

RESOLUTION NO. 493

A RESOLUTION ADOPTING THE CITY OF STAYTON EMERGENCY MANAGEMENT PLAN.

WHEREAS, the City of Stayton Emergency Management Plan has been presented to the Stayton City Council; and

WHEREAS, the council has adopted Ordinance No. 708, amending Stayton Municipal Code sections related to emergency management; and

WHEREAS, Stayton Municipal Code section 2.44.1060 directs that the Stayton City Council shall adopt the emergency management plan by separate resolution;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF STAYTON, that the City of Stayton Emergency Management Plan, dated May 1992 and attached hereto as Exhibit A, is hereby approved and adopted.

ADOPTED BY THE STAYTON CITY COUNCIL this 20th day of July 1992.

Date: 7-22-92 By: *Willmer Van Vleet*
WILLMER VAN VLEET, MAYOR

ATTEST

Date: 7-22-92 By: *D.W. Kinney*
DAVID W. KINNEY, City Administrator

dwk:b

CITY OF STAYTON
EMERGENCY MANAGEMENT PLAN



MAY 1992

CITY OF STAYTON
EMERGENCY MANAGEMENT PLAN

May 1992

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SECTION 1. GENERAL STATEMENT

- 1.1 This City of Stayton Emergency Management Plan has been prepared for the City of Stayton with the assistance of the State of Oregon Emergency Management Division, the Federal Emergency Management Agency, and Marion County Emergency Services Division, Stayton Rural Fire District, Santiam Memorial Hospital, and the Santiam Communications Council.
- 1.2 The City of Stayton is grateful to all those individuals who contributed material or personal knowledge to help develop this plan.

SECTION 2. DISCLAIMERS

- 2.1 No emergency service agency or worker, including the City of Stayton, shall be liable for any loss, injury, or death resulting from advice, assistance, or other acts relating to an emergency or hazardous materials incident, unless such loss, injury, or death shall result from the gross negligence or the reckless, wanton, or intentional misconduct of the agency or work.
- 2.2 The City of Stayton shall not be responsible for any loss, injury, or death resulting from the actions of an emergency service agency or worker relating to any emergency, created by man or nature, when the City of Stayton Emergency Management Director or his/her designated assistant is not in command at the incident scene or any agency or worker is not under the supervision and control of the City of Stayton Incident Commander.
- 2.3 This plan does not establish a standard of care for emergency services agencies and workers. This plan is a voluntary mechanism for coordination of emergency service agencies and workers relating to an emergency or hazardous materials incident. This is not intended to establish a relationship between the emergency service agencies or workers giving advice or assistance and the person receiving advice or assistance relating to an emergency or hazardous materials incident which carries with it any duty. On-the-scene circumstances and the availability of personnel and equipment are not predictable and may dictate a response different from that envisioned in this plan.

SECTION 3. LIMITATIONS

- 3.1 The City of Stayton does not have the capability to respond to and deal with all types of emergency situations and hazardous materials incidents. The available resources and timely response requirements will determine the capability for a response from the City of Stayton. Therefore, the City of Stayton must rely on cooperation between public and private agencies within and surrounding the city. The city will also rely on county, state, and federal assistance involving major incidents.

SECTION 4. HAZARD DEFINITIONS

- 4.1 **Hazardous Material/ Transportation Accident:** This hazard involves an accidental spillage of materials which has a detrimental impact on life, the environment, and property. This occurrence may be associated with long-term contamination or toxicity to the impact area. The occurrence of a hazardous material spill is most commonly involved with transportation accidents, but the City of Stayton does have numerous fixed site facilities which warehouse and use materials considered to be hazardous.
- 4.2 **Flooding**
- 4.2.1 Floods represent the most common and best known of the natural hazards. They also encompass the broadest range of characteristics among natural hazards. Floods can occur quickly, as in flash floods; or slowly, as with those caused by spring thaws. They can be of extreme magnitude in confined locations, or simply a costly nuisance as in inhibited traffic flow in broad areas of the city.
- 4.2.2 In the City of Stayton, this hazard would include dam failure which would be a sudden catastrophic failure of a manmade structure designed to impound or restrict the flows of water. The two dams that could potentially affect the City of Stayton are the Detroit Dam on the Santiam River, and the Big Cliff Dam, also on the Santiam River.
- 4.3 **High Wind:** Generally occurring in the fall months, it is a phenomenon whereby the wind suddenly increases in velocity and blows down power lines, stresses and removes roofs, and topples trees.
- 4.4 **Winter Storms:** During the winter months, after a period of below freezing temperatures, when warm moist air is circulated into the Pacific Northwest over the cold surface temperatures, the rain falling will freeze on contact. This freezing rain is common in the Willamette Valley. Another common phenomenon is a silver thaw, which is the formation of drizzle or heavy fog as ice on power lines, trees, and anything in the open that is cold. This has caused broken trees and shrubs, and the weight has caused power lines to break. In the Willamette Valley, severe winter storms are considered to be violent wind disturbances of the atmosphere with rain, snow, or ice, which may result in loss of life, property damage, damage to homes and businesses, and power outages.
- 4.5 **Incident:** An event that requires response by emergency services, fire, police, or specialized personnel to counter the effects by protecting life, safeguarding the environment, or minimizing property damage from any emergency caused by man or nature.

SECTION 5. EMERGENCY RESPONSE MANAGEMENT

5.1 Description and Purpose

- 5.1.1 A major emergency can suddenly and dramatically disrupt available resources and place abnormally high demands on public health, welfare, and safety services. Prompt and decisive activation of city government response in extraordinary and traditional manners will be required to minimize loss of life, damage to the environment, and damage to property.
- 5.1.2 Emergency management's contribution to the safety of life, the environment, and property is by providing for the evaluation of data, decision making, communicating decisions, and implementing those decisions.

5.2 General Concept

- 5.2.1 When an emergency occurs and it is determined that the normal operations of city government is not sufficient to respond to the situation effectively, the city council or, in their absence, the city administrator with the council's ratification, will implement specific emergency response activities.
- 5.2.2 The council shall have ultimate responsibility for the resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations. In those cases where a decision must be made to apply resources to one situation while another problem goes unattended, the preservation of human life shall take precedence over property protection.
- 5.2.3 Under emergency conditions, operations will be initiated and conducted by city government to the full extent of resource capability. Where local resources are insufficient to cope with the emergency, further support may be obtained through agreements with adjoining jurisdictions, the county government, the state government, or the federal government.
- 5.2.4 An emergency operations center will be established to provide a central location of authority and information, and to allow for face-to-face coordination among officials who are responsible for management of emergency functions. Depending on the severity of the emergency, the emergency operations center will be activated. The city council, department heads, and other selected persons will be requested to report to the emergency operations center. They will form the policy group. Other representatives of city departments and support agencies will be requested to report to the emergency operations center as needed to serve as the operations group. The policy group will make policy decisions to guide the operations group in their task of supervising the handling of the emergency. The city government emergency response management organization will operate within policy and guidance set by the council. The city emergency management director will act as the principal advisor to city, county, and private sector officials for emergency response management and coordination.

- 5.2.5 Field forces will operate from locations as specified by internal standard operating procedures.
- 5.2.6 Communications for emergency operations will include all systems now in use by the department, office, or support agency which is an integral part of a regularly constituted organization.
- 5.2.7 Telephone will be the primary means of communication used to manage and coordinate emergency operations. Two-way radios and cellular telephones will be used in areas where telephone communications are not available or are impractical to coordinate emergency operations with field forces.
- 5.2.8 Essential services and activities which are to be managed and coordinated include, but are not limited to, those listed below. Some may be continued at a substantially reduced level of activity while others are increased.
 - 5.2.8.a Police and fire protection.
 - 5.2.8.b Production or distribution of electric power or petroleum products.
 - 5.2.8.c Production, processing, warehousing, and distribution of life-support essentials such as food, fuel, and pharmaceutical.
 - 5.2.8.d Specialized emergency medical treatment.
 - 5.2.8.e Emergency public health.
 - 5.2.8.f Communications services.
 - 5.2.8.g Emergency public information, including news media (e.g. telephone, radio, and television).
 - 5.2.8.h Water and sewage treatment and solid waste disposal.
- 5.2.9 Emergency public information, instructions, and guidance will be designed for and distributed to the following groups:
 - 5.2.9.a Government agencies, quasi-government agencies, private businesses, and institutions that have emergency operations responsibilities.
 - 5.2.9.b The general public.
 - 5.2.9.c Special groups including, but not limited to, non-English speaking persons, those unable to relocate or protect themselves, persons with physical or mental handicaps, and persons requiring public transportation.
- 5.2.10 In order to ensure credibility and response, a wide variety of materials may be distributed through all of the media forms available: radio, television, newspaper, and direct distribution of printed materials. These materials may include federal and state government printed publications, prepared radio and television spot announcements, local government instructions and guidance using the radio and television broadcast systems, newspaper supplements, and special printed instructions.

- 5.2.11 Radio and television broadcast stations may be used to maintain contact with citizens and to provide last minute directions or changes and reports on emergency area operations and conditions.
- 5.2.12 City government should arrange for dissemination of emergency information that is time-critical and is intended to preserve life or property. Such information will generally be issued on an as-needed basis directly to affected persons.
- 5.2.13 Depending on the magnitude of the emergency, other emergency public information may be coordinated and disseminated through a joint information center. A joint information center may include representatives from federal agencies, county government, state government, and city government. All public information of a non-emergency nature can be coordinated and preferably released through the center. This gives the media a single, reliable point of contact for public information throughout the city. The joint information center will also facilitate the consistent presentations of public information among numerous agencies and jurisdictions throughout the area.

5.3 General Responsibilities

5.3.1 Mayor and City Council

- 5.3.1.a Establish emergency management authority by city ordinance.
- 5.3.1.b Adopt Emergency Management Plan (EMP) and related resolutions.
- 5.3.1.c Mayor or his designate may declare a state of emergency and request assistance through Marion County (see Section 24., "Reporting and State of Emergency Declaration").
- 5.3.1.d Act as liaison to community during activation of Emergency Operation Center (EOC).
- 5.3.1.e Mayor acts as public information spokesperson (not to be confused with the administrative Public Information Officer).
- 5.3.1.f Act on emergency funding needs.
- 5.3.1.g Respond to EOC when activated.
- 5.3.1.h Attend timely update briefing.

5.3.2 City Administrator

- 5.3.2.a Appoint an Emergency Management Director
- 5.3.2.b Provide overall incident management during EOC activation.
- 5.3.2.c Provide incident strategy during EOC activation.
- 5.3.2.d Provide guidance and coordination for a state of emergency declaration.

- 5.3.2.e Facilitate timely update briefings with all department heads, the mayor, and the city council when an EOC has been activated.
- 5.3.2.f Actively participate in the emergency planning process.
- 5.3.2.g Carry out other specific administrative responses listed in Administrative Annex.

5.3.3 Emergency Management Director

- 5.3.3.a Oversee and provide direction to the emergency management program.
- 5.3.3.b Review the plan and recommend revision as necessary.
- 5.3.3.c Respond to the EOC when activated.
- 5.3.3.d Coordinate city emergency management activities.
- 5.3.3.e Conduct exercises to test the plan and the capabilities of the city.
- 5.3.3.f Attend timely update briefings with other policy group members when an EOC has been activated.
- 5.3.3.g Facilitate training for emergency management personnel.
- 5.3.3.h Represent the city in all emergency management activities.
- 5.3.3.i Provide liaison with other emergency management offices and with volunteer organizations tasked with emergency responsibilities.
- 5.3.3.j Carry out other specific responsibilities listed in plan.

5.3.4 Department Heads

- 5.3.4.a Respond to the EOC when activated.
- 5.3.4.b Attend timely update briefings with other policy group members when an EOC has been activated.
- 5.3.4.c Oversee the emergency management activities of department.
- 5.3.4.d Develop and maintain necessary mutual aid agreements necessary for emergency management activities.
- 5.3.4.e Maintain departmental personnel call rosters.
- 5.3.4.f Safeguard essential department records.
- 5.3.4.g Carry out other departmental responsibilities listed in this plan.
- 5.3.4.h Actively participate in the emergency planning process.

SECTION 6. STATUTORY AUTHORITY

Oregon Revised Statutes
401.015 to 401.580

EMERGENCY SERVICES & TELEPHONES; SEARCH & RESCUE 401.025

401.010 (Repealed by 1983 c.586 §49)

EMERGENCY MANAGEMENT AND SERVICES
(Generally)

401.015 Statement of policy and purpose. (1) The general purpose of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 is to reduce the vulnerability of the State of Oregon to loss of life, injury to persons or property and human suffering and financial loss resulting from emergencies, and to provide for recovery and relief assistance for the victims of such occurrences.

(2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level. The state shall prepare for emergencies, but shall not assume authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county in which it occurs, the city or county fails to act, or the emergency involves two or more counties. [1983 c.586 §1]

401.020 (Amended by 1975 c.379 §8; repealed by 1983 c.586 §49)

401.025 Definitions for ORS 401.015 to 401.580. As used in ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, unless the context requires otherwise:

(1) "Administrator" means the Administrator of the Emergency Management Division.

(2) "Beneficiary" has the meaning given that term in ORS 656.005.

(3) "Commission" means the Seismic Safety Policy Advisory Commission established under ORS 401.337.

(4) "Division" means the Emergency Management Division of the Executive Department.

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

(6) "Emergency management agency" means an organization created and authorized under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 by the state, county or city to provide for and assure the

conduct and coordination of functions for comprehensive emergency program management.

(7) "Emergency program management" includes all the tasks and activities necessary to coordinate and maintain an emergency services system including, but not 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.

(8) "Emergency program manager" means the person administering the emergency management agency of a county or city.

(9) "Emergency service agency" means an organization within a local government which performs essential services for the public's benefit prior to, during or following an emergency. This includes, but is not limited to, organizational units within local governments, such as law enforcement, fire control, health, medical and sanitation services, public works and engineering, public information and communications.

(10) "Emergency service worker" means an individual who, under the direction of an emergency service agency or emergency management agency, performs emergency services and:

(a) Is a registered volunteer or independently volunteers to serve without compensation and is accepted by the division or the emergency management agency of a county or city; or

(b) Is a member of the Oregon State Defense Force acting in support of the emergency services system.

(11) "Emergency services" includes those activities provided by state and local government agencies with emergency operational responsibilities to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. These activities include, without limitation, coordination, preplanning, training, interagency liaison, fire fighting, oil or hazardous material spill or release clean up 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 section 3 of the Act of January 12, 1951, P.L. 81-920 (50 U.S.C. 2252).

(12) "Emergency services system" means that system composed of all agencies and organizations involved in the coordinated delivery of emergency services.

(13) "Injury" means any personal injury sustained by an emergency service worker by accident, disease or infection arising out of and in the course of emergency services or death resulting proximately from the performance of emergency services.

(14) "Local government" means any governmental entity authorized by the laws of this state.

(15) "Major disaster" means any event defined as a "major disaster" by the Act of May 22, 1974, P.L. 93-288.

(16) "Search and rescue" means the acts of searching for, rescuing or recovering, by means of ground or marine activity, any person who is lost, injured or killed while out of doors. However, "search and rescue" does not include air activity in conflict with the activities carried out by the Aeronautics Division of the Department of Transportation.

(17) "Sheriff" means the chief law enforcement officer of a county. [1983 c.586 §2; 1965 c.733 §21; 1967 c.373 §84; 1989 c.361 §8; 1991 c.418 §1; 1991 c.956 §10]

401.030 [Amended by 1967 c.595 §1; 1969 c.80 §8; 1975 c.379 §9; 1975 c.624 §1; repealed by 1983 c.586 §49]

401.035 Responsibility for emergency services systems. (1) The Governor is responsible for the emergency services system within the State of Oregon.

(2) The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.

(3) In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in them by ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 and provide for the subdelegation of that authority. [1983 c.586 §3]

401.040 [Amended by 1963 c.528 §1; 1967 c.419 §33; 1969 c.80 §9; 1975 c.379 §10; 1975 c.624 §2; 1981 c.615 §4; repealed by 1983 c.586 §49]

401.045 Application of federal law. All provisions of mutual aid set out in the Interstate Civil Defense and Disaster Compact (1951) and its supplements and 16 U.S.C. 552 shall apply to ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580. [1983 c.586 §18]

401.050 [Amended by 1963 c.528 §2; 1967 c.419 §34; 1967 c.595 §2; 1969 c.80 §10; 1969 c.314 §32; 1981 c.615 §5; repealed by 1983 c.586 §49]

(Powers of Governor)

401.055 Declaration of state of emergency procedure. (1) The Governor may declare a state of emergency by proclamation at the request of a county governing body or after determining that an emergency has occurred or is imminent.

(2) All requests by a county governing body that the Governor declare an emergency shall be sent to the Emergency Management Division of the Executive Department. Cities must submit requests through the governing body of the county in which the majority of the city's property is located. Requests from counties shall be in writing and include the following:

(a) A certification signed by the county governing body that all local resources have been expended; and

(b) A preliminary assessment of property damage or loss, injuries and deaths.

(3)(a) If, in the judgment of the Director of the Executive Department, the Governor cannot be reached by available communications facilities in time to respond appropriately to an emergency, the director shall notify the Secretary of State or, if the Secretary of State is not available, the State Treasurer that the Governor is not available.

(b) After notice from the director that the Governor is not available, the elected state official so notified may declare a state of emergency pursuant to the provisions of subsections (1) and (2) of this section.

(c) If the Director of the Executive Department is unavailable to carry out the duties described in this subsection, such duties shall be performed by a person designated in writing by the Governor, the designation to be filed with the Secretary of State.

