City of Manzanita
Emergency Operation addendum

AUTHORITY

This addendum is developed in cooperation with various regional partners and public safety agencies. Although based upon, and designed to work in conjunction with existing agreements, including the North Tillamook County Nehalem Bay Region Emergency Operations Plan, the following provides specific direction and additional details to those individuals, government agencies, or private parties focused on managing events and recovery operations specifically in the City of Manzanita.

MANZANITA EMERGENCY HUB – "MHUB"

The following plan and information is designed to work in concert with the "Manzanita Emergency Hub" (MHUB) and the North Tillamook County, Nehalem Bay Regional Plan.

MHUB, when fully developed and activated, will serve as the primary resource for all emergency events. Designed to serve the emergency needs of the City during significant events, it will be the focal point for delivery of emergency services and needs to residents, homeowners, and visitors to the community.

Introduction

The purpose of this plan is to establish a procedure to be used in the event of a disaster that will most effectively utilize manpower, equipment, and other community resources in protecting lives, property, and the environment.

Authority for the plan is provided in the Oregon Revised Statutes 401.032 & 401.305, "... It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level...", and by enactment of this plan by governing authority where the emergency occurs.

The goal of the plan is to provide a workable organization and procedure that describes how the City of Manzanita will utilize all available resources. It will be so written as to meet the requirements of all agencies having jurisdiction, thereby minimizing the impact on the community from potential environmental, economic, financial, legal, or other consequences, including but not limited to impacts on infrastructure, housing and the health & welfare of the citizens of the greater Nehalem Bay area.

In addition to saving lives and property, this plan, when put into operation, is designed to restore balance to the community following a disaster, minimize economic hardship and dislocation, and preserve existing institutions and organizations, especially the continuity of local government.

NOTE: This plan is intended to provide broad guidance to the City of Manzanita and partner agencies in the event of a significant community emergency. The plan and procedures contained in this plan will minimize confusion, help stabilize emergency response and provide recovery to the community before, during and after an event.

Through training and practice, the principles contained herein will become familiar to those with responsibilities for emergency preparedness and will provide guidance to both citizens and visitors to our community.

For additional information regarding this plan, please contact:

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503-812-2514

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Manzanita City Council
503-812-2514

City Council has accepted this living document on June 3, 2020, this addendum is in effect and may be implemented in whole or in part to respond to:

- Incidents in or affecting the City
- Health emergencies in or affecting the City
- Non-routine life-safety issues in or affecting the City
- Incidents within the Cities of Nehalem and Wheeler

An emergency declaration is not required in order to implement the addendum, the NTCNBR EOP, or activate the Emergency Operations Center (EOC). The City Manager (EM), or designee, may implement the EOP as de*emed appropriate for the situation or at the request of an on-scene Incident Commander.*

Contents

Plan Administration

The Emergency Preparedness Coordinator will coordinate review, revision, and re-promulgation of this plan every two years or when changes occur, such as lessons learned from exercises or events. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Emergency Preparedness Coordinator, under the direction of the City Manager, without formal City Council approval.

RECORD OF PLAN CHANGES

All updates and revisions to the plan will be tracked and recorded in the following table. This process will ensure that the most recent version of the plan is disseminated and implemented by emergency response personnel.

Date	Change No.	Department	Summary of Change

ADDENDUM DISTRIBUTION

Department/Agency	Title/Name
Manzanita City Manager's Office	City Manager
Nehalem Bay Fire and Rescue	Chief
Manzanita Police Department	Chief
Manzanita Public Works Department	Director
Emergency Volunteer Corps Nehalem Bay	President
Tillamook County	Emergency Manager
Oregon Military Department, Office of Emergency Management	Operations and Preparedness Section Manager
Oregon State Parks	Regional Director

Plan Overview

The City of Manzanita (City) emergency management mission is to ensure that the City is prepared for a disaster by providing coordination of protection, prevention, mitigation, response, and recovery activities that increase the City's capabilities to minimize loss of life and reduce impacts from disasters. This effort is achieved by maintaining regional cooperative assistance with our partner agencies, including close working relationships with the Cities of Nehalem and Wheeler, along with the Nehalem Bay Emergency Volunteer Corps.

Emergencies are handled effectively in the City every day. These "routine" emergencies are managed by emergency responders as part of their day-to-day responsibilities and are the most common emergency management activities that the City encounters. For the most part, this type of emergency is handled by individual responders or a team of responders who work together regularly to save lives, contain threats, and minimize damage. While the principles described in this Emergency Operations Plan (EOP) can also be applied to these daily responses, the plan is primarily designed to offer guidance for larger or more complex incidents related to a broad spectrum of hazards that exceed the response capability and/or resources of front-line responders.

No plan can anticipate all the situations and conditions that may arise during emergencies, and on-scene Incident Commanders must have the discretion to act as they see fit based on the specific circumstances of the incident at hand. It is imperative, however, that all jurisdictions and response agencies have a plan that provides general guidance and a common framework for preparing for, responding to, and recovering from emergencies and disasters. This plan promulgates such a framework within the City that will bring a combination of technical capabilities and resources, plus the judgment and expertise of its emergency response personnel, department directors, and other key stakeholders to bear on any incident. This EOP provides the foundation and guidance for use of National Incident Management System (NIMS) principles necessary to effectively manage incidents within or affecting the City.

No guarantee of a perfect response system is expressed or implied by this plan, its implementing instructions, or procedures. While the City will respond to emergencies to the utmost of its ability, it is possible that some natural or technological disasters may overwhelm its

resources. While recognizing this possibility, this plan is designed to help the City fulfill its response function to its maximum capacity.

WHOLE COMMUNITY PLANNING

The "Whole Community" planning approach is based on the recognition that it takes all aspects of a community to effectively prepare for, protect against, respond to, recover from, and militate against disasters. This includes all emergency management partners, both traditional and nontraditional, such as volunteer-, faith-based, and community-based organizations; the private sector; and the public, including survivors of an incident.

Every person who lives, works, or visits the City (including vulnerable populations) shares responsibility for mitigating the impact of disasters on the community and providing actions during an emergency event to minimize disruption and support recovery. These individual responsibilities include hazard awareness, knowledge of appropriate protective actions, taking proactive steps to mitigate the impact of anticipated hazards, and preparations for personal and family safety, as well as the self-sufficiency of neighborhoods. To the greatest extent possible, the City will assist its citizens in carrying out this responsibility by providing preparedness information, as well as emergency public information and critical public services during a disaster. However, a major emergency is likely to damage the City's critical infrastructure and reduce the workforce available to continue essential government services. Knowledgeable citizens, who are prepared to take care of themselves and their families, and to assist neighbors in the early phases of an emergency, can make a significant contribution towards survival and community resiliency.

FUNCTIONS DURING A DISASTER

The purpose of this addendum is to establish a procedure and provide for the outline of roles and responsibilities to be used in the event of a disaster that might occur to or within Manzanita.   The primary goal is ensuring that manpower, equipment, and other community resources used for the protection of lives, property and the environment is used in the most effective way possible.

Purpose and Scope

PURPOSE
The primary purpose of the EOP is to outline the City's all-hazard approach to emergency operations to protect the safety, health, and welfare of its citizens throughout all emergency management mission areas. Through this EOP the City designates NIMS and the Incident Command System (ICS) as the frameworks within which all emergency management activities will be conducted. Th.is document also serves as an addendum to the regional EOP: North Tillamook County Nehalem Bay Regional EOP.

SCOPE
The EOP is implemented whenever the City must respond to an emergency incident or planned event whose size or complexity is beyond that normally handled by routine operations. Such occurrences may include natural, technological, or human-caused disasters and may impact unincorporated areas of Tillamook County (County), incorporated municipalities such as Nehalem and Wheeler, or a combination thereof. This plan is intended to guide the City's emergency operations while complementing and supporting the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/volunteer, and private-sector entities.

A community's emergency management infrastructure is a complex network of relationships. The EOP establishes roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, thereby facilitating multi-agency and multi-jurisdiction coordination. Using this framework, City departments and agencies that operate under this plan are expected to develop and keep current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. Training and equipment necessary for response operations should be maintained by City departments and agencies.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency services staff, coordinating response agencies, and other stakeholders that support emergency operations. The general public is also welcomed to review non-sensitive parts of this plan to better understand how the City manages emergency operations. application

Relationship to Other Plans

COUNTY PLANS

The City relies on the County for many critical services during an emergency, so it is vital for the City to be familiar with the County's plans and how they link with City emergency plans.

Emergency Operations Plan.
The County EOP is an all-hazard plan describing how the County will organize and respond to events that occur in individual cities, across the County, and in the surrounding region. The plan describes how various agencies and organizations in the County will coordinate resources and activities with other federal, State, local, tribal, and private-sector partners.

Hazard Mitigation Plan.
The County Hazard Mitigation Plan creates a framework for risk-based decision making to reduce deaths and injuries, property damage, and economic impact from future disasters. Mitigation plans form the foundation for a community's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. Hazard mitigation is sustained action taken to reduce or eliminate long-term risk to people and their property from hazards.

Debris Management Plan.
The City is included as part of the County Debris Management Plan, which identifies the actions required to plan for and respond to a natural or human-made debris-generating event.

Public Health Emergency Preparedness Program.
The County Health and Human Services Department is responsible for developing plans to address how public health personnel plan for, respond to, and recover from all hazards that may impact public health, including communicable disease, pandemic scenarios, chemical incidents, radiological incidents, and bioterrorism. The department maintains guidelines for public health personnel responding to a public health incident in the County.

Community Wildfire Protection Plan (CWPP).
The CWPP was developed using a collaborative process between the County and agencies involved in reducing wildfire risk.

Continuity of Operations (COOP) Plan.
The COOP plan details all the procedures that define how the County will continue or recover its minimum essential functions in the event of a disaster.

CURRENT AND FUTURE CITY PLANS

Like the County's plan, the City EOP is part of a suite of plans that address various elements of the City's emergency management program. While the EOP is focused on short-term recovery, other plans address the City's approach to mitigation, continuity, and other aspects of emergency management. These plans, listed below, work in concert with the City EOP:

Continuity of Operations Plan. (*Future*)
The COOP plan details procedures that define how the City will continue or recover its minimum essential functions in the event of a disaster.

Hazard Mitigation Plan.
The City is included as an annex in the Tillamook County Natural Hazard Mitigation Plan.

Support Agencies are:

The City is supported by several partner agencies. To the greatest extent possible, the City encourages support agencies to design their plans to complement the City EOP, and the City will seek to engage support agencies in the EOP update process to ensure appropriate linkages.

REGIONAL EMERGENCY PLANS

The City is a partner in several regional planning efforts, including:

North Tillamook County Nehalem Bay Region Emergency Operations Plan

Authorities

LEGAL AUTHORITIES

In the context of this EOP, a disaster or major emergency is characterized as an incident requiring the coordinated response of all government levels to save the lives and protect the property of a large portion of the population. This plan is issued in accordance with, and under the provisions of, Oregon Revised Statutes (ORS) Chapter 401, which establishes the authority for the highest elected official of the City Council to declare a state of emergency. The City does not have an office or division of emergency management services separate from its existing departments. However, for the purposes of this plan and consistency with the County and State plans, the City's emergency management structure will be referred to generally as the City Emergency Management Office (EMO), though no formal organization exists. The City EMO, under the direction of the Emergency Manager (City Manager) will, at a minimum:

- Coordinate planning activities necessary to prepare and maintain the City EOP.

