

RESOLUTION NO. 724

A RESOLUTION ADOPTING THE CANBY EMERGENCY OPERATIONS PLAN

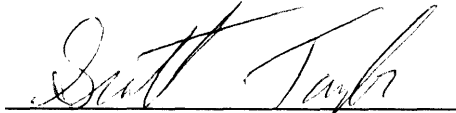
WHEREAS, in 1985, the Canby City Council passed Ordinance No. 776 providing for emergency procedures for preservation of civil authority, including declaration of state of emergency, imposition of emergency measures, acquisition of resources, penalties for violations, and development of an emergency management plan; and

WHEREAS, a committee representing the school district, fire district, utility companies, city and county have worked for the past year to develop an emergency operations plan for the City of Canby; and

WHEREAS, a plan has been developed and presented to the City Council for their approval, now therefore be it

RESOLVED by the Canby City Council that they hereby adopt the Emergency Operations Plan, attached as Exhibit "A".

ADOPTED this 15 day of ^{MARCH}~~January~~, 2000, by the Canby City Council.



Scott Taylor - Mayor

ATTEST:



Chaunee Seifried,
City Recorder, Pro-Tem

CITY OF CANBY

EMERGENCY OPERATIONS PLAN

SECTION I. ADMINISTRATIVE OVERVIEW

A. Letter of Promulgation

It is understood that no Plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, this Emergency Operations Plan is intended as a guideline for emergency operations. Deviations from this Plan may occur depending on the scope and magnitude of the emergency; the area and population affected; the availability of resources; or whenever, in the judgment of responding public safety officials, such deviation is critical for the protection of life or property.

This Plan is issued under the authority of the City of Canby City Council at the recommendation of City officials. The Plan shall be reviewed in its entirety at least biannually with formal adoption scheduled for the month of January of odd-numbered years. Revisions to the annexes and appendices shall be made as needed and require no formal action by the City Council. All annexes and appendices shall be reviewed at least biannually by all tasked departments and other agencies or organizations, as appropriate.

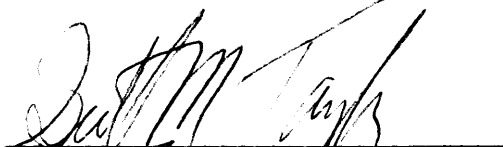
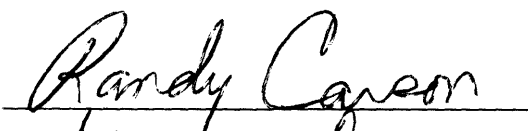

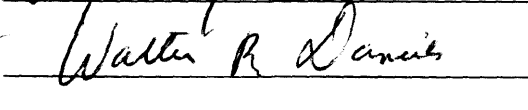

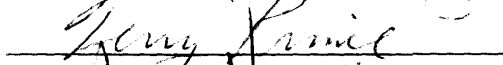
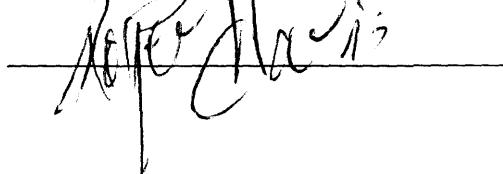
Revisions to the Emergency Operations Plan, annexes and appendices shall be distributed to all Plan holders. Not all procedures and notification lists will be provided to all plan holders. Confidential information or that requiring frequent updating will be available in the master copy maintained by the City Administrator.

The City of Canby Emergency Operations Plan is attached for distribution to officials of public and private agencies having emergency responsibilities within the City of Canby. On-going revisions to annexes and appendices do not require formal City Council action.

This Plan was adopted by the Canby City Council at its meeting held on (MARCH 15, 2000) an action giving it the legal authority of the City Council. The Plan is developed under the Integrated Emergency Management System concept; that is, it is intended to address all hazards, all disciplines, all emergency phases, and all jurisdiction with a role in any emergency affecting all or parts of the City of Canby. Those charged with emergency actions need to familiarize themselves with the Plan's contents, assist in the development of functional annexes, appendices and specific contingency plans, and develop supporting guidelines and notification procedures required to assure a coordinated response to emergencies.

