

City of Newberg Emergency Operations Program

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PROMULGATION

This document is the Basic Emergency Operations Program for the City of Newberg, 2023. This program supersedes any previous plans or programs and provides a framework that the City shall plan and perform all emergency or crisis response activities during any natural or human caused local, state, or national emergency.

Primary responsibility for emergency management is assigned to the City Manager who has designated an Emergency Coordinator. There is an understanding that every person who lives, works, recreates, or travels through this Community shares the responsibility for preparing for and minimizing emergency impacts.

This program has been reviewed by the City Management Team and approved by the City Manager. It will be revised and updated as needed; no less than every four years corresponding with the first year of each elected Mayors term of office. All recipients will advise the Emergency Coordinator of any changes that might result in a more effective response.

The Base plan document will be posted on the public website. All appendices, directories, and indexes are declared *For Official Use Only (FOUO)* and will only be available to authorized persons. Program documents will be transmitted digitally to authorized parties and stored on the staff Intranet, with print copies at strategic facilities in the city. Additional copies will be maintained at the Yamhill County Emergency Management Office, the Oregon Department of Emergency Management, Tualatin Valley Fire & Rescue, and at a partner agency located in a separate region of the United States.

The City of Newberg Emergency Operations Program is promulgated on November 21, 2023.



Mayor

November 21, 2023
Date



City Manager

November 21, 2023
Date

Res. 2013-3102 Council resolution of adoption; authorizing City Manager to make future updates to the plan without further resolution. Res. 2023-3909 adopted this update - November 20, 2023.

PREFACE

The City of Newberg has a responsibility to protect public safety and health, preserve property and public infrastructure, and protect the environment from the effects of hazardous events. It has the primary role in preparing for and responding to community emergencies and to request additional support for the community from regional, county, state, and federal resources as needed.

To meet its responsibility, Newberg has established an emergency program that integrates the resources of government, non-governmental organizations, volunteer groups, and businesses to address mitigation, preparedness, response, and recovery. This Emergency Operations Program (EOP) is scalable and, as required by State and Federal agencies, uses the FEMA ICS Structure to integrate with other jurisdictions for a unified response.

City Departments are expected to develop and keep current written emergency, continuity, and standard operating procedures. Departments will also ensure that training and working equipment necessary for an appropriate response are provided.

The primary audience for this program includes elected officials, department heads, senior staff, emergency response staff, leaders of partner agencies, and volunteer organizations that support emergency operations.

Some sections of the Program will not be shared beyond authorized staff and are noted as such on the page. This is for the safety of the responders and protection of resources during emergency response.

Handling Instructions

This some sections of this document are *For Official Use Only* and should not be reproduced, in whole or part, or distributed electronically or in print beyond the original addressees without prior written authorization from the City Manager. One copy of each prior version shall be retained according to records retention guidelines set by the recorder's office. Extra printed copies should be destroyed using the City record destruction policy. Only the most current version of the plan and any appendixes should be provided to staff in any format.

Use of this Document

The Emergency Operations Program (EOP) describes the City of Newberg's organizational structure and functions for management of emergencies and disasters. This program sets forth or refers to general policies and documents the guidelines that integrate all emergency response systems into a comprehensive program. There are several parts to the Emergency Operations Program: The Basic Operations Plan (EOP), Appendixes, Checklists, EOC Job Aid Folders, Public Affairs, Communication Asset Plans, and Support Documents/Directories/Forms. Most appendixes and appending plans are for official use only and not publicly available.

The Base Plan

The EOP describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities the City will use to guide emergency efforts.

The Base document covers information required by the County, State or Federal laws and regulations. It contains descriptions of Newberg's authorities, planning context, operational responsibilities, order of succession, and operation structures.

Essential elements

- Orientation: Planning assumptions, community descriptions, and demographics
- City Authorities and lines of successions
- Description and scope of emergency services, providers agencies, and services
- The emergency operation responsibilities of the city departments, essential services they will perform and identifying other participating organizations.
- An outline of the methods for carrying out emergency operations and the mutual aid process

Essential Functions/Operational Procedures

The companion appendixes, checklists, and procedures for activities common to all emergencies and guided by the State Essential Function Guide. These supporting appendixes, checklists, maps, and documents outline specific procedures and resources used for Emergency response. These operational documents are classified *For Official Use Only* and not to be provided publicly to protect the infrastructure, operations, and safety of responders. The following list is not exhaustive and, in some cases, requires the mutual aid of county or utility partners.

Public Affairs	Communication Systems	Drought /Water curtailment
Alerting	Storm response	Responder Safety Transportation
Debris management	Utilities	Damage Assessments
Evacuations	Police	Fire/Medical
Hazmat		

Companion Plans

These are support plans such as Continuity of Operations Government Operations, Natural Hazards Mitigation Plan, City Safety Manual, Water and Wastewater Emergency Response Plans, Evacuation Plans, Cyber Security Plans, PPE and Equipment inventories, Utility Vendor lists, Mutual Aid Agreements, Police and Fire Operations Plans, EOC Operations, and other intersecting plans or documents. These plans are maintained by the Departments responsible as the acknowledged subject experts.

RECORD OF DISTRIBUTION (mostly digital six with physical bags and binders)

Office/Agency	Representative	Method of Distribution
TVF&R Emergency Manager	Joe Wieland Newberg Station Chiefs (2)	Electronic
Yamhill County Sheriff Office Emergency Manager	Brian Young	Electronic
Newberg Dundee Police NEWCOM Dispatch Center	Chief Jeff Kosmicki Captain Ryan Simmons Captain Cameron Ferguson 911 Manager Lauri Steinbeck	Electronic, SharePoint & Binder
City Attorney/Miller Nash	James Walker	Electronic
Public Works Director All Senior Staff	Russ Thomas Karen Tarmichael Preston Langeliers Lance Calvert Craig Pack Dan Wilson	Electronic & SharePoint (Director gets Binder)
Finance Manager	Kady Strode	Electronic, SharePoint & Binder
Community Development	Acting Director Clay Downing Building Brooks Bateman	Electronic, SharePoint & Binder
City Manager Human Resources	Will Worthey Alison Seiler	Electronic, SharePoint (CM gets Binder)
Mayor City Recorder	Bill Rosacker Rachel Thomas	Electronic & SharePoint
Information Technology	Ian Rodriquez Website	Electronic, SharePoint & Binder

RECORD OF CHANGES

The City will review, revise, and re-promulgate every four years or when changes arise from after action reports, changes in regulations, and when operations within the City change. Substantive changes to components of the plan or to supportive documents will be discussed with the City Leadership Team before changes are implemented.

Change #	Description	Section	Date	Who Posted
1	Plan Created	Basic Plan	2009	Dan Danicic, CM
2	Updated Plan	Basic Plan	2013	Ecology Environment Inc Consultants
3	Complete update	Basic Plan	2023	Will Worthey, CM

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SECTION 1: OVERVIEW

Most emergencies develop quickly with little or no advance notice. An effective community response requires preparation, not only by the City staff and its departments, but also by individual residents, families, businesses, and non-governmental organizations (NGO).

Resilience requires investment in time, money, and effort. Resilience requires that, in times of emergency or disaster, Newberg, as a community must be as ready as possible to respond and to recover.

“Resilient communities begin with prepared individuals and depend on the combined commitment of leaders, local government, NGOs, and the private sector.” - National Response Framework



The City of Newberg has a responsibility to ensure that local police, fire, emergency medical services, emergency management, public works, public infrastructure, contracted utility providers, and community partners prepare, train, and respond appropriately together.

The community at large must expect that local resources will be exhausted before requesting aid or assistance from Yamhill County, the state of Oregon, or the federal government.

The City will take a leadership role in educating staff, and the community, in ways to be better prepared and their roles in times of emergency. Preparedness by the community will allow for an effective response that leans forward into long-term recovery and normalization of daily life.

Purpose of the Emergency Operations Program



The Emergency Operations Plan (EOP) defines the City of Newberg's roles and activities based on the understanding that the impacts of disasters are often the same regardless of the type. The plan details the tasks required to carry out essential response to any disaster caused by nature, technology, or humans. The plan includes functional and situational appendixes, incident response and resource indexes for use to respond to an emergency event.

Each Department is expected to develop and keep current the standard operating procedures specific to their unique operations as the subject matter experts. They are expected to ensure regular training of all their staff, maintain all equipment necessary for an appropriate response, and annually update SOP and continuity of operations documents.

The National Incident Management System (NIMS) is the standard system for interoperability between all levels of government, private sector, and nongovernmental organizations. NIMS is an integral part of the national effort to prevent, and reduce America's vulnerability to terrorism, major disasters, and other emergencies, minimize the damage, and recover from attacks, major disasters, and other emergencies that occur. The City has committed to train and undertake its response activities using the NIMS Unified Response standards as directed by the State of Oregon and Department of Homeland Security.



Scope

This plan is an all-hazards approach to emergency situations likely to occur in the city, as described in the Yamhill County Hazard Mitigation Plan (2020).

1. Establish and organize responsibilities for effective use of government, private, and volunteer resources.
2. Outline City government responsibilities in emergency management activities, as described under the City authorities and applicable laws or regulations.
3. Outline emergency management action responsibilities agreed upon by partner agencies and organizations.

Limitations



Due to staffing levels on any given day, the possibility of city resources becoming overwhelmed is a reality. This plan does not address every potential scenario, but instead identifies the organization, the process, and the responsibilities of those who do become involved in emergency response.

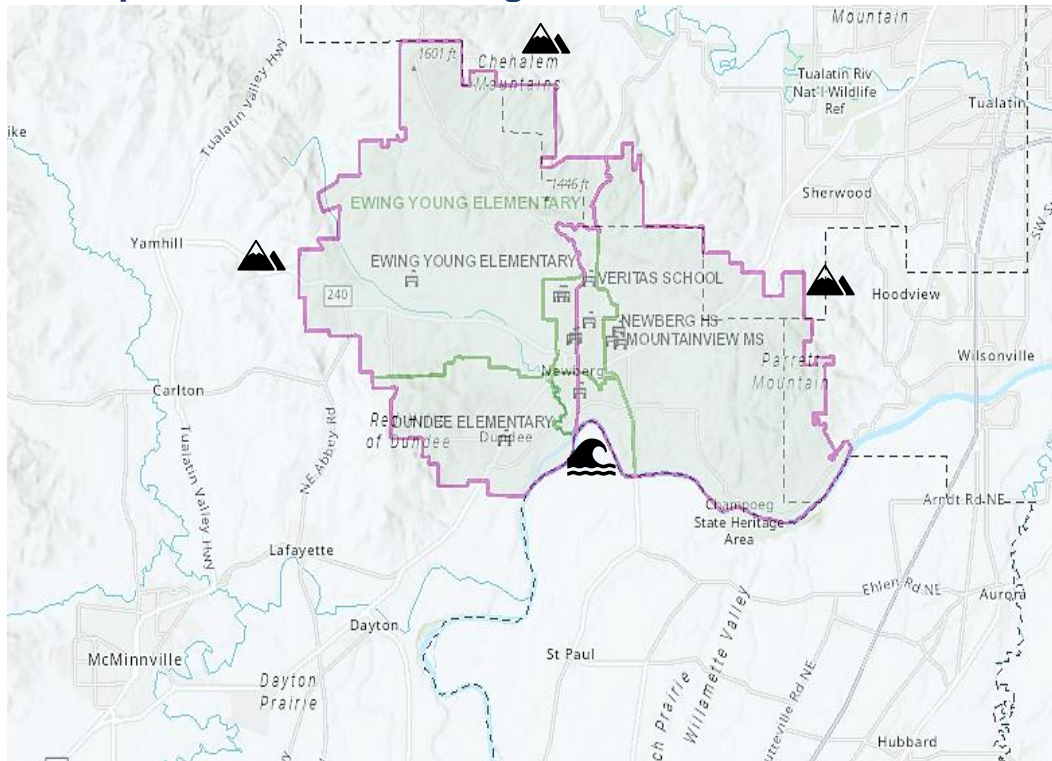
Likely limitations can include:

- The public is not prepared to function unaided for more than three days without additional water, food, shelter, and medical support.
- Lack of first response services due to damaged facilities or equipment.
- Limited number of response staff in the area at the time of the emergency.
- The shortage of specialty supplies and equipment.
- Damage to the emergency communication networks.
- Lack of availability of outside assistance and resources.
- Damage to infrastructure such as roads, utilities, and systems.

This plan does not:

- Alter or impede the ability of City Departments and Agencies to exercise their authorities or perform their responsibilities.
- Restrict the authority of the City to organize and execute the mission in a manner it deems most appropriate to ensure unity of effort to accomplish response objectives.
- Create new authorities or change any existing authorities.
- Authorize unethical actions of representatives of the City.

Planning Assumptions for the Newberg and Dundee area



Newberg occupies the NE corner of Yamhill County at the base of three mountains, north Chehalem Mountain (1,600 ft. elevation) east Parrett Mountain (1,200 ft. elevation) and west Red Hills (1,000 ft. elevation) with the Willamette River at the southern edge. Newberg is bordered on three sides by Washington county, Clackamas County, and Marion County. The city is surrounded by small rural homesteads and agricultural lands.

Three state highways intersect inside city limits: State highway 99W, State highway 219 and State highway 240, creating a commuter network to McMinnville, Hillsboro, Sherwood, and the I-5 corridor. The roadways all cross rivers, streams, agricultural land or go over the surrounding foothills. The city owns and operates an underground aquifer, the land above it, and the transmission bridge over the Willamette River from Marion County. There are multiple freshwater springs in the surrounding hills not used for municipal water and all part of the natural Chehalem watershed. The city contracts with PGE, NW Natural Gas, and Waste Management.

The population is siloed by pockets of development, green spaces, and parks. Commercial businesses run NE - SW along highway 99W. Approximately one-quarter of the school district families live in the unincorporated areas outside city limits. The City population is 25,700 at night but increases during the day. The city has two college campuses, George Fox University and Portland Community College. The population increases due to sizeable sports and cultural events; wine and culinary tourism; and summer festivals. There are two independent public airports. Providence Health & Services runs the hospital, with life flight and emergency room. Additional businesses serving vulnerable populations include a dialysis facility, Virginia Garcia Medical Center, a dozen private and public pre-schools, and approximately twenty-day care facilities for small children.

The community is predominantly white, with a broad mix of low to upper middle-class incomes. Education levels between 8th grade and post college. A 21% Latino community, a retiree population of 13%, and adaptive needs, veteran, or disabled population of about 12%. Approximately 15% do not use computers or smart electronic devices and 14% do not use or own motor vehicles. Vulnerable groups include assisted living facilities, 55+ communities, recipients of "Meals on Wheels," Foster Care, single parents, and a small transient population.

Hazard Overview

Newberg is exposed to many hazards, naturally occurring or human-caused, which have the potential for disrupting the community, causing injury and death, damaging property or infrastructure, or harm to the environment.



Severe Weather/Solar Weather

Severe weather hazards include ice storms, windstorms, heavy rain/snow and extreme heat or drought. Each pose a significant risk to life and property by creating conditions that disrupt essential services such as public utilities, telecommunications, transportation, power supply, fire risk, and water loss.



Flooding

Newberg has a five streams watershed that all flows south to the Willamette River. In addition, the manmade storm water system gravity feeds south as well through both open road gutters and underground pipes. Blockage of storm drains poses the most likely cause of flood damage with overwhelmed streams being the second potential.



Hazardous Materials

Hazardous materials incidents may occur at fixed commercial facilities and along the multiple road, river, and train transportation routes. There are facilities in or near the city limits, which contain or are used to transport hazardous materials. In addition, hazardous materials are routinely transported via the rail line that runs through the older sections of Newberg as well as along Highway 99W and collector highways and county roads.



Pandemic/Health Risk

In a pandemic outbreak of a disease, the City government will endeavor to conduct business as usual altering operations to prevent, delay, or lessen the severity of disease (e.g., advising sick people to stay home, limiting public gatherings, working with schools to limit students on campus. etc.), the city will seek and follow guidance of County or State Health Experts when responding to disease outbreak.



Disruption of Transportation System

Natural or human-caused incidents can disrupt fuel, food, medical supplies, and general delivery for the city. The loss of any bridge surrounding the city will have impacts. In addition, natural gas/electric utilities and/or internet service can be affected. All manner of traffic, from pedestrian, wheelchair, cyclists, automobiles, large semi-trailer trucks, and trains utilize the local transportation system.

**Earthquake (Include landslide)**

Newberg has a history of small earthquakes, actual recorded damage and response has been slight. The City will be impacted by the Cascadia subduction zone earthquakes with an anticipated moment magnitude of (MW) 9. Damage from this type of quake would be major to catastrophic. Depending on when the earthquake occurs, as many as 40% of City employees may be unable to get to the EOC or worksites. The EOC location was earthquake retrofitted in 2018, and should be useable if it can be reached by staff. The Water Treatment Plant has a risk of earthquake landslide near the Willamette River however the three water reservoirs have all had seismic upgrades. The City Hall building and Library are at the greatest risk of extreme damage inside and out. Liquefaction of soils are not a high risk to most city buildings except the Water Treatment plant.

**Fire/Explosion (Includes Urban and Wildland)**

Newberg has had experience with urban fire as recently as September 2020. Fires are common within the TVF&R District, but most are handled easily through mutual aid without activation of this plan. However, evacuations may be required impacting the city if the areas surrounding three sides of the city ignite and move into city or school district boundaries. Defensible space measures for residents have not been an active prevention focus in this region until 2023.

**Utility System Failure (Electrical, Water, Gas, Sanitary)**

Incidents of this nature include the shortage or loss of electrical power, water, sewer, or natural gas, and shortages of fuel such as oil, gasoline or diesel, and food supplies. A severe service outage combined with a severe weather incident may require the evacuation and/or sheltering for vulnerable populations.

**Civil Disorder (Public Shooting, Hostage Situation, Riot, Terrorism, Radioactive)**

Incidents of Civil Disorder include actions by individuals or small groups that terrorize a community by wounding, killing, causing fear, and disorder for a group people. While Newberg has not historically experienced events of this nature there has been a noticeable increase in civil unrest and disorderly activities in recent times.

**Volcanic Activity**

This kind of event includes ash-fall that might result from an eruption of Mt. Saint Helens or Mt. Hood. Newberg does not have any direct exposure to lahars or lava flows. The last volcanic ash fall was during the 1980 eruption of Mt Saint Helens in Washington state.

Four Phases of Emergency Management Program:

Mitigation – Actions before, during, and after an emergency are intended to reduce the degree of risk or vulnerability to hazards. Such actions include building codes; special identification, and routing requirements for the movement of hazardous materials; and land use/zoning requirements.

