Benton County

Emergency Operations Plan

June 2012

Sheriff: Diana Simpson
Emergency Program Manager: Mary King
Emergency Services Planner: Erik Rau
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Preface

This Emergency Operations Plan is an all-hazards plan describing how Benton County prepares for and responds to emergency incidents. This plan describes how various agencies and organizations in Benton County will coordinate resources and activities with federal, state, local, tribal, and private-sector partners. Use of the National Incident Management System /Incident Command System is a key element in the overall county response structure and operations. This plan is based on, and is compatible with, the laws, regulations, plans, and policies listed below.

While this plan addresses a broad range of situations, resources, and response organizations, it is neither exhaustive nor definitive. Information in this plan is carefully prepared to provide best practices based on current capabilities, but even so it must be continually updated and improved. The nature of emergency response guarantees that dynamic situations and unexpected circumstances will always occur. An overriding assumption is that this plan is secondary to and relies upon some external factors: departmental operating procedures, constant whole-community preparedness, and individual situational awareness. Those three things are critical to successful emergency management.


The Oregon Revised Statutes and associated Administrative Rules add state direction and guidance to local emergency management programs.
The Benton County Board of Commissioners implements the county’s emergency management program by taking the following measures:

- Designating the Benton County Sheriff as the Emergency Management Director to administer the program;

- Adopting the National Incident Management System, and establishing an Emergency Management Agency to facilitate its goal;

- Adopting this Emergency Operations Plan with annexes, appendices, attachments, and supporting plans/annexes.

The Emergency Operations Plan is the centerpiece of comprehensive emergency management within the county. It defines the scope of preparedness and incident management activities necessary for county response.
Letter of Promulgation
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June 5, 2012

Herewith is the revised Emergency Operations Plan (EOP) for Benton County which provides a framework for Benton County to plan for and perform its various emergency functions during a local disaster or large scale emergency. This plan supersedes any previous plans.

The EOP profiles the county, our hazard vulnerability and our capabilities. It documents a cross departmental concept of operations that guides the coordination of resources at different response levels to an emergency. Understanding department specific responsibilities in emergencies, and participation in relevant training exercises, are integral to assuring that necessary actions are taken to protect life, property, and the environment from threats or hazards.

This plan has been approved and adopted by the Benton County Board of Commissioners at the recommendation of the Benton County Emergency Manager. It will be revised and updated as required. All recipients are requested to advise the Benton County Sheriffs office of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Chair

Annabelle Jiff'ramido, Commissioner

Linda Modrell, Commissioner
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Plan Administration

To be effective, a plan’s contents should be known and understood by those responsible for implementation. The Emergency Program Manager will brief the appropriate public and private officials about their emergency management roles and responsibilities, and ensure that appropriate changes are made and that the plan is properly distributed.

Changes to this Plan
The plan will be exercised annually to provide practical experience for those having EOC responsibilities. The plan will be updated as necessary. Revisions will be based upon deficiencies identified by exercises, changes in local government structure, or technological changes.

The Emergency Program Manager will incorporate approved changes to the plan and will forward revisions to all organizations and individuals identified as having responsibilities in the plan.

<table>
<thead>
<tr>
<th>Date</th>
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<tr>
<td>2009</td>
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<tr>
<td>2012</td>
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This plan supersedes and rescinds previous editions of the Benton County Emergency Operations Plan. It is effective upon signed approval by the Benton County Board of Commissioners. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.
Plan Distribution List
Copies of this plan have been provided to the following jurisdictions, agencies, and persons. Updates will be provided as they are developed. Recipients will have the responsibility for including and implementing updates to their copies of the Emergency Operations Plan when changes are received. The Benton County Emergency Manager is ultimately responsible for all plan updates.

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<td>Director, Finance</td>
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<td>City of Philomath Chief of Police</td>
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Annex Assignments

Unless otherwise stated, the following are the plan Annex and Emergency Support Functions assignments for corrections and/or changes. Input from other departments and agencies with primary emergency support function responsibilities is encouraged. Changes will be forwarded to the Emergency Program Manager for revision and dissemination of the plan.

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<td>Emergency Support Function 8 Public Health and Medical Services</td>
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<td>Emergency Support Function 9 Search and Rescue</td>
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<td>Emergency Support Function 10 Oil and Hazardous Materials Response</td>
<td>Regional Hazmat Team 5 Linn/Benton</td>
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<td>Oregon Department of Environmental Quality (within its jurisdiction)</td>
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<td>Incident Annex  2 Flood (Including Dam Failure)</td>
<td>Benton County Sheriff’s Office</td>
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<td>Incident Annex  3 Drought</td>
<td>Local water districts and the USDA</td>
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<tr>
<td>Incident Annex  4 Wildfire</td>
<td>Fire Chiefs of each participating jurisdiction, including Oregon Department of Forestry, U.S. Forestry Service, and Bureau of Land Management</td>
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<tr>
<td>Incident Annex  5 Hazardous Materials (Accidental Release)</td>
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<td>Incident Annex  6 Earthquake/Seismic Activity</td>
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<td>Incident Annex  8 Terrorism (Including Weapons of Mass Destruction and Chemical, Biological, Radiological, Nuclear and Explosive)</td>
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ESF2 – Communications  
ESF3 – Public Works and Engineering  
ESF4 – Fire Fighting  
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ESF6 – Mass Care, Emergency Assistance, Housing, and Human Services  
ESF7 – Logistics Management and Resource Support  
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ESF9 – Search and Rescue  
ESF10 – Oil and Hazardous Materials  
ESF11 – Agriculture and Natural Resources  
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ESF14 – Long-Term Community Recovery  
ESF15 – External Affairs  

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IA1 – Severe Weather/Landslides  
IA2 – Flood (Including Dam Failure)  
IA3 – Drought  
IA4 – Wildfire  
IA5 – Hazardous Materials (Accidental Release)  
IA6 – Earthquake/Seismic Activity  
IA7 – Volcano/Volcanic Activity  
IA8 – Terrorism  
IA9 – Public Health-Related  
IA10 – Animal and Agriculture-Related
# List of Abbreviations and Acronyms

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<th>Abbreviation</th>
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<td>AOC</td>
<td>Agency Operations Center</td>
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<tr>
<td>BOC</td>
<td>Board of Commissioners</td>
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<td>BCHD</td>
<td>Benton County Health Department</td>
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<td>CERCLA</td>
<td>Comprehensive Environmental Response, Compensation, and Liability Act</td>
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<td>CEMP</td>
<td>Comprehensive Emergency Management Plan</td>
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<td>CERT</td>
<td>Citizen’s Emergency Response Team</td>
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<td>CFR</td>
<td>Code of Federal Regulations</td>
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<td>COG</td>
<td>Continuity of Government</td>
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<td>COOP</td>
<td>Continuity of Operations Plan</td>
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<td>Chemical Stockpile Emergency Preparedness Program</td>
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<td>Emergency Support Function</td>
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<td>Federal Emergency Management Agency</td>
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<td>HAZMAT</td>
<td>Hazardous Materials</td>
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<td>HIVA</td>
<td>Hazard Identification and Vulnerability Assessment</td>
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<td>HSPD</td>
<td>Homeland Security Presidential Directive</td>
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<td>Medical Operations Center</td>
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<td>Acronym</td>
<td>Definition</td>
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<td>MOU</td>
<td>Memorandum of Understanding</td>
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<td>WMD</td>
<td>Weapons of Mass Destruction</td>
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Chapter 1: Introduction

1.1. Purpose
The Benton County Emergency Operations Plan (EOP) provides a framework for coordinated response and recovery activities during many types and sizes of emergencies. The plan also provides specific information on command and control, with guidance for all first responders and governmental agencies on strategic and tactical procedures supporting all phases of an emergency. This EOP complements the Oregon Emergency Operations Plan and the National Response Framework (NRF). It also identifies all Emergency Support Functions (ESFs) and critical tasks needed to support a wide range of response activities.

The objectives of this plan are to:

- Provide strategic and tactical procedures to support the primary responsibilities of Benton County (County) during all phases of an emergency;

- Integrate multi-agency, regional, and, if applicable, tribal coordination into emergency operations through implementation of the Incident Command System (ICS)/National Incident Management System (NIMS);

- Establish clear lines of authority and succession during any type of emergency;

- Define roles and responsibilities spanning various departments, agencies, divisions, and management levels in support of critical functions;

- Outline clear guidelines and procedures for ensuring consistent and timely release of emergency public information; and

- Provide procedures and criteria for requesting and allocating essential resources to support overall emergency operations.

1.2. Scope
This plan incorporates procedures supporting facilities, operations, and personnel to be relied on during many types of emergency incidents. Benton County supports a program for emergency management consistent with and supplemental to Oregon Emergency Management and the Federal Emergency Management Agency. In addition, the Benton County Sheriff’s Office Emergency Management program functions as a bridge between local, state, and federal emergency management systems.
1.2.1. Basic Plan and Appendices
This EOP is formatted to emulate the plan structure used in the NRF. It begins with a Basic Plan, which describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision-making and resource allocation by local and county governments. Unique appendices that support the whole plan accompany the Basic Plan.

1.2.2. Emergency Support Function Annexes
Fifteen ESF Annexes supplement information in the Basic Plan. These annexes are consistent with support functions identified in state plans and follow the format used in the NRF. Each ESF serves as an operational-level mechanism to identify primary and support entities that maintain capabilities to provide resources and services most likely needed throughout all phases of an emergency. If the county’s capabilities and resources are limited or unavailable during an emergency or disaster, procedures and pathways are clearly defined in the ESF Annexes for seeking additional resources through state or federal agencies. Selected primary and supporting agencies are summarized in Table 1-1.

1.2.3. Incident Annexes
The Incident Annexes (IAs) provide tactical information and critical tasks unique to specific natural and man-made/technological hazards that could pose a threat to Benton County. Incident types are based on the hazards identified in the most recent Hazard Identification and Vulnerability Assessment conducted for the county. Incident-specific annexes in support of the Benton County EOP include the following:

- Severe weather/landslides (including dam failure)
- Flood (including dam failure)
- Drought
- Wildfire
- Hazmat (accidental release)
- Earthquake/seismic activity
- Volcano/volcanic activity
- Terrorism [including weapons of mass destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE)]
- Public Health-Related
- Animal/Agriculture-Related

**Table 1-1 Emergency Support Function (ESF) Selected Agencies**
*Function detailed in separate plan*
### Benton County

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#### 1.2.4. Community Annexes

Several communities within Benton County have elected to write annexes detailing particular hazards, resources, or response protocols specific to their communities. These annexes are found following the incident annexes. Any communities not covered by either their own complete EOP or a community annex will be covered by the primary Benton County EOP.
1.2.5. National Incident Management System Adoption
The Benton County Board of Commissioners (Board) has adopted procedures supporting NIMS implementation and training for the county.

1.3. Relationship to Other Plans
Homeland Security Presidential Directive-5 directed the Secretary of Homeland Security to develop, submit for review by the Homeland Security Council, and administer a NIMS and NRF. The NIMS, including the ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

1.3.1. State of Oregon Emergency Management Plan
The Oregon Emergency Operations Plan (EOP) is developed, revised, and published by the Director of Oregon Emergency Management (OEM) under the provisions of Oregon Revised Statutes (ORS) 401.270, which are designed to coordinate the activities of all public and private organizations that provide emergency services within this state and to provide for and staff a state Emergency Coordination Center (ECC) to aid the governor. ORS 401.035 makes the governor responsible for the emergency services system within the State of Oregon. The Director of OEM advises the governor and coordinates the state’s response to an emergency or disaster.

Table 1-2 State Support Functions

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<th>SSF</th>
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<td>Firefighting</td>
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<td>5</td>
<td>Information and Planning</td>
<td>Oregon Emergency Management</td>
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<td>Mass Care</td>
<td>American Red Cross</td>
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<td>Resource Support</td>
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<td>Health and Medical Services</td>
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<td>Search and Rescue</td>
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<td>Hazardous Materials</td>
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<td>Department of Administrative Services</td>
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<td>13</td>
<td>Public Safety</td>
<td>Oregon State Police</td>
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Oregon Emergency Management also publishes the Disaster Recovery Assistance Guidebook, which provides state guidance, processes, and rules for assisting Oregonians with recovery from a disaster’s effects. It includes guidance on state, local and federal recovery processes; plus information on programs that give assistance to families, individuals, businesses, and public agencies.
1.3.2. Continuity of Operations and Government Plans
Benton County uses a Continuity of Operations Plan (COOP) to detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. This plan identifies essential functions of county and local government, private sector businesses, and community services and delineates procedures developed to support their continuation. COOP elements may include but are not limited to:

- Ensuring the county’s continuous functions and operations during an emergency;
- Maintaining clear lines of authority and, when necessary, implementing the approved line of succession and proper delegation of authority;
- Protecting critical facilities, equipment, vital records, and other assets;
- Reducing or mitigating disruptions to operations and essential community services;
- Reducing loss of life, minimizing property damage, and protecting the local economy from significant impacts; and
- Achieving a timely and orderly recovery from emergencies and resumption of full services to the public.

1.3.3. City Emergency Operations Plans
The City of Corvallis completed its Emergency Operations plan in December of 2009, the only city in the county to have a stand-alone EOP. Other municipalities, both incorporated and unincorporated, are covered by this county EOP. Specific community procedures and guidelines supporting localized response activities will be incorporated into overall county emergency operations as applicable and necessary.

1.3.4. Joint City and Fire District Resolutions
Cities and fire districts within the county may jointly establish by ordinance or resolution an EMA and an EOP that would jointly encompass city and fire district boundaries. Establishing and operating a city/district emergency management operational area shall be coordinated with the Benton County Emergency Services Division.

1.3.5. Agency and Organization-Specific Plans
A number of agency-specific plans and organizational procedures are available to support the county EOP and individual ESFs. These plans and procedures are interrelated and directly influence the county’s preparation before a major emergency or disaster, its activities responding to such an emergency or disaster, and its ability to successfully recover from such incidents or events. These plans also provide city, county, regional, and state agencies and entities with a consolidated framework to coordinate activities and resources during all phases of emergency management.
1.4. Situation Overview
On September 11, 2001, the United States was subjected to terrorist actions in three separate locations. This resulted in the President of the United States issuing HSPD-5 Management of Domestic Incidents and HSPD-8 National Preparedness and Congress establishing the Department of Homeland Security. These events and actions made it necessary for Benton County to adopt NIMS as its incident operating system and the NRP as its framework for managing resources in emergency and disaster incidents.

Natural hazards in Benton County include droughts, floods, wild land fires, winter storms, and earthquakes. Human-caused disasters include hazardous material releases, conflagration, and major transportation accidents. The 2008 Benton County Hazard Analysis summarizes the cultural and physical geography of the County and identifies and describes potential hazards that are likely to affect Benton County, their history, probability of occurrence, and intensity of threat, as well as the vulnerability of the community.

1.4.1. Geography
Benton County spans approximately 676 square miles, in the heart of the Willamette Valley, in the mid-eastern part of Oregon. The Willamette Valley region begins east of the Oregon Coast Range and extends east to the Cascade Mountain Range and south to the Calapooya Mountains. In general, this region's geographical position results in a climate characterized by relatively mild temperatures, seasonal precipitation, mild winters, and dry summers. The Cascades serve as an effective moisture retainer for the majority of the Willamette Valley, causing storms to concentrate much of their moisture west of the peaks and leaving areas to the west fertile for agriculture.

Benton County is bordered on its north side by Polk County and on its the south side by Lane County. To the west, Lincoln County separates Benton from the coast, and to the east is Linn County and the Willamette River. The 187-mile Willamette River connects to the Columbia River north of metropolitan Portland, which is the only fresh-water corridor for ocean-going commerce on the entire West Coast of North America, and the only water-grade route through the Cascade Range between Canada and California. The Willamette and Mary's Rivers, and several small streams are subject to slow-rise flooding.

The Willamette River and its tributaries make up what is called the Willamette Valley, which supports more than two-thirds of the Oregon population. Land elevations rise from 150 feet on the Willamette River and floodplains to greater than 3,000 feet in the Northern Oregon Coast Range. The western half of Benton County is known for its timber production, and once down from the mountains, the county is comprised of rolling hills and valleys that boast the largest concentration of wineries and vineyards in the State. Three major highways traverse the county: Highway 99W extends north and south through the county, and Highways 20 and 34 are oriented generally east and west from the Willamette River to the coast. The Willamette & Pacific Railroad also passes through the county.
1.4.2. Hazard Analysis Summary

The Benton County Natural Hazard Mitigation Plan (rev. 2010) describes the risk assessment process and summarizes the best available local hazard data. A hazard summary is provided for each of the hazards addressed in Volume II of the NHMP. The summary includes information related to hazard history, location, extent, probability, vulnerability, and impacts. Hazard analysis is conducted in accordance with guidance from Oregon Emergency Management (Hazard Vulnerability Assessment Methodology, 5/2008) and FEMA (CPG 201: Threat & Hazard Identification & Risk Assessment Guide, 4/2012), with additional documentation available in both of those sources.

Additional information on human-caused hazards and incidents is found in the annexes for each of these types of incidents. The following natural hazards are addressed within the NHMP:

• Earthquake
  All of Benton County is subject to the impacts of earthquakes, including major earthquakes on the Cascadia Subduction Zone off the Oregon coast, and also smaller crustal earthquakes within western Oregon. In recent memory, Benton County has not sustained earthquake-induced losses. The last damaging earthquake occurred in January 1700.

• Flood
  Nearly every community in Benton County is affected by flood hazards, at least to some extent. Most communities in Benton County have floodplain areas that have been mapped by FEMA. These include areas along the Willamette River, as well as areas along smaller creeks. Other portions of Benton County, outside of the mapped floodplains, are also subject to significant, repetitive flooding from local storm water drainage.

• Landslide
  Portions of Benton County, especially in the Coast Range, are subject to landslides or debris flows (mudslides), which may affect buildings, roads, and utilities.

• Winter Storm
  The winter storms that affect Benton County are typically not local events affecting only small geographic areas. Rather, the winter storms are usually large cyclonic low-pressure systems that move in from the Pacific Ocean and affect large areas of Oregon and/or the whole Pacific Northwest. These storms are most common from October through March. The most likely impact of snow and ice events on Benton County are road closures limiting access in/egress from some areas, especially roads to higher elevations. Winter storms with heavy wet snow or high winds and ice storms may also result in power outages from downed transmission lines and/or poles.

• Wind Storm
Wind storms occur yearly, and more destructive storms occur once or twice per decade. All of Benton County is at risk for wind storms. Due to the multitude of variables, such as wind speed, direction, and temperature, each storm is capable of causing extensive damage in any part of the county.

• Wildfire
Benton County has not directly experienced a significant wildfire event in the last 50 years; however, this does not mean that the county is at low risk. In fact, many of the fire professionals in Benton County believe the question is not “if” there will be a large fire in this area; it is “when.” The last big fire event near Benton County was the Tillamook Burn from 1933 to 1951, which burned a combined total of 355,000 acres in the counties of Washington, Yamhill, and Tillamook north of Benton County. If Benton County experienced a fire event similar to any of the Tillamook Fires today, it would have a much more severe impact on the present community.

1.4.3. Vulnerable Populations
According to 2000 census estimates, approximately 10 percent of Benton County’s population over the age of five speaks a language other than English at home. An inability to speak or read English may present a challenge to the Emergency Services Division. It is advisable for Emergency Program Managers and emergency response agencies to arrange for translation of the instructions and for providing information in different languages.

Wide variation exists in the vulnerability of the developmentally disabled population in Benton County. Some developmentally disabled individuals may have strong support networks and a high level of care provided by friends, family, and care providers, while others may not. Some individuals may be largely self-reliant; others may have additional disabilities in addition to their developmental disabilities.

A major disaster or emergency will cause environmental damage, injuries, property loss, and disruption of essential public services and could impact regional economic, physical, and social infrastructures. The extent of casualties and damage will reflect factors such as the timing and severity of the event, weather conditions, population density, and the possible triggering of secondary risks such as fires and floods. Initial emergency response activities focus primarily on minimizing loss of life, property damage, and damage to critical infrastructure, including cultural and economic assets. These activities have been traditionally carried out by fire services and law enforcement, and in Benton County, supplemented by an incident management team, crisis response team, and search and rescue capabilities. Local governments develop, maintain, and implement comprehensive and EMPs and associated training programs that address all hazards. Agency-specific procedures and protocols established for support functions and critical tasks will be implemented in conjunction with the county EOP as needed or required.

A number of emergency situations can result in overwhelming the capabilities and resources of local governments and jurisdictions during response operations. Thus, it is imperative this jurisdiction establish clear lines of authority, formalize resource
request and allocation procedures, and activate contingency plans, including mutual aid agreements, to acquire additional regional, state, and federal resources as needed.

1.5. Planning Assumptions
Assumptions incorporated in this EOP include:

- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event for every resident in Benton County.

- The county will be responsible for utilizing all available local resources and for initiating mutual aid and cooperative assistance agreements before requesting assistance from the state. Environmental, technological, and civil emergencies may be of a magnitude and severity that require state and federal assistance. Resources may take 72 hours to arrive.

- An emergency will require prompt and effective response and recovery operations coordinated by multiple parties, including county emergency services, disaster relief, volunteer organizations, and the private sector.

- Essential county services will be maintained as long as conditions permit.

- All emergency response staff are trained and experienced in operating under the NIMS/ICS.

- Benton County will continue to be exposed to the hazards listed in the incident annexes as well as others that may develop in the future.

- A threat of war remains. Chemical, biological, radiological, nuclear, or conventional weapons of mass destruction could be employed by foreign or domestic terrorists.

- Other disasters could develop from a HazMat accident, a conflagration, a major transportation accident, or a catastrophic dam failure.

- An epidemic or pandemic disease caused by natural means or by human design could have catastrophic effects on the human and animal population, as well as the vegetation of Benton County.

- Assistance from outside the county will eventually be available, but Benton County should be able to respond to a disaster on an independent, short-term basis. Individuals in their neighborhoods should be trained and prepared to respond to local incidents when county resources are fully committed in a disaster.

- A major disaster can occur at any place in the county with little or no warning. In some cases, warning and increased readiness measures may be possible.
• Local government officials recognize their responsibility for the safety and well-being of the public and will assume their responsibilities by implementing their own emergency plans in coordination with this plan.

• Public safety personnel will respond to disasters within the scope of their training, skills, and available equipment and materials.

• Trained and untrained volunteers will come forth to give aid when a disaster occurs.

• Disaster-related losses can be reduced or prevented if this plan is properly implemented.

• Benton County’s population can fluctuate dramatically throughout the year, reflecting an influx of tourists, seasonal residents, daily visitors, recreation enthusiasts, college students and college holidays. Due to its proximity to the Willamette River and the cities, rivers, and mountains of central Oregon, Benton County is considered a major Northwest tourist destination. Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year. However, significant increases to the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.

• The United States Department of Homeland Security provides threat conditions across the United States and identifies possible targets. A major power or country threatening nuclear attack would generally be recognized by a buildup of international tension to a crisis situation, allowing time for preparation.
Chapter 2: Concept of Operations

Concept of operations describes what actions will happen and how, in order to accomplish mission objectives. A basic premise of the EOP is that incidents are handled at the lowest jurisdictional level possible. As the emergency situation evolves, and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations.

2.1. General

The basic concept of emergency operations focuses on managing and using available resources in the county for effectively and efficiently responding to all types of emergencies. In addition, the Emergency Manager may partially or fully activate and staff the county ECC based on an emergency’s incident type, size, severity, and duration. See the Emergency Communication Center (ECC) Guide for a full discussion of activation procedures.

All involved responding agencies may implement individual EOPs, SOPs, and policies in support of the county emergency operations. The following information should be provided to the EOC by participating agencies throughout an incident’s duration:

- Operational status;
- Readiness and availability of essential resources;
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.); and
- Concerns and issues dealing with potential or actual loss of property.

2.2. Notification and Activation

An emergency notification will be broadcast throughout Benton County to provide emergency information and instructions during a pending or actual emergency incident or disaster. ESF 2 provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency’s duration.

Emergency notification procedures are established among the response community, and callout lists are updated and maintained through each individual agency. Activation of additional response staff and services is generally accomplished through the Corvallis Regional 9-1-1 Communications Center and can be coordinated through the County ECC. Current emergency contact lists are located in departmental COOP and are also available through the county ECC.
2.3. Emergency Declarations

In the event of an emergency within Benton County, the Benton County Board of Commissioners will make an emergency declaration that includes the following elements:

- Geographic boundaries of the event requiring special considerations;
- Outline of the event’s nature, extent, and expected effects; and
- Designation of special powers (if needed).

When conditions have progressed past the personnel, equipment, or other resource capability of the county, the commissioners may make a request for state assistance. Requests are made in writing through OEM and are approved by the governor. Requests for a state emergency declaration must include an initial damage assessment, and a statement indicating that all of the county’s local resources have been expended. If the governor issues an emergency or disaster declaration, OEM will be contacted via the OERS for allocation of state resources to support the response. An emergency/disaster declaration template for Benton County that incorporates the above elements is included in Appendix A.

In the local damage assessment, particular attention will be given to special needs populations so that resources necessary for providing critical services during an emergency are allocated.

A local state of emergency may be declared by the governing body of any incorporated city or by the Chair of the County Board of Commissioners. If the Chair is not available, the declaration will be made in accordance with Section 4.2.1 of this plan. When the emergency exceeds local government capability to respond, assistance will be requested from neighboring jurisdictions in accordance with existing mutual aid agreements. Any requests to the state for further aid must come through the county. Requests for federal assistance must come through the state when local and state resources cannot meet response or recovery requirements.

During a suspected or confirmed public health emergency, the Benton County Health Director advises the Emergency Manager or designee, who then advises the county to make a declaration, which is then forwarded to the state for review by the governor. Human isolation and quarantine issues will be addressed by the Benton County Health Director and the Benton County Legal Counsel.

Animal quarantine measure will be implemented through the Benton County Health Department, Environmental Health Division. The Area Veterinarian in Charge for the United States Department of Agriculture (USDA)/Animal and Plant Health Inspection Service/Veterinary Services will assist the State Veterinarian as appropriate in any animal health emergency. Most likely, support from the State Brant Inspector, state agricultural agencies, Cooperative Extension Services, and the Oregon Department of Human Services would be included in these procedures. Formal quarantine measures will be implemented, following existing procedures established in the Oregon Animal Disease Emergency Management Plan as set forth by the Oregon Department of Agriculture (ODA). Response activities may also be supported by the ODA’s Disaster Animal Response Teams.
2.4. Organizational Structure

2.4.1. Emergency Operations Centers
During a large-scale emergency, the Benton County ECC has the ability to operate as a multiagency coordination entity. The primary location for the County ECC is:

Benton County Fairgrounds Carriage House
110 SW 53rd Street
Corvallis, Oregon

If necessary, alternate ECC facilities in Corvallis are located at:

Law Enforcement Building
180 NW 5th Street
Corvallis, Oregon

Corvallis Fire Department
Station 1 Meeting Room
400 NW Harrison Blvd
Corvallis, Oregon

If a biological incident occurs (including Pandemic Influenza) the Benton Public Health Department and the Good Samaritan Regional Medical Center may jointly staff a Medical ECC. This center will be coordinated with the Benton Public Health Department Operations Center (DOC) and the Benton County ECC.

Other agencies may activate and staff individual AOC facilities for various types of emergencies. However, the county ECC will serve as the central point for coordination of response operations, resource requests and tracking, public information, and overall incident management.

2.4.2. Incident Command Posts and Field Operations
Incident command posts (ICPs) and other facilities may be established on-scene or within close proximity to an incident to support tactical operations. In addition, an incident communications center is typically co-located with the ICP.

Depending on the incident type and agencies involved, mobile command posts may be activated on-scene to provide additional resources and communication capabilities for the duration of response activities. The Benton County Sheriff’s Office maintains a mobile command vehicle containing a generator and satellite communication capabilities, as well as radio caches and portable shelters which can be used as resources at a mobile command post, which can be made available upon request of the incident commander. Emergency Response Vehicles will be available for deployment at the request of the on-scene or incident commander. Deployments outside of Benton County will be considered on a case-by-case basis and within the provisions of any existing mutual aid agreements.

All tactical and strategic operations occurring at the incident(s) will be coordinated and communicated through the County ECC to track, manage, and allocate appropriate resources and personnel. Pre-designated facilities and staging areas may
be identified and described in existing agency-specific emergency response plans and standard procedures. This information will be consulted and implemented accordingly depending on the incident type and local/county agencies involved in the response. The lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

### 2.5. Incident Management

Traditional communication lines—such as landline telephone, cellular phones, faxes, pager, e-mail, radio, and satellite phones—are used and relied upon by county response personnel throughout the duration of response activities. ESF 2 contains specific information regarding Benton County communications. The Corvallis Regional Communications Center provides interoperable services with all agencies in Benton County. The county is aggressively pursuing solutions for a long-term strategy to enhance communications.

- **Mitigation and Prevention** activities seek to eliminate or reduce a disaster’s likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.

- **Preparedness** activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training, and exercises are the major activities that support preparedness.

- **Recovery** is both a short-term and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved, state of affairs.

- **Response** is the provision of emergency services during a crisis. These activities help to reduce casualties and damage and speed recovery. Activities include warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

#### 2.5.1. Phases of Management

Most responsibilities and functions performed during a disaster are not hazard specific. This plan follows an all-hazard approach that accounts for activities before, during, and after the disaster. Some departments and agencies provide resources for response, support, and program implementation during the early stage of an event, while others are more prominent in the recovery phase. All phases of emergency management are addressed in the paragraphs below.

#### 2.5.2. Mitigation

Mitigation is generally associated with natural disasters, and prevention is associated with terrorist activities and actions. Both mitigation and prevention activities involve
measures taken to protect life and property. Mitigation activities are designed to reduce or eliminate risks to people or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation involves ongoing actions to reduce exposure to potential loss from hazards. Measures may include zoning and building codes, flood plain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

2.5.3. Prevention
Prevention activities are actions taken to avoid an incident or to intervene to stop an incident from occurring. They involve applying intelligence and other information to a range of activities. These activities may include such counter-measures 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
- Specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending and bringing to justice potential perpetrators.

2.5.4. Preparedness
Preparedness consists of measures taken to build, sustain and improve operational capability to prevent, protect against, respond to, and recover from domestic incidents. Such incidents can be caused by natural hazards or human actions.

Preparedness is a continuous process that includes planning, training, exercising and educating the public in preparedness. Preparedness activities must also include actions to build, sustain, and improve our abilities to identify threats, determine vulnerabilities, and identify required resources. In addition, such activities must be coordinated between government and all aspects of the private sector.

2.5.5. Response
Response is the act of providing emergency services during a crisis. This includes activities that address the short-term direct effects of an incident and the immediate actions to save lives, protect property, and meet basic human needs. These may include:
• Warning,
• Rapid situation assessment,
• Evacuation,
• Rescue and other similar operations,
• Executing EOPs, and
• Executing incident mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes.

Response to terrorist activities, specifically, may include:

• Short-term recovery operations seek to restore vital community services and provide for basic public needs.

• Thorough damage assessment during the early recovery stages will facilitate effective recovery and hazard mitigation.

2.5.6. Recovery
Long-term recovery focuses on restoring the community to normal or improved conditions. Effective recovery should include the entire community and includes the following measures:

• Identify needs and define resources;
• Provide housing and promote restoration;
• Address long-term care and treatment of affected persons;
• Implement additional community restoration measures;
• Incorporate mitigation measures and techniques, as feasible;
• Evaluate the incident to identify lessons learned; and

Develop initiatives to mitigate the effects of future incidents.
Chapter 3: Organization and Assignment of Responsibilities

Local and county agencies and response partners may have various roles and responsibilities throughout an emergency’s duration. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintains a significant amount of flexibility to expand and contract as the situation changes.