(4) Any state of emergency declared by the Secretary of State or State Treasurer pursuant to this section has the same force and effect as if issued by the Governor, except that it must be affirmed by the Governor as soon as the Governor is reached. However, if the Governor does not set aside the proclamation within 24 hours of being reached, the proclamation shall be considered affirmed by the Governor.

(5) Any proclamation of a state of emergency must specify the geographical area covered by the proclamation. Such area shall be no larger than necessary to effectively respond to the emergency. [1983 c.586 §4; 1991 c.605 §1]

401.060 [Amended by 1963 c.528 §4; 1967 c.595 §3; 1969 c.80 §11; repealed by 1983 c.586 §49]

401.064 [1975 c.379 §3; repealed by 1983 c.586 §49]

401.065 Police powers during state of emergency; suspension of agency rules. During a state of emergency, the Governor shall:

(1) Have complete authority over all executive agencies of state government and the right to exercise, within the area designated in the proclamation, all police powers vested in the state by the Oregon Constitution in order to effectuate the purposes of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580;

(2) Have authority to suspend provisions of any order or rule of any state agency, if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder or delay mitigation of the effects of the emergency; and

(3) Have authority to direct any agencies in the state government to utilize and employ state personnel, equipment and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency, and may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of the citizens of the affected area. [1983 c.586 §5]

401.066 [1975 c.379 §2; 1977 c.248 §3; repealed by 1983 c.586 §49]

401.068 [1975 c.379 §4; repealed by 1983 c.586 §49]

401.070 [Repealed by 1983 c.586 §49]

401.074 Providing temporary housing during emergency. Whenever the Governor has declared a state of emergency under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or the President of the United States has declared an emergency or a major disaster to exist in this state, the Governor, with the concurrence of the Joint Committee on Ways and Means or the Emergency Board, if the Legislative Assembly is not in session, is authorized:

(1) To enter into purchase, lease or other arrangements with any agency of the United States for temporary housing units to be occupied by disaster victims and to make the units available to local governments of the state.

(2) To assist any local government of this state which requires temporary housing for disaster victims following the declaration of a state of emergency to acquire and prepare a site to receive and utilize temporary housing units by:

(a) Advancing or lending funds available to the Governor from any appropriation made by the Legislative Assembly or from any other source; and

(b) Passing through funds made available by any public or private agency. [1983 c.586 §6]

401.075 [1977 c.248 §2; repealed by 1983 c.586 §49]

401.080 [Amended by 1953 c.6 §4; 1967 c.595 §4; 1975 c.379 §11; repealed by 1983 c.586 §49]

401.085 Management of resources during emergency. Whenever the Governor has declared a state of emergency under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, the Governor shall be authorized to issue, amend and enforce rules and orders to:

(1) Control, restrict and regulate by rationing, freezing, use of quotas, prohibitions on shipments, price fixing, allocation or other means, the use, sale or distribution of food, feed, fuel, clothing and other commodities, materials, goods and services;

(2) Prescribe and direct activities in connection with use, conservation, salvage and prevention of waste of materials, services and facilities, including, but not limited to, production, transportation, power and communication facilities training, and supply of labor, utilization of industrial plants, health and medical care, nutrition, housing, rehabilitation, education, welfare, child care, recreation, consumer protection and other essential civil needs; and

(3) Take any other action that may be necessary for the management of resources following an emergency. [1983 c.586 §7]

401.090 [Repealed by 1983 c.586 §49]

401.095 Effect of rules and orders during emergency; scope; effect; termination. (1) All rules and orders issued under authority conferred by ORS 401.065 to 401.085 shall have the full force and effect of law both during and after the declaration of a state of emergency. All existing laws, ordinances, rules and orders inconsistent with ORS 401.065 to 401.085 shall be inoperative during the period of time and to the extent such inconsistencies exist.

(2) The authority exercised under ORS 401.065 to 401.085 may be exercised with respect to the entire territory over which the Governor has jurisdiction, or to any specified part thereof.

(3) When real or personal property is taken under power granted by ORS 401.085, the owner of the property shall be entitled to reasonable compensation from the state.

(4) The powers granted to the Governor by ORS 401.065 to 401.085 shall continue until termination of the state of emergency. The powers granted to the Governor by ORS 401.074 may continue beyond the termination of the state of emergency and shall be terminated by proclamation of the Governor or

by joint resolution of the Legislative Assembly. [1983 c.586 §8]

401.100 [Repealed by 1983 c.586 §49]

401.105 Termination of state of emergency. (1) The Governor shall terminate the state of emergency by proclamation when the emergency no longer exists, or when the threat of an emergency has passed.

(2) The state of emergency proclaimed by the Governor may be terminated at any time by joint resolution of the Legislative Assembly. [1983 c.586 §9]

401.110 [Amended by 1975 c.379 §12; repealed by 1983 c.586 §49]

401.115 Additional powers during emergency. During the existence of an emergency, the Governor may:

(1) Assume complete control of all emergency operations in the area specified in a proclamation of a state of emergency issued under ORS 401.055, direct all rescue and salvage work and do all things deemed advisable and necessary to alleviate the immediate conditions.

(2) Assume control of all police and law enforcement activities in such area, including the activities of all local police and peace officers.

(3) Close all roads and highways in such area to traffic or by order of the Governor limit the travel on such roads to such extent as the Governor deems necessary and expedient.

(4) 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 and work under such coordinator or to cooperate with other agencies engaged in emergency work.

(5) 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. [Formerly 401.530]

401.120 [Repealed by 1983 c.586 §49]

401.125 Authority concerning federal financial assistance to political subdivision. Whenever, at the request of the Governor, the President of the United States has declared a major disaster to exist in this state, the Governor is authorized:

(1) Upon determination that a political subdivision of the state will suffer a substantial loss of tax and other revenues from a major disaster and has demonstrated a need for financial assistance to perform its governmental functions, to apply to the Federal Government, on behalf of the political subdivision, for a loan; and to receive and

disburse the proceeds of any approved loan to any applicant political subdivision.

(2) To determine the amount needed to restore or resume its governmental functions, and to certify the same to the Federal Government, provided, however, that no application amount shall exceed 25 percent of the annual operating budget of the applicant political subdivision for the fiscal year in which the major disaster occurs.

(3) To recommend to the Federal Government, based upon the review of the Governor, the cancellation of all or any part of repayment when, in the first three full fiscal year period following the major disaster, the revenues of the political subdivision are insufficient to meet its operating expenses, including additional disaster-related expenses of a municipal operation character. [Formerly 401.630]

401.130 [Repealed by 1983 c.586 §49]

401.135 Authority concerning federal financial assistance to individuals or families. Whenever the President of the United States, at the request of the Governor, with the concurrence of the Emergency Board or Joint Ways and Means Committee of the Legislative Assembly, has declared a major disaster to exist in this state, the Governor is authorized:

(1) Upon determination that financial assistance is essential to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by a major disaster that cannot be otherwise adequately met from other means of assistance, to accept a grant by the Federal Government to fund such financial assistance, subject to such terms and conditions as may be imposed upon the grant.

(2) To enter into an agreement with the Federal Government, or any officer or agency thereof, pledging the state to participate in the funding of the assistance authorized in subsection (1) of this section in an amount not to exceed 25 percent thereof.

(3) To make financial grants to meet disaster-related necessary expenses or serious needs of individuals or families adversely affected by a major disaster which cannot otherwise adequately be met from other means of assistance, which shall not exceed \$5,000 in the aggregate to an individual or family in any single major disaster declared by the President. [Formerly 401.640]

401.140 [Repealed by 1983 c.586 §49]

401.145 Authority over removal of disaster debris or wreckage; unconditional authorization of community; liability for injury or damage. (1) Whenever the Governor has declared a disaster emergency to exist under the laws of this state,

or the President of the United States, at the request of the Governor, has declared a major disaster or emergency to exist in this state, the Governor is authorized:

(a) Through the use of state departments or agencies, or the use of any of the state's instrumentalities, to clear or remove from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety, or public or private property.

(b) To accept funds from the Federal Government and utilize such funds to make grants to any political subdivision for the purpose of removing debris or wreckage from publicly or privately owned land or water.

(2) Authority under subsection (1) of this section shall not be exercised unless the affected political subdivision, corporation, organization, or individual shall first present an unconditional authorization for removal of such debris or wreckage from public and private property and, in the case of removal of debris or wreckage from private property, shall first agree to indemnify the state government against any claim arising from such removal.

(3) Whenever the Governor provides for clearance of debris or wreckage pursuant to subsections (1) and (2) of this section, employees of the designated state agencies or individuals appointed by the Governor are authorized to enter upon private lands or waters and perform any tasks necessary to the removal or clearance operation.

(4) Except in cases of willful misconduct, gross negligence or bad faith, any state employee or individual appointed by the Governor authorized to perform duties necessary to the removal of debris or wreckage shall not be liable for death of or injury to persons or damage to property. [Formerly 401.650]

401.150 [Repealed by 1983 c.586 §49]

401.155 Rules to carry out ORS 401.125 to 401.145 and 401.335. The Governor is authorized to make rules and regulations as are necessary to carry out the purposes of ORS 401.125 to 401.145 and 401.335. [Formerly 401.660]

401.160 [Amended by 1953 c.6 §4; 1955 c.451 §1; repealed by 1983 c.586 §49]

401.170 [Amended by 1963 c.179 §1; 1971 c.766 §1; repealed by 1983 c.586 §49]

401.180 [Repealed by 1983 c.586 §49]

401.190 [Amended by 1963 c.528 §5; repealed by 1983 c.586 §49]

401.195 [1981 c.763 §2; repealed by 1983 c.586 §49]

401.200 [1981 c.763 §3; 1983 c.586 §27; renumbered 401.355]

401.205 [1981 c.763 §4; 1983 c.586 §28; renumbered 401.365]

401.210 [Formerly 401.820; 1983 c.586 §29; renumbered 401.375]

401.215 [Formerly 401.830; 1983 c.586 §30; renumbered 401.385]

401.220 [1981 c.763 §5; 1983 c.586 §31; renumbered 401.395]

401.225 [1981 c.763 §6; 1983 c.586 §32; renumbered 401.405]

401.230 [1981 c.763 §7; 1983 c.586 §33; renumbered 401.415]

401.235 [1981 c.763 §8; 1983 c.586 §34; renumbered 401.425]

401.240 [1981 c.763 §9; 1983 c.586 §35; renumbered 401.435]

401.245 [1981 c.763 §10; 1983 c.586 §36; renumbered 401.445]

401.250 [1981 c.763 §11; 1983 c.586 §37; renumbered 401.455]

401.255 [1981 c.763 §12; 1983 c.586 §38; renumbered 401.465]

(Emergency Management Division)

401.260 Emergency Management Division; administrator; employees. (1) The Emergency Management Division that has operated under this chapter is continued and is made the emergency management agency for the state of Oregon. The division shall be under the supervision of an administrator appointed by the Director of the Executive Department with the approval of the Governor. The appointee shall serve at the pleasure of the director, shall not be subject to the State Personnel Relations Law and shall be qualified by training or experience in emergency services.

(2) The Director of the Executive Department, with the approval of the Governor, may employ, subject to the applicable provisions of the State Personnel Relations Law, such personnel as are necessary to carry out the purposes of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, and shall fix their compensation in accordance with the compensation plan for classified employees and make expenditures within the appropriation therefor or from other funds made available to the division for purposes of emergency program management. [1983 c.586 §10]

401.270 Duties of administrator. The administrator shall be responsible for emergency program management planning and for coordinating the state emergency services system, and shall, with the approval of the Director of the Executive Department or as directed by the Governor:

(1) Make rules that are necessary and proper for the administration of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580;

(2) Coordinate the activities of all public and private organizations providing emergency services within this state;

(3) Maintain liaison and cooperate with emergency management agencies and organizations of local governments, other states and the Federal Government;

(4) Have such additional authority, duties and responsibilities authorized by ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or as may be directed by the Governor;

(5) Administer grants relating to emergency program management and emergency services for the state; and

(6) Provide for and staff a State Emergency Operations Center to aid the Governor and the division in the performance of duties under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580. (1983 c.586 §11)

401.280 Federal grants for emergency management and services; authority of division. (1) The division is designated as the sole agency of the State of Oregon for the purpose of negotiating agreements with the Federal Emergency Management Agency or other appropriate federal agency, on behalf of the state, for the acquisition of federal grants-in-aid for the purpose of providing emergency program management and emergency services.

(2) The division is authorized to accept and receive on behalf of the state, counties and cities federal grants-in-aid for purpose of emergency program management and emergency services, to deposit such funds in the Emergency Management Revolving Account and to authorize the disbursement and distribution of these funds in accordance with the applicable agreement. (1983 c.586 §22)

(Powers of Local Governments)

401.305 Emergency management agency of city or county; emergency program manager. 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. 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. 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 agreement

or as authorized by the county or city. [1983 c.586 §12]

401.310 [Amended by 1953 c.394 §10; 1969 c.80 §12; repealed by 1983 c.586 §49]

401.315 City or county authorized to incur obligations for emergency services; county determination of emergency. In carrying out the provisions of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, counties or cities may enter into contracts and incur obligations necessary to mitigate, prepare for, respond to or recover from emergencies or major disaster. A county shall assess whether an emergency exists. (1983 c.586 §13; 1991 c.418 §2)

401.320 [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

401.325 Emergency management agency appropriation; tax levy. (1) Each county and city may make appropriations, in the manner provided by law for making appropriations for the expenses of the county or city, for the payment of expenses of its emergency management agency and may levy taxes upon the taxable property within the county or city.

(2) An appropriation made under subsection (1) of this section shall be budgeted so that it is possible to identify it as a distinguishable expense category. (1983 c.586 §14)

401.330 [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

401.335 Temporary housing for disaster victims; political subdivision's authority. Any political subdivision of this state is expressly authorized to acquire, temporarily or permanently, by purchase, lease, or otherwise, sites required for installation of temporary housing units for disaster victims, and to enter into arrangements necessary to prepare or equip such sites to utilize the housing units. (Formerly 401.620)

(Seismic Safety)

401.337 Seismic Safety Policy Advisory Commission; members; term; Senate confirmation. (1) There is established a Seismic Safety Policy Advisory Commission consisting of the following members:

(a) The chief officer or the chief officer's designee of the following agencies:

- (A) Building Codes Agency;
- (B) State Department of Geology and Mineral Industries;
- (C) Department of Human Resources;
- (D) Department of Land Conservation and Development;
- (E) Department of Transportation;
- (F) Emergency Management Division of the Executive Department;

(G) Water Resources Department; and
(H) State System of Higher Education;
and

(b) Seven members appointed by the Governor as follows:

(A) Two members of the Legislative Assembly;

(B) One person certified under ORS 672.020 with expertise in structural engineering;

(C) One representative of a school district or community college;

(D) One representative of utilities;

(E) One member representing city government; and

(F) One member representing county government.

(2) The term of office of each member appointed under subparagraphs (B) to (F) of paragraph (b) of subsection (1) of this section is four years, but a member serves at the pleasure of the Governor. The term of office of a member of the Legislative Assembly expires at the end of the term for which the member is elected. Before the expiration of the term of a member, the Governor shall appoint a successor whose term begins on July 1 next following. A member is eligible for reappointment. If there is a vacancy for any cause, the Governor shall make an appointment to become immediately effective for the unexpired term.

(3) Appointments to the commission under subparagraphs (B) to (F) of paragraph (b) of subsection (1) of this section are subject to confirmation by the Senate in the manner prescribed in ORS 171.562 and 171.565. [1991 c.956 §2]

401.340 [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

401.343 Mission of commission. (1) The mission of the Seismic Safety Policy Advisory Commission shall be to reduce exposure to earthquake hazards in Oregon by:

(a) Developing and influencing policy at the federal, state and local levels;

(b) Facilitating improved public understanding and encouraging identification of risk;

(c) Supporting research and special studies;

(d) Implementation of appropriate mitigation; and

(e) Preparing for response and recovery.

(2) The commission shall utilize and influence existing agencies and institutions in meeting its goals and is in no way intended to replace or compete with existing authorities relative to earthquakes. Emphasis shall

be on coordination and linking of existing resources and authorities.

(3) To improve public understanding of earthquake hazards, reduce such hazards and mitigate the possible effects of potentially damaging earthquakes, the commission shall review and advise the Governor and the Legislative Assembly concerning all plans and proposals addressing seismic hazards in the areas of:

(a) Any legislative proposals deemed advisable.

(b) Plans and proposals of statewide impact.

(c) Lists of recommendations for actions and potential rule changes specifically by state agency. [1991 c.956 §4]

401.345 Officers; quorum; meetings; compensation and expenses. (1) The commission shall select one of its members as chairperson and another as vice chairperson, for such terms and with duties and powers necessary for the performance of the functions of such offices as the commission determines.

(2) A majority of the members of the commission constitutes a quorum for the transaction of business.

(3) The commission shall meet at least once every two months at a place, day and hour determined by the commission. The commission also shall meet at other times and places specified by the call of the chairperson or of a majority of the members of the commission.

(4) Each member of the commission appointed under ORS 401.337(1)(b)(B) to (F) shall receive compensation and expenses as provided in ORS 292.495. A legislative member shall receive compensation and expenses as provided in ORS 171.072. [1991 c.956 §§ 6, 7]

401.347 Support service. The Emergency Management Division shall provide technical, clerical and other necessary support services to the commission. The Building Codes Agency, the Department of Human Resources, the State Department of Geology and Mineral Industries, the Department of Land Conservation and Development, the Department of Transportation, the Water Resources Department and the State System of Higher Education shall provide assistance, as required, to the commission to enable it to meet its objectives. [1991 c.956 §8]

401.350 [Amended by 1953 c.394 §10; repealed by 1983 c.586 §49]

401.353 Advisory and technical committees; expense reimbursement. (1) To aid and advise the commission in the performance of its functions, the commission may establish such advisory and technical

committees as it considers necessary. These committees may be continuing or temporary. The commission shall determine the representation, membership, terms and organization of the committees and shall appoint their members.