The City of Canby Emergency Operations Plan shall be reviewed at least biannually. Such review shall be coordinated by the Administrator and Police Chief and shall include a review by all departments and agencies having an emergency role.

MAYOR AND CITY COUNCIL

B. General Information

Pursuant to the provisions of Oregon Revised Statutes Chapter 401, the responsibility for preparation and response to major emergencies within the City of Canby is vested with the City Council.

The City of Canby Emergency Operations Plan (EOP) is a document which provides the basic framework to guide departments, agencies, and organizations having emergency capabilities in their efforts to mitigate, prepare for, respond to, and recover from any major emergency or disaster which may affect all or parts of the City of Canby. This Plan is developed under the concept of integrated emergency management; that is, it is intended to address all hazards, all disciplines, all emergency phases, and all agencies or service districts providing services with the City of Canby.

The EOP identifies authorities and references, defines operational conditions, describes the City's Emergency Management Organization, assigns emergency responsibilities, and provides a concept of operations utilized the National Interagency Incident Management System (NIMS) Incident Command System (ICS).

Annexes outline specific emergency services, assign tasks, and describe methods by which emergency functions will be accomplished.

Appendices supplement information and actions outlined in the Plan and Annexes by providing guidelines to assist in carrying out appropriate emergency activities under specific emergency conditions (contingency plans) or by detailing specific operating procedures.

C. Authority and References

1. Authority

This Plan is issued in accordance with the provisions of City Municipal Code Chapter 2.52, Emergency Preparedness.

2. References

- a. Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended by P.L. 100-707.
- b. Oregon Revised Status Chapter 401.
- c. City of Canby Municipal Code Emergency Preparedness Chapter 2.52.
- d. Federal Response Plan.
- e. Oregon Emergency Operations Plan and Oregon State Fire Mobilization Plan.
- f. Clackamas County Operations Plan.
- g. Resolution No. Emergency Operations Plan Adoption.

D. Purpose

The purpose of the City of Canby Emergency Operations Plan is to:

1. Establish responsibilities and requirements for the City of Canby necessary for effective response under a variety of emergency conditions.
2. Provide guidance for the emergency activities of City departments and the citizens within the City.
3. Minimize personal injury or property damage resulting from the occurrence of an emergency by outlining the emergency actions to be taken by City departments and other public and private agencies.

E. Assumptions

1. General

- a. All area of the City are subject to the effects of a disaster.
- b. Essential City services will be maintained as long as conditions permit.
- c. A disaster occurrence will require prompt and effective emergency responses and recovery operations by government agencies, volunteer organizations and the private sector.
- d. Natural or man-caused emergencies may be of such magnitude and severity that State and Federal assistance is required; however, such support will be available only after all local resources have been utilized.

2. Hazards

The City of Canby may be subject to the effects of natural and technological disaster including, but not limited to:

- a. Weather emergencies including floods, windstorms, drought, snow, ice, avalanche, or tornado;
- b. Geologic emergencies including earthquake, landslide, volcanic eruption or subsidence;
- c. Epidemiological emergencies including the infection of humans, animals or agricultural products;
- d. Fire and explosions including structural, forest and range, or transportation incidents;
- e. Transportation emergencies including incidents involving aircraft, rail systems, water craft, motor vehicles, or pipelines;
- f. Hazardous materials emergencies may involve explosives, gases, corrosives, flammable liquids and solids, oxidizers, poisons, or radioactive materials involved in incidents at fixed sites or during transportation;
- g. Civil disturbance including terrorism, sabotage, unlawful demonstrations, or riots;

- h. Utility emergencies may involve failure or disruption of electrical telephone, water, gas, fuel oil, sewer or sanitation systems; or
- ii. Nuclear emergencies may include any accidental or intentional detonation of a nuclear device or an incident with the use or transportation of nuclear materials