Benton County incorporates the ICS/NIMS concepts into all facets of an emergency, including assistance with training and preparing essential response staff and supporting personnel. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

3.1. Benton County Sheriff’s Office

The Benton County Sheriff’s Office, Emergency Services Division provides the nucleus for emergency operations by coordinating information and resources to support roles and responsibilities assigned by this EOP. During any type of emergency, the following functions and tasks typically require coordination by the county government:

- Search and Rescue (SAR);
- Emergency medical treatment;
- Damage Assessment;
- Transportation of victims and displaced persons;
- Repair and recovery of essential community services; and
- Dissemination and management of public information and emergency instructions.

BCSO Emergency Services Division staff assigned emergency responsibilities share the following common tasks:

- Assigning personnel to local and/or county ECC;
• Notifying department personnel and implementing established call-down procedures to contact key stakeholders and essential staff;

• Establishing ICS;

• Providing training to key personnel and emergency response staff;

• Protecting vital records, materials, facilities, and services; and

• Providing information and instructions to personnel regarding self-protection and minimizing exposure resulting from particular hazards associated with the emergency.

The Emergency Program Manager(s) will:

• Organize, administer, and operate the EMD subject to the control and direction of the Board;

• Serve as staff advisor to the Board on emergency matters;

• Coordinate county government preparedness and planning activities;

• Analyze the skills required for emergencies and arrange training necessary to provide those skills;

• Prepare and maintain a resource inventory;

• Ensure the operational capability of the EOC;

• Initiate EOC activation;

• Keep the Board informed of Benton County's preparedness status and anticipated needs;

• Serve as day-to-day liaison between Benton County and Oregon Emergency Management;

• Maintain liaison with organized emergency volunteer groups and private agencies;

• Provide and maintain a Mobile Command Center (MCC) which, in times of emergency, can function as an alternate EOC;

• Maintain the EOP.

The Sheriff, acting as the Emergency Services Director, has been given authority and responsibility for the organization, administration, and operations of the Emergency Services Agency. The Emergency Services Program Manager reports to the Sheriff and is responsible for the day-to-day operation of the Emergency Management
Program. The overall responsibility for the development, facilitation, and implementation of the county’s EOP has been delegated to the Emergency Services Program Manager.

Responsibility for coordination of emergency activities with state, regional, tribal, and private partners resides with county Emergency Management and will be accomplished via liaisons in the incident or unified command structure.

Prioritization of resources will be based on the ability to do the greatest good for the largest population at risk. Public resources will be deployed according to the following priorities:

1. Life safety
2. Incident stabilization
3. Property and environment protection

3.2. Other Benton County Departments

Each county department, and any other agency referenced in this plan, is responsible for developing and maintaining its own EOPs and SOPs that are consistent with this plan, in addition to carrying out specific duties that may be assigned as a part of this plan. Such plans and procedures will be referenced, as appropriate, in the annexes to the EOP. If a major emergency or disaster occurs during non-working hours, county employees who have direct public safety responsibilities or have been designated as key personnel by their departments have a responsibility to report to work as soon as self-preservation concerns for themselves and their families have been addressed (planning and preparation for families shall be made to the extent possible, to allow immediate return to work).

All other county employees should follow departmental procedure for emergency situations, if possible, or tune to local radio or television for Emergency Alert System (EAS) broadcasts and listen for direction. (Advance family preparations shall be made to the extent possible, to allow immediate return to work). All other county employees should follow departmental procedure for emergency situations, if possible, or tune to local radio/television for Emergency Alert System (EAS) broadcasts and listen for direction.

3.3. Benton County Board of Commissioners

The board is responsible for authorizing emergency action through official emergency declarations and enabling the emergency procedures set forth in BCC Chapter 32 Emergency Procedures of Benton County, to include:

- Coordinating planning activities;
- Planning;
- Maintaining emergency operating facilities;
• Establishing an incident command structure;

• Issuing, amending, and enforcing rules, regulations, orders, and emergency measures as described.

3.3.1. Policy Group
The Policy Group determines emergency management policy. Its organizational structure is informal and may consist of several components representing each local political jurisdiction within the emergency management program. Members of the group may include both elected officials and appointed executives with certain legal responsibilities and the authority to commit funds. The county commissioners, emergency program manager, city councilors, and the County Counsel normally would be part of the Policy Group. State and federal officials could occasionally be part of the Policy Group, as well as police chiefs, fire chiefs, executives of incorporated cities, the County Health Director, the County Medical Officer, and health care representatives. Some or all of these individuals could be convened by the emergency program manager to form emergency management direction and policy for the community.

Incorporated cities should have one individual designated as responsible for emergency management preparedness, hazard mitigation, and disaster recovery for that jurisdiction. Those responsibilities may be shared with the Benton County Sheriff’s Office, Emergency Services Division.

Some of the individuals listed above could be called upon to participate as members of the unified command response to a disaster incident. Certain elected officials will have statutory responsibilities during times of emergency or disaster.

3.3.2. Policy Group Responsibilities
The Chair of the Board (or designee) will:

• Make emergency policy decisions;
• Declare a state of emergency when necessary;

• Implement local government emergency powers according to Benton County Code Chapter 32 Emergency Procedures Code and any other applicable laws;

• Keep the public and OEM informed of the situation through the assistance of the Public Information Officer (PIO);

• Request outside assistance when necessary in accordance with existing Mutual Aid Agreements and/or through Oregon Emergency Management.

The Designated City Official will (during City involvement):

• Assure that all city departments develop, maintain, and exercise their respective service annexes to this plan;
• Support the overall preparedness program in terms of its budgetary and organizational requirements;
• Serve as controller of the city EOC during its activation;
• Implement governing body policies and decisions; and
• Direct city services emergency operational response.

The Benton County Office of County Counsel will:

• Advise county officials and the Policy Group on the authority and power of local government to meet an emergency and the procedures necessary to enact legislation;
• Advise county officials on possible liabilities arising from disaster operations, including exercising any or all powers necessary to address an emergency;
• Prepare and recommend local legislation designed to implement the powers which are required during an emergency;
• Advise county officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers;

3.3.3. Disaster Response, Support Functions, and Emergency Management Responsibilities

The Sheriff is responsible, through the authority delegated to the Emergency Program Manager, for organizing, administering, and operating the Benton County Sheriff’s Office, Emergency Services Division. The Emergency Program Manager accomplishes this responsibility by implementing fifteen ESFs. These functions are implemented by employing county resources to carry out tasks that accomplish emergency response objectives. County departments with primary support functions are detailed in the Emergency Support Function section of this plan.

When county resources and resources activated through existing local mutual aid agreements are exhausted or unavailable, the county may request state resources. When state resources are exhausted or unavailable, the state may request employment of federal resources.

3.3.4. Emergency Operations Center

When the county Emergency Operations Plan is implemented in response to an emergency, a commissioner, as the representative of the Policy Group, will work with the on-call Emergency Manager and the EOC team at the Sheriff’s Office to coordinate the community’s response.

Response activities will be coordinated from the EOC, which is located in the Law Enforcement Building. EOC responsibilities and activation procedures are addressed in Section 5.3 of this EOP. During large-scale emergencies, the EOC may become the seat of government for the duration of the crisis.
During emergency operations and upon activation, the EOC staff will be responsible for assembling and for exercising direction and control as follows:

- The on-call Emergency Manager will activate the EOC. He or she will assume responsibility for all EOC operations and direction and control of response functions.

- The on-call Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.

- County departments, augmented as required by trained reserves, volunteer groups, and forces supplied through mutual aid agreements, will conduct emergency operations. State and federal support will be requested if the situation dictates.

- Heads of departments and organizations are responsible for emergency functions assigned to them, as outlined in their appropriate annexes.

- The EOC will generally operate on a 24-hour basis, rotating on 12-hour shifts.

- The on-call Emergency Manager will notify the State Emergency Management office (1-800-452-0311) upon activation. Periodic updates will be made as the situation requires.

- Each EOC location will have a pre-designated alternate in case the primary location is unavailable for use. This ensures continuity of operations and enables a smooth transition between shifts.

**Figure 3-1 Benton County Emergency Operations Flow Chart**

### 3.4. Regional Response Partners
All regional partners supporting emergency response in Benton County are included in existing Memoranda of Understanding (MOUs) and Intergovernmental Agreements for Emergency Management Region I.

Regional response partners for Benton County may include:

- Linn/Benton Regional Hazards Material Response Team (Team 5);

- County resources from Emergency Management Region I.

- Bonneville Power Administration;

- Oregon Funeral Directors Association, and

- Health Resources and Services Administration, Region X.
3.5. Nongovernmental and Volunteer Organizations

NGOs and their members are a valuable resource in emergency response and recovery, but operate under the ICS structure and should be coordinated with the county response. NGOs collaborate with first responders, governments at all levels, and other agencies and organizations providing relief services to sustain life, reduce physical and emotional distress, and promote recovery of disaster victims when assistance is not available from other sources. For example, the American Red Cross is an NGO that provides relief at the local level and also responds within the Mass Care element of ESF #6. Community-based organizations (CBOs) receive government funding to provide essential public health services.

The Oregon and National Voluntary Organizations Active in Disaster (ORVOAD and NVOAD) are a consortium of more than 30 recognized national organizations of volunteers active in disaster relief. Such entities contribute capabilities to incident management and response efforts at all levels.

3.6. Private Sector

Private sector organizations support the EOP (voluntarily or to comply with applicable laws and regulations) by sharing information, identifying risks, performing vulnerability assessments, developing emergency response and business continuity plans, enhancing their overall readiness, implementing appropriate prevention and protection programs, and donating or otherwise providing goods and services through contractual arrangement or government purchases to assist in response to and recovery from an incident. All private sector response activities should operate under the ICS structure.

Certain organizations are required by existing law and regulation to bear the cost of planning and response to incidents, regardless of cause. These private-sector organizations are expected to mobilize and employ the resources necessary and available in accordance with their plans to address the consequences of incidents at their own facilities or incidents for which they are otherwise responsible.

Unless the response role is inherently governmental (e.g., law enforcement, etc.), private-sector organizations are encouraged to develop and maintain capabilities to respond to and manage a complete spectrum of incidents and emergencies. Benton County maintains ongoing interaction with the critical infrastructure and key resources industries to provide coordination for prevention, preparedness, response, and recovery activities. When practical, or when required under federal law, private-sector representatives should be included in planning and exercises. The government may, in some cases, direct private-sector response resources when they have contractual relationships, using government funds.

3.7. Citizen Involvement

Strong partnerships with citizen groups and organizations provide support for incident management prevention, preparedness, response, recovery, and mitigation.

Benton County and primary/support agencies of ESFs utilize citizens to expand the resources and materials available, through partnerships. These partnerships and their programs offer resources for public education, outreach, and training; to volunteers interested in helping make their communities safer; or offer volunteer service
opportunities to support first responders, disaster relief activities, and community safety efforts.

3.8. **State Response Partners**

Under the provisions of ORS 401.165 through 401.204, the governor has broad responsibilities for the direction and control of all emergency activities in a State "declared emergency." The administrator of OEM is responsible, under ORS 401.052, for: The coordination of emergency preparation, response, and recovery between the private sector and the government; coordinating training, planning, and response activities with state and local agencies; and preparing the state emergency management plan.

Under the direction and control of department heads, agencies of state government represent the state emergency operations organization. Responsibility for conducting emergency support functions is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some state agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

State response partners available to support Benton County during an emergency incident include the following.

- Oregon Emergency Management; Office of the State Fire Marshal;
- Oregon Department of Transportation;
- Oregon Department of Forestry, West Oregon District (Philomath);
- Oregon Health Authority
- Oregon Department of Parks and Recreation;
- Oregon Department of Agriculture;
- Oregon Department of Fish and Wildlife (ODFW);
- Oregon Department of Environmental Quality;
- Oregon Department of Homeland Security;
- State Veterinarian’s Office, Division of Animal Health and Identification;
- Oregon Department of Energy (DOE);
- Oregon Veterinary Emergency Response Team;
- Oregon Department of Human Services;
- OSP; and
- Oregon Military Department.
3.9. Federal Response Partners

Pursuant to HSPD-5, the Secretary of Homeland Security is responsible for coordinating federal operations within the United States to prepare for, respond to, and recover from terrorist attacks, major disasters, and other emergencies. HSPD-5 further designates the Secretary of Homeland Security as the “principal federal official” for domestic incident management. In this role, the secretary is also responsible for coordinating federal resources utilized in response to or recovery from terrorist attacks, major disasters, or other emergencies if and when any of the following four conditions applies:

- A federal department or agency acting under its own authority has requested Department of Homeland Security (DHS) assistance,
- The resources of state and local authorities are overwhelmed and federal assistance has been requested,
- More than one federal department or agency has become substantially involved in responding to the incident, or
- The Secretary of Homeland Security has been directed to assume incident management responsibilities by the President.

HSPD-5 directs the heads of all federal departments and agencies, in the context of domestic incident management, to “provide their full and prompt cooperation, resources, and support, as appropriate and consistent with their own responsibilities for protecting our national security, to the Secretary of Homeland Security, the Attorney General, the Secretary of Defense, and the Secretary of State.”

Requests for federal disaster assistance shall be made by the governor to the president. Federal assistance may be requested and some provisions of the NRP implemented prior to the formal declaration of a disaster. The key elements of a declaration include the type and scope of the emergency situation, if emergency powers were invoked, and if resources were committed and specific assistance requested.

3.10. Function-Specific Roles and Responsibilities

Typically, the following county agencies and entities maintain primary roles and responsibilities during an emergency situation impacting Benton County.

- Benton County Sheriff’s Office, Emergency Services Division
- Law Enforcement, including:
  - Benton County Sheriff’s Office
  - Corvallis Police Department
  - Albany Police Department
  - Philomath Police Department
  - Oregon State Police
• Fire Services, including:
  o Adair Rural Fire Protection District
  o Alsea Rural Fire Protection District
  o Albany Fire Department
  o Blodgett Rural Fire Protection District
  o Corvallis Fire Department
  o Kings Valley Rural Fire Protection District
  o Monroe Rural Fire Protection District
  o Philomath Rural Fire Protection District

• Benton Public Health Department

• Good Samaritan Regional Medical Center

• Ambulance Service, including:
  o Corvallis Fire Department
  o Albany Fire Department

• Corvallis Regional Communications Center (9-1-1)

• Public Works, including:
  o Benton County Public Works Department
  o Albany Public Works
  o Corvallis Public Works
  o Philomath Public Works
  o Operations Management Inc. (City of Adair)
  o Oregon Department of Transportation (ODOT)

Most of the departments and offices within the Benton County government have emergency responsibilities in addition to their normal duties. Managers and employees of departments and offices that have no direct emergency responsibility should expect to be called upon to provide relief assistance during extended emergency incidents. Therefore, all county employees and managers should complete the NIMS, NRP, and Incident Command training. Each office and department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below and in the ESFs attached to this document. The ESFs address county, state, and federal responsibilities in terms of specific emergency response functions and ESFs.
Chapter 4 : Direction, Control, and Coordination

In accordance with Benton County Code Chapter 32, a local state of emergency may be declared once an emergency has occurred or is imminent. Authority to declare an emergency lies in descending order with 1) the Chair of the Benton County Board of Commissioners, 2) the Vice-chair of the Benton County Board of Commissioners, 3) the third and final member of the Board of Commissioners, and 4) the Sheriff of Benton County. Persons at lower levels of authority may declare or terminate a local state of emergency if reasonable efforts have been made to contact persons at a higher level of authority, and an emergency declaration is necessary to prevent loss of life and injury.

4.1. Emergency Powers
When a state of emergency has been declared in Benton County, the Benton County Board of Commissioners and the Sheriff are empowered to enforce special measures to meet the emergency. See Benton County Code Chapter 32.030 in Chapter 9, Authorities and References of this plan for details.

In a declared emergency, Benton County Commissioners may:

- Establish a curfew;
- Prohibit or limit the number of persons who may gather or congregate in public;
- Barricade streets;
- Evacuate persons from affected areas;
- Close public drinking establishments and prohibit the sale of alcohol;
- Commit to mutual aid agreements;
- Suspend standard procurement procedures to obtain necessary services and/or equipment;
- Redirect funds for emergency use;
- Direct agencies in county government to reassign personnel and resources as needed;
• Suspend or control the distribution of gasoline from public fueling points, to
insure availability of fuel during the state of emergency. For example, the
BOC may:
  o Shutdown fuel points during riots to prevent fire and destruction.
  o Ration fuel to response agencies/vehicles responding to the state of
  emergency.
  o Pump fuel tanks and move fuel to more secure locations for
  protection/distribution.

All physical resources within Benton County, whether publicly or privately owned,
may be utilized when deemed necessary by the Board Chair during a declared state of
emergency. Accurate records of such use will be maintained to ensure proper
reimbursement for those resources.

In a declared emergency, the Benton County Sheriff or designee may:

• Close county and local access roads;

• Request other agencies and persons to close roads, waterways or other
  property under their jurisdiction or control;

• Prohibit any person from entering or remaining in an area subject to a closure
  order;

• Coordinate with Benton County Public Works to maintain traffic flow and
  conduct mitigation measures to minimize the impact to citizens using the
  closed area;

• Authorize the Rural Fire Chief of the affected unincorporated area to conduct
  evacuations or undertake emergency measures;

The Emergency Manager of Benton County is responsible for assuring that
coordinated and effective emergency response systems, plans, and operations are
developed and maintained. Existing agencies of government will perform emergency
activities closely related to those they perform routinely.

Mutual aid agreements and requests for help from organized volunteer groups will
only be activated when an emergency response is beyond the means of Benton
County's resources.

4.2. Continuity of Operations and Government Plans

4.2.1. Lines of Succession
Benton County Code Chapter 32.025 grants authority to the following positions to
declare an emergency or its termination, listed in descending order of authority:

• Chair of the Benton County Board of Commissioners

• Vice Chair of the Benton County Board of Commissioners
- Commissioner the Benton County Board of Commissioners
- Sheriff of Benton County or a successor by Chain of Command

The line of succession for Benton County Sheriff’s Office, Emergency Services Division is as follows.

- Director of Emergency Services (Benton County Sheriff)
- Emergency Services Manager
- Designee of the Sheriff

4.2.2. Continuity of Operations
Each county department is responsible for pre-identifying staff patterns showing a line of succession in management’s absence. All employees must be trained on the protocols and contingency plans required to maintain leadership within the department. The Benton County Board of Commissioners or its designee identified above will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within Benton County are responsible for developing and implementing COOP/COG Plans to ensure continued delivery of vital services during an emergency. Lines of succession of authority within incorporated cities in Benton County shall be in accordance with plans or procedures developed by each city.

All elements of local government will provide for the preservation of important records on hand prior to the emergency. Emergency operations activity reports also constitute vital records and should be accumulated and preserved to ensure continued operation and reconstitution of local government during and after catastrophic disasters.

4.3. Incident Command System
Throughout Oregon, NIMS compliance and ICS use is mandatory during an emergency incident. The ICS is recognized as a documented system that has been successfully used in managing available resources at emergency operations. The system consists of procedures for controlling personnel, facilities, equipment, and communications during all phases of emergency response. Additional information regarding the Benton County Emergency Management Organization and command structure is presented in the ESF 5 Annex of this plan.

The Incident Command System (ICS) is designed to activate from the time an incident occurs until the requirement for management and operations no longer exists. Generally the first responder to an incident is the incident commander, and ICS principles allow the command structure can be expanded as necessary and contracted when appropriate. Positions in ICS can be staffed by qualified personnel from any agency and may involve personnel from a variety of disciplines. As such, the system fits the all-hazard incident response model; from frequent, minor incidents involving a single group of responders to a major emergency involving several agencies and spanning numerous jurisdictions. ICS requires agencies to communicate
using common terminology and operating procedures. It also provides for effective coordination and allocation of resources throughout an incident’s duration.

The Incident Command System (ICS) arranges incident response into 5 standard positions. The five general staff positions are: Incident Commander, Operations, Logistics, Planning, and Finance, and they apply in a routine emergency, organizing for a major event, or managing a major response to a disaster. In small incidents, these general staff positions may be managed by the IC. Larger incidents usually require being set up as separate sections within the ICS organization, and each section is overseen by a general staff member (commonly referred to as a “Section Chief”) who reports directly to the IC.

Plain language will be used during a multi-jurisdictional emergency response occurring in Benton County and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders, state and local EOC personnel, federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of the incident’s size, scope, or complexity. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

In cases where personnel and resources available in the County are limited, more than one ICS position may be managed by a single staff person. Thus, it is imperative that all primary and alternate EOC staff be trained on ICS functions other than those within their own fields of expertise. Regularly exercising the ICS, including sub-functions and liaison roles with volunteers and other support staff, will improve overall EOC operation efficiency and add depth to existing county emergency management and response organizations.

For additional information on implementation of ICS structure, refer to the Benton County Incident Management Team documentation, revised 2012.

4.3.1. Incident Commander

In most cases, the initial IC will be the first responder managing the response. As the incident progresses to the recovery phase, a different agency representative or appointed official may transition into the IC role. Additional information on typical ICS assignments during emergency response regarding lead and support roles is provided in the ESF Annexes as well as the IAs attached to this plan.

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

- Determining incident objectives and strategies;
- Approving and supporting implementation of an Incident Action Plan (IAP);
- Coordinating all activities supporting the incident or event;
• Approving release of information through the Public Information Officer (PIO); and

• Performing the duties of the safety officer, PIO, and/or liaison officer, as these are positions the IC will designate if no one is assigned to the position.

4.3.2. Command Staff Positions

Safety Officer. Safety Officers are generally responsible for:

• Identifying initial hazards and personal protective equipment requirements, and defining decontamination areas;

• Implementing site control measures;

• Monitoring and assessing the health and safety of response personnel and supporting staff (including ECC staff);

• Preparing and implementing a site Health and Safety Plan and updating the IC on safety issues or concerns as necessary; and

• Exercising emergency authority to prevent or stop unsafe acts.

Public Information Officer. A lead Public Information Officer (PIO) will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies, tribal entities, political officials, and stakeholders. These duties include:

• Developing and coordinating release of information to incident personnel, media, and the general public;

• Coordinating information sharing among the public information network through the use of a Joint Information System (JIS) and, if applicable, establishing and staffing a Joint Information Center (JIC);

• Implementing information clearance processes with the Incident Commander (IC); and

• Conducting and/or managing media briefings and implementing media-monitoring activities.

Liaison Officer. Specific liaison roles may be incorporated into the command structure established at the local and/or County ECC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility
companies, and volunteer services (American Red Cross). Responsibilities typically included in a liaison role include:

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders;
- Coordinating information and incident updates among interagency contacts, including the public information network; and
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the IC, government officials, and stakeholders.

4.3.3. General Staff Positions

Operations Section Chief. The Operations Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations section is typically organized into functional units representing agencies involved in tactical operations. Thus, typical agencies included in the Operations Section are fire (emergencies dealing with fire, earthquake with rescue, or hazmat), law enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations), public health officials (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health), and public works (incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and non-governmental organizations may also support the Operations section.

The Operations Chief is responsible for:

- Providing organizational support and directing implementation of unit operational plans and field response activities;
- Developing and coordinating tactical operations to carry out the Incident Action Plan (IAP);
- Managing and coordinating various liaisons representing community response partners and stakeholders;
- Directing IAP tactical implementation; and
- Requesting resources needed to support the IAP.

Planning Chief. The Planning section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes are accomplished. This section is typically supporting by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for the following:
- Collecting, evaluating, and distributing information on the incident, and providing a status summary;

- Preparing and disseminating the IAP;

- Conducting planning meetings and developing alternatives for tactical operations; and

- Maintaining resource status.

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

- Providing and managing resources to meet the needs of incident personnel;

- Managing various coordinators of particular resources, such as transportation-related equipment, ECC staff support services, supplies, facilities, and personnel;

- Estimating future support and resource requirements; and

- Assisting with development and preparation of the IAP.

**Finance/Administration.** The Finance/Administration section is specific to the incident type and severity of resulting impacts. In some instances, agencies may not require assistance, or only a specific function of the section may be needed which can be staffed by a technical specialist in the Planning section. Potential units assigned to this section include the following: Compensation/Claims, Procurement, Cost, and Time. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident;

- Maintaining accounting, procurement, and personnel time records; and

- Conducting cost analyses.

**4.3.4. Incident Command Posts and Other Facilities**

ICPs and other facilities may be established on-scene or within close proximity to an incident to support tactical operations. In addition, an incident communications center is typically co-located with the ICP. Depending on the incident type and agencies involved, mobile command posts may be used on-scene to augment resources and capabilities for the duration of response activities.
Table 4-1 ESF Assignments Within the ICS

<table>
<thead>
<tr>
<th>ESF No.</th>
<th>Title</th>
<th>Section</th>
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<tr>
<td>ESF-1</td>
<td>Transportation</td>
<td>Logistics</td>
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<tr>
<td>ESF-2</td>
<td>Emergency Telecommunications and Warning</td>
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<td>ESF-3</td>
<td>Public Works and Engineering</td>
<td>Operations</td>
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<td>ESF-4</td>
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<td>ESF-5</td>
<td>Emergency Management</td>
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<tr>
<td>ESF-6</td>
<td>Housing and Human Services</td>
<td>Operations, Logistics, and Liaison</td>
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<td>ESF-7</td>
<td>Resource Support</td>
<td>All</td>
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<tr>
<td>ESF-8</td>
<td>Public Health and Medical Services</td>
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<td>ESF-9</td>
<td>Search and Rescue</td>
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<td>ESF-10</td>
<td>Hazardous Material</td>
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<td>ESF-11</td>
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<td>ESF-12</td>
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<td>ESF-13</td>
<td>Public Safety and Security</td>
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<td>ESF-14</td>
<td>Community Recovery, Mitigation, and Economic Stabilization</td>
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<tr>
<td>ESF-15</td>
<td>Emergency Public Information and External Affairs</td>
<td>Incident Command and Liaison</td>
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</table>

4.4. Multi-Agency Coordination

4.4.1. Unified Command

In some incidents, several geographic and/or functional jurisdictions may share response authority. ICS has the ability to integrate all such local, county, regional, state, and federal agencies into a single organizational system, maximizing coordination of response activities and avoiding duplication of efforts. Establishing a Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their individual authorities but work to resolve shared issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and federal response partners, an UC) may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. Figure 4-2 is an example of a unified command organizational chart for Benton County, providing operational flexibility to expand or contract staffing depending on the incident’s nature and size.

4.4.2. Emergency Communications Center

The primary County ECC will operate through an established command center, although staffing plans do not incorporate alternate positions. Benton County may face a lack of resources when considering staffing for extended periods. As it is assumed a significant portion of the primary ECC staff will be unavailable due to their duties supporting field response operations, it is imperative that ECC support staff and other personnel are trained and familiar with all functions of the ICS in the event they are called upon to support areas outside their expertise.
Other agencies may activate and staff individual AOC facilities for various types of emergencies; for example, if a biological incident such as pandemic influenza occurs, the Benton Public Health Department and the Good Samaritan Regional Medical Center may jointly staff a Medical EOC, which will coordinate closely with the Benton Public Health Department’s AOC and the Benton County ECC. In all cases, however, the County ECC will serve as the central point for coordination of response operations, resource requests and tracking, public information, and overall incident management.

The ESF annexes attached to this plan contain general guidelines for Benton County governmental entities, organizations, and county officials/departments to carry out responsibilities assigned at the County ECC or other designated facility where response efforts will be coordinated. The table below summarizes typical assignments for each ESF that may be necessary during an emergency incident. These assignments may be adopted for local and agency operations centers as well. Note that the lead agency designated for each ESF is responsible for updating, maintaining, and disseminating appropriate plans, procedures, and guidance prior to, during, and following an emergency incident.

### 4.5. Demobilization Procedures
Planning for demobilization begins the moment an incident is organized. Recovery actions are steps the county will take place after an emergency to restore government function and community services to levels existing prior to the emergency. For the short-term, recovery may mean bringing necessary lifeline systems (e.g. power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (food, clothing, and shelter). Once stability is achieved, the county can concentrate on long-term recovery efforts. ESF 14 summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the county following a disaster.

A comprehensive Recovery Strategy addresses these topics:

- Responsibilities and procedures for damage assessment;

- Procedures for requesting recovery assistance;

- Redevelopment planning;

- Public information on available recovery assistance; and

- Capturing and implementing lessons learned.
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Chapter 5: Information Collection, Analysis, and Dissemination

Information collection will be led by different county departments depending on the nature of the incident.

- Criminal investigations will be led by BCSO detectives, including all interaction with federal and state law enforcement officials and law enforcement fusion centers

- Public health emergencies will be led by the Benton County Public Health Department

- Natural hazards will be informed by the information from the National Weather Service, the US Geological Survey, and the Oregon Department of Geology and Mineral Industries

Information dissemination functions, roles and responsibilities are described in ESF 15 External Affairs.
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Chapter 6 : Communications

6.1. Operational Communication Methods

6.1.1. Radio Communications

For daily operational communications, most Benton County public safety agencies rely on VHF conventional radio systems with two main overlapping systems of mountaintop repeaters. Benton County public safety VHF radio systems conform to P25 standards, include a mixture of hardware vendors, and include the programming of VCALL and VTAC National Interoperability Channels.

Most agencies have a broad range of frequencies programmed into their radios, allowing on-scene communication directly between agencies (e.g., law enforcement frequencies in fire department radios for use at motor vehicle accident scenes). Additionally, Benton County Public Works operates radios in the VHF low band; while they usually provide their own dispatch and communications services, they may be dispatched through CRCC during emergency incidents (see next section).

Of the two VHF mountaintop repeater systems, one is maintained for Corvallis Fire Department with five mountaintop sites. The other system is maintained for the Benton County Sheriff’s Office, and includes four different mountaintop sites. Most of these sites are owned by and host radio equipment for a variety of other users, and some may have complicated use agreements for changing transmission parameters.

6.1.2. Dispatch Facility

Most public safety agencies in Benton County are dispatched through the Corvallis Regional Communications Center, which is also the only Public Safety Answering Point for Benton County. In order to ensure redundancy and resiliency, CRCC also has several alternate locations available, as well as multiple telephone system paths for 911 and business lines. Further improvements in this area include working closely with PSAPs and dispatch centers located in Albany, in neighboring Linn County, and the forthcoming ability for one of these facilities to handle service for the other in event of an outage.

6.1.3. Telephone Communications
Law enforcement agencies also utilize cell phones heavily for field communications, through a variety of carriers and handsets. Many, if not most, public safety agencies also utilize Voice Over IP technology to provide their daily, office-based communications. Agencies located outside of Corvallis, including rural community organizations and fire protection districts, are served by regional telecommunications providers. These regional providers are characterized by fairly low peak capacity but highly resilient infrastructure.

6.1.4. Network and Internet Connectivity

Internet connectivity is the primary conduit for many public safety activities, including Oregon’s Law Enforcement Data System (LEDS), Department of Motor Vehicles databases, weather information, and numerous important ancillary systems. Additionally, Benton County Information Resource Management and City of Corvallis Management & Information Systems servers provide intranet and email connectivity for many critical users. These systems are maintained with redundant equipment and capacity, but may be subject to outages.

6.1.5. Amateur Radio in Emergency Service

In the event that any or all of the above communications systems do not function as a result of an emergency incident, the Benton County Amateur Radio in Emergency Service members are available to provide communications assistance. This assistance can include sending radio operators into austere environments to remote facilities or with responding units, acting as radio relays out of regions that lack coverage, communications with aircraft, or communications with distant locations including Salem, Portland, or even further afield.