(2) Members of the committees are not entitled to compensation, but in the discretion of the commission may be reimbursed from funds available to the commission for actual and necessary travel and other expenses incurred by them in the performance of their official duties, subject to ORS 292.495. (1991 c.956 §9)

(Emergency Service Workers)

401.355 Eligibility of emergency service worker for benefits for injury sustained in emergency service. (1) An emergency service worker may apply for and may receive benefits as provided in ORS 401.355 to 401.465 for injury sustained in emergency service performed within or without the state:

(a) Where the injury is proximately caused by or in the course of emergency service, with or without negligence of the emergency service worker.

(b) Where the injury is not caused by the voluntary intoxication of the emergency service worker.

(c) Where the injury is not intentionally self-inflicted.

(2) No emergency service worker or beneficiary is eligible for benefits under ORS 401.355 to 401.465:

(a) If the emergency service worker is entitled to receive benefits under the workers' compensation laws of this state or similar statutes in other states or under any disability, retirement or liability insurance program of the worker's regular employer who has contributed to the cost thereof, or under any federal or local program for compensation of injuries of public employees, in those cases where the injury is compensable because it arose out of and in the course of emergency service duties performed as part of the regular employment of the emergency service worker.

(b) If the emergency service worker is a member of a federal emergency management or emergency service agency or an emergency management or emergency service agency of another state or foreign nation who is performing emergency services in this state. (Formerly 401.200)

401.360 (Amended by 1953 c.394 §10; repealed by 1983 c.586 §49)

401.365 Registration and qualification of emergency management agencies. All

state and local emergency management agencies may register and qualify to come within the provisions of ORS 401.355 to 401.465. (Formerly 401.205)

401.370 (Amended by 1953 c.394 §10; repealed by 1983 c.586 §49)

401.375 "Emergency service" defined; service not in violation of child labor laws. Emergency service shall not be deemed employment in violation of any laws of this state relating to labor by minors. "Emergency service" includes all activities authorized and carried on pursuant to ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, including such training as is necessary and proper to engage in such activities. (Formerly 401.210)

401.380 (1953 c.394 §8; 1959 c.403 §1; 1983 c.586 §39; renumbered 401.535)

401.385 Record of enrollment of emergency service workers. Each emergency program manager of an emergency management agency shall maintain a record of enrollment of emergency service workers who are personnel of the agency. Each record shall contain the name and address of the worker, the name of the employer of the worker, date of enrollment and authorized classification of assignment to duty, including the times of assigned duty, as well as changes in enrollment. The record forms shall be supplied by the Emergency Management Division of the Executive Department. Records of membership in the Oregon State Defense Force shall be maintained by the Military Department of the State of Oregon. (Formerly 401.215; 1989 c.361 §9)

401.395 Benefits for injury sustained in emergency service. If an emergency service worker sustains an injury, benefits shall be paid in the same manner as provided for injured workers under the workers' compensation laws of this state, except that:

(1) If the injury results in temporary partial disability, no benefits shall accrue to the injured emergency service worker on account of loss of wages due to such disability.

(2) Costs of rehabilitation services to disabled emergency service workers shall be paid from funds specifically appropriated therefor in an amount approved by the Executive Department, Emergency Management Division, which shall be the reasonable and necessary cost of such services, including services of a physician or rehabilitation facility specially qualified to render rehabilitation services. Expenses of rehabilitation may include travel, board and room, when necessary.

(3) The maximum amount payable for medical, surgical or hospital expenses, compensation and rehabilitation on any one

claim shall not exceed \$20,000. [Formerly 401.220]

401.405 Benefits not assignable; exempt from execution, attachment and garnishment. No benefits payable under ORS 401.355 to 401.465 are subject to assignment prior to their receipt by the person entitled thereto, nor shall they pass by operation of law. These benefits and the right to receive them are also exempt from seizure on execution, attachment or garnishment, or by the process of any court. [Formerly 401.225]

401.410 [1967 c.480 §1; repealed by 1983 c.586 §49]

401.415 Benefits as exclusive remedy. The filing of claims for benefits under ORS 401.355 to 401.465 is the exclusive remedy of an emergency service worker or beneficiary for injuries compensable under ORS 401.355 to 401.465 against the state or its political subdivision or any emergency management agency or other person acting under governmental authority in furtherance of emergency service activities, regardless of negligence. [Formerly 401.230]

401.420 [1967 c.480 §2; repealed by 1983 c.586 §49]

401.425 Claims for benefits. (1) Claims for benefits under ORS 401.355 to 401.465 shall be filed by application with the Executive Department, Emergency Management Division in the manner provided by rules of the department.

(2) The right to benefits under ORS 401.355 to 401.465 shall be barred unless written claim is filed with the division within 90 days after the injury, or, if death results therefrom, within 90 days after death. However, if death occurs more than one year after the injury, the right shall be barred unless prior written claim based on the injury has been timely filed. The requirements of this subsection may be waived by the division on the ground that, for good and sufficient reason, claim could not be filed on time. [Formerly 401.235]

401.430 [1967 c.480 §3; repealed by 1983 c.586 §49]

401.435 Appeal. Any question of law or fact may be appealed to the circuit court of the county where the injury occurred within 30 days from the date of mailing of the final decision by the Executive Department, Emergency Management Division, if the emergency service worker is dissatisfied with the final decision. [Formerly 401.240]

401.440 [1967 c.480 §4; repealed by 1983 c.586 §49]

401.445 Allocation of necessary funds. If funds are not available to the Executive Department, Emergency Management Division, to pay claims approved under ORS 401.355 to 401.465, the Executive Department shall request allocation of necessary funds

from the Emergency Board if the unavailability occurs during the interim between sessions of the Legislative Assembly. If the unavailability occurs during a session, the Executive Department shall request the Joint Committee on Ways and Means to submit legislation necessary to provide such funds. [Formerly 401.245]

401.450 [1967 c.480 §5; repealed by 1983 c.586 §49]

401.455 Benefits limited by availability of funds; priority among claimants. Liability of the State of Oregon or any agency thereof for the payment of benefits under ORS 401.355 to 401.465 is contingent upon and limited by the availability of funds. In the event that funds are not sufficient to meet the benefit claims for a given period, priority among claimants shall be determined according to the time of filing of the claim. [Formerly 401.250]

401.460 [1967 c.480 §6; repealed by 1983 c.586 §49]

401.465 Obtaining public or private insurance with available funds. Funds available for purposes of ORS 401.355 to 401.465 may be used to effect insurance or reinsurance with any authority or instrumentality, public or private, or otherwise to distribute the liability for compensation payable to civil defense volunteers. [Formerly 401.255]

401.470 [1967 c.480 §7; repealed by 1983 c.586 §49]

(Miscellaneous)

401.480 Cooperative assistance agreements. The state, counties and cities may, in collaboration with public and private agencies, enter into cooperative assistance agreements for reciprocal emergency aid and resources. [1983 c.586 §15]

401.490 Mutual use of supplies and services. In carrying out the provisions of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, the Governor and the executive officers or governing bodies of the counties and cities may request and utilize the services, equipment, supplies and facilities of existing departments, offices and agencies of the state and of local governments. The officers and personnel of all local government departments, offices and agencies may cooperate with, and extend such services and facilities to the Governor, to the division and to emergency management agencies and emergency service agencies upon request. [1983 c.586 §16]

401.500 Reimbursement by state for services provided by local government employees. The state shall reimburse a local government for the compensation paid and the actual and necessary travel, subsistence and maintenance expenses of employees of the local government while actually serving at the direction of the Governor or the ad-

ministrator in a state function or capacity. [1983 c.586 §17]

401.505 Acceptance of aid for emergency services. Whenever any organization, agency, person, firm, corporation or officer thereof offers to the state or to any county or city, services, equipment, supplies, material or funds by way of gift, grant or loan for purposes of emergency program management or emergency services, the state, acting through the Governor, or the county or city, acting through its executive officer or governing body, may accept the offer. Upon acceptance, the Governor or executive officer or governing body of a county or city, as the case may be, may authorize any officer thereof to receive the services, equipment, supplies, materials or funds on behalf of the state, county or city, subject to the terms of the offer and any rules of the agency making the offer. [1983 c.586 §19]

401.510 [Repealed by 1983 c.586 §49]

401.515 Nonliability for emergency services; exception. (1) During the existence of an emergency, the state and any local government, any agent thereof or emergency service worker engaged in any emergency services activity, while complying with or attempting to comply with ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any rule promulgated under those sections, shall not, except in cases of willful misconduct, gross negligence or bad faith, be liable for the death or injury of any person, or damage or loss of property, as a result of that activity.

(2) There shall be no liability on the part of a person who owns or maintains any building or premises which has been designated by any emergency management agency or emergency service agency or any public body or officer of this state or the United States as a fallout shelter or a shelter from destructive operations or attacks by enemies of the United States for the death of or injury to any individual or damage to or loss of property while in or upon the building or premises as a result of the condition of the building or premises or as a result of any act or omission, except willful misconduct, gross negligence or bad faith of such person or the servants, agents or employees of the person when the dead or injured individual entered or went on or into the building or premises for the purpose of seeking refuge therein during or in anticipation of destructive operations or attacks by enemies of the United States or during tests ordered by lawful authority.

(3) The provisions of ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 shall not affect the right of any person to receive benefits or compensation to

which the person would otherwise be entitled under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580, under ORS chapter 656, under any pension or retirement law or under any act of Congress.

(4) Emergency service workers, in carrying out, complying with or attempting to comply with any order or rule issued under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 or any local ordinance, or performing any of their authorized functions or duties or training for the performance of their authorized functions or duties, shall have the same degree of responsibility for their actions and enjoy the same immunities as officers and employees of the state and its local governments performing similar work.

(5) Nothing in this section shall excuse any governmental agency from liability for intentional confiscation or intentional destruction of private property.

(6) There shall be no liability incurred by any person who complies with an order of the Governor under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580 for damages resulting from compliance. [1983 c.586 §20]

401.520 [Repealed by 1983 c.586 §49]

401.525 Use of moneys and property for emergency services authorized. (1) The expenditure of necessary money and use of state property by any agency in performing duties in an emergency is authorized. Moneys so expended shall be deemed an administrative expense of the agency.

(2) If the Governor finds that funds regularly appropriated to state and local governments are not sufficient to cope with a particular emergency, the Governor may, with the concurrence of the Joint Committee on Ways and Means or the Emergency Board, when the Legislative Assembly is not in session, transfer and expend moneys appropriated for other purposes. [1983 c.586 §21]

401.530 [Amended by 1983 c.586 §39a; renumbered 401.115]

401.535 Emergency Management Revolving Account; source; use. There hereby is created in the General Fund in the State Treasury an account to be known as the Emergency Management Revolving Account. All contributions, grants-in-aid or other moneys received or collected by the Emergency Management Division of the Executive Department, and any other funds contributed, granted or appropriated for transfer to the revolving account under authority of law shall be placed in the General Fund and credited to the Emergency Management Revolving Account, which account hereby is appropriated for the purpose of this

section. The division may use the revolving account to pay for the purchase of organizational and mobile support equipment and surplus property, for shelter construction, administration and personal services, when the purchase or expense is incurred pursuant to the agency's agreements with the Federal Government, other state agencies or political subdivisions of the state. (Formerly 401.330)

401.537 Entry and inspection of earthquake-damaged structures; warrant enforcement; order to vacate; rehabilitation of historic structures. (1) For the purposes of enforcement of this chapter the building inspector or any person appointed by the Building Codes Agency, after showing official identification and, if necessary, a warrant issued to the building owner or agent of the owner under subsection (2) of this section, may:

(a) Enter, at reasonable times, any property that is known to be damaged, or for which there are reasonable grounds to believe that the structure has been damaged, as a result of an earthquake.

(b) Inspect, at reasonable times, within reasonable limits and in a reasonable manner property that is known to be damaged, or for which there are reasonable grounds to believe that the structure has been damaged, as a result of an earthquake.

(2) If entry is refused, the building inspector or any duly appointed representative of the Building Codes Agency may appear before any magistrate empowered to issue warrants and request such magistrate to issue an inspection warrant, directing it to any peace officer, as defined in ORS 161.015 to enter the described property to remove any person or obstacle and assist the building inspector or representative of the agency inspecting the property in any way necessary to complete the inspection. [1991 c.310 §4]

Note: 401.537 and 401.539 were added to and made a part of 401.015 to 401.535 by legislative action but were not added to any smaller series therein. See Preface to Oregon Revised Statutes for further explanation.

401.539 Unsafe condition resulting from earthquake damage; abatement of nuisance. (1) All buildings or portions thereof which are determined after inspection by a building inspector or a representative of the Building Codes Agency to be in unsafe condition as a result of earthquake damage may be declared to be a public nuisance and shall be abated by repair, rehabilitation, demolition or removal in accordance with the procedure specified by rules adopted by the agency.

(2) Any building declared to be in unsafe condition under subsection (1) of this section

shall be made to comply with one of the following:

(a) The building shall be repaired in accordance with the current building code or other current code applicable to the type of substandard conditions requiring repair;

(b) The building shall be demolished if the owner of the building consents; or

(c) The building may be vacated, secured and maintained against entry if the building does not constitute an immediate danger to the life, limb, property or safety of the public.

(3) If the building or structure is in such condition as to make it immediately dangerous to the life, limb, property or safety of the public or its occupants, the Building Codes Agency or representative of the agency shall order it to be vacated.

(4) If the structure, in whole or in part, is listed on or is eligible for listing on the National Register of Historic Places, established and maintained under the National Historic Preservation Act of 1966 (P.L. 89-665), or if the National Register of Historic Places ceases accepting nominations, is approved for listing on an Oregon register of historic places, or is a locally designated landmark protected by ordinance against demolition without due process, alternative compliance with the provisions of paragraphs (a) and (c) of subsection (2) of this section shall be allowed if the repaired or rehabilitated building is no more hazardous than it would be if repaired or rehabilitated in accordance with paragraph (a) of subsection (2) of this section. [1991 c.310 §5]

Note: See note under 401.537.

401.540 [Repealed by 1983 c.586 §49]

SEARCH AND RESCUE

(Generally)

401.550 Duties of Search and Rescue Coordinator. The administrator shall appoint a Search and Rescue Coordinator to:

(1) Coordinate the search and rescue function of the Emergency Management Division;

(2) Coordinate the activities of state and federal agencies involved in search and rescue;

(3) Establish liaison with the Oregon State Sheriffs Association and other public and private organizations and agencies involved in search and rescue;

(4) Provide on-scene search and rescue coordination when requested by an authorized person;

(5) Coordinate and process requests for the use of emergency service workers and equipment;

(6) Assist in developing training and outdoor education programs;

(7) Gather statistics in search and rescue operations; and

(8) Gather and disseminate resource information of personnel, equipment and materials available for search and rescue. [1983 c.586 §23]

401.560 Search and rescue activities; responsibilities of sheriff; delegation of sheriff's duties. (1) The sheriff of each county has the responsibility for search and rescue activities within the county. The duty of a sheriff under this subsection may be delegated to a qualified deputy or emergency service worker.

(2) If the sheriff does not accept the responsibility for search and rescue activities, the chief executive of the county shall designate the county emergency program manager to perform the duties and responsibilities required under ORS 401.015 to 401.105, 401.260 to 401.325 and 401.355 to 401.580.

(3) The sheriff or authorized person of each county shall notify the division of all search and rescue missions in the county and shall request the assignment of mission numbers therefor.

(4) The sheriff or authorized person of each county shall work with the county emergency program manager in coordinating search and rescue activities in the county of the sheriff and in registering emergency service workers. [1983 c.586 §25]

401.570 Restriction of access to search and rescue area. The sheriff of each county, the county emergency program manager performing the sheriff's duties under ORS 401.560 or duly assigned military or state police personnel may restrict access to a specific search and rescue area. No unauthorized person shall then enter into a restricted area or interfere with a search and rescue mission. Provision shall be made for reasonable access by members of the media in the performance of newsgathering and reporting. Access shall be restricted for a reasonable period of time necessary to accomplish the search and rescue mission. [1983 c.586 §24]

401.573 County sheriff to adopt search and rescue plan; contents; annual review. (1) The sheriff of each county shall adopt a search and rescue plan for the county. The search and rescue plan shall set forth search and rescue policies for the county and shall describe procedures for implementing those policies. A county search and rescue plan

shall list and describe materials, equipment and personnel available within the county for search and rescue missions. The plan shall also include:

(a) A detailed description of activities and circumstances that constitute search and rescue in the county.

(b) Identification of volunteer organizations available to the county for use in search and rescue missions.

(c) Procedures for contacting and requesting assistance from volunteer organizations during search and rescue activities.

(d) Procedures for contacting and requesting available assistance from other agencies and groups.

(e) Minimum standards for individuals whose technical or professional skills may be required for search and rescue missions.

(2) A county search and rescue plan adopted under this section shall require a person in charge of a search and rescue mission to complete a mission fact sheet for the mission. The fact sheet shall contain the mission number assigned under ORS 401.580 for the search and rescue mission and such other information required under the search and rescue plan of the county.

(3) The sheriff of each county shall review and, if necessary or desirable, revise the search and rescue plan annually. After the initial adoption of a search and rescue plan under this section and after each annual review or revision of the plan, the sheriff shall submit the plan to the Search and Rescue Coordinator appointed under ORS 401.550.