3. Organizations

- a. City of Canby
 - 1) The City Council of the City of Canby is responsible for the direction and control of their local resources during emergencies.
 - 2) The City Council is responsible for requesting additional resources not covered under mutual aid for emergency operations. Such requests shall be directed to Clackamas County Emergency Management.
 - 3) Under ORS 401, any City may establish an Emergency Management Agency and appoint an Emergency Program Manager.
 - 4) Each City should notify the County of the individual responsible for emergency management activities in its jurisdiction.
 - 5) If the City takes no action to increase its emergency management capability, such areas will be considered in County planning and County resources may be deployed under the direction of the County to respond should emergency conditions exist that threaten residents of the City.
- b. County
 - 1) In accordance with Ordinance 85-865, the County's Emergency Management Agency shall operate under the direction of the Clackamas County Sheriff who is designated the Director of Emergency Management.
 - 2) The emergency program is managed by an Emergency Management Coordinator.
 - 3) All departments of the County, plus other agencies or individuals who may perform specialized emergency functions, shall be a part of the County's Emergency Management Organization and shall participate in emergency management activities including mitigation, preparedness, response and recovery planning.
 - 4) If local resources are insufficient to respond to an emergency, State assistance may be requested. Such requests shall be made by the County to Oregon Emergency management.
- c. State Government
 - 1) Under the provision of ORS 401, the Governor has broad authority and responsibility for the direction and control of all emergency activities in a State declared emergency.

- 2) State assistance may requested whether or not a local Emergency Declaration has been or will be made, provided that all appropriate local resources have been utilized.
- 3) Requests for State assistance shall be made by the Chief Executives of the County in which the emergency exists. If the emergency is the result of a major fire, requests for mobile support may be made directly to the State Fire Marshal's Office by the Clackamas District Fire Defense Chief under the State Fire Mobilization Plan.
- 4) Requests for a Presidential Disaster Declaration may be made by the Governor once appropriate local and state emergency resources are depleted.

d. Federal Government

- 1) Requests for Federal disaster assistance shall be made by the Governor to the President.
- 2) Federal assistance may be requested and the Federal Response Plan implemented prior to the formal declaration of a disaster.
- 3) A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including support to governments, business, and individual citizens.

e. Support Agencies

- 1) Volunteer disaster relief organizations, private institutions and business and industry will be called upon to support the County-wide emergency organization.
- 2) Use of private resources available on a County-wide basis shall be coordinated by the County.
- 3) As a signatory to the Intergovernmental Agreement for Regional Emergency Management, City of Canby will participate with other emergency management agencies in the surrounding area to address problems which could result from a region-wide emergency.

CITY OF CANBY
EMERGENCY OPERATIONS PLAN

G. ANNEX LISTING (Under development)

ANNEX A EMERGENCY INFORMATION & WARNING

ANNEX B COMMUNICATIONS

ANNEX C DIRECTION & CONTROL

ANNEX D LAW ENFORCEMENT

ANNEX E FIRE

ANNEX F RESCUE

ANNEX G HEALTH & MEDICAL

ANNEX H EVACUATION

ANNEX I MASS CARE/SHELTER

ANNEX J PUBLIC WORKS/ENGINEERING/COMMUNITY DEVELOPMENT

ANNEX K TRANSPORTATION

ANNEX L SUPPORT SERVICES

ANNEX M DAMAGE ASS/RECOVERY

CITY OF CANBY
EMERGENCY OPERATIONS PLAN

H. Distribution List/Record of Changes

1. Distribution List

Mayor
City Council
City Administrator
City Attorney
Community Development
Public Works
Police Department
Clackamas County Emergency Management
Canby Fire District No.; 62
Canby School District, District Safety Officer
Clackamas County Communications (C-COM)
Canby Utility Board
Canby Telephone Association

2. Record of Changes

Plan Number

Recipient

Date

CITY OF CANBY

EMERGENCY OPERATIONS PLAN

SECTION II. EMERGENCY MANAGEMENT ORGANIZATION

A. General Overview

The City of Canby has established an Emergency Management Organization consistent with its authority under Oregon Revised Statutes 401.305 to 401.335. Organized under the authority of the City Council and administered by the City Administrator, the Emergency Management Organization shall include, at a minimum, those city officials necessary to assure that the emergency services shown on the following page are efficiently and effectively provided.

