident public awareness, education, and communications plans and protocols?	Yes			101

**Table 3A: Emergency Operations Procedures Checklist (SLG-101-derived)**

At a minimum, do you have procedures that address the specific tasks performed by the following functional areas?

EOP Component	Yes/No	Other Agency With Plan or Responsibility	Adoption Date	Location/ Page # in Plan
1. Direction and Control	Yes			7,10
2. Communications	Yes			79
3. Warning	Yes			88
4. Emergency Public Information	Yes			101
5. Evacuation	Yes			123
6. Mass Care	Yes			65
7. Health and Medical	Yes			69
8. Resource Management	Yes			Annex Q

**Table 3B: Emergency Operations Procedures Checklist (SLG-101-derived)**

Do you have EOC procedures that address the specific tasks associated with the following areas?

EOC Procedures	Yes/No	Other Agency With Plan or Responsibility	Adoption Date	Location/ Page # in Plan
1. Financial Management	Yes			22
2. Logistics Management	Yes			22
3. Private-Sector Coordination	Yes			23
4. Public Affairs	Yes			22
5. Science and Technology	Yes			25
6. Tribal Relations (if applicable)	Yes			10
7. Volunteer and Donations Management	Yes			24
8. Worker Safety and Health	Yes			24-25

**Table 4: Emergency Operations Procedures Components Checklist (All Formats)**

Procedural Component	Yes/No	Other Agency With Plan or Responsibility	Adoption Date	Location/ Page # in Plan
1. Has the local or tribal jurisdiction completed policies for requesting Federal assistance through the State?	Yes			7
2. Does the local or tribal jurisdiction have policies regarding assistance through mutual aid agreements that may exist?	Yes			12,35,37
3. Does the local or tribal jurisdiction have established orders of succession or a continuity of operations plan?	Yes			14,15
4. Does the local or tribal jurisdiction have established policies on when to activate their EOC, to include levels of activation based on the event in progress?	Yes			11,12
5. Does the local or tribal jurisdiction have policies for requesting resources from the State?	Yes			7
6. Do written policies comply with legal statutes for risk-based, hazard specific programs that require them?	Yes			App A
7. Are there policies regarding EOC access during emergencies and access to incident scenes?	Yes			22
8. Has the local or tribal jurisdiction established reporting mechanisms in coordination with State governmental officials and EOCs to communicate information regarding actual or potential Incidents of National Significance to the Homeland Security Operations Center (HSOC), as outlined on pg. 47 of the NRP?	Yes			9
9. Does the local or tribal jurisdiction have policies in place for rapid needs assessment, and coordinating with the State and Federal damage assessment teams after an event?	Yes			51,52
10. Does the local or tribal jurisdiction have documented policies for requesting post disaster assistance from the Federal government including public assistance and individual assistance from FEMA?	Yes			7
11. Does the local or tribal jurisdiction have	Yes			65



policies in place to handle mass care?				
12. Does the local or tribal jurisdiction have policies to support evacuations or sheltering in place operations?	Yes			123
13. Does the local or tribal jurisdiction have policies for search and rescue operations?	Yes			General Orders
14. Does the local or tribal jurisdiction have policies to handle casualties and mass fatalities?	Yes			74
15. Has the local or tribal jurisdiction completed policies for requesting Federal assistance through the State?	Yes			7



FEMA

# Fact Sheet

December 5, 2006  
NIMS Integration Center  
202-646-3850

## FY 2007 NIMS IMPLEMENTATION<sup>1</sup>

### BACKGROUND

Homeland Security Presidential Directive 5 "*Management of Domestic Incidents*" requires States, territories, tribal entities, and local jurisdictions to adopt the National Incident Management System (NIMS). Implementing the NIMS strengthens our nation's prevention, preparedness, response, and recovery capabilities.