- Manage and maintain the City EOC, from which City officials can coordinate emergency and disaster response activities.

- Assist and support the Incident Command structure for management of incidents as requested by local emergency service agencies.

- Coordinate with County as well as other private, nonprofit, volunteer, and faith-based organizations, to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

Through promulgation of this plan, the City Administration has been identified as the lead agency in the EMO. The City Manager has been designated the Emergency Manager and has authority and responsibility for the organization, administration, and operation of the EMO and has designated some of these responsibilities to the Emergency Preparedness Coordinator as appropriate.

The City EMO is consistent with NIMS, and procedures supporting NIMS implementation and training for the City have been developed and formalized. The NIMS point of contact for the City is the Emergency Preparedness Coordinator.

Table 1-3 sets forth the federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-3Legal Authorities
Federal
Federal Emergency Management Agency (FEMA) Policy • Crisis Response and Disaster Resilience 2030 (January 2012) • FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011) • FEMA Administrator's Intent (2015-2019) • FEMA Incident Management and Support Keystone (January 2011) • FEMA Publication: 1 The Federal Emergency Management Agency (November 2010) • FEMA Strategic Plan 2011-2014 • National Disaster Housing Strategy (January 2009) • National Disaster Recovery Framework (September 2011) • National Incident Management System (December 2008) • National Preparedness Goal (September 2011) • National Response Framework (January 2008) Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003) Presidential Policy Directive 8: National Preparedness (2008) Public Law 107-296 The Homeland Security Act of 2002 Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007) Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
State of Oregon
Oregon Administrative Rules Chapter 104 Oregon Military Department, Office of Emergency Management Oregon Revised Statutes (ORS) 279B.080 Emergency Procurements ORS 294.481 Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency ORS 401 Emergency Management and Services ORS 402 Emergency Mutual Assistance Agreements ORS 403 Public Safety Communications System ORS 404 Search and Rescue ORS 431 State and Local Administration and Enforcement of Health Laws ORS 433 Disease and Condition Control; Mass Gatherings; Indoor Air ORS 476 State Fire Marshal; Protection from Fire Generally ORS 477 Fire Protection of Forests and Vegetation
County
Emergency Operations Plan Health and Human Services Emergency Operations Plan
City
Manzanita Municipal Code, Chapter 1.70, Emergencies

MUTUAL AID AND INTERGOVERNMENTAL AGREEMENTS

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). The Mutual Aid agreements for this Region are provided in the Nehalem Bay Regional Emergency Operations Plan. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant to ORS 476 (the Oregon State Emergency Conflagration Act).

During an emergency, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

EMERGENCY POWERS

GENERAL

Based on local ordinances and State statutes, a local declaration by the City Council allows for flexibility in managing resources under emergency conditions, such as:

- Diverting funds and resources to emergency operations to meet immediate needs.
- Authorizing implementation of local emergency plans and implementing extraordinary protective measures.
- Receiving resources from organizations and individuals initiated through mutual aid and cooperative assistance agreement channels.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting State and/or federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting its resources.

The City Attorney, if available, should review and advise City officials on possible liabilities arising from disaster operations, including the exercising of any or all the above powers.

CITY DISASTER DECLARATION PROCESS

The City may declare an emergency for any of several reasons, such as authorizing additional budget authority, implementing emergency measures, or accessing County, State, or federal disaster assistance. The City Manager may declare a temporary emergency when faced with a sudden event that results in an emergency under Section 1.70.010. At the time of declaring a temporary emergency, the City Manager shall schedule a meeting of the Council to be held as soon as possible. The temporary emergency declaration shall remain in effect only through the end of the Council meeting.

If a quorum of the Council cannot meet because of an emergency, most Council members who are able to participate in a meeting in person or electronically may declare an emergency. Any declaration under these circumstances shall be reconsidered by a quorum of the Council when a quorum can be assembled.

The City Council may by motion or resolution declare an emergency in an emergency, special, or regular Council meeting.

A declaration shall:
- Describe the nature of the emergency.
- Designate the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within City boundaries.
- Estimate the number of individuals at risk, injured, or killed.
- Describe the actual or likely damage caused by the emergency.
- State the type of assistance or resources required to respond to the emergency.
- Estimate the length of time during which the designated area will remain in an emergency status.
- State the specific regulations or emergency measures imposed as a result of the declaration of emergency.

The declaration of emergency will be written based on the best information available at the time. It may be amended, based on additional information or changes in the situation. The City Attorney, if available, may be consulted to review the declaration for legality or sufficiency of emergency measures and emergency powers invoked within the document. If County, State, or federal assistance is needed, the declaration must also state that all appropriate and available local resources have been expended, are nearing depletion, or are projected to be inadequate and that mutual aid agreements have been initiated, as well as contain a specific request for the type(s) of assistance required.

EOC Command and General Staff have the following responsibilities in the declaration process:

- **Emergency Manager**: Present the package to City Council.
- **Emergency Preparedness Coordinator**: Identify necessary resources and outline any special powers needed to respond to the emergency. Compile resource requests. Assist in the Initial Damage Assessment (IDA). May act as the head of the EOC, if delegated by EM.
- **Police and Public Works**: Provide situation and resource summaries; conduct a windshield survey, IDA, and Preliminary Damage Assessment (PDA).
- **Finance**: Track incident costs, assist in the PDA, and coordinate damage survey activities.

COUNTY DECLARATION PROCESS (*PROVIDED AS INFORMATION ONLY*)
A local state of emergency may be declared by the presiding official of any incorporated city of Tillamook County or by the Chair of the Board of County Commissioners stating that an emergency exists and specifying the location or describe the affected area and jurisdictions included in the declaration. See Appendix A of this plan for a template for declaring a state of emergency.

If the Chair is unavailable, then the declaration will be made in accordance with County line of succession guidelines (*see Section 1.4.5 of the County EOP*). Under such conditions, this plan will be implemented. If possible, an initial damage assessment will be conducted by local jurisdictions and/or the County prior to requesting state or Federal assistance. Particular attention

will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

The local declaration process for the County involves an escalation through the Board of County Commissioners and a formal request through the Emergency Manager or designee in Tillamook County. The Emergency Manager contacts the Oregon Office of Emergency Management (OEM) via the Oregon Emergency Response System (OERS), and decisions for allocation of State resources to support the response are made. If individual cities request emergency declarations, the requests will be made through the Emergency Manager and may be delivered by the mayor or other designated City officials.

During a suspected or confirmed public health emergency, the County Health Officer, in conjunction with the Health Administrator, advises the Board of County Commissioners to make a declaration; the declaration is made through the Emergency Manager, who then contacts OEM through OERS. Human isolation and quarantine issues will be addressed by the County Health Officer/ Administrator. A court order to implement formal procedures must be requested and issued through the County Court. Isolation and quarantine measures would then be implemented and enforced through local law enforcement agencies within the County.

Animal quarantine measures will be implemented through Tillamook County Health and Human Services and do not require a court order. Most likely, support from State agricultural agencies and the Oregon Department of Human Services (veterinarian services) would be included in these procedures.

STATE ASSISTANCE
The OEM Operations Officer coordinates with the agencies represented in the State EOC to determine the best way to support local government requests. Local government requests will be made by the County Emergency Manager on behalf of the City. The State Operations Officer evaluates resource requests based on the goals and priorities established by the OEM Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

State resources are provided to the County or City EMO or to the on-scene Incident Commander as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest such as competing resource requests or priority questions.

FEDERAL ASSISTANCE
FEMA provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

If the capabilities of the State are not sufficient to meet the requirements of an emergency response, as determined by the Governor, federal assistance may be requested. OEM coordinates all requests for federal assistance through the State EOC. FEMA coordinates the Governor's Presidential request for assistance in accordance with the NRF.

Continuity of Government

LINES OF SUCCESSION

Table 1-4 presents the policy and operational lines of succession during an emergency for the City.

Table 1-4City Lines of Succession	
Emergency Coordination	**Emergency Policy and Governance**
City Manager/Emergency Mgr.	Mayor
Emergency Preparedness Coordinator	Council Members (order of succession)
Police Chief	City Manager
Public Works Director	

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. All employees shall be trained on the protocols and contingency plans required to maintain leadership within their departments. The City Manager will provide guidance and direction to department heads to maintain continuity of government and operations during an emergency. Individual department heads within the City are responsible for developing and implementing continuity of government and operations plans to ensure continued delivery of essential functions during an emergency.

PRESERVATION OF VITAL RECORDS

The City and region have developed an EOC Manual (future) that contains vital records for use during emergency events. This packet contains records essential to executing emergency functions, including this EOP, emergency operating records essential to the continued function of the City EMO, the current call-down list, a vital records inventory, necessary keys or access codes, a list of primary and alternate facilities, and the City's COOP plan (*future*).

Each City department must provide for the protection, accessibility, and recovery of the agency's vital records, systems, and equipment. These are rights and interests' records, systems, and equipment that, if irretrievable, lost, or damaged, would materially impair the agency's ability to conduct business or carry out essential functions. Each agency should have a maintenance program for the preservation and quality assurance of data and systems. The program should consider the cost of protecting or reconstructing records weighed against the necessity of the information for achieving the agency mission.

Administration and Logistics

REQUEST, ALLOCATION, AND DISTRIBUTION OF RESOURCES

Resource requests and emergency/disaster declarations must be submitted by the City Emergency Manager (CM) to the County Emergency Manager according to provisions outlined under ORS Chapter 401.

The City Emergency Manager, or designee, is responsible for the direction and control of the City's resources during an emergency and for requesting any additional resources required for emergency operations. All assistance requests are to be made through County Emergency Management via the County Emergency Operations Center (EOC). County Emergency Management processes subsequent assistance requests to the State.

FINANCIAL MANAGEMENT

During an emergency, the City is likely to find it necessary to redirect its funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following general procedures will be carried out:

- The City Manager may declare a temporary state of emergency and request assistance through the County.
- The City Manager shall immediately notify the MET team and schedule a meeting of the Council to be held as soon as possible to decide how to respond to the emergency funding needs.
- If a quorum of councilors cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, most Council members who are able to participate in a meeting in person or electronically may act on emergency funding requests.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

Expenditure reports should be submitted to the Finance staff and managed through the City Manager to identify budgetary shortfalls. The Administration Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests. During activation of the City EOC, financial management will be handled by the Finance Section, which will be staffed by the Finance Department of the City.

LEGAL SUPPORT AND LIABILITY ISSUES

Liability issues and potential concerns among government agencies, private entities, and other response partners and across jurisdictions are addressed in existing mutual aid agreements and other formal memoranda established for the City and its surrounding areas.

REPORTING AND DOCUMENTATION

Proper documentation and reporting during an emergency are critical for the City to receive proper reimbursement for emergency expenditures and to maintain a historical record of the

incident. City staff will maintain thorough and accurate documentation throughout the course of an incident or event. Incident documentation should include:

- Incident and damage assessment reports
- Incident Command logs
- Cost recovery forms
- Incident critiques and After-Action Reports (AARs)

All documentation related to the City's emergency management program will be maintained in accordance with Oregon's public records and meetings law (ORS 192), subject to applicable exemptions such as for "Public Safety Plans," as appropriate.