Annual amateur radio certification classes are available locally at very low cost, and members of the public safety community are encouraged to attend.

6.1.6. Other local mutual aid communications resources

Benton County Sheriff’s Office maintains a mobile command vehicle with two radio operator stations and the radios programmed for most common local frequencies. Additionally, this vehicle has a satellite internet connection that, if satellite coverage is available, can be used to provide telephone communications. The mobile command vehicle is frequently used for search and rescue operations, but is available for all-hazard incident response, as well as functioning as a tactical dispatch center. When deployed, the mobile command vehicle comes with a driver and radio operator.

Several local agencies also maintain portable VHF repeaters that can be used to provide radio coverage in areas for the duration of an incident. Because these portable repeaters are typically programmed for a specific pair of frequencies, they may have an associated cache of portable radios as a necessary accompaniment.
6.2. External Communications

Benton County government recognizes the importance of timely and accurate dissemination of public information as well as fostering and maintaining good working relationships with media and news organizations. Likewise, Benton County government recognizes the community’s right to be informed of events occurring within or affecting Benton County.

The Benton County Sheriff’s Office will provide public information consistent with the law and the legal rights of involved individuals as well as with regard for the necessity for maintaining the confidentiality of criminal justice records and sensitive investigations.

It is the responsibility of all personnel to cooperate and be respectful of those who gather and report the news. Cooperation, however, does not require disclosure that is not in compliance with this policy. Cooperation also does not prevent personnel from assertively controlling a crime or disaster scene for the protection of responders, public and media safety and for the preservation and protection of the investigation or other emergency response efforts.

If at any time there is a question of whether information from an emergency incident should be released to media or other sources, responding to the request may be postponed until such time as the PIO, incident supervisor or incident commander have time to consult with the Sheriff and County Counsel.

For major incidents, written news releases and regular updates will be issued as appropriate and whenever possible. All written releases will be approved and signature-endorsed by the highest-ranking supervisor or incident commander in charge of the incident or investigation. Consideration should also be given to news release web posting, in-house distribution to public answer points as well as to updating the recorded public information telephone voicemail if a high-volume of inquiries is anticipated. Additionally, information should be communicated to incident staff and Benton County employees in a timely manner.

Where incidents involve multiple agencies or jurisdictions, the highest-ranking supervisor or incident commander shall be consulted by the PIO to plan for a coordinated dissemination of information to the media. Consideration for a Joint Information Center (JIC), particularly in the event of ECC activation, will be given. In no case will incident responders release information or make assumptions about information that is the jurisdiction or purview of another agency without their expressed and preferably written consent (i.e., quoting a number of patients seen at a hospital emergency room from an official hospital press release, and with their consent).

For more detail, refer to ESF-15 in this document and BCSO General Order 16.1. PIO resources & strategies
In addition to the Benton County Public Information Officer, the Benton County Sheriff’s Office maintains a schedule of on-call PIOs, and most senior BCSO staff are trained to act in that capacity. Further, with public health issues, the Benton County Health Department has a small number of public health-trained PIOs. Finally, many of those above-named positions also belong to the Linn-Benton Public Information Network, an informal group of PIOs that can distribute information through their respective channels.

6.2.1. Phone bank

Benton County Sheriff’s Office has the infrastructure for a telephone bank with up to five answering stations, operated from within the LEB. The single phone number can be published as the point of contact for issues with a high expected volume of return calls, but approximately one to two hours’ notice are needed to set up and staff the phone bank.

6.2.2. Flash Alert

This privately provided service is used by a large number of agencies to distribute media releases: by sending the release as an email to Flash Alert, it will be distributed to all regional media outlets. Frequently used for issues such as school closures, it is best for issues needing action on a scale of several hours, rather than immediate notification. C.f. ‘Linn-Benton Alert’ for more information.

6.2.3. Linn-Benton Alert

Linn and Benton County Sheriffs’ Offices maintains a local emergency notification system known as Linn-Benton Alert. The service is available to anyone who resides, works, attends school, owns property, or has loved ones in Linn and Benton Counties. Landline telephones present in the 911 database used by CRCC are automatically registered for LB Alert, and users may choose to sign up online. If users sign up, they may choose additional addresses and contact phone numbers, and the options to receive notifications via text message, email, or TTY device.

All county public safety agencies are invited to consider LB Alert messages during incidents in their jurisdiction. Requests for alerts should be made to CRCC, who will either send the alert or contact personnel to do so. Alerts are geographically based, city boundaries and fire districts are pre-defined, but additional areas can be drawn on an ad hoc basis. Messages should be kept simple, and give contact information (callback phone, et cetera) and immediate action steps, if possible. Contact BCSO Emergency Services to request LB Alert familiarization for your agency.
Chapter 7: Administration, Finance, and Logistics

7.1. Mutual Aid Agreements
Under Oregon law, all local jurisdictions are members of a statutorily created mutual assistance compact (ORS 402.200-402.240). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction’s available resources.

Local governments are not required to provide resources to the requesting government, and may withhold resources needed to respond to incidents in their own jurisdictions.

In addition, Benton County is party to the following mutual aid agreements:

- Mutual Aid Agreement between Oregon State University and Benton County, May 2003. (To be updated)

- Inter-County Omnibus Mutual Aid Agreement for Emergency Services, August 10-, 2005 (revised 2011).

- Flexible Services Agreement between Oregon Department of Transportation and Benton County, 2009-2013.

7.2. Public Employee Policies
7.2.1. Changes to Staffing
In the event that additional staff are needed to respond during an emergency, requests will be made for outside assistance as needs are identified, and will be tailored to specific incident response.

Public employees, private contractors and volunteers may work exaggerated shifts at different work locations and accept additional responsibilities as appropriate and approved by their immediate supervisor. Public employees work schedules will remain in compliance with departmental Continuity of Government and Continuity of Operations Plans.

7.2.2. Liability
Liability issues and potential concerns among government agencies, private contractors, and other response partners across jurisdictions are addressed in existing mutual aid agreements, personal services contracts, and other formal memoranda established for Benton County and its surrounding areas. Copies of these documents can be accessed through the county Emergency Program Manager. During an
emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

7.2.3. Safety of Employees and Family

All county department heads and elected officials or designees are responsible for their employees’ safety. If the workplace is unsafe, alternate facilities and staff locations should be established, and notification regarding employee duty assignments should follow procedures established by each agency and department, according to department or office COOPs.

Upon request, the Oregon Occupational Safety and Health Administration may provide assistance and guidance regarding worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and in this EOP’s IAs.

7.2.4. Employee Response after a Disaster.

Employees who are at home when a disaster occurs should ensure the safety of their family members before they report for work. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Employees should not use 9-1-1 as a common communication mechanism; direct emergency assistance or resources are needed.

7.2.5. Response During Biological Incidents or Public Health Emergencies

Maintaining a resilient workforce during a biological incident or public health emergency, such as pandemic influenza, is necessary to sustain response activities required to protect the community from significant impacts to human lives and the economy. Employees should be given the tools to protect themselves and their families. This will facilitate the county’s ability to provide health and medical services during a pandemic or other type of public health emergency.

Safety precautions and personal protective equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

Processes to support employees and their families during emergency situations or disasters will be further developed upon finalization of COOP plans and other medical/health related procedures.

7.3. Financial Management and Expense Tracking

Throughout incident response, the assigned Finance Section Chief is responsible for tracking expenses incurred. Expenditure reports should be submitted to the Emergency Program Manager and managed through the Treasurer’s Office and the County Clerk to identify budgetary shortfalls. The County Personnel Director will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.
For most emergency incidents, normal financial procedures and practices, as detailed in the County Finance and Budget Policies document will remain in effect. During a large-scale or complex emergency incident, Finance Section expense tracking may be expanded to include county employees, volunteers, contractors, mutual aid responders from other jurisdictions, and donated material.

### 7.3.1. Resource Request and Allocation

Refer to ESF 7 for more detailed information on available resources and coordination procedures established for the county. Resource requests and emergency/disaster declarations must be submitted from the county Emergency Program Manager to the Director of OEM, according to provisions outlined under ORS Chapter 401.

The executives of Benton County’s incorporated cities are responsible for the direction and control of their communities’ resources during emergencies. Each city’s executive is responsible for requesting additional resources required for emergency operations. All assistance requests are to be made through Benton County Sheriff’s Office, Emergency Services Division via the county EOC. The Emergency Services Division processes subsequent assistance requests to the state.

In the case of emergencies involving fires threatening life and structures, the governor can invoke the Conflagration Act (ORS 476.510) through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the state during emergency situations. The local Fire Chief and County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via OERS, who notifies the governor.

### 7.3.2. Resource Typing

Resources types are classified by attributes like size, power, or quantity. A resource typing list aids the efficiency and effectiveness of response by clearly defining the resources needed, helping to avoid inaccurate or excessive resource requests. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources. The following electronic links provide access to federal guidance documents supporting resource typing:


7.3.3. Preserving Records.
Vital records must be protected to provide normal government operations following a disaster. These include legal documents as well as personal documents such as property deeds and tax records. The principal causes of damage to records are fire and water, and essential records should be protected accordingly. Plans to safeguard records should include essential material stored on electronic media, such as computer hard drives, diskettes, and magnetic tape. Each agency assigned to prepare any annex or guide will develop Standard Operating Procedures (SOPs) to ensure the protection of vital records.
Chapter 8: Plan Development and Maintenance

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

The Emergency Management Director will be responsible for ensuring that an annual review of the plan is conducted by all officials involved, and that the plan is re-certified biennially by the chief elected officials of Benton County.

The plan will be updated, as necessary, based upon deficiencies identified through drills and exercises, actual responses, or changes in local government structure or the risk environment. The Emergency Program Manager will incorporate approved changes to the plan and will forward changes to all organizations and individuals identified as having responsibility for implementation. The plan will be activated at least once a year in the form of a simulated emergency to provide practical experience for those with ECC responsibilities.

This plan supersedes and rescinds all previous editions of the Benton County Emergency Operations Plan and is effective upon signing by the BOC Chairperson. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of the plan.
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Chapter 9: Authorities and References

9.1. Authorities
The following section highlights significant county and state regulations and plans governing activities for responding to major emergencies and disasters.

9.1.1. The Emergency Operations Plan
The EOP is approved by the Benton County Board of Commissioners and by OEM, who show their formal approval and acceptance of this plan through the Adoption Letters attached to this plan. The EOP is adopted pursuant to the authority granted the Board by ORS 203.035 and ORS chapter 401, especially ORS 401.305 to 401.335, and Benton County Code (BCC) Chapter 32 Emergency Procedures Code.

9.1.2. Emergency Program Manager
By an order entered into the Commissioner’s Journal, the Board has appointed the Sheriff as Emergency Management Director for Benton County. Subject to the control and direction of the Board, the Emergency Services Division Program Manager shall be responsible for developing and maintaining this plan and for managing the Emergency Services Division.

9.1.3. Benton County Emergency Services Division
Organizational and operational concepts set forth in this plan are promulgated under the following authorities:

- The Disaster Relief Act of 1974, PL 93-288, as amended;
- The Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42
- USC 5121, et seq., as amended by the Disaster Mitigation Act of 2000,
- Pub. L. No. 106-390, 114 Stat. 1552 (2000);
- Title III of the Superfund Amendments and Reauthorization Act of 1986
- (SARA), PL 99-499, as amended;
- Code of Federal Regulations (CFR), Title 44 Emergency Management Assistance;
- The Homeland Security Act of 2002
- HSPD-5, Management of Domestic Incidents;
• HSPD-8, National Preparedness; and
• ORS 401.305 through 401.335.

9.2. Codes and Statutes Relevant to Emergency Management in Benton County

9.2.1. Federal Statutes
Stafford Act Sec. 102. Definitions (42 U.S.C. 5122)*
As used in this Act -
(1) “Emergency” means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
(2) “Major disaster” means 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, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.

9.2.2. State Statutes
Oregon Revised Statutes (ORS 401.025) Definitions.
(1) “Emergency” means a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:
   (a) Fire, explosion, flood, severe weather, landslides or mudslides, drought, earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and
   (b) A rapid influx of individuals from outside this state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration or displacement results from the type of event or circumstance described in paragraph (a) of this subsection.
(2) “Emergency service agency” means an organization within a local government that performs essential services for the public’s benefit before, during or after an emergency, such as law enforcement, fire control, health, medical and sanitation services, public works and engineering, public information and communications.
(3) “Emergency services” means activities engaged in by state and local government agencies to prepare for an emergency and to prevent, minimize, respond to or recover from an emergency, including but not limited to coordination, preparedness planning, training, interagency liaison, fire fighting, oil or hazardous material spill or release cleanup as defined in ORS 466.605, law enforcement, medical, health and sanitation services, engineering and public works, search and rescue activities, warning and public information, damage assessment, administration
and fiscal management, and those measures defined as “civil defense” in 50 U.S.C. app. 2252.

(4) “Local government” has the meaning given that term in ORS 174.116.

(5) “Major disaster” means any event defined as a “major disaster” under 42 U.S.C. 5122(2).

**Oregon Revised Statutes (ORS 401.305) Emergency management agency of city or county; emergency program manager; coordination of emergency management functions.**

(1) Each county of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city.

(2) The executive officer or governing body of each county and any city which participates shall appoint an emergency program manager who shall have responsibility for the organization, administration and operation of such agency, subject to the direction and control of the county or city.

(3) The local governing bodies of counties and cities that have both city and county emergency management programs shall jointly establish policies which provide direction and identify and define the purpose and roles of the individual emergency management programs, specify the responsibilities of the emergency program managers and staff and establish lines of communication, succession and authority of elected officials for an effective and efficient response to emergency conditions.

(4) Each emergency management agency shall perform emergency program management functions within the territorial limits of the county or city and may perform such functions outside the territorial limits as required under any mutual aid or cooperative assistance agreement or as authorized by the county or city.

(5) The emergency management functions shall include, as a minimum:

   (a) Coordination of the planning activities necessary to prepare and maintain a current emergency operations plan, management and maintenance of emergency operating facilities from which elected and appointed officials can direct emergency and disaster response activities;

   (b) Establishment of an incident command structure for management of a coordinated response by all local emergency service agencies; and

   (c) Coordination with the Office of Emergency Management to integrate effective practices in emergency preparedness and response as provided in the National Incident Management System established by the Homeland Security Presidential Directive 5 of February 28, 2003.

**Oregon Revised Statutes (ORS 401.309) Declaration of state of emergency by city or county; procedures; mandatory evacuations.**

(1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.

(2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.
(3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.

(4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

(5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.165. The provisions of ORS 401.165 to 401.236 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies.

9.2.3. County Codes
Benton County Code Chapter 32.015
Definitions
(1) “Emergency” means any man-made or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, crisis influx of persons unmanageable by the county, terrorism, activities that threaten the environment civil disturbance, riot, sabotage and war.

(2) “Local State of Emergency” means verbal or written declaration that an emergency has occurred or is imminent.

(3) “Closure Order” means a verbal or written order issued by the Benton County Sheriff after the declaration of a local state of emergency closing any county road or local access road in Benton County.

(4) “County Road” has that meaning provided in ORS 368.001(1), to-wit: “a public road under the jurisdiction of county that has been designated as a County Road under ORS 368.016.”

(5) “Local Access Road” has that meaning provided in ORS 368.001(3), to-wit: “a public road that is not a county road, state highway or federal road.”

Benton County Code Chapter 32.025
Declaration of Emergency
(1) A local state of emergency may be declared after a determination is made that an emergency has occurred or is imminent. A declaration of local state of emergency may be verbal or in writing and shall specify the geographical area covered by the declaration. Such area, event description and event duration shall be no larger than necessary to effectively respond to the emergency.

(2) In order of descending authority, the following persons shall have the authority to declare a local state of emergency or its termination. No such person shall declare or terminate a local state of emergency unless, despite reasonable efforts to contact each and every person of a higher authority to make such a declaration, such efforts were unsuccessful and if the situation presents such a grave risk of loss of life or serious physical injury as to necessitate declaration of a local state of
emergency immediately. However, all reasonable and practical attempts to contact persons of higher authority shall be made as soon as the situation so allows.

(a) Chair of the Benton County Board of Commissioners.
(b) Vice-chair of the Benton County Board of Commissioners.
(c) Commissioner of the Benton County Board of Commissioners.
(d) Sheriff of Benton County or a successor by Chain of Command.

(3) As soon as practical after the declaration of a local state of emergency, if not already terminated, the Benton County Board of Commissioners shall meet in person or by telephone, and determine whether existing conditions require the continuation of the state of emergency. Upon a determination that the emergency no longer exists, or when the threat of an emergency has passed, the local state of emergency shall be terminated in accordance with this section.

**Benton County Code Chapter 32.030**

**Regulation and Control**

Whenever a state of emergency has been declared to exist within unincorporated Benton County, or upon the request of a municipality's governing body, the Board of County Commissioners is empowered to order and enforce the measures necessary to meet the emergency. However, if circumstances prohibit the timely action of the Board of County Commissioners, the Chair of the Board may order emergency measures provided that approval from a majority of the Board of County Commissioners is sought and obtained at the first available opportunity, or the Chair's order will become null and void. A partial list of emergency measures which may be ordered by the Board of Commissioners includes:

1. Establish a curfew for the area designated as an emergency area which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places.
2. Prohibit or limit the number of persons who may gather or congregate upon any public street, public place, or any outdoor place within the area designated as an emergency area.
3. Barricade streets and roads, as well as access points onto streets and roads, and prohibit vehicular or pedestrian traffic, or restrict or regulate the same in any reasonable manner in the area designated as an emergency area for such distance or degree of regulation as may be deemed necessary under the circumstances.
4. Evacuate persons from the area designated as an emergency area.
5. Close taverns or bars and prohibit the sale of alcoholic beverages throughout Benton County or a portion thereof.
6. Commit to mutual aid agreements.
7. Suspend standard procurement procedures to obtain necessary services and/or equipment.
8. Redirect funds for emergency use.
9. Direct agencies in county government to utilize and employ county personnel, equipment, and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to an emergency.
10. Order such other measures as are found to be immediately necessary for the protection of life and/or property.
11. Suspend or control the distribution of gasoline from public fueling points, to insure availability of fuel during the state of emergency.
   (a) Shutdown fuel points during riots to prevent fire and destruction
   (b) Ration fuel to response agencies/vehicles responding to the state of emergency.

9-5
(c) Pump fuel tanks and move fuel to more secure locations for protection/distribution.

**Benton County Code Chapter 32.035**

**Powers of the Sheriff**

Upon the declaration of a local state of emergency, the Sheriff of Benton County, or a designee, shall have the following powers:

1. To issue a closure order closing to all persons any county road or local access road in Benton County. Any closure order issued by the Sheriff, or a designee, shall be no larger than reasonably necessary to effectively respond to the emergency.
2. To request other public agencies, private persons or private entities for permission to issue a closure order for roads, waterways or other property under their jurisdiction or control.
3. To prohibit any person from entering or remaining in an area subject to a closure order.
4. Coordinate with Benton County Public Works to maintain traffic flow and conduct mitigation measures to minimize the impact to citizens using the closed area.
5. Authorize the Rural Fire Chief of the affected unincorporated area in Benton County to order and conduct evacuation measures as determined by the Rural Fire Chief.

**Benton County Code Chapter 32.040**

**Acquisition of Resources**

Under this section, the Board of County Commissioners is authorized to extend government authority to nongovernmental resources (i.e. personnel, equipment) that may support regular government forces during an emergency and may enter into agreements with other public and private agencies for use of resources. When real or personal property is taken under power granted by this section, the owner of the property shall be entitled to reasonable compensation.

Under the provisions of ORS Chapter 401, state resources are available when the appropriate response to an emergency is beyond the capability of the county in which it occurs, the county fails to act, or the emergency involves two or more counties and the Governor determines that lack of coordination is hampering the effectiveness of response to the emergency.

**9.3. References**


- Linn-Benton-Lincoln (Tri-County) Transportation Provider Directory. ODOT and local steering committee members. June 2003


• Oregon Revised Statutes (ORS) 401.305 through 401.335.


• All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.

• The Following Agreements and MOUs:
  o Benton County and The City of Albany
  o Benton County and the City of Corvallis
  o Benton County and the Emergency Services Management Council
  o Benton County Health Department and the American Red Cross
  o Benton County Law Enforcement Agencies
  o Oregon Department of Transportation Flexible Services Agreement
  o Oregon Department of Transportation Public Works Cooperative Assistance
  o Benton County and Oregon State University
  o Omnibus Mutual Aid Agreement
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Templates and Forms
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Declaration of Local Emergency/Disaster

BEFORE THE BOARD OF COMMISSIONERS,

COUNTY OF BENTON, STATE OF OREGON

Pursuant to Benton County Code chapter 32.025, effective on _______(date)_______, 20___, the Board of Commissioners for Benton County declare an emergency within _______(specific region)______, Benton County. The population is at risk from _______(event)______ occurring _______(time frame)______, and a preliminary assessment shows _______(actual or imminent injuries, deaths, property damage/loss)________.

Pursuant to ORS 401 and BCC chapter 32, we have taken appropriate actions under the laws of Benton County and activated the county Emergency Operations Plan. Further, we find that appropriate response to this emergency has exceeded the capability of local resources from Benton County and its Mutual Aid Agreements with neighboring jurisdictions.

It is requested that the Governor of Oregon declare a state of emergency, as provided by ORS 401. 165. Benton County has determined that this emergency is of such severity that state assistance is required, and further that federal assistance may also be necessary.

Ordered this, the _______ day of _______, 20_____

BENTON COUNTY BOARD OF COMMISSIONERS

______________________________
Chair, or designee by succession

______________________________
, Commissioner (optional)

______________________________
, Commissioner (optional)
Index of Incident Command System Forms

Consider using the following forms during development of incident action plans:

ICS201 - Incident Briefing form
ICS202 - Incident Objectives List
ICS203 - Organization Assignment List
ICS205 - Incident Radio Communications Plan
ICS206 - Medical Plan
ICS211 - Incident Check-In Lists
ICS213 - General Message form
ICS214 - Unit Log form
ICS215 - Operational Planning Work Sheet
ICS215a - Incident Action Plan Safety Analysis
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BENTON COUNTY
Natural Hazard Mitigation Plan

Critical Facilities

- Administrative
- Airport
- Correctional Facility
- EOC
- Fire Station
- Law Enforcement
- Medical-Care Facility
- Medical-Health Clinic
- Medical-Hospital
- Radio Tower
- School
- Utility-Administrative
- Utility-Landfill
- Utility-Power Substation
- Utility-Water Pumping
- Utility-Water Tank
- Utility-Water Treatment
- Life Lines
Glossary of Terms
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GLOSSARY OF KEY TERMS

For the purposes of the NIMS, the following terms and definitions apply:

**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 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.

**Area Command (Unified Area Command):** An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are properly managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

**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 IAP.

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

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

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

**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.

**Chain of Command**: A series of command, control, executive, or management positions in hierarchical order of authority.

**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.

**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).

**Command**: The act of 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.

**Common Operating Picture**: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

**Communications Unit**: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

**Consequence Management**: Measures taken to protect public health and safety, restore essential government services, and provide emergency relief to governments, businesses, and individuals affect by the consequences of terrorism. Emergency Management agencies normally have the lead role in consequence management.

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

**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.

**Crisis Management**: Measures taken to define the threat and identify terrorists, prevent terrorist acts, resolve terrorist incidents, investigate such incidents, and
apprehend those responsible. Law Enforcement agencies normally have the lead role in crisis management.

**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.

**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.

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

**Emergency Operations/Communications Centers:** The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC or ECC 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 or ECCs 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:** The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

**Emergency Public Information:** Information that is disseminated primarily in anticipation of 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 Response Provider:** Includes State, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and

**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.

**Event**: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

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

**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.

**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.

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

**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 Post:** The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

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

**Incident Commander:** 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.

**Incident Management Team:** The IC and appropriate Command and General Staff personnel assigned to an incident.

**Incident Objectives:** Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

**Initial Action:** The actions taken by those responders first to arrive at an incident site.

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

**Intelligence Officer:** The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information, but also ensures that it gets to those who need access to it to perform their missions effectively and safely.
**Joint Information Center**: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the JIC.

**Joint Information System**: Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the 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 form of communication for establishing and maintaining mutual understanding and cooperation.

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

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

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

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.
Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

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 state, local, and tribal aspects of governance and policy.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. NDMS provides resources for meeting the continuity of care and mental health services requirements of the Emergency Support Function 8 in the Federal Response Plan.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for 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 state, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency 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.

Nongovernmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

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

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

**Planning Section:** Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

**Preparedness:** The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within the NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

**Preparedness Organizations:** The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

**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.

**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 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.

**Publications Management:** The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success, because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

**Qualification and Certification:** This subsystem provides recommended qualification and certification standards for emergency responder and incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

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

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

**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/ECC.

**Resource Management**: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes mutual-aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

**Resources Unit**: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

**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.)

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

**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

**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.

**Strike Team:** A set number of resources of the same kind and type that have an established minimum number of personnel.

**Strategy:** The general direction selected to accomplish incident objectives set by the IC.

**Supporting Technologies:** Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

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

**Technical 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).

**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.

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

**Type:** A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

**Unified Area Command:** A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

**Unified Command:** 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 IAP.

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

**Unity of Command:** The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

**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.
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### Table 1: Overview of the Benton County Emergency Support Functions
*(See Functional Annexes for full details)*

<table>
<thead>
<tr>
<th>ESF #</th>
<th>ESF Name</th>
<th>Primary Agency</th>
<th>Brief Description of Activities During Disasters and Other Emergencies</th>
<th>Support Agency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Transportation</td>
<td>Benton County Public Works</td>
<td>Emergency transportation of supplies and materials; safety; control; damage assessment.</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>Communications</td>
<td>CRCC</td>
<td>Emergency communication – includes critical information about equipment and capabilities.</td>
<td>Sheriff’s Department</td>
</tr>
<tr>
<td>3</td>
<td>Public Works &amp; Engineering</td>
<td>Benton County Public Works</td>
<td>Emergency engineering and public works: repair/restoration of essential services &amp; vital facilities, and debris removal.</td>
<td>Environmental Health</td>
</tr>
<tr>
<td>4</td>
<td>Firefighting</td>
<td>Benton County Fire Defense Board</td>
<td>Emergency plans for fighting fires under stressful situations (e.g., large conflagrations, HAZMAT, Earthquakes)</td>
<td></td>
</tr>
<tr>
<td>5</td>
<td>Emergency Management</td>
<td>Benton County Sheriff’s Office</td>
<td>Information; training; creation, maintenance of organization &amp; all operations plans: EOP, ESFs, Guides, Annexes, etc.</td>
<td></td>
</tr>
<tr>
<td>6</td>
<td>Mass Care, Housing &amp; Human Services</td>
<td>Benton County Sheriff’s Office</td>
<td>Mass care; shelter; human services; assisting special needs population (e.g., elderly, mobility impaired, etc.); counseling.</td>
<td>Health Department</td>
</tr>
<tr>
<td>7</td>
<td>Logistics Management &amp; Resource Support</td>
<td>Benton County Sheriff’s Office (non-medical resources)</td>
<td>Benton County Public Health Department</td>
<td>Marshaling fiscal &amp; personnel resources; documenting expenditures; keeping vital records</td>
</tr>
</tbody>
</table>


Last Updated: January 2008
Table 1: Overview of the Benton County Emergency Support Functions
(See Functional Annexes for full details)

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</tr>
</thead>
<tbody>
<tr>
<td>8</td>
<td>Public Health &amp; Medical Services</td>
<td>Benton County Health Department</td>
<td>Coordinating public health/medical services, info; assisting in assessing damage &amp; restoring essential Health and Medical services.</td>
<td></td>
</tr>
<tr>
<td>9</td>
<td>Search &amp; Rescue</td>
<td>Benton County Fire Defense Board and Benton County Sheriff’s Office</td>
<td>Locate, identify, remove stricken area survivors &amp; injured in need of treatment, the marooned, and bodies of fatalities.</td>
<td></td>
</tr>
<tr>
<td>10</td>
<td>Oil &amp; Hazardous Materials</td>
<td>Linn/Benton HAZMAT Team 5 Oregon Department of Transportation (within its jurisdiction) Oregon Department of Environmental Quality (within its jurisdiction)</td>
<td>Evaluating the situation; isolating the contaminated area; evacuating threatened persons; notifying state authorities.</td>
<td>Public Works Environmental Health</td>
</tr>
<tr>
<td>11</td>
<td>Agriculture &amp; Natural Resources</td>
<td>Benton County Health Department Oregon State University Extension Service</td>
<td>Providing potable water and food to affected persons during disasters and other emergencies.</td>
<td>Public Works – Fleet Manager</td>
</tr>
<tr>
<td>12</td>
<td>Energy</td>
<td>Bonneville Power Administration, U.S. Department of Energy Benton County Public</td>
<td>Repair &amp; restoration of utilities whose damage &amp; disruption poses threats to the public health, safety, and welfare.</td>
<td>Utility Companies</td>
</tr>
</tbody>
</table>
Table 1: Overview of the Benton County Emergency Support Functions  
*(See Functional Annexes for full details)*

<table>
<thead>
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</tr>
</thead>
<tbody>
<tr>
<td>13</td>
<td>Public Safety and Security</td>
<td>Benton County Sheriff’s Office</td>
<td>Law enforcement to ensure the safety of life and property, as well as the rights of citizens; traffic and crowd control.</td>
<td></td>
</tr>
<tr>
<td>14</td>
<td>Long-Term Community Recovery</td>
<td>Benton County Assessor’s Office</td>
<td>Support designed to enable recovery from long-term consequences.</td>
<td>Community Development</td>
</tr>
<tr>
<td>15</td>
<td>External Affairs</td>
<td>Benton County Sheriff’s Office, Public Information Officer Network</td>
<td>To ensure enough resources are deployed in a timely manner to interact with information for affected audiences.</td>
<td></td>
</tr>
</tbody>
</table>
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ESF 1: Transportation
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1. Purpose and Scope
ESF 1 focuses on transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and potentially livestock) from a disaster area to an emergency sheltering location. This ESF also incorporates established procedures and identifies resources for:

- Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/Points of Dispensing (POD) sites;
- Transporting/transferring victims to medical care facilities; and
- Using public and private transportation resources that can supply equipment, personnel, and technical expertise during an emergency.

This ESF is inclusive of all transportation modes.

2. Policies and Agreements
Current policies and agreements are delineated as follows:

- Oregon Revised Statue (ORS 401.309) and Emergency Procedures Code gives authority to control access to and egress from a disaster area, the movement of persons, and the occupancy of premises in the area following a disaster. Additionally, Benton County may authorize an agency or official to order a mandatory evacuation of individuals during a declared emergency.

- Pets Evacuation and Transportation Standards (PETS) Act of 2005 (Public Law 109-308) and Oregon Revised Statue (ORS 401.272 to 401.274) ensures that federal, state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

- The Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) as well as Executive Order 13347 ensures the resources needed by individuals with disabilities and/or person(s) defined as vulnerable are integrated into emergency preparedness planning and implementation of emergency preparedness plans by Federal, State, local, and Tribal governments and private organizations.

Agreements currently in place or under development to support ESF 1 include:

- State Law Enforcement Memorandum of Understanding;
- Benton County Cooperative Policing Agreement, 1999;
• ODOT Flexible Services Agreement; Intergovernmental Agreement for Equipment and Services with the Oregon Department of Transportation, 2006.