Preparedness – Activities that prepare people and organizations to respond properly to an emergency will help save lives and minimize damage to property and the environment. Actions taken to plan, equip, and train City staff, the public, vulnerable community members, volunteer organizations and other partners improve the resiliency of a community. Preparation and practicing emergency plans and guidelines, training, family emergency preparedness plans, and the purchase of equipment and supplies are all preparedness activities.

Response – During and immediately after an incident to reduce injuries and loss of life, limit damage to property and the environment, and stabilize the situation. This may include search and rescue, fire, evacuation, emergency feeding and sheltering, street plowing and flood mitigation, as well as opening and staffing the City of Newberg Emergency Operations Center.

Recovery – Activities taken after an incident to restore critical infrastructure and services to pre-existing or better condition. Recovery is normally divided into short-term and long-term recovery. Restoration returns vital life systems to at least minimum operating standards.


The community of Newberg expects that the city will plan for difficulties and be prepared to respond to major emergencies. Newberg may not have sufficient staff, facilities, and resources to fully implement this plan. Outside assistance will be available in many, but not all, emergencies and may be slow to arrive.

The City must plan for the possibility that:

- Emergency responders may be unable or unavailable to report to work.
 - Certain operations/services may be unavailable due to lack of access or damaged facilities.
 - Non-essential operations may be curtailed to free up resources to respond to the event.
- Some incidents occur with enough warning to prepare; some have no advance warning.
- Overwhelmed communication networks will slow information for the public and between responders.
- The City is dependent on privately-owned and operated resources, including fuel and power.
 - If inoperable or depleted, response and recovery efforts may be delayed.
 - In the event of widespread power outages, essential facilities and services will operate at minimum levels to conserve resources.
 - Generators will be used to access fuel and run critical systems; generators will be prioritized.
- All residents must prepare their own resources and be self-sufficient in an emergency.
- Vulnerable persons/groups will require extra support to access resources and will be prioritized.
- A large-scale event will exceed the capabilities of the city and the county.
 - Additional resources will be required from the state and/or the federal government to achieve an effective response. Their response could be delayed for up to a week.
 - The Emergency Operations Center (EOC) will request and acquire all additional resources to aid emergency response efforts.


Common definitions

IC Incident Command
On Scene
Tactical & First Responders



- Evaluates situation and directs field response
- Informs CM or PWD of situation status is field SME
- Requests full or partial EOC support (press, evacuation, coordination multiple divisions/agencies)
- Includes Department Field PIO
- Provides ongoing situation status & safety recommendations
- Can recommend state of emergency needed from CM

Disaster/Major Communications Ops




9-1-1 protocols and procedures / established SOPs

Disaster Ops 9-1-1 phones and 800 MHz radios are down in Newberg. Dispatch relays from YCOM or WACCA.

Major Ops A large scale event but Newberg 9-1-1 and 800MHz is operational.

Issues Everbridge alerts as directed by IC or EOC -PIO


Department Operations Center (DOC)



Deploys staff and resources - base of Operations (not EOC) i.e. Water Treatment or Information Technology


- Directs and equips their teams based on current SOPs **OR**
- Based on goals and tasks **from the EOC**
- Notifies EOC resource needs (equipment, people, supplies)
- Document used, staff hours, monitors staff safety
- Notifies regulatory agencies (DEQ, DHS)
- Reports back to EOC status updates or situation observations
- Provide Emergency PIO info for press & public messages

EOC Emergency Operations Center




Situation is expanding, long term, complex or IC has requested support or CM opens EOC (full or partial)

Planning Team = CM, EOC & IC Command, SMEs, PIO, Legal
Set Goals, Resources, schedules, evaluates Situation Reports




CM

- Support EOC with policy ie: Declarations of Emergency, Essential Services reduction, staff recall or reassignments, suspension purchasing policy and overtime limits.
- Updates Elected officials, consults with Legal
- Works with outside agencies & NGOs
- Approves use of single sourcing, rapid contracts & VOADs
- Notifies County of EOC opening & potential support needs
- Determines Continuity of Operations levels and directs COOP staff



EOC Command directs EOC Staff AND facilitates goals of IC & DOC

- Coordinate utilities, partner agencies, Volunteer groups
- PIO Team issues all press, public communication
- Procurement and Logistical needs
- Hosts all Planning Team Meetings
- Evaluates incoming situation information
- Assigns goals to IC and DOC from Planning team meetings
- Informs CM to reassign staff to run EOC, IC, or DOC teams
- Can recommend CM issue state of emergency declaration



- Staff automatically assigned to EOC : Info Technology, Documentation staff, Finance, Human Resources, general support staff, PIO Team, (ARES Radio when requested by EOC or Incident Commander.)

Incident/emergency/disaster – interchangeable. The events can range from routine to catastrophic.

NIMS - National Incident Management System (NIMS) is the federally directed method of responding to emergencies. Incident Command System (ICS) is the format used by all responder agencies for unified planning, resource requests, documentation, and terminology for a uniform response to any size incident.

Hazard Analysis – A form that identifies and assesses the local hazards that have affected or may affect public health and safety, public or private.

Hazardous Material (Hazmat) – A substance in an amount, form or mixture that is a risk to health, safety, property, or environment when manufactured, stored, or transported improperly. Can be toxic, corrosive, flammable, reactive, an irritant or an oxygen displacer. **Response to HAZMAT requires Expertise – Newberg notifies TVF&R HAZMAT via 911 dispatch.**

Mutual Aid Agreements – Arrangements between agencies or organizations for assistance during emergencies when local resources are insufficient or depleted during a response.

Standard Operating Procedures (SOPs) /Standard Operating Guidelines (SOGs) – The instructions for accomplishing tasks. SOPs and SOGs are prepared, maintained, practiced, and updated annually by the department.

City Emergency Management Policy Statements

It is the emergency management mission of the City of Newberg to safe-guard life, property, public infrastructure, and the environment by making maximum use of all available resources, public and private, to minimize the effects of natural and man-made emergencies. This is done by advance planning, coordination, training, and updating of procedures and best practices.

The following is the City of Newberg's Standard of Care for Emergency Management:

Essential City Services will be maintained as long as conditions permit. The City's priority is the protection of life, safety, property, public infrastructure, and the environment.

Principle of non-discrimination Access to all services shall not be preferential or denied on the grounds of residence, race, color, national origin, culture, gender identity, sex, age, lifestyle, disability, houselessness, marital status, financial status, or religion.

Principle of accessibility The City's plans will be proactively developed to be usable and accessible by those with economic, physical, functional, and communication barriers. Efforts to remove barriers will be ongoing.

Timely Communication The City will develop public alerting plans and educate the public, businesses, and community partners on the methods and sources of reliable timely emergency information. Public Alerting and Information will be coordinated with agency partners and between departments to ensure the public receives consistent, unbiased, and reliable emergency information.

Timely Action An emergency will require prompt and effective response, recovery, and maintenance activities by city staff, disaster relief agencies, volunteer organizations, and the private sector.

External Assistance Environmental, technological, HAZMAT, and civil emergencies may be of such magnitude and severity local resources are depleted and county, state, and federal assistance is requested.

Tualatin Valley Fire and Rescue (TVF&R) the agency providing fire, ambulance, and HAZMAT services within the City of Newberg, will be considered a department in partnership within the city for emergency planning and response purposes but retain all legal and financial responsibilities as a separate entity.

Hazard Mitigation The City of Newberg will, when possible, mitigate barriers to access, ADA/AFN, and potential Hazards when reviewing and adopting regulations and ordinances.

Self-Reliance County and State support of city emergency operations are based on the principle of self-help. The city will utilize available local and mutual aid resources prior to requesting assistance from Yamhill County.

Funding and Sustainment It is a priority of the City to fund and maintain programs that ensure the City's ability to respond to and recover from emergencies. City Staff will work with City Council and community stakeholders to:

- Identify auxiliary funding resources for emergency management programs, personnel, and equipment.
- Ensure Council is informed of emergency response and recovery capabilities and existing gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

Priority of Response City resources shall be allocated as follows:

1. Situations within the city limits.
2. Situations in the unincorporated area served by the Newberg Dundee School District.
3. Partner Agencies (PGE, NW Natural Gas, ODOT, Providence) requesting mutual aid per agreement, for situations that impact the Newberg community even when outside the city boundary.
4. Other agencies requesting mutual aid per agreement. (ODOT, YCPW, and other Cities)

Decisions

Emergency response often requires decisions to be made quickly under adverse conditions. Decisions are made based on information available to the on-scene Incident Commander and which appear reasonable at the time.

Response Focus

- | | |
|---------------------|---|
| 1. Safe-guard Life | 3. Protect Public Infrastructure and Essential Services |
| 2. Protect Property | 4. Protect the Environment |

Advance Planning: Each Department and Partner Agency will prepare in advance of emergencies:

- The City plans and trains using the Federal ICS framework, Oregon Essential Service Functions (ESF) in combination with the City Emergency Action Plans.
- Coordinated operations between departments and Partner Agencies with support from City Manager.
- Coordinated Public Information Team (PIOs) to prepare a unified messaging plan with Partner Agencies.

During EOC activations, the lead agencies will:

- Provide subject matter expertise to the EOC Planning Team.
- Provide guidance for incident objectives to the Planning Team.
- Relay situation status and resource needs to the EOC during the activation.

In complex incidents, the focus may shift as the emergency unfolds. This may change the Lead assignments and/or the establishment of a Unified Command EOC. Documentation and participation from all response departments, teams, and agencies is expected.

When TVF&R is the lead agency, a TVF&R representative will communicate and brief regularly the Police Chief, EOC Command, and City Public Information Officer. City Departments involved in emergency response shall retain their identity and autonomy during an Emergency or Disaster.

Post Incident Review: Following an incident, an After-Incident Review shall take place to examine response, effectiveness, lessons learned, and improvements to City response efforts. After Action Review should include cooperators, volunteer organizations, nonprofits and EOC unit leaders. The After-Action team will provide a written report to the City Manager.

Recovery: The City Manager and Council will liaise with community organizations such as the schools, colleges, Chamber of Commerce, churches, nonprofits, and industry to facilitate recovery of economic health. The council will advocate with county and state representatives for aid needed by the community to recover and normalize.

City Staff will work to recover and mitigate future damage to essential services and infrastructure and apply for mitigation funding to strengthen resilience gaps identified in the After-Action Report.

Authority



This plan is issued by the Newberg City Council pursuant to Oregon Revised Statutes (ORS), including ORS 401.025, 401.305 to 401.335. The City of Newberg Charter and Municipal code and the Yamhill County ordinances are designed to provide direction and authority for the City and its officials in the event an emergency or disaster exists within the city.

These authorities empower the City Manager or Incident Commander (police, fire, and public works) to implement responses to a proclamation or declaration of an emergency, to request needed assistance, to establish emergency measures and issue orders necessary to protect the public and property.

Department Heads are empowered by the City to assume executive control over their division until the City Manager issues a formal declaration and/or the EOC has been opened for unified response.

(Actions listed below will be documented as soon as opportunity allows on ICS 214 or other official logs).

Temporary activities that minimize or mitigate the impacts in an emergency include but are not limited to:

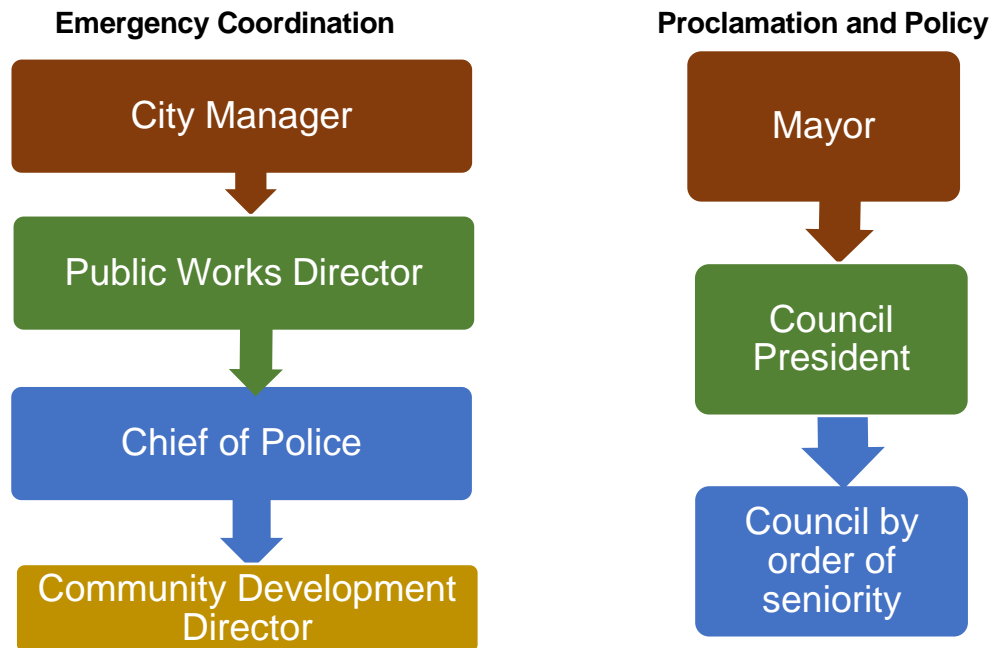
- Order measures necessary for the protection of life, property, public infrastructure, the environment, and for the recovery from the emergency;
- Redirect City funds for emergency use and suspend standard City procurement procedures;
- Mandate the evacuation of residents and other individuals from structures or areas;
- Establishing a curfew to all persons not officially authorized to not be upon public streets or any public places in the area subject to the declaration, including hours of operation for businesses and other establishments;
- Prohibiting, or regulating the number of persons gathering or congregating on any public property or outdoor space within the declared emergency area;
- Barricade streets and prohibit vehicle or pedestrian traffic, or regulate the same on any public street leading to a declared 'emergency zone' as may be deemed necessary and in accordance with HB4087;
- Restrict or prohibit the sale of products deemed dangerous, including but not limited to flammable liquids, solids, gases, and explosives;
- Declare and order the abatement of nuisances, including damaged, contaminated, or infested structures
- Prohibit or restrict the transport, sale, or resale of gasoline or potable water (NMC 13.15.240);
- Prohibit the sale, carrying, or possession of any weapons or explosives of any kind on public streets, public places, or any outdoor place;
- Waiving or modifying rules governing purchasing, execution of contracts and authorizing expenditures with documentation;
- Suspending or temporarily modifying personnel rules, to the extent permitted by law;
- Imposing new fees, waiving, or modifying fees temporarily;
- Restricting or regulating commercial activity to the extent permitted by law.

City Line of Succession in Emergencies

A line of succession is necessary to ensure the continuity of City Government and to keep the Mayor and elected officials informed during emergency response. In addition, certain functions require a designated succession to continue response for the protection of life and property. (see definitions page 7)

The figure illustrates a top-down succession for Coordination, Declarations, and Policy.

Figure 1: City of Newberg Lines of Succession



Process to Declare State of Local Emergency and Council Ratification:

1. Once the situation has been evaluated, the Incident Commander and the Emergency Commander shall consult with the City Manager and recommend a declaration of emergency.
2. The City Manager will direct the EOC Director or IC to prepare a council report (ICS 201, ICS209) and a recommendation for proclamation (see form).
 - a. If the City Manager is unavailable to sign the proclamation, it may then be done by the Public Works Director, Chief of Police or Community Development Director. [Figure 1]
3. The City Manager will present the proclamation package to the Mayor to sign.
 - a. If the Mayor is unavailable the succession for signing the proclamation is the Council President, the next available council member by order of seniority. [Figure 1].
4. An emergency meeting of City Council should be scheduled to ratify the declaration within 96 hours (if feasible) based upon relevant staff reports and CM recommendation.

Administrative follow-up. Original documents to City Recorder. Copies immediately to EOC Commander, Incident Commander, County EOC, Liaison, and City PIO.

City of Newberg

Authority of City Manager: Whenever an emergency is declared, the city manager may authorize specific emergency powers related to the period of time, general or specific areas wherein the emergency is declared to exist and consistent with the declaration of emergency as required to protect the public health, welfare, safety, infrastructure, or environment.

Authority to enter property: During an emergency declaration, an authorized city employee or agent may enter into or on private property, if the person has reasonable grounds to believe there is a true emergency and an immediate need for assistance for the protection of life or property, and that entering onto private land will allow the person to take steps to alleviate the emergency and prevent or minimize danger to lives or property from the declared emergency.

City of Newberg Charter: Suspension of procurement requirements: When an emergency is declared and consistent with the plan and applicable state law, the city manager is authorized to suspend the applicable public procurement requirements, and, to the extent sufficient funds are available, to redirect city funds to pay expenses incurred because of responding to the emergency. Documentation of order to suspend and costs expended under that order are required.

City of Newberg Nonliability for emergency services: Pursuant to ORS 401.364, during the existence of a declared or undeclared emergency, the city and any agent of the city engaged in any emergency response activity is subject to the protections in the Oregon Tort Claims Act, while complying with or attempting to comply with the plan.

State law gives law enforcement the authority to issue and enforce mandatory evacuation orders where it is needed. Other emergency officials may recommend evacuation of threatened or stricken areas.

For major and catastrophic incidents, aid from federal agencies may be requested by the State of Oregon at the request of Yamhill County to provide aid; pursuant to the National Response Framework (NRF).

For large scale disasters, a Presidential declaration of “emergency” or “major disaster” via the Robert T. Stafford Emergency Relief and Disaster Assistance Act, Public Law 93-288, as amended, allows for federal assistance to the impacted area.

SECTION: PLANNING

City of Newberg is responsible for

- Organize, train, and equip City responders and personnel.
- Provide and maintain appropriate emergency facilities, plans, and equipment.
- Keep personnel safe during response activities.
- Respond to events promptly and in proper ethical prioritization.
- Provide equitable accessible communication systems and educate the community how to access them.
- Obtain emergency services not provided by the City from County, State, and Federal agencies.
- Establishing partnerships with organizations and vendors for emergency services.
- Preparing the community at large to be self-sufficient and able to cope during emergencies.
- Proactively identify and be able to assist vulnerable members of the public during an emergency.

Departments are expected to develop and keep current standard operating procedures and emergency procedures. Departments will ensure both types of SOPs are updated annually, and all staff are trained regularly in the use of relevant equipment and procedures. Departments will train together in areas where SOPs intersect to ensure smooth interoperability.

Much of the same personnel and material resources used for day-to-day activities will be employed during emergencies. During an emergency event some routine services may be suspended so that resources (personnel, equipment, and supplies) can be dedicated to emergency tasks.

Residents, schools, and business operators have the responsibility to prepare themselves, families, workplaces and customers for emergency situations. The city will assist in carrying out this responsibility by providing alerts and information during and following emergencies; and by offering educational information and opportunities.

