



CITY OF OREGON CITY

CITY COMMISSION REGULAR MEETING - REVISED AGENDA

**Commission Chambers, Libke Public Safety Facility, 1234 Linn Ave, Oregon City
Wednesday, June 15, 2022 at 7:00 PM**

REGULAR MEETING OF THE CITY COMMISSION

Ways to participate in this public meeting:

- *Attend in person, location listed above*
- *Register to provide electronic testimony (email recorderteam@orcity.org or call 503-496-1509 by 3:00 PM on the day of the meeting to register)*
- *Email recorderteam@orcity.org (deadline to submit written testimony via email is 3:00 PM on the day of the meeting)*
- *Mail to City of Oregon City, Attn: City Recorder, P.O. Box 3040, Oregon City, OR 97045*

1. CONVENE MEETING AND ROLL CALL

2. FLAG SALUTE

3. CEREMONIES AND PROCLAMATIONS

[3a.](#) Oath of Office for New Oregon City Police Sergeant and Officers

[3b.](#) Juneteenth Day in Oregon City Proclamation

[3c.](#) Mayoral Appointment of Diversity, Equity, and Inclusion Community Task Force Members

4. CITIZEN COMMENTS

Citizens are allowed up to 3 minutes to present information relevant to the City but not listed as an item on the agenda. Prior to speaking, citizens shall complete a comment form and deliver it to the City Recorder. The City Commission does not generally engage in dialog with those making comments but may refer the issue to the City Manager. Complaints shall first be addressed at the department level prior to addressing the City Commission.

5. PRESENTATIONS

6. ADOPTION OF THE AGENDA

7. CONSENT AGENDA

This section allows the City Commission to consider routine items that require no discussion and can be approved in one comprehensive motion. An item may only be discussed if it is pulled from the consent agenda.

[7a.](#) Resolution No. 22-21, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the 2022 Roadway Pavement Project and 2022 Sanitary Sewer Rehab Project and Declaring an Emergency

[7b.](#) Public Works Fleet Division Replacement Vehicle #350

[7c.](#) Public Works Storm Division Replacement Vehicle #662 – Street Sweeper

[7d.](#) Contract with P and C Construction for Additional, Redundant Cooling Equipment in the Robert Libke Public Safety Building; Costs for Contract paid by FFA Architecture and Interiors

8. PUBLIC HEARINGS

9. GENERAL BUSINESS

[9a.](#) Update to the City of Oregon City Emergency Operations Plan (EOP), Effective 2022-26

[9b.](#) Resolution No. 22-26, Calling Forth the Concerns of the City of Oregon City with the Impacts of the I-205 Tolling Project

[9c.](#) 2021 Heritage Tree Nominations

[9d.](#) Oregon City Entrepreneurial Opportunity Loan Program

10. COMMUNICATIONS

City Manager

Commissioners

Mayor

11. ADJOURNMENT

PUBLIC COMMENT GUIDELINES

Complete a Comment Card prior to the meeting and submit it to the City Recorder. When the Mayor/Chair calls your name, proceed to the speaker table, and state your name and city of residence into the microphone. Each speaker is given three (3) minutes to speak. To assist in tracking your speaking time, refer to the timer on the table.

As a general practice, the City Commission does not engage in discussion with those making comments. Electronic presentations are permitted but shall be delivered to the City Recorder 48 hours in advance of the meeting.

ADA NOTICE

The location is ADA accessible. Hearing devices may be requested from the City Recorder prior to the meeting. Individuals requiring other assistance must make their request known 48 hours preceding the meeting by contacting the City Recorder's Office at 503-657-0891.

Agenda Posted at City Hall, Pioneer Community Center, Library, City Website.

Video Streaming & Broadcasts: The meeting is streamed live on the Oregon City's website at www.orcity.org and available on demand following the meeting. The meeting can be viewed on Willamette Falls Television channel 28 for Oregon City area residents as a rebroadcast. Please contact WFMC at 503-650-0275 for a programming schedule.



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Police Chief Jim Band

Agenda Date: 06/15/2022

SUBJECT:

Oath of Office for New Oregon City Police Sergeant and Officers

NEW POLICE OFFICERS:

Sergeant Chris Koehnke

Julianna Bredahl

Evan Brosseau

Kevin Carlson

Levi Losli

Dionicio Vega

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Evan Brosseau**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Police Officer for Oregon City, Oregon.*

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

I, Kevin Carlson, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Police Officer for Oregon City, Oregon.

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Dionicio Vega**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Police Officer for Oregon City, Oregon.*

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Sergeant
Oregon City Police Department

*I, **Chris Koehnke**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Sergeant for Oregon City, Oregon.*

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

I, Levi Losli, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Police Officer for Oregon City, Oregon.

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

OATH OF OFFICE

Sworn Police Officer
Oregon City Police Department

*I, **Julianna Bredahl**, do solemnly swear that I will uphold the law, and support the Constitution of the United States and the State of Oregon. I will abide by the Law Enforcement Code of Ethics, and the department's rules and regulations, while faithfully performing my duties as Police Officer for Oregon City, Oregon.*

GIVEN THIS 15TH DAY OF JUNE 2022

Denyse C. McGriff
Commission President

SUBSCRIBED AND SWORN to before me this 15th day of June 2022.

Notary Public
State of Oregon
My commission expires: _____

PROCLAMATION

Whereas, President Abraham Lincoln signed the Emancipation Proclamation on January 1, 1863, declaring the slaves in Confederate territory free, paving the way for the passing of the 13th Amendment which formally abolished slavery in the United States of America; and

Whereas, Word about the signing of the Emancipation Proclamation was delayed some two and one half years, to June 19, 1865, in reaching authorities and African-Americans in the South and Southwestern United States; and

Whereas, Emancipation Day observations are held on different days in different states in the United States, and in other parts of the nation; and

Whereas, June 19th has a special meaning to African-Americans, and is called "JUNETEENTH" combining the words June and Nineteenth, and has been celebrated for over 150 years; and

Whereas, Juneteenth centered activities have taken place to promote and cultivate knowledge and appreciation of African American history and culture; and

Whereas, Juneteenth is a day of reflection, and a day of renewal. It is a moment in time to appreciate not only the African American experience, it is inclusive of all races, ethnicities and nationalities; and

Whereas, Juneteenth is a day that we can come together as a community to listen, to learn, to refresh the drive to achieve; it is a day where we can come one step closer together to better utilize the energy wasted on racism.

Now, Therefore, I, Denyse C. McGriff, Commission President of the City of Oregon City, do proclaim

June 19, 2022

as

JUNETEENTH Day in Oregon City

And, Urge all citizens to become more aware of the significance of this celebration in African-American History and in the heritage of our nation and City.

In Witness Whereof, I have hereunto set my hand this 15th day of June 2022.

DENYSE C. MCGRIFF
COMMISSION PRESIDENT



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Human Resources Director Patrick Foiles

Agenda Date: 06/15/2022

SUBJECT:

Mayoral Appointment of Diversity, Equity, and Inclusion Community Task Force Members

STAFF RECOMMENDATION:

Mayoral appointment of the 2022 DEI Community Task Force

EXECUTIVE SUMMARY:

The City of Oregon City is undertaking a series of initiatives and projects to support Commission Goal 1: Promote diversity, equity, and inclusion for a safe, inclusive community and organization. One of the strategies outlined in the goal is to create a community task force to guide external diversity, equity, and inclusion (DEI) work.

This item provides the opportunity for Commission President (in the absence of a Mayor) to appoint the proposed sixteen (16) members to the Community DEI Task Force.

BACKGROUND:

The City of Oregon City is undertaking a series of initiatives and projects to support Goal 1: Promote diversity, equity, and inclusion for a safe, inclusive community and organization. One of the strategies outlined in the goal is to create a community task force to guide external DEI work.

MGT Consulting is excited to share an update of the work to establish a Community DEI Task Force who will participate in the Diversity, Equity, and Inclusion Initiatives project you've tasked MGT to conduct this year. As part of the project, MGT is creating a Community DEI Task Force made up of a diverse group of Oregon City residents who will provide three (3) key services:

- 1) Participate in a focus group to provide insight regarding the state of equity across the city

- 2) Provide feedback on the DEI Assessment
- 3) Provide recommendations to MGT and the City of Oregon City regarding potential initiatives that should be included in the City's DEI Action Plan

Throughout the month of May, MGT worked with the City's communication and Human Resources team to broadly publicize this initiative and seek participants through a nomination process. MGT asked City Commissioners, officials, community partners and staff to nominate community members who may add value to the task force and conversation.

An application process was also shared and available to every Oregon City community member. Invitation to participate on the task force was shared over the city's social media platforms, by press release, through the Citizen Involvement Committee, on the city website, and directly to several community groups (networks) including the Oregon City School District, Chamber of Commerce, Oregon City Business Alliance, Unite Oregon City and others.

MGT will schedule a series of meetings with this group from June through December 2022.

MGT would like to present the following individuals for inclusion on the 2022 Oregon City Community DEI Task Force:

Name	Type
Brandi R Pelham	Application
Gavin Blackwell	Nominated
Tim Hassan	Nominated
Rev Marcia Stanard	Nominated
Devlyn Kozol	Nominated
Heidi Blackwell	Nominated
Dawne Novinger	Nominated
Rosa Walker	Nominated
Linda Smith	Application
Julie Ann Paynter	Application
Darcy Southwell	Application
Dakota Hufford	Application
Tima Carlson	Application
Christopher Lueck	Application
Katie Baker	Application
Karla Laws	Application
Victoria Meinig	Application

OPTIONS:

1. Appoint proposed DEI Community Task Force members
2. Choose not to appoint DEI Community Task Force members

BUDGET IMPACT:

Amount: N/A

FY(s): N/A

Funding Source(s): N/A



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/15/2022

SUBJECT:

Resolution No. 22-21, Temporarily Exempting Construction Activities from the Prohibition Against Unlawful Noises for the 2022 Roadway Pavement Project and 2022 Sanitary Sewer Rehab Project and Declaring an Emergency

STAFF RECOMMENDATION:

Approve Resolution No. 22-21, authorizing the night work related to the paving activities associated with the 2022 Roadway Pavement Project (CI 21-008) and sewer work associated with 2022 Sanitary Sewer Rehab Project (CI 21-004) that impact automobile travel on 14th Street and Washington Street.

EXECUTIVE SUMMARY:

The City is under contract with S-2 Contractors, Inc for the 2022 Oregon City Roadway Pavement Project (CI 21-008), and is under contract with Western Construction, LLC for the 2022 Sanitary Sewer Rehab Project (CI 21-004). The pavement project requires repaving of road surfaces which will impact two-way traffic on 14th Street between Center and Washington Street. The sanitary sewer rehab project requires utility installation and pavement patching on Washington Street between 14th and 15th Street. The projects anticipate the work on 14th Street and Washington Street will occur at various times between June 16, 2022, and September 30, 2022. The projects will perform work from 8:00 PM to 5:00 AM which is outside typical high-traffic hours. The proposed construction will happen during night hours and is in conflict with Oregon City Municipal Code (OCMC).

BACKGROUND:

On June 1, 2022, City Commission approved contracts with S-2 Contractors, Inc. and Western Construction, LLC for two projects which will complete work on 14th Street and Washington Street, respectively.

Based on work previously completed at OC Brewing, City staff concluded that due to the high traffic counts on 14th Street and Washington Street during daytime hours, it

was appropriate to require night work. Night work on 14th Street and Washington Street will avoid construction occurring during higher traffic hours on 14th Street and Washington Street.

The paving work will occur on 14th Street between Center Street and Washington Street. The increased noise and disruption to regular traffic patterns from the construction activities will indirectly impact residentially-zoned areas south of 14th Street and along Center Street.

The sewer rehab work will occur on Washington Street between 14th Street and 15th Street. The increased noise and disruption to regular traffic patterns from the construction activities will indirectly impact residentially-zoned areas south of 14th Street.

The request is for night work to be able to successfully complete paving and sewer activities while minimizing impacts to traffic. The work is anticipated to occur between 8:00 PM to 5:00 AM, between June 16, 2022 and September 30, 2022. The projects anticipate the work on 14th Street and Washington Street will occur at various times within this timeframe. The projects will perform work from 8:00 PM to 5:00 AM which is outside typical high-traffic hours.

City staff are providing special outreach to property and business owners within the area using mailed letters, social media postings, and website updates. Conversations have already occurred with the two largest business owners at the intersection who have desired and preferred this work be completed at night which is consistent with Public Works opinion that nightwork is appropriate due to the amount of traffic using these roads.

Per Oregon City Municipal Code (OCMC) 2.52.020, “emergencies” include “utility or transportation emergencies.” OCMC 2.52.040 (L) authorizes the City, in cases of emergency, to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency.”

OPTIONS:

1. Approve Resolution No. 22-21 as requested.
2. Approve Resolution No. 22-21 with specific modifications.
3. Deny Resolution No. 22-21. If the Commission chooses to deny the Resolution, staff requests direction on how to proceed.

RESOLUTION NO. 22-21

A RESOLUTION DECLARING AN EMERGENCY AND TEMPORARILY EXEMPTING THE CONSTRUCTION ACTIVITIES IN WASHINGTON STREET AND 14TH STREET RIGHT-OF-WAY AND TRAVEL LANES ASSOCIATED WITH THE SANITARY SEWER REHAB PROJECT AND THE ROADWAY PAVEMENT PROJECT (CI 21-008 AND CI 21-004) FROM THE PROHIBITION AGAINST UNLAWFUL NOISES

WHEREAS, Oregon City Municipal Code (OCMC) 2.52.020 defines “emergencies” to include “utility or transportation emergencies”; and

WHEREAS, OCMC 2.52.040(L) authorizes the City, in cases of emergency, to “order such other measures as are necessary for the protection of life or property, or for the recovery from the emergency”; and

WHEREAS, the City would be acting in the best public interest by facilitating the completion of paving and sewer work within the Washington Street and 14th Street travel lanes required of the Sanitary Sewer Rehab Project and the Roadway Pavement Project (“Projects”); and

WHEREAS, transportation in the vicinity of the Projects is vital to the community, and completing the needed work at night is vital to the economic and mobility interests of the City; and

WHEREAS, OCMC 9.12.023(E) declares the construction, demolition, alteration, or repair of any building or the excavation of any streets and highways in a residentially-zoned neighborhood between the hours of 10:00 PM and 7:00 AM, Monday through Saturday; and between 8:00 PM and 9:00 AM on Sunday, to be a violation.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City Commission declares an emergency, limited to paving activities within the Washington Street and 14th Street associated with the Sanitary Sewer Rehab Project and the Roadway Pavement Project (“Projects”) as shown in the Exhibit A – Site Map attached to this resolution. Consistent with OCMC 2.52.070 and by this resolution, the Commission declares an emergency from June 16, 2022, at 8:00 PM to September 30, 2022, at 5:00 AM.

Section 2. Based on the emergency identified above, the City Commission grants the construction activities in the Washington Street and 14th Street rights-of way exemption from Section 9.12.020 of the Oregon City Municipal Code for sewer and paving activities in Washington Street and 14th Street, during the period identified above in Section 1 of this resolution.

Section 3. This resolution shall take effect immediately upon its adoption by the City Commission.

Section 4. The City Commission hereby directs the City Manager and City staff to undertake all appropriate and practical measures to lessen the impacts of night-time work on City residents and businesses as authorized by this resolution.

Section 5. The City Commission adopts these procedures to prevent, minimize, respond to, or recover from the emergency consistent with OCMC 2.52.040.

Approved and adopted at a regular meeting of the City Commission held on the 15th day of June, 2022.

DENYSE C. MCGRIFF
Commission President

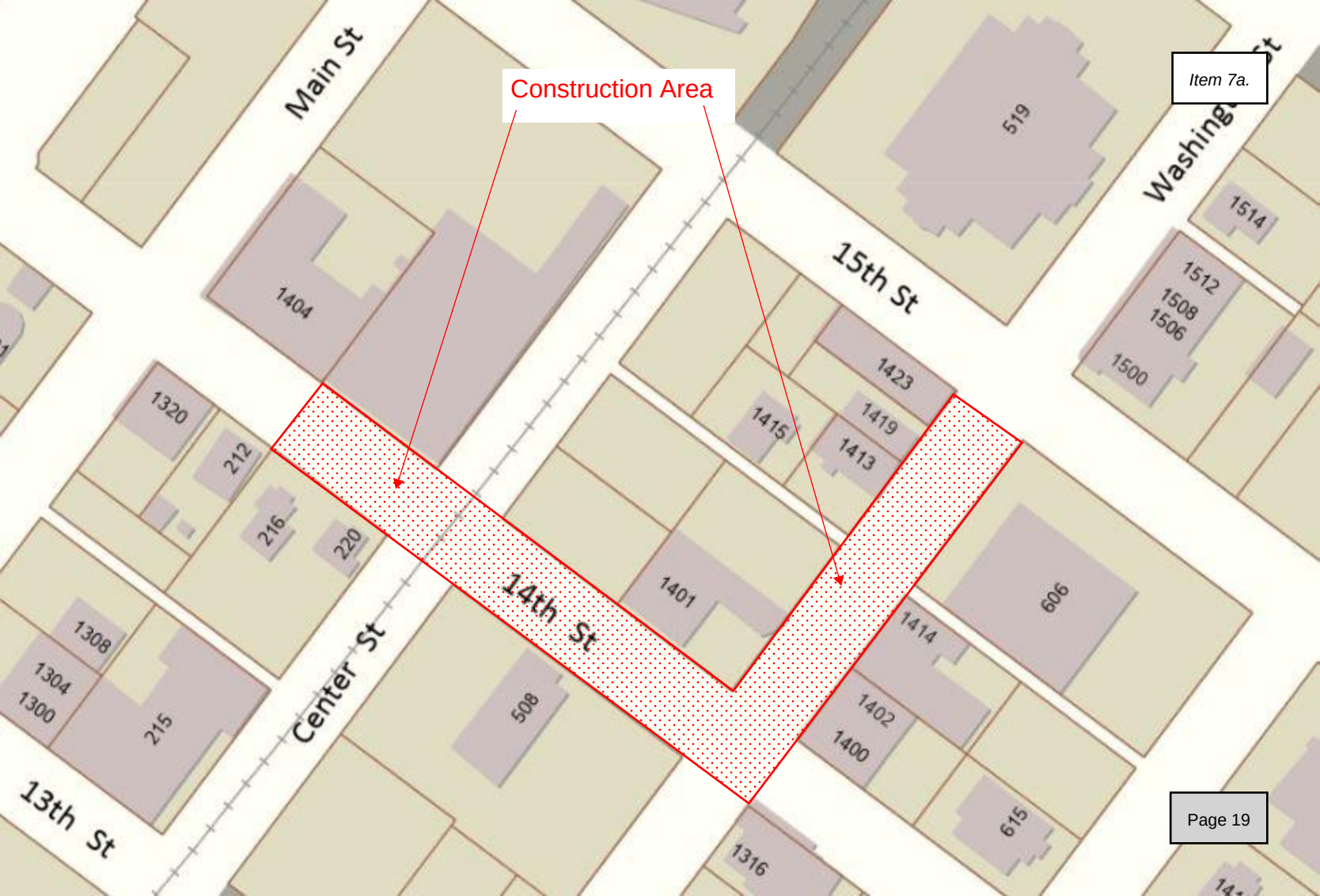
Attested to this 15th Day of June, 2022

Approved as to legal sufficiency:

Jakob S. Wiley, City Recorder

City Attorney

Attachment:
Exhibit A – Site Map



Construction Area

Item 7a.

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CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: 06/15/2022

SUBJECT:

Public Works Fleet Division Replacement Vehicle #350

STAFF RECOMMENDATION:

Staff recommends that City Commission authorize the purchase of a 2022 Ford F-450, 1 ½ ton, 4X4 Diesel Utility Truck with an underdeck PTO Air Compressor and Generator all in one system. This new vehicle will replace a 2004 Chevrolet 3500, 1 ton, 4X4 Diesel Utility Truck with gasoline powered air compressor.

EXECUTIVE SUMMARY:

The Public Works Fleet Division is utilizing its Fleet Replacement Fund for the purchase of a 2022 Ford F-450, 1 ½ ton, 4X4 Diesel Utility Truck with an underdeck PTO Air Compressor and Generator all in one system which needs minimal maintenance and runs off the transmission on the service truck.

This new vehicle #350 will be replacing our old fleet service truck #342, which is a 2004 Chevrolet 3500, 1 ton, 4X4 Diesel Utility Truck with gasoline powered air compressor that we have used since 2000 and has been repurposed twice and is worn out. The Fleet Service truck provides and responds to field service calls, requests, repairs, flat tires, breakdowns, and has tools that we need to perform our work in Fleet Services. The Fleet Services Truck provides service to all the City departments if needed and response to all City-owned vehicles and equipment.

BACKGROUND:

Oregon City Fleet purchases are managed through our Fleet Replacement Fund. Every year, each Public Works Division budgets a predetermined amount for deposit into the Fleet Replacement Account to ensure adequate funding is available when new or replacement vehicles are scheduled for purchase.

The purchase price of this truck is \$140,145.77 and was a previously authorized expenditure within the FY 2021-22 biennial budget.

The New Fleet Utility Truck #350 is a 2022 Ford F-450 1 ½ ton, 4X4 Diesel Utility Truck with an underdeck PTO Air Compressor and Generator all in one system. The new vehicle will be replacing truck #342, a 2004 Chevrolet 3500, 1 ton, 4X4 Diesel Utility Truck with gasoline powered air compressor. We have used the gasoline powered air compressor since 2000 (22 years), and it has been repurposed twice and is worn out. When the new replacement truck is here and in service, truck #342 (old Fleet Truck, which is a 2004 Chevrolet 3500 1 ton, 4X4 Diesel Utility Truck with gasoline powered air compressor) will go to auction.

Public Works will be contracting with Northside Ford, under the State Purchasing Agreement #1656, for the purchase of the 2022 Ford F-450, 1 ½ ton, 4X4 Diesel Utility Truck. Attached is the sales quote, a brochure of the truck, and the State Purchasing Agreement Documentation.

There is adequate funding within the Fleet Replacement Fund to allow the Public Works Operations Division to support and fund this new asset.

OPTIONS:

1. Authorize the City Manager to proceed with the purchase of the replacement vehicle.
2. Authorize the City Manager to proceed with the purchase with specific modifications.
3. Deny the purchase request. If the Commission chooses to deny the request, please provide staff direction on how to proceed.

BUDGET IMPACT:

Amount: \$140,145.77

FY(s): 2021-22

Funding Source(s): Fleet Replacement Fund

**Prepared for: Dan Hepler**

City of Oregon City

Prepared by: SHARON TUCKER

05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

As Configured Vehicle

Code	Description	MSRP	Invoice
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Base Vehicle

W4H	Base Vehicle Price (W4H)	\$47,585.00	\$45,206.00
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Packages

650A	Order Code 650A	N/C	N/C
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Includes:

- Transmission: TorqShift 10-Speed Automatic
10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.
- GVWR: 16,500 lb Payload Package
- Wheels: 19.5" x 6" Argent Painted Steel
Hub covers/center ornaments not included.
- HD Vinyl 40/20/40 Split Bench Seat
Includes center armrest, cupholder, storage and driver's side manual lumbar.
- Radio: AM/FM Stereo w/MP3 Player
Includes 6 speakers.
- SYNC Communications & Entertainment System
Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.

Powertrain

99T	Engine: 6.7L 4V OHV Power Stroke V8 Turbo Diesel B20	\$9,325.00	\$8,486.00
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Includes Diesel Exhaust Fluid (DEF) tank, intelligent oil-life monitor and manual push-button engine-exhaust braking.

Includes:

- Dual 78-AH 750 CCA Batteries

44G	Transmission: TorqShift 10-Speed Automatic	Included	Included
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10R140 with neutral idle and selectable drive modes: normal, tow/haul, eco, deep sand/snow and slippery.

X4L	Limited Slip w/4.30 Axle Ratio	\$360.00	\$327.00
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STDGV	GVWR: 16,500 lb Payload Package	Included	Included
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Wheels & Tires

TGK	Tires: 225/70Rx19.5G BSW Traction (TGK)	\$215.00	\$195.00
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Includes 4 traction tires on the rear and 2 traction tires on the front. Not recommended for over the road applications; could incur irregular front tire wear and/or NVH.

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Dan Hepler**

City of Oregon City

Prepared by: SHARON TUCKER

05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice
64Z	Wheels: 19.5" x 6" Argent Painted Steel <i>Hub covers/center ornaments not included.</i>	Included	Included
Seats & Seat Trim			
A	HD Vinyl 40/20/40 Split Bench Seat <i>Includes center armrest, cupholder, storage and driver's side manual lumbar.</i>	Included	Included
Other Options			
PAINT	Monotone Paint Application	STD	STD
203WB	203" Wheelbase	STD	STD
STDRD	Radio: AM/FM Stereo w/MP3 Player <i>Includes 6 speakers.</i> <i>Includes:</i> - SYNC Communications & Entertainment System <i>Includes enhanced voice recognition, 911 Assist, 4.2" LCD center stack screen, AppLink, 1 smart-charging USB port and steering wheel audio controls.</i>	Included	Included
90L	Power Equipment Group <i>Deletes passenger side lock cylinder. Includes upgraded door-trim panel.</i> <i>Includes:</i> - Accessory Delay - Advanced Security Pack <i>Includes SecuriLock Passive Anti-Theft System (PATS) and inclination/intrusion sensors.</i> - Folding Trailer Tow Mirrors w/Power Heated Glass <i>Includes manual telescoping, heated convex spotter mirror and integrated clearance lamps/turn signals.</i> - MyKey <i>Includes owner controls feature.</i> - Power Front & Rear Side Windows <i>Includes 1-touch up/down driver/passenger window.</i> - Power Locks - Remote Keyless Entry	\$1,125.00	\$1,024.00
67H	Heavy-Service Front Suspension Package <i>Includes pre-selected heavy-service front springs (see Order Guide Supplemental Reference for springs/FGAWR of specific vehicle configurations). Recommended only on vehicles which will permanently utilize aftermarket equipment such as heavy-duty winches, brush guards or other apparatus which loads the front axle to the specified Gross Axle Weight Rating (GAWR). Note 1: May result in a deterioration of ride quality. Note 2: Vehicle ride height will increase with the addition of this package.</i>	\$125.00	\$114.00
535	High Capacity Trailer Tow Package	\$580.00	\$528.00

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Dan Hepler**

City of Oregon City

Prepared by: SHARON TUCKER

05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice
	<i>Includes upgraded rear axle. Increases GCW from 32,500 lbs. to 35,000 lbs. Note: Salesperson's Portfolio or Trailer Towing Guide should be consulted for specific trailer towing or camper limits and corresponding required equipment, axle ratios and model availability. See Supplemental Reference for vehicle height consideration.</i>		
41P	Transfer Case Skid Plates	\$100.00	\$91.00
61J	6-Ton Hydraulic Jack	\$55.00	\$50.00
	Required in Rhode Island.		
62R	Transmission Power Take-Off Provision	N/C	N/C
	<i>Includes mobile and stationary PTO modes.</i>		
98R	Operator Commanded Regeneration	\$250.00	\$228.00
18A	Upfitter Interface Module	\$295.00	\$269.00
67B	397 Amp Alternators	Included	Included
63A	Utility Lighting System	\$160.00	\$145.00
	<i>Includes LED side-mirror spotlights.</i>		
52B	Trailer Brake Controller	\$270.00	\$245.00
	<i>Includes smart trailer tow connector. Verified to be compatible with electronic actuated drum brakes only.</i>		
18B	Platform Running Boards	\$445.00	\$405.00
59H	Center High-Mounted Stop Lamp (CHMSL)	N/C	N/C
872	Rear View Camera & Prep Kit	\$415.00	\$377.00
	<i>Pre-installed content includes cab wiring and frame wiring to the rear most cross member. Upfitters kit includes camera with mounting bracket, 20' jumper wire and camera mounting/aiming instructions.</i>		
43B	Fixed Rear-Window w/Defrost	\$60.00	\$54.00
924	Privacy Glass	\$30.00	\$28.00
41A	Rapid-Heat Supplemental Cab Heater	\$250.00	\$228.00
	<i>Includes: - 397 Amp Alternators</i>		
43C	110V/400W Outlet	\$175.00	\$160.00
	<i>Includes 1 in-dash mounted outlet.</i>		

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Dan Hepler**

City of Oregon City

Prepared by: SHARON TUCKER

05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

As Configured Vehicle (cont'd)

Code	Description	MSRP	Invoice
76C	Exterior Backup Alarm (Pre-Installed)	\$140.00	\$128.00
Emissions			
425	50-State Emissions System	STD	STD
Interior Color			
AS_01	Medium Earth Gray w/HD Vinyl 40/20/40 Split Bench Seat	N/C	N/C
Exterior Color			
Z1_01	Oxford White	N/C	N/C
Upfit Options			
2022-8	Reading body, liftgate, and Vanair system to specs	\$86,711.54	\$86,711.54
See Terex quote 2022-8 dated May 2, 2022 3% carrying cost added to quote for pass through on state contract. Any surcharges and price increases will be applied at time of sale. Northside Ford not responsible for vendor (Terex) price increases, lead times, and surcharges.			
SUBTOTAL		\$148,671.54	\$144,999.54
Destination Charge		\$1,695.00	\$1,695.00
TOTAL		\$150,366.54	\$146,694.54

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Dan Hepler**

City of Oregon City

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05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

Pricing Summary - Single Vehicle

MSRP*Vehicle Pricing*

Base Vehicle Price	\$47,585.00
Options	\$14,375.00
Colors	\$0.00
Upfitting	\$86,711.54
Fleet Discount	\$0.00
Fuel Charge	\$0.00
Destination Charge	\$1,695.00
Subtotal	\$150,366.54

Pre-Tax Adjustments

Code	Description	MSRP
VCAF	As per state contract #1656	\$0.00
Delivery	Delivery per contract \$2.25 per mile after 60.	\$0.00
Govt Disc	Government discount	-\$12,086.44
Key w/remote	Keys, fully programmed with remote (2 factory, 2 extra, 4 total)	\$449.00
Subtotal		\$138,729.10

Sales Taxes

Code	Description	MSRP
CAT	Corporate Activity Tax	\$520.23
<i>Estimated CAT tax (gross receipts tax) in effect 1/1/20.</i>		
Oregon Tax	Oregon Privilege Tax	\$693.65
<i>Oregon Privilege Tax for all new vehicles and any used vehicles with less than 7500 miles that have not previously been registered in Oregon.</i>		
Subtotal		\$139,942.98

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.

**Prepared for: Dan Hepler**

City of Oregon City

Prepared by: SHARON TUCKER

05/11/2022

Northside Ford Truck Sales, Inc. | 6221 N E Columbia Blvd. Portland Oregon |

972182995

2022 F-450 Chassis 4x4 SD Crew Cab 203" WB DRW XL (W4H)

Price Level: 240 | Quote ID: OC22W4Hr

Pricing Summary - Single Vehicle

Post-Tax Adjustments

Code	Description	MSRP
CAT Doc 75	Adjustment for CAT on \$75 Doc fee	\$0.29
<i>CAT tax adjustment for doc fee. Tax is to be collected for document processing fee.</i>		
E-Doc	Doc fee for E-Plates	\$75.00
<i>Doc fee for processing E-Plates</i>		
E-RegPlate	Plate and registration for E-Plates	\$29.50
<i>\$24.50 Plate fee \$5.00 Registration</i>		
Title-19	Title fee for vehicles getting 0-19 MPG avg	\$98.00
Subtotal		\$140,145.77
Total		\$140,145.77

 Customer Signature

 Acceptance Date

Prices and content availability as shown are subject to change and should be treated as estimates only. Actual base vehicle, package and option pricing may vary from this estimate because of special local pricing, availability or pricing adjustments not reflected in the dealer's computer system. See salesperson for the most current information.



SERVICE BODIES



SL SERVICE BODY

CLASSIC II™ SERVICE BODY

STEEL | ALUMINUM

CLASSIC II™ STEEL HEAVY-DUTY SERVICE BODY

MECHANIC SERVICE BODY



Service bodies you can count on to work at your best.

We know exactly what you need from a service body to be successful whether you need one truck or have a fleet of them.

That's why our bodies are made with time-tested, field-proven durability to tackle harsh environments and tough jobsites. They're equipped with features for working safely in all conditions. They're built with pride and craftsmanship to keep you going for the long haul.

It makes us the service body of choice for hundreds of thousands of people across the country and why companies of all sizes in so many industries turn to us to help them work better than ever. It's why our service bodies are synonymous with the highest quality materials and buying one tells the world you're a true professional.

It's why we're the only service body you'll ever need.



SL STEEL

Our SL service body offers an economical alternative that features a premium A60 galvanized steel construction with E-coat primer and powder coat finish as standard equipment. If you demand a steel service body built for the long haul, the SL delivers with heavy-duty compartment doors, stainless steel bolt-on hinges and our Dual-Pro® seal system. This is what toughness really looks like.



CLASSIC II™ STEEL

The Classic II™ steel service body is built with premium A60 coating-weight steel construction. Our exclusive E-coat primer and powder coat finish offer superior corrosion resistance and long life. Our signature pressed tread plate surface on the load floor and inner tailgate surface provide all the strength and durability you need. Our hidden hinge system is fully adjustable and theft-resistant while our premium Dual-Pro seal system offers expanded door clearances and superior weather protection.



CLASSIC II™ ALUMINUM

Our Aluminum Classic II™ service body offers weather-tight storage and customizable options with the lightweight advantages of all-aluminum construction. Aluminum resists corrosion, lets you increase available payload and much more. These bodies feature fully adjustable hidden hinges to deter break-ins. A Dual Pro seal system has unmatched weather protection with expanded door clearances. You get long-lasting toughness that saves fuel and money year after year.



CLASSIC II™ STEEL HEAVY-DUTY

When you work in contracting, utilities, HVAC or any other service industry, the trucks you use to store and transport your equipment need to be as efficient and custom upfitted as they are powerful. For upfits on a class 6/7 chassis, you'll need a heavy-duty body. So if you're searching for a service body built to withstand the most challenging tasks and perform in extreme weather conditions, you're covered. We make a full line of service bodies for customers who demand more than the typical utility body.



MECHANIC

Vocations like mobile service, oil and gas industries and heavy construction sometimes need all the toughness of a crane body, without the crane. To serve these industries, Reading offers our traditional Mechanic Service Body. With features like workbench bumpers, 60" tall compartments with drawer units, work lights, and air compressor and welders setup, the Reading Mechanic Service Body is the trusted way to build the ultimate mobile workshop.



WE'RE HERE TO HELP.

readingtruck.com



IS STEEL RIGHT FOR YOU? OR ALUMINUM? IT DEPENDS.

Choose our award-winning, lightweight aluminum body to help save fuel, save money and increase your payloads all while carrying the industry's best warranties. Or choose our A60 coating-weight galvanized steel bodies with acrylic E-coat primer and powder coat finish.

Which one works best depends on your job, industry, geography, weather conditions and your specific needs.

STEEL

Sometimes you just need the strength of steel when you are hauling heavy material or equipment in harsh environments.

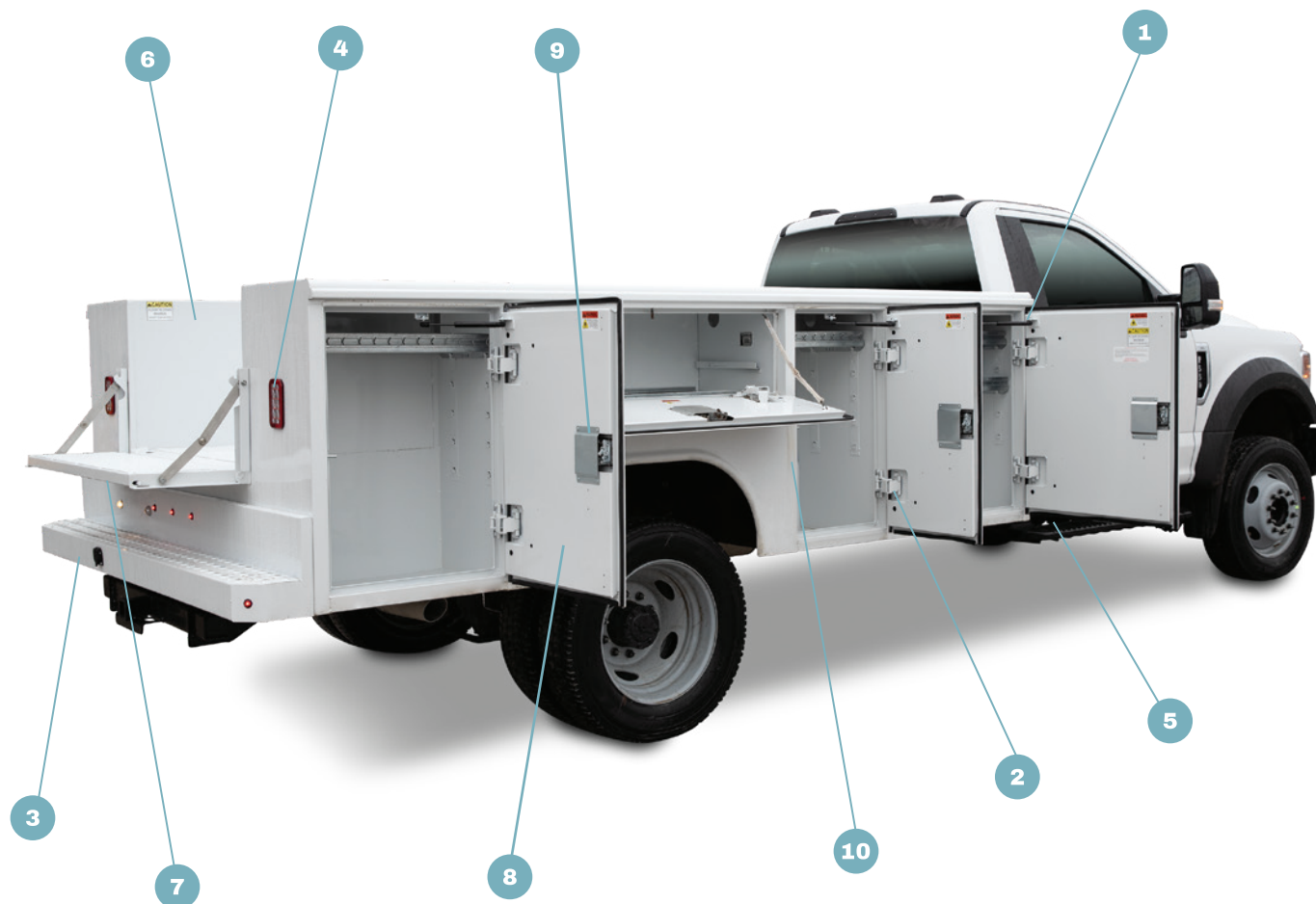
The strength and resistant properties of steel make it one of the most durable industrial materials. Our premium A60 coating-weight steel and our exclusive triple protection E-coat primer and powder coat finish help to resist corrosion. A steel service body is built for a more demanding environment, like mining, oil and gas, maintenance and rail industries.

ALUMINUM

Over 40 years ago, we were the first manufacturer to produce an aluminum service body. Today, we're a premier manufacturer of aluminum truck bodies in North America.

Aluminum's lightweight properties make it easier on your truck's drive train, which could help lead to a longer life for your truck. While a service body that's lighter on the road can lead to reduced fuel costs, it also allows you to increase your payload, both of which can save you money. And, with aluminum being naturally corrosion-resistant, our E-coat primer and durable powder coat finish makes it capable of withstanding years of heavy use — all around better for the environment.

STANDARD FEATURES STEEL BODY



STANDARD FEATURES STEEL BODY

FEATURES APPLY TO SL, CLASSIC II AND HEAVY-DUTY STEEL SERVICE BODIES UNLESS OTHERWISE NOTED.

1 GAS STRUT DOOR HOLDERS

Nitrogen gas door struts control opening and closing of all vertical compartment doors. (Standard on Classic II only)

2 HIDDEN HINGES

Hidden hinges deter forced entry and protect against corrosion without needing frequent lubrication or maintenance. The hinges are fully adjustable and can be replaced without damaging the body or door.

3 BUMPERS

Bumpers provide improved traction and give you sure-footed access to the cargo area. Bumpers are galvanized steel for exceptional corrosion resistance and come straight or with a center recess for easy access to the trailer hitch.

4 LED LIGHTS

LED combination lights last longer, stay cooler and glow brighter. They're water-resistant with automotive-grade sealed connectors.

5 DUAL-PRO® SEAL SYSTEM

Get twice the defense against weather. Our premium Dual-Pro® door seal system combines automotive quality weatherstripping with mechanical seals. Our design increases clear door openings in every compartment.

6 E-COAT PRIMER AND POWDER COAT FINISH

Our E-coat primer and powder coat finish protect the body from corrosion, chemicals, humidity, scratches, chips and impact for longer life.

7 SLAM-ACTION TAILGATE

The pickup style slam-action tailgate features stainless steel knee braces, locking rods, hinge rods and striker channels. The knee braces are removable and protect against rust and corrosion while allowing the tailgate to swing down completely. Our 14" tailgate, equipped with treadplate, provides a larger surface area for better stability and traction.

8 HEAVY-DUTY DOORS

Heavy-duty compartment doors feature double-paneled construction with internal reinforcement and heavy gauge steel panels to handle the roughest jobsites.

9 ROTARY LOCKS AND PADDLE HANDLES

Our stainless steel rotary locks and paddle handles have a clean, smooth look that's both professional and functional. They feature a double-bitted, locking cylinder, adjustable striker pins and an O-ring seal to stop water intrusion.

10 SEAMLESS WHEELHOUSE PANELS

Seamless wheelhouse panels keep dirt, grime and moisture from collecting to minimize corrosion and extend the life of your truck.

11 GALVANIZED SHELVES

Galvanized shelves feature 2" dividers for custom and convenient small-item storage.

ALUMA-FILL® FUEL RECEPTACLE

Our Aluma-Fill® fuel receptacle protects the body and finish from accidental nicks and scratches from fuel nozzles. It is more durable than plastic brackets.

INCLUDED ONLY ON SL:

BOLT-ON HINGES

Stainless steel bolt-on hinges are protected from the elements with a fully concealed pin and marine-grade stainless steel bearings to ensure smooth, reliable operation.



SPRING-LOADED DOOR HOLDER



The spring-loaded door holder is on all vertical doors. It gives you easy access to your tools and gear by holding the door open in a 90-degree position. The hasp is removable when you need to have an extra-wide opening.

STANDARD FEATURES ALUMINUM BODY



STANDARD FEATURES ALUMINUM BODY

FEATURES APPLY TO ONLY CLASSIC II ALUMINUM SERVICE BODIES.

1 HIDDEN HINGES

Hidden hinges deter forced entry and protect against corrosion without needing frequent lubrication or maintenance. The hinges are fully adjustable and can be replaced without damaging the body or door.

2 LED LIGHTS

LED combination lights last longer, stay cooler and glow brighter. They're water-resistant with automotive-grade sealed connectors.

3 DUAL-PRO SEAL SYSTEM

Get twice the defense against weather. Our premium Dual-Pro door seal system combines automotive quality weatherstripping with mechanical seals. Our design increases clear door openings in every compartment.

4 E-COAT PRIMER AND POWDER COAT FINISH

Our E-coat primer and powder coat finish protect the body from corrosion, chemicals, humidity, scratches, chips and impact for long life.



5 SLAM-ACTION TAILGATE

The pickup style slam-action tailgate features stainless steel knee braces, locking rods, hinge rods and striker channels. The knee braces are removable and protect against rust and corrosion while allowing the tailgate to swing down completely. Our 14" tailgate, equipped with treadplate, provides a larger surface area for better stability and traction.

6 GAS STRUT DOOR HOLDERS

Nitrogen gas door struts control opening and closing of all vertical compartment doors.

7 HEAVY-DUTY DOORS

Heavy-duty compartment doors feature double-paneled construction with internal reinforcement and heavy gauge aluminum panels.

8 ROTARY LOCKS

Rust-resistant stainless steel rotary locks boast an attractive appearance with no exposed fasteners. They feature a double-bitted, high-quality locking cylinder, adjustable striker pins and an O-ring seal to prevent water intrusion.

9 SEAMLESS WHEELHOUSE PANELS

Seamless wheelhouse panels keep dirt, grime and moisture from collecting to minimize corrosion and extend the life of your truck.

10 ALUMA-FILL FUEL RECEPTACLE

Our Aluma-Fill fuel receptacle protects the body and finish from accidental nicks and scratches from fuel nozzles. It is more durable than plastic brackets.

GALVANIZED SHELVES

Galvanized shelves are designed with 2" dividers for custom and convenient small item storage. Full access between the horizontal and rear vertical makes it easy to store longer tools.



POPULAR OPTIONS

SPACEMAKER® BODY

Spacemaker® bodies offer top-opening compartments with fifteen percent more storage space. Lids are reinforced and equipped with two nitrogen gas props for easy opening and closing. Rotary catches with a push-button release allow easy one-handed closure from either end. Available in powder coated or bright aluminum treadplate.



LATCH-MATIC® SECURITY SYSTEM

Our Latch-Matic® system can be controlled with your existing OEM key fob remote and chassis power-door locks. When the Latch-Matic system is integrated into the chassis, the driver's key fob and door lock switches will lock and unlock the service body and the chassis doors. The system has proven, automotive-quality components and key fob transmitters designed for convenience that keep your tools safe and secure. Available on most Ford, RAM and GM chassis.



LED COMPARTMENT LIGHTING

Strip lighting and dome lights work together with the Latch-Matic system, activating lights when compartment doors are locked and unlocked so you and your crew can work safely and productively when daylight disappears. Programmed to shut off after ten minutes. (Classic II only)

OVERHEAD LADDER RACK

Lets you store ladders securely and out of the way on the top of your service body.

MASTER-LOCKING STEEL SLIDE BAR



Protect your valuables with the snap of a single handle and padlock. Our master-locking steel slide bar simultaneously locks an entire compartment side to keep your tools and gear secure.

SPRAY-ON BEDLINER

Get watertight and airtight bed protection. Our factory-installed bedliner resists rust, corrosion and surface abrasion while giving you a safer, slip-resistant surface.

STAINLESS STEEL T-HANDLE LOCKS

If you need a higher level of security, compartment doors can be upgraded to three-point locking with T-handles that provide extra resistance to prying and tampering.

RETRACTABLE UTILITY BED COVER (RUBC)

Our RUBC protects the cargo area from weather and keeps valuables secure. It's available as a manual spring action cover or with an electric motor operated by a manual switch or an optional hands-free remote. (Sold separately)

STEEL SLIDING TOP

Our steel sliding top is another smart way to secure items placed in the truck body center deck. It slides on full-length galvanized steel tracks for easy opening and closing while a two-point positive action stainless steel T-handle lock secures your tools and gear.



Item 7b.

Popular options are available on all models unless otherwise noted.

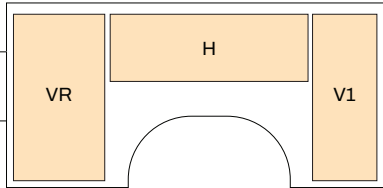


82" SERVICE BODY

- The 82" service body is designed to fit on short bed pickups (40-42" CA) with Aftermarket Box Removal (AMBR) by your Reading upfitter.
- The 82" body is limited to Ford and GM chassis only.
- Available for single-wheel (SW) chassis only.
- Available in: **CLASSIC II STEEL** **CLASSIC II ALUMINUM**

FOR 40-42" CA SHORT BED PICKUP

STANDARD 40" BODY



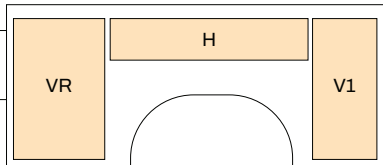
CURBSIDE VIEW

COMPARTMENT SIZES

V1	17" W x 40" H	13" D
H	42" W x 18.50" H	13" D
VR	23" W x 40" H	13" D

LENGTH 82	HEIGHT 40	WIDTH 77.5
TYP. WEIGHT	STEEL 919	ALUMINUM 472

LOW PROFILE BODY



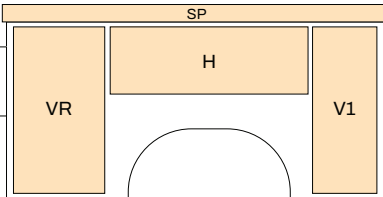
CURBSIDE VIEW

COMPARTMENT SIZES

V1	17" W x 35" H	13" D
H	42" W x 13.50" H	13" D
VR	23" W x 35" H	13" D

LENGTH 82	HEIGHT 35	WIDTH 77.5
TYP. WEIGHT	STEEL 919	ALUMINUM 472

40" BODY WITH SPACEMAKER TOP



CURBSIDE VIEW

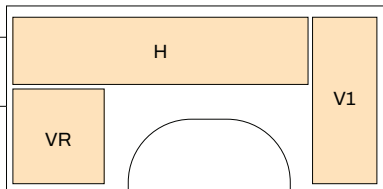
COMPARTMENT SIZES

V1	17" W x 37" H	13" D
H	42" W x 13.50" H	13" D
VR	23" W x 37" H	13" D
SP	72" W x 4.5" H	9.6" D

TYP. WEIGHT	STEEL 1,084	ALUMINUM 574
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Spacemaker top-opening compartment provides 15% more storage space. Lid is offered in your choice of steel (powder coated) or bright aluminum finish.

B-COMPARTMENT LAYOUT



CURBSIDE VIEW

COMPARTMENT SIZES

V1	17" W x 40" H	13" D
H	65" W x 18.50" H	13" D
VR	23" W x 21.50" H	13" D

LENGTH 82	HEIGHT 40	WIDTH 77.5
TYP. WEIGHT	STEEL 969	ALUMINUM 522

Reading Truck offers B-compartment layout with an extended horizontal compartment for storing longer items.



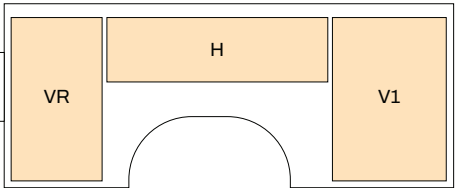
98" SERVICE BODY

Item 7b.

- The 98" service body is designed to fit on long bed pickups (56" CA) with single rear wheels.
- This body is compatible with Factory Box Delete chassis and Aftermarket Box Removal (AMBR).
- Available for single-wheel (SW) and dual-wheel (DW) chassis.
- Available in: **SL SERIES** **CLASSIC II STEEL** **CLASSIC II ALUMINUM**

FOR 56" CA SRW LONG BED PICKUP

STANDARD 40" BODY



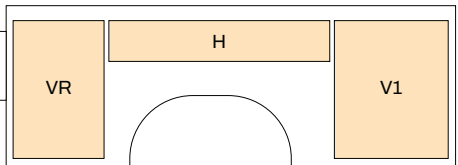
CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	28" W x 40" H	13"/20" D
H	47" W x 18.50" H	13"/20" D
VR	23" W x 40" H	13"/20" D

LENGTH 98	HEIGHT 40	WIDTH 77.5 / 91.5
TYP. WEIGHT	STEEL 999/1,114	ALUMINUM 607/691

LOW PROFILE BODY



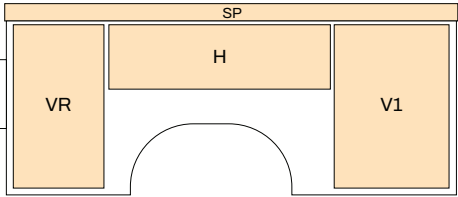
CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	28" W x 35" H	13"/20" D
H	47" W x 13.50" H	13"/20" D
VR	23" W x 35" H	13"/20" D

LENGTH 98	HEIGHT 35	WIDTH 77.5 / 91.5
TYP. WEIGHT	STEEL 996/1,114	ALUMINUM 607/691

40" BODY WITH SPACEMAKER TOP



CURBSIDE VIEW

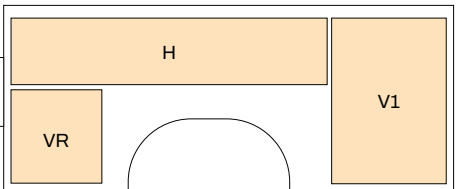
COMPARTMENT SIZES (SW/DW)

V1	28" W x 37" H	13"/20" D
H	47" W x 13.50" H	13"/20" D
VR	23" W x 37" H	13"/20" D
SP	88" W x 4.5" H	9.6"/14.5" D

LENGTH 98	HEIGHT 40	WIDTH 77.5 / 91.5
TYP. WEIGHT	STEEL 1,182/1,336	ALUMINUM 657/741

Spacemaker top-opening compartment provides 15% more storage space. Lid is offered in your choice of steel (powder coated) or bright aluminum finish.

B-COMPARTMENT LAYOUT



CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	28" W x 40" H	13"/20" D
H	70" W x 18.50" H	13"/20" D
VR	23" W x 21.50" H	13"/20" D

LENGTH 98	HEIGHT 40	WIDTH 77.5 / 91.5
TYP. WEIGHT	STEEL 1,046/1,164	ALUMINUM 600/672

Reading Truck offers B-compartment layout with an extended horizontal compartment for storing longer items.

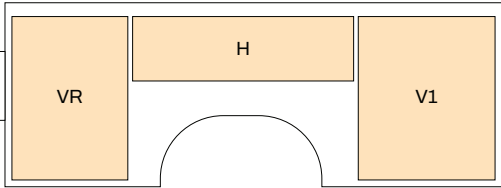


108" SERVICE BODY

- The 108" service body is designed for 60" CA chassis, Class 3-5.
- Available for single-wheel (SW) and dual-wheel (DW) chassis.
- Available in: **SL SERIES** **CLASSIC II STEEL** **CLASSIC II ALUMINUM**

FOR 60" CA CHASSIS CABS, SW OR DW CLASS 3–5

STANDARD 40" BODY



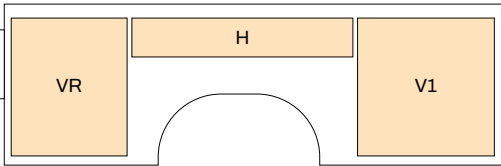
CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	33" W x 40" H	13"⁄20" D
H	47" W x 18.50" H	13"⁄20" D
VR	28" W x 40" H	13"⁄20" D

LENGTH 108	HEIGHT 40	WIDTH 77.5/91.5
TYP. WEIGHT	STEEL 1,108/1,200	ALUMINUM 608/680

LOW PROFILE BODY



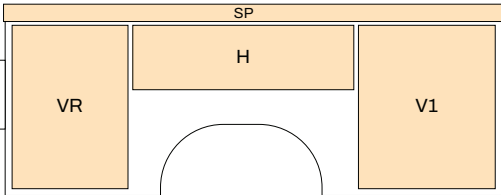
CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	33" W x 35" H	13"⁄20" D
H	47" W x 13.50" H	13"⁄20" D
VR	28" W x 35" H	13"⁄20" D

LENGTH 108	HEIGHT 35	WIDTH 77.5/91.5
TYP. WEIGHT	STEEL 1,108/1,200	ALUMINUM 608/680

40" BODY WITH SPACEMAKER TOP



CURBSIDE VIEW

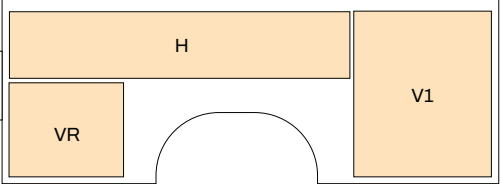
COMPARTMENT SIZES (SW/DW)

V1	33" W x 38.5" H	13"⁄20" D
H	47" W x 14.75" H	13"⁄20" D
VR	28" W x 38.5" H	13"⁄20" D
SP	96" W x 4.5" H	9.6"⁄14.5" D

LENGTH 108	HEIGHT 41	WIDTH 77.5/91.5
TYP. WEIGHT	STEEL 1,308/1,437	ALUMINUM 721/831

Spacemaker top-opening compartment provides 15% more storage space. Lid is offered in your choice of steel (powder coated) or bright aluminum finish.

B-COMPARTMENT LAYOUT



CURBSIDE VIEW

COMPARTMENT SIZES (SW/DW)

V1	33" W x 40" H	13"⁄20" D
H	75" W x 18.50" H	13"⁄20" D
VR	28" W x 21.50" H	13"⁄20" D

LENGTH 108	HEIGHT 40	WIDTH 77.5/91.5
TYP. WEIGHT	STEEL 1,158/1,251	ALUMINUM 658/730

Reading Truck offers B-compartment layout with an extended horizontal compartment for storing longer items.



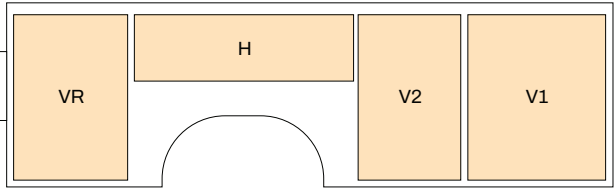
132" SERVICE BODY

Item 7b.

- The 132" service body is designed for 84" CA chassis, Class 3-5.
- An additional front vertical compartment for extra storage space.
- Available for dual-wheel (DW) chassis only.
- Available in: **SL SERIES** **CLASSIC II STEEL** **CLASSIC II ALUMINUM**

FOR 84" CA CHASSIS CABS, CLASS 3–5

STANDARD 40" BODY



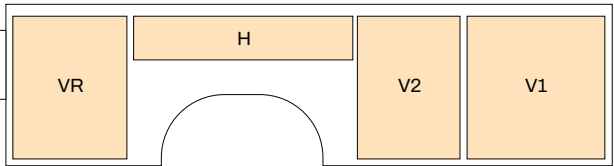
CURBSIDE VIEW

COMPARTMENT SIZES

V1	36" W x 40" H	20" D
V2	21" W x 40" H	20" D
H	47" W x 18.50" H	20" D
VR	28" W x 40" H	20" D

LENGTH 132	HEIGHT 40	WIDTH 91.5
TYP. WEIGHT	STEEL 1,502	ALUMINUM 893

LOW PROFILE BODY



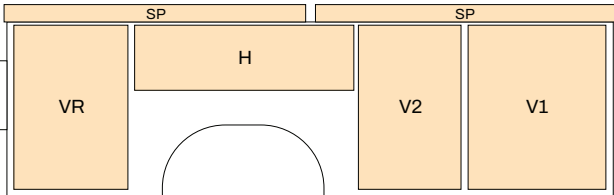
CURBSIDE VIEW

COMPARTMENT SIZES

V1	36" W x 35" H	20" D
V2	21" W x 35" H	20" D
H	47" W x 13.50" H	20" D
VR	28" W x 35" H	20" D

LENGTH 132	HEIGHT 35	WIDTH 91.5
TYP. WEIGHT	STEEL 1,450	ALUMINUM 853

40" BODY WITH SPACEMAKER TOP



CURBSIDE VIEW

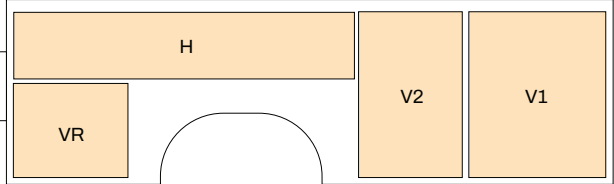
COMPARTMENT SIZES

V1	36" W x 38.5" H	20" D
V2	21" W x 38.5" H	20" D
H	47" W x 14.75" H	20" D
VR	28" W x 38.5" H	20" D
SP	52" W x 4.5" H (2)	14.5" D

LENGTH 132	HEIGHT 41	WIDTH 91.5
TYP. WEIGHT	STEEL 1,736	ALUMINUM 997

Spacemaker top-opening compartment provides 15% more storage space. Lid is offered in your choice of steel (powder coated) or bright aluminum finish.

B-COMPARTMENT LAYOUT



CURBSIDE VIEW

COMPARTMENT SIZES

V1	36" W x 40" H	20" D
V1	21" W x 40" H	20" D
H	75" W x 18.50" H	20" D
VR	28" W x 21.50" H	20" D

LENGTH 132	HEIGHT 40	WIDTH 91.5
TYP. WEIGHT	STEEL 1,502	ALUMINUM 893

Reading Truck offers B-compartment layout with an extended horizontal compartment for storing longer items.

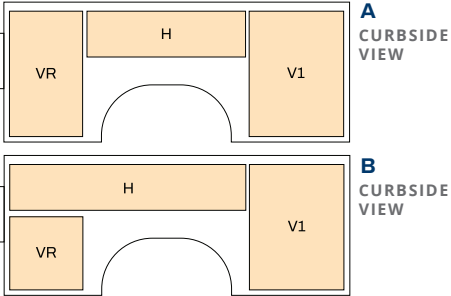


HEAVY-DUTY BODY

- Lengths of 108" to 150", designed for heavy-duty use on Class 6-7 chassis.
- Available for dual-wheel (DW) chassis only.

FOR CLASS 6–7 CHASSIS

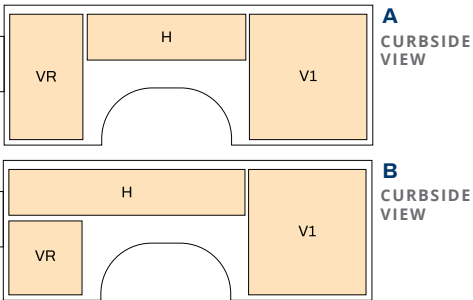
HD 108" BODY FOR 84" CA CHASSIS



	A-LAYOUT	B-LAYOUT	
V1	34" W x 43.75" H	34" W x 43.75" H	21" D
H	47" W x 19.25" H	73.25" W x 19.25" H	21" D
VR	26" W x 43.75" H	26.25" W x 24.5" H	21" D

LENGTH 108	HEIGHT 43.75	WIDTH 93
TYP. WEIGHT	STEEL 1,414	

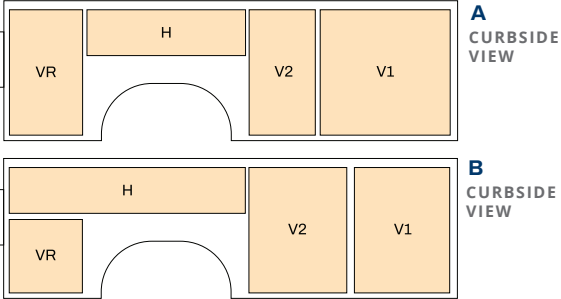
HD 120" BODY FOR 72" CA CHASSIS



	A-LAYOUT	B-LAYOUT	
V1	34" W x 43.75" H	44" W x 43.75" H	21" D
H	49.25" W x 19.25" H	76" W x 19.25" H	21" D
VR	26.25" W x 43.75" H	26.25" W x 24.5" H	21" D

LENGTH 120	HEIGHT 43.75	WIDTH 93
TYP. WEIGHT	STEEL 1,761	

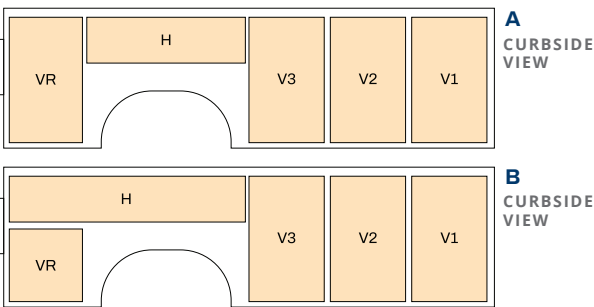
HD 132" BODY FOR 84" CA CHASSIS



	A-LAYOUT	B-LAYOUT	
V1	38.5" W x 43.75" H	30" W x 43.75" H	21" D
V2	17.5" W x 43.75" H	26" W x 43.75" H	21" D
H	49.75" W x 19.25" H	73.25" W x 19.25" H	21" D
VR	26.25" W x 43.75" H	26.75" W x 24.5" H	21" D

LENGTH 132	HEIGHT 43.75	WIDTH 93
TYP. WEIGHT	STEEL 2,182	

HD 150" BODY FOR 102" CA CHASSIS



	A-LAYOUT	B-LAYOUT	
V1	26" W x 43.75" H	34" W x 43.75" H	21" D
V2	24" W x 43.75" H	24" W x 43.75" H	21" D
V3	24" W x 43.75" H	24" W x 43.75" H	21" D
H	49.75" W x 19.25" H	73.25" W x 19.25" H	21" D
VR	26.25" W x 43.75" H	26.25" W x 24.5" H	21" D

LENGTH 150	HEIGHT 43.75	WIDTH 93
TYP. WEIGHT	STEEL 2,536	



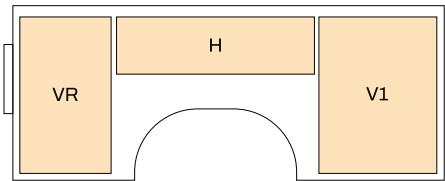
MECHANIC SERVICE BODY

Item 7b.

- Offers the ultimate toughness of a Mechanic's body design for non-crane applications.
- Available 60" compartments and tool-drawer units deliver ultimate versatility.
- Add an air compressor or welder setup to create a true mobile service truck for heavy industry.

FOR CLASS 3–7 CHASSIS

MM100 BODY 9' BODY FOR 60" CA CLASS 3-5 CHASSIS CAB



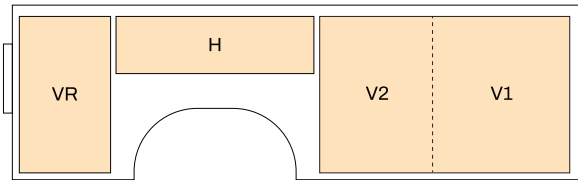
CURBSIDE VIEW

COMPARTMENT SIZES

V1	34" W x 42" H	22" D
H	48" W x 22" H	22" D
VR	26" W x 42" H	22" D

LENGTH 108"	HEIGHT 42"	WIDTH 96"
TYP. WEIGHT	1,752 lb	

MM200 BODY 11' BODY FOR 84" CA CLASS 4-5 CHASSIS CAB



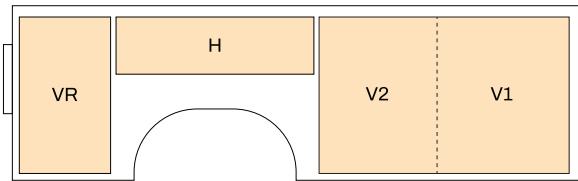
*Also available in 60" H for V1 and V2 cabinets.
CURBSIDE VIEW

COMPARTMENT SIZES

	CURBSIDE	ROADSIDE	
V1	32.5" W x 46" H	27" W x 46" H	22" D
V2	25" W x 46" H	30" W x 46" H	22" D
H	48" W x 22" H	48" W x 22" H	22" D
VR	26.5" W x 46" H	26" W x 46" H	22" D

LENGTH 131"	HEIGHT 46"	WIDTH 96"
TYP. WEIGHT	2,987 lb	

MM200HD BODY 11' BODY FOR 84" CA CLASS 6-7 CHASSIS CAB



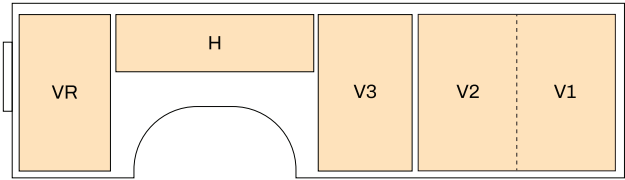
*Also available in 60" H for V1 and V2 cabinets.
CURBSIDE VIEW

COMPARTMENT SIZES

	CURBSIDE	ROADSIDE	
V1	32" W x 50" H	28.5" W x 50" H	22" D
V2	25" W x 50" H	28.5" W x 50" H	22" D
H	50" W x 25" H	50" W x 25" H	22" D
VR	26" W x 50" H	26" W x 50" H	22" D

LENGTH 133"	HEIGHT 50"	WIDTH 96"
TYP. WEIGHT	3,138 lb	

MM300HD BODY 14' BODY FOR 120" CA CLASS 6–7 CHASSIS CAB



CURBSIDE VIEW

COMPARTMENT SIZES

V1	32" W x 60" H	26" D
V2	32" W x 60" H	26" D
V3	29" W x 60" H	22" D
H	50" W x 35" H	22" D
VR	26" W x 60" H	22" D

LENGTH 169"	HEIGHT 60"	WIDTH 96"
TYP. WEIGHT	3,927 lb	

READING TRUCK WARRANTY

WARRANTIES AS STRONG AS OUR BODIES.

Your truck is the heart of your business. When it doesn't perform, you can't perform. We back our work truck bodies and installations with some of the strongest, longest warranties in the business. Product registration is fast and easy on our website, readingtruck.com.

MECHANIC SERVICE BODY



SL STEEL SERVICE BODY CLASSIC II STEEL SERVICE BODY CLASSIC II STEEL HEAVY-DUTY SERVICE BODY



CLASSIC II ALUMINUM SERVICE BODY



INSTALLATION



Item 7b.



NO ONE KNOWS WORK TRUCKS BETTER THAN US.

We are a leading manufacturer and distributor who has been designing and building work truck bodies with outstanding craftsmanship for more than 65 years. You can depend on us for safe, durable truck bodies; expert installation; and all the parts, equipment, accessories and services you need to get the job done.

Our products are available through our extensive national network of distribution partners, or through any of our 20 Reading Truck equipment locations, where you'll find everything you need to outfit a single truck or an entire fleet.

Our success comes from putting you first; understanding what you need to work at your very best and being there for you.



825 E. Wyomissing Blvd.
Reading, PA 19611

readingtruck.com

Sold and Serviced Locally by



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Version Number RT21-SB-11**

All dimensions subject to plus or minus tolerance of $\frac{1}{4}$ " and all dimensions and specifications are subject to change without notice. Some items displayed in photographs are optional. Aluma-Fill, Aluma-Chock, Dual-Pro, Extend-A-Shelf, Latch-Matic, Marauder, Reading, Redi-Dek, Spacemaker, and Tool-Mates are registered trademarks of The Reading Group, LLC, (DBA Reading Truck) in the United States and some foreign countries.

Awards/Agreements

Northside Ford Truck Sales, Inc.
Fleet Vehicles - Ford

Item 7b.

Page 1 of 1



Attachments Exist

Secondary Suppliers Do Not Exist

Supplier Address

Northside Ford Truck Sales, Inc.
6221 NE Columbia Blvd
Portland, OR 97218

Contact: Sharon Tucker
Phone: 1 (503) 282-7773
Fax:
Email: fordtrkgal@comcast.net

Contract #
1656

Revision # 0.1

Revision Date
05/20/2021

Opportunity #
DASPS-2295-20
Vers 2

Contract Start Date
05/01/2021

Expiration Date
04/30/2023

Supplier Number
4442

All dates are mm/dd/yyyy

Contract Administrator

DAS Procurement Services
1225 Ferry Street SE
Salem, OR 97301

Receiving Address

See purchase order

Contract Filed At

DAS PS

Contact: Brent L Lutz
Phone: 1 (971) 719-3436
Fax:
Email: brent.l.lutz@oregon.gov

Revision #1 update Buyer Guide

Delivery Requirements

Manufacturer

Payment Terms

Net 45

FOB

FOB Destination, Freight Allowed

Item #	Quantity / Unit	Description	Unit Cost
1	1 EACH	Commodity No. 998-94 Vehicles, Including passenger cars, pickup trucks, cab and chassis , passenger/cargo vans, police pursuit rated vehicles, sport utility vehicles, crossover utility vehicles, alternative fuel vehicles and electric vehicles.	\$0.00

Mandatory or Convenience

Mandatory

Minimum Order

Return Policy

Manufacturer

Warranty

Manufacturer

Best Value Analysis

Freight/Surcharge

Renewal Option

Contract Value

\$0.00



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Public Works Director John M. Lewis, PE

Agenda Date: June 15, 2022

SUBJECT:

Public Works Storm Division Replacement Vehicle #662 – Street Sweeper

STAFF RECOMMENDATION:

Staff recommends that City Commission authorize the purchase of a 2023 Elgin Crosswind 1 Street Sweeper to replace the 2005 Elgin Street Sweeper.

EXECUTIVE SUMMARY:

The Public Works Fleet Division is utilizing its Fleet Replacement Fund for the purchase of a 2023 Elgin Crosswind 1 Street Sweeper (#662). This will be replacing the Street Sweeper #660, (a 2005 Elgin Street Sweeper), which has reached the end of its service life and is up for replacement.

BACKGROUND:

Oregon City Fleet purchases are managed through our Fleet Replacement Fund. Every year, each Public Works Division budgets a predetermined amount for deposit into the Fleet Replacement Account to ensure adequate funding is available when new or replacement vehicles are scheduled for purchase.

The purchase price of the 2023 Elgin Crosswind 1 Street Sweeper is \$348,783.00 and was a previously authorized expenditure within the FY 2021-22 biennial budget. The Street Sweeper will be predominantly used by the Transportation Division that manages the City's street sweeping program. Funding for this street sweeper is being provided by the Stormwater Division since street sweeping is a requirement of stormwater permitting.

The new street sweeper #662, a 2023 Peterbilt Elgin Crosswind 1, is replacing vehicle #660, a 2005 GMC T8500 Elgin Crosswind 1 street sweeper. When the new street sweeper is here and in service, sweeper #660 (old sweeper) will go to auction.

Public Works will be contracting with Owen Equipment, under the Sourcewell Purchasing Agreement #090321-ELG, for the purchase of the 2023 Elgin Crosswind 1 Street Sweeper. Attached is the sales quote, a brochure of the truck, and the Sourcewell Documentation.

There is adequate funding within the Fleet Replacement Fund to allow the Public Works Operations Division to support and fund this new asset.

OPTIONS:

1. Authorize the City Manager to proceed with the purchase of the replacement vehicle.
2. Authorize the City Manager to proceed with the purchase with specific modifications.
3. Deny the purchase request. If the Commission chooses to deny the request, please provide staff direction on how to proceed.

BUDGET IMPACT:

Amount: \$348,783.00

FY(s): 2021-22

Funding Source(s): Fleet Replacement Fund



Presents a Proposal Summary

of the



Crosswind 1

Crosswind 1 Regenerative Air Street Sweeper with Single Engine

for

City of Oregon City
Oregon City, OR 97045
Sourcewell Contract #090321-ELG

List Summary

Order Qty	Part Number	Description	List Price
1	CROSSWIND-J	CROSSWIND-J	\$0.00
1	1128622	CROSSWIND 1, TOP LEVEL	\$117,855.00
1	1138807	2023 PETERBILT 220 WB156	\$162,600.00
1	1128609	ALTERATIONS-PETERBILT CHASSIS	\$3,250.00
1	1124502	URETHANE LINED HOPPER	\$9,390.00
1	1032481	16'8"HOSE-EFGJLPSY	\$0.00
1	1133195	HOPPER VIBRATOR	\$2,465.00
1	1122824	12" CONVEX MIRRORS	\$475.00
1	1119463	FRONT SPRAY BAR	\$660.00
1	1128244	SMART BACK-UP ALARM	\$525.00
1	4810001	WHITE FREIGHTLINER	\$0.00
1	4820001	WHITE FREIGHTLINER	\$0.00
1	1128152	RED LOGO	\$0.00
1	1085887	6" HOPPER DRAIN	\$925.00
1	0730166	BROOM MEASUREMENT RULER	\$0.00
1	1122155	LED STOP, TAIL, TURN LIGHTS	\$810.00
1	1127489	AUTO LUBE SWEEPER BODY ONLY	\$4,835.00
1	EW-AIR-NA-3PL	EXTENDED WARRANTY 3 YR PARTS AND LABOR- AIR	\$4,650.00
1	FRT-124-008	FREIGHT-CA,NV,ID,OR,WA	\$7,605.00
1	0701705	AIR PRODUCTS MACHINE DELIVERY PACKET	\$0.00
1	1131540	AUXILIARY HYDRAULIC PUMP	\$2,355.00
1	1114911	BROOM HOURS	\$135.00
1	1061886	HYDRAULIC OIL LEVEL/THERMOMETER	\$215.00
1	1126259	MEMORY SWEEP	\$3,290.00
1	1113730	INDIVIDUAL WATER SYSTEM	\$1,585.00
1	1112947	SIDE BROOM SCRUB	\$2,030.00
1	1119215	VACUUM ENHANCER W/DISPLAY	\$550.00
1	1088582	HOPPER WATER NOZZLES	\$645.00
1	1126157	INDIVIDUAL SIDEBROOM & FLOOD LIGHTS	\$1,475.00
1	1070059	AIR PURGE SYSTEM	\$490.00
1	1121577	KEY, PETERBILT CHASSIS SPARE	\$155.00
1	0701679	CROSSWIND-J SE-OPERATORS MANUAL	\$0.00
1	0702255	CROSSWIND-J SE-PARTS BOOK	\$0.00
1	0702490	CROSSWIND-JS SERVICE MANUAL	\$100.00
1	1111175	LH SIDEBROOM TILT W/ DISPLAY	\$1,180.00
1	1111176	RH SIDEBROOM TILT W/ DISPLAY	\$1,185.00
1	0702020	ELGIN SAFETY MANUAL	\$0.00
1	SPECIAL	REAR FENDERS S/ MUDFLAPS	\$1,470.00
1	SPECIAL	EXTRA 140 GALLONS OF WATER	\$7,870.00
1	SPECIAL	SHORT BEACON- (2) CAB, (2) REAR W/ ARROWSTICK	\$5,345.00
1	SPECIAL	PETERBILT ENGINE RE-RATE 240 HP	\$2,995.00
1	OWEN	PICKUP HEAD VIBRATOR	\$3,250.00
1	OWEN	INSTALL (4) LED LIGHTS, LOCATION PER CUSTOMER	\$1,020.00

*******ALL COST INCREASES AND MATERIAL SURCHARGES FROM ELGIN OR THE CHASSIS
MANUFACTURER WILL BE ADDED TO THE FINAL INVOICE. CUSTOMER WILL BE NOTIFIED AS THESE
COSTS ARISE*******

Price:	\$353,385.00
Sourcewell Discount:	-\$10,602.00
Elgin Materials Surcharge and Paccar Increase:	\$6,000.00
Total Price:	\$348,783.00

Price valid for 30 Days from date of 6/30/2022

PROPOSAL DATE: 4/21/2022

QUOTE NUMBER: 2021-44703

Price List Date: 1/19/2022

PO NUMBER:

QTY: _____ Customer Initials: _____

PAYMENT TERMS:

PROPOSAL NOTES:

1. Multiple unit orders will be identical to signed proposal. Changes or deviations to any unit of a multiple unit order will requires a new signed proposal.
2. Chassis specifications and data codes for customer supplied chassis must be submitted to and approved by Elgin Sweeper Company prior to submittal of customer purchase order
3. All prices quoted are in US Dollars unless otherwise noted.
4. This proposal incorporates, and is subject to, Vactor Manufacturing's standard terms and conditions attached hereto and made a part hereof.

SIGNED BY:

_____ Date: _____

LIMITED WARRANTY

ELGIN SWEEPER COMPANY warrants each new machine manufactured by it against defects in material and workmanship provided the machine is used in a normal and reasonable manner. This warranty is extended only to the original user-purchaser for a period of twelve (12) months from the date of delivery to the original user-purchaser.

ELGIN SWEEPER COMPANY will cause to be repaired or replaced, as the Company, may elect, any part or part of such machine which the Company's examination discloses to be defective in material or workmanship.