3. Situation and Assumptions

Situation
Numerous incident scenarios exist that may require an evacuation of part or all of Benton County. Localized evacuations might be needed due to a flood or a hazardous material release, while mass evacuation could be required in the event of an earthquake or large wildfire. Additionally, evacuation planning is needed for site-specific hazards, such as facilities certain agricultural chemicals are stored and/or used.

Assumptions
• Some disaster events are slow-moving and provide ample reaction time, while others may occur with little or no warning and/or under less than optimal conditions (e.g., foul weather, nighttime). If sheltering in place is a more effective method for keeping individuals out of harm’s way, ESF 1 will not be triggered. [?]  

• A wide-area evacuation will severely stress local government resources, particularly staff. The Emergency Program Manager will meet the need with volunteer and/or mutual aid personnel and resources.

• In addition to evacuees, essential response personnel, supplies, and equipment may also need to be transported when an incident occurs; associated movements may consume resources and/or conflict with evacuation traffic. Additionally, spontaneous donors and volunteers may contribute to incident area traffic. Traffic control will be needed within impacted jurisdictions and at jurisdictional boundaries.

• If the public receives an evacuation notice, some individuals may refuse to evacuate. In cases where a mandatory evacuation order has been issued, individuals who refuse to leave will be arrested.

• Most evacuees will use private transportation means. Risk-area residents who cannot self-transport will require transportation by city, county, and/or private transportation carriers.

Evacuation may be mandated only after a declaration of emergency has been issued by the responsible jurisdiction. All reasonable efforts must be made to consult with County Counsel prior to issuing a mandatory evacuation order.

4. Roles and Responsibilities

General
The transportation function is organized around the designated IC, who has overall authority. The County Emergency Program Manager (or designee) directs and controls the evacuation of the incorporated and unincorporated areas of the County. Evacuating people within a city's jurisdictional boundaries is the responsibility of the affected city's executive head of government. The Emergency Manager serves as a planning coordinator between the agencies listed in this section. Executive direction, incident control, and any ensuing evacuation and transportation of equipment, supplies, and response personnel will be conducted via the County EOC and on-scene command posts, as outlined in ESF 5.

**LEAD AGENCY**
Benton County Public Works

**SUPPORT AGENCIES/ENTITIES**
- Corvallis Police Department
- City Public Works Departments
- Benton County School Districts
- Corvallis Regional Communications Center (9-1-1)
- Area Trauma Advisory Board (ATAB 2)
- Corvallis Fire Department Ambulance Service
- Good Samaritan Regional Medical Center
- Health Resources and Services Administration (HRSA), Region X
- Linn/Benton Counties Regional Public Information Network
- Benton County Amateur Radio Emergency Service (BCARES)
- Albany Transit (Call-A-Ride, Linn-Benton Loop)
- Cascades West Council of Governments Carpool/Vanpool
- Cascades West Area Commission on Transportation
- Benton County Dial-a-Bus, (through BC Public Works)
- Corvallis Transit System
- Local Radio Stations (emergency broadcast)
- Heartland Humane Society (animal transport)
- City of Corvallis Animal Control (animal transport)
- Local Veterinarians (animal transport)
- State Veterinarian’s Office, Oregon Dept. of Agriculture (animal transport)
- Oregon State Police
- Oregon Department of Transportation

**Essential Tasks Supporting Evacuation and Transportation**
All emergency operations and information will be coordinated through the County ECC and command staff. Local and County law enforcement agencies will provide support to Public Works, Emergency Management, transportation departments, and other staff to accomplish the following essential tasks during evacuation:

- Provision of maps for all modes of transportation;
- Determination of priorities, coordinating the mobilization of partners, and allocating transportation resources;
• Monitoring of transportation routes, report status of damaged systems;

• Coordination of transportation services, equipment and personnel using emergency routes and/or alternate modes of transportation;

• Identification, mobilization, and coordination of mutual aid agreement activities between governmental entities, private sector, and non-government partners;

• Utilization of multi-modal logistical transportation of evacuees, personnel, equipment, materials, and supplies;

• Planning for and identifying areas at high risk for hazards and with a high numbers of potential evacuees, including the number of people requiring transportation to reception areas (including special needs populations);

• Identification of emergency traffic routes and setting up county traffic checkpoints (a status report should be provided to County Emergency Management when the majority of the evacuees have passed county checkpoints);

• Determination of optimal traffic flow and movement priority from residences to highways;

• Confirmation and management of locations for staging areas and pick-up points for evacuees requiring public transportation;

• Providing guidance on commuting arrangements for essential workers during the evacuation period;

• Proposal of locations of roadblocks and patrols for evacuation movement;

• Providing patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period;

• Coordinating the restoration of transportation systems and infrastructure; and

• Post-incident assessment and restoration of transportation infrastructure.

5. Concept of Operations
General
The transportation function will be led by a designee in ICS. The evacuation of people within a city's jurisdictional boundaries is the responsibility of the city's executive head of government. The Emergency Program Manager serves as a planning coordinator between the agencies identified in Section 4.

Executive direction, incident control, and any ensuing evacuation and transportation of equipment, supplies, and response personnel will be conducted via the County ECC and on-scene command posts, as outlined in ESF 5.

Evacuation/Transportation Procedures
Defining the area to be evacuated will be determined by officials recommending the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incidents/accidents, evacuation information is available in the Department of Transportation North American Emergency Response Guidebook, Oregon Emergency Management, as well as provided by the Chemical Transportation Emergency Center, which can be reached at (800) 262-8200. When evacuation is necessary due to HazMat, the incident will be continually monitored in case changing circumstances (such as wind shifts) require redefinition of the actual potential affected area. The command authority will ensure the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the lead PIO for rapid dissemination.

The primary evacuation mode for the general public will likely be in private vehicles. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles. Traffic control devices such as signs and barricades will be provided by designated Public Works Departments/Engineering Services.

The Benton County Public Works Department and ODOT manage emergency transportation routes, identify road hazards, implement road closures, and maintain mapping capabilities and equipment. Staff and resources are assigned to support emergency evacuation and essential transportation routes. The Public Works Director (or designee) will also maintain a position on the command staff of the County ECC during an ESF 1 incident. Depending on the incident type, additional liaisons and sub-functions may be necessary to support various transportation-related tasks for the duration of the response.

The Benton County Sheriff’s Office coordinates the emergency relocation and evacuation of county populations. Evacuation instructions and information for the public will be coordinated through the lead PIO, with support from the public information network and County Emergency Program Manager. Information and instructions to the public will be disseminated using media partners, door-to-door
contacts, sirens, public address systems and/or Linn-Benton Alert, as appropriate for the incident.

The Benton County Sheriff’s Office, Law Enforcement Division coordinates resources through the County ECC as necessary and prioritizes security needs. Patrol deputies will assist with traffic control and security and should also work closely with County Public Works employees. The Sheriff (or designee) serves on the command staff at the County ECC during an ESF 1 incident.

Evacuation of Specialized Facilities, Including Hospitals
Facilities expected to require special planning and resources to carry out evacuations include hospitals, day-care centers, prisons, care facilities for the handicapped or disabled, and nursing homes. These facilities are included in the ongoing vulnerable population planning efforts, led by the City of Albany.

Good Samaritan Regional Medical Center, with support from the Hospital Preparedness Program and Benton County Health Department, has established evacuation procedures for the hospital and regional medical care facilities. Organizations such as the Humane Society will provide or assist with domestic and companion animal rescue and transportation (refer to ESF 11 for information regarding transportation of domestic livestock and/or wildlife during an animal disease incident).

Escalation Process
The process of furnishing emergency transportation services during a major emergency requires specific planning measures:

- Essential immediate transportation needs are identified, and actions taken to provide for persons in the hazard area.

- Future continuing transportation needs and capabilities are estimated, and actions are taken to obtain needed resources. Such transportation support would likely involve movement of supplies and equipment rather than people.

In most local disasters, transportation requirements can be satisfied by using private vehicles, school and church buses, and various local, government-owned vehicles. If needs cannot be met locally, additional assets are requested through mutual aid with neighboring jurisdictions and/or through state assistance.

Appropriate private sector agreements, along with mutual aid agreements with neighboring jurisdictions, will be invoked as required. Implementation of agreements will be coordinated through the County EOC. Requests for state or federal assistance will be made through the County EOC to Oregon Emergency Management. All requests will be reviewed by the Incident Commander and by other authorized officials.
Records will be maintained on the use of all privately-owned equipment. The Resources Unit should track every contracted resource to include: the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel were released from the incident, and costs associated with the resource. If a disaster is declared, some resources will be eligible for reimbursement. Document management during an emergency will be accomplished handled by the Finance/Administration section of the county ECC.

**Advanced Planning**
Several factors must be considered when planning for evacuation and corresponding transportation needs. These include the hazard’s characteristics, magnitude, intensity, spread of onset, and duration. These significant elements will determine the number of people to be evacuated, the potential need for response personnel and supplies, and the time and distance of travel necessary to ensure safety. Other important facets include the availability of evacuation/emergency routes, their capacities, and their vulnerability to the incident. Provision may be provided for those people unable to supply their own transportation.

**6. Supporting Plans and Procedures**


Benton County Snow and Ice Removal Plan. Benton County Sheriff’s Office, updated annually.

7. Appendices
Appendix 1   Transportation Alternatives for Benton County

<table>
<thead>
<tr>
<th>Transportation Company</th>
<th>Company Type</th>
<th>Street / PO Box</th>
<th>City</th>
<th>Zip Code</th>
<th>Phone</th>
<th>Email</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton County Dial-A-Bus</td>
<td>Public ADA Transport</td>
<td>605 NW 27th</td>
<td>Corvallis</td>
<td>97330</td>
<td>541.753.5746</td>
<td><a href="mailto:linda.elder@co.benton.or.us">linda.elder@co.benton.or.us</a></td>
</tr>
<tr>
<td>Corvallis Dial-A-Ride</td>
<td>Public ADA Transport</td>
<td>2595 NW Tyler</td>
<td>Corvallis</td>
<td>97330</td>
<td>541.752.2615</td>
<td></td>
</tr>
<tr>
<td>Corvallis School District (Contracted with First Student)</td>
<td>School Bus Transportation</td>
<td>1555 SW 35th St</td>
<td>Corvallis</td>
<td>97333</td>
<td>541.752.0174</td>
<td></td>
</tr>
<tr>
<td>Corvallis Transit System</td>
<td>Public Transit</td>
<td>501 SW Madison Ave PO Box 1083</td>
<td>Corvallis</td>
<td>97333</td>
<td>541.766.6998</td>
<td></td>
</tr>
<tr>
<td>Corvallis Transit System Para-Transit Services</td>
<td>Public ADA Transport</td>
<td>501 SW Madison Ave PO Box 1083</td>
<td>Corvallis</td>
<td>97333</td>
<td>541.766.6916</td>
<td>541-754-1748</td>
</tr>
<tr>
<td>Love, INC.</td>
<td>Volunteer Transit</td>
<td>915 NW Grant St</td>
<td>Corvallis</td>
<td>97339</td>
<td>541.757.8111</td>
<td>541.757.2707</td>
</tr>
<tr>
<td>Philomath School District (Contracted with Mid-Columbia Bus Co.)</td>
<td>School Bus Transportation</td>
<td>6995 SW West Hills Rd</td>
<td>Corvallis</td>
<td>97333</td>
<td>541.929.5474</td>
<td></td>
</tr>
<tr>
<td>Oregon Cascades West Council of Governments</td>
<td>Rideshare Program</td>
<td>1400 Queen Ave. SE Ste 205A</td>
<td>Albany</td>
<td>97322</td>
<td>541.924.8474</td>
<td>pwarnock@ocw cog.org</td>
</tr>
<tr>
<td>Volunteer Interfaith Caregivers</td>
<td>Volunteer Transit</td>
<td>501 NW 25th St</td>
<td>Corvallis</td>
<td>97333</td>
<td>541.928.2173</td>
<td></td>
</tr>
</tbody>
</table>
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ESF 2

Communications
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1. Purpose and Scope
ESF 2 organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities necessary to meet the county’s operational requirements in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. Emphasis is placed on technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by ESF 15, External Affairs.

2. Policies and Agreements
It is the policy of Benton County to use NAWAS and EAS to receive and disseminate information during an emergency. The National Warning System (NAWAS) is a telephone-based emergency communication system operated and funded by FEMA, which is the primary method of communicating alert and warning messages from national to state authorities and between state and local authorities or warning points. The Emergency Alert System (EAS) covers AM, FM, satellite and digital radio, as well as broadcast, cable and satellite television services, and is the primary method of communicating alert and warning messages to the public.

The county also utilizes multiple communication channels to keep the public informed during emergencies. Flash Alert is a private internet-based service that allows organizations to post news and information and can be used to update the public on emergency situations. Linn-Benton Alert functions as an emergency messaging and notification system, delivering time-sensitive emergency and safety information to subscribing members of the public through the channels of their choosing (e.g. phone, SMS, email etc.). Lastly, e-mail distribution lists maintained by the Emergency Services Division are used to distribute non-emergency safety information and advisories (e.g. severe weather warnings). PIO strategies are discussed in more detail in ESF 15—External Affairs.

Current policies and definitions are delineated as follows:

- Public Alert and Warning System (Executive Order 13407) is the policy of the United States to have an effective, reliable, integrated, flexible, and comprehensive system to alert and warn the American people in situations of war, terrorist attack, natural disaster, or other hazards to public safety and well-being (public alert and warning system), taking appropriate account of the functions, capabilities, and needs of the private sector and of all levels of government in our Federal system, and to ensure that under all conditions the President can communicate with the American people.

3. Situation and Assumptions
Benton County has a large service area (676 square miles), encompassing both mountainous, densely forested areas and relatively flat, open plains. The terrain along the Central Oregon Coastal Range (western Benton County) can be very steep and rugged, but is better characterized in Benton County as rolling hills. As of 2000, the population of Benton County was approximately 78,000. Due to the rough terrain
and scattered population, during severe weather or other types of emergencies, much of the area population could be isolated from major cities and resources. The need to warn the public of impending danger could arise at any time. To reduce loss of life and risk of injury, adequate and timely warnings and action-oriented information must be provided. A warning period will be available for most emergency situations, although the amount of lead time will vary from hazard to hazard.

The Corvallis Regional Communications Center (CRCC) (9-1-1), a division of the Sheriff’s Office located in Corvallis, is the Public Safety Answering Point (PSAP) for the county. It is staffed on a 24-hour basis by certified telecommunications (dispatch) personnel. In the event that the CRCC becomes unusable, dispatchers have the capability to set up an alternate PSAP in a different location.

The Benton County Sheriff’s Office, Emergency Services Division recognizes the following assumptions:

- Weather and other environmental factors may restrict mobile reception or transportable communication equipment into affected areas;
- Power outages and damage to the telecommunication infrastructure may cause countywide disruption in communication services;
- Surges in county resources are expected during a disaster. Priority will be given to C-ESF 1, 2, and 3 for the purposes of assisting communities with critical needs and re-establishing county infrastructure;
- Due to the highly technical nature of telecommunications systems restoration of damaged equipment may require immediate assistance from state resources and/or the private sector;
- Significant number of personnel with telecommunication expertise as well as specialized equipment may be required from outside the disaster area;
- County resources may be inaccessible or destroyed due to disaster damage.

4. Roles and Responsibilities

LEAD AGENCY
Corvallis Regional Communications Center (9-1-1)

SUPPORT AGENCIES/ENTITIES
Benton County Amateur Radio Emergency Service
Benton County Sheriff’s Office, Emergency Services Division
Willamette Criminal Justice Council
Benton County Public Information Officer
Benton County Public Works Department
Benton County Health Department
City of Corvallis Police Department
City of Albany Police Department
City of Philomath Police Department
City of Corvallis Public Works Department
Corvallis Fire Department & Ambulance
Adair Rural Fire Department District
Alsea Rural Fire Department District
Albany Fire Department
Blodgett Rural Fire Department District
Hoskins/Kings Valley Volunteer Fire District
Linn Benton Local Emergency Planning Committee (LEPC)
Monroe Rural Fire Department District
Philomath Rural Fire Department District
Good Samaritan Regional Medical Center
National Warning System
Oregon State Police
Oregon Department of Transportation
Oregon Department of Forestry
Oregon Emergency Response System
Oregon Health Authority
Law Enforcement Data Systems/National Crime Information Center
Qwest Communications
Other local volunteer organizations
Local radio stations
Local Public Broadcasting radio & TV

The following agencies/organizations are involved in the planning, implementation, and coordination of emergency telecommunications for Benton County, and specific responsibilities are noted for each entity:

- **Corvallis Regional Communications Center**: Serves as the county Public Service Answering Point.

- **Benton County Sheriff’s Office**: Individual agencies are responsible for maintaining communications capabilities and interoperability with local, regional, state, and federal agencies. The Sheriff’s Office supports public safety communications interoperability through the office of Emergency Services. Additionally, the Amateur Radio Emergency Service (BCARES) and Radio Amateur Civil Emergency Service (RACES) volunteer through the Sheriff’s Office. Civil EAS warnings currently can be originated through Emergency Managers. The comprehensive Community Alert Network (Linn-Benton Alert) was put into operation in 2009.

- **Benton County Fire Defense Board**: Supports public safety communications specifically for the County Fire/EMS service providers.
• **Benton County Public Works**: Supports public safety communications and recovery operations for Public Works employees.

• **Benton Public Health Department**: Supports public safety communications from a health related focus. Most disasters have a health component, regardless of the nature of the incident.

The Emergency Program Manager or the Incident Commander will generally assign a Communications Coordinator within the ICS command structure who will be responsible for managing Amateur Radio Emergency Services and establishing incident radio frequencies as well as comprehensive communication plans. This coordinator also ensures county radio sites and systems are operational and available for emergency communications with public agencies. Status of interoperability with local, state, and federal agencies during an emergency is tracked and managed by the communications coordinator or designee.

5. **Concept of Operations**

**Interoperable Communications**

The CRCC is operated by the City of Corvallis Police Department and the Corvallis Regional Communications Center Association and is the PSAP for Benton County. The CRCC provides dispatch services to Benton County Sheriff’s Office, including police departments within the county, rural fire districts, and volunteer first responder groups. Oregon State Police (OSP) and U.S. Forest Service personnel also utilize the CRCC regularly. OSP on the campus of Oregon State University does have a Departmental Communications Center, but this department only provides specialized services to the OSP on campus, and is not a secondary PSAP. The CRCC functions as an information exchange point for various other state and local agencies, including ODOT, ODF, Monroe, Corvallis, Philomath public safety agencies, County and City Public Works, Public Health, Good Samaritan Regional Medical Center, Oregon State University, and volunteer organizations such as Salvation Army, Crisis Chaplaincy Services, the American Red Cross, and Amateur Radio.

The primary emergency communication system in Benton County is the Law Enforcement two-way repeated radio network. This system is very high frequency and functions on five repeaters to provide coverage. An estimated 40% of the County (271 square miles) does not have any cellular coverage and would be unreliable in an emergency situation. Oregon is currently working to expand communication capabilities through the State Radio Project. Benton County will be implementing some recommendations from this study, as well as take advantage of new technology in the next few years. There are four statewide “common” frequencies that are shared by public safety responders: Fire (Oregon State Fire Marshal), law enforcement (Oregon Police Emergency Network), SAR, and the MedNet. The federal government has also established four common frequencies for use throughout the nation: VCall10, and VTAC11, 12, and 13.

**Warning Services**
When a major emergency or disaster occurs or is imminent, the Oregon Emergency Response System provides 24-hour alert, warning, and notification service to county/local warning points and notifies appropriate county, state, federal, and volunteer entities.

A warning process will be implemented through the Benton County Sheriff’s Office or other designated agencies providing support to the County EOC and Department Operation Centers (DOCs) to notify various agencies, partners, support staff, and public officials during an emergency. The county communications system and news media will be used for dissemination of warnings. Warning dissemination will be under the supervision of the Benton County Sheriff’s Office, with support from the county Emergency Program Manager. Upon receipt of warning information, county emergency service coordinators, the private sector, cities, and the public will generally be instructed to immediately initiate appropriate actions based on the nature of the potential hazard and the time available prior to impact.

Additionally, the individual fire districts are equipped with emergency sirens, and all emergency response vehicles have siren and public address capabilities.

Social Media
Social media (e.g. Facebook and Twitter) may be used both to disseminate and to gather information in the case of an emergency. Social media channels should be used as a complement to CRCC and Linn-Benton Alert; they should not be used for communicating about imminent or life-threatening emergencies.

Examples of helpful ways to utilize social media include: sharing weather advisories and warnings; publishing public safety notices; giving updates and advisory messages about service disruptions in county services (e.g. planned construction or improvements); and disseminating updates during the recovery phase of a disaster (e.g. when utilities are expected to come back online). Social media may also be used to gather information from the public and uncover rumors that are circulating about a particular incident. Knowing what is being discussed online can help county staff understand public sentiment, and may help shape public messaging that dispels rumors and addresses specific concerns.

In order to facilitate information gathering, external comments from the public will be allowed, but command staff reserves the right to remove any comments at any time. All public messages originating from Benton County should be posted by the PIO or designee.

Advanced Planning
To facilitate the upgrade of voice, telephone, and data communication systems, Benton County has been continuously engaging in engineering studies and planning/interoperability contracts since 2005. These activities provide long-range suggestions that will assist local responders in procuring the most effective and modern technology as well as the most comprehensive communications solution possible. These plans also address training and testing of equipment, alternative
power supplies, mobile communications solutions, satellite and microwave connectivity, and redundant equipment built throughout the systems.

6. Supporting Plans and Procedures


Public Works and Engineering
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1. **Purpose and Scope**

ESF 3 provides and coordinates infrastructure (roads, bridges, public facilities, etc.) as well as community planning and engineering services during all phases of emergency management. ESF 3 resources (personnel, equipment, facilities, materials, and supplies) will be coordinated through a Department Operations Center (DOC) or the County Emergency Coordination Center (ECC) following established procedures and agreements. Resources may also be obtained through private contractors, vendors, and suppliers. This support function contains various sub-functions, which are outlined below.

Public works and engineering resources, under the authority of ESF 3, will be used to assist in the following activities associated with emergency response:

- Debris management, including development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.

- Coordination of the closure and repair of transportation infrastructure.

- Repair and restoration of damaged public systems (e.g. water, wastewater, solid waste, electrical, natural gas, and stormwater systems).

- Establishment of priorities and processes for issuing demolition and building permits.

- Determination of extent of damage to the following systems: Transportation, water, solid waste, electrical, natural gas, wastewater, and hazardous materials.

- Prioritization and initiation of recovery efforts to restore, repair, and mitigate damage to publicly-owned infrastructure.

- Provide technical assistance with respect to flooding, water management, structure integrity assessments, and impact assessments of infrastructure.

- Identify, mobilize, and coordinate mutual aid agreement activities between governmental entities, private sector, and non-government partners.

- Coordinate post-incident assessment and restoration of public infrastructure including streets, bridges, traffic control devices, and other damaged public facilities.

2. **Policies and Agreements**

The Benton County Public Works Department has established the following service and equipment agreements with local, state, and regional entities. These agreements are on file with the Public Works Department and Emergency Management. They will be available at the County ECC during an emergency incident.
3. Situation and Assumptions
Benton County has identified critical infrastructure and resources to be protected and prioritized during an emergency event or disaster to the extent possible. (See Appendix 2: Critical Facilities Map) During an emergency situation, the protection of human lives will take precedence during all facets of response, and essential services within the County will be maintained as long as conditions permit.

- During such events, the county may experience localized or widespread power failure which may result in critical water shortages. Critical water shortage or operable fire hydrants may only be met through transporting bulk water into the affected area in tanker trucks or setting up portable treatment facilities;

- Surges in county resources are expected during a disaster. Priority will be given to ESF 1 and 3 for the purposes of assisting communities with critical needs and re-establishing county infrastructure

- A major emergency may cause extensive damage to property and infrastructure. Structures may be severely weakened or pose a danger to the public. Residential homes, public buildings, bridges, and other facilities may need to be reinforced, quarantined or demolished to ensure safety;

- Access to the damaged areas may require debris removal to ensure safe access. Priority will be given to ESF 1 and 3 for debris clearance and roadway repairs to support lifesaving emergency response and recovery activities;

- Continuous re-evaluation of structures is required to assure damage from post event hazards such as aftershocks or additional flooding have not further weakened the infrastructure;

- Non-natural hazard events such as suspected water borne disease outbreaks, chemical infiltration of public or rural drinking supplies, catastrophic failure of public drinking conveyance and/or holding systems may require county response and recovery activities;

- Emergency environmental waivers and legal clearances may be granted in order to remove debris and materials from demolition activities. Local authorities are responsible for obtaining required waivers and clearances;
A significant number of personnel with engineering and construction expertise as well as specialized equipment may be required from outside the disaster area.

4. Roles and Responsibilities

LEAD AGENCY:
Benton County Public Works Department

SUPPORT AGENCIES/ENTITIES
U.S. Army Corps of Engineers
Oregon Department of Transportation
Publicly-owned waste water treatment facilities
Publicly-owned water treatment and delivery systems
Albany Public Works Department
Philomath Public Works Department
Corvallis Public Works Department
Benton County Sheriff’s Office
Corvallis Police Department
Benton County Sheriff’s Office, Emergency Services Division
Corvallis Regional Communications Center (9-1-1)
Benton Public Health Department
Benton County Soil and Water Conservation District
Oregon State Police
Oregon Department of Fish and Wildlife
Natural Resources Conservation Service

The Benton County Department of Public Works is responsible for the overall coordination of engineering and public works services supporting emergency response and recovery. The director or designee assigns resources and personnel to respond and recover from any disaster or transportation emergency. The Cascades West Area Commission on Transportation is comprised of members of Benton, Linn and Lincoln Counties and provides suggestions to transportation improvement needs, including planning for emergency situations.

Benton County Sheriff’s Office is responsible for the overall coordination and management of resources during any type of event, while ensuring support is provided to all ESF coordinators and command staff throughout the duration of an incident. If environmental or human health concerns arise during response or recovery, the Benton County Health Department will provide consultation, support staff, and other needed resources or services to assist in ESF 3-related operations.

5. Concept of Operations

All activities and resources in support of this ESF will be coordinated through the County ECC and Departmental Operations Center and managed through the Incident Command Structure established for the incident. Each response agency listed above
can be provided the inventory of public works equipment that can be used during emergencies.

In addition to managing response operations, the Public Works and Community Development Departments’ services are available. Community Planners can be instrumental in providing information and public services regarding permits for all types of construction/demolition, as well as approving just-in-time plans regarding repair to public or private infrastructure. The Office of the Assessor also will play a critical in damage assessment, and providing updated appraisals for citizens following and emergency incident. Benton County has characterized critical infrastructure, including vital public works facilities, necessary for continuing to provide basic services to the community after an emergency or disaster has occurred. Maps and facility diagrams are maintained by Public Works GIS staff, and processes for accessing this information during an emergency are implemented into the County ECC procedures.

6. Supporting Plans and Procedures

Benton County Public Works Resource Inventory.

Equipment List for ODOT-Region 2.

Critical Facilities Inventory, 2010.


7. Appendices
Initial Damage Assessment forms
Benton County Critical Facilities Map
Appendix 1: Initial Damage Assessment Forms

The following forms are available on the Oregon Emergency Management website (http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml):

- Individual Assistance Initial Damage Assessment Field Data Collection Form
- Estimated Disaster Economic Injury Worksheet For Businesses
- Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Form - Instructions for form are attached (Excel Spreadsheet)
- Individual Assistance IDA and PDA Calculation and Summary Form
- Initial Damage Assessment Summary Report Form (Excel Spreadsheet)
- Individual Assistance Joint PDA Team Assignments
- Joint Preliminary Damage Assessment (PDA) Individual Assistance Field Form (Adapted from FEMA Form 76-39)
- Public Assistance Preliminary Damage Assessment Site Estimate (Joint FEMA-OEM Form adapted from a FEMA Form)
- Public Assistance Preliminary Damage Assessment Summary (FEMA Form 90-80)
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ESF 4

Firefighting
1. Purpose and Scope

ESF 4 coordinates and manages all fire detection, control, and suppression efforts within the jurisdiction. This support function consists of two distinct components: 1) Urban/structural fires and 2) wildland fires. Specific services include:

- Organization and management of firefighting.
- Detect and suppress fires.
- Support of local fire chiefs and the Benton County Fire Defense Board Chief with the implementation of the Oregon Fire Service Mobilization Plan.
- Coordinate county resources to support local fire chiefs and the Benton County Fire Defense Board Chief if needed.
- Coordinate additional county resources to assist local fire chiefs and the Benton County Fire Defense Chief with infrastructure fire service needs/damage assessment immediately following a disaster.
- Coordinate with local Fire Service Incident Command, Oregon State Fire Marshal Incident Command, and the Benton County Fire Defense Board Chief through county ECC.
- Monitor and assess fire incident(s) situation and progress for the ECC.
- Coordinate damage inspection teams, if requested, for Incident Command.
- Coordinate and assist in resource request for HazMat unmet needs.
- Coordinate inspection of shelters for damage or imminent danger from fire, if required.
- Coordinate Emergency Medical Services, triage, and first aid activities immediately after an emergency or disaster;
- Identify, mobilize, and coordinate mutual aid agreement activities between governmental entities, private sector, and non-governmental partners;

2. Policies and Agreements

Benton County Fire Agencies are all signers on two mutual aid agreements: A Benton & Polk County Agreement, effective as of July 1, 1995 and a Linn-Benton County Mutual Aid Agreement, effective as of February 16, 2006. These agreements support this ESF and are currently in place and available through the Corvallis Fire Department and the Emergency Program Manager. All agreements are on file with Emergency Management and will be made available at the County ECC during an emergency incident.
3. Situation and Assumptions
The fire chief or designee of each fire district within Benton County assumes the role of IC for fire incidents impacting their jurisdictions. If expansion from the Incident Command Structure to a Unified Command Structure is necessary, command is assigned to the next highest authority level. If hazardous material or other specialized response capabilities are needed, all resource requests and coordination of additional personnel, equipment, and services will be carried out through the Benton County Sheriff’s Office, Emergency Services Division, according to established procedures for the County ECC and command staff.

All state and local fire departments use NIMSCAST, the National Incident Management System Compliance Assistance Support Tool. This is a web-based application used to track jurisdictions’ progress in the implementation of NIMS. Compliance with NIMS is required for jurisdictions to receive grants from Homeland Security. All fire personnel are trained in ICS/NIMS, and a training roster is maintained and updated by each fire district within Benton County.

4. Roles and Responsibilities

LEAD AGENCY/ENTITY
Benton County Fire Defense Board
Fire Chiefs of each participating jurisdiction

SUPPORTING AGENCIES/ENTITIES
Adair Rural Fire Protection District
Albany Fire Department
Alsea Rural Fire Protection District
Blodgett-Summit Rural Fire Protection District
Corvallis Fire Department
Hoskins-Kings Valley Rural Fire Protection District
Monroe Rural Fire Protection District
Oregon Department of Forestry, West Oregon District
Oregon Office of the Fire Marshal
U.S. Department of the Interior Bureau of Land Management
U.S. Department of Agriculture Forestry Service
Regional HazMat Response Team 5
Benton County Search and Rescue Council

The lead agency will establish a command post and implement the ICS organization applicable to the situation. Other responsibilities among lead and support agencies include identifying staging areas, establishing safe areas within close proximity to the incident, and evacuating threatened people and animals, as necessary. If a fire occurs within an individual jurisdiction, the local fire agency will manage response activities with support from the county and possibly ODF.