Newberg Emergency Program

The City of Newberg has established an emergency program consistent with its authority under ORS 401.305 to 401.335. Under the auspices of the Mayor and City Council; and under the supervision of the Public Works Director and City Manager.

The Emergency Program has both administrative and operational components.

Program Administration Component:

The Emergency Management Coordinator works under the Public Works Director and provides information directly to the PW Director and City Manager. They provide program coordination, planning, public education, and administrative guidance to the Department Leadership. This includes training resources, staff ICS NIMS baseline requirements, department coordination, internal committees, County and State agencies, vendors, community partners, lines of communications, community education, emergency plan guidance, EOC tools, tabletop exercises, coordinating with finance department to source grant or government funding, and regular monitoring of potential evolving events that may impact for the community.

Operations Component: Operations involves multiple departments working together or with intersecting duties. The following is a general summary of roles.

Incident Response (Police, TVF&R, or Public Works) The first agency on scene assumes Incident Command until relieved by qualified senior authority. Those on scene are 'in charge' of the field response until the Emergency Operations Center is opened (in full or part).

Incident Command should notify the Public Works Director or City Manager of complex, evolving, or non-routine incidents that may quickly drain response resources and request EOC or PIO Support. (Orange/Type 3 ~ Red/Type 2 ~ Black/Type 1 scenarios).

Tualatin Valley Fire and Rescue (TVF&R), the agency providing fire, ambulance, and HAZMAT services within the City of Newberg and the rural surrounding areas, will be considered a department within the city for emergency planning and response purposes, but shall retain all its legal and financial responsibilities as a separate entity.

NEWCOM911 dispatch will operate per their Disaster or Major Emergency protocols and will issue all EVERBRIDGE alerts in coordination with the Incident PIO or EOC PIO and County.

The Emergency Alert System (EAS) will be accessed through the NEWCOM 911 dispatch center or in coordination with the Incident Commander, the EOC PIO, and County.

EOC shall set planning objectives, policy, priorities, and all public information communications related to response and recovery operations. The EOC will include Planning, Command, Communications, Finance, Logistics and General staff as per the National Incident Management System (NIMS) Incident Command System (ICS) structure and assigned duties.

Situation Reports. Field situation status reports from Incident Command goes to the **City EOC** where staff will compile the **ICS209**. Information should include:

- Date, time, and location of the actual emergency.
- Estimated time, duration, location, and potential impact of the incident.
- Is it a stabilizing or expanding situation.
- Location of known/estimated number of injuries or casualties.
- Estimated damage at time of report.
- Date, time of activation and what resources are actively responding.
- Needs of Incident Team to continue stabilizing situation.

City Manager City Manager should stand up a partial or full EOC at the Incident Commanders request or if they feel that a PIO, a standby monitoring, or long-term support is needed. IF the EOC opens; the Mayor and Council should be told and provided an approx. schedule for updates. Updates should be provided by the City Manager or their designated Liaison at least every shift change.

City Manager will receive from the EOC Director all information needed to make recommendations to the City Council, provide updates to local and county officials, coordinate policy, make Emergency Declarations, attend planning sessions with the EOC Team and work with PIO's for briefings.

**IC Incident Command**

On Scene

Tactical & First Responders

- Evaluates situation and directs field response
- Informs CM or PWD of situation status is field SME
- Requests full or partial EOC support (press, evacuation, coordination multiple divisions/agencies)
- Includes Department Field PIO
- Provides ongoing situation status & safety recommendations
- Can recommend state of emergency needed from CM

Disaster/Major Communications Ops

9-1-1 protocols and procedures / established SOPs

Disaster Ops 9-1-1 phones and 800 MHz radios are down in Newberg. Dispatch relays from YCOM or WACCA.

Major Ops A large scale event but Newberg 9-1-1 and 800MHz is operational.

Issues Everbridge alerts as directed by IC or EOC -PIO

Department Operations Center (DOC)

Deploys staff and resources - base of Operations (not EOC) i.e. Water Treatment or Information Technology

- Directs and equips their teams based on current SOPs **or**
- Based on goals and tasks **from the EOC**
- Notifies EOC resource needs (equipment, people, supplies)
- Document used, staff hours, monitors staff safety
- Notifies regulatory agencies (DEQ, DHS)
- Reports back to EOC status updates or situation observations
Provide Emergency PIO info for press & public messages

**EOC Emergency Operations Center**

Situation is expanding, long term, complex or IC has requested support or CM opens EOC (full or partial)

Planning Team = CM, EOC & IC Command, SMEs, PIO, Legal



Set Goals, Resources, schedules, evaluates Situation Reports

CM

- Support EOC with policy ie: Declarations of Emergency, Essential Services reduction, staff recall or reassignments, suspension purchasing policy and overtime limits.
- Updates Elected officials, consults with Legal
- Works with outside agencies & NGOs
- Approves use of single sourcing, rapid contracts & VOADs
- Notifies County of EOC opening & potential support needs
- Determines Continuity of Operations levels and directs COOP staff

**EOC Command directs EOC Staff AND facilitates goals of IC & DOC**

- Coordinate utilities, partner agencies, Volunteer groups
- PIO Team issues all press, public communication
- Procurement and Logistical needs
- Hosts all Planning Team Meetings
- Evaluates incoming situation information
- Assigns goals to IC and DOC from Planning team meetings
- Informs CM to reassign staff to run EOC, IC, or DOC teams
- Can recommend CM issue state of emergency declaration
- Staff automatically assigned to EOC : Info Technology, Documentation staff, Finance, Human Resources, general support staff, PIO Team, (ARES Radio when requested by EOC or Incident Commander.)



Emergency Operations Summary

The City of Newberg follows the required unified response National Incident Management System (NIMS) in accordance with the Presidential Homeland Security Directive (HSPD)-5.

The City of Newberg operates under the Incident Command System (ICS), as defined in NIMS. Newberg employs ICS to respond to any incident, with all personnel at least orientated with ICS 100,700 and 0230 training. For incidents with multiple agencies, Newberg uses Unified Command with operation control retained by the lead agency.

Lead Agency

For each type of incident, there is a department or agency that is designated as the lead (see table 1). Lead agency will direct the field response as subject experts, in accordance with their operations, emergency response, and hazard response plans.

Response Focus:

1. Safeguard Life
2. Protect Property
3. Protect/reestablish Public Infrastructure and Essential Services
4. Protect the Environment

Priority of Response. City resources shall be allocated as follows:

1. Situations within the city limits.
2. Situations in the unincorporated areas served by the Newberg Dundee School District.
3. Partner Agencies (PGE, NW Natural Gas, Providence) requesting aid in situations that impact the Newberg community but are outside the city boundary.
4. Other agencies requesting mutual aid per agreement (ODOT, YCPW, other cities).

Advance Planning: Each lead agency will do the following in advance of emergencies:

- Coordinate actions or operations between City departments with support from City Manager.
- Activate the Public Information Team (PIOs) to prepare the messaging plan as a team.

During EOC activations, the lead agency will:

- Provide subject matter expertise to the EOC Planning Team.
- Provide guidance for incident objectives to the Planning Team.
- Relay situation status and resource needs EOC during the activation.

In complex incidents or an incident with multiple threats and hazards, the focus may shift as the emergency unfolds. This may change the Lead assignment to the appropriate partner and/or the establishment of an EOC or Unified Command.

When TVF&R is the lead agency, a TVF&R representative will communicate and brief regularly the Police Chief, EOC Command, City Liaison or City Emergency PIO. City Departments involved in emergency response shall retain their identity and autonomy during an Emergency or Disaster.

Table 1: Lead Agency by Hazard

Type of Hazard / Emergency	History	Vulnerability	Lead Agency
Severe Weather (Ice, Wind, Rain/Snow, lightning, solar)	High	High	Public Works/IT for Solar
Civil Disorder (Public violence, crime, hostage situation, riot, looting, domestic or foreign terrorism and Acts of War)	Medium	Medium	Police
Transportation incidents & detours	High	High	Police/TVF&R
Hazmat/gas/smoke, Medical	Medium	High	TVF&R
Fire/Explosion (Urban & Wildland Fire)	Medium	High	TVF&R
Flooding	Medium	Medium	Public Works
Utility System Failure (Electrical, Water, Gas, Wastewater)	Low	Medium	Public Works
Water/Wastewater Plants Failure	Low	Medium	Public Works
Earthquake / Landslide	Low	High	Public Works
Pandemic/Infection	Medium	High	County Public Health
Volcanic Activity	Low	Low	Public Works

Levels of Incident / Response Status

Incidents are typed by their level of complexity and color coded:

Green Type 5: Routine Daily Operations or steady state – Routine activities for NDPD, TVF&R, or Public Works such as burglaries and basic road closures managed by department resources without the need for higher level coordination.

Yellow Type 4: Complex Routine – Incidents that are larger or more complex but still managed with day-to-day procedures and resources.

- Resource management is handled internally.
- Information management may utilize and engage multiple city departments or a PIO.
- Command management is handled internally but may intersect multiple city departments.

Orange Type 3: Minor incident/ Uncommon/ non-routine – Incidents that may be larger in scale, involve multiple sites and/or division but can still be managed with existing City Department resources YET has potential to exhausts resources or expand or might last more than a few hours.

- Holiday Tree lighting ceremonies, major school sporting events are examples.
- Multi-alarm fire or an accident on a major roadway resulting in traffic rerouting, a winter storm with multiple temporary road closures, hazardous materials spill w/ evacuation of a limited area,
- A higher level of coordination is required, or PIO Coordination is needed.

RED Type 2: Major Emergency Operations Incident

- Large in scale and scope - involves multiple operational periods.
- Disrupts City operations for more than one day. Affects large area, population, or essential facilities.
- Local emergency declared and Governor likely to request Presidential Disaster Declaration.
- May require evacuation or in-place sheltering and temporary shelter and mass care operations.
- May require community wide warning and public instructions.
- Requires multi-agency response or assistance.
- EOC activated to provide strategic guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.

BLACK Type 1: Catastrophic Incident –Broad in scope, complexity, lasting impacts which significantly reduces government's ability to help itself or others. Disaster Operations will typically involve multiple operational periods. Outside assistance, extraordinary incident management, and coordination are required. Local and state emergencies will be declared, and a Presidential Disaster Declaration is likely.

- Affects a large area, a sizable population, or essential services and facilities.
- Large-scale evacuation or in-place sheltering, temporary shelter, and mass care operations.
- Requires community wide warning and public instructions.
- Response by all local agencies
- External assistance local response agencies, contractors, extensive state, or federal assistance.
- Requires activation JIS PIO services under direction of the PIO, to provide emergency information and recommended actions to the public.
- Joint Field Office, a Joint Information Center, possibly a regional EOC, and the State Emergency Coordination Center (ECC) will be activated.

Response

Initial Response

1. First responders are charged with specific functions.
 - a. The first responder at the scene of an emergency situation serves as the Incident Commander until relieved by competent authority. They will provide an assessment of the situation, identify response resources required, and manage the on-scene response.
 - b. Departments will take initial response functions as outlined in their emergency operations SOPs until first responders arrive on scene and provide direction. Departments will operate as Department Operations Centers (DOCs) for their specific assignments until instructed otherwise by IC or EOC.

2. Emergency Operations Center (EOC) Operations

The EOC is generally responsible for coordinating public information, resource allocation, objectives and policy decisions on a citywide basis in support of the DOCs. Additional responsibilities such as offers of mutual aid or volunteers/donations will be maintained in Emergency Operations Annex.

3. Public Information Team

The City Public Information Team, under the direction of the Emergency PIO, is responsible for providing information to the public and media about incident activity, impacts, and available resources.

The central EOC email and recorded message line will be an information point, as will social media, webpage, and Flashnews Platform. All information released on any city platform will be preapproved by the IC or EOC Director and SME prior to being issued. No updates will be provided to press, posted to social media, or live streamed without first being reviewed by the Emergency PIO team.

Emergency Facilities

Incident Command Post – Incident Command Post(s) will be established in the vicinity of the incident site(s) and led by the Incident Field Commander.

Department Operations Centers - Each Department is responsible for having its own operating procedures with pre-designated Command who will use the provided goals and targets from the EOC to manage their respective DOCs, including staff and equipment assignments. Groups of staff assigned on a task are referred to as Crews or Strike Teams. If resources (staff, equipment, supplies) are low and will prevent response activities, the DOC command reports specific needs and progress updates to the EOC for support.

Emergency Operations Centers (EOC)

Primary EOC (Staff ID required)

Newberg Public Safety Bldg.
Denise Bacon Community Room
401 E Third Street Newberg OR 97132
[45.298902](tel:45.298902), [-122.975602](tel:-122.975602)
Alternate: Wastewater Treatment Plant
Administration Building [45.287369](tel:45.287369), [-122.953430](tel:-122.953430)

Press Briefings

City Hall 1st Floor Conference Room
414 E First Street Newberg OR 97132
[45.298016](tel:45.298016), [-122.983353](tel:-122.983353)
Alternate: Newberg Library
503 E Hancock Street Newberg OR 97132
[45.301418](tel:45.301418), [-122.974770](tel:-122.974770)

Department Operation Centers (DOC)

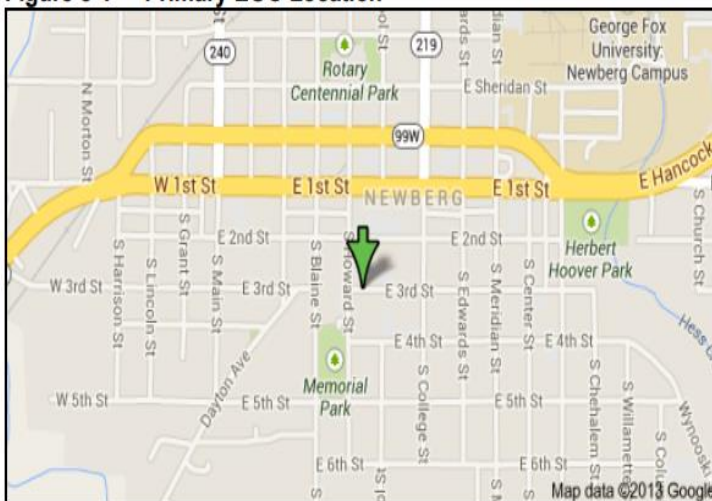
Department Operation Center (DOC) (Staff ID required)

Police/Dispatch 401 E Third Street - Patrol Entrance
[45.298902](tel:45.298902), [-122.975602](tel:-122.975602)
PW Maintenance (sewer, roads, fuel, equipment)
500 W Third Street [45.298016](tel:45.298016), [-122.983353](tel:-122.983353)
PW Operations (Water & Wastewater Plants)
2301 NE Wynooski RD Shop building
[45.287369](tel:45.287369), [-122.953430](tel:-122.953430)

City Council/Elected Officials Room (Staff ID required)

City Hall 2nd Floor Admin Conference Room
414 E First Street Newberg OR 97132 [45.298016](tel:45.298016), [-122.983353](tel:-122.983353)
Alternate: Newberg Library - Austin Room
503 E Hancock Street Newberg OR 97132
[45.301418](tel:45.301418), [-122.974770](tel:-122.974770)

Figure 5-1 Primary EOC Location



Back Up EOC Location



Emergency Operations Center (EOC)

EOC is located to provide central coordination and planning of emergency response. The location is not a gathering location for elected officials, unassigned staff, volunteers, or the media.

Identification is always required at the EOC or any department operation locations. No documentation or photographs will leave the EOC or DOCs without authorization and notation with the EOC documentation desk log. No media briefings take place without first being vetted by the PIO and EOC commander, including social media and live streaming. Media includes blogs and livestream.

Tasks performed at the EOC include planning goals, objectives, policy, priorities, all public information and alerting, related communication for response and recovery operations, incoming requests for information, equipment, status updates, situation reports, GIS and other data, procurement, community liaisons, and documentation. The EOC generally includes Planning, Command, Communications, Operations, PIOs, Public Alerting, Logistics, Records, and assigned support staff.

Coordination activities at the designated EOC locations will take place as long as conditions allow; however, operations may be moved to alternate locations or a hybrid/remote configuration if conditions require. Alternate locations will be identified and announced to relevant staff. The EOC can utilize SharePoint, cloud-based software, remote services, or move to partner facilities.

The EOC or Incident Commander may request that the Yamhill County Emergency Management allow the City of Newberg to conduct EOC functions from County facilities.

EOC Activation and Authority

The City Manager, Chief of Police, Public Works Director, Community Development Director, or Incident Commander may activate the EOC.

The Public Works Director or Community Development Director will serve as the EOC Commander.

During response and recovery phases, department directors or supervisors should expect to be assigned to the EOC to head up units and depending upon the nature of the incident, provide staff to the EOC or to DOC locations. The Chief of Police, Fire Battalion Chiefs, or a Public Works Superintendent will serve as the Incident Commander depending on the response situation.

The City of Newberg operates under the required Incident Command System (ICS), as defined in the National Incident Management System (NIMS). Newberg employs ICS on small and large incidents, with all personnel at least orientated to the system. For most routine incidents, "Standing up ICS protocols" and the standard operational documentation provides the necessary documentation needed for reimbursement, equipment procurement etc.

For more complex or larger situations it may be necessary to open the EOC in part or in full to support field response. As incidents evolve in length, complexity, and expense, the need for an organizational manager is evident. In large incidents, the Incident Commander manages the incident in the field, and the EOC Commander organizes the planning support activities (EOC or DOC).

The level of response required will determine EOC activation (see illustration). Depending on the size and scope of incident and amount of coordination required, a partial or full activation will be determined.

Monitoring: Request to monitor to “lean forward” should a small incident or event rapidly escalate in predicted severe weather or cultural event.

In such activation, staffing is typically limited to the Chief of Police, Public Works Director, and TVF&R, but the PIO or Emergency Coordinator may be requested to stand by and monitor intel.

Some events trigger department responses per their SOPs – consult with each department first.

Large scale planned public events benefit from at least a ready state EOC daily for monitoring.

Partial Activation: Limited activation of the EOC used to establish specific functions without activating the entire center. Can be requested by IC, Public Works Director, or the City Manager.

Planned public events like a multi-day festival, demonstration, short term weather event that might shut down resources for 24 hours, expanding building fire, minor hazmat with environment concerns, partial loss of potable water or electrical for a section of the city.

When coordination of multiple departments for multiple goals, any time a PIO is needed, nimble change in directions is expected or anytime the IC would like a central planning team support.

When Coordination with partner agencies or organizations might be expected.

Full Activation: During Major and Catastrophic incidents and for some minor incidents with potential to use available resources.

The decision to stand up a full EOC will be based on the resource management, information, coordination, and notification requirements of the incident at hand.

Can be requested by the IC, the Public Works Director, or the City Manager.