(4) The Emergency Management Division, after consultation with the Oregon Sheriffs' Association, may establish guidelines for county search and rescue plans.

(5) The Emergency Management Division shall annually publish and distribute to the sheriff of each county a search and rescue resource inventory, which shall include materials, equipment and personnel available from counties, agencies and the State of Oregon for use in search and rescue missions. [1985 c.470 §2]

SECTION 7. AUTHORITY BY CITY ORDINANCE

Stayton Municipal Code Chapter 2.44

2.44.1010 PURPOSE

The purpose of this section is to protect, through planning, training, and organization, and by authorizing the exercise of emergency powers as prescribed by this title, the lives and property of the citizens of the City of Stayton in the event of disaster.

2.44.1020 DEFINITIONS

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

EMERGENCY MANAGEMENT: The preparation for and the carrying out of all emergency functions and prevention, minimization, and repair of damage resulting from an emergency; provided, however, that this term does not refer to the functions for which military forces are primarily responsible.

EMERGENCY MANAGEMENT AGENCY: An organization created and authorized under ORS 401.015 to 401.105, 401.260 to 401.325, and 401.355 to 401.580 by the state, county, or city to provide for and assure the conduct and coordination of functions for comprehensive emergency program management.

EMERGENCY MANAGEMENT DIRECTOR: Appointed by the city administrator, the Emergency Management Director is responsible for preparing a plan for the provision of emergency services in the event of a disaster or emergency, for conducting necessary training sessions and practice drills, and for coordinating such emergency services during an actual emergency.

EMERGENCY MANAGEMENT PLAN: The Emergency Response Plan prepared for the City of Stayton.

EMERGENCY OPERATIONS CENTER: The City of Stayton Emergency Operations Center is in the city hall/police department/Santiam Canyon Communications Center building complex. They are located at 362 N. Third Avenue and 364 N. Third Avenue in Stayton.

EMERGENCY SERVICES: Those activities provided by state and local government agencies with emergency operational responsibilities to prepare for and carry out any activity to prevent, minimize, respond to, or recover from an emergency. These activities include, without limitation, coordination; preplanning; training; interagency liaison; fire fighting; oil or hazardous material spill or release clean up 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 section 3 of the Act of January 12, 1951, PL 81-920 (50 U.S.C. 2252).

2.44.1030 EMERGENCY MANAGEMENT DIRECTOR APPOINTMENT

The city administrator shall appoint an Emergency Management Director.

2.44.1040 POWERS AND DUTIES OF THE EMERGENCY MANAGEMENT DIRECTOR IN PREPARATION FOR AN EMERGENCY

Subject to the direction and control of the city administrator, the Emergency Management Director shall be empowered as follows:

1. Oversee and provide direction to the emergency management program.
2. Review the emergency management plan and recommend revision as necessary.
3. Activate the emergency operations center when needed.
4. Coordinate city emergency management activities.
5. Conduct exercises to test the plan and the capabilities of the city.
6. Attend timely update briefings with other policy group members when an EOC has been activated.
7. Facilitate training for emergency management personnel.
8. Represent the city in all emergency management activities.
9. Provide liaison with other emergency management offices and with volunteer organizations tasked with emergency responsibilities.
10. Carry out other specific responsibilities listed in plan.

2.44.1050 AUTHORITY OF THE EMERGENCY MANAGEMENT DIRECTOR IN THE EVENT OF AN EMERGENCY

Subject to the supervision and control of the city administrator, the Emergency Management Director shall be empowered during an emergency as follows:

1. To obtain vital supplies, equipment, and such other requirements as may be necessary for the protection of life and property and to bind the City of Stayton for the fair value thereof and, if necessary, to immediately commandeer the same for public use. These powers may be exercised in light of the circumstance of extreme emergency situations without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements) including, but not limited to, budget law limitations, the requirements of competitive bidding, the publication of notices, entering into public works contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, and the expenditure of public funds.
2. To requisition necessary personnel and/or material of any of the city's departments or agencies.
3. To require the emergency services of any city officer or employee, and, after the declaration of an emergency pursuant to ORS 401.015 to ORS 401.580 to command the

aid of as many citizens as are necessary; provided, however, that such persons shall be entitled to all privileges, benefits, and immunities as are provided by state law for registered emergency service volunteers as provided in ORS 401.355 to ORS 401.465.

2.44.1060 EMERGENCY MANAGEMENT PLAN

The Stayton City Council shall adopt an Emergency Management Plan by separate resolution.

2.44.1070 DECLARATION OF EMERGENCY

1. The Stayton City Council may declare a state of emergency and request emergency services and assistance from local, state, and federal agencies. A declaration of emergency shall be communicated to Marion County pursuant to ORS 401.055.
2. In the event a quorum of the Stayton City Council cannot be assembled within a reasonable time, the authority to declare an emergency is hereby delegated first to the mayor, then to the council president, and then to the city administrator. If the city administrator is unable to act due to absence or incapacity, then the acting city administrator or the emergency management director is hereby granted the authority to declare an emergency.
3. If the declaration of emergency is made by anyone other than the city council, then the council shall convene as soon as practicable to ratify the state of emergency.
4. The declaration of a state of emergency must include:
 - a. A description of the situation and the existing conditions; and
 - b. Delineation of the geographic boundaries of the emergency; and
 - c. Declaration that all appropriate resources have been expended by the city; and
 - d. A request for assistance.

2.44.1080 VIOLATIONS

The following offenses shall be punishable as misdemeanors by a fine not to exceed Five Hundred Dollars (\$500.00) and/or by imprisonment not to exceed ninety (90) days.

1. No person shall willfully obstruct, hinder, or delay any member of the Emergency Management Organization in the enforcement of any lawful rule or regulation issued pursuant to this section, nor in the performance of any duty required by this section.
2. No person shall wear, carry, or display, without authority, any means of identification as specified by the State Department of Emergency Services and/or which would be likely to mislead a member of the public into believing that such person is a member of the Emergency Management Organization.

2.44.1090 IMMUNITY FROM PRIVATE LIABILITY

There shall be no liability on the part of any person, partnership, corporation, the State of Oregon, or any political subdivision thereof who owns or maintains any buildings or premises that have been designated by the disaster coordinator as a disaster shelter for any injuries sustained by any person while in or upon said building or premises as a result of the condition of said building or premises or as a result of any act or omission, or in any way arising from the designation of such premises as a shelter provided such person has entered, gone upon, or into said building or premises for the purpose of seeking refuge therein during an emergency; provided, however, that this section shall not apply to the willful act of such owner or occupant or his servants, agents, or employees. This section shall also apply to any practice drill authorized pursuant to this section.

2.44.2000 SEVERABILITY

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

SECTION 8. HAZARD ANALYSIS FOR STAYTON AREA

8.1 Geographic Description

- 8.1.1 The City of Stayton, located approximately 14 miles southeast of Interstate 5 and Salem, currently has a population of approximately 5,020 and a total land area of 2.5 square miles. The city is in Marion County but the southern boundary of the city is the North Santiam River, which is also the dividing boundary for Marion and Linn counties.
- 8.1.2 State Highway 22 runs roughly adjacent to the city limits on the north and east edge of the city. To service the Stayton area there are four exit arterial streets entering the city from Highway 22. Along with these routes, the city is exposed to the risk of transportation accidents and transportation-related hazardous materials releases.
- 8.1.3 There are no airports within the city itself and the city is generally clear of any common carrier flight paths coming and going from the Portland metropolitan area. But there are private landing strips in the immediate area, both to the west and south of the city.
- 8.1.4 As stated above, the North Santiam River flows along the city's southern edge. There are two small streams/creeks (Salem ditch and Stayton Power Canal) that flow through the southern portion of the city. All of these waterways are subject to slow rise flooding. Ground saturation associated with local flooding has in the past caused minor damage in low lying areas of the city. A failure at either the Detroit Dam or the Big Cliff Dam would mean substantial damage to a large portion of the city.
- 8.1.5 Over the several years, Stayton has experienced growth in its industrial area on the west end of the city. Along Wilco Road there are several large manufacturing plants. Growth can be expected to continue in the Wilco Road area. Closer to the center of the city is Stayton's largest industrial plant, the Norpac cannery. With these types and sizes of industrial plants within our boundaries, the city faces the additional risk of fixed-site hazardous materials incidents.

8.2 Identified Stayton Hazards

- 8.2.1 Hazards are discussed in order of event magnitude as determined by the following criteria.

8.2.1.a **Event History:** An event of magnitude that has special characteristics, which at minimum will require a response by more than one city department (including the Stayton Rural Fire District as a city department).

<u>High</u>	4 or more occurrences within the past 100 years.
<u>Medium</u>	2 or 3 occurrences within the past 100 years.
<u>Low</u>	1 or fewer occurrences within the past 100 years.

- 8.2.1.b **Vulnerability:** Based on the percentage of population or property affected by the incident.
- High 10% or greater property or population affected.
- Medium 1% to 9% property or population affected.
- Low Less than 1% property or population affected.
- 8.2.1.c **Maximum Threat:** Based on the intensity in which the vulnerable population or property is affected.
- High More than 25% of population affected severely.
- Medium 5% to 24% of population affected severely.
- Low Less than 5% of population affected severely.
- 8.2.1.d **Probability:** Based on the likelihood of another occurrence within a specified period of time.
- High Incident can be expected once within 10 years.
- Medium Incident can be expected once within 50 years.
- Low Incident can be expected within 100 years.

8.2.2 The following hazards were evaluated:

- 8.2.2.a **Weather:** Weather extremes with a history of occurrences in Stayton include windstorms, snow storms, ice storms, and periods of extreme cold.
- 8.2.2.b **Hazardous Materials:** Hazardous materials incidents include fixed-site and transportation related incidents involving hazardous and radiological materials. Also included within this hazard are illegal drug labs.
- 8.2.2.c **Utility Failure/Resource Shortage:** This hazard includes the shortage or loss of power, water, sewer, or natural gas, and shortage of fuel such as oil, gasoline, diesel, and food supplies.
- 8.2.2.d **Earthquake:** This hazard includes earthquakes themselves as well as the associated hazards such as landslides and building collapses. Although the area has a history of small earthquakes, actual damage and response has been slight. Recent evaluation of the Northwest seems to indicate that earthquake potential has been underestimated, and that the area may experience a "great" earthquake (in excess of 9 on the Richter scale).
- 8.2.2.e **Volcano:** This hazard includes the ash fall which might result from a another eruption of Mt. St. Helens. In addition, Mt. Hood is also considered to be active.

- 8.2.2.f Flood: Stayton has the Salem Ditch, the Power Canal, and the Santiam River in or near the southern portion of the city. All of these waterways are subject to slow-rise flooding. The lower lying areas of the city could be at risk to this type of flooding.
- 8.2.2.g Health Epidemic: Includes contagious diseases and other health related epidemics.
- 8.2.2.h Transportation and Industrial Accident: Includes major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.
- 8.2.2.i Fire: Large fire occurrences have been fairly frequent in the city's recent past, although most are handled through mutual aid without activation of this plan.
- 8.2.2.j Dam Failure: In the event of a dam failure, either at Big Cliff or Detroit Dam, a substantial portion of the city would be flooded. Most all of Stayton's government, retail, and industrial complexes would be subjected to severe damage in this type of situation. The area most likely to be above damage levels is primarily residential.

8.3 HAZARD ANALYSIS FOR STAYTON-SUBLIMITY AREA

HAZARDS	EVENT HISTORY	VULNERABILITY	MAXIMUM THREAT	PROBABILITY	TOTAL POINTS
WEIGHT FACTORS	2	5	10	7	XXXXXXXX
Weather: High winds, ice, snow storms	H	H	H	H	240
Fire	H	H	H	H	240
Hazardous Material Spill	L	H	H	H	222
Utility Failure, Resource Shortage	H	H	M	H	190
Volcano: Ash Fallout	L	H	H	M	187
Earthquake	L	H	H	M	187
Dam Failure	L	H	H	L	159
Health Epidemic	L	H	H	L	152
Transportation, Industrial accidents	L	L	H	L	114
Flood	L	M	L	M	72

8.3.1 Scoring Hazard Analysis

H (High) 10 points

M (Medium) 5 points

L (Low) 1 point

8.3.2 Points are multiplied by the weight factor for each category, history, vulnerability, etc. The sum totals for each category are then added to the right to determine the total points for each type of hazard listed.

SECTION 9. BASIC PLAN

- 9.1 **Situation:** Emergency management planning is necessary in order to combat the potential harmful effects created by natural emergencies such as fire, flood, earthquake, windstorm, or any other life threatening emergency or hostile action, foreign or domestic, which may threaten citizens in the City of Stayton.
- 9.2 **Mission:** To safeguard life and property by making maximum use of available manpower, equipment, and other resources in order to minimize the effects of natural or manmade emergencies.
- 9.3 **Responsibilities**
- 9.3.1 Emergency operations will make use of all available resources, government and private, to combat the effects of a major emergency. When situations arise and the normal organization of the city government is not sufficient to meet the situation effectively, the emergency management director, the city administrator, city council, or the mayor may declare a state of emergency, activate the emergency services organization, place the City of Stayton Emergency Management Plan into effect, activate and staff the Emergency Operations Center on a full or partial basis depending on the situation. In the event that such action is taken by anyone other than the city council, the council will meet as soon as possible after to ratify or modify the decision.
- 9.3.2 Department heads and designated individuals assigned responsibilities for emergency functions will assemble in the City Emergency Operations Center or wherever the city government can operate under the supervision of the city council and/or their designated representatives.
- 9.3.3 The Emergency Operations Center will have a communications capability so that departments, agencies, and field elements of all emergency services can be directed and controlled by the appropriate Emergency Operations Center staff, and so that required information may be received, recorded, plotted, analyzed, and decisions made in response to emergency situations. Common information will be displayed for all emergency services department heads to see and use. Coordination of actions will be effected by the operational staff in the Emergency Operations Center.
- 9.3.4 The emergency communications capability will include a warning and information system to warn and advise the public. Communications will be established with Linn and Marion counties, the state, other communities, and other agencies as appropriate under the circumstances.
- 9.3.4.a The chief of police is responsible for all law enforcement activities including traffic control, required security measures, and for rescue and evacuation of people where required. In certain emergencies, the chief may assume charge of all emergency operations. He will maintain mutual aid support with other law enforcement agencies.

- 9.3.4.b The chief of police is responsible for the planning, organizing, and supervision of all search and rescue operations, except that which is related to firefighting. Upon request, the chief of police will assist in rescue operations, including "heavy" rescue, when such assistance is within organizational capabilities and resources.
- 9.3.4.c The emergency management director is responsible to work in conjunction with the Willamette Chapter of the Red Cross to organize and maintain a system of community shelters to include public and private shelters. The emergency management director is also responsible to coordinate with all department heads for sheltering of emergency service personnel, and to maintain a shelter status board in the Emergency Operations Center.
- 9.3.4.d The city administrator is responsible to appoint a public information officer. In the event of an emergency, the City of Stayton has a responsibility to provide active channels for the education and dissemination of information to the public during all the phases of emergency management. The city's primary means of disseminating information will be through the public information officer.
- 9.4 **Fire Services:** The Stayton Rural Fire District chief is responsible for organizing, planning, integrating and coordinating all fire fighting operations for the City of Stayton. The fire chief is also responsible for heavy rescue activities and to assist light search and rescue operations with the chief of police.
- 9.5 **Medical Services:** The emergency medical services coordinator of the Santiam Memorial Hospital is responsible for providing all emergency medical services required to cope with major emergencies throughout the city. In coordination with hospital administrators and medical professionals, the emergency medical services coordinator is responsible for development, maintenance, and execution of an emergency plan to provide medical services that include, at a minimum, the handling of mass casualties in cooperation with other emergency services.
- 9.6 **Public Works, Engineering, Utilities Services:** The director of public works is responsible for all public works and engineering services. These services include water and wastewater distribution and treatment, public rights-of-way, public buildings and grounds, and engineering needs. The director will serve as liaison to other city departments and emergency response agencies and will provide support as necessary. The director will also serve as liaison to local utility companies.
- 9.7 **Damage Analysis Services:** The director of public works is responsible for damage analysis relating to public structures and utilities. The director will provide support to the Marion County building inspector and Marion County tax assessor relating to damage analysis in the private sector.
- 9.8 **Communications Services:** The director of the Santiam Canyon Communications Center is responsible for maintaining an inventory of all center-owned communications equipment and providing a communications system with all levels of city and any other emergency service not otherwise having communications capabilities but requiring one according to this plan. A radio operator crew is to be assembled and trained to assist within the city emergency operations center, should that facility be activated.

9.9 **Administrative Services:** The city administrator is in charge of the Administrative Services annex. The primary responsibility for the personnel in this section shall be the completion of the State of Emergency Declaration process, and record keeping of all expenditures made by the City in response to an emergency. These personnel will also assist in coordinating the necessary logistical support for the City's response to the situation.