The Benton County Fire Defense District Board consists of all fire chiefs countywide and has representation from the ODF, Oregon State Fire Marshal, Benton County Sheriff’s Office Emergency Services Division, Benton County Sheriff’s Office, and Corvallis Fire Department EMS. Policy-level decisions and resource allocation are accomplished through this organization.
5. Concept of Operations
Each fire service is a branch of government, governed by its own separate statutory authority. Generally, these fire services are responsible for fire prevention, suppression, hazardous material response, immediate life safety, and light rescue.

Local firefighting organizations will remain under the supervision of their assigned leaders, with the Benton County Fire Defense Chief acting as Fire Services Coordinator to utilize resources and activate mutual aid support.

If an emergency situation requires coordination between multiple fire control agencies and/or jurisdictions, the Emergency Program Manager may request a liaison to the Benton County Fire Defense Chief be assigned to the County ECC and assume the position as the Fire Services Coordinator within the Operations section. All requests for additional support of firefighting and rescue operations will be made through the Fire Services Coordinator at the County ECC.

If mutual aid is requested, the responding agency chief will coordinate response activities of the local department with the Incident Commander. If forest land or wildland is impacted, ODF will respond and a joint command system will be implemented via established procedures. ODF protects BLM and BIA lands within Benton County. The USDA Forest Service protects their land and has established mutual aid agreements with ODF.

Emergency public information focusing on fire prevention, control, and suppression will be released only with the prior review and approval of the County Fire Chief following established emergency information clearance procedures implemented among the command staff at the County ECC.

Detailed information and procedures in support of this ESF can be found in individual department Standard Operating Guidance and the Oregon Fire Service Mobilization Plan. In addition, detailed inventory of fire services equipment is maintained by mutual aid partners.

6. Supporting Plans and Procedures

Emergency Management
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1. Purpose and Scope
ESF 5 provides for direction, control, and management of county and municipal emergency operations, and allocation/coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident command system training and ICS adoption requirements for the jurisdiction. This function also describes the county’s All-Hazard approach to emergency management, discusses the identification of a primary and alternate ECC.

All ESF groups identified in the Benton County EOP are composed of county and state personnel and resources from specific agencies and/or organizations. Each group is directed by a primary agency selected on the basis of its authority and capability in that particular functional area. The other agencies and organizations within the group are designated as support agencies and organizations based on their ability to provide equipment, personnel, and expertise in support of functional tasks. The ESF 5 Emergency Management Annex is designed to provide an adaptable county organizational structure that functions in concert with the EOP to assist in county incident management.

2. Policies and Agreements
The Benton County Emergency Services Management Council supports policy decisions and resource allocation during all phases of an emergency.

The Benton County Code chapter 32.015 defines emergency as follows:

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

And further, in chapter 32.020 of the BCC:

   “Under the provisions of ORS Chapter 401, the authority and responsibility for responding to emergencies is placed at the local government level. ORS Chapter 401 further mandates that the county shall establish an emergency management agency to perform emergency program management functions to include, but not be limited to, program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training and development and implementation of exercises to test the system.[Ord. 2002-0180]”

Chapter 32.025 of the BCC states that emergencies shall be declared as follows:

   A local state of emergency may be declared after a determination is made that an emergency has occurred or is imminent. A declaration of local state of emergency may be verbal or in writing and shall specify the geographical area covered by the
declaration. Such area, event description and event duration shall be no larger than necessary to effectively respond to the emergency.

In order of descending authority, the following persons shall have the authority to declare a local state of emergency or its termination. No such person shall declare or terminate a local state of emergency unless, despite reasonable efforts to contact each and every person of a higher authority to make such a declaration, such efforts were unsuccessful and if the situation presents such a grave risk of loss of life or serious physical injury as to necessitate declaration of a local state of emergency immediately. However, all reasonable and practical attempts to contact persons of higher authority shall be made as soon as the situation so allows.

- Chair of the Benton County Board of Commissioners.
- Vice-chair of the Benton County Board of Commissioners.
- Commissioner of the Benton County Board of Commissioners.
- Sheriff of Benton County or a successor by Chain of Command.

The line of succession of authority for Benton County Sheriff’s Office is:

Benton County Sheriff, Director of Emergency Services

BCSO Undersheriff

BCSO Law Enforcement Captain

BCSO Shift Commander (Patrol)

As soon as practical after the declaration of a local state of emergency, if not already terminated, the Benton County Board of Commissioners shall meet in person or by telephone, and determine whether existing conditions require the continuation of the state of emergency. Upon a determination that the emergency no longer exists, or when the threat of an emergency has passed, the local state of emergency shall be terminated in accordance with this section.

3. Situation and Assumptions
The Benton County Sheriff’s Office will coordinate all resource requests with OEM using the Oregon Emergency Response System and other established procedures. All county officials will expedite requests for administrative assistance and logistics support required during emergency operations. Additional information on the coordination and management of resources during an emergency situation is presented in ESF 7, Resource Support.

4. Roles and Responsibilities
All emergency operations and information will be coordinated through the county ECC.

**LEAD AGENCY**
Benton County Sheriff’s Office

**SUPPORTING AGENCIES/ENTITIES**
- Corvallis Regional 9-1-1 Communications Center
- Benton County Fire Defense Board
- Benton County Health Department
- Benton County Public Works Department
- Benton County Assessor’s Office
- Benton County Board of Commissioners
- Benton County of Community Development Department
- Benton County District Attorney
- Good Samaritan Regional Medical Center
- Benton County Amateur Radio Emergency Service
- Benton County School Districts
- Benton County Emergency Management Advisory Group
- Corvallis Chamber of Commerce
- Philomath Area Chamber of Commerce
- Incorporated Cities of Albany, Corvallis, Philomath, Adair Village and Monroe
- Oregon OEM
- FEMA Region X
- U.S. Army Corps of Engineers
- Oregon Department of Human Services
- Oregon Department of Transportation
- Oregon State Police
- Oregon Department of Agriculture
- Oregon Military Department
- Oregon Health Authority

Roles of Benton County Sheriff’s Office during all phases of emergency operations include:

- Develop and maintain the County emergency management plans, review and/or maintain appropriate SOPs.

- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation to the county emergency operations and management plans.

- Offer workshops, exercises, and training courses on emergency management subjects for county personnel and support agencies.

- Maintain and update a countywide emergency resource list, including copies of supporting intergovernmental and mutual aid agreements.
- Confirm interoperability and available capabilities for communication with local response partners, tribal entities, regional response partners, state government, neighboring jurisdictions, and other support services.

- Initiate tests and maintain operability of the county warning system.

- Activate county ECC, and implement a command and control structure appropriate to the emergency situation at hand.

- Train and facilitate the Type 3 County All Hazard Incident Management Team (IMT)

- Implement ICS/NIMS training and exercise programs, and education/incorporate all response partners.

Roles of ESF Liaisons during all phases of emergency operations include:

- Develop and maintain ESF annexes, agency-specific emergency response plans, and standard operating procedures in accordance with the provisions of this EOP;

- Participate in emergency management exercises and training programs coordinated by the Benton County Sheriff’s Office, Emergency Services Division;

- Update and maintain mutual aid agreements and provide copies to the Emergency Program Manager; and

- Activate, deploy, and manage essential personnel during an emergency in order to support tactical and strategic operations.

- The Benton County Sheriff’s Office is responsible for managing Benton County communications assets, including primary law enforcement radio repeater sites and licensing issues. The Corvallis Regional Emergency Communications Center is operated by the Corvallis Police Department, although receives support from numerous agencies and resources.

5. Concept of Operations

The primary ECC is located at the Benton County Fairgrounds Carriage House, 110 SW 53rd Street. The facility is equipped to support full activation and staffing. If necessary, alternate ECC facilities in Corvallis include the basement of the Law Enforcement Building at 180 NW 5th Street, Corvallis, and the Corvallis Fire Department, Station 1 meeting room, 400 NW Harrison Boulevard.

Levels of activation for the county ECC follow the following criteria and are at the discretion of the Emergency Program Manager:
<table>
<thead>
<tr>
<th>Level</th>
<th>Description</th>
<th>Suggested Minimum Staffing Requirements</th>
</tr>
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</table>
| 3 (Monitor)| • Small incident or event  
• One site  
• Two or more agencies involved  
• Potential threat of:  
• Flood  
• Severe storm  
• Interface fire | • ECC Manager  
• Information Officer  
• Liaison Officer  
• Operations Section Chief |
| 2 (Partial)| • Moderate event  
• Two or more sites  
• Several agencies involved  
• Major scheduled event (e.g., conference or sporting event)  
• Limited evacuations  
• Resource support required | • ECC Manager  
• Information Officer  
• Liaison Officer  
• Section Chiefs (as required)  
• Limited activation of other ECC staff (as required) |
| 1 (Full)   | • Major event  
• Multiple sites  
• Regional disaster  
• Multiple agencies involved  
• Extensive evacuations  
• Resource support required | • ECC Manager  
• Policy Group  
• All ECC functions and positions (as required) |

The Benton County Sheriff’s Office, in conjunction with its Emergency Services Division and SAR Team, has devised a concept for enhancing the ability to deploy emergency equipment. In the event of a disaster, emergency or other situation where certain equipment is required, the Sheriff’s Office will maintain emergency response vehicles. The emergency response vehicles will be available for deployment to any emergency response agency in Benton County and can be requested through the County ECC during an emergency. Deployments outside of Benton County will be considered on a case-by-case basis and within the provisions of any existing mutual aid agreements.

The county ECC command structure will follow ICS/NIMS and is organized by section, with specific functions assigned to staff supporting a section chief (initially determined by the ECC manager upon activation of the facility). Executive positions will be assigned as needed for strategic level decision making and to provide policy-level guidance to the command staff. Lack of resources and personnel are issues to consider when staffing for extended time periods given the possibility that some primary staff members may be unavailable.

Supporting agencies and organizations not included in the basic command structure may be available as liaisons and support personnel. Typically, these liaisons and
supporting personnel represent federal and state governments, private business and industry, special purpose government, tribal entities, and volunteer organizations. When available, they will be utilized as non-county resource support. The Emergency Program Manager is responsible for providing notification of emergency conditions to these agencies and organizations and to request their assistance when appropriate and necessary. Requests for private contracted resources, other than those owned by the county, must be coordinated through the Logistics Chief. Legal counsel for all county services will be provided by the designated legal services coordinator.

Supporting entities may include the following:

- **State Agencies:** Depending on the situation, representatives of state agencies may be requested by the county through OEM.

- **Military Support:** Some situations may require military support. Requests for military support by civil authorities will be channeled through OEM, regardless of the type of emergency. Military support will be provided in accordance with appropriate operations plans, as published by the State of Oregon Military Department, and the regulations of each of the active duty military services.

- **U.S. Department of Agriculture (USDA) Emergency Board:** The USDA Emergency Board is comprised of representatives from the Agriculture Stabilization and Conservation Service, Cooperative Extension Service, Farmer’s Home Administration, Soil Conservation Service, and Forest Service. This board can assist the county in management of agriculture and agri-business resources and in resolving agriculture issues during any type of disaster. In the event of a nuclear disaster, a representative will be designated and assigned as liaison to the county ECC.

- **U.S. Army Corps of Engineers (USACE):** It is anticipated a USACE liaison will be required during potential or actual flood conditions and following any seismically-related incident. The district engineer of the USACE will assign a liaison to the county ECC when necessary.

- **Volunteer Organizations:** When an emergency exists, volunteer organizations with disaster relief responsibilities and capabilities will be requested and assigned to the county ECC as a liaison.

The Emergency Program Manager will establish the proper command structure depending on the type of incident or emergency situation. The following staffing plan represents a typical organizational structure to be implemented at the county ECC during any type of emergency incident. In some instances, one person may fill more than one position or some positions, may not be needed at all. Flexibility is assumed for expansion or contraction throughout the duration of response activities. (See also Chapter 5: Command and Control in the Basic Plan.)
6. Supporting Plans and Procedures
A list of current and future intergovernmental and mutual aid agreements for Benton County is provided in ESF 7, Logistics Management and Resource Support.


Incident Management Team Guide, 2012
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ESF 6

Mass Care, Emergency Assistance, Housing and Human Services
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1. Purpose and Scope
ESF 6 provides non-medical mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary. Victims are fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Emergency first aid, consisting of basic first aid and referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items, such as food, water, and ice, is managed and coordinated via established sites within the county. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include:

- Providing assistance for victims’ short- and long-term housing needs, which may include assistance finding rental housing, making repairs, obtaining loans, and/or providing temporary shelter.

- Supporting and coordinating resources required for crisis counseling and other mental health-related services immediately following an emergency, particularly as services are needed at shelters.

- Identifying individuals with special needs within the impacted area, and working to accommodate those needs. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

- Implementing disaster assistance programs to help victims recover their non-housing losses, including programs that provide disaster loans, food stamps, disaster unemployment assistance, disaster legal services, veterans’ assistance, support and services for vulnerable populations, and processing of other state and federal benefit claims.

2. Policies and Agreements
Policies applicable to mass care, housing, and human services include the following:

- Pets Evacuation and Transportation Standards (PETS) Act of 2005 (Public Law 109-308) and Oregon Revised Statue (ORS 401.272 to 401.274) ensures that federal, state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency.

- The Americans with Disabilities Act of 1990 (ADA), including changes made by the ADA Amendments Act of 2008 (P.L. 110-325) as well as
Executive Order 13347 ensures the resources needed by individuals with disabilities and/or person(s) defined as vulnerable are integrated into emergency preparedness planning and implementation of emergency preparedness plans by Federal, State, local, and Tribal governments and private organizations.

The PETS Act of 2005 amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of FEMA to ensure that state and local emergency preparedness operational plans address the needs of individuals with household pets and service animals following a major disaster or emergency. Currently, no funding has been provided to state and local governments to produce these plans.

3. Situation and Assumptions
When an emergency requiring mass care occurs, local government and available response agencies will manage and coordinate all shelter and mass care activities until the American Red Cross has arrived on-scene, assessed the situation, and activated procedures for preparing and operating shelters.

Facilities may be needed in Benton County for both direct and indirect effects of an emergency incident or disaster. Protective shelters are life preserving. Due to facility design, they will afford protection from the direct effects of weather emergencies. Mass care facilities are life-supporting and provide temporary protection from the hazards resulting in evacuations. Essential public and private services in reception areas will continue during an emergency situation to the extent possible; however, some services and staff will become unavailable due to limited resources in many parts of the county. Continuity of Operations Plans should be developed and implemented for public and private businesses, care facilities, and other service organizations to establish contingency staffing and operations plans throughout an emergency’s duration. In addition, Continuity of Operations Plans are in place for all government agencies, and staff should be trained their implementation.
4. Roles and Responsibilities

LEAD AGENCY
   Benton County Sheriff’s Office

SUPPORTING AGENCIES/ENTITIES
   Benton County Health Department
   Corvallis Regional 9-1-1 Communications Center
   Benton County Public Works Department
   Benton County volunteer organizations
   Benton County Amateur Radio Emergency Services
   Public Safety Chaplaincy of NW Oregon
   Corvallis Police Department
   Radio Stations (emergency broadcast)
   Countywide Waste Water Treatment Facilities
   Countywide Water Treatment and Delivery Systems
   Oregon Department of Human Services, Self-Sufficiency Office
   Oregon Department of Health Services, Office of Mental Health and Addiction Services
   Oregon Department of Parks and Recreation
   Oregon Department of Forestry
   Oregon Office of Emergency Management

The Benton County Health Department and other mental health/counseling providers (i.e., Veteran’s Administration, hospitals, nursing homes, hospice, schools, correctional institutions, and private facilities) will most likely play a primary role in providing resources and services to support prolonged mental health care to victims, families, and the first responder community.

5. Concept of Operations

Shelters and Mass Care Facilities
   The American Red Cross will assist in registering evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees housed in American Red Cross shelters. The Oregon Department of Human Services, Self-Sufficiency Office can provide additional support for sheltering and mass care.

Options for temporary shelter available to Benton County during the first 72 hours of an incident include:

   - Facilities from other jurisdictions, such as Corvallis School District 509J and Oregon State University, available through mutual aid agreements and memoranda of understanding

   - General purpose tents available through the Oregon National Guard and requested by the county ECC to Oregon Emergency Management;
• Predetermined sheltering sites and supplies available through American Red Cross;

• If a Presidential Declaration has been made, temporary buildings or offices requested through the Federal Coordinating Officer.

A designated member of the county ECC staff will serve as the Benton County Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, other state-supported agencies, volunteer agencies, and groups with which the county has mutual aid agreements. Law enforcement agencies will provide security at shelter facilities where. A list of all reception and care facilities established for Benton County is maintained by American Red Cross.

Feeding
Victims will be fed through a combination of fixed sites, mobile feeding units, and bulk distribution of food. Feeding operations are based on nutritional standards and, if possible, should include meeting requirements of victims with special dietary needs. Benton County Environmental Health will inspect all feeding, living, and sanitation areas to ensure that all areas are within code.

American Red Cross will coordinate all mass feeding and other services needed at open shelters within the county’s jurisdiction with Benton County Emergency Management via the county ECC.

Emergency First Aid
The following agencies and entities can provide support for emergency first aid and referral to appropriate medical personnel and facilities:

• Benton County Health Department

• Benton County rural fire protection districts

• Good Samaritan Regional Medical Center

• Corvallis Fire Department EMS services

• Corvallis Regional 9-1-1 Communication Center for referrals and dispatch

• Medical Reserve Corps-registered licensed EMT staff and medical professionals

Disaster Welfare Information
A Disaster Welfare Information (DWI) system collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The coordination system also aids in reunification of family members within the affected area. BCARES provides support to the American Red Cross and Benton County Sheriff’s Office in gathering, disseminating, and managing DWI.
**Bulk Distribution**
Emergency relief items to meet urgent needs will be distributed in the affected area at sites that will be publicized in the event of an emergency. Distribution of food, water, and ice requirements through federal, state, and local governmental entities and non-governmental organizations will coordinated at these sites.

Agencies and organizations involved in supporting and managing bulk distribution include:

- Linn-Benton Food Share
- Oregon State University Housing & Dining Services
- Local gleaner organizations, including Alsea, Mary’s River, and Adair
- Salvation Army
- Benton County Health Department
- Joint Operations Center –FEMA, Federal Coordinating Officer
- State Emergency Coordination Center – Oregon Emergency Management national, state, and local volunteer organizations
- Private sector partners
- Disaster assistance personnel, paid and volunteer staff

**Short- and Long-Term Housing**
All housing needs identified during and following emergency incidents or disasters impacting Benton County will be coordinated through the Emergency Program Manager via the county ECC. Liaisons will be assigned to the command staff to manage and coordinate resources and activities with regional, state, federal, and private sector entities. In some disaster situations, the federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family, friends, or in commercial facilities. To the extent possible, local and county government will coordinate post-disaster housing needs for the homeless population. Agencies/organizations available to provide assistance for short- and long-term housing needs of victims include:

- Local real estate boards, property management companies, and real estate agents
- Oregon State University Housing & Dining Services
- Oregon Emergency Management
- Joint Field Office, FEMA – Federal Coordinating Officer
- American Red Cross, local and national chapter
- U.S. Housing and Urban Development

**Crisis Counseling and Mental Health Providers**

Agencies/organizations involved with providing crisis counseling and mental health support to victims and families, the first responder community, and special needs populations include:

- Crisis Chaplaincy
- Benton County Health Department
- Good Samaritan Regional Medical Center
- County and regional volunteer organizations
- Local nursing homes and care facilities

Crisis Chaplaincy along with the Mental Health Division of Benton County coordinates mental health services to the general public and the first responder community. Specific concerns within the first responder community can also be addressed through the Benton County Sheriff’s Office via the Crisis Support Team, which coordinates mental health and crisis counseling services for law enforcement staff. The County Fire Defense Board coordinates services available to fire services personnel and support staff, including both paid and volunteer positions. Additional information regarding mental health procedures is presented in ESF 8, Health and Medical Services.

**Special Needs Populations**

Coordinating and identifying individuals with special needs within the impacted area is a critical element of emergency response and recovery operations for Benton County. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), disease/medical conditions, service animals, and any other conditions or traits that could warrant special considerations under emergency circumstances. Agencies and organizations involved in managing, transporting, and communicating with special needs populations during an emergency and pertaining to mass care include the following.

- Benton County Sheriff’s Office
- Good Samaritan Regional Medical Center
- Oregon Department of Human Services, Self-Sufficiency Office
- Benton County Health Department
- Private clinics and care facilities
- Benton County School Districts
- Local radio stations serving Benton County and surrounding areas

**Volunteer Services and Donated Goods**

The Benton County Emergency Program Manager will manage and coordinate volunteer services and donated goods through appropriate liaisons assigned at the
county ECC with the support from the American Red Cross, Salvation Army, Saint Vincent de Paul, and other volunteer organizations. Procedures for accessing and managing these services during an emergency will follow ICS/NIMS standards. Information sharing and donated goods tracking/inventory systems available to this jurisdiction are summarized in ESF 7, Logistics Management and Resource Support.

6. Supporting Plans and Procedures

*Guidance on Planning for Integration of Functional Needs Support Services in General Population Shelters.* FEMA. November 2010
ESF 7

Logistics Management and Resource Support
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1. Purpose and Scope

ESF 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies in the county or region. Formal pre-incident agreements (i.e., mutual aid agreements or memos of understanding) between government agencies, private sector, and/or other non-governmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities.

Procedures outlined in this support function include both medical and non-medical resources.

Additional specific activities include, but are not limited to:

- Coordinate the provision of county resources during a disaster. This includes emergency relief supplies and equipment, telecommunications, personnel, contracting services and transportation services required for immediate disaster response activities
- Assemble and update the Logistics Section based on the number and kind of resources available during an incident.
- Monitor the financial costs of providing resources to a disaster including costs of providing state agency support, purchasing or contracting goods and services, transportation, and above normal staffing.

2. Policies and Agreements

The Board of Benton County Commissioners is authorized to form mutual aid agreements under Benton County Code Chapter 32.040. Additionally, when real or personal property is taken for use in an emergency, the owner is entitled to reasonable compensation.

Formal mutual aid and cooperative assistance agreements for Benton County include:

- Mutual Aid Agreement between Oregon State University and Benton County, May 2003. (To be updated)
- Inter-County Omnibus Mutual Aid Agreement for Emergency Services, August 10, 2005 (Revised 2011).
- Flexible Services Agreement between Oregon Department of Transportation and Benton County, 2009-2013.
Under the provisions of ORS Chapter 401, state resources are available when the appropriate response to an emergency is beyond the capability of the county in which it occurs, the county fails to act, or the emergency involves two or more counties and the Governor determines that lack of coordination is hampering the effectiveness of response to the emergency.

3. Situation and Assumptions

**Situation**
In order for logistics to be managed effectively during an emergency, three things are paramount: an awareness of existing resources; identification for channels to acquire additional resources; and a system for managing resources in a clear and effective manner.

**Assumptions**
- Private contractors and volunteer agencies may be willing and able to assist when an incident occurs.
- Emergent or "walk-in" volunteers may be willing and able to assist when an incident occurs.
- Local resources available to Benton County include, but are not limited to, emergency communications, BCARES, Civil Air Patrol, Search and Rescue, mortuary services (in support of Public Health), transportation MOUs and Standby Agreements.
- Regional resources available to Benton County include Health Resources and Services Administration, Oregon Office of State Fire Marshal Regional Hazardous Materials Response Team – HazMat 05 (Linn/Benton), and Emergency Management programs throughout the state.
- Support is available from State and Federal agencies to augment the local resources described above. Resources may include Urban SAR, Incident Management Teams available through the Office of State Fire Marshal, various transportation, engineering, and public works-related resources through ODOT, and National Guard units. Although some National Guard units are federal assets, they are considered state resources, managed and coordinated through the state, and activated through OERS. In most cases, the National Guard requires 24 to 72 hours to mobilize resources, depending on the situation.

4. Roles and Responsibilities
All emergency operations and information will be coordinated through the county ECC. If required, the Oregon Pacific Red Cross Chapter will assign a liaison to assist the ESF 7 Coordinator.
LEAD AGENCY
  Benton County Sheriff’s Office (non-medical resources)
  Benton County Public Health Department (medical resources)

SUPPORT AGENCIES/ENTITIES
  Good Samaritan Regional Medical Center
  HRSA, Region X
  American Red Cross Programs
  Benton County volunteer organizations
  Benton County Fire Defense Board Chief
  Linn/Benton Hazardous Response Team
  Benton County Crisis Response Team
  U.S. Army Corps of Engineers, Portland District
  U.S. Forest Service, Fire Overhead Teams
  Oregon Department of Forestry, Fire Teams
  Oregon Emergency Management
  Oregon Military Department
  Office of the State Fire Marshal
  Oregon Public Health Authority
  Oregon State Police
  Oregon Department of Transportation
  Oregon Department of Human Services
  Oregon Department of Agriculture
  Small Business Administration

ESF 7 functions will be divided up based on resource types as follows:

  **Benton County Sheriff’s Office**: Coordinates non-medical resources (including security, intelligence-related, and law enforcement resources) through the county Emergency Coordination Center.

  **Benton County Health Department**: Coordinates medical resources in support of public health or medical emergencies through the County ECC and, if activated, Department Operations Centers and/or Medical Operations Centers.

  **Benton County Public Works Department**: Coordinates heavy and specialized equipment for response and recovery operations through the county ECC.

  **Benton County Fire Defense Board**: Coordinates resources and equipment for fire suppression operations through the county ECC.

Once the emergency situation subsides and critical needs have been met, the Logistics Section Chief and ESF-7 lead agency representative will direct the Needs Assessment, Supply and Distribution Groups to complete the following activities:

  Contact all recipients of loaned equipment, supplies, or personnel and verify arrangements for return of items.
Arrange for disposal, relocation, or storage of excess donations and supplies.

Close distribution facilities after verifying that all of the necessary paperwork has been completed.

Deactivate volunteers and staff.

Compile and prepare documentation relevant to any resources received through procurement or the Statewide Mutual-Aid Agreement.

Determine if any donors or suppliers are willing to enter into agreements for future emergencies.

5. Concept of Operations

The command staff and general staff request resources necessary to accomplish incident objectives, personnel support, and safety operations. An ICS is established with five functional areas: Command Staff, Operations, Logistics, Planning, and Finance. An additional Intelligence section can be created if needed. The Benton County ECC uses an ICS/NIMS process for ordering and tracking resources, which uses a standardized nomenclature when requesting equipment and managing resources during an incident. Command staff use the NIMS Incident Resource Inventory System (IRIS) database management tool to locate needed resources from communities with which Benton County has mutual aid agreements.

The incident commander activates the resource management function. This function is an element of the ICS logistics section and has the authority to activate additional facilities and personnel as deemed appropriate by the situation. The logistics section reviews local, regional, and other resource requests. Local resources are allocated and utilized before requesting additional resources from regional, state, and national sources. Coordination efforts can expand into a Joint Operations Center and can further expand into the NIMS if the situation warrants.

The Benton County Sheriff’s Office, Emergency Services Division works with the Public Works Department to maintain an annually updated local resource list, including heavy equipment and special use equipment. In addition, the Benton County Public Health Department maintains an inventory of medical resources and pharmaceuticals. The county does not yet maintain a formal comprehensive inventory of equipment, supplies, facilities, personnel, or current agreements that may be needed to support emergency response and/or recovery operations.

If an urgent need for resources arises, there are channels for an expedited procurement and hiring. Procurement involves contacting suppliers, negotiating terms (in coordination with the Benton County District Attorney and Legal Counsel, if necessary), and making transportation arrangements. Each department head maintains qualifications for particular types of positions, and Benton County Human Resources can assist with hiring additional staff to support any facet of emergency operations, if necessary. The designated financial officer will update section chiefs
and other command staff regarding their authorized budgets while also logging and processing transactions, tracking accounts, and securing access to more funding as necessary and feasible. The Legal Counsel will provide assistance and guidance regarding legal obligations and any special considerations granted by law to expedite requests and other tasks.

6. Supporting Plans and Procedures
None established.
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ESF 8

Public Health and Medical Services
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Refer to Public Health and Medical Services Annex for policies and procedures for mobilizing health and medical resources under emergency conditions.
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ESF 9

Search and Rescue
Refer to Benton County Sheriff's Office Search and Rescue Plan (2010) for guidance in the management of SAR incidents in a safe, orderly, efficient and professional manner.
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Oil and Hazardous Materials
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1. Introduction: Purpose and Scope

Emergency Support Function 10 provides for response to and recovery from HazMat releases, including oil spills. This support function is applicable to all types and sizes of HazMat incidents potentially involving transportation corridors (railway, highway, marine), abandoned waste sites, pipelines, tank farms, and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.) Hazardous materials include chemical, biological, and radiological substances, whether accidentally or intentionally released.

*Note: Response and recovery involving release of radiological materials is covered in an Incident-Specific Annex to this County Emergency Operations Plan and will not be included in the scope of ESF 10.*

ESF 10 is designed to provide an adaptable county organizational structure that functions in concert with the EOP to assist in the response of a hazardous material incident. Once activated, the responsibilities of ESF 10 Coordinator activities will include, but are not limited to the following:

- Conducting physical search and rescue operations in damaged/collapsed structures and transportation accidents to locate and extricate victims.
- Administering immediate medical attention for life-threatening injuries.
- Carrying out reconnaissance duties to assess damage and determine needs, then provide that information to the ECC.
- Coordinating identification of missing persons with law enforcement.
- Alerting Benton County Sheriff’s Office and the Medical Examiners staff to deceased victims so they may extricate corpses.

2. Policies and Agreements

Current policies and definitions are delineated as follows:

- Oregon Revised Statue (ORS 453.374) Hazardous Material Emergency Response System:

The State Fire Marshal shall establish by rule a plan for the effective implementation of a statewide hazardous material emergency response system, which, to the extent practicable, shall be consistent with the emergency response plan adopted under ORS 466.620 (Emergency Response Plan). The statewide hazardous material emergency response system shall include, but need not be limited to:

- Provisions for coordinating the duties and responsibilities of regional HazMat response teams, including related procedures for 24-hour dispatching and emergency communications;
A schedule of fees for computing the reimbursement for extraordinary response costs incurred by a regional hazardous material response team as authorized by ORS 453.374 (Hazardous material emergency response system) to 453.390 (Revolving fund); and

Provisions for ongoing training programs for local government and state agency employees involved in response to spills or releases of oil and hazardous material.

The Northwest Area Contingency Plan contains geographic response plans (GRPs) that detail specific response strategies for areas having common geographic and hydrographic features. GRPs are intended to help guide first responders during initial responses to any release of hazardous materials. Charts, area descriptions, response equipment, and specific response strategies are included in each GRP.

3. Situation and Assumptions

A regional HazMat team is available to respond to emergencies in this jurisdiction and originates in Corvallis. Additional regional teams are available in Eugene and Salem. Local fire departments are trained to the operations level and may not have HazMat technicians in their agency. Local law enforcement personnel are trained to the awareness level and will generally control access to the incident site.

Following are assumptions specifically for ESF 10:

- Facilities using extremely hazardous substance (EHS) hazardous materials are mandated by Title III of the Superfund and Reauthorization Act of 1986 to have plans in place for preventing, mitigating, responding to, and recovering from HazMat incidents. Validation of these plans is conducted by the Linn-Benton Local Emergency Planning Committee.
- Local response is normally limited to evaluating the situation, isolating the contaminated area, evacuating or sheltering-in-place people from the affected area, and notifying the state’s Regional Hazardous Materials Response Team. The ECC may be activated when the hazardous materials incident requires resources or additional action, such as evacuating a neighborhood or opening shelters and providing mass care. The Benton County Fire Defense Board is charged with the responsibility to anticipate and address the issues and needs related to hazardous materials response services.
- If the incident involves hazardous materials addressed under the National Oil and Hazardous Substance Pollution Contingency Plan (NCP), federal resources may be utilized by using mechanisms of the NCP. The scope of the incident may determine whether ESF 10 of the NRP will be implemented. Hazardous materials addressed under the NCP include certain chemical, biological, and radiological substances considered WMD.