### FY 2007 NIMS IMPLEMENTATION MATRICES

The NIMS implementation matrices, released in October 2006, identify new implementation activities for States, territorial, tribal, and local jurisdictions in FY 2007. All jurisdictions should bear in mind that implementation activities from previous fiscal years remain on-going commitments in the present fiscal year and must continue to support all implementation activities required or underway in order to achieve full NIMS compliance. As in FY 2006, there are two distinct sets of matrices—one for States and territories and another for tribal and local jurisdictions.

- *State/ Territorial Matrices:* [http://www.fema.gov/pdf/emergency/nims/imp\\_mtrx\\_states.pdf](http://www.fema.gov/pdf/emergency/nims/imp_mtrx_states.pdf)
- *Tribal/ Local Matrices:* [http://www.fema.gov/pdf/emergency/nims/imp\\_mtrx\\_tribal.pdf](http://www.fema.gov/pdf/emergency/nims/imp_mtrx_tribal.pdf)

### FY 2007 NIMS IMPLEMENTATION METRICS

On October 24, 2006, the NIMS Integration Center published new performance-based metrics for federal fiscal year (FY) 2007. These metrics replace the self-certification process used in FYs 2005 and 2006. Jurisdictions will be required to comply with FY 2007 NIMS requirements to receive FY 2008 emergency preparedness grants. *Completed metrics must be submitted to the NIMS Integration Center no later than September 30, 2007.*

In FY 2007, there are two distinct sets of metrics—one for States and territories and another for tribal and local jurisdictions.

- *State/ Territory Metrics:* [http://www.fema.gov/pdf/emergency/nims/comp\\_met\\_state.pdf](http://www.fema.gov/pdf/emergency/nims/comp_met_state.pdf)
- *Tribal/ Local Metrics:* [http://www.fema.gov/pdf/emergency/nims/comp\\_met\\_local.pdf](http://www.fema.gov/pdf/emergency/nims/comp_met_local.pdf)

Jurisdictions will be required to comply with FY 2007 NIMS requirements to receive FY 2008 emergency preparedness grants. *Completed metrics must be submitted to the NIMS Integration Center no later than September 30, 2007.*

### TWO-TIER METRICS SYSTEM

All current NIMS implementation activities have been prioritized into a two-tier system. Though all jurisdictions must answer all questions within the FY 2007 metrics, this two-tier system recognizes that jurisdictions must affirmatively answer Tier 1 metrics to achieve full NIMS compliance in FY 2007.

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<sup>1</sup> \* This supercedes the NIMS FACT SHEET on FY2007 NIMS Compliance issued on October 30, 2006.

# Fact Sheet

FY 2007 NIMS Implementation

December 4, 2006  
NIMS Integration Center  
202-646-3850

- **Tier 1: Critical for NIMS implementation:** FY 2007 NIMS Tier 1 metrics are based primarily<sup>2</sup> on FY 2005 required NIMS implementation actions established<sup>3</sup> in FY 2005. These metrics measure initial phase activities which are considered foundational to all other NIMS implementation activities (such as NIMS adoption). Tier 1 metrics are designed to measure these foundational activities to ensure stakeholders have the necessary foundation for future implementation activities.
- **Tier 2: Required to measure ongoing progress of FY 2006 implementation activities.** FY 2007 NIMS Tier 2 metrics are based on FY 2007 required NIMS implementation activities<sup>4</sup> which are comprised of both FY 2006 NIMS implementation activities as well as new implementation activities for FY 2007. Tier 2 metrics are designed to measure the current level of implementation of these activities and may become Tier 1 activities beginning in FY 2008, once FY 2007 NIMS implementation data can be collected and analyzed. The data collected from Tier 2 metrics may be used by the NIC to develop future implementation activities and to provide technical assistance, as necessary.