Activation of EOC Steps [see EOC Set up Checklist]

1. Request EOC / Inform the City Manager of situation status (Monitoring, Partial, or Full EOC)
On-scene Incident Commanders (ICs) can request opening the EOC or Department Operations (DOC) if, in their judgment, the situation warrants activation and contacts the City Manager. The City Manager will inform Mayor & Council.
2. Notify Yamhill Co Emergency Mgmt.- provide short brief, is an emergency declaration likely.
3. Inform NEWCOM911 that an EOC is physically opening.
4. Notify the Public Works Director, or designee, to open the EOC (see EOC opening Checklist).
5. Notify Emergency Coordinator to report to EOC.
6. Begin staff call-out procedures via Everbridge and request leadership staff to report to the EOC.
 - a. Staff should first ensure the safety of their families and then report for service.
7. Inform Dispatch that the EOC has been activated and to continue response protocols until EOC staff arrive. Upon arrival EOC staff will inform Dispatch and IC of phone, Motorola zone and other contact information using the ICS 205a.

Public Alert and Notifications [see Public Alerting & PIO Annex].

The City of Newberg's alert and warning system utilizes the local WEA Everbridge system, the Police, Fire, and County Sheriff's Office. Other media, *FlashNewsAlert* and established social media platforms, may be utilized as appropriate by the PIOs. These methods may be used separately or in combination to alert and warn the public and employees of an emergency.

The Incident Commander will decide if there is a need for immediate alert, shall attempt to notify the City Manager, the Emergency Management Coordinator, or the Police PIO.

- The Incident Commander will direct the Dispatch Supervisor or Emergency PIO to write or otherwise use previously scripted emergency messages, as needed.
- The City of Newberg may also receive warning information from Yamhill, Washington, or Clackamas County by telephone, the Oregon State Police, Oregon Emergency Management through the Law Enforcement Data System (LEDS) or the Anti-Terrorism Advisory Committee (ATAC) via liaison with Yamhill County. When warning information is received by any outside agency, **the information should be confirmed by a return telephone call prior to relaying publicly.**
- Local emergency: Newberg Dundee Police or TVF&R will direct NEWCOM to issue alerts as follows:
Reverse 911, Everbridge, mobile public address systems, and/or door-to-door contact.
- Authorized personnel can request activation of the Emergency Alerting System by contacting Yamhill County Sheriff's Office Emergency Manager or duty Captains. EAS alerts include media outlets and IPAWs. Requests must ask that bilingual stations (KUNP) and alert options in Spanish are included.
- A log of warnings issued and methods will be maintained and provided to the Public Information Officer.

Public Information Management [see Public Alerting and PIO Annex]

All communications will include bilingual and ADA protocols to ensure full community reach.

Daily non-emergency: Community Engagement team will handle daily public information not related to police, fire, or emergency events.

Fire and Police PIOs develop, and release routine incident information in a timely, accurate, and useful public information when approved by their Department Incident Command or SOPs. Items such as major road closures, avoid area information safety information etc. Using Everbridge and other methods as appropriate, per Incident Command. As courtesy share situation with City PIO or City Manager for awareness if needed.

Emergency Operations Center Activation (EOC) – When the EOC is activated, the emergency PIO will collect, analyze, develop, coordinate, and release timely, accurate, and important public information with the approval of EOC Commander, and in collaboration with IC and subject experts. EOC and IC direct and authorize EverBridge notifications. The EOC uses a public information line and email for emergency events.

Joint Information System (JIS) – If this function is needed to assist Public Information Officers (PIOs) in the performance of tasks, Yamhill County will support a JIS to collect, coordinate, and disseminate timely, accurate, and approved public information messages. Tualatin Valley Fire & Rescue has multiple PIO's available to the City as additional local support.

Notification by Incident Type Each elevation includes the previous coordination levels.**Table 2: Citywide Emergency Coordination by Type**

RESPONSE LEVEL	DEFINITION	COORDINATION LEVEL	NOTIFICATION
Type 1: BLACK Catastrophic	<p>Impact 80-100% of population</p> <ul style="list-style-type: none"> Major impacts to life or safety Significant damage to infrastructure and utilities. <p>Examples:</p> <ul style="list-style-type: none"> Subduction Zone earthquake Act of War or Terrorism <p>Emergency declarations by City, County, and State.</p> <p>Multiple operational periods.</p>	<p>EOC Planning Team will report to the EOC for activation.</p> <p>Off-duty police, public works and administrative staff will immediately report to their supervisor for assignment.</p> <p>OFF duty residents who are members of other agencies may report to Newberg for assignment if they cannot reach their agency.</p>	<p>Notify the following:</p> <ul style="list-style-type: none"> City Manager Public Works Director Emergency Management Coordinator TVF&R, Battalion Chief Police Chief City Recorder EOC Command Team Yamhill County Emergency Mngt <p>Oregon Emergency Response System (OERS)</p>
Type 2: Major Incident	<p>Impact 40-80%</p> <p>City's operational resources Population life or safety</p> <p>Emergency Operations may be local or regional in scope</p> <p>Examples include:</p> <ul style="list-style-type: none"> Major HAZMAT resulting in evacuation of a neighborhood Establishment of local shelters Severe storm that disrupts City operations for more than one day Moderate earthquake Failure of water system Wildfire evacuation levels 2 or 3 Loss of 911 service Power down by PGE <p>May involve multiple operational periods.</p>	<p>Activate the EOC</p> <p>Off-duty police, Public Works and essential staff may be requested to report for assignment.</p> <p>OFF duty residents who are members of other agencies may report to Newberg for assignment if they cannot reach their agency.</p>	<p>Notify the following:</p> <ul style="list-style-type: none"> City Manager Public Works Director Emergency Management Coordinator TVF&R, Battalion Chief Police Chief City Recorder EOC Command Team Yamhill County Emergency Mngt Oregon Emergency Response System (OERS)

RESPONSE LEVEL	DEFINITION	COORDINATION LEVEL	NOTIFICATION
Type 3: Minor Incident	<p>Impact:</p> <ul style="list-style-type: none"> Up to 40% residents/businesses Significant City resources Local scope Transportation & utility interruptions <p>Examples:</p> <ul style="list-style-type: none"> Hazardous material release Severe storm more than one day Moderate flooding Neighborhood loss water/ power Newberg 911 transfers to Washington County Consolidated Communications Agency (WACCA) 	<p>City Manager or Incident Commander, Open EOC full or partial</p> <ul style="list-style-type: none"> Coordinate Departments Partner Agencies PIO information Documentation <p>Essential staff may be requested to report for assignment.</p>	<p>Notify the following:</p> <ul style="list-style-type: none"> City Manager Public Works Director TVF&R, Battalion Cf. Police Chief Emergency Coordinator EOC Command Team Department Heads County EOC OERS PIO Liaison
Type 4: Complex Routine:	<p>Impact</p> <p>Significant City resources normally short-lived</p> <p>Can be multi-day or large area</p> <p>Possible advance notice provided</p> <p>Low impact on population</p> <p>Examples:</p> <ul style="list-style-type: none"> Multi-alarm fires Weather lasting less 12 hours Accidents w/traffic rerouting Planned events with large crowds Area shelter in place order Parades, Old Fashioned Festival 	<p>At the discretion of the Incident Command or Public Works Director</p> <p>Mostly internal department or multiple departments in coordination</p> <p>May include PIO, partner agencies</p> <p>Will include event and communications plans</p>	<p>Notify the following:</p> <ul style="list-style-type: none"> City Manager Public Works Supt. Police Chief TVF&R Battalion Cf. Emergency Coordinator <p>• PIO & Liaison to mitigate attention or impacts on schools, business, transportation, & community partners.</p>
Type 5: Routine:	<p>Impact</p> <p>Minor City Operations</p> <p>Some impact on residents, businesses, or transportation</p> <p>Examples include:</p> <ul style="list-style-type: none"> Routine 911 response Planned short or small events Santa, Tunes on Tuesday, Wednesday Market, local school game, dance, graduation. 	<p>At the discretion of the City Manager or Incident Commander:</p> <p>A Department or City Coordinator may be designated.</p> <p>May include multiple department staff.</p> <p>Will rely on Standard Department Operation Procedures</p>	<p>Notify the following</p> <ul style="list-style-type: none"> Police Chief TVF&R Battalion Cf. Public Works on Call staff <p>• Police or Fire PIOs</p> <p>If incident is likely to result in media attention or if advanced public communication is needed.</p>

Incident Status Reports [See Incident Status Report Job Aid]

Accurate written incident status summaries are necessary. The incident status summary, **ICS Form 209** shall be completed as soon as possible after the onset of an emergency and updated at least every 12 hours and at shift change.

What: **ICS FORM 209**

Who: Prepared by the Planning Team EOC

When: During all Type 1, 2, 3 Emergency Operations.

Distribute: via fax, email, cloud-site and/or courier to:

- Yamhill County Emergency Management or
- EOC Commander
- Public Information Officer**
- Logistics Section Chief
- Operations Section Chief
- Finance Section Chief

**The Public Information Officer will use the incident status summary to craft news releases for the media and public. At the Direction of the EOC Commander, they may also distribute it to assisting agencies, adjacent jurisdictions, response personnel, and volunteer organizations.

Supplemental Reports

Hazardous Materials Spill Reporting – If Newberg is responsible for a release of hazardous materials of a type or quantity that must be reported to state and federal agencies, the Department or agency responsible for the spill will make the required report in partnership with TVF&R (who is the HAZMAT Incident Command). If the party responsible for a reportable spill cannot be located, the on-scene Incident Commander will ensure that the required report(s) are made.

Initial Emergency Report – This short, verbal report should be prepared and transmitted by the Emergency Operations Center (EOC) to Yamhill County Emergency Management when an on-going emergency incident appears likely to worsen and assistance may be needed from other local governments or the state.

Situation Reports – Twice daily, a situation report should be prepared and distributed by the Emergency Operations Center during major emergencies. ICS-209

Fuel Station or Water quality: as Required by DEQ, DHS or other agencies and prepared as outlined by the department SOPs with a copy provided to the EOC Commander.

Resources (Job Aid folders and Resource lists will be in the EOC)

The City of Newberg Emergency Operations Center staff has the authority under emergency conditions and this plan to establish priorities for the assignment and use of all city resources. The City may commit all its resources, if necessary, to protect life, property, and the environment.

The City of Newberg participates in several Intergovernmental Agreement cooperative assistance agreements that allow for coordination and sharing of resources during an emergency.

- **EOC Operations Section** has responsibility for deployment of resources to meet objectives.
- **EOC Logistics Section** verifies the status of resources and current commitments to ensure needs can be maintained throughout the emergency.
- **The Incident Commander** oversees field operations. In a situation where resources are in dispute or need reassignment once on scene; the Incident Commander has the final authority.
- **Department Operations Command** Directs crews and teams. Assigns equipment to the tasks received from the EOC or IC and reports back situational information. [ics204]
- **Finance Section** has responsibility of collecting and tracking all expenses including personnel.
- **Other entities** may assist in resource management for a disaster impacting the entire region.

Coordination of Resources

An on-scene Incident Commander will manage resources assigned to the incident.

If City resources are insufficient or inappropriate to deal with an incident, the City may request assistance from other jurisdictions, organized volunteer groups, and/or through Yamhill County Emergency Management.

Partner resource organizations:

- Law Enforcement (Yamhill and Washington County Sheriff's Office, Sherwood, and McMinnville police)
- Special Teams, Tactical Teams (NDPD)
- Newberg 911 dispatch and Yamhill Communications Agency (YCOM) & WACCA Agency (911) Ham Radio – YC ARES volunteers GETS/WPS Priority cellular communications
- Fire (fire, hazmat, emergency medical services) TVF&R, Dundee, OSFM
- Technical Rescue (TVF&R)
- Hazardous Materials Team (TVF&R)
- Water Rescue Team (TVF&R & YCSO)
- Hospitals/medical – Providence, Virginia Garcia, Willamette Valley Medical Center
- American Red Cross - Cascade Chapter, regional churches
- YCAP - Food Bank and Yamhill County Transportation Bus Line
- Public/Private Utility: ODOT, PGE, NW Nat, Waste Management, ATT, Verizon, Ziply, Bretthauer Fuel,

City Resources

City resources will be managed by an on-scene Incident Commander, a DOC, or the Emergency Operations Center (EOC). The City EOC will direct all resources and tactical assignments not assigned to the Public Works or Police Department, or an on-scene Incident Commander. The City EOC will also serve as the clearinghouse for resource requests from local responders, coordinate with other responding organizations, and arrange for state and federal resource support if warranted.

Newberg will first use its own resources to respond to emergencies, purchase supplies and portable equipment, and request assistance if those resources become insufficient. If additional resources are required, the city will:

- Request resources available with existing mutual aid agreements.
- Request assistance via Yamhill County.
- Request assistance from volunteer groups or agencies.
- Request assistance from industry or individuals who have resources needed to deal with the emergency. When external agencies respond to an emergency within the city's jurisdiction, they will be expected to conform to the guidance and direction provided by the on-scene Incident Commander.

Emergency Volunteers – It is expected that emergency volunteers will seek to assist in a disaster. Volunteers will be directed to the city Volunteer/Donations Lead (VDL) who will coordinate with each Department what skills and resources will be of use. Volunteers and donations will not be assigned to a department without that DOC's awareness. All Volunteers and donations must be documented and tracked.

State, Federal, and Other Assistance:

If local resources are inadequate to deal with an emergency, the city will contact the Yamhill County EOC for support and the County will handle assistance requests to neighboring counties and/or the state.

The County will not step in to assist without a request from the City. This is an essential task of the IC, EOC or City Manager as an emergency evolves.

Mutual Aid agreements

The City of Newberg participates in mutual aid agreements, both formal and informal, to provide additional resources to the scene of an emergency. Each department is responsible for developing those agreements necessary to augment available resources. Some of these agreements are outlined below:

- A formal agreement among Yamhill County law enforcement agencies to provide back-up law enforcement services. This agreement is on file in the Police Department.
- Mutual aid agreements through Tualatin Valley Fire and Rescue and other area fire departments in Dundee and Yamhill County, and other Tualatin Valley partners. Tualatin Valley Fire and Rescue maintains copies of these agreements.
- Cooperative Public Agency Yamhill County (CPAYC). Intergovernmental Agreement for Equipment and Services - a service exchange agreement for public works equipment within Yamhill County. This agreement is on file in the Public Works Department.
- Oregon Water/Wastewater Agency Response Network (ORWARN) – Mutual Aid and Assistance Agreement for the provision of emergency services related to water and wastewater utilities. Additional information can be found at www.orwarn.org.
- Various franchises including PGE, NW Natural Gas, Xfinity, Ziply, ATT, Verizon, and Waste Management.

Recovery Operations

The recovery phase is the period following the response when actions are taken to help residents return to near-normal, or safer life as soon as possible after an emergency.

Recovery can be either a short-term or a 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 state. It is at this point that knowledge gained by the incident is converted to mitigation measures for future hazard risks.

Short-Term Recovery Activities

During the recovery phase of an emergency, the Incident Commander 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 recovery activities may include:

- Damage assessment and posting unsafe and/or unusable buildings, roads, or bridges (see annex).
- Assessment of victims needs.
- Removal of disaster debris.
- Removal of animal and human remains.
- Testing drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary sewer and storm drain systems.
- Utility infrastructure repairs, i.e., electricity, phone, natural gas lines, and cell phone towers.
- Establishing security in affected areas.

Long Term Recovery Activities

Long-term recovery activities are generally conducted by the same sources used for similar activities during non-emergency times. These activities will be guided by policy decisions by elected officials and will include:

- Restoration of non-vital government services.
- Demolition and reconstruction of damaged areas.
- Monitoring restoration activities.
- If necessary, helping locate suitable facilities for a disaster recovery center.
- Identifying areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies.
- Council members may need to host district community meetings to check in on gaps in recovery.

Disaster Recovery Center

When a federal disaster declaration is issued, the Logistics Team may be called upon to locate a large facility to serve as a disaster recovery center (DRC). FEMA is responsible for operation of the DRC. There, residents can meet with federal/ state/local and volunteer agency representatives to apply for disaster recovery assistance. The City is expected to help locate a facility for FEMA to operate from.

A DRC needs to be a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to their individual situation.

Some of the services that a DRC may provide:

- Guidance regarding disaster recovery.
- Clarification of any written correspondence received.
- Housing Assistance and Rental Resource information.
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- Small Business Administration (SBA) program information if there is an SBA Representative at the Disaster Recovery Center site.

ROLES AND RESPONSIBILITIES

Roles and responsibilities of individual staff and agencies are described throughout this plan to further clarify the emergency management structure. The order of succession is listed on page 11.

Mayor

As the senior elected official in City government, the Mayor is responsible for:

- Confirmation of Emergency Declarations issued by the Incident Commander or the City Manager.
- Attending press or community briefings in support of EOC Director or City Manager.
- Duties listed for City Council listed throughout this document.

City Council

Provide policy-level guidance, impose necessary restrictions, and make high level decisions that support strategic goals. Briefed by the City Manager or the EOC Liaison Officer during emergencies.

- Establish authorities and policies.
- Adopt an emergency program, plans, and related resolutions and ordinances.
- Act as liaisons to the community during the emergency within scope of authority.
- Act on emergency funding requirements of staff.
- Coordinate efforts and activities with other elected officials and affected business leaders.
- Actively engage in recovery efforts for the community.

City Manager

- Policy level management under City Charter and Newberg Municipal Code (NMC).
 - Declarations of Emergency or Major Disaster, Emergency Finance authorizations,
 - Staffing authorizations, resource authorizations, closures, or curtailment of services
- Assign incident commanders during any staffing shortages.
- Activate EOC in full or part. Notify the Mayor and Council.
- For severe weather and utility failures, determine advance activation of plans.
- Notify County when events occur that may open the EOC.
- Request an incident number from State OEM and provide guidance as member of the EOC Planning Team (via Yamhill County).
- Provide regular information updates to elected officials and key community partners.
- Coordinate dignitary/Elected official visits with the Emergency PIO.
- Attend or send designee to all press and community briefings to support EOC Director or PIO.
- Actively support the Emergency Preparedness Program and training.
- Inform Council of gaps and deficiencies that will prevent emergency response.
- Ensure continuity of City operations (COOP).
- Ensure Department Plans and SOPs incorporate NIMS and conduct regular training.

City Legal Counsel

- Support city administration and EOC or incident management activities.
- Manage legal questions and advise the Council and EOC on legal authorities and limitations.
- Support the emergency declaration process.
- If our legal counsel is outside of Yamhill County, a local attorney may need to be retained for the duration of the emergency by the City Manager.

Department Directors

May be assigned to the EOC, provide resources or staff for field or EOC assignment, or potential interagency assignment. Will work with other departments or agencies to streamline and cross train intersecting operations. Specific roles are not assigned in advance; departments should be prepared to make resources and staff available at the direction of the Emergency Operations Center Commander.