4. Roles and Responsibilities
All emergency operations and information will be coordinated through the county ECC.

**LEAD AGENCY**
- Linn/Benton HAZMAT Team 5
- Oregon Department of Transportation (within its jurisdiction)
- Oregon Department of Environmental Quality (within its jurisdiction)

**SUPPORTING AGENCIES/ENTITIES**
- Benton County Sheriff’s Office, Emergency Services Division
- Benton County Public Works Department
- Corvallis Public Works Department
- Oregon State Fire Marshal
- Adair Rural Fire Protection District
- Albany Fire Department
- Alsea Rural Fire Protection District
- Blodgett-Summit Rural Fire Protection District
- Corvallis Fire Department
- Hoskins-Kings Valley Rural Fire Protection District
- Monroe Rural Fire Protection District
- Philomath Fire Department
- Benton County Health Department
- Good Samaritan Regional Medical Center
- U.S. Coast Guard
- Railroad and other private transportation companies

**5. Concept of Operations**
The local fire district initially responds and assesses the emergency situation, then request activation of the regional HazMat team for carrying out field response operations. Liaisons are designated at the county ECC or Fire Department Operation Center to represent regional and state agencies as well as private entities, such as railroad/trucking companies, hospitals, agri-businesses, and tank farms.

Following a HazMat incident environmental clean-up is managed through the Department of Environmental Quality.

**6. Supporting Plans and Procedures**


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Agriculture and Natural Resources
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1. Introduction: Purpose and Scope

ESF 11 focuses on the protection of local agricultural crops and livestock in the event of the outbreak of a contagious or economically devastating disease or pest infestation (e.g., dairy and poultry operations, feedlots, auction yards, Christmas tree farms, timber/logging operations, agricultural crops, wildlife, etc.). It also addresses the assurance of food safety and food security during, and after a major disaster. ESF 11 includes information regarding emergency animal sheltering and evacuation specific to livestock, such as dairy, cattle, poultry, sheep, goats, equine, and other production species. Procedures for evacuating and sheltering household pets and service animals will be presented in ESF 6 when established.

ESF 11 Coordinator activities will include, but are not limited to the following:

Coordinates county response to an outbreak of a highly contagious or economically devastating animal/zoonotic disease, an outbreak of a highly infective exotic plant disease, or an economically devastating plant infestation;

Ensures, in coordination with ESF 8 that animal/veterinary/wildlife issues in natural disasters are supported; and

Assures the safety and security of the commercial food supply during and after a major disaster, including the inspection and verification of food safety aspects of slaughter and processing plants products in distribution and retail sites, laboratory analysis of food samples, control of products suspected to be adulterated, plant closures, and field investigation.

2. Policies and Agreements

Current policies and definitions are delineated as follows:

The Oregon Department of Agriculture, in accordance with Oregon state law, specifically Oregon Revised Statutes, Chapter 596 (Disease Control Generally) and Oregon Administrative Rules 603 Division 11, has the authority to:

Declare an animal health emergency.

Impose restrictions on importations of animals, articles, and means of conveyance.

Quarantine animals, herds, parts of the state, the entire state, and create quarantine areas.

Stop the movement of animals.

Require the destruction of animals, animal products, and materials.

Specify the method for destruction and disposal of animals, products, and materials.

Indemnify owners for animals destroyed.
Employ deputy state veterinarians and livestock inspectors.

Farm Service Agency (FSA) programs are administered through the Oregon Department of Agriculture and are activated by the U.S. Secretary of Agriculture in support of a natural hazard event, such as drought. Not all FSA programs require a disaster declaration prior to activation. These include:

Noninsured Assistance Program

Emergency Conservation Program

Emergency Haying and Grazing Assistance

The FSA has local offices throughout the state. More information on programs administered by FSA, as well as contact for state and local offices can be accessed through their website at http://www.fsa.usda.gov.

3. Situation and Assumptions

Benton County has limited capability to respond to an agricultural or natural resource-related emergency incident. The county will rely on state and federal assistance during such emergencies. Numerous local, state, federal, and volunteer organizations will play a role in eradicating a foreign animal disease or other types of domestic disease outbreaks potentially impacting plants and/or animals.

The occurrence of foreign animal disease, other highly contagious diseases, and catastrophic events may require mass culling of livestock, carcass removal, and disposal. Response efforts could also include culling of non-domesticated animals/birds such as wildlife. Animal carcasses, unused animal feed, manure, and other organic matter may create sanitation, pest, and vector control issues. Quarantine measures may be implemented for parts of Benton County, and law enforcement may be required for enforcement of quarantine and/or isolation measures.

4. Roles and Responsibilities

LEAD AGENCY
Benton County Health Department
Oregon State University Extension Service

SUPPORTING AGENCIES/ENTITIES
Benton County Animal Control
Benton County Community Development
Local volunteer agencies (American Red Cross, Humane Society)
Oregon State Brand Inspector
Oregon Department of Agriculture (ODA), State Veterinarian’s Office
U.S. Department of Agriculture (USDA), Area Veterinarian In-Charge (AVIC)
Oregon Veterinary Emergency Response Teams
Oregon Department of Fish and Wildlife
Oregon Department of Human Services, Department of Health Services
Oregon Department of Environmental Quality
Oregon State Police
Oregon Department of Parks and Recreation
Oregon Public Health Authority

Note: Primary and support roles of city, county, and state law enforcement agencies during animal isolation and quarantine procedures have not been formally defined for the county to date.

The local health department, with support from Oregon Department of Human Services, serves as the principal point of contact during an outbreak of a highly infectious/contagious animal or zoonotic disease posing potential or actual impacts to human health. The AVIC for the USDA, Animal and Plant Health Inspection Service, Veterinary Services will assist the State Veterinarian as appropriate in any type of animal health emergency.

5. Concept of Operations
Benton County has not developed emergency response plans or procedures focusing on agriculture and animal issues. However, the Incident Command System and National Incident Management System process would be implemented into the command structure established for the county ECC to track and mobilize all resources necessary to accomplish the incident objectives. Oregon Emergency Response System will coordinate assistance by state and federal agencies during a disaster or animal health emergency.

Although not formalized into existing response procedures, the Benton County Fairgrounds could be used to accommodate animals during quarantine, isolation, or evacuation activities.

6. Supporting Plans and Procedures
http://www.oregon.gov/ODA/AHID/oadem_plan.shtml
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1. Introduction: Purpose and Scope

ESF 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the county following a disaster. Also considered in this ESF is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, wind, natural gas, petroleum products, hydroelectric, etc. Critical facilities may include primary and alternate Emergency Coordination Centers or Department Operation Centers, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

ESF 12 will activate when the county EOC is operating at an activation Level II or greater in response to any major emergency or disaster. The ESF 12 is designed to provide an adaptable county organizational structure that functions in concert with the EOP to assist in the response of a critical infrastructure incident. Once activated the responsibilities of the ESF 12 Coordinator activities will include, but are not limited to the following:

- Facilitate restoration of damaged energy systems and components during a potential or actual emergency or major disaster;

- Manage county response to emergencies involving radioactive materials releases from fixed nuclear facilities (Hanford), commercial nuclear power plants (Columbia Generating Station and the Trojan Independent Spent Fuel Storage Installation), and research reactors (Oregon State University and Reed College);

- Manage county response to transportation accidents involving radioactive material shipments on Oregon highways transecting the county;

- Manage county response to emergencies involving the severe or long term shortage or disruption of petroleum products. This includes requesting state wide fuel allocation program if required; and

- Manage county response to emergencies involving the transportation, transmission and distribution of Liquefied Natural Gas (LNG).

- Manage county response to emergencies involving damage to or release of liquid or gaseous petroleum products from pipelines in or near Benton County.

2. Policies and Agreements

Current policies and definitions are delineated as follows:

ORS 469.533 State Department of Energy rules for health protection and evacuation procedures in nuclear emergency. Notwithstanding ORS chapter 401, the State Department of Energy in cooperation with the Oregon Health Authority and the Office of Emergency Management shall establish rules for the protection of health and procedures for the evacuation of people and communities who would be
affected by radiation in the event of an accident or a catastrophe in the operation of a nuclear power plant or nuclear installation. [Formerly 453.765; 1983 c.586 §43; 2009 c.595 §954; 2009 c.718 §49]

**ORS 469.534 County procedures.** Each county in this state that has a nuclear-fueled thermal power plant located within county boundaries and each county within this state that has any portion of its area located within 50 miles of a site within this state of a nuclear-fueled thermal power plant shall develop written procedures that are compatible with the rules adopted by the State Department of Energy under ORS 469.533. The department shall review the county procedures to determine whether they are compatible with the rules of the department. [1983 c.586 §46]

**ORS 469.535 Governor may assume control of emergency operations during nuclear accident or catastrophe.** Notwithstanding ORS chapter 401, when an emergency exists because of an accident or catastrophe in the operation of a nuclear power plant or nuclear installation or in the transportation of radioactive material, the Governor, for the duration of the emergency, may:

- Assume complete control of all emergency operations in the area affected by the accident or catastrophe, direct all rescue and salvage work and do all things deemed advisable and necessary to alleviate the immediate conditions.
- Assume control of all police and law enforcement activities in such area, including the activities of all local police and peace officers.
- Close all roads and highways in such area to traffic or by order of the Director of the State Department of Energy limit the travel on such roads to such extent as the director deems necessary and expedient.
- Designate persons to coordinate the work of public and private relief agencies operating in such area and exclude from such area any person or agency refusing to cooperate with other agencies engaged in emergency work.
- Require the aid and assistance of any state or other public or quasi-public agencies in the performance of duties and work attendant upon the emergency conditions in such area. [1983 c.586 §47; 2009 c.718 §50]

### 3. Situation and Assumptions

Emergency power sources and back-up systems are available to support critical facilities and emergency operations in Benton County. Many facilities within the county have adequate resources for sustainable operations throughout the duration of response and recovery. These facilities include:

- Benton County Sheriff’s Office
- Corvallis Police
- Oregon State Police
- Corvallis Regional Communications Center
- Benton County ECC
Oregon National Guard Armory (Corvallis)

Good Samaritan Regional Medical Center

Oregon Department of Transportation

The Benton County Sheriff’s Office, Emergency Services Division also maintains a mobile generator that can be transported for support of field operations or facilities in need to alternate power sources. All communications sites and communications vehicles within the county’s jurisdiction are equipped with back-up generators to enable extended operations.

4. Roles and Responsibilities

All emergency operations and information will be coordinated through the county ECC. Essential tasks supporting ESF 12 include:

- Take action to restore all electrical and natural gas service and supply chain infrastructure [Private and Public & Power Providers];

- Coordinate available electrical generators with meeting prioritized need for electrical power [Emergency Services Division]; and

- Manage county requirements for fuel and lubricants during disaster response and recovery phases.

LEAD AGENCY

Benton County Sheriff’s Office, Emergency Services Division
Benton County Public Utility District

SUPPORTING AGENCIES/ENTITIES

Benton County Public Works Department
Corvallis Public Works Department
Oregon Department of Transportation
Oregon Department of Energy
Williams Gas Pipeline
Pacific Power
Trans-Canada Natural Gas
Consumers Power Inc.

The following agencies may provide emergency power to facilities with equipment shortages during an incident:

Oregon Department of Forestry

U.S. Army National Guard

Benton County community organizations active in disasters
5. Concept of Operations
The Incident Command System/National Incident Management System organization would be used to manage and coordinate response and recovery operations for ESF 12. The Incident Commander assigned to the County ECC coordinates resources, activities, and field operations with utility companies and other energy-related companies/agencies for damage and restoration support and contingency planning necessary for long-term outages.

6. Supporting Plans and Procedures

7. Appendices
Appendix I: Critical facilities in Benton County with generators for alternative power.
## Appendix 1

### Critical Facilities in Benton County with Generators for Alternative Power

<table>
<thead>
<tr>
<th>Agency/Organization</th>
<th>Address</th>
<th>Phone/Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td>Benton County Sheriff’s Office</td>
<td>Law Enforcement Bldg 180 NW 5th St Corvallis, OR 97330</td>
<td>541-766-6858</td>
</tr>
<tr>
<td>Corvallis Police Department</td>
<td>Law Enforcement Bldg 180 NW 5th St Corvallis, OR 97330</td>
<td>541-766-6924</td>
</tr>
<tr>
<td>Oregon State Police</td>
<td>The Department of Public Safety &amp; Oregon State Police 200 Cascade Hall Oregon State University Corvallis, OR 97331</td>
<td>541-737-3010</td>
</tr>
<tr>
<td>Corvallis Regional Communications Center (PSAP)</td>
<td>Law Enforcement Bldg 180 NW 5th St Corvallis, OR 97330</td>
<td>541-766-6924</td>
</tr>
<tr>
<td>Good Samaritan Regional Medical Center</td>
<td>3600 NW Samaritan Dr Corvallis, OR 97330</td>
<td>541-768-5111</td>
</tr>
<tr>
<td>ODOT</td>
<td>Transportation Dept Mntnc 3700 SW Philomath Blvd Corvallis, OR 97333</td>
<td>541-757-4127</td>
</tr>
<tr>
<td>Oregon National Guard Armory</td>
<td>1100 NW Kings Blvd Corvallis, OR 97330</td>
<td>541-752-2272</td>
</tr>
<tr>
<td>Benton County Courthouse</td>
<td>408 SW Monroe Ave Ste 111 Corvallis, OR 97333</td>
<td>541-766-6800</td>
</tr>
<tr>
<td>Corvallis City Hall</td>
<td>501 SW Madison Ave Corvallis, OR 97333</td>
<td>541-766-6901 (City Manager’s office)</td>
</tr>
<tr>
<td>City of Corvallis ECC/Fire Station #1</td>
<td>400 NW Harrison Blvd Corvallis OR 97330</td>
<td>541-766-6961</td>
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ESF 13  Public Safety and Security
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1. **Introduction: Purpose and Scope**

ESF 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function is inclusive of general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control, criminal investigations, access control to incident sites and/or governmental facilities (including county and local) and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

2. **Policies and Agreements**

Local intergovernmental agreements and MOUs are in place to provide back-up coverage and assist any law enforcement agency statewide. In addition, Oregon State Police maintains an MOU with Benton County, the cities of Corvallis, Philomath, and Albany to provide assistance during any type of law enforcement incident and will report to the Incident Commander (IC) or the County Sheriff during local incidents.

The line of succession of authority for duties covered under ESF 13 is designated for the following positions:

- County Sheriff or designee
- County Undersheriff
- Sheriff’s Office on-call manager

3. **Situation and Assumptions**

Incident Command System (ICS)/ National Incident Management System (NIMS) processes will be adopted and used in the command and control of any law enforcement incident occurring within the county’s jurisdiction.

4. **Roles and Responsibilities**

All emergency operations and information will be coordinated through the county ECC.

**LEAD AGENCY**

Benton County Sheriff’s Office, Law Enforcement Division

**SUPPORTING AGENCIES/ENTITIES**

- Corvallis Police Department
- Albany Police Department
- Philomath Police Department
- Oregon State Police
- Bureau of Land Management, Law Enforcement
- Federal Bureau of Investigation
- U.S. Drug Enforcement Agency
- U.S. Department of Agriculture (including the U.S. Forest Service)
- Benton County Circuit Court
Essential tasks supporting ESF 13 include:

- Conducting law enforcement activities;
- Conducting traffic and crowd control;
- Isolating and securing affected areas;
- Conducting situational and damage assessment reconnaissance and reporting;
- Conducting disaster area evacuations;
- Developing and maintaining Law Enforcement Guides and SOPs as necessary to supplement this plan;
- Providing a law enforcement representative in the EOC to function as the Law Enforcement Branch Manager;
- Defining evacuation responsibilities of county (or city) departments and private sector groups;
- Identifying high hazard areas and corresponding number of potential evacuees; and
- Coordinating evacuation planning to include:
  - Movement control.
  - Health and medical requirements.
  - Transportation needs.
  - Emergency public information materials.
  - Shelter and Reception locations.
  - Identification and maintenance of critical routes.
  - Determine if sheltering in place is an effective alternative to evacuation
  - Prepare and maintain a warning and protective actions guide.

5. Concept of Operations
The county Emergency Coordination Center (ECC) will be the primary location for coordination and control of emergency law enforcement operations. Emergency response and recovery operations will be coordinated according to ICS/NIMS processes, and the lead law enforcement agency will assume the role of IC. When environmental conditions do not allow for coordination and control of emergency operations from the county ECC, the County Emergency Program Manager may authorize control from other locations.

Two-way radio communications for control of emergency operations and emergency communications with neighboring law enforcement and medical and health officials will be the same as those used for day-to-day operations. Telephone communications will be used for administrative purposes and for coordination and control if two-way radio communications are not available.
6. Supporting Plans and Procedures

The Terrorism Incident Checklist of this EOP also provides direction and procedures specific to law enforcement services during a suspected or confirmed terrorism incident. Additionally, the Benton County Sheriff’s Office Policy Manual and MOU’s will be activated and implemented during field response operations.
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ESF 14  Long-Term Community Recovery
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1. Introduction: Purpose and Scope
This annex provides an overview of the general process to be followed in recovering from the consequences of a disaster or other emergency affecting Benton County. It outlines the immediate steps to be taken to request state and federal assistance and the type of assistance that may be available in order to promote long-term community recovery. To be most effective, this annex should be used in conjunction with the Oregon State Disaster Recovery Assistance Guidebook.

The recovery process begins during the response phase of the emergency. Incident management must document all costs that are eligible for reimbursements from the Robert T. Stafford Act PL 277, CRF 44 as amended. The Benton County Sheriff’s Office, Emergency Services Division will coordinate the initial damage assessment and the County Assessor’s Office will calculate an estimated dollar amount for total loss and damages.

The Department of Homeland Security and other federal agencies offer several sources of recovery-oriented disaster relief. FEMA provides two types of recovery assistance programs, the Public Assistance Program and the Individual and Family Assistance Program. A Presidential Declaration of Disaster determines what type of assistance is authorized, although in most cases both programs are available.

Additionally, the Small Business Administration can also declare a disaster and provide low interest loans for businesses and local residences. The USDA may declare an area to be eligible for the emergency feed program to assist farmers with additional assistance. The American Red Cross also provides a safety net for assisting individual and families with emergency assistance programs, which include grants and additional financial assistance.

2. Policies and Agreements
Current policies and definitions are delineated as follows:

There are a number of policies and programs available to support recovery operations, financial reimbursement, and other types of assistance following an emergency or disaster. The following agencies/entities have established disaster programs that can assist with local recovery efforts:

   U.S. Small Business Administration: Physical disaster and economic injury disaster loans.

   U.S. Army Corps of Engineers: Assistance with mitigation, response, and recovery, particularly dealing with flood hazards:

   Emergency Water Program: Providing emergency supplies of potable water to communities dealing with contaminated water sources or drought.

   Rehabilitation Program: Repairing flood control structures that have been damaged or destroyed.
Advanced Measures Program: Preventative work prior to predicted unusual flooding.

Federal Highway Administration Emergency Relief Program: Assists with the cost of repairing roads and bridges on federal aid highways and non-federal aid roads on federal lands damaged by natural disaster or catastrophic failure.

Farm Services Agency: Provides emergency loans to help farmers recover from production and physical losses due to drought, flooding, other natural disasters, or quarantine.

3. Situation and Assumptions
As identified in the analysis of hazards that may occur in Benton County, many hazardous events have the potential for causing extensive injury, loss of life and property damage. In the event that such damage occurs, the economic resources of local government, businesses and individual citizens may be overwhelmed and state and federal assistance will be needed during the recovery process.

Timely damage assessments of public or private property will be of vital concern to local officials following a disaster, and will help prioritize the manner in which recovery is conducted in Benton County. Damage assessments may need to be undertaken in stages during a disaster event: a “windshield” survey may be incorporated into an Initial Damage Assessment to gain an overall impression of the impact of the event as part of preparing the disaster declaration. A more detailed Preliminary Damage Assessment (PDA) will document damage and estimate the resources needed for recovery. PDAs will be required to document the need for state and federal aid.

4. Roles and Responsibilities
All emergency operations and information will be coordinated through the county ECC. Lead and supporting agency/entity assignments will depend on the type of incident and severity of impacts to the community resulting from the emergency or disaster. Each Benton County department is responsible for creating and maintaining a Continuity of Operations Plan as outlined in county policy.

**LEAD AGENCY FOR DAMAGE ASSESSMENT:**
Benton County Assessor’s Office

**SUPPORTING AGENCIES/ENTITIES**
Benton County Sheriff’s Office, Emergency Services Division
American Red Cross
Benton County Public Works Department
Executives of incorporated cities

Essential tasks supporting ESF 14 include:

Develop and maintain a Benton County Natural Hazard Mitigation Plan
[**Benton County Sheriff’s Office, Emergency Services Division**];
Develop and maintain Benton County COOP; assist county departments in development and maintenance of COOP plans [Benton County Sheriff’s Office, Emergency Services Division];

Coordinate Initial Damage Assessment and Preliminary Damage Assessment activities between the County and Oregon Emergency Management as a step in acquiring recovery funding for the county [Benton County Sheriff’s Office, Emergency Services Division];

Assist affected county departments and offices, city and special district departments and other eligible agencies with initial coordination to receive disaster recovery funding. [Benton County Sheriff’s Office, Emergency Services Division]

5. Concept of Operations
This ESF provides a framework for county and local governments, NGOs, and the private sector to recover from the long-term consequences of a disaster or Incident of National Significance. This support consists of applying the resources and programs of the county, state, and federal departments and agencies to enable community recovery, and to reduce or eliminate risk from future incidents. ESF 14 support will likely be activated for large-scale or catastrophic incidents that require federal assistance to address significant long-term impacts in the affected area, e.g. impacts on housing, businesses and employment, community infrastructure, and social services.

Federal long-term recovery support is normally activated as a result of a Presidential declaration of disaster or emergency. Funding for recovery projects is coordinated directly between individual local jurisdictions and agencies and FEMA.

When the County ECC has been activated following a local disaster or emergency, the county Emergency Program Manager or designee determines which county officers and officials are available to support recovery operations and, according to the adopted line of succession, will replace those officials unavailable or unable to serve. All elected officials must check in with the County ECC as soon as possible so a clear chain of command can be established.

Upon notification of a pending or actual incident, county departments and agencies will take the following actions:

Work with the state and local officials to assess the long-term impacts of an incident;

Define available resources;

Facilitate the development of a course of action to most efficiently apply available resources to restore and revitalize the community as well as reduce the impacts from future disasters;
Pre-position mobilization equipment and supplies in a safe or safer location with minimal disruption of business;

Review and update mutual aid agreements.

Each county department or agency will review and complete the following action items, and identify critical needs and personnel to ensure continuity of operation and accountability:

Each county department is responsible for developing its own protocols, guidance, and plan to address its continuity of operations. These should include resources necessary to complete its mission and tasks to serve the public effectively.

The department head is responsible for pre-identifying staff patterns to establish a line of succession in management’s absence.

All department employees must understand the protocols, guidance, and line of succession to minimize confusion, maintain leadership, and provide clear direction.

Each department will incorporate this plan in its department or agency policy and procedures manual.

Each department will review and update its plan and make any necessary changes on an annual basis.

Departments will provide training and exercise individual plans on an annual basis.

The Benton County Board of Commissioners will provide guidance and direction to department heads to ensure continuity of government.

Each department head or designee is responsible for public and staff safety.

When needs have largely been met, the crisis subsides, and the Benton County government can begin to function in its normal, day-to-day mode, the resource management function will focus on the following areas:

Disposal of excess stocks: Loaned equipment will have to be returned to its owners. Surplus property can be dealt with through normal procedures, except where hazardous materials are involved. Warehouse space may be needed for excess donations as local and area volunteer agencies attempt to absorb them. A Donations Coordination Team will be assigned to manage donated goods.

Stand down: Facilities and staff should be deactivated as soon as is feasible, with all reports and documentation filed.
Financial settlement: The county may need to reimburse or compensate owners of private property. The county will also have to submit any reports required to address assistance received under the Stafford Act.

Financial liability associated with emergency situations will be addressed through Benton County Continuity of Operations Plan (COOP) when procedures have been developed and finalized.

6. Supporting Plans and Procedures
Benton County COOP, departmental COOPs.

OEM Disaster Recovery Assistance Guidebook:

7. Appendices
Appendix 1 – Individual Assistance Programs
APPENDIX 1
INDIVIDUAL ASSISTANCE PROGRAMS

(This compendium identifies typical individual assistance programs that may be available to Benton County following an emergency or disaster.)

PROGRAM: Humanitarian Service Groups (e.g. American Red Cross, Salvation Army, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or Group

Administered by: Agency or group at temporary or permanent locations

Individuals, local, or state officials can request these services. They provide immediate emergency aid such as clothing, food, medical assistance, shelter, clean-up help, transportation, furniture, and medical supplies.

PROGRAM: Emergency Food Stamp Program

Funded by: Food and Nutrition Services (USDA)

Administered by: State Department of Social and Health Services

Provides food coupons to qualifying disaster victims. Requires a request to the USDA by the Department of Social and Health Services, based on request to DSHS by State Emergency Management in coordination with local Emergency Management.

PROGRAM: Insurance Assistance


Counseling on insurance problems or questions.
PROGRAM: Consumer Protection

Administered by: State Attorney General’s Office

Provides counseling on consumer problems such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. May involve coordinating with the Insurance Commissioner and/or legal counsel.

PROGRAM: Crisis Counseling

Administered by: Department of Human Services

Available only after a special request by the Governor and approved by FEMA. Referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

PROGRAM: Individual and Family Grant Program (IFGP)

Funded by: 75% Federal  25% State

Administered by: Oregon Emergency Management

Intended to provide assistance to individuals and families to permit them to meet those disaster-related necessary expenses and serious needs for which other assistance is either unavailable or inadequate. It is not intended as a replacement or insurance program.

PROGRAM: Temporary Housing Program

Funded by: 100% Federal

Administered by: FEMA

Provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable as a result of a disaster.
PROGRAM: Disaster Loans

Funded by: U.S. Small Business Administration

Administered by: U.S. Small Business Administration

Physical Disaster Loans. Low interest loans to individuals for repair, replacement, or rehabilitation of owner-occupied primary residences or personal property loss for renters.

Business Loans (Physical Disaster Loans). Low interest loans to businesses for repair, replacement or rehabilitation of disaster damaged property.

Economic Injury Disaster Loans (EIDL). For business that are suffering economic loss as a result of single sudden physical event of catastrophic nature. SBA’s maximum loan is up to $500,000. Funds can be used for indebtedness and operating expenses.

PROGRAM: Emergency Loans, Farmers Home Administration (FHA)

Administered by: U.S. Department of Agriculture

Low interest loans to farmers, ranchers, and agricultural operators, either tenant-operator or owner-operator, for physical and production losses. Loan may also be used to repair or replace farm property and supplies, or for repayment of farm operating debts incurred during the disaster year. May also be available if approved by the USDA following a Governor’s request.

PROGRAM: Disaster Unemployment Assistance

Funded by: FEMA

Administered by: U.S. Department of Labor through the State Employment Security Department (DOL)

Provides weekly benefit payments to those out of work due to the disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.
PROGRAM: Tax Assistance

Administered by: Internal Revenue Service (IRS), County Assessors

Provides counseling and assistance in the form of income tax rebates to disaster victims who file income tax returns during the year of the disaster or during any of the three previous years. These earlier returns may be amended to receive an immediate tax rebate for non-insured casualty losses to homes, personal property, businesses or farming/ranching operations. Benefits may also result from filing amended state income tax returns. County assessors may provide information on possible property tax relief.

PROGRAM: Social Security Benefits

Funded by: Social Security Administration (SSA)

Administered by: Social Security Administration

Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and SSI payments.

PROGRAM: Veteran’s Benefits

Funded by: Veterans Administration (VA)

Administered by: Veterans Administration (VA)

Assistance in applying for VA death benefits, pensions, insurance settlements and adjustments to VA insured home mortgages. VA representatives will also record address changes if necessary.

PROGRAM: Legal Services

Administered by: Federal Emergency Management Agency

Free legal counseling to low income persons for disaster related problems. May include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.
OTHER EMERGENCY FINANCING PROGRAMS

PROGRAM: Infrastructure Assistance Coordination Council (IACC)

Administered by: State Department of Community, Trade and Economic Development (CTED)

The IACC is an organization of state and Federal agencies and associations that provides Oregon communities with public financial and technical assistance. Through the council, these agencies coordinate their efforts to better assist counties, cities, towns, special purpose districts, utilities and tribal governments.
External Affairs
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1. **Introduction: Purpose and Scope**

Emergency Support Function (ESF) 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. ESF 15 also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster/incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

The primary means for disseminating public information in this jurisdiction includes Internet, brochures, newspapers, community meetings, workshops, and schools.

2. **Policies and Agreements**

Benton County has numerous public information officers (PIO) to support ESF 15. The local PIO network supports public health and is directed through the Benton County Sheriff’s Office, Emergency Services Division.

Public information dissemination policies are detailed in BCSO General Order 16.1.

3. **Situation and Assumptions**

During periods of emergency, the public needs detailed information regarding protective action that may help minimize the loss of life and property. However, some disasters may strike without warning, and the public information system will not be able to react rapidly enough to properly inform the public about the hazard. For this reason, it is important that prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures.

An effective program combining both education and emergency information can significantly reduce disaster related casualties and property damage. It is recognized, however, that people are generally unconcerned about hazards until affected, despite educational programs. Therefore, programs should focus on the most effective strategies for getting members of the public prepared and informed.

Both the media and the public will expect and demand that information about an emergency be provided in a timely manner. Demand for information during a disaster can be overwhelming if sufficient trained staff is not available. Where possible, it may be helpful to have scripts and templates prepared beforehand to help respond quickly to the demand for information.
The local media, particularly radio and television, can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and the Emergency Alert System (EAS) broadcasts. Depending on the scope of the emergency, regional and national media may also need information and play important roles.

4. Roles and Responsibilities

LEAD AGENCY
Benton County Sheriff’s Office, Emergency Services Division

SUPPORTING ORGANIZATIONS
Incorporated Cities
Fire Protection Districts
Media Outlets
BCARES
Linn Benton Lincoln Education Service District
Local Public Information Officer Network
Oregon Emergency Management
Benton County Health Department

Task Assignments

Public Agencies
Each county department shall respond in accordance with their role as identified in the EOP and/or this annex. Other jurisdictions should work within the framework identified by their respective EOPs or the county’s EOP, as appropriate.

Benton County Sheriff’s Office, Emergency Services Division
The Emergency Program Manager shall work with the various resource agencies and local jurisdictions in distributing emergency preparedness information and conducting public education programs throughout the county. The Emergency Program Manager should ensure that ESF 2 is used for emergency warning information, as appropriate. The Emergency Program Manager will appoint a PIO for the duration of the incident and that person will be responsible for managing the county’s emergency public information process.

The Emergency Services Division shall coordinate with other involved units of government and ensure that the public is informed of recovery operations in progress through the news media. The Emergency Service Division should facilitate a comprehensive after action review of incident response, including a discussion about how effective emergency public information systems gathered and disseminated information.

Incorporated Cities
Those cities with emergency management programs are responsible for dissemination of emergency preparedness information to their citizens. Others cities should work with the Emergency Program Manager in public education efforts. Each
jurisdiction is responsible for coordinating emergency response information with the Emergency Management PIO once the ECC is activated. Requests for PIO staffing assistance at the county ECC may be made to any jurisdictions not impacted by the disaster. Participation in a Joint Information Center (JIC) may be requested in an effort to better coordinate the release of emergency public information.