Repairs or replacements are to be made at the selling Elgin distributor's location or at other locations approved by ELGIN SWEEPER COMPANY.

The ELGIN SWEEPER COMPANY warranty shall not apply to:

1. Major components or trade accessories such as but not limited to, trucks, engines, tires or batteries that have a separate warranty by the original manufacturer.
2. Normal adjustments and maintenance services.
3. Normal wear parts such as but not limited to, broom filters, broom wire, shoe runners and rubber deflectors.
4. Failures resulting from the machine being operated in a manner or for a purpose not recommended by ELGIN SWEEPER COMPANY.
5. Repairs, modifications or alterations without the consent of ELGIN SWEEPER COMPANY which, in the Company's sole judgment, have adversely affected the machine's stability or reliability.
6. Items subjected to misuse, negligence, accident or improper maintenance.

The use in the product of any part other than parts approved by ELGIN SWEEPER COMPANY may invalidate this warranty. ELGIN SWEEPER COMPANY reserves the right to determine, in its sole discretion, if the use of non-approved parts operates to invalidate the warranty.

Nothing contained in this warranty shall make ELGIN SWEEPER COMPANY liable for loss, injury, or damage of any kind to any person or entity resulting from any defect or failure in the machine.

TO THE EXTENT LIMITED BY LAW, THIS WARRANTY IS IN LIEU OF ALL OTHER WARRANTIES, EXPRESS OR IMPLIED, INCLUDING WITHOUT LIMITATION, ANY IMPLIED WARRANTIES OF MERCHANTABILITY AND FITNESS FOR A PARTICULAR PURPOSE.

This warranty is also in lieu of all other obligations or liabilities on the part of ELGIN SWEEPER COMPANY, including but not limited to, liability for incidental and consequential damages on the part of the Company or the seller.

ELGIN SWEEPER COMPANY makes no representation that the machine has the capacity to perform any functions other than as contained in the Company's written literature, catalogs or specifications accompanying delivery of the machine.

No person or affiliated company representative is authorized to give any other warranties or to assume any other liability on behalf of ELGIN SWEEPER COMPANY in connection with the sale, servicing or repair of any machine manufactured by the Company.

ELGIN SWEEPER COMPANY reserves the right to make design changes or improvements in its products without imposing any obligation upon itself to change or improve previously manufactured products.

Certified Participating Agency

As a certified user, you can purchase from Sourcewell's competitively solicited contracts. You will save time and money by using these corporate-level contracts to purchase the products and services you want—often through your local dealer.

Together, we are
Sourcewell.

Our client relations team is ready
to help you every step of the way.
Contact us for more information.



sourcewell-mn.gov

service@sourcewell-mn.gov

877-585-9706

City of Oregon City

Account # 2371

A handwritten signature in black ink, appearing to read "Chad Coauette", is written over a horizontal line.

Dr. Chad Coauette, PhD, Executive Director/CEO



CROSSWIND®



IMPROVED OPERATOR EXPERIENCE • EASE OF MAINTENANCE • SAVES TIME/COST

PROVEN SINGLE-ENGINE REGENERATIVE AIR SWEEPER

Searching for a solution that eliminates maintaining and servicing an auxiliary engine on a regenerative air sweeper? Elgin Sweeper Company has the answer. The Crosswind1® eliminates all things associated with a diesel auxiliary engine, providing value to customers that extends beyond having one less engine. The Crosswind1 has undergone years of customer focused testing and validation; ensuring a design that exceeds expectations!



APPLICATION SOLUTIONS

Elgin Sweeper doesn't offer just one sweeping technology — we take an application-based approach to solving our customers' sweeping needs. Our team works with every customer to ensure they get a machine that fits their specifications, with the right truck, engine configuration, fuel requirements, and options.

POWERFUL SUPPORT

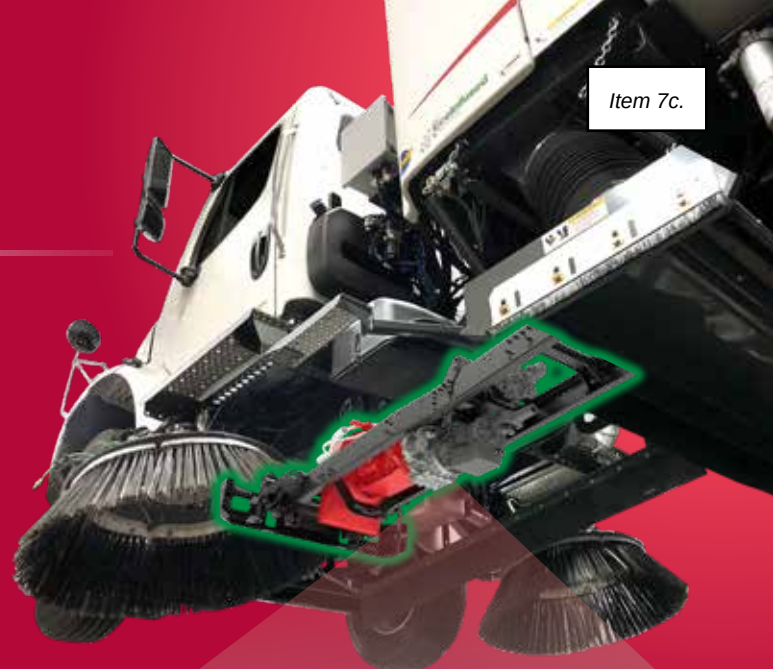
Elgin Sweepers are built for clean, backed for life. Throughout the life of the sweeper, we offer team training on proper use and maintenance. We have a world-wide network of experienced dealers with factory trained technicians and a local stock of OEM parts and accessories, to ensure total customer peace of mind.

UNMATCHED QUALITY

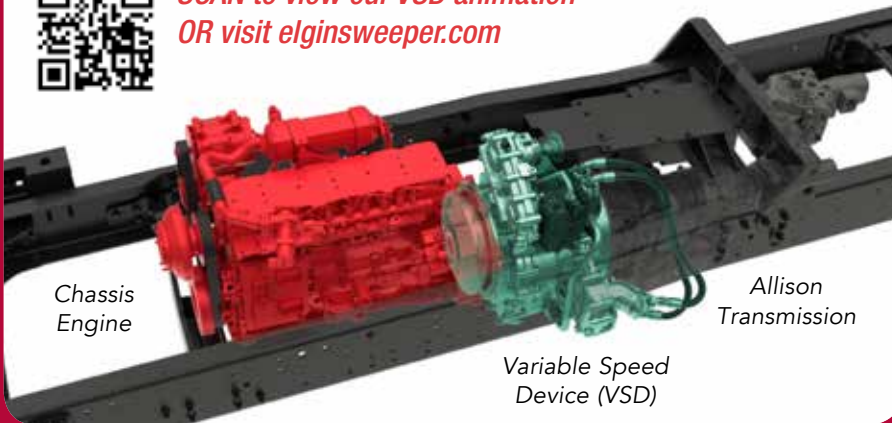
The Crosswind was introduced nearly 30 years ago and has been continuously improved in design and production. Elgin sweepers are manufactured in an ISO:9001 certified manufacturing plant. Products are painted prior to assembly and quality tested. The Crosswind1 is proudly assembled in the U.S.A. using only the finest materials.

VARIABLE SPEED DEVICE (VSD) TECHNOLOGY

The Crosswind1 single-engine provides a simple solution; a single push-button operation. This procedure incorporates a Variable Speed Device (VSD) – a planetary gearbox – located between the chassis engine and the Allison transmission. The VSD has two modes of operation; road mode and work mode.



*SCAN to view our VSD animation
OR visit elginsweeper.com*



The VSD replaces the diesel auxiliary engine, eliminates a complex aftertreatment system, and untimely regenerations. It's simple to operate, and carries a three year warranty.

SINGULAR PUSH-BUTTON TECHNOLOGY

The Crosswind1 does not require engaging the park brake before shifting into work or road modes. Shift-on-the-fly design provides unmatched ease of operation; combined with increased productivity.

ROAD MODE:

When the VSD is in road mode, the chassis operates normally. The accelerator pedal controls the chassis engine speed and the transmission shifts normally.



WORK MODE:

When the VSD is in work mode, the chassis accelerator now controls only the input speed to the transmission, not the chassis engine speed.

FLEXIBLE DESIGN

The Crosswind1 mounts on a conventional or cab-over chassis, respectively offering maneuverability, visibility, ease of entry and egress. Elgin's standard auto pickup-in-reverse feature protects the sweep components while allowing quick change of sweeping locations.

HIGH CAPACITY/EFFICIENT LOADING

The 8 cu. yard (6 m³) capacity hopper provides extended sweeping time. Abrasion-resistant steel inlet deflector directs debris flow to the center of the hopper for maximum capacity utilization. Drop down hopper screens make the Crosswind1 easy to clean.

ERGONOMIC CONTROLS

The Crosswind1's centrally-mounted console features rocker switches for all sweep functions and complete gauges (fuel level, fan hour meter, fan RPM) for quick review of system conditions. A backup camera and alarm are standard for increased operational awareness and safety.

POWERFUL BLOWER

The Crosswind1 features a nine-vane closed face turbine blower. Vanes are constructed from Hardox® brand steel for durability.

RESILIENT HOUSING

Replaceable urethane liners inside blower housing extends service life.





SIMPLE, EASY - MAINTENANCE ACCESS

The Crosswind1 is designed so that systems are accessible and easy to service. The hydraulic system with o-ring face seal (ORFS) fittings is designed for long life and leak-free operation. Heavy-duty, waterproof electrical connectors, and color-coded wires are functionally stamped for quick identification and trouble shooting.

SUPERIOR DUST SUPPRESSION

The durable 240 gal. (908 L) polyethylene water tank provides ample water capacity. Water is delivered using two run-dry water pumps; distributed through quick-to-clean water nozzles. High/low in-cab selectable pump speeds allow adjustment by application.

UNIQUE TRAILING ARM SIDE BROOMS

Elgin's trailing arm design provides inward motion to avoid obstacles. Standard parallelogram linkage allows side brooms to closely follow road contours, and maintain a consistent broom tilt (angle) with the road surface. Digging pressure is adjustable in-cab. Brooms can be extended outward for maximum sweep path



Elgin's optional Memory Sweep® system allows the operator to resume all previous sweep settings, even broom tilt (if so equipped), with one touch control. Memory Sweep incorporates a multi-screen display that indicates system diagnostics, as well as optional features such as broom tilt angle, vacuum enhancer position, and broom hours.



HYDROSTATICALLY DRIVEN BLOWER

Eliminates frequent tensioning of a belt driven blower. Vibration and noise from belt slippage is avoided.





EFFICIENT AIR CONVEYANCE SYSTEM

Efficient air flow, including a superior vacuum source and air routing path, is essential to Crosswind1.

- High volume air flow at high velocity results in exceptional one-pass pickup while reducing plugging that can occur in similar type sweepers.
- A nine-vane closed face turbine blower is hydrostatically driven, eliminating belt tensioning, and provides vibration free and quiet operation.
- A centrifugal dust separator minimizes pressure loss and maximizes sweep performance and fan life.



HIGH PRODUCTIVITY SWEEP SYSTEM

The sweep path picks up debris close to the curb and across a wide area.

- A 90 in. (2286 mm) wide pick-up head and hydraulically driven 42 in. (1067 mm) dual side brooms provide a 12 ft. (3658 mm) wide sweep path.
- Work with brooms fully extended, or add the optional full broom retract feature for powerful scrubbing action in front of the pick-up head.
- An optional center broom provides added digging power for compacted debris.
- A 12 3/4 in. (324 mm) diameter suction hose accepts large debris. Quick disconnect allows operator to inspect and clean hose and intake tube without raising hopper.
- The vacuum enhancer facilitates sweeping under light and bulky debris conditions.

Crosswind1 SPECIFICATIONS:

SWEEP SYSTEM

High performance regenerative air
Sweeping path: 12 ft. (3658 mm)
Side brooms: 42 in. (1067 mm)

PICK-UP HEAD

High flow with pressure and
vacuum chamber 2700 sq. in.
(17,450 sq. cm.)

Pressure hose diameter:
14 in. (356 mm)

Suction hose diameter:
12 3/4 in. (324 mm)

Variable Speed Device (VSD)

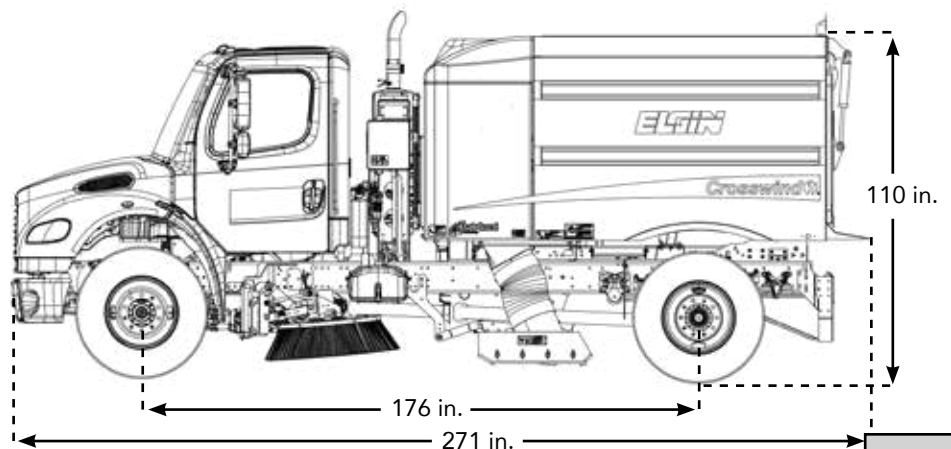
Installed between the chassis engine
and the Allison transmission;
eliminates auxiliary engine
Singular in-cab push button control

CHASSIS

Choice of conventional or
cab-over chassis

TRAVEL SPEED

Highway speeds



POPULAR ENHANCEMENTS

Item 7c.



WANDERING HOSE

The versatile, hydraulic-assist hose gets into hard to reach places and is effective in catch basin cleaning. It handles multiple tubes for especially deep catch basin cleaning.



LIFELINER® HOPPER SYSTEM

The LifeLiner® hopper liner and finish system greatly improves the life, durability, and dumping functionality of a sweeper hopper. It is backed by a lifetime warranty*.

ADDITIONAL ENHANCEMENTS:

- Center broom
- Memory Sweep®
- Side broom tilt
- High pressure washdown/ high pressure pump
- Front spray bar
- Hopper deluge
- Auxiliary hydraulic pump
- PM-10 compliant
- Full side broom retract
- Variable speed side brooms
- Full-width magnet
- Rotating beacon
- Auxiliary lighting packages
- In-cab control for vacuum enhancer
- Broom hour meter
- Enhanced water control
- Additional water: 140 gal. (530 L), 280 gal. (1060 L), 360 gal. (1363 L)
- R or L inspection door
- FlowBlocker™

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FOR APPLICATION-SPECIFIC CONFIGURATIONS**



CROSSWIND FSX®

Top Performance On and Off the Runway



CROSSWIND GRS

Glycol Recovery Sweeper

What does the Crosswind mean?

-  *less engine to maintain*
-  *less belt to tension*
-  *button operation*
-  *less engine regeneration*
-  *less emission aftertreatment system*
-  *less noisy engine*

 **MORE REASON...**
TO BUY AN ELGIN!

WARRANTY

Elgin Sweeper Company backs the Crosswind1 sweeper with a one-year limited warranty. The Crosswind1 is warranted against defects in material or workmanship for a period of 12 months from the date of delivery to the original purchaser. Optional extended warranty packages are available. Consult your Elgin dealer for complete warranty information.

Your local Elgin Dealer is:



elginsweeper.com

1300 W. Bartlett Road • Elgin, IL 60120 U.S.A.
 (847) 741-5370 Phone • (847) 742-3035 Fax

Specifications subject to change without notice. Some items shown may be optional. Elgin® Crosswind1® Crosswind FSX® Ecolinfused® LifeLiner® and Memory Sweep® are registered trademarks of Federal Signal Corporation. Hardox® is a registered trademark of Hardox wear plate. Federal Signal Corporation is listed on the NYSE by the symbol FSS.
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CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Police Chief Jim Band

Agenda Date: 06/15/2022

SUBJECT:

Contract with P and C Construction for Additional, Redundant Cooling Equipment in the Robert Libke Public Safety Building; Costs for Contract paid by FFA Architecture and Interiors

STAFF RECOMMENDATION:

Approval of the attached contract with P and C Construction.

EXECUTIVE SUMMARY:

Staff is seeking Commission approval of the contract between P and C Construction and the City for installation of additional, redundant cooling equipment in two server rooms in the Robert Libke Public Safety Building (RLPSB) as part of a settlement agreement. The contract will be paid by the Police Department and reimbursed in full by FFA Architecture and Interiors.

BACKGROUND:

The Robert Libke Public Safety Building was completed in October 2020. After the police department took ownership, a mechanical cooling issue was discovered in the two IT rooms related to operational working temperatures. The redundant cooling equipment was absent from the design drawings prepared by FFA Architecture and Interiors (FFA)'s consultant, PAE Consulting Engineers Inc. (PAE) and thus, never completed as part of the initial construction. FFA has accepted responsibility for the oversight and is paying to have P and C Construction install the cooling system, completing the work that should have been done initially.

FFA agrees to pay for the equipment and labor costs to install the necessary mechanical and electrical equipment pursuant to the design provided by PAE in February 2021. The settlement was agreed upon in December 2021, where P&C Construction will oversee the work of the subcontractors.

The City of Oregon City is named the Owner due to continued warranty from the original construction. FFA will reimburse the City for the full amount of agreed upon costs to install the new cooling units.

OPTIONS:

1. Approve the Contract for Additional Cooling in IT rooms
2. Deny approval and have staff return with requested changes.

BUDGET IMPACT:

Amount: None

FY(s): 2022-23

Funding Source(s): None

June 6, 2022

Chief Jim Band
Oregon City Police Department
1234 Linn Ave,
Oregon City, OR 97045

Chief Band,

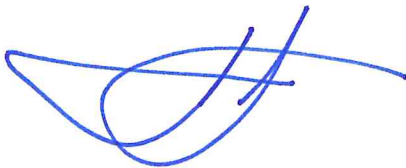
Per your request we are providing this cover letter for the settlement agreement regarding the cooling issue in the new Robert Libke Public Safety Building. In the settlement agreement, FFA Architecture and Interiors agrees to reimburse the City of Oregon City for the agreed upon costs to install the new cooling units. The value of the settlement was set by the estimate provided by P&C Construction October 13, 2021 and is intended to reimburse for the full amount of that estimate.

It is our understanding that you are using P&C as well as their original subcontractor to complete the work. We believe this is the best course of action given their familiarity with the construction of the building and the design expectations regarding the routing of HVAC and electrical services within the building.

It is our understanding that you are completing this work with P&C through a separate agreement from the original construction contract. While we cannot provide direct legal commentary on this arrangement, it is consistent with an industry standard approach. The contract structure generally requires the contractor to have an arrangement with the owner of the physical project. This provides coverage for the building owner in terms of a warranty as well as for the contractor in the form of a lien should they not be paid. These contracts are not designed to be between an architect and a contractor hence our agreement to reimburse for these expenses.

Should you have any further questions, please feel free to contact me.

Sincerely,



Ian Gelbrich, AIA

Partner
FFA Architecture and Interiors

Memorandum

To:	Chief Jim Band (Oregon City Police Department) Gerard Mulrooney (Plan B)	Date:	12.01.2021
From:	Ian Gelbrich (FFA) Troy Ainsworth (FFA)		
Project Name:	Robert Libke Public Safety Building		
Project Number:	24.03.18		
Distribution:	File		

This memorandum outlines an agreement between the Oregon City Police Department (owner) and FFA Architecture and Interiors (FFA). This agreement stems from two issues identified after the owner took occupancy of the building. The first issue relates to water temperature issues tied to a valve that was missing from the original design. The second issue relates to mechanical cooling needed to provide operational working temperatures in two IT rooms in the new Robert Libke Public Safety Building. The necessary water valves and cooling equipment were absent from the design drawings prepared by FFA's consultant, PAE Consulting Engineers Inc. (PAE)

FFA agrees to pay the equipment and labor to provide the balancing valve and disconnect the evidence sinks from the hot water return system to resolve the water temperature issue. The costs for this work are outlined in Change Order Requests (COR) 118 and 123. These CORs total \$5,910.00.

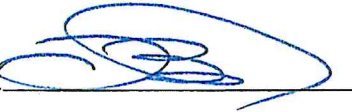
FFA agrees to pay for the equipment and labor costs to install the necessary mechanical and electrical pursuant to the design provided by PAE on 02/25/2021. This design was bid by P&C and their subcontractors on 10/13/2021. This settlement assumes that P&C will oversee the work of their subcontractors and that P&C's management fee will be on a time and material basis not to exceed the amount provided in their estimate. P&C's subcontractor, Piper Mechanical, will be responsible for procuring all necessary permits to complete the work. We understand this scope of work to be represented in COR 124 and cost \$51,786 for the work of the mechanical subcontractor and \$9,240 for the oversight provided by P&C. Per our conversation with Gerry, we request that P&C track these dollars on an hourly basis. FFA will pay for the subcontractor's costs initially and then will pay for the hours spent by P&C, up to the \$9,240 outlined in the estimate, upon completion of the work. FFA and PAE will provide the necessary construction administration services to review submittals and the installation for conformance to the design drawings for no additional fee.

While we believe that the industry standard resolution for missed design scope is for the design team to provide compensation for added labor only, it is important to FFA that we maintain a good relationship with all our clients and building users. To this end we agree with the settlement approach outlined above, with the following conditions outlined below.

In this agreement, FFA and its subconsultant PAE admit to no further responsibility or liability to the absent scope that this agreement is addressing. Both parties agree to indemnify, defend and hold all other parties harmless of any claim or cross claim that would arise out of the installation of the additional scope. The owner agrees to release FFA and its subcontractors from all current and future liability or responsibility relative to the scope of work outlined above. This release would be effective immediately upon the execution of this agreement.

Executed and Effective as of the date of this memorandum written above.

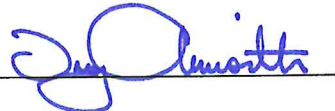
The City of Oregon City

By: 

Print Name: Jim BANO

Dated: 2-28-22

FFA Architecture and Interiors, Inc.

By: 

Print Name: TROY AINSWORTH

Dated: 6/6/22



AIA[®] Document A105[™] – 2017

Standard Short Form of Agreement Between Owner and Contractor

AGREEMENT made as of the 18th day of May in the year 2022
(In words, indicate day, month and year.)

BETWEEN the Owner:
(Name, legal status, address and other information)

City of Oregon City
625 Center Street
Oregon City, Oregon 97045

and the Contractor:
(Name, legal status, address and other information)

P&C Construction Company
2133 NW York Street
Portland, Oregon 97210

for the following Project:
(Name, location and detailed description)

Robert Libke Public Safety Building – COR 124 Additional Split Systems for IDF Room
1234 Linn Avenue
Oregon City, Oregon 97045

The Architect:
(Name, legal status, address and other information)

FFA Architecture and Interiors, Inc.
520 SW Yamhill Street, Suite 900
Portland, OR 97204

The Owner and Contractor agree as follows.

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

TABLE OF ARTICLES

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9	ARCHITECT
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11	TIME
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13	PROTECTION OF PERSONS AND PROPERTY
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15	MISCELLANEOUS PROVISIONS
16	TERMINATION OF THE CONTRACT
17	OTHER TERMS AND CONDITIONS

ARTICLE 1 THE CONTRACT DOCUMENTS

The Contractor shall complete the Work described in the Contract Documents for the Project. The Contract Documents consist of

- .1 this Agreement signed by the Owner and Contractor;
- .2 the drawings and specifications prepared by the Architect, dated , and enumerated as follows:

Drawings:

Number	Title	Date
--------	-------	------

Specifications:

Section	Title	Pages
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- .3 addenda prepared by the Architect as follows:

Number	Date	Pages
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User Notes:

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- .4 written orders for changes in the Work, pursuant to Article 10, issued after execution of this Agreement; and
- .5 other documents, if any, identified as follows:

COR-124 Additional Split Systems for IDF Room

ARTICLE 2 DATE OF COMMENCEMENT AND SUBSTANTIAL COMPLETION

§ 2.1 The Contract Time is the number of calendar days available to the Contractor to substantially complete the Work.

§ 2.2 Date of Commencement:

Unless otherwise set forth below, the date of commencement shall be the date of this Agreement.
(Insert the date of commencement if other than the date of this Agreement.)

Start date to be upon date this Agreement is fully executed.

§ 2.3 Substantial Completion:

Subject to adjustments of the Contract Time as provided in the Contract Documents, the Contractor shall achieve Substantial Completion, as defined in Section 12.5, of the entire Work:
(Check the appropriate box and complete the necessary information.)

☐ Not later than () calendar days from the date of commencement.

☐ By the following date:

ARTICLE 3 CONTRACT SUM

§ 3.1 The Contract Sum shall include all items and services necessary for the proper execution and completion of the Work. Subject to additions and deductions in accordance with Article 10, the Contract Sum is:

SEVENTY-FOUR THOUSAND ONE HUNDRED EIGHTY DOLLARS (\$ 74,180.00)

§ 3.2 For purposes of payment, the Contract Sum includes the following values related to portions of the Work:
(Itemize the Contract Sum among the major portions of the Work.)

Portion of the Work	Value
General Conditions	\$ 9,240
TPO Roofing	\$ 4,000
Plumbing	\$ 4,449
HVAC	\$ 28,402
Electrical and Low Voltage	\$ 16,934
OH&P	\$ 11,155

§ 3.3 The Contract Sum is based upon the following alternates, if any, which are described in the Contract Documents and hereby accepted by the Owner:
(Identify the accepted alternates. If the bidding or proposal documents permit the Owner to accept other alternates subsequent to the execution of this Agreement, attach a schedule of such other alternates showing the amount for each and the date when that amount expires.)

§ 3.4 Allowances, if any, included in the Contract Sum are as follows:
(Identify each allowance.)

Item	Price
------	-------

Init.

§ 3.5 Unit prices, if any, are as follows:

(Identify the item and state the unit price and quantity limitations, if any, to which the unit price will be applicable.)

Item	Units and Limitations	Price per Unit (\$0.00)
------	-----------------------	-------------------------

ARTICLE 4 PAYMENTS

§ 4.1 Based on Contractor's Applications for Payment certified by the Architect, the Owner shall pay the Contractor, in accordance with Article 12, as follows:

(Insert below timing for payments and provisions for withholding retainage, if any.)

§ 4.2 Payments due and unpaid under the Contract Documents shall bear interest from the date payment is due at the rate below, or in the absence thereof, at the legal rate prevailing at the place of the Project.

(Insert rate of interest agreed upon, if any.)

%

ARTICLE 5 INSURANCE

§ 5.1 The Contractor shall maintain the following types and limits of insurance until the expiration of the period for correction of Work as set forth in Section 14.2, subject to the terms and conditions set forth in this Section 5.1:

§ 5.1.1 Commercial General Liability insurance for the Project, written on an occurrence form, with policy limits of not less than (\$) each occurrence, (\$) general aggregate, and (\$) aggregate for products-completed operations hazard.

§ 5.1.2 Automobile Liability covering vehicles owned, and non-owned vehicles used, by the Contractor, with policy limits of not less than (\$) per accident, for bodily injury, death of any person, and property damage arising out of the ownership, maintenance, and use of those motor vehicles along with any other statutorily required automobile coverage.

§ 5.1.3 The Contractor may achieve the required limits and coverage for Commercial General Liability and Automobile Liability through a combination of primary and excess or umbrella liability insurance, provided that such primary and excess or umbrella insurance policies result in the same or greater coverage as those required under Section 5.1.1 and 5.1.2, and in no event shall any excess or umbrella liability insurance provide narrower coverage than the primary policy. The excess policy shall not require exhaustion of the underlying limits only through the actual payment by the underlying insurers.

§ 5.1.4 Workers' Compensation at statutory limits.

§ 5.1.5 Employers' Liability with policy limits not less than (\$) each accident, (\$) each employee, and (\$) policy limit.

§ 5.1.6 The Contractor shall provide builder's risk insurance to cover the total value of the entire Project on a replacement cost basis.

§ 5.1.7 Other Insurance Provided by the Contractor

(List below any other insurance coverage to be provided by the Contractor and any applicable limits.)

Coverage	Limits
----------	--------

§ 5.2 The Owner shall be responsible for purchasing and maintaining the Owner's usual liability insurance and shall provide property insurance to cover the value of the Owner's property. The Contractor is entitled to receive an increase in the Contract Sum equal to the insurance proceeds related to a loss for damage to the Work covered by the Owner's property insurance.

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User Notes:

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§ 5.3 The Contractor shall obtain an endorsement to its Commercial General Liability insurance policy to provide coverage for the Contractor's obligations under Section 8.12.

§ 5.4 Prior to commencement of the Work, each party shall provide certificates of insurance showing their respective coverages.

§ 5.5 Unless specifically precluded by the Owner's property insurance policy, the Owner and Contractor waive all rights against (1) each other and any of their subcontractors, suppliers, agents, and employees, each of the other; and (2) the Architect, Architect's consultants, and any of their agents and employees, for damages caused by fire or other causes of loss to the extent those losses are covered by property insurance or other insurance applicable to the Project, except such rights as they have to the proceeds of such insurance.

ARTICLE 6 GENERAL PROVISIONS

§ 6.1 The Contract

The Contract represents the entire and integrated agreement between the parties and supersedes prior negotiations, representations or agreements, either written or oral. The Contract may be amended or modified only by a written modification in accordance with Article 10.

§ 6.2 The Work

The term "Work" means the construction and services required by the Contract Documents, and includes all other labor, materials, equipment, and services provided, or to be provided, by the Contractor to fulfill the Contractor's obligations.

§ 6.3 Intent

The intent of the Contract Documents is to include all items necessary for the proper execution and completion of the Work by the Contractor. The Contract Documents are complementary, and what is required by one shall be as binding as if required by all.

§ 6.4 Ownership and Use of Architect's Drawings, Specifications and Other Documents

Documents prepared by the Architect are instruments of the Architect's service for use solely with respect to this Project. The Architect shall retain all common law, statutory, and other reserved rights, including the copyright. The Contractor, subcontractors, sub-subcontractors, and suppliers are authorized to use and reproduce the instruments of service solely and exclusively for execution of the Work. The instruments of service may not be used for other Projects or for additions to this Project outside the scope of the Work without the specific written consent of the Architect.

§ 6.5 Electronic Notice

Written notice under this Agreement may be given by one party to the other by email as set forth below.

(Insert requirements for delivering written notice by email such as name, title, and email address of the recipient, and whether and how the system will be required to generate a read receipt for the transmission.)

ARTICLE 7 OWNER

§ 7.1 Information and Services Required of the Owner

§ 7.1.1 If requested by the Contractor, the Owner shall furnish all necessary surveys and a legal description of the site.

§ 7.1.2 Except for permits and fees under Section 8.7.1 that are the responsibility of the Contractor, the Owner shall obtain and pay for other necessary approvals, easements, assessments, and charges.

§ 7.1.3 Prior to commencement of the Work, at the written request of the Contractor, the Owner shall furnish to the Contractor reasonable evidence that the Owner has made financial arrangements to fulfill the Owner's obligations under the Contract. The Contractor shall have no obligation to commence the Work until the Owner provides such evidence.

§ 7.2 Owner's Right to Stop the Work

If the Contractor fails to correct Work which is not in accordance with the Contract Documents, the Owner may direct the Contractor in writing to stop the Work until the correction is made.

Init.

§ 7.3 Owner's Right to Carry Out the Work

If the Contractor defaults or neglects to carry out the Work in accordance with the Contract Documents and fails within a seven day period after receipt of written notice from the Owner to commence and continue correction of such default or neglect with diligence and promptness, the Owner may, without prejudice to other remedies, correct such deficiencies. In such case, the Architect may withhold or nullify a Certificate for Payment in whole or in part, to the extent reasonably necessary to reimburse the Owner for the cost of correction, provided the actions of the Owner and amounts charged to the Contractor were approved by the Architect.

§ 7.4 Owner's Right to Perform Construction and to Award Separate Contracts

§ 7.4.1 The Owner reserves the right to perform construction or operations related to the Project with the Owner's own forces, and to award separate contracts in connection with other portions of the Project.

§ 7.4.2 The Contractor shall coordinate and cooperate with the Owner's own forces and separate contractors employed by the Owner.

ARTICLE 8 CONTRACTOR

§ 8.1 Review of Contract Documents and Field Conditions by Contractor

§ 8.1.1 Execution of the Contract by the Contractor is a representation that the Contractor has visited the site, become familiar with local conditions under which the Work is to be performed, and correlated personal observations with requirements of the Contract Documents.

§ 8.1.2 The Contractor shall carefully study and compare the Contract Documents with each other and with information furnished by the Owner. Before commencing activities, the Contractor shall (1) take field measurements and verify field conditions; (2) carefully compare this and other information known to the Contractor with the Contract Documents; and (3) promptly report errors, inconsistencies, or omissions discovered to the Architect.

§ 8.2 Contractor's Construction Schedule

The Contractor, promptly after being awarded the Contract, shall prepare and submit for the Owner's and Architect's information a Contractor's construction schedule for the Work.

§ 8.3 Supervision and Construction Procedures

§ 8.3.1 The Contractor shall supervise and direct the Work using the Contractor's best skill and attention. The Contractor shall be solely responsible for and have control over construction means, methods, techniques, sequences, and procedures, and for coordinating all portions of the Work.

§ 8.3.2 The Contractor, as soon as practicable after award of the Contract, shall furnish in writing to the Owner, through the Architect, the names of subcontractors or suppliers for each portion of the Work. The Contractor shall not contract with any subcontractor or supplier to whom the Owner or Architect have made a timely and reasonable objection.

§ 8.4 Labor and Materials

§ 8.4.1 Unless otherwise provided in the Contract Documents, the Contractor shall provide and pay for labor, materials, equipment, tools, utilities, transportation, and other facilities and services necessary for proper execution and completion of the Work.

§ 8.4.2 The Contractor shall enforce strict discipline and good order among the Contractor's employees and other persons carrying out the Contract Work. The Contractor shall not permit employment of unfit persons or persons not skilled in tasks assigned to them.

§ 8.5 Warranty

The Contractor warrants to the Owner and Architect that: (1) materials and equipment furnished under the Contract will be new and of good quality unless otherwise required or permitted by the Contract Documents; (2) the Work will be free from defects not inherent in the quality required or permitted; and (3) the Work will conform to the requirements of the Contract Documents. Any material or equipment warranties required by the Contract Documents shall be issued in the name of the Owner, or shall be transferable to the Owner, and shall commence in accordance with Section 12.5.

Init.

§ 8.6 Taxes

The Contractor shall pay sales, consumer, use, and similar taxes that are legally required when the Contract is executed.

§ 8.7 Permits, Fees and Notices

§ 8.7.1 The Contractor shall obtain and pay for the building permit and other permits and governmental fees, licenses, and inspections necessary for proper execution and completion of the Work.

§ 8.7.2 The Contractor shall comply with and give notices required by agencies having jurisdiction over the Work. If the Contractor performs Work knowing it to be contrary to applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities, the Contractor shall assume full responsibility for such Work and shall bear the attributable costs. The Contractor shall promptly notify the Architect in writing of any known inconsistencies in the Contract Documents with such governmental laws, rules, and regulations.

§ 8.8 Submittals

The Contractor shall promptly review, approve in writing, and submit to the Architect shop drawings, product data, samples, and similar submittals required by the Contract Documents. Shop drawings, product data, samples, and similar submittals are not Contract Documents.

§ 8.9 Use of Site

The Contractor shall confine operations at the site to areas permitted by law, ordinances, permits, the Contract Documents, and the Owner.

§ 8.10 Cutting and Patching

The Contractor shall be responsible for cutting, fitting, or patching required to complete the Work or to make its parts fit together properly.

§ 8.11 Cleaning Up

The Contractor shall keep the premises and surrounding area free from accumulation of debris and trash related to the Work. At the completion of the Work, the Contractor shall remove its tools, construction equipment, machinery, and surplus material; and shall properly dispose of waste materials.

§ 8.12 Indemnification

To the fullest extent permitted by law, the Contractor shall indemnify and hold harmless the Owner, Architect, Architect's consultants, and agents and employees of any of them, from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the Work, provided that such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the Work itself), but only to the extent caused by the negligent acts or omissions of the Contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder.

ARTICLE 9 ARCHITECT

§ 9.1 The Architect will provide administration of the Contract as described in the Contract Documents. The Architect will have authority to act on behalf of the Owner only to the extent provided in the Contract Documents.

§ 9.2 The Architect will visit the site at intervals appropriate to the stage of construction to become generally familiar with the progress and quality of the Work.

§ 9.3 The Architect will not have control over or charge of, and will not be responsible for, construction means, methods, techniques, sequences, or procedures, or for safety precautions and programs in connection with the Work, since these are solely the Contractor's responsibility. The Architect will not be responsible for the Contractor's failure to carry out the Work in accordance with the Contract Documents.

§ 9.4 Based on the Architect's observations and evaluations of the Contractor's Applications for Payment, the Architect will review and certify the amounts due the Contractor.

Init.

§ 9.5 The Architect has authority to reject Work that does not conform to the Contract Documents.

§ 9.6 The Architect will promptly review and approve or take appropriate action upon Contractor's submittals, but only for the limited purpose of checking for conformance with information given and the design concept expressed in the Contract Documents.

§ 9.7 On written request from either the Owner or Contractor, the Architect will promptly interpret and decide matters concerning performance under, and requirements of, the Contract Documents.

§ 9.8 Interpretations and decisions of the Architect will be consistent with the intent of, and reasonably inferable from the Contract Documents, and will be in writing or in the form of drawings. When making such interpretations and decisions, the Architect will endeavor to secure faithful performance by both Owner and Contractor, will not show partiality to either and will not be liable for results of interpretations or decisions rendered in good faith.

§ 9.9 The Architect's duties, responsibilities, and limits of authority as described in the Contract Documents shall not be changed without written consent of the Owner, Contractor, and Architect. Consent shall not be unreasonably withheld.

ARTICLE 10 CHANGES IN THE WORK

§ 10.1 The Owner, without invalidating the Contract, may order changes in the Work within the general scope of the Contract, consisting of additions, deletions or other revisions, and the Contract Sum and Contract Time shall be adjusted accordingly, in writing. If the Owner and Contractor cannot agree to a change in the Contract Sum, the Owner shall pay the Contractor its actual cost plus reasonable overhead and profit.

§ 10.2 The Architect may authorize or order minor changes in the Work that are consistent with the intent of the Contract Documents and do not involve an adjustment in the Contract Sum or an extension of the Contract Time. Such authorization or order shall be in writing and shall be binding on the Owner and Contractor. The Contractor shall proceed with such minor changes promptly.

§ 10.3 If concealed or unknown physical conditions are encountered at the site that differ materially from those indicated in the Contract Documents or from those conditions ordinarily found to exist, the Contract Sum and Contract Time shall be subject to equitable adjustment.

ARTICLE 11 TIME

§ 11.1 Time limits stated in the Contract Documents are of the essence of the Contract.

§ 11.2 If the Contractor is delayed at any time in progress of the Work by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties, or other causes beyond the Contractor's control, the Contract Time shall be subject to equitable adjustment.

§ 11.3 Costs caused by delays or by improperly timed activities or defective construction shall be borne by the responsible party.

ARTICLE 12 PAYMENTS AND COMPLETION

§ 12.1 Contract Sum

The Contract Sum stated in this Agreement, including authorized adjustments, is the total amount payable by the Owner to the Contractor for performance of the Work under the Contract Documents.

§ 12.2 Applications for Payment

§ 12.2.1 At least ten days before the date established for each progress payment, the Contractor shall submit to the Architect an itemized Application for Payment for Work completed in accordance with the values stated in this Agreement. The Application shall be supported by data substantiating the Contractor's right to payment as the Owner or Architect may reasonably require, such as evidence of payments made to, and waivers of liens from, subcontractors and suppliers. Payments shall be made on account of materials and equipment delivered and suitably stored at the site for subsequent incorporation in the Work. If approved in advance by the Owner, payment may similarly be made for materials and equipment stored, and protected from damage, off the site at a location agreed upon in writing.

§ 12.2.2 The Contractor warrants that title to all Work covered by an Application for Payment will pass to the Owner no later than the time of payment. The Contractor further warrants that upon submittal of an Application for Payment, all Work for which Certificates for Payment have been previously issued and payments received from the Owner shall, to the best of the Contractor's knowledge, information, and belief, be free and clear of liens, claims, security interests, or other encumbrances adverse to the Owner's interests.

§ 12.3 Certificates for Payment

The Architect will, within seven days after receipt of the Contractor's Application for Payment, either (1) issue to the Owner a Certificate for Payment in the full amount of the Application for Payment, with a copy to the Contractor; (2) issue to the Owner a Certificate for Payment for such amount as the Architect determines is properly due, and notify the Contractor and Owner in writing of the Architect's reasons for withholding certification in part; or (3) withhold certification of the entire Application for Payment, and notify the Contractor and Owner of the Architect's reason for withholding certification in whole. If certification or notification is not made within such seven day period, the Contractor may, upon seven additional days' written notice to the Owner and Architect, stop the Work until payment of the amount owing has been received. The Contract Time and the Contract Sum shall be equitably adjusted due to the delay.

§ 12.4 Progress Payments

§ 12.4.1 After the Architect has issued a Certificate for Payment, the Owner shall make payment in the manner provided in the Contract Documents.

§ 12.4.2 The Contractor shall promptly pay each subcontractor and supplier, upon receipt of payment from the Owner, an amount determined in accordance with the terms of the applicable subcontracts and purchase orders.

§ 12.4.3 Neither the Owner nor the Architect shall have responsibility for payments to a subcontractor or supplier.

§ 12.4.4 A Certificate for Payment, a progress payment, or partial or entire use or occupancy of the Project by the Owner shall not constitute acceptance of Work not in accordance with the requirements of the Contract Documents.

§ 12.5 Substantial Completion

§ 12.5.1 Substantial Completion is the stage in the progress of the Work when the Work or designated portion thereof is sufficiently complete in accordance with the Contract Documents so the Owner can occupy or utilize the Work for its intended use.

§ 12.5.2 When the Contractor believes that the Work or designated portion thereof is substantially complete, it will notify the Architect and the Architect will make an inspection to determine whether the Work is substantially complete. When the Architect determines that the Work is substantially complete, the Architect shall prepare a Certificate of Substantial Completion that shall establish the date of Substantial Completion, establish the responsibilities of the Owner and Contractor, and fix the time within which the Contractor shall finish all items on the list accompanying the Certificate. Warranties required by the Contract Documents shall commence on the date of Substantial Completion of the Work or designated portion thereof unless otherwise provided in the Certificate of Substantial Completion.

§ 12.6 Final Completion and Final Payment

§ 12.6.1 Upon receipt of a final Application for Payment, the Architect will inspect the Work. When the Architect finds the Work acceptable and the Contract fully performed, the Architect will promptly issue a final Certificate for Payment.

§ 12.6.2 Final payment shall not become due until the Contractor submits to the Architect releases and waivers of liens, and data establishing payment or satisfaction of obligations, such as receipts, claims, security interests, or encumbrances arising out of the Contract.

§ 12.6.3 Acceptance of final payment by the Contractor, a subcontractor or supplier shall constitute a waiver of claims by that payee except those previously made in writing and identified by that payee as unsettled at the time of final Application for Payment.

Init.

ARTICLE 13 PROTECTION OF PERSONS AND PROPERTY

The Contractor shall be responsible for initiating, maintaining and supervising all safety precautions and programs, including all those required by law in connection with performance of the Contract. The Contractor shall take reasonable precautions to prevent damage, injury, or loss to employees on the Work and other persons who may be affected thereby, the Work and materials and equipment to be incorporated therein, and other property at the site or adjacent thereto. The Contractor shall promptly remedy damage and loss to property caused in whole or in part by the Contractor, or by anyone for whose acts the Contractor may be liable.

ARTICLE 14 CORRECTION OF WORK

§ 14.1 The Contractor shall promptly correct Work rejected by the Architect as failing to conform to the requirements of the Contract Documents. The Contractor shall bear the cost of correcting such rejected Work, including the costs of uncovering, replacement, and additional testing.

§ 14.2 In addition to the Contractor's other obligations including warranties under the Contract, the Contractor shall, for a period of one year after Substantial Completion, correct work not conforming to the requirements of the Contract Documents.

§ 14.3 If the Contractor fails to correct nonconforming Work within a reasonable time, the Owner may correct it in accordance with Section 7.3.

ARTICLE 15 MISCELLANEOUS PROVISIONS**§ 15.1 Assignment of Contract**

Neither party to the Contract shall assign the Contract as a whole without written consent of the other.

§ 15.2 Tests and Inspections

§ 15.2.1 At the appropriate times, the Contractor shall arrange and bear cost of tests, inspections, and approvals of portions of the Work required by the Contract Documents or by laws, statutes, ordinances, codes, rules and regulations, or lawful orders of public authorities.

§ 15.2.2 If the Architect requires additional testing, the Contractor shall perform those tests.

§ 15.2.3 The Owner shall bear cost of tests, inspections, or approvals that do not become requirements until after the Contract is executed. The Owner shall directly arrange and pay for tests, inspections, or approvals where building codes or applicable laws or regulations so require.

§ 15.3 Governing Law

The Contract shall be governed by the law of the place where the Project is located, excluding that jurisdiction's choice of law rules.

ARTICLE 16 TERMINATION OF THE CONTRACT**§ 16.1 Termination by the Contractor**

If the Work is stopped under Section 12.3 for a period of 14 days through no fault of the Contractor, the Contractor may, upon seven additional days' written notice to the Owner and Architect, terminate the Contract and recover from the Owner payment for Work executed including reasonable overhead and profit, and costs incurred by reason of such termination.

§ 16.2 Termination by the Owner for Cause

§ 16.2.1 The Owner may terminate the Contract if the Contractor

- .1 repeatedly refuses or fails to supply enough properly skilled workers or proper materials;
- .2 fails to make payment to subcontractors for materials or labor in accordance with the respective agreements between the Contractor and the subcontractors;
- .3 repeatedly disregards applicable laws, statutes, ordinances, codes, rules and regulations, or lawful orders of a public authority; or
- .4 is otherwise guilty of substantial breach of a provision of the Contract Documents.

Init.

§ 16.2.2 When any of the above reasons exist, the Owner, after consultation with the Architect, may without prejudice to any other rights or remedies of the Owner and after giving the Contractor and the Contractor's surety, if any, seven days' written notice, terminate employment of the Contractor and may

- .1 take possession of the site and of all materials thereon owned by the Contractor, and
- .2 finish the Work by whatever reasonable method the Owner may deem expedient.

§ 16.2.3 When the Owner terminates the Contract for one of the reasons stated in Section 16.2.1, the Contractor shall not be entitled to receive further payment until the Work is finished.

§ 16.2.4 If the unpaid balance of the Contract Sum exceeds costs of finishing the Work, such excess shall be paid to the Contractor. If such costs exceed the unpaid balance, the Contractor shall pay the difference to the Owner. This obligation for payment shall survive termination of the Contract.

§ 16.3 Termination by the Owner for Convenience

The Owner may, at any time, terminate the Contract for the Owner's convenience and without cause. The Contractor shall be entitled to receive payment for Work executed, and costs incurred by reason of such termination, along with reasonable overhead and profit on the Work not executed.

ARTICLE 17 OTHER TERMS AND CONDITIONS

(Insert any other terms or conditions below.)

This Agreement entered into as of the day and year first written above.

(If required by law, insert cancellation period, disclosures or other warning statements above the signatures.)

OWNER (Signature)

(Printed name and title)

CONTRACTOR (Signature)

Brian Shoemaker, Vice President

(Printed name and title)

LICENSE NO.: 38619

JURISDICTION: Oregon

Additions and Deletions Report for AIA® Document A105™ – 2017

This Additions and Deletions Report, as defined on page 1 of the associated document, reproduces below all text the author has added to the standard form AIA document in order to complete it, as well as any text the author may have added to or deleted from the original AIA text. Added text is shown underlined. Deleted text is indicated with a horizontal line through the original AIA text.

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PAGE 1

AGREEMENT made as of the 18th day of May in the year 2022

...

City of Oregon City
625 Center Street
Oregon City, Oregon 97045

...

P&C Construction Company
2133 NW York Street
Portland, Oregon 97210

...

Robert Libke Public Safety Building – COR 124 Additional Split Systems for IDF Room
1234 Linn Avenue
Oregon City, Oregon 97045

...

PlanB Consultancy
696 McVey Avenue, Suite 202
Lake Oswego, Oregon 97034

PAGE 3

COR-124 Additional Split Systems for IDF Room

...

Start date to be upon date this Agreement is fully executed.

...

SEVENTY-FOUR THOUSAND ONE HUNDRED EIGHTY DOLLARS (\$ 74,180.00)

...

<u>General Conditions</u>	<u>\$ 9,240</u>
<u>TPO Roofing</u>	<u>\$ 4,000</u>
<u>Plumbing</u>	<u>\$ 4,449</u>

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User Notes:

<u>HVAC</u>	<u>\$ 28,402</u>
<u>Electrical and Low Voltage</u>	<u>\$ 16,934</u>
<u>OH&P</u>	<u>\$ 11,155</u>

PAGE 11

Brian Shoemaker, Vice President

...

LICENSE NO.: 38619
JURISDICTION: Oregon

Certification of Document's Authenticity

AIA® Document D401™ – 2003

I, _____, hereby certify, to the best of my knowledge, information and belief, that I created the attached final document simultaneously with its associated Additions and Deletions Report and this certification at 13:05:17 ET on 05/19/2022 under Order No. 2114242457 from AIA Contract Documents software and that in preparing the attached final document I made no changes to the original text of AIA® Document A105™ – 2017, Standard Short Form of Agreement Between Owner and Contractor, as published by the AIA in its software, other than those additions and deletions shown in the associated Additions and Deletions Report.

(Signed)

(Title)

(Dated)

A. REFER TO THE ARCHITECTURAL ELEVATIONS FOR EXACT LOCATION AND MOUNTING HEIGHTS OF ALL DEVICES. WHERE NO ELEVATION EXISTS, REFER TO TYPICAL MOUNTING HEIGHTS ON THE E-001 LEGEND DRAWING.

B. REFER TO ARCHITECTURAL FLOOR PLANS FOR EXACT LOCATION OF FLOOR DEVICES.

C. PROVIDE #10 CONDUCTORS FOR RECEPTACLE CIRCUITS EXCEEDING TOTAL LENGTH OF 100 FEET BETWEEN DEVICE AND PANEL.

D. NO EXPOSED CONDUITS SHALL BE ALLOWED IN FINISHED SPACES.

E. REFER TO THE MECHANICAL AND PLUMBING PLANS FOR EXACT EQUIPMENT LOCATIONS.

F. ALL PENETRATIONS AND ROUTING PATHS OF EXPOSED CONDUIT SHALL BE COORDINATED AND REVIEWED BY THE ARCHITECT AND ENGINEER PRIOR TO INSTALLATION. REFER TO E-301 FOR GENERAL GUIDELINES.

G. UTILIZE NO MORE THAN SIX CURRENT CARRYING CONDUCTORS PER BRANCH CIRCUIT HOMERUN.

H. ALL DEVICES LOCATED EAST OF GRIDLINE 9 SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 2PF UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL

I. ALL DEVICES LOCATED WEST OF GRIDLINE 9 AND EAST OF GRIDLINE 5 SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 2PB UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL

J. ALL DEVICES LOCATED WEST OF GRIDLINE 5 SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 2PA UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL.

H. ALL PANEL AND CIRCUIT DESIGNATIONS SHOWN CLOUDED ON THIS SHEET ARE NEW. INTERCEPT EXISTING CIRCUITS WITHIN SERVING ELECTRICAL ROOM AND EXTEND TO NEW PANEL AND CIRCUIT SHOWN. ALL WORK SHOWN IS LIMITED TO CONDUIT AND WIRE EXTENSIONS FROM THE EXISTING PANEL AND NEW PANEL. REFER TO GENERAL NOTES I AND J FOR LOCATION OF ORIGINAL PANEL.

1. COORDINATE FINAL LOCATION OF DEVICES WITH OWNER FURNISHED SHELVING WITHIN THIS ROOM.

2. COORDINATE MOUNTING OF DEVICE WITHIN SEATING PLATFORM.

3. DEVICE TO BE MOUNTED WITHIN LOCKER.

4. DEVICES TO BE TAMPER RESISTANT AND CONTROLLED BY SWITCH LOCATED OUTSIDE THE ROOM.



DESCRIPTION	DATE
6 PR-01	08.30.19
11 PR-01 R1	09.16.19
24 PR-09	10.18.19
43 PR-12 R1	12.23.19
44 PR-01 R2	12.23.19
46 RFI 175	01.31.20
52 ASI 20	02.28.20
63 ASI 28	05.01.20
72 PR 17	07.28.21

ROBERT LIBKE
PUBLIC SAFETY
BUILDING

1234 LINN AVE
OREGON CITY, OR 97045

APPROVED:	JRP
DRAWN:	JTP
DATE:	08.02.2019
PROJECT NUMBER:	240318

FLOOR PLAN -
ZONE A - POWER

Page 75



DRAWINGS TO BE PRINTED IN GRayscale. IF 3 DISTINCT SHADES OF GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING.



GENERAL NOTES

A. REFER TO THE ARCHITECTURAL ELEVATIONS FOR EXACT LOCATION AND MOUNTING HEIGHTS OF ALL DEVICES. WHERE NO ELEVATION EXISTS, REFER TO TYPICAL MOUNTING HEIGHTS ON THE E-001 LEGEND DRAWING.

B. REFER TO ARCHITECTURAL FLOOR PLANS FOR EXACT LOCATION OF FLOOR DEVICES.

C. PROVIDE #10 CONDUCTORS FOR RECEPTACLES CIRCUITS EXCEEDING TOTAL LENGTH OF 100 FEET BETWEEN DEVICE AND PANEL.

D. NO EXPOSED CONDUITS SHALL BE ALLOWED IN FINISHED SPACES.

E. REFER TO THE MECHANICAL AND PLUMBING PLANS FOR EXACT EQUIPMENT LOCATIONS.

F. ALL PENETRATIONS AND ROUTING PATHS OF EXPOSED CONDUIT SHALL BE COORDINATED AND REVIEWED BY THE ARCHITECT AND ENGINEER PRIOR TO INSTALLATION. REFER TO E-301 FOR GENERAL GUIDELINES.

G. UTILIZE NO MORE THAN SIX CURRENT CARRYING CONDUCTORS PER BRANCH CIRCUIT HOMERUN.

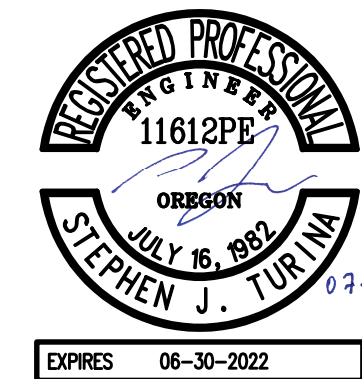
H. ALL DEVICES LOCATED EAST OF GRIDLINE 16 SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 22D UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL.

I. ALL DEVICES LOCATED WEST OF GRIDLINE 16 SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 22D UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL.

J. ALL PANEL AND CIRCUIT DESIGNATIONS SHOWN CLOUDED ON THIS SHEET ARE NEW. INTERCEPT EXISTING CIRCUITS WITHIN SERVING ELECTRICAL ROOM AND EXTEND TO NEW PANEL AND CIRCUIT SHOWN. ALL WORK SHOWN IS LIMITED TO CONDUIT AND WIRE EXTENSIONS FROM THE EXISTING PANEL AND NEW PANEL. REFER TO GENERAL NOTES H AND I FOR LOCATION OF ORIGINAL PANEL.

NOTES

1. COMBINATION 4-GANG POWER AND DATA TABLE BOX.
2. DEVICE TO BE LOCATED ABOVE DOORWAY. COORDINATE EXACT MOUNTING HEIGHT WITH ARCHITECT PRIOR TO WORK.
3. ALL DEVICES WITHIN THIS AREA SHALL BE PROVIDED WITH BRANCH CIRCUITS ROUTED BACK TO PANEL 22C UNLESS OTHERWISE NOTED. NUMBER SHOWN ADJACENT TO DEVICE INDICATES CIRCUIT BREAKER TO BE UTILIZED WITHIN BRANCH PANEL.
4. MOTORIZED SHADE CONTROL LOCATION. LOCATE CONTROL STATION ADJACENT TO LIGHTING 'CSS' REFER TO EQUIPMENT CONNECTION SCHEDULE SHEET E-702 FOR ADDITIONAL INFORMATION.



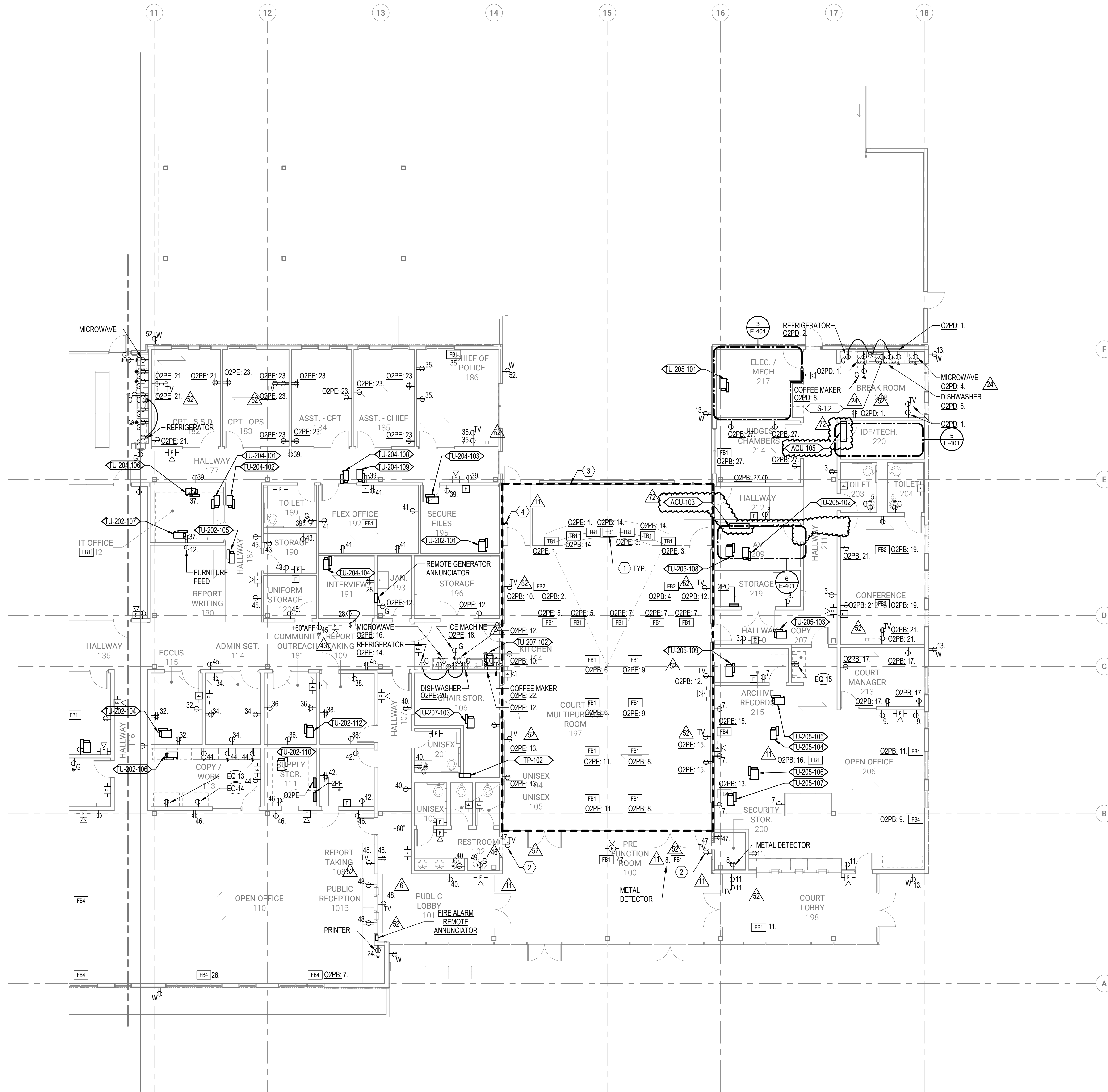
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24 PR-09	10.18.19
43 PR-12 R1	12.23.19
46 RE-175	01.31.20
52 ASI-20	02.28.20
72 PR-17	07.28.21

ROBERT LIBKE
PUBLIC SAFETY
BUILDING
OREGON CITY POLICE
DEPARTMENT
1234 LINN AVE
OREGON CITY, OR 97045

APPROVED: JRP
DRAWN: JTP
DATE: 08.02.2019
PROJECT NUMBER: 240318

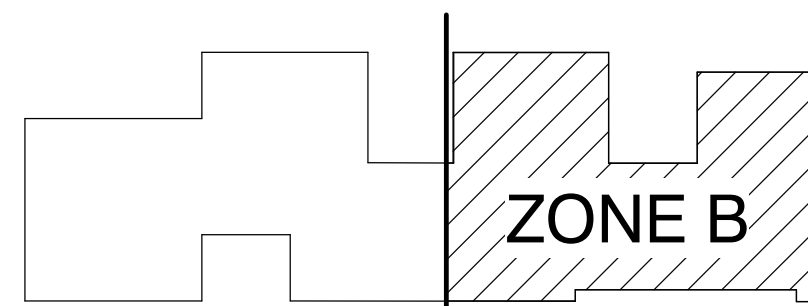
FLOOR PLAN -
ZONE B - POWER

E-301B
CONSTRUCTION
SET



1 FLOOR PLAN - ZONE B - POWER
1/8" = 1'-0"

DRAWINGS TO BE PRINTED IN GRAYSCALE IF 3 DISTINCT SHADES OF GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING



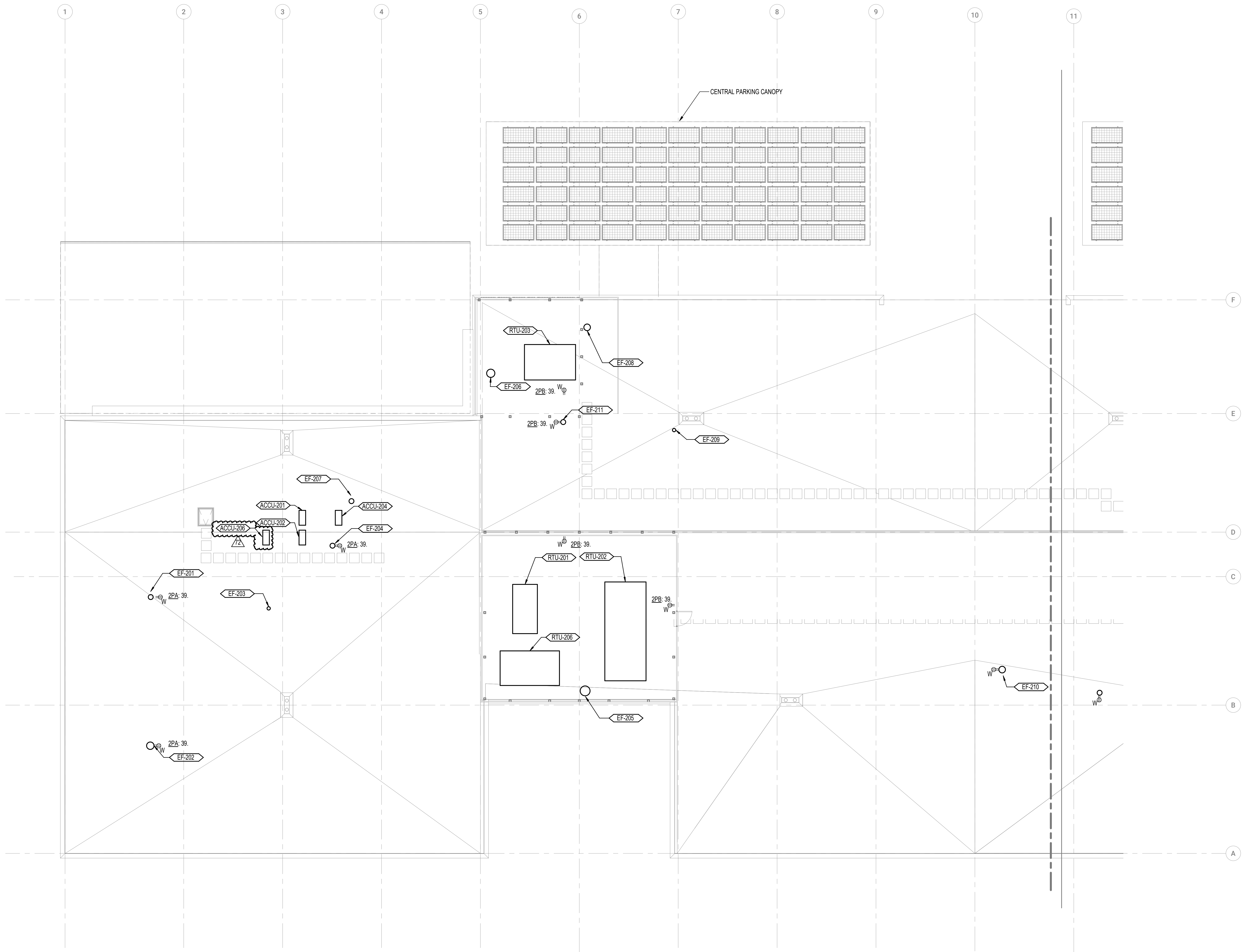
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72 PR 17	07.28.21

ROBERT LIBKE
PUBLIC SAFETY
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OREGON CITY POLICE
DEPARTMENT
1234 LINN AVE
OREGON CITY, OR 97045

APPROVED:	JRP
DRAWN:	JTP
DATE:	08.02.2019
PROJECT NUMBER:	240318

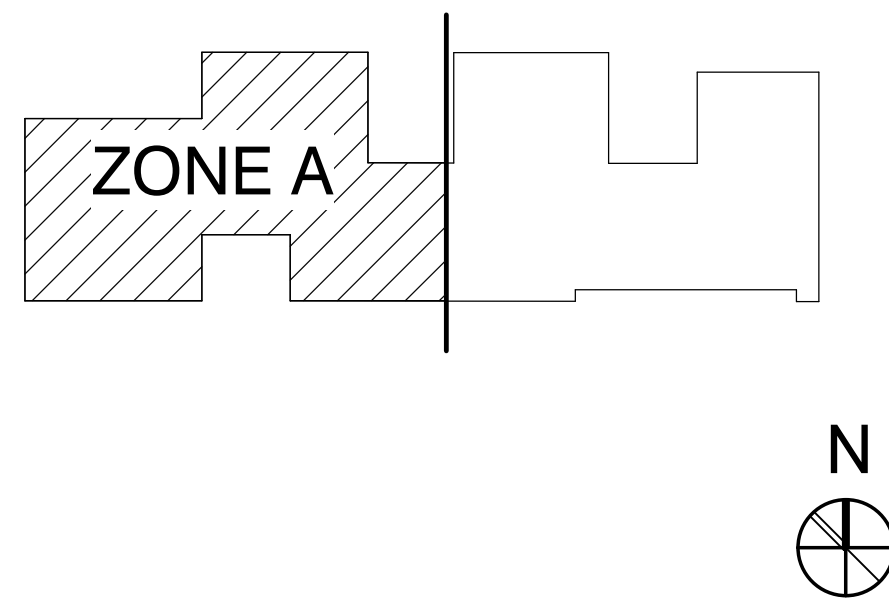
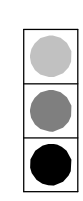
ROOF PLAN - ZONE
A - POWER

E-304A
CONSTRUCTION
SET

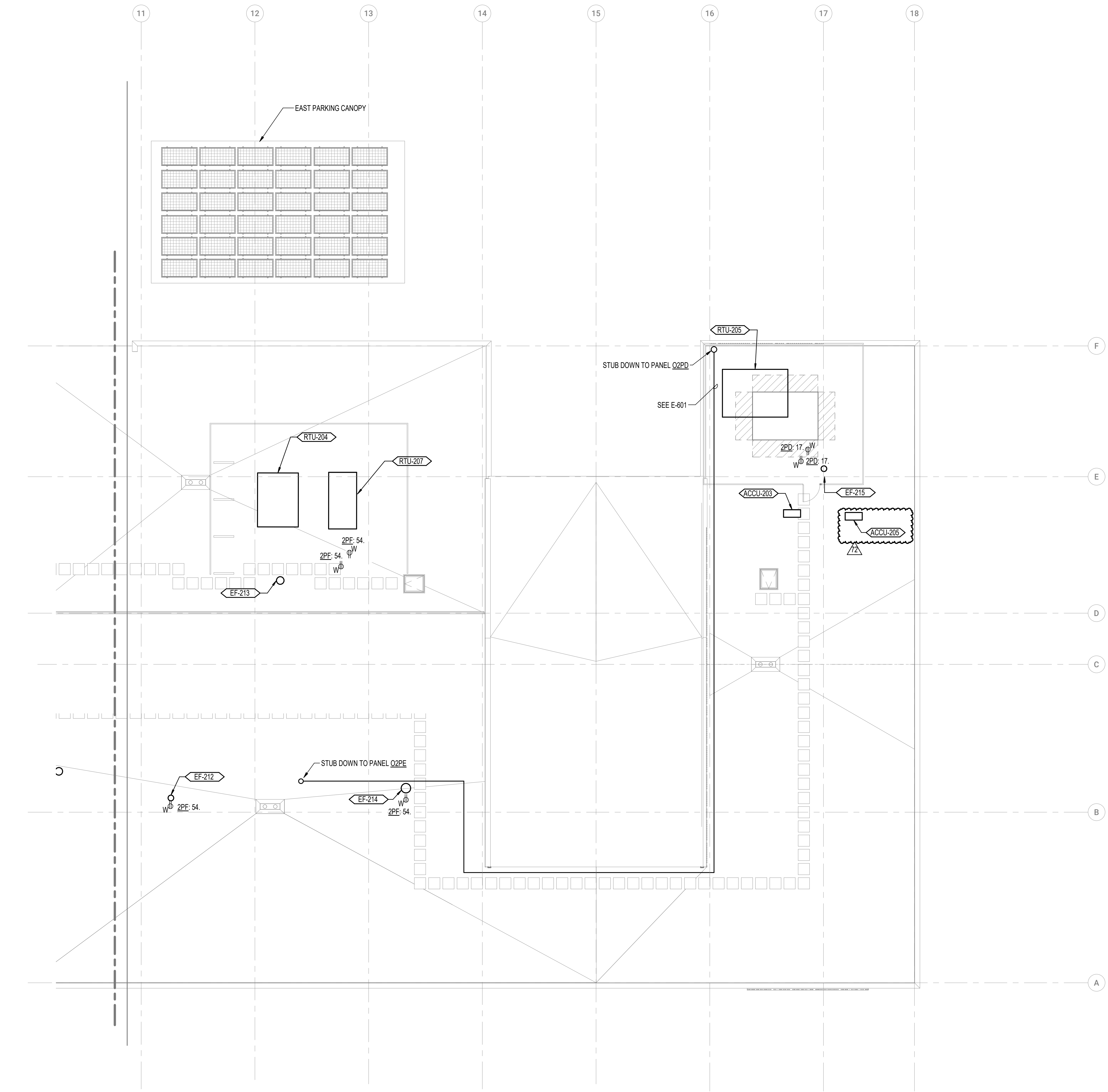
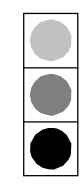


1 ROOF PLAN - ZONE A - POWER
1/8" = 1'-0"

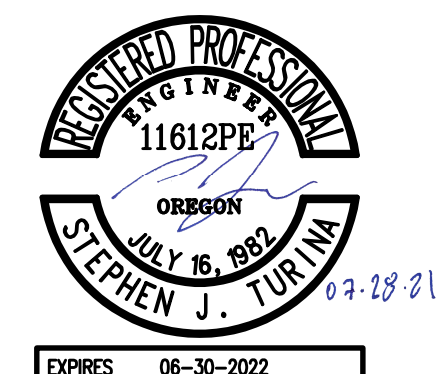
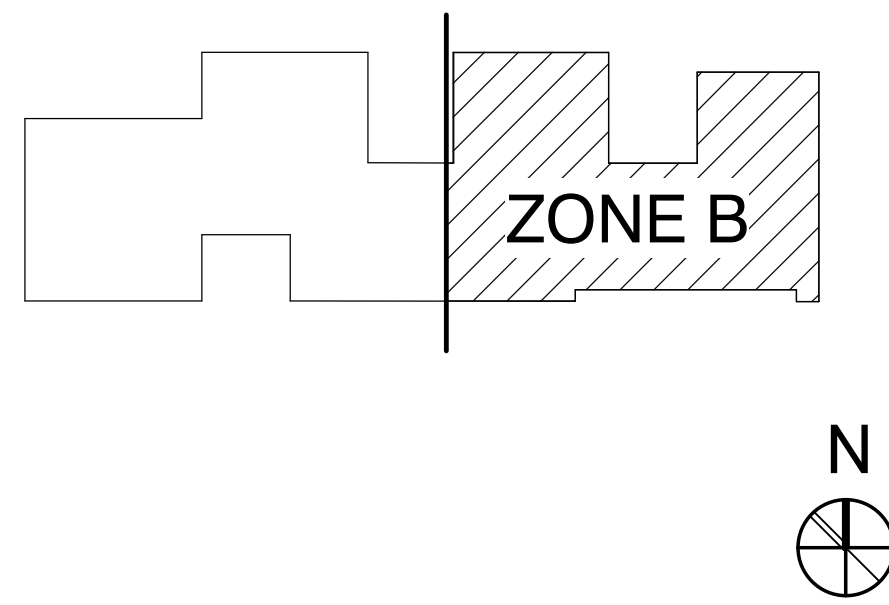
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GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING



DRAWINGS TO BE PRINTED IN GRAYSCALE IF 2 DISTINCT SHADES OF
GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING



1 ROOF PLAN - ZONE B - POWER
1/8" = 1'-0"



DESCRIPTION	DATE
72 PR 17	07.28.21

ROBERT LIBKE
PUBLIC SAFETY
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OREGON CITY POLICE
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ROOF PLAN - ZONE
B - POWER

DRAWINGS TO BE PRINTED IN GRAYSCALE IF 2 DISTINCT SHADES OF
GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING

MECHANICAL EQUIPMENT CONNECTION SCHEDULE																			
EQUIPMENT DESCRIPTIONS			ELECTRICAL CHARACTERISTICS						CONNECTION CHARACTERISTICS				FEEDER CHARACTERISTICS			PANEL INFORMATION		SCCR	NOTES
TAG	DESCRIPTION	LOCATION	KW	HP	FLA	MCA	MOCB	VOLTS	PHASE	VFD	1-POINT CONNECT	STARTER DIVISION	DISCONNECT DIVISION	EMERGENCY POWER	CONDUIT DIA (INCH)	PHASE CONDUCTORS	GROUND CONDUCTOR	PANEL NAME	AVAILABLE FAULT AT EQUIPMENT (AMPS)
FSD	FIRE SMOKE DAMPER	VARIES	0.2					120	1	-	YES	-	-	-	3/4	2#12	1#12	VARIES	
DDC PANEL	CONTROL PANEL	MECH 153						120	1	-	YES	-	-	-	3/4	2#12	1#12	2MA	-
RTU-201	PACKAGED ROOFTOP UNIT	ROOF			42	35	460	3	YES	YES	23	26	NO	3/4	3#8	1#10	MECH-W	5000	
RTU-202	PACKAGED ROOFTOP UNIT	ROOF		104	117	125	460	3	YES	YES	23	26	NO	3/4	3#1	1#6	MECH-W	9725	
RTU-203	PACKAGED ROOFTOP UNIT	ROOF			36	40	460	3	YES	YES	23	26	NO	3/4	3#8	1#10	MECH-W	5000	
RTU-204	PACKAGED ROOFTOP UNIT	ROOF			36	40	460	3	YES	YES	23	26	NO	3/4	3#8	1#10	MECH-E	5000	
RTU-205	PACKAGED ROOFTOP UNIT	ROOF		76.0	84	100	460	3	YES	YES	23	26	YES	3/4	1-1/4	3#2	1#8	2OS	5000
RTU-206	PACKAGED ROOFTOP UNIT	ROOF			33	30	460	3	YES	YES	23	26	NO	3/4	3#8	1#10	MECH-E	5000	
RTU-207	PACKAGED ROOFTOP UNIT	ROOF			38	35	460	3	YES	YES	23	26	YES	3/4	3#8	1#10	4OS	5000	
TU-201-101	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-201-102	TERMINAL UNIT		7.0		25.3			277	1	-	YES	23	26	NO	3/4	2#8	1#10	4MA	11627
TU-201-103	TERMINAL UNIT		3.5		12.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-201-104	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-201-105	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
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TU-202-102	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-202-103	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-202-104	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
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TU-202-112	TERMINAL UNIT		5.0		18.1			277	1	-	YES	23	26	NO	3/4	2#10	1#10	4MA	11627
TU-203-101	TERMINAL UNIT		3.0		10.8			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-102	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-103	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-104	TERMINAL UNIT		4.0		14.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-105	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-106	TERMINAL UNIT		3.0		10.8			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-203-107	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MA	11627
TU-204-101	TERMINAL UNIT		2.0		7.2			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-102	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-103	TERMINAL UNIT		4.0		14.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-104	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-105	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-106	TERMINAL UNIT		3.0		10.8			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-107	TERMINAL UNIT		1.0		3.6			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-108	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-204-109	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-205-101	TERMINAL UNIT		4.5		16.2			277	1	-	YES	23	26	NO	3/4	2#10	1#10	4MB	9318
TU-205-102	TERMINAL UNIT		2.5		9.0			277	1	-	YES	23	26	YES	3/4	2#12	1#12	O4MB	5000
TU-205-103	TERMINAL UNIT		4.0		14.4			277	1	-	YES	23	26	NO	3/4	2#12	1#12	4MB	9318
TU-205-104	TERMINAL UNIT		1.5		5.4			277	1	-	YES	23	26	NO	3/4	2#10	1#10	4MB	9318
TU-205-105	TERMINAL UNIT		5.0		18.1			277	1	-	YES	23	26	NO	3/4	2#10	1#10	4MB	9318
TU-205-106	TERMINAL UNIT		7.5		27.1			277	1	-	YES	23	26	NO	3/4	2#8	1#10	4MB	9318
TU-205-107	TERMINAL UNIT		6.0		21.7			277	1	-	YES	23	26	NO	3/4	2#10	1#10	4MB	9318
TU-205-108	TERMINAL UNIT		5.0		18.1			277	1	-	YES	23	26	YES	1	2#6	1#10	O4MB	5000
TU-205-109	TERMINAL UNIT		5.0		18.1			277	1	-	YES	23	26	YES	1	2#6	1#10	O4MB	5000
TU-207-101	TERMINAL UNIT		5.5		6.6			480	3	-	YES	23	26	YES	3/4	3#12	1#12	O4MB	5000
TU-207-102	TERMINAL UNIT		5.0		6.0			480	3	-	YES	23	26	YES	3/4	3#12	1#12	O4MB	5000
TU-207-103	TERMINAL UNIT		5.5		6.6			480	3	-	YES	23	26	NO	3/4	3#12	1#12	4MB	9318
EF-201	EXHAUST FAN	ROOF		1/8	1.0			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-202	EXHAUST FAN	ROOF		1/10	1.4			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-203	EXHAUST FAN	ROOF		1/15	1.3			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-204	EXHAUST FAN	ROOF		1/15	1.3			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-205	EXHAUST FAN	ROOF		1/4	2.9			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-206	EXHAUST FAN	ROOF		1/15	1.3			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-207	EXHAUST FAN	ROOF		1/4	2.9			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-208	EXHAUST FAN	ROOF		1/10	1.4			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-209	EXHAUST FAN	ROOF		1/15	1.3			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-210	EXHAUST FAN	ROOF		1/15	1.3			120	1	NO	YES	23	26	NO	3/4	2#12	1#12	2MA	5000
EF-211	EXHAUST FAN	RO																	