SECTION 10. WARNING ANNEX

- 10.1 **Purpose:** A warning system provides a uniform system of receiving and disseminating warnings and related information to city government, emergency service organizations, and to the general public in the event of a natural or man-made emergency. Warning messages and information may be received from many sources including the public, government field units, county, state, and federal government warning points and warning centers.
- 10.2 **Emergency Warning Classifications**
- 10.2.1 **Probable:** Relates to approaching windstorms, or floods.
- 10.2.1 **Actual:** Relates to explosions, hazardous chemical spills, or earthquakes.
- 10.3 **Emergency Notification Center:** The Santiam Canyon Communications Center is the "Emergency Notification Center" (ENC). The ENC is responsible for receiving and disseminating warnings and information through the processes established in this annex.
- 10.4 **Emergency Service Organization Notification (ENC):** The ENC will maintain a log listing the names and times that notification of any actual or probable emergencies are made. The following are the procedures to be followed for notifications:
- 10.4.1 **Emergency Management Director:** The ENC will notify the Emergency Management Director of any actual or probable emergency warnings.
- 10.4.1.a The emergency management director will be responsible for notifying the city administrator and elected officials.
- 10.4.1.b The emergency management director, in considering the circumstances and severity of any actual or probable emergency, may direct that additional notifications be made by the ENC (see addendum "A").
- 10.4.2 **Police**
- 10.4.2.a The ENC will notify all duty officers and the on-call supervisor of any actual or probable emergency warnings.
- 10.4.2.b The on-call supervisor will be responsible for dissemination of warning information to other police department personnel.
- 10.4.3 **Fire**
- 10.4.3.a The ENC will tone out a general alarm, providing information to fire service personnel on any actual emergency warnings.
- 10.4.3.b The ENC will notify the designated duty officer of any probable emergency warnings.
- 10.4.3.c Response by fire service personnel will be directed by the fire chief or his designate.

10.4.4 Medical

10.3.4.a The ENC will contact the Santiam Memorial Hospital and the Santiam Ambulance Service to provide information to medical services personnel on any actual or probable emergency warnings.

10.3.4.b Response by medical service personnel will be directed by the ambulance director or his designate.

10.4.5 Public Works

10.4.5.a The ENC will notify the public works director of any actual emergency warnings.

10.4.5.b The ENC will notify the on-call public works employee of any probable emergency warnings.

10.5 General Public Warning

10.5.1 The city emergency management director is responsible to direct emergency notifications, either in specific geographic areas or to the public in general.

10.5.2 In any situation where there is imminent danger to life or property, any police or fire official may direct emergency evacuation notifications as necessary to safeguard the public.

10.5.3 Any or all of the following methods of notification may be used in a general public emergency warning. In determining which method(s) to use consideration should be given to the size of the affected area, risk to the public, and available time:

10.5.3.a Activation of civil emergency alert system on all cable television channels.

10.5.3.b Emergency broadcast requests of Stayton, Portland, Salem, Albany, Corvallis, and Eugene television and radio stations.

10.5.3.c Repeated sounding of fire sirens.

10.5.3.d Neighborhood broadcasts using public address equipment.

10.5.3.e Door to door contacts.

WARNING ANNEX: ADDENDUM "A"
Secondary Notification

Schools

Stayton Schools District Office	769-6924
Stayton Grade School	769-2336
Stayton Middle School	769-2198
Stayton Union High School	769-2171
Sublimity School District Office	769-2459 or 769-2321
Sublimity Grade School	769-2459 or 769-2321
Sublimity Middle School	769-7282 or 769-7295
St. Mary's Parochial School	769-2718
Regis High School	769-2159
Santiam Montessori	769-7873
Stayton Private School	769-7578 or 769-4396
Stayton Community Education	769-3560
Highland Pre-School	769-5893
M & M Day Care	769-5437
Stayton Learning Center	769-3287

Hospital and Care Facilities

Santiam Memorial Hospital	769-2175
Marian Retirement Center	769-3499

Utilities

Stayton Cooperative Telephone	769-2121
Pacific Power	769-2166
N.W. Natural Gas	1-800-422-4012
Northland Cable Television	769-7338 or 769-7815
Santiam Water Control District	769-2669 or 769-3913

Industrial Facilities

Norpac Foods 769 2101

Alumax Building Products 769 6315

Ashby Oil Company (Pride) 769 5163

Guerdon Industries, Inc. 769 6333

SmokerCraft, Inc. 769 2996

Helena Chemical Co. 769 4573

Hance Oil Co. 769 5479

Wenco/Oregon 769 7781

Wilco Farmers (Wilco Road Plant) 769 7171

Philips Industries of Oregon 769 6321

Trus Joist Corp. 769 7676

SECTION 11. EMERGENCY OPERATIONS CENTER ANNEX

- 11.1 **Primary Emergency Operations Center Location (EOC):** The City of Stayton Primary Emergency Operations Center is in the city hall/police department/Santiam Canyon Communications Center building complex. They are located at 362 N. Third Avenue and 364 N. Third Avenue in Stayton.
- 11.2 **Description**
- 11.2.1 The EOC is the center of city government during major emergencies which threaten the city. The EOC is a protected facility where the city council, department heads, and special staff can assemble to continue local government activities.
- 11.2.2 The city's EOC complex is equipped with radios on all available emergency services frequencies. There are sanitary facilities and areas suitable for rest periods of "off-duty" staff members. There are kitchen areas in each of the areas suitable for food preparation. There is emergency power to keep radios and lights functioning. Maps, map reproduction equipment, and other various charts are available to be used by staff members.
- 11.2.3 The EOC is more than a predetermined place for local government to assemble. It may very well be a temporary or alternate position hastily selected, should the primary location be destroyed or severely damaged. The EOC must be a prevailing attitude among the persons who must staff and operate our temporary seat of city government. "Can do" and "make do" may have to prevail for a period of time.
- 11.2.4 The staff must form and become a team working together in harmony. They must be quick and keen in perception to the needs of other team members and lend a helping hand wherever necessary to keep the team effort moving forward. The goal is saving the greatest amount of life and property. This thought must be foremost in the minds and hearts of every staff and support member in order to make the EOC team effective.
- 11.3 **Activation of EOC**
- 11.3.1 In times of severe emergency the EOC will be activated by the emergency management director, or, in his absence or inability to function, his designate or the city administrator
- 11.3.2 Should there be a long term warning, a skeleton crew of the EOC staff may be assembled in a "wait and watch" standby situation. Should the incident escalate, this group can start immediate action while the other staff members are assembling.
- 11.4 **Staffing of EOC**
- 11.4.1 The heads of city departments or involved agencies are responsible for their own preparedness and procedures so they may function effectively in the EOC with minimum support personnel and office equipment for the duration of the emergency.
- 11.4.2 When the EOC is activated, those designated for the type of emergency encountered shall assemble with all haste. The EOC shall remain in operation throughout the emergency and into the recovery stage or until such time as normal government functions can return to their designated stations.

11.5 Alternate or Temporary EOC

- 11.5.1 The predetermined alternate EOC location is the Stayton Rural Fire District Station No. 1, located at 1988 W. Ida St. in Stayton.
- 11.5.2 The alternate EOC is also equipped with radios on all available emergency services frequencies. There are sanitary facilities and areas suitable for rest periods of "off-duty" staff members. There are two kitchen areas suitable for food preparation. There is emergency power to keep radios and lights functioning. There are several telephone lines available, and additional lines are available through the telephone company should the need arise.

11.6 Task Assignments

- 11.6.1 **Policy Group:** The city council, with advice from the department heads and designated agency officials, will direct and control the city's emergency operations from the city's emergency operations plan.
 - 11.6.1.a **Policy Group Coordinator:** The emergency management director, in addition to his pre-designated duties, shall serve as the coordinator for the Policy Group. He will be responsible to organize and provide the necessary materials and equipment for the policy group to function. He will also be responsible to guide the policy group in operating under emergency circumstances.
- 11.6.2 **Operations Group:** The operations group will direct and supervise the field units. The operations officer from each city department or agency represented will be responsible for the direction and control of personnel from their department or agency. The operations group will direct the field units according to the policies and guidelines set by the policy group and the emergency management plan.
 - 11.6.2.a **Operations Group Coordinator:** The police lieutenant will serve as the Coordinator of the Operations Group. He will be responsible to organize and provide the necessary materials and equipment for the operations group to function. He will also be responsible to guide the operations group in operating under emergency circumstances.
- 11.6.3 **Communications Section:** The communications operations officer and staff will provide communications capabilities to allow the efficient direction and control of the city's departments and other agencies emergency operations.
- 11.6.4 **Public Information Officer:** The city administrator shall appoint a public information officer. The PIO and staff will coordinate the preparation and dissemination of all announcements and/or press releases pertaining to the effects of, and response to, the emergency.
- 11.6.5 **Legal Officer:** When available, the city attorney will serve as the legal officer for the policy group and other EOC staff.

11.7 EOC DISPLAY BOARDS AND FORMS

11.7.1 Maps

- 11.7.1.a **Situation Maps** will be used in both the policy group area and the operations group area. They will be used to record the location of emergency situations and to indicate the emergency's effects. It will be the responsibility of the designated support staff to maintain current information on these maps.
- 11.7.1.b **Operations Maps** may be used by the operations group to chart the location and status of departmental units involved in the emergency operations. It will be the responsibility of the designated support staff to maintain current information on these maps.

11.7.2 Boards

- 11.7.2.a **Major Emergency Board** may be used by the policy group and the operations group to list all emergencies as they become known. It will be the responsibility of the designated support staff to maintain current information on these boards.
- 11.7.2.b **Bulletin Board** may be used by the policy group coordinator (emergency management director) or by the operations group coordinator (police lieutenant) to highlight emergencies and to post critical announcements.

11.7.3 Forms

- 11.7.3.a **Incident Status Summary Form** summarizes all known information concerning an emergency situation. The form should be completed as soon as possible after the onset of an emergency. The form should be updated at least every 12 hours.

SECTION 12. EVACUATION ANNEX

12.1 Situation

12.1.1 Citizens of Stayton may have to evacuate their homes, schools, or places of business and go to a safe area for a variety of reasons such as flooding, chemical spills, or radiation fallout.

12.1.2 No matter what the reason, orderly, timely and disciplined movement is essential to ensure an evacuation is successful and the population is moved out of harms way.

12.2 **Mission:** To provide an orderly method of evacuation. Evacuations may be partial in the case of small isolated situations or, in the case of a major evacuation, may involve the entire community.

12.3 **Procedure:** The decision to evacuate rests with the city emergency management director, except that in any situation where there is imminent danger to the public, any police or fire official may initiate an emergency evacuation.

12.3.1 Evacuation

12.3.1.a Identify the geographic boundaries of the affected area.

12.3.1.b Notify the effected population using the applicable "General Public Warning" procedures described in the Warning Annex, 10.5.

12.3.1.c When using door to door contacts or radio and television notification, the following information should be given:

- Location of temporary shelter
- Evacuation routes
- An estimate of the duration of the evacuation

12.4 Temporary Shelter Sites

12.4.1 Flood Shelter

- Sublimity City Hall, 245 N. Johnson St., Sublimity OR 97385 769-5475.
- Sublimity Middle School, 376 E. Main St., Sublimity OR 97385 769-2198.
- Sublimity Elementary School, 431 E. Main St., Sublimity OR 97385 769-2321.
- St. Boniface Catholic Church, 375 SE Church St., Sublimity OR 769-5664/769-2694.
- Sublimity Fire Hall, 115 NW Parker St., Sublimity OR 97385 769-3282.
- Stayton Rural Fire District, 1988 W. Ida St., Stayton 97383 769-2601.

12.4.2 Medical Shelter

- Santiam Memorial Hospital, 1401 N. 10th Ave., Stayton, OR 97383 769-2175.
- Marian Retirement Center, 360 SE Church St., Sublimity OR 97385 769-3499.

12.4.3 Additional Shelters

- Stayton Community Center, 400 W. Virginia St., Stayton OR 97383 769-3461.
- Stayton Union High School, 757 W. Locust St., Stayton OR 97383 769-2171.
- Stayton Middle School, 1021 Shaff Rd., Stayton OR 97383 769-2198.
- Stayton Elementary School, 875 N. Third Ave., Stayton OR 97383 769-2336.
- Regis High School, 550 W. Regis St., Stayton OR 97383 769-2159.
- St. Mary's Parochial School, 1066 N. 6th Ave., Stayton OR 97383 769-2718.
- Stayton Private School, 189 E. Washington St., Stayton OR 97383 769-7578.
- Assembly of God Church, 657 N. 2nd Ave., Stayton OR 97383 769-2777.
- Immaculate Conception Church, 525 E. Santiam St., Stayton OR 97383 769-2656.
- North Santiam Church of Christ, 11687 Sublimity Rd. SE, Sublimity OR 97395
(across from Lucas Chevrolet). 769-7649.
- Church of Jesus Christ LDS, 1400 Western Ave., Stayton OR 97383 769-2097.
- First Baptist Church, 975 Fern Ridge Rd., Stayton OR 97383 769-2731.
- Calvary Lutheran Church, 198 Fern Ridge Rd., Stayton OR 97383 769-6144.
- United Methodist Church, 1450 Fern Ridge Rd., Stayton OR 97383 769-5700.
- Church of the Nazarene, 579 E. Washington, Stayton OR 97383 769-7174.
- Seventh Day Adventist Church, 610 Fern Ridge Rd., Stayton OR 97383 769-5203/769-6039.

12.4.4. Primary Evacuation Routes

- | | |
|------------------------------------------|-------------------|
| ▪ First Avenue | ▪ Golf Club Road |
| ▪ Tenth Avenue | ▪ Shaff Road |
| ▪ Sixth (Washington St-Jefferson St) | ▪ Fern Ridge Road |
| ▪ Washington Street (Wilco Rd-Sixth Ave) | ▪ Wilco Road |
| ▪ Ida Street (Wilco Rd-First Ave) | ▪ Gardner Avenue |
| ▪ Jefferson Street (Sixth Ave-Tenth Ave) | |

SECTION 13. LAW ENFORCEMENT SERVICES ANNEX

13.1 Responsibility: To protect life and property, enforce laws, maintain order, regulate and control traffic, control crowds, conduct light search and rescue operations, conduct evacuation operations, assist in locating and identifying hazardous conditions, and coordinate police functions with other law enforcement agencies.

13.2 Procedure

13.2.1 Organization and operational responsibilities

- 13.2.1.a Law Enforcement Services organization, directed by the chief of police, shall consist of the entire staff of the City of Stayton Police Department, including reserve and cadet officers. This organization shall work in coordination with other municipal police agencies, the Marion County Sheriff's Office, Linn County Sheriff's Office, and the Oregon State Police.
- 13.2.1.b Police resources data collection and maintenance shall be conducted by the chief of police or his designate.
- 13.2.1.c The chief of police will serve as an advisor to and as a member of the policy group when the emergency operations center is activated. He will report to the center when it is activated.
- 13.2.1.d The lieutenant shall serve as the operations officer when the city's emergency operations center is activated. He will report to the emergency operations center when it is activated. He will also designate a member of the reserve division who will be responsible for security of the emergency operations center.
- 13.2.1.e The sergeant shall be the on-site law enforcement services coordinator. He shall be responsible for emergency site security, traffic control, and crowd control.
- 13.2.1.f The investigator shall be responsible for the investigation of crime, if any, at an emergency site.
- 13.2.1.g The ordinance officer shall be responsible for problems relating to loose, injured, or dangerous animals in as much as time permits.
- 13.2.1.h The executive secretary for the police department shall report to the operations group area to assist in the tracking and documentation of emergency activities being made by the operations group.

13.2.2 Execution of Responsibilities.

13.2.2.a Theory of Operation

- Upon notification of an emergency, all law enforcement personnel will report to the police department in accordance with this annex and latest instructions. All law enforcement services personnel will be identifiable by uniform, badge, hat, or identification card. Police services personnel will assist in prevention of sabotage to critical facilities, particularly highways, bridges, and all utilities. If city resources are not sufficient to handle the situation, they may request assistance from the Marion or Linn County sheriff's office and the Oregon State Police.
- Response by law enforcement personnel shall be directed by the chief of police. There are three types of alert situations that will be used in notification of law enforcement personnel, they are:
 - * **On-Call Alert:** All law enforcement personnel are on call and will keep the chief or his designate advised of their location and will provide a phone number where they can be reached. Personnel must be prepared to respond to the police department or a designated assembly point within 45 minutes after notification.
 - * **Standby Alert:** All personnel will respond to the police department or a designated assembly point in work uniform to equip themselves and be prepared to respond to the emergency site immediately upon notification.
 - * **Duty Alert:** All personnel will report immediately, in work uniform, to the police department or to a designated assembly point for equipment and immediate assignment to an emergency site for an indefinite tour of duty. All vacations or any days off will be canceled (as appropriate) during the crisis and twelve (12) hour shifts may be initiated at the order of the chief of police.
- All personnel should bring personal food, any medication, bedding, jug of drinking water, and any necessities for a 24 hour period or an indefinite period as advised by the chief of police for the (b) Standby or (c) Duty Alert conditions.
- It shall be the responsibility of the chief of police or his designate to attempt to contact all personnel not reporting in.
- It shall be the responsibility of all police department personnel to report in any way possible upon learning of an emergency or impending emergency in the event they have not been contacted because of out-of-town situations or area telephone service disruption.
- All personnel shall keep and document all work reports for post-emergency information.

13.3.3.b

Normal Phase

- The sergeant will maintain a current list of home phone numbers for all department personnel and will establish an emergency call procedure.
- All personnel will be familiar with the basic emergency management plan and this addendum.
- All general and specified equipment will be kept in a readiness condition for emergency use. The lieutenant is responsible to see that operational checks of all mechanical equipment will be conducted periodically.
- The lieutenant shall see that personnel are trained in special requirements such as evacuation procedures, handling of hazardous material incidents, and other training directed by the chief of police.

13.3.3.c

Preparation Phase

- When alerted by the emergency management director or his representative, the lieutenant will initiate a call back of off-duty personnel and initiate emergency standby procedures for all other department personnel.
- Special equipment and/or personnel will be positioned at critical points according to the situation's needs, as determined by the chief of police, lieutenant, or sergeant.