The COMMAND function may be transferred from the City Administrator to a more appropriate emergency official on the authority of the City Administrator or the City Council. In most cases, representatives of a number of involved emergency response organizations will participate in the direction and control of emergency operations by functioning as a Unified Command organization.

Each City department, the Canby Fire District, and Clackamas County Emergency Management will designate representatives to serve as part of the command and general staff. These officials shall serve as the primary contact point for coordination with the City Administrator in development of the functional Annexes to this Plan. In addition, these designated representatives shall be trained to function under the National Integrated Incident Management System (NIIMS) Incident Command System (See Appendix One to Annex C/Direction and Control) and will represent their departments as Emergency Operations Center (EOC) staff. When the EOC is activated, members of the command and general staff shall be notified to report the EOC unless otherwise determined by the on-scene Incident Commander or City Administrator.

In emergencies where communications are disrupted, designated EOC staff shall automatically report to the EOC as soon as they are aware of a major emergency occurrence.

CITY OF CANBY
EMERGENCY MANAGEMENT ORGANIZATION

AGENCY ADMINISTRATORS
(City Councilors, City Administrator)

COMMAND
(City Administrator, Police Department, Fire Department,
Unified Command, or other public official, as appropriate)

COMMAND STAFF

Information Officer
(As designated by Command)

Liaison Officer
(As designated by Command)

Safety Officer
(As designated by Command)

GENERAL STAFF

Law Enforcement Services
(Canby P.D. & Co. S.D.)

Fire Service
(Canby Fire)

Emergency Info/Warning Services
(EM Coordinator or Designate)

Health & Medical Services
(County Public Health Administrator)

Communications Services
(Electronic Services Manager)
(C-COM Manager)

Legal Services
(City Attorney)

Public Works/Engineering
(Public Works Director)

Rescue Services
(Canby Fire Chief)
(Sheriff's SAR Coordinator)

Mass Care & Shelter
(County Human Services Director)
(American Red Cross Director)

Damage Assessment Services
(City Building Official)
(County Assessor)

Finance Services
(City Treasurer)

Support Services
(Other departments/agencies)

B. Concept of Operations

1. Readiness

Emergency situations can arise with advance notice or with no warning. As a result, the organization and operations procedures outlined in this Plan shall be maintained in a status appropriate for immediate implementation.

2. Coordination

a. City Emergency Operations

The City's response to an emergency in its jurisdiction will be conducted from a local Emergency Operations Center (EOC), as designated by the Emergency Manager of the City. The Main Station of the Canby Fire District is designated as the City's primary EOC location. The City Shops Office Building may serve as an alternate site for emergency operations; with the Fire District Substation (Hwy 170) a second alternate. The County EOC may be activated in response to an emergency in the City of Canby at the request of the Incident Commander or City Administrator.

In emergencies affecting multiple jurisdictions, the County EOC may be activated and a representative from each the city may be present in the County EOC to coordinate response.

b. County Emergency Operations

Overall coordination of county - wide emergency operations will be exercised from the County Emergency Operations Center (EOC) located at 2200 Kaen Rd., Oregon City. Should this facility be damaged, an alternate facility shall be designated by Command. Alternative sites are listed in the EOC Procedure, Appendix Two to Annex C (Direction and Control).

When the EOC is operational, requests for assistance beyond or outside a single jurisdiction's normal capability shall be referred to the County EOC.