DESIGNATION: E4LA				VOLTAGE: 480Y/277V - 3 Ph - 4 Wire				BUS RATING(A): 100			
AVAILABLE FAULT(A): 142M				MOUNTING: Surface				ENCLOSURE: NEMA 1			
DESCRIPTION	DEMAND	VA	BKR A/P	CKT	PH	CKT	BKR A/P	VA	DEMAND	DESCRIPTION	DESCRIPTION
L - SECTOR A EM LOCAL	LCL	2468	201	1	A	2	201	0		SPARE	SPARE
L - SECTOR B EM NETWORKED	LCL	2468	201	3	B	4	201	0		SPARE	SPARE
SPARE		0	201	5	C	6	201	0		SPARE	SPARE
SPARE		0	201	7	A	8	201	0		SPARE	SPARE
SPARE		0	201	9	B	10	201	0		SPARE	SPARE
SPARE		0	201	11	C	12	201	0		SPARE	SPARE
SPARE		0	201	13	A	14	201	0		SPARE	SPARE
SPARE		0	201	15	B	16	201	0		SPARE	SPARE
SPARE		0	201	17	C	18	201	0		SPARE	SPARE
SPARE		0	201	19	A	20	201	0		SPARE	SPARE
SPARE		0	201	21	B	22	201	0		SPARE	SPARE
SPARE		0	201	23	C	24	201	0		SPARE	SPARE
SPARE		0	201	25	A	26	201	0		SPARE	SPARE
SPARE		0	201	27	B	28	201	0		SPARE	SPARE
SPARE		0	201	29	C	30	201	0		SPARE	SPARE
SPARE		0	201	31	A	32	201	0		SPARE	SPARE
SPARE		0	201	33	B	34	201	0		SPARE	SPARE
SPARE		0	201	35	C	36	201	0		SPARE	SPARE
SPARE		0	201	37	A	38	201	0		SPARE	SPARE
SPARE		0	201	39	B	40	201	0		SPARE	SPARE
SPARE		0	201	41	C	42	201	0		SPARE	SPARE
DEMAND CATEGORY	A PH (VA)	B PH (VA)	C PH (VA)	TOTAL (VA)	TOTAL CONNECTED LOAD VA:						
LIGHT AND CONT (LCL)	3070	2880	0	5950	MAX CONNECTED PHASE AMPS:						
					TOTAL DESIGN LOAD VA:						
					MAX DESIGN PHASE AMPS:						
					NOTES:						
DESIGN LOAD PHASE SUB-TOTAL	3070	2880	0	5950							

DESIGNATION: E4LB				VOLTAGE: 480Y/277V - 3 Ph - 4 Wire				BUS RATING(A): 100			
AVAILABLE FAULT(A): 456B				MOUNTING: Surface				ENCLOSURE: NEMA 1			
DESCRIPTION	DEMAND	VA	BKR A/P	CKT	PH	CKT	BKR A/P	VA	DEMAND	DESCRIPTION	DESCRIPTION
L - SECTOR B EM LOCAL	LCL	780	201	1	A	2	201	0		SPARE	SPARE
L - SECTOR B EM NETWORKED	LCL	2468	201	3	B	4	201	0		SPARE	SPARE
SPARE		0	201	5	C	6	201	0		SPARE	SPARE
SPARE		0	201	7	A	8	201	0		SPARE	SPARE
SPARE		0	201	9	B	10	201	0		SPARE	SPARE
SPARE		0	201	11	C	12	201	0		SPARE	SPARE
SPARE		0	201	13	A	14	201	0		SPARE	SPARE
SPARE		0	201	15	B	16	201	0		SPARE	SPARE
SPARE		0	201	17	C	18	201	0		SPARE	SPARE
SPARE		0	201	19	A	20	201	0		SPARE	SPARE
SPARE		0	201	21	B	22	201	0		SPARE	SPARE
SPARE		0	201	23	C	24	201	0		SPARE	SPARE
SPARE		0	201	25	A	26	201	0		SPARE	SPARE
SPARE		0	201	27	B	28	201	0		SPARE	SPARE
SPARE		0	201	29	C	30	201	0		SPARE	SPARE
SPARE		0	201	31	A	32	201	0		SPARE	SPARE
SPARE		0	201	33	B	34	201	0		SPARE	SPARE
SPARE		0	201	35	C	36	201	0		SPARE	SPARE
SPARE		0	201	37	A	38	201	0		SPARE	SPARE
SPARE		0	201	39	B	40	201	0		SPARE	SPARE
SPARE		0	201	41	C	42	201	0		SPARE	SPARE
DEMAND CATEGORY	A PH (VA)	B PH (VA)	C PH (VA)	TOTAL (VA)	TOTAL CONNECTED LOAD VA:						
LIGHT AND CONT (LCL)	975	3008	0	3983	MAX CONNECTED PHASE AMPS:						
					TOTAL DESIGN LOAD VA:						
					MAX DESIGN PHASE AMPS:						
					NOTES:						
DESIGN LOAD PHASE SUB-TOTAL	975	3008	0	3983							

DESIGNATION: O2PD				VOLTAGE: 208Y/120V - 3 Ph - 4 Wire				BUS RATING(A): 100			
AVAILABLE FAULT(A):				MOUNTING: Surface				ENCLOSURE: NEMA 1			
DESCRIPTION	DEMAND	VA	BKR A/P	CKT	PH	CKT	BKR A/P	VA	DEMAND	DESCRIPTION	DESCRIPTION
R - BREAK 218	REC	360	201	1	A	2	201	100	EQ	E - BREAK 218 REFRIGERATOR	E - BREAK 218 REFRIGERATOR
S-1.2	EQ	756	201	3	B	4	201	1000	EQ	R - BREAK 218 MICROWAVE	R - BREAK 218 MICROWAVE
				5	C	6	201	1200	EQ	E - BREAK 218 DISHWASHER	E - BREAK 218 DISHWASHER
				7	A	8	201	1200	EQ	E - BREAK 218 COFFEE MAKER	E - BREAK 218 COFFEE MAKER
				9	B	10					
				11	C	12					
				13	A	14					
				15	B	16					
				17	C	18					
				19	A	20					
				21	B	22					
				23	C	24					
				25	A	26					
				27	B	28					
				29	C	30					
				31	A	32					
				33	B	34					
				35	C	36					
				37	A	38	70/3				
				39	B	40					
				41	C	42					
DEMAND CATEGORY	A PH (VA)	B PH (VA)	C PH (VA)	TOTAL (VA)	TOTAL CONNECTED LOAD VA:						
RECEPTACLES (REC)	3557	3377	3467	10400	MAX CONNECTED PHASE AMPS:						
EQUIPMENT (EQ)	2760	4812	3920	13432	TOTAL DESIGN LOAD VA:						
					MAX DESIGN PHASE AMPS:						
					NOTES:						
DESIGN LOAD PHASE SUB-TOTAL	9257	9188	7387	25832							

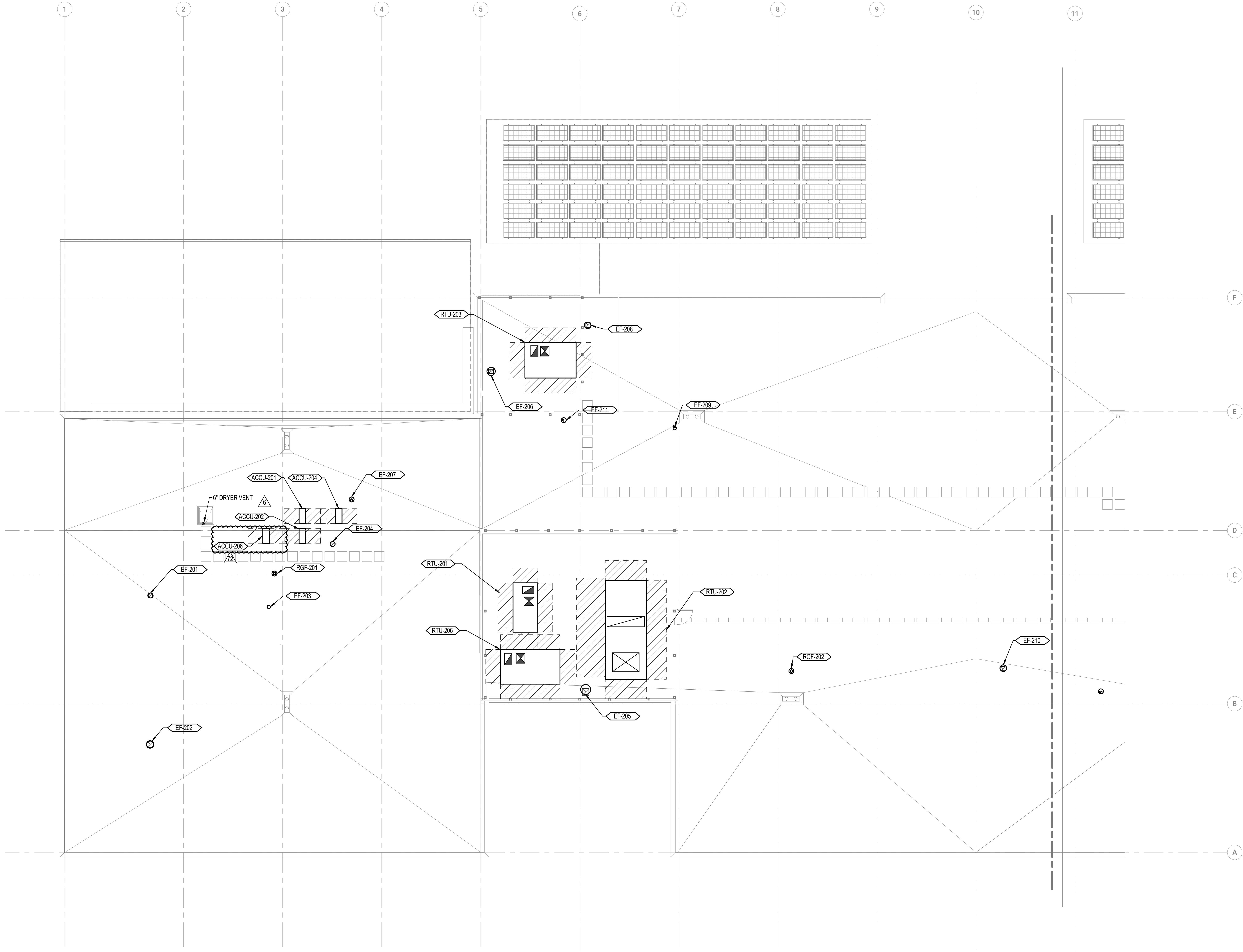
DESIGNATION: E2PA				VOLTAGE: 208Y/120V - 3 Ph - 4 Wire				BUS RATING(A): 100			
AVAILABLE FAULT(A): 3300				MOUNTING: Surface				ENCLOSURE: NEMA 1			
DESCRIPTION	DEMAND	VA	BKR A/P	CKT	PH	CKT	BKR A/P	VA	DEMAND	DESCRIPTION	DESCRIPTION
FA-101	EQ	500	201	1	A	2	201	0		SPARE	SPARE
GEN-1	EQ	1000	201	3	B	4	201	0		SPARE	SPARE
GEN-2	EQ	500	201	5	C	6	201	0		SPARE	SPARE
AC-101	EQ	870	201	7	A	8	201	0		SPARE	SPARE
CA-101	EQ	870	201	9	B	10	201	0		SPARE	SPARE
FA09	EQ	750	201	11	C	12	201	0		SPARE	SPARE
SPARE		0	201	13	A	14	201	0		SPARE	SPARE
SPARE		0	201	15	B	16	201	0		SPARE	SPARE
SPARE		0	201	17	C	18	201	0		SPARE	SPARE
SPARE		0	201	19	A	20	201	0		SPARE	SPARE
SPARE		0	201	21	B	22	201	0		SPARE	SPARE
SPARE		0	201	23	C	24	201	0		SPARE	SPARE
SPARE		0	201	25	A	26	201	0		SPARE	SPARE
SPARE		0	201	27	B	28	201	0		SPARE	SPARE
SPARE		0	201	29	C	30	201	0		SPARE	SPARE
SPARE		0	201	31	A	32	201	0		SPARE	SPARE
SPARE		0	201	33	B	34	201	0		SPARE	SPARE
SPARE		0	201	35	C	36	201	0		SPARE	SPARE
SPARE		0	201	37	A	38	201	0		SPARE	SPARE
SPARE		0	201	39	B	40	201	0		SPARE	SPARE
SPARE		0	201	41	C	42	201	0		SPARE	SPARE
DEMAND CATEGORY	A PH (VA)	B PH (VA)	C PH (VA)	TOTAL (VA)	TOTAL CONNECTED LOAD VA:						
EQUIPMENT (EQ)	1370	1870	1250	4490	MAX CONNECTED PHASE AMPS:						
					TOTAL DESIGN LOAD VA:						
					MAX DESIGN PHASE AMPS:						
					NOTES:						
DESIGN LOAD PHASE SUB-TOTAL	1370	1870	1250	4490							

DESIGNATION: E2PB				VOLTAGE: 208Y/120V - 3 Ph - 4 Wire				BUS RATING(A): 100			
AVAILABLE FAULT(A): 1601				MOUNTING: Surface				ENCLOSURE: NEMA 1			
DESCRIPTION	DEMAND	VA	BKR A/P	CKT	PH	CKT	BKR A/P	VA	DEMAND	DESCRIPTION	DESCRIPTION
CA-102	EQ	870	201	1	A	2	201	0		SPARE	SPARE
SPARE		0	201	3	B	4	201	0		SPARE	SPARE
SPARE		0	201	5	C	6	201	0		SPARE	SPARE
SPARE		0	201	7	A	8	201	0		SPARE	SPARE
SPARE		0	201	9	B	10	201	0		SPARE	SPARE
SPARE		0	201	11	C	12	201	0		SPARE	SPARE
SPARE		0	201	13	A	14	201	0		SPARE	SPARE

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DRAWINGS TO BE PRINTED IN GRAYSCALE. IF 2 DISTINCT SHADES OF GRAY ARE NOT VISIBLE, INFORMATION MAY BE MISSING.

1 ROOF PLAN - ZONE A
1/8" = 1'-0"



GENERAL NOTES

A. ALL WORK SHALL BE COORDINATED WITH ALL TRADES INVOLVED. OFFSETS IN PIPING AND DUCTS (INCLUDING DIVIDED DUCTS) AND TRANSITIONS AROUND OBSTRUCTIONS SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER.

B. VERIFY ALL EQUIPMENT CONNECTIONS WITH MANUFACTURER'S CERTIFIED DRAWINGS. VERIFY AND PROVIDE DUCT TRANSITIONS TO FURNISHED EQUIPMENT. FIELD VERIFY AND COORDINATE ALL DIMENSIONS BEFORE FABRICATION.

C. ALL DETAILS APPLY TO THIS SHEET WHETHER TAGGED OR NOT.

NOTES

1.

DESCRIPTION	DATE
6 PR-01	08.30.19
72 PR-17	07.28.21

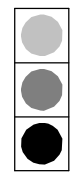
ROBERT LIBKE
PUBLIC SAFETY
BUILDING
OREGON CITY POLICE
DEPARTMENT
1234 LINN AVE
OREGON CITY, OR 97045

APPROVED: _____ Approver
DRAWN: _____ Author
DATE: _____ 08.02.2019
PROJECT NUMBER: 240318

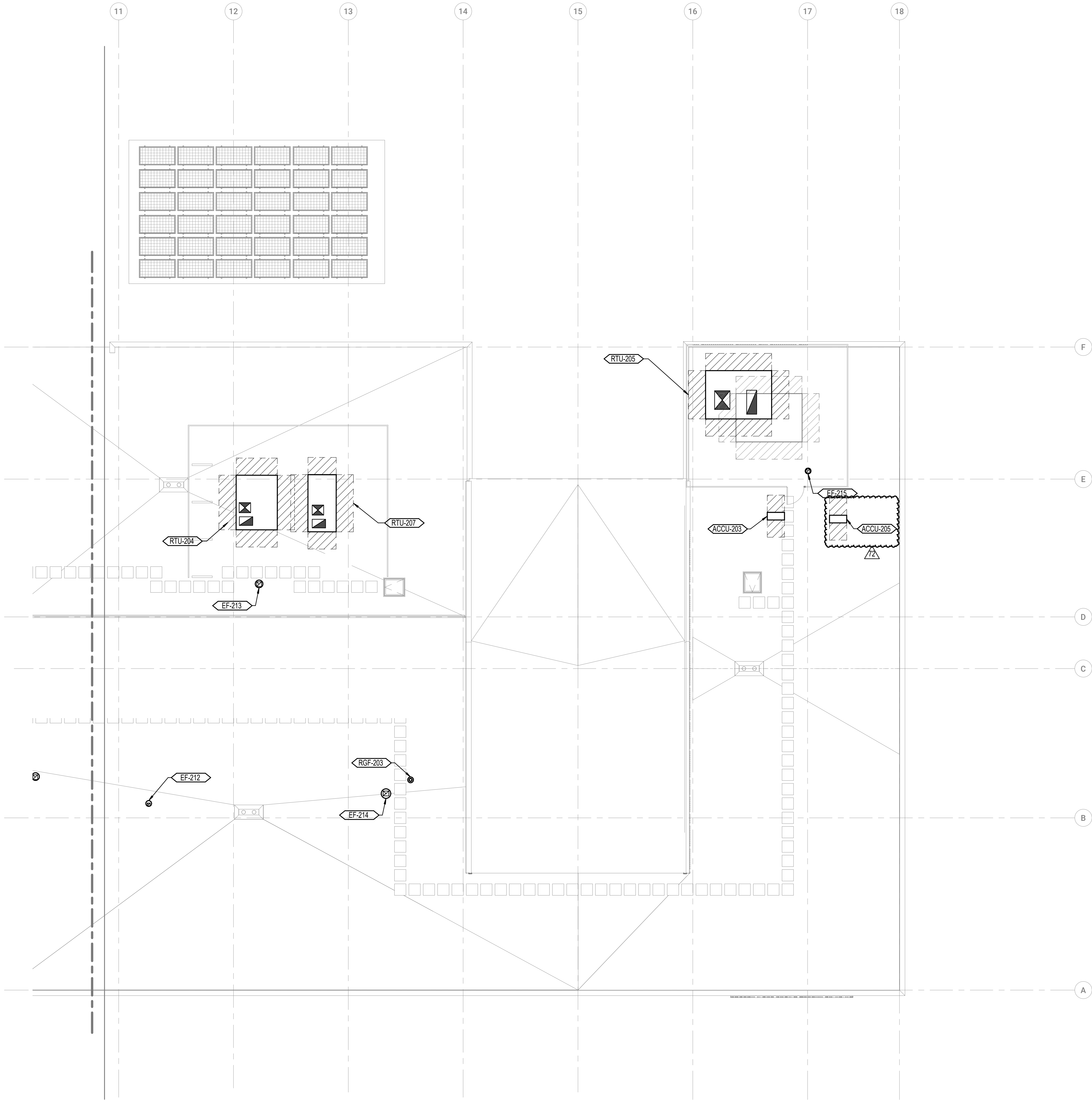
ROOF PLAN - ZONE
A

M-104A
CONSTRUCTION
SET

DRAWINGS TO BE PRINTED IN GRayscale. IF 2 DISTINCT SHADES OF GRAY ARE NOT VISIBLE INFORMATION MAY BE MISSING.



1 ROOF PLAN - ZONE B
1/8" = 1'-0"



GENERAL NOTES

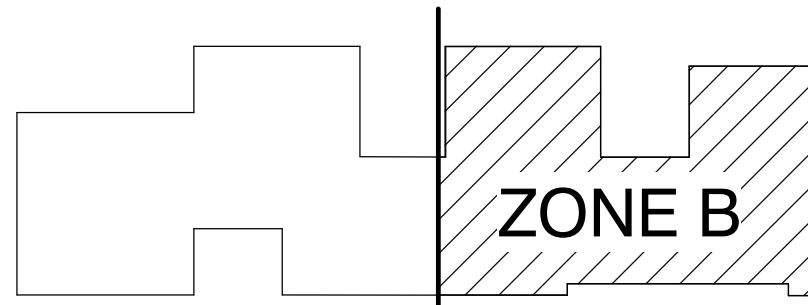
A. ALL WORK SHALL BE COORDINATED WITH ALL TRADES INVOLVED. OFFSETS IN PIPING AND DUCTS (INCLUDING DIVIDED DUCTS) AND TRANSITIONS AROUND OBSTRUCTIONS SHALL BE PROVIDED AT NO ADDITIONAL COST TO THE OWNER.

B. VERIFY ALL EQUIPMENT CONNECTIONS WITH MANUFACTURER'S CERTIFIED DRAWINGS. VERIFY AND PROVIDE DUCT TRANSITIONS TO FURNISHED EQUIPMENT. FIELD VERIFY AND COORDINATE ALL DIMENSIONS BEFORE FABRICATION.

C. ALL DETAILS APPLY TO THIS SHEET WHETHER TAGGED OR NOT.

NOTES

1.



DESCRIPTION	DATE
72 PR 17	07.28.21

ROBERT LIBKE
PUBLIC SAFETY
BUILDING
OREGON CITY POLICE
DEPARTMENT
1234 LINN AVE
OREGON CITY, OR 97045

APPROVED:	Approver
DRAWN:	Author
DATE:	08.02.2019
PROJECT NUMBER:	240318

ROOF PLAN - ZONE
B



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: Police Chief Jim Band

Agenda Date: 06/15/2022

SUBJECT:

Update to the City of Oregon City Emergency Operations Plan (EOP), Effective 2022-26

STAFF RECOMMENDATION:

Approval of the attached 2022-2026 Emergency Operations Plan.

EXECUTIVE SUMMARY:

Staff is seeking Commission approval of the updated EOP. The existing plan was updated to reflect City needs and changes in the Clackamas County EOP. A number of changes involving dates, names, and contact information were also made. Key changes are the addition of an Equity Officer position to all emergency responses and a Cybersecurity Incident Annex.

BACKGROUND:

The Emergency Operations Plan establishes guidance for the City of Oregon City's (City) actions during response to, and recovery from, major emergencies or disasters. The plan is updated every four years. It promulgates a framework within which the City will combine technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, department directors, and other decision makers. Specifically, this EOP describes the roles and responsibilities of the City's departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The City views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture.

The City EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day, emergency situations. The EOP complements the Clackamas County EOP, the State of Oregon Emergency Management Plan, and the National

Response Framework. It also identifies critical tasks needed to support a wide range of response activities.

This plan is not intended for day-to-day emergency responses in the City, but rather expands on the day-to-day emergency management concepts. The efforts that would be required for normal functions will be redirected to disaster incident tasks. The incident management process is intended to create a unified incident command that provides input into the decision-making process but assigns actual decision making to an agreed upon individual. Decisions will be delegated as far down the chain of hierarchy as possible to allow personnel to exercise discretionary authority in problem solving.

The City EOP is intended to be invoked whenever the City must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or human-caused disasters and may impact the City itself, neighboring cities, unincorporated areas of the County, or a combination thereof. Notwithstanding its reach, this plan is intended to guide only the City's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public and private-sector entities within and around the City but not supplanting or taking precedence over them.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this plan to better understand the processes by which the City manages the wide range of risks to which it is subject.

The Chief of Police is designated as the Emergency Program Coordinator. The Police Chief, Public Works Director, and supporting staff members meet quarterly to discuss and plan emergency management topics, training, needs, and potential budget impacts throughout each year.

Approval of the City EOP was delayed for 6 months waiting for final adoption of the Clackamas County EOP.

OPTIONS:

1. Approve the EOP as written.
2. Deny approval and have staff return with requested changes.

BUDGET IMPACT:

Amount: None

FY(s): 2022 through 2026

Funding Source(s): Emergency operations involve all City budgets

1

IA 1 – Severe Weather (including Landslides)

IA 1. Severe Weather (including Landslides)

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IA 1. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	☐ Monitor weather and flood reports.	
	☐ Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	☐ Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	☐ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.	
	☐ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.	
	☐ Have personnel participate in necessary training and exercises, as determined by the City Emergency Program Coordinator in coordination with lead agencies and coordinators.	
	☐ Participate in City and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	☐ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	Citywide database
	☐ Ensure that landslide and flood response equipment and personnel inventories are current for the City. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	☐ Inform City Emergency Program Coordinator and County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	☐ Work with the county planning department to establish appropriate infrastructure protection measures in landslide/flood-prone areas.	
	☐ Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 1. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	☐ Activate the City EOP when severe weather and/or landslides incidents pose threats to the city.	
	☐ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	<i>FA 1 of the City EOP</i>
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	☐ Develop work assignments for ICS positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Notify supporting agencies as well as the Mayor and City Council.	
	☐ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	☐ Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary</i>
	☐ Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among local and County EOCs and other Agency Operations Centers. Confirm operable phone numbers and verify the functionality of alternate communications resources.	<i>FA 1 of the City EOP</i>
	☐ Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	<i>C-COM maintains a comprehensive listing</i>
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	

IA 1. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>
	☐ Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	☐ Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA1 of the City EOP</i>
	☐ Determine the need for additional resources, and request them as necessary through appropriate channels (recurring).	<i>FA 1 of the City EOP</i>
	☐ Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	☐ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	☐ Establish a JIC and designate a lead PIO for the City.	<i>FA 1 of the City EOP</i>
	☐ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	☐ Public information will be reviewed by the IC (or designee). Information will be approved for release by the IC and Lead PIO before dissemination to the public.	<i>FA 1 of the City EOP</i>
	☐ Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	☐ Develop situation reports (recurring). At regular intervals, the EOC IC and staff will assemble a situation report.	

IA 1. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement objectives and tasks outlined in the IAP (recurring).	
	☐ Coordinate with private sector partners as needed.	
	☐ Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/DEMOBILIZATION PHASE	☐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	☐ Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	☐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 1 of the City EOP</i>
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the EOCs, Agency Operations Centers, and command posts.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 2 – Flooding

IA 2. Flooding

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IA 2. Flooding

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
	☐ Coordinate the City preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	☐ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	<i>Citywide database</i>
	☐ Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	☐ Annually review and update the EOP and SOPs, as needed.	<i>City EOP, Annexes, and agency-specific SOPs</i>
	☐ Review flood prone areas.	
	☐ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	☐ Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1 of the City EOP</i>
	☐ Identify and review local contractor lists to see who may provide support specific to flood response.	
	☐ Review, revise, and, where necessary, establish mutual aid agreements with other City agencies and private contractors relative to multiple agency response to floods.	
RESPONSE PHASE	☐ The IC will provide overall guidance for the deployment of resources.	
	☐ Activate mutual aid agreements.	
	☐ Activate the City EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	<i>Basic Plan of the City EOP and agency and company-specific plans</i>
	☐ Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City EOC, Incident Action Plan</i>
	☐ Submit requests for disaster/emergency declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	☐ Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the City EOC, as the situation requires.	<i>FA 1 of the City EOP</i>

IA 2. Flooding

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Support search and rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 of the City EOP</i>
	☐ Request the American Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
	☐ Establish a JIC. ☐ Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>FA 1 of the City EOP</i>
	☐ Record all EOC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in EOC logbooks.	<i>Existing ICS and EOC forms, ICS Form 214 – Unit Log</i>
	☐ Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 3 of the City EOP</i>
	☐ Assist with in coordinating public works activities, such as debris removal from: ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the City EOC) ▪ Other structures, as needed	<i>FA 3 of the City EOP</i>
	☐ Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
	☐ Coordinate with City Police Departments, County Sheriff’s Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 of the City EOP</i>
	Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	

IA 2. Flooding

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY PHASE	☐ Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	☐ Deactivate/demobilize the City EOC. Deactivate mutual aid resources as soon as possible.	<i>FA 1 of the City EOP, ICS Form 221 – Demobilization Plan</i>
	☐ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>FA 1 of the City EOP and agency-specific recovery plans</i>
	☐ Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
	☐ Offer recommendations to City government and Public Works departments for changes in planning, zoning, and building code ordinances.	
	☐ Participate in After Action Reports and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).	

IA 2. Flooding

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IA 3 – Drought

IA 3. Drought

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IA 3. Drought

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the City and County EOPs and supporting procedures and plans.	
	☐ Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	☐ Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	☐ Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	☐ Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	☐ Have personnel participate in necessary training and exercises, as determined by City Emergency Program Coordinator and County Emergency Management.	
	☐ Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	☐ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	Citywide database
	☐ Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	☐ Inform the City Emergency Program Coordinator and County Emergency Management of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	☐ Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
	☐ Ensure that city maps of water mains, valves, and public sewer systems are up to date and accessible.	
	☐ Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 3. Drought

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	☐ When deemed necessary, activate the EOP when drought and other water shortage incidents pose a threat.	
	☐ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The Tribal and/or the County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Notify supporting agencies.	
	☐ Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	☐ Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	☐ Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among local and county EOCs, other Agency Operations Centers, and the State ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	☐ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>C-COM maintains a comprehensive listing</i>

IA 3. Drought

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	☐ Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	☐ Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	☐ Repair and restore essential services and vital systems as required.	
	☐ Secure assistance from private contractors/vendors as needed.	
	☐ Provide emergency power as needed to maintain service to the community.	
	☐ Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	☐ Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	
	☐ Submit a request for emergency/disaster declaration, as applicable.	
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	☐ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	☐ Establish a JIC and designate a lead PIO for the jurisdiction.	
	☐ Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information will be reviewed by the IC (or designee). Information will be approved for release by the IC and lead PIO, with support from Tribal liaison(s) prior to dissemination to the public.	

IA 3. Drought

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	☐ Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC manager and staff will assemble a situation report.	
	☐ Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	
RECOVERY/ DEMobilization PHASE	☐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	☐ Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
	☐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	☐ Make recommendations to city and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize EOCs, Agency Operations Centers, and command posts.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	

IA 3. Drought

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 4 – Major Fire

IA 4. Major Fire

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IA 4. Major Fire

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Program Coordinator and Fire District.	
	☐ Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	☐ Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	<i>Citywide database</i>
	☐ Inform the City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	☐ Activate the City EOC and establish Incident or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will be included.	<i>Section 5 of the City EOP, agency and company-specific plans</i>
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	☐ Notify supporting fire services agencies.	<i>FA 1 of the City EOP</i>
	☐ Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	☐ Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	☐ Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among City EOC, County EOC, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify the functionality of alternative communication equipment/channels.	<i>FA 1 of the City EOP</i>
	☐ Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP; CCOM maintains a comprehensive listing</i>

IA 4. Major Fire

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ The Fire Chief assumes duties to direct resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC.	<i>FA 1 of the City EOP</i>
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure if the scope of response increases.	
	☐ Implement local plans and procedures for fire operations.	<i>Agency-specific SOPs</i>
	☐ Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).	
	☐ Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	☐ Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	☐ Submit request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	☐ Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	☐ Establish a JIC.	<i>FA 1 of the City EOP</i>
	☐ Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	<i>FA 1 of the City EOP</i>
	☐ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	

IA 4. Major Fire

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a Situation Report.	
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Coordinate with private sector partners as needed.	
RECOVERY/ DEMOBILIZATION	☐ Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.	
	☐ Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	FA 1 of the City EOP; Agency recovery plans
	☐ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the City EOC.	FA 1 of the City EOP
	☐ Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 4. Major Fire

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IA 5 – Hazardous Materials (Accidental Release)

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IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Have personnel participate in necessary training and exercises, as determined by the City Emergency Program Coordinator, the Fire Protection District, and the County ESF 10 Lead.	
	☐ Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenarios.	
	☐ Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	<i>Citywide database</i>
	☐ Inform the City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	☐ In most incidents, the local fire district will initially respond, assume initial IC responsibilities, and request activation/deployment of the HazMat Team.	<i>FA 1 of the City EOP</i>
	☐ Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	☐ Notify 911-dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	☐ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	☐ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.	
	☐ Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan (NWACP)</i>
	☐ Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	☐ Establish access control to the incident site through local law enforcement agencies.	
	☐ If the situation warrants, request activation of the City or County EOCs via the IC through the City Manager.	<i>FA 1 of the City EOP</i>

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Activate the City EOC, coordinate response activities among Agency Operations Centers and Incident Command Posts, and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be necessary.	<i>FA 1 of the City EOP</i>
	☐ If applicable, establish immediate gross decontamination capability for victims.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Notify HazMat supporting agencies.	<i>FA 1 of the City EOP</i>
	☐ Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support.	
	☐ Contact OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat team. <i>Note: The primary regional HazMat response team is located in Salem.</i>	<i>OERS is available 24 hours a day.</i>
	☐ Assign liaisons to the City EOC representing government agencies; private entities (e.g., railroad companies, chemical manufacturers, etc.); and other stakeholders.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 of the City EOP</i>
	☐ Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP; CCOM maintains a comprehensive listing</i>
	☐ For incidents occurring on State highways, ensure that ODOT has been notified.	
	☐ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	■ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), ODA, and the State Veterinarian.	<i>ESF 11 Annex of the County EOP</i>
	❑ A lead PIO will be designated by the City Manager. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	<i>FA 1 of the City EOP</i>
	❑ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by the incident.	
	❑ Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to response personnel.	<i>FA 1 of the City EOP</i>
	■ For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Northwest Area Contingency Plan.	
	❑ Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	❑ Based upon the incident's size, type of chemical/substance, and weather projections, establish a safe zone and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes.	
	❑ Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	❑ Establish a victim decontamination and treatment area(s).	
	❑ Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	❑ Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	❑ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	❑ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms FA 1 of the City EOP</i>

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.	
	☐ Establish the JIC, as needed.	<i>FA 1 of the City EOP</i>
	☐ Formulate emergency public information messages and media responses, using “one message, many voices” concepts (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	☐ Public information will be reviewed and approved for release by the IC and the lead PIO before dissemination to the public and/or media partners.	
	☐ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the EOC log.	
	☐ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the IC/EOC Director and staff will assemble a Situation Report.	
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Coordinate with private sector partners, as needed.	
	☐ Ensure that all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.	
	☐ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City EOC, the responsible party (if known), and the Oregon Department of Environmental Quality.	

IA 5. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	☐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>FA 1 of the City EOP</i>
	☐ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the City EOC.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 5. Hazardous Materials (Accidental Release)

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IA 6 – Earthquake/ Seismic Activity

IA 6. Earthquake/Seismic Activity

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IA 6. Earthquake/Seismic Activity

NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the EOC to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the Sheriff's Department and the Fire Service. After the initial assessment to determine the extent of damage, injury, and loss of life, the ICS/Operations section lead may transition to the fire service. As emergency response transitions from rescuing casualties to recovery of deceased victims, the Road Department may be expected to assume the role of lead department in the ICS/Operations section for the City's earthquake response. The Road Department's efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the EOP and supporting procedures and plans.	
	☐ Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	☐ Conduct pre-incident planning for sheltering and evacuation related to earthquakes.	
	☐ Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	☐ Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	☐ Have personnel participate in necessary training and exercises, as needed.	
	☐ Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	☐ Ensure that emergency contact lists are updated, and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs.	<i>Citywide database</i>
	☐ Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	☐ Inform the Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Work with planning department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
	☐ Implement seismic inspection procedures on a regular basis and incorporate improvements to structures, while also updating appropriate mitigation plans.	
	☐ Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	☐ Activate the EOP when earthquake and/or seismic incidents pose threats.	
	☐ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will be included.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, remaining cognizant of aftershocks.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Notify supporting agencies.	
	☐ Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	☐ Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain the status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	☐ Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Confirm or establish communications links among local and County EOCs, other Agency Operations Centers, and the state ECC. Confirm operable phone numbers and verify functionality of alternate communications resources.	
	☐ Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	<i>CCOM maintains a comprehensive listing</i>
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	☐ Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	☐ Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	☐ Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among County ESF 1 – Transportation, ESF 5 – Emergency Management, ESF 6 – Mass Care, Housing, and Human Services, and ESF 15 – Public Information and External Affairs.	
	☐ Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	
	☐ Submit a request for emergency/disaster declaration, as applicable.	
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	☐ Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	☐ Establish a JIC and designate a lead PIO for the jurisdiction.	

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information will be reviewed by the IC (or designee). Information will be approved for release by the IC and lead PIO prior to dissemination to the public.	
	☐ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	☐ Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Manager and staff will assemble a situation report.	
	☐ Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Coordinate with private sector partners, as needed.	
	☐ Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.	

IA 6. Earthquake/Seismic Activity

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	☐ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	ICS Form 221 – Demobilization Plan
	☐ Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	☐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize EOCs, Agency Operations Centers, and command posts.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 6. Earthquake/Seismic Activity

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IA 7 – Terrorism

IA 7. Terrorism

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IA 7. Terrorism

Background Information

This annex can be applied to incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The City Police department has the lead role in terrorism crisis management within the City and the County Sheriff's Office elsewhere in the County. The lead agencies for the State and Federal government are Oregon State Police and the Federal Bureau of Investigations (FBI).

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the Federal government provides assistance as required. The City and County EOCs typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the County Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Emergency Management and the Federal Emergency Management Agency are the State and Federal consequence management leads.

Definitions for crisis management and consequence management can be found in Appendix G of this EOP.

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the City EOP and annexes.	
	☐ Have personnel participate in necessary training and exercises, as determined by City Emergency Program Coordinator.	
	☐ Participate in City, County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	☐ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	<i>Citywide database</i>
	☐ Ensure that terrorism response equipment and personnel inventories for the City and for the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	☐ Inform City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	☐ Provide public safety information and educational programs for terrorism emergency preparedness and response.	
	☐ Activate Incident/Unified Command upon recommendation from the City Police Department. Unified Command may consist of County, regional, State, and Federal crisis management and consequence management agencies.	
	☐ Mobilize appropriate emergency personnel and first responders. When necessary, send fire, HazMat, law enforcement, public health, and other response personnel to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	☐ Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
	☐ Assess the situation and confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	ICS Form 209: Incident Status Summary
	☐ Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
	☐ Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	☐ Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Draft an IAP. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Maintain communication between field response crews, local/County EOCs, Regional EOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	
	☐ Gather additional information. Include photographs and video recording.	
	☐ Determine whether the threat level for the affected area should be elevated and inform appropriate agencies if so.	
	☐ Determine if any advisories should be issued to the public.	
RESPONSE PHASE	☐ If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	☐ Be cognizant of any secondary devices that may be on site.	
	☐ Be cognizant that CBRNE agents may be present.	
	☐ Investigate the crime scene and collect vital evidence.	
	☐ Activate the City EOP.	
	☐ Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Establish an ICP near the incident location. The ICP should be located uphill and upwind of the incident location.	
	☐ Notify supporting agencies (dependent on the type of incident) and the City Council.	<i>FA 1 of the City EOP</i>

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support.	
	Determine the type, scope, and extent of the Terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
	Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including the FBI), and ESF leads/coordinators of any situational changes.	
	Verify that the hazard perimeter and hazard zone security have been established.	
	Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.	
	Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
	Disseminate appropriate warnings to the public.	<i>FA 1 of the City EOP</i>
	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	Confirm or establish communications links among primary and support agencies, the City EOC, the County EOC, and State ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 of the City EOP</i>
	Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>CCOM maintains a comprehensive listing</i>
	Notification to the Oregon State Police and the FBI is required for all terrorism incidents.	
	If an incident occurs on State highways, ensure that ODOT has been notified.	

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	■ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	■ If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), County Health Department, ODA, and the State Veterinarian, as applicable to situation.	<i>ESF 11 Annex to the County EOP</i>
	□ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	□ Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>County Terrorism Response Plan</i>
	□ Obtain current and forecasted weather to project potential HazMat vapor plumes (<i>recurring</i>). ■ Note: Vapor plume modeling support may be obtained through regional HazMat teams and/or through State, and/or Federal environmental protection agencies.	<i>FA 1 of the City EOP</i>
	□ Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). Determine whether to implement shelter-in-place for surrounding residences and public facilities should be made. ■ Note: Refer to the USDOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.	<i>FA 1 of the City EOP</i>
	□ Determine the need for and activate emergency medical services (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	□ Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	□ Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	□ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	☐ Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.	
	☐ Establish a JIC.	<i>FA 1 of the City EOP</i>
	☐ Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners.	<i>FA 1 of the City EOP</i>
	☐ Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	☐ Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.	
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Coordinate with private sector partners, as needed.	
	☐ Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the IC and/or Safety Officer.	

IA 7. Terrorism

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	☐ Ensure an orderly demobilization of emergency operations, in accordance with current demobilization and community recovery plans.	<i>FA 1 of the City EOP</i>
	☐ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the Environmental Protection Agency may be necessary.	
	☐ Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the EOC.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 7. Terrorism

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IA 8 – Public Health-Related

IA 8. Public Health-Related

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IA 8. Public Health-Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Have personnel participate in training and exercises, as determined by City Emergency Program Coordinator and County Emergency Management and/or the Public Health Department.	
	☐ Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	☐ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	<i>Citywide database</i>
	☐ Engage the other County public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention, and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
	☐ Inform the City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	☐ Monitor and report the presence of contagious infections within the City.	
	☐ Evaluate the ability of existing health care facilities to handle public health emergencies.	
	☐ Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
	☐ Coordinate with the Sanitarian to ensure drinking water quality.	<i>Water District Standard Operating Procedures</i>
	☐ Coordinate with the Sanitarian to provide safe wastewater and sewage disposal.	<i>Water District Standard Operating Procedures</i>
RESPONSE PHASE	☐ The County Public Health Department will initially respond, assume initial IC responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	
	☐ Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	☐ Notify 911 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.	
	☐ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protective equipment requirements.	

IA 8. Public Health-Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.	
	Ensure that area hospitals have been notified.	HOSCAP
	Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other County public health departments and the Oregon State Public Health Department.	
	If the pathogen or agent requires laboratory analysis, County Public Health may request analytical assistance from the Oregon State Public Health Laboratory.	
	If animal health and vector control is required, these services are to be requested through County Emergency Management or from Extension Services.	
	Coordinate sanitation activities and potable water supply provisions.	
	Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.	
	If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	Collect and report vital statistics.	
	Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	
	Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.	
	If necessary, conduct a damage assessment for public health facilities and systems.	
	Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the County EOC.	HOSCAP
	Activate the County EOC, coordinate response activities among AOCs and ICP, and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions may be	

IA 8. Public Health-Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	necessary.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	☐ Notify all other supporting agencies of the response, requesting additional support as necessary.	
	☐ Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the County EOC for support.	
	☐ Assign a liaison to other County EOCs to facilitate resource requests.	
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among primary and support agencies, other EOCs, and the State ECC. Confirm operable phone numbers and backup communication links.	
	☐ The County Emergency Management Director, in collaboration with the County Public Health Department, designates a County PIO representative. The PIO will issue public health information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
	☐ Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	
	☐ Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF 1 – Transportation, ESF 5 – Emergency Management, ESF 6 – Mass Care, Housing, and Human Services, and ESF 15 – Public Information and External Affairs.	
	☐ Establish treatment area(s).	
	☐ Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	

IA 8. Public Health-Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Submit a request for emergency/disaster declaration, as applicable.	
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	☐ Establish a JIC, as needed.	
	☐ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information will be reviewed and approved for release by the IC and the PIO prior to dissemination to the public and/or media partners.	
	☐ Develop and disseminate public information programs regarding personal health and hygiene.	
	☐ Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Coordinate with private sector partners as needed.	

IA 8. Public Health-Related

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County EOC for transmittal to the County Health, Housing and Human Services as soon as it is available.	
	☐ For handling of fatalities, coordination between the County Health Department and County EOC is needed for medical examiner services.	
RECOVERY/ DEMobilization PHASE	☐ Ensure an orderly demobilization of emergency operations, in accordance with current demobilization and community recovery plans.	
	☐ Release mutual aid resources as soon as possible.	
	☐ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the County EOC.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 8. Public Health-Related

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IA 9 – Animal and Agriculture-Related

IA 9. Animal and Agriculture-Related

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IA 9. Animal and Agriculture-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Arrange for personnel to participate in necessary training and exercises, as determined by the City Emergency Program Coordinator and County Emergency Management.	<i>NIMS Implementation and Training Plan</i>
	☐ Participate in preparedness activities, seeking understanding of interactions with participating agencies in an animal disease– or agriculture-related emergency.	
	☐ Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the EOC. Contact lists should include the following agencies (notification procedures will depend on the nature of the incident): ▪ Oregon Department of Fish and Wildlife ▪ ODA ▪ Extension Service ▪ Farm Service Agency ▪ Health Department ▪ Oregon State Public Health Division ▪ Local and State Veterinarians	<i>Citywide database</i>
	☐ Inform City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	☐ Following positive laboratory results for an animal disease stemming from a significant animal/agriculture-related outbreak or contamination concern, activate the EOC, and establish Incident or Unified Command, as appropriate. Identify the lead animal/agriculture agency. Staffing levels will vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will be included.	
	☐ Establish a site Health and Safety Plan and identify appropriate personal protective equipment to be implemented among response and support staff throughout the duration of the emergency. The Safety Officer will develop this plan, make changes to procedures and practices as deemed necessary by the situation, and schedule regular safety briefings to the command staff.	
	☐ If incident response exceeds local capabilities and/or resources, submit a request for an emergency/disaster declaration, according to established city procedures.	

IA 9. Animal and Agriculture-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Contact law enforcement if the ODA requires enforcement of a quarantine area. The County Emergency Manager (or designee) will contact the County Court with information regarding required measures and resources. Local police departments and the Oregon State Police may be called upon to provide additional resources.	
	☐ Impose animal movement restrictions by emergency order, if necessary (enforcement activities supported by law enforcement agencies).	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	ICS Form 203-Organization Assignment List
	☐ Notify appropriate supporting agencies. Support agencies may include, but are not limited to: ■ USDA • Animal Plant Health Inspection Service • Foreign Animal Disease Diagnostic Lab • Food Safety Inspection Service ■ ODA • State Veterinarian's Office • Regional Veterinary Emergency Response Teams ■ Private Veterinarians ■ ODFW ■ Oregon Department of Environmental Quality ■ Health Department ■ Extension Service ■ Farm Service Agency ■ Oregon State University, College of Veterinary Medicine	
	☐ Identify local, regional, or State agencies that may be able to mobilize resources and staff to the City EOC for supporting response operations.	
	☐ With support from the local health department, State Veterinarian, and Area Veterinarian In-Charge, determine the scope and extent of the outbreak/disease (<i>recurring</i>). Verify reports and obtain estimates of the areas/livestock operations in the City that may be affected.	ICS Form 209-Incident Status Summary
	■ Notify command staff, support agencies, adjacent jurisdictions, ESF coordinators, and/or liaisons of any situational changes.	

IA 9. Animal and Agriculture-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	☐ Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan</i>
	☐ Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, Agency Operations Centers, and State ECC. Confirm operable phone numbers and backup communication links.	
	☐ <i>Note: Depending on the type and size of the incident, an Area Command Center may be instituted at the ODA.</i>	
	☐ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify appropriate industry groups and animal/plant agriculture businesses. Provide status of incident and conditions of actual or perceived disease threat.	<i>CCOM maintains a comprehensive listing</i>
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of response increases.	
	☐ Implement local plans and procedures for responding to animal/agriculture-related emergencies. Ensure that copies of the following documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Agency-specific Standard Operating Procedures</i>
	☐ <i>Oregon Animal Disease Emergency Management Plan (2004)</i>	
	☐ <i>Applicable animal disease-specific protocols, including Public Health plans focusing on potentially contagious diseases</i>	
	☐ Determine the need to conduct human and/or animal evacuations and sheltering activities (<i>recurring</i>).	
	☐ Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>), including activation of intergovernmental agreements and memoranda of understanding.	
	☐ <i>Note: All resources activated through mutual aid agreements needs to be tracked by the EOC for cost and liability purposes.</i>	

IA 9. Animal and Agriculture-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. <i>Note: The EOC will coordinate requests by the lead animal disease/public health agency for local and mutual aid resources.</i>	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	ICS Resource Tracking Forms
	☐ Manage and coordinate volunteers through the EOC via the Volunteer Coordinator. Individuals, organizations, or groups wishing to volunteer their assistance during any phase of a disaster need to be registered by the City. Volunteers may be used in credentialed capacity only. Written proof is expected at the time of sign up.	
	☐ Establish a JIC. In the case of animal disease that could spread or pose risk to humans, the County Health Officer, (or designee) will address medical and public health issues and concerns within the JIS via the JIC, if it is activated.	
	☐ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	Public information focusing on animal/agriculture-related incidents will be developed in conjunction with ODA (State Veterinarian’s Office), local/state public health agencies, Extension Services, and other support agencies. Public information dissemination will be coordinated through the City EOC and JIC. Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	☐ Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks	EOC position checklists, ICS Form 214 – Unit Log
	☐ Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC IC, Emergency Program Coordinator and staff will assemble a situation report.	

IA 9. Animal and Agriculture-Related

Animal and Agriculture-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Develop, update, and implement an IAP (<i>recurring</i>) for each operational period. This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map
	☐ Ensure that all reports of injuries, illness, and deaths occurring during animal/agriculture emergency response are communicated to the IC and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	☐ Ensure an orderly demobilization of emergency operations in accordance with current city procedures and implement community recovery plans (including COOP/COG).	
	☐ Coordinate with appropriate organizations for the deployment of inspectors and veterinarians to verify/certify viability of animals/plants following a disease outbreak or contamination incident.	Specific Agency Standard Operating Procedures
	☐ Release mutual aid resources as soon as possible.	
	☐ Coordinate disposal of infected livestock, contaminated animal carcasses/feed, and other potentially contaminated items following response procedures. Consult with the Oregon Department of Environmental Quality for identification of disposal sites and appropriate procedures.	
	☐ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the EOC.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 9. Animal and Agriculture-Related

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IA 10 – Transportation Accidents

IA 10. Transportation Accidents

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IA 10. Transportation Accidents

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the city would not normally constitute a major emergency under the Emergency Operations Plan (EOP), unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. The Fire District and Police Department will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration (FAA) has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board (NTSB) has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Program Coordinator.	
	☐ Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	☐ Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	<i>Citywide database</i>
	☐ Inform the City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	☐ Arrange for personnel to participate in necessary training and exercises, as determined by the City Emergency Program Coordinator and Fire District.	
	☐ Assess the City's transportation infrastructure (e.g. roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
	☐ Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County EOC, ODOT, and other road owners.	
RESPONSE PHASE	☐ Notification of the occurrence of a transportation incident will come through CCOM or observance by field personnel.	
	☐ Conduct a scene assessment to determine the appropriate level of emergency medical, transportation, and HazMat response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	<i>ICS Form 209: Incident Status Summary</i>
	☐ Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>IA 5. Hazardous Material Incident Annex</i>

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	☐ Develop alternate routes based on assessment of damages to city transportation infrastructure and based on input from the City EOC, ODOT, and other road owners. Estimate emergency staffing levels and request personnel support.	
	☐ City personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
	☐ The Police Department has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	☐ Contact the NTSB prior to removing deceased victims or moving aircraft wreckage. Call: NTSB Safety Office 425-227-2000 (24 hours)	
	☐ For railroad accidents, the IC should contact the railroad company's emergency response center, as well as the NTSB, prior to removing any victims or wreckage.	
	☐ Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
	☐ Activate the City EOC and establish Incident or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions should be included.	
	☐ If appropriate, the IC (or designee) will activate the EAS by contacting the National Weather Service (453-4561/2081) to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	ICS Form 203: Organization Assignment List
	☐ Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	☐ Notify supporting emergency response agencies, ODOT, NTSB, and FAA if the accident involves an aircraft.	
	☐ Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	☐ Confirm or establish communications links among the City EOC, the County EOC, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify the functionality of alternative communication equipment/channels.	
	☐ Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
	☐ For incidents occurring on State highways, ensure that the ODOT has been notified.	
	☐ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.	
	☐ If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), ODA, and the State Veterinarian.	<i>ESF 11 Annex of the County EOP</i>
	☐ Appoint a PIO to formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	☐ Public information focusing on transit access points, control, and traffic control will be reviewed by the Chief of Police (or designee). Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.	
	☐ If necessary, establish a JIC staffed by PIOs from various agencies.	<i>FA 1 of the City EOP</i>
	☐ Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	☐ Advise the County EOC and ODOT of road restrictions and resource/support needs.	
	☐ Coordinate provision of up-to-date information to friends and family of victims. Consideration should be giving to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
	☐ Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the TSA, NTSB, and FBI.	
	☐ Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	☐ If necessary, determine the need to conduct evacuations and sheltering activities.	
	☐ Coordinate with the American Red Cross to provide Shelter and Family Referral Services through the EOC.	
	☐ Determine the need for additional resources and request as necessary through appropriate channels.	
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map
	☐ Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	☐ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	EOC Planning Section job action guide, ICS Form 214 – Unit Log
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	☐ Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a Situation Report.	ICS Form 209: Incident Status Summary
RECOVERY/ DEMOBILIZATION PHASE	☐ Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.	
	☐ Coordinate with the American Red Cross to assist families affected by the transportation incident	
	☐ Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans.	ICS Form 221 - Demobilization Plan
	☐ Release mutual aid resources as soon as possible.	
	☐ If necessary, provide critical incident stress management to first responders.	
	☐ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Deactivate/demobilize the City EOC.	
	☐ Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 10. Transportation Accidents

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IA 11 – Volcano/Volcanic Activity

IA 11. Volcano/Volcanic Activity

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IA 11. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	☐ Arrange for personnel to participate in necessary training and develop exercises relative to volcanic events.	
	☐ Provide information and training on volcano-hazard response to emergency workers and the public. - Implement a public outreach program on volcano hazards. - Review public education and awareness requirements.	FA 1 of the City EOP
	☐ Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	☐ Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	Citywide database
	☐ Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	Stafford Act, FEMA guidance, and Oregon EMP
	☐ Inform City Emergency Program Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	☐ Activate the City EOC and establish Incident or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions should be included.	FA 1 of the City EOP, agency and company-specific plans
	☐ Activate and implement the City EOP.	
	☐ Notify supporting agencies. Identify local, regional, and State agencies that may be able to mobilize resources and staff to the City EOC for support	
	☐ Provide local warnings and information and activate appropriate warning/alert systems.	FA 1 of the City EOP
	☐ Support a Regional Coordination Center, if necessary.	
	☐ Establish a JIC. - Provide a PIO for the JIC. - Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	FA 1 of the City EOP

IA 11. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, County, State, and/or Federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.	
	☐ Estimate emergency staffing levels and request personnel support.	
	☐ Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	☐ Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
	☐ Dedicate time during each shift to prepare for shift change briefings.	
	☐ Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and State ECC; confirm operable phone numbers and backup communication links.	
	☐ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
	☐ Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	☐ Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
	☐ Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the American Red Cross activate and implement local sheltering plans.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
	☐ Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the City and/or County EOCs, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: ▪ ESF 1 – Transportation ▪ ESF 2 – Emergency Telecommunications and Warning ▪ ESF 13 – Public Safety and Security ▪ ESF 15 – Emergency Public Information	<i>FA 1 of the City EOP</i>
	☐ Determine the need for additional resources and request as necessary through the City EOC (<i>recurring</i>).	<i>FA 1 of the City EOP</i>

IA 11. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	☐ Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	☐ Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>FA 1 of the City EOP</i>
	☐ Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	
	☐ Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and EOC forms</i>
	☐ Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the EOC log.	<i>Existing EOC forms/templates</i>
	☐ Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC Director and staff will assemble a situation report.	<i>EOC Planning Section job action guide, ICS Form 214 – Unit Log</i>
	☐ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	☐ Implement elements of the IAP (<i>recurring</i>).	
	☐ Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
	☐ Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the IC and/or Safety Officer.	

IA 11. Volcano/Volcanic Activity

Volcano/Volcanic Activity Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	☐ Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the City EOC.	<i>FA 1 of the City EOP and agency-specific recovery</i>
	☐ Release mutual aid resources as soon as possible.	
	☐ Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g., landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	☐ Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	☐ Correct any response deficiencies reflected in the Improvement Plan.	
	☐ Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

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IA 12 – Dam Failure (Clackamas River)

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IA 12. Dam Failure (Clackamas River)

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Tasked Agencies	
Primary County Agency	Sheriff's Office Clackamas County Disaster Management (CCDM)
Supporting County Agencies	Clackamas County Fire Defense Board Health, Housing, and Human Services (H3S) Department of Transportation and Development (DTD)/Public Works
Community Partners	Estacada Police Department Oregon City Police Department Estacada Rural Fire Protection District Clackamas Fire District #1 Gladstone Fire Department American Medical Response, Incorporated Cities: Estacada, Oregon City, Gladstone, West Linn, Lake Oswego, Milwaukie, Portland Utility Providers
State Agency	Oregon Office of Emergency Management (OEM)
Federal Agency	United States Forest Service

1 Introduction

1.1 Purpose

The purpose of this annex is to establish procedures for warning, evacuation and sheltering of the affected population¹ who would be endangered in the event of the failure of one of the Portland General Electric Company (PGE) dams along the Clackamas River. This annex provides guidance for all stakeholders in the affected area. It also addresses similar emergency response actions which might be required in the event of flooding caused by emergency releases from one of the PGE dams along the Clackamas River.

1.2 Scope

There are multiple PGE dams and projects along the Clackamas River covered in PGE's Emergency Action Plans. Failure of dams will occur in different manners and impact time will vary. Maps have been created to reflect both a Sunny Day (best case) and Probable Maximum Flood (worst case) scenario.

¹ For the purpose of this annex, the "affected population" is defined as: "Any resident and/or business in need of evacuation that is located within or adjacent to the inundation zone, including anyone who could be at a park or public access point below the impacted dam."

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For the purpose of this annex, these have been divided into three main sections which impact residents, business and recreational areas along the Clackamas River.

- River Mill
- North Fork (including the Faraday Diversion Dam)
- Timothy Lake (part of the Oak Grove Development Project)

1.3 Policies and Authorities

The designated On-Scene Incident Command (Leading Fire or Law Agency) or Emergency Operations Center (EOC) Command both have authority to order evacuation for the affected population should one of the dams along the Clackamas River fail for any reason.

- Oregon Revised Statutes (ORS) 401.6.03.600 gives counties and cities the authority to evacuate persons from a designated emergency area.
- ORS 401.309 authorizes a county or city to order mandatory evacuation only after an Emergency Declaration has been declared and only when necessary for the public safety
- Clackamas County Code, Emergency Regulations, 6.03.060 authorizes the Board of County Commissioners (BCC) to order and enforce evacuation as an emergency measure.
- H.R. 3858 [109th]: Pets Evacuation and Transportation Standards Act of 2006 requires state and local to include evacuation, transport, and care of household pets and service animals in their disaster or emergency plan.

2007 HB 2371 requires operators of care facilities to develop plans and train employees to evacuate clients/residents to a place of safety when conditions of imminent danger require relocation.

2 Situation and Assumptions**2.1 Situation**

PGE maintains multiple dams along the Clackamas River. There are three main projects as outlined in Section 1.2, above; the situation is summarized below.

- The River Mill Dam is located on the Clackamas River just outside of the City of Estacada. The River Mill Dam was constructed in 1911 and holds approximately 1,200 acre feet of water within its reservoir. The River Mill Dam is the furthest downstream dam on the river.
- The North Fork Dam and Faraday Diversion Dams are located on the Clackamas River just 4.7 and 6.4 miles, respectively, southeast of the City of Estacada. A failure on the North Fork Dam will cause the failure of the River Mill Dam. The North Fork Dam was completed in 1958 and creates a reservoir of approximately 6,300 acre feet of water used primarily for daily regulation. The North Fork Dam has three spill gates and very little storage or hold back capabilities. The Faraday Diversion Dam was constructed in 1965 and holds an estimated 100 to 200 acre feet of water used primarily as a spillway for the North Fork Dam. Due to the interdependencies of both the North Fork and Faraday Dams, the consequences of failure or large release for the North Fork are more severe than those of Faraday.

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- The Timothy Lake Dam is part of a larger Oak Grove Development Project, which also includes Harriet and Frog Lake Dams. The Timothy Lake Dam is located approximately 28 miles southeast of Estacada. The Timothy Lake Dam was completed in 1958 and has a reservoir of approximately 69,000 acre feet. Harriet and Frog Lake Dams serve as catchments for Timothy Lake. Due to the interdependencies of all three dams, the consequences of failure or large release from Timothy Lake are more severe than those of Harriet or Frog Lake.
- Recent studies indicate that these dams are in an area that could be affected by a Cascadia Subduction Zone earthquake event. For further information on the earthquake hazard, see the Clackamas County Hazard Vulnerability Analysis.
- Were either of the PGE dams along the Clackamas River to suffer a catastrophic failure, human lives and property in the flood pathway would be endangered. This danger would be relative to the amount of water stored behind the dam and released at the time of the failure.
- PGE has developed inundation area maps showing the extent of flooding and expected flood wave arrival times following a failure of the dam to help inform planning efforts. For the purposes of this Annex, Clackamas County Geographic Information Systems (GIS) has developed detailed maps that also include structure locations (private, business and critical infrastructure), street names, river miles, egress/ingress routes, assembly areas and other pertinent information identified by stakeholders. Each scenario has a series of their own maps, which can be viewed in the Clackamas County EOC library, “eocshare” drive and via stakeholder agencies.
- The inundation areas are estimates only and actual time and water depths will vary greatly depending on the time of year, the depth of water behind the dam at the time of dam failure, the Clackamas River depth, and debris and other obstructions in the river.
- The inundation area includes unincorporated areas of Clackamas County, multiple parks and recreational areas as well the cities in of Estacada, Oregon City, Gladstone, Milwaukie, West Linn, Lake Oswego and Portland.
- Many people live in the identified catastrophic failure inundation area. Additionally, there are several popular recreational areas operating year round and seasonally including campgrounds, recreational vehicle parks, boating and day use areas.
- PGE constructed and retains ownership of all dams along the Clackamas River.
- PGE monitors and controls the amount of water stored behind the dam according to Federal Energy Regulatory Commission regulations. These regulations provide safety for those below the dam and maximize water storage capacity for use throughout the year.
- The Clackamas County Sheriff’s Office (CCSO) has jurisdiction over the Clackamas River and all waterways in the county which include elements of the Water Rescue Consortium.
- Estacada Rural Fire Protection District #69 (ERFPD) and Clackamas Fire District #1 have primary response for residents and properties within the boundaries of their jurisdictions.

2.2 Failure Conditions

Dam failure conditions, based on the 2016 PGE Emergency Action Plan, are as follows:

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- Condition 1/C/High Flows - Non-Failure Emergency: No Danger of Dam Failure (example such as a minor earthquake or high reservoir levels)
- Condition 2/B/Warning – Potential Failure situation is developing and could lead to a dam failure (example is a major earthquake, flood, piping of material out of the dam)
- Condition 3/A/Evacuation – Imminent or Actual Dam Failure has occurred

2.3 Assumptions

Certain conditions might develop at any of these dams that would require the warning and evacuation of the “affected population”—specifically, people located within the dam failure inundation area downstream from the dam.

- Numerous circumstances can impact the ability to provide adequate notification of an emergency or failure.
 - Not all dam failure scenarios allow ample warning, e.g., a Cascadia Subduction Zone earthquake, or a human caused/adversarial attack may cause the dam to fail rapidly, before authorities have time to issue a warning.
 - Proximity to the dam will affect the timeliness of warnings in relation to the timing of impacts. Residents or recreationists within close proximity to any of these dams might have only minutes to get to high ground, while those further downstream may have several hours based on their distance from the dam and the anticipated speed of the flood.
 - If a dam failure is caused by a major earthquake, damage to the public telephone system, both landline and cellular, and the Internet may hinder efforts to warn those in the path of the flood.
 - Damage to bridges and roads, as well as other issues created by a major earthquake could also complicate efforts to notify and/or evacuate the public.
 - A significant earthquake may cause such damage to the entire county that local response resources will be overwhelmed leaving very little response capability to deal with a potential dam failure.
- Sufficient local resources will be available to conduct the basic operations outlined in this annex. This assumption may not be valid if a dam emergency is associated with a significant earthquake.
- Once an evacuation order is given, many evacuees will seek shelter with relatives or friends, or arrange other accommodations. Others will need emergency shelter provided for them.
- Most evacuees will be able to self-evacuate out of the inundation area, while others will need evacuation assistance.
- Evacuation assistance will be required by some pet and livestock owners.
- Most evacuations are limited to a defined geographic area and coordinated by law enforcement and/or fire responders at the scene.
- Most instances that would require a medium-to-large scale evacuation will have some warning and therefore some pre-event activities accomplished which may include establishing an Evacuation Planning Team, activating the Joint Information Center (JIC), and using pre-developed evacuation plans for a limited number of high or frequent at-risk areas.

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- The County has primary responsibility to plan and conduct evacuations that occur in unincorporated areas.
- Cities have primary responsibility to provide support and assistance for localized evacuations occurring within their municipal boundary.
- If requested, Clackamas County Disaster Management (CCDM)/EOC Command can assist On-Scene Command and/or cities with evacuation planning and coordination.
- Evacuations present special challenges because of the time limitations that may exist for planning and implementation; significant interdependencies among the affected population; transportation difficulties; special needs considerations and other variables.
- On-scene Command decides whether evacuation is the most appropriate protective measure, and ensures appropriate implementing actions are taken.
- CCDM will activate the EOC as needed to support planning and coordination for a major evacuation involving large numbers of people and/or a large geographic area.
- Evacuation operations include:
 - Safe movement of people and pets/service animals from the at-risk area;
 - Shelter and mass care for evacuees;
 - Security of evacuated areas; and
 - Return of evacuees when it is safe to do so.
- If given advance warning, residents will frequently leave the at-risk area (self-evacuate) before told to do so; other residents may refuse to evacuate when instructed to do so.
- The County or any city may order mandatory evacuation if it is authorized as an emergency measure by an Emergency Declaration.
- Residents may refuse or delay evacuation unless they can take their pets with them.
- On-Scene Command may need additional resources for safe evacuation, transport and sheltering people with disabilities and access and functional needs (DAFN) (e.g., children; the elderly; individuals with physical impairments, disabilities or other medical conditions; homeless or transient populations; and individuals with limited English proficiency).
- All participating agencies will need to closely coordinate and cooperate during an evacuation that crosses jurisdictional boundaries to ensure evacuee safety and welfare are not compromised.

3 Roles and Responsibilities of Tasked Agencies

All agencies tasked under this annex will develop and maintain written internal operating plans and implementing procedures, and will train employees in their use.

3.1 On-Scene Incident Command

Incident Command may be fire or law enforcement with jurisdiction over the impacted area

- Coordinate evacuation planning with County EOC and/or city.
- Designate boundaries of evacuation area and implement evacuation plan.
- Request County/city authority if evacuation is mandatory.
- Designate evacuee destination(s).
- Establish and operate evacuation routes.
- Develop evacuation instructions for residents.

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- Develop and implement evacuation notification plan.
- Ensure evacuation plans include DAFN populations, as well as pets and service animals.
- Ensure evacuee safety and welfare (unless responsibility has been transferred)
- Secure the evacuated area and establish criteria/procedures for re-entry
- Get Oregon Emergency Response System (OERS) number

3.2 Law Enforcement Agencies

- Primary responsibility for planning, coordinating and conducting evacuations
- Coordinate evacuation route planning and related logistical and operational support
- Direct and coordinate evacuation of jail and other detention facilities
- Provide traffic and crowd control
- Secure evacuated area and key facilities
- Stage and brief incoming personnel who have been assigned to conduction evacuation including mutual aid resources
- Assist, as needed and if time and resources allow evacuation of DAFN populations
- Provide security for shelter and mass care operations as resources allow
- Conduct water rescue operations

3.3 Fire Agencies

- Primary responsibility for coordinating and conducting rescue operations in a hazardous environment
- Assist law enforcement in planning and conducting evacuation
- Assist with evacuations of DAFN populations requiring transportation
- Conduct decontamination operations if required

3.4 EOC Command

- Identify On-Scene Incident Commander for the evacuation
- Coordinate planning and support for evacuations that occur in unincorporated areas
- Provide planning support and coordinate activities for evacuations affecting multiple jurisdictions within the County or with neighboring jurisdictions
- Respond to requests for evacuation assistance from cities or On-Scene Command
- Ensure the state the BCC and the Oregon Office of Emergency Management (OEM) is notified of the emergency, so it can make proper notifications and keep officials apprised of the situation
- Get OERS number if not already not already obtained by Incident Command
- Coordinate resource requests and Emergency Public Information activities
- Coordinate with the Department of Health, Housing, and Human Services (H3S) and the Red Cross to provide and manage shelter and mass care operations
- Coordinate with Dog Services and EOC Operations to ensure that pet shelter is established
- Answer questions pertaining to evacuation and other subjects through activation of the County Public Inquiry Center.
- Activate hazard evacuation pre-planning team if time permits
- Initiate re-entry into evacuated areas
- After the emergency has ended, coordinate the following activities:

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- Advise the public and the media of the termination of the evacuation directive and the lifting of the security perimeter (as appropriate)
- Provide the information necessary to facilitate an orderly return to the evacuated area including any special constraints, conditions, or health and safety concerns for return

3.5 American Medical Response

- Primary responsibility for providing emergency medical services (EMS) and transportation for medically fragile evacuees.
- Provide EMS at evacuation staging areas and along evacuation routes
- Assist law enforcement and fire in planning and conducting evacuation

3.6 United States Forest Service

- Primary responsibility for planning, coordinating and conducting evacuations.

3.7 Clackamas County 9-1-1 Communications

- Receive initial notification from PGE.
- Make emergency notifications as pre-identified in the 'INFO DAM' procedure in CAD.
- Activate any other alert and warning method in coordination with CCDM and the Incident Command.

3.8 Disaster Management

- Receive notifications from Clackamas County Communications (C-COM).
- Notify stakeholders of situation and establish and sustain information pathway.
- Assist On-Scene Command.
- Activate the Clackamas County EOC.
- With C-COM coordination make Clackamas County Emergency Notification System (CCENS) notifications as needed.
- Declare an emergency.
- Consult with BCC or County Counsel on other emergency actions.
- Request support from the State.

3.9 Fire Defense Board

- Staff EOC.
- Coordinate countywide fire and rescue response.
- Request mutual aid.
- Potentially invoke Mobilization Act.

3.10 Cities

- Provide support for evacuations within municipal boundary (e.g., law enforcement, public works, shelter and mass care services).
- Coordinate evacuation activities and assistance requests with the County EOC.

IA 12. Dam Failure (Clackamas River)**3.11 Health, Housing and Human Services**

- Provide an H3S liaison to the EOC to coordinate shelter and mass care services.
- Provide interim assistance to evacuees at gathering points and evacuation routes.
- Coordinate transfer of responsibility for evacuee safety and welfare with On-Scene Command, cities, service agencies, shelter operators.
- Work with Red Cross Liaison for sheltering and mass care needs.

3.12 Transportation and Development/Public Works

- Coordinate evacuation routes, detour options and enroute resource requirements with stakeholder transportation agencies.
- Assist law enforcement to establish at-risk area perimeter.
- Provide signs, barricades, personnel and equipment along evacuation routes and at designated replenishment stations.
- During any warning phase, pre-position resources near bridges to monitor and be ready to close them immediately should signs of damage or failure be exhibited.
- Maintain clear evacuation routes by removing debris and other obstructions.
- (Dog Services) Coordinate with EOC Operations to ensure pet sheltering needs are addressed.
- Assist in finding transportation for evacuees with pets or service animals.
- Conduct post-incident road and bridge inspections.
- Assist with evacuating livestock.

3.13 Utility Providers

- Secure own assets and protect staff.
- Establish and maintain communication with EOC.
- Coordinate evacuation routes, detour options and enroute resource requirements with stakeholder transportation agencies.

4 Concept of Operations**4.1 General**

This annex is designed to follow the basic protocols set forth in the Emergency Operations Plan (EOP). The EOP describes general roles and responsibilities in response to a major emergency or disaster that would include evacuations. It also describes how resources are coordinated within the County.

Dam Failure response and evacuation actions include:

- Community-wide warning and public instructions such as notifying all affected populations of the threat and the need to evacuate.
- Safe movement and control of individuals, pets and service animals out of the threatened area, including evacuation routes, traffic control and evacuee instructions.
- Transportation support for DAFN populations requiring assistance (e.g., people with disabilities, elderly, persons without vehicles).
- Shelter and mass care for evacuees, pets, livestock and service animals.

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- Security of the evacuated area, including access control.
- Safe and orderly re-entry to evacuees when it is safe to do so.
- Activation of the EOC to coordinate resource management, information management and policy coordination.

4.2 Alert and Warning

Communicating risks to the public in a clear, consistent (i.e., non-conflicting) and timely manner is essential for orderly evacuations. The operation of the JIC in the EOC will be activated at the earliest opportunity to coordinate and ensure messaging is effective to support orderly evacuations.

Efforts should be made to prioritize notifications to those who are likely to be inundated by the flood waves first. Therefore, three separate evacuation/notification zones have been identified. Pre-scripted messages for the affected populations and stakeholders have been loaded into the CCENS for timely notification of each zone. Pre-scripted messages include specific information about the risk and protective actions that should be taken.

A team of stakeholders has identified gaps in the current notification methods and capabilities. The group of stakeholders is actively exploring additional warning methods in order to address these gaps.

4.2.1 Public Alert and Warning

If a dam failure should occur, PGE will notify C-COM using their Emergency Action Plan procedures. C-COM will conduct notification as directed in the INFO DAM instructions in CAD. There are three situations where CCENS notifications are made:

- Condition 3/A: Imminent or Has Occurred Dam Failure results in an automatic CCENS notification.
- Condition 2/B: Potential Failure may result in notification and will be coordinated through the Primary Response Agencies.
- High Flows Emergency: Notification may be made to affected population and will be coordinated through the Primary Response Agencies

4.2.2 Stakeholder Alert and Warning

Upon receiving notification of a dam failure from C-COM, the CCDM Duty Officer will notify stakeholders should a dam failure occur. Message information will include:

- Type of failure condition and affected dam
- Time notification was received
- Contact information for CCDM and follow on instructions

4.2.3 Message Responsibility

- C-COM notifies CCDM for all levels of dam failure conditions. The EOC will be activated as needed to support evacuation planning, coordination and operations
- On-Scene Command is responsible for conducting Alert and Warning notification above and beyond automatic CCENS notification

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- The EOC JIC has primary responsibility for developing and coordinating the evacuation Alert and Warning message

4.2.4 Notification Methods

The CCENS can directly notify households with landline and registered cell phones in the designated evacuation area using a “Reverse 9-1-1 type” capability.

- Emergency Alert System (EAS)
- Social media
- County web site
- Mobile public address systems such as police vehicles and fire apparatus
- Radio and television
- Door-to-door notification
- The Public Inquiry Center can be used to disseminate alerts and warnings to citizens who call in requesting evacuation information
- Alert and warning for some populations may require special considerations

4.2.5 Alert and Warning Content (if needed beyond initial CCENS notification)

- Specific instructions about what to do (e.g., take 72 hours of medications with you; lock your home; bring household pets and service animals; take food, water and emergency kits).
- Clear directions and procedures for evacuation routes.
- Public transportation options and locations.
- Specific information about the potential consequences of not evacuating.

4.3 Initial Response Actions

The following describes actions to be considered for all response levels depending on the situation. Since the inundation zone crosses jurisdictional boundaries, between fire districts and County and cities, the County will activate its EOC and coordinate the countywide response. Local jurisdictions within the flood inundation zone need to be ready to protect their residents and visitors through emergency notification, establishing command structures, and organizing and conducting evacuations. An Incident Commander at any level has decision-making authority to take action described in this annex as the responsibility of an Incident Commander. When multiple Incident Commanders are operating concurrently, each should coordinate those actions with the other Incident Commanders.

4.3.1 Establish Command

- Due to the length of the Clackamas River and the extent of the impact area from a catastrophic failure of any of the PGE dams, the inundation area has been divided into three emergency evacuation zones. The zones are defined as specific segments of dam failure flood inundation areas downstream from dam failure that:
 - Define the potential area of impact
 - Allow response personnel to prioritize evacuation activities based on the population at risk in proximity to the dam in terms of distance downstream and in flood wave arrival times.
- The three emergency evacuation/planning zones are designated as:

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- Primary/Immediate (0 to 30 minutes before first wave impact). This zone is identified as the ERFDP boundary. This zone ends at the Feldheimer Floating Launch on the west side and the Eagle Creek Golf Course on the east side of the river. This zone includes all of the City of Estacada and the following recreational areas:
 - Milo McIver State Park
 - Promontory Park (for Timothy Lake Dam only)
 - Timber Park
- Secondary (30 to 60 minutes before first wave impact). This zone starts at the Clackamas Fire District #1 boundary where it meets the ERFDP boundary and ends at the Carver Bridge. This zone includes unincorporated Clackamas County and the following recreational areas:
 - Bonnie Lure State Recreation Area
 - Barton Park
 - Clackamas River Scenic Waterway
- Tertiary (60+ minutes before first wave impact). This boundary starts west of the Carver Bridge and continues through the remainder of the Clackamas River within Clackamas County. This zone includes inundation areas on the Clackamas River as well as the Willamette River. This zone includes much of the following incorporated Clackamas County cities and recreational areas:
 - Oregon City
 - West Linn
 - Lake Oswego
 - Gladstone
 - Milwaukie
 - Sa-Hah-Lee Golf Course
 - Riverside County Park
 - Clackamette Park
 - Maddax Woods
 - Mary S. Young Park
 - Cedar Island Park and Boat Ramp
 - Foothills Park

4.4 Evacuation

On-Scene Command will assess the need for public and special needs transportation and request resources through the EOC staff or directly with public transit agencies.

Some of the major roads will be impacted; therefore, emergency egress and ingress routes as well as meeting points have been pre-identified in the associated maps.

4.4.1 Evacuation Levels

- Evacuation response should be designated according to the following levels and based on consultation with OEM.
 - Evacuation Level 1 – A Level 1 Evacuation means “Be Ready” for potential evacuation. The affected population should be aware of the danger that exists in their area, and monitor local media outlets for information. The affected

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population with special needs or those with pets or livestock should make preparations and begin making precautionary movement.

- Evacuation Level 2 – A Level 2 Evacuation means “Be Set” to evacuate. The affected population must be prepared to leave at a moment’s notice. This level indicates a significant danger to the area, and the affected population should either be told to voluntarily relocate to a shelter or with family/friends outside the affected area, or if choosing to remain, to be ready at a moment’s notice. The affected population may have time to gather necessary items, but doing so at their own risk.
 - Evacuation Level 3 – A Level 3 Evacuation means “Go” Evacuate NOW. Danger to the area is current or imminent, and people should leave immediately. The affected population should not delay leaving to gather belongings or make efforts to protect their home.
- If a Level 1, 2 or 3 evacuation is implemented resources should be deployed first to areas with the highest and earliest risk. Even in the unlikely event of a sudden catastrophic failure of the dam, initial flood wave waters will take several hours to travel to the furthest point along the Clackamas and into the Willamette River, so focusing resources on those areas that will be inundated early will provide the biggest benefit.
 - Direct the affected population to assembly areas. When considering sites for assembly areas, the following criteria should be considered: sites that have sufficient parking, access, and/or open space such as schools, churches, the county fairgrounds, or parks.
 - The evacuation of some populations may require special coordination and logistical support.
 - DAFN populations within the county which may need assistance during evacuations include:
 - Senior citizens
 - People with functional needs
 - Students in public and private schools
 - People with pets
 - Transient and people experiencing homelessness
 - While most facilities with DAFN populations, including schools, are required to have evacuation plans in place, most do not, or are unable to carry them out without assistance from first responders. Public safety officials may be required to facilitate or initiate the evacuation internal to the facility.