## **NIMS COMPLIANCE ASSISTANCE SUPPORT TOOL**

NIMS Compliance Assistant Support Tool (NIMSCAST) is a free web-based, self assessment instrument for State, territorial, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities. In spring 2007, a new module will be integrated into the NIMSCAST to reflect the FY 2007 implementation requirements and metrics. This additional module will designate the NIMSCAST as the preferred means for all jurisdictions to assess and report on their progress relating to NIMS implementation. Although all jurisdictions are strongly encouraged to use the NIMSCAST to assess their compliance, other independently-developed technical assistance tools may be used for this purpose, provided that those tools can replicate the questions and metrics contained in the NIMSCAST.

## **SUBMITTING FY 2007 NIMS IMPLEMENTATION METRICS**

- **States and territories** should coordinate the dissemination, sharing, and collection of NIMS implementation information with their respective local jurisdictions, tribal jurisdictions (if applicable)
- **Tribal entities** should coordinate the dissemination, sharing, and collection of NIMS implementation information with their respective State, Territory, or FEMA Region, as appropriate.
- **Local jurisdictions** should also coordinate the dissemination, sharing, and collection of NIMS implementation information with their respective State or territory.

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<sup>2</sup> Some Tier 1 metrics are based on FY 2006 required implementation activities. This occurs in cases in which the FY 2006 implementation activity directly supports and/or clarifies a previous FY 2005 required implementation activity.

<sup>3</sup> See letter from (former) Secretary of the U.S. Department of Homeland Security, Tom Ridge, to Governors about NIMS compliance and implementation, dated September 8, 2004 for details on FY 2005 required NIMS implementation activities.

<sup>4</sup> With the exception of metrics identified as "New for FY 2007", the FY 2007 State/territory and tribal/local implementation matrices reinforce the required FY 2006 NIMS implementation activities.

# **NIMS Background**

(Excerpted from NIMSONline.com, a public service of EMAC International, LLC)

## **A. INTRODUCTION.**

Since the September 11, 2001, attacks on the World Trade Center and the Pentagon, much has been done to improve prevention, preparedness, response, recovery, and mitigation capabilities and coordination processes across the country. A comprehensive national approach to incident management, applicable at all jurisdictional levels and across functional disciplines, would further improve the effectiveness of emergency response providers and incident management organizations across a full spectrum of potential incidents and hazard scenarios. Such an approach would also improve coordination and cooperation between public and private entities in a variety of domestic incident management activities. For purposes of this document, incidents can include acts of terrorism, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, typhoons, war-related disasters, etc.

On February 28, 2003, the President issued Homeland Security Presidential Directive (HSPD)-5, which directs the Secretary of Homeland Security to develop and administer a National Incident Management System (NIMS). According to HSPD-5:

*This system will provide a consistent nationwide approach for Federal, State, and local governments 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, and local capabilities, the NIMS will include a core set of concepts, principles, terminology, and technologies covering the incident command system; multiagency coordination systems; unified command; training; identification and management of resources (including systems for classifying types of resources); qualifications and certification; and the collection, tracking, and reporting of incident information and incident resources.*

## **B. CONCEPTS AND PRINCIPLES.**

To provide this framework for interoperability and compatibility, the NIMS is based on an appropriate balance of flexibility and standardization.

### **1. Flexibility.**

The NIMS provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation.

## **2. Standardization.**

The NIMS provides a set of standardized organizational structures—such as the Incident Command System (ICS), multiagency coordination systems, and public information systems—as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various areas, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement.

## **C. OVERVIEW.**

The NIMS integrates existing best practices into a consistent, nationwide approach to domestic incident management that is applicable at all jurisdictional levels and across functional disciplines in an all-hazards context. Six major components make up this systems approach: Command and Management, Preparedness, Resource Management, Communications and Information Management, Supporting Technologies, and Ongoing Management and Maintenance.

### **1. NIMS Components.**

The following discussion provides a synopsis of each major component of the NIMS, as well as how these components work together as a system to provide the national framework for preparing for, preventing, responding to, and recovering from domestic incidents, regardless of cause, size, or complexity.