All Departments

All Departments within Newberg have responsibility for emergency functions and operational plans in addition to their routine duties. Each Department is responsible for annual maintenance of policies and procedures. All city Departments have the following common responsibilities:

- Assign staff to the Emergency Operations Center (EOC) or other emergency assignments as directed.
- Supporting EOC operations including suspension of daily operations not required by law.
- Track incident-related costs in writing and provide to Finance Unit.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority.
- Developing alert, notification, and recall procedures for department staff.
- Ensure that vehicles and equipment are ready for response.
- Inform the City Manager when gaps will prevent proper response to emergencies.
- Maintain location and inventory documentation for rapid reporting.
- Identify and designate proper FEMA Resource Type codes for all resources.
- Keep Current Department COOP/COG Plans that
 - identify critical functions, develop written procedures to maintain or reestablish services.
 - Develop and implement procedures to protect vital records, materials, and facilities.
- Promote home and work preparedness among employees.
- Ensure staff completes National Incident Management System (NIMS) required training.
- Maintain current department plans, NIMS compliant SOPs, and mutual aid plans and provide copies to the Emergency Coordinator.
- Encourage staff preparedness training and participation in exercises.

Police Department

Serve as lead agency for acts of civil disorder, riots, looting, crime, violence, foreign or domestic terrorism and acts of war, transportation accidents, explosive devices, and search and rescue.

- Provide emergency response and incident command according to guidelines.
- Provide support for TVF&R Fire, EMS, HAZMAT and technical teams.
- Support Public Works Department as requested.
- Direct evacuation routing or shelter-in-place operations with support from Fire and Public Works.
- Receive and relay warning information and mobilize city staff, as directed by IC, CM or EOC.
- Maintain internal notification/call rosters.
- Ensure timely and effective Public Alerting
- Coordinate alerts and warnings to the public with EOC PIO Team and NEWCOM Dispatch.
- Provide a representative to the EOC Planning and SME or other staff as needed.
- Assist in disaster 'windshield survey' and initial damage assessments.
- Coordinate efforts with Yamhill County Sheriff's Office and neighboring Departments.
- Coordinate communications with YCOM or WCCCA when appropriate.
- Provide security for vital facilities, shelters, and incident/site security.
- Develop and maintain mutual aid agreements necessary for department response.
- Regularly meet with community organizations to ensure plans are compatible for emergency response.
- Prepare SOPs for mass casualty, mass evacuation, and mass reconciliation scenarios.
- Safeguard essential department records, keep response records, and send to Finance unit.
- Support dignitary/VIP visits with CM and EOC PIO.

- Actively participate and support City Emergency Program.
- Encourage staff to be off duty prepared for emergencies and to enroll in Everbridge.

NEWCOM Dispatch (911)

- Provides coordinated communications with PD, Fire, EMS, and emergency management.
- Supports 800 MHz radio communications with the City EOC/DOC(s) when activated, and other EOCs.
- Maintains COOP, Disaster and Major Emergency Plans, Current NIMS Compliant SOPs, and training.

Fire Department - Tualatin Valley Fire and Rescue (TVF&R)

- Serve as lead agency for fire, medical emergencies, hazardous materials services.
- Provide emergency response field incident command per TVF&R standard operating guidelines.
- Provide Urban Search and Rescue support response.
- Provide Technical Rescue response including Marine and Rope Rescue.
- Provide pre-hospital emergency medical services and transportation.
- Enforce fire prevention codes.
- Assist law enforcement personnel in evacuation operations.
- Provide support to law enforcement and public works response, as requested.
- Safeguard essential department records by providing situational documentation to EOC as needed.
- Maintain internal notification systems and coordinate with city PIO where appropriate.
- Develop and maintain mutual aid agreements.
- Provide fire protection to vital public service facilities, shelters, etc.
- Provide a representative to the Emergency Planning Team, SMEs as needed.
- Actively participate in the emergency planning process and coordination with City.
- Staff the Fire/EMS/HAZMAT Branch within the City EOC Operations Section
- Support mass casualty/fatality/sheltering operations.
- Support public information with the Emergency PIO at the EOC and send a representative to briefings.
- Invite City PIO to Fire Incident command briefings.
- Coordinate access to water for firefighting with Public Works when primary water service has been interrupted.
- Participate in exercises and training opportunities with city agencies when feasible.

Public Works Director

- Oversees Engineering, Maintenance, Water and Wastewater Treatment and Emergency Coordinator.
- Provide Liaison to City Executive Staff for Emergency Program matters.
- Coordinate Emergency Program policies and activities with City Manager.
- Serve in EOC as the EOC Director.
- Ensure divisions in Public Works have updated COOP plans, current SOPs, and staff training.

Emergency Management Coordinator

- Oversee and provide direction to the emergency management program.
- Ensure compliance with state and federal emergency management regulations.
- Review the plan and recommend revision, as necessary.
- Assist departments with Job Hazard and Incident reviews and SOP updates.
- Facilitate emergency management activities and partnerships in the community.

- Ensure the responders, elected officials, city staff, and volunteers receive appropriate training.
- Facilitate exercise planning and activities that test the plan and response capabilities.
- Represent the City in emergency management activities within the county, state, and region.
- Liaison to other emergency management offices and volunteer organizations with response and recovery responsibilities.
- Coordinate regular promotion and testing of City notification systems and .
- Recommend mutual aid agreements, as needed.
- Provide new hire and new council orientation on Emergency Response and Safety Manual.
- Actively participate in the emergency planning process.
- Emergency PIO Team Lead/EOC Liaison with other PIO's and Media as needed.
- Will be point of contact with National Voluntary Organizations Active in Disaster (VOAD) partner organizations and PIO's until an assigned EOC Desk takes over VOAD as appropriate.
- Monitor Emergency information platforms for evolving situations that may impact the Community.
- Maintain EOC tools, materials, equipment, radios in coordination with NDPD and ARES.

Public Works Department - Each Division will act as a DOC for its specialty

Maintenance – Roads, pipelines, fleet, fuel, heavy equipment, generators, hand tools, staff resources

Operations - Water Treatment, Wastewater Treatment, wellfield, reservoirs water supply demands

Engineering - assigned to variety of locations including building inspections, EOC, DOCs, and GIS

Serve as Lead for flood, severe weather, utility failures, earthquakes, water contamination, city facilities, solar, and volcanic eruption.

- Conduct flood monitoring and controls. Conduct drought monitoring and curtailment.
- Support traffic, crowd control, and evacuations as directed by IC or EOC.
- Provide support to fire and medical emergency operations, as requested.
- Assist building officials with damage assessments of buildings, roads, bridges, signals, signs, water, stormwater, and sanitation systems.
- Direct repair of critical city facilities
- Maintain essential water, stormwater, and sanitation systems.
- Coordinate solid waste and debris management with Yamhill County or other agencies.
- Coordinate road, water, and other status with the EOC.
- Provide a representative, subject matter expert, and support staff to the EOC.
- Maintain essential transportation services, including plowing, road repairs, etc., with Police, Fire, County, and ODOT.
- Coordinate utility response with utility providers, fire, PD, and emergency management.
- Support as feasible access to fire-fighting water - keep EOC or WTP Supt. advised.
- Respond to disruptions of water to City departments, essential services, residents, and businesses.
- Respond to disruptions in supply pipelines, water mains, pumps, wells, reservoirs; provide repairs.
- Open Water filtration PODS **only when** directed by PW Director or EOC commander.
- Support environmental protection in coordination with County and State.
- Provide emergency fuel for city equipment and generator power to Bretthauer for authorized response agencies Maintain internal notification/call rosters, and staff enrollment on Everbridge.
- Safeguard essential department records, Cartegraph, or GIS data. Provide maps.
- Develop and maintain mutual aid agreements that ensure emergency response.

- Participate and support Emergency Program planning, training, and exercises.
- Ensure division has updated COOP plans, current NIMS compliant SOPs, and staff training.

Information Technology

The Newberg Information Technology Department (hereafter referred to as Newberg IT) is responsible for the connectivity, function, and maintenance of all City of Newberg information systems and technology connections. In addition IT may become the Incident Lead in the event of a cyber security breach or emergency in partnership with the impacted departments or facilities.

The essential Public Safety Technology, 911 systems, and public safety radio systems are managed by the NDPD Technology Manager directly.

Upon activation of the EOC, Newberg IT Department will: Call in off duty personnel to assist essential services: NDPD, Dispatch, The EOC, and Public Works.

- Assign a staff member to support the Police Technology Manager.
- Assign a staff member to open the technology needs of the EOC.
 - a. Laptop connections, projector & big screen connections, printers, establish communications with other entities as required, activate all needed technology as staff arrive, sufficient Wi-Fi connection, phones, Citrix, and internet to support the number of staff expected at the EOC.
 - b. Remain on site to support the EOC during the activation.
 - c. Aid in technology set up for Media Briefing at the designated location with sufficient WIFI and power for multiple media guests.
- Citywide assessment of equipment to include power, Citrix, VOIP phones, server, internet capability, and triage for repair, based on priority.
- Work with Treatment Plant Staff or Cellular Providers to trouble shoot any technology issues.
- Ensure division has up to date COOP plans, current NIMS compliant SOPs, and staff training

Community Development: Planning & Building

The Director or their designee should:

1. Respond to the Emergency Operations Center when opened or when requested.
2. Report to the City Manager or Public Works Director if the EOC is not activated.

Assignments may include:

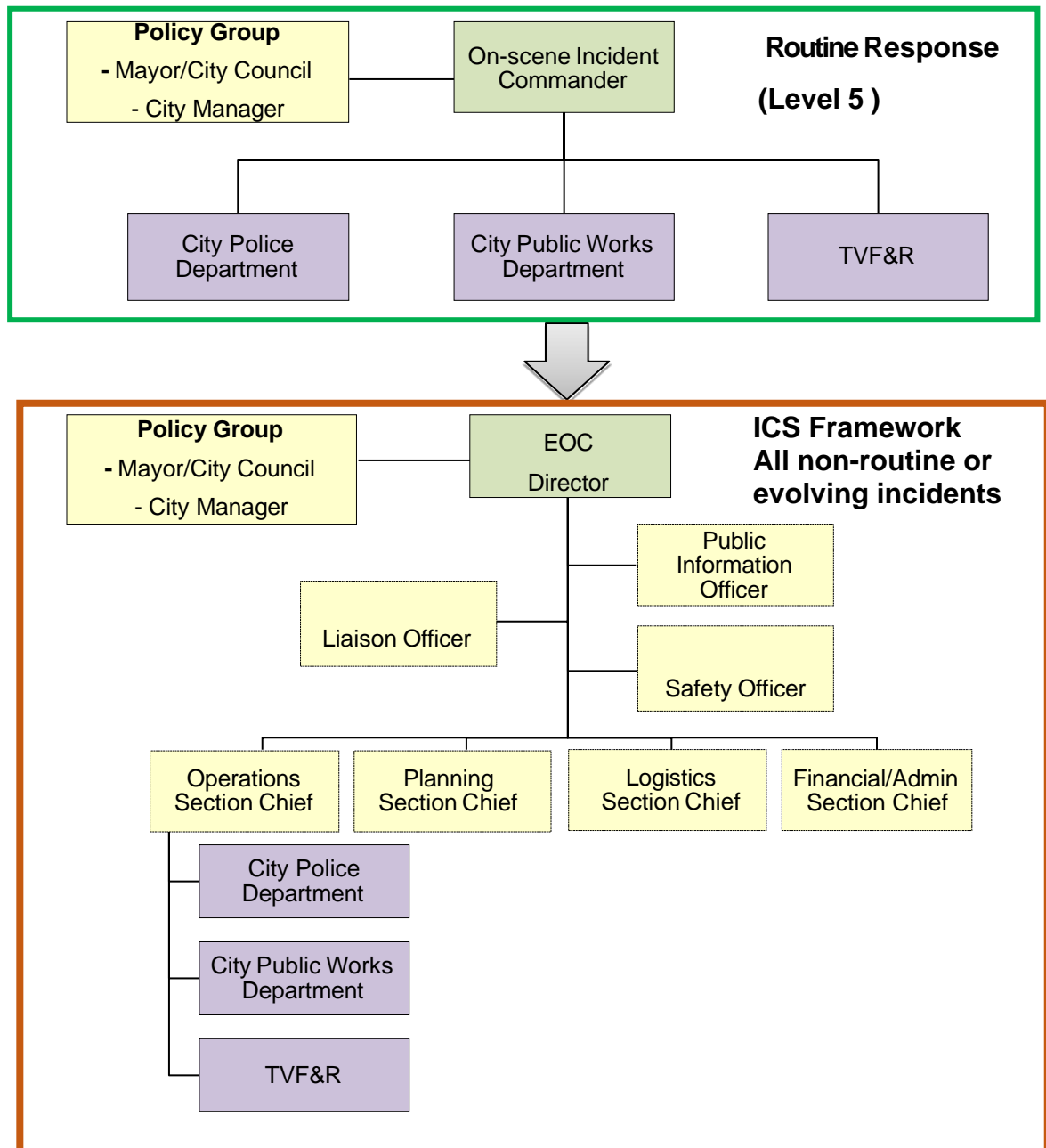
- Building Inspections: Mobilize personnel (may include Engineering Technicians) as directed by the EOC to perform windshield building inspections and assessments; and
- Assignment to other teams at the EOC or a Department operations Center as support.
- Ensure Department has up to date COOP plans, current NIMS compliant SOPs, and staff training

Finance and Accounting

- Ensure accurate financial records are maintained.
- Establish Tracking numbers for Personnel, Materials, Equipment to account for all response -related costs.
- Compile preliminary financial damage assessment of City buildings/structures.
- Compile cost recovery reports and forecast economic impacts on city revenues.

Yamhill County

- Serve as lead agency for public health epidemic emergencies and Animal Sheltering.
- Support Debris management and Environmental protection efforts.
- Provide resources when requested, providing appropriate notification and updates as available.
- Forward City-related requests for a declaration of emergency to the Governor when appropriate.
- Provide a representative to the EOC when incident applicable.

Newberg Emergency Operations Center (EOC)**Command Structure for the City**

Emergency Command Center:

The EOC is established as a location to receive information and from which staff provide direction, coordination, and support to emergency operations. The EOC is staffed by City personnel and others who are assigned. EOC staff will provide information and recommendations to City Field Incident Commanders, help determine goals, resources, public information, to respond to, contain, control, and recover from an emergency. General responsibilities include:

EOC Functions:

- Receive emergency warnings and publish those warnings to the public.
- Provide emergency information and instructions to the public and private institutions, businesses, industry, and disaster relief organizations.
- Coordinate the collection and dissemination of public information.
- Coordinate command decisions and prioritization of response activities.
- Collect, collate, display, and assess situation reports.
- Coordinate and disseminate situation and resource status information to the DOC(s), Yamhill County EOC, regional EOC if activated, and state Emergency Coordination Center (ECC) as required.
- Analyze information and process into usable and relevant intelligence to assist with decisions.
- Set strategic goals for City and citywide actions.
- Develop tactical objectives for department actions.
- Provide or coordinate resource support to departments and/or other local agencies.
- Coordinate the initial damage assessment/reporting process citywide.
- Organize and implement large-scale evacuation as required.
- Organize and implement mass shelter and arrangements for evacuees as required.
- Request assistance from the county, state, and other external sources.
- Prioritize resource allocations.
- Receive requests for assistance and emergency information from the public.
- Establish guidelines for the ordering of, use of, and release of resources to meet emergency needs.
- Document activities and resource costs.
- Manage volunteers and donations in support of emergency operations.
- Track costs (with finance support).
- Establish and maintain contacts with:
 - County and state agencies
 - Federal agencies
 - Private agencies that assist in emergency operations
 - General public, business, industry, community organizations, and relief agencies

Department Operations Center (DOC) – Individual DOC responsibilities include:

- Establish tactical objectives and assignments to achieve the EOC goals.
- Provide Department resources for on-scene operations as directed.
- Maintain tactical control of department resources not assigned to an on-scene Incident Commander.
- Coordinate with mutual aid agencies.
- Balance resources between emergency - everyday functions; curtail nonessential services as needed.
- Provide situation and resource status information to the EOC.
- Document staff time and costs for incident activities and provide to EOC Finance unit.

EOC PIO Team Public Information [see Public Affairs and Alerting annex]

The Public Information Team is led by the Emergency PIO and receives information released from the Emergency Operations Center, notifies the same of any information issues, provides incident activity/impacts monitors social media intelligence, call line and emails from the public, seeks to verify and/or validate rumors, and serves as the initial point of contact for public offers of assistance.

- Coordinate accurate, timely public information messages with the JIC/JIS.
- Provides Media and Press Briefing information for CM, EOC and IC commanders.
- Coordinates Media Briefings.
- Receives briefings from other agencies.
- Coordinates Social Media Monitoring.
- Provides written approved scripts for public release and electronic sharing.
- Maintains recording on public information line and checks email for PIO requests.
- Arranges interpreter or translation services.

Joint Information System (JIS) The JIS coordinates public information when multiple agencies become involved in an incident to coordinate local media briefings, dignitary and elected official visits with the City Manager. The JIS may be at City EOC or other joint agency locations.

Yamhill County Amateur Radio Service (ARES)

- Provides volunteer amateur radio operators in support of City EOC when activated by Yamhill County Sheriff's Office at the request of the City.

ADMINISTRATION and Finance

Records

Newberg is responsible for establishing the administrative controls necessary to manage the expenditure of funds and to provide reasonable accountability and justification for expenditures made to support emergency operations. This shall be done in accordance with established fiscal policies and standard cost accounting procedures.

Under state law, incident records are permanent. In the EOC and DOCs, the Documentation Unit is responsible for compiling that information.

Activity Logs

- The Incident Command Post and the EOC/DOCs will maintain accurate logs (ICS 214) of key response activities, including:
 - Activation or deactivation of emergency facilities.
 - Call logs / message activities
 - Emergency notifications to local and county governments and to state and federal agencies.
 - Requests for emergency declarations including contact notes.
 - Significant changes in the emergency.
 - EOC, IC or CM policy directions, suspension of policy or any other related temporary change.
 - Major commitments of resources or requests for additional resources from external sources.
 - Issuance of protective action recommendations to the public.
 - Evacuation orders or activities with street names times and preferably with maps.
 - Mass casualties' data.
 - Containment or termination of the incident.
 - Dispatch logs from DOCs.
 - Rest or meal breaks.
 - Volunteer hours per person.

In addition, copies of messages, briefings, reports, short-term purchase contracts, fuel and supply use, equipment check out and return, loss of equipment, receipts, damage and any other documentation including photos must be centralized and archived.