4.4.2 Evacuation Response

Evacuation takes time and may be complicated by available resources and the condition of evacuation routes due to time of day, weather, type of event triggering the evacuation (e.g., earthquake), and rising flood waters. Even in a Level I incident, the potential for escalation to Level II or III requires that planning begin immediately for a possible mandatory evacuation.

An evacuation will require many resources and support from multiple agencies to achieve. Consider that:

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- Evacuation may be necessary even if individuals don't live in the inundation zone as ingress/egress from their property may be blocked by flood waters or damaged roads and bridges.
- Transportation resources and other physical assistance may be needed.
- Assembly areas may be needed to direct people to prior to the establishment of shelter sites.
- Shelters may need to be established to house and feed evacuees.
- Animals may need to be evacuated.
- Clear and concise information will need to be provided to the public about:
 - Who needs to evacuate
 - Evacuation timeframe
 - What routes to use
 - Location of assembly areas and/or shelters
 - The need to avoid high water
- Potential evacuation routes, their capacities, and vulnerability to the hazards that exist at the time of the dam failure have been pre-identified on the associated maps, but additional (if they exist) may need to be identified during the time of evacuation.
- People who are located in the inundation area at the time of an incident should be directed to go to higher ground.
- Traffic may need to be re-routed to minimize congestion as people evacuate affected portions of Clackamas County.
- Roads may need to be blocked at restricted area control points to keep people from intentionally, or inadvertently, entering the inundation zone.
- Similarly, if resources allow, during any warning phase, resources should be pre-positioned near bridges to be ready to close them immediately should signs of damage or failure be exhibited.
- Rail traffic may need to be temporarily suspended.
- When determining the "time needed for evacuation" consider these time factors:
 - Time from receipt of initial notification of a dam failure to the decision to evacuate
 - Time needed to alert and instruct the public
 - Time needed to mobilize the population once warned
 - Time required for evacuees to leave the hazard area using the designated evacuation routes with consideration for overcoming obstacles related to earthquake losses, damage, and debris
- Weather Conditions
 - If ambient or forecasted conditions present a hazard (e.g., extreme cold or heat, ice, rain) evacuees may need assistance, including:
 - Shelter from the elements
 - Evacuation routes cleared of obstacles/hazards (e.g., debris, snow, ice)

4.4.3 Evacuation Re-Entry

Inundation from a dam failure will be short term, but impacts can result in prolonged hazards from the flood, damage to infrastructure and hazardous materials releases. The following considerations should be addressed prior to allowing re-entry:

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- Conduct hazard/damage assessments to determine if additional or new hazards exist prior to allowing evacuees to return. Isolate, mark, or mitigate the hazards as appropriate. This assessment should include inspection of any water, gas, and sanitation lines.
- Provide traffic control and access control (i.e., returning evacuees only) for the return.
- Initiate return of evacuees when and where possible.
- Re-occupation of a previously flooded area may require the same consideration, coordination, and control undertaken in the original evacuation.
- Unified Command will make the re-entry decision after the flood waters have subsided and the evacuated area has been inspected by fire, public works, law enforcement personnel and/or utility work crews for safety.
- Determine if return will be temporary (i.e., long enough to check on damages and get additional personal items, or just during daylight hours) or full return.
- Conduct inspections of buildings that were flooded and tag according to fitness for occupancy.
- Additional re-entry considerations include:
 - Determine the number of persons in shelters who will have to be transported back to their homes.
 - If homes have been damaged, determine the interim and long-term housing requirements.
 - Inform the public of proper re-entry actions, particularly cautions they should take with regard to reactivating utilities, use of appliances that came in contact with water, and any other health related issues.

4.5 Search and Rescue

When considering the need for evacuation first priorities should be placed on those areas closest to the dam. The inundation maps give a rough timeline for water to advance after a dam failure. While evacuation is one option to consider, there are certain limitations that may pose greater problems:

The CCSO is responsible search and rescue on the Clackamas River. CCSO Search and Rescue will be designated this task.

The Water Rescue Team is designated specifically with this task.

4.6 Shelter and Mass Care

A dam failure along the Clackamas River will cause temporary flooding. This will impact most residents for several hours to one day. For those residents who are severely impacted resulting in damage or loss of housing, the EOC will coordinate temporary sheltering.

- The Red Cross will assign a liaison to coordinate shelter and mass care requirements along with H3S.
- There is a County list of potential shelter facilities with American Red Cross agreements.
- The American Red Cross coordinates with the County EOC to select most appropriate sites and then follows up with their site assessment and shelter operations protocols.

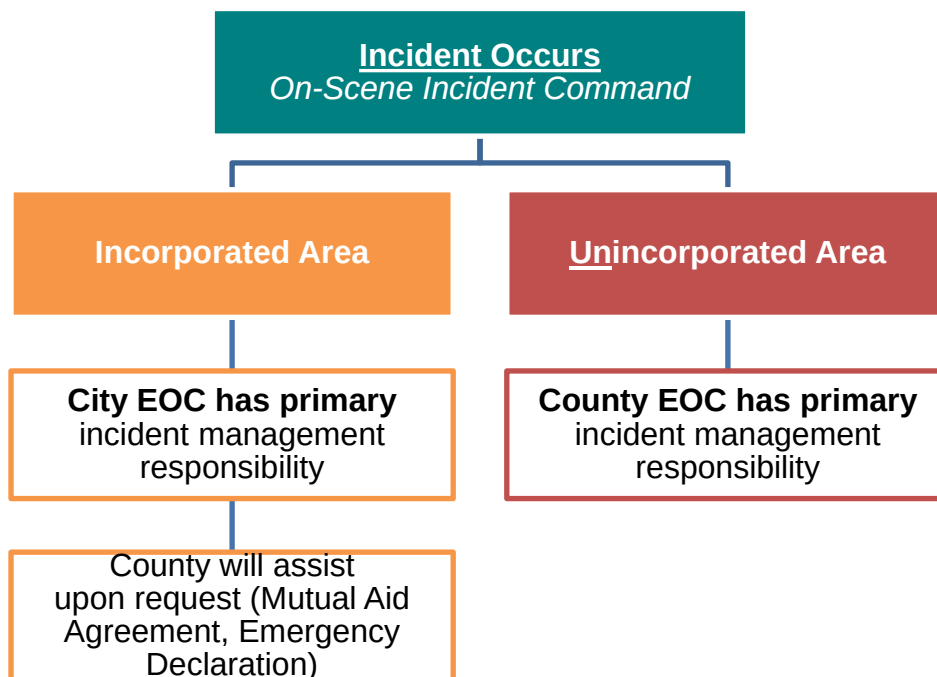
IA 12. Dam Failure (Clackamas River)

- On Scene Command coordinates transfer of responsibility for evacuee safety and welfare to the American Red Cross or local jurisdiction once evacuees are safely removed from at-risk area.
- Pet shelters are set up and run by the Operations Section of the EOC. Every attempt will be made to shelter pets in areas adjacent or in close proximity to their owners.
- H3S are tasked with several functions including mass care and services for the affected population.

5 Direction and Control

5.1 General

The County has jurisdictional authority and primary incident management responsibility for incidents that occur in the unincorporated area and for health emergencies countywide. If the incident impacts both the unincorporated and an incorporated area, the county and the impacted city share responsibility. The county will respond to city requests for assistance, manage critical resources, and coordinate with outside agencies, adjoining counties, and OEM.



5.2 Cities

If an incident occurs in an incorporated area, the city in which it occurs has jurisdictional authority and primary incident management responsibility. Local jurisdictions will activate their own resources and EOCs for an evacuation of their communities based on the failure condition. In most cases, evacuations will require the activation of the County EOC to support the movement of evacuees due to limited local resources.

If two or more cities are impacted, the cities share responsibility for incident management and the safety and well-being of their citizens.

IA 12. Dam Failure (Clackamas River)

Cities may request county assistance through a mutual aid agreement or by submitting an Emergency Declaration.

5.3 Special Districts

Special Districts that are impacted will activate their own resources and EOCs for response, protective actions and evacuation of their facilities based on the failure condition. Special districts may request county assistance through a mutual aid agreement.

5.4 County

EOC Command along with On Scene Command exercises overall direction and control of the evacuation process.

5.5 Regional

There are many regional agreements that could provide emergency resources that would include equipment, supplies and personnel. The EOC Library has a list agreements with the terms and conditions sited.

5.6 State and Federal Assistance

The Oregon State Police and the U.S. Forest Service may help in the evacuation of threatened areas and the Governor may also provide National Guard assistance.

If an evacuation requires resources beyond those available to the county (including mutual aid resources), EOC Command will recommend an Emergency Declaration be enacted to request state assistance.

The following federal and state entities are notified and updated directly by PGE in the event of a dam emergency/failure:

- Federal Energy Regulatory Commission – Portland Regional Office; Regional Engineer
- U.S. Army Corps of Engineers
- National Weather Service
- Oregon Emergency Management Division
- Oregon Water Resources Department – Dam Safety Engineer
- Oregon Public Utility Commission

6 Support Annex Development and Maintenance

In coordination with stakeholders, Clackamas County Disaster Management is responsible for maintaining this annex. This annex will be updated according to the schedule outlined in the Basic Plan.

7 Appendices

- Appendix A – IA 5 Resources

IA 12. Dam Failure (Clackamas River)**Appendix A IA 5 Resources**

The following plans and procedures to support a Clackamas River Dam Failure are currently in place:

- PGE Emergency Action Plan
 - North Fork - Copy #36
 - Oak Grove (including Timothy Lake), River Mill and Willamette Falls - Copy #36
- Duty Officer Dam Notification Instructions
- C-COM INFO DAM
- Dam Failure Map Books
 - River Mill
 - North Fork
 - Timothy Lake
 - Timothy Lake USFS
- CCENS Pre-Defined Messages - These messages are split into three evacuation/planning zones which are activated in order: Primary/Immediate, Secondary and Tertiary.
 - North Fork Dam A Evacuation
 - North Fork Dam B Warning
 - Paradise Park and Twin Island Flood Warning
 - River Mill Dam A Notification
 - River Mill Dam B Warning
 - Timothy Lake Dam A Evacuation
 - Timothy Lake Dam B Warning
- Clackamas River Dam Failure Stakeholders Contacts in CCENS

IA 12. Dam Failure (Clackamas River)

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IA 13 – Cybersecurity

IA 13. Cybersecurity

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IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Asset Management: Inventory physical devices and systems within the organization	<i>NIST—ID.AM-1</i>	PRE-INCIDENT PHASE
☐ Asset Management: Software platforms and applications within the organization are inventoried	<i>NIST—ID.AM-2</i>	
☐ Asset Management: External information systems are catalogued	<i>NIST—ID.AM-4</i>	
☐ Asset Management: Resources (e.g., hardware, devices, data, and software) are prioritized based on their classification, criticality, and business value	<i>NIST—ID.AM-5</i>	
☐ Asset Management: Cybersecurity roles and responsibilities for the entire workforce and third-party stakeholders (e.g., suppliers, customers, partners) are established	<i>NIST—ID.AM-6</i>	
☐ Business Environment: The organization's place in critical infrastructure and government/regional sector is identified and communicated	<i>NIST—ID.BE-2</i>	
☐ Business Environment: Dependencies and critical functions for delivery of critical services are established	<i>NIST—ID.BE-4</i>	
☐ Business Environment: Resilience requirements to support delivery of critical services are established	<i>NIST—ID.BE-5</i>	
☐ Governance: Organizational information security policy is established	<i>NIST—ID.GV-1</i> <i>City Cybersecurity Policies and Procedures</i>	
☐ Governance: Legal and regulatory requirements regarding cybersecurity, including privacy and civil liberties obligations, are understood and managed	<i>NIST—ID.GV-3</i> <i>Agency specific requirements</i> <i>Examples: CJIS, LEDS, financial transaction policies, etc.</i>	
☐ Governance: Governance and risk management processes address cybersecurity risks	<i>NIST—ID.GV-4</i>	

IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Risk Assessment: Asset vulnerabilities are identified and documented	<i>NIST—ID.RA-1 Refer to City's SCADA Risk Management Report</i>	PRE-INCIDENT PHASE
☐ Risk Assessment: Threats, both internal and external, are identified and documented	<i>NIST—ID.RA-3</i>	
☐ Protect: Identities and credentials are managed for authorized devices and users	<i>NIST—PR.AC-1</i>	
☐ Protect: Physical access to assets is managed and protected	<i>NIST—PR.AC-2</i>	
☐ Protect: Remote access is managed	<i>NIST—PR.AC-3</i>	
☐ Protect: Access permissions are managed, incorporating the principles of least privilege and separation of duties	<i>NIST—PR.AC-4</i>	
☐ Protect: Network integrity is protected, incorporating network segregation where appropriate	<i>NIST—PR.AC-5</i>	
☐ Protect: All users are informed and trained	<i>NIST—PR.AT-1</i>	
☐ Protect: Privileged users understand roles & responsibilities	<i>NIST—PR.AT-2</i>	
☐ Protect: Physical and information security personnel understand roles & responsibilities	<i>NIST—PR.AT-5</i>	
☐ Protect: Data-at-rest is protected	<i>NIST—PR.DS-1</i>	
☐ Protect: Data-at-transit is protected	<i>NIST—PR.DS-2</i>	
☐ Protect: Assets are formally managed throughout removal, transfers, and disposition	<i>NIST—PR.DS-3</i>	
☐ Protect: Adequate capacity to ensure availability is maintained	<i>NIST—PR.DS-4</i>	
☐ Protect: Protections against data leaks are implemented	<i>NIST-PR.DS-5</i>	

IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Protect: Integrity checking mechanisms are used to verify software, firmware, and information integrity	<i>NIST-PR.DS-6</i>	PRE-INCIDENT PHASE
☐ Protect: The development and testing environment(s) for critical systems are separate from the production environment	<i>NIST-PR.DS-7</i>	
☐ Protect: A baseline configuration of information technology/industrial control systems is created and maintained	<i>NIST—PR.IP-1</i>	
☐ Protect: A System Development Life Cycle to manage systems is implemented	<i>NIST—PR.IP-2</i>	
☐ Protect: Configuration change control processes are in place	<i>NIST—PR.IP-3</i>	
☐ Protect: Backups of information are conducted, maintained, and tested periodically	<i>NIST—PR.IP-4</i>	
☐ Protect: Data is destroyed according to policy	<i>NIST—PR.IP-6</i>	
☐ Protect: Protection processes are continuously improved	<i>NIST—PR.IP-7</i>	
☐ Protect: Response plans (Incident Response and Business Continuity) and recovery plans (Incident Recovery and Disaster Recovery) are in place, managed and tested	<i>NIST—PR.IP-9</i>	
☐ Protect: Cybersecurity is included in human resources practices (e.g., deprovisioning, personnel screening)	<i>NIST—PR.IP-11</i>	
☐ Protect: Maintenance and repair of organizational assets is performed and logged in a timely manner, with approved and controlled tools	<i>NIST—PR.MA-1</i>	
☐ Protect: Remote maintenance of organizational assets is approved, logged, and performed in a manner that prevents unauthorized access	<i>NIST—PR.MA-2</i>	
☐ Protect: Audit/log records are determined, documented, implemented, and reviewed in accordance with policy	<i>NIST—PR.PT-1</i>	

IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Protect: Access to systems and assets is controlled, incorporating the principle of least functionality	<i>NIST—PR.PT-3</i>	RECOVERY/DEMobilIZATION PHASE
☐ Protect: Communications and control networks are protected	<i>NIST—PR.PT-4</i>	
☐ Detect: A baseline of network operations and expected data flows for users and systems is established and managed	<i>NIST—DE.AE-1</i>	
☐ Detect: Detected events are analyzed to understand attack targets and methods	<i>NIST—DE.AE-2</i>	
☐ Detect: Event data are aggregated and correlated from multiple sources and sensors	<i>NIST—DE.AE-3</i>	
☐ Detect: Impact of events is determined	<i>NIST—DE.AE-4</i>	
☐ Detect: Incident alert thresholds are established	<i>NIST—DE.AE-5</i>	
☐ Detect: The network is monitored to detect potential cybersecurity events	<i>NIST—DE.CM-1</i>	
☐ Detect: The physical environment is monitored to detect potential cybersecurity events	<i>NIST--DE.CM-2</i>	
☐ Detect: Personnel activity is monitored to detect potential cybersecurity events	<i>NIST--DE.CM-3</i>	
☐ Detect: Malicious code is detected	<i>NIST--DE.CM-4</i>	
☐ Detect: Unauthorized mobile code is detected	<i>NIST--DE.CM-5</i>	
☐ Detect: Monitoring for unauthorized personnel, connections, devices, and software is performed	<i>NIST--DE.CM-7</i>	
☐ Detect: Roles and responsibilities for detection are well defined to ensure accountability	<i>NIST--DE.DP-1</i>	
☐ Detect: Detection activities comply with all applicable requirements	<i>NIST--DE.DP-2</i>	
☐ Detect: Detection processes are tested	<i>NIST--DE.DP-3</i>	

IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Detect: Event detection information is communicated to appropriate parties	<i>NIST--DE.DP-4</i>	RECOVERY/DEMobilIZATION PHASE
☐ Detect: Detection processes are continuously improved	<i>NIST--DE.DP-5</i>	
☐ Respond: Response plan is executed during or after an event	<i>NIST—RS.RP—1 Refer to City Security Incident Response Plan</i>	
☐ Respond: IT Personnel know their roles and order of operations when a response is needed	<i>NIST—RS.CO—1</i>	
☐ Respond: Events are reported consistent with established criteria	<i>NIST—RS.CO—2</i>	
☐ Respond: Information is shared consistent with response plans	<i>NIST—RS.CO—3</i>	
☐ Respond: Coordination with stakeholders occurs consistent with response plans	<i>NIST—RS.CO—4</i>	
☐ Respond: Notifications from detection systems are investigated	<i>NIST—RS.AN—1</i>	
☐ Respond: The impact of the incident is understood	<i>NIST—RS.AN—2</i>	
☐ Respond: Forensics are performed	<i>NIST—RS.AN—3</i>	
☐ Respond: Incidents are categorized consistent with response plans	<i>NIST—RS.AN—4</i>	
☐ Respond: Incidents are contained	<i>NIST—RS.MI—1</i>	
☐ Respond: Incidents are mitigated	<i>NIST—RS.MI—2</i>	
☐ Respond: Newly identified vulnerabilities are mitigated or documented as accepted risks	<i>NIST—RS.MI—3</i>	
☐ Respond: Response plans incorporate lessons learned	<i>NIST—RS.IM—1</i>	
☐ Respond: Response strategies are updated	<i>NIST—RS.IM—2</i>	

IA 13. Cybersecurity

Cybersecurity Incident Checklist		
Action Items	Supplemental Information	Phase of Activity
☐ Recover: Recovery plan is executed during or after an event	<i>NIST—RS.RP—1</i>	
☐ Recover: Recovery plans incorporate lessons learned	<i>NIST—RS.IM—1</i>	
☐ Recover: Recovery strategies are updated	<i>NIST—RC.IM—2</i>	
☐ Recover: Public relations are managed	<i>NIST—RC.CO-1</i>	
☐ Recover: Recovery activities are communicated to internal stakeholders and executive and management teams	<i>NIST—RC.CO-3</i>	

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FA 1 – Emergency Services

FA 1. Emergency Services

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FA 1. Emergency Services

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FA 1 Tasked Agencies	
Primary Agencies	City Police Department Clackamas County Fire District #1 (CCFD1) City Public Work Department
Supporting Agencies	Clackamas County Emergency Management Clackamas County Health, Housing and Human Services Clackamas County Sheriff's Office Clackamas County Transportation and Development Local Hospitals: Providence Willamette Falls Medical Center Ambulance Providers: American Medical Response (AMR) 911 Dispatch: Clackamas County Communications (CCOM)

1 Purpose and Scope

The Emergency Services Functional Annex (FA) outlines the basic City emergency services necessary to respond to a disaster.

This annex covers the following functions:

- Emergency Communications
- Alert and Warning
- Firefighting
- Emergency Management (Emergency Operations Center [EOC] Operations)
- Resource Management
- Search and Rescue
- Hazardous Materials Response
- Public Safety and Security
- External Affairs
- Evacuation and Population Protection

Emergency services information that is specific to a unique hazard (e.g., hazardous materials releases, terrorism, flood response, etc.) can be found in the appropriate Incident Annex.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

FA 1. Emergency Services

- **Clackamas County Law Enforcement Intergovernmental Agreement;** Clackamas County Sheriff, Gladstone, West Linn, Molalla, Canby, Milwaukie, Sandy, Lake Oswego, and Oregon City (October 1991). The Sheriff, Chief of Police, or their representative is empowered to request assistance without advance notice from another or all other participating agencies when it appears that additional personnel, technology, and/or technical expertise is needed to respond to a major criminal incident, natural disaster, or extreme civil disorder occurring within the jurisdiction requesting assistance.
- **Clackamas County Major Crimes Team - Interagency Investigative Agreement;** Multiple agencies - see agreement for full list (January 2003). Provide guidelines and policies for the inter-agency investigation of major crimes committed in the venues of the participating agencies.
- **Clackamas County Multi-Disciplinary Inter-Agency Agreement for Drug Endangered Protocol;** Multiple members - see agreement for full list (April 2006). The agencies agree to perform all agency functions according to Oregon State law and statutes and the requirements of the Clackamas County Multi-Disciplinary Team Drug Endangered Protocol.
- **Critical Law Enforcement Intergovernmental Agreement;** Clackamas County, City of Canby, City of Gladstone, City of Milwaukie, City of Sandy, City of Lake Oswego, City of West Linn, City of Oregon City, City of Molalla (February 2004). This agreement makes equipment, personnel, and other resources available to public bodies when it reasonably appears that additional such resources are needed to respond to a major criminal incident, natural disaster, civil disorder, or special event occurring within the jurisdiction of the requesting entity.
- **Interagency Major Crimes Team Interagency Investigative Agreement;** Canby, Molalla, Clackamas County District Attorney, Oregon City, Clackamas County Sheriff's Office, Oregon State Police, Gladstone, Sandy, Lake Oswego, Tualatin, Milwaukie and West Linn (November 2006). This agreement provides guidelines and policies for the inter-agency investigation of major crimes committed in the venues of participating agencies.
- **Intergovernmental Agreement;** METRO and City of Oregon City (April 1998). This agreement provides a household hazardous waste collection facility at the Metro South Station in Oregon City.

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- **Law Enforcement Services Mutual Aid Agreement;** Gladstone, Oregon City and West Linn (August 1985). This agreement provides for mutual aid law enforcement services.
- **Memorandum of Understanding;** Internet Crimes Against Children (ICAC) and City of Oregon City Police Department (January 2005). This agreement delineates the responsibilities of the ICAC Task Force, maximizes inter-agency cooperation, and formalizes relationships among participating agencies for policy guidance, supervision, planning, training, public, and media relations. It is the desire of the participating agencies to attain maximum inter-agency cooperation in a combined law enforcement effort aimed at reducing internet crimes against children.
- **Motor Carrier Safety Assistance Program Intergovernmental Agreement;** State of Oregon and City of Oregon City (May 2003). This agreement maximizes the utilization of commercial vehicle, driver, and cargo inspection; avoids duplication of efforts; expands the number of inspections performed; advances uniformity of inspection; and minimizes delays in schedules incurred by industry inherent to this type of enforcement activity.
- **National White Collar Crime Center (NW3C) - Internet Fraud Complaint Center (IFCC) Memorandum of Understanding;** NW3C-IFCC and Oregon City Police Department (July 2000). This agreement memorializes the conditions of the receiving party's request to receive internet fraud complaints from the IFCC.
- **Oregon Terrorism Intelligence and Threat Assessment Network (TITAN) Fusion Center Information Sharing Memorandum of Understanding;** Oregon TITAN Fusion Center and Oregon City Police Department. This agreement provides for the sharing of critical information to detect, prevent, deter, and respond to potential terrorist activity.
- **Portland Metropolitan Interagency Agreement for Enhanced Safety Properties Program;** Multiple agencies - see agreement for full list (May 1996). This agreement identifies guidelines for the Enhanced Safety Properties Interagency Development Committee.
- **Portland Metropolitan Interagency Pursuit Agreement;** Multiple agencies - see agreement for full list (October 1995). This agreement identifies expected behavior and guidelines for interagency pursuits.

FA 1. Emergency Services**3 Situation and Assumptions****3.1 Situation**

The City may encounter situations in which many, or all, of its emergency response agencies need to be activated. The three primary emergency service agencies are the City Police Department, City Public Works Department, and the Clackamas County Fire District No. 1 (CCFD1). If additional response resources are needed, mutual aid may be available from neighboring local governments and the County.

A listing of resources available for the City and neighboring jurisdictions can be found in the City Resource Directory.

3.2 Assumptions

- A natural or human-caused emergency or disaster may occur at any time requiring response capabilities beyond those normally available to the City.
- Emergency personnel are trained in the Incident Command System (ICS)/National Incident Management System (NIMS).
- Utilization of the City Emergency Operations Plan (EOP) does not require activation of the EOC. The need to activate the EOC will be determined at the time by the Incident Commander (IC), Fire Battalion Chief, Law Enforcement Representative, Department Director, or the City Manager.
- In an emergency, the City may assume a Unified Command (UC) approach.
- Due to limited City resources, and depending on how widespread the emergency, the City may not be able to meet the requests for emergency response/recovery assistance from other units of local government in the County during a major emergency.
- The City is responsible for coordinating response and recovery activities for a major emergency/disaster in the City, even when its own resources may be exhausted.
- Adequate communications are vital for effective and efficient warning, response, and recovery operations. Current communications may be degraded by a particular hazard occurrence.
- Equipment is available to provide communications necessary for emergency operations. To the greatest extent possible, telephones, cell phones, and pagers will be the primary system for notification of key officials and critical workers.

FA 1. Emergency Services

- Additional communications equipment required for emergency operations will be made available from amateur radio operators, citizens, businesses, and/or other governmental agencies.
- Both the media and the public will expect and demand that information regarding an emergency be provided in a timely manner.
- The local media, particularly radio and television, can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and Emergency Alert System (EAS) broadcasts.
- Most of the public will receive and understand official information related to evacuation.
- Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities, though some individuals may refuse to evacuate. It is also assumed that most evacuees will use private transportation means; however, transportation may have to be provided for some.
- City staff/emergency responders will work to address the concerns of access and functional needs populations who may have trouble understanding or accessing official emergency information.
- Time constraints, route limitations, and hosting facilities' capacities to accommodate evacuees could significantly stress and deplete local resources.
- The timely and accurate assessment of damage to public or private property will be of vital concern to local officials following a disaster and will have great bearing upon the manner in which recovery is conducted in the City.
- Damage assessments may need to be undertaken at different periods during a disaster event. A "windshield" survey may be conducted initially to obtain an overall impression of the event's impact as part of preparing to issue the disaster declaration. A more detailed damage assessment will need to be performed to document the need for State and Federal aid.
- County, State, and Federal assistance will depend upon the adequate and timely documentation of the results of the disaster on the local community.

FA 1. Emergency Services**4 Roles and Responsibilities**

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Incident Commander

- Activate the EOC, if necessary.
- Report to the EOC to assume overall responsibility for City government activities.
- Regularly brief the City Manager and City Commission on the developing situation.
- Designate an alternative EOC location, if necessary.
- Assign a representative of the City to the County EOC, if applicable.
- Coordinate the flow of public information to ensure consistency and appropriateness.

4.2 City Manager

- At the request of the IC, sign the evacuation order (a model order can be found in Appendix C-1).
- Regularly brief the City Manager and City Commission on the developing situation and request their assistance in public information and instruction as appropriate.

4.3 Clackamas County Fire District #1

- Provide a qualified representative to the EOC to fill role of Fire Branch Director in the Operations Section.
- If necessary, provide for the safety of personnel and their families before they report to their duty stations. Any firefighters who are unable to get to their home departments should report to the closest fire stations and offer to be part of the staffing pool.
- Relocate equipment as necessary.
- Assist law enforcement in traffic/crowd control as necessary.
- Coordinate activities through the City EOC.
- Establish and maintain an inner perimeter for hazardous materials incidents.

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- Rescue trapped victims and victims in hazardous atmospheres.
- Assist in the evacuation process as requested.

4.4 City Police Department

- Provide a qualified representative to the EOC to fill role of Law Enforcement Branch Director in Operations Section.
- Provide for the safety of personnel and their families before they report to their duty stations. Any police department employees who are unable to get to their home departments should report to the closest police department and offer to be part of the staffing pool.
- Relocate equipment as necessary.
- Assist in traffic/crowd control as necessary.
- Assume primary responsibility for closing and/or rerouting traffic on city streets to assist movement of people, to keep people out of danger, and/or to keep them from impeding emergency response activities.
- Coordinate and assist the Oregon Department of Transportation (ODOT) and Oregon State Police (OSP) in closing State highways and/or rerouting traffic through the City, if applicable.
- Direct overall evacuation operations, if necessary.
- Document evacuation contacts and process.
- Establish and maintain an outer perimeter.
- Rescue persons threatened by armed and dangerous suspects.
- Sign the evacuation order.
- Provide security for emergency housing facilities as requested.

4.5 Public Works Department

- Provide a qualified representative to report to the EOC to assume overall responsibility for Public Works activities under the direction of the Operations Chief.
- Provide for the safety of personnel and their families before they report to their duty stations. Any public works employees who are unable to get to their home departments should report to the closest public works department and offer to be part of the staffing pool.
- Relocate equipment as necessary.

FA 1. Emergency Services

- Assist the Police Department in closing streets and/or rerouting traffic, as applicable.
- Provide damage assessment information to the City EOC, as applicable.
- Work with ODOT, the County, and adjacent City public works organizations to keep routes open and free of debris and to provide highway signs and barricades.

4.6 Community Development Department

- Provide a qualified representative to report to the EOC to assume overall responsibility for planning activities.
- Planning Department duties and responsibilities include compiling, analyzing, and coordinating overall planning activities in support of emergency operations.

4.7 Building Official

- Building Official duties and responsibilities involving seismic events require the application of systematic “rapid evaluation” techniques for assessing the condition of key structures. The priority application for structure assessment is as follows:
 - EOC
 - Public works staging area
 - Emergency shelters
 - Other structures as directed by EOC.

4.8 Finance Department

- Provide a qualified representative to report to the EOC and assume responsibility for all necessary fiscal activities.
- Financial department duties and responsibilities include tracking, analyzing, approving, and reporting fiscal activities in support of emergency operations.
- Document fiscal resources dedicated to the evacuation process.
- Estimate economic impact of closing City businesses due to an evacuation.

FA 1. Emergency Services**4.9 City Attorney**

- Advise Command Staff, City Manager and City Commission on the legal implications of evacuation activities.
- Assist as requested.

4.10 Other City Departments

- Provide support activities as outlined in the City EOP.

4.11 Other Organizations

- Organizations such as ODOT, OSP, local ambulance service, and local hospitals may assign liaisons as points of contact within the City EOC for coordination and communication.
- Upon request, the Clackamas County Sheriff and OSP should assist the City Police Department with traffic and crowd control, and well as incident security.
- The American Red Cross will oversee all emergency housing activities, including:
 - Directing American Red Cross personnel to meet evacuees at reception areas and assigning evacuees to emergency housing facilities.
 - Providing information to City staff concerning numbers of evacuees being sheltered, etc.

5 Concept of Operations**5.1 Emergency Management Organization**

The City has established this EOP in accordance with NIMS and designated that the Chief of Police (or designee) and CCFD1 Emergency Manager serve together as the Emergency Management Organization's Emergency Program Coordinator. The Emergency Program Coordinator is responsible for developing and training an Emergency Management Organization capable of managing the response and recovery of a major emergency, in accordance with the provisions of this plan.

Oregon Revised Statutes 401.305 and 401.335 give the City responsibility and authority to direct activities that will allow the City to mitigate, prepare for, respond to, and recover from emergencies or major disasters. The EOP may be implemented at the discretion of the Emergency Program Coordinator or IC.

Day-to-day supervision of the EOP is the responsibility of the Emergency Program Coordinator. If the EOC is activated, the Emergency Program

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Coordinator (or designee) is responsible for organizing, supervising, and operating the EOC.

Some emergencies may require a self-triggered response. In the event of an emergency in which telephone service is interrupted, members of the Operations and General Staff should ensure the safety of their families and then report to the EOC.

The IC has the authority to involve any or all City personnel in the response to a disaster or other emergency incident. The declaration of an emergency nullifies leaves and vacations as deemed necessary by the Mayor or City Commission.

Emergency contact information for the EOC staff is housed in the individual departments, the City Manager's Office, and with the City Recorder.

5.2 Emergency Operations Center

Response activities for localized incidents will be coordinated from a local EOC and will be activated upon notification of a possible or actual emergency. The EOC will track, manage, and allocate appropriate resources and personnel. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis. The EOC will serve as a multiple agency coordination system (MACS), if needed.

5.2.1 Facilities and Equipment

The City's EOC is established at a location in which City officials can receive relevant information regarding the emergency and provide coordination and control of emergency operations.

The primary location for the EOC is:

Robert Libke Public Safety Building
Oregon City Police Department
1234 Linn Avenue
Oregon City, OR

Facilities available at the EOC: Auxiliary power, 10 tables, 40 chairs, three white boards, fax machine, eight phones, one computer, and emergency food and water.

If necessary, the **alternate location** for the City EOC is:

Oregon City Public Works Operations Complex
13895 Fir Street
Oregon City, OR

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The **County EOC** is co-located with the Clackamas County Emergency Management and CCOM offices at:

2200 Kaen Road
Oregon City, OR 97045

However, the location of the EOC can change, as dictated by the nature of the disaster and the resource requirements needed to adequately respond. Coordination and control for City emergency operations will take place from the EOC as long as environmental and incident conditions allow; however, the IC will designate a facility should it be necessary to relocate. The IC may request that County Emergency Management allow the City to utilize County facilities.

5.2.2 Emergency Operations Center Activation

The Emergency Program Coordinator has primary authority to activate the EOC. If the Emergency Program Coordinator is not available, and conditions warrant, EOC activation can be ordered by the IC, Fire Battalion Chief, Law Enforcement Representative, any Department Director, or the City Manager.

The activating official should contact Police Records (during regular working hours) or CCOM 911 (after hours) and identify the required personnel. Police Records or 911 personnel will then make contact with the required personnel.

As soon as practical, the Emergency Program Coordinator will notify County Emergency Management that the EOC has been activated. County Emergency Management will be briefed and a preliminary determination made regarding the likelihood of a disaster declaration.

5.2.2.1 External Communications

- All incident-related calls should be referred to the EOC, with the exception of requests for general information that can be satisfied by the prepared statement provide by the Public Information Officer (PIO). Any requests for assistance or information not satisfied by the prepared statement should be referred to the appropriate EOC function.
- Phone lines will be dedicated to providing a communications link between the Communications Points and the EOC (*see Section 6.1.1.2 for more information on Communication Points*). This number shall not be released to the public, or any other entities, and will not be used by EOC staff for other purposes.
- Communications between the EOC and Communications Points may be further augmented with written messages; runners may be assigned to transfer written messages from Communications Points to the EOC.
- Although radio links exist between the Police, Fire, and Public Works Departments and the EOC, due to the tactical communications needs of the incident, the EOC will not communicate with the departments

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via radio unless it is the only functioning communication medium. Radio traffic from the incident to the EOC will be answered in the EOC.

5.2.2.2 Internal Communications

- During activation, communications in the EOC are the responsibility of the Communications Unit within the EOC Logistics Section.
- Within the EOC, messages internal to a section will be documented on the Unit Log. Messages external to the unit or section will be documented on the Message Form. The Message Manager will maintain files of message form copies to ensure documentation of messages and action taken. These files will be delivered to the Planning Section at the end of each 24-hour period.

5.2.3 Emergency Operations Center Activation Triggering Mechanism

The level of response required by an incident will provide guidelines for EOC activation.

- LEVEL 1** Often referred to as “routine” crisis management or emergency situations, Level 1 situations can normally be handled using resources available at the incident location. It may not be necessary to implement an emergency plan for this level. Outside assistance is usually not required.
- LEVEL 2** Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.). The request often takes the form of a 911 call for police, fire, or medical assistance. Examples include hazardous materials spills and traffic incidents with multiple injuries. Portions of the City EOP may be implemented.
- LEVEL 3** Level 3 situations are major incidents that require application of a broad range of community resources to save lives and protect property. Examples include an airliner crash in a populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

Some emergencies require a self-triggered response. In the event of an emergency in which telephone or pager service is interrupted, EOC Command and General Staff should ensure the safety of their families and then report to the EOC. The EAS may also be used to notify personnel to respond to the EOC.

FA 1. Emergency Services**5.2.4 Emergency Operations Center Access**

Since the EOC is an operational center dealing with a large volume of incoming and outgoing, often sensitive, information, access shall be limited to designated emergency operations personnel. Others may be allowed access as determined by the IC (or designee). Appropriate security measures will be in place to identify personnel who are authorized to be present.

5.2.5 Emergency Operations Center Staffing Pattern

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 position. Roles and Responsibilities for Command and General Staff are detailed in Section 5 of this EOP's Basic Plan.

5.2.6 De-Activation Guidelines

Each situation will need to 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 IC.

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 the dissemination of information on disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the City Manager and staff to handle the recovery phase as part of their daily responsibilities, which is the ultimate goal.

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, this needs to be disseminated to the same agencies that were notified when it was activated.

6 Emergency Services Functions**6.1 Communications****6.1.1 Emergency Communications Systems**

Emergency communication systems for the City include various radio systems (including ham radios), cellular phones, and pagers.

CCOM serves as the formal alert and warning and emergency message distribution point for the City. Emergency messages may be received via radio, telephone, or Law Enforcement Data System (LEDS) and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the City, such as information about the movement of hazardous materials or weather alerts will be distributed to the City Police

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Department and Emergency Program Coordinator. It is the responsibility of the Emergency Program Coordinator or IC to determine what further notifications should be made and actions taken in response to the message.

After normal working hours, the City Police Department will use the emergency contact list available in the Oregon Police Department, CCFD1 Station 15, and City Hall to contact responding department representatives. Once these representatives have been contacted, it is their responsibility to determine and to activate the appropriate departmental response and further contacts that must be made.

6.1.1.1 General Responsibilities

- Police, CCFD1, Public Works, and Amateur Radio groups will identify and train communications personnel to staff EOC radios.
- All departments will identify and train personnel to staff EOC and City Communication Point telephones.
- Police, CCFD1, Public Works, Library, Information Services, and amateur radio groups will identify trained personnel to serve as Communications Unit Leaders, Message Center Managers, Radio Operators, and Call Takers.
- Information Services will provide technical support and assistance for landline and cellular telephone, fax, and electronic mail communications mediums.

6.1.1.2 Communications Points

Communications points are contacts usually employed by the public to obtain information about an emergency or to request assistance. In the event of an emergency, timely, standard information must be provided to all communications points. The PIO will provide all communications points with a standard statement about the incident and will provide updates as the incident evolves. All information must be approved by Command.

■ Dispatch

- Day-to-day dispatch and emergency communications responsibilities for the City are contracted through CCOM. CCOM will serve as the primary after-hours notification point for the City.
- Emergency messages may be received via radio, telephone, the Oregon Emergency Response System (OERS), or LEDS and will be distributed according to the lead agency contact list provided to CCOM by the City of Oregon City. Once notified by CCOM, it is the responsibility of the lead agency contact to

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determine what further notifications should be made and actions taken in response to the message.

- In a major emergency, CCOM will continue to receive requests for assistance and information related to the emergency. CCOM may refer incident-related calls to the EOC at the request of the EOC staff.

■ **Department Staff**

- During a major emergency, all City departments can expect to receive calls from the public and media concerning the incident. It is vital that information released from all sources be uniform. Departments may refer all such calls to the EOC, or respond with a prepared statement provided by the PIO.

6.1.1.3 Communications Systems

■ **Radio Systems**

Note: the transition to a digital radio system has arrived. The VHF Radio system as listed below is the back-up system for the county.

● **Police Department Radio**

羊 Net 1 (dispatch)	155.430
羊 Net 2 (dispatch)	155.190
羊 Net 3 (dispatch)	155.760

● **CCFD1 Radio**

羊 A 01	CCF#1 (dispatch)	154.190
羊 A 02	CCF#2	153.890
羊 A 03	CCF#3	154.220
羊 A 04	CCF#4	154.325
羊 A 05	CCF#5 (training)	153.830
羊 A 06	CCF#6	154.205
羊 A 07	CCF#7	154.340
羊 A 08	State Fire Net	154.280
羊 A 09	Marion #1	153.770
羊 A 10	Marion #2	154.160
羊 A 11	Marion #3	154.415

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羊 A 12	Marion #4	154.385
羊 A 13	Columbia #1	154.400
羊 A 14	Columbia #2	154.130
羊 A 15	Columbia #3	154.295
羊 A 16	Weather	162.55
羊 B 01	ODF-Forest Grove	151.145
羊 B 02	ODF-Marion	151.160
羊 B 03	CCSO Net 2	155.190
羊 B 04	West Linn City Net	154.055

- **Public Works Radio**

羊 Public Works	153.920 VHF
羊	156.000

- **Amateur Radio** – Emergency communications can be enhanced by amateur radio operations. The EOC has voice, packet, and high-frequency amateur radio communications. Amateur Radio support is provided by the Oregon City Amateur Radio Emergency Services (ARES)/Radio Amateur Civil Emergency Service (RACES)/Clackamas County Amateur Radio Emergency Services (CCARES). The use of amateur radio requires the presence of a licensed operator in the EOC.
- **Radio Maintenance** – The City contracts all maintenance of its radio systems.
- **Frequency Management** – Frequency management during emergencies is the responsibility of CCOM, the IC and Logistics. Any of these may request that a talk group or frequency be closed to all but incident-related traffic. Overall incident communications planning is the responsibility of the Logistics Section within the EOC.

- **Cellular Phones** – Cellular telephones may form a key component of the emergency communications plan. In the event of an emergency, all City cellular telephones may be recalled and reissued in support of the incident.
- **Fax machines** – Fax machines can greatly reduce radio traffic and increase accuracy.

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- **E-mail** – The citywide e-mail system may be used to keep communications points up to date.

6.1.1.4 Additional Communication Resources

Very large or long-term incidents may require additional communications assets.

- **State/Federal Wildland Systems** – Additional radios and other communications devices, including repeaters, radio-telephone interconnects, and satellite downlink capabilities, may be available through the Oregon Department of Forestry, the U.S. Forest Service, or the Bureau of Land Management.
- **Oregon State Police** – OSP has a mobile EOC/communications van that may replace or augment emergency communications. The van contains OSP frequencies; programmable high-band, UHF, CB, and HAM radios; cellular phones; and search and rescue and Oregon Police Emergency Network frequencies.
- **FEMA** – The Federal Emergency Management Agency (FEMA) has several Mobile Emergency Response Systems (MERS), which are mounted on vans. MERS has a variety of communication resources, including satellite-based radios. The closest MERS is in Bothell, Washington.

6.1.1.5 EOC Communications Capabilities

- The Oregon City EOC has Police, CCFD1, and amateur radio voice and packet capabilities. A handheld radio on the Public Works frequency must be brought to the EOC on activation.

6.1.2 Alert and Warning

The effectiveness of an alert and warning system depends largely upon the specificity and clarity of instructions and upon whether the public perceives the warning entity as credible at the time the warning is issued. In addition, messages must be geographically precise, repeated more than once, and broadcast in more than one medium.

The City's alert and warning system utilizes the local EAS, reverse 911 (through CCOM), police and fire vehicle public address systems, and door-to-door contact. Police and fire vehicle public address systems and door-to-door contact are to be used either as a last resort or for highly localized hazards. Other local media (TV, radio, newspaper, etc.) may be utilized as appropriate. These methods may be used separately or in combination to alert and warn the public of an emergency. In addition, special facilities such as schools, hospitals, utilities, and industrial facilities may need notification as well.

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- Upon detection of an emergency condition arising within the City, the IC will decide whether there is a need for immediate alert and shall attempt to notify the Emergency Program Coordinator and direct its implementation.
- The City may also receive warning information from the County by telephone, the OSP, Fire Net, and Oregon Emergency Management (OEM) through LEDS. When warning information is received by telephone, the information should be confirmed by a return telephone call.
- If the emergency is localized, City law enforcement may alert residents in the area by telephone, mobile public address systems, and door-to-door contact.
- The City will educate residents about its alert and warning system.
- A log of warnings issued during the incident shall be maintained by the assigned PIO.

6.1.2.2 Emergency Alert System

The national EAS consists of linked broadcast stations and governmental communication systems to provide emergency alert and warning to the public. The City's primary public broadcast stations have been identified as KXL (750 kHz AM) and KGON (92.3 MHz FM). All participating television and radio stations rebroadcast the information given to the primary station.

Detailed instructions for the activation and use of the EAS are outlined in Appendix B-1 and the Clackamas County EAS Plan. This plan can be activated by the Emergency Program Coordinator or the IC. Sample EAS messages can be found in Appendix B-2.

6.1.2.3 Other Methods of Alert

Most marked police vehicles and most fire vehicles are equipped with mobile or hand-held public address systems that may be used for alert and warning.

Door-to-door alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

Direction of these assets shall be the responsibility of the IC through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

See the Clackamas County EOP, ESF 2 – Communications for more detail.

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The CCFD1 Chief is responsible for directing the City's fire and rescue response to a major emergency and coordinating response activities with the EOC. A designated representative shall serve as the EOC Fire Protection Branch Director, coordinating the fire and rescue information and processing requests for allowing fire and rescue resources, as appropriate.

CCFD1 is responsible for the timely issuance of fire warnings and information to the public and for notifying appropriate City management. In the event of an evacuation, warning may be delegated to the Police Department as part of the evacuation process. In the event of a natural or technological disaster that could increase the chances of fire, or during periods of extremely hot, dry, and windy weather, additional public information briefings may be conducted.

See the Clackamas County EOP, ESF 4 – Firefighting for more detail.

6.3 Resource Management

The City EOC staff has the authority under emergency conditions to establish priorities for the assignment and use of all City resources. The City will commit all its resources, if necessary, to protect life and property.

During a major emergency, it will be necessary to make difficult choices among competing requests for the same resource. To ensure that the status of resource requests and commitments can be maintained throughout the emergency, the Logistics and Planning Sections of the EOC staff will track resources assigned to the emergency. The Operations Section will assist in identifying resource needs and resources that can be released from the incident.

The IC has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the IC has the final allocation authority. In the event of a long-term emergency affecting major City operations, the City department directors and the City Commission may re-order City services and priorities to support the incident.

In the event of a disaster impacting the entire region, additional coordination entities may be established to assist in resource management and allocation. EOC staff will cooperate with such entities according to established agreements, guidelines, and procedures.

The Operations, Logistics, and Planning Sections have primary responsibility for coordinating the resource management effort, including the following tasks:

■ **Operations Section**

- Provide the EOC staff with additional resource needs.
- Identify resources that are excess and can be released or reassigned.

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- Assign and supervise tactical resources.
- Planning Section
 - Provide the EOC staff with a timely inventory of needs and commitments.
 - Identify public facilities that are essential to the life of the community, provide a recommended priority list to the Command and General Staff, and assist in the coordination of facility repair and restoration of services.
- Logistics Section
 - Serve as the primary point of contact for resource requests from the public, EOC staff, field resources, cooperating jurisdictions, and resource management organizations.
 - Resource lists appear in separate references in the EOC. In addition, each department is responsible for developing and maintaining mutual aid agreements to augment resources, and department-specific inventories of resources that might be available to them in an emergency.

6.3.1 General Guidelines

Under emergency conditions, members of the EOC staff will allocate resources according to the following guidelines:

- **Resource Priorities** - Deploy resources according to the following priorities:
 - Protection of life
 - ⌘ Responders
 - ⌘ At risk populations
 - ⌘ Public at large
 - Incident stabilization
 - ⌘ Protection of mobile response resources
 - ⌘ Isolation of the impacted area
 - ⌘ Containment of the incident, if possible
 - Property conservation.
 - ⌘ Protection of public facilities essential to life safety or emergency response

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≡ Protection of the environment where degradation will adversely impact public safety

≡ Protection of private property

- **Resource Distribution** - Distribute resources in a manner that provides the most benefit for the amount of local resources expended.
- **Citizen Requests** - Coordinate citizen appeals for assistance through the PIO at the EOC. Local media will be used to provide citizens with information about where to make these requests.
- **Mutual Aid** - Escalate the activation of other available resources by activating mutual aid agreements with other jurisdictions.
- **State and Federal Assistance** - Should the emergency be of such magnitude that all local resources are committed or expended, request assistance from the City for County, State, and Federal resources. Activation of County, State, and/or Federal resources will be accomplished in a timely manner through a State of Emergency Declaration and request for assistance from the County.

6.3.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. Although the authority to adjust department budgets and funding priorities rests with the City Commission, emergency procurement authority is delegated to the City Manager with the approval of the City Commission. Tracking the expenditures related to an incident is the responsibility of the Finance Section.

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

- The City Commission will meet in emergency session to decide how to respond to the emergency funding needs.
- The City Commission will declare a State of Emergency and assist the IC in requesting assistance through the County.
- If a quorum of councilors cannot be reached, and if a prompt decision will protect lives, City resources and facilities, or private property, the City Manager (or designee) may act on emergency funding requests. The Mayor and City Commission will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident, and to provide the necessary documentation, a discrete charge code for

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all incident-related personnel time, losses, and purchases will be established by the Finance Section.

See the Clackamas County EOP, ESF 7 – Logistics Management and Resource Support for more detail.

6.4 Emergency Medical Services

Ambulance services in the City are provided by American Medical Response (AMR).

See the Clackamas County EOP, ESF 8 – Public Health and Medical Services for more detail.

6.5 Search and Rescue

Search and Rescue for the City will be conducted by the Clackamas County Sheriff's Office.

See the Clackamas County EOP, ESF 9 – Search and Rescue for more detail.

6.6 Hazardous Materials Response

The CCFD1 has a limited capacity to address hazardous materials incidents. Additional resources need to be requested through the State Regional Hazardous Materials Teams located in Salem, Oregon.

See the Clackamas County EOP, ESF 10 – Oil and Hazardous Materials for more detail.

6.7 Law Enforcement Services

The City Police Chief is responsible for directing the City's law enforcement response to a major emergency and coordinating response activities with the EOC. The Chief, or a designated representative, shall serve as the EOC Law Enforcement Branch Chief, coordinating the flow of law enforcement information and processing requests for and allocating additional law enforcement resources, as appropriate.

See the Clackamas County EOP, ESF 13 – Public Safety and Security for more detail.

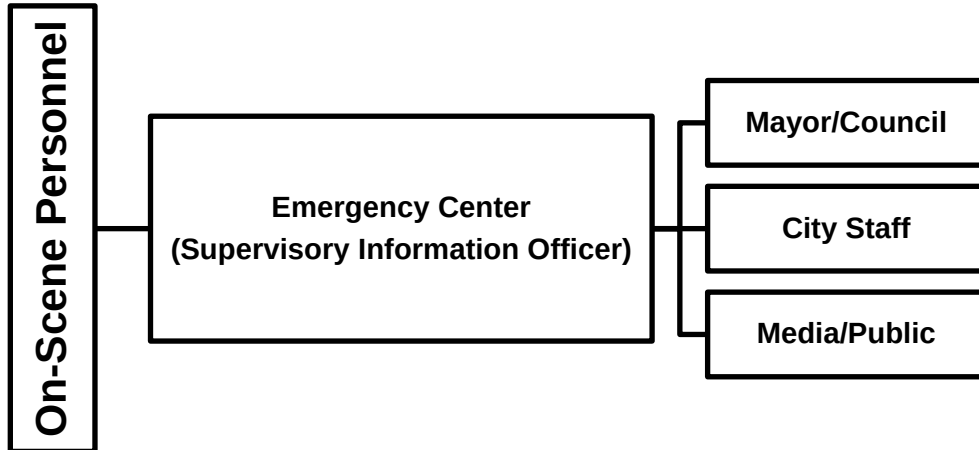
6.8 Emergency Public Information

Until the EOC is opened, the PIO on scene provides information to the media, with the approval of the IC. Once the EOC is activated, PIO functions are directed from the EOC, with news releases approved by the Emergency Program Coordinator and/or IC. In addition to formal news releases from the EOC PIO, the on-scene PIO can continue to provide information regarding response activities.

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6.8.1 Information Flow

Although the information process is fluid and must be able to respond to a variety of sources and requests for information, the following flow of incident information should be observed whenever possible.



Appendix B-3 of this annex contains guidelines for the release of information to the media.

6.8.2 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A joint information system will be implemented in conjunction with ICS, and a local and/or regional Joint Information Center (JIC) will be established under UC. The City will ensure that procedures are consistent with those implemented by the existing regional and State public information network.

Depending on the size and nature of the incident, the JIC may be co-located with an existing EOC/command post or may be designated as an independent facility. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

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

6.8.3 Information Center/Media Briefing Facilities

During an emergency, an Information Center and media briefing areas may be established to provide information to the media during large, long-term incidents.

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An Information Center Manager may be assigned to manage the activities of the center. The following areas may be available to serve as Information Center during emergencies:

- City Hall Commission Chambers

In the event of a major, protracted incident, it may be more convenient for the City, and efficient for the press, for briefings to take place at a conference center or large hotel, where activities will not interfere with the conduct of the incident. If circumstances allow, the information staff may assist the media in such logistical support as finding hotel rooms, providing coffee and refreshments for early morning briefings, making arrangements for additional phones, etc.

6.8.4 Field Information and Media Access to the Scene

The Field Information Officer is the member of the information staff assigned to manage media operations at the scene. The person filling this position should be from the lead agency.

- In cooperation with the EOC and the Safety Officer, the IC may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with consideration for the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, in which media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.
- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
- Victims and their families should be provided access to public officials without having to face media, as appropriate. Efforts should be made to provide a secure entrance to City Hall, or arrange a meeting/interview room away from the press.
- The media may be allowed access to response personnel, at the discretion of the Operations Section Chief and the IC, only if such an interview does not interfere with the response effort. A member of the information staff should accompany press at the scene.

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- Response personnel will not comment on the incident without the consent of the IC. Inquiries should be directed to the designated PIO, with approval of the IC and the department of jurisdiction.
- When an incident takes place on private property, access will be coordinated with the owners of the site, when possible.
- As is true with all unauthorized personnel at the scene of an incident, law enforcement officials have the authority to arrest and remove members of the press who are interfering with the safe management of the incident, or whose actions represent a threat to the safety of themselves, responders or the public.

6.8.5 Community Assistance

The Logistics Chief may establish a “Community Assistance” group as part of the public information staff. Community Assistance staff will receive inquiries and requests for non-emergency assistance from the general public. Community assistance telephone numbers may be publicized through the media.

City communication points must receive up-to-date information about the incident, including the telephone numbers for community assistance, since the public will attempt to contact the City through these familiar routes.

See the Clackamas County EOP, ESF 15 – External Affairs for more detail.

6.8.6 Multi-Agency Coordination Operations

When the Clackamas County MAC group has been convened, a PIO will be assigned responsibility for establishing and maintaining information coordination with the incident information staff. In general, the incident staff will be responsible for statements about the conduct of the incident itself and the City’s activities (e.g., changes to normal priorities, suspension of services). The MAC information staff will be responsible for addressing regional activities as a whole. The MAC PIO and the supervisory PIO are responsible for coordinating information release with the MAC Coordinator and the IC.

6.9 Evacuation and Population Protection

The City Commission, City Manager, or the IC may order an evacuation. The City Commission must approve and sign the evacuation order after considering both the legal and social implications of this action. If, however, for the health and safety of citizens, time does not permit access to the City Commission, the City Manager or IC may order an evacuation and notify the City Commission as soon as practical. See Appendix C-1 of this annex, sample Evacuation Order.

Overall, evacuation operations fall under the direction of the City Police Department. However, if the evacuation area is contaminated by hazardous materials, the evacuation will be conducted by the Fire District. See Appendix C

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of this annex, Evacuation. Alert and warning functions notify affected persons of impending evacuations.

6.9.1 Evacuation Considerations**6.9.1.1 Identification of Need**

Not all emergencies requiring protective action on the part of the public require evacuation. The City Commission, City Manager and IC must weigh the risks of leaving the population unprotected against the risks of sheltering in place or evacuating.

6.9.1.2 Identification of Area Affected

Before an evacuation can be implemented, the following activities must be performed:

- Identify high-hazard areas, including those that may be impacted if the incident escalates or conditions change.
- Identify potential evacuation routes, their capacities, and their vulnerability to the hazard (see Appendix C-4, Evacuation Traffic Policy).
- Alert and warn the public at risk. Include specific information about the risk, the protective actions that need to be taken, and the possible risks of non-compliance.

6.9.1.3 Determination of Time Needed for Evacuation

To determine evacuation time requirements, the following factors should be considered:

- Time from response to decision to evacuate.
- Time needed to alert and instruct the public, usually estimated to be from 15 to 60 minutes, depending upon the time of day and other factors.
- Time needed to mobilize the population once warned; under ideal circumstances, 2500 vehicles can pass a single point in one hour (estimate four persons per vehicle).
- Time required to evacuate the hazard area.

6.9.2 Special Populations

Special populations within the City that may need assistance during evacuations include students and residents of nursing homes and hospitals. Correctional institutions and juvenile foster care are the responsibility of the County. All identified institutions are required to have internal disaster plans that address

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evacuation. In addition, the Logistics Section may assist in procuring specialized transportation resources such as ambulances and vehicles to transport the handicapped.

6.9.3 Shelter-in-Place

If sufficient time is not available to evacuate, and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix B-2, Emergency Alert System Templates).

6.9.4 Implementation Guidelines**6.9.4.1 Command Staff**

- The IC, regardless of agency or whether on-scene or in the EOC, shall determine the need and the extent of the area to be evacuated, develop an evacuation plan, activate the alert and warning system, and direct the implementation of the evacuation plan.
- In the event of a major evacuation in response to an incident under the overall Command of a non-law enforcement agency, unified command between that agency and the Police Department should be considered to facilitate coordination of evacuation operations. In addition, a Police Officer may be assigned to the Planning Section to assist in development of evacuation contingency plans.
- The Command Staff will utilize the alert and warning guidelines described in Section 6.1.2 of this annex, to warn the public of the emergency condition and provide the public with evacuation and shelter information.
- The IC will establish an inside and outside security perimeter, and shall provide criteria for access to them. Security of the inner perimeter shall be the responsibility of the lead emergency response agency; security of the outer perimeter shall be maintained by the Police Department. The outer perimeter will allow for the potential escalation of the hazard, thus ensuring an ample margin of safety for emergency personnel. The Command Post will be established within the outer perimeter (unless Command is in the EOC), and only personnel meeting Command criteria for access will be allowed to enter this area.
- The IC will identify appropriate reception areas for evacuees and shall assign personnel to provide liaison to those in the reception area and security to the facility. If reception or sheltering is needed, the Logistics Function should be activated and County Emergency

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Management requested to activate American Red Cross Shelter and transportation.

- As the emergency response progresses and more information becomes available, information staff will utilize the procedures described in Section 6.8 of this annex to provide the media and the public with information on:
 - Modes of transportation for evacuees unable to provide their own.
 - The reason for the evacuation.
 - The location of reception and shelters.
 - Possible results of failure to evacuate.
- Ensure that an official evacuation order is signed by the City Manager or designee, the law enforcement designee, and the IC.
- Notify OEM and Clackamas County Emergency Management of the evacuation.
- If it is anticipated that shelters will be needed, contact Clackamas County Emergency Management for assistance.
- After the emergency event has ended:
 - IC(s) will allow the early return of persons needed to staff essential services and to open vital businesses as soon as this can be done safely.
 - IC(s) will direct a general return to the evacuated area as soon as possible.
 - The PIO will advise the public and the media of the termination of the evacuation order and the lifting of the security perimeter.

6.9.4.2 Operations Section

- Law Enforcement
 - Supervise personnel necessary to support evacuation, including reserves and mutual aid.
 - Coordinate strategic considerations with Command and develop tactics for evacuation operations (evacuation protocol is provided in Appendix C).
 - Implement evacuation plan.

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- Establish and maintain control of outer perimeter, restrict access to those who are properly authorized and protected.
- Supervise and conduct mobile public address system and door-to-door alert and warning.
- Establish and maintain crowd and traffic control.
- Request resources through Logistics Section (if activated).
- Designate neighborhood congregation points for evacuees who need transportation to reception areas or shelters. Notify Command of persons who need assistance in leaving their homes.
- Keep Command, Planning Section, and PIO apprised of activities.

■ Public Works

- Maintain clear evacuation routes.

■ CCFD1

- Perform rescue, as assigned.

6.9.4.3 Planning Section

- With input from on-scene personnel, determine and mark evacuation routes, safety perimeters, transportation pick-up points, reception areas, and shelters on EOC maps. Long evacuation routes, such as might be used during a national security crisis, should include designated rest areas, facilities for vehicle fuel and maintenance and information centers.
- Provide the above information to the PIO, Operations Section, and assisting agencies, such as mutual aid cooperators and the American Red Cross.
- Document and track resources assigned to the evacuation effort, including personnel, vehicles, and facilities.
- Track and document progress of evacuation operations, provide contingency planning.

6.9.4.4 Logistics Section

- Arrange transportation for groups or individuals requiring assistance or special considerations to evacuate, such as elderly and disabled persons, hospital patients, residents of nursing homes, and prisoners.

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- Advise Command in the activation of appropriate shelter or reception facilities.
- As requested, assist the American Red Cross in movement of volunteers to reception areas and shelters. A Facilities Unit Leader or Facility Manager may be assigned to provide liaison and coordination between the EOC and American Red Cross shelters.
- Procure the additional personnel needed to support shelter operations. This may include, but not be limited to, shelter security, Facility Unit Leader, Facility Managers, Ground Support Unit Leader, etc.
- Facilitate procurement of additional barricades, signs, etc.
- Provide transportation for essential workers as necessary.
- Contact the appropriate Facility Manager to use the facility as a reception area as needed.

6.9.4.5 Finance Section

- Support other sections as requested.
- Document fiscal resources dedicated to the evacuation effort.
- Provide information on the financial impact of the evacuation to the planning process.

7 Supporting Plans and Procedures

The following plans and procedures are currently in place to support emergency services for the City:

- Plan for Response to Deadline Force Incidents by Clackamas County Law Enforcement Agencies; Draft, April 2008
- County Emergency Operations Plan.
 - ESF 2 – Communications
 - ESF 4 – Firefighting
 - ESF 5 – Emergency Management
 - ESF 7 – Resource Management
 - ESF 9 – Search and Rescue
 - ESF 10 – Oil and Hazardous Materials
 - ESF 13 – Public Safety and Security

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- ESF 15 – External Affairs
- County Interoperable Communications Plan, 2007
- State of Oregon Fire Services Mobilization Plan, 2010
- Northwest Area Contingency Plan, 2010

8 Appendices

- Appendix A Emergency Operations Center Operations
 - A-1 Emergency Operations Center Organizational Chart
 - A-2 Incident Briefing Agenda
- Appendix B Emergency Public Information Templates
 - B-1 Local Emergency Alert System Procedures
 - B-2 Emergency Alert System Templates
 - B-3 Guidelines for Release of Information to the Media
 - B-4 Sample Media Statement Format
 - B-5 Warning Log
- Appendix C Evacuation
 - C-1 Evacuation Order
 - C-2 Evacuation Routes
 - C-3 Evacuation Checklist
 - C-4 Evacuation Traffic Policy
 - C-5 Evacuation Protocols

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Appendix A Emergency Operations Center Operations

A-1 Emergency Operations Center Organizational Chart

A-2 Incident Briefing Agenda

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Appendix A-1
Chart

Emergency Operations Center Organizational

To be developed.

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Appendix A-2 Incident Briefing Agenda

Briefing Date and Time: _____

SITUATION STATUS

1. Initial Assessment of Incident
 - a. Cause and extent of damage
 - b. Forecasts (including threat projection, cascading effects, hazardous materials footprint)
 - c. Casualty estimates
 - d. Helicopter/airplane fly-over with video
2. Assessment of damage (using Initial Damage Assessment Reports - gathered by Plans/Intelligence Section)
 - a. Government - county/cities
 - b. Residential
 - c. Business (including downtown, shopping malls, etc.)
 - d. Industrial
3. Critical infrastructure damage and restoration schedule
 - a. Critical transportation routes (Bridges, Overpasses and Main Culverts (Willamette River Bridge, I-205 at Clackamas River, McLoughlin Blvd at Willamette River, I-205 at Main Street, Washington Street at Abernethy Creek, Holcomb Blvd at Oregon 213, McLoughlin Tunnel at UPRR, Anchor Way at Abernethy, George Abernethy Bridge/I-205 over Willamette, Hwy 213/Redland Road overpass, McLoughlin Blvd. at Clackamas Road, McLoughlin at Abernethy Culvert, S.E. 82nd Pedestrian Bridge), Arterials (Meyers Road, Central Point Road, South End Road, Leland Road, Molalla Ave, Beaver Creek Road, Warner Milne Road, Warner Parrott Road, Linn Avenue, Division Street, McLoughlin Blvd/Highway 99E, High Street, 5th Street, 7th Street, Anchor Way, Redland Road, Abernethy Road, Washington Street, Holcomb Boulevard, Main Street [7th to McLoughlin Blvd], Glen Oak Road, Maple Lane Road, Highway 213, Interstate 205)
 - b. Utilities (power, water, natural gas)
 - c. Hospitals and mortuaries

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- d. Prisons and jails
- e. Food and agriculture
- 4. Status of communications systems and restoration schedule
 - a. 911 centers and interagency radio systems
 - b. Telephones
 - c. Commercial radio

RESOURCE STATUS

- 5. Outline EOC Management Structure Assignments (using ICS) for current and oncoming shifts; include date/time of EOC activation and when shift changes occur
 - a. Policy Group Liaison (Commissioner)
 - b. Incident Commander
 - c. Command Staff
 - 1) Liaison (Intergovernmental)
 - 2) Public Information Officer
 - d. General Staff
 - 1) Operations Section Chief
 - 2) Planning Section Chief
 - 3) Logistics Section Chief
 - 4) Finance Section Chief
- 6. Current public safety response, capability and need for assistance beyond mutual assistance:
 - a. Transportation (emergency support)
 - b. Communications
 - 1) 911 centers and interagency radio systems
 - 2) Telephones
 - 3) Commercial radio and television
 - c. Public Works/Engineering (public assets and private construction companies)

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- d. Firefighting
 - e. Intelligence and planning
 - f. Mass care
 - g. Service and support
 - h. Health and medical services
 - i. Search and rescue
 - j. Hazardous materials (public assets and private companies with hazardous materials teams)
 - k. Food and water (delivery needs/resources)
 - 1) American Red Cross
 - 2) School cafeterias
 - 3) Forest Service trucks - State and Federal contract
 - 4) Jail cooking capability
 - 5) Grocery stores and restaurants
 - 6) For response workers
 - l. Energy
 - m. Public safety
 - n. Damage assessment
 - o. Evacuation
 - p. Shelters (needs and supply)
 - 1) Number of established/locations
 - 2) Number of people sheltered by location/total
 - 3) Problems encountered
 - q. Volunteers
- 7. Insurance claims procedures and response - establishment of Disaster Recovery Centers
 - 8. Need for Declaration of Emergency Disaster by City Commission
 - a. National Guard Assistance
 - b. Financial assistance (County/State/Federal)

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- c. Other State agency resources (people or equipment not available through mutual aid agreements)
- 9. Critical contacts established
 - a. City departments
 - b. County and other cities
 - c. OEM/FEMA
 - d. ODOT
 - e. Elected officials (Governor, State and Federal Representatives and Senators, mayors, adjacent county commissioners or city commission members, Board of Commissioners)
 - f. Media (Oregon City News, local radio, EAS station)
- 10. Documentation – video-taping, logs, photos, minutes and tapes of meetings

Proposed 12-hour STRATEGIC RESPONSE PLAN

- 11. Need for evacuation and action being taken by police, fire, public works, and the EAS, provision for vandalism protection for evacuated areas
- 12. Summary
 - a. Major actions to be taken and priorities established
 - b. Establish time lines and responsibilities
 - c. Schedule meetings for next 8–12 hours (EOC, Policy Group, Department)
 - d. Schedule of news release and location (schedule for last one, next one)
- 13. Continuing Concerns

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Appendix B Emergency Public Information Materials

- B-1 Local Emergency Alert System Procedures
- B-2 Emergency Alert System Templates
- B-3 Guidelines for Release of Information to the Media
- B-4 Sample Media Statement Format
- B-5 Warning Log

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FA 1. Emergency Services**Appendix B-1 Local Emergency Alert System Procedures**

City of Oregon City officials authorized to activate the area EAS plan include:

- Any Command officer acting as IC in an incident that, in his or her judgment, threatens public safety.
- Any member of the Command or General Staff at the direction of the IC. Delegation of this authority by the IC to another member of the incident staff must be documented in writing at the time of the order.
- The following personnel have authority in their own right to activate the EAS. However, this should not be done without the knowledge and concurrence of the IC:
 - City Manager
 - Police Chief
 - CCFD1 Operations Deputy Chief or on duty Battalion Chief
 - CCFD1 Emergency Program Manager
- Due to the 24-hour accessibility to emergency responders, CCOM will provide the authentication point for City implementation of this plan. In the event of a major disaster that involves the failure or the overloading of the telephone system, the EAS may be used to notify off-duty personnel to return to work.
- Upon notification that a City official intends to activate the EAS, CCOM will either supply that person with the phone number for KXL 750 AM/KGON 92.3 FM or will perform the activation under the direction of the activating official.
- Upon activation of the EAS, CCOM will notify¹:
 - Clackamas County Emergency Management.
 - City Police Chief.
 - Oregon City Police Watch Commander.
 - CCFD1 Fire Chief.
 - CCFD1 Battalions 2 and 3.

¹ In the event that 911 activities preclude the timely performance of this notification, C-Com may contact Oregon City Police Records and request that Police Records perform this activity.

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- City Manager.
 - City PIOs.
 - Oregon City Police Records.
 - CCFD1 Emergency Program Manager.
- When the threat to public safety has passed, the activating official will advise CCOM to contact KXL 750 AM/KGON 92.3 FM and terminate emergency transmissions.

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Appendix B-2 Emergency Alert System Templates

SHELTER IN PLACE

“At (*__time__*) today, Oregon City public safety officials responded to an industrial accident involving hazardous materials. The accident occurred at (*__location and time__*) today. The Incident Commander, City Manager, and the Chiefs of Police and Fire request that all persons in (*__names of areas__*) remain inside their houses or other closed building until their radio, television, or public safety officials say they can leave safely. If you are in the affected area, turn off heat, ventilation, and cooling systems and window or attic fans. Close all windows, doors, and vents and cover cracks with tape or wet rags. Keep pets and children inside. If you are inside and experience difficulty breathing, cover your mouth and nose with a damp cloth. If you are outside, cover your nose and mouth with a handkerchief or other cloth until you can reach a building. Failure to follow these instructions may result in exposure to the hazardous materials. Listen to the radio or television for further information.”

PREPARE TO EVACUATE

“At (*__time__*) today, Oregon City public safety officials responded to a potentially serious condition involving (*__description of situation__*). The incident is occurring at (*__location__*). The Incident Commander, City Manager, and the Chiefs of Police and Fire request all persons in (*__affected area__*) to stay indoors and prepare to evacuate. If you are in your home, gather all necessary medications and clothing. You do not need to evacuate at this time, but stay tuned to this station for further instructions. This message will be repeated at intervals until conditions change.”

EVACUATION

“At (*__time__*) today, Oregon City public safety officials reported an incident involving (*__description of situation__*). The incident occurred at (*__location and time__*). The Incident Commander, City Manager, and the Chiefs of Police and Fire request all persons in (*__names of area__*) to evacuate the area in an

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orderly manner. Please take the following actions to secure your home before you leave (*__instructions may include shutting off gas and water, etc.__*). Drive or walk towards (*__evacuation route__*). Emergency personnel will pass along this route to direct you out of the area. Please observe normal traffic laws. Failure to leave the area may result in severe injury or death. This message will be repeated until conditions change.”

TERMINATION OF EMERGENCY TRANSMISSIONS

“Oregon City public safety officials have determined that the incident that occurred at (*__location and time__*) no longer represents a threat to public safety. All those who have been evacuated may now return home. Those who have been directed to take shelter in their homes may now leave. The City of Oregon City thanks this station for its assistance, and those impacted for their cooperation and patience. This station will now return to normal programming.”

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Appendix B-3 Guidelines for Release of Information to the Media

The following guidelines shall be used in evaluating and releasing information concerning the incident:

1. **Emergency Information Dissemination** - Emergency information dissemination should be restricted to approved, specific, and verified information concerning the incident, and should include:
 - a. Nature and extent of emergency occurrence.
 - b. Impacted or potentially affected areas of the City.
 - c. Advice on emergency safety procedures, if any.
 - d. Activities being conducted by the City to combat the hazardous conditions, or mitigate the effects.
 - e. Procedures for reporting emergency conditions to the EOC.

Accurate information will be provided to the media. Facts that can be confirmed should be released as soon as possible. If little information is available, the following statement should be issued:

“We are aware that an (__incident/accident__) involving (__type of incident__) occurred at approximately (__time__), in the vicinity of (__general location__). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (__location__), and will alert the media at least 1/2 hour prior to the briefing. At this time, the briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.”

2. **Consistent Information** - Information concerning the incident should be consistent for all members of the media. If the incident is being managed by a Unified Command, a unified approach to information management shall be used whenever possible. Releases will be reviewed and approved by all ICs participating in the Unified Command. When working with private sector entities, public safety issues will be the responsibility of the public safety agencies; questions about corporate policies or processes will be referred to the private sector cooperator.
3. **Objective Information** - Information should be presented in an objective manner.
4. **Rumor Control** - Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

“We will not confirm that until we have been able to check out the

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information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time.”

5. **Commonly Requested Information** - Information that media representatives often request appears below. Using this as a tool to prepare for press briefings can help ensure that concise, accurate information is available and that participating personnel are not caught off-guard:
- a. Emergency: What is it?
 - b. Location: Where is it?
 - c. Time: When did it occur? How long will it last?
 - d. Casualties
 - Number killed or injured.
 - Number who escaped.
 - Nature of injuries received.
 - Care given to the injured.
 - Disposition of the dead.
 - Prominent individuals who were killed, injured or escaped.
 - How escape was handicapped or cut off.
 - e. Property Damage
 - Estimated value of loss.
 - Description – kind of building, etc.
 - Importance of the property, e.g. historic value, environmental impact, etc.
 - Other property threatened.
 - Insurance protection.
 - Previous emergencies in the area.
 - f. Causes
 - Testimony of participants.
 - Testimony of witnesses.
 - Testimony of responders.
 - How emergency was discovered.

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- Who sounded the alarm.
 - Who summoned aid.
 - Previous indications or warnings of danger.
- g. Rescue and Relief
- The number of responders engaged in rescue and relief operations.
 - Any prominent persons involved in the relief effort.
 - Equipment used.
 - Handicaps to rescue.
 - Care of destitute or homeless.
 - How the emergency was prevented from spreading.
 - How property was saved.
 - Acts of heroism.
- h. Descriptions of the Crisis or Disaster
- Spread of the emergency.
 - Blasts and explosions.
 - Crimes or violence.
 - Attempts at escape or rescue.
 - Duration.
 - Collapse of structures.
 - Color of flames.
 - Accompanying incidents.
 - Number of spectators – spectator attitudes and crowd control.
 - Unusual happenings.
 - Anxiety, stress of families, responders, survivors, etc.
- i. Legal Actions
- Inquests, Medical Examiner reports, etc.
 - Insurance company actions.
 - Professional negligence or inaction.

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- Suits stemming from the incident.
6. **Restricted Information** - Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - a. Personal conjecture about the course of the emergency or the conduct of response.
 - b. Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
 - c. Contents of statements used in alibis, admissions, or confessions.
 - d. References to the results of various tests and examinations.
 - e. Statements that might jeopardize the testimony of witnesses.
 - f. Demeaning information/statements.
 - g. Information that might compromise the effectiveness of response and recovery.
 7. **Fatalities** - In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the District Attorney's and Medical Examiner's office.
 8. **Confidential Information** - Confidential information is not to be released. This includes home phone numbers of City personnel, volunteer emergency workers, and any unpublished fire stations and City telephone numbers.
 9. **Media Access** – The PIO will allow media access to the EOC only under limited, controlled circumstances and only with the prior approval of the IC. Before being admitted to the EOC, media representatives shall display appropriate identification and shall be escorted by a member of the information staff.
 10. **Information Briefings and Deadlines** - Public information briefings, releases, interviews, and warnings shall be logged, and if possible, tape-recorded. Copies shall become part of the final incident package. Whenever possible and appropriate, media briefings shall be scheduled in cooperation with media deadlines. For national media representatives, these times are generally 1100 and 1500 EST. For local television, the deadline is 1500 for local evening news. The *Oregon City News* needs stories by 1700 Thursday for publication the following Wednesday. The *Oregonian* needs stories by 1700 for publication the next day. Do not commit to firm briefing times unless it is certain that these times can be kept. It may be more efficient to notify the media one hour in advance of a briefing.
 11. **Information Center/Media**

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Appendix B-4 Sample Media Statement Format

MEDIA RELEASE

Date: _____

Time: _____

Press Release #: _____

TYPE OF INCIDENT: _____

Location: _____

Date: _____ Time: _____

Narrative details about incident: _____

For further information, please contact _____

at _____.

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Appendix B-5 Warning Log

1. **Date:** _____ **Time:** _____

Warning #: _____ **EAS Station:** ☐ KXL ☐ KGON

2. **Situation** (Describe emergency incident. Include description of threat to life/safety, and specific geographic boundaries affected and covered by this warning.):

3. **Content of Warning** (Include exact wording of warning given.):

4. **Method of Warning:**

EAS_____ Mobile Public Address_____ Door to Door_____

Signature of authorizing official: _____

5. **Warning Terminated:**

Date: _____ Time: _____

Ensure that all methods of alert and warning have been notified to terminate activities.

Signature of terminating official: _____

BEGIN A NEW FORM FOR SUBSEQUENT WARNING MESSAGES

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Appendix C Evacuation

- C-1 Evacuation Order
- C-2 Evacuation Routes
- C-3 Evacuation Checklist
- C-4 Evacuation Traffic Policy
- C-5 Evacuation Protocols

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Appendix C-1 Evacuation Order

1. An emergency condition, as a result of _____, exists in Oregon City, and the City has declared a State of Emergency.
2. The City has determined that there is a need to evacuate portions of the City.
3. Such evacuation is needed to ensure the safety of the public. Therefore:
 - a. Oregon City is requesting the immediate evacuation of:

 - b. Oregon City requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.
 - c. Oregon City is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____am/pm.
 - d. Information and instructions from Oregon City will be transmitted by broadcast radio from KXL (750 kHz AM) and KGON (92.3 MHz FM). Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing. As resources allow, a reception area or American Red Cross shelter is located at:

 - e. Oregon City will advise the public of the lifting of this order when public safety is assured.