SAFETY OF EMPLOYEES AND FAMILY

All department heads (or designees) are responsible for the safety of employees. Employees who are unable to respond directly to their pre-designated locations should attempt to contact their supervisors and managers within the first 2 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Notification procedures for employee duty assignments will follow the required procedures established by each agency and department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the response activities required to protect the City and surrounding community from significant impacts to human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families when they are directed to provide health and medical services during a pandemic or other type of public health emergency.

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

If necessary, the Oregon Occupational Safety and Health Administration, in coordination with the Oregon Health Authority, may aid and guidance on worker safety and health issues.

Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in Health and Human Services Department EOP. While all City agencies and employees are expected to contribute to the emergency response and recovery efforts of the community, employees' first responsibility is to their own and their families' safety. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the City and its citizens as rapidly as possible.

Processes that support employees and their families during emergency situations or disasters should be further developed through ongoing COOP planning.

Situation and Planning Assumptions

SITUATION

The City and region are exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Natural hazards to which the City may be exposed include earthquakes, tsunamis, floods, wildfires, and winter storms. The threat of a technological or human-caused chemical, biological, radiological, nuclear, or explosive incident is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

COMMUNITY PROFILE

Manzanita is a coastal city in Tillamook County, Oregon, United States. It is located on U.S. Route 101 about 25 miles (40 km) south of Seaside and 25 miles (40 km) north of Tillamook. The population was 598 at the 2010 census. There were 1,285 housing units.

In addition to the permanent resident population, the city has a significant number of second homes, short term rentals and hotels which attract seasonal visitors. The total number of people within the city fluctuates widely from winter to summer. Based on the numbers of water connections, the Manzanita Comprehensive Plan (as amended 4/15/2014) estimates a maximum population of 4,595.

Further, the Nehalem Bay State Park is adjacent to the city to the south. This park has a campsite which can accommodate approximately 1,500 people in the summer.

The city is at risk of an earthquake and tsunami caused by the Cascadia Subduction Zone. DOGAMI estimates that 55% of buildings are in the tsunami evacuation zone, with 42% within the tsunami zone for a Large earthquake, and 19% within the tsunami zone for a Medium earthquake.

Map of Manzanita
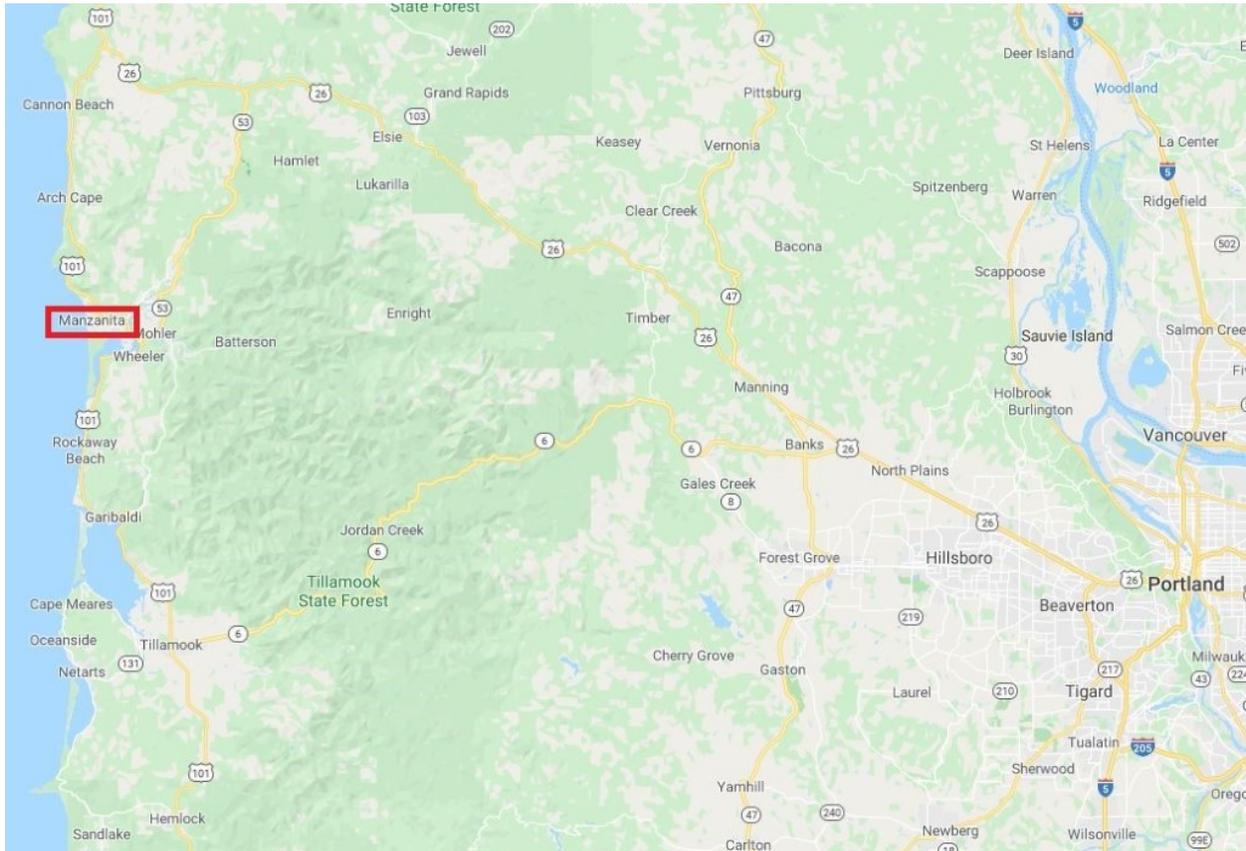
THREAT/HAZARD IDENTIFICATION-
The City may be subject to a variety of natural, technological, and human-caused hazards and threats, as described below:

- **Natural Hazards**: Result from acts of nature.
- **Technological Hazards:** Result from accidents or failures of systems and structures.
- **Human-Caused/Adversarial Threats**: Result from intentional actions.

The Hazard Risk Assessment in Table 2-1 below identifies the relative risk posed to the City by each hazard and threat described above, in order to ensure that high priority hazards are addressed in the City's hazard mitigation planning, emergency response, and recovery procedures. Each natural and technological/human-caused hazard is scored using a formula that incorporates four independently weighted rating criteria (history, vulnerability, maximum threat, and probability) and three levels of severity (low, moderate, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or because of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each hazard as a singular event.

Table 2-1Manzanita Hazard Analysis Matrix					
Hazard	**Rating Criteria with Weight Factors**				**Total Score**
	History[1] (WF=2)	**Vulnerability[2] (WF=5)**	**Max Threat[3] (WF=10)**	**Probability[4] (WF=7)**	
Score for each rating criteria = Rating Factor (High = 8–10 points; Medium = 4–7 points; Low = 1–3 points) X Weight Factor (WF)					
Windstorm	20	50	100	70	240
Power Failure	20	50	100	70	240
Winter Storm (ice/snow)	18	35	90	70	213
Earthquake - Cascadia (3–5min)	10	50	100	49	209
Wildfire (wildland-urban interface)	20	25	90	70	205
Local Tsunami	2	50	100	49	201
Active Shooter	2	50	100	49	201
Landslide/Debris Flow	20	35	70	70	195
Coastal Erosion	20	20	70	70	180
Flood - Riverine	20	30	60	70	180
Truck Bomb	2	25	100	49	176
Cyber Terrorism	2	25	100	49	176
Improvised Explosive Device (e.g., pipe bomb)	6	20	100	49	175
Intentional Chemical Release	2	50	100	21	173
HazMat Release - Transportation	20	30	50	70	170
Sports/Public Event Disturbance	2	25	100	42	169
Public Health Emergency	10	35	90	28	163
Mail/Package Bomb	2	25	100	35	162
Animal / Eco-terrorism	2	25	100	35	162
Riot	2	25	100	35	162
*Distant Tsunami	16	15	60	70	161
*Flood - Tidal	20	30	40	70	160
Suicide Bomb	2	50	100	7	159
Intentional Biological Agent Release	2	50	100	7	159
Intentional Radiological Material Release	2	50	100	7	159
Sabotage	2	25	100	28	155
Drought	20	45	10	70	145
HazMat Release - Fixed Facility	20	25	30	70	145
Fire - Large Scale Urban Conflagration	18	25	30	70	143
Communications System Failure	6	30	50	56	142
Sewer Treatment Failure	10	5	70	56	141
Earthquake - Crustal (1 minute)	10	20	40	70	140
Civil Disturbance/Protest/ Demonstration	10	25	10	70	115
Volcano	2	5	100	7	114
Information Technology Disruption	2	5	70	35	112
Liquid Fuel Supply Disruption	4	10	50	28	92
Dam Failure	2	25	50	7	84
Airplane Crash	18	5	20	28	71
Water Supply Disruption	6	10	30	21	67
Extreme Heat Event	2	5	10	7	24

Notes:

History addresses the record of previous major emergencies or disasters.
Weight Factor is 2. Rating factors: high = 4 or more events in last 100 years; medium = 2–3 events in last 100 years; low = 1 or 0 events in last 100 years.

Vulnerability addresses the percentage of population or property likely to be affected by the average occurrence of a hazard. Weight Factor is 5. Rating factors: high = more than 10% affected; medium = 1%–10% affected; low = less than 1% affected.

Maximum Threat addresses the percentage of population or property that could be affected in a worst-case incident. Weight Factor is 10. Rating factors: high = more than 25% could be affected; medium = 5%–25% could be affected; low = less than 5% could be affected.

Probability addresses the likelihood of a future hazard occurrence within a specified period. Weight Factor is 7. Rating factors: high = one incident likely within a 10–35-year period; medium = one incident likely within a 35–70-year period; low = one incident likely within a 75–100-year period.

See the Tillamook County Multi-Jurisdictional Natural Hazards Mitigation Plan for more information regarding natural hazards for the area.

CAPABILITY ASSESSMENT

The availability and size of the City's physical and staff resources will likely limit its capability to conduct short- and long-term response actions on an independent basis. City response capabilities are also limited during periods when essential staff are on vacation, sick, or under furlough due to budgetary constraints.

The City has not defined its core capabilities in accordance with the National Preparedness Goal or undertaken a formal capabilities assessment to date. Should an assessment be conducted in the future, it will help emergency responders evaluate, coordinate, and enhance the cohesiveness of their emergency response plans. A community capability assessment is a low impact systematic approach to evaluate the City's emergency plan and capability to respond to hazards.

PROTECTION OF CRITICAL INFRASTRUCTURE AND KEY RESOURCES

Critical Infrastructure and Key Resources (CIKR) support the delivery of critical and essential services that help ensure the security, health, and economic vitality of the City. CIKR includes the assets, systems, networks, and functions that provide vital services to cities, states, regions, and, sometimes, the nation, disruption to which could significantly impact vital services, produce cascading effects, and result in large-scale human suffering, property destruction, economic loss, and damage to public confidence and morale.

Key facilities that should be considered in infrastructure protection planning include:

- Government facilities, such as departments, agencies, and administrative offices.
- Housing likely to contain occupants who may not be sufficiently mobile to avoid death or injury during a hazard event.
- Police stations, fire stations, vehicle and equipment storage facilities, and EOCs that are needed for disaster response before, during, and after hazard events.
- Public and private utilities and infrastructure that are vital to maintaining or restoring normal services to areas damaged by hazard events
- Communications and cyber systems, assets, and networks such as secure City servers and fiber optic communications lines.