#### **a. Command and Management.**

NIMS standard incident command structures are based on three key organizational systems:

##### **(1) The ICS.**

The ICS defines the operating characteristics, interactive management components, and structure of incident management and emergency response organizations engaged throughout the life cycle of an incident;

##### **(2) Multiagency Coordination Systems.**

These define the operating characteristics, interactive management components, and organizational structure of supporting incident management entities engaged at the Federal, State, local, tribal, and regional levels through mutual-aid agreements and other assistance arrangements; and

##### **(3) Public Information Systems.**

These refer to processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

**b. Preparedness.**

Effective incident management begins with a host of preparedness activities conducted on a “steady-state” basis, well in advance of any potential incident. Preparedness involves an integrated combination of planning, training, exercises, personnel qualification and certification standards, equipment acquisition and certification standards, and publication management processes and activities.

**(1) Planning.**

Plans describe how personnel, equipment, and other resources are used to support incident management and emergency response activities. Plans provide mechanisms and systems for setting priorities, integrating multiple entities and functions, and ensuring that communications and other systems are available and integrated in support of a full spectrum of incident management requirements.

**(2) Training.**

Training includes standard courses on multiagency incident command and management, organizational structure, and operational procedures; discipline-specific and agency-specific incident management courses; and courses on the integration and use of supporting technologies.

**(3) Exercises.**

Incident management organizations and personnel must participate in realistic exercises—including multidisciplinary, multijurisdictional, and multisector interaction—to improve integration and interoperability and optimize resource utilization during incident operations.

**(4) Personnel Qualification and Certification.**

Qualification and certification activities are undertaken to identify and publish national-level standards and measure performance against these standards to ensure that incident management and emergency responder personnel are appropriately qualified and officially certified to perform NIMS-related functions.

**(5) Equipment Acquisition and Certification.**

Incident management organizations and emergency responders at all levels rely on various types of equipment to perform mission essential tasks. A critical component of operational preparedness is the acquisition of equipment that will perform to certain standards,

including the capability to be interoperable with similar equipment used by other jurisdictions.

**(6) Mutual Aid.**

Mutual-aid agreements are the means for one jurisdiction to provide resources, facilities, services, and other required support to another jurisdiction during an incident. Each jurisdiction should be party to a mutual-aid agreement with appropriate jurisdictions from which they expect to receive or to which they expect to provide assistance during an incident.

**(7) Publications Management.**

Publications management refers to forms and forms standardization, developing publication materials, administering publications—including establishing naming and numbering conventions, managing the publication and promulgation of documents, and exercising control over sensitive documents—and revising publications when necessary.

**c. Resource Management.**

The NIMS defines standardized mechanisms and establishes requirements for processes to describe, inventory, mobilize, dispatch, track, and recover resources over the life cycle of an incident.

**d. Communications and Information Management.**

The NIMS identifies the requirement for a standardized framework for communications, information management (collection, analysis, and dissemination), and information-sharing at all levels of incident management. These elements are briefly described as follows:

**(1) Incident Management Communications.**

Incident management organizations must ensure that effective, interoperable communications processes, procedures, and systems exist to support a wide variety of incident management activities across agencies and jurisdictions.

**(2) Information Management.**

Information management processes, procedures, and systems help ensure that information, including communications and data, flows efficiently through a commonly accepted architecture supporting numerous agencies and jurisdictions responsible for managing or directing domestic incidents, those impacted by the incident, and those contributing resources to the incident management effort. Effective information management enhances incident management and response and helps insure that crisis decision-making is better informed.

**e. Supporting Technologies.**

Technology and technological systems provide supporting capabilities essential to implementing and continuously refining the NIMS. These include voice and data communications systems, information management systems (i.e., record keeping and resource tracking), and data display systems. Also included are specialized technologies that facilitate ongoing operations and incident management activities in situations that call for unique technology-based capabilities.

**f. Ongoing Management and Maintenance.**

This component establishes an activity to provide strategic direction for and oversight of the NIMS, supporting both routine review and the continuous refinement of the system and its components over the long term.