Date _____ Signed _____

City Manager

Date _____ Signed _____

Chief of Police

Date _____ Signed _____

Incident Commander

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Appendix C-2 Evacuation Routes

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Appendix C-3 Evacuation Checklist

✓	Action Item	Assigned
	PLANNING:	
	1. Determine area(s) at risk: ▪ Determine population of risk area(s) ▪ Identify any special facilities and functional needs populations in risk area(s)	
	2. Determine evacuation routes for risk area(s) and check the status of these routes.	
	3. Determine traffic control requirements for evacuation routes.	
	4. Estimate public transportation requirements and determine pickup points.	
	5. Determine temporary shelter requirements and select preferred shelter locations.	
	ADVANCE WARNING:	
	6. Provide advance warning to special facilities and advise them to activate evacuation, transportation and reception arrangements. Determine if requirements exist for additional support from local government.	
	7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.	
	8. Develop traffic control plans and stage traffic control devices at required locations	
	9. Coordinate with special facilities regarding precautionary evacuation. Identify and alert functional needs populations.	
	10. Prepare temporary shelters selected for use.	
	11. Coordinate with transportation providers to ensure that vehicles and drivers will be available when and where needed.	
	12. Coordinate with school districts regarding closure of schools.	
	13. Advise neighboring jurisdictions that may be affected of evacuation plans.	
	EVACUATION:	
	14. Advise neighboring jurisdictions that evacuation recommendation or order will be issued.	
	15. Disseminate evacuation recommendation or order to special facilities and functional needs populations. Provide assistance in evacuating, if needed.	
	16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.	

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✓	Action Item	Assigned
	17. Provide amplifying information to the public through the media. Emergency public information should address: - What should be done to secure buildings being evacuated - What evacuees should take with them - Where evacuees should go and how should they get there - Provisions for functional needs populations and those without transportation	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide Situation Reports on evacuation to the County.	
	RETURN OF EVACUEES	
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public with information that addresses: - Documenting damage and making expedient repairs - Caution in reactivating utilities and damaged appliances - Cleanup and removal/disposal of debris - Recovery programs	
	32. Terminate temporary shelter & mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

FA 1. Emergency Services**Appendix C-4 Evacuation Traffic Policy**

In the event of an evacuation in the City:

1. All City employees not directly involved in the incident shall be available for traffic control and direction.
2. The IC has the authority to close local roads and restrict access to and from all areas of the City.
3. The IC has the authority to remove stalled and parked vehicles that impede the flow of traffic.
4. Traffic flow direction may be altered, reversed, etc. at the direction of the Incident Commander when the situation warrants.
5. Changes in traffic flow will be coordinated with the County Sheriff, Oregon State Police, Oregon Department of Transportation, Lake Oswego Police Department, West Linn Police Department, Gladstone Police Department, and Oregon City Public Works.

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Appendix C-5 Evacuation Protocols

I. General Policy

Under Oregon City code, the Mayor and Commission have the legal authority to impose a mandatory evacuation order on citizens in their own homes. This authority is delegated to the Police Department and ICs. In an incident in which it is determined that the health and safety of citizens will be better protected by evacuation, citizens will be informed of the need to leave a hazardous area, and the possible consequences of not leaving. Citizens who obstruct the evacuation process may be arrested according to the provisions in City Code 9.08.020, 7B-Interfering in Emergencies and Ordinance #03-1015.

These protocols cover door-to-door, siren alert, and mobile public address processes. These methods may be conducted singly, in combination, or in conjunction with the Emergency Alert and Cable Interrupt Systems.

II. Door-to-Door

Door-to-door contact is an effective but time intensive method of alerting, warning, and evacuating an area. This method allows more detailed information to be shared with the population and enables confirmation that individuals received the warning, understood the instructions, and knew the consequences of their actions.

A. **Receive assignment from officer supervising the evacuation.** Your supervisor should give you a prepared statement that includes:

1. Type of incident, expected duration, and available time to evacuate.
2. Recommended actions to be taken by the public.
3. Implications of not taking the recommended actions.
4. Evacuation route.
5. Reception/shelter locations.
6. Neighborhood congregation point for those needing transportation.

Your supervisor should also brief you on the number of personnel assisting in the evacuation.

B. **Conduct door-to-door evacuation.**

1. Knock, ring bell, etc. Allow at least one minute for response, more at night.
2. If no answer, document time and address, move to next facility.
3. If answered, read prepared statement and:

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- a. **Determine how many persons are in the building.**
- b. **Determine whether they intend to leave,** have a place to go, and have transportation. If yes to all, document time and address. Using plastic flagging, mark the building in a conspicuous place to indicate contact has been made. Go to the next facility.
- c. **If they do not intend to leave,** ask if they understand the possible dangers if they stay, document the time, address, and number of people remaining. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to next facility.
- d. **If they intend to leave, but do not have transportation,** document the number of people needing assistance, the time and address and special transportation requirements (ambulance, handicapped van, etc.) and report this information immediately to your supervisor. Advise citizens who are able to walk to proceed to the designated congregation point; do not stop your activities to remove them from the area.
- e. **If they intend to leave, but do not have a place to go,** refer them to the shelter or reception point. Document time and action taken. Using plastic flagging, mark the building in a conspicuous place to indicate that contact has been made. Move to the next facility.

C. Reporting

After clearing a portion of your assigned area (this may be block by block in a residential area, by store in a shopping center, by floor in an office building or hospital, or by apartment building in a major apartment complex), report information collected to your supervisor. Your supervisor should inform the IC or Operations Section Chief and the Planning Section (if activated).

BECAUSE OF THE EXTRA TIME NEEDED TO ARRANGE TRANSPORTATION, INFORMATION ON PEOPLE NEEDING EVACUATION ASSISTANCE SHOULD BE TRANSMITTED AT THE TIME OF COLLECTION.

III. Mobile Public Address

Mobile public address is more time efficient than door-to-door contact but is able to convey only a limited amount of information. It is most effective used in combination with the EAS and door-to-door contact. It may be used to alert and

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warn the public prior to the request to evacuate, or to advise of protective actions short of evacuation.

A. Receive assignment from officer supervising the evacuation. Your supervisor should give you a prepared statement that includes:

1. Type of incident, expected duration, and available time to evacuate.
2. Recommend actions to be taken by the public.
3. Implications of not following actions.
4. Evacuation route.
5. Neighborhood congregation point for those needing transportation.
6. Reception/shelter point.
7. TV or radio station with more information.

B. Conduct alert

1. Repeat message at each intersection and at least once mid-block, depending upon length of block.
2. Do not stop to give information, etc.

C. Reporting

When an assigned area has been covered, note the date and time and report the completion to your supervisor. Your supervisor should advise the IC or the Operations Section Chief and the Planning Section (if activated).

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FA 2 Tasked Agencies	
Primary Agencies	City Administration
Supporting Agencies	Ambulance Service: American Medical Response (AMR) American Red Cross (Oregon Trail Chapter) Clackamas County Emergency Management Clackamas County Fire District No. 1 (CCFD1) Clackamas County Health, Housing and Human Services Clackamas County Sheriff's Office Local hospitals and medical facilities, including Providence Willamette Falls Medical Center Salvation Army School District: Oregon City School District

1 Purpose and Scope

The Human Services Functional Annex (FA) provides information regarding the City's response to the needs for **non-emergency medical** mass care/sheltering, human services, and public health support for victims of natural and technological emergencies and disasters.

This annex covers the following functions:

- Mass Care
- Emergency Assistance
- Housing
- Human Services
- Public Health Services
- Evacuation and Population Protection
- Volunteer and Donations Management
- Care of Emergency Response Personnel and Emergency Operations Center (EOC) Staff

For larger events that may require short- or long-term housing for disaster victims, County Emergency Management will coordinate this need with the City Emergency Program Coordinator. Emergency shelter includes the use of pre-identified shelter sites in existing structures, creation of temporary facilities or shelters, and use of other facilities outside the incident area, should evacuation be necessary.

Food is provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and

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referral to appropriate medical personnel and facilities, is provided at mass care/sheltering facilities. Bulk distribution of emergency relief items such as food, water, and ice is managed and coordinated via established sites within the City. Some situations may require coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Emergency response agencies for the City will also identify and coordinate assistance for individuals with special needs (called vulnerable populations) within the impacted area. Vulnerable populations may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English-speaking), existing disease/medical conditions, dependency on service animals, and any other condition or threat that could warrant special consideration under emergency circumstances.

2 Policies and Agreements

The following policies and agreements are currently in place to support emergency services for the City:

- Although a formal agreement has not been developed between the American Red Cross and the City, Human Services will be primarily implemented by American Red Cross when activated by County request. The agreement provides for shelter and mass care provisions if requested by the County.
- It is the policy of the City not to sanction or refer citizens to shelter and feeding operations that are not managed by the American Red Cross.

3 Situation and Assumptions**3.1 Situation**

Emergencies or disasters can necessitate evacuation of people from residences that are temporarily uninhabitable, damaged, or destroyed. Providing for these victims will consist of making facilities and services available and coordinating activities with government agencies and volunteer disaster assistance organizations. Emergency shelter or housing needs may be short or long term. When the need arises, it is the responsibility of the City to work with the various human service agencies to meet those needs.

3.2 Assumptions

- Although City government has primary responsibility for implementing and coordinating the resources and services included in this annex, the American Red Cross will manage and coordinate sheltering and mass care operations to the extent of its capability. The Salvation Army will support these operations, and other professional

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and/or volunteer organizations (e.g., faith-based organizations) that normally respond to emergency/disaster situations will continue to do so.

- The American Red Cross will have agreements in place for use of specific shelters that could be activated by calling the local American Red Cross representative. These shelters may be used for specific events associated with the City and County, as well as housing evacuees from neighboring counties if the need should arise.
- Permission to use American Red Cross–approved facilities for disaster operations and sheltering will be obtained and agreed upon in writing. Pre-identified facilities intended for shelter and mass care will be available and operational at the time of need.
- City government and other available response agencies will manage and coordinate all shelter and mass care activities until the American Red Cross has arrived on scene, assessed the situation, and activated procedures for preparing and operating shelters.
- Assistance will be available through mutual aid agreements between Oregon City and the County, other counties, other regions, and State and Federal emergency agencies and organizations.
- Unique demands will be placed upon the delivery of human services, including crisis counseling, emergency assistance, and the care of access and functional needs populations. As a consequence, the clientele groups of both local and State human service organizations will increase.
- Under localized emergency conditions, a high percentage of evacuees (50 percent or more) will seek lodging with friends or relatives rather than go to established facilities.
- If the threat of an evacuation is due to a visible hazard, or has been discussed in the media, some spontaneous evacuation will occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

4 Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1 Emergency Program Coordinator

- Coordinate emergency preparedness planning and exercise activities with the American Red Cross.

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- Identify local government's authority, responsibility, and role in providing long-term temporary emergency housing for disaster victims.
- Assess the situation and issue appropriate notifications to activate and staff the EOC, including notification of the American Red Cross, if it is determined that a representative is needed to coordinate emergency food and shelter.
- Establish a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.
- Assist in coordinating logistics to support operations and ensure that the provisions of any memorandum of understanding (MOU) are implemented, as necessary.
- Coordinate with local, State, and Federal agencies in damage assessment and cost recovery activities, as well as identify long-term temporary emergency housing options.
- Ensure that necessary communication activities are conducted to inform the public of disaster recovery activities, including information regarding long-term temporary emergency housing assistance.
- Continue to assist in restoration of normal services and operations, as appropriate.
- Conduct an after action debriefing/evaluation regarding the overall effectiveness of the City's efforts in providing emergency food and shelter.

4.2 American Red Cross

- Develop and maintain plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.
- Develop and maintain MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participate in the annual training exercises conducted by the City Emergency Management Organization to test the Emergency Operations Plan (EOP).
- Implement the response actions outlined in the MOU with the City, as necessary.

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- Evaluate the direct or indirect effects of the hazard on available shelter resources.
- Provide specific resource requirements, including feeding support, clothing and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinate activities with voluntary organizations active in disaster, faith-based organizations, other social service agencies, and local, State, and Federal government to provide emergency food and shelter.
- Assist the City in determining post-emergency needs for long-term emergency temporary housing, as requested.
- Prepare a report on the condition of shelter facilities and make arrangements for returning to normal use.
- Compile a record of emergency expenditures.
- Critique the provision of shelters for people displaced from their residences and institute reforms, as required.

4.3 Clackamas County Fire District No. 1

- Provide personnel, supplies, materials, and facilities as available in support of this function.
- Assist with medical care and treatment, as appropriate.
- Provide fire and line safety inspections, as appropriate.

4.4 Other Human Service Agencies

- **Clackamas County Health, Housing and Human Services** – Clackamas County Health, Housing and Human Services provides medical, health, welfare, mental health, and crisis management services to all citizens within Clackamas County. Contact with these departments and divisions during a major emergency or after hours will be made through County Emergency Management at 503-655-8224, 911, or the County EOC, if activated.
 - The County EOC will be the primary location for coordination and control of human services emergency operations. For localized emergencies or extreme environmental conditions, the County Health Officer or the County Chair may authorize other locations. The IC or City Manager may make a request for another location.
 - Telephone, radio, and the Emergency Alert System will be used to coordinate emergency health and human services.

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Telephone will be the primary communications medium, if available. The County Chair's Public Information Office will coordinate emergency public information concerning emergency health services.

- Non-government organizations, agencies, and institutions will be requested to provide their own administrative and logistical support except for assistance agreed upon and approved by the Director of Health, Housing and Human Services.
- **State of Oregon** – The Oregon Department of Human Resources is the agency responsible for coordinating the activities of the State's social service agencies. The Department of Human Resources includes the following two divisions, which may both play a major role in disaster assistance:
 - **Adult and Family Services** – The Adult and Family Services Division provides low-income assistance, including cash payments, medical coverage, food stamps, day care, and job placement assistance.
 - **Health Division** – The Health Division is the lead State agency for all radiation emergencies other than transportation incidents. This agency provides radiation monitoring expertise, detection equipment, and training. It also provides such health services as immunization and vector control. It coordinates emergency laboratory services to assess the potential of biological agents. Emergency contact with these agencies will be initiated through OERS at 1-800-452-0311.
 - **Senior and Disabled Services Division** - The Oregon Senior and Disabled Services Division can assist in the event of a disaster that impacts its clients.

5 Concept of Operations

5.1 General

The City Commission has overall responsibility for ensuring the welfare of citizens and visitors within the City during an emergency or disaster. In cooperation with available volunteer disaster assistance organizations, the City Emergency Program Coordinator will ensure the provision of basic human services. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, the City will assist and coordinate post-disaster housing needs of the homeless. While coordinated City/American Red Cross decision-making is desirable, the American Red Cross may independently initiate operations. The Salvation Army and other charitable groups (e.g., faith-based organizations) will provide additional support

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for disaster victims.

In the case of unmet needs, the Emergency Program Coordinator will make requests for County assistance via the EOC to County Emergency Management. Not all emergencies will entail mass care assistance; however, a limited amount of emergency food and clothing will be needed and provided.

Initial preparedness efforts will begin with identification of population groups requiring special assistance during an emergency (e.g., senior citizens and the handicapped). Needs should be matched to capabilities and resources, and any gaps should be addressed through planning, training, and exercises. When an incident occurs and evacuation is required, preparations will begin for receiving evacuees at selected facilities. Essential personnel, including volunteers, will be alerted; pre-positioned material resources (cots, blankets, food, etc.) will be made ready; and medical facilities will be alerted to the possibility of receiving evacuee patients. Participating agencies will provide food and clothing as needed, assist with registration of evacuees/victims, and provide information to assist victims needing additional services. Once the incident transitions to the recovery phase, human needs of victims should be continually assessed and met as necessary via one or more DRC.

5.2 Direction and Control

The City will seek the assistance of the American Red Cross and other similar agencies in implementing this section of the EOP. A liaison from the American Red Cross will be requested to report to the City EOC to assist in coordinating emergency housing, sheltering, and feeding activities; however, depending upon the size and scope of the disaster, this coordination may occur at the County EOC through the City's EOC's liaison at that location.

It is not the intent of the City to supplant the American Red Cross as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the City is not relieved of its obligation to ensure the welfare of its citizens in times of emergencies, as outlined in Chapter 401 of the Oregon Revised Statutes.

Shelter/lodging facility managers will be responsible for the operation of their individual facilities. The primary communications link between shelter facilities and the EOC will be landline and cellular telephones. If telephones cannot be used or are overloaded, law enforcement personnel will provide radio assistance. Shelter facility managers should arrange for persons in their facility to monitor prescribed communication sources for guidance and announcements.

6 Oregon City Human Services Functions**6.1 Mass Care**

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through

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both mobile and fixed feeding sites. The American Red Cross will assist in registering evacuees and, as applicable, will coordinate information with appropriate government agencies regarding evacuees housed in American Red Cross shelters.

6.1.1 Assembly/Reception Facility

In the event an incident requires the temporary evacuation or relocation of citizens, on-scene staff may choose to refer them to an assembly area, such as a school. Sheltering in excess of 4–6 hours should be requested through the American Red Cross. Activation of assembly facilities can be accomplished by contacting the facility manager.

6.1.2 Shelter

Protective shelters are life-preserving; they are designed to afford protection from the direct effects of hazard events and may or may not include the life-supporting features associated with mass care facilities. In contrast, mass care facilities are life-supporting; they provide protection from the elements and basic life-sustaining services when hazard events result in evacuations. The latter category of facilities is the focus of this annex and is designated as Reception and Care facilities in local American Red Cross sheltering plans.

The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Public school facilities will receive prime consideration for use as emergency mass care facilities; such use will be coordinated with school officials. Selected facilities will be located far enough from the hazard area to preclude the possibility of the threat extending to the mass care facility. Agreements for use of some facilities have been obtained by the American Red Cross. The City Manager will obtain permission from owners to use other facilities as required. When American Red Cross facilities are opened, the American Red Cross will be responsible for maintaining all functions and staffing according to American Red Cross policy. The American Red Cross will maintain listings of qualified and trained shelter and lodging facility managers.

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

- Predetermined sheltering sites and supplies available through the American Red Cross.
- General purpose tents available through the Oregon National Guard and requested by the County EOC to Oregon Emergency Management.
- If a Presidential Declaration has been made, temporary buildings or offices requested through the Federal Coordinating Officer.

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- City of Oregon City has 100 cots, blankets and pillows immediately available for use during first 72 hours.

A designated member of the City EOC staff may serve as the City Shelter Coordinator. Services will be provided through the coordinated efforts of staff members, the American Red Cross, the Salvation Army, other State-supported agencies, volunteer agencies, and mutual aid agreements with various support groups. Law enforcement agencies will provide security at shelter facilities, where possible, and will also support back-up communications, if needed.

Food will be provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Feeding operations are based on nutritional standards and, if possible, should include meeting dietary requirements of victims with special dietary needs. The American Red Cross will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies. The American Red Cross will coordinate all mass feeding and other services needed at open shelters within the City's jurisdiction with City Emergency Management via the City EOC.

6.1.3 Sheltering Service and Companion Animals

The City, the American Red Cross, and other organizations or groups providing sheltering and mass care will comply with Americans with Disabilities Act (ADA) requirements for service animals, with the facility owners' limitations, and with County and State of Oregon Health Code requirements.

However, pets are not allowed in American Red Cross shelters. Depending on the emergency, evacuees may be requested to provide food and water for pets prior to leaving their homes, or they may take small animals to a pet care facility. Clackamas County Animal Control may also be able to provide limited shelter for threatened small animals.

6.1.4 Bulk Distribution

Emergency relief items to meet urgent needs are distributed via established sites within the affected area. Distribution of food, water, and ice through Federal, State, and local governmental entities and non-governmental organizations is coordinated at these sites. The American Red Cross will coordinate all bulk distribution activities needed within the City's jurisdiction with the City Emergency Program Coordinator via the City EOC.

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

- City Manager's Office
- CCFD1
- American Red Cross

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- Salvation Army
- Private sector partners
- Disaster assistance personnel, including both paid and volunteer staff

6.1.5 Fallout Shelters

There are no fully equipped or maintained public fallout shelters within the City, nor do the City, any state agencies or the American Red Cross have personnel trained in fallout shelter management. In light of this resource gap, it will be the policy of the City to remove citizens from the source of the radiation rather than shelter in place.

6.2 Emergency Assistance**6.2.1 Disaster Welfare Information**

Disaster Welfare Information collects and provides information regarding individuals residing within the affected area to immediate family members outside the affected area. The system also aids in reunifying family members within the affected area. The American Red Cross will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be coordinated with the EOC and law enforcement agencies for comparison with missing persons lists. County Amateur Radio Emergency Services provides support to the American Red Cross and City Emergency Management in gathering, disseminating, and managing disaster welfare information.

6.2.2 Disaster Resource Center(s)

Upon a Presidential disaster declaration, a Disaster Resource Center (DRC) may be established. In addition to numerous grant and assistance programs available through the DRC, the Individual and Family Grant Program provides grants to meet disaster-related necessary expenses or serious needs for which assistance by other means is either unavailable or inadequate.

Logistics Section personnel may be called upon to arrange a large facility (often a school, church, or community center) to serve as a DRC. The Federal Emergency Management Agency (FEMA) is responsible for operating DRCs, which are often located in facilities such as schools, churches, and community centers. A DRC provides a location where citizens can meet with local, State, Federal, and volunteer agency representatives to apply for disaster assistance. Advertising of these facilities will be coordinated by the Public Information Officer (PIO) through the Joint Information Center (JIC), located in the Federal/State disaster field office. Federal, State, local, and volunteer agencies may provide or accept applications for the following services through the DRC:

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- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner-occupied residences in lieu of temporary housing so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments, technical assistance, and Federal grants for the purchase or transportation of livestock.
- Information regarding the availability of and eligibility requirements for food stamps.
- Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Tax counseling concerning various disaster-related benefits.
- Consumer counseling and assistance in obtaining insurance benefits.
- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- Social Security assistance for those who are eligible, such as death or disability benefits or monthly payments.
- Veterans' assistance such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veterans Administration (VA) if a VA-insured home has been damaged.
- Other specific programs and services appropriate to the disaster.

Logistics may also arrange office space, document reproduction services, etc. for State and Federal damage assessment teams.

If Federal mobile homes are to be supplied for use as emergency shelter, the Logistics section may assist in site choice and preparation consistent with the City's local comprehensive land use plan.

FA 2. Human Services**6.3 Long-Term Housing**

All housing needs identified during and following emergency incidents or disasters impacting the City will be coordinated through the County Emergency Management Director via the County EOC. In some disaster situations, the Federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the greatest extent possible, local and County government will coordinate post-disaster housing needs for the homeless population.

6.4 Human Services**6.4.1 Access and Functional Needs Populations**

The needs of children and adults who experience disabilities and others who experience access and functional needs shall be identified and planned for as directed by policy makers and according to State and Federal regulations and guidance. The City will seek the assistance of the County Health, Housing and Human Services and other human service agencies or organizations to assist in coordinating the emergency housing, sheltering, and feeding of Access and Functional Needs Populations. The following is a detailed description of the types of support individuals within each functional need category may require:

- **Maintaining Independence.** Individuals requiring support to be independent in daily activities may lose this support during an emergency or a disaster. Such support may include consumable medical supplies (diapers, formula, bandages, ostomy supplies, etc.); durable medical equipment (wheelchairs, walkers, scooters, etc.); service animals; and/or attendants or caregivers. Supplying needed support to these individuals will enable them to maintain their pre-disaster level of independence.
- **Communication.** Individuals who have limitations that interfere with the receipt of and response to information will need that information provided in methods they can understand and use. They may not be able to hear verbal announcements, see directional signs, or understand how to get assistance due to hearing, vision, speech, cognitive, or intellectual limitations, and/or limited English proficiency.
- **Transportation.** Individuals who cannot drive or who do not have a vehicle may require transportation support for successful evacuation. This support may include accessible vehicles (e.g., lift-equipped or vehicles suitable for transporting individuals who use oxygen) or information about how and where to access mass transportation during an evacuation.

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- **Supervision.** Before, during, and after an emergency, individuals may lose the support of caregivers, family, or friends or may be unable to cope in a new environment (particularly if they have dementia, Alzheimer's disease, or psychiatric conditions such as schizophrenia or intense anxiety). If separated from their caregivers, young children may be unable to identify themselves, and when in danger, they may lack the cognitive ability to assess the situation and react appropriately.
- **Medical Care.** Individuals who are not self-sufficient or who do not have adequate support from caregivers, family, or friends may need assistance with managing unstable, terminal, or contagious conditions that require observation and ongoing treatment; managing intravenous therapy, tube feeding, and vital signs; receiving dialysis, oxygen, and suction administration; managing wounds; and operating power-dependent equipment to sustain life. These individuals require support of trained medical professionals.

6.4.2.1 Children and Disasters

Planning and preparing for the unique needs of children is of utmost concern to the City, and whenever possible, the City will consider preparedness, evacuation, shelter operations and public outreach and education activities that identify issues particular to children. Such issues may include:

- **Preparedness.** Preparedness activities that relate to the needs of children. This includes involving members of the community who are familiar with children's issues.
- **Evacuation.** Identifying where children are located (schools, daycares) and how they will be evacuated.
- **Shelter.** Identifying resources for diapers, formula, and food appropriate for all ages; portable cribs and playpens; and staffing resources needed to supervise unaccompanied children.
- **Public Outreach and Education.** Promoting personal preparedness among families with children as well as at local schools and daycares.

6.4.2.2 Household Pets and Service Animals

Whenever possible, the City will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to household pets and service animals. Such issues may include:

- **Preparedness.** Preparedness activities that relate to the needs of household pets and service animals. This includes involving members of the community who are familiar with pet and service animal issues.

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- **Shelter.** Identifying resources for food, crates, and staffing resources needed to supervise household pets.
- **Public Outreach and Education.** Promoting personal preparedness among families with pets as well as at local pet rescue agencies.

6.4.2.3 Managing, Transportation and Communicating

Agencies and organizations involved in managing, transporting, and communicating with Access and Functional Needs Populations during an emergency and pertaining to mass care include:

- Area hospitals
- Private clinics and care facilities
- American Red Cross and other volunteer agencies
- School districts
- Local radio stations serving the City

Nursing homes and residential care facilities are required to have disaster and emergency plans in place that ensure the transfer of clients to appropriate facilities.

4.4.2.4 Programs in Place

The City has the following programs in place for vulnerable populations:

- The City provides hearing impaired devices for the public during City meetings and will accommodate other reasonable requests, including translation, when notified 48 hours in advance.
- At a minimum, three City employees speak Spanish, including positions in the Courthouse, Planning department, and Police department. At this time, the City does not maintain a list of what languages employees speak.
- City facilities are accessible to people with disabilities.
- Transportation services for people with disabilities include Transportation Reaching People, which is a volunteer program run by the County; the Tri-met lift program; and the Pioneer Center, which provides transportation services on a first come, first served basis.
- To learn more about FEMA's Office of Disability Integration and Coordination and the Functional Needs Support Services Guidance, visit <http://www.fema.gov/about/odic/>.

FA 2. Human Services**6.4.2 Behavioral Health**

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

- Area hospitals
- County and regional volunteer organizations
- Local nursing homes and care facilities

See the Clackamas County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services for more detail.

6.5 Public Health Services

Available emergency medical resources for the City consist of Providence Willamette Falls Medical Center, and AMR.

The County Health, Housing and Human Services will direct the County response to medical and health emergency issues.

See the Clackamas County EOP, ESF 8 – Public Health and Medical Services for more detail.

6.5.1 Emergency Medical Services**■ Activation**

- **Multiple Patient Scenes** – Multiple patient scenes do not constitute an emergency under this plan.
- **Mass Casualty Incidents** – During an incident that involves multiple injuries, emergency medical services are coordinated through a regional Mass Casualty Incident (MCI) Plan, which includes all area hospitals, rescue units, and ambulances in the Portland metropolitan area.

⌘ The MCI Plan is coordinated through the designated medical resource hospital and uses a dedicated emergency medical communications network, the Hospital Emergency Administrative Radio (HEAR) system.

⌘ The MCI Plan is activated by an event (e.g., multiple vehicle accident, explosion, etc.) in which five or more victims are involved, or a potential situation (e.g., fire, aircraft difficulty, etc.) in which 10 or more victims may be involved. The first responding or reporting agency (e.g., fire, police, or emergency medical

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services) is requested to notify 911, which will notify the medical resource hospital. The medical resource hospital will then perform an all call (all-hospital notification and bed inventory) as judged appropriate by the emergency physician. If medical triage is deemed necessary, appropriate routing of patients from the scene will be performed via the HEAR system. Whenever possible, all injured responders shall be transported to a single hospital to expedite on-the-job injury paperwork and to ensure continued contact and support to injured employees and their families.

⚡ Command and control of an MCI within the City will be established and maintained through CCFD1 and the City EOC staff.

- **National Disaster Medical System (NDMS)** – The City participates in the National Disaster Medical System. The NDMS is a federally sponsored network of communities with hospitals and emergency response teams ready to provide medical assistance during a national MCI. In the event of a major MCI, patients would be transported from the devastated area to one or more NDMS reception cities. Upon arrival, patients will be triaged and sent to area hospitals. The NDMS will also be involved in the medical aspects of long-term disaster response and recovery. If the disaster involves a disruption to the medical system, it may be necessary to develop plans to assist citizens who have power-dependent health problems, such as in-home oxygen and dialysis, or who are on maintenance medications and are unable to renew their prescriptions without assistance. In these events, the City will coordinate its efforts with the NDMS, Clackamas County Health, Housing and Human Services, and Clackamas County Emergency Management.

6.5.2 Mass Casualty Scene Management

- **Response-Transportation Incidents** - Medical and rescue crews shall not attempt to question train engineers, bus drivers, or aircraft flight crews as to the cause of the incident. Such questions are the responsibility of the investigating agency. Additional security may be needed to protect such personnel from the media.
- **Incident Investigation** - The National Transportation Safety Board (NTSB) is responsible for incident investigations on all aircraft and selected incidents involving surface transportation. The Federal Aviation Administration (FAA) may assist the NTSB in incident investigation. Investigations of incidents involving public use aircraft

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(i.e., aircraft used by government entities) are normally conducted by the agency operating the aircraft. Coordination of the incident with these agencies is vital. None of the investigative agencies have the authority to direct emergency services during the rescue phase, but they may direct the removal of bodies and debris. It is NTSB policy to be on the scene of a major incident as soon as possible. In minor incidents, the FAA, instead of the NTSB, may respond to the scene. It is vital that the Incident Commander contact the NTSB prior to removing deceased victims or moving aircraft wreckage. This can be accomplished by contacting any FAA facility, or by contacting the NTSB directly at:

NTSB Seattle Office: 206-870-2200 (0800-1630)
425-227-1999 (FAA Communications: 24 Hour)

- **Debris Removal and Scene Security** - Mass casualty scenes involving public transportation should be treated as potential crime scenes. Removal of incident-related debris from the impact area except as necessary to facilitate rescue should not be attempted by City personnel without clear direction from the appropriate authority. Incident investigation is highly dependent upon the preservation of the incident scene that should be maintained in as close to impact condition as possible. Removal of debris will ordinarily be accomplished by, or under the direction of, investigative agencies such as the NTSB or FAA. Scene security is extremely important and shall be the responsibility of the City Police Department. When responding to and securing the scene of a transportation incident, the following steps shall be considered:

- If bodies must be removed prior to the arrival of investigators, attempt to identify them, and mark the position in which each body was found. The location and position of bodies may be valuable clues to the cause of the incident. Assign a photographer to document the incident scene and the location of bodies prior to their removal. The following procedure shall be used prior to and during removal:
 - ⌘ Use spray paint to number the location of each body, making sure the number is easily visible on the ground or on debris next to the body.
 - ⌘ Photograph the scene, making sure the number will appear in the photograph.
 - ⌘ Mark the body bag with the same number.
 - ⌘ Place the body in the body bag.

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- ⌘ Bags for personal effects should be marked with the same number.
- ⌘ Subsequent paperwork should reference the same number.
- Mark any cuts or tears in metal or other materials made for the purpose of rescuing victims to differentiate them from those that were the result of the incident.
- Protect the scene from “souvenir” hunters. This may require lighting the scene at night to ensure a secure perimeter.

6.5.3 Mass Fatalities

Under normal circumstances, the Medical Examiner is responsible for determining cause of death, investigating the scene of the fatality, disposing of human remains, and notifying next of kin. However, in the event of a catastrophic disaster, the City may become responsible for those functions. For a multiple-fatality incident, the following process shall be followed:

- Contact the Clackamas County Medical Examiner’s Office and determine its ability to respond to the incident. If the office is unable to respond or cannot implement its agreement with the Funeral Directors, dispatch police or fire personnel with instructions to:
 - Determine and document the cause of death to the best of their abilities.
 - Photograph the scene.
 - Obtain body bags and place personal effects with the body.
 - Confirm identification if possible.
 - Transport remains to a funeral home or temporary morgue.
 - Relay identification of the deceased (if it can be determined) to the Planning Section.
- With the approval of Command, the Planning Section will contact Funeral Home Directors and Police and Fire Chaplains to notify the next of kin.
- The Planning Section will provide copies of documentation to the Medical Examiner’s Office.

6.5.4 Care for Families and Victims

Special care should be taken to provide up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location where they can be protected from the press and where information

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can be provided as it becomes available. These services will generally take place under the direction of other entities, such as the airline, in the event of an air disaster. The PIO, however, should expect calls from relatives, the press, and concerned citizens and may be requested to assist in providing information to friends and families of victims. If possible, a member of the clergy, a social worker, counselor, or member of the Trauma Intervention Program should be assigned to each family.

6.5.5 Temporary Morgue Services

Although the City has several permanent mortuaries, temporary morgues may be necessary in the event of an incident that results in either damage to these facilities, or numbers of fatalities that exceed their capabilities. Identification of victims may be a long and complicated process. Facilities that might be used as temporary morgues include school gymnasiums, armories, or other secure, air conditioned buildings. These facilities should provide:

- A receiving entrance protected from public view.
- A plainly marked general information area, easily accessible and located where it will not interfere with free passage to the operational area.
- A waiting room and public restrooms.
- Separate rooms for interviews with individuals seeking missing persons.
- Private viewing rooms for identification purposes.
- A telephone area and personnel adequate to handle incoming and outgoing calls.
- A working area for the press.
- A working area for the clergy.

In addition to the above features, the facility should provide work spaces with the following provisions:

- Storage space for bodies. This should be divided to provide segregated areas for male adults, female adults, male children, female children, and those whose sex cannot be determined.
- 220 volt, AC current for X-ray equipment.
- Tables for examination.
- Running water.

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- Good ventilation.
- Good lighting.

Organizations and agencies that may, upon request, provide services to help manage a temporary morgue operation include:

- American Red Cross.
- City Police Department.
- Clackamas County Criminologists.
- Clackamas County Medical Examiner.

6.6 Volunteer and Donations Management

The City Manager's Office and CCFD1 will coordinate and manage volunteer services and donated goods through appropriate liaisons assigned at the City EOC, with support from the American Red Cross, Salvation Army, and other volunteer organizations. These activities are intended to maximize benefits without hindering emergency response operations. Procedures for accessing and managing these services during an emergency will follow Incident Command System (ICS)/National Incident Management System (NIMS) standards.

6.7 Care of Response Personnel and EOC Staff**6.7.1 Emergency Operations Center Staff**

Arrangements for the feeding and sheltering of EOC staff is the responsibility of the Logistics Section. As space allows, EOC staff will sleep and eat at the EOC. Sleeping areas may also be set up in other facilities.

6.7.2 Response Personnel

Response personnel will be released to their homes or stations to sleep. If necessary, space may be arranged in a shelter. This shelter should be different than the one used for disaster victims or evacuees.

6.7.3 Families of City Response Personnel

Families of response personnel may be sheltered together in the event of an extended incident involving a major shelter operation. This will facilitate keeping families informed and help maintain the morale of response personnel.

7 Supporting Plans and Procedures

- County Emergency Operations Plan
 - ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services

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- ESF 8 – Public Health and Medical Services
- ESF 11 – Agriculture and Natural Resources
- ESF 14 – Long-Term Community Recovery
- Potential Shelter Locations – The most current list is available through Clackamas County Emergency Management. EOC staff may request that a shelter be opened by calling the Clackamas County Emergency Management through 911 or other number provided by them at that time.

8 Appendices

- Appendix A - Shelter Materials
 - A-1 - Shelter Survey Form
 - A-2 - Sample Shelter Agreement

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Appendix A Shelter Materials

A-1 Shelter Survey Form

A-2 Sample Shelter Agreement

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Appendix A-1 Shelter Survey Form

This form is intended to record information needed to make decisions when it becomes necessary to open a shelter.

Directions:

Please print all information. Complete one survey for each area within a facility that is to be used as a shelter or, if the entire facility is to be used as a shelter, for each facility. Complete all sections as thoroughly as possible, indicating numbers, space dimensions, etc.

This form is generic to many types of facilities; some of the questions on this form may not apply to every site. In such cases, answer "not applicable" (N/A).

General Facility Information**Facility Information**

Facility Name:

Name/description of area in this facility being surveyed for use as a shelter (e.g. Gymnasium):

Are there other areas in this facility being surveyed? If yes, name them.

Governing Agency/Owner:

Street Address:

Town/City:

Zip Code:

Latitude:

Longitude:

Map Locator Information (Map name, page, grid):

Mailing Address (if different):

Business Phone Number: () -

Fax Number: () -

Email Address (if applicable):

Primary Contact to Authorize Facility Use:

Name:

Day Phone: () -

After Hours/Emergency Phone: () -

Mobile Phone: () -

Email: _____

Alternate Contact to Authorize Facility Use:

Name:

Day Phone: () -

After Hours/Emergency Phone: () -

Mobile Phone: () -

Email: _____

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Primary Contact to Open Facility: Name: _____ Day Phone: (____) _____-_____ After Hours/Emergency Phone: (____) _____-_____ Mobile Phone: (____) _____-_____ Email: _____	Alternate Contact to Open Facility: Name: _____ Day Phone: (____) _____-_____ After Hours/Emergency Phone: (____) _____-_____ Mobile Phone: (____) _____-_____ Email: _____
---	---

Facility Physical Information

*****Attach a sketch or copy of the facility floor plan.*****

Availability for Use/Use Restrictions

Some facilities are only available during certain times due to other activities. Please indicate the periods that the facility is available.

☐ Facility available for use at any time of the year

☐ Facility **only** available for use during the following time periods:

From: _____ to _____

From: _____ to _____

☐ Facility **is not** available for use during the following time periods:

From: _____ to _____

From: _____ to _____

Is the facility within 5 miles of an evacuation route? ☐ Yes ☐ No

Is the facility within 10 miles of a nuclear or hazardous materials storage or disposal site? ☐ Yes ☐ No

Are there trees, towers, or other potential hazards that could impact the safety of the facility or block access to it after a disaster? ☐ Yes ☐ No

If yes, please describe: _____

Is smoking allowed in the facility buildings? ☐ Yes ☐ No

Is smoking allowed on the facility grounds? ☐ Yes ☐ No

Capacity

Shelter Capacity - How many persons can be accommodated for sleeping?

Area available for shelter use:

Length: _____ x Width: _____ = Total Area: _____

Record only useable space. For example, if a room is 600 square feet, but has furniture or fixtures that occupy half of that space and can't or won't be removed, the useable space is 300 square feet.

The area listed above ☐ is ☐ is not ☐ is partially disabled accessible.

Calculation of Shelter Capacity (Total Area ÷ Square feet per person = Capacity)

Recommended range of square feet per person by shelter type:

Evacuation shelter: 15 to 30 square feet per person

General shelter: 40 to 60 square feet per person

Special Needs Shelter: 80 square feet per person

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Type of Shelter	Total Area	Square Feet/ per person	Capacity *
☐ Evacuation			
☐ General			
☐ Special Needs			
* Does the actual layout of the area being surveyed decrease the usable space and significantly impact the capacity of the area? If so, explain.			
Seating Capacity - How many persons can be accommodated in fixed (not pull-out) seating areas (bench and flip-up type seating)?			
☐ Bench	Measured linear feet of bench _____ ÷ 16 ft ² /person = Bench seating capacity _____		
☐ Chairs	Number of chairs counted = _____ = Seating capacity _____		
☐ Not applicable			
Parking			
Number of on-site parking spaces (Do not include on-street parking in this figure):			
Number of handicapped parking spaces:			
Do curb cuts exist in and exiting the parking area that are at minimum 35 inches wide? ☐ Yes ☐ No			
When the facility is in normal use (i.e., school in session):		When the facility is not in normal use (i.e., school not in session):	
☐ On-site parking is adequate for shelter residents ☐ Off-site parking is available as noted below (e.g. on streets around the school): _____ _____ ☐ There is not adequate on-site or off-site parking available		☐ On-site parking is adequate for shelter residents ☐ Off-site parking is available as noted below (e.g., on streets around the school): _____ _____ ☐ There is not adequate on-site or off-site parking available	
General Facility Construction			
Facility Construction ☐ Wood frame ☐ Prefabricated ☐ Concrete ☐ Trailer ☐ Masonry ☐ Bungalow ☐ Metal ☐ Pod ☐ Portable Classroom ☐ Other If "Other," describe:		Number of stories: Elevator: ☐ Yes ☐ No Where, in relation to shelter area?	Approximate year of construction: Chair Lift: ☐ Yes ☐ No Quantity:

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☐ Accessible doorways (minimum 35 inches wide)	☐ Ramps (minimum 35 inches wide): ☐ Fixed ☐ Portable ☐ Level landings																																																						
☐ Automatic doors or appropriate door handles																																																							
Open Space: Indicate quantity and size (square feet) ☐ Athletic field(s): ☐ Fenced court(s): ☐ Secured playground area ☐ Other:																																																							
Fire Safety																																																							
<i>Some facilities are that appear to be suitable for sheltering might not meet local fire codes based on building capacity. It is recommended that local codes be examined to determine if the facility meets them.</i>																																																							
Does the facility have inspected fire extinguishers? ☐ Yes ☐ No																																																							
Does the facility have functional fire sprinklers? ☐ Yes ☐ No																																																							
Does the facility have a fire alarm? ☐ Yes ☐ No If yes, choose one: ☐ Manual (pull down) ☐ Automatic Does the fire alarm directly alert the fire department? ☐ Yes ☐ No																																																							
Does the facility have an internal fire hose system? ☐ Yes ☐ No																																																							
Does the facility have smoke detectors in/near the shelter area? ☐ Yes ☐ No																																																							
Sanitation Facilities																																																							
Indicate the quantity of only those sanitation facilities that will be accessible to shelter staff and residents near the area being surveyed for use as a shelter. If more than one area within the facility is being surveyed, only describe the sanitation facilities that will be for the exclusive use of the shelter area described in this survey.																																																							
Standards for ADA compliant accessible features for people with disabilities:																																																							
<u>Toilets:</u> Bathroom stall (38 inches wide); Grab bars (33–36 inches wide)																																																							
<u>Showers:</u> Shower stall (36 in x 36 in); Grab bars (33–36 inches in height); Shower seat (17–19 inches in height); Fixed shower head (48 inches in height) or Hand-held spray unit with hose accessible for people with disabilities:																																																							
<u>Sinks:</u> Sink (34 inches in height); Towel dispenser (39 inches in height)																																																							
	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 25%;"></th> <th colspan="2" style="width: 25%;">Urinals</th> <th colspan="2" style="width: 25%;">Toilets</th> <th colspan="2" style="width: 25%;">Showers</th> <th colspan="2" style="width: 25%;">Sinks</th> </tr> <tr> <td></td> <td style="text-align: center;">ADA compliant</td> <td style="text-align: center;">Not compliant</td> <td style="text-align: center;">ADA compliant</td> <td style="text-align: center;">Not compliant</td> <td style="text-align: center;">ADA compliant</td> <td style="text-align: center;">Not compliant</td> <td style="text-align: center;">ADA compliant</td> <td style="text-align: center;">Not compliant</td> </tr> <tr> <td>Men's</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Women's</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Unisex</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> <tr> <td>Total</td> <td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td> </tr> </table>		Urinals		Toilets		Showers		Sinks			ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant	Men's									Women's									Unisex									Total								
	Urinals		Toilets		Showers		Sinks																																																
	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant	ADA compliant	Not compliant																																															
Men's																																																							
Women's																																																							
Unisex																																																							
Total																																																							
Are there any limitations on the availability of these facilities? ☐ Yes ☐ No If yes, describe limitations (only during specific time blocks, etc.):																																																							
Are there baby diaper changing tables in any of the restroom facilities? ☐ Yes ☐ No																																																							

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Food Preparation Facilities		
☐ There are no food preparation or food service capabilities at this facility.		
☐ Full-service kitchen: food is stored, prepared, and served on site. If full-serviced, number of meals that can be produced: _____		
☐ Food is prepared off site by a central kitchen and served on site Central Kitchen Contact: _____ Phone Number: ()		
☐ Warming oven kitchen		
Appliances/Equipment: Indicate quantity and size (square feet) as appropriate.		
Refrigerators:	Walk-in refrigerators:	Industrial refrigerators:
Freezers:	Walk-in freezers:	Roasters:
Burners:	Griddles:	Warmers:
Ovens:	Convection ovens:	Microwaves:
Steamers:	Steam kettles:	Food processors:
Ice Machines:	Sinks:	Number of sink compartments:
Commercial dishwasher (<i>approved sanitation levels</i>):		Non-commercial dishwasher:
Location of equipment if in area other than kitchen:		
Dining Facilities		
Dining area on site: ☐ Yes ☐ No	Location:	
Snack bar: ☐ Yes ☐ No	If yes, seating capacity:	
Cafeteria: ☐ Yes ☐ No	If yes, seating capacity:	
Other indoor seating: ☐ Yes ☐ No	If yes, describe, include size and seating capacity:	
Total estimated seating capacity for eating:		
Standards for accessible for people with disabilities Tables (28–34 inches in height); Serving line/counter (28–34 inches in height); Aisles (minimum 38 inches wide)		
Are there accessible tables? ☐ Yes ☐ No If yes, number:	Are serving line/counters accessible? ☐ Yes ☐ No	Are aisles accessible? ☐ Yes ☐ No

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Additional comments related to food preparation or dining areas:		
Health Service Facilities		
Number of private rooms available:	Access to locked refrigeration? ☐ Yes ☐ No	
Total square footage of available space for health care needs:		
Location of health service area:		
Laundry Facilities		
Number of clothes washers:	Number of clothes dryers:	
Availability to shelter operator:	☐ Yes ☐ No	
Are laundry facilities coin operated?	☐ Yes ☐ No	
Special conditions or restrictions:		
<u>Facility Services Information</u>		
Electricity		
Emergency (generator power) on site: ☐ Yes ☐ No	Capacity in kilowatts:	
Is facility staff required to operate emergency generator? ☐ Yes ☐ No		
This generator powers: ☐ Throughout the shelter area. ☐ Only emergency lights and other critical circuits in shelter area. ☐ No generator serves the shelter area.		
Estimated run-time without refueling (in hours):	☐ Auto start ☐ Manual start	Fuel type:
Emergency fuel serve (fuel reserve) availability: ☐ Yes ☐ No	If yes, quantity (in gallons):	
Utility company/vendor:	Emergency phone number: () -	
Generator fuel vendor:	Emergency phone number: () -	
Generator repair contact:	Emergency phone number: () -	

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Heating	
Source of heat: ☐ Electric ☐ Natural Gas ☐ Propane ☐ Oil ☐ Gasoline ☐ Diesel	
Shelter area is heated: ☐ Yes ☐ No	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Cooling	
Source of cooling: ☐ Electric ☐ Natural Gas ☐ Propane	
Shelter area is air conditioned: ☐ Yes ☐ No	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Water	
Source of water: ☐ Municipal ☐ Well(s) ☐ Trapped Water	
If trapped, potable (<i>drinkable</i>) storage capacity in gallons:	Non-potable (<i>undrinkable</i>) storage capacity in gallons:
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Cooking: *refer to Food Preparation Facilities for additional information on facility cooking capacities.	
Source of cooking energy: ☐ Electric ☐ Natural Gas ☐ Propane	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -

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<u>Communications Information</u>	
Radio:	
Is there a NOAA Weather Radio at this facility? ☐ Yes ☐ No If yes, where is it located?	
Is there an emergency communications (ham) radio at this facility? ☐ Yes ☐ No If yes, where is it located? Who is trained/authorized to operate it? Name: _____ Contact #: ()	
Telephone/fax machines:	
Telephone service: ☐ Traditional land line ☐ VOIP (internet line)	
Are there business telephone available to shelter staff: ☐ Yes ☐ No	If yes, list any restrictions:
Business telephone available to shelter occupants: ☐ Yes ☐ No	If yes, list any restrictions:
Are there accessible telephones (49 inches from floor)? ☐ Yes ☐ No If yes, number of accessible phones:	Is there Telecommunications Device for the Deaf (TDD) availability? ☐ Yes ☐ No
Are there earpiece telephones (volume adjustable)? ☐ Yes ☐ No	Are there fax machines available to shelter staff? ☐ Yes ☐ No
Is there speaker telephone/conference availability? ☐ Yes ☐ No	Total number of fax machine telephone lines:
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -
Computers:	
Type of internet service connection: ☐ Dial-up ☐ High-Speed ☐ Cable ☐ Wireless	
Computers available to shelter staff: ☐ Yes ☐ No	Is there public access to computers? ☐ Yes ☐ No
Number of computers:	
Location of computers for evacuee use:	
Utility/vendor:	Emergency phone number: () -
Repair company:	Emergency phone number: () -

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Television:	
Is there a TV available for shelter use?	☐ Yes ☐ No
Location of cable TV drop for shelter area:	
<u>Shelter Management Information</u>	
This section is designed to identify shelter use capabilities of the facility for registration, management, and pet-care.	
Shelter Management	
Location of shelter registration:	Is there a computer network drop in this area? ☐ Yes ☐ No
Location of office for shelter management team:	Is there a computer network drop in this area? ☐ Yes ☐ No
	Phone number in this office:
Shelter supply kit is located:	
Key for kit is located:	
Pet Care Capacity: if applicable	
Pets could be housed: ☐ On site in existing facility Capacity: _____ ☐ On site using additional resources (Tents/Trailers) Capacity: _____ ☐ Combination of existing facility and additional resources ☐ Off site	
Location of pet intake area:	Location of pet shelter area:
Is the space used for the pet shelter area located near chemicals: ☐ Yes ☐ No	
Location of outdoor pet walking area:	
Facility Staff	
Facility personnel required when using facility:	☐ Yes ☐ No
Facility kitchen staff required when using facility kitchen:	☐ Yes ☐ No
Voluntary organizations (such as church or fire auxiliaries) required when using the facility:	☐ Yes ☐ No
Sanitation/maintenance staff required:	☐ Yes ☐ No
Will any of the above groups be experienced or trained in shelter management?	☐ Yes ☐ No

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Shelter Agreement Information	
Does the facility/owner have a current agreement for use as emergency shelter? ☐ Yes ☐ No	
Date:	Updated:
Additional information about agreement, if applicable:	
Additional notes (use additional page as needed):	
Survey completed/updated by: Date:	
<i>Printed name and title of authorized facility personnel:</i>	<i>Signature of authorized personnel:</i>
<i>Agency/organization of authorized facility personnel:</i>	
<i>Printed name and title of shelter surveyor:</i>	<i>Signature of shelter surveyor</i>
<i>Agency/organization of surveyor:</i>	
Shelter Determination: ☐ Facility can be used as general emergency shelter. ☐ Facility can be used as an evacuation shelter. ☐ Facility can be used as a special needs shelter. ☐ Facility can be used as a pet-friendly shelter ☐ Facility will not be used as a shelter.	
Facility is ADA Compliant: ☐ Partially ☐ Fully ☐ Not ADA Accessible	
Is this shelter entered in the National Shelter System (NSS)? ☐ Yes ☐ No	
NSS ID: _____	

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Appendix A-2 Sample Shelter Agreement

Oregon City coordinates the provision of mass care services to individuals, families, and communities impacted by a disaster. Certain disaster relief activities are supported by private facility owners who permit their buildings to be used as a temporary shelter for disaster victims and designated community organizations, like the American Red Cross or Salvation Army, who support relief activities. This agreement is between Oregon City Administration and a facility owner ("Owner") so that the City can use the facility as an emergency shelter during a disaster that directly or indirectly impacts the City.

Parties and Facility**Owner:**

Legal name: _____

Chapter: _____

24-Hour Point of Contact:Name and
title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:_____

_____**Oregon City**

Department/Agency: _____

24-Hour Point of Contact:

Name and title: _____

Work phone: _____ Cell phone/pager: _____

Address for Legal Notices:_____

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(Insert name and complete street address of building or, if multiple buildings, write “See attached facility list” and attach a facility list that includes the complete street address of each building that is part of this Agreement).

Terms and Conditions

- **Use of Facility:** Upon request and if feasible, the Owner will permit Oregon City to use the Facility on a temporary basis as an emergency public shelter.
- **Shelter Management:** Oregon City will have primary responsibility for the operation of the shelter and will designate a relief organization personnel member, the Shelter Manager, to manage the sheltering activities. The Owner will designate a Facility Coordinator to coordinate with the Shelter Manager regarding the use of the Facility by Oregon City.
- **Condition of Facility:** The Facility Coordinator and Shelter Manager (or designee) will jointly conduct a pre-occupancy survey of the Facility before it is turned over to Oregon City to record any existing damage or conditions. The Facility Coordinator will identify and secure all equipment that Oregon City should not use while sheltering in the Facility. Oregon City will exercise reasonable care while using the Facility as a shelter and will make no modifications to the Facility without the express written approval of the Owner.
- **Food Services:** Upon request by Oregon City, or Shelter Manager, and if such resources exist and are available, the Owner will make the food service resources of the Facility, including food, supplies, equipment and food service workers, available to feed the shelter occupants. The Facility Coordinator will designate a Food Service Manager to coordinate the provision of meals at the direction of and in cooperation with the Shelter Manager. The Food Service Manager will establish a feeding schedule, determine food service inventory and needs, and supervise meal planning and preparation. The Food Service Manager and Shelter Manager will jointly conduct a pre-occupancy inventory of the food and food service supplies in the Facility before it is turned over to Oregon City.
- **Custodial Services:** Upon request by Oregon City, and if such resources exist and are available, the Owner will make its custodial

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resources, including supplies and custodial workers, available to provide cleaning and sanitation services at the shelter. The Facility Coordinator will designate a Facility Custodian to coordinate the provision of cleaning and sanitation services at the direction of and in cooperation with the Shelter Manager.

- **Security:** In coordination with the Facility Coordinator, the Shelter Manager, as he or she deems necessary and appropriate, will coordinate with law enforcement regarding any public safety issues at the Shelter.
- **Signage and Publicity:** Oregon City may post signs identifying the shelter as an Oregon City emergency shelter in locations approved by the Facility Coordinator and will remove such signs when the shelter is closed. The Owner will not issue press releases or other publicity concerning the shelter without the express written consent of the Shelter Manager. The Owner will refer all media questions about the shelter to the Shelter Manager.
- **Closing the Shelter:** Oregon City will notify the Owner or Facility Coordinator of the closing date for the shelter. Before the County vacates the Facility, the Shelter Manager and Facility Coordinator will jointly conduct a post-occupancy survey to record any damage or conditions. The Shelter Manager and Facility Coordinator or Food Service Manager will conduct a post-occupancy inventory of the food and supplies used during the shelter operation.
- **Reimbursement:** Oregon City will reimburse the Owner for the following:
 - *Damage to the Facility or other property of Owner*, reasonable wear and tear excepted, resulting from the operations of Oregon City. Reimbursement for facility damage will be based on replacement at actual cash value. Oregon City will select from among bids from at least three reputable contractors. Oregon City is not responsible for storm damage or other damage caused by the disaster.
 - *Reasonable costs associated with custodial and food service personnel* which would not have been incurred but for Oregon City's use of the Facility for sheltering. Oregon City will reimburse at per-hour, straight-time rate for wages actually incurred but will not reimburse for (i) overtime or (ii) costs of salaried staff.
 - *Reasonable, actual, out-of-pocket operational costs*, including the costs of the utilities indicated below, to the extent that such costs would not have been incurred but for Oregon City's use

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of the premises (both parties must initial all utilities to be reimbursed by Oregon City):

	Owner initials	County initials
Water	_____	_____
Gas	_____	_____
Electricity	_____	_____
Waste Disposal	_____	_____

The Owner will submit any request for reimbursement to the County within 60 days after the shelter closes. Any request for reimbursement for food, supplies ,or operational costs must be accompanied by supporting invoices. Any request for reimbursement for personnel costs must be accompanied by a list of the personnel with the dates and hours worked at the shelter.

- **Insurance:** Oregon City, and designated relief organizations supporting mass care activities, shall carry insurance coverage in the amounts of at least \$1,000,000 per occurrence for Commercial General Liability and Automobile Liability. Oregon City shall also carry Workers' Compensation coverage with statutory limits for the jurisdiction within which the facility is located and \$1,000,000 in Employers' Liability.
- **Indemnification:** Oregon City shall defend, hold harmless, and indemnify the Owner against any legal liability, including reasonable attorney fees, in respect to bodily injury, death, and property damage arising from the negligence of Oregon City during the use of the premises.
- **Term:** The term of this agreement begins on the date of the last signature below and ends 30 days after written notice by either party.

Owner (legal name)

By (signature)

Name (printed)

Title

Date

By (signature)

Name:

Title :

Date

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FA 3 – Infrastructure Services

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FA 3 Tasked Agencies	
Primary Agencies	City Public Works Department
Supporting Agencies	Clackamas County Fire District No. 1 (CCFD1) Clackamas County Transportation and Development Oregon Department of Transportation (ODOT) Water: City of Oregon City, South Fork Water Board Sewer: City of Oregon City Electricity: Portland General Electric Gas: NW Natural Garbage Service: Oregon City Garbage Company Telephone and Internet Service: Verizon, Qwest, and Comcast

1 Purpose and Scope

This Infrastructure Services Functional Annex (FA) provides information regarding the coordination of infrastructure, public works, damage assessment, and engineering services during all phases of emergency management. Public works resources (personnel, equipment, facilities, materials, and supplies) will be coordinated through the City Public Works Department or the City Emergency Operations Center (EOC) (depending on the situation) following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers. This support function contains the various sub-functions outlined below.

The annex covers the following functions:

- Transportation
- Infrastructure Repair and Restoration
- Energy and Utilities
- Damage Assessment
- Debris Management

2 Policies and Agreements

The following policies and agreements are currently in place to support infrastructure services for the City:

- **Oregon Public Works Emergency Response Cooperative Assistance Agreement;** Oregon Department of Transportation and Oregon City (March 2010). This agreement enables public works agencies to support each other during an emergency, provides the mechanism for immediate response to the requesting agency when the responding agency determines it can provide the needed resources and

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expertise, and sets up the documentation needed to seek maximum reimbursement possible from appropriate federal agencies.

- **Oregon Water/Wastewater Agency Response Network (ORWARN);** ORWARN is composed of member utilities providing voluntary emergency assistance to each other. ORWARN facilitates rapid and short-term deployment of emergency services, in the form of personnel, equipment, and materials.

3 Situation and Assumptions

3.1 Situation

The City has identified critical infrastructure and resources to be protected and prioritized during an emergency event or disaster, to the greatest extent possible. During an emergency situation, the protection of human lives will take precedence during all facets of response, and essential services within the City will be maintained as long as conditions permit.

In addition, a utility failure would impact the availability of essential services such as the water supply, electrical power, natural gas, telephone, and sanitary sewer services. While a failure may result from natural or human causes, the severity of the incident must be measured by the duration of the disruption of the service and its impact on life and property.

3.2 Assumptions

- Response operations for the City Public Works Department will include assisting police and fire departments in traffic control and rescue operations, and clearing and maintaining critical lifeline routes.
- In a response to a natural hazards event such as flood, windstorm, or earthquake, the Public Works Department will generally be assigned or assume the lead agency role.

4 Roles and Responsibilities

4.1 General Responsibilities

The activities and responsibilities for each department in support of infrastructure services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

4.1.1 Emergency Program Coordinator

- Regularly brief the Mayor, City Commission, and City Manager on situational developments.

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- Collect resource requirement information from all City departments and the CCFD1.
- Evaluate the situation and determine whether the emergency operations plan needs to be implemented.
- Assess developing conditions and evaluate their potential impact.
- Research sources of needed resources.
- Establish and maintain contact with the County; provide updates on conditions.
- Consider activating the EOC.
- Document actions taken and costs incurred.
- Facilitate post-incident analysis.

4.1.2 Public Works Department

Public Works is responsible for:

- Developing and maintaining an emergency notification list of department personnel.
- Opening emergency response routes for rescue and life-saving operations.
- Restoring streets and managing street traffic, including traffic control devices.
- Restoring wastewater (sanitary sewer) and storm water system capacities.
- Restoring and operating sanitary sewer pump stations and pressure mains.
- Interfacing with utility providers to ensure timely restoration of services.
- Removing and disposing of debris from public rights-of-way and City property that was a direct result of a disaster event.
- Maintaining storm water flow.
- Administering existing contracts and developing new ones to restore infrastructure and services.

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- Keeping the City's fleet operational and providing emergency fuel supplies and equipment necessary to provide for the public's safety, health, and well-being; this will be given top priority during an emergency.
- Keeping the City's emergency generators operational.
- Coordinating with the police to assist in traffic control.
- Developing and maintaining operating procedures for disaster response.
- Establishing contracts and relationships with contractors and vendors who may play key roles in repair and restoration of County infrastructure.
- Requesting assistance through the County, if necessary.
- Documenting incident actions and costs incurred.
- Notifying regulating agency(s), as appropriate.

4.1.3 CCFD1

CCFD1 is responsible for:

- Notifying appropriate personnel of the developing situation.
- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential safety issues and making recommendations to the Safety Officer.
- Providing communication resources and support as needed.
- Providing fire suppression personnel and equipment to support public works response and recovery activities.

4.1.4 Police Department

The Police Department is responsible for:

- Alerting personnel of developing conditions.
- Assessing the department's minimum resource needs to maintain operations.
- Evaluating potential security and safety issues and making recommendations to the Safety Officer.

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- Providing police personnel and equipment to support public works response and recovery activities.
- Providing communication resources and support as needed.

4.1.5 Utilities

- Coordinating response activities with City Public Works Department regarding restoration of services.
- Making repairs and restoring services as soon as possible.
- Supporting the City with equipment, personnel, etc., as appropriate.

5 Concept of Operations

When this Emergency Operations Plan (EOP) is activated, all activities and resources in support of infrastructure services will be coordinated by the City EOC staff as identified and managed using the Incident Command System (ICS). The City Public Works Department is the lead agency for infrastructure operations and solid waste (debris) management.

Public Works will focus on restoring vital lifeline systems to the community, with an emphasis on critical roads. Public Works will also place emphasis on supporting law enforcement, fire, and search and rescue with evacuation and traffic control capabilities. Other operational priorities include:

- Damage assessment.
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Identification and labeling of uninhabitable/unsafe structures.
- Coordination of the closure and repair of transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., water, wastewater, and stormwater systems).
- Coordination with utility restoration operations (power, gas, and telecommunications).
- Prioritization of efforts to restore, repair, and mitigate infrastructure owned by the City and County.

Public Works will use local contractors to supplement its emergency response capabilities, escalating unmet needs through the County EOC and/or mutual aid partners.

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See the Clackamas County EOP, Support Annex (SA) C – Damage Assessment for more detail

The County Transportation and Development division will address larger debris management issues for the County. If needed, the City will request the following infrastructure services from County Emergency Management:

- Identification and labeling of uninhabitable/unsafe structures.
- Establishment of priorities and processes for issuing demolition and building permits.
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Development and designation of emergency collection, sorting, and debris routes and sites for debris clearance from public and private property.

6 City Infrastructure Services Functions**6.1 Transportation**

- Monitor and report on the status of and damage to the transportation system and infrastructure as a result of an emergency incident.
- Identify temporary alternative transportation solutions that can be implemented.
- Coordinate with County and State transportation agencies to implement the restoration and recovery of transportation systems and infrastructure.

See the Clackamas County EOP, Emergency Support Function (ESF) 1 – Transportation for more detail.

6.2 Infrastructure Repair and Restoration

City Public Works actions may include:

- Conduct pre-incident and post-incident assessments of public works and infrastructure.
- Execute emergency contract support for life-saving and life-sustaining services.
- Coordinate technical assistance, including engineering expertise, construction management, and contracting and real estate services.

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- Provide emergency repair of damaged public infrastructure and critical facilities.

See the Clackamas County EOP, ESF 3 – Public Works and Engineering for more detail.

6.3 Energy and Utilities

Energy and utility related actions may include:

- Collect, evaluate, and share information on energy/utility system damage and estimations of the impact of outages/failures within affected areas.
- Coordinate restoration of service in impacted areas.
- Ensure backup power and utility sources for critical facilities.

See the Clackamas County EOP, ESF12 – Energy for more detail.

6.4 Debris Management

A Debris Management Plan defines the roles, responsibilities, and procedures and provides guidance for development and implementation of all elements involved in managing debris removal operations in the response and recovery phases of a disaster. The City is currently participating in the development of a regional debris management plan which, when completed, will be housed in the Public Works Department. City debris management activities would be coordinated by the City Public Works Department in coordination with the County Department of Public Works.

See the Clackamas County EOP, Support Annex B – Debris Management for more detail.

7 Supporting Plans and Procedures

- County Emergency Operations Plan
 - ESF 1 – Transportation
 - ESF 3 – Public Works and Engineering
 - ESF 12 – Energy
 - SA B – Debris Management
 - SA C – Damage Assessment
- Key Facilities List – available at the City EOC

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8 Appendices

- Appendix A Resource Inventory

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Appendix A - Resource Inventory

To be developed.

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FA 4 – Recovery Strategy

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FA 4 Tasked Agencies**Primary Agencies**

City Administration

Supporting Agencies

1 Purpose and Scope

The Recovery Strategy Functional Annex (FA) outlines the basic City services and resources necessary to recover from a disaster.

This annex covers the following functions:

- Damage Assessment
- Public Assistance
- Individual Assistance

2 Policies and Agreements

The following policies and agreements are currently in place to support recovery for the City:

- None at this time

3 Situation and Assumptions

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

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

Local, County, and Federal government are responsible for assisting the public and private sectors in disaster recovery. A widespread disaster may affect the functionality of business, disrupt employment, interrupt government services, and impact tax revenue. Recovery is function undertaken during and after an event, along with the response. Expeditious recovery will limit costs, damages, and long-term impacts on the community. The purpose of this Recovery Strategy annex is to provide a strategy for the City to coordinate its recovery efforts with its partners at the State and Federal level.

In most cases, recovery begins during an event's response phase, when damage is identified and assessed. Damages are classified as being in the private or public sector. The extent of damages in dollars will determine what, if any, State or Federal assistance may be available during the recovery phase. To request this

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assistance, a local proclamation of emergency must be made and communicated to the Governor. Good record keeping and mitigation planning will support recovery efforts and ensure post-emergency compensation.

In addition to assistance available from governments, private non-profit organizations support recoveries as well. The American Red Cross and Salvation Army are examples of those involved in such efforts. The Governor can also request direct assistance from selected Federal agencies without a formal presidential declaration.

A comprehensive guide to Community Recovery in the State of Oregon can be found at the following internet site:

http://www.oregon.gov/OMD/OEM/fin_rec/disaster_recover_guide.shtml.

4 Roles and Responsibilities

4.1 Emergency Operations Center Staff

During recovery, many of the Section Chiefs' responsibilities and activities continue, but sometimes with a change in focus. These responsibilities are described below.

4.1.1 Operations Section

- Coordinate restoration of roads, bridges, and essential service facilities, and work on long-term reconstruction.
- Coordinate temporary housing and feeding of displaced persons.
- Perform initial damage assessments.

4.1.2 Planning Section

- Demobilize resources.
- Document emergency activities.
- Complete situation status reports.
- Coordinate resource management with the Logistics Section and Incident Commander.
- Create maps.

4.1.3 Logistics Section

- Make arrangements for a Disaster Recovery Center (DRC) for the Federal Emergency Management Agency (FEMA).
- Document emergency activities.

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- Coordinate temporary housing and feeding of displaced persons.
- Coordinate resource management with the Planning and Finance Sections.

4.1.4 Finance Section

- Keep records of all costs incurred.
- Document emergency activities.
- Prepare documents for submission to State and Federal government.
- Coordinate and document damage assessment.

4.1.5 Public Information Officer

- Disseminate public information.
- Document all emergency activities.

4.2 City Departments**4.2.1 Emergency Program Coordinator**

- Activate the disaster assessment team or process. Ensure that damage information is received from private nonprofit organizations.
- Receive and compile disaster information to:
 - Share the information with the appropriate County and municipal agencies
 - Prioritize response and recovery activities
 - Determine whether additional resources are needed
 - Submit forms to County Emergency Services as needed.
- Coordinate with appropriate agencies to address unmet needs.
- Receive and disseminate information to decision makers to prioritize recovery efforts and determine the need for State or Federal assistance.
- Coordinate the involvement of community response partners regarding the Preliminary Damage Assessment (PDA) and disaster declaration process.
- Assist County, State, and Federal agencies with conducting PDAs.
- Ensure completion of documentation of disaster-related response and recovery costs.

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- Coordinate with local officials to identify and recommend mitigation projects.

4.2.2 Other City Agencies

- Assist with the damage assessment process and disaster declaration process as requested.
- Document disaster-related response and recovery costs.
- Coordinate with local officials to identify and recommend mitigation projects.

5 Concept of Operations**5.1 Short-Term Recovery Activities**

During the recovery phase of an emergency, the City Manager or Incident Commander has the final authority to establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will most likely begin during the response phase of the emergency once the incident is stabilized. Short-term recovery activities may include:

- Damage assessment and posting of unsafe and unusable buildings, roads, or bridges.
- Assessment of victims' needs.
- Removal of disaster debris.
- Removal of human and animal remains.
- Testing of drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary, sewer, and storm drainage systems.
- Repair of utility lines, such as electricity and natural gas.
- Establishment of security in affected areas.

5.2 Long-Term Recovery Activities

Long-term recovery activities are generally conducted by the same resources used for similar activities during non-emergency times. These activities include:

- Restoring non-vital government services.
- Demolishing and reconstructing damaged areas.
- Monitoring restoration activities.

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- Establishing, in coordination with the Federal government, a DRC (*See FA 2 – Human Services for more detail*), if necessary.
- Identifying areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies.

5.3 Requests for State and Federal Assistance**5.3.1 Local Emergency Declaration**

When the City is faced with an emergency or disaster condition that requires a coordinated response beyond that which occurs routinely, and the required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements, the Mayor (or designee) may decide to declare a local emergency.

A local emergency declaration provides City officials with the additional authority that may be needed to address emergency conditions; can facilitate large-scale evacuations; and, once the appropriate response is beyond the capability of the County, can set the stage for requesting state assistance.

See the Basic Plan, Chapter 1 for procedures for declaring a state of emergency.

5.3.2 Local Request for State Assistance

If an emergency has occurred wholly within the boundaries of the City, a request for assistance from the State must be submitted to the County for transmittal to Oregon Emergency Management (OEM) for consideration by the Governor. The State has a reasonable expectation that counties will endeavor to assist cities within their jurisdictions before turning to the State and/or Federal government for assistance.

Requests for assistance submitted to the County for transmittal to the State must include:

- The type of emergency or disaster.
- The location(s) affected.
- Deaths, injuries, population still at risk.
- The current emergency conditions or threat.
- An initial estimate of the damage and impacts.
- Actions taken and resources committed by local governments.
- Specific information about the assistance being requested.

FA 4. Recovery Strategy**5.3.3 County and Federal Recovery Efforts**

Community recovery assistance from the county and Federal levels comes in the form of activating ESF 14 – Long-Term Community Recovery. This support function provides a mechanism for coordinating Federal support to State, tribal, regional, and local governments, nongovernmental organizations, and the private sector to enable community recovery from the long-term consequences of extraordinary disasters. ESF 14 accomplishes this by identifying and facilitating availability and use of sources of recovery funding and by providing technical assistance for community recovery and recovery planning support. For information regarding County recovery procedures, refer to ESF 14 in the County EOP. For information at the Federal level, ESF 14 can be found at <http://www.fema.gov/pdf/emergency/nrf/nrf-esf-14.pdf>.

NOTE: Detailed information regarding local and state recovery processes is provided in the State Disaster Recovery Guidebook, Part I – Overview.

6 City Recovery Functions**6.1 Damage Assessment**

Damage assessment is conducted in two phases: Initial Damage Assessment (IDA) and secondary damage assessment. The IDA, a Planning Section responsibility, provides supporting information for the disaster declaration and is the responsibility of the City. The secondary damage assessment is an in-depth analysis of the long-term effects and costs of the emergency and is performed with the combined efforts of local, State, and Federal agencies and the American Red Cross.

6.1.1 Windshield Surveys

During the initial phase of an event with widespread property damage (such as windstorm, earthquake, etc.), normal communication links may not exist. It is important to get an account of the damage as soon as possible in order to prioritize resource assignments.

As appropriate after an event, units from appropriate agencies may begin a process called “windshield surveys.” Windshield surveys consist of response agency units driving throughout the City in a systematic manner to survey predetermined high-priority facilities. When damage is discovered, a description of the situation is to be reported. The goal is to get a quick overview of the entire situation and then assign resources to the priority situations.

6.1.2 Initial Damage Assessment

During an emergency or disaster, local governments conduct a quick initial assessment of damages and impacts, sometimes as part of a request for State or Federal resources to augment local ones. The Community Development Director coordinates this assessment and usually assigns some IDA responsibilities to other local government departments.

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The IDA evaluates the damages and costs related to a disaster, the impact of the disaster on the community, and which State, Federal, or volunteer agency programs might be able to provide needed assistance. With respect to Federal assistance, a determination during the IDA of the extent of affected homes, businesses, and public facilities assists State officials in determining whether they need to follow-up with other damage or impact assessments, including perhaps a PDA for Individual Assistance, Public Assistance, or both.

As soon as it can safely be done during or following the event, local officials should complete the Initial Damage Assessment Summary Report Form and forward it to the County. Counties should forward the completed form to OEM.

Table RS-1 outlines the City's priorities for damage assessment.

Table RS-1 – Oregon City Damage Assessment Priorities

Priority #1	Public Safety and Restoration of Vital Services
Emergency Operations	Emergency Operations Center Fire Stations City Police Department facilities
Hazardous Industries	Hazardous occupancy industry Natural gas pipelines Electrical power stations and other like facilities
Utilities & Transportation Infrastructure	Sanitary sewer Storm and water lines Bridges and overpasses
Medical Facilities	Mass care and shelter facilities Medical clinics
Other Vital Public Services	Schools and other public facilities Food suppliers Other major businesses
<i>Note: Each facility should be analyzed on structural integrity, safety, functional capability, and estimated costs to repair or replace.</i>	
Priority #2	Assessment of Damage to Support Emergency or Major State or Emergency Declaration
	Multi-family complexes Single-family residences Other businesses

6.1.3 Secondary Damage Assessment

The IDA should provide the basis for secondary assessment activities. Secondary damage assessments most often occur during the recovery phase after initial response activities have taken place and build upon that information to provide supporting documentation for State and Federal disaster assistance. While assessment will have begun with the Planning Section in the EOC, often the PDA will occur after the EOC has been demobilized. If demobilization has occurred, the

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final incident package, including all damage assessment information, shall be transferred to the Financial Officer of record. He or she may choose to assign the Finance staff most involved in the incident to manage the long-term recovery, or may assign these duties internally as necessary.

Finance staff should plan to perform the following tasks:

- Identify a Recovery Coordinator for each department that will have projects.
- Establish and maintain contact with OEM and Clackamas County Emergency Management. Determine:
 - Reporting and inspection time lines
 - Support needed by State/Federal Teams
 - Process for obtaining approval for activities taken during recovery activities.
- Coordinate the assignment of personnel to Damage Assessment teams (these personnel will most likely be from Public Works or Community Development). The section should arrange appointments with managers/owners of affected facilities in order to facilitate the process.
- Provide current cost and damage assessment information to the Command and General Staff and to the Mayor and Commission, City Manager, and department Directors.

See the State Disaster Recovery Guidebook, Part I – Overview for more detailed information on damage assessment.

6.2 Public Assistance

Requests for Public Assistance for the City will be coordinated with County Emergency Management.

6.2.1 Eligible Entities and Projects

Eligible applicants under the Public Assistance Program are units of local government, state agencies, organizations and agencies of native peoples, and private nonprofit organizations that meet certain criteria.

As a local government, the City qualifies as an applicant under the Federal Public Assistance Program. However, this basic qualification is only the first step in complying with eligibility criteria. To be eligible for assistance, a project must result from a Presidentially declared emergency or major disaster, must lie within the designated disaster area, must be the responsibility of an eligible applicant, and must not fall within the authority of another Federal agency.

FA 4. Recovery Strategy**6.2.2 Request for Public Assistance**

Applicants notify FEMA of their intent to apply for public assistance by submitting a Request for Public Assistance form. This request officially declares to FEMA that an applicant intends to apply for Public Assistance. The form outlines general information identifying the applicant, including the applicant's name, address, and primary and secondary contacts. If the applicant is unable to submit the request to OEM at the Applicants' Briefing, the applicant must submit the form within 30 days of the date of designation of the county for Public Assistance. An applicant need not wait until all damage is identified before requesting assistance.

Federal and State personnel will review each public assistance request to ensure the applicant's eligibility. Once a request has been submitted, the project formulation process can begin. Project formulation is the process of documenting the eligible facility, the eligible work, and the eligible cost for damaged projects.

6.2.3 Steps to Obtain Disaster Assistance

There are five primary steps to obtaining public disaster assistance:

- A request is submitted by the applicant.
- A Public Assistance Coordinator (PAC) is assigned to each applicant.
- The applicant presents a list of damages to the PAC at the kickoff meeting. This list serves as the basis for completing Project Worksheets. The applicant then has 60 days from the date of the kickoff meeting to report or identify damages to FEMA.
- The PAC and State staff work with the applicant/subgrantee to identify any special considerations, ensure that all damage and emergency work costs are identified, and ensure that the scope-of-work on Project Worksheets is eligible and complete.
- Upon approval of Project Worksheets, the funds are obligated to OEM, who is the grantee and will disburse Public Assistance funds to the subgrantee. Federal funds for small projects will be disbursed after approval, and Federal funds for large projects will be disbursed as work is accomplished.

See the State Disaster Recovery Guidebook, Part IV – Programs Which Assist Public Agencies for more detailed information on public assistance.

6.3 Individual Assistance

Individual Assistance programs strive to meet the disaster-related needs of individuals and families while utilizing disaster assistance resources as efficiently as possible. Disaster recovery officials especially strive to avoid duplication of benefits. Efficient use of recovery resources is also aided by providing assistance

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through a sequence of programs. Those with serious unmet disaster-related needs proceed through each step until all avenues, public and private, have been explored to meet those needs.