Assumptions

This Addendum and the NTCNBR EOP is based on the following assumptions and limitations:

- Essential City services will be maintained for as long as conditions permit.
- An emergency will require prompt, coordinated and effective response and recovery operations by City emergency services, disaster relief services, volunteer organizations, and the private sector.
- Emergency response staff, to the extent possible, are trained and experienced in operating under the NIMS/ICS protocol.
- Each responding City and partner agency will utilize existing directives and procedures in responding to major emergencies and disasters.
- Emergencies may be of a magnitude and severity that require State and federal assistance.
- County support of City emergency operations will be based on the principle of self-help. The City will be responsible for utilizing all available local resources, along with initiating mutual aid and cooperative assistance agreements before requesting assistance from the County.
- Considering shortages and difficulty of time, travel, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents and visitors while preparing for changes in population trends throughout the year. However, significant increases in the local population will introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- Because of the potential isolation among other factors and the fact that our professional emergency responders are limited and primarily volunteer, the City will depend heavily on community/citizen volunteers
- All or part of the City may be affected by environmental and technological emergencies.
- The United States Department of Homeland Security provides information regarding threat conditions across the United States and identifies possible targets.
- A terrorist-related incident or attack may occur without warning. If such an attack occurs, the City could be subject to radioactive fallout or other hazard related to weapons of mass destruction.
- Outside assistance will be available in most major emergency/disaster situations that affect the City. Although this plan defines procedures for coordinating such assistance, due to geographic eland likely infrastructure failure, it is essential for the City to be prepared to carry out disaster response and short-term actions on an independent basis.
- Control over City resources will remain at the City level even though the Governor has the legal authority to assume control in a State-declared emergency.
- City communication and work centers may be destroyed or rendered inoperable during a disaster. Normal operations can be disrupted during a general emergency; however, the City can still operate effectively if public officials, first responders, employees, and volunteers, are:
- Familiar with established policies and procedures
- Assigned pre-designated tasks
- Provided with instructions
- Formally trained in the duties, roles, and responsibilities required of them during emergency operations.

Manzanita Emergency HUB Roles and Responsibilities

GENERAL

Local agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain depth of qualified staff within the command structure and response community.

The County Emergency Manager is responsible for emergency management planning and operations for the area of the County lying outside the incorporated limits of Manzanita. **The City Manager or other designated official is responsible for emergency management planning and operations for Manzanita.**

Most City departments have emergency functions that are like their normal duties. Each department is responsible for developing and maintaining its own procedures for carrying out these functions during an emergency. Specific responsibilities are outlined below, as well as in individual annexes.

EMERGENCY MANAGEMENT ORGANIZATION

The City Emergency Manager (CM) may, depending on the size or type of incident, delegate the authority to lead response and recovery actions to other City staff. These delegations of authority and limitations to authority should be documented within the incident log. Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the City's emergency management program can vary depending upon the location, size, and impact of the incident. The EMO for the City is divided into two general groups, organized by function—the Executive Group (MET), the EOC and Emergency Response Agencies.

M.E.T. – MANZANITA EXECUTIVE TEAM

Upon declaration of an emergency incident and the activation of the Emergency Operations Center (EOC), the Mayor or their designee will establish the Manzanita Executive Team (MET), or in the case of small-scale emergencies, may be solely activate. The MET team will function as the policy making group for the EOC and have overall executive authority for the City. The MET will work in conjunction with both regional partners and within the regional, county, and state-wide emergency operations plan. The MET will function in concert with, and coordinate with the direction of, the I.C.

Major functions of the MET will be:

1. *Make executive authority policy*
2. *Establish priorities*
3. *Ensure the staffing and function of the Emergency Operations Center*

4. *Ensure the collection, evaluation, dissemination, and the display of information (disaster analysis)*
5. *Ensue the coordination of resources*
6. *Ensure the establishment and initiation of community warning as directed by the Incident Commander*
7. *Ensure the establishment and initiation of public information including issuing emergency instructions and minimizing unsubstantiated rumors or false information.*

Generally, the responsibilities of the MET will be carried out by the assigned members of the EOC.

M.E.T. REPRESENTATIVES

The MET will utilize the National Incident Management System (NIMS) and be headed by the Mayor of Manzanita or the mayor's designate. Members of the MET will be determined based on need, but may consist of all or some of the following:

- *Mayor*
- *Incident Commander or designee*
- *County EMD or designee*
- *City Manager (Emergency Manager)*
- *Manzanita Emergency Preparedness Coordinator*
- *Police Department Chief or representative*
- *Public Works Director or representative*
- *Public Information officer*

Others, including representatives of health officials, wastewater, Sheriff's Office, Radio Communications, Chaplain, etc., may be included as warranted.

During times of active emergency incidents, the designated MET members shall meet no less than every 12 hours for briefings, updates and policy and strategy review. Nothing shall prevent the Mayor and designee from modifying this schedule as conditions warrant.

The M.E.T. shall continue to meet as appropriate until the conclusion of the event.

MANZANITA EXECUTIVE TEAM – MET RESPONSIBILITY

The MET may include representation from each City department during an event. The MET is responsible for the activities conducted within its jurisdiction. The members of the group include both elected, appointed, department, and partner representative with legal responsibilities.

Key general responsibilities for local elected and appointed officials include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, volunteer agencies, and community partners.
- Leading and encouraging local leaders to focus on preparedness by participating in planning, training, and exercises.
- Supporting staff participation in local mitigation efforts within the jurisdiction, including the private sector, as appropriate.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans consider the needs of:
- The jurisdiction, including persons, property, and structures.
- Vulnerable populations, including unaccompanied children and those with service animals.
- Individuals with household pets.
- Individuals and family groups that may be visiting the area without local knowledge of community and self-preparedness responsibilities.
- Leading and encouraging all citizens (including vulnerable populations) to take preparedness actions.
- Encouraging residents to participate in volunteer organizations and training courses.

MAYOR AND CITY COUNCIL

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies, this responsibility includes encouraging citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and federal officials. Additionally, the Council will provide elected liaison with the community and other jurisdictions. If declaration of emergency is needed, the Mayor (or designee) will initiate and terminate the state of emergency through a declaration ratified by the Council.

General responsibilities of the Mayor and City Council include:

- Participating in the MET as directed
- Establishing and maintaining emergency management authority by city ordinance.
- Adopting an EOP and other emergency management–related resolutions, ordinances, and laws
- Declaring a state of emergency and providing support to the on-scene Incident Commander.
- Acting as liaison with the community during activation of the City EOCEOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.

CITY MANAGER

The City Manager has been designated as the Emergency Manager and is responsible for continuity of government, overall direction of City emergency operations, and dissemination of public information, including the following tasks:

- Ensuring that all City departments develop, maintain, and exercise their respective service annexes to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Implementing the policies and decisions of the governing body.
- Ensuring that plans are in place to protect and preserve City records.

Page Break

EMERGENCY OPERATIONS CENTER (EOC)

FUNCTIONS OF THE EOC STAFF
- *Coordinate and secure resources as directed by the I.C./M.E.T.*
- *Collect, evaluate, disseminate, and display information (disaster analysis) to the community*
- *Provide situational awareness reporting for I.C. and M.E.T.*
- *Establish and initiate communications and warning(s) as directed by I.C.*
- *Establish Public Information and media center that includes issuing emergency instructions and rumor control as directed by the I.C. or M.E.T.*

EMERGENCY OPERATIONS CENTER ACTIVATION

During emergency operations, and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the acting City Emergency Manager (CM) at the request of the MET or Incident Commander. The Incident Commander retains tactical control of the incident, the EOC Director assumes responsibility for coordinating and prioritizing City resources in support of emergency operations.
- The EOC Director will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by City departments, augmented as required by trained reserves, volunteer groups, forces supplied through mutual aid agreements, and private contractors. County, State, and federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene Incident Commander may establish an on-scene command post at the scene to maintain close contact and coordinate resources with the EOC.
- Department heads and organization leaders are responsible for assigned emergency functions.
- The EOC may, as appropriate, operate on a 24-hour basis.
- The Emergency Manager, or designee, will immediately notify the County Emergency Management office upon activation of the City EOC. Periodic updates will be issued to the County for the duration of City EOC activation.

EMERGENCY PREPAREDNESS COORDINATOR

The Emergency Preparedness Coordinator position, when staffed, serves under the direction of the City Manager/Emergency Manager in the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Preparedness Coordinator works with the Executive Group to ensure that there are unified objectives regarding the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Preparedness Coordinator coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls. In particular, the Emergency Preparedness Coordinator is responsible for:

- Leading the City in preparing for emergencies and establishing plans to continue critical operations.
- Maintaining this plan through seeking input and approval from key stakeholders.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Taking charge of resource inventory, making sure all emergency equipment (such as satellite phones and radios) is working, maintaining call-down lists, supervising the testing of equipment as needed, suggesting new purchases or approaches to emergency preparedness based on regulatory changes, technological changes, or knowledge gained from outcomes of previous emergency situations.
- Identifying, procuring, and administering emergency preparedness grants.
- Assessing the status of the City's compliance with federal and State regulations related to emergency preparedness, including FEMA and NIMS requirements, and seeking to bring the City into compliance as needed.
- Ensuring the operational capability of the City EOC.
- Coordinating the activation of the City EOC, supports the Emergency Manager (CM) when the EOC is activated.
- Presenting reports on emergency preparedness issues to department heads, elected officials, and media as directed.
- Serving as day-to-day liaison between City, partner agencies and County Emergency Management.
- Maintaining liaison with organized emergency volunteer groups, as well as business, lodging, and community groups, to increase disaster readiness of City residents and guests.

EOC STAFF REPRESENTATIVES

The EOC will utilize the National Incident Management System (NIMS) and be headed by the Emergency Manager (CM). Staffing will be determined based on need, but may consist of all/some of the following:

- *Fire Department liaison*
- *Police Department liaison*
- *Public Works liaison*
- *EVCNB liaison*
- *Public Information officer or representative*
- *Tillamook County PUD*
- *Health officer representative*
- *Nehalem Bay Wastewater Agency representative*
- *Tillamook County Sheriff representative*
- *Ham Radio Operator and Scribe*
- *Chaplain*

VOLUNTEER SUPPORT

Volunteer support shall be housed near, but not in, the EOC. They would include:
- *Community Emergency Response Team Command (CERT)*
- *PreSA Lead*
- *Volunteer Coordinator*
- *Shelter Team Lead*
- *Ham Radio Operator*
- *MRC Representative*

Others may also be recruited depending on the nature and extent of the disaster. In addition, volunteers with specific skills who can be dispatched to the scene of the emergency as requested by the IC, or whose skills can be of use in managing an emergency, plus runners to carry messages as needed are likely to be available. All personnel responding to the scene shall do so only after authorization and shall be under the direction of the IC through the Volunteer Coordinator.