13.3.3.d

Emergency Phase

- The ranking officer on duty will make a quick analysis of the situation and cause the on-call supervisor to be notified.
- The on-call supervisor will, with information supplied by the on duty ranking officer, estimate the manpower, equipment needs, and hazards.
- If necessary, the supervisor will activate one of the alert levels described in 13.2.2.a for all department personnel.
- If the city's emergency operations center is activated, the chief of police will report there to serve as an advisor to and as a member of the policy group.
- If the city's emergency operations center is activated, the lieutenant will report there and serve as the law enforcement operations officer and will direct the efforts of the police department, and will serve as a general advisor to the operations group.

- When an emergency site has been identified, the sergeant will respond to the scene to establish and maintain a police field command post.

13.3.3.d Recovery Phase.

- Law enforcement services will continue traffic control points as required; enforce safety measures; protect property; assist local, state, and federal agencies in such tasks as seeking out hazards, conducting evacuations, preventing looting.
- Personnel and equipment that are no longer needed will be released or returned to normal operations.
- A report will be prepared by the police department administration, detailing all costs related to the emergency. This will include salary and wages of additional personnel and overtime; lost, destroyed, damaged, or expended equipment or materials; meals for emergency workers; and any other costs related to the emergency.

13.4 **Administration:** When notified of an emergency, all off duty personnel will be alerted or called back to duty. Personnel not needed for immediate duty will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements. Replacement of personnel will be made through normal procedures.

SECTION 14. SEARCH AND RESCUE ANNEX

- 14.1 **Responsibility:** The chief of police is responsible for the planning, organizing, and supervision of all search and rescue operations, except those which are related to firefighting operations. Upon request, police department personnel will assist in rescue operations, including "heavy" rescue, when such assistance is within the organizational capabilities and resources.
- 14.2 **Policy:** During an emergency situation or emergency it is common that people lose contact with relatives and loved ones. Due to the emergency situation persons may become trapped or lost, necessitating a search and rescue operation. The chief of police is responsible for search and rescue services within the city. All employees and volunteers who work for the chief have a moral and legal responsibility to provide the very best response possible to any call for search and rescue missions received by this office.
- 14.3 **Procedure**
- 14.3.1 **Notification of search and rescue need:** The communications center will normally be the first unit notified. A case will be opened. Communications personnel should obtain the appropriate information as with any call for service. In addition to the typical information, the caller should also be asked for the following information:
- 14.3.1.a Name, age, and description of victims.
 - 14.3.1.b Health and any known handicaps.
 - 14.3.1.c Time and location last observed.
 - 14.3.1.d Plans, if any known.
 - 14.3.1.e Residence and contact persons such as relatives not at location.
- 14.3.2. If the above information or other pertinent information is not readily accessible, the caller should be given instructions to gather the needed information. Communications personnel will establish a location for police personnel to meet with the caller. Communications personnel should also instruct the caller to re-contact the communications center if any of the circumstances change.
- 14.4 **Search and Rescue Procedures**
- 14.4.1 Once an officer has contacted the involved parties and has obtained all pertinent information, he/she should contact a police department supervisor. After the appropriate information has been relayed to the supervisor, the supervisor will make a determination as to a course of action for the operation.
- 14.4.2 The supervisor will facilitate the search and rescue process and will serve as the coordinator and on-scene commander. As the search and rescue coordinator, the supervisor will:

14.4.2.a Organize a search and rescue team from available regular and volunteer personnel, or;

14.4.2.b With the approval of the chief of police or his designate, contact mutual aid agencies to obtain the resources needed for the operation.

14.4.2.c These resources may include special units from the Marion County Sheriffs Office, such as,

- Jeep Patrol
- Explorer Post #18
- Mounted Posse
- Salem Area React
- Mountain Rescue
- Aero Squadron
- Marine Patrol
- Sheriff's Reserve Deputies
- Radio Unit Teams
- Similar resources may also be available from other agencies such as the Linn County Sheriff's Office and the Oregon State Police.

14.4.2.d Only trained search and rescue volunteer units should be utilized in a search and rescue operation, since untrained personnel could compound the situation by conducting inadequate operations.

14.4.2.e In the case of an emergency that has required temporary or long term shelters to be established, police personnel should make contact with all shelters to advise them of the pertinent information concerning the missing person.

14.5 Termination of Search and Rescue Operations: Searches for lost, overdue, or missing people shall be continued until they are located or until all known, reasonable possibilities are explored. The active search may be terminated or postponed until reasonable clues are developed or further information dictates new possibilities. However, the case report will only be closed when the totality of circumstances would lead any reasonable and prudent person to believe the missing person cannot be located or recovered.

SECTION 15. SHELTER/WELFARE SERVICES ANNEX

15.1 **Responsibility:** The emergency management director is responsible to work in conjunction with the Willamette Chapter of the American Red Cross (ARC), Marion County Emergency Services, and Linn County Emergency Services to organize and maintain a system of community shelters to include public and private shelters. The emergency management director is also responsible to coordinate with all emergency service chiefs for sheltering of emergency service personnel, and to maintain a shelter status board in the emergency operations center.

15.2 **Policy**

15.2.1 Sheltering, feeding and caring for citizens during a major emergency is primarily the task of the American Red Cross. A Red Cross gift is given to the victims; it is not a loan.

15.2.2 It is the policy of the City of Stayton to utilize Red Cross operated shelters whenever possible. Other shelter systems may be used if the need exceeds the capabilities of the Red Cross.

15.2.3 In addition to sheltering and feeding, the Red Cross can perform a variety of other valuable emergency services, which include:

15.2.3.a Assistance in the coordination of volunteer agencies relief efforts.

15.2.3.b Welfare inquiry and information services.

15.2.3.c Referral services to government emergency programs.

15.2.3.d Casework services to provide additional recovery assistance to families where government programs and other resources are not adequate to meet emergency-caused needs.

15.2.3.e Fixed or mobile feeding stations.

15.2.3.f Transportation and temporary storage of household goods.

15.3 **Procedure**

15.3.1 **Red Cross contracted shelters:** Only the American Red Cross (ARC) can activate a shelter on the city's behalf. There are facilities in the Stayton area designated as Red Cross shelters. When the need to open a shelter is determined, the emergency management director may request that a shelter be opened by calling ARC at 585-5414 (24 hours). No direct contact with a designated shelter location should be made. The ARC may determine that other shelters may be more appropriate. Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. See Section 12., "Evacuation Annex," for information on temporary reception areas.

15.3.2 Emergency Response Personnel

- 15.3.2.a Arrangements for the feeding and sheltering of EOC staff is the responsibility of the emergency management director. As space allows, EOC staff will sleep and be fed at the EOC. Sleeping areas may also be set up in other suitable facilities.
- 15.3.2.b Response personnel will be released to their homes or stations to sleep. If necessary, space may be arranged in a shelter.
- 15.3.2.c The ARC will feed emergency workers in their feeding and shelter operations, and will provide coffee and snacks to on-scene personnel.
- 15.3.2.d Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed and will improve the morale of the response personnel.

15.3.3 Procurement of food and other supplies

- 15.3.3.a Purchase agreements for food and other supplies necessary for sheltering EOC staff and response personnel may be established to ensure that adequate supplies are available when needed.
- 15.3.3.b The Red Cross may furnish clothing to victims by issuing a purchase order to a local merchant for an individual or a family. Upon occasion, a money grant may be involved to clothe a family.

15.3.4 Notification and activation of the American Red Cross

- 15.3.4.a Should it be necessary for the City of Stayton to activate the Red Cross, it may be contacted by calling its 24 hour number: 588-5414.
- 15.3.4.b The party that answers the call should be briefly advised as to the type of incident that has caused the need for shelter and welfare services.
- 15.3.4.c The ARC maintains agreements for food purchases during an emergency with a variety of retail, wholesale, and fast food companies.

SECTION 16. EMERGENCY INFORMATION SERVICES ANNEX

- 16.1 **Responsibility:** In the event of an emergency or disaster situation, the City of Stayton has a responsibility to provide active channels for the education and dissemination of information to the public during the mitigation, preparedness, response, and recovery phases of an emergency.
- 16.2 **Policy**
- 16.2.1 It is the policy of the city that normal communications practices and procedures will be continued under emergency conditions to the extent possible. However, no administrative communications process will be permitted to interfere with the operations essential to preventing injury, loss of life, and/or significant property damage.
- 16.2.2 Through the use of a public information officer, the city will, on a regular basis, actively distribute as much accurate information as possible to the general public through all of the media outlets available. Confirmed, accurate information will be released at the earliest possible times.
- 16.3 **Procedure**
- 16.3.1 **Appointment of a Public Information Officer (PIO).**
- 16.3.1.a The library director will serve in the capacity of public information officer. In the event the library director is unavailable, the city administrator shall assign another staff person as PIO.
- 16.3.1.b This person should be provided with appropriate training enabling them to serve in this role in an emergency based atmosphere.
- 16.3.2 **Preparedness Phase. The PIO shall:**
- 16.3.2.a Develop ongoing relationships with all local and neighboring media representatives.
- 16.3.2.b Ensure that the personnel involved in the emergency operations activities are trained in the role of the PIO.
- 16.3.2.c Brief media representatives on emergency procedures for the dissemination of public information.
- 16.3.2.d Develop and maintain a file of predetermined news releases (i.e. warning system operations, emergency preparedness information, evacuation routes and procedures, shelter locations etc.).
- 16.3.2.e Set up procedures for contacting all available media during an emergency.
- 16.3.2.f Develop measures for authenticating information sources before broadcast or publication.

16.3.3 Response Phase. The PIO shall:

- 16.3.3.a Upon direction from the city administrator, distribute information releases with as much accurate information as possible to all available media outlets on a regular basis.
- 16.3.3.b Establish a rumor control system and notify the public of appropriate telephone numbers of the rumor control line.
- 16.3.3.c Distribute emergency information packets.
- 16.3.3.d Serve as the city's spokesperson, schedule news conferences, and respond to questions from the media.
- 16.3.3.e Assist in verifying field reports.
- 16.3.3.f Maintain a chronological record of emergency related events.
- 16.3.3.g Coordinate with media representatives to avoid interference with emergency operations.
- 16.3.3.h Monitor the release of information by the media.
- 16.3.3.i Coordinate with federal, state, county, and volunteer organizations' PIOs as required.
- 16.3.3.j Coordinate with the emergency management director for publication of specific warnings and evacuation orders.

16.3.4 Recovery Phase. The PIO shall:

- 16.3.4.a Continue tasks listed in Response Phase listed above as necessary.
- 16.3.4.b Coordinate recovery information with other PIOs and release as appropriate.
- 16.3.4.c Inform the public of those mitigation measures that were identified as a result of the emergency as directed by city officials.
- 16.3.4.d Assess the effectiveness of the information programs.
- 16.3.4.e Prepare a closing report, including a chronological log, and comments and recommendations for future operations to be provided to the emergency management director.

SECTION 17. FIRE SERVICES ANNEX

17.1 Responsibility

- 17.1.1. Routine fire fighting and hazardous material control.
- 17.1.2 Basic life support emergency medical care, light and heavy duty search and rescue operations.
- 17.1.3 Establishment of appropriate fire services field command posts.
- 17.1.4 Establishment of priorities for primary and/or life saving debris clearance.
- 17.1.5 Establishment of appropriate staging areas for fire services support personnel and equipment.
- 17.1.6 Emergency warning and evacuation in assigned areas.
- 17.1.7 Provide necessary assistance to the Stayton Police Department.

17.2 Procedure

17.2.1 Organization and operational responsibilities

- 17.2.1.a Fire services organization, directed by the Stayton Rural Fire District Chief, shall consist of the entire staff, paid and volunteer, of the Stayton Rural Fire District. This organization shall work in coordination with the City of Stayton and other county and state agencies.
- 17.2.1.b Fire services data collection and maintenance shall be conducted by the fire chief or his designate.
- 17.2.1.c The fire chief or his designate shall serve as an advisor to the policy group when the emergency operations center is activated. He will report to the center when it is activated.
- 17.2.1.d ~~In the event that the fire chief must respond to the Marion County Emergency Operations Center, the assistant fire chief will report to the city's emergency operations center. All further command personnel assignments will move up accordingly.~~
- 17.2.1.e The assistant fire chief shall serve as the fire operations officer for the operations group when the city's emergency operations center has been activated. He shall report to the center when it is activated.
- 17.2.1.f A division chief shall serve as the officer in charge of the field command post at the emergency site.

17.2.1.g In the event a second field command post is needed, a second division chief shall serve as the officer in charge at the second field command Ppst at the emergency site, when activated.

17.2.1.h A captain will serve as the officer in charge at the staging area when established.

17.2.2 Execution of responsibilities

17.2.2.a Theory of operation

- The on-duty fire dispatcher, upon receipt of confirmed information or warning that an emergency has occurred, shall be responsible for initiating notification of fire services personnel by toning out a general alarm.
- The on-duty fire dispatcher, upon receipt of confirmed information or warning that an emergency may occur, shall be responsible for initiating notification of the fire services duty officer.
- Response by fire service personnel shall be directed by the fire chief or his designate. There are three types of alert status that will be used in notification of fire personnel. They are as follows:
 - * **On-call alert:** All fire services personnel are on call and will keep their duty officer advised of their location and will provide a phone number where they can be reached. Personnel must be prepared to respond to the designated area assembly point within 45 minutes of notification.
 - * **Standby alert:** Personnel will respond to their respective stations to equip themselves and be prepared to respond from their respective stations to the assembly point upon notification.
 - * **Duty alert:** All personnel will report immediately to their respective stations for equipment and immediate assignment to an assembly for an indefinite tour of duty. All vacations and days off will be canceled during the crisis and 12 hour shifts will be initiated at the order of the chief officer.
- It shall be the responsibility of the senior officer at Station One to attempt to contact all personnel not reporting in.
- It shall be the responsibility of all fire services personnel to report in any way possible upon learning of an emergency or impending emergency in the event that they have not been notified.

- Provisions shall be made through Station One to designate personnel to serve as liaison for the city's PIO, the media, and for fire service personnel's family contact.

17.2.3 Normal Phase

- 17.2.3.a All personnel will be familiar with the basic emergency management plan and this addendum.
- 17.2.3.b All general and specified equipment will be kept in a readiness condition for emergency use. Operational checks of all equipment will be conducted periodically.
- 17.2.3.c The fire chief shall see that all fire services personnel are adequately trained to carry out the assigned responsibilities.

17.2.4 Preparation Phase

- 17.2.4.a The on-duty fire dispatcher, upon receipt of confirmed information or warning that an emergency or civil disturbance has occurred or may occur, shall be responsible for initiating notification of fire personnel by toning out a general alarm.
- 17.2.4.b Special equipment and/or personnel may be positioned at critical points according to the situational needs as determined by the fire chief or his designate.

17.2.5 Emergency Phase

- 17.2.5.a In the event of an emergency or major emergency and if the fire district has not already been involved, a command level official will request their assistance through the fire chief or his designate.
- 17.2.5.b The fire chief or his designate will estimate the manpower, equipment, and potential hazards.
- 17.2.5.c If necessary, the fire chief will activate one of the alert levels described in 17.2.2.a.
- 17.2.5.d If the city's emergency operations center is activated, the fire chief will respond there to serve as an advisor to and as a member of the policy group.
- 17.2.5.e If the city's emergency operations center is activated, the assistant fire chief will respond there and serve as the fire operations officer for the operations group.

17.2.6 Recovery Phase

- 17.2.6.a Fire services personnel will assist as needed with other state, federal, and local authorities in such tasks as seeking out hazards and helping residents relocate or in clean up and decontamination.
- 17.2.6.b Personnel and equipment that are no longer needed may be released or *returned to normal operations as determined by the fire chief.*
- 17.2.6.c The fire chief will be responsible to prepare reports documenting all fire services costs related to any portion of the emergency or emergency which occurred within the city's jurisdiction.

17.3 **Administration:** When notified of an emergency, appropriate off-duty personnel will be alerted or called back to duty. Personnel not needed for immediate service will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements.

SECTION 18. MEDICAL SERVICES ANNEX

- 18.1 **Policy:** In the event of a major emergency, it will be the policy of the City of Stayton to utilize personnel, equipment, and the facilities of the Santiam Memorial Hospital, the Santiam Ambulance Service, and the Stayton Rural Fire District to fulfill the responsibilities and services required under this annex.
- 18.2 **Responsibility**
- 18.2.1 The Santiam Memorial Hospital, as an integral part of the community's emergency response network, has acknowledged responsibility for the following medical services issues:
- 18.2.1.a Ensure the response of the director of nurses, or her designate, to serve as the Operations Supervisor for Medical Services, at the city's emergency operations center.
 - 18.2.1.b Serve as city's liaison for all needed medical equipment and supplies.
 - 18.2.1.c Serve as city's liaison with the American Red Cross in medical services matters.
 - 18.2.1.d Coordination of all medical services response personnel.
 - 18.2.1.e Establish, staff, and maintain triage centers as needed.
 - 18.2.1.f Establish, staff, and maintain treatment centers as needed.
 - 18.2.1.g Activation of emergency/disaster plans for the Santiam Memorial Hospital and for the Santiam Ambulance Service.
 - 18.2.1.h Advanced life support systems and personnel.
 - 18.2.1.i Serve as city's liaison for all air ambulance services.
 - 18.2.1.j Establish, as needed, a "mass" morgue facility.
 - 18.2.1.k Assist the city's communications annex by providing a communications link to all area hospitals and care centers.
- 18.2.2 The Stayton Rural Fire District, as an integral part of the community's emergency response network, has acknowledged responsibility for the following medical services issues:
- 18.2.2.a Basic life support emergency medical care, light and heavy duty search and rescue operations.
 - 18.2.2.b Establishment of priorities for primary and/or life saving debris clearance.