3. Phases of an Emergency

For purposes of implementation of this Plan, activation of the City's emergency organization will be based on the evolution of an emergency through a series of "time phases." It is readily acknowledged that not all phases may be identifiable in an emergency occurrence (i.e. there may be no warning period; the recovery phase may not be required). Tasks assigned within a certain phase in this Plan are not intended to be restrictive, but rather to provide guidance in outlining activities that

may be required during the entire course of an emergency.

a. Mitigation Phase

That time phase during which organization, planning, training and exercises are carried out to develop an effective emergency management system. Tasks to be accomplished during this phase include those actions to prevent the emergency from happening or to limit the consequences of an emergency event.

b. Preparation Phase

That time phase during which increased preparations are made for the probable impact of any serious emergency. Depending on the probability of occurrence and likely consequences, the EOC may be activated during this phase. Tasks common to all emergency agencies to be accomplished in this phase include:

1. Evaluate available information and coordinate with other emergency services organizations.
2. Notify key officials, as appropriate.
3. Activate EOC or Departmental Control Points and recall essential personnel as required.
4. Coordinate with County Emergency Management and/or EOC for release of emergency related instructions or information to the public.
5. Review emergency operations plans and guidelines.
6. Assess communications capability.
7. Analyze probable consequences and resource needs and availability; review specific resource acquisition requirements and agreements.

c. Emergency Phase

That time phase, which may consist of three periods, requiring varying types and levels of emergency response during which the imminent occurrence of a serious emergency becomes known. Emergency operations may be initiated during any of the following three time periods:

Warning Period

That period during which evaluation of all available information indicates that the impact of a serious emergency is imminent. This period may be formally initiated over a period of time in slower developing emergencies (i.e. flood) or may not exist when the impact of the emergency occurs suddenly and without advance indication (i.e. earthquake). If not already

done, the EOC should be activated during this phase if valid warning is issued. Tasks common to all emergency agencies to be accomplished during this period include:

1. Evaluate most probable consequences and resource requirements based on the nature of the threat.
2. Coordinate with County Emergency Management and/or EOC for dissemination of emergency instructions or information to the public.
3. Recall essential response personnel, if it can be done safely.
4. Stage resources near hazard area if situation warrants and it can be done without further threat to resources.
5. Send representatives to EOC and County EOC, as necessary.
6. Initiate life saving measures (i.e. excavation, shelter in place) as resources allow.

Impact Period

That period during which a serious emergency is occurring. Impact may occur suddenly and be of limited duration or may follow a period of predictable buildup (warning) and last for an extended period. Tasks common to all emergency agencies to be accomplished in this period include:

1. Take immediate protective measures for emergency personnel and resources.
2. Provide damage information to County Emergency Management or EOC, if activated.
3. Initiate response activities as conditions allow.

Response Period

That period immediately following the impact of a serious emergency during which all resources are committed to the protection of life and property. If not previously accomplished, EOC will be activated. Tasks common to all emergency agencies to be accomplished in this period include:

1. Communicate with field personnel and EOC to determine scope of emergency.
2. Conduct field operations to save lives and protect property. Request mutual aid assistance, if required.
3. Dispatch personnel to hazard areas to conduct cursory damage assessment.
4. If emergency is of great magnitude with mass casualties or

CITY OF CANBY

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SECTION V. EMERGENCY DECLARATION PROCESS

A. General Overview

Disaster assistance available from mutual aid agencies or under state or federal programs will be enhanced by prompt and thorough reporting of emergency conditions and resources needed. This is critical when assessing emergency conditions as a basis for requesting operational resources or for taking other lifesaving measures. As the emergency response is taking place, there is a more formal process that must simultaneously occur to begin documentation for requests for assistance from higher authority.

Because of the variety of data needed, there are a number of processes to go through to gather needed information. If it is anticipated that a United States Presidential declaration of an emergency or major disaster may be requested, additional steps must be taken to document the situation. While this section will not deal with specific damage assessment procedures, it will provide an overview of the formal declaration processes.