Preservation of Records

To continue normal government operations during and following an incident, vital records must be protected. These include legal documents, as well as property and tax records. The principal causes of damage to records are fire and water. All Departments have responsibility for protection and preservation of records vital to continuity of government operations. Essential records will be protected accordingly.

Consumer Protection

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to City Council and the Legal Department.

Emergency Fiscal Management

During an emergency, the City of Newberg will likely find it necessary to redirect city funds to effectively respond to the incident. The Finance Department will review and process contracts, single source vendors, and documentation related to procurement for the emergency and inform the EOC and City manager when financial resources are becoming depleted. Local resources should be leveraged, when possible, to balance city resources.

If an incident in the City of Newberg requires major redirection of city fiscal resources, the following general procedures will be followed:

- The City Manager or Mayor will declare a local state of emergency and request assistance from the county. The Mayor will ratify their signature.
- The City Council may meet later in an emergency session to decide how to respond to the emergency response and recovery funding needs.
- If the Mayor cannot be reached and if a prompt decision will protect lives, city resources and facilities, or private property, the City Manager, or Emergency Commander, may act take action to procure necessary resources. The Mayor and City Council will be advised of such actions as soon as practical.
- Tracking the expenditures related to an incident is the responsibility of the Finance Section in the EOC.
- The Incident will be assigned a specific charge code for tracking of financial resources committed to the incident and to provide the necessary documentation for personnel time, losses, purchases, and reimbursements.

Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local non-government agencies and industry and then to nearby government partners in accordance with existing mutual-aid agreements, contracts, and agreements; or similar contracts used during a prior incident.

Such assistance may include a variety of resources not limited to equipment, supplies, or personnel. All agreements will be entered into by authorized officials and be documented in writing as soon as practical.

All Financial documents, agreements, and contracts should list the Incident # or the Emergency Declaration #.

Incident Cost Reporting

All departments participating in the response will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards when possible).
- Time Records Personnel costs, including overtime.
- Equipment operations cost (use the FEMA resource costing chart).
- Costs of leased or rented equipment.
- Costs of contract services to support emergency operations.
- Costs of supplies expended for emergency operations. (includes food, travel, and responder needs)
- Costs of personnel and equipment obtained through mutual aid or other agreement.
- Costs of providing support to outside resources (e.g., county, state and/or federal teams).

These records are necessary to recover costs, insurer claims, or requesting financial assistance for allowable response activities, and future grants from the county, state and/or the federal government.

PLAN DEVELOPMENT AND MAINTENANCE

The City Manager has overall responsibility for the development, periodic review and updates of the Emergency Management Program. In keeping with the requirements of ORS 401.305 this has been delegated to an appointed Emergency Coordinator. Draft revisions of the plan are reviewed by representatives of the Police, Public Works, Finance, Community Development, Legal, and Finance Departments prior to presentation to the mayor for signing of the proclamation.

Plan Maintenance

In accordance with ORS 401.305, the Emergency Coordinator, under the direction of the Public Works Director, will oversee the organization, administration, and functions of the emergency management program by assisting departments with required planning, preparation, and training to prepare the City of Newberg staff to appropriately respond to emergency incidents and events.

City Department Responsibilities

All city departments/divisions share responsibility in the development, updates, and reviews the program as well as their individual department plans, SOPs, training, and directories that support response readiness.

- Direct personnel to participate in the development of NIMS compliant operating guidelines.
- Direct personnel to attend NIMS FEMA Compliant training and participate in exercises annually.
- Establish and document internal lines of succession and cross train.
- Protect vital records, materials, facilities, and services.
- Maintain their section of the Citywide COOP plan in the current OEM software.
- Maintain Department specific inventories for emergency response and make that data accessible.
- Develop and maintain mutual aid agreements with government and non-government organizations.
- Notify the Emergency Coordinator when changes occur that require plan updates.

Plan Review Cycle

The EOP will be re-promulgated every four years to comply with state requirements and when a new or reelected Mayor has been seated for a new term.

If awarded monies through the State or Federal Grant programs, this EOP may be reviewed every two years throughout the period of the grant period. A review of the plan will be initiated by City Emergency Coordinator and will include participation by members from each department.

This review will:

- Verify contact information.
- Review the status of resources noted in the plan.
- Evaluate the procedures outlined in the plan to ensure their viability.

The lead Departments for each function will review this program on an annual basis and recommend revisions or updates. Input from other partner agencies or departments may also be provided.

Changes to the appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Coordinator with the approval of the City Manager.

Distribution The following positions, personnel or agencies will have electronic copies of the Newberg Emergency Management Base Plan and appendix A only are public. All additional materials are Confidential

Table 3: Distribution List

AGENCY	NUMBER OF COPIES
Yamhill County Emergency Management	1
Oregon Emergency Management	1
City Manager	1
Public Works Director	1
Tualatin Valley Fire and Rescue (TVF&R) <input type="checkbox"/> TVF&R Emergency Manager <input type="checkbox"/> TVF&R Fire Station 2 <input type="checkbox"/> TVF&R Springbrook Station 21 - Newberg Battalion Chief	3
Newberg Executive Staff Members	1 each
Police Chief and NEWCOM911 Manager	1 each
Emergency Operations Center	10 print copies & thumb drive
Mayor and City Council Base Plan and Appendix A	1 each
Website Base Plan and Appendix A Employee SharePoint	1

Exercises

The County and City Emergency Managers will coordinate with agencies, non-governmental organizations, volunteer groups, neighboring jurisdictions and tribes, state, and federal government to participate in exercises. These will consist of a variety of tabletop exercises, drills, system tests, and full-scale exercises. Exercises will be designed consistent with Homeland Security Exercise and Evaluation Program procedures and tools. Information about this program can be found at <http://hseep.dhs.gov>.

The Emergency Coordinator will work with departments and agencies to identify and implement improvements, updates, or measures, based on after action assessments and feedback from exercises.

Training

Incident training requirements may change and are specified in the NIMS Implementation Objectives published by the Department of Homeland Security and FEMA.











All Departments will support and participate in NIMS compliant emergency training and exercises of the City, County, Regional or State. They will maintain and train on all department plans and SOPs. ICS Training certificates are provided to the Emergency Coordinator.









- For all permanent Newberg Employees: ICS 100,700, and 2200.
- Supervisors Subject Matter Specialists, and Group Leaders add ICS 200, 800, 300, 400
 - This includes anyone working in the EOC, IC, or DOC in a non-support staff role.
- Command Staff and Department Leaders will add G191 and 2300
- PIOs also take ICS 345, I29, I702, and relevant PIO suite.
- Certain Unit Leaders may be asked to learn Resource Typing, Communication Equipment, Mutual Aid Agreements, or Emergency Finance.

- The Mayor, Council and Legal will take Emergency Response Orientation for Elected Officials.

SUPPORT DOCUMENTS

APPENDIX	APPENDIX DESCRIPTION
A	Emergency Declaration
B (FOUO)	Public Affairs & Emergency Alerting
C (FOUO)	Communication Assets and Resources
D (FOUO)	Emergency Directories and Checklists
E (FOUO)	ICS Emergency forms
F (FOUO)	Damage Assessments
G (FOUO)	Writing and using tactical orders ICS 204

ESF	Description	City of Newberg	Yamhill County
ESF 	Mass Care Describes how the County and City will support the mass care, emergency assistance, temporary housing, reunification, and human services needs of people affected by disasters.	Police traffic, and security aide. EOC Liaison to locate facility owners NSD, CPRD, Red Cross, NFO's	Yamhill County Health Department Community Health Centers
ESF 	Resource Support Describes how City will provide logistical and resource support, provide financial tracking and records management of overall costs.	City EOC City Finance Department	County Emergency Management County Finance Department
ESF 	Health and Medical Coordinate procedures, and resources for health and medical care. Including medical emergency response, medical transport, technical rescues	Tualatin Valley Fire & Rescue	Yamhill County Health Yamhill Emergency Services
ESF 	Search and Rescue This will support deployment of resources in both urban and non-urban search and rescue during a major disaster or incident. Includes Marine Rescue.	Tualatin Valley & Fire Rescue Newberg Police	Yamhill County Sheriff CERT and USAR teams
ESF 	Hazardous Materials Actual or potential discharge or release of hazardous materials resulting from a natural, human-caused, or technological cause and environmental protection.	TVF&R HAZMAT Team	Yamhill County HAZMAT Regional DEQ, DHS
ESF 	Transportation Emergency transportation networks: assessing damage to, restoring, and maintaining transportation on roads, bridges - potentially river and local airstrips	Newberg Public Works Support by: Engineering, CDD, Police	County Public Works Department ODOT
ESF 	Communications (operational) Communications and information technology support Radios, MCTs, Phone, Internet, Wi-Fi, ARES, fax, EVERBRIDGE, WEA	Newberg Public Works Newberg Info. Technology Supported by: Dispatch ARGO/ARES Ham	County Info Technology YCOM, WACCA
ESF 	Public Works Resources to support public works emergency response needs human, technical, equipment, facility, materials, and supplies.	Newberg Public Works Supported by: Engineering, CDD	County Public Works Department
ESF 	Firefighting Detect and suppress urban, rural, and wild land fire,	Tualatin Valley Fire & Rescue	City of Dundee Yamhill County Compact
ESF 	Information and Planning Compile, analyze, and coordinate overall activities in the EOC.	Newberg EOC Public Works Director, Police, Emergency Coord, City Manager, PIOs	Yamhill County Emergency Management @Sheriff Ofc

ESF	Description	City of Newberg	Yamhill County
ESF 	Food and Water Food, water, and ice needs in the aftermath of a disaster or emergency; obtain these resources; and transport them to the impact areas.	Newberg Public Works Water Treatment Plant EOC resource unit	Yamhill County Emergency Management
ESF 	Energy Plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of utilities Electrical, Fuel, Solar, Wind, Natural Gas.	Newberg EOC Newberg Public Works	Yamhill County Emergency Management
ESF 	Military Support Coordinate military support to civil authorities in times of a major or catastrophic disaster and/or civil unrest.	Newberg EOC Newberg Police Department	Yamhill County Emergency Management (Sheriff's Office)
ESF 	Public Information & Alerting Notifications Describes the disseminate information to the public and other partners outside the city organization.	Newberg EOC or Incident Command: urgent (no EOC open) 911Alerts / WEA / Everbridge	Yamhill County Emergency Information Officer
ESF 	Volunteers and Donations Describes how the County and City will coordinate emergent volunteers and donations including tracking and storing.	Newberg EOC Volunteer Unit Leader & Finance Unit	Yamhill County Emergency Management
ESF 	Law Enforcement Describes how the City and County will coordinate plans, procedures, and resources to support law enforcement activities during an emergency.	Newberg Dundee Police	Yamhill County Sheriff State Police
ESF 	Agriculture and Animal Protection Describes how the County and City will coordinate the response for animal and agricultural issues and protection of the community's natural resources in case of an emergency or disaster.	City support as requested	Yamhill County Health Yamhill County Animal Control OSU Extension services
ESF 	Business and Industry Describes how the County and City will partner with business and industry to coordinate actions that will provide immediate and short-term assistance for the needs of business, industry, and economic stabilization.	City Community Development Chehalem Chamber Downtown Association	County Economic Development

Authorities and References

This plan applies to, and has been approved by, the Newberg City Council which has identified the City Manager, Police Chief and Public Works Director, and the Emergency Coordinator as the City's Emergency Management Organization. The concepts set forth in this plan are promulgated under the following authorities:

Federal

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended, August 2016. <https://www.fema.gov/disaster/stafford-act>
- Key Department of Homeland Security laws: <http://www.dhs.gov/key-dhs-laws>
- Homeland Security Policy Directive/HSPD-5: Management of Domestic Incidents. <http://www.fas.org/irp/offdocs/nspd/hspd-5.html>
- Presidential Policy Directive/PPD-8: National Preparedness. <http://www.dhs.gov/presidential-policy-directive-8-national-preparedness>
- The Federal Emergency Management Agency Publication 1: The Federal Emergency Management Agency https://www.fema.gov/sites/default/files/2020-03/publication-one_english_2019.pdf
- National Incident Management System <https://www.fema.gov/emergency-managers/nims>
- National Preparedness Goal, Second Edition 2015. https://www.fema.gov/sites/default/files/2020-06/national_preparedness_goal_2nd_edition.pdf
- FEMA Strategic Plan, 2022-2026 <https://www.fema.gov/about/strategic-plan>
- Crisis Response and Disaster Resilience 2030: Forging Strategic Action in an Age of Uncertainty, <https://irp.fas.org/agency/dhs/fema/crisis.pdf>
- National Response Framework: <https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response>
- National Disaster Housing Strategy, January 2009: <https://www.fema.gov/pdf/emergency/disasterhousing/NDHS-core.pdf>
- Developing and Maintaining Emergency Operations Plans, Comprehensive Preparedness Guide (CPG) 101, Version 2.0: https://www.fema.gov/sites/default/files/2020-05/CPG_101_V2_30NOV2010_FINAL_508.pdf

State

- State of Oregon Emergency Operations Plan, as revised
https://www.oregon.gov/oem/emresources/Plans_Assessments/Pages/CEMP.aspx
- Oregon State Fire Marshal, Fire Service Mobilization Plan. <https://www.oregon.gov/osp/Docs/Fire-Service-Mobilization-Plan.pdf>
- Emergency Declaration Guidelines for Local Elected and Appointed Officials.
https://www.oregon.gov/oem/Documents/decl_guide.pdf
- Oregon Administrative Rules (OAR) 104: Oregon Department of Emergency Management.
<https://secure.sos.state.or.us/oard/displayChapterRules.action?selectedChapter=96>

County

- Yamhill County Ordinance 759 as amended.
- Yamhill County Emergency Operations Plan, adopted 2008, 2013 and as amended.

Local

- ORS 401.305 Emergency Management Agency of City - Newberg Emergency Program
- ORS 401.315 City Authorized to Incur Obligations for Emergency Services
- ORS 401.325 Emergency Management Agency Appropriations: Tax Levy
- ORS 401.335 Temporary Housing for Disaster Victims
- City of Newberg Charter
- City of Newberg 2009 Adopting National Incident Management System and Incident Command System within the City Emergency Operations Plan
- City of Newberg Resolution 2013-3102 Adopting City of Newberg Emergency Management Plan and authorizing Emergency Coordinator or City Manager to update it and keep it current.

Acronyms and Glossary Terms

Acronyms

YC-ARES	Yamhill County Amateur Radio Service
ARC	American Red Cross
CC	City Council
CFR	Code of Federal Regulations
CNS	Community Notification System
COOG	Continuity of Government
COOP	Continuity of Operations Plan
CPAYC	Cooperative Public Agencies of Yamhill County
CM	City Manager
DOC	Department Operations Center
DRC	Disaster Recovery Center
EAS	Emergency Alert System (<i>i.e.</i>, State/ IPAWS/ National Weather Alerts)
ECC	Emergency Coordination Center
EOA	Emergency Operations Annex
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EMAC	Emergency Management Assistance Compact
EMC	Emergency Management Cooperative of Yamhill County
EM	City of Newberg Emergency Management
EMP	City of Newberg Emergency Management Program
EMS	Emergency Medical Services
FEMA	Federal Emergency Management Agency
FOC	Fire Operations Center
Hazmat	Hazardous Material(s)
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System/FEMA
IDA	Initial Damage Assessment
IMT	Incident Management Team
JIC	Joint Information Center
JIS	Joint Information System

JFO	Joint Field Office
LEDS	Law Enforcement Data System
MCM	Medical Countermeasures
NAWAS	National Warning System
NEWCOM	Newberg Communication Dispatch 9-1-1
NGO	Non-government Organization (Providence etc.)
NRF	National Response Framework
NIMS	National Incident Management System
OAR	Oregon Administrative Rules
OEM	Oregon Office of Emergency Management
OERS	Oregon Emergency Response System
ORCAA	Oregon Resource Coordination Assistance Agreement
ORS	Oregon Revised Statutes
ORWARN	Oregon Water/Wastewater Agency Response Network
OSHA	Occupational Safety and Health Administration
PD	Police Department
PDA	Preliminary Damage Assessment
PIC	Public Information Center
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
PW	Public Works (Maintenance, Operations WWTP WTP, Engineering)
NSD	Newberg Dundee School District
SITREP	Situation Report
SOGs	Standard Operating Guidelines
SOPs	Standard Operating Procedures
TVF&R	Tualatin Valley Fire & Rescue (Fire, EMS & Hazmat)
UC	Unified Command
WEA	Wireless Emergency Alerts(Everbridge)
WCCCA	Washington County Consolidated Communications Agency

Glossary of Terms

Advanced Readiness Contracting: A type of contracting that ensures contracts are in place before an incident for commonly needed commodities and services such as ice, water, plastic sheeting, temporary power, and debris removal.

Alert: Informs people of impending danger.

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

American Red Cross: The national organization with a Congressional mandate to undertake the relief of persons suffering from disaster.

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

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

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

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

Catastrophic Incident: Any natural or manmade incident, including terrorism, that results in extraordinary levels of mass casualties, damage, or disruption severely affecting the population, infrastructure, environment, economy, national morale, and/or government functions.

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

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

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

Command Staff: An incident command component that consists of a Public Information Officer, Safety Officer, Liaison Officer, and other positions as required, who report directly to the Incident Commander.

Common Operating Picture: A continuously updated overview of an incident compiled throughout an incident's life cycle from data shared between integrated systems for communication, information management, and intelligence and information sharing. The common operating picture allows incident managers at all levels to make effective, consistent, and timely decisions. The common operating picture also helps ensure consistency at all levels of incident management across jurisdictions, as well as between various governmental jurisdictions and private-sector and nongovernmental entities that are engaged.

Community Assistance Program (CAP): A Tualatin Valley Fire & Rescue program that provides chaplains at fire scenes to assist victims with immediate needs. Chaplain's work with the American Red Cross to identify disaster-caused needs and, when appropriate, issue Red Cross vouchers for emergency lodging until Red Cross counselors can provide additional recovery assistance.

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

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

County: Normally refers to Washington County, unless otherwise specified.

Damage Assessment: The appraisal or determination of the actual effects resulting from an emergency or disaster. This estimate of the damages to a geographic area is made after a disaster has occurred.

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

Department Operations Center (DOC): Provide Departmental resource support for operations. Includes deployment of resources, strike teams and equipment to achieve the goals and objectives sent down from the EOC. Maintain tactical control of department resources not assigned to an on-scene Incident Commander and documents staff time and costs for incident activities.

Disaster: Defined as "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snow storm, drought, fire, explosion, or other catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under PL 93-288, above and beyond emergency services by the federal government, to supplement the efforts and available resources of states, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused thereby." (PL 93-288).

Disaster Operations: Public-safety incident response and resource management when centralized communication systems (i.e., 911 phone, 800-MHz radio) are not functioning.