6.3.1 Insurance

Claims should be made in accordance with appropriate insurance policies in effect for the peril that caused the disaster. Disaster assistance programs are not a replacement for proper insurance, nor can any disaster assistance program provide cost recovery for those affected by disaster as good as that provided by insurance. Moreover, most natural disasters that affect an individual or family are not widespread enough to result in the implementation of Federal disaster assistance programs. Hence, in the vast majority of cases, insurance and voluntary agency assistance are the only avenues for helping families and individuals recover.

6.3.2 Voluntary Agency Assistance

Many voluntary agencies provide disaster recovery assistance to individuals and families. Like insurance, voluntary agencies should be viewed as having resources which are utilized prior to governmental disaster assistance programs. In cases for which there is a Presidential declaration, access to some voluntary agency assistance may be gained at or through DRCs. Most voluntary agency assistance is intended to meet immediate disaster-related needs such as shelter, food, clothing, health and medical care including counseling and mental health assistance, essential household furnishings, bedding, transportation, and sometimes temporary assistance to rent housing.

See Appendix D, Typical Individual Assistance of this annex for additional individual assistance programs.

6.3.3 Disaster Recovery Centers

If individual assistance is authorized, the Logistics Section may be called upon to establish a local DRC to assist qualified citizens with filing claims for financial and housing assistance. Appropriate facilities include schools, churches, and community centers. In Oregon City, school gymnasiums should receive particular consideration for this purpose.

Local, State, and Federal entities will:

- If individual assistance is authorized, establish a local DRC to assist qualified citizens with filing claims for financial or housing assistance.
- If public assistance is authorized, dispatch assessors to develop, in coordination with local representatives, disaster survey reports for public damage and response costs.
- Provide technical assistance and advice regarding recovery and mitigation activities to both citizens and public agencies, as appropriate.

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- Coordinate public information and assistance activities with the EOC Public Information Officer (PIO); and keep local authorities informed of assistance provided to local residents, businesses, and local entities.

Advertising of these facilities will be coordinated by the PIO through the Joint Information Center (JIC) (if activated) located in the Federal/State Disaster Field Office. Federal, State, local and volunteer agencies may provide or accept applications for the following services through the DRC:

- Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
- Essential repairs to owner-occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
- Disaster unemployment and job placement assistance for those unemployed as a result of a major disaster.
- Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
- Agricultural assistance payments, technical assistance, and Federal grants for the purchase or transportation of livestock.
- Information on the availability of food stamps and eligibility requirements.
- Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
- Legal counseling to low-income families and individuals.
- Tax counseling concerning various disaster-related tax benefits.
- Consumer counseling concerning various disaster-related tax benefits.
- Consumer counseling and assistance in obtaining insurance benefits.
- Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
- Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments.
- Veteran's assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran's Administration (VA) if a VA-insured home has been damaged.

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- Other specific programs and services as appropriate to the disaster.

See the State Disaster Recovery Guidebook, Part II – Programs Which Assist Families and Individuals for more detailed information on individual assessment.

7 Supporting Plans and Procedures

- County Emergency Operations Plan
 - ESF 14 – Long-Term Recovery
 - SA C – Damage Assessment
- State of Oregon Disaster Recovery Guidebook

8 Appendices

- Appendix A Damage Assessment Materials
 - A-1 Initial Damage Assessment Checklist
 - A-2 Preliminary Damage Assessment Checklist
 - A-3 Initial Damage Assessment Summary Report Form
- Appendix B Public Assistance Materials
- Appendix C Individual Assistance Materials
 - C-1 Disaster Recovery Center Requirements Checklist
 - C-2 FEMA DRC Requirements Worksheet
- Appendix D Typical Individual Assistance Programs

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Appendix A Damage Assessment Materials

- A-1 Initial Damage Assessment Checklist**
- A-2 Preliminary Damage Assessment Checklist**
- A-3 Initial Damage Assessment Summary Report Form**

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Appendix A-1 Initial Damage Assessment Checklist

As its name suggests, an IDA is meant to be an *initial* assessment of the damage and impacts caused by the disaster. Do not spend a great deal of time on details at this stage. The IDA only needs to outline enough damage and impacts to the community to bring in the right programs for a closer assessment.

All those using information obtained from an IDA should be cautioned concerning the limitations of the data and should expect variations between this initial assessment and the actual number of applications received should disaster assistance programs be offered.

General

The following guidelines should be followed when conducting an IDA:

- Examine and note areas of major damage and damage that is likely to be expensive to repair and mitigate.
- Although insured losses should be noted, do not spend a great deal of time trying to collect detailed insurance information during the IDA. Determining the details of insurance in place is time consuming and unnecessary at this stage. If detailed insurance information is needed, it can be collected during a second assessment, such as the joint PDA.

Note: An exception to this rule is “small disasters,” which require collecting insurance information during the IDA in order that the Small Business Administration can make a decision on whether or not to dispatch personnel to Oregon to lead a Small Business Administration (SBA) “damage survey.”

- The Individual Assistance Initial Damage Assessment (IDA) Field Data Collection Form is designed to assist you in conducting the IDA for homes and businesses.
- The Infrastructure (Public Assistance) Initial Damage Assessment Data Collection Form may assist you in conducting the IDA for public sector damages.
- Analyze IDA data based on the following questions:
 - Is the damage primarily to the agricultural sector? If so, you may want to ask the State to look into U.S. Department of Agriculture assistance.
 - Are the impacts primarily to businesses that have suffered significant damage or other problems that would cause loss of revenue? If so, you may want to ask the state to look into SBA programs.

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- Is the damage primarily to homes? If so, perhaps the State should request SBA assistance or request an Individual Assistance joint PDA.
- Is the damage primarily to publicly owned facilities? If so, perhaps the State should request a Public Assistance joint PDA.

Whom to Involve

Since speed and accuracy are essential in obtaining the maximum amount of information in the shortest amount of time, there should be more than one person involved in the IDA process. The Local Emergency Program Manager should assemble a team to assist, including members such as:

- American Red Cross officials: depending on the capabilities of the American Red Cross that serves your area, you may want to ask the American Red Cross to coordinate the IDA effort with respect to homes and to assess the number of persons significantly impacted by the disaster. In some cases, the American Red Cross will have already done so; you may be able to utilize information they have already gathered.
- Building inspectors and tax assessors from local governments, and appraisers from lending institutions or insurance companies, to evaluate buildings, manufactured homes, and businesses.
- City/County engineers, public works officials, utility officials, etc. for an assessment of damages to roads, bridges, other public facilities, and utility systems.
- Hospital and urgent care facility officials for information on injuries and fatalities.
- School district officials to provide school damage figures.
- County health officials for an assessment of disaster effects on community health.
- Officials in charge of levees, drainage systems, private nonprofit and recreational facilities, etc.
- County agent for farm and ranch damage assessment.

Collecting Initial Damage Assessment Data by Telephone Bank

Local jurisdictions may want to establish a telephone bank to collect IDA information on damage and impacts to homes and businesses. If you decide to utilize the telephone bank approach, work with local media to reach affected

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individuals, families, and businesses. For each, try to collect at least the following:

- Name of individual, family, or business.
- Address of the damaged or impacted structure.
- Mailing address if different.
- Telephone numbers where the person reporting the damage or impacts can be reached.
- If the damaged structure is a home, is it a primary home or a second home? Is it a rental? If so, count the home twice: once as a home, a second time as a business. Try to obtain the appropriate points of contact for both.
- Is the loss/damage insured?
- Obtain a brief description of, and, if possible, estimated cost associated with the damage or impact; collect only enough information to allow you to categorize the damage as minor, major, or destroyed. Also note homes and businesses that are not damaged but that are directly impacted, such as loss of potable water, loss of septic system, loss of driveway access, etc. Homes meeting this criteria should be noted as “affected habitable”; businesses as “interrupted.”

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Appendix A-2 Preliminary Damage Assessment Checklist

To prepare for the arrival of State and Federal joint PDA officials, local jurisdictions should do as much of the following as time permits.

General

- The Local Emergency Program Manager should coordinate the PDA or designate a PDA Coordinator. This person should have a working knowledge of the PDA process and forms, and thorough familiarity with local geography, government officials, and public facilities.
- Line-up appropriate officials who will become the local government representatives on the joint PDA Teams. For Individual Assistance consider assessors, building department inspectors, etc. For Public Assistance consider building department inspectors, road department engineers and technicians, bridge engineers, etc.
- Prepare maps which note the locations and nature of the damage.
 - Delineate any areas where the damage is primarily to homes,
 - businesses,
 - and agricultural land.
 - Indicate the location of each damaged public facility, and the government agency responsible for its care.
 - Mark the location of sites where disaster related costs were incurred.
 - If possible, all damage sites should be identified by local officials before state/federal inspectors arrive.
- On the same maps, indicate the best routes of travel accounting for roads and bridges which are out-of service due to the disaster, and methods for efficient routing such as travel "loops" likely to be taken by the joint PDA Teams.
- Also on the maps, indicate areas where major utilities are still out of service, areas with septic tanks or wells, areas that are still experiencing the effects of the disaster, and health and safety hazards such as hazardous materials spills, biological hazards, downed power lines, etc.
- If possible, provide photographs of damage sites to State and Federal inspectors.

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- Assemble and briefly summarize information on the resources committed by the jurisdiction in responding to the disaster. Be sure to include the time commitment, overtime, etc. of the City staff who have been involved.
- Ask everyone involved in the joint PDA to look for ways of rebuilding damaged structures to lessen damage and hardship next time; provide these ideas to the hazard mitigation PDA teams.
- Set up a joint PDA team support facility that includes:
 - Tables and chairs.
 - Displays, such as maps, chalk boards, dry erase boards, flip charts, bulletin boards, etc.
 - Telephones and telephone directories.
 - Copies of the Oregon Blue Book.
 - One or more photocopiers.
 - Availability of drinking water, coffee, etc.
 - Restrooms.
 - If available and appropriate, your EOC can serve as the joint PDA team support facility.
- Make arrangements for a facility to conduct the joint PDA public official and team briefings such as a courtroom, public auditorium, lecture hall, etc.
- Be prepared to provide high clearance vehicles for the use of the teams; these vehicles should be driven by the local representative and should comfortably seat up to five people.
- If necessary, assist State and Federal joint PDA team members to find lodging and meals during their stay in the disaster area.

Individual Assistance

- Develop a written summary of the impacts of the disaster that answers the following questions:
 - Have there been injuries or deaths? Are persons missing?
 - Are families isolated due to the disaster?
 - Are public health and safety significantly compromised?

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- Is debris on private property a health and safety hazard? Does it prevent access to homes?
 - Are services such as medical care, schools, mail delivery, public transportation, communication, etc. significantly affected?
 - Are utilities out of service, e.g., electricity, gas, water, sewer, drainage systems, dikes, etc.? When will service be restored? Are outages widespread or concentrated in one area?
 - Were many private vehicles destroyed?
 - Is there increased unemployment due to the disaster?
- Gather and assemble the following information about the area(s) affected by the disaster:
- Which affected areas are urban, suburban, or rural? Commercial? Industrial? Delineate these areas on the teams' maps.
 - What was the area's economic base and condition prior to the disaster?
 - What was the pre-disaster market value of homes in the disaster area(s)? Be prepared to provide dollar ranges to fit "high," "medium," and "low" categories.
- Ask the American Red Cross to make available any information they have collected during their "windshield" and "on-site detailed" damage assessments.
- Work with OEM and FEMA to obtain information regarding insurance coverage in the disaster areas. FEMA will conduct some of this research from their regional office.
- What resources are available in the area to provide temporary housing for displaced persons? Vacant rental homes, mobile homes, or apartments?
- If flooding occurred, make estimates for the team about water depths and velocities and the duration of flooding. Was the water contaminated with chemicals? Sewage? Other?
- Assign local, State, Federal, and volunteer agency officials to each team; have each team cover both dwellings and businesses in a geographic area.

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- Dispatch teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, you may want to reassign one or more geographic areas to a team or teams likely to finish before others.

Public Assistance

- Develop a written description of the impacts of the disaster on local government, including:
 - Population served by the local government.
 - Budget balance before and after the disaster.
 - Capability of local government to deal with the interruption or loss of essential public services, continuing public health and safety problems, and the loss of public facilities, equipment, materials, etc.
 - Public service impacts that will continue without Federal assistance, including deferral of permanent repairs, reductions in ongoing services, delays in planned capital improvements, continued isolation of families or communities, etc.
- If the time the joint PDA will begin has been well established, go make appointments for the team at sites where the damage or the impact of the damage is greatest.
- In lieu of making appointments, develop a list of contacts for each damage site, including telephone numbers and times when they are easiest to reach.
- Ensure that local government representatives designated to serve on joint PDA teams have knowledge of repairs already made and repairs needing to be made, as well as a knowledge of the location of damage sites.
- Be prepared to provide State and Federal officials a detailed cost breakdown of labor, equipment, materials, and supplies for all completed work, including work completed through contracts with private-sector companies. While a variety of forms can be used to summarize these items, the format chosen must document “who, what, when, where, and how.”
- Be prepared to describe which sites will be repaired or reconstructed by contract, and those which will be repaired by local forces. If a contractor's estimate has been received, make it available to State and Federal inspectors.

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- If damaged facilities are to be rebuilt to conform with new codes, specifications, or standards, be prepared to provide inspectors with copies of the specifications, local resolutions, ordinances, etc., which require upgrading of the facilities.
- Time permitting: Using as many “Infrastructure (Public Assistance) Initial Damage Assessment Field Data Collection Forms” as necessary, develop a list of work performed and facilities damaged as a direct result of the disaster. Estimate the cost of repair or restoration of damaged public facilities. Be sure to include both work that has been completed and that which has not. Organize the information by category-of -work.
- Assign local, state, and federal officials to each team; have each team cover a geographic area.
- Dispatch the teams to their areas; have each team report back into the central PDA support facility periodically by radio or telephone. Some teams may cover ground more quickly than others. If so, you may want to reassign one or more geographic areas to a team or teams likely to finish before the others.

Hazard Mitigation

- Think of the joint PDA as an opportunity to quickly identify hazard mitigation opportunities before much of the permanent repair work has been accomplished.
- Talk with the people who helped you to accomplish the IDA about any hazard mitigation opportunities they discovered during the IDA; provide this information to the State and Federal inspectors (FEMA and SBA).
- Resources permitting, assign a local representative to join FEMA and OEM hazard mitigation staff assigned to accomplish the hazard mitigation portion of the joint PDA. Assemble as many teams as appropriate and as resources permit; often, there will be only one hazard mitigation PDA team per local jurisdiction.

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Appendix A-3 Initial Damage Assessment Summary Report Form

Electronic copies of the following damage assessment forms can be found at http://www.oregon.gov/OMD/OEM/fin_rec/section_b_form.shtml.

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

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Insert Damage Assessment Summary forms

FA 4-27 – FA 4-50

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Appendix B Public Assistance Materials

Electronic copies of the following public assistance materials can be found at <http://www.fema.gov/government/grant/pa/forms.shtm>.

- Request for Public Assistance (FF90-49)
- Hazard Mitigation Proposal (FF90-61)
- Project Worksheet (FF90-91)
- PW-Damage Description and Scope of Work Continuation Sheet (FF90-91A)
- PW-Cost Estimate Continuation sheet (FF90-91B)
- PW-Maps and Sketches Sheet (FF90-91C)
- PW-Photo Sheet (FF90-91D)
- Validation Worksheet (FF90-118)
- Project Validation Form (FF90-119)
- Special Considerations Questionnaire (FF90-120)
- PNP Facility Questionnaire (FF90-121)
- Historic Review For Determination of Adverse Effect (FF90-122)
- Force Account Labor Summary Record (FF90-123)
- Materials Summary Record (FF90-124)
- Rented Equipment Summary Record (FF90-125)
- Contract Work Summary Record (FF90-126)
- Force Account Equipment Summary Record (FF90-127)
- Applicant's Benefit Calculation (FF90-128)

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Insert Public Assistance Materials Forms

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Appendix C Individual Assistance Materials

C-1 Disaster Recovery Center Requirements Checklist

C-2 FEMA DRC Requirements Worksheet

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FA 4. Recovery Strategy**Appendix C-1 Disaster Recovery Center Requirements Checklist**
General Information

DRCs are sited only in jurisdictions where the need exists and local officials request them. There is no State or Federal reimbursement for costs associated with use of the building selected (e.g., rent and utility costs).

Local officials must be willing to provide security at the facility during daily operations. DRCs may be open for as short as a few days and as long as a few weeks. Site selection for DRCs is a joint local, State, and Federal responsibility. This process is facilitated when local officials have prepared ahead of time and identified buildings that could serve as DRCs.

Required

The following should be considered in identifying possible facilities to serve as DRCs:

- The building must be large enough for the needs of the situation (number of agencies and clients anticipated in the DRC). This may vary from as few as 1200 square feet to more than 4500 square feet. Consequently, it is advisable to identify a variety of buildings of different sizes in different locations within your jurisdiction.
- Sufficient tables and chairs for the needs of the situation should be readily available (in the facility, or easily moved to the facility). Each agency working at the facility will need at least one table and five chairs.
- The building must have heat, electricity, good lighting, potable water, rest rooms, and adequate parking.
- Appropriate emergency medical support should be quickly available to the building.
- Appropriate fire protection should be readily available.
- Access to and through the building must be barrier-free for disabled persons. (DRCs must meet Americans with Disabilities Act requirements and have a certification to that effect from the local building official on file prior to the disaster.)
- The building owner must be willing to allow FEMA and the SBA to install telephone lines.

FA 4. Recovery Strategy**Preferred**

- The public should generally be familiar with the building.
- The building should be proximate to most of the affected population. Travel time should be reasonable for most of the people affected by the disaster. Public transportation should be available, if possible.
- Custodial support should be available at the facility.
- An indoor waiting area near the entrance to the building is helpful.
- Bilingual support should be available, if appropriate.
- Child care is a useful addition if it can be provided at the facility.
- Local officials should be prepared to help provide supplies, such as trash cans, writing pads, pencils, local telephone directories, maps of the disaster area(s), string, masking tape, etc.

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Appendix C-2 FEMA DRC Site Requirements List

FEMA DRC SITE REQUIREMENTS WORKSHEET

The following is the worksheet that FEMA uses to evaluate potential DRC facilities:

Date site evaluated:	Primary or secondary site (circle one)	
Site address:	County name:	
Site contact/telephone number:	City name:	
After hours contact/telephone:	County E.M. Director/telephone:	
Site accessible hrs: days:	Site keys: location and who has them?	
DRC SITE REQUIREMENTS		
Proximate to affected area(s)?	YES/NO	COMMENTS
Parking adequate? (preferably 40 spaces or more, but no fewer than 20 spaces)		
Electricity, water, lighting adequate? - adequate power available for fax machines and computers? - water system functioning? - emergency lighting system available? - exterior lighting available?		
Secure, safe, and sanitary facility? - building sound, of good construction, and non-leaking condition? - electric wiring in sound condition or sealed off from contact with staff and clients? (no exposed wiring - no missing receptacle cover plates or damaged receptacles) - sprinkler system operating or fire extinguishers available? - dry floors with no holes or other obstructions? - heating and/or cooling system(s) verified as inspected and functioning properly? - restrooms functional or portable units available? - adequate ventilation of working area? - can doors be locked? - are windows secure? - parking lot lighted/safe for staff and clients to walk to their cars?		
Lease or use agreement?		
Agreement between county/city officials?		
Building is handicap accessible? - adequate handicap parking? - ramp for wheelchair (if necessary)? - doorways wide enough to accommodate wheelchair? - restrooms handicapped accessible, including wheelchair?		
Space required: (1,200 sq. ft. minimum)		
Existing telephones available to FEMA? Number?		
Incoming telephone cable capacity? - number of pairs feeding the facility and cable type? - pre-existing service and telephone or circuit numbers? - contact local telephone company to verify availability of circuits to support minimum of 16 phone lines - Verify that inside wiring can be easily accomplished. Existing cabling may not be reliable. Insure that access to areas including ceilings, telephone rooms, and crawl spaces is available.		
Tables and chairs available to FEMA? Number? (minimum 15 tables, 60-75 chairs)		
Fax available to FEMA? - number of faxes: _____ - make/model #: _____ (identify for each in comments)		
Janitorial and trash pickup services? Frequency?		
Crowd control devices such as ropes, cones, etc.?		

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Appendix D Typical Individual Assistance Programs

Typical Individual Assistance Programs

HUMANITARIAN SERVICE GROUPS

(e.g., American Red Cross, Church Groups, Voluntary Organizations, Community Service Groups)

Funded by: Agency or group

Administered by: Agency or group at temporary or permanent locations

Details: These services can be requested by individuals or by local or state officials. Services provided include immediate emergency aid, such as clothing, food, medical assistance, shelter, cleanup help, transportation, furniture, and medical supplies

EMERGENCY FOOD STAMP PROGRAM

Funded by: Food and Nutrition Services (U.S. Department of Agriculture [USDA])

Administered by: State Department of Social and Health Services (DSHS)

Details: This program provides food coupons to qualified disaster victims. It requires a request to the USDA by the DSHS, based on a request to DSHS by State Emergency Management in coordination with local Emergency Management.

INSURANCE ASSISTANCE

Administered by: American Insurance Association, FEMA, and National Flood Insurance Program

Details: This program provides counseling regarding insurance problems or questions.

CONSUMER PROTECTION

Administered by: State Attorney General's Office

Details: This program provides counseling regarding consumer problems, such as non-availability of products and services needed for reconstruction, price gouging, and disreputable business concerns and practices. It may involve coordination with the Insurance Commissioner and/or legal counsel.

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Typical Individual Assistance Programs

CRISIS COUNSELING

Administered by: Clackamas County Health, Housing and Human Services

Details: This service is available only after a special request by the Governor and approved by FEMA. It provides referral services and short-term counseling for mental health problems caused or aggravated by a disaster.

INDIVIDUAL AND FAMILY GRANT PROGRAM

Funded by: 75% Federal, 25% State

Administered by: State Emergency Management

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

TEMPORARY HOUSING PROGRAM

Funded by: 100% Federal

Administered by: Federal Emergency Management Agency

Details: This program provides financial assistance or government-owned dwellings, if available, for those whose primary residences are uninhabitable due to a disaster.

DISASTER LOANS

Funded by: U.S. Small Business Administration

Administered by: U.S. Small Business Administration

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

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

Economic Injury Disaster Loans - For businesses suffering economic loss as a result of a single sudden physical event of catastrophic nature. The Small Business Administration's maximum loan is up to \$500,000. Funds can be used for indebtedness and operating expenses.

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Typical Individual Assistance Programs

EMERGENCY LOANS, FARMERS HOME ADMINISTRATION

Administered by: U.S. Department of Agriculture

Details: These low-interest loans are available to farmers, ranchers, and agricultural operators (either tenant-operator or owner-operator) for physical and production losses. The loans may also be used to repair or replace farm property and supplies or for repayment of farm operating debts incurred during the disaster year. They may also be available if approved by the USDA, following a governor's request

DISASTER UNEMPLOYMENT ASSISTANCE

Funded by: Federal Emergency Management Agency

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

Details: This program provides weekly benefit payments to those out of work due to a disaster, including self-employed persons, farm workers, farm and ranch owners, and others not normally covered under regular unemployment insurance programs.

TAX ASSISTANCE

Administered by: Internal Revenue Service and Tax Information for Indian Tribal Governments

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

SOCIAL SECURITY BENEFITS

Funded by: Social Security Administration

Administered by: Social Security Administration

Details: Assistance to annuitants with address changes and expedited check delivery. Assistance in applying for disability, death, survivor benefits, and Social Security Insurance payments.

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Typical Individual Assistance Programs**VETERAN'S BENEFITS**

Funded by: Veterans Administration (VA)

Administered by: Veterans Administration

Details: This program provides assistance in applying for VA death benefits, pensions, insurance settlements, and adjustments to VA-insured home mortgages. VA representatives will also record address changes, if necessary.

LEGAL SERVICES

Administered by: Federal Emergency Management Agency

Details: Free legal counseling is available to low-income persons for disaster-related problems. This may include replacing legal documents, transferring titles, contracting problems, will probates, and insurance problems.

**City of Oregon City
Clackamas County, Oregon
EMERGENCY OPERATIONS PLAN**



July 2022 through July 2026

Prepared for:

City of Oregon City
625 Center Street
Oregon City, OR 97045



This document was prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of the Office of Grants and Training or the U.S. Department of Homeland Security.

Preface

This Emergency Operations Plan is an all-hazard plan that describes how the City of Oregon City will organize and respond to emergencies and disasters in the community. It is based on, and is compatible with, Federal, State of Oregon, and other applicable laws, regulations, plans, and policies, including the National Response Framework, State of Oregon Emergency Management Plan and Clackamas County Emergency Operations Plan.

Response to emergency or disaster conditions in order to maximize the safety of the public and to minimize property damage is a primary responsibility of government. It is the goal of the City of Oregon City that responses to such conditions are conducted in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the City of Oregon City has formally adopted the principles of the National Incident Management System (Resolution No. 05-15), including the Incident Command System, and the National Response Framework.

Consisting of a Basic Plan; Functional Annexes; that complement the 15 Federal, State, and County Emergency Support Functions; and Incident Annexes, this Emergency Operations Plan provides a framework for coordinated response and recovery activities during a large-scale emergency. The plan describes how various agencies and organizations in the City of Oregon City will coordinate resources and activities with other Federal, state, local, tribal, and private-sector partners.

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Letter of Promulgation

To all Recipients:

Promulgated herewith is the revised Emergency Operations Plan for the City of Oregon City. This plan supersedes any previous plans. It provides a framework within which the City of Oregon City can plan and perform its respective emergency functions during a disaster or national emergency.

This Emergency Operations Plan attempts to be all-inclusive in combining the four phases of Emergency Management, which are (1) mitigation: activities that eliminate or reduce the probability of disaster; (2) preparedness: activities that governments, organizations, and individuals develop to save lives and minimize damage; (3) response: activities that prevent loss of lives and property and provide emergency assistance; and (4) recovery: short- and long-term activities that return all systems to normal or improved standards.

This plan has been approved by the City Commission. It will be revised and updated as required. All recipients are requested to advise the Emergency Program Coordinator of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Mayor
VACANT

Commissioner Rocky Smith
Position No. 1

Commission President
Denyse McGriff
Position No. 2

Commissioner Frank O'Donnell
Position No. 3

Commissioner Adam Marl
Position No. 4

DATE

Letter of Promulgation

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Plan Administration

The City of Oregon City Emergency Program Coordinator will administer review, revision, and re-promulgation of this plan every five years or whenever changes occur, such as lessons learned from exercises or actual events. Changes to the annexes and appendices and non-substantive changes to the Basic Plan may be made without formal City Commission 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.

[illegible]

Plan Administration

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons electronically, unless otherwise indicated. Updates will be provided electronically, when available. Recipients will be responsible for updating their copies when they receive changes. The Clackamas County Fire District No. 1 Emergency Manager and the City of Oregon City Emergency Program Coordinator are ultimately responsible for dissemination of all plan updates.

Date	No. of Copies	Jurisdiction/Agency/Person
		<i>* Indicates that the jurisdiction, agency or person should receive a hard copy as well as an electronic copy.</i>
	1	American Red Cross (Oregon Trail Chapter)
	1	City Attorney
	1	*City Emergency Operations Center
	1	*City Manager
	1 each	City Mayor and Commissioners
	2	*City Police Chief
	1	*City Public Works Director
	1	*Clackamas County Emergency Management
	1	Clackamas County Sheriff's Office
	1	Oregon Emergency Management
	1	CCFD #1

Plan Administration

Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for reviewing specific plan sections and annexes. Changes will be forwarded to the Emergency Program Coordinator for revision to and dissemination of the plan. This does not preclude other departments and agencies with a vital interest in the annex from providing input to the document; such input is, in fact, encouraged.

Section/Annex	Responsible Party
Basic Plan	Emergency Program Coordinator
Functional Annexes (FAs)	
FA 1 Emergency Services	Emergency Program Coordinator
FA 2 Human Services	Emergency Program Coordinator
FA 3 Infrastructure Services	Public Works Director
FA 4 Recovery Strategy	City Manager
Incident Annexes (IAs)	
IA 1 Severe Weather (including Landslides)	Public Works Director
IA 2 Flood (including Dam Failure)	Public Works Director
IA 3 Drought	Public Works Director
IA 4 Major Fire	Clackamas County Fire District Emergency Manager
IA 5 Hazardous Materials (Accidental Release)	Clackamas County Fire District Emergency Manager
IA 6 Earthquake/Seismic Activity	Public Works Director
IA 7 Terrorism	Police Chief
IA 8 Public Health–Related	Emergency Program Coordinator
IA 9 Animal and Agriculture–Related	Emergency Program Coordinator
IA 10 Transportation Accidents	Police Chief
IA 11 Volcano/Volcanic Activity	Public Works Director
IA 12 Dam Failure (Clackamas River)	Public Works Director
IA 13 Cybersecurity	Information Technology

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- 2 FA 2 – Human Services
- 3 FA 3 – Infrastructure Services
- 4 FA 4 – Recovery Strategy

Incident Annexes

- 1 IA 1 – Severe Weather (including Landslides)
- 2 IA 2 – Flood
- 3 IA 3 – Drought
- 4 IA 4 – Major Fire
- 5 IA 5 – Hazardous Materials (Accidental Release)
- 6 IA 6 – Earthquake/Seismic Activity
- 7 IA 7 – Terrorism
- 8 IA 8 – Public Health–Related
- 9 IA 9 – Animal and Agriculture–Related
- 10 IA 10 – Transportation Accidents
- 11 IA 11 – Volcano/Volcanic Activity
- 12 IA 12 – Dam Failure (Clackamas River)
- 13 IA 13 -- Cyber Security

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Basic Plan

1

Introduction

1.1 General

This Emergency Operations Plan (EOP) establishes guidance for the City of Oregon City's (City) actions during response to, and short-term recovery from, major emergencies or disasters. It promulgates a framework within which the City will combine technical capabilities and resources, plus the sense, judgment, and expertise of its emergency response personnel, department directors, and other decision makers. Specifically, this EOP describes the roles and responsibilities of the City's departments and personnel when an incident occurs, and it establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The City views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. This EOP will be maintained through a program of continuous improvement, including ongoing involvement of City departments and of agencies and individuals with responsibilities and interests in these plans.

1.2 Purpose and Scope

1.2.1 Purpose

The City EOP provides a framework for coordinated response and recovery activities during an emergency. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day, emergency situations. This EOP complements the Clackamas County (County) EOP, the State of Oregon (State) Emergency Management Plan (EMP), and the National Response Framework (NRF). It also identifies critical tasks needed to support a wide range of response activities.

This plan is not intended for day-to-day emergency responses in the City, but rather expands on the day-to-day emergency management concepts. The efforts that would be required for normal functions will be redirected to disaster incident tasks. The incident management process is intended to create a unified incident command that provides input into the decision-making process but assigns actual decision making to an agreed upon individual. Decisions will be delegated as far

1. Introduction

down the chain of hierarchy as possible to allow personnel to exercise discretionary authority in problem solving.

1.2.2 Scope

The City EOP is intended to be invoked whenever the City must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations. Such occurrences may include natural or human-caused disasters and may impact the City itself, neighboring cities, unincorporated areas of the County, or a combination thereof.

Notwithstanding its reach, this plan is intended to guide only the City's emergency operations, complementing and supporting implementation of the emergency response plans of the various local governments, special districts, and other public- and private-sector entities within and around the City but not supplanting or taking precedence over them.

The primary users of this plan are elected officials, department heads and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations and others who may participate in emergency response efforts. The general public is also welcome to review non-sensitive parts of this plan to better understand the processes by which the City manages the wide range of risks to which it is subject.

1.3 Plan Activation

Once promulgated by the City Manager, the EOP is in effect and may be implemented in whole or in part to respond to:

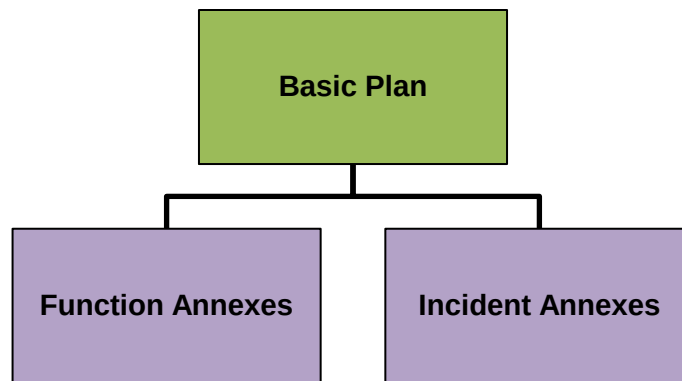
- Incidents in or affecting the City.
- Health emergencies.
- Life-safety issues City-wide.

An Emergency Declaration is not required to implement the EOP or activate the EOC. The Emergency Program Coordinator may implement the EOP as deemed appropriate for the situation or at the request of an Incident Commander (IC).

1.4 Plan Organization

The City EOP is comprised of three main elements:

- Basic Plan (with Appendices).
- Functional Annexes (FAs).
- Incident Annexes (IAs).

1. Introduction**Figure 1-1 City of Oregon City EOP Plan Organization****1.4.1 Basic Plan**

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the City has structured its Emergency Management Organization (EMO), including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers.
- Describe the context under which the City's employees will respond to an incident, including a community profile and discussion of hazards and threats facing the community.
- Assign and describe roles and responsibilities for the City's staff tasked with emergency preparedness and response functions.
- Describe a concept of operations for the City that provides a framework upon which the City will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the City's emergency response structure, including activation and operation of the City Emergency Operations Center (EOC) and implementation of ICS.
- Discuss the City's protocols for maintaining and reviewing this EOP, including training, exercises, and public education components.

1.4.2 Functional Annexes

The Basic Plan is supplemented by FAs and IAs. The FAs focus on critical tasks, capabilities, and resources provided by emergency response agencies for the City throughout all phases of an emergency. In the event of an incident for which the City's capabilities and/or resources are limited or exhausted, each annex clearly defines escalation pathways, and resource request procedures for seeking additional support from County agencies are clearly defined in each annex. For

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the purposes of this EOP, information regarding common management functions performed by the City and supporting agencies and organizations are streamlined into four FAs. The FAs, which supplement the information in the Basic Plan are:

- FA 1 – Emergency Services
- FA 2 – Human Services
- FA 3 – Infrastructure Services
- FA 4 – Recovery Strategy

The fourth functional annex, Recovery Strategy, identifies the City's roles and responsibilities for ensuring the short-term protection of the community's life, health, and safety and for supporting response missions such as fire suppression. Additionally, it helps to guide the community's long-term efforts to regain normal functions, such as commerce and employment, public transportation, and the use of structures such as buildings, bridges, and roadways.

Tables 1-1 through 1-4 show the relationship between the City's FAs and the Emergency Support Functions (ESFs) in County, State, and Federal plans, as defined by the NRF. City emergency personnel should be familiar with the County's EOP and ESF structure and understand how the City's response would coordinate with the County during an emergency event.

Table 1-1 City Functional Annex 1 – Emergency Services	
County ESFs	City Function
ESF 2 – Communications	Emergency Communications Systems Alert and Warning
ESF 4 – Firefighting	Fire Services
ESF 5 – Emergency Management	Emergency Management (EOC Operations)
ESF 7 – Logistics Management and Resource Support	Resource Management
ESF 8 – Public Health and Medical Services	Emergency Medical Services
ESF 9 – Search and Rescue	Search and Rescue
ESF 10 – Oil and Hazardous Materials	Hazardous Materials Response
ESF 13 – Public Safety and Security	Law Enforcement
ESF 15 – External Affairs	Emergency Public Information
NOTE: Additional functions included in the Emergency Services Annex may include:	
■ Evacuation and Population Protection	

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Table 1-2 City Functional Annex 2 – Human Services	
County ESFs	City Function
ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services	Mass Care Emergency Assistance Housing Human Services
ESF 8 – Public Health and Medical Services	Public Health Environmental Health
ESF 11 – Agriculture and Natural Resources	Animals in Disaster
NOTE: Additional functions included in the Human Services Annex may include: ■ Volunteer and Donations Management ■ Worker Health and Safety	

Table 1-3 City Functional Annex 3 – Infrastructure Services	
County ESFs	City Function
ESF 1 – Transportation	Transportation
ESF 3 – Public Works and Engineering	Infrastructure Repair and Restoration
ESF 12 – Energy	Energy and Utilities
NOTE: Additional functions included in the Infrastructure Services Annex include: ■ Debris Management	

Table 1-4 City Functional Annex 4 – Recovery Strategy	
County ESFs	City Function
ESF 14 – Long-Term Community Recovery	Damage Assessment Public Assistance Individual Assistance

1.4.3 Coordination with County Emergency Support Functions

During a major emergency or disaster affecting the County or a portion thereof, City departments and special districts may be asked to support the larger response. Request for such assistance would come from County Emergency Management. Table 1-5 outlines the ESFs each agency/organization may be requested to support.

If the County EOP is implemented during an incident or Countywide emergency declaration, the City will adopt command and control structures and procedures representative of the County's response operations in accordance with the requirements of NIMS and ICS, as necessary.

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Table 1-5 City Support of County Emergency Support Functions															
Key: P – Primary S – Support	1 – Transportation	2 – Communications	3 – Public Works and Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Temporary Housing, and Disaster Relief	7 – Logistics Management and Resource Support	8 – Public Health and Medical Services	9 – Search and Rescue	10 – Oil and Hazardous Materials	11 – Agriculture and Natural Resources	12 – Energy	13 – Public Safety and Security	14 – Long-Term Community Recovery	15 – External Affairs
City of Oregon City															
Mayor/City Commission					S									S	
Administration					S	S	S	S			S			P	P
Community Development Department					S		S							S	
Community Services Department			S		S		S							S	
Finance Department					S		P							S	
Human Resources Department					S		S								
Library					S		S							S	
Police Department	S	S			P		S		P	S			P	S	
Public Works Department	P	S	P	S	S		S			S		P		S	
Clackamas County															
CCOM		P													
Health, Housing and Human Services						S	S	P			P				
Emergency Management					S	S	S				S	S		S	S
Public Works Department	P	S	S				S			S		S	S	S	
Sheriff's Office		S					S		S	S			S	S	
Local Special Districts															
Clackamas County Fire District #1	S	S		P	P	S	S	S	P	P				S	
Oregon City School District	S					S	S								
South Fork Water Board District			S				S					P			
Private/Non-Profit Organizations															
Ambulance Services (AMR)	S							S							
American Red Cross (Oregon Trail Chapter)						P	S								
ARES/RACES		S													
Colleges (Clackamas Community College)		S					S								
Electricity (Portland General Electric)												P			
Garbage (Oregon City Garbage Company)							S								
Medical Facilities (Providence Willamette Falls Medical Center)						S		S							

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Table 1-5 City Support of County Emergency Support Functions															
Key: P – Primary S – Support	1 – Transportation	2 – Communications	3 – Public Works and Engineering	4 – Firefighting	5 – Emergency Management	6 – Mass Care, Emergency Assistance, Housing and Human Services	7 – Logistics Management and Resource Support	8 – Public Health and Medical Services	9 – Search and Rescue	10 – Oil and Hazardous Materials	11 – Agriculture and Natural Resources	12 – Energy	13 – Public Safety and Security	14 – Long-Term Community Recovery	15 – External Affairs
Natural Gas (NW Natural Gas)												P			
Newspapers (Oregon City News)		S													
Oregon City Chamber of Commerce		S												S	
Phone companies (Qwest)		S													
Propane (AmeriGas)												P			
Radio Stations (KGDD 1520 AM [Spanish Radio])		S													
Television Stations (Willamette Falls Television)		S													

1.4.4 Incident Annexes

Additionally, IAs are included with the Basic Plan to provide tactical information and critical tasks unique to specific natural and human-caused/technological hazards that could pose a threat to the City. Incident types are based on the hazards identified in the most recent Hazard Identification and Vulnerability Assessment conducted for the County.

Table 1-6 City Incident Annexes (IAs)	
Annex	Hazard
IA 1	Severe Weather (including Landslides)
IA 2	Flood (including Dam Failure)
IA 3	Drought
IA 4	Major Fire
IA 5	Hazardous Materials (Accidental Release)
IA 6	Earthquake/Seismic Activity
IA 7	Terrorism
IA 8	Public Health–Related
IA 9	Animal- and Agriculture-Related

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Table 1-6 City Incident Annexes (IAs)	
Annex	Hazard
IA 10	Transportation Accidents
IA 11	Volcano/Volcanic Activity
IA 12	Dam Failure
IA 13	Cybersecurity

Note: Resource shortages and civil disobedience are considered secondary risks during any emergency situation.

If the County EOP is implemented during an incident or Countywide emergency declaration, the City will adopt command and control structures and procedures representative of the County's response operations in accordance with the requirements of NIMS and ICS, as necessary.

1.5 Relationship to Other Plans

1.5.1 Federal Plans

1.5.1.1 National Incident Management System

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

1.5.1.2 National Response Framework

The NRF is a guide to how State and Federal government should conduct all-hazards response. It is built upon scalable, flexible, and adaptable coordination structure to align key roles and responsibilities across the country. It describes specific authorities and best practices for managing incidents that range from the serious, but purely local, to large-scale terrorist attacks or catastrophic natural disasters.

The NRF organizes the types of response assistance a state is most likely to need into 15 ESFs. Each ESF has a primary agency assigned for maintaining and coordinating response activities.

1.5.1.3 National Disaster Recovery Framework

The National Disaster Recovery Framework (NDRF) provides guidance to facilitate effective recovery support to disaster-impacted States, Tribes and local jurisdictions. It provides a flexible structure that enables disaster recovery managers to operate in a unified and collaborative manner. It also focuses on how

1. Introduction

best to restore, redevelop and revitalize the health, social, economic, natural and environmental fabric of a community and build a more resilient nation.

The NDRF defines:

- Core recovery principles.
- Roles and responsibilities of recovery coordinators and other stakeholders.
- A coordinating structure that facilitates communication and collaboration among all stakeholders.
- Guidance for pre- and post-disaster recovery planning.
- The overall process by which communities can capitalize on opportunities to rebuild stronger, smarter and safer.

1.5.2 State Plans

1.5.2.1 State of Oregon Emergency Management Plan

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

The Oregon EMP consists of three volumes:

- *Volume I: Preparedness and Mitigation* consists of plans and guidance necessary for State preparation to resist a disaster's effects. Sections include disaster hazard assessment, the Emergency Management Training and Exercise Program, and plans to mitigate (or lessen) a disaster's physical effects on citizens, the environment, and property.
- *Volume II: Emergency Operations Plan* broadly describes how the State uses organization to respond to emergencies and disasters. It delineates the EMO; contains FAs that describe the management of functional areas common to most major emergencies or disasters, such as communications, public information, and others; and contains hazard-specific annexes.
- *Volume III: Relief and Recovery* provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's

1. Introduction

effects. It includes procedures for use by government, business, and citizens.

Activation and implementation of the Oregon EMP (or specific elements of the plan) may occur under various situations. The following criteria would result in activation of the EMP, including the EOP:

- The Oregon Emergency Response System (OERS) receives an alert from an official warning point or agency, indicating an impending or probable incident or emergency.
- The Governor issues a “State of Emergency.”
- A statewide disaster is imminent or occurring.
- Terrorist activities or weapons of mass destruction incidents are occurring or imminent.
- An alert, site emergency, or general emergency is declared at the Washington Hanford Nuclear Reservation in Washington State or at the research reactors at Oregon State University or Reed College.
- A localized emergency escalates, adversely affecting a larger area or jurisdiction and exceeding local response capabilities.
- A geographically limited disaster requires closely coordinated response by more than one State agency.
- An affected city or county fails to act.

1.5.3 County Plans

1.5.3.1 Clackamas County 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. Use of NIMS/ICS is a key element in the overall County response structure and operations.

The County EOP Basic Plan describes roles, responsibilities, and concepts of operations, command, and control, while clearly defining escalation pathways and legal authorities involved with critical decision making and resource allocation by local and County governments. The 15 ESF annexes supplement the information in the Basic Plan and are consistent with the support functions identified in State and Federal plans. Each ESF serves as an operational-level mechanism for identifying primary and support entities to maintain capabilities for providing resources and services most likely needed throughout all phases of an emergency.

1. Introduction

In addition, the County EOP contains IAs to provide tactical information and critical tasks unique to specific natural and human-caused/technological hazards that could pose a threat to the County.

If capabilities or resources prove limited or unavailable to the City during an emergency or disaster, escalation pathways and resource request procedures for seeking additional resources through County, State, or Federal agencies are clearly defined in each County ESF.

1.5.4 City Plans

1.5.4.1 Continuity of Operations and Continuity of Government Plans

The City has formalized a City Continuity of Operations (COOP) plan. This plan may be used in conjunction with the EOP during various emergency situations. COOP and Continuity of Government (COG) plans detail the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities. These plans identify essential functions of local government, private-sector businesses, and community services and delineate procedures to support their continuation. COOP/COG plan elements may include, but are not limited to:

- Identification and prioritization of essential functions.
- Establishment of orders of succession for key positions.
- Establishment of delegations of authority for making policy determination and other decisions.
- Identification of alternate facilities, alternate uses for existing facilities, and, as appropriate, virtual office options, including telework.
- Development of interoperable communications systems.
- Protection of vital records needed to support essential functions.
- Management of human capital.
- Development of a Test, Training, and Exercise Program for continuity situations.
- Devolution of Control planning.
- Reconstitution and resumption of normal operations.

1. Introduction**1.5.4.2 Natural Hazard Mitigation Plan**

A Natural Hazards Mitigation Plan (NHMP) was adopted by the City of Oregon City on September 2, 2009. The NHMP was developed as an addendum to the Clackamas County NHMP in an effort to increase the community's resilience to natural hazards. The addendum focuses on the natural hazards that could affect the City, including floods, landslides, wildfires, severe storms, earthquakes, and volcanoes.

See Chapter 2 for a more detailed hazard analysis.

1.6 Authorities**1.6.1 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, ORS Chapter 401, which establishes the authority for the highest elected official of the City Commission to declare a state of emergency.

The City conducts all emergency management functions in a manner consistent with NIMS. Procedures supporting NIMS implementation and training for the City have been developed and formalized by the City EMO.

As approved by the City Commission, the City of Oregon City Police Department and Clackamas County Fire District No. 1 (CCFD1) have been identified as the lead agencies in the EMO. The Police Chief, or designee, and CCFD1 Emergency Manager share the collateral title of Emergency Program Coordinator and are given the authority and responsibility for the organization, administration, and operations of the EMO.

Table 1-7 sets forth the Federal, State, and local legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 1-7 Legal Authorities**Federal**

- [Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended.](#)
- [National Incident Management System \(NIMS\)](#)
- [National Response Framework \(NRF\)](#)
- [Homeland Security Presidential Directive 5: Management of Domestic Incidents](#)
- [Homeland Security Presidential Directive 8: National Preparedness](#)
- [Executive Order 13347, July 2004, Individuals with Disabilities in Emergency Preparedness](#)
- [Pet Evacuation and Transportation Standards Act of 2006, Public Law 109-308, 2006](#)

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Table 1-7 Legal Authorities
State of Oregon
– ORS 401. Emergency Management and Services – ORS 402. Emergency Mutual Assistance Agreements – ORS 403. 9-1-1 Emergency Communications System; 2-1-1 Communications System; 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 – State of Oregon Emergency Operations Plan
Clackamas County
– Board Order #2008-154, September 2008 – Code Section 6.03 – Resolution 2005-26, February 2005
City of Oregon City
– Adopting the National Incident Management System, Resolution No. 05-15, May 2005 – Adoption of Revised Emergency Operations Plan, Resolution No. 03-38 – Emergency Powers, Ordinance No. 03-1015

1.6.2 Mutual Aid and Intergovernmental Agreements

State law (ORS 401.480 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). 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).

See the appropriate FA for Existing Mutual Aid Agreements.

Copies of these documents can be accessed through the individual departments. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1. Introduction

1.7 Emergency Powers

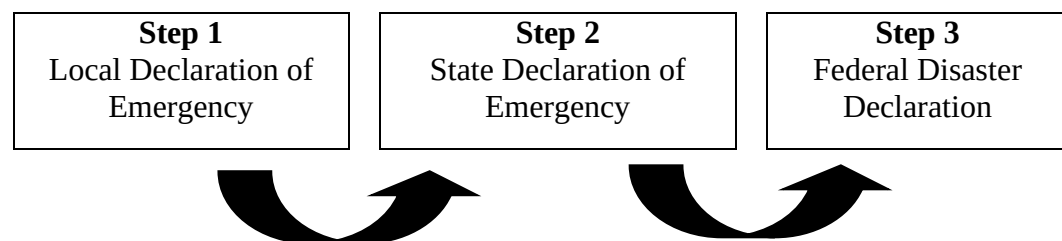
1.7.1 General

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 in order 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 their resources.

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

The disaster declaration process follows these three steps:



1.7.2 City of Oregon City Disaster Declaration Process

A declaration of emergency by the City is the first step in accessing State and Federal disaster assistance. The City Commission has the legal authority under Ordinance No. 03-1015 to declare that a local emergency exists. If a quorum of commissioners cannot be assembled, the City Manager is delegated this authority. If the City Manager is unable to act due to absence or incapacity, the Police Chief or the IC may exercise local declaration authority. The declaration of a local emergency must include a description of the situation and existing conditions, delineate the geographic boundaries affected, and outline what special powers are

1. Introduction

being activated by the City. If County, State, or Federal assistance is needed, it must also declare that all appropriate and available local resources have been expended and contain a request to the Governor for the type of assistance required (if needed). The Command and General Staff have the following responsibilities in the declaration process.

Operations: Identify necessary resources and outline special powers needed to respond to the emergency. Assist in initial damage assessment.

Planning: Provide situation and resource summaries and initial and preliminary damage assessments.

Logistics: Compile resource requests.

Finance: Assist in preliminary damage assessment and coordinate damage survey activities.

Command: Present the declaration package to the City Manager and City Commission.

The City may choose to declare a local emergency even if the need for additional support or resources is not anticipated in order to implement provisions of the emergency code.

The City's request for a declaration must be processed through Clackamas County Emergency Management to OEM. The request for a disaster declaration and assistance does not indicate the surrender of Command responsibility and authority.

See Appendix A for a sample Declaration of Emergency form.

1.7.2.1 Emergency Acquisition of Resources

During a declared emergency, the City is authorized to extend government authority to non-governmental resources (e.g. personnel and equipment) that may support regular government forces during an emergency and may enter into agreements with other public and private agencies for use of resources. When real or personal property is taken under power granted by this section, the owner of the property shall be entitled to reasonable compensation.

1.7.2.2 Time Limit on Emergency Regulations

The declaration of emergency shall become effective upon its issuance and dissemination to the public by appropriate news media. A declaration of emergency shall terminate 48 hours after its issuance, or upon the issuance of a declaration determining that an emergency no longer exists, whichever occurs first; however, the Commission may, by resolution, extend a proclamation of emergency for additional periods of time as determined necessary.

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1.7.3 Clackamas County Declaration Process

Clackamas County Code 6.03 restricts the BCC's authority to declare an emergency for the unincorporated areas of the County unless one or more cities have asked to be included in the declaration. County and city officials must coordinate emergency declarations closely when incidents cross city/county boundaries to ensure inclusion for anticipated needs.

The Clackamas County Board of County Commissioners (BCC) may declare an emergency when:

- It is beneficial to centralize control of county assets under the Chair; authorizing implementation of extraordinary emergency protective measures.
- 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.

At the earliest practical opportunity, the BCC shall adopt a written declaration of emergency, which shall become part of the County's official records. If circumstances prohibit the timely action of the BCC, the Chair of the BCC may declare a state of emergency and seek approval of a majority of the BCC at the first available opportunity.

1.7.4 Federal Declaration Process

The Federal Government may declare an incident either an "emergency," or a "major disaster." When the President of the United States declares either condition to exist, various resources of the federal government are available to respond to the emergency, and disaster funding is made available for recovery. Certain federal agencies have disaster responsibilities which can be activated short of a federal disaster declaration.

The Governor of the State of Oregon, with the assistance of Oregon Emergency Management, will prepare and forward a request for a Presidential declaration of an emergency or a major disaster to FEMA Region 10, who will, in turn, present it to the President.

1.8 Continuity of Government

1.8.1 Lines of Succession

Table 1-8 provides the policy and operational lines of succession during an emergency for the City.

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Table 1-8 City Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
Police Chief (or Designee)	Mayor
City Manager	Commission President
Public Works Director	Commissioners (in order of seniority)

Each City department is responsible for pre-identifying staff patterns showing a line of succession in management's absence. Lines of succession for each department can be found in the Police Department and City Manager's Office. All employees should be trained on the protocols and contingency plans required to maintain leadership within the department. 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 COOP/COG plans to ensure continued delivery of vital services during an emergency.

1.8.2 Preservation of Vital Records

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

1.9 Administration and Logistics**1.9.1 Request, Allocation, and Distribution of Resources**

Resource requests and emergency/disaster declarations must be submitted by the City Emergency Program Coordinator to the County Emergency Management Director according to provisions outlined under ORS Chapter 401.

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

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The CCFD1 Fire Chief assesses the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notifies the State

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Fire Marshal via OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

1.9.2 Financial Management

During an emergency, the City is likely to find it necessary to redirect City funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Commission. If an incident in the City requires major redirection of City fiscal resources, the City Commission will meet in emergency session to decide how to respond to the emergency funding needs, declare a State of Emergency, and request assistance through the County as necessary.

Expenditure reports should be submitted to the Finance Department and managed through the Finance Director to identify budgetary shortfalls. Human Resources 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 Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requests.

1.9.3 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.

1.9.4 Reporting and Documentation

Proper documentation and reporting during an emergency is 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.

1.9.5 Policies

The following policies enable the City to make effective use of available resources in its efforts to minimize the effects of emergencies.

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

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- An emergency will require prompt and effective response and recovery operations by City departments, disaster relief, volunteer organizations, and the private sector.
- Environmental, technological, and civil emergencies may be of such magnitude and severity that they require County, State, and Federal assistance.
- County and State support of City emergency operations will be based on the principal of self-help. The City will be responsible for utilizing all available local and mutual aid resources prior to requesting assistance from either County Emergency Management or the State of Oregon.
- When an emergency situation exists, all City departments will put their emergency operations plans and operating guidelines into limited or full operation, as necessary.
- In the event of an emergency, the IC has the authority to re-assign City personnel to assist in response.
- Operational situation and status reports will be made by incident management staffs based upon severity of the emergency or anticipated emergency; reports will include:
 - Estimated time and location of impact.
 - Date, time, and location of the actual emergency.
 - For emergencies with minimum or no warning date, time, location, known or estimated number of injuries or casualties, and estimated damage at time of report.
 - Date and time of activation of department emergency operations.

Such reports will be forwarded to the Mayor, City Manager, department directors, EOC and Field Operations Center staff, and affected jurisdictions as appropriate.

- Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but are not limited to:
 - Physical or mentally handicapped persons.
 - Non-English speakers.

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- The aged or infirm.
- The incarcerated.
- The hospitalized.

The City has the following programs in place for special populations:

- TTD/TTY contact for the hearing-impaired.
 - Spanish/English outreach programs in the Police Department, identified language skills of City employees.
 - Handicapped access to City facilities and American Red Cross shelter facilities.
 - Routine fire inspections of adult assisted living facilities, rest homes, nursing homes, and hospitals.
 - Identified transportation assistance for the physically handicapped.
- Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions that are not listed in this plan or that run counter to guidelines suggested. Government entities complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

1.10 Safety of Employees and Family

All department heads (or designees) are responsible for the safety of employees. Employees should attempt to make contact with their supervisors and managers within the first 24 hours following an incident. Emergency 911 should only be utilized if emergency assistance is needed. Agencies and departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow 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 overall 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 while they provide health and medical services during a pandemic or other type of public health emergency.

Currently, plans formally addressing the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak have not been developed. Safety precautions and personal protective

1. Introduction

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 may provide assistance 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 ESF 8 of the County 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 County and its citizens as rapidly as possible.

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

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Situation and Planning Assumptions

2.1 Situation

Oregon City is exposed to many hazards, all of which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include droughts, floods, wildfires, and winter storms. The threat of a war-related incident such as a nuclear, biochemical, or conventional attack is present as well. Other disaster situations could develop from hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

2.1.1 Community Profile

Oregon City was the first city to be incorporated west of the Rockies. Established in 1829 by Dr. John McLoughlin as a lumber mill near Willamette Falls, it was later designated as Oregon's territorial capital. It is located 13 miles south of Portland at the confluence of the Willamette and Clackamas Rivers. The City has four major geographic zones, defined by steep hills or bluffs. It is home to shopping areas, recreational opportunities, businesses, a wide variety of historical and cultural attractions, and several interpretive centers and museums dedicated to celebrating the pioneer spirit that shaped the City's past. Oregon City was the first state capital and is the County Seat of Clackamas County. The City comprises 5944 acres (9.3 square miles), with its highest point being 530 feet and lowest point 10 feet. In 2020, the City's estimated population was 37,572.

Interstate (I) 205 passes through the City's northern edge, while three other state highways (OR 43, OR 99E, and OR 213) pass through or terminate in Oregon City. The Union Pacific Railroad passes through the City in addition to the Amtrak depot, which has twice-daily service in each direction.

The City has many family events, including the Annual Teddy Bear Parade, Family Pioneer Festival, Annual Antique Fair, and weekly farmers markets during the summer months, and other family events throughout the year.

2. Situation and Assumptions

Figure 2-1 Map of City of Oregon City

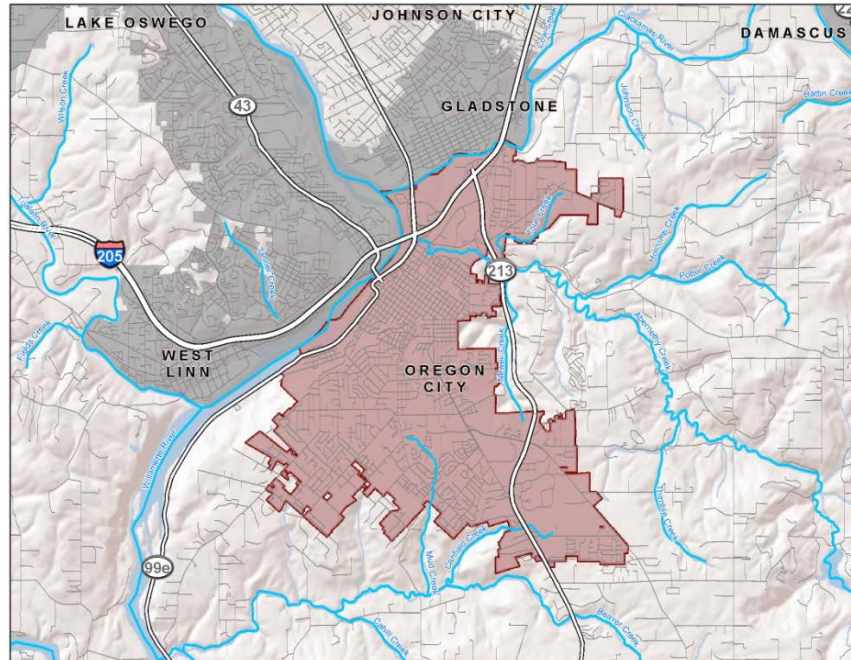
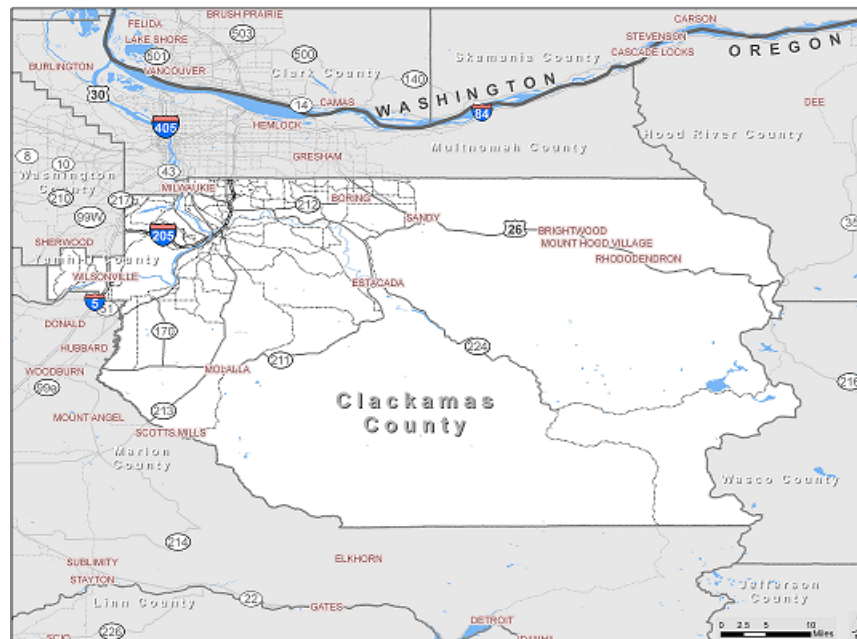


Figure 2-2 Map of City of Clackamas County



2.1.2 Hazards and Threats

The hazards and threats to which Oregon City is subject are discussed in the following sections.

2. Situation and Assumptions

Table 2-2 Threats and Hazards Facing the County		
Natural	Technological	Human-Caused
• Earthquake • Animal Disease • Drought • Flood • Invasive Species • Pandemic – Human • Severe Storm/High Winds • Sinkhole/Landslide/Expansive Soils • Tornado • Tsunami • Volcanic Eruption • Wildfire • Winter Storm/Ice Storm	• Dam Failure • Levee Failure • Fuel Shortage • Hazmat Release – Chemical • Hazmat Release – Radiological • Transportation Accident (<i>major regional impact, e.g., airport or highway damaged</i>) • Pipeline rupture • Urban Conflagration • Utility Interruption • Water Contamination	• Explosive Devices (Multiple Improvised Explosive Device Attack) • Cyber Attack • Active Shooter • Biological Attack • Civil Disturbance • Food/Water Contamination

See the Natural Hazard Mitigation Plan for more information regarding natural hazards for the area.

The graphic below shows the 32 Core Capabilities as outlined by the National Preparedness Goal:

2. Situation and Assumptions

Figure 2-2 Core Capabilities List

PREVENTION		PROTECTION	MITIGATION	RESPONSE	RECOVERY
Planning					
Public Information and Warning					
Operational Coordination					
Intelligence and Information Sharing		Community Resilience		Infrastructure Systems	
Interdiction and Disruption		Long-Term Vulnerability Reduction		Critical Transportation	Economic Recovery
Screening, Search and Detection		Risk and Disaster Resilience Assessment		Environmental Response/Health and Safety	Health and Social Services
Forensics and Attribution	Access Control and Identity Verification		Threats and Hazard Identification	Fatality Management Services	Housing
	Cybersecurity			Fire Management and Suppression	Infrastructure Systems
	Physical Protective Measures			Mass Care Services	Natural and Cultural Resources
	Risk Management for Protection Programs and Activities			Mass Search and Rescue Operations	
	Supply Chain Integrity and Security			On-Scene Security and Protection	
				Operational Communications	
				Public Health, Healthcare, and Emergency Medical Services	
				Situational Assessment	

2.1.2.1 Earthquake

Historical records show over 56 earthquakes in the Portland metro area. The most severe earthquakes occurred in 1877, 1880, 1953, and 1962. The most recent severe earthquake was the March 25, 1993, Scotts Mills quake, which was a 5.6 magnitude quake, with aftershocks continuing at least through April 8. Rocks in Waterboard Park loosened and fell as a result of this quake; however, no one was injured and reported damages were limited.

2.1.2.2 Severe Weather

On December 11, 1995, a windstorm hit Oregon. Oregon City was one of the most severely damaged cities in Clackamas County. Winds tore off roofs from buildings, uprooted and damaged trees, and knocked out electrical and telephone service.

2. Situation and Assumptions

From January 9 to 12, 1998, a severe winter storm occurred that included freezing rain and snow and was accompanied by high winds for two days. Most of the City lost power due to downed electrical lines and malfunctioning transformers. One emergency shelter was opened for those who could not stay in their homes. Off-duty firefighters were called in to help respond to the increased number of calls.

From January 1 to 2, 2009, a severe winter storm dropped over 3.5 inches of rain in a 24-hour period. The snow and rain led to localized flooding, land movement, traffic delays, and sewer line back-ups. Sections of Meyers Road, Beaver Creek Road, Linn Avenue, Abernethy Road, and Van Buren Street were closed due to the effects of the storm.

From February 12 to 13, 2021, a winter storm brought significant snow and icefall to most of the State, with Oregon City being the most severely damaged city in Clackamas County. Thick ice accumulation resulted in the loss of power for multiple days, and caused other impacts including downed trees, and disruptions to traffic and other public services.

2.1.2.3 Oil and Hazardous Materials

The ever-increasing use of hazardous materials poses a serious threat to life, property and the environment. These products, which are used in agricultural, industrial, and other modern technologies, are becoming increasingly complex, with many new products developed and introduced annually. Incidents involving the release of hazardous materials may occur during handling at industrial facilities using such materials or during the transportation of such materials by rail or highway. Union Pacific Railroad's mainline carries rail cars containing hazardous materials through Oregon City each year. The City does not have information regarding their number or frequency. Interstate 205 is the designated alternate route to I-5 for through-shipments of hazardous materials. Hazardous materials incidents could include the release of radiological materials in accidents at fixed sites, during transportation, or resulting from an accidental weapon detonation.

2.1.2.4 Flood

There are four main types of flooding that impact Oregon City: riverine flooding, local drainage, flash flooding, and dam flooding. Severe riverine flooding on the Willamette occurred in 1890, 1924, 1943, 1948, 1956, 1964, and 1996. Major floods on the Clackamas occurred in 1923, 1931, 1960, 1964, and 1996. While 1996 is fresh in many memories, the floods of 1861, 1890, and 1964 rose even higher. The Willamette and Clackamas Rivers both flooded in January 1997 and from December 28, 2005, to January 1, 2006, following severe winter storms. The high water caused bank erosion, and cleanup was required at Clackamette Park, for which FEMA provided some funding.

From January 1 to 2, 2009, a severe winter storm dropped over 3.5 inches of rain over a 24-hour period. This event led to localized flooding, land movement,

2. Situation and Assumptions

traffic delays, and sewer line back-ups. Sections of Meyers Road, Beaver Creek Road, Linn Avenue, Abernethy Road, and Van Buren Street were closed due to the effects of the storm.

2.1.2.5 Wildfire

After a long dry spell, a major fire broke out near Rosemont Ridge in September 1967. The fire burned 300 acres and cut telephone and electrical service, but firefighters were able to save all threatened homes. Less than two weeks later, another fire destroyed 500 acres. It took the efforts of over 150 firefighters to save the homes from this fire.

September 2020: Major windstorms on Labor Day led to the most significant wildfires Oregon had experienced in decades. Of the multiple fires raging across the State, Oregon City was most impacted by the Riverside Fire that started on September 8, 2020, due to high temperatures and easterly winds of up to 50 mph. The massive Riverside Fire eventually burned over 138,000 acres and destroyed 139 structures countywide.

The Canemah Bluffs area is particularly susceptible to fires. This wildland urban interface has heavy tree coverage, and a dense neighborhood sits atop a steep wooded area, increasing the threat of wildfire. In August 2005, a wildfire on the Canemah Bluffs burned down a non-occupied historic structure. Another fire occurred in this area in 2007, beginning at Highway 99E and spreading up the rock cliff face.

Newell Creek Canyon is an open space located outside the metro urban growth boundary is a major wildland urban interface and has the potential for a catastrophic fire. Transients often have campfires in this area, creating a potential for fire to start. Highway 213 runs through this area, and a cigarette thrown from a car is another potential source of ignition. If a fire were to break out along the highway, firefighters would have to fight it from the highway because there is limited access to the canyon. The Barclay Hills residential development on the west side of the canyon has very poor access, with only one way in and one way out.

Waterboard Park is located along the bluff below Promontory Avenue. This area is considered a nature park, meaning that trees and brush cannot be cut to reduce fuel load. Like Newell Creek Canyon, Waterboard Park is home to many transients, and campfires have the potential to ignite a fire.

2.1.2.6 Landslide

Flooding in 1996 caused numerous landslide events in Oregon City. One of these events caused a sanitary sewer pump to begin sliding downhill. A report by Portland State University found that half of the 48 landslides that occurred in the region in 1996 were considered “natural,” while the others were triggered by human activity.

2. Situation and Assumptions

Oregon City experienced another series of landslides as a result of the December 28, 2005 to January 1, 2006, storm and flood:

- On Trillium Drive, a storm sewer manhole that was supposed to spread water failed, causing water to flow down the side of a slope and erode the slope significantly.
- A landslide occurred on Morton Road that affected an apartment building. This landslide was the result of poor surface water management. A portion of a slope slid near the football field at Oregon City High School Jackson Campus. This slide caused no structural damage.
- A landslide at Newell Crest Drive impacted three homes and required one home to be permanently vacated.
- Landslides near Newell Creek Village Apartments severed water and storm sewer lines and required two buildings to be evacuated and ultimately demolished. The causes of these slides were related to a poorly managed private storm sewer system and reactivation of ancient landslides.

Oregon City experienced another series of landslides as a result of very heavy rain from December 19, 2015 to January 15, 2016. Heavy rains caused the mandatory evacuation of residents from two apartment complexes. Forest Edge Apartments had 4 buildings deemed uninhabitable and Berry Hill Apartments had 2 buildings. This left 52 units uninhabitable and 132 residents displaced. The American Red Cross set up a shelter at the Oregon City High School. Where 24 people (6 families) utilized the shelter between December 20th and January 2, 2016. The shelter closed on January 2nd when school resumed from holiday break. There were 5 families that still needed assistance after the shelter closed and the City of Oregon City made arrangement with the Best Western in Oregon City for these residents to relocate there for up to 3 weeks while actively looking for permanent shelter.

2.1.2.7 Transportation Accidents

This hazard may include major incidents involving motor vehicles, trains, aircraft, or vessels. An additional hazard is created by a major natural gas pipeline crossing through the southeast corner of Oregon City. Hazards increase significantly if incidents include a fire or explosion, a release of hazardous materials, or large numbers of casualties. Railroad tracks carrying both freight and passenger trains travel through the City. Flight paths for Portland International Airport pass over parts of the City. I-205 carries tens of thousands of vehicles and serves as a freight route. The Willamette River is navigable but poses minimal risk due to limited commercial traffic.

2. Situation and Assumptions

2.1.2.8 Volcano

Mount St. Helens' 1980 eruption is well known. Mount Hood, while not as active in recent years, has experienced four major eruptions during the last 15,000 years. The most recent occurred 200–300 years ago. Emissions also occurred in 1859, twice in 1865, and in 1903 when steam and fragments of rock and lava were ejected. During the past 2,000 years, lava domes at Mount Hood have grown and collapsed, creating hundreds of pyroclastic flows extending 7 miles down the mountain's southwest flank. This volcano remains in an active state.

2.1.3 Capability Assessment

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

The City has not developed a formal capabilities assessment to date. Should one be developed in the future, it will summarize the jurisdiction's prevention, protection, response and recovery capabilities involving the defined hazards. It will also further describe the jurisdiction's limitations on the basis of training, equipment and personnel.

2.2 Assumptions

This EOP is based on the following assumptions:

- The City will continue to be exposed to the hazards noted above, as well as others that may develop in the future.
- Outside assistance will be available in most emergency situations affecting the City. Although this plan defines procedures for coordinating such assistance, it is essential for the City to be prepared to carry out disaster response and short-term actions on an independent basis.
- It is possible for a major disaster to occur at any time and at any place in the County. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events can occur with little or no warning.
- Local government officials recognize their responsibilities for the safety and well-being of the public and will assume their responsibilities in the implementation of this emergency plan.
- Proper implementation of this plan will reduce or prevent disaster-related losses.

2. Situation and Assumptions

2. Situation and Assumptions

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Roles and Responsibilities

3.1 General

Local and County agencies and response partners may have various roles and responsibilities throughout an emergency's duration. Therefore, it is particularly important that the local command structure 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 Management Director is responsible for emergency management planning and operations for the area of the County lying outside the corporate limits of the incorporated municipalities of the County. The Mayor or other designated official (pursuant to city charter or ordinance) of each incorporated municipality is responsible for emergency management planning and operations for that jurisdiction. These responsibilities may be shared with County Emergency Management under agreement.

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

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. Some responsibilities may be shared under mutual consent.

Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures. Specific responsibilities are outlined below, as well as in individual annexes.

3.2 Emergency Management Organization

The City does not have an office or division of emergency management services separate from its existing departments. The Police Chief (or designee) has the role of Emergency Program Coordinator and may, depending on the size or type

3. Roles and Responsibilities

of incident, delegate the authority to lead response and recovery actions to other City staff. 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 according to the location, size, and impact of the incident.

For the purposes of this plan, the City's emergency management structure will be referred to generally as the City EMO. Under this structure, the Police Chief (unless this role has been otherwise delegated) would be considered the role of Emergency Program Coordinator. Roles and responsibilities of individual staff and agencies are described throughout the plan to further clarify the City's emergency management structure. The EMO for the City is divided into two general groups—the Executive Group and Emergency Response Agencies—organized by function.

3.2.1 Executive Group

The Executive Group is referred to in this plan as a single body, but it may include representation from each City department during an event. The Executive Group is responsible for the activities conducted within its jurisdiction. The members of the group include both elected and appointed executives with certain 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, voluntary 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 and, as appropriate, including the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans take into account the needs of:
 - The jurisdiction, including persons, property, and structures,
 - Vulnerable populations, including those with service animals, and
 - Individuals with household pets.
- Encouraging residents to be prepared and participate in volunteer organizations and training courses.

3. Roles and Responsibilities

3.2.1.1 Mayor and City Commission

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 positive support with 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. In the event of a need for a State of Emergency, 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 Commission include:

- Establishing emergency management authority by city ordinance.
- Adopting an EOP and other emergency management–related resolutions.
- Ensuring adequate program staffing and funding.
- Declaring a State of Emergency and providing support to the IC in requesting assistance through the County.
- Acting as liaison to the community during activation of the EOC.
- Acting on emergency funding needs.
- Attending Public Information Officer (PIO) briefings.

3.2.1.2 City Manager

The City Manager is responsible for continuity of government, overall direction of City emergency operations and dissemination of public information.

The City Manager is responsible for:

- 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.
- Directing the emergency operational response of City services.
- Maintaining departmental notification/call rosters.
- Ensuring that staff is trained to assume emergency responsibilities.

3. Roles and Responsibilities

- Establishing internal lines of succession.
- Providing overall incident management and incident strategy during activation (assumption of command is at the discretion of the City Manager).
- Ensuring, through the City Recorder, that plans are in place for the protection and preservation of City records.
- Establishing and maintaining liaison with the Mayor and Commission.

3.2.1.3 Emergency Program Coordinator

The Police Chief (or designee) has the role of Emergency Program Coordinator for the City. The Emergency Program Coordinator has the day-to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Program Coordinator works with the Executive Group to ensure that there are unified objectives with regard to the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Program 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 Program Coordinator is responsible for:

- Serving as staff advisor to the City Commission and City Manager for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.
- Preparing and maintaining a resource inventory.
- Ensuring the operational capability of the City EOC.
- Activating the City EOC.
- Keeping the governing body apprised of the City's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the City and County Emergency Management.
- Maintaining liaison with organized emergency volunteer groups and private agencies.

3. Roles and Responsibilities

3.2.1.4 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 should 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 City Manager.

3.2.1.5 Equity Officer

The City has established the Equity Officer position within the ICS and EOC structure.

The Equity Officer's primary responsibility is to ensure equity considerations are incorporated into emergency response priorities, management functions, operational objectives, and policies.

- Serves as part of Unified Command and reports to the Incident Commander.
- Serves as a liaison to organizations that support historically underrepresented populations of the community.
- Identify barriers to services and resources and develop community-based solutions.
- Serve as a guide and resource for staff throughout the city, specifically those working in the EOC, to respond to the impacts of an incident more equitably on groups most affected by inequities.
- Collaborate with Command Staff to coordinate and advance an equitable emergency response across the City of Oregon City.

3.2.2 Responsibilities of All Departments

Individual departments are an integral part of the emergency organization. While some departments' staff are first responders, the majority focus on supporting these first responders and/or on the continuity of services they provide to the public. Organizationally, they are a component that provides support and communication for responders.

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.

3. Roles and Responsibilities

- Establishing, in writing, an ongoing line of succession of authority for each department; this document must be made known to department employees, and a copy must be filed with the Police Department and City Manager's Office.
- Developing alert and notification procedures for department personnel.
- Developing operating guidelines to implement assigned duties specified by this plan.
- Tracking incident-related costs incurred by the department.
- Ensuring that vehicles and other equipment are equipped and ready, in accordance with standard operating procedures (SOPs).
- Identifying critical functions and develop 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.
- Ensuring that staff participate in preparedness training, exercises, and plan review.
- Promoting family preparedness among employees.
- Ensuring that staff complete any NIMS-required training.
- Ensuring that department plans and SOPs incorporate NIMS components, principles, and policies.

3.2.3 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 the public health, environmental health, and public works departments. This section is organized by function, with the primary responsibility assigned to the appropriate City or County agency.

3.2.3.1 Transportation

City Public Works Department and County Transportation and Development Department

Transportation responsibilities include:

3. Roles and Responsibilities

- Planning for and identifying high-hazard areas, numbers of potential evacuees, and the number of people requiring transportation to reception areas (including vulnerable populations).
- Coordinating transportation needs for vulnerable populations.
- Identifying emergency traffic routes.
- Determining optimal traffic flow and movement priority from residences to highways.
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation.
- Coordinating transportation services, equipment, and personnel using emergency routes.
- Providing guidance on commuting arrangements for essential workers during the evacuation period.
- Proposing locations of roadblocks and patrols for evacuation movement.
- Providing patrols and safety measures in the evacuated area and reassigning personnel during the evacuation period.
- Preparing and maintaining supporting SOPs and annexes.

See FA 3 – Infrastructure Services and the County EOP, ESF 1 – Transportation for more detail.

3.2.3.2 Communications

Alert and Warning

CCOM and City Police Department

Alert and warning responsibilities include:

- Disseminating emergency public information, as requested.
- Receiving and disseminating warning information to the public and key County and City officials.
- Preparing and maintaining supporting SOPs and annexes.

Communication Systems

CCOM and City Police Department

Communication responsibilities include:

- Establishing and maintaining emergency communications systems.

3. Roles and Responsibilities

- Coordinating use of all public and private communication systems necessary during emergencies.
- Managing and coordinating all emergency communication within the EOC, once activated.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 2 – Communications for more detail.

3.2.3.3 Public Works and Engineering

City Public Works Department and County Transportation and Development Department

Public works and engineering responsibilities include:

- Barricading of hazardous areas.
- Performing priority restoration of streets and bridges.
- Protecting and restoring waste treatment and disposal systems.
- Augmenting sanitation services.
- Assessing damage to streets, bridges, traffic control devices, the wastewater treatment system, and other public works facilities.
- Removing debris.
- Assessing damage to City-owned facilities.
- Condemning unsafe structures.
- Directing temporary repair of essential facilities.
- Preparing and maintaining supporting SOPs and annexes.