B. Reporting

Accurate incident information is important to decision makers within the incident staff so that effective and efficient use of resources can occur. This information is also critical to mutual aid or assisting agencies and to the public. Pertinent information for an Initial Damage Assessment will be collected by the EOC as soon as possible after the onset of an emergency. This summary will be updated at least every twelve hours and will be compiled for each Level 2 incident in which the EOC is activated and for all Level 3 incidents. The Summary will include, at a minimum, the following information:

- * Incident type, location, date, time, area impacted
- * Deaths, injuries, people at risk, property damage
- * Actions taken, resources committed
- * Current status, anticipated resource needs

The Initial Damage report is the basis on which State assistance may be provided and is required by Oregon Emergency Management as soon as possible following an emergency. See sample Initial Damage Report (Tab V-I)

C. Emergency Declarations

1. City Emergency Declaration

Under ORS 401, the Canby City Council has the legal authority to declare that a local emergency or disaster exists. Declaration of a local disaster enables the City to invoke emergency authorities and to request additional resources from higher authority.

Under the City's Emergency Preparedness Chapter 2.52, if circumstances prohibit the timely action of the Council, the Mayor may declare a state of emergency. The approval of a majority of the Council will be sought and obtained at the first opportunity. Lines of succession are outlined in Section II, page 8.

On such declaration, the Mayor is empowered to assume centralized control of and have authority over all departments of the City of Canby. The state of emergency declared under the section shall specify the factors which warrant the declaration, the geographic boundaries of the emergency area, the special powers being invoked or emergency controls to be imposed. If state or federal resources will be required, the declaration must also state that local resources are depleted and must specify the type and number of resources being requested from higher authority. The state of emergency shall be terminated when the emergency no longer exists or the threat of an emergency has passed.

Declarations of local emergency and requests for assistance will be forwarded to County Emergency Management.

2. County Emergency Declaration

ORS 401 requests that requests for State assistance shall be made by the Executive Officers of the County in which the emergency is occurring. If the emergency area is within a City, the Chief Executives of the city make requests for assistance through the County. The County will assist the City or, if unable to do so, will declare a county emergency as the basis for requesting State or Federal assistance.

3. State Emergency Declaration

Under ORS 401, the Governor has the authority to declare a State of Emergency in all or any part of the State. The declaration may be done for the purpose of activating state resources to support emergency response, to invoke emergency authorities, or may be done as a prelude to requesting a Presidential Declaration.

Requests for a State Declaration shall be made by the Executive Officers of the County in which the emergency is occurring. If the emergency area is within a

City, the Chief Executives of that city must process requests for assistance through the County.

State assistance will be provided only after all local resources are depleted. Local resources include those available under mutual aid or, in the case of a city request, those available from the County.

4. Federal Emergency or Disaster Declaration

The Federal government may provide various resources to state and local governments following a major emergency or disaster. This assistance is provided under the provisions of the Federal Response Plan and the Robert T. Stafford Act. The President, in consideration of the Governor's request, may declare either an Emergency or a Major Disaster, as defined below:

- a. Emergency...any occasion or instance for which, in the determination of the President of the United States, federal assistance is needed to supplement state and local efforts and capabilities to save lives and protect property and public health and safety, or to lessen or avert the threat of catastrophe in any part of the United States.
- b. Major Disaster...any natural catastrophe...or, regardless of cause, any fire, flood, or explosion in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance...to supplement the efforts and available resources of States, local governments, and disaster relief organization in alleviating the damage, loss or suffering.

It should be noted that certain federal agencies have disaster responsibilities and authorities which can be activated short of a Presidential declaration. For specific information on federal recovery programs, refer to Annex M (Damage Assessment & Recovery).

D. Submission of Declaration

A request for declaration of an emergency in City of Canby will be initiated by Command through the City Administrator. The following documents will be forwarded to the City Council for action:

- * Council Order declaring an emergency
- * Supporting documentation as determined necessary by the City Administrator
- * Letter to the Board of Commissioners advising of declaration and specifying amount and type of assistance needed.

The City Administrator or Command should notify the County EOC, if activated, or County Emergency Management of the anticipated declaration and resources needed as soon as possible. This notification may be made by phone, radio or other means with original documentation forwarded later.

Requests for state assistance will be forwarded to Oregon Emergency Management by the County as soon as practical. These requests may be sent by FAX (with original signed documents forwarded later), by mail, or may be hand delivered.