Disaster Recovery Center (DRC): A facility established in a centralized location within or near the disaster area at which disaster victims (individuals, families, or businesses) apply for disaster aid. DRC is a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to their case. Some of the services that a DRC may provide:

- Guidance regarding disaster recovery
- Clarification of any written correspondence received.
- Housing assistance and rental resource information
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- SBA program information if there is an SBA representative at the DRC.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A Division is located within the Incident Command System organization between the branch and resources in the Operations Section.

Emergency:

(1) "Emergency" means a human created or natural event or circumstance that causes or threatens widespread:

- (a) Loss of life;
- (b) Injury to person or property;
- (c) Human suffering; or
- (d) Financial loss.

(2) "Emergency means "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which requires emergency assistance to save lives and protect public health and safety, or to avert or lessen the threat of a major disaster." (PL 93-288)

Emergency Alert System (EAS): Network of broadcasting radio stations and interconnecting facilities that have been authorized by the Federal Communications Commission, to operate in a controlled manner during emergencies to broadcast emergency information to the public.

Emergency Management: A subset of incident management, the coordination and integration of all activities necessary to build, sustain, and improve the capability to prepare for, protect against, respond to, recover from, or mitigate against, threatened or actual natural disasters, acts of terrorism, or other manmade disasters.

Emergency Manager/Coordinator: The person who has the day-to-day responsibility for emergency management programs and activities. The role is one of coordinating all aspects of a jurisdiction's mitigation, preparedness, response, and recovery capabilities.

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

Emergency Operations Plan (EOP): Overarching objective of response activities is life safety, followed by protecting property and the environment is always in effect, and elements can be implemented as needed on a flexible, scalable basis to improve response. There is no triggering mechanism necessary.

Engaged Partnership: Leaders at all levels develop shared response goals and align capabilities so that no one is overwhelmed in times of crisis.

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

Federal Aviation Administration (FAA): Lead agency for airplane pilot licensing and aircraft crash investigation.

Federal Coordinating Officer (FCO): The official appointed by the President to execute Stafford Act authorities, including the commitment of Federal Emergency Management Agency (FEMA) resources and mission assignment of other Federal departments or agencies. In all cases, the FCO represents the FEMA Administrator in the field to discharge all FEMA responsibilities for the response and recovery efforts underway. For Stafford Act events, the FCO is the primary federal representative with whom the State Coordinating Officer and other state, tribal, and local response officials' interface to determine the most urgent needs and set objectives for an effective response in collaboration with the Unified Coordination Group.

Federal Disaster Relief Act: Public Law 93-288, as amended, gives the President broad powers to assist state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from major disasters.

Federal Emergency Management Agency (FEMA): Agency established to oversee federal assistance to local government in the event of major disasters. Also, administers the emergency management assistance program, which provides emergency management funds to local governments through the states.

Federal Resource Coordinator (FRC): Official who may be designated by the Department of Homeland Security in non-Stafford Act situations when a federal department or agency acting under its own authority has requested the assistance of the Secretary of Homeland Security to obtain support from other Federal departments and agencies. In these situations, the FRC coordinates support through interagency agreements and memorandums of understanding. The FRC is responsible for coordinating timely delivery of resources to the requesting agency.

Fire Operations Center (FOC): TVF&R's EOC, activated to assist in information management, resource management, and coordination of emergency public information; activation is likely during large, complex, or otherwise uncommon incidents in or affecting TVF&R and/or its constituent cities.

Finance/Administration Section:

- (1) Incident Command (IC) section responsible for all administrative and financial considerations surrounding an incident.
- (2) Joint Field Office (JFO) section responsible for the financial management, monitoring, and tracking of all federal costs relating to the incident and the functioning of the JFO while adhering to all federal laws and regulations.

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

Hazard: Any situation or condition that has the potential of causing injury to people or damage to property.

Hazardous Material: Substance or material in a quantity or form, which, in an unconfined state, may pose an unreasonable risk to health and safety or to property. These substances may exhibit one or more of the following characteristics: toxicity, flammability, corrosiveness, explosiveness, or a tendency to rapidly decompose when exposed to oxygen or elevated temperatures.

1. Toxicity: capability of a substance to produce serious illness or death.
2. Flammability: ability to support combustion.
3. Corrosiveness: chemical action by which minerals and materials are converted into unwanted properties.
4. Explosiveness: characteristic of a chemical compound, mixture, or device involving the instantaneous release of gas or heat by deflagration or detonation.
5. Radioactivity: characteristic of some elements, which involve the spontaneous release of alpha, beta, or gamma radiation and results in the disintegration of the material.
6. Oxidation: process by which a change occurs when a substance is exposed to oxygen.

Hazardous Materials Incident: A situation involving a spill or uncontrolled escape of a hazardous material from a fixed facility or mobile container.

- **Level I Incident:** Incidents that are handled on a local level, with little or no outside involvement.
- **Level II Incident:** Incidents that involve multi-agency response.
- **Level III Incident:** Large-scale hazardous materials incidents which require multi-jurisdictions response or state assistance.

Hazardous Materials Response Teams: State managed regional teams that are specially trained and equipped to respond to hazardous materials incidents. The teams are dispatched through OERS and are qualified to work in Level-A (fully encapsulating) protective equipment. The teams carry communications equipment, reference information, containment supplies, and protective equipment for their personnel. TVF&R staffs Team 9.

- Incident:** An occurrence or event, natural or manmade, that requires a response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
- Incident Action Plan (IAP):** An oral or written plan containing general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods.
- Incident Command Post (ICP):** The field location where the primary incident management functions are performed. The ICP may be co-located with the incident base or other incident facilities.
- Incident Command System (ICS):** A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is a management system designed to enable effective incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
- Incident Commander (IC):** The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The Incident Commander has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
- Incident Management Team (IMT):** An incident command organization made up of the Command and General Staff members and appropriate functional units of an Incident Command System organization. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the “type,” or level, of IMT. IMTs are generally grouped in five types. Types I and II are national teams, Type III are state or regional, Type IV are discipline- or large jurisdiction-specific, and Type V are ad hoc incident command organizations typically used by smaller jurisdictions.
- Interoperability:** The ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow for the sharing of data with other jurisdictions and levels of government during planning and deployment.
- Joint Information Center (JIC):** An interagency entity established to coordinate and disseminate information for the public and media concerning an incident. JICs may be established locally, regionally, or nationally depending on the size and magnitude of the incident.

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

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

Lead Agency: The governmental organization that, under NIMS-ICS, has primary responsibility for response and/or recovery activities in an emergency. Generally the Incident Commander, Operations Section Chief, and Safety Officer are from the lead agency.

Local Government: A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under state law), regional or interstate government entity, or agency or instrumentality of a local government.

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

Major Emergency: An incident that requires the coordinated response of many departments or more than one level of government to save lives and protect the property of a large portion of the jurisdiction's population.

Maximum threat: The intensity of danger or threat to the vulnerable portion for the population.

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

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

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

Multiagency Coordination System(s) (MACS): Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems

integration, and information coordination. The elements of multiagency coordination systems include facilities, equipment, personnel, procedures, and communications. Two of the most commonly used elements are emergency operations centers and MAC Groups. These systems assist agencies and organizations responding to an incident.

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

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

National Incident Management System (NIMS): System that provides a proactive approach guiding government agencies at all levels, the private sector, and nongovernmental organizations to work seamlessly to prepare for, prevent, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity to reduce the loss of life or property and harm to the environment.

National Response Framework (NRF): Guides how the nation conducts all-hazards response. The framework documents the key response principles, roles, and structures that organize national response. It describes how communities, states, the federal government, and private-sector and nongovernmental partners apply these principles for a coordinated, effective national response. And it describes special circumstances where the federal government exercises a larger role, including incidents where federal interests are involved and catastrophic incidents where a state would require significant support. It allows first responders, decision-makers, and supporting entities to provide a unified national response.

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

Operations Section: Incident Command section responsible for all tactical incident operations and implementation of the Incident Action Plan. In the Incident Command System, it normally includes subordinate branches, divisions, and/or groups.

Perimeter: The geographic edge of an incident where, for security and/or safety reasons, access is controlled.

- **Inner Perimeter:** Access restricted to those directly involved in the containment or control of the incident. This may include the "hot zone" of a hazardous materials incident, the suppression area of a structural fire, or the containment area for a SERT operation. Security of the inner perimeter is the responsibility of the lead agency.

- **Outer Perimeter:** Access restricted to assisting agencies and other authorized personnel. Security of the outside perimeter is the responsibility of local law enforcement.

Planned Event: A planned, non-emergency activity (e.g., sporting event, concert, parade, etc.).

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

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

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

Public Information Center (PIC): A PIC is activated to respond to questions from the public using trained operators and under the direction of the lead PIO. The PIC serves a dual purpose: It disseminates information by responding to requests from the public, and it gathers information by identifying trends, inaccurate information, misunderstandings, or misperceptions reported by the public or reflected by their inquiries.

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

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Under the National Incident Management System, resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an emergency operations center.

Response: Immediate actions to save lives, protect property and the environment, and meet basic human needs. Response also includes the execution of emergency plans and actions to support short-term recovery.

Responsible Party: The person or firm that, by law, is financially liable for cleanup of any spill or release.

Section: The organizational level having responsibility for a major functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)).

Situation Report (SITREP): Document that contains confirmed or verified information and explicit details (who, what, where, and how) relating to an incident.

Situational Awareness: The ability to identify, process, and comprehend the critical elements of information about an incident.

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

Special Emergency Response Team (SERT): Law enforcement and medical personnel specially trained and equipped to respond to dangerous suspects, hostage situations, and acts of terrorism.

State of Emergency: The duly proclaimed existence of conditions of a disaster or of extreme peril to the safety or health of persons and/or property within local jurisdictional boundaries. A situation meeting the definition of emergency and proclaimed in writing by a jurisdiction's governing body.

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

Stafford Act: The Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended. This act describes the programs and processes by which the federal government provides disaster and emergency assistance to state and local governments, tribal nations, eligible private nonprofit organizations, and individuals affected by a declared major disaster or emergency. The Stafford Act covers all hazards, including natural disasters and terrorist events.

Staging Area: Any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.

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

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

Strike Force: (may be referred to as a work crew) A group of 5 of the same type of resource (staff and/or equipment) assigned to a specific function or task in the field. Known outside emergency response as a work crew, a team, or a unit of equipment. For ICS emergency response purposes Strike Team is the common phrase.

Task Force: (may be referred to as a work crew or team) Any combination of resources assembled to support a specific mission or operational need. All resource elements within a task force must have common communications and a designated leader.

Unified Area Command: Command system established when incidents under an Area Command are multijurisdictional. See Area Command.

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

Unity of Command: Principle of management stating that each individual involved in incident operations will be assigned to only one supervisor.

Urban Search and Rescue (USAR) Task Forces: A framework for structuring local emergency services personnel into integrated disaster response task forces. The 28 National US&R Task Forces, complete with the necessary tools, equipment, skills, and techniques, can be deployed by the Federal Emergency Management Agency to assist State and local governments in rescuing victims of structural collapse incidents or to assist in other search and rescue missions.

Utility: Structures or systems of any power; water storage, supply and distribution; sanitary sewage, and storm water collection and treatment; natural gas; telephone; transportation; or other similar public service.

Vector Control: Control of disease spread by insects, rodents, etc.

Voluntary agencies (VOADs) Established organizations whose mission is to provide emergency services to the community through the use of trained volunteers.

Volunteer: Any individual accepted to perform services by the lead agency (which has authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.

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

Vulnerability: Susceptibility of life, property, or the environment to damage if a hazard results in an emergency.

Warning: Notifies people of the imminent impact of a specific hazard and protective actions that should be taken.

Washington County Consolidated Communications Agency (WCCCA): Washington County 911 Center back up for Newberg Dispatch 911

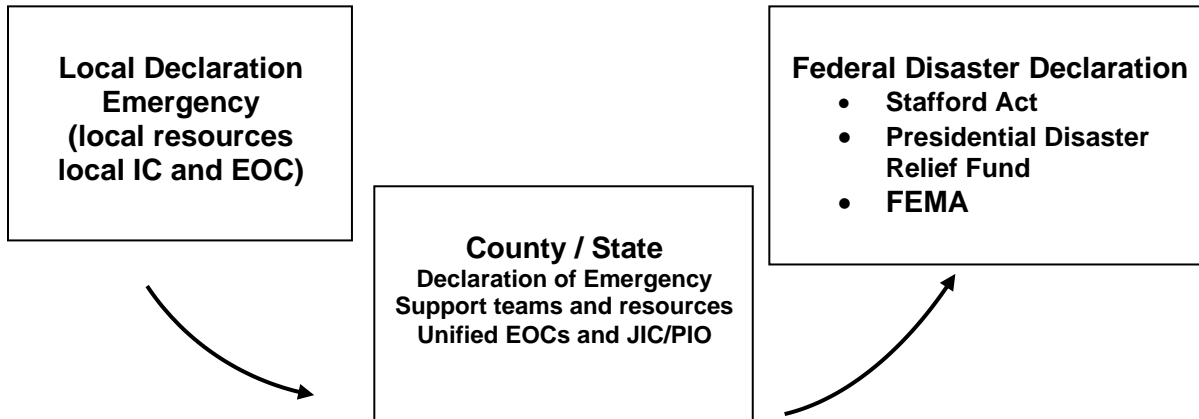
Windshield Survey: A quick, drive-by assessment of disaster-damaged buildings, conducted by teams of personnel for the purpose of obtaining a rough idea of how many buildings were damaged and to what degree. A windshield survey assessment is completed within the first 24 hours following a damaging event.

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Declaration of Emergency

Emergency Declaration Process

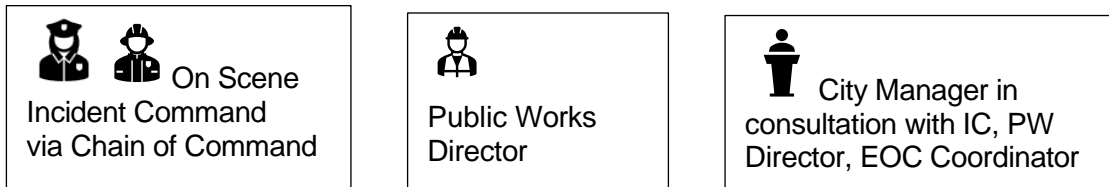
The Emergency Declaration process follows three steps as diagrammed below: A declaration of emergency by the City of Newberg is the first step in accessing state and federal disaster assistance. A Declaration of an Emergency may be made when such action will expedite emergency services and may bypass normal procurement requirements.



LOCAL DECLARATION OF EMERGENCY

When a significant incident exists that impacts the City of Newberg, its resources, and abilities to protect people, property, infrastructure, or environment. The City of Newberg may also declare a local emergency even if the need for additional support or resources is not expected to provide certain local authority or curtailment.

Who Recommends a declaration



Steps to Declare a Local State of Authority

1. Notify City Manager and the Mayor (or designee)
 - a. Document these calls and attempts to reach officials and include them with ICS209 report.
 - b. Advise CM and Mayor the ICS209 report is being drafted.

2. The EOC Staff or Department Heads craft the following for the ICS209 report and declaration package.
 - a. Operations Desk: Identify resources, and outline authority needed to respond to the emergency. Assist in gathering initial damage assessments.
 - b. Planning Desk: Provide situation and resource summaries, initial and preliminary damage assessments.
 - c. Logistics Desk: Compile resource requests
 - d. Finance Desk: Assist in preliminary damage assessment and damage survey activities.
 - e. EOC Command: Present package to City Manager and Mayor.
3. City Manager and Mayor: review and confirm the decision to declare A State of Emergency.
 - a. Inform IC, EOC, PIO, and County that declaration is being made.
 - b. Direct declaration report and template be created.
 - c. Length of time: Include a specific period not to exceed two weeks initially.
 - d. Extension: A State of Emergency may be extended by the City Manager and ratified by the Mayor for additional periods as necessary.
 - e. Declaration: Must include a description of the situation, existing conditions, and delineate the geographic boundaries and if known any authority to bypass specific codes or empower the City Manager with discretionary authorities.
 - f. If County, State or Federal assistance or reimbursements will be needed; must include that all appropriate and available local resources have been/will be expended.
4. The Newberg EOC, IC, PIO, and Yamhill County Emergency Management shall be notified of all Declarations of Emergency and receive copies. Other members of Council and City Recorder should receive copies.

COUNTY / STATE DISASTER DECLARATIONS

Any request for an emergency disaster declaration and assistance does not indicate the surrender of Command, Responsibility, or Authority of the local agencies.

1. If the county is unable to meet the city's request for assistance, the county may declare a higher level of emergency and request assistance from the state. ***City of Newberg's request for a disaster declaration must be pass through Yamhill County Emergency Management to reach Oregon Emergency Management.***
2. Yamhill County may add other needs to any request to the State for additional services or pass the request through without comment.
3. The state may provide assistance, declare a state of emergency, if appropriate, and begin negotiations with FEMA for a federal disaster declaration.

FEDERAL DECLARATION

When an incident overwhelms or is anticipated to overwhelm State resources, the Governor may request federal assistance in the form of funding, resources, and/or critical services.

Damage Assessment Reporting

Damage assessment is conducted in three phases: Rapid Assessment, Damage Assessment, and Preliminary Damage Assessment. **City Staff** will be expected to provide *Rapid and Damage Assessments in their area for this purpose.*

1. **Rapid Assessment:**

Conducted immediately after impact, provides the Incident Commander with information necessary to assess the situation and determine resource needs.

2. **Damage Assessment:**

Provides supporting information for the state of emergency declaration and is the responsibility of local government. IF State assistance is contemplated, the Initial Damage Assessment is coordinated by the County EOC. The County EOC will request pertinent information from the City to include in the assessment.

This is an EOC Logistic Desk and Finance Desk function.

3. **Preliminary Damage Assessment:**

An in-depth analysis of long-term effects and costs of the emergency and is done with the combined efforts of local, state, federal agencies and the American Red Cross.

The Logistics Desk may be asked to arrange lodging, office space, document services, etc., for state and federal damage assessment teams.

The Finance Desk will coordinate a financial value based upon the Rapid Damage assessments to provide to the County.

DECLARATION OF STATE OF EMERGENCY

To: _____, Yamhill County

From: _____, City of Newberg

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

_____ occurred in Newberg, threatening life, property, infrastructure, or the environment.

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 NEWBERG, AND THAT THE CITY OF NEWBERG HAS OR IS LIKELY TO EXPEND ALL APPROPRIATE AND AVAILABLE RESOURCES. THIS DECLARATION IS EFFECTIVE UNTIL _____ UNLESS SUPERSEDED SOONER. I RESPECTFULLY REQUEST THAT YAMHILL COUNTY

1. DECLARE A "STATE OF EMERGENCY,"
2. CONSIDER THE CITY OF NEWBERG AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401,
3. REQUEST AS NECESSARY, APPROPRIATE SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT,
4. COORDINATE ACQUISITION OF THE FOLLOWING FORMS OF ASSISTANCE:

Signed

Title

Date: _____ Time: _____

This declaration is made in accordance with the City of Newberg's Charter and Authorities.