18.3 Procedure

18.3.1 Organization responsibilities.

- 18.3.1.a Medical services personnel shall consist of employees and volunteers of the Santiam Memorial Hospital, the Santiam Ambulance service, and the Stayton Rural Fire District. Medical services personnel employed by, or volunteering for, the Santiam Memorial Hospital and the Santiam Ambulance Service will be directed by the administrator of the Santiam Memorial Hospital. Medical services personnel employed by or volunteering for the Stayton Rural Fire District will be directed by the district fire chief.
- 18.3.1.b Medical services data collection and maintenance will be conducted by both the Santiam Memorial Hospital and the Stayton Rural Fire District, for their own agencies and employees.
- 18.3.1.c Further organizational and operation responsibilities for the Stayton Rural Fire District, refer to Section 17., "Fire Services Annex," of this manual.
- 18.3.1.d The director of nurses shall serve as the medical services operations officer for the operations group when the city's emergency operations center has been activated. He/She will report to the center when it is activated.
- 18.3.1.e The crew chief of the Santiam Ambulance Service will serve as the officer in charge at the triage area when one is established.

18.4 Execution of responsibilities

18.4.1 Theory of Operation

- 18.4.1.a The on-duty medical dispatcher, upon receipt of confirmed information or warning that an emergency has occurred, shall be responsible for initiating notification of medical services personnel in the following manner:
- The dispatcher shall notify the shift supervisor at the Santiam Memorial Hospital.
 - The dispatcher shall tone out a general alarm for the personnel of the Santiam Ambulance Service.
- 18.4.1.b The on-duty Medical Dispatcher, upon receipt of confirmed information or warning that an emergency may occur shall be responsible for initiating notification of Medical Services personnel in the following manner:
- The dispatcher shall notify the Shift Supervisor at the Santiam Memorial Hospital.
 - The dispatcher shall notify the on-call Santiam Ambulance Crew Chief.

18.4.1.c Personnel from both the Santiam Memorial Hospital and the Santiam Ambulance Service will then implement further actions consistent with their respective policies and procedures and/or emergency management plan.

18.4.2 Normal Phase

18.4.2.a All personnel of the Santiam Memorial Hospital and the Santiam Ambulance Service will be familiar with the Medical Services Annex, contained in the City of Stayton Emergency Management Plan, and any other pertinent policies, procedures, and emergency management plan developed by their respective agencies.

18.4.2.b Both the Santiam Memorial Hospital and the Santiam Ambulance Service will be responsible to insure that their equipment is kept in a readiness condition for emergency use.

18.4.2.c Both the Santiam Memorial Hospital and the Santiam Ambulance Service will be responsible to insure that their personnel are adequately trained to carry out their assigned responsibilities.

18.4.3. Preparation Phase

18.4.3.a The on-duty medical dispatcher, upon receipt of confirmed information or warning that an emergency has occurred shall be responsible for initiating notification of medical services personnel in the following manner:

- The dispatcher shall notify the shift supervisor at the Santiam Memorial Hospital.
- The dispatcher shall tone out a general alarm for the personnel of the Santiam Ambulance Service.

18.4.3.b The on-duty medical dispatcher, upon receipt of confirmed information or warning that an emergency may occur, shall be responsible for initiating notification of medical services personnel in the following manner:

- The dispatcher shall notify the shift supervisor at the Santiam Memorial Hospital.
- The dispatcher shall notify the on-call Santiam Ambulance Crew Chief.

18.4.3.c Personnel from both the Santiam Memorial Hospital and the Santiam Ambulance Service will then implement further actions consistent with their respective policies and procedures and/or emergency management plan.

18.4.3.d Special equipment and/or medical services personnel may be positioned at critical points according to the situational needs, as determined by the Santiam Memorial Hospital shift supervisor and the crew chief of the Santiam Ambulance Service.

18.4.4 Emergency Phase

- 18.4.4.a In the event of an emergency, and if the medical services personnel have not already been involved, a command level official will request their assistance through the shift supervisor of the Santiam Memorial Hospital and through the crew chief for the Santiam Ambulance Service.
- 18.4.4.b Command level officials from both the hospital and the ambulance service will estimate the the manpower, equipment, and potential hazards of the emergency.
- 18.4.4.c At their discretion, command level personnel from both agencies will then implement policies, procedures, or emergency management plans for their respective agencies.
- 18.4.4.d If the city's emergency operations center is activated, the director of nursing from the Santiam Memorial Hospital will respond to the city's emergency operations center, to serve as an advisor to and as a member of the operations group.

18.4.5. Recovery Phase

- 18.4.5.a Medical services personnel will continue to serve as needed.
- 18.4.5.b The medical services personnel will be reduced or relieved in a manner and time determined appropriate by the command level personnel of both the Santiam Memorial Hospital and the Santiam Ambulance Service.

18.5 **Administration:** When notified of an actual or probable emergency, the administration of the Santiam Memorial Hospital and of the Santiam Ambulance Service will respond as they determine necessary in accordance with any policies, procedures, or emergency management plans they may deem appropriate.

SECTION 19. PUBLIC WORKS, UTILITIES, AND ENGINEERING SERVICE ANNEX

19.1 Responsibility

- 19.1.1 Maintain water distribution and treatment system.
- 19.1.2 Maintain sewage collection system and wastewater treatment plant.
- 19.1.3 Keep storm sewers open.
- 19.1.4 Keep emergency routes and other routes open on a priority basis.
- 19.1.5 Provide traffic control and/or cordon off areas.
- 19.1.6 Provide radio equipped vehicles and equipment as needed.
- 19.1.7 Provide utility maps and engineering support as required.
- 19.1.8 Elicit and manage private contractor support.
- 19.1.9 Serve as liaison with other utilities.

19.2 Procedure

19.2.1 Organization and operational responsibilities

- 19.2.1.a Public works, utilities, and engineering services organization, directed by the public works director, shall consist of the entire staff of the City of Stayton Public Works Department and the utility billing clerk. This organization shall work in coordination with other municipal, county, and state public works agencies.
- 19.2.1.b Public works, utilities, and engineering resources data collection and maintenance shall be conducted by the public works director or his designate.
- 19.2.1.c The public works director will serve as an advisor to and as a member of the policy group when the emergency operations center is activated. He will report to the emergency operations center when it is activated.
- 19.2.1.d The public works superintendent shall be the operations officer when the emergency operations center is activated. He will report to the emergency operations center when it is activated.

19.2.2 Execution of responsibilities

19.2.2.a Theory of operation.

- Upon notification of an emergency, all public works personnel will report to their duty station in accordance with this annex and latest instructions. Public works personnel will assist in carrying out the above listed responsibilities. If city resources are not sufficient to handle the situation, they may request assistance from other municipal, county, or state agencies, or private contractors.
- Response by public works personnel shall be directed by the public works director. There are three types of alert situations that will be used in notification of public works personnel, they are:
 - * On-Call Alert: All public works personnel are on call and will keep the director or his designate advised of their location and will provide a phone number where they can be reached. Personnel must be prepared to respond to their public works station or a designated assembly point within 45 minutes after notification.
 - * Standby Alert: All personnel will respond to their respective public works stations or designated assembly point in work uniform to equip themselves and be prepared to respond from their respective stations to the assembly point of the emergency immediately upon notification.
 - * Duty Alert: All personnel will report immediately, in work uniform, to their respective work stations for equipment and immediate assignments to assembly point of the emergency for indefinite tour of duty. All vacations or any days off (treatment plant schedule or weekends) will be canceled (as appropriate) during the crisis and twelve (12) hour shifts may be initiated at the order of the public works director.
- All personnel should bring personal food, any medication, bedding, jug of drinking water, and any necessities for a 24 hour period or an indefinite period as advised by the public works director for the (b) Standby or (c) Duty Alert conditions.
- It shall be the responsibility of the public works director or his designate to attempt to contact all personnel not reporting in.
- It shall be the responsibility of all public works personnel to report in any way possible upon learning of an emergency or impending emergency in the event they have not been contacted because of out-of-town situations or area telephone service disruption.

- Administration and engineering personnel shall report when notified for duty by the public works director for communications, engineering, and/or documentation of work records and costs for post-emergency information.
- All personnel shall keep and document all work reports for post-emergency information.

19.2.2.b Normal Phase

- The public works director will maintain a current list of home phone numbers for all department personnel and will establish an emergency call procedure.
- All personnel will be familiar with the basic emergency management plan and this annex.
- All general and specified equipment will be kept in a readiness condition for emergency use. Operational checks of all equipment will be conducted periodically.
- The public works director shall see that all personnel are trained to assist in carrying out the department's responsibilities.

19.2.2.c Preparation Phase

- The public works director, upon receipt of information or warning that an emergency may occur, shall be responsible for initiating notification of all necessary personnel.
- Special equipment and/or personnel will be positioned at critical locations according to the situational needs, as determined by the public works director or superintendent.

19.2.2.d Emergency Phase

- In the event of an emergency or major emergency situation, the emergency management director will request the assistance of the public works department through the public works director or his designate.
- The director or his designate will, with information supplied by the emergency management director, estimate the manpower, equipment needs, and hazards.
- If necessary, the director will activate one of the alert levels described in 19.2.2.a.
- If the city's emergency operations center is activated, the public works director will report there to serve as an advisor to and as a member of the policy group.

- If the city's emergency operations center is activated, the public work's superintendent will report there to serve as the public works operations officer for the operations group, and will direct the efforts of the public works department.
- If the city's emergency operations center is activated, the utility billing clerk will report to the EOC to act as an assistant to the policy group and to the public works director.

19.2.2.e Recovery Phase

- Public works, utilities, and engineering services will continue to carry out their assigned responsibilities and assist local, state, and federal agencies.
- Personnel and equipment that are no longer needed will be released or returned to normal operations.
- The director of public works will be responsible to prepare a report detailing all costs related to the emergency, including salary, wages of additional personnel, and overtime; lost, destroyed, damaged, or expended equipment or materials; meals for emergency workers; private contractor costs; and any other costs related to the emergency.

19.2.3 Administration

- 19.2.3.a When notified of an emergency, appropriate off duty personnel will be alerted or called back to duty. Personnel not needed for immediate duty will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements. Replacement of personnel will be made through normal procedures.

SECTION 20. DAMAGE ANALYSIS SERVICES ANNEX

20.1 Responsibility

The director of public works is responsible for damage analysis relating to public structures and utilities. The director will provide support to the Marion County Building Inspector and Marion County Tax Assessor relating to damage analysis in the private sector.

20.2 Procedure

20.2.1 Organization and operational responsibilities

- 20.2.1.a Damage Analysis Services organization, directed by the public works director, shall consist of the entire staff of the City of Stayton Public Works Department. This organization shall work in coordination with other municipal, county, and state public works agencies.
- 20.2.1.b Damage analysis resources data collection and maintenance shall be conducted by the engineering technician.
- 20.2.1.c The public works director will serve as an advisor to and as a member of the policy group in damage analysis related matters when the emergency operations center is activated. He will report to the emergency operations center when it is activated.
- 20.2.1.d The public works superintendent shall be the operations officer for damage analysis related matters when the emergency operations center is activated. He will report to the emergency operations center when it is activated.
- 20.2.1.e The public works department will function as the damage analysis and assessment service for the city.
- 20.2.1.f The public works department will provide support as requested to the Marion County Building Department for residential and business damage analysis.
- 20.2.1.g The public works director or his designate will maintain a list of builders and contractors capable of assisting in damage inspection and/or rescue.
- 20.2.1.h The engineering technician will provide as-builts and building plans to any agency as requested.
- 20.2.1.i The utility billing clerk will maintain records of manhours, equipment, mileage, damaged or lost equipment, meals for emergency workers, and any other costs relative to damage analysis services from the emergency.

20.2.2 Execution of responsibilities

20.2.2.a Theory of operation.

- Upon notification of an emergency, all public works personnel will report to their duty station in accordance with this addendum and latest instructions. Public works personnel will assist in carrying out the responsibilities associated with damage analysis services. If city resources are not sufficient to handle the situation, they may request assistance from other municipal, county, or state agencies.
- Response by public works personnel shall be directed by the public works director. There are three types of alert situations that will be used in notification of public works personnel, they are:
 - * On-Call Alert: All public works personnel are on call and will keep the director or his designate advised of their location and will provide a phone number where they can be reached. Personnel must be prepared to respond to their public works station or a designated assembly point within 45 minutes after notification.
 - * Standby Alert: All personnel will respond to their respective public works stations or designated assembly point in work uniform to equip themselves and be prepared to respond from their respective stations to the assembly point of the emergency immediately upon notification.
 - * Duty Alert: All personnel will report immediately, in work uniform to their respective work stations for equipment and immediate assignments to assembly point of the emergency for indefinite tour of duty. All vacations or any days off (treatment plant schedule or weekends) will be canceled (as appropriate) during the crisis and twelve (12) hour shifts may be initiated at the order of the public works director.
- All personnel should bring personal food, any medication, bedding, jug of drinking water, and any necessities for a 24 hour period or an indefinite period as advised by the public works director for the (b) Standby or (c) Duty Alert conditions.
- It shall be the responsibility of the public works director or his designate to attempt to contact all personnel not reporting in.
- It shall be the responsibility of all public works personnel to report in any way possible upon learning of an emergency or impending emergency in the event they have not been contacted because of out-of-town situations or area telephone service disruption.

- Administration and engineering personnel shall report when notified for duty by the public works director for communications, engineering and/or documentation of work records and costs for post-emergency information.
- All personnel shall keep and document all work reports for post-emergency information.

20.2.2.b

Normal Phase

- The public works director will maintain a current list of home phone numbers for all department personnel and will establish an emergency call procedure.
- All personnel will be familiar with the basic emergency management plan and this addendum.
- All general and specified equipment will be kept in a readiness condition for emergency use. Operational checks of all equipment will be conducted periodically.
- The public works director shall see that all personnel are trained to assist in carrying out the department's responsibilities.

20.2.2.c

Preparation Phase

- The public works director, upon receipt of information or warning that an emergency may occur, shall be responsible for initiating notification of necessary personnel.
- Special equipment and/or personnel will be positioned at critical locations according to the situational needs, as determined by the public works director or superintendent.

20.2.2.d

Emergency Phase

- In the event of an emergency or major emergency situation, a command level official will request the assistance of the public works department through the public works director or his designate.
- The director or his designate will, with information supplied by the command level official, estimate the manpower, equipment needs, and hazards.
- If necessary, the director will activate one of the alert levels described in 20.2.2.a.
- If the city's emergency operations center is activated, the public works director will report there to serve as an advisor to and as a member of the policy group.

- If the city's emergency operations center is activated, the public work's superintendent will report there to serve as the public works operations officer for the operations group, and will direct the efforts of the public works department. The superintendent will also act as an advisor to the public works director.

20.2.2.e Recovery Phase

- Damage analysis services will continue to carry out its assigned responsibilities and assist local, state, and federal agencies.
- Personnel and equipment that are no longer needed will be released or returned to normal operations.
- The director of public works will be responsible to prepare a report detailing all costs related to the emergency, including salary, wages of additional personnel, and overtime; lost, destroyed, damaged, or expended equipment or materials; meals for emergency workers; private contractor costs; and any other costs related to the emergency.

20.2.3 Administration: When notified of an emergency, appropriate off duty personnel will be alerted or called back to duty. Personnel not needed for immediate duty will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements. Replacement of personnel will be made through normal procedures.

SECTION 21. COMMUNICATIONS SERVICES ANNEX

21.1 Responsibility: The director of the Santiam Canyon Communications Center is responsible for maintaining an inventory of all owned communication equipment; providing a communications system with all levels of city and any other emergency service not otherwise having communications capabilities but requiring one according to this plan. A radio operator crew is to be assembled and trained to assist within the City Emergency Operations Center, should that facility be activated.

21.2 Procedure

21.2.1 Organization and operational responsibilities

21.2.1.a Communications services organization, directed by the communications center director, shall consist of the entire staff of the Santiam Canyon Communications Center, including full and part time employees.

21.2.1.b Communications services data collection and maintenance shall be conducted by the communications services director or his designate.

21.2.1.c The communications services director shall serve as a policy group advisor when the emergency operations center is activated. He/she will report to the emergency operations center when it is activated.

21.2.1.d The communications services supervisor shall serve as the operations officer when the emergency operations center is activated. He/she will report to the emergency operations center/communications center when it is activated.

21.3 Execution of responsibilities

21.3.1. Theory of operation

21.3.1.a Upon notification of an emergency, all communications services personnel will report to the communications center in accordance with this addendum and latest instructions. All communications services personnel will assist in insuring adequate communications services for all appropriate entities. If the communications center's resources are insufficient to handle the situation, they may request assistance from other communications centers, municipal, county, or state agencies.

21.3.1.b When responding to the communication center upon notification of an emergency, personnel should bring personal food, any medication, bedding, jug of drinking water, and any necessities for a 24 hour period or as advised by the communication services director.

21.3.1.c It shall be the responsibility of the communications services director or his designate to attempt to contact (again) all personnel not reporting in.

21.3.1.d It shall be the responsibility of all communications services personnel to report for service in any way possible upon learning of an emergency in the event that they have not been contacted because of out-of-town situations or area telephone service disruption.

21.3.1.e All personnel shall keep and document all work reports for post emergency information.

21.3.2 Normal Phase

21.3.2.a The communications services director will maintain a current list of home phone numbers for all communications personnel, and will establish an emergency call-back procedure.

21.3.2.b All communications services personnel will be familiar with the basic emergency management plan and this addendum.