See FA 3 – Infrastructure Services and the County EOP, ESF 3 – Public Works and Engineering for more detail.

3.2.3.4 Firefighting

CCFD1

Fire service responsibilities include:

- Providing fire prevention before, suppression during, and emergency medical aid after a fire in order to prevent loss of life, loss of property, and damage to the environment.
- Inspecting damaged areas for fire hazards.

3. Roles and Responsibilities

- Providing hazardous materials spills containment, planning, and coordination.
- Inspecting shelters for fire hazards.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 4 – Firefighting for more detail.

3.2.3.5 Emergency Management

Emergency Operations Center

Emergency Program Coordinator

Emergency operations center responsibilities include:

- Directing and controlling local operating forces.
- Maintaining contact with neighboring jurisdictions and the County EOC.
- Maintaining the EOC in an operating mode at all times or ensuring the ability to convert EOC space into an operating condition.
- Assigning representatives (by title) to report to the EOC and developing procedures for crisis training.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for EOC activation.

See Chapter 5 – Command and Control, FA 1 – Emergency Services, and the County EOP Basic Plan and ESF 5 – Emergency Management for more detail.

3.2.3.6 Mass Care, Emergency Assistance, Housing, and Human Services

County Health, Housing and Human Services, American Red Cross and CCFD1

The City relies on the support of the County to provide Shelter and Mass Care Services and has adopted the procedures outlined in the County EOP. County Health, Housing and Human Services, with support from the Oregon Trail Chapter of the American Red Cross, is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in the County EOP, ESF 6 – Housing and Human Services and ESF 11 – Agriculture and Natural Resources. Mass care, emergency assistance, housing and human service responsibilities include:

- Maintaining the Community Shelter Plan and Animal Disaster Response Plan.

3. Roles and Responsibilities

- Supervising the Shelter Management program (stocking, marking, and equipping, etc.) for natural disasters.
- Coordinating support with other City and County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the American Red Cross and Salvation Army).
- Identifying sources of clothing for disaster victims (may coordinate with the Salvation Army or other disaster relief organization).
- Securing sources of emergency food supplies (with the American Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as the American Red Cross.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

See FA 2 – Human Services and the County EOP, ESF 6 – Mass Care, Emergency Assistance, Housing and Human Services and ESF 11 – Agriculture and Natural Resources for more detail.

3.2.3.7 Logistics Management and Resource Support

City Finance Department and City Human Resources Department

Logistics management and resource support responsibilities include:

- Establishing procedures for employing temporary personnel for disaster operations.
- In cooperation with the Police Department, establishing and maintaining a staffing reserve.

3. Roles and Responsibilities

- 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.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 7 – Logistics Management and Resource Support for more detail.

3.2.3.8 Public Health and Emergency Medical Services

Public Health Services

County Health, Housing and Human Services

The City relies on the County to provide public health and human services and has adopted the relevant parts of the County EOP. The County Health, Housing and Human Services (also referred to as H3S Department) Director is responsible 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 caused by bioterrorism, epidemic or pandemic diseases, or novel and highly fatal infectious agents or biological or chemical toxin incidents in urban or rural areas in the County. The Health, Housing and Human Services Director also serves as the Health Department representative for the County EMO. Relevant operations are detailed in the County EOP, ESF 6 – Housing and Human Services and ESF 8 – Public Health and Medical Services. Public health responsibilities include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and behavioral health organizations, including making provisions for the vulnerable populations.
- Coordinating with the Medical Examiner and Funeral Directors to provide identification and disposition of the dead.
- Coordinating mass vaccination chemoprophylaxis.
- Coordinating isolation and/or quarantine of infected persons.
- Coordinating delivery and distribution set-up of the Strategic National Stockpile, if needed.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.

3. Roles and Responsibilities

See FA 2 – Human Services and the County EOP, ESF 8 – Public Health and Medical Services for more detail.

Emergency Medical Services

CCFD1 and American Medical Response

Emergency medical service responsibilities include:

- Coordinating provision of EMS.
- Requesting additional EMS assets as necessary.

See FA 1 – Emergency Services and the County EOP, ESF 8 – Public Health and Medical Services for more detail.

3.2.3.9 Search and Rescue

CCFD1 and County Sheriff's Office

Search and rescue responsibilities include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.
- Establishing and monitoring training standards for certification of search and rescue personnel.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 9 – Search and Rescue for more detail.

3.2.3.10 Oil and Hazardous Materials Response

CCFD1 and Regional Hazardous Materials Team No. 3

Hazardous Materials Response

Oil and hazardous materials responsibilities include:

- Conducting oil and hazardous materials (chemical, biological, etc.) response.
- Assessing the health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and state agencies.
- Performing protective actions.

3. Roles and Responsibilities

- Conducting environmental short- and long-term cleanup.
- Preparing and maintaining supporting SOPs and annexes.

Radiological Protection

Radiological protection responsibilities include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing City and County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses, provided by the State Radiation Protection Services or Federal government.
- Providing monitoring services and advice at the scene of accidents involving radioactive materials.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 10 – Oil and Hazardous Materials for more detail.

3.2.3.11 Agriculture and Natural Resources

County Health, Housing and Human Services

Agriculture and natural resources–related responsibilities include:

- Providing nutrition assistance.
- Conducting animal and plant disease and pest response.
- Monitoring food safety and security.
- Providing natural and cultural resources and historic properties protection and restoration.
- Protecting the safety and well-being of household pets.

See FA 2 – Human Services and the County EOP, ESF 11 – Agriculture and Natural Resources for more detail.

3.2.3.12 Energy and Utilities

Public/Private Utilities and City Public Works Department

3. Roles and Responsibilities

Energy and utilities related responsibilities include:

- Working with local energy facilities to restore damaged energy utility infrastructure and accompanying systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

See FA 3 – Infrastructure Services and the County EOP, ESF 12 – Energy for more detail.

3.2.3.13 Law Enforcement Services

City Police Department

Law enforcement responsibilities include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.
- Evacuating disaster areas.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 13 – Public Safety and Security for more information.

3.2.3.14 Recovery

City Administration and City Commission

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.

3. Roles and Responsibilities

- Accessing recovery and mitigation grant and insurance programs; providing outreach, public education, and community involvement in recovery planning.
- Coordinating logistics management and resource support providing assistance as needed.
- Locating, purchasing and coordinating delivery of resources necessary during or after an incident in the City.

See FA 4 – Recovery Strategy and the County EOP, ESF 14 – Long-Term Community Recovery for more detail.

3.2.3.15 External Affairs

City Administration

External affairs responsibilities include:

- Conducting ongoing hazard awareness and public education programs.
- Compiling and preparing emergency information for the public in case of emergency.
- 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 Spanish-only-speaking and/or bilingual population centers within the City and County and preparing training and news releases accordingly.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services and the County EOP, ESF 15 – External Affairs for more details.

3.2.3.16 Evacuation and Population Protection

City Police Department and CCFD1

Evacuation and population protection responsibilities include:

- Defining responsibilities of City departments and private sector groups.
- Identifying high hazard areas and corresponding numbers of potential evacuees.

3. Roles and Responsibilities

- Coordinating evacuation planning, including:
 - Movement control,
 - Health and medical requirements,
 - Transportation needs,
 - Emergency Public Information materials, and
 - Shelter and reception location.
- Developing procedures for sheltering in place.
- Preparing and maintaining supporting SOPs and annexes.

See FA 1 – Emergency Services for more details.

3.2.3.17 Damage Assessment

City Community Development Department

Damage assessment responsibilities include:

- Establishing a damage assessment team from among City departments with assessment capabilities and responsibilities.
- Training and providing damage plotting team members to 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.
- Compiling estimates of damage for use by City officials in requesting disaster assistance.
- 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.
- Preparing and maintaining supporting SOPs and annexes.

See FA 4 – Recovery strategy for more details.

3.2.3.18 Legal Services

City Counsel

Legal service responsibilities include:

- Advising City officials regarding the emergency powers of local government and necessary procedures for invocation of measures to:

3. Roles and Responsibilities

- Implement wage, price, and rent controls.
 - Establish rationing of critical resources.
 - Establish curfews.
 - Restrict or deny access.
 - Specify routes of egress.
 - Limit or restrict use of water or other utilities.
 - Remove debris from publicly or privately owned property.
- Reviewing and advising City officials regarding possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
 - Preparing and recommending local legislation to implement emergency powers when needed.
 - 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.
 - Preparing and maintaining supporting SOPs and annexes.

3.2.3.19 Volunteer and Donation Management

Oregon City Police Department Community Outreach

Responding to incidents frequently exceeds the City's resources. Volunteers and donors can support response efforts in many ways, and it is essential that the City plan ahead to effectively incorporate volunteers and donated goods into its response activities.

3.2.2.20 Coordination with Special Facilities

Coordination with special facilities (e.g., schools, care facilities, correctional institutions) includes:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Encouraging staff preparedness by participating in planning, training, and exercises.

3. Roles and Responsibilities

- Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

3.2.3.21 Other Agency Responsibilities

Other 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.

3.3 Local and Regional Response Partners

The City's emergency organization is supported by a number of outside organizations, including the County, service organizations, and the private sector.

3.3.1 Private Sector

Private-sector organizations play a key role before, during, and after an incident. First, they must provide for the welfare and protection of their employees in the workplace. In addition, the City and County must work seamlessly with businesses that provide water, power, communication networks, transportation, medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Essential private sector responsibilities include:

- Planning for the protection of employees, infrastructure, and facilities.
- Planning for the protection of information and the continuity of business operations.
- Planning for, responding to, and recovering from incidents that impact private sector infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how private sector organizations can help.
- Developing and exercising emergency plans before an incident occurs.
- Where appropriate, establishing mutual aid and assistance agreements to provide specific response capabilities.
- Providing assistance (including volunteers) to support local emergency management and public awareness during response and throughout the recovery process.

3. Roles and Responsibilities

3.3.2 Nongovernmental Organizations

Nongovernmental organizations (NGOs) play enormously important roles before, during, and after an incident. In the City, NGOs such as the American Red Cross provide sheltering, emergency food supplies, counseling services, and other vital support services to support response and promote the recovery of disaster victims. NGOs collaborate with responders, governments at all levels, and other agencies and organizations.

The roles of NGOs in an emergency may include:

- Training and managing volunteer resources.
- Identifying shelter locations and needed supplies.
- Providing critical emergency services to those in need, such as cleaning supplies, clothing, food and shelter, and assistance with post-emergency cleanup.
- Identifying those whose needs have not been met and helping to coordinate assistance.

3.3.3 Individuals and Households

Although not formally a part of the City's emergency operations, individuals and households play an important role in the overall emergency management strategy. Community members can contribute by:

- Reducing hazards in their homes.
- Preparing emergency supply kits and household emergency plans that consider all members of the household, including children and pets.
- Monitoring emergency communications carefully.
- Volunteering with established organizations.
- Enrolling in emergency response training courses.
- Encouraging children to participate in preparedness activities.

3.4 County Response Partners

The County Emergency Management Director has been appointed under the authority of the Board of County Commissioners. The County Emergency Management Director is responsible for developing a Countywide emergency management program that, through cooperative planning efforts with the incorporated communities of the County, will provide a coordinated response to a major emergency or disaster.

3. Roles and Responsibilities

See the County Emergency Operations Plan for details on the County's emergency management organization and detailed roles and responsibilities for County departments.

3.5 State Response Partners

Under the provisions of ORS 401.055 through 401.155, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-Declared Emergency. The administrator of OEM is delegated authority by ORS 401.260 to 401.280 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the Federal government.

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

See the State of Oregon Emergency Operations Plan for details on the State's emergency management organization and detailed roles and responsibilities for State departments.

3.6 Federal Response Partners

Federal response partners are typically requested by OEM in the event that State resources become limited or specialized services are needed. In most instances, Federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the Federal level follow the Oregon EMP and, if necessary, the NRF.

See the NRF for details on the Federal government's emergency management organization and detailed roles and responsibilities for Federal departments.

3.7 Responsibilities by Function

This section includes services required for an effective disaster management program, of which response is a key element. These agencies include fire departments/districts, law enforcement, 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 County Agency(s):** Identify lead agencies for emergency functions based on the agency's coordinating responsibilities, authority, functional expertise, resources, and capabilities in managing

3. Roles and Responsibilities

incident activities. Primary agencies may not be responsible for all elements of a function and will coordinate with supporting agencies.

- **Supporting County Agency(s):** Identify agencies with substantial support roles during major incidents.
- **Community Partners:** Identify nongovernmental organizations and private sector businesses that may be available to provide support during major incidents.

3.7.1 Transportation

Primary County Agency(s): Department of Transportation and Development (DTD)

Supporting County Agency(s): None at this time.

Community Partners: Local Public Works Agencies

Primary State Agency: ODOT

Primary Federal Agency: Department of Transportation

Transportation-related responsibilities include:

- Monitoring and reporting the status of and any damage to the County's transportation system and infrastructure.
- Identifying temporary alternative transportation solutions that can be implemented by others when County systems or infrastructure are damaged, unavailable, or overwhelmed.
- Coordinating the restoration and recovery of County transportation systems and infrastructure, including maintaining infrastructure to reduce additional damage (e.g., keep culverts cleared of debris).
- Coordinating support of emergency operations activities among transportation stakeholders within the County's authority and resource limitations.

3.7.2 Communications

Primary County Agency(s): CCDM, C-COM, LOCOM

Supporting County Agency(s): CCSO

Community Partners: Clackamas Amateur Radio Emergency Services (CARES)

Primary State Agency: Department of Administrative Services

Primary 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, EOC Unified Command, EOC Manager, or PIO.
- Receiving and disseminating warning information to the public and key County officials.

3. Roles and Responsibilities

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).

3.7.3 Public Works

Primary County Agency(s): DTD

Supporting County Agency(s): None at this time.

Community Partners: Local Public Works Agencies

Primary State Agency: ODOT

Primary Federal Agency: Department of Defense/USACE, Department of Homeland Security

Responsibilities related to public works include:

- Conducting pre-incident and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for life-saving and life-sustaining services.
- Coordinating repair of damaged public infrastructure and critical facilities.
- Coordinating repair and restoration of the County's critical infrastructure.
- Coordinating disaster debris management activities.

3.7.4 Firefighting

Primary County Agency(s): Fire Defense Board

Supporting County Agency(s): CCDM

Community Partners: Local Fire Departments and Districts

Primary State Agency: Oregon Department of Forestry, Oregon State Fire Marshal (OSFM)

Primary Federal Agency: United States Department of Agriculture/Fire Service

Responsibilities related to fire service include:

- Providing fire prevention, fire suppression, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.
- Performing life-safety inspections and recommendations for activated emergency shelters.

3. Roles and Responsibilities

3.7.5 Information and Planning

Primary County Agency(s): CCDM

Supporting County Agency(s): None at this time.

Community Partners: City Emergency Management Agencies

Primary State Agency: OEM

Primary Federal Agency: Department of Homeland Security/FEMA

The CCDM Director is responsible for maintaining the readiness of the EOC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. County departments will be requested to designate personnel who can be made available to be trained by the CCDM and to work in the EOC during an emergency. Other departments may be requested to provide assistance in an emergency.

The following tasks are necessary for the County 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.
- Maintaining the 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.

3.7.6 Mass Care

Primary County Agency(s): H3S

Supporting County Agency(s): CCDM

Community Partners: American Red Cross

Primary State Agency: Department of Human Services (DHS)

Primary Federal Agency: Health and Human Services

H3S is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in ESF 6 – Mass Care and ESF 17 – Agriculture and Animal Protection. Responsibilities related to mass care include:

- Maintaining and implementing procedures for care and shelter of displaced persons.
- Coordinating support with other County departments, relief agencies, and volunteer groups.

3. Roles and Responsibilities

- Designating a coordinator/liaison to participate in all phases of the County disaster management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Develop reunification plans including possible sites and resources needed (in coordination with the Red Cross)
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).
- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Coordinating special care requirements for sheltered groups such as those who experience DAFN (e.g., unaccompanied children, elderly) and pets.

3.7.7 Resource Support

Primary County Agency(s): CCDM

Supporting County Agency(s): None at this time

Community Partners: Local religious organizations and volunteer organizations, Voluntary Organizations Active in Disaster (VOAD)

Primary State Agency: Department of Administrative Services

Primary Federal Agency: Department of Homeland Security/FEMA

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 County departments requiring augmentation.
- Providing support to logistics and tactical operations.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

3. Roles and Responsibilities

3.7.8 Health and Medical

Health Services

Primary County Agency(s): H3S

Supporting County Agency(s): None at this time.

Community Partners: Local hospitals and clinics

Primary State Agency: Oregon Health Authority (OHA)

Primary Federal Agency: Health and Human Services

The H3S Director is responsible for coordinating the public health and welfare services required to cope with the control of communicable and non-communicable diseases and mental/ behavioral health 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. The H3S Director also serves as the public health representative for the County EMO. Relevant operations are detailed in 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 deceased.
- 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 disaster management program, when necessary or as requested.

Medical Services

Primary County Agency(s): H3S

Supporting County Agency(s): None at this time.

Community Partners: Local EMS agencies, hospitals, and clinics

Primary State Agency: OHA

Primary Federal Agency: Health and Human Services

EMS-related responsibilities include:

- Providing emergency medical care and transport.
- Coordinating EMS resources.

3. Roles and Responsibilities

- Requesting additional EMS assets as necessary.

3.7.9 Search and Rescue

Primary County Agency(s): CCSO

Supporting County Agency(s): Fire Defense Board

Community Partners: None at this time

Primary State Agency: OEM, OSFM

Primary Federal Agency: Department of Defense, Department of Homeland Security/FEMA and United States Coast Guard

Responsibilities related to search and rescue include:

- Coordinating available resources to search for and rescue persons lost outdoors.
- Performing specialized rescue (e.g., water, high-angle, structural collapse), as needed and practical.
- Cooperating with and extending assistance to surrounding jurisdictions, on request and as resources allow.
- Establishing and monitoring training standards for certification of search and rescue personnel.
- Providing training that meets training standards for certification of search and rescue personnel.

3.7.10 Hazardous Materials Response

Hazardous Materials Response

Primary County Agency(s): Fire Defense Board

Supporting County Agency(s): None at this time.

Community Partners: Local Fire Agencies

Primary State Agency: Department of Environmental Quality, OSFM Regional Hazardous Materials Team No. 3

Primary Federal Agency: Environmental Protection Agency (EPA)

Responsibilities related to hazardous materials include:

- Conducting oil and hazardous materials response (chemical, biological, etc.).
- Providing remote consultation, as needed.
- Assessing the potential health effects of a hazardous materials release.
- Identifying the needs for hazardous materials incident support from regional and State agencies.
- Recommending protective actions related to hazardous materials.
- Conducting environmental short- and long-term cleanup.

3. Roles and Responsibilities

Radiological Protection

Primary County Agency(s): Fire Defense Board

Supporting County Agency(s): None at this time.

Community Partners: OSFM Regional Hazardous Materials Team No. 3

Primary State Agency: OHA, Radiation Protection Services

Primary Federal Agency: EPA

Responsibilities related to radiological protection include:

- Providing localized radiological monitoring and reporting network, when necessary.
- Securing initial and refresher training for instructors and monitors.
- Providing input to the Statewide monitoring and reporting system from incident scenes, as necessary.
- Under fallout conditions, providing County officials and department heads with information regarding fallout rates, fallout projections, and allowable doses provided by the State Radiation Protection Services or federal government.
- Providing monitoring services and advice at the scenes of accidents involving radioactive materials.

3.7.11 Food and Water

Primary County Agency(s): CCDM, H3S

Supporting County Agency(s): None at this time.

Community Partners: American Red Cross, Salvation Army

Primary State Agency: DHS

Primary Federal Agency: Department of Homeland Security/FEMA

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.

3. Roles and Responsibilities

3.7.12 Energy

Primary County Agency(s): CCDM

Supporting County Agency(s): DTD

Community Partners: Local utilities

Primary State Agency: Oregon Public Utility Commission

Primary Federal Agency: Department of Energy

Responsibilities related to energy include:

- Coordinating with local utilities to restore and repair damaged infrastructure and accompanying systems.
- Coordinating temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. Critical facilities may include primary and alternate EOCs, hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

3.7.13 Military Support

Primary County Agency(s): CCSO

Supporting County Agency(s): CCDM

Community Partners: None at this time.

Primary State Agency: Oregon Military Department

Primary Federal Agency: Department of Defense

Responsibilities related to military support include:

- Working with the Oregon Military Department when it is necessary for them to:
 - Coordinate, employ, and control Oregon National Guard forces and military resources to assist civil authorities with the protection of life and property, and to maintain peace, order and public safety.
 - Mobilize and stage personnel and equipment to restore/preserve law and order and provide support to other ESFs, as directed by the State ECC and within Oregon National Guard capabilities.
 - Coordinate with the active federal military to ensure mutual support during federal disaster relief operations.

3. Roles and Responsibilities

3.7.14 Public Information

Primary County Agency(s): Public and Governmental Affairs

Supporting County Agency(s): None at this time

Community Partners: Local media (print, television, and electronic)

Primary State Agency: OEM

Primary Federal Agency: Department of Homeland Security/FEMA

Responsibilities related to public information include:

- Preparing readily deployable content to communicate incident-specific information.
- 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.
- Coordinating with the EOC Public Inquiry Center to provide information to those impacted by the incident.
- Arranging for media representatives to receive regular briefings on the County'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 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.

3.7.15 Volunteer and Donation Management

Primary County Agency(s): CCDM, H3S

Supporting County Agency(s): None at this time.

Community Partners: American Red Cross, Fire Corps, Medical Reserve Corps. Volunteers in Police Service, Community Emergency Response Teams (CERTs), local nongovernmental and religious organization, VOAD

Primary State Agency: OEM

Primary Federal Agency: FEMA

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.

3. Roles and Responsibilities

- 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 CERTs, Red Cross, Fire Corps, and/or Medical Reserve Corps, VOAD, Volunteers in Police Services, and volunteers associated with the nongovernmental and faith-based community in completing their assigned tasks.

3.7.16 Law Enforcement Services

Primary County Agency(s): CCSO

Supporting County Agency(s): None at this time.

Community Partners: Local law enforcement agencies

Primary State Agency: Oregon State Police (OSP)

Primary Federal Agency: Department of Justice

Responsibilities related to law enforcement include:

- Protecting life and property and preserving order.
- Providing law enforcement and criminal investigation.
- Providing traffic control, crowd control, and site security.
- Isolating damaged areas.
- Providing damage reconnaissance and reporting.

3.7.17 Agriculture and Animal Protection

Primary County Agency(s): CCDM, H3S

Supporting County Agency(s): DTD (Dog Services)

Community Partners: Extension Office

Primary State Agency: Oregon Department of Agriculture

Primary Federal Agency: U.S. Department of Agriculture

Responsibilities related to agriculture and animal protection include:

- Coordinating animal/veterinary/wildlife response during a disaster, including:
 - Capturing/rescuing animals that have escaped confinement or been displaced from their natural habitat.
 - Providing emergency care to injured animals.
 - Providing humane care, handling, and sheltering to animals (including service animals, pets, and livestock).
- Protecting the State's natural resources from the impacts of a disaster.
- Maintaining and implementing procedures for the care and shelter of animals in a major emergency or disaster.

3. Roles and Responsibilities

3.7.18 Business and Industry

Primary County Agency(s): Business and Community Services (BCS)

Supporting County Agency(s): CCDM

Community Partners: Clackamas County Business Alliance, Area Businesses and Industry

Primary State Agency: Oregon Business Development Department

Primary Federal Agency: Small Business Administration

Responsibilities related to business and industry include:

- Coordinating with business and industry partners to facilitate private-sector support of 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.

3.7.19 Recovery

Primary County Agency(s): CCDM, BCS, DTD

Supporting County Agency(s): Finance, H3S

Community Partners: Clackamas County Business Alliance

Primary State Agency: OEM

Primary Federal Agency: Department of Homeland Security

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 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, providing assistance as needed.
- Locating, purchasing, and coordinating delivery of resources necessary during or after a major emergency or disaster in the County.
- Ensuring accurate documentation of the recovery effort to secure federal reimbursement of funds.

3. Roles and Responsibilities

3.7.20 Evacuation and Population Protection

Primary County Agency(s): CCSO

Supporting County Agency(s): DTD, CCDM, Fire Defense Board

Community Partners: None at this time

Primary State Agency: OSP

Primary Federal Agency: Department of Homeland Security

Responsibilities related to evacuation and population protection include:

- Defining responsibilities of County 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 locations
- 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 County policy.
- If an evacuation is instituted, notifying the Red Cross (1-888-680-1455).

3.7.21 Damage Assessment

Primary County Agency(s): DTD

Supporting County Agency(s): CCDM, Technology Services and Facilities

Community Partners: CERT

Primary State Agency: OEM

Primary Federal Agency: Department of Homeland Security/FEMA

Responsibilities related to damage assessment include:

- Establishing a Damage Assessment Team from among County departments with assessment capabilities and responsibilities.
- Training and providing damage assessment 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.

3. Roles and Responsibilities

- Evaluating the effect of damage on the County's economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.

3.7.22 Coordination with Special Facilities

Primary County Agency(s): CCDM, H3S

Supporting County Agency(s): None at this time.

Community Partners: None at this time

Primary State Agency: OEM

Primary Federal Agency: None at this time

Responsibilities related to coordination with special facilities (e.g., schools, care facilities, correctional institutions) include:

- Establishing strong working relationships with local jurisdictional leaders and core private-sector organizations, voluntary agencies, and community partners.
- Encouraging staff preparedness by participating in planning, training, and exercises.
- Educating staff, students, clients, etc. on facility emergency plans and procedures and the need for individual and/or family emergency planning.
- Preparing and maintaining emergency plans and SOPs.

3. Roles and Responsibilities

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4.1 General

Primary roles in the initial emergency response will focus on first responders, such as fire districts/departments and police departments, sometimes also involving hospitals, local health departments, and regional fire and HazMat teams. Typically, as the emergency situation evolves and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with recovery operations. In all emergency situations and circumstances, saving and protecting human lives receive priority.

The basic concept of emergency operations focuses on managing and using all available resources at the local level for effectively responding to all types of emergencies. Local government has the primary responsibility for emergency management functions and for protecting life and property from the effects of emergency and disaster events. This EOP should be used when Oregon City or local emergency response agencies are reaching or have exceeded their abilities to respond to an emergency incident and not in response to day-to-day operations.

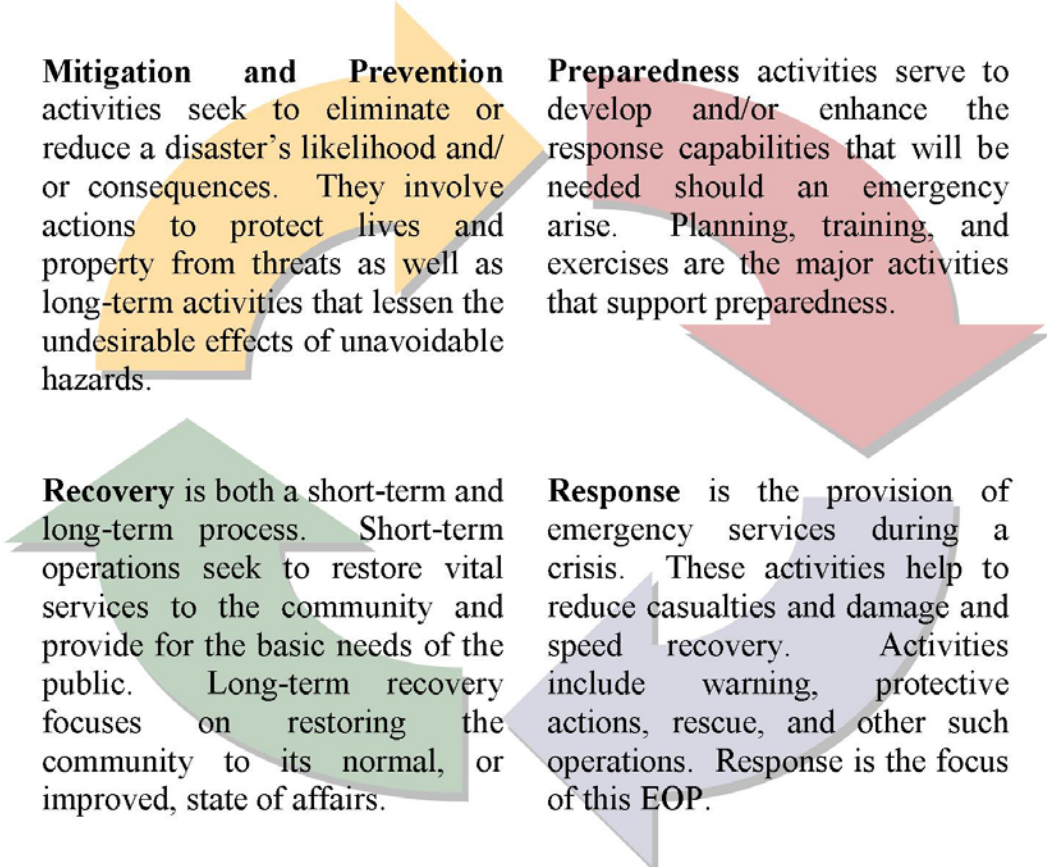
Responsibilities include management and coordination of large-scale events as well as identifying and obtaining additional assistance and resources for emergency response agencies from the County, State, and/or Federal government through the City EMO.

4.2 Phases of Emergency Management

This plan adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard-specific. It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this EOP impacts and is informed by activities conducted before and after any emergency operations take place. A brief description of the four phases of emergency management is provided below.

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Figure 4-1 Phases of Emergency Management



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

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

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

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

4.3 Incident Levels

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

4.3.1 Level 1

Level 1 situations are often referred to as “routine” crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement an emergency plan. Outside assistance is usually not required.

4.3.2 Level 2

Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.). Requests for assistance related to Level 2 situations often take the form of a 911 call for police, fire, or medical assistance. Examples include

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hazardous materials spills and traffic incidents with multiple injuries. The IC may implement selected portions of the City EOP.

4.3.3 Level 3

Level 3 situations are major incidents that require application of a broad range of community resources to save lives and protect property. Examples of such situations include an airliner crash in populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

4.3.4 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 following five levels of complexity. (Source: U.S. Fire Administration)

Table 4-1 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 IC) 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, and a police traffic stop.
Type 4	■ Command staff 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 may 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 role of the agency administrator includes operational plans that contain objectives and priorities.

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Table 4-1 NIMS Incident Levels	
Type 3	- When capabilities exceed initial attack, the appropriate ICS positions should be added to match the complexity of the incident. - Some or all of the Command and General Staff positions may be activated, as well as the 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	- This type of incident extends beyond the capabilities for local control and is expected to go 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. - Most or all of the Command and General Staff positions are filled. - A written IAP is required for each operational period. - Many of the functional units are needed and staffed. - Operations personnel normally do not exceed 200 per operational period and total incident personnel do not exceed 500 (guidelines only). - The agency administrator is responsible for the incident complexity analysis, agency administrator briefings, and the written delegation of authority.
Type 1	- This type of incident is the most complex, requiring national resources to safely and effectively manage and operate. - All Command and General Staff positions are activated. - Operations personnel often exceed 500 per operational period, and total personnel will usually exceed 1,000. - Branches need to be established. - The agency administrator will have briefings and will ensure that the complexity analysis and delegation of authority are updated. - Use of resource advisors at the incident base is recommended. - There is a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.

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4.4 Response Priorities

1. **Lifesaving/Protection of Property:** This is a focus on efforts to save lives of persons other than City employees and their dependents. It may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
2. **Incident Stabilization:** This is a focus on protection of mobile response resources, isolation of the impacted area, and containment of the incident (if possible).
3. **Property Conservation:** This is a focus on the protection of public facilities essential to life safety/emergency response, protection of the environment whenever public safety is threatened, and protection of private property.

4.5 Incident Management

4.5.1 Activation

When an emergency situation arises and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, the Emergency Program Coordinator will activate and implement all or part of this EOP. In addition, the IC, Emergency Program Coordinator, Fire Battalion Chief, Law Enforcement Representative, Department Directors or City Manager may partially or fully activate and staff the City EOC based on an emergency's type, size, severity, and anticipated duration. An Emergency Declaration is not required to implement the EOP or activate the EOC. The Emergency Program Coordinator may implement the EOP as deemed appropriate for the situation or at the request of an IC. Concurrently, all involved City emergency services will implement their respective plans, procedures, and processes and will provide the Emergency Program Coordinator with the following information:

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

4.5.2 Initial Actions

Upon implementation of all or part of this EOP, the IC (or designee) will immediately take the following actions:

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- Alert threatened populations and initiate evacuation as necessary.
See FA 1 – Emergency Services Annex for more detail.
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated.
See FA 2 – Human Services Annex for more detail.
- Instruct appropriate City emergency service providers to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies.
- Request the City Commission to prepare and submit a formal Declaration of Emergency through County Emergency Management when it is determined that local resources will not meet the needs of local emergency operations.
- Prepare to staff the City EOC as appropriate for the incident with maximum 12-hour shifts.
- City personnel and support staff will be deployed to restore normal activity and provide essential community services as soon as possible following the emergency. *See FA 4 – Recovery Strategy Annex for additional information regarding community recovery procedures.*

4.5.3 Communications, Notification and Warning

Traditional communication lines, such as landline telephones, cellular phones, faxes, pagers, internet/e-mail, and radio will be used by City response personnel throughout the duration of response activities. *See FA 1 – Emergency Services for more detail.*

A public warning and broadcast system (Reverse 911 through CCOM) is established for the City to provide emergency information and instructions during a pending or actual emergency incident or disaster. The City Police Department shall provide the public with educational/instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster. The FA – Emergency Services Annex provides detailed information regarding how these systems are accessed, managed, and operated throughout an emergency's duration. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each agency. External partners can be activated and coordinated through the City EOC.

Plain language will be used during any multi-jurisdictional emergency response occurring in the City and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology

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enables area commanders, State and local EOC personnel, Federal operational coordinators, and responders to communicate clearly with each other and effectively coordinate response activities, regardless of an incident's size, scope, or complexity. The ability of responders from different jurisdictions and different disciplines to work together depends greatly on their ability to communicate with each other.

4.5.3.1 Interoperability

The City will maintain the ability of emergency management/response personnel to interact and work well together. In the context of technology, interoperability also refers to having an emergency communications system that is the same or is linked to the same system that a jurisdiction uses for nonemergency procedures, and that effectively interfaces with national standards as they are developed. The system should allow the sharing of data with other jurisdictions and levels of government during planning and deployment.

4.5.4 Situational Awareness and Intelligence Gathering

4.5.4.1 Situational Awareness

This plan should be implemented within the context of the event or incident the City is facing. Constant situational awareness is essential to maintaining a forward-leaning posture that facilitates rapid response. Situational awareness refers to the ongoing process of collecting, analyzing, and disseminating intelligence, information, and knowledge to allow organizations and individuals to anticipate requirements and to react quickly and effectively. Situational awareness comprises an interactive process of sharing and evaluating information from multiple sources, integrating communications and reporting activities, and forecasting or predicting incidents to detect and monitor threats and hazards. These activities are the basis for advice, alert and warning, intelligence and information-sharing, technical assistance, consultations, notifications, and informed decision making at all interagency and intergovernmental levels, as well as on the part of the private sector and the public.

Considerations that may increase the complexity of an event and heighten the need for good situational awareness include:

- Impacts to life, property and the economy.
- Community and responder safety.
- Potential hazardous materials.
- Weather and other environmental influences.
- Likelihood of cascading events or incidents.
- Potential crime scene (including terrorism).

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- Political sensitivity, external influences and media relations.
- Area involved and jurisdictional boundaries.

4.5.4.2 Intelligence Gathering

Different from operational and situational intelligence gathered and reported by the Planning Section, intelligence/investigations gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities (or the individual(s) involved), including terrorist incidents, or information that leads to determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins.

Beyond maintaining situational awareness of an incident, gathering timely and accurate outside intelligence and having procedures for analyzing that data and distributing it to the right people is critical to responding to an incident effectively. The County may choose to identify an intelligence position in its command structure. This position may be included as part of an expanded Command Staff or may fall to the Planning Section Chief or designee.

4.5.4.3 Coordination with State Fusion Center

The State of Oregon maintains a Fusion Center to provide intelligence support as it relates to terrorism and terrorist activity. The Oregon TITAN Fusion Center (OTFC) and Portland Urban Area TITAN Fusion Center's mission is to protect the citizens of Oregon from terrorism and terrorist activity by providing an "all crimes, all threat and all hazard" information clearinghouse for federal, state, local and tribal law enforcement agencies. The center's goals are to identify, prevent, detect, disrupt and assist in investigating terrorism-related crimes by providing an efficient, timely and secure mechanism to exchange critical information between law enforcement agencies at all levels, state executive leadership, government agencies and our public and private-sector partners. The OTFC supports by:

- Pre- and post- terrorism event investigatory support with analysis and dissemination of the conclusions.
- Maintain the State of Oregon Terrorism Suspicious Activity Report intake log.
- Provide real time intelligence/information support, previously coordinated, to Oregon Emergency Management and other appropriate emergency management agencies during an emergency event or operation.
- Provide updated all crimes or terrorism-related intelligence information to local, state and federal law enforcement agencies as requested or required.

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- Provide liaison support and information sharing in support of emergency operations by disseminating emergency information through the Terrorism Information and Threat Assessment Network (TITAN).
- Provide an Oregon TITAN Fusion Center staff member to be collocated within the Oregon Emergency Coordination Center in the event of an emergency.
- Provide terrorism-related alerts, bulletins and assessments to public and private-sector companies and organizations as requested or required.

4.5.5 Resource Management

During an emergency, resources are normally managed at the incident command post under ICS. In a major emergency or disaster, it is necessary to manage resources deployed to any single incident at the incident command post as well as at the EOC. At the EOC and under the direction of the Public Works Director, a Resource Management Team may be assembled consisting of at least one representative from the Police, Fire, and Public Works Departments, with support from the Finance and Human Resources Departments.

This team will keep a continuous record of all resources (personnel, materials, supplies, and equipment) available for response efforts and of the incident or staging area to which each is assigned, or any other storage location; the length of time resources have been in or out of use; when they must be rotated off duty; when they will require food, fuel, or maintenance; and other information pertinent to its availability for use in the response effort.

4.5.5.1 Volunteer and Donations Management

The City should maintain a program that ensures the most efficient and effective use of unaffiliated volunteers, unaffiliated organizations, and unsolicited donated goods to support events and incidents.

- Activation of a Volunteer and Donations Management coordinator within the City's emergency management organization to address volunteer and donations management.
- Implementation of a system for tracking and utilizing volunteers and donations.
- Coordination with the County, State and local volunteer agencies and Volunteer Organizations Active in Disaster groups,
- Establishment of facilities such as a warehouse and volunteer reception center.

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- Communications support such as coordination of a call center.

The City may coordinate with the County to provide volunteer and donations management support.

4.5.5.2 Resource Typing

The City may choose to implement NIMS resource typing to better address resource and supply needs during an emergency. Resource typing is a method for standardizing nomenclature used when requesting equipment and managing resources during an incident; NIMS approves this method for ordering supplies and providing mutual aid to partners during an emergency.

Within many of the resource types are divisions for size, power, or quantity. These are commonly listed as Type I, Type II, Type III, and so on. If interpreted properly, a resource typing list can increase the usefulness of the tools requested in an emergency and may reduce costs by eliminating orders for equipment that are inaccurate or inappropriate for the situation. Response personnel and support staff should practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

4.5.5.3 Credentialing of Personnel

The City should maintain a program for credentialing of response personnel that provides, respectively, documentation that identifies personnel and authenticates and verifies the qualifications of such personnel by ensuring that such personnel possess a minimum common level of training, experience, physical and medical fitness, and capability appropriate for a particular position.

The City's credentialing program may include the following elements:

- Conduct identify enrollment of personnel in accordance with approved standards.
- Identify type and quality personnel in accordance with published NIMS Job Titles. For those not covered by NIMS, develop typing for positions based on essential functions of a position, levels of training, experience levels, required licensure and certifications, and physical and medical fitness for qualifying for the position.
- Certify personnel based on completion of identify vetting and meeting qualifications for position to be filled.
- Card personnel after completing certification of identity, qualifications and typing.
- Provide authorization for deployment of credentialed personnel through order numbers, travel authorizations, etc.

4. Concept of Operations

Ensure that personnel are credentialed only while they maintain employment and qualifications.

4.5.6 Access and Functional Needs Populations

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

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. Also referred to as Vulnerable Populations and Special Needs Populations, Access and Functional Needs Populations describes members of the community who experience exceptional physical, mental, or medical care needs and may require assistance before, during, and after an emergency incident after exhausting their usual resources and support network.

See FA 2 – Human Services for additional information on Access and Functional Needs Populations.

4.5.7 Demobilization

As the emergency situation progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for active coordination of the response to agencies or organizations involved with short- and long-term recovery operations.

4.5.8 Transition to Recovery

Recovery comprises steps that the City will take during and after an emergency to restore government function and community services to the levels existing prior to the emergency. Recovery is both a short- and long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public, such as bringing necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the City can concentrate on long-term recovery efforts, which focus on restoring the community to a normal or improved state of affairs. The recovery period is also an opportune time to institute mitigation measures, particularly those related to the recent emergency. This is also the phase of reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies. Resources to restore or upgrade damaged areas may be available if it can be

4. Concept of Operations

shown that extra repairs will mitigate or lessen the chances of, or damages caused by, another similar disaster in the future.

See FA 4 – Recovery Strategy for more detail.

4.6 Inter-jurisdictional Coordination

4.6.1 Municipalities

The City is responsible for the direction and control of its local resources during emergencies, including requesting additional resources from mutual aid partners. For resources not covered under mutual aid, requests shall be directed to County Emergency Management, including any requests for a State Declaration of Emergency or presidential disaster declaration.

4.6.2 Mutual Aid

State law (ORS 402.010 and 402.015) authorizes the City to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs. Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

State law (ORS 402.210) authorizes the creation of an intrastate mutual assistance compact among local governments within the State. This compact streamlines the process by which a local government requests assistance and temporarily acquires resources.

4.6.3 Special Service Districts

These districts provide services such as fire protection and water delivery systems that are not available from City or County government. Each is governed by an elected Board of Directors and has policies separate from City and County government. They often overlap City and County boundary lines and thus may serve as primary responders to emergencies within their service districts.

4.6.4 Private Sector

Disaster response by local government agencies may be augmented by business, industry, and volunteer organizations. The Emergency Program Coordinator, or designee, will coordinate response efforts with business and industry. This includes providing assistance, as appropriate, in action taken by industry to meet State emergency preparedness regulations governing businesses, such as utility companies, that provide essential services. Schools, hospitals, nursing/care homes and other institutional facilities are required by Federal, State, or local regulations to have disaster plans. The PIO will also work with voluntary organizations to provide certain services in emergency situations, typically through previously established agreements. In the preparedness context, essential training programs will be coordinated by the sponsoring agencies of such

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organizations as the American Red Cross, faith-based groups, amateur radio clubs, Community Emergency Response Teams, etc.

4.6.5 County Government

The County EMO, as defined in the County EOP, can be activated through County Emergency Management. The County provides direct County agency support at the local level and serves as a channel for obtaining resources from outside the County structure, including the assistance provided by State, regional, and Federal agencies. Local resources (personnel, equipment, funds, etc.) should be exhausted or projected to be exhausted before the County requests State assistance.

4.6.6 State Government

The State emergency organization, as defined in the State of Oregon EOP, can be activated through the OEM. This department provides a duty officer at all times. The State provides direct agency support to the local level and serves as a channel for obtaining resources from outside the State structure, including the assistance provided by the Federal government.

4.6.7 Federal Government

The County shall make requests for Federal disaster assistance to OEM. Federal resources may be requested and provided prior to the formal declaration of a disaster in emergency response situations. A Presidential Disaster Declaration makes available extensive disaster response and recovery assistance, including financial support to governments, businesses, and individual citizens.

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Command and Control

5.1 General

The ultimate responsibility command and control of City departments and resources lies with the elected City Commission. Direction and control of City emergency operations will be conducted via ICS and MACS. The City EMO is responsible for maintaining the readiness of the ECC and identifying and training support staff. City departments will be requested to designate personnel who can be made available to be trained by City Emergency Management and to work in the ECC during a major disaster. Other departments may be requested to provide assistance in a major emergency.

5.2 On-Scene Incident Management

The initial City response structure consists of the IC and single-resource agencies (i.e., Public Works Department, Police Department, and the CCFD1). Depending on the incident, the Director/Chief of the responding agency may act as both the IC and chief of their respective resource agencies.

During the initial response, an IC from the appropriate agency will be located at the on-scene incident command post and will assume the responsibilities of the PIO, liaison officer, and safety officer command staff responsibilities until these responsibilities are delegated.

As the incident progresses, and to maintain an adequate span of control, the initial response structure will expand into an ICS structure supported by full command and general staff positions.

5.3 Emergency Operations Center Support to On-Scene Operations

Depending on the type and size of incident, the City may activate the EOC and assign an IC. The City will require and request additional personnel to support this expanded structure. Depending on the incident type, the City departments will provide staff to the EOC. Following a declaration of emergency, the City may receive assistance from the County and may utilize and support the County ICS structure. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes more or less complex, the IC may change to meet the needs of the incident.

5. Command and Control

Upon activation of the City EOC, the City Manager is empowered to assume executive control over all departments, divisions, and offices of the City of Oregon City during a state of emergency. The City Manager (or designee) becomes the IC and is responsible for performing such duties as causing emergency measures to be enforced and designating emergency areas. The City Manager (or designee) may declare a “state of emergency,” place this plan into effect, and activate and staff the City EOC on full or partial basis. In the event that one or more of the above actions are implemented, a report of such action will be made to the Mayor and City Council at the first available opportunity. The City Manager is empowered to assume executive control over all departments, divisions, and offices of the City of during a state of emergency.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing City services, and then only when the situation threatens to expand beyond the City’s response capabilities.

5.4 Emergency Operations Center

Incident response activities will be supported from the EOC and will be activated upon notification of a possible or actual emergency. The EOC will track, manage, and allocate appropriate resources and personnel. During large-scale emergencies, the EOC will, in fact, become the seat of government for the duration of the crisis. The EOC will serve as a MACS, if needed.

5.4.1 Emergency Operations Center Activation

During emergency operations and upon EOC activation, the EOC staff will assemble and exercise Direction and Control, as outlined below.

- The EOC will be activated by the IC, Emergency Program Coordinator, Law Enforcement Representative, Department Director or City Manager. The IC will assume responsibility for all operations and direction and control of response functions.
- The IC 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, and forces supplied through mutual aid agreements. 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 coordinate emergency operations.
- The IC may establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.

5. Command and Control

- Department heads and organization leaders are responsible for emergency functions assigned to their activities, as outlined in their respective annexes.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.
- The Emergency Program Coordinator will immediately notify the County Emergency Management office upon activation. Periodic updates will be issued as the situation requires.

5.4.2 Emergency Operations Center Location

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

Robert Libke Public Safety Building
Oregon City Police Department
1234 Linn Avenue
Oregon City, OR

If necessary, the **alternate location** for the City EOC is:
Oregon City Public Works Operations Complex
13895 Fir Street
Oregon City, OR

Figure 5-1 Primary EOC Location



Figure 5-2 Alternate EOC Location



The **County EOC** is co-located with the Clackamas County Emergency Management at:

1710 Red Soils Ct, #210
Oregon City, OR 97045

5. Command and Control

Figure 5-3 County EOC Location



5.4.3 Emergency Operations Center Staffing

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 and add depth to existing City emergency management and response organizations.

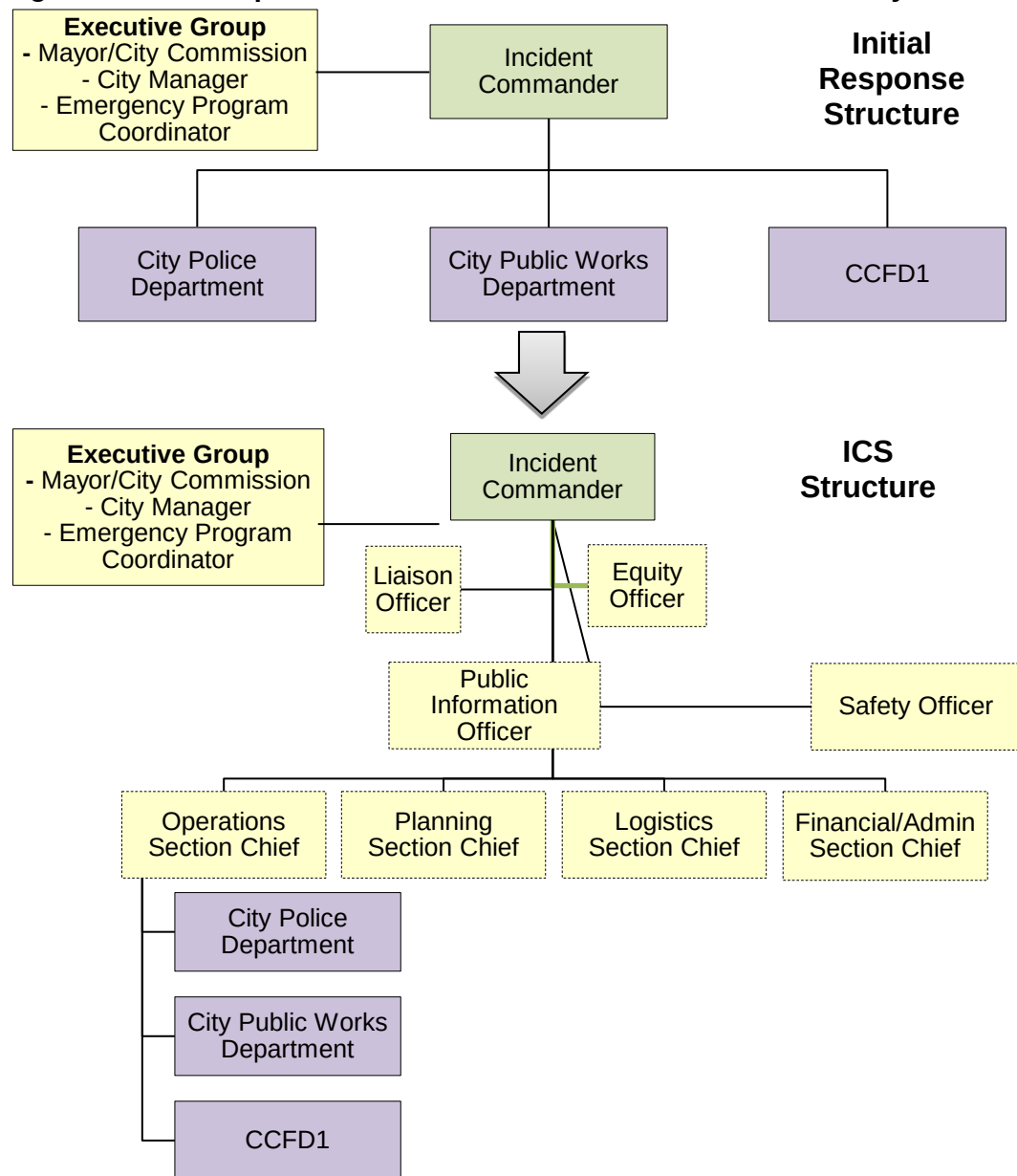
5.5 Incident Command System

In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management, applicable to all jurisdictional levels and across functional disciplines. ICS is a standardized, flexible, and 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 system consists of practices for managing resources and activities during an emergency response and allows agencies to communicate using common terminology and operating procedures. It also allows for effective coordination and allocation of resources throughout an incident's changing conditions.

The ICS structure can be expanded or contracted, depending on the incident's changing conditions. It can be staffed and operated by qualified personnel from any emergency service agency and may involve personnel from a variety of disciplines. As such, the system can be utilized for any type or size of emergency, ranging from a minor incident involving a single unit to a major emergency involving several agencies and spanning numerous jurisdictions. The City has established an EMO, supporting EOC activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is contained within this EOP; however, this document is not an EOC manual. A transitional ICS organizational chart for the City is presented in Figure 5-4.

5. Command and Control

Figure 5-4 Example of a Scalable Command Structure for the City



5.5.1 Emergency Operations Center Command Staff

5.5.1.1 Incident Commander

The IC is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the IC is responsible for:

- Approving and supporting implementation of an IAP.
- Coordinating activities supporting the incident or event.

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- 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
 - General Staff

5.5.1.2 Safety Officer

The Safety Officer is generally responsible for:

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

5.5.1.3 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing local, County, regional, and State agencies; tribal entities; 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 through the use of a Joint Information System (JIS) and, if applicable, establishing and staffing a Joint Information Center (JIC).
- Implementing information clearance processes with the IC.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5. Command and Control

5.5.1.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, tribes, public works/utility companies, and volunteer services such as the American 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 IC, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for the City governmental entities, organizations, and County officials and departments to carry out responsibilities assigned at the City EOC or other designated facility where response efforts will be coordinated.

5.5.2 Emergency Operations Center General Staff

5.5.2.1 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 are typically included in the Operations Section:

- Fire (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).

5. Command and Control

Private entities, companies, and NGOs may also support the Operations section. The Operations Chief is responsible for:

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

5.5.2.2 Planning Section Chief

The Planning Section is responsible for forecasting future needs and events of the response effort while ensuring implementation of appropriate procedures and processes. This section is typically supported by four primary units: Resources, Situation, Documentation, and Demobilization. The Planning Section Chief is responsible for:

- Collecting, evaluating, and distributing information regarding the incident and providing a status summary.
- Preparing and disseminating the IAP.
- Conducting planning meetings and developing alternatives for tactical operations.
- Maintaining resource status.

5.5.2.3 Logistics Section Chief

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

- Providing and managing resources to meet the needs of incident personnel.
- Managing various coordinators of particular resources, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Estimating future support and resource requirements.
- Assisting with development and preparation of the IAP.

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5.5.2.4 Finance/Administration Section Chief

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

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

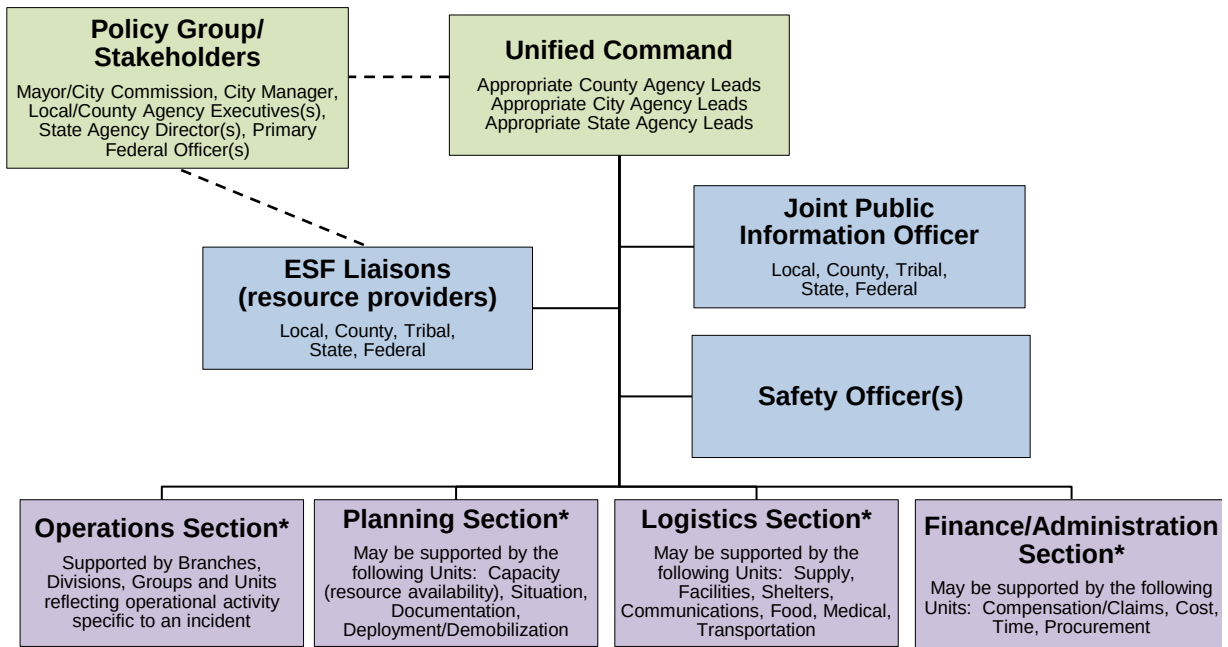
5.5.3 Unified Command

In some incidents, several organizations may share response authority. ICS has the advantage of combining different local, county, regional, state, and Federal agencies into the same organizational system, maximizing coordination of response activities, and avoiding duplication of efforts. A structure called Unified Command (UC) allows the IC position to be shared among several agencies and organizations that maintain jurisdiction. UC members retain their original authority but work to resolve issues in a cooperative fashion to enable a more efficient response and recovery.

In a large incident involving multiple jurisdictions and/or regional, state, and Federal response partners, a UC may replace a single organization IC. Each of the four primary ICS sections may be further subdivided, as needed. In smaller situations, where additional persons are not required, the IC will directly manage all aspects of the incident organization. Figure 5-2 is an example of a UC organizational chart for the City. It provides operational flexibility to expand or contract staffing, depending on the incident's nature and size.

5. Command and Control

Figure 5-5 Example of Unified Command for the City



*Note: In any type of incident, a Section Chief may be assigned a Deputy. In addition, an Intelligence Section would be incorporated into the command structure in response to incidents of national significance or those presumed or confirmed to be terrorist-related.

5.5.4 Multi-Agency Coordination

In the event the City is coordinating a response with other jurisdictions or agencies with authority over the incident it may choose to implement a Multi-Agency Coordination (MAC) Group. Typically, administrators/executives, or their appointed representatives, who are authorized to commit agency resources and funds are brought together and form MAC Groups. MAC Groups may also be known as multiagency committees, emergency management committees, or as otherwise defined by the system. A MAC Group can provide coordinated decision making and resource allocation among cooperating agencies and may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

6

Plan Development, Maintenance and Implementation

6.1 Plan Review and Maintenance

At a minimum, this EOP will be formally reviewed and re-promulgated every five years to comply with State requirements. This review will be coordinated by the Emergency Program 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 this plan to ensure their continued viability.

In addition, lead agencies will review the annexes and appendices assigned to their respective departments. A more frequent schedule for plan review and revision may be necessary.

Recommended changes should be forwarded to:

Chief James Band
Emergency Program Coordinator
Oregon City Police Department
1234 Linn Avenue
Oregon City, OR 97045

6.2 Training Program

The City Emergency Program Coordinator specifically coordinates training for City personnel and encourages them to participate in trainings hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by the City. The Executive Assistant to the City Manager maintains records and lists of training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and command and general staff. NIMS identifies these positions as follows:

6. Plan Development, Maintenance and Implementation

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

Table 6-1 provides the minimum training requirements for the City's emergency personnel.

Table 6-1 Minimum Training Requirements

Emergency Personnel	Training Required
Emergency Managers and Incident Commanders	ICS-100, -200, -300, -400 IS-700, -701, -703, -704, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700, -701, -703, -704 (-702 for PIOs)
All other EOC personnel and first responders	ICS-100, -200 IS-700, -701, -703, -704
All other emergency response personnel, including volunteers	ICS-100 IS-700
<i>Independent study courses can be found at http://training.fema.gov/IS/crslist.asp.</i>	

6.3 Exercise Program

The City will conduct exercises twice a year to test and evaluate this EOP. Whenever feasible, the City will coordinate with 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 (HSEEP) procedures and tools to develop, conduct, and evaluate these exercises. Information about the HSEEP program can be found at <https://hseep.dhs.gov>

The Emergency Program 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.

6. Plan Development, Maintenance and Implementation

6.4 Event Critique and After Action Reporting

In order to document and track lessons learned from exercises, the Emergency Program Coordinator will conduct a review, or “hot wash,” with exercise participants after each exercise. The Emergency Program Coordinator will also coordinate an After Action Report, which will describe the objectives of the exercise and document the results of the evaluation.

Similarly, reviews and After Action Reports will be facilitated after an actual disaster that will document activities related to the incident to improve the City’s readiness.

6.5 Community Outreach and Preparedness Education

Educational tools are used to teach the public about threats, disasters, and what to do when an emergency occurs. The City recognizes that citizen preparedness and education are vital components of 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 www.orcity.org/community/emergency-preparedness

6.6 Funding and Sustainment

It is a priority of the City to fund and maintain an emergency management organization that ensures the City’s ability to respond to and recover from disasters. The Emergency Program Coordinator will work with City Council and community stakeholders to:

- Identify funding sources for emergency management programs, personnel and equipment.
- Ensure that the City 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.

6. Plan Development, Maintenance and Implementation

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A

Sample Disaster Declaration Forms

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Appendix A. Declaration of State of Emergency

DECLARATION OF STATE OF EMERGENCY

To: _____,
Clackamas County Office of Emergency Management

From: _____,
The City of Oregon City, Oregon

At _____ (time) on _____ (date),

a/an _____ (description
of emergency incident or event type) occurred in the City of Oregon City
threatening life and property.

The current situation and conditions are:

The geographic boundaries of the emergency are:

WE DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY OF OREGON CITY AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. WE RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: _____

Title: _____ Date & Time: _____

This request may be passed to the County via radio, telephone, email, or fax. The original signed document must be sent to the County Emergency Management Office, with a copy placed in the final incident package.

Appendix A. Declaration of State of Emergency

INSTRUCTIONS FOR COMPLETING THE DISASTER DECLARATION FORM:

RESPONSIBILITY: Completion of the Disaster Declaration Form is the responsibility of the Lead Agency or of the Incident Commander.

TIMELINE: As soon as possible after the initial assessment is made; or when it becomes apparent that the provisions of the City Emergency Code are necessary; or when assistance beyond that of mutual aid is necessary.

DISTRIBUTION: Command and General staff, City Manager, Mayor and City Commission, Clackamas County Emergency Management, Oregon Emergency Management. This request may be passed to Clackamas County via radio, telephone, teletype, or fax. Hard copies must be sent to the Clackamas County Emergency Management and Oregon Emergency Management and a copy placed in the final incident package.

Clackamas County Emergency Management	503-655-8378
	503-655-8531 (fax)
Oregon Emergency Management	503-378-2911
	503-588-1378 (fax)

SPECIAL INSTRUCTIONS:

FROM: Personnel of the City of Oregon City who may sign this declaration include the Mayor, City Manager, Emergency Program Coordinator, lead agency Director, and Incident Commander. If time is not critical, the Commission should meet to ratify the declaration. If time is of the essence, any of the above personnel may proceed with the declaration, with ratification occurring as soon as possible.

“Current situation and conditions” should include the rationale supporting the declaration of disaster, including (as appropriate), the need for additional powers to protect the public, the status of City response, commitment of City and mutual aid resources, and projection of incident potential.

“Geographic Boundaries” should be specific, unless the entire City is impacted.

“Forms of Assistance” requests should be specific, including numbers, special qualifications, and tasks to be assigned. For example, if the National Guard is requested, describe tasks for which its resources will be used.

* The Clackamas County EOC may provide other numbers during activation.

B

Incident Command System Forms

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Appendix B. Incident Command System Forms

Index of Incident Command System (ICS) Forms

The following ICS forms are included in this appendix.

ICS Form No.	Form Title
ICS Form 201	Incident Briefing
ICS Form 202	Incident Objectives
ICS Form 203	Organization Assignment List
ICS Form 204	Assignment List
ICS Form 205	Incident Radio Communications Plan
ICS Form 205a	Communications List
ICS Form 206	Medical Plan
ICS Form 207	Incident Organizational Chart
ICS Form 208	Safety Message/Plan
ICS Form 209	Incident Status Summary
ICS Form 210	Resource Status Change
ICS Form 211	Incident Check-in List
ICS Form 213	General Message
ICS Form 214	Activity Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 218	Support Vehicle/Equipment Inventory
ICS Form 219	Resource Status Card (T-Card)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 225	Incident Personnel Performance Rating

Appendix B. Incident Command System Forms

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Emergency Operations Center Position Checklists

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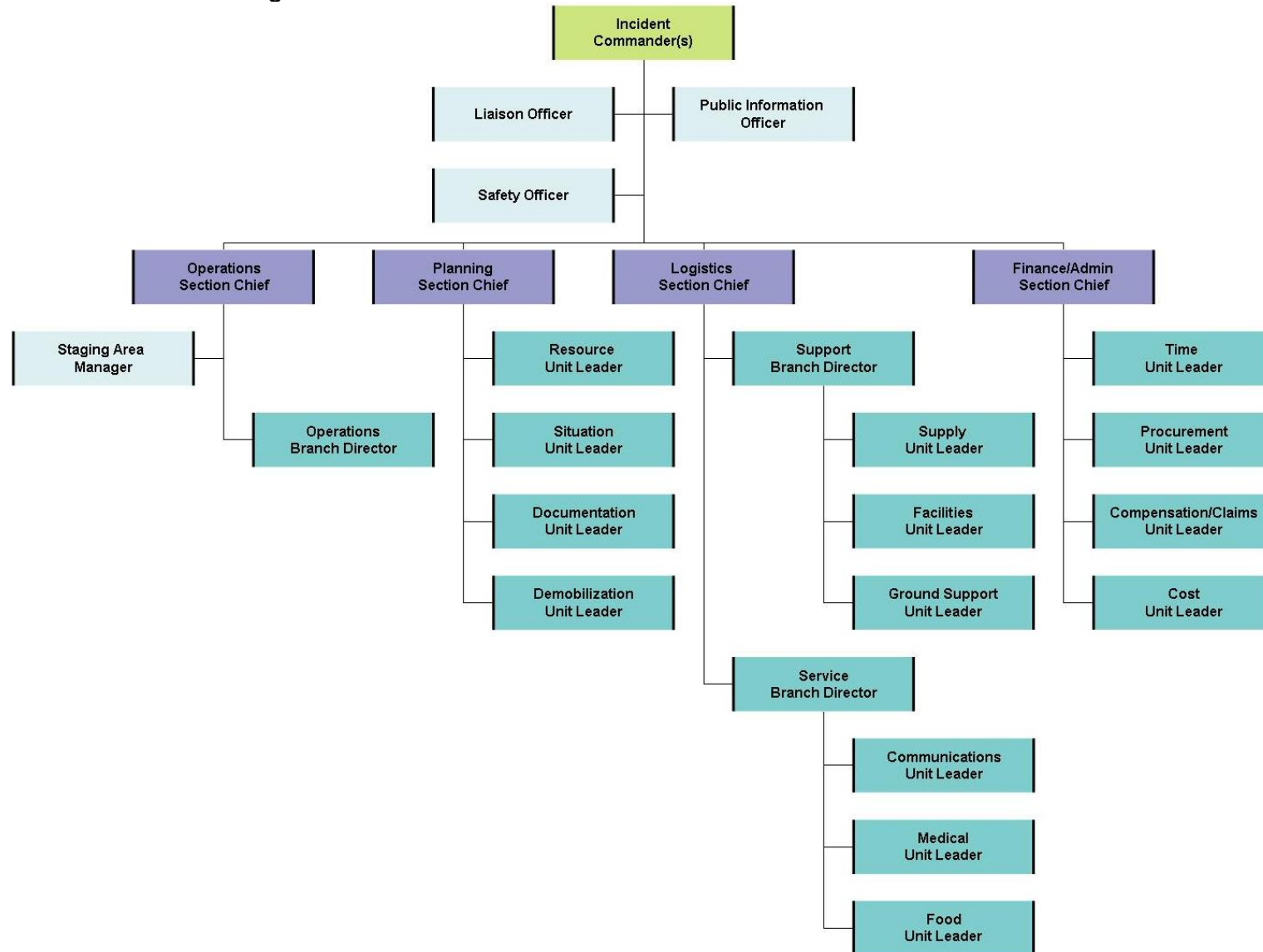
Appendix C. Emergency Operations Center Position Checklists**Index of EOC Position Checklists**

The following checklists are included in this appendix.

1. Communication Unit Leader Checklist
2. Compensation/Claims Unit Leader Checklist
3. Cost Unit Leader Checklist
4. Demobilization Unit Leader Checklist
5. Documentation Unit Leader Checklist
6. Facilities Unit Leader Checklist
7. Finance – Administration Section Chief Checklist
8. Food Unit Leader Checklist
9. Ground Support Unit Leader Checklist
10. Incident Commander Checklist
11. Liaison Officer Checklist
12. Logistics Section Chief Checklist
13. Medical Unit Leader Checklist
14. Operations Branch Director Checklist
15. Operations Section Chief Checklist
16. Planning Section Chief Checklist
17. Procurement Unit Leader Checklist
18. Public Information Officer Checklist
19. Resources Unit Leader Checklist
20. Safety Officer Checklist
21. Service Branch Director Checklist
22. Situation Unit Leader Checklist
23. Staging Area Manager Checklist
24. Supply Unit Leader Checklist
25. Support Branch Director Checklist
26. Time Unit Leader Checklist

Appendix C. Emergency Operations Center Position Checklists

Figure C-1 EOC Position Organizational Chart



D

References

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Appendix D. References

Federal

- Federal Emergency Management Agency, Comprehensive Planning Guides. (<https://www.fema.gov/emergency-managers/national-preparedness/plan>)
- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning for Dams, 2013. (https://www.fema.gov/sites/default/files/2020-08/fema_dam-safety_emergency-action-planning_P-64.pdf)
- Homeland Security Presidential Directive 5: Management of Domestic Incidents, 2003. (<https://www.dhs.gov/publication/homeland-security-presidential-directive-5>)
- National Incident Management System. (<https://www.fema.gov/emergency-managers/nims>)
- National Response Framework, 2019. (https://www.fema.gov/sites/default/files/2020-04/NRF_FINALApproved_2011028.pdf)
- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973. (<http://www.fdic.gov/regulations/laws/rules/6500-3600.html>)
- Public law 93-288, The Disaster Relief Act of 1974, as amended by Public Law 100-707, The Robert T. Stafford Disaster Relief and Emergency Assistance Act of 1988. (<https://www.fema.gov/disaster/stafford-act>)
- The Code of Federal Regulations (CFR), Title 44, Part 206. (<https://www.ecfr.gov/cgi-bin/text-idx?SID=ea73c3f881379a98f80fd800fbce91bb&mc=true&node=pt44.1.206&rgn=div5>)

State

- Office of the State Fire Marshal, Oregon Fire Services Mobilization Plan, 2021. (<https://www.oregon.gov/osp/Docs/Fire-Service-Mobilization-Plan.pdf>)
- Oregon Emergency Management, State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. (https://www.oregon.gov/oem/Documents/decl_guide.pdf)
- Oregon Revised Statutes (ORS) 401.305 through 401.335. (<https://www.oregonlegislature.gov/>)

Appendix D. References

County

- Clackamas County, Emergency Operations Plan, 2017
(<https://www.clackamas.us/dm/eop.html>)
- Memoranda of Agreement / Understanding

Other

- All other Public Laws or Executive Orders enacted or to be enacted which pertain to emergencies/disasters.
- City of Oregon City, Natural Hazard Mitigation Plan Addendum, 2019. (<https://www.orcity.org/publicworks/natural-hazards-mitigation-plan>)
- City of Oregon City, Continuity of Operations Plan.

E

Acronyms and Glossary

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Appendix E. Acronyms and Glossary

Acronyms

ADA	Americans with Disabilities Act
AMR	American Medical Response
ARES	Amateur Radio Emergency Services
BCC	Board of County Commissioners
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive Act
City	City of Oregon City (governing body)
City	Oregon City
CCSO	Clackamas County Sheriff's Office
COG	Continuity of Government
COOP	Continuity of Operations
County	Clackamas County (governing body)
DRC	Disaster Resource Center
DSHS	Department of Social and Health Services
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMO	Emergency Management Organization
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPA	United States Environmental Protection Agency
ESF	Emergency Support Function
FA	Functional Annex
FAA	Federal Aviation Administration
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HEAR	Hospital Emergency Administrative Radio
HSEEP	Homeland Security Exercise and Evaluation Program
I	Interstate
IA	Incident Annex
IAP	Incident Action Plan

Appendix E. Acronyms and Glossary

IC	Incident Commander
ICAC	Internet Crimes Against Children
ICS	Incident Command System
IDA	Initial Damage Assessment
IFCC	Internet Fraud Complaint Center
JIC	Joint Information Center
JIS	Joint Information System
LEDS	Law Enforcement Data System
MACS	Multi-Agency Coordination System
MCI	Mass Casualty Incident
MERS	Mobile Emergency Response System
MOU	Memorandum of Understanding
NDRF	National Disaster Recovery Framework
NDMS	National Disaster Medical System
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	North American Oceanic and Atmospheric Administration
NRF	National Response Framework
NSS	National Shelter System
NTSB	National Transportation Safety Board
NW3C	National White Collar Crime Center
ODA	Oregon Department of Agriculture
ODF	Oregon Department of Forestry
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statutes
ORWARN	Oregon Water/Wastewater Agency Response Network
OSP	Oregon State Police
PAC	Public Assistance Coordinator
PDA	Preliminary Damage Assessment
PIO	Public Information Officer

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RACES	Radio Amateur Civil Emergency Service
SA	Support Annex
SBA	Small Business Administration
SOP	Standard Operating Procedure
State	State of Oregon
TDD	Telecommunications Device for the Deaf
TITAN	Terrorism Intelligence and Threat Assessment Network
UC	Unified Command
USDA	United States Department of Agriculture
VA	Veterans Administration
WMD	Weapons of Mass Destruction

Appendix E. Acronyms and Glossary

Glossary of Key Terms

Actual Event: A disaster (natural or man-made) that has warranted action to protect life, property, environment, public health or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; man-made (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

After Action Report: The After Action Report documents the performance of exercise-related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Agency Representative: A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

All Hazards: Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

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

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

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

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

Appendix E. Acronyms and Glossary

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

Audit: formal examination of an organization's or individual's accounts; a methodical examination and review.

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

Available Training Facilities: Available facilities refers to locations that are readily and immediately available to be utilized for NIMS training.

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

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

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chief: The ICS title for individuals responsible for managing the following functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander; the special staff positions of Public Information Officer, Safety Officer, Liaison Officer; and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

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

Committed Activities: Actions that an individual or an agency/department have agreed to see through until completion.

Common Communications Plan: An interoperable communications plan designed to be utilized for multi-agency and multi-jurisdictional incident management operations. All entities involved in managing the incident will utilize common terminology, prescribed by the NIMS, for communications.

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

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

Constraints/Impediments Limitations or restrictions in conducting NIMS activities. The following list defines the constraints/impediments:

Education: The knowledge or skill obtained or developed by a learning process.

Equipment: Instrumentality needed for an undertaking or to perform a service including its associated supplies. Equipment can range from small personal items such as search and rescue gear (flashlights, dusk masks, etc.) to large-scale multi-jurisdictional systems (radio repeater systems, computer networks, etc.).

Exercise: Opportunity provided to demonstrate, evaluate, and improve the combined capability and interoperability of elements to perform assigned missions and tasks to standards necessary to achieve successful outcomes. (<http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc>)

Federal Standards: Common rules, conditions, guidelines or characteristics, established by the Federal Government.

Funding: Sources of revenue that are allocated or can be allocated (pre-designated emergency funds) to support preparedness initiatives.

Organization: Individual teams, an overall organizational structure, and leadership at each level in the structure that comply with relevant laws, regulations, and guidance necessary to perform assigned missions and tasks. (<http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc>)

Personnel: Paid and volunteer staff who meet required qualification and certification standards necessary to perform assigned missions and tasks. (<http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc>)

Plans: Documents such as procedures, mutual aid agreements, strategies, and other publications that may describe some of the following: governance, management, standard operating procedures, technology, and activities in support of defined missions and tasks. (<http://www.mwcog.org/uploads/committee-documents/tVtYVlk20051031174251.doc>)

Policy: A course of action, guidance, or principle intended to influence and guide decisions, actions, and other matters.

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Training: Specialized instruction and practice to improve performance and lead to task proficiency.

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

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

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

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

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan (December 2004), 64.)

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Director: Title assigned to someone leading a Branch in ICS.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g. law enforcement, firefighting, HazMat, EMS).

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

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

Emergency Incident: An urgent need for assistance or relief as a result of an action that will likely lead to grave consequences.

Emergency Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and man-made disasters. It is administered by the National Emergency Management Association.

Appendix E. Acronyms and Glossary

Emergency Operations Centers: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

Emergency Operations Plan: The “steady-state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

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

Entry-level First Responder: Entry-level first responders are defined as any responders who are not a supervisor or manager.

Equipment Acquisition: The process of obtaining resources to support operational needs.

Equipment: The set of articles or physical resources necessary to perform or complete a task.

Equity Officer: A member of the Command Staff responsible for ensuring equity considerations are incorporated into emergency response.

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

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Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

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

Exercise: Exercises are a planned and coordinated activity allowing homeland security and emergency management personnel (from first responders to senior officials) to demonstrate training, exercise plans, and practice prevention, protection, response, and recovery capabilities in a realistic but risk-free environment. Exercises are a valuable tool for assessing and improving performance, while demonstrating community resolve to prepare for major incidents.

Federal Preparedness Funding: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g. Center for Disease Control and Health Resources and Services Administration preparedness funds.

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

Flexibility: A principle of the NIMS that provides a consistent, flexible, and adjustable national framework within which government and private entities at all levels can work together to manage domestic incidents, regardless of their cause, size, location, or complexity. This flexibility applies across all phases of incident management: prevention, preparedness, response, recovery, and mitigation. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

Framework: A conceptual structure that supports or contains set of systems and/or practices.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term “function” is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

Funding: Financial resources available to assist in achievement of tasks associated with NIMS implementation.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

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Grantee: A person/group that has had monies formally bestowed or transferred.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section (See Division).

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

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at <http://www.hseep.dhs.gov>.

Improvement Plan: The After Action Report documents the performance of exercise-related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. For additional information, please see the NIMS document, page 96.

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

Incident Command System: A standardized on-scene emergency management system which provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to both small and large, complex incidents. For additional information please refer to the NIMS document, page 14 at http://www.fema.gov/pdf/emergency/nims/nims_doc_full.pdf

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

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

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

Incident: An occurrence or event, naturally or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, earthquake, flood.

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

Initial Response: Resources initially committed to an incident.

Institutionalize ICS: Government officials, incident managers and emergency response organizations at all jurisdictional levels adopt the Incident Command System (ICS) and launch activities [in FY 2005] that will result in the use of the ICS for all incident response operations. Actions to institutionalize the use of ICS take place at two levels - policy and organizational/operational.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it reaches those who need it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under NIMS are to be effective in domestic incident management. Interoperability and

Appendix E. Acronyms and Glossary

compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System (March 2004), 55.)

Interstate: A region comprised of multiple states.

Intrastate: A region within a single state.

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center: A facility established to coordinate all incident-related public information activities. It is the central point of contact for all news media at the scene of the incident. Public information officials from all participating agencies should collocate at the Joint Information Center.