Refer to NTCNBR EOP –
Attachment A and C - City Personnel and Agency Information and Local Resources *for a listing of for a list of volunteers' names, addresses, telephone numbers and available equipment.*

EMERGENCY OPERATIONS LOCATION

The current **primary location** for the City EOC is:

> **City EOC**
> **Manzanita City Hall**
> 543 Laneda Avenue,
> Manzanita, Oregon, 97130

If necessary, the **alternate location** for the City EOC is:	
Manzanita Water Treatment Plant 36730 Highway 101, Manzanita, Oregon, 97130	**Nehalem Bay Fire and Rescue** Fire Station 13 (Headquarters Station) 36375 Highway 101 Manzanita, Oregon, 97131
County EOC is located at: 5995 Long Prairie Rd, Tillamook, OR 97141	**Tillamook 911** 2311 Third Street Tillamook , OR 97141

The location of the EOC can change as required by the needs of the incident. Coordination and control for City emergency resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the Emergency Manager (CM) or EOC Director will designate an alternate facility. The Emergency Manager(CM) or EOC Director may request the use of the County EOC or County facilities from County Emergency Management.

CITY DEPARTMENT HEADS

Department and agency heads collaborate with the Executive Group during development of local emergency plans and provide key response resources. City department and agency heads and their staffs develop, plan, and train to learn internal policies and procedures for meeting response and recovery needs safely. They also make staff available to participate in interagency training and exercise to develop and maintain the necessary capabilities, as well as clearly reinforce preparedness expectations. Department and agency heads not assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the Mayor or City Manager.

RESPONSIBILITIES OF ALL DEPARTMENTS
Individual departments are an integral part of the emergency organization. While some departments' staff comprises emergency response personnel, most City departments focus on supporting emergency response personnel and/or the continuity of services they provide to the public.

All City departments are responsible for:

- Supporting EOC operations to ensure that the City is providing for the safety and protection of the citizens it serves.
- Establishing, in writing, an ongoing line of succession and/or delegation of authority for each department.
- Developing alert and notification procedures for department personnel.
- Developing guidelines to implement assigned duties specified by this plan. It is recommended that each operational department develops check lists and forms necessary to respond immediately to a disaster.
- It is recommended that each operational department develops check lists and forms necessary to respond immediately to a disaster.
- Tracking incident-related costs incurred by the department, in coordination with the EOC Finance Section if activated, and submitting expenditure reports in accordance with financial management practices. Incident-related costs may occur during response or recovery phases and may include personnel overtime, equipment used/expended, and contracts initiated.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with SOPs.
- Notifying the Emergency Preparedness Coordinator of resource shortfalls.
- Identifying essential functions and developing procedures for maintaining and/or reestablishing services provided to the public and other City departments.
- Assigning personnel to the EOC, as charged by this plan.
- Developing and implementing procedures for protecting vital records, materials, and facilities.
- Promoting family preparedness among employees.
- Ensuring that staff complete required training (including required NIMS and ICS training).
- Dedicating staff time for participation in training exercises.
- Preparing and maintaining supporting SOPs and annexes (including incorporation of NIMS components, principles, and policies).

RESPONSIBILITIES BY FUNCTION

THIS GROUP INCLUDES SERVICES REQUIRED FOR AN EFFECTIVE EMERGENCY MANAGEMENT PROGRAM, OF WHICH RESPONSE IS A KEY ELEMENT. THESE AGENCIES INCLUDE FIRE DEPARTMENTS/DISTRICTS, LAW ENFORCEMENT, EMERGENCY MEDICAL SERVICE (EMS) PROVIDERS, AND PUBLIC HEALTH, ENVIRONMENTAL HEALTH, AND PUBLIC WORKS DEPARTMENTS.

Departments or agencies assigned as primary may only be responsible for coordinating with other primary or supporting agencies to ensure continuity.

Primary Agency(s).

Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

Supporting Agency(s).

Identify agencies with substantial support roles during major incidents.

TRANSPORTATION

PRIMARY AGENCIES	CITY PUBLIC WORKS DEPARTMENT
SUPPORTING AGENCIES	CITY POLICE; TILLAMOOK COUNTY
STATE AGENCY	OREGON DEPT. OF TRANSPORTATION (ODOT)
FEDERAL AGENCY	FEDERAL HIGHWAY ADMINISTRATION

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the City's transportation system and infrastructure.
- Identifying temporary alternative transportation solutions that can be implemented by others when City systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinating the restoration and recovery of City transportation systems and infrastructure.
- Coordinating support of emergency operations activities among transportation stakeholders within the City's authorities and resources limitations.

COMMUNICATION

PRIMARY AGENCIES	CITY POLICE; NEHALEM BAY F&R; TILLAMOOK CO. EMD
SUPPORTING AGENCIES	EVCNB COMMUNICATIONS PLAN
STATE AGENCY	DEPARTMENT OF ADMIN SERVICES; ODOT; OSP; OEM
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY

Alert and Warning

Responsibilities related to alert and warning include:

- Monitoring emergency communications networks.
- Disseminating emergency alerts, as requested by the on-scene Incident Commander, MET, Emergency Manager (CM), or PIO.
- Receiving and disseminating warning information to the public and key City officials.

Communication Systems

Communication-related responsibilities include:

- Establishing and maintaining emergency communications systems.
- Coordinating the use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Managing and coordinating all emergency notifications to departments and officials (e.g., during transition to continuity facilities or succession notification).

INFORMATION AND PLANNING

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION
SUPPORTING AGENCIES	MANZANITA CITY DEPARTMENTS AS NEEDED
STATE AGENCY	OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY

The Emergency Preparedness Coordinator is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. City departments and partner agencies will be requested to designate personnel who can be made available to be trained by the Emergency Preparedness Coordinator and to work in the EOC during an emergency. Other individuals and organizations shall be identified and trained by the EPC to supplement EOC staffing or aid in an emergency.

The following tasks are necessary for the City to activate and utilize its EOC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions and the County EOC.
- Maintaining the City EOC in an operating mode, as required by the incident, or ensuring that the EOC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the EOC and developing procedures for crisis training.
- Ensuring that EOC personnel operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

MASS CARE

PRIMARY AGENCIES	CITY ADMINISTRATION; NEHALEM BAY F&R
SUPPORTING AGENCIES	RED CROSS; EVCNB SHELTER TEAM; TILLAMOOK COUNTY EMD
STATE AGENCY	DEPARTMENT OF HUMAN SERVICES
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY

The City relies on the support of the American Red Cross, in conjunction with the NBEVC to provide shelter services and has adopted the procedures outlined in the NTCNBR emergency operations plan.

RESOURCE SUPPORT

PRIMARY AGENCIES	CITY ADMINISTRATION
SUPPORTING AGENCIES	FINANCE DEPT., COUNTY EMD
STATE AGENCY	STATE D.A.S.
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY; FEDERAL GSA

Responsibilities related to resource support include:
- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to City departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

HEALTH AND MEDICAL

PRIMARY AGENCIES	TILLAMOOK COUNTY HEALTH DEPARTMENT, TILLAMOOK COUNTY EMD,
SUPPORTING AGENCIES	MEDICAL RESERVE CORPS
STATE AGENCY	OREGON HEALTH AUTHORITY
FEDERAL AGENCY	DEPARTMENT HEALTH AND HUMAN SERVICES

The City relies on Tillamook County Health Department for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases associated with major emergencies, disasters, and/or widespread outbreaks. Such outbreaks may be caused by bioterrorism, epidemic or pandemic diseases, novel and highly fatal infectious agents, or biological or chemical toxin incidents. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care and ESF 8 – Health and Medical.

Responsibilities related to public health include:
- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations for adequate provision of public health, medical, and behavioral health services, including making provisions for populations with functional needs.
- Coordinating public health surveillance.
- Coordinating mass prophylaxis and delivery and distribution set-up of the Strategic National Stockpile, if needed.
- Coordinating mass fatality operations with the Medical Examiner and Funeral Directors to provide identification and disposal of the dead.
- Coordinating isolation and/or quarantine actions, as needed and permitted.
- Coordinating dissemination of public health information.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

FOOD AND WATER

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION, MANZANITA PUBLIC WORKS
SUPPORTING AGENCIES	AMERICAN RED CROSS
STATE AGENCY	DEPARTMENT OF AGRICULTURE; OREGON HEALTH AUTHORITY
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY

Responsibilities related to food and water include:
- Assessing food and water needs for the community.
- Identifying food and water resources.
- Storing food and water resources.
- Monitoring the collection and sorting of all food and water supplies and establishing procedures to ensure that they are safe for consumption.
- Coordinating transportation of food and water resources to the community.

See FA 2 – Human Services and the County EOP, ESF 11 – Food and Water for more details.

PUBLIC INFORMATION

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION
SUPPORTING AGENCIES	TILLAMOOK COUNTY EMERGENCY MANAGEMENT
STATE AGENCY	OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	DEPARTMENT OF HOMELAND SECURITY

Responsibilities related to public information include:
- Conducting ongoing hazard awareness and public education programs.
- Compiling and preparing emergency information for the public in case of emergency.
- Coordinating with other agencies to ensure consistency of education and emergency information.
- Arranging for media representatives to receive regular briefings on the City's status during extended emergency situations.
- Securing printed and photographic documentation of the disaster situation.
- Handling unscheduled inquiries from the media and the public.
- Being aware of non-English-speaking and/or bilingual population centers within the City and County and preparing training and news releases accordingly.
- Monitoring the media and correcting misinformation.
- Overseeing and providing information to call-takers who receive requests for assistance from the public.

VOLUNTEER AND DONATIONS MANAGEMENT

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION
SUPPORTING AGENCIES	MANZANITA POLICE DEPARTMENT; NBFR; EVCNB; LOCAL VOLUNTEER ORGANIZATIONS
STATE AGENCY	OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	NONE

Responsibilities related to volunteer and donations management include:
- Coordinating the identification and vetting of volunteer resources.
- Matching volunteer resources and donations with the unmet needs of the community.
- Maintaining a donations management system to ensure the effective utilization of donated cash, goods, and services.
- Providing guidance to personnel coordinating the management of undesignated cash donations, unsolicited goods, and emergent volunteers.
- Directing unaffiliated volunteers to and coordinating with government-sponsored/organized volunteer organizations such as Community Emergency Response Team (CERTs), Red Cross, and/or Medical Reserve Corps, and volunteers associated with the faith-based community in completing their assigned tasks.

BUSINESS AND INDUSTRY

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION
SUPPORTING AGENCIES	MANZANITA VISITORS CENTER
STATE AGENCY	BUSINESS OREGON
FEDERAL AGENCY	SMALL BUSINESS ADMINISTRATION

Responsibilities related to business and industry include:
- Coordinating with business and industry partners to facilitate private-sector support to response and recovery operations.
- Identifying short-term recovery assistance to business and industry partners.
- Facilitating communication between business and industry partners and the local, tribal, and state emergency management organizations.
- Providing economic damage assessments for impacted areas.

See ESF 18 – Business and Industry for more details.