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INCIDENT STATUS SUMMARY (ICS 209)

Provide with request for Emergency Declaration and
Before each new operation period briefing

*1. Incident Name:		2. Incident Number:	
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Report # <input type="checkbox"/> Updated	*4. Incident or EOC Commander(s) and Agency Name: 		*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____
7. Current Incident Size or Area Involved (use unit labels "sq mi," "city block"):	8. Percent (%) Contained _____ Completed _____	*9. Incident Definition: 	10. Incident Complexity Level: 4, 3, 2, 1 (4 is highlighted in yellow, 3 in green, 2 in red, 1 in blue)
*11. For Time Period: this period/shift From Date/Time: _____ To Date/Time: _____			

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____	*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____	Location, Organization, or Agency Sent To

Incident Location Information

*16. State:	*17. County/Parish/Borough:	*18. City:
19. Unit or Other:	*20. Incident Jurisdiction:	21. Location Ownership (if different than jurisdiction):
22. Longitude (format): Latitude (format):	23. US National Grid Reference:	24. Legal Description (town, city, district)
*25. Short Location or Area Description (list all affected areas or a reference point):		26. UTM Coordinates:
27. Note GIS electronic geospatial data included or attached (data format, content, and collection time information and labels):		

Incident Summary

*28. Significant Events for the Time Period Reported (significant changes, evacuations, incident growth or potential growth, etc.):				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.):				
30. Damage Assessment Information (summarize or estimate damages, residential or commercial concerns, natural resources, critical losses etc.)	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Infrastructure			

INCIDENT STATUS SUMMARY (ICS 209)

Pg 2

*1. Incident Name:	2. Incident Number:
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Additional Incident Decision Support Information

	A. # This Reporting Period	B. Total # to Date		A. # This Reporting Period	B. Total # to Date
*31. Public Status Summary:			*32. Responder Status Summary:		
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
N. Total # Civilians (Public) Affected:			N. Total # Responders Affected:		
33. Life, Safety, and Health Status/Threat Remarks:			*34. Life, Safety, and Health Threat Management:		
			A. Check if Active		
			A. No Likely Threat <input type="checkbox"/>		
			B. Potential Future Threat <input type="checkbox"/>		
			C. Mass Notifications in Progress <input type="checkbox"/>		
			D. Mass Notifications Completed <input type="checkbox"/>		
			E. No Evacuation(s) Imminent <input type="checkbox"/>		
			F. Planning for Evacuation <input type="checkbox"/>		
			G. Planning for Shelter-in-Place <input type="checkbox"/>		
			H. Evacuation(s) in Progress <input type="checkbox"/>		
			I. Shelter-in-Place in Progress <input type="checkbox"/>		
			J. Repopulation in Progress <input type="checkbox"/>		
			K. Mass Immunization in Progress <input type="checkbox"/>		
			L. Mass Immunization Complete <input type="checkbox"/>		
			M. Quarantine in Progress <input type="checkbox"/>		
N. Area Restriction in Effect <input type="checkbox"/>					
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
			<input type="checkbox"/>		
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):					
36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and period timeframes:					
12 hours:					
24 hours:					
48 hours:					
72 hours:					
Anticipated after 72 hours:					
37. Strategic Objectives (define planned end-state for incident):					

INCIDENT STATUS SUMMARY (ICS 209)

Pg 3

*1. Incident Name:	2. Incident Number:
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Additional Incident Decision Support Information *(continued)*

38. Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond.
Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

39. Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

40. Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:

- 1) critical resource needs identified above,
- 2) the Incident Action Plan and management objectives and targets,
- 3) anticipated results.

Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.

41. Planned Actions for Next Operational Period:

42. Projected Final Incident Size/Area (use unit label – e.g., “sq mi”):

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

47. Remarks (or continuation of any blocks above – list block number in notation):

INCIDENT STATUS SUMMARY (ICS 209) PG4

1. Incident Name:	2. Incident Number:
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Incident Resource Commitment Summary

[illegible]

ICS 209 Incident Status Summary

Purpose. The ICS 209 is used for reporting information on significant incidents. It is not intended for every incident, as most incidents are of short duration and do not require scarce resources, significant mutual aid, or additional support and attention. The ICS 209 contains basic information elements needed to support decision making at all levels above the incident to support the incident. Decisionmakers may include the agency having jurisdiction, but also all multiagency coordination system (MACS) elements and parties, such as cooperating and assisting agencies/organizations, dispatch centers, emergency operations centers, administrators, elected officials, and local, tribal, county, State, and Federal agencies. Once ICS 209 information has been submitted from the incident, decisionmakers and others at all incident support and coordination points may transmit and share the information (based on its sensitivity and appropriateness) for access and use at local, regional, State, and national levels as it is needed to facilitate support.

Accurate and timely completion of the ICS 209 is necessary to identify appropriate resource needs, determine allocation of limited resources when multiple incidents occur, and secure additional capability when there are limited resources due to constraints of time, distance, or other factors. The information included on the ICS 209 influences the priority of the incident, and thus its share of available resources and incident support.

The ICS 209 is designed to provide a “snapshot in time” to effectively move incident decision support information where it is needed. It should contain the most accurate and up-to-date information available at the time it is prepared. However, readers of the ICS 209 may have access to more up-to-date or real-time information in reference to certain information elements on the ICS 209. Coordination among communications and information management elements within ICS and among MACS should delineate authoritative sources for more up-to-date and/or real-time information when ICS 209 information becomes outdated in a quickly evolving incident.

Reporting Requirements. The ICS 209 is intended to be used when an incident reaches a certain threshold where it becomes significant enough to merit special attention, require additional resource support needs, or cause media attention, increased public safety threat, etc. Agencies or organizations may set reporting requirements and, therefore, ICS 209s should be completed according to each jurisdiction or discipline’s policies, mobilization guide, or preparedness plans. It is recommended that consistent ICS 209 reporting parameters be adopted and used by jurisdictions or disciplines for consistency over time, documentation, efficiency, trend monitoring, incident tracking, etc.

For example, the 209 is required to provide supporting documentation of a declaration of local emergency and to forward to county or state emergency management. An agency or MAC (Multiagency Coordination) Group may require the submission of an initial ICS 209 when a new incident has reached a certain predesignated level of significance, such as when a given number of resources are committed to the incident, when a new incident is not completed within a certain timeframe, or when impacts/threats to life and safety reach a given level.

Typically, ICS 209 forms are completed for each operational period – in addition to the initial submission. Jurisdictional or organizational guidance may indicate frequency of ICS 209 submission for particular definitions of incidents or for all incidents. This specific guidance may help determine submission timelines when operational periods are extremely short (e.g., 2 hours) and it is not necessary to submit new ICS 209 forms for all operational periods.

Any plans or guidelines should also indicate parameters for when it is appropriate to stop submitting ICS 209s for an incident, based upon incident activity and support levels.

Preparation. The Situation Unit Leader or Planning Section Chief prepares the ICS 209 in an established Emergency Operation Center. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the closest level to the incident.

The ICS 209 should be completed with the best possible, currently available, and verifiable information at the time it is completed and signed.

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the

larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to related activities in anywhere County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26. While most of the “Incident Location Information” in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

If electronic data is submitted with the ICS 209, do not attach or send extremely large data files. Incident geospatial data that is distributed with the ICS 209 should be in simple incident geospatial basics, such as the incident perimeter, point of origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. Any attached data should be clearly labeled as to format content and collection time, and should follow existing naming conventions and standards.

Distribution. ICS 209 information is meant to be completed at the level as close to the incident as possible, preferably at the incident. Once the ICS 209 has been submitted outside the incident to a DOC or PIO or IMACS team, it may subsequently be transmitted to various incident supports and coordination entities based on the support needs and the decisions made within the units in which the incident occurs.

Coordination with public information system elements and investigative/intelligence information organizations at the incident and within MACS is essential to protect information security and to ensure optimal information sharing and coordination. **There may be times in which particular ICS 209s contain sensitive information that should not be released to the public (such as information regarding active investigations, fatalities, etc.). When this occurs, the ICS 209 (or relevant sections of it) should be labeled appropriately, and care should be taken in distributing the information.**

All completed and signed original ICS 209 forms **MUST** be given to the incident’s Documentation Unit and/or maintained as part of the official incident record.

Notes:

- **To promote flexibility, only a limited number of ICS 209 blocks are typically required, and most of those are required only when applicable.**
- **Most fields are optional, to allow the use of the form as best fits the needs for information collection.**
- For the purposes of the ICS 209, responders are those personnel who are assigned to an incident or who are a part of the response community as defined by NIMS. This may include critical infrastructure owners and operators, nongovernmental and nonprofit organizational personnel, and contract employees depending jurisdiction practices.
- For additional flexibility only pages 1–3 are numbered, for two reasons:
 - Possible submission of additional pages for the Remarks Section (Block 47), and
 - Possible submission of additional copies of the fourth/last page (the “Incident Resource Commitment Summary”) to provide a more detailed resource summary.

Block Number	Block Title	Instructions
*1	Incident Name	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the full name assigned to the incident. Check spelling of the full incident name. For an incident that is a Complex, use the word "Complex" at the end of the incident name. If the name changes, explain comments in Remarks, Block 47. Do not use the same name for different incidents in same year

Block Number	Block Title	Instructions
2	Incident Number	<ul style="list-style-type: none"> Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. Examples include: <ul style="list-style-type: none"> A computer-aided dispatch (CAD) number. An accounting number. A county number. A disaster declaration number. A combination of the State, unit/agency ID, and a dispatch system number. A mission number. Any other unique number assigned to the incident and derived by means other than those above. Make sure the number entered is correct. Do not use the same incident number for two different incidents in the same calendar year. Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
*3	Report Version (check one box on left)	REQUIRED BLOCK. This indicates the current version of the ICS 209 form being submitted. If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS 209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<ul style="list-style-type: none"> Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time.
*4	Incident Commander(s) & Agency or Organization	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter both the first and last name of the Incident Commander. If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization.
5	Incident Management Organization	This block should not be completed unless a recognized incident management organization is assigned to the incident.

Block Number	Block Title	Instructions
*6	Incident Start Date/Time	REQUIRED. This is always the start date and time of the incident (not the report date and time or operational period).
	Date	Enter the start date (month/day/year).
	Time	Enter the start time (using the 24-hour clock).
	Time Zone	Enter the time zone of the incident (e.g., EDT, PST).
7	Current Incident Size or Area Involved (use unit label – e.g., “sq mi,” “city block”)	<ul style="list-style-type: none"> Enter the appropriate incident descriptive size or area involved (acres, number of buildings, square miles, hectares, square kilometers, etc.). Enter the total area involved for incident Complexes in this block, and list each sub-incident and size in Remarks (Block 47). Indicate that the size is an estimate, if a more specific figure is not available. Incident size may be a population figure rather than a geographic figure, depending on the incident definition and objectives. If the incident involves more than one jurisdiction or mixed ownership, agencies/organizations may require listing a size breakdown by organization, or including this information in Remarks (Block 47). The incident may be one part of a much larger event (refer to introductory instructions under “Preparation”). Incident size/area depends on the area actively managed within the incident objectives and incident operations, and may also be defined by a delegation of authority or letter of expectation outlining management bounds.
8	Percent (%) Contained or Completed (circle one)	<ul style="list-style-type: none"> Enter the percent that this incident is completed or contained (e.g., 50%), with a % label. For example, a spill may be 65% contained, or flood response objectives may be 50% met.
*9	Incident Definition	REQUIRED BLOCK. Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as “tornado,” “wildfire,” “bridge collapse,” “civil unrest,” “parade,” “vehicle fire,” “mass casualty,” etc.
10	Incident Complexity Level	Identify the incident complexity level as determined by Unified/Incident Commanders, if available or used.
*11	For Time Period	REQUIRED BLOCK. <ul style="list-style-type: none"> Enter the time interval for which the form applies. This period should include all of the time since the last ICS 209 was submitted, or if it is the initial ICS 209, it should cover the time lapsed since the incident started. The time period may include one or more operational periods, based on agency/organizational reporting requirements.
	From Date/Time	<ul style="list-style-type: none"> Enter the start date (month/day/year). Enter the start time (using the 24-hour clock).
	To Date/Time	<ul style="list-style-type: none"> Enter the end date (month/day/year). Enter the end time (using the 24-hour clock).

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	Prepared By	REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
<ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. 		

Block Number	Block Title	Instructions
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the county, parish, or borough where the incident originated. If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.
*18	City	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> Enter the city where the incident originated. If other cities or jurisdictions are involved, enter them in Block 25 or Block 47.
19	Unit or Other	Enter the unit, sub-unit, unit identification (ID) number or code (if used), or other information about where the incident originated. This may be a local identifier that indicates primary incident jurisdiction or responsibility (e.g., police, fire, public works, etc.) or another type of organization. Enter specifics in Block 25.
*20	Incident Jurisdiction	REQUIRED BLOCK WHEN APPLICABLE. Enter the jurisdiction where the incident originated (the entry may be general, such as Federal, city, or State, or may specifically identify agency names such as Warren County, U.S. Coast Guard, Panama City, NYPD).
21	Incident Location Ownership (if different than jurisdiction)	<ul style="list-style-type: none"> When relevant, indicate the ownership of the area where the incident originated, especially if it is different than the agency having jurisdiction. This may include situations where jurisdictions contract for emergency services, or where it is relevant to include ownership by private entities, such as a large industrial site.
22	22. Longitude (indicate format): Latitude (indicate format):	<ul style="list-style-type: none"> Enter the longitude and latitude where the incident originated, if available and normally used by the authority having jurisdiction for the incident. Clearly label the data, as longitude and latitude can be derived from various sources. For example, if degrees, minutes, and seconds are used, label as "33 degrees, 45 minutes, 01 seconds."
23	US National Grid Reference	<ul style="list-style-type: none"> Enter the US National Grid (USNG) reference where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data.
24	Legal Description (township, section, range)	<ul style="list-style-type: none"> Enter the legal description where the incident originated, if available and commonly used by the agencies/jurisdictions with primary responsibility for the incident. Clearly label the data (e.g., N 1/2 SE 1/4, SW 1/4, S24, T32N, R18E).
*25	Short Location or Area Description (list all affected areas or a reference point)	REQUIRED BLOCK. <ul style="list-style-type: none"> List all affected areas as described in instructions for Blocks 16–24 above, (e.g., "the southern third of Florida," "in ocean 20 miles west of Catalina Island, CA," or "within a 5 mile radius of Walden, CO").
26	UTM Coordinates	Indicate Universal Transverse Mercator reference coordinates if used by the discipline or jurisdiction.

Block Number	Block Title	Instructions
27	Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels)	<ul style="list-style-type: none"> Indicate whether and how geospatial data is included or attached. Utilize common and open geospatial data standards. WARNING: Do not attach or send extremely large data files with the ICS 209. Incident geospatial data that is distributed with the ICS 209 should be simple incident geospatial basics, such as the incident perimeter, origin, etc. Data file sizes should be small enough to be easily transmitted through dial-up connections or other limited communications capabilities when ICS 209 information is transmitted electronically. NOTE: Clearly indicate data content. For example, data may be about an incident perimeter (such as a shape file), the incident origin (a point), a point and radius (such as an evacuation zone), or a line or lines (such as a pipeline). NOTE: Indicate the data format (e.g., .shp, .kml, .kmz, or .gml file) and any relevant information about projection, etc. NOTE: Include a hyperlink or other access information if incident map data is posted online or on an FTP (file transfer protocol) site to facilitate downloading and minimize information requests. NOTE: Include a point of contact for getting geospatial incident information, if included in the ICS 209 or available and supporting the incident.
INCIDENT SUMMARY		
*28	Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.)	REQUIRED BLOCK. <ul style="list-style-type: none"> Describe significant events that occurred during the period being reported in Block 6. Examples include: <ul style="list-style-type: none"> Road closures. Evacuations. Progress made and accomplishments. Incident command transitions. Repopulation of formerly evacuated areas and specifics. Containment. Refer to other blocks in the ICS 209 when relevant for additional information (e.g., "Details on evacuations may be found in Block 33"), or in Remarks, Block 47. Be specific and detailed in reference to events. For example, references to road closures should include road number and duration of closure (or include further detail in Block 33). Use specific metrics if needed, such as the number of people or animals evacuated, or the amount of a material spilled and/or recovered. This block may be used for a single-paragraph synopsis of overall incident status.
29	Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.)	<ul style="list-style-type: none"> When relevant, enter the appropriate primary materials, fuels, or other hazards involved in the incident that are leaking, burning, infecting, or otherwise influencing the incident. Examples include hazardous chemicals, wildland fuel models, biohazards, explosive materials, oil, gas, structural collapse, avalanche activity, criminal activity, etc.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.

Block Number	Block Title	Instructions
30	Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.)	<ul style="list-style-type: none"> • Include a short summary of damage or use/access restrictions/ limitations caused by the incident for the reporting period, and cumulatively. • Include if needed any information on the facility status, such as operational status, if it is evacuated, etc. when needed. • Include any critical infrastructure or key resources damaged/destroyed/ impacted by the incident, the kind of infrastructure, and the extent of damage and/or impact and any known cascading impacts. • Refer to more specific or detailed damage assessment forms and packages when they are used and/or relevant.
	A. Structural Summary	Complete this table as needed based on the definitions for 30B–F below. Note in table or in text block if numbers entered are estimates or are confirmed. Summaries may also include impact to Shoreline and Wildlife, etc.
	B. # Threatened (72 hrs)	Enter the number of structures potentially threatened by the incident within the next 72 hours, based on currently available information.
	C. # Damaged	Enter the number of structures damaged by the incident.
	D. # Destroyed	Enter the number of structures destroyed beyond repair by the incident.
	E. Single Residences	Enter the number of single dwellings/homes/units impacted in Columns 30B–D. Note any specifics in the text block if needed, such as type of residence (apartments, condominiums, single-family homes, etc.).
	F. Nonresidential Commercial Properties	Enter the number of buildings or units impacted in Columns 30B–D. This includes any primary structure used for nonresidential purposes, excluding Other Minor Structures (Block 30G). Note any specifics regarding building or unit types in the text block.
	Other Minor Structures	Enter any miscellaneous structures impacted in Columns 30B–D not covered in 30E–F above, including any minor structures such as booths, sheds, or outbuildings.
	Other	Enter any miscellaneous issues which impacted Critical Infrastructure and Key Resources.