21.3.2.c All general and specified equipment will be kept in a readiness condition for emergency use. Operational checks of all mechanical equipment will be conducted periodically.

21.3.2.d The communications services director shall see that all personnel are trained adequately to carry out the department's responsibilities.

21.3.2.e The communications services director will maintain written agreements with those private sector resources necessary to fulfill emergency communications needs. These private sector resources could include the Stayton Telephone Cooperative, and local radio, ham operators, and citizens band radio groups, television and cable television broadcasters.

21.3.3 Preparation Phase

21.3.3.a The communications services director, upon receipt of information or warning that an emergency may occur, shall be responsible for initiating notification of all necessary personnel.

21.3.3.b Special equipment and/or personnel will be positioned at critical locations according to the situational needs as determined by the communications services director.

21.3.4. Emergency Phase

21.3.4.a In the event of an emergency or major emergency situation, a command level official will request assistance from communications services through the communications services director or his designate.

21.3.4.b The director or his designate will, with information supplied by the command level official, estimate the manpower, equipment needs, and hazards.

21.3.4.c If necessary, the director will initiate a call back of any or all of the communications services personnel he feels necessary.

21.3.4.d If the EOC is activated, the communications services director will report there to serve as an advisor to the policy group.

21.3.4.e If the EOC is activated, the communications services supervisor will report there to serve as the operations officer for the operations group, and will direct the efforts of the communications services. The supervisor will also serve as an advisor to the director.

21.3.5 Recovery Phase

21.3.5.a Communications services will continue to carry out its assigned responsibilities during the recovery phase.

21.3.5.b Personnel and equipment that are no longer needed may be released or returned to normal operations, as determined by the director.

21.3.5.c The director will be responsible to prepare reports for the city detailing costs related to the emergency , including but not limited to, salaries, wages of additional personnel and overtime; lost, destroyed, or expended equipment or materials; meals for emergency workers; private contractor costs; and any other costs needed by the city related to the emergency.

21.4 **Administration:** When notified of the emergency, appropriate off-duty personnel will be alerted or called back to duty. Personnel not needed for immediate service will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements.

SECTION 22. ADMINISTRATIVE SERVICES

22.1 Responsibility

- 22.1.1 Assume overall responsibility for the operation of all emergency management activities.
- 22.1.2 Ensure the timely compilation of accurate emergency information, including constant updating of the Incident Status Summary.
- 22.1.3 Provide guidance and coordination for a state of emergency declaration.
- 22.1.4 Appoint a public information officer(s).
- 22.1.5 Compile accurate records of emergency related expenses.
- 22.1.6 Document all emergency management activities undertaken by the city, in the event of an emergency.
- 22.1.7 Prepare documents for submission to county, state, and federal agencies.
- 22.1.8 Damage assessment coordination and documentation.
- 22.1.9 Prepare final incident report.
- 22.1.10 Make arrangements for an emergency application center.
- 22.1.11 Coordinate resource management activities with the policy and operations group.
- 22.1.12 Operate a message center for incoming messages for all EOC activities and EOC staff.
- 22.1.13 Initiate and maintain an emergency event status board in the policy group area.

22.2 Procedure

22.2.1 Organization and operational responsibilities

- 22.2.1.a Administrative services organization, directed by the city administrator shall consist of the city administrator, finance director, city attorney, executive secretary, and the planning/parks secretary. This organization shall work in coordination with other municipal, county and state administrative services agencies.
- 22.2.1.b The city administrator shall assume overall responsibility for all emergency management activities during an emergency.
- 22.2.1.c The city administrator shall provide guidance during, or if necessary, initiate the state of emergency declaration.

22.2.1.d The city administrator will serve as an advisor to, and a member of the policy group when the emergency operations center is activated. He will report to the emergency operations center when it is activated.

22.2.1.e The city administrator or his designate shall:

- Appoint a public information officer.
- Prepare necessary documents for submission to county, state, and federal agencies.
- Prepare a final incident report.
- Coordinate resource management activities with the policy and operation groups.
- Make arrangements for an emergency application center.
- The finance director shall provide guidance during the state of emergency declaration process.
- The finance director will serve as an advisor to and as a member of the policy group when the emergency operations center is activated. He/She will report to the emergency operations center when it is activated.
- The finance director or a designate shall:
 - * Compile accurate records of emergency related expenses.
 - * Document all emergency management activities undertaken by the city in the event of an emergency.
 - * Prepare necessary documents for submission to county, state, and federal agencies.
 - * Coordinate and document damage assessment information.
- When available, the city attorney will serve as an advisor to and as a member of the policy group when the emergency operations center is activated. He will report to the emergency operations center when it is activated.
- Either the utility billing clerk or planning/parks secretary, at the discretion of the city administrator, shall initiate and maintain an incoming message center and an emergency event status board for the emergency operations center.
- In the event the emergency operations center is activated, the executive secretary and the planning/parks secretary shall report to the emergency operations center to serve as assistants to the city administrator and the finance director.

22.3 Execution of responsibilities

22.3.1 Theory of operation.

- 22.3.1.a** Upon notification of an emergency, all administrative services personnel will report to the emergency operations center in accordance with this annex and latest instructions. Administrative services personnel will assist in carrying out the above listed responsibilities. If city resources are not sufficient to handle the situation, they may request assistance from other municipal, county, or state agencies, or private contractors.
- 22.3.1.b** Response by administrative services personnel shall be directed by the city administrator. There are three types of alert situations that will be used in notification of administrative services personnel, they are:
- **On-Call Alert:** All administrative services personnel are on call and will keep the city administrator or his designate advised of their location and will provide a phone number where they can be reached. Personnel must be prepared to respond to the emergency operations center or a designated assembly point within 45 minutes after notification.
 - **Standby Alert:** All personnel will be at a location which will allow them to respond within ten minutes from time of notification.
 - **Duty Alert:** All personnel will report immediately to the emergency operations center for an indefinite tour of duty. All vacations or any days off will be considered as canceled during the crisis. Twelve (12) hour shifts may be initiated at the order of the city administrator.
- 22.3.1.c** All personnel should bring personal food, any medication, bedding, jug of drinking water, and any necessities for a 24 hour period or an indefinite period as advised by the city administrator for the (b) Standby or (c) Duty Alert conditions.
- 22.3.1.d** It shall be the responsibility of the city administrator or his designate to attempt to contact all personnel not reporting in.
- 22.3.1.e** It shall be the responsibility of all administrative services personnel to report in any way possible upon learning of an emergency or impending emergency in the event they have not been contacted because of out-of-town situations or area telephone service disruption.
- 22.3.1.f** All personnel shall keep and document all work reports for post-emergency information.

22.3.2 Normal Phase

- 22.3.2.a** The city administrator will maintain a current list of home phone numbers for all department personnel and will establish an emergency call procedure.
- 22.3.2.b** All personnel will be familiar with the basic emergency management plan and this annex.
- 22.3.2.c** All general and specified equipment will be kept in a readiness condition for emergency use. Operational checks of all equipment will be conducted periodically.
- 22.3.2.d** The city administrator shall see that all personnel are trained to assist in carrying out the department's responsibilities.

22.3.3. Preparation Phase

- 22.3.3.a** The city administrator, upon receipt of information or warning that an emergency may occur, shall be responsible for initiating notification of all necessary personnel.
- 22.3.3.b** Special equipment and/or personnel will be positioned at critical locations according to the situations needs, as determined by the city administrator.

22.3.4 Emergency Phase

- 22.3.4.a** In the event of an emergency or major emergency situation, the city administrator will determine when it is appropriate to activate the remaining administrative services personnel.
- 22.3.4.b** If necessary, the city administrator will activate one of the alert levels described in 22.3.1.b.
- 22.3.4.c** If the City Emergency Operations Center is activated, the city administrator will report there to serve as an advisor to and as a member of the policy group.
- 22.3.4.d** If the City Emergency Operations Center is activated, the finance director will report there to serve as an advisor to and as a member of the policy group.

22.3.5 Recovery Phase

- 22.3.5.a** Administrative services personnel will continue to carry out its assigned responsibilities and assist local, state, and federal agencies.
- 22.3.5.b** Personnel and equipment that are no longer needed will be released or returned to normal operations.

22.3.5.c The city administrator will be responsible to prepare a report detailing all costs related to the emergency, including, salary, wages of additional personnel and overtime; lost, destroyed, damaged or expended equipment or materials; meals for emergency workers; private contractor costs; and any other costs related to the emergency.

22.4 **Administration:** When notified of an emergency, appropriate off duty personnel will be alerted or called back to duty. Personnel not needed for immediate duty will be kept in reserve until needed. Augmentation of personnel and services will be by established reserves and mutual aid agreements. Replacement of personnel will be made through normal procedures.

SECTION 23. RECOVERY

23.1 Responsibility

23.1.1 The recovery phase of an emergency is that period of time following the response period when actions are taken to help citizens return to normal life as soon as possible after an emergency.

23.1.2 Recovery is both a short and long term process. In the short term, emphasis is on the restoration of vital services to the community and identifying and providing basic needs to the public. Long term recovery restores the community to its normal, or better, state. It is at this point that knowledge gained by the incident is converted to mitigation measures for future hazards.

23.2 **Common Recovery Activities:** During recovery many of the department heads' stated responsibilities and activities continue, but sometimes with a change of focus. These could include:

23.2.1 Operations

23.2.1.a Demobilization of resources.

23.2.1.b Documentation of emergency activities.

23.2.1.c Situation status reports.

23.2.1.d Coordinate resource management with finance director and the emergency management director.

23.2.1.e Mapping

23.2.2 Finance

23.2.2.a Record keeping of all costs incurred.

23.2.2.b Documentation of emergency activities.

23.2.2.c Prepare documents for submission to state and federal governments.

23.2.2.d Damage assessment coordination and documentation.

23.2.3 Public Information Officer

23.2.3.a Disseminate public information.

23.2.3.b Documentation of all emergency activities.

23.2.4 Administration

23.2.4.a Prepare final incident report.

23.2.4.b Initial damage assessment

23.2.4.c Make arrangements to establish an emergency application center.

23.2.4.d Documentation of emergency activities.

23.2.4.e Coordinate resource management with policy and operations groups.

23.3 **Short Term Recovery Activities:** During the recovery phase of an emergency the planning group has the final authority to establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will most likely begin during the response phase of the emergency once the incident is stabilized. Short term activities could include:

23.3.1 Damage assessment and posting unsafe and/or unusable buildings, roads, or bridges.

23.3.2 Assess victim needs.

23.3.3 Removal of emergency debris.

23.3.4 Removal of animal and human remains.

23.4.5 Test drinking water and, if necessary, establish new or additional drinking water supplies.

23.4.6 Emergency repairs of sanitary sewer and storm drain systems.

23.4.7 Repair utility lines, ie electric and natural gas.

23.4.8 Establish security in effected areas.

23.4 **Long Term Recovery Activities:** Long term recovery activities are generally conducted by the same resources used for similar activities during non-emergency times. These activities could include:

23.4.1 Restoration of non-vital government services.

23.4.2 Demolition and reconstruction of damaged areas.

23.4.3 Monitor restoration activities.

23.4.4 If necessary, set up, in coordination with the federal government, an emergency application center.

23.4.5 Identify areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies.

23.5 Emergency Application Center

- 23.5.1 When an emergency declaration occurs, administration personnel may be called upon to arrange a large facility to serve as an emergency application center (EAC). FEMA is responsible for the operation of the center. There citizens can meet with federal/state/local and volunteer agency representatives to apply for emergency assistance.
- 23.5.2 Appropriate facilities include schools, churches, and community centers. Advertising of these facilities will be coordinated by the public information officer through the joint information center located in the federal/state emergency field office. Federal, state, local and volunteer agencies may provide or accept applications for the following services through the emergency application center:
- 23.5.2.a Temporary housing for emergency victims whose homes are uninhabitable as a result of an emergency.
 - 23.5.2.b Essential repairs to owner occupied residences in lieu of temporary housing so that families can return to their damaged homes.
 - 23.5.2.c Emergency unemployment and job placement assistance for those unemployed as a result of the emergency.
 - 23.5.2.d Emergency loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
 - 23.5.2.e Agricultural assistance payments, technical assistance and federal grants for the purchase or transportation of livestock.
 - 23.5.2.f Information on availability of food stamps and eligibility requirements.
 - 23.5.2.g Individual and family grants to meet emergency related expenses and other needs of those adversely affected by major emergencies when they are unable to meet such expenses through other means.
 - 23.5.2.h Legal counseling and assistance in obtaining insurance benefits.
 - 23.5.2.i Tax counseling concerning various disaster related benefits.
 - 23.5.2.j Consumer counseling and assistance in obtaining insurance benefits.
 - 23.5.2.k Crisis counseling and referrals to mental health agencies to relieve emergency caused mental health problems.
 - 23.5.2.l Social security assistance for recipients or survivors such as death or disability benefits or monthly payments.
 - 23.5.2.m Veterans' assistance such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration if a VA insured home has been damaged.
 - 23.5.2.n Other specific programs and services as appropriate to the emergency.

- 23.5.3 Administration personnel may also arrange office space, document reproduction services, etc. for state and federal damage assessment teams.
- 23.5.4 If federal mobile homes are to be supplied for use as emergency shelter, administrative personnel may assist in site choice and preparation consistent with Stayton's local comprehensive land use plan.

SECTION 24. REPORTING AND STATE OF EMERGENCY DECLARATION

24.1 Responsibility: Emergency assistance from mutual aid agencies, Marion and Linn counties, state and federal entities will be enhanced by prompt and thorough reporting of the emergency conditions. This section outlines the notification and reporting processes and emergency declarations that the city will implement in the event of a major emergency.

24.2 Procedure

24.2.1 Reporting

24.2.1.a Accurate incident status summaries are important to decision makers with the incident staff, as well as to assisting agencies, and the public. The incident status summary, ISS form (copy attached) shall be completed as soon as possible after the onset of an emergency, and shall be updated at least every 12 hours thereafter. The ISS form shall be prepared by the administrative personnel anytime the EOC has been activated. The completed form will be distributed via phone, radio, or hard copy to at least the following:

- County office of emergency management
- EOC policy group/emergency management director.
- EOC operations group/assistant emergency management director.
- Public Information Officer (PIO)
 - * The PIO may use the ISS as the basis of news releases for the media and public, and may distribute it to assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the emergency management director.

24.3 Emergency Declarations

24.3.1 Declaration of Local State of Emergency.

24.3.1.a A declaration of a state of emergency by the City of Stayton is the first step in accessing federal emergency assistance. The Stayton city council has the legal authority under ORS Chapter 401 to declare that a local emergency exists.

24.3.1.b If a quorum of councilors cannot be assembled within a reasonable period of time, this authority is delegated first to the mayor, then to the council president, and then to the city administrator. If the city administrator is unable to act due to absence or incapacity, the acting city administrator, or emergency management director may exercise local declaration authority.

24.3.1.c If the declaration is made by anyone other than the city council, the city council should convene as soon as practical to ratify the state of emergency declaration. The declaration of a local state of emergency must include a description of the situation and existing conditions, must delineate the geographic boundaries, declare that all appropriate and available resources have been expended, and contain a request for the type of assistance required. (Refer to blank declaration form attached)

24.3.2 County State of Emergency Declaration.

24.3.2.a In order for the City of Stayton to receive federal emergency funding, and/or activate county, state and federal resources to support the emergency, the local declaration must be communicated to the county. The county has the option of declaring a state of emergency and activating only county resources in support of the incident, or of requesting appropriate assistance from the state of Oregon. The state will provide assistance, declare a state of emergency if appropriate, and begin negotiations with FEMA for a federal emergency declaration. Stayton's request for a declaration must be processed through the County Office of Emergency Management to the State Office of Emergency Management.

24.3.2.b The request for a state of emergency declaration will be documented using the Local Emergency Declaration form (attached for reference) and should be accompanied by a current ISS form. The declaration may be communicated via radio, FAX, or telephone, but a hard copy must follow.

24.3.2.c The request for a state of emergency declaration and assistance does not indicate the surrender of command responsibility and authority.

DECLARATION OF STATE OF EMERGENCY

To: _____, _____ County

From: _____, City of Stayton

At _____ (time) on _____ (date), _____

_____ (emergency event) occurred in Stayton

threatening life and property.

The current situation and conditions are:

The geographic boundaries of the emergency are:

I DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF STAYTON AND THAT STAYTON HAS EXPENDED ALL APPROPRIATE AND AVAILABLE RESOURCES. I RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS CHAPTER 401, REQUEST APPROPRIATE SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT, AND PROVIDE THE FOLLOWING FORMS OF ASSISTANCE:

Signature

Date

Time

This request may be passed to the County via radio, telephone, or FAX. Hard copies must be sent to the County Office of Emergency Management with a copy placed in the final incident report.

SECTION 25. STRUCTURAL COLLAPSE RESPONSE

25.1 Structural Collapse Response

To be developed

SECTION 26. WEATHER EMERGENCY RESPONSE

26.1 Weather Emergency Response

To be developed

SECTION 27. VOLCANIC RESPONSE

27.1 Volcanic Response

To be developed

SECTION 28. BOMB THREAT RESPONSE

28.1 Bomb Threat Response

To be developed

SECTION 29. EXPLOSION RESPONSE

29.1 Explosion Response

To be developed

SECTION 30. HAZARDOUS MATERIALS RESPONSE

30.1 HAZARDOUS MATERIALS RESPONSE

To be developed

SECTION 31. RADIOLOGICAL RESPONSE (NUCLEAR)

31.1 RADIOLOGICAL RESPONSE (NUCLEAR)

To be developed

SECTION 32. FLOOD RESPONSE

32.1 FLOOD RESPONSE

To be developed

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