RECOVERY

PRIMARY AGENCIES	MANZANITA CITY ADMINISTRATION
SUPPORTING AGENCIES	ALL REMAINING CITY DEPARTMENTS
STATE AGENCY	OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	FEMA; U.S. DEPARMENT OF COMMERCE; U.S. DEPATMENT OF HEALTH AND HUMAN SERVICES; U.S. DEPARMENT OF HOUSING AND URBAN DEVELOPMENT; U.S. ARMY CORPS OF ENGINEERS; U.S. DEPARTMENT OF INTERIOR

Recovery-related responsibilities include:
- Directing emergency recovery in times of disaster by providing leadership in coordinating private- and governmental-sector emergency recovery efforts.
- Participating with County and State partners to conduct damage assessments; identifying and facilitating availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support, helping as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after an incident in the City.
- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

EVACUATION AND POPULATION PROTECTION

PRIMARY AGENCIES	MANZANITA POLICE DEPARTMENT
SUPPORTING AGENCIES	TILLAMOOK COUNTY SHERIFF'S OFFICE; NEHALEM BAY FIRE AND RESCUE; MANZANITA PUBLIC WORKS
STATE AGENCY	OREGON STATE POLICE; OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	NONE

Responsibilities related to evacuation and population protection include:
- Defining responsibilities of City departments and private-sector groups.
- Identifying high-hazard areas and corresponding numbers of potential evacuees.
- Coordinating evacuation planning, including:
  - Movement control
  - Health and medical requirements
  - Transportation needs
  - Emergency Public Information materials
  - Shelter and reception location
- Developing procedures for sheltering in place.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Assisting with control and safety measures in the evacuated area and reassigning personnel during the evacuation period.
- Conducting evacuation in accordance with City policy.
- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

DAMAGE ASSESSMENT

PRIMARY AGENCIES	MANZANITA PUBLIC WORKS DEPARTMENT, MANZANITA BUILDING DEPARTMENT
SUPPORTING AGENCIES	ALL OTHER CITY DEPARTMENTS AS REQUESTED; TILLAMOOK COUNTY BUILDING DEPARTMENT
STATE AGENCY	OFFICE OF EMERGENCY MANAGEMENT
FEDERAL AGENCY	NONE

Responsibilities related to damage assessment include:
- Establishing a damage assessment team from among City departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members to the EOC.
- Assisting in reporting and compiling information regarding deaths, injuries, and dollar damage to tax-supported facilities and to private property.
- Assisting in determining the geographic extent of the damaged area.
- Evaluating the effect of damage on the City's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

LEGAL SERVICES

PRIMARY AGENCIES	MANZANITA CITY ATTORNEY
SUPPORTING AGENCIES	TILLAMOOK COUNTY LEGAL COUNSEL
STATE AGENCY	NONE
FEDERAL AGENCY	NONE

Responsibilities related to legal services include:
- Advising City officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:
    o Implement wage, price, and rent controls
    o Establish rationing of critical resources
    o Establish curfews
    o Restrict or deny access
    o Specify routes of egress
    o Limit or restrict use of water or other utilities
    o Remove debris from publicly or privately-owned property
- Reviewing and advising City officials in determining how the City can pursue critical objectives while minimizing potential exposure.
- Preparing and recommending local legislation to implement emergency powers when required.
- Advising City officials and department heads regarding record keeping requirements and other documentation necessary for exercising emergency powers.
- Thoroughly reviewing and maintaining familiarity with current ORS 401 provisions as they apply to County or City government in disaster events.

OTHER AGENCY RESPONSIBILITIES

All City department and agency heads not assigned a specific function in this plan will be prepared to make their resources (including personnel) available for emergency duty at the direction of the City Manager.

# Concept of Operations

GENERAL

Primary roles involved during the initial emergency response will focus on first responders, such as fire services, police services, and the public works department. Depending on the type of incident, initial response also may include hospitals, local public health departments, and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the City and emergency response personnel.

The City is responsible for emergency management and protecting life and property of citizens within this jurisdiction. This EOP will be used when the City or individual emergency response agencies are reaching or have exceeded their capabilities to respond to an emergency. It may also be used during non-routine incidents or pre-planned events where City resources are limited and/or have been expended.

EMERGENCY MANAGEMENT MISSION AREAS

This plan adheres to the emergency management principle of all-hazards planning, which is because most responsibilities and functions performed during an emergency are not hazard-specific. The focus of this EOP is response and short-term recovery actions. Nevertheless, this plan both impacts and is informed by activities conducted before and after emergency operations take place and is designed to assist the City in the following five mission areas.

Figure 4-1Emergency Management Mission Areas
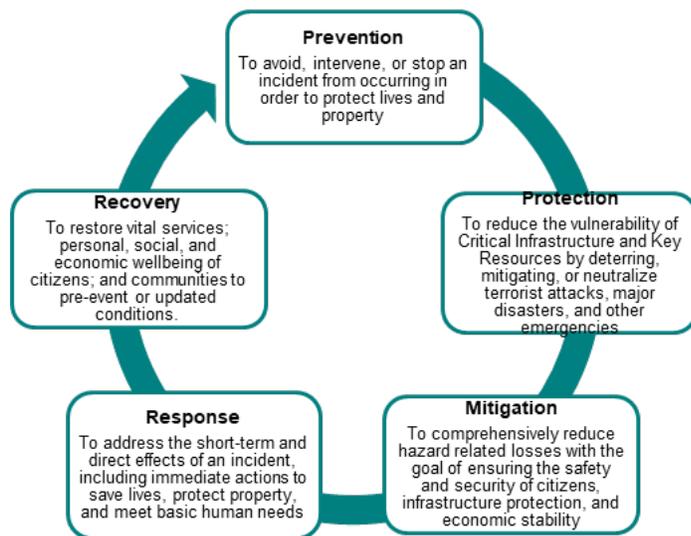
RESPONSE

Response activities within the City are undertaken immediately after an incident. The City's response priorities are defined below:

Lifesaving: Efforts to save lives and operations that minimize risks to public health and safety.

Property: Efforts to reduce impacts to CIKR and minimize property damage.

Environment: Efforts to mitigate long-term impacts to the environment.

RECOVERY

Recovery activities will begin as soon as conditions permit following an incident. It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster will impact the ability of businesses to function, disrupt employment, interrupt government services, and impact tax revenues within the City. This EOP is not a recovery plan; however, the City recognizes that response and recovery activities often take place concurrently until the life safety and emergency protective actions are completed. Recovery operations are the actions taken to restore vital services, help citizens resume self-sufficiency, and help communities return to pre-event or "new normal" conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations. The City's recovery priorities for CIKR are defined below:

Initial Damage Assessment: Determine structure impacts to the City.

Debris Removal: Coordinate debris clearance, collection, and removal.

Infrastructure Restoration: Facilitate restoration of CIKR.

Incident Levels

Incident levels assist local, County, and State response agencies in recognizing the degree of intensity and potential impact of a situation. Emergency situations within the City will not always fit neatly into these levels, and any incident has the potential to intensify or expand to a higher level. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

LEVEL 3
A Level 3 incident is a minor and localized incident that is quickly resolved within existing City resources or limited outside help. A Level31 incident has little or no impact on personnel or normal operations outside the locally affected area. Level 3 incidents do not require activation of this EOP or the EOC. Impacted emergency response personnel coordinate directly with their individual departments and each other to resolve the incident.
Examples of Level 3 incidents include small chemical spills, small fires, limited duration power failure, and normal fire and police response requests.

LEVEL 2
A Level 2 incident is a major event or threat that requires response by more than one department/response agency due to special or unusual characteristics or is beyond the scope of available local resources. Level 2 incidents may require partial implementation of this EOP and the EOC.
Examples of Level 2 incidents include large or multiple structure fires, structural collapse, significant hazardous materials release, extended power or utility outage, severe flooding, multi-fatality incidents, or any external emergency that may affect City response agencies or operations.

LEVEL 1
A Level 1 incident is a major disaster or imminent threat involving the coordinated response of local, regional, State, and federal resources to save lives and protect the property of a large portion of the population. The effects of the emergency are wide-ranging and complex and may require the sheltering or relocation of the affected population. Under such conditions, this EOP will be implemented and the EOC will be activated.
Examples of Level 1 incidents include major explosion, out of control wild fires, major hazardous materials release, major earthquake, or a terrorism incident.

NIMS INCIDENT LEVELS
While the City uses incident levels that are consistent with the County and State EOPs, incident types at the federal level are based on the five levels of complexity that ascend from relatively minor incidents (Type 5, e.g., vehicle fire) to a major disaster (Type 1) resulting in high impact on the City and requiring national response resources (source: U.S. Fire Administration). During an incident, Where federal agencies are involved in response and recovery operations (Type 3), or Where national resources are impacted (such as waters of the U.S.), requiring response from federal agencies Incident levels identified in this EOP will transition to the NIMS incident levels. Refer to the following table for further information on NIMS incident levels.

NIMS Incident Levels	
Type 5	- The incident can be handled with one or two single resources with up to six personnel. - Command and General Staff positions (other than the Incident Commander) are not activated. - No written Incident Action Plan (IAP) is required. - The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on scene. - Examples include a vehicle fire, an injured person, or a police traffic stop.
Type 4	- Command and General Staff functions are activated only if needed. - Several resources are required to mitigate the incident. - The incident is usually limited to one operational period in the control phase. - The agency administrator may have briefings and ensure that the complexity analysis and delegation of authority are updated. - No written IAP is required, but a documented operational briefing will be completed for all incoming resources. - The agency administrator develops operational plans, including objectives and priorities.
Type 3	- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. - Some or all Command and General Staff positions may be activated, as well as Division/Group Supervisor and/or Unit Leader level positions. - A Type 3 Incident Management Team or Incident Command organization manages initial action incidents with a significant number of resources, an extended attack incident until containment/control is achieved, or an expanding incident until transition to a Type 1 or 2 team. - The incident may extend into multiple operational periods. - A written IAP may be required for each operational period.

Type 2	o The incident extends beyond the capabilities for local control and is expected to extend into multiple operational periods. A Type 2 incident may require the response of resources out of area, including regional and/or national resources, to effectively manage the Operations, Command, and General Staffing. o Most or all the Command and General Staff positions are filled. o A written IAP is required for each operational period. o Many of the functional units are needed and staffed. o Operations personnel normally do not exceed 200 per operational period, and total incident personnel do not exceed 500 (guidelines only). o The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	o A Type 1 incident is the most complex, requiring national resources to safely and effectively manage and operate. o All Command and General Staff positions are activated. o Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. o Branches need to be established. o The agency administrator will hold briefings and ensure that the complexity analysis and delegation of authority are updated. o Use of resource advisors at the incident base is recommended. o There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

Command and Control

GENERAL

The ultimate responsibility for command and control of City departments and resources lies with the City Manager, unless otherwise delegated. City emergency operations, both on scene and in the City EOC, will be conducted in a manner consistent with NIMS, including use of ICS. During a City-declared disaster, control is not relinquished to County or State authority but remains at the local level for the duration of the event

ON-SCENE INCIDENT MANAGEMENT

Initial response to an incident will be managed by the responding agency (i.e., Public Works Department, Police Department, and/or Fire Department), who will assign an on-scene Incident Commander. The on-scene Incident Commander is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene Incident Commander may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. Upon establishment of ICS, the on-scene Incident Commander, depending on the nature and scale of the emergency, will notify the Emergency Manager and request activation of the City EOC, as appropriate. The on-scene Incident Commander may also establish an on-scene Unified Command structure with City, County, and State leads.

EMERGENCY OPERATIONS CENTER SUPPORT TO ON-SCENE OPERATIONS

Depending on the type and size of incident, or at the request of the on-scene Incident Commander, the City may activate the EOC. The EOC supports on-scene operations and coordinates City resources. The request will be submitted to the Emergency Manager, who will determine whether to activate the City EOC and will assume, or designate, the role of EOC Director. In most instances, the on-scene Incident Commander will retain tactical control over the incident, relying on the City EOC for resource coordination, communications, and public information support. In a more complex incident, the Incident Commander may relocate to the City EOC to serve as part of the Unified Command or Multi-Agency Coordination Group, ensuring proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or from private contractors will be requested and used as an adjunct to existing City services, and then only when a situation threatens to expand beyond the City's response capabilities.