**Fire Protection Districts**
The Benton County Sheriff’s Office, Emergency Services Division may request the assistance of the pool of trained PIOs from fire districts to assist in the distribution of emergency preparedness information as a part of their department’s fire safety training presentations or public safety exhibits. Fire PIOs who have been trained to work at the county ECC in the event of a major disaster, should immediately determine their departmental needs and priorities and then contact the county Emergency Management PIO to indicate availability.

**Media**
The Benton County Sheriff’s Office, Emergency Services Division will work with local media to provide emergency preparedness messages to the public, e.g., in the form of a series of newspaper articles or public service announcements by the broadcast media.

**Amateur Radio Emergency Services (ARES)**
The Benton County Amateur Radio Emergency Services (BCARES) group will distribute emergency preparedness information as provided the Benton County Sheriff’s Office, Emergency Services Division to the public as part of their community education efforts at fairs and exhibits.

**Linn Benton Lincoln Education Service District**
The Benton County Sheriff’s Office, Emergency Services Division should work with the Linn Benton Lincoln Education Service District to periodically distribute emergency preparedness information to the school districts throughout the school year so that students may receive literature to take home to their parents.

**Joint Information Center**
If there is a major event involving several jurisdictions in or adjacent to Benton County, it is likely that a Joint Information Center will be established to provide a coordinated method for release of emergency public information, i.e., serving as a clearinghouse. The decision to establish a media center will be made by the Emergency Program Manager in collaboration with the responsible officials of the other involved jurisdictions.

**5. Concept of Operations**

**General**
The timely preparation and release of emergency public information is the responsibility of the Benton County Sheriff’s Office PIO working under the general direction of the Emergency Program Manager. When the county ECC has been
established, the Incident Commander will appoint an Incident PIO, or establish a rotating staff and schedule.

There are several county departments, fire districts, and other organizations that have designated employees to deal with the release of information on emergency incidents to the media and the public. The Incident PIO and the necessary staffing for a 24-hour emergency response operation at the county ECC will be drawn from this group of trained PIOs.

If an incident involves a criminal investigation, specific procedures are established to manage and control security-sensitive information. All media inquiries about an ongoing criminal investigation are referred to the Benton County Sheriff or the Benton County District Attorney.

During major incidents, written news releases and regular updates will be issued as appropriate and whenever possible. All written releases will be approved by the incident commander or highest-ranking supervisor in charge of the incident. If a high volume of public inquiries is anticipated, staff in charge of information dissemination should consider utilization of a service such as Flash Alert, and staffing the ECC Phone Bank. Information should also be communicated to public agencies and departments in a timely manner.

**Joint Information System**
A joint information system will be implemented in conjunction with the ICS and a local and/or regional JIC will be established under Unified Command (UC). The Emergency Program Manager will ensure procedures are consistent with those implemented by the existing regional and state public information network.

Depending on the size and nature of the incident, the JIC may be co-located with an existing ECC/Command Post or could be designated as an independent facility. Where appropriate, the PIO may establish a media/public information area separate from the incident command and a safe distance from the incident scene. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information sharing among the larger PIO network;
- Develop and distribute materials to the general public and media partners;
- Implement information clearance processes set by the Incident Commander (IC); and
- Schedule media briefings in a designated location away from the ECC and other emergency operations.

**Message Development and Dissemination**
Designated personnel, public officials, and/or response staff will inform and involve appropriate stakeholders, Subject Matter Experts (SME), and other technical staff during the initial stages of a response.

Support activities of the lead PIO and other public information staff include:

- Creation and dissemination of key messages and incident updates to public and media partners (following review and clearance processes set forth by IC or designee);

- Activation and staffing a JIC (which may include appointing a JIC Manager);

- Development of fact sheets and situation updates for internal staff use;

- Designation of a spokesperson, alternate spokesperson, and supporting subject matter experts, if needed; and

- Development and distribution of news releases, status updates, and other emergency information through news conferences, websites, newspapers, television stations, radio stations, e-mail, and emergency hotlines.

Dissemination of public information during an emergency will be accomplished through several different channels for different audiences and purposes. The Oregon Emergency Response System (OERS) will be used to provide key information regarding the incident(s) to the first responder community and key partners. Media partners play a significant role in information sharing and dissemination of information to the public and among private sector and governmental entities. Benton County will adopt and incorporate the principles of the public information system set forth by NIMS. A “virtual JIC” system is a centralized electronic database that can serve as a tool for sharing information among the PIO network so that designated PIOs and support staff in a variety of remote locations can communicate with each other.

If the incident response requires SMEs beyond what is locally available, the Incident Commander should contact the Oregon Emergency Response System at 800-452-0311.

**Evacuation Information**

The lead PIO will ensure evacuation information is disseminated to the media on a timely basis. Instructions to the public, such as traffic routes, location of temporary reception centers, and situation updates, will be issued as information becomes available.

6. **Supporting Plans and Procedures**

No plans or procedures have been developed to date.

7. **Appendices**

Appendix 1 Joint Information Center Organizational Structure
Appendix 2  Joint Information Center Positions
Appendix 3  Public Information Officer Appointment Declaration
Appendix 1
Joint Information Center Organizational Structure

- Incident Commander
  - Lead PIO
    - JIC Coordinator
    - Assistant Lead PIO

Information Gathering and Analysis Branch
- Incident/EOC Liaison
- Information Posting
- Media Monitoring

Information Production Dissemination Branch
- Media Briefing
  - Research & Writing
  - Media Interview
  - News Conferences
  - National Media
- External/Internal Communications
  - Phone Bank Liaison
  - Multi-Jurisdictional Contact
- Community Outreach
  - Special Needs
  - Community Meetings
- Other Media

Field Operations Branch
- Incident PIO(s)
- VIP
- Shelter Liaison
- Special Interest Groups
Appendix 2
Joint Information Center Position Descriptions

Guiding Principles
All incident-specific information must be cleared by the Incident Commander prior to release.
Each PIO may speak for his or her own agency on the general practices of that agency and communicate agency-approved, pre-scripted disaster/emergency information.
The IC (or UC) may be located in an EOC supporting the incident or on-scene.
Field JICs may be set up at or near an incident scene to provide service to news media who gather there.

The following functions should be considered when establishing a JIC.
Depending on the scope of the incident, this may warrant having one individual staffing several positions or each of the following positions being staffed with one or more individuals.

Lead Public Information Officer
Manages the JIC operation and obtains approval for the release of information from the IC (or UC).
If necessary due to the size of incident, designates branch managers to oversee Information Gathering & Analysis, Production & Dissemination, and Field Operation functions.
Establishes a staffing pattern.
May attend planning meetings (ECC function).
Creates JIC Incident Action Plan for next operational period.
Briefs next shift.
Assists in verifying information about the incident or situation.
Manages VIP visits to the JIC.

Assistant Lead Public Information Officer
Assist the Lead PIO as directed.
Manage JIC operations when the Lead PIO is unavailable.

JIC Coordinator
Supervises daily operations of the JIC.
Works with local staff and participating agencies to procure needed supplies, equipment, personnel.
Executes plans and procedures.
Collects and archives public information products.

**Information Gathering, Verification and Analysis Branch**

Collects, verifies, and processes information from multiple sources including the field and EOC PIOs and Operations branches, if formed, about the incident/situation. Coordinates the development of key messages with the Information Production and Dissemination Branch.

**Incident/EOC Liaison:**
- Gathers information about incident(s).
- Communicates with Field PIO(s) and/or EOC(s) supporting the incident (cities, counties, FBI, etc.)
- Follows up on rumors and/or unconfirmed information.
- Helps facilitate VIP requests to tour incident site with Incident Lead PIO.
- Works closely with Situation Status and Operations (in EOC) to gather and verify information and determine which information has been approved by IC for release.

**Information Posting Unit:**
- Categorizes and posts information in the JIC for reference (whiteboard, flip charts, etc.)
- Transmits confirmed and IC approved information to Production & Dissemination Branch.
- Follows up on rumors and/or unconfirmed information.

**Media Monitoring Unit:**
- Monitors television, radio, and print media to ensure accuracy in reporting of incident and rumor control.
- Follows up on rumors and/or unconfirmed information and notifies Information Production & Dissemination Branch.
- Requests copies of news stories as needed.

**Information Production & Dissemination Branch**

Receives confirmed, IC approved information; coordinates the release of information (with Lead PIO/IC); develops key messages with the Information Gathering Branch; identifies targeted audiences; and utilizes appropriate resources and tools to communicate key messages.

**Media Briefing Unit:**

**Research and Writing Unit**
(Note: Staff working here may cycle back and forth with staff in the Media Interview Unit as news releases are sent and media respond requesting more information from the originator of the news release.)

Defines and composes incident status information and key messages.
Develops press releases after consulting Information Gathering Unit.
Develops protective action information for public.
Develops “notebook” and/or other resources for Media Interview and Phone Bank Groups.

Media Interview Unit
(Note: Staff working here may cycle back and forth with staff in the Research and Writing Unit such when the media call requesting more information from the originator of a news release.)
Responds to inquiries and conducts interviews with television, radio and print media.
Conducts media tours of the JIC.
Answers phone lines designated for incoming local media calls.

News Conference Unit
Determines and arranges for appropriate media contacts/speakers.
Works with Research and Writing Unit to develop key messages. Set-up facility and equipment, working with JIC Coordinator. Develops necessary graphics/visuals.

National/International Media Unit
Facilitates requests for information from national/international media.
Facilitates requests for information from magazine and publication journalists.
Answers phone lines designated for incoming national/international media calls.

External/Internal Communications:

Phone Bank Liaison Unit
Ensures phone bank has current information on the incident.
Conducts periodic briefings with phone bank to ascertain and/or rule-out rumors.
Periodically requests phone bank coordinator to relay FAQs.
Routinely requests information on primary public concerns.

Multi-Jurisdictional Contact Unit
Disseminates information to other EOCs and all participating jurisdictions via established listserv and/or e-mail groups.
Briefs EOC staff via posting of press releases, fact sheets, visuals, etc.

Community Outreach:
Special Populations Unit
Identifies special populations affected by the incident, such as seniors, the hearing impaired, illiterate, non-English speaking, etc.
Develops protective measures information, working with content experts, such as health officers, HazMat personnel, transportation officials.
Seeks and utilizes community resources as needed to communicate with and/or disseminate information to targeted audiences.
Answers phone lines designated for incoming calls from special populations.

Community Meetings Unit
Posts key information (assistance programs, protective measures, etc.) at community locations.
Conducts town hall and community meetings as needed.
Works with Shelter Liaison to promote shelter information.

Other Media
Works with Research and Writing Unit to post pertinent information on agency website(s).
Works with Research & Writing Unit to update virtual JIC (if established).
Searches Internet for blog postings.

Field Operations Branch

Incident PIO(s):
Coordinates the release of information with the on-scene IC.
Conducts media interviews and tours of incident site.
Provides incident updates to Information Gathering Branch.
Establishes the media area in a safe location, with a good view of the incident and operations.

VIP Liaison
Conducts and/or assists IC with briefing elected officials, dignitaries, and politicians.
Conducts tours of the incident site.

Shelter Liaison
Provides information on shelter openings to Information Gathering Unit.
Helps facilitate requests for media interviews.
Works with Community Outreach and Special Needs Unit to communicate shelter information to displaced individuals.

Special Interest Groups
Identifies potential organizations that may have a vested interest in the incident.
Searches for intelligence.
Collects and shares information on potential activists’ efforts and shares with Information Gathering Branch.
Severe Weather/Landslides
## Severe Weather/Landslide Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pre-Incident Phase</strong></td>
<td>Maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the County EOP and supporting procedures/plans.</td>
</tr>
<tr>
<td></td>
<td>Maintain awareness of most current forecasting information from National Weather Service, etc.</td>
</tr>
<tr>
<td></td>
<td>Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards related to severe weather.</td>
</tr>
<tr>
<td></td>
<td>Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.</td>
</tr>
<tr>
<td></td>
<td>Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.</td>
</tr>
<tr>
<td></td>
<td>Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.</td>
</tr>
<tr>
<td></td>
<td>Have personnel participate in necessary training and exercises, as determined by Benton County Emergency Management in coordination with ESF-1 and ESF-6 Leads/Coordinators.</td>
</tr>
<tr>
<td></td>
<td>Facilitate severe weather and landslide preparedness activities.</td>
</tr>
<tr>
<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Benton County ECC.</td>
</tr>
<tr>
<td></td>
<td>Ensure landslide and flood response equipment and personnel inventories are current for Benton County. Test and maintain response and communications equipment. Restock supplies as necessary.</td>
</tr>
<tr>
<td></td>
<td>Ensure 1) contracts for sand, 2) fuel supply agreements, and 3) Public Works emergency plans are up to date.</td>
</tr>
<tr>
<td></td>
<td>Evaluate response agency capability (e.g., personnel shortages, new assets, down equipment etc.)</td>
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<tr>
<td></td>
<td>Work with the County planning department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.</td>
</tr>
<tr>
<td></td>
<td>Provide public safety information and educational programs regarding emergency preparedness and response.</td>
</tr>
</tbody>
</table>

### Supplemental Information

- EAS Agreements
- County NIMS Implementation and Training Plan
- Everbridge SAR page and listserv
- PMAT ODOT On-call PW list
### IA1 – Severe Weather/Landslide

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Maintain communication with ODOT, National Weather Service, US Army Corps of Engineers, Benton County Public Works Department, Benton County Natural Areas &amp; Parks Department, Benton County Health Department, and neighboring municipalities of incident status.</td>
<td></td>
</tr>
</tbody>
</table>
### RESPONSE PHASE

**Activate the appropriate EOCs/ECCs and establish Incident Command.** For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. Staffing levels will vary with the complexity and needs of the response.

- Consider a field ICS post for operations (BCSO Command/Communications vehicle)
- Activate Incident Management Team
- Develop and regularly update Incident Action Plan (IAP)
- Establish IC structure and communicate that to the responders
- Consider using the Linn-Benton Alert system or Emergency Alert System to communicate with the public
  - Consider utilizing the Health Alert Network (HAN) system to notify other local Health Departments and partners of the situation that is going on that may affect them.
- Request spot forecast from the National Weather Service; verify local conditions with NWS
- Contact Oregon Emergency Management/State ECC for updates and regional information
- Contact US Army Corps of Engineers for reservoir and dam status
- Assign resource unit to track and eventually demobilize response personnel
- Assign Documentation Unit to track activities
- Communicate with medical partners to determine whether surge is taking place.
  - If so, then consider ordering specialized resources (e.g. state IMT teams, technical specialists etc.)
- Submit a request for an emergency/disaster declaration, as applicable.
- Schedule times for internal meetings & media briefings
- Assign law enforcement branch (detectives)
- Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate.
- Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g. personnel, equipment).

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**ACF Plan**
**Health & Medical Annex**

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**Section 1 of the Benton County EOP**

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**ESF 15 Annex to the Benton County EOP**
### STABILIZATION

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Benton County EOP</td>
</tr>
<tr>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
<td></td>
</tr>
<tr>
<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
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</tr>
<tr>
<td>Begin demobilization</td>
<td>Release resources in appropriate order</td>
</tr>
<tr>
<td></td>
<td>Consider work/rest before allowing vehicle operations</td>
</tr>
<tr>
<td></td>
<td>Consider cost of resource during demobilization process</td>
</tr>
<tr>
<td></td>
<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
</tr>
</tbody>
</table>

### INCIDENT CONCLUDED

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</td>
<td></td>
</tr>
<tr>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
<td></td>
</tr>
<tr>
<td>Preserve an archive of incident documentation as specified public records retention schedules</td>
<td></td>
</tr>
</tbody>
</table>
IA 2  Flood (Including Dam Failure)
## Flood Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td></td>
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<tr>
<td></td>
<td>Arrange for personnel to participate in necessary training and develop exercises relative to flood events.</td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
<tr>
<td></td>
<td>Coordinate Benton County flood preparedness activities, in cooperation with National Weather Service</td>
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<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the County ECC.</td>
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<tr>
<td></td>
<td>Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
<td>Local, regional, and state-specific plans</td>
</tr>
<tr>
<td></td>
<td>Review floodplain geography.</td>
<td>County Hazard Mitigation Plan</td>
</tr>
<tr>
<td></td>
<td>Familiarize staff with requirements for requesting State and Federal Disaster Assistance.</td>
<td>Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)</td>
</tr>
<tr>
<td></td>
<td>Ensure supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.</td>
<td>ESF 2, 3, and 14 Annexes to the County EOP</td>
</tr>
<tr>
<td></td>
<td>Notify supporting agencies, including the US Army Corps of Engineers, National Weather Service, Oregon Water Resources Department if the IC anticipates needing assistance.</td>
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<td></td>
<td>Identify and review local contractor lists to see who may provide support specific to flood response.</td>
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<tr>
<td></td>
<td>Review, revise, and where necessary, establish mutual aid agreements with other county agencies and private contractors relative to multiple agency response to floods.</td>
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<tr>
<td>RESPONSE PHASE</td>
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<td>-------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td><strong>Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. Staffing levels will vary with the complexity and needs of the response.</strong></td>
<td></td>
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</tr>
<tr>
<td>Consider a field ICS post for operations (BCSO Command/Communications vehicle)</td>
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<tr>
<td><strong>Activate Incident Management Team</strong></td>
<td></td>
<td></td>
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<tr>
<td><strong>Develop and regularly update Incident Action Plan (IAP)</strong></td>
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<tr>
<td>Establish IC structure and communicate that to the responders</td>
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<tr>
<td>Consider using the Linn-Benton Alert system or Emergency Alert System to communicate with the public</td>
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<tr>
<td>Consider utilizing the Health Alert Network (HAN) system to notify other local Health Departments and partners of the situation that is going on that may affect them</td>
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</tr>
<tr>
<td>Request spot forecast from the National Weather Service; verify local conditions with NWS</td>
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<tr>
<td>Contact Oregon Emergency Management/State ECC for updates and regional information</td>
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<tr>
<td>Contact US Army Corps of Engineers for reservoir and dam status</td>
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<tr>
<td>Assign resource unit to track and eventually demobilize response personnel</td>
<td></td>
<td></td>
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<tr>
<td>Assign Documentation Unit to track activities</td>
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<tr>
<td>Communicate with medical partners to determine whether surge is taking place.</td>
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<tr>
<td>If so, then consider ordering specialized resources (e.g. state IMT teams, technical specialists etc.)</td>
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<tr>
<td><strong>Submit a request for an emergency/disaster declaration, as applicable.</strong></td>
<td><strong>ACF Plan</strong>&lt;br&gt;<strong>Health &amp; Medical Annex</strong></td>
<td></td>
</tr>
<tr>
<td>Schedule times for internal meetings &amp; media briefings</td>
<td><strong>Section 1 of the Benton County EOP</strong></td>
<td></td>
</tr>
<tr>
<td>Assign law enforcement branch (detectives)</td>
<td><strong>ESF 15 Annex to the Benton County EOP</strong></td>
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</tr>
<tr>
<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate.</td>
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<tr>
<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g. personnel, equipment).</td>
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</tr>
<tr>
<td>Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).</td>
<td></td>
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</tr>
<tr>
<td><strong>Existing contact lists at EOC</strong>&lt;br&gt;<strong>Existing ICS and EOC forms</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>STABILIZATION</td>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Benton County EOP</td>
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<td></td>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
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<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
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<td><strong>Begin demobilization</strong></td>
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<td>Release resources in appropriate order</td>
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<td>Consider cost of resource during demobilization process</td>
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<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
<td></td>
</tr>
</tbody>
</table>

| INCIDENT CONCLUDED | Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR). | |
|                   | Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. | |
|                   | Preserve an archive of incident documentation as specified public records retention schedules | |
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Drought
**Drought Incident Checklist**

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be in the form of personnel and equipment as requested by the affected area.

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td></td>
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<tr>
<td></td>
<td>Maintain awareness of most current forecasting information from National Weather Service, etc.</td>
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<td></td>
<td>Pre-designate alternative sources of drinking water in case of drought or other water shortage event.</td>
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<td></td>
<td>Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.</td>
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<td></td>
<td>Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.</td>
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<td></td>
<td>Prepare radio messages to be used by local radio stations for emergency broadcast.</td>
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<td></td>
<td>Have personnel participate in necessary training and exercises, as determined by Benton County Emergency Management in coordination with ESF-6 Lead.</td>
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<td></td>
<td>Develop levels of restrictions on activities and message these to the community.</td>
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<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County ECC.</td>
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<tr>
<td></td>
<td>Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.</td>
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<td></td>
<td>Contact supporting emergency response agencies and determine if any major developments that could adversely affect response operations (i.e., personnel shortages, etc.).</td>
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<td></td>
<td>Work with community planning and development department to ensure new construction does not increase hazards or vulnerability threat.</td>
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<td></td>
<td>Ensure city maps of water mains, valves, and public sewer systems are up-to-date and accessible.</td>
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<td></td>
<td>Provide public safety information and educational programs regarding emergency preparedness and response in conjunction with Benton County Environmental Health Department.</td>
<td></td>
</tr>
<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
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<tr>
<td>------------------</td>
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<tr>
<td>RESPONSE PHASE</td>
<td>Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. Staffing levels will vary with the complexity and needs of the response.</td>
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<tr>
<td></td>
<td>Activate Incident Management Team</td>
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<td></td>
<td>Develop and regularly update Incident Action Plan (IAP)</td>
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<td></td>
<td>Establish IC structure and communicate that to the responders</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider using the Linn-Benton Alert system or Emergency Alert System to communicate with the public Consider utilizing the Health Alert Network (HAN) system to notify other local Health Departments and partners of the situation that is going on that may affect them.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Request spot forecast from the National Weather Service; verify local conditions with NWS</td>
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</tr>
<tr>
<td></td>
<td>Contact Oregon Emergency Management/State ECC for updates and regional information</td>
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</tr>
<tr>
<td></td>
<td>Consider contacting the US Army Corps of Engineers for reservoir and dam status</td>
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<tr>
<td></td>
<td>Assign Documentation Unit to track activities</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Keep in communication with Benton County Health Department to obtain information on possible contaminated water resources that may be leading to waterborne outbreaks.</td>
<td>ACF Plan Health &amp; Medical Annex</td>
</tr>
<tr>
<td></td>
<td>Submit a request for an emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Benton County EOP</td>
</tr>
<tr>
<td></td>
<td>Schedule times for internal meetings &amp; media briefings</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate.</td>
<td>ESF 15 Annex to the Benton County EOP</td>
</tr>
<tr>
<td></td>
<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g, personnel, equipment).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider contacting local agricultural businesses and informing them of disaster assistance for noninsured crops</td>
<td>USDA Farm Service Agency Noninsured Crop Disaster Program</td>
</tr>
<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
</tr>
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</tr>
<tr>
<td>STABILIZATION</td>
<td>Consider contacting ESF 5 supporting agencies to determine need/distribute drinking water?</td>
<td>Benton County EOP ESF 5</td>
</tr>
<tr>
<td></td>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Benton County EOP</td>
</tr>
<tr>
<td></td>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
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<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
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<td>Begin demobilization Release resources in appropriate order Consider work/rest before allowing vehicle operations Consider cost of resource during demobilization process Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
<td></td>
</tr>
<tr>
<td>INCIDENT CONCLUDED</td>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Preserve an archive of incident documentation as specified public records retention schedules</td>
<td></td>
</tr>
</tbody>
</table>
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IA4 Wildfire
### Wildfire Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>Maintain awareness of most current forecasting information from National Weather Service, etc.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Arrange for personnel to participate in necessary training and exercises, as determined by Benton County Emergency Management and ESF-4 Lead.</td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
<tr>
<td></td>
<td>Participate in Benton County preparedness activities, seeking understanding of interactions with participating agencies in a wildfire scenario.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Benton County ECC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform Benton County Sheriff’s Office, Emergency Services Division of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Public information focusing on fire prevention, control, and suppression will be reviewed by the Benton County Fire Defense Board Chief or designee. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.</td>
<td>Refer to ESF 15 Annex of the County EOP</td>
</tr>
</tbody>
</table>

**Benton County EOP**

**IA4 - Wildfire**
| RESPONSE PHASE | Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. If forest land is affected, ODF and/or the USDA Forest Service will respond and a UC system will be established. | Section 5 of the County EOP, agency and company-specific plans. Oregon State Fire Service Mobilization Plan (2008) |
| Benton Fire Defense Board Chief assumes duties as Fire Services Coordinator. In the event of multiple fire agencies responding to the incident, the Fire Services Coordinator will be integrated into the Operations Section of the County ECC. | ESF 4 Annex of the County EOP |
| | Activate Incident Management Team | |
| | Develop and regularly update Incident Action Plan (IAP) | |
| | Establish IC structure and communicate that to the responders | |
| | Consider using the Linn-Benton Alert system or Emergency Alert System to communicate with the public Consider utilizing the Health Alert Network (HAN) system to notify other local Health Departments and partners of the situation that is going on that may affect them. | |
| | Request spot forecast from the National Weather Service; verify local conditions with NWS | |
| | Contact Oregon Emergency Management/State ECC for updates and regional information | |
| | Assign resource unit to track and eventually demobilize response personnel | |
| | Assign Documentation Unit to track activities | ACF Plan Health & Medical Annex |
| | Contact the Benton County Health Department to advise them on the situation. If there it may affect multiple jurisdictions the Health Department will contact other County Public Health Emergency Preparedness Coordinators to help bring in valuable information. Benton County Health Department will be able to provide information to Emergency Management about health safety for the public. | Section 1 of the Benton County EOP |
| | Submit a request for an emergency/disaster declaration, as applicable. | |
| | Schedule times for internal meetings & media briefings | |
| | Assign law enforcement branch (detectives) | |
| Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate. | ESF 15 Annex to the Benton County EOP |
| Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g., personnel, equipment). | |
| Notify ESF-4 supporting agencies. Consider other local, regional, state, and Federal agencies that may be affected by the incident, and notify them of the status. | ESF 4 Annex to county EOP. Established emergency contact lists at the County EOC |
### Stabilization

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td></td>
<td>ESF 14 Annex to the Benton County EOP</td>
</tr>
<tr>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
| **Begin demobilization** |  Release resources in appropriate order  
Consider work/rest before allowing vehicle operations  
Consider cost of resource during demobilization process  
Deactivate/demobilize the ECCs, AOCs, and command posts. | | |

### Incident Concluded

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preserve an archive of incident documentation as specified public records retention schedules</td>
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</tr>
</tbody>
</table>
Hazardous Materials (Accidental Release)
## Hazardous Materials Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>Have personnel participate in necessary training and exercises, as determined by Benton County Sheriff’s Office Emergency Services Division and the ESF-10 Lead (including the Linn/Benton Region 5 HazMat Team).</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in Benton County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenario.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Benton County ECC.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Inform Benton County Sheriff’s Office, Emergency Services Division of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
<td></td>
</tr>
<tr>
<td>RESPONSE PHASE</td>
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<td>-------------------------------------------------------------------------------</td>
<td>---------------------------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>In most incidents, the local fire district will initially respond, assume</td>
<td>ESF 10 Annex of the County EOP</td>
<td></td>
</tr>
<tr>
<td>initial Incident Commander responsibilities, and request activation/deployment</td>
<td></td>
<td></td>
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<tr>
<td>of the Linn Benton regional HazMat Team.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider a field ICS post for operations (BCSO Command/Communications vehicle)</td>
<td></td>
<td></td>
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<tr>
<td>Activate Incident Management Team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Develop and regularly update Incident Action Plan (IAP)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish IC structure and communicate that to the responders</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider using the Linn-Benton Alert system or Emergency Alert System to</td>
<td></td>
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<tr>
<td>communicate with the public.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Consider utilizing the Health Alert Network (HAN) system to notify other</td>
<td></td>
<td></td>
</tr>
<tr>
<td>local Health Departments and partners of the situation that is going on</td>
<td></td>
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<tr>
<td>that may affect them.</td>
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<tr>
<td>If applicable, establish immediate gross decontamination capability for</td>
<td></td>
<td></td>
</tr>
<tr>
<td>victims.</td>
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<tr>
<td>Request spot forecast from the National Weather Service; verify local</td>
<td></td>
<td></td>
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<tr>
<td>conditions with NWS</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact Oregon Emergency Management/State ECC for updates and regional</td>
<td></td>
<td></td>
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<tr>
<td>information</td>
<td></td>
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</tr>
<tr>
<td>Consider notifications to the following:</td>
<td>Benton County EOP ESF 10</td>
<td></td>
</tr>
<tr>
<td>ESF 10 supporting agencies</td>
<td></td>
<td></td>
</tr>
<tr>
<td>9-1-1 dispatch</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adjacent jurisdictions</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oregon Department of Transportation (ODOT) for incidents on state highways</td>
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<td></td>
</tr>
<tr>
<td>U.S. Coast Guard for incidents affecting navigable waterways</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign resource unit to track and eventually demobilize response personnel</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign Documentation Unit to track activities</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Keep in close contact with the Benton County Health Department. Environmental</td>
<td></td>
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<tr>
<td>Health will be in contact with the State in regards to what is happening. As</td>
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<tr>
<td>things ease up Environmental Health will be keeping tabs on the effect of</td>
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<tr>
<td>the hazardous waste and may be doing this in conjunction with EPA.</td>
<td></td>
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</tr>
<tr>
<td>Submit a request for an emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Benton County EOP</td>
<td></td>
</tr>
<tr>
<td>Schedule times for internal meetings &amp; media briefings</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Assign law enforcement branch (detectives)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the</td>
<td>ESF 15 Annex to the Benton County EOP</td>
<td></td>
</tr>
<tr>
<td>County, if appropriate.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g., personnel, equipment).</td>
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<tr>
<td>Contact US EPA for relevant technical assistance and support.</td>
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</tr>
<tr>
<td>Based upon the incident size, type of chemical/substance, and weather projections, (HazMat team will) establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.(IC &amp; HM)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Contact the Oregon Emergency Response System (OERS) at 1-800-452-0311 for technical assistance and support.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

OERS is available 24 hours a day.
<table>
<thead>
<tr>
<th>RECOVERY/DEMOBILIZATION PHASE</th>
<th>Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate local, state agencies, and/or private sector partners. (DEQ).</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP).</td>
</tr>
<tr>
<td></td>
<td>Deactivate/demobilize the Benton County ECC.</td>
</tr>
<tr>
<td></td>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
</tr>
</tbody>
</table>
IA6  Earthquake/Seismic Activity
## Earthquake/Seismic Activity Incident Checklist