Upon activation of the City EOC, the assigned EOC Director is empowered to assume executive control over all departments, divisions, and offices of the City during a state of emergency. If appropriate, the on-scene Incident Commander or Emergency Manager (CM) may request that the Mayor or City Manager (EM) declare a state of emergency.

EMERGENCY OPERATIONS CENTER

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a Multi-Agency Coordination Center, if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the City seat of government for the duration of the crisis.

EMERGENCY OPERATIONS CENTER STAFFING

Depending on the incident type, City departments will provide staff to the EOC. The City may receive assistance from County Emergency Management to support the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the on-scene Incident Commander or EOC Director may change to meet the needs of the incident. If local staffing resources are not adequate to maintain the City EOC, the City may request support from the County.

City departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the City, it is imperative that all primary and alternate EOC staff be trained on ICS functions outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

ACCESS AND SECURITY

During an emergency, access to the City EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. The EOC Director or Emergency Manager (CM) may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present, including the existing identification badge policy.

DEACTIVATION

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. This decision is made by the on-scene Incident Commander, EOC Director, and City Manager (EM).

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the City EOC during the day with limited staffing to facilitate dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring the City Manager and staff to manage recovery operations as part of their daily responsibilities.

The City Manager has the final approval authority for activation and closure of the EOC. Once the decision has been made to limit hours/staff or close the EOC, notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened (see activation procedures in Section 5.4.1) and emergency operations re-initiated at any time. As with initial activation, re-activation of the EOC would occur at the direction of the Emergency Manager, or designee.

Incident Command System

ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The City will utilize ICS to manage resources and activities during an emergency response, in order to communicate with other responding agencies using common terminology and operating procedures (Figure 5-4).

The City ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 1) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines. The City ICS structure can also be utilized for lower level emergencies such as a minor incident involving a single emergency response agency (Level 3). The City has established an EMO (Emergency Management Office), supporting EOC activation and ICS operational procedures, and position checklists. Copies of these checklists are available in the EOC.

Example of a Scalable Command Structure for the City EOC Facilities
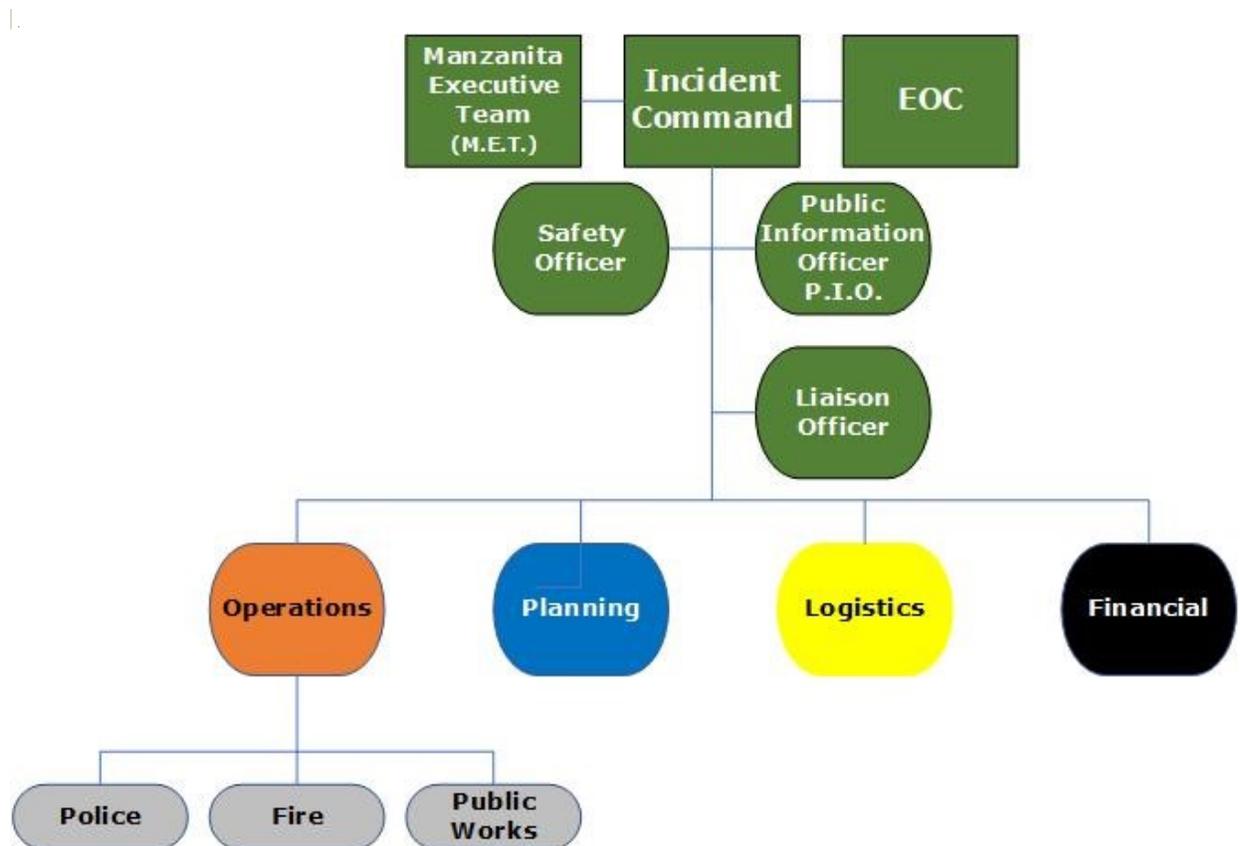
EOC DIRECTOR

The EOC Director/Emergency Preparedness Coordinator is responsible for operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Director is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Supporting implementation of an IAP.
- Coordinating activities supporting emergency operations.
- Approving release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
    - Safety Officer
    - PIO
    - Liaison Officer

At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the Emergency Manager (CM) may change to meet the needs of the incident.

INCIDENT COMMANDER

The Incident commander is responsible for the overall response to any emergency. They work closely with the EOC and their team include the Command Staff and General Staff.

Responsible for all aspects of emergency response
Develops incident objectives
Manages all incident operations
Requests necessary resources
Responsible for All persons involved

INCIDENT COMMAND STAFF

SAFETY OFFICER

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations. The Safety Officer's responsibilities include:

- Identifying initial hazards, determining personal protective equipment requirements, and defining decontamination areas.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Director, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

PUBLIC INFORMATION OFFICER

The PIO will coordinate and manage the City's public information network, including local, County, regional, and State agencies; political officials; and other emergency management stakeholders. The PIO's duties include:

- Developing and coordinating release of information to incident personnel, media, and the general public.
- Coordinating information sharing among the public information network using a Joint Information System (JIS) and, if applicable, participating in a JIC.
- Implementing information clearance processes with the Emergency Manager (CM).
- Conducting and/or managing media briefings and implementing media-monitoring activities.

LIAISON OFFICER

Specific liaison roles may be incorporated into the command structure established at the City EOC and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, public works/utility companies, and volunteer services such as the Red Cross. Responsibilities typically associated with a liaison role include:

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

The annexes attached to this plan contain general guidelines for City staff, volunteer organizations, neighboring jurisdictions, County officials and departments, and other response agency staff to carry out assigned Command Staff responsibilities at the City EOC, as well as at EOCs of the County and neighboring jurisdictions.

INCIDENT GENERAL STAFF

OPERATIONS SECTION CHIEF

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations. The following agencies and organizations are typically included in the Operations Section:

- **Fire Services** – emergencies dealing with fire, earthquake with rescue, or hazardous materials.
- **Law Enforcement** – incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations.

- **Public Health Officials** – contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health.
- **Public Works** – incidents resulting in major utility disruptions, damage to critical infrastructure, and building collapse.
- Private entities, companies, and nongovernmental organizations may also support the Operations Section.
  Examples of support these organizations may provide include:
  - Grass roots social media support for situational awareness, as well as identifying and connecting resources to citizens in need
  - Non-hazardous debris clearance collection and disposal

The Operations Chief is responsible for:
- Developing and coordinating tactical operations to carry out the IAP.
- Managing field response activities
- Directing implementation of unit operational plans
- Requesting resources as needed
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

PLANNING SECTION CHIEF

The Planning Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Chief is responsible for:
- Collecting and evaluating information and distributing incident information through status summaries.
- For terrorist incidents, liaise with the OTFC.
- Maintaining resource status.
- Preparing and disseminating the IAP, including developing alternatives for tactical operations.
- Conducting planning meetings.

LOGISTICS SECTION CHIEF

The Logistics Section is typically supported by the units responsible for supplies, food, communications, medical services, facilities, and ground support. Depending on the incident's type and size, these units can be divided into two branches: Service and Support. The Logistics Chief is responsible for:
- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Assisting with development and preparation of the IAP.

FINANCE/ADMINISTRATION

The Finance/Administration Section is activated for large-scale or incidents that require emergency funding or use of specialized services and equipment that are not within the City's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time. Conversely, during some incidents, responding agencies may not require outside assistance, or relatively minor finance or administrative operations are otherwise required. In these instances, the Finance/Administration section can be staffed by a technical specialist in the Planning Section. The Finance and Administration Chief is responsible for:

- Monitoring costs related to the incident.
- Maintaining accounting, procurement, and personnel time records.
- Conducting cost analyses.

UNIFIED COMMAND

Unified Command allows all agencies with jurisdictional authority or functional responsibility for the incident to jointly provide management direction to an incident through a common set of incident objectives and strategies and a single IAP. Each participating agency maintains its individual authority, responsibility, and accountability.

Plan Development, Maintenance, and Implementation

PLAN REVIEW AND MAINTENANCE

The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every five years to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award. This review will be coordinated by the City Emergency Preparedness Coordinator and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes. 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 continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments.

Recommended changes should be forwarded to:

Emergency Preparedness Coordinator
Laneda Ave.
Manzanita, OR, 97130

TRAINING PROGRAM

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each agency and department is responsible for ensuring that critical staff are identified and trained at a level that enables effective execution of existing response plans, procedures, and policies.

The Emergency Preparedness Coordinator coordinates training for City personnel and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the City (see minimum training requirements in Table 6-1). The Emergency Preparedness Coordinator maintains records and lists of training received by City personnel.

Law enforcement personnel
Public works/utility personnel
Skilled support personnel
Other emergency management response personnel
Support/volunteer personnel at all levels

Table 6-1Suggested Minimum Training Requirements	
Emergency Personnel	**Training Required**
Direct role in emergency management or emergency response	ICS-100b IS-700a
First-line supervisors, mid-level management, and Command and General Staff	ICS-100b, -200a IS-700a
Supervisory role in expanding incidents or a management role in an EOC	ICS-100b, -200a, -300 IS-700a
Management capacity in an Area Command situation or EOC	ICS-100b, -200a, -300, -400 IS-700a, -701a
PIOs	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-800b
Additional information about training requirements can be found on the OEM website at http://www.oregon.gov/OMD/OEM/plans_train/docs/nims/ nims_who_takes_what.pdf. Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.	

EXERCISE PROGRAM

The City will conduct exercises throughout the year to test and evaluate this EOP. The City will coordinate with agencies; organizations (nonprofit, for profit, and volunteer); neighboring jurisdictions; and State and federal government to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the City will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information about this program can be found at http://hseep.dhs.gov.

The Emergency Preparedness Coordinator will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

Event Critique and After-Action Reporting

To document and track lessons learned from exercises, the Emergency Preparedness Coordinator will conduct a review, or "hot wash," with exercise participants after each exercise. The Emergency Preparedness Coordinator will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the City's readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. The Emergency Preparedness Coordinator will ensure that equipment, training, and planning shortfalls

On Going Activities and Partnership Responsibilities

COMMUNITY OUTREACH AND PREPAREDNESS EDUCATION

The City will educate the public about threats, disasters, and what to do when an emergency occurs. The City supports an active community preparedness program and recognizes that citizen preparedness and education are vital components of the City's overall readiness. Information about the City's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the City's website at: https://ci.manzanita.or.us/emergency-operations-information/

FUNDING AND SUSTAINMENT

It is a priority of the City to fund and maintain an EMO that ensures the City's ability to respond to and recover from disasters.
The Emergency Manager will work with City Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel, and equipment.
- Ensure that the Council is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize use of scarce resources.

In addition to saving lives and property, this plan, when put into operation, is designed to restore balance to the community following a disaster, minimize economic hardship

LOCAL MAP & EVACUATION ROUTES –
Police or fire department personnel will conduct the evacuation of designated areas. Other city departments and volunteers will assist as requested and directed by the IC. All persons or agencies involved in evacuation shall be under direction and authority of the Incident Commander. *Refer to Attachment "D" – NTCNBR EOP.*

OREGON STATE PARKS
Oregon State Parks, Nehalem Bay Management Unit, will work with cities and other partners to make resources available once their priorities have been accomplished in an incident. Refer to NTCNBR EOP - Attachment E. *Nehalem Bay State Park Evacuation Plan.*

IDENTIFIABLE GEOGRAPHICAL HAZARDS –
Refer to NTCNBR EOP - Attachment F.

AIR LANDING ZONES – ATTACHMENT G.

HAZARDOUS MATERIALS INCIDENTS
The EOC will be responsible for assisting emergency responders in any way possible during a major spill or release of hazardous materials. The EOC Fire Department representative or other staff member may be directed to determine the nature and effects of any hazardous material that threatens an area by contacting an appropriate source, such as Oregon Emergency Response System (OERS), or the head office of a transportation company whose truck is leaking or threatening to leak.

Overall authority in hazardous materials response rests with the fire department per state and federal law (Oregon Occupational Safety & Health Administration, Superfund Amendments and Reauthorization Act of 1986 -SARA Title III, 29 Code of Federal Regulations 1910-120.) A complete list of area businesses that have reported hazardous materials may be found in **Attachment H. – *Hazardous Materials.***

PUBLIC INFORMATION
Because the media is a conduit to the public, the Public Information Officer (PIO) will relay information to media persons at the direction of the Incident Commander (IC) and/or the MET.

This information may include warnings, requests for volunteer or other help, bulletins on areas to be avoided or evacuated, evacuation routes, lists of places to obtain food, shelter and health care, phone numbers to contact for assistance (including that of the Red Cross), and others.

Any significant weather/hydro/tsunami event should be immediately reported to the National Weather Service at 503-326-2598 or 503-261-9246.

The primary focus of communication with media is to enlist their help when needed, e.g. broadcasts to alert citizens, and to be fair and courteous to media representatives without jeopardizing ongoing efforts to control the emergency.

NEWS BRIEFING SITES

The primary media briefing area will be located at the Manzanita City Hall (Laneda Ave.). Other locations, including in proximity to active events, may be established depending upon the nature and scope of the event. All media briefing sites shall be in concert with, or based upon, the activities and direction of both the IC and the MET. **NOTE**: *It is anticipated that a future "emergency hub", to be located at 600 Manzanita Ave., will include facilities and/or designated locations for news briefings.*

SHELTER ACTIVATION

In the event of a disaster, residents and visitors may require emergency assistance with shelter and food. Shelter activation procedures and policies yet to be determined.

The Nehalem Bay Regional American Red Cross (ARC) will initially be called for all actual or potential Shelter needs. They will make the determination if the needs meet the ARC Shelter Activation criteria.

In the meantime, a Community Shelter may be opened by Volunteers that have been oriented/trained to open a shelter. The shelter can either stay as a Community Shelter, if appropriate, or transition to a Red Cross Shelter once the approval is received.

If Red Cross approved, they will be able to activate ARC shelter trained staffing (local and offsite if needed); provide material and resource assistance. Local resources may be required to provide the entirety of shelter support for the initial 24 to 72 hours after a disaster occurs.

In addition to three Primary Shelters where shelter food, water, blankets, cots, and other overnight sheltering supplies and equipment are stored, two Warming Centers have been identified as back-up if circumstances require. While no overnight sheltering supplies and equipment are stored at the Warming Centers, they do offer warm drinks, snacks and any additional services specifically identified for that Warming Center. There are also two identified "Just in Time" back up resource (Warming Center) locations that offer large open areas with kitchens in each facility for daytime use.

NOTE: *It is anticipated that primary shelter and services will be provided to residents and visitors at the emergency hub, 600 Manzanita Ave. This site will eventually include shelter options, food, medical, FEMA liaison, and other related emergency services.*

HEALTH AND MEDICAL AID

The Health Officer and/or Medical Reserve Corps Unit Coordinator will oversee medical treatment, triage, transportation of injured persons, etc., and will work within the Incident Command System. All (doctors) <u>medical personnel</u> in the area should report to him/her for assignment if the emergency results in casualties. Availability and responsibilities of the Health Officer /MRC Unit Coordinator and other area health professionals and volunteers will be prearranged to as great a degree as possible and included as this plan is developed. If the community becomes isolated, the primary triage / treatment sites will be the Rinehart Clinic in Wheeler (North of the River) and Adventist Urgent Care in Manzanita (South of the River) with a secondary site located at a designated shelter.

Note: For information on widespread health emergencies such as epidemics or pandemics, see the separate section by that name below.

MANAGING DECEASED VICTIMS

Law Enforcement will be responsible for the deceased and if necessary, plan for a temporary morgue that will be secure. Law enforcement will work with the District Attorney and County Medical Examiner and county morgue to develop policies for operations and transport of deceased victims. Planning and provisions for multiple casualty incidents will be carried out in advance and will be included in this plan as an attachment.

PUBLIC WORKS DEPARTMENT

Public Works' main function during a disaster will be to secure water supplies, open roadways for emergency response, assist with rescue operations if needed, and following instructions from EOC representatives, return to normal operations.

NEHALEM BAY WASTEWATER AGENCY

Nehalem Bay Wastewater Agency (NBWA) will oversee its infrastructure system and will immediately alert the EOC staff of potential problems with sanitation/sewage disposal. NBWA will work with health officials and EOC staff to build temporary facilities such as latrines to be dug at a location determined during damage evaluation that is safe away from any and all water sources. Public Works personnel or volunteers may be assigned to assist NBWA, if needed.

COMMUNICATIONS
Communications through regular channels of existing agencies shall be maintained. In the event of a disaster, EOC staff may change or assign working frequencies for field units. See Pg.65.

LEGAL SERVICES

The designated attorney will provide legal services during disasters, following provisions of ORS Chapter 401, city codes and other regulations. S/he will be responsible for reviewing this operating plan and determining if there are any legal implications, which should be of concern to responsible officials.

S/he should remain available for EOC staff concerns and keep abreast of the situation as it develops and advise and consult with those responsible on all legal or liability-related matters. S/he will maintain contact with the district attorney and the state attorney general if needed.

FINANCIAL AND DAMAGE ASSESSMENT

Financial issues will be the responsibility of the city manager as s/he serves on the EOC. S/he should track all expenditures and keep records of the extent and nature of property damage as it is reported so that accurate payments and settlements can be made following the emergency.

The city manager and the director of the Emergency Management Division will familiarize themselves with programs/procedures available through the federal government or other agencies such as Red Cross about disaster relief and recovery.

A damage assessment will be forwarded as soon as possible to Tillamook County for Emergency Disaster Declaration considerations. Those assisting with damage assessment may include city department heads, engineers and insurance company representatives, among others.

EARTHQUAKES AND TSUNAMIS

If an earthquake or other natural disaster occurs, the fire district will support law enforcement with search and rescue operations and any other agency with available manpower, or by trained volunteers such as CERT members or individuals trained in structural inspection.

The earthquake itself should serve as warning of a potential tsunami. At the direction of the IC, all agencies will attempt to warn and evacuate residents of low-lying areas. However, an earthquake generated off the Pacific Coast may leave very little warning

time before a tsunami comes ashore, so evacuation efforts may be minimal or impossible.

In the event of a distant tsunami and once a tsunami warning is issued by the Alaska Tsunami Warning Center (ATWC), it will be important to evacuate the beaches and any low elevation areas indicated in DOGAMI map. (see Attachment D)

WIDESPREAD HEALTH EMERGENCIES

In the event of a widespread health emergency such as a pandemic or epidemic, the EOC will coordinate with the public health nurse at Tillamook County Health Department, who will follow the State of Oregon and the Center for Disease Control (CDC) guidelines for response.

General guidance for pandemics from the CDC plan suggests a pandemic mitigation framework based upon an early, targeted, layered application of multiple partially effective, nonpharmaceutical measures. It is recommended that the measures be initiated early before explosive growth of the epidemic and, in the case of severe pandemics, that the measures be maintained consistently during an epidemic wave in a community. The pandemic mitigation interventions described in this document include:

Isolation and treatment (as appropriate) with influenza antiviral medications of all persons with confirmed or probable pandemic influenza. Isolation may occur in the home or healthcare setting, depending on the severity of an individual's illness and/or the current capacity of the healthcare infrastructure.

Voluntary home quarantine of members of households with confirmed or probable influenza case(s) and consideration of combining this intervention with the prophylactic use of antiviral medications, providing enough quantities of effective medications are available and that a feasible means of distributing them is in place.

Dismissal of students from school (including public and private schools as well as colleges and universities) and school-based activities and closure of childcare programs, coupled with protecting children and teenagers through social distancing in the community to achieve reductions of out-of-school social contacts and community mixing. 4. Use of social distancing measures to reduce contact between adults in the community and the workplace, including, for example, cancellation of large public gatherings and alteration of workplace environments and schedules to decrease social density and preserve a healthy workplace to the greatest extent possible without disrupting essential services. Allow for the establishment of workplace leave policies that align incentives and facilitate adherence with the non-pharmaceutical interventions (NPIs) outlined above.

The detailed state plan may be viewed at: http://www.pandemicflu.gov/plan/states/oregon.html

LAW ENFORCEMENT

Law enforcement is responsible for search and rescue, traffic/crowd control, crime scene investigation, security and patrol. All hazards shall be reported to the EOC Staff. The EOC law enforcement representative will work with the county sheriff or representative on prioritizing needs of North County. The North County resident deputies or north deputy will contact the North County EOC for assignment.

MUTUAL AID AGREEMENTS (FIRE AND POLICE)

The regional fire department and police department each have entered into agreements with Tillamook County and the nearby cities listed above, to respond to requests for aid whenever a disaster occurs that, in the opinion of the IC, cannot be effectively or safely handled by local agencies.