**NOTE:** This annex also includes **landslides** as a secondary hazard.

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity including the Benton County Emergency Operations Plan (EOP) and supporting procedures and plans.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.</td>
<td></td>
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<tr>
<td></td>
<td>Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF-1 and ESF-6.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Prepare radio messaging to be used by local radio stations for emergency broadcast.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Have personnel participate in necessary training and exercises, as determined by Benton County Emergency Management in coordination with ESF-1 and ESF-6 Leads.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Participate in Benton County earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs/ECCs.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Ensure earthquake response equipment and personnel inventories for Benton County are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.</td>
<td></td>
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<tr>
<td></td>
<td>Inform Benton County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
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<tr>
<td></td>
<td>Work with county planning department and local planning commissions for establishment of appropriate infrastructure protection measures in landslide-prone areas.</td>
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<td></td>
<td>Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.</td>
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<tr>
<td></td>
<td>Provide public safety information and educational programs regarding emergency preparedness, response, and health related issues (cooking, boiling, etc.).</td>
<td></td>
</tr>
<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
</tr>
<tr>
<td>-------------------</td>
<td>-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------</td>
<td>-------------------------------------------------------------------------------------------</td>
</tr>
<tr>
<td>RESPONSE PHASE</td>
<td>Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. Staffing levels will vary with the complexity and needs of the response.</td>
<td></td>
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<tr>
<td></td>
<td>Consider a field ICS post for operations (BCSO Command/Communications vehicle)</td>
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<td></td>
<td>Activate Incident Management Team</td>
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<td></td>
<td>Develop and regularly update Incident Action Plan (IAP)</td>
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<td></td>
<td>Establish IC structure and communicate that to the responders</td>
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<td></td>
<td>Inspect critical facilities, (other local buildings) to determine level of safety for use and habitation</td>
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<td></td>
<td>Request spot forecast from the National Weather Service; verify local conditions with NWS</td>
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<td></td>
<td>Contact Oregon Emergency Management/State ECC for updates and regional information</td>
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<td></td>
<td>Assign resource unit to track and eventually demobilize response personnel</td>
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<td></td>
<td>Communicate with medical partners to determine whether surge is taking place. If so, then consider ordering specialized resources (e.g. state IMT teams, technical specialists etc.)</td>
<td>ACF Plan Health &amp; Medical Annex</td>
</tr>
<tr>
<td></td>
<td>Submit a request for an emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Benton County EOP</td>
</tr>
<tr>
<td></td>
<td>Schedule times for internal meetings &amp; media briefings</td>
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</tr>
<tr>
<td></td>
<td>Assign law enforcement branch (detectives)</td>
<td>ESF 15 Annex to the Benton County EOP</td>
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<tr>
<td></td>
<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g, personnel, equipment).</td>
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</tbody>
</table>
### STABILIZATION

<table>
<thead>
<tr>
<th>Task</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Benton County EOP</td>
</tr>
<tr>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
<td></td>
</tr>
<tr>
<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
<td></td>
</tr>
<tr>
<td><strong>Begin demobilization</strong></td>
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</tr>
<tr>
<td>Release resources in appropriate order</td>
<td></td>
</tr>
<tr>
<td>Consider work/rest before allowing vehicle operations</td>
<td></td>
</tr>
<tr>
<td>Consider cost of resource during demobilization process</td>
<td></td>
</tr>
<tr>
<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
<td></td>
</tr>
</tbody>
</table>

### INCIDENT CONCLUDED

<table>
<thead>
<tr>
<th>Task</th>
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<tr>
<td><strong>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</strong></td>
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<tr>
<td><strong>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</strong></td>
<td></td>
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<tr>
<td><strong>Preserve an archive of incident documentation as specified public records retention schedules</strong></td>
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</tbody>
</table>
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<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td><strong>Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.</strong></td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
<tr>
<td></td>
<td><strong>Provide information and training on volcano-hazard response to emergency workers and the public.</strong> Implement a public outreach program on volcano hazards. Review public education and awareness requirements.</td>
<td>Mt. Hood Coordination Plan; ESF 15 of the County EOP</td>
</tr>
<tr>
<td></td>
<td><strong>Participate in Benton County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Ensure contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to Benton County ECC.</strong></td>
<td></td>
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<tr>
<td></td>
<td><strong>Familiarize staff with requirements for requesting State and Federal Disaster Assistance.</strong></td>
<td>Stafford Act, FEMA guidance, and Oregon Emergency Management Plan (EMP)</td>
</tr>
<tr>
<td></td>
<td><strong>Inform Benton County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</strong></td>
<td></td>
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</tbody>
</table>
## RESPONSE PHASE

<table>
<thead>
<tr>
<th>Task</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Activate the appropriate EOCs/ECCs and establish Incident Command.</td>
<td>Mt. Hood Coordination Plan</td>
</tr>
<tr>
<td>For larger events that cross multiple jurisdictions, establish a</td>
<td></td>
</tr>
<tr>
<td>Unified Command. County and/or city EOCs/ECCs may be</td>
<td></td>
</tr>
<tr>
<td>staffed. Staffing levels will vary with the complexity and</td>
<td></td>
</tr>
<tr>
<td>needs of the response.</td>
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<tr>
<td>Convene the Mount Hood Facilitating Committee (FAC).</td>
<td></td>
</tr>
<tr>
<td>Activate the Mount Hood Coordination Plan.</td>
<td></td>
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<tr>
<td>Consider a field ICS post for operations (BCSO Command/</td>
<td></td>
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<tr>
<td>Communications vehicle)</td>
<td></td>
</tr>
<tr>
<td>Activate Incident Management Team</td>
<td></td>
</tr>
<tr>
<td>Develop and regularly update Incident Action Plan (IAP)</td>
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</tr>
<tr>
<td>Establish IC structure and communicate that to the responders</td>
<td></td>
</tr>
<tr>
<td>Consider using the Linn-Benton Alert system or Emergency Alert</td>
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<tr>
<td>System to communicate with the public</td>
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<tr>
<td>Consider utilizing the Health Alert Network (HAN) system to notify</td>
<td></td>
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<tr>
<td>other local Health Departments and partners of the situation that</td>
<td></td>
</tr>
<tr>
<td>is going on that may affect them.</td>
<td></td>
</tr>
<tr>
<td>Contact Oregon Emergency Management/State ECC for updates and</td>
<td></td>
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<tr>
<td>regional information.</td>
<td></td>
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<tr>
<td>Assign resource unit to track and eventually demobilize response</td>
<td></td>
</tr>
<tr>
<td>personnel</td>
<td></td>
</tr>
<tr>
<td>Assign Documentation Unit to track activities</td>
<td>ACF Plan</td>
</tr>
<tr>
<td>Communicate with medical partners to determine whether surge is</td>
<td>Health &amp; Medical Annex</td>
</tr>
<tr>
<td>taking place. For information to provide to public for how to</td>
<td></td>
</tr>
<tr>
<td>help with breathing disorders and food safety. If so, then</td>
<td></td>
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<tr>
<td>consider ordering specialized resources (e.g. state IMT teams,</td>
<td></td>
</tr>
<tr>
<td>technical specialists etc.)</td>
<td></td>
</tr>
<tr>
<td>Submit a request for an emergency/disaster declaration, as</td>
<td>Section 1 of the Benton County EOP</td>
</tr>
<tr>
<td>applicable.</td>
<td></td>
</tr>
<tr>
<td>Schedule times for internal meetings &amp; media briefings</td>
<td></td>
</tr>
<tr>
<td>Assign law enforcement branch (detectives)</td>
<td>ESF 15 Annex to the Benton County EOP</td>
</tr>
<tr>
<td>Establish a Joint Information Center (JIC) and designate a lead</td>
<td></td>
</tr>
<tr>
<td>PIO for the County, if appropriate.</td>
<td></td>
</tr>
<tr>
<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g., personnel, equipment).</td>
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</tbody>
</table>
### Benton County EOP

#### IA7 – Volcano/Volcanic Activity

<table>
<thead>
<tr>
<th>STABILIZATION</th>
<th>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</th>
<th>ESF 14 Annex to the Benton County EOP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
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<tr>
<td></td>
<td>Coordinate with Benton County Environmental Health Division on reopening of services</td>
<td></td>
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<tr>
<td></td>
<td>Monitor secondary hazards associated with volcano eruption and/or significant activity (landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, air quality issues) and maintain on-call personnel to support potential response to these types of hazards.</td>
<td></td>
</tr>
<tr>
<td></td>
<td><strong>Begin demobilization</strong></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Release resources in appropriate order</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Consider work/rest before allowing vehicle operations</td>
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</tr>
<tr>
<td></td>
<td>Consider cost of resource during demobilization process</td>
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</tr>
<tr>
<td></td>
<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
<td></td>
</tr>
</tbody>
</table>

| INCIDENT CONCLUDED | Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR). |                                     |
|                   | Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. |                                     |
|                   | Assess volcanic risks and include information/findings as part of a comprehensive Hazard Identification and Vulnerability Analysis (HIVA) for the County. | Mt. Hood Coordination Plan; Existing HIVA |
|                   | Preserve an archive of incident documentation as specified public records retention schedules |                                     |
IA8  Terrorism
Terrorism Incident Checklist

Background Information
This annex can be applied to incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The Corvallis Police department has the lead role in terrorism crisis management within the city and the Benton County Sheriff’s Office elsewhere in the county. The lead agencies for the state and federal government are Oregon State Police and the Federal Bureau of Investigations.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the federal government provides assistance as required. The county EOC typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Benton Public Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Office of Emergency Management and Federal Emergency Management Agency are the state and federal consequence management leads.

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td>Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the Benton County Emergency Operations Plan (EOP) and annexes.</td>
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<td></td>
<td>Have personnel participate in necessary training and exercises, as determined by Benton County Emergency Management and the ESF-8 and ESF-10 Leads.</td>
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<td></td>
<td>Participate in Benton County, regional, state and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.</td>
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<td></td>
<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Benton County ECC. Include appropriate regional, state, and Federal emergency contacts for terrorism response.</td>
<td>Existing emergency contact lists for Benton County and response partners</td>
</tr>
<tr>
<td></td>
<td>Ensure terrorism response equipment and personnel inventories for Benton County, and the regional teams are updated. This includes response to chemical, biological, radiological, nuclear, and explosive agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.</td>
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<td></td>
<td>Inform Benton County Sheriff’s Office, Emergency Services Division of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).</td>
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<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
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<td></td>
<td>Provide public safety information and educational programs for terrorism emergency preparedness, response, and health issues.</td>
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</tbody>
</table>
### SURVEILLANCE PHASE (BIO ONLY)

<table>
<thead>
<tr>
<th>Task</th>
<th>Description</th>
<th>Reference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Activate Incident/Unified Command upon recommendation from Benton County Public Health Department. Unified Command may consist of county, regional, state and Federal crisis management and consequence management agencies.</strong></td>
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</tr>
<tr>
<td><strong>Assess the situation/confirm the WMD/CBRNE incident.</strong> Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.</td>
<td></td>
<td>ICS Form 209: Incident Status Summary</td>
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<tr>
<td><strong>Activate public notification procedures.</strong> Contact agency and partner emergency personnel to ensure they are aware of the incident status and are available and staffed to respond.</td>
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<tr>
<td><strong>Control the scene.</strong> Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.</td>
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<tr>
<td><strong>Conduct hazard assessment.</strong> In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?</td>
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<tr>
<td><strong>Draft an Incident Action Plan (IAP).</strong> Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.</td>
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<tr>
<td><strong>Consider utilizing the Health Alert Network (HAN) system</strong> to notify other local Health Departments and partners of the situation that is going on that may affect them.</td>
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<tr>
<td><strong>Gather additional information.</strong> Include photographs and video recording.</td>
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<td><strong>Determine if the threat level for that area should be elevated and inform appropriate agencies.</strong></td>
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<tr>
<td>RESPONSE PHASE</td>
<td>Instruction</td>
<td>Reference</td>
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<td></td>
<td><strong>If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices and/or CBRNE agents that may be on site.</strong></td>
<td>Benton County EOP</td>
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<tr>
<td></td>
<td><strong>Investigate the crime scene and collect vital evidence.</strong></td>
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<td></td>
<td><strong>Activate the Benton County Emergency Operations Plan (EOP).</strong></td>
<td>Benton County EOP</td>
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<tr>
<td></td>
<td><strong>Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command.</strong> During Terrorism incidents, local and/or county EOCs/ECCs may be staffed. Staffing levels vary with the complexity and needs of the response.</td>
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<tr>
<td></td>
<td><strong>Establish an Incident Command Post (ICP) near the incident location. The ICP should be uphill and upwind of the incident location.</strong></td>
<td>ESF 10 and 8 Annex to the Benton County EOP</td>
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<tr>
<td></td>
<td><strong>Notify ESF-10 and/or ESF-8 supporting agencies (dependent on the type of incident) and the District Attorney.</strong></td>
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<td></td>
<td><strong>Determine if the threat level for that area should be elevated and inform appropriate agencies.</strong></td>
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<td></td>
<td>- Notification to the Oregon State Police (OSP) and the Federal Bureau of Investigations (FBI) is required for all terrorism incidents.</td>
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<td>- If an incident occurs on state highways, ensure that the Oregon Department of Transportation (ODOT) has been notified.</td>
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<td></td>
<td>- Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.</td>
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<td></td>
<td>- If agricultural areas and livestock are potentially exposed, contact local Extension Services (OSU), Benton County Public Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.</td>
<td>ESF 11 Annex to the Benton County EOP</td>
</tr>
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<td></td>
<td><strong>Manage and coordinate interagency functions.</strong> Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.</td>
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<td></td>
<td><strong>Determine the need to implement evacuations and sheltering activities (recurring).</strong> Evacuation assistance should be provided through interactions with ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Emergency Assistance, Housing, and Human Services), and ESF-15 (External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made.**</td>
<td>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Benton County EOP</td>
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<td></td>
<td><strong>Note: Refer to the U.S.DOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</strong></td>
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<td>Action</td>
<td>Details</td>
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<td>Submit a request for emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Benton County EOP</td>
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<td><strong>Activate mutual aid agreements.</strong> Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.</td>
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<td><strong>Establish a Joint Information Center (JIC).</strong></td>
<td>ESF 15 Annex to the Benton County EOP</td>
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<td>Coordinate with private sector partners as needed.</td>
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<td>Ensure all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.</td>
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<td>RECOVERY/DEMOBILIZATION PHASE</td>
<td>Action</td>
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<td>As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Benton County, the responsible party (if known), and the Oregon DEQ. Support from the EPA and Benton County Health Department may be necessary.</td>
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</table>

|  | Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans. |
|  | Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan (AAR/IP). |
|  | Deactivate/demobilize the EOC. |
|  | Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response. |
IA9

Public Health-Related
### Public Health-Related Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
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<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
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<td></td>
<td>Have personnel participate in training and exercises, as determined by Benton County Emergency Management and/or the Benton County Public Health Department (BCPHD).</td>
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<td></td>
<td>Participate in Benton County preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.</td>
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<td>Ensure emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.</td>
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<td></td>
<td>Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention and FEMA in public health planning and preparedness activities to ensure lines of communication and roles/responsibilities are clear across the participating entities.</td>
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<td></td>
<td>Inform Benton County Sheriff’s Office, Emergency Services Division of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</td>
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<td></td>
<td>Monitor and report the presence of contagious infections within the county.</td>
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<td>Evaluate the ability of existing health care facilities to handle public health emergencies.</td>
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<td></td>
<td>Maintain medical supplies and equipment.</td>
<td>Hospital SOPs SNS Plan POD Plan</td>
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<td></td>
<td>Coordinate with the Benton County Sanitarian to ensure drinking water quality.</td>
<td>Water District SOPs</td>
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<tr>
<td></td>
<td>Coordinate with the Benton County Sanitarian to provide safe wastewater and sewage disposal.</td>
<td>Water District SOPs</td>
</tr>
<tr>
<td>RESPONSE PHASE</td>
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<tr>
<td>Activate the appropriate EOCs/ECCs and establish Incident Command. Benton</td>
<td>ESF 5 Annex of the Benton County EOP</td>
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<tr>
<td>County Public Health Department will initially respond, assume initial</td>
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<tr>
<td>Incident Commander responsibilities, and determine the level of ECC</td>
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<td>activation necessary to manage the public health threat.</td>
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<td>Ensure that area hospitals, including Good Samaritan Regional Medical</td>
<td>ESF 8 Annex of the Benton County EOP</td>
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<tr>
<td>Center, have been notified along with all other medical facilities. This</td>
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<td>will help in tracking the outbreak.</td>
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<td>Consider a field ICS post for operations (BCSO Command/Communications vehicle)</td>
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<tr>
<td>Activate Incident Management Team</td>
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<tr>
<td>Develop and regularly update Incident Action Plan (IAP)</td>
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<tr>
<td>Establish IC structure and communicate that to the responders</td>
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<tr>
<td>Consider using the Linn-Benton Alert system or Emergency Alert System to</td>
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<tr>
<td>communicate with the public</td>
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<tr>
<td>Consider utilizing the Health Alert Network (HAN) system to notify other</td>
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<tr>
<td>local Health Departments and partners of the situation that is going on</td>
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<td>that may affect them.</td>
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<tr>
<td>Contact Oregon Emergency Management/State ECC, and Oregon Public Health</td>
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<tr>
<td>Authority for updates and regional information</td>
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<tr>
<td>Assign resource unit to track and eventually demobilize response personnel</td>
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<tr>
<td>Assign Documentation Unit to track activities</td>
<td>ACF Plan Health &amp; Medical Annex</td>
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<tr>
<td>Communicate with medical partners to determine whether surge is taking</td>
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<tr>
<td>place. If so, then consider ordering specialized resources (e.g. state IMT</td>
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<td>teams, technical specialists etc.)</td>
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<tr>
<td>Plan for transportation of mass casualties to suitable care facilities and</td>
<td>Benton County Mass Fatalities Incident Plan</td>
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<td>mass fatalities to suitable emergency morgue facilities.</td>
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<tr>
<td>Submit a request for an emergency/disaster declaration, as applicable.</td>
<td>Section 1 of the Benton County EOP</td>
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<tr>
<td>Schedule times for internal meetings &amp; media briefings</td>
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<tr>
<td>Assign law enforcement branch (detectives)</td>
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<tr>
<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the</td>
<td>ESF 15 Annex to the Benton County EOP</td>
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<td>County, if appropriate.</td>
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<tr>
<td>Implement appropriate MOUs for response and spool up resource ordering for</td>
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<td>response activities (e.g, personnel, equipment).</td>
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<tr>
<td>STABILIZATION</td>
<td>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</td>
<td>ESF 14 Annex to the Benton County EOP</td>
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<td></td>
<td>Consider management transition (e.g. from Type II to Type III IMT)</td>
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<td></td>
<td>Coordinate with Benton County Health Department in providing information on how the public can help with decreasing spread of infection, and how public places can help in ensuring the decreased chanced of spreading infection.</td>
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<td></td>
<td><strong>Begin demobilization</strong></td>
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<td>Release resources in appropriate order</td>
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<td>Consider work/rest before allowing vehicle operations</td>
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<td></td>
<td>Consider cost of resource during demobilization process</td>
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<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
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<td></td>
<td>Ensure that all resources that may have come in contact with the contamination is properly cleaned prior to release.</td>
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<tr>
<td>INCIDENT CONCLUDED</td>
<td>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</td>
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<td></td>
<td>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</td>
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<td></td>
<td>Preserve an archive of incident documentation as specified public records retention schedules</td>
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</table>
Animal and Agriculture-Related
## Animal and Agriculture-Related Incident Checklist

<table>
<thead>
<tr>
<th>Phase of Activity</th>
<th>Action Items</th>
<th>Supplemental Information</th>
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</thead>
<tbody>
<tr>
<td><strong>PRE-INCIDENT PHASE</strong></td>
<td><strong>Arrange for personnel to participate in necessary training and exercises, as determined by Benton County Emergency Management and ESF 8 and 11 Leads.</strong></td>
<td>County NIMS Implementation and Training Plan</td>
</tr>
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<td></td>
<td><strong>Participate in Benton County preparedness activities, seeking understanding of interactions with participating agencies in an animal disease or agriculture-related emergency.</strong></td>
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<td></td>
<td><strong>Ensure contact lists are current and establish a prevent duty roster allowing for 24/7 operational support to Benton County ECC.</strong> Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): Oregon Dept of Fish and Wildlife (ODF&amp;W) Oregon Department of Agriculture (ODA) Benton County Extension Service (OSU) Farm Service Agency Benton County Health Department Oregon State Public Health Division Local and State Veterinarians United States Department of Agriculture (USDA)</td>
<td>ESF 11 Annex to the County EOP</td>
</tr>
<tr>
<td></td>
<td><strong>Inform Benton County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of equipment, etc.).</strong></td>
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<tr>
<td>Phase of Activity</td>
<td>Action Items</td>
<td>Supplemental Information</td>
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<td></td>
<td><strong>Activate the appropriate EOCs/ECCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. County and/or city EOCs/ECCs may be staffed. Staffing levels will vary with the complexity and needs of the response.</strong></td>
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<td></td>
<td><strong>Consider a field ICS post for operations (BCSO Command/Communications vehicle)</strong></td>
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<tr>
<td>RESPONSE PHASE</td>
<td><strong>Activate Incident Management Team</strong></td>
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<td></td>
<td><strong>Develop and regularly update Incident Action Plan (IAP)</strong></td>
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<td></td>
<td><strong>Establish IC structure and communicate that to the responders</strong></td>
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<td></td>
<td><strong>Contact the County Sheriff if the Oregon Department of Agriculture requires enforcement of a quarantine area. The Emergency Program Manager or designee will contact the County Court with information on required measures and resources. Local police departments and Oregon State Police may be called upon to provide additional resources.</strong></td>
<td><strong>ESF 13 Annex of the EOP</strong></td>
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<td></td>
<td><strong>Consider using the Linn-Benton Alert system or Emergency Alert System to communicate with the public</strong></td>
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<td></td>
<td><strong>Consider utilizing the Health Alert Network (HAN) system to notify other local Health Departments and partners of the situation that is going on that may affect them.</strong></td>
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<td></td>
<td><strong>Notify appropriate ESF-11 and ESF-8 supporting agencies. Support agencies may include, but are not limited to:</strong></td>
<td><strong>ESF 8 and 11 Annexes to County EOP</strong></td>
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<tr>
<td></td>
<td>U.S. Department of Agriculture (U.S. DA)</td>
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<td>Animal Plant Health Inspection Service (APHIS)</td>
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<td>Foreign Animal Disease Diagnostic Lab (FADDL)</td>
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<td>Food Safety Inspection Service (FSIS)</td>
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<td>Oregon Department of Agriculture (ODA)</td>
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<td>State Veterinarian’s Office</td>
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<td>Regional Veterinary Emergency Response Teams (VERT)</td>
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<td></td>
<td>Private Veterinarians</td>
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<td>Oregon Department of Fish &amp; Wildlife (ODFW)</td>
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<td>Oregon Department of Environmental Quality (DEQ)</td>
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<td>Benton County Health Department</td>
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<td>Benton County Extension Service (OSU)</td>
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<td>Farm Service Agency</td>
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<td>Oregon State University, College of Veterinary Medicine</td>
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<td>Benton County Farm Bureau</td>
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<td>Local volunteer organizations (SPCA, Humane Society)</td>
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<td>Task</td>
<td>Reference</td>
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<tr>
<td>Contact Oregon Emergency Management/State ECC for updates and regional information</td>
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<tr>
<td>Assign resource unit to track and eventually demobilize response personnel</td>
<td></td>
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<tr>
<td>Assign Documentation Unit to track activities</td>
<td>ACF Plan Health &amp; Medical Annex</td>
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<td>Communicate with medical partners to determine whether surge is taking place. If so, then consider ordering specialized resources (e.g. state IMT teams, technical specialists etc.)</td>
<td>ESF 1, ESF 5, ESF 6, ESF 11, and ESF 15 Annexes of the County EOP</td>
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<td>Determine need to conduct human and/or animal evacuations and sheltering activities (recurring).</td>
<td>Section 1 of the Benton County EOP</td>
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<td>Submit a request for an emergency/disaster declaration, as applicable.</td>
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<td>Schedule times for internal meetings &amp; media briefings</td>
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<td>Establish a Joint Information Center (JIC) and designate a lead PIO for the County, if appropriate. Public information focusing on animal- and agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office, local/state public health agencies, Benton County Extension Services, and other support agencies</td>
<td>ESF 15 Annex to the Benton County EOP</td>
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<td>Implement appropriate MOUs for response and spool up resource ordering for response activities (e.g, personnel, equipment).</td>
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<td><strong>STABILIZATION</strong></td>
<td><strong>Activate, if necessary, the appropriate recovery strategies and/or continuity of government plans.</strong></td>
<td><strong>ESF 14 Annex to the Benton County EOP</strong></td>
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<td><strong>Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with Oregon DEQ and USDA for identification of disposal sites and appropriate procedures.</strong></td>
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<td><strong>Consider management transition (e.g. from Type II to Type III IMT)</strong></td>
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<td><strong>Begin demobilization</strong></td>
<td>Release resources in appropriate order</td>
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<td>Consider work/rest before allowing vehicle operations</td>
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<td>Consider cost of resource during demobilization process</td>
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<td>Deactivate/demobilize the ECCs, AOCs, and command posts.</td>
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<td>Ensure that all resources that may have come in contact with the contamination is properly cleaned prior to release.</td>
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<th><strong>INCIDENT CONCLUDED</strong></th>
<th><strong>Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report (AAR).</strong></th>
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<td><strong>Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</strong></td>
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<td><strong>Preserve an archive of incident documentation as specified public records retention schedules</strong></td>
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Community Annexes: Philomath
**Purpose**
The City of Philomath Annex exists as a supplement to the Benton County Emergency Operations Plan. The annex contributes to the overall plan by providing specific operational information about hazards, resources, and response organizations in Philomath.

**Scope**
The City of Philomath is located on the western edge of the Willamette Valley, near the point where the Mary’s River leaves the Coast Range and comprising an area of approximately two square miles. Philomath is located approximately five miles west of the City of Corvallis, in Benton County.

The current population, 4610, based upon the Population Research Center at Portland State University.

**Situation**
The City of Philomath is located on the western edge of the Willamette Valley, near the point where the Mary’s River leaves the Coast Range and comprising an area of approximately two square miles. Philomath is located approximately five miles west of the City of Corvallis, in Benton County. Incorporated in 1882, the current population is 4610.

The City of Philomath is located mid-Willamette Valley with a population of 4610. Established at the base of Mary’s Peak, the tallest peak in the Coast Range, Philomath is just West of Corvallis and Oregon State University and a short 45 minute drive from the Oregon Coast. This unique location offers very diverse opportunities including hiking and mountain biking on Mary’s Peak, Division I sports at Oregon State University, fishing on the Alsea River, or wine tasting at local wineries.

The City is located on the north bank of the Mary’s River, a tributary of the Willamette River. Mary’s River Park, a City park in the southwest part of the town, is peaceful natural area that attracts residents and visitor alike. The privately owned rodeo grounds, adjacent to the park property, are host to the annual Philomath Frolic and Rodeo.

Philomath’s beautiful natural surrounding and its location between Corvallis and the coastal city of Newport, provide an attractive site for business and tourist development. The City is located in the foothills of the Coast Range and Mary’s Peak, which is the tallest peak in the Coast Range. The City of Philomath was incorporated in 1882 and now covers approximately two square miles. Highway 20/34 is the primary road from Bend to Newport and passes through the center of town. It has been estimated that approximately 14,000 vehicles per day pass through the downtown, making traffic enforcement a primary concern for the community.

The City’s commercial district includes a variety of businesses, as well as the Benton County Historical Museum. The Police Station, City Hall and the Philomath Community Library are located on a city campus off Applegate Street.
The Mary’s River flows from west to east along the southwestern edge of the Urban Growth Boundary. With the Mary’s River serving as its southern border, sections of southern Philomath are subject to flooding. The Mary’s River floodplain is generally limited to the southwestern corner of the city. This area includes land which has residential, commercial and light industrial development. Flooding occurs in the following areas:

South 19th St., South 15th St., South 13th St, South 9th St. and Mary’s River Park off South 11th St.

In 2007 the City of Philomath completed a major storm sewer upgrade that eliminated local flooding from surface run off from storm related events.

**Organization and Assignment of Responsibilities**

City agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain flexibility within the command structure and response community.

The Benton County Emergency Manager is responsible for emergency management planning and operations for the area of the county lying outside the corporate limits of the county’s incorporated municipalities. The Mayor or other designated official, pursuant to city charter or ordinance, of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction.

The City of Philomath has developed a plan for implementing ICS and for assisting with training and preparing essential response staff and supporting personnel to incorporate ICS concepts into all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies. A training roster that highlights levels and types of training completed by response personnel and essential support staff for the City must be maintained by individual agencies, volunteer organizations, private companies, and other community partners.

The Philomath City Council is charged by ORS 401.305 with the responsibility of establishing an emergency management agency, which has been implemented through the adoption of Philomath Police Dept. Policy 206, dated January 2009. Through the City Manager–approved EMO, the Police Chief has been appointed the Emergency Management Director (EMD). The EMD is responsible for developing a citywide emergency management program that will provide a coordinated response to a major emergency or disaster.
The City EMO consists of an Administrative, Legislative, and Incident Management Team and is under the immediate operational direction and control of the City Manager, who coordinates decision-making with the City EMD. The City's emergency management program provides the nucleus for emergency operations by channeling information and resources to support roles and responsibilities assigned by this plan. During any type of emergency, the following functions and tasks typically require coordination by the City government:

- Disaster reporting;
- Transportation of victims and displaced persons;
- Repair and recovery of essential community services; and
- Dissemination and management of public information and emergency instructions.

**Command and Control**

In accordance with ORS 401.305 and Philomath Police Dept. Policy 206, dated January 2009, the responsibility for emergency management and direction and control in time of disaster is vested with the City Manager. The City Manager has executive control over all departments, divisions, and offices of the City of Philomath during a state of emergency. The City Manager is responsible for performing such duties as imposing regulations, causing emergency measures to be enforced, and designating emergency areas. In the event that the City Manager is unable to perform the above duties, he or she may delegate the duties and responsibilities to a designee.

**Communications**

Through adoption of the Benton County Emergency Operations Plan, the City of Philomath in turn would rely on the guidelines and services described and defined in the Benton County EOP titled ESF 2 Communications.

For reference the primary emergency communications in Philomath is the Law Enforcement two way radio system maintained by the Corvallis Regional Communications Center and the City of Corvallis. The City of Philomath also maintains a bank of Verizon Cellular telephones, for backup. This is consistent with the practices of the CRCC.

The City of Philomath Public Works Department also maintains a two way radio system, which includes, base stations, vehicle mounted and portable radios.

The City of Philomath also has a dedicated exclusive wireless internet network, which can be used for communication. This wireless network is accessible at all city buildings and over 80% of the town.
Administration, Finance, and Logistics

Mutual Aid Agreements

Under Oregon law, all local jurisdictions are members of a statutorily created mutual assistance compact (ORS 402.200-402.240). This compact, meant to streamline the mutual aid process, allows local jurisdictions to request assistance from another local government to prevent, mitigate, respond to, or recover from an event that overwhelms the requesting jurisdiction’s available resources.

In addition the City of Philomath is party to the following mutual aid agreement:

- Oregon Water/Wastewater Agency Response Network

Local governments are not required to provide resources to the requesting government, and may withhold resources needed to respond to incidents in their own jurisdictions.

Public Employee Policies

Changes to Staffing

In the event that additional staff are needed to respond during an emergency, requests will be made for outside assistance as needs are identified, and will be tailored to specific incident response.

Public employees and private contractors may work exaggerated shifts at different work locations and accept additional responsibilities as appropriate and approved by their immediate supervisor.

Liability

Liability issues and potential concerns among government agencies, private contractors, and other response partners across jurisdictions are addressed in existing mutual aid agreements, personal services contracts, and other formal memoranda established for Philomath and its surrounding areas. Copies of these documents can be accessed through the Philomath Emergency Program Manager. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources as allowed for in Philomath Municipal Code 3.20.040 (B4).
Safety of Employees and Family
All city department heads and elected officials or designees are responsible for their employees’ safety. If the workplace is unsafe, alternate facilities and staff locations should be established, and notification regarding employee duty assignments should follow procedures established by each agency and department.

Upon request, the Oregon Occupational Safety and Health Administration may provide assistance and guidance regarding worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in ESF 8 and in this EOP’s IAs.

Employee Response after a Disaster.
Employees who are at home when a disaster occurs should ensure the safety of their family members before they report for work. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Employees should not use 9-1-1 as a common communication mechanism; direct emergency assistance or resources are needed.