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

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

Lessons Learned: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline. For additional information please visit <https://www.llis.dhs.gov/>

Leverage: Investing with borrowed money as a way to amplify potential gains.

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

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Local Government: A County, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized

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tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

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

Logistics: Providing resources and other services to support incident management.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is: “any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of sufficient severity and magnitude to warrant major disaster assistance under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

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

Measure: A determination of a jurisdiction's specific level of NIMS compliance, evaluated according to that jurisdiction's responses to the NIMS metrics that have been established by the NIMS Integration Center (NIC).

Metric: Metrics are measurements in the form of questions that were derived from NIMS implementations activities. These metrics were separated into two categories; tier 1 and tier 2.

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

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

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

Multiagency Coordination Systems: A Multi-Agency Coordination System is a combination of facilities, equipment, personnel, procedures, and communications integrated into a common system with responsibility for coordinating and supporting domestic incident management activities (NIMS, 33).

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreement: Written agreement between agencies, organizations, and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner. For additional information on mutual aid, please visit https://www.usfa.fema.gov/operations/nims/mutual_aid.html.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and behavioral health services requirements of the ESF 8 in the National Response Framework.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Integration Center: Provides strategic direction for and oversight of the National Incident Management System. Supports routine maintenance and the continuous refinement of the system and its components over the long term.

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National Response Framework: A guide to how the United States conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

National Response Plan: A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

NIMS Adoption: The establishment of a legal authority (e.g. executive order, proclamation, resolution, legislation, or other legal mandate) that requires all departments and agencies operating within the jurisdiction to use NIMS principles and methodologies in their all-hazards incident management system.

NIMS Baseline: An initial assessment of NIMS compliance conducted in 2005 and/or 2006 by participating jurisdictions at State, Territorial, local, and tribal levels.

NIMS Compliance Assistance Tool: The NIMS Compliance Assistance Tool will be a self-assessment instrument for State, territorial, tribal, local, private sector, and non-governmental organizations to evaluate and report their jurisdiction's achievement of all NIMS implementation activities.

NIMS Promotion and Encouragement: Activities such as meetings (e.g., conferences, working groups, etc.), mailings (e.g., newsletters, letters, etc.), email, or other established methods (e.g., broadcast media).

NIMS Standard Curriculum: A curriculum designed to provide training on the NIMS. This curriculum will be built around available federal training opportunities and course offerings that support NIMS implementation. The curriculum also will serve to clarify training that is necessary for NIMS-compliance and streamline the training approval process for courses recognized by the curriculum. Initially, the curriculum will be made up of NIMS awareness training and training to support the Incident Command System (ICS). Eventually it will expand to include all NIMS training requirements including training established to meet national credentialing standards.
(<http://www.fema.gov/pdf/emergency/nims/nsctd.pdf>)

Non-Governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government, but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of Non-Governmental

Appendix E. Acronyms and Glossary

Organizations include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e. terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health and medical emergencies etc.)

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

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

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident. For additional information, refer to http://www.fema.gov/pdf/emergency/nims/plain_lang.pdf.

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

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

Planning: A method to developing objectives to be accomplished and incorporated into an EOP.

Preparedness Assistance Funding Streams: Funds made available by Federal Departments and agencies to support State, local, and tribal entities to prepare for, respond to, and manage the consequences of an all-hazards incident. Allocation of preparedness funding is stipulated in a grant or guidelines of a particular program. Monies can be used toward equipment acquisition, planning, operations, training, management and administration, exercises, and mitigation against all hazards.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context.

Appendix E. Acronyms and Glossary

Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

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

Preplanned Event: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Principle Coordinator: The position designated by the State Administrative Agency (SAA) primarily responsible for coordination of all NIMS-related directives. This includes dissemination and collection of information and monitoring and reporting on compliance activities.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations, formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

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

Appendix E. Acronyms and Glossary

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

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

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

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

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

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

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

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing

Appendix E. Acronyms and Glossary

definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information, please visit <http://www.fema.gov/emergency/nims/rm/rt.shtm>.

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

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response Asset Inventory: An inventory of the jurisdiction's resources that have been identified and typed according to NIMS Resource Typing Standards. Development of a Response Asset Inventory requires resource typing of equipment, personnel, and supplies identified in the inventories of State resources.

Response Assets: Resources that include equipment, personnel and supplies that are used in activities that address the effect of an incident.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Appendix E. Acronyms and Glossary

Self-certification: Attest as being true or as meeting a standard based on an agency's or department's own evaluation of itself.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7.)

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

Standard Equipment List: A list issued annually to promote interoperability and standardization across the response community at the local, state, and federal levels by offering a standard reference and a common set of terminology. It is provided to the responder community by the InterAgency Board for Equipment Standardization and Interoperability (IAB). The SEL contains a list of generic equipment recommended by the IAB to organizations in preparing for and responding to all-hazards.

Standard Operating Procedures: A complete reference document that details the procedures for performing a single function or a number of independent functions.

Standardization: A principle of NIMS that provides a set of standardized organizational structures (such as the ICS, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System (March 2004), 2.)

Standardized Terminology: Commonly accepted language that is consistent with policies, plans, or procedures in the NIMS and NRF to facilitate multi-agency, multi-disciplinary or multi-jurisdictional communications during an incident.

State: When capitalized, refers to the governing body of Oregon.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities; the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: Plans, policies and procedures for how the jurisdiction will achieve NIMS Implementation, or the general direction selected to accomplish incident objectives set by the IC.

Appendix E. Acronyms and Glossary

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

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

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

Technical Assistance: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile home park design and hazardous material assessments).

Territory: A geographical area belonging to or under the jurisdiction of a governmental authority; a part of the United States (U.S.) not included within any State but organized with a separate legislature.

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Training Curriculum: A course or set of courses designed to teach personnel specific processes, concepts, or task-oriented skills.

Training: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

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

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively,

Appendix E. Acronyms and Glossary

because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

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

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

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

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

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Source: <https://nimcast.fema.gov/nimscast/index.jsp>

Functional Annexes

Incident Annexes

Completed revisions made throughout [CITY of Oregon City EOP \(2022-2026\)](#)

PAGE	SECTION	TITLE	REVISION MADE
Cover		City of OC EOP Cover page	Updated EOP dates: July 2022 through July 2026
V		Letter of Promulgation	Updated Mayor & Commission Contacts to reflect current roles (as of May 2022)
VII		Plan Administration	Added note of 2022 Record of Plan Changes
1-12	1.6	Table 1-7 Legal Authorities	Updated all hyperlinks for Federal and State information
2-1	2.1.1	Community Profile	Updated City population based on 2020 Census estimate
2-3	2.1.2	Hazards & Threats	Added Pipeline rupture as a 'new' threat/hazard- consistent with County EOP update
2-5	2.1.2.2	Severe Weather	Added 2021 Ice storm Summary
2-6	2.1.2.5	Severe Weather	Added 2020 Wildfire Summary
3-5	3.2.1.5	Equity Officer	Added Equity Officer position within the ICS & EOC structure
5-3	5.4.2	EOC Location(s)	Updated address & maps for Primary & Alternate City EOC locations
5-4	5.4.2	EOC Location(s)	Updated address & map for County EOC location
5-4	5.5	ICS	Changed last sentence to: Figure 5-4 from 5-1
6-1	6.1	Plan Development, Maintenance, & Implementation	Updated Chief's contact/address info

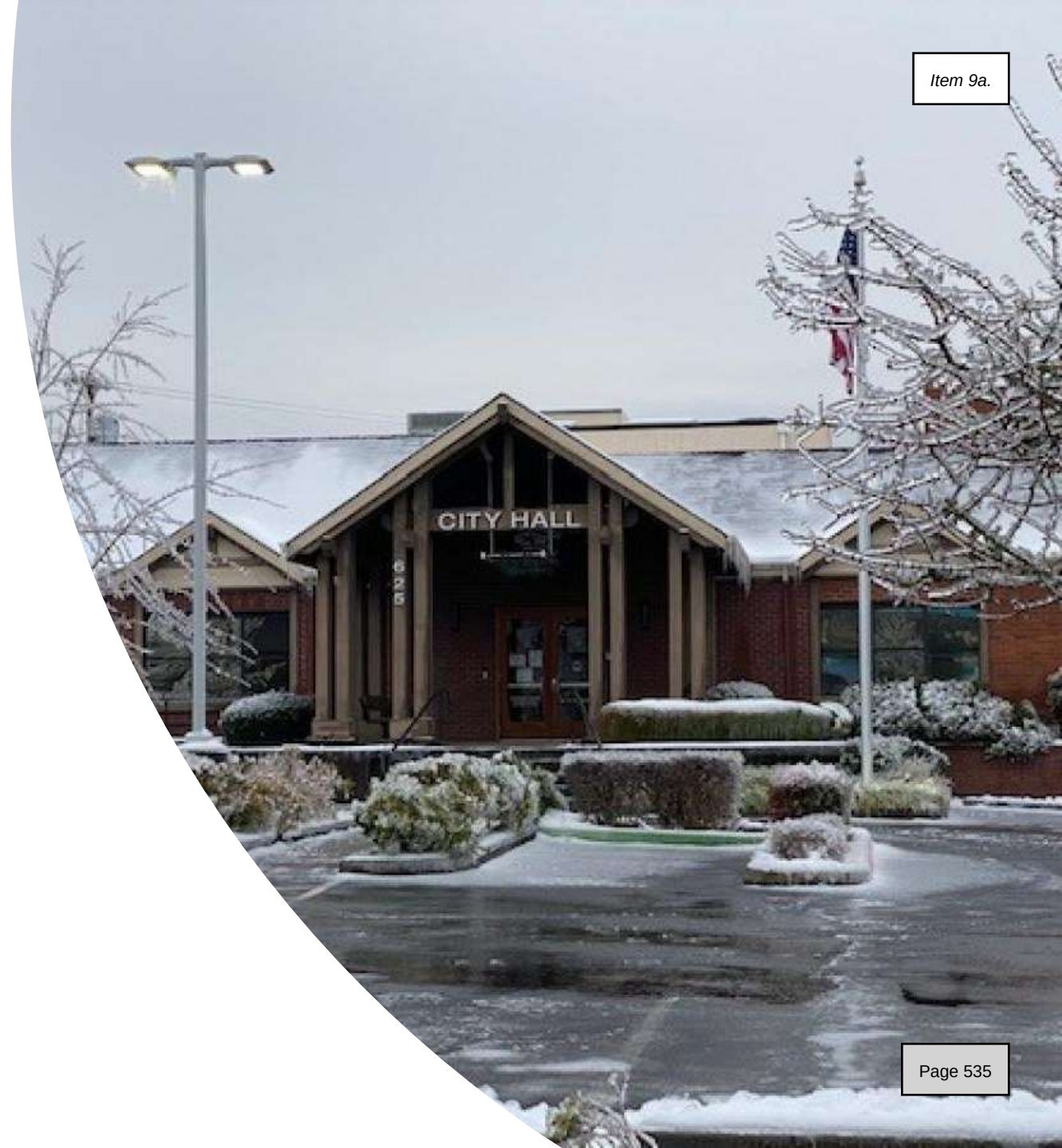
6-3	6.5	Community Outreach and Preparedness Education	Updated webpage: https://www.orcity.org/community/emergency-preparedness
Appendix A	A-4	Declaration of State of Emergency	Updated County EM phone #: 503-655-8378
Appendix D	D-3	Federal, State, County, and City references	Updated links for Federal, State, County and City references.
Appendix D	D-4	References	Updated link to Clackamas County Emergency Operations Plan (2022-2026 version)
Appendix E	E-10	Acronyms & Glossary	Added definition of Equity Officer
Functional Annex FA 3-7	6.2	City Infrastructure Services Functions	Added OCPW's Emergency Response Plan (Reference for City's water system) as a supporting plan
Incident Annex 13		Cybersecurity	Created new IA (#13-Cybersecurity) based on NIST Cybersecurity Framework



Emergency Operations Manual Update

Chief Jim Band

An Emergency Operations Plan (EOP) describes actions to be taken in response to natural and manmade emergencies. It details tasks to be performed by specific agencies at projected times and places based on established objectives, assumptions, and capabilities. It basically describes how people, property, and the environment will be protected in an emergency.



Highlights

- **Roles and Responsibilities**
- **Emergency Declaration**
- **Incident Command Structure (ICS)** : This includes forms, which are necessary for the ICS model and eventual FEMA funding.
- **Mutual Aid**

Additional Sections:

- **Functional Annex (FA):** These support the EOP and provide specific information and direction, with a focus on responsibilities, tasks, and operational actions.
- **Incident Annex (IA):** Support the EOP by identifying critical tasks particular to specific natural, human-caused, and technological hazards or emergencies.



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3.2.1.5 Equity Officer

The City has established the Equity Officer position within the ICS and EOC structure.

The Equity Officer's primary responsibility is to ensure equity considerations are incorporated into emergency response priorities, management functions, operational objectives, and policies.

- Serves as part of Unified Command and reports to the Incident Commander.
- Serves as a liaison to organizations that support historically underrepresented populations of the community.
- Identify barriers to services and resources and develop community-based solutions.
- Serve as a guide and resource for staff throughout the city, specifically those working in the Emergency Operations Center (EOC), to respond to the impacts of an incident more equitably on groups most affected by inequities.
- Collaborate with Command Staff to coordinate and advance an equitable emergency response across the City of Oregon City.

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This Manual will be in effect 2022-2026

Questions?





CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission
From: City Manager Tony Konkol

Agenda Date: 06/15/2022

SUBJECT:

Resolution No. 22-26, Calling Forth the Concerns of the City of Oregon City with the Impacts of the I-205 Tolling Project

STAFF RECOMMENDATION:

Staff recommends the City Commission approve Resolution No. 22-26.

EXECUTIVE SUMMARY:

City Commission consideration of a Resolution confirming a position regarding the I-205 Tolling Project. The negative impacts of tolling the I-205 Corridor from Stafford Road to OR 99E include traffic congestion, unequitable economic impacts, detrimental traffic diversion, and environmental consequences.

BACKGROUND:

The Oregon Department of Transportation (ODOT) is moving forward with development of the I-205 Tolling Project as part of the I-205 Improvement Project. The City of Oregon City City Commission, among many others, has expressed opposition to the tolling plan as currently laid out, and the proposed Resolution would make an official statement on the issue, outlining the various negative impacts and consequences of its implementation.

The City Commission has previously reviewed and discussed the origin of the I-205 Tolling project, including joint work sessions with the City of West Linn and Resolution No. 22-06, Calling for Completion of the Regional Mobility Pricing Project Prior to a Decision on Tolling I-205. This background information concerning the project can be found on ODOT's websites on [I-205 Tolling Project](#).

The attached Resolution is based on the previous Resolution No. 22-06 and Joint Clackamas County Chair and Cities of Clackamas County Letter of Concern to ODOT dated January 13, 2022.

OPTIONS:

1. Approve Resolution No. 22-26
2. Instruct staff to return with Modifications to Resolution No. 22-26.
3. Do not approve Resolution No. 22-26.

**A RESOLUTION CALLING FORTH THE CONCERNS OF THE CITY OF OREGON
CITY WITH THE IMPACTS OF THE I-205 TOLLING PROJECT**

WHEREAS, the City of Oregon City supports a functional regional interstate system that prioritizes equity, safety, a vibrant economy, healthy and active communities, climate action, disaster resilience, and the reliable movement of people and goods; and

WHEREAS, the current I-205 Tolling Project proposed by ODOT will toll all lanes in an effort to raise revenue and reduce congestion on the freeway; and

WHEREAS, the current I-205 Tolling Project proposal does not meet the needs or resolve the diversion currently affecting I-205 between Stafford Road and OR 99E due to the existing bottleneck and will likely do more harm to the environment and quality of life in the surrounding communities by redistributing traffic and emissions in areas unprepared for it; and

WHEREAS, the existing bottleneck on I-205 between Stafford Road and OR 99E already results in significant congestion, unnecessary safety issues, and diversion into local communities; and

WHEREAS, the City of Oregon City has seen no evidence that the proposed toll project will help to resolve the original diversion that was to be solved with the project and no evidence that the toll project will mitigate additional diversion resulting from tolling; and

WHEREAS, this proposal will disproportionately affect residents and businesses in the City of Oregon City and surrounding communities and negatively impact commerce and contribute to economic slowdown.

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. ODOT should recognize the widespread and substantial public opposition to tolling and evaluate other sources of funding.

Section 2. This resolution shall take effect immediately upon its adoption by the City Commission.

Approved and adopted at a regular meeting of the City Commission held on the 15th day of June 2022.

DENYSE C. MCGRUFF
Commission President

Attested to this 15th day of June 2022

Approved as to legal sufficiency:

Jakob S. Wiley, City Recorder

City Attorney



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: City Commission **Agenda Date:** 06/15/2022
From: Aquilla Hurd-Ravich, Community Development Director

SUBJECT:

2021 Heritage Tree Nominations

STAFF RECOMMENDATION:

Consider the recommendation from the Natural Resource Committee to designate two trees on private property, two trees in public right-of-way, and three tree stands on City property in parks as Heritage Trees.

EXECUTIVE SUMMARY:

All heritage tree nominations require approval by the City Commission. The Natural Resource Committee (NRC) reviewed these nominations on May 11, 2022 and made a recommendation at their meeting June 8, 2022. The NRC considered six nominations including tree stands in three City Parks, two private property locations, and one public right-of-way location. The Parks Advisory Committee provided an advisory opinion on the tree stands located in City Parks at their meeting on April 28, 2022. Nominations for tree stands are located in: Hazel Grove Park, Tyrone S. Woods Memorial Park, and the Oregon City Swimming Pool.

NRC recommended that all trees nominated be designated as heritage trees and clarified that routine maintenance and removal, if necessary, is allowed and appropriate through the OCMC Chapter 12.32 Heritage Trees and established review processes. This recommendation was approved by a vote of 4-0 with one member absent.

BACKGROUND:

Nominations on Public Property

Dorothy (Didi) Dahlsrud submitted 2021 heritage tree nominations for three different sites including Hazel Grove Park (formerly Filbert Run Park), Tyrone S. Woods Memorial Park, and the Oregon City Swimming Pool. The nomination at Hazel Grove Park is for a tree stand of mature White Oak and Douglas Fir. Tyrone S. Woods Park is a stand of mature White Oak and Douglas Fir. Four trees were nominated at the

Oregon Swimming Pool: Japanese Red Pine, Austrian Pine, Blue Atlas Cedar, and a Giant Sequoia.

Heritage tree or stand nominations on city park properties require review and an advisory opinion from PRAC, prior to forwarding to the Natural Resource Committee and City Commission.

The Parks and Recreation Advisory Committee reviewed the nominations for the trees on April 28, 2022 and recommended approval, by a vote of 3-2, of the tree stands at Hazel Grove Park and Tyrone S. Woods Park. Dissenting PRAC members did not vote in favor of the approval given a lack of clear information about the ability to maintain and/or remove heritage trees if needed. Following the PRAC meeting, Planning staff provided Parks and Recreation staff with an opinion that maintenance is an allowed activity per the code and that heritage trees can be removed and replaced if needed by following the City's existing process for tree removal on City owned land or by City staff.

PRAC voted to recommend approval of the Giant Sequoia at the Oregon City Swimming Pool and not the other three trees. This vote was 4-1 with the dissenting opinion citing similar concerns about unclear information regarding maintenance and removal/replacement. The other three trees (Japanese Red Pine, Austrian Pine, and Blue Atlas Cedar) were not part of the motion to approve because the Committee felt there were existing health concerns with the trees that might necessitate their removal. Additionally, there were concerns these trees could damage structures on the site like the building or retaining wall and may need to be removed.

Per city code OCMC 12.32.040 – *Consent of Owner*; “A. Nominations for trees or tree stands on city-owned property, other than right-of-way, may be submitted by any citizen of Oregon City and the city commission shall make the final decision... If the nomination is for a city park, the parks and recreation advisory committee shall also review the nomination and provide an advisory opinion ...”

In summary the tree stand nominations at Hazel Grove Park and Tyron S Woods Park were approved, and the nomination for the Giant Sequoia located at the Oregon City Swimming Pool was approved by the Parks and Recreation Advisory Committee.

Nomination on Private Property

Dorothy (Didi) Dahlsrud submitted three nomination applications for heritage trees on private property at the following locations:

1. 326 Pearl Street- Coast Redwood (*Sequoia sempervirens*)
2. 137 Warner Parrott Rd- Camperdown Elm Tree (*Ulmus glabra*)
3. 536 Holmes Lane and 919 Rilance Lane- two Pin Oak (*Quercus palustris*)

To be nominated as a heritage tree, a tree must meet the requirements in OCMC 12.32 (Attached). The criteria are:

A. Heritage criteria (at least one heritage criterion must be met):

1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history; or
2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City; or
3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status;

B. Site and Condition Criteria (all criteria must be satisfied):

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

The nominations appear to meet the applicable criteria.

Please see attached nomination applications for further details

OPTIONS:

1. Recommend approval of the nominations as proposed.
2. Recommend approval of some of the nominations.
3. Do not recommend approval of the nominations.

RESOLUTION NO. 22-27

A RESOLUTION DESIGNATING HERITAGE TREES FOR 2021

WHEREAS, Oregon City Municipal Code Chapter 12.32 Heritage Trees states the purpose of the chapter is to recognize, foster appreciation, and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property; and

WHEREAS, The nominations were made by a citizen of Oregon City; and

WHEREAS, The Parks and Recreation Advisory Committee reviewed and provided an advisory opinion at their meeting on April 28, 2022 on nominations located in Hazel Grove Park, Tyrone S Woods Park, and Oregon City Swimming Pool in conformance with OCMC 12.32.040(A); and

WHEREAS, The Natural Resource Committee reviewed the nominations at their regularly scheduled meeting on May 11, 2022 and made a recommendation to designate the nominations as Heritage Trees at their regularly scheduled meeting on June 8, 2022 in conformance with OCMC 12.32.030(E).

NOW, THEREFORE, OREGON CITY RESOLVES AS FOLLOWS:

Section 1. The City designates the following trees and stands as Heritage Trees:

- Coast Redwood Located at 326 Pearl Street
- Camperdown Elm located at 137 Warner Parrott Rd
- Two Pin Oaks located in public right-of-way next to 536 Homes Lane and 919 Rilance Lane
- Three tree stands located on City Property at Hazel Grove Park, Tyron S. Woods Park, and Oregon City Swimming Pool

Section 2. This resolution shall take effect immediately upon its adoption by the City Commission.

Approved and adopted at a regular meeting of the City Commission held on the 15th day of June 2022.

DENYSE C. MCGRUFF
Commission President

Attested to this 15th day of June 2022:

Approved as to legal sufficiency:

Jakob Wiley, City Recorder

City Attorney

2021 Heritage Tree Nominations submitted to Oregon City NRC 5/11/22

Review by: Samantha Wolf, NRC VP

1. **Coast Redwood @ 326 Pearl St**

- a. Meet Criteria? Yes, 3 and 4
- b. All required documentation provided? Yes
- c. Comments: This is a mature tree that provides significant shade to the house and adjacent paved areas. It has prominence in the neighborhood given the size and relative lack of other large trees. The landowner is engaged and wants to continue caring for the tree and support the enrollment in the OC Heritage Tree program. Arborist reports good condition.
- d. Recommend to Heritage tree program? Yes

2. **Camperdown Elm @ 137 Warner Parrott Rd**

- a. Meet Criteria? Yes, 2 through 4
- b. All required documentation provided? Yes
- c. Comments: The tree is a mature and unique given the size and age of this variety. The tree also provides significant habitat, shade to the house and yard. The tree is special given the good condition despite the age and size. The landowner is engaged and wants to continue caring for the tree and support the enrollment in the OC Heritage Tree program. Arborist reports good condition, too.
- d. Recommend to Heritage tree program? Yes

3. **Two Pin Oaks @ 536 Holmes Ln (Rose Farm) and 919 Reliance Ln**

- a. Meet Criteria? Yes, all four criteria
- b. All required documentation provided? Yes
- c. Comments: The trees are mature and unique given the species and prominence in the neighborhood (street trees). The trees also provide significant habitat value, shade to the house and adjacent paved areas. The trees are special given the good condition despite the age, species, and impacts from recent extreme weather events and association with a historical site (Rose Farm). The adjacent landowners are engaged and want to continue caring for the trees and support the enrollment in the OC Heritage Tree program. Arborist reports good condition, too. Sidewalk uplift from tree roots were repaired with adjustable pavers to ensure pedestrian travel and preserve the health of the tree. These trees are good example of using sustainable materials for pedestrian travel (can be reused to repair the sidewalk again) and smart tree stewardship!
- d. Recommend to Heritage tree program? Yes

4. **Four trees (Japanese Red Pine, Austrian Pine, Blue Atlas Cedar, Giant Sequoia) Oregon City Pool Heritage Stand @ 1211 Jackson St (OC Pool)**

- a. Meet Criteria? Yes, 2 through 4
- b. All required documentation provided? Yes

- c. Comments: All four trees are mature and unique given the size and age of each variety. All four trees provide significant habitat, shade to the adjacent buildings, paved surfaces and the pool. Each tree is special given the good condition despite minor impacts from recent weather events in a variety of species. The Atlas Cedar and Japanese Pine are good examples of tolerant coniferous species that are tolerant of future climate conditions and have easy management requirements suitable for parks and yards. The Giant Sequoia hosts habitat for protected wildlife and provides substantial shade to the building and adjacent lawn and paved areas. The landowner is engaged and wants to continue caring for the trees and the Oregon City Parks Foundation supports the nomination.
 - d. Recommend to Heritage tree program? Yes
- 5. **Oregon White Oaks, Oregon Ash, Douglas Fir Stand @ 14491 Glen Oak Road Tyron Woods Memorial Park**
 - a. Meet Criteria? Yes, 1 and 2
 - b. Are all required documentation provided? Yes
 - c. Comments: The trees are mature and unique given they are native and provide important habitat to local wildlife. Given the wet meadow adjacent to the playground, the trees serve to mitigate flooding and provide shade and overall cooling during hot days. Less than 5% of Oregon White Oak habitat exists today, so preserving these trees in public spaces is important to maintain for non-quantifiable public and ecosystem benefits. The trees are valuable given the good condition and are likely to continue growing and provide future environmental and aesthetic benefits. The landowner is engaged and wants to continue caring for the tree and support the enrollment in the OC Heritage Tree program. These trees were protected during playground and landscape construction and are in good shape. Arborist reports good condition, too.
 - d. Recommend to Heritage tree program? Yes
- 6. **Oregon White Oak, Douglas Fir Hazel Grove Park Heritage Stand @ 11720 Hazel Nut Ave Hazel Grove Park**
 - a. Meet Criteria? Yes, 1 and 2 (not checked on form)
 - b. Are all required documentation provided? No, missing tree inventory to be provided by city.
 - c. Comments: The trees are mature and unique given they are native and provide important habitat to local wildlife. Given the large park and adjacent play structure, the stand provides much valued shade and allows park use during hot days. Less than 5% of Oregon White Oak habitat exists today, so preserving these trees in public spaces is important to maintain for non-quantifiable public and ecosystem benefits. The trees are valuable given the good condition and are likely to continue growing and provide future environmental and aesthetic benefits to the park. The landowner is engaged and wants to continue caring for the tree and support the enrollment in the OC Heritage Tree program. These trees were protected during playground and landscape construction and are in good shape. Arborist reports good condition, too.
 - d. Recommend to Heritage tree program? Yes



OREGON CITY

Community Development Department

695 Warner Parrott Rd | Oregon City OR 97045

Ph (503) 722-3789 | Fax (503) 722-3880

HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: 326 Pearl Street
Clackamas County Map and Tax Lot(s): 2-2E-32CC03700

Nominator(s):

Nominator(s) Signature(s): [Signature]
Nominator(s) Name(s) Printed: Dorothy Dahlsrud
Address: 415 Dewey Street, OC 97045
Phone: 503-502-0610 Email: dorothydahlsrud@gmail.com Date: _____

Property Owner(s):

Property Owner(s) Signature(s): [Signature]
Property Owner(s) Name Printed: David Hedges
Mailing Address: 326 Pearl Street Oregon City OR 97045
Phone: 503-334-6728 Email: david@hedges.name Date: _____

Ownership:

- ☒ Private Property
☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)
☐ City Property ☐ City Park ☐ County-Owned ☐ Metro
☐ Other _____

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section [OCMC 12.32](#), consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

[Signature]
Owner Signature(s)

Please proceed to page 2.



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TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	Coast Redwood	206"	75'	46'
2.	(Sequoia sempervirens)			
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				

TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	Good
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Attach Additional Sheets If Needed)

Please proceed to page 3.



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CRITERIA FOR DESIGNATION

☒ Please include a detailed explanation why the nominated tree or stand is consistent with the Criteria for Designation in OCMC 12.32.070. Attach additional sheets as needed.

☒ **A. Heritage criteria (at least one heritage criterion must be met).**

1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;
2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;
3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.

☒ **B. Site and Condition Criteria (all criteria must be satisfied)**

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

☒ **SITE PLAN / MAP.** Please clearly identify the location of the tree or grove on a site plan or map and attach.

☒ **PHOTOGRAPHS.** Please provide current photos of the tree or trees. These may be emailed to the Planning Division at planning@orc.org. Please include "heritage tree photos" in subject line.

STAFF COMMENTS:

CRITERIA FOR DESIGNATION

Motorists who turn onto Pearl Street from Linn Avenue and crest the steep hill, as well as those who turn onto Pearl from Molalla Avenue, are greeted by a truly magnificent Coast Redwood (*Sequoia sempervirens*) tree that towers over the landscape and dominates the horizon.

This venerable tree is important for many reasons. A few are enumerated in this excerpt from Wikipedia:

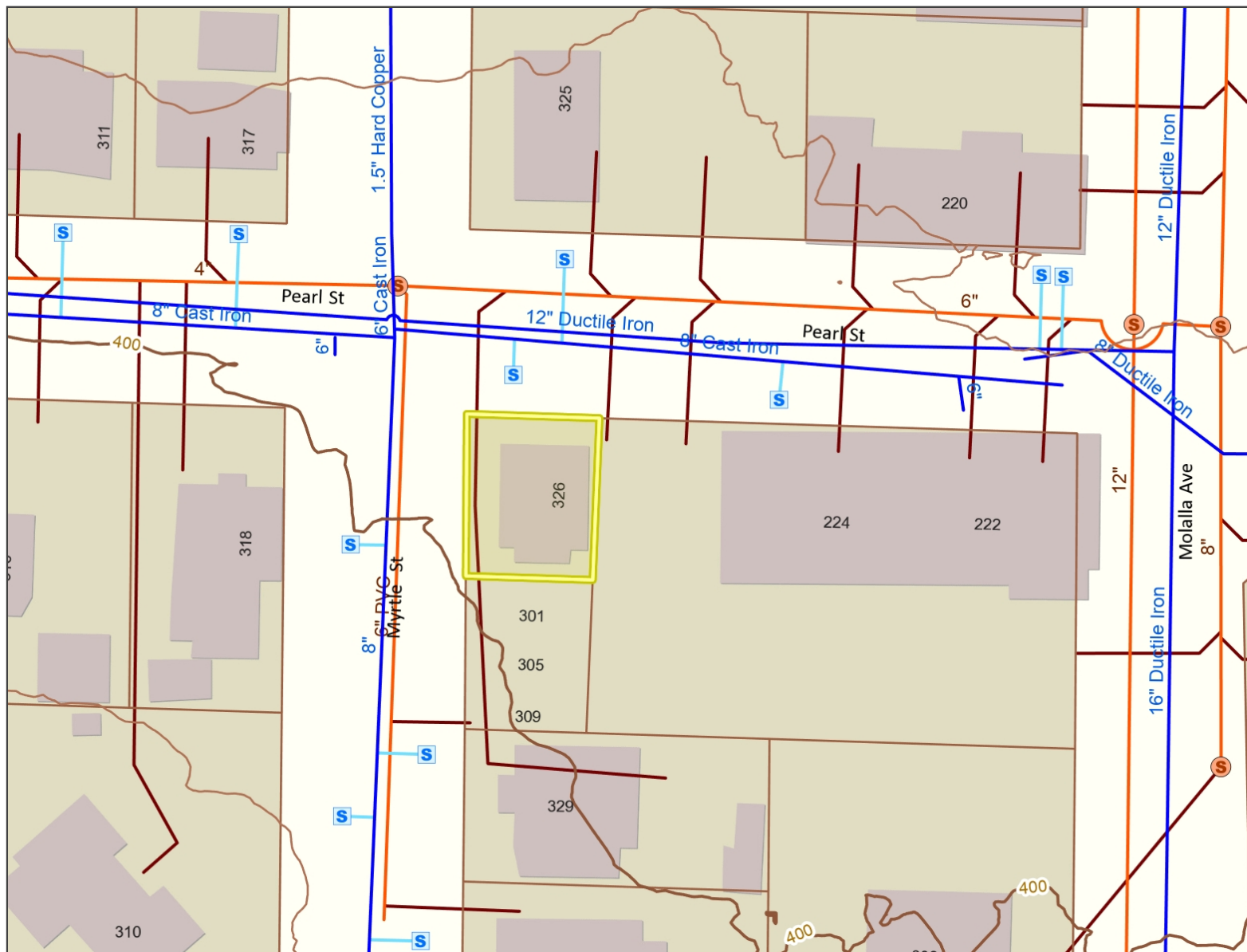
"*Sequoia sempervirens* is the sole living species of the genus *Sequoia*. ... Common names include coast redwood, coastal redwood, and California redwood. It is an evergreen, long-lived, tree living 1,200–2,200 years or more. This species includes the tallest living trees on Earth, reaching up to 379 ft in height and up to 29.2 ft in diameter at breast height (dbh).

"These trees are also among the oldest living things on Earth. Before commercial logging and clearing began by the 1850s, this massive tree occurred naturally in an estimated 2,000,000 acres along much of coastal California (excluding southern California where rainfall is not sufficient) and the southwestern corner of coastal Oregon within the United States."

This tree will attract richly deserved notice as a Heritage Tree.

Oregon City GIS Map

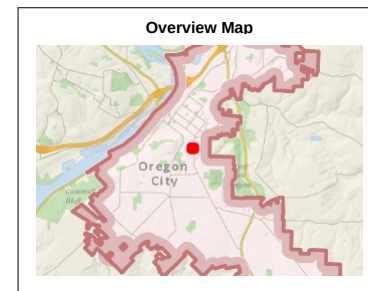
Item 9c.



Legend

- Street Names
- Contours (10 ft)
 - 50 foot
 - 10 foot
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- Water Service Meters (City Owned)
- Water Pipes (City Owned)
- Water Service Lines
- Sewer Structures (City Owned)
- Sewer Pipes (City Owned)
 - Force Main
 - Gravity Line
 - Outfall
 - Overflow
- Sewer - Laterals
- Inactive or Abandoned

Notes



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Map created 9/15/2021



0 50 100 Feet

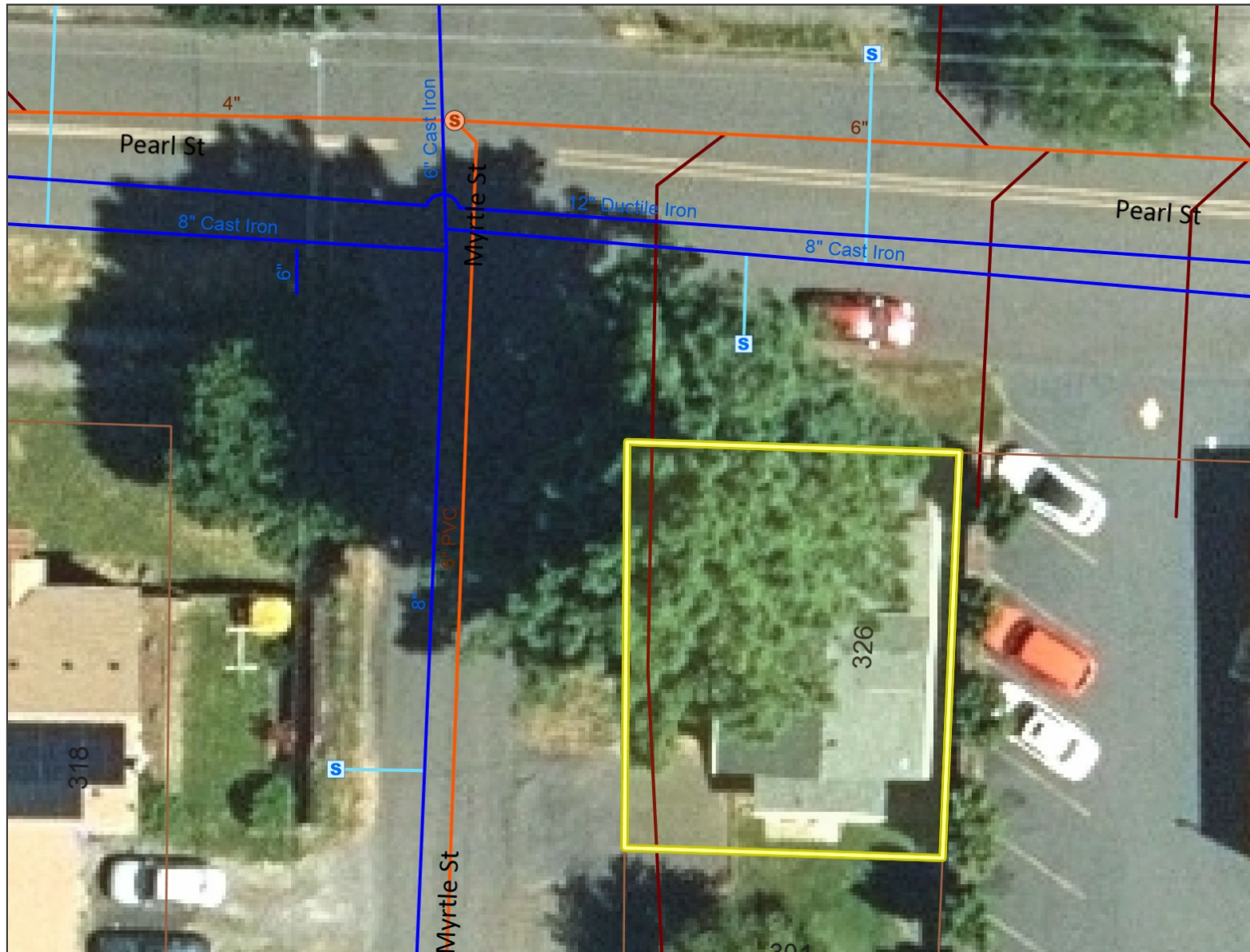
1: 600

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www.orc.org



Oregon City GIS Map

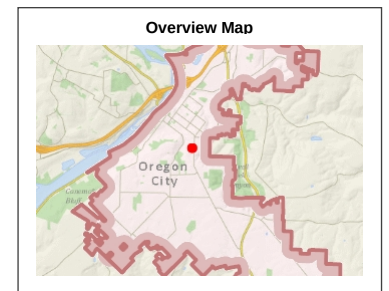
Item 9c.



Legend

- Street Names
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- Water Service Meters (City Owned)
- Water Pipes (City Owned)
- Water Service Lines
- Sewer Structures (City Owned)
- Sewer Pipes (City Owned)
 - Force Main
 - Gravity Line
 - Outfall
 - Overflow
- Sewer - Laterals
 - Inactive or Abandoned
 - Active
- City Limits
- UGB
- Basemap

Notes



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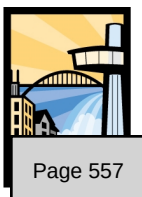


0 20 40 Feet

1: 240

Map created 9/15/2021

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Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Tuesday, March 15, 2022 2:45 PM
To: Diliana Vassileva
Subject: 326 Pearl Street

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - Criteria for designation.

The city commission may designate a tree or stand of trees as a heritage tree or heritage stand if the commission determines that the tree or stand of trees is consistent with a positive balance of the factors set forth below.

A. Heritage criteria (at least one heritage criterion must be met):

- 1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;*
- 2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;*
- 3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or*
- 4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.*

Please note the standard for the nomination

Facts about the

Sequoia sempervirens (Coast Redwood) The species of Sequoia which grows along the coast has been variously named.

Top 10 Facts That Make Redwood Trees Magnificent

- Tallest Tree on Earth. ...can grow to 300'
- Almost as Old as the Dinosaurs. ...
- They Live for Thousands of Years. ...mature in 300yrs and lives Thousands of years.
- Redwoods Take Care of Each Other. ...
- They Make Rain. .and receive 80% of their water through their foliage.
- Entire Ecosystems Live in Their Branches. ...
- Wild Animals Thrive Here. Very important protection and habitat for our birds of prey.
- Redwoods are Climate Change Heroes
-

It's my pleasure to nominate this tree as it fits all criteria of a HT. Thank you Didi

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, September 15, 2021 4:17 PM
To: Laura Terway
Cc: Dorothy Dahlsrud; David Hedges
Subject: 326 Pearl Street HT nomination for 2021
Attachments: 326 Pearl Street HT lot and Utilities .pdf; 326 Pearl Street HT Ariel HT Nomination .pdf

Dear Laura,

Please find the attached Photos, of this beautiful Coastal Redwood (*Sequoia sempervirens*)

Also attached are lots/ Utilities/ Sewer and 2019 Ariel Location of the Sequoia.

You can see if you look closely the crown is over the lot line and the shadow makes the canopy spread larger than it is. The entire trunk of the tree is on David Hedges property.

Also the fillable Nomination form is attached.

David also had an arborist recently examine the tree after the recent Ice storm and found it in good condition and he will take care of the storm damage in the near future.

I dropped off the original signed application and Supporting letter from David Hedges. He is very proud to caretake this tree for his life on Pearl Street.

Please put this with the applicant's nomination,

Let me know if you have any questions.

Thank you so much,

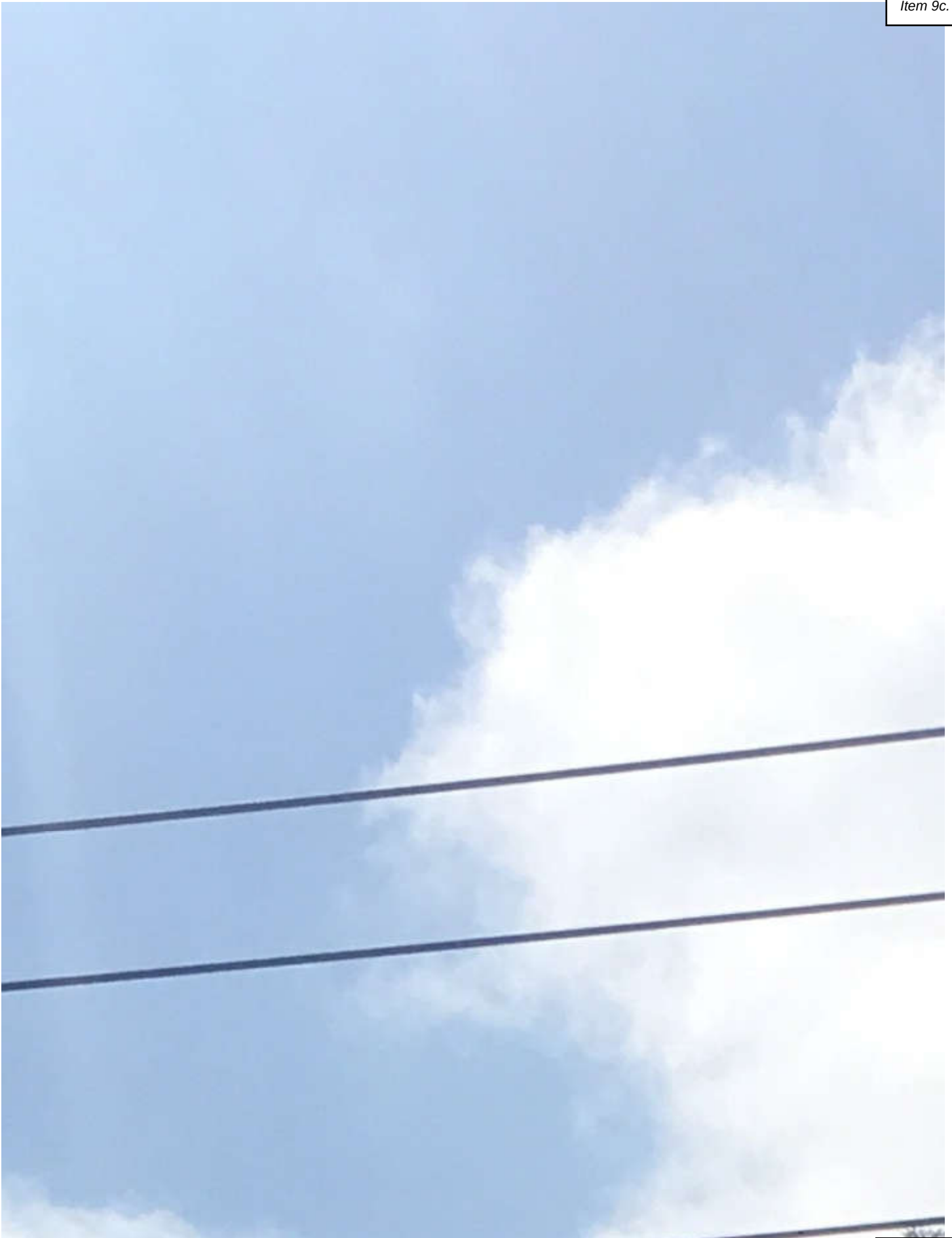
Dorothy Dahlsrud

415 Dewey Street

Oregon City, Or 97045

503-502-0610





Facts about the

Sequoia sempervirens (Coast Redwood) *The species of Sequoia which grows along the coast has been variously named.*

Top 10 Facts That Make Redwood Trees Magnificent

- *Tallest Tree on Earth. ...can grow to 300'*
- *Almost as Old as the Dinosaurs. ...*
- *They Live for Thousands of Years. ...mature in 300yrs and lives Thousands of years.*
- *Redwoods Take Care of Each Other. ...*
- *They Make Rain. .and receive 80% of their water through their foliage.*
- *Entire Ecosystems Live in Their Branches. ...*
- *Wild Animals Thrive Here. Very important protection and habitat for our birds of prey.*
- *Redwoods are Climate Change Heroes*
- 6 🏠

Laura Terway

From: David Hedges <easyasemc2@gmail.com>
Sent: Wednesday, October 13, 2021 3:15 PM
To: Laura Terway
Subject: Re: Heritage Trees

Hi Laura,

A Heritage Tree nomination has been submitted for my Coast Redwood at 326 Pearl Street. I thought you might like to add one or both of these photos to the file.

Thank you!

David Hedges





On Sep 13, 2021, at 3:36 PM, Laura Terway <literway@orcify.org> wrote:

Good Afternoon David, the list of heritage trees on the website (<https://www.orcity.org/planning/heritage-trees-and-groves>) is up to date. We do not have any Coast Redwoods individually designated or within the Park Place Park Heritage Stand Designation. In 2013, we designated a Heritage Stand in Waterboard Park but I did not find a listing of each individual tree (or species) within the stand. Please do not hesitate with any additional questions or concerns.

Laura Terway, AICP
Community Development Director
City of Oregon City
503.496.1553

-----Original Message-----

From: David Hedges <easyasemc2@gmail.com>

Sent: Friday, September 10, 2021 5:25 PM

To: Laura Terway <literway@orcify.org>

Subject: Heritage Trees

Dear Person,

Have there been additions to the Heritage Tree registry since the website was last updated? Are there any Coast Redwoods on the list?

Thanks in advance for your response.

Best wishes,

David Hedges



OREGON CITY

Community Development Department

221 Molalla Ave. Suite 200 | Oregon City OR 97045
Ph (503) 722-3789 | Fax (503) 722-3880

HERITAGE TREE NOMINATION FORM (PRIVATE PROPERTY)

(Use one form per tree or grove)

OCMC 17.04.1365 - Tree (or Grove), Heritage. "Heritage Tree" or "Grove" means a tree or group of trees that have been designated by the city as having unique importance, and subject to the Heritage Tree Regulations of Section 12.08.040. Where a grouping of two or more Heritage Trees is separated by no more than twenty feet on a property or properties, the term Heritage Grove may be used.

Site Address: 137 Warner Parrott Rd. Oregon City
Clackamas County Map and Tax Lot: Lawton Heights Lot 1501

Nominator(s):

Nominator(s) Signature: [Signature]

Nominator(s) Name Printed: Dorothy Dahlsrud Date: 8/20/2021

Mailing Address: 415 Dewey Street

Phone: 503-502-0616 Fax: _____ Email: dorothydahlsrud@gmail.com

Property Owner(s): (Property owner must sign this form if the tree is on private property.)

Property Owner(s) Signature: Larry + Pauline Perini

Property Owner(s) Name Printed: Larry + Pauline Perini Date: 2/26/2020

Mailing Address: 137 Warner Parrott Rd. Oregon City Oreg 97045

Phone: 503-502-2565 Fax: _____ Email: paulineskids@msn.com

HERITAGE IMPORTANCE: Please explain why the tree(s) qualify for heritage tree or grove status pursuant to the heritage tree or grove definition in the city code above. Please add a separate attachment if needed.

In email to Laura T. 8/16/2021

size + Unique + 87yrs Age.

TREE SPECIES, SIZE AND CONDITION

25 1/2" my arborist Dustin measured it when he did pest spray on 2/26/20

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	Camperdown Elm Tree	25 1/2"	30'	30'
2.	(Ulmus glabra)			
3.				
4.				
5.				
6.				

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground.



OREGON CITY

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Tree	TREE CONDITION					
	☒ GOOD	☐ FAIR	☐ POOR	☐ DISEASED	☐ DYING	☐ DEAD
1.	As per home owners Arborist					
2.						
3.						
4.						
5.						
6.						

APPROVAL CRITERIA

- Is the tree or grove is of landmark importance to the City of Oregon City due to age, size, species, horticultural quality or historic importance? **YES / NO**
- Is the tree listed as a State Heritage Tree, as designated by the State Division of Forest Resources? **YES / NO**
- Is the tree a rare species, or provides a habitat for rare species of plants, animals or birds? **YES / NO**
- Is the tree irreparably damaged, diseased, hazardous or unsafe? **YES / NO**
"Hazardous or diseased tree" means a tree that has a naturally occurring disease that is expected to kill the tree or that presents a significant risk to life or property as determined by a certified arborist. An otherwise healthy tree that may become a hazard to a proposed future development shall not be considered a hazardous tree. Hazardous trees may include, but are not limited to dead, diseased, broken, split, cracked, leaning, and uprooted trees. A tree harboring communicable diseases or insects of a type that could infest and cause the decline of adjacent or nearby trees may also be identified as a hazardous tree.
- Is the applicant willing to have the tree treated by an arborist to alleviate any damage, disease or hazard? **YES / NO**

☐ **SITE PLAN.** Please identify the location of the tree or grove on a site plan and attach.

☐ **PHOTOGRAPH.** Please provide a current photo of the tree or grove.

Your signature below indicates that you have read and understand the requirements for heritage tree designation and protection as described in section OCMC 12.08.040, and that a covenant is required in order to assure protection and replacement in the event of removal.

Pauline Perini

Owner Signature(s)

STAFF USE ONLY:

Oregon City GIS Map

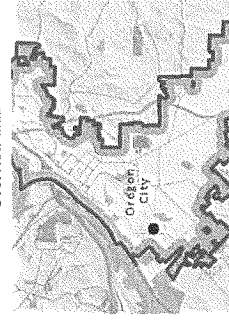


Legend

- Street Names
- Streams
- Above Ground
- Below Ground
- Contours (10ft) - 1:3,600 and closer
- 50 foot
- 10 foot
- Taxlots
- City Limits
- UGB
- Basemap

Notes

Overview Map



0 30 60 Feet

1: 360



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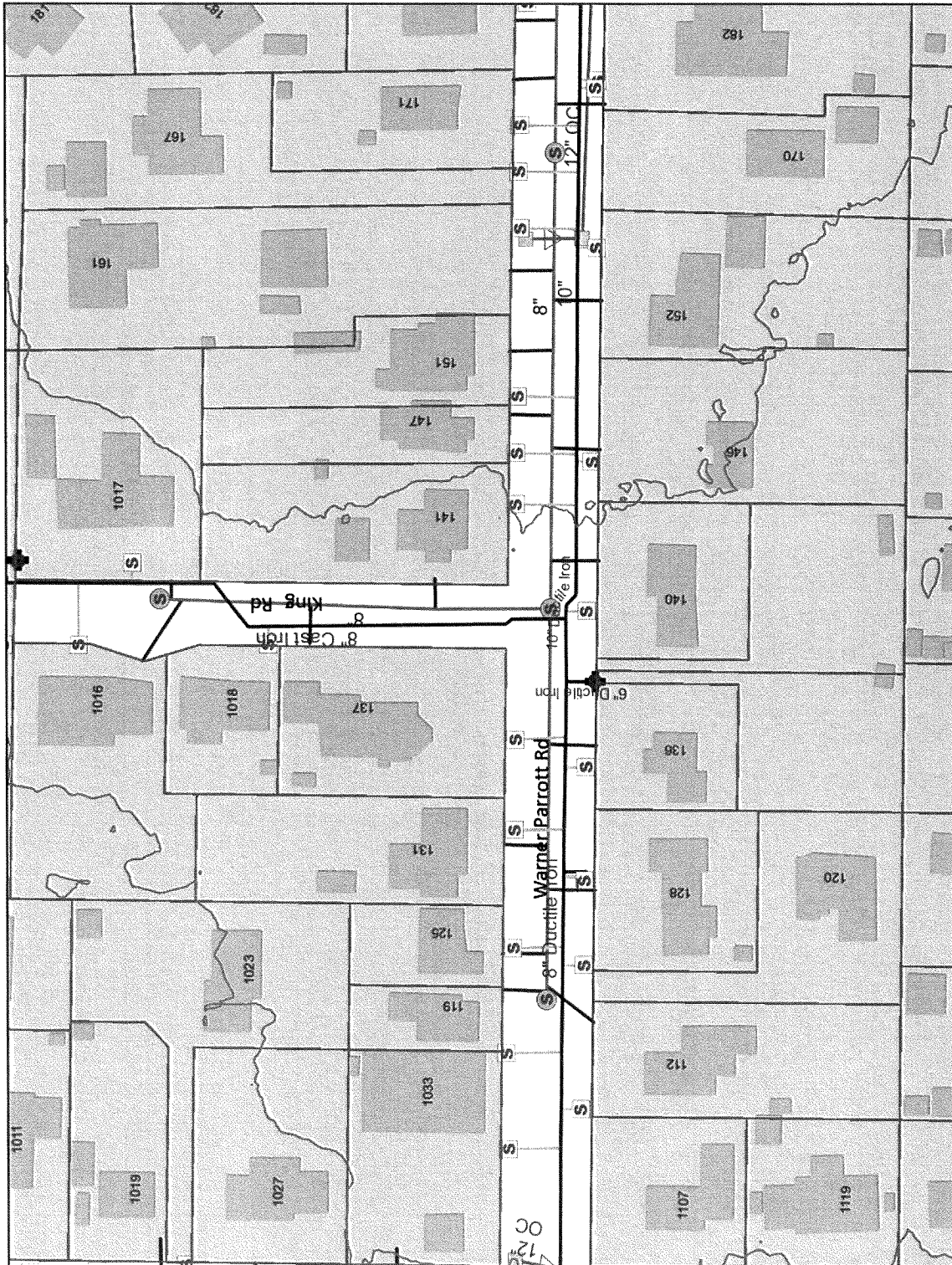
Map created 1/8/2020

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Item 9c.

Oregon City GIS Map



Legend

Street Names

Streams

— Above Ground

--- Below Ground

Contours (10ft) - 1:3,600 and closer

— 50 foot

--- 10 foot

Taxlots

Proposed Pumping Stations

■ Priority 1 Project

■ Priority 2 Project

■ Concept Area

Existing Pumping Station Improvement

Proposed Force Mains

*** Priority 1

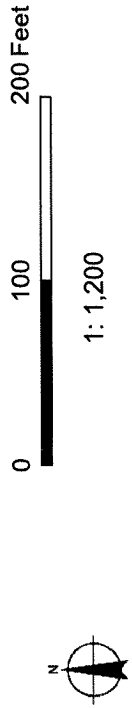
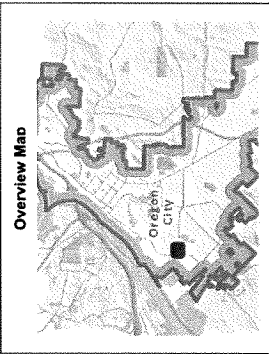
*** Priority 2

*** Concept Area

Proposed Sewer Extensions

Sheet: 4 of 4

Notes



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Map created 1/8/2020

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Camperdown Elm Tree – *Ulmus glabra*

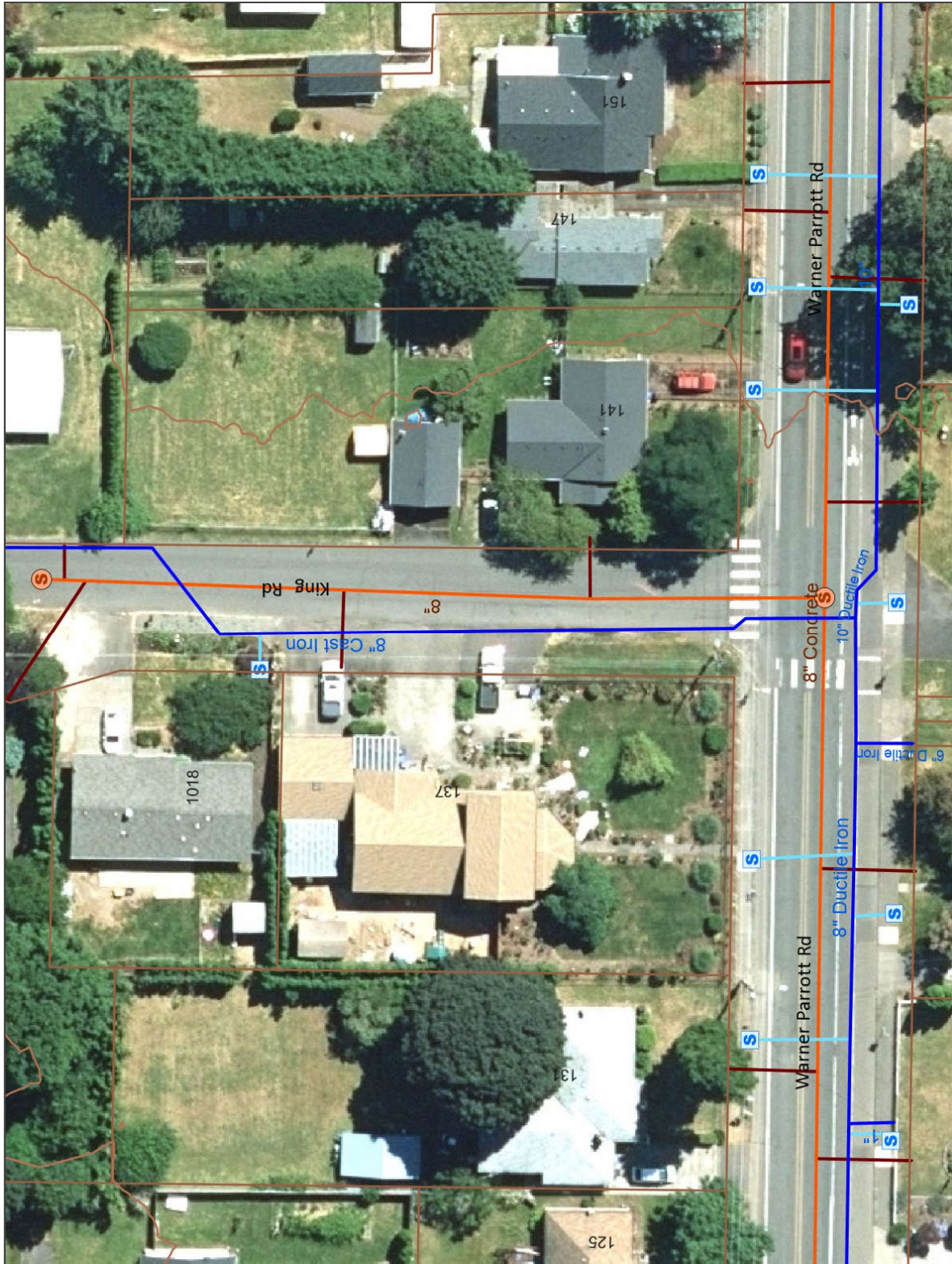
The Wych Elm cultivar *Ulmus glabra* 'Camperdownii', commonly known as the **Camperdown Elm**, was discovered about 1835–1840 (often mis-stated as '1640') as a young contorted elm (a sport) growing in the forest at Camperdown House, in Dundee, Scotland, by the Earl of Camperdown's head forester, David Taylor. The young tree was lifted and replanted within the gardens of Camperdown House where it remains to this day. The original tree, which grows on its own roots, is less than 3 m tall, with a weeping habit and contorted branch structure. The earl's gardener is said to have produced the first of what are commonly recognised as Camperdown elms by grafting a cutting to the trunk of a wych elm (*U. glabra*).

The history of the Camperdown elm started over 100 years ago in Scotland. In 1835, a forester for the Earl of Camperdown found an elm tree growing with contorted branches in Dundee, Scotland. He transplanted the young tree within the gardens of Camperdown House, where it still stands under 9 feet tall with a weeping habit and contorted structure. Later, he grafted branches of it to other elms, producing the Camperdown weeping elm cultivar. Camperdown Elm Tree Care You can grow your own Camperdown weeping elm if you live in a mild to cool climate. The tree thrives in U.S. Department of Agriculture plant hardiness zones 5 through 7. Carefully selecting a planting site reduces the Camperdown elm tree care required to keep the tree happy and healthy. Position it in a location that gets full sun and offers moist, sandy, alkaline soil. Camperdown elm tree care includes generous and regular irrigation, especially in times of drought. You'll also have to spray it often to keep off leaf miners. The trees can contract Dutch Elm disease, though this doesn't happen very often in this country.

Camperdown is a weeping elm tree with gorgeous twisted branches and dense foliage. Camperdown elm information tells us that the tree only grows to 25 feet tall, but can spread even wider than its height. The tree you'll find in commerce in this country is generally a Camperdown weeping elm crown grafted to an *Ulmus americana* rootstock. Camperdown elm information gives you an idea of why the tree is so popular. Its crown is domed and dense, and the twisted, root-like branches, thick with green foliage, droop to the ground if left unpruned. In spring, Camperdown weeping elm trees are covered with blossoms. Although the flowers are small and, individually, insignificant, many of them appear at the same time. When the entire dome is covered, the plant turns from dark green to light, silvery green.

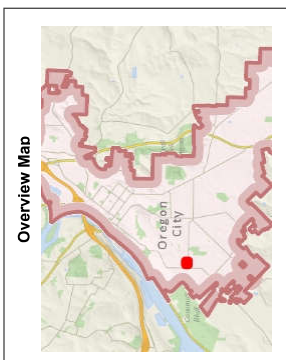
Read more at Gardening Know How: What Is A Camperdown Elm Tree: Camperdown Elm History And Information <https://www.gardeningknowhow.com/ornamental/trees/elm/camperdown-elm-tree-information.htm>

Oregon City GIS Map



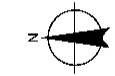
- Legend**
- Street Names
 - Contours (10 ft)
 - 50 foot
 - 10 foot
 - Taxlots
 - Unimproved ROW
 - Water Service Meters (City Owned)
 - Water Pipes (City Owned)
 - Water Service Lines
 - Sewer Structures (City Owned)
 - Sewer Pipes (City Owned)
 - Force Main
 - Gravity Line
 - Outfall
 - Overflow
 - Sewer - Laterals
 - Inactive or Abandoned
 - Active

Notes



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0 50 100 Feet
 1: 600



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created 8/18/2021

Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Tuesday, March 15, 2022 2:49 PM
To: Diliana Vassileva
Subject: 137 Warner Parrott Rd

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - Criteria for designation.

The city commission may designate a tree or stand of trees as a heritage tree or heritage stand if the commission determines that the tree or stand of trees is consistent with a positive balance of the factors set forth below.

A. Heritage criteria (at least one heritage criterion must be met):

- 1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;*
- 2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;*
- 3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or*
- 4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.*

Please note that this tree fall well with the above criteria.

This nomination is for a beautiful Camperdown Elm Tree. (Ulmus glabra)

The Perini Family purchased there home back in the 1980's and at that time the owner of the home said the Camperdown Elm Tree was just about 45 yrs old.

and that the neighborhood kids would climb to the top and slide down the canopy when it dropped down to the ground.

Estimating the Camperdown Elm Tree at 87 yrs old.

This the perfect example of this trees species.

The Perini children spent many summer night camping under the canopy all Summer long. The Perini Children have such memories of that family tree, one of her sons transplanted a seedling from its mother tree and can be seen on Holmes Lane.

It has been my please to bring this tree to it's nomination.

Regards
 Didi Dahlsrud

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, August 18, 2021 8:48 AM
To: Laura Terway; Paulineskids@msn.com
Cc: Dorothy Dahlsrud
Subject: 137 Warner Parrott Rd Heritage Tree 2021 Nomination 1 of 2
Attachments: 137 Warner Parrot Rd HT nomination form; 137 Warner Parrott Rd Ariel borders and Util

Dear Laura,
This is my first Electronic HT submission.
Please forgive me in advance for having to send in a couple of emails.

This nomination is for a beautiful Camperdown Elm Tree. (Ulmus glabra)
The Perini Family purchased there home back in the 1980's and at that time the owner of the home said the Camperdown Elm Tree was just about 45 yrs old.
and that the neighborhood kids would climb to the top and slide down the canopy when it dropped down to the ground.
Estimating the Camperdown Elm Tree at 87 yrs old.
This the perfect example of this trees species.
The Perini children spent many summer night camping under the canopy all Summer long. The Perini Children have such memories of that family tree, one of her sons transplanted a seedling from its mother tree and can be seen on 300? Holmes Lane.
The Perine family is planning on sending in a health report as a follow up, but is not necessary for this nomination.

With regards,
Didi Dahlsrud.

PS I have copy of the signed nomination forms. I did not know how to show a signature on the form. And my phone is freezing up with Pictures. Old phone.
sorry. DD









HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: 536 Holmes Lane Oregon City, OR 97045

Clackamas County Map and Tax Lot(s): 3-2E-06AD-00300

Nominator(s):

Nominator(s) Signature(s): Dorothy Dahlsrud

Nominator(s) Name(s) Printed: Dorothy Dahlsrud

Address: 425 Dewey Street Oregon City, OR 97045

Phone: 503-502-0610

Email: dorothydahlsrud@gmail.com

Date: 8/20/2021

Property Owner(s):

Property Owner(s) Signature(s): _____

Property Owner(s) Name Printed: City of Oregon City

Mailing Address: 659 Warner Parrott Rd Oregon City, OR 97045

Phone: 503-722-3789

Email: _____

Date: _____

Ownership:

☐ Private Property

☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)

☒ City Property

☐ City Park

☐ County-Owned

☐ Metro

☐ Other _____

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section [OCMC 12.32](#), consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

Owner Signature(s)

Please proceed to page 2.



TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	Pin Oak (Quercus palustris)	128'	80'	60'
2.	Pin Oak (Quercus palustris)	132'	8'-	50'
3.				
4.				
5.				
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TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	seems to be in good condition ID and inspected by Bryon Boyce.
2.	This is also the best example of impervious bricks replacing the sidewalk that uplifted because of root damage.
3.	This is a solution that might help out our city repairs too. They can be lifted and repairs can be made with same materials.
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(Attach Additional Sheets If Needed)

Please proceed to page 3.



CRITERIA FOR DESIGNATION

☐ Please include a detailed explanation why the nominated tree or stand is consistent with the Criteria for Designation in OCMC 12.32.070. Attach additional sheets as needed.

☒ **A. Heritage criteria (at least one heritage criterion must be met).**

1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;
2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;
3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.

☐ **B. Site and Condition Criteria (all criteria must be satisfied)**

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

☒ **SITE PLAN / MAP.** Please clearly identify the location of the tree or grove on a site plan or map and attach.

☒ **PHOTOGRAPHS.** Please provide current photos of the tree or trees. These may be emailed to the Planning Division at planning@orc.org. Please include "heritage tree photos" in subject line.

STAFF COMMENTS:



OREGON CITY

Community Development Department

695 Warner Parrott Rd | Oregon City OR 97045
Ph (503) 722-3789 | Fax (503) 722-3880

Item 9c.

HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: ⁹¹⁹536 Holmes Lane and ⁹⁰⁹Rilance Lane, Oregon City, Oregon 97045

Clackamas County Map and Tax Lot(s): 3-2-6AD II 203 & 300

Nominator(s):

Nominator(s) Signature(s): _____

Nominator(s) Name(s) Printed: Dorothy Dalstrud

Address: 425 Dewey Street, Oregon City 97045

Phone: 503-5022-0610 Email: dorothydahlsrud@gmail.com Date: 8/20/2021

503-502-0610

Property Owner(s):

Property Owner(s) Signature(s): Joan C. Williams

Property Owner(s) Name Printed: McLoughlin Memorial Association/Rose Farm Management Committee

Mailing Address: P.O. Box 3261, Oregon City, Oregon 97045

Phone: _____ Email: mcloughlinmemorial@gmail.com Date: 11/23/2021

Ownership:

- ☐ Private Property
- ☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)
- ☒ City Property ☐ City Park ☐ County-Owned ☐ Metro
- ☐ Other _____

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section OCMC 12.32, consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

Joan C. Williams

Owner Signature(s)

Please proceed to page 2.



OREGON CITY

Community Development Department

695 Warner Parrott Rd | Oregon City OR 97045

Ph (503) 722-3789 | Fax (503) 722-3880

TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
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TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

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1.	seems to be in good condition ID and inspected by Bryon Boyce.
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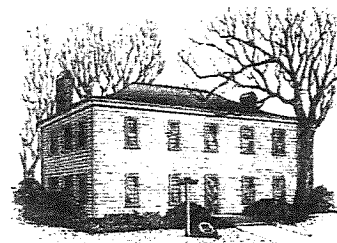
(Attach Additional Sheets If Needed)

Please proceed to page 3.

COPY

McLoughlin Memorial Association

713 Center Street, Oregon City, Oregon 97045 • 503-656-5146
mcloughlinmemorial@gmail.com • 501(c)3 non-profit
P.O. Box 3261, Oregon City, OR 97045



McLoughlin House/Barclay House Complex
Holmes House Museum at the Rose Farm

Item 9c.

November 23, 2021

Mayor Lyles Smith and Commissioners
City of Oregon City
P.O. Box 3040
Oregon City, Oregon 97045

RE: Heritage Tree Nomination
Pin Oaks on Rilance Lane

Dear Mayor and Commissioners,

Two Pin Oaks (*Quercus palustris*) on Rilance Lane adjacent to the Rose Farm property have been nominated for designation as heritage trees. The trees are within the right-of-way of Rilance Lane adjacent to the historic William L. Holmes House (NR1847) and the Dr. Daniel Stephenson house (1867) Both structures are designated historic landmarks on the City's historic inventory. In addition, the Holmes House is listed on the National Register of Historic Places.

The board of McLoughlin Memorial Association (MMA), owner of the property, supports the nomination as well as the MMA caretakers of the Rose Farm property, the Rose Farm Management Committee (RFMC). We have a history of maintaining the trees. About fifteen (15) years ago, RFMC received permission to allow for a work around for the uplifted sidewalk. A path of pavers was created around the roots to allow for better pedestrian access. The tree continues to thrive. The trees lost several branches during the February ice storm, and we had the trees trimmed and maintained. They will be fine for many years to come.

We request that the nomination be approved.

Sincerely,

Joan Williams, President

cc: MMA

RFMC

Rose Farm Heritage Tree

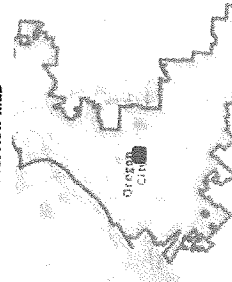


Legend

- Street Names
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- City Limits
- UGB
- Basemap

Notes

Overview Map



City of Oregon City
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Oregon City
OR 97045
(503) 657-0891
www.orecity.org

Item 9c.

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Map created 8/18/2021



HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

919

Site Address: 536 Holmes Lane and 909 Rilance Lane, Oregon City, Oregon 97045

Clackamas County Map and Tax Lot(s): 3-2-6AD tl 203 & 300

Nominator(s):

Nominator(s) Signature(s): _____

Nominator(s) Name(s) Printed: Dorothy Dalstrud

Address: 425 Dewey Street, Oregon City 97045

Phone: 503-5022-0610 Email: dorothydahlsrud@gmail.com Date: 8/20/2021

503-502-0610

Property Owner(s):

Property Owner(s) Signature(s): Freda C. Healy

Property Owner(s) Name Printed: Jim Healy

Mailing Address: 909 Rilance Lane, Oregon City, Oregon 97045

Phone: 503-656-1827 Email: biff24biff@comcast.net Date: _____

(biff24@comcast.net)

Ownership:

☐ Private Property

☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)

☒ City Property

☐ City Park

☐ County-Owned

☐ Metro

☐ Other _____

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section [OCMC 12.32](#), consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

Freda C. Healy

Owner Signature(s)

Please proceed to page 2.



OREGON CITY

Community Development Department

695 Warner Parrott Rd | Oregon City OR 97045
Ph (503) 722-3789 | Fax (503) 722-3880

TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	Pin Oak (Quercus palustris)	128'	80'	60'
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TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	seems to be in good condition ID and inspected by Bryon Boyce.
2.	This is also the best example of impervious bricks replacing the sidewalk that uplifted because of root damage.
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(Attach Additional Sheets If Needed)

Please proceed to page 3.

Rose Farm Heritage Tree



Legend

- Street Names
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- City Limits
- UGB
- Basemap

Notes

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Map created 8/18/2021



0 100 200 Feet

1 : 1,200



Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Tuesday, March 15, 2022 3:04 PM
To: Diliana Vassileva
Subject: 536 Holmes

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - Criteria for designation.

The city commission may designate a tree or stand of trees as a heritage tree or heritage stand if the commission determines that the tree or stand of trees is consistent with a positive balance of the factors set forth below.

A. Heritage criteria (at least one heritage criterion must be met):

- 1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;*
- 2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;*
- 3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or*
- 4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.*

This is why this beautiful Pin Oak fits our above criteria. Size, type, and they were wonderful common street tree in OC in the 70's we should bring them back.

Quercus ellipsoidalis, the northern pin oak or Hill's oak, is a North American species of tree native to the north-central United States and south-central Canada, primarily in the Great Lakes region and the Upper Mississippi Valley. It most commonly occurs on dry, sandy soils.

Pin oak is easy to transplant because it has a shallow, fibrous root system. Pin oak's ability to thrive in nursery culture explains why it is a common tree found in garden centers. **It is a great tree for large landscapes, but its hanging lower branches make it a high-maintenance street tree.**

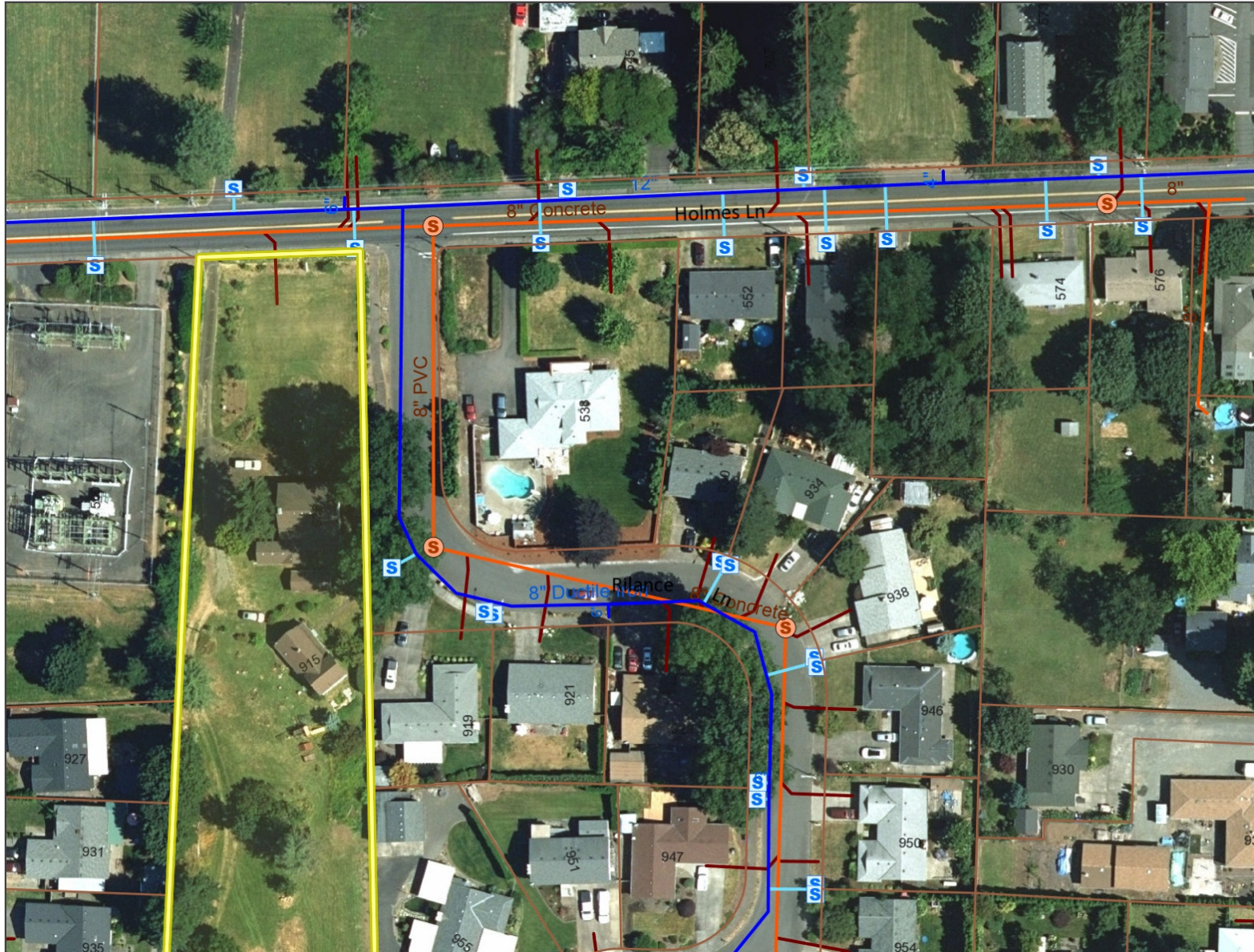
The size and type of tree is enough to qualify these beautiful Pin Oaks.

Regards,

Didi Dahlsrud

Oregon City GIS Map

Item 9c.



Legend

Street Names

Taxlots

Taxlots Outside UGB

Unimproved ROW

Water Service Meters (City Owned)

Water Pipes (City Owned)

Water Service Lines

Sewer Structures (City Owned)

Sewer Pipes (City Owned)

Force Main

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Outfall

Overflow

Sewer - Laterals

Inactive or Abandoned

Active

City Limits

UGB

Basemap

Notes

Overview Map



0 100 200 Feet

1: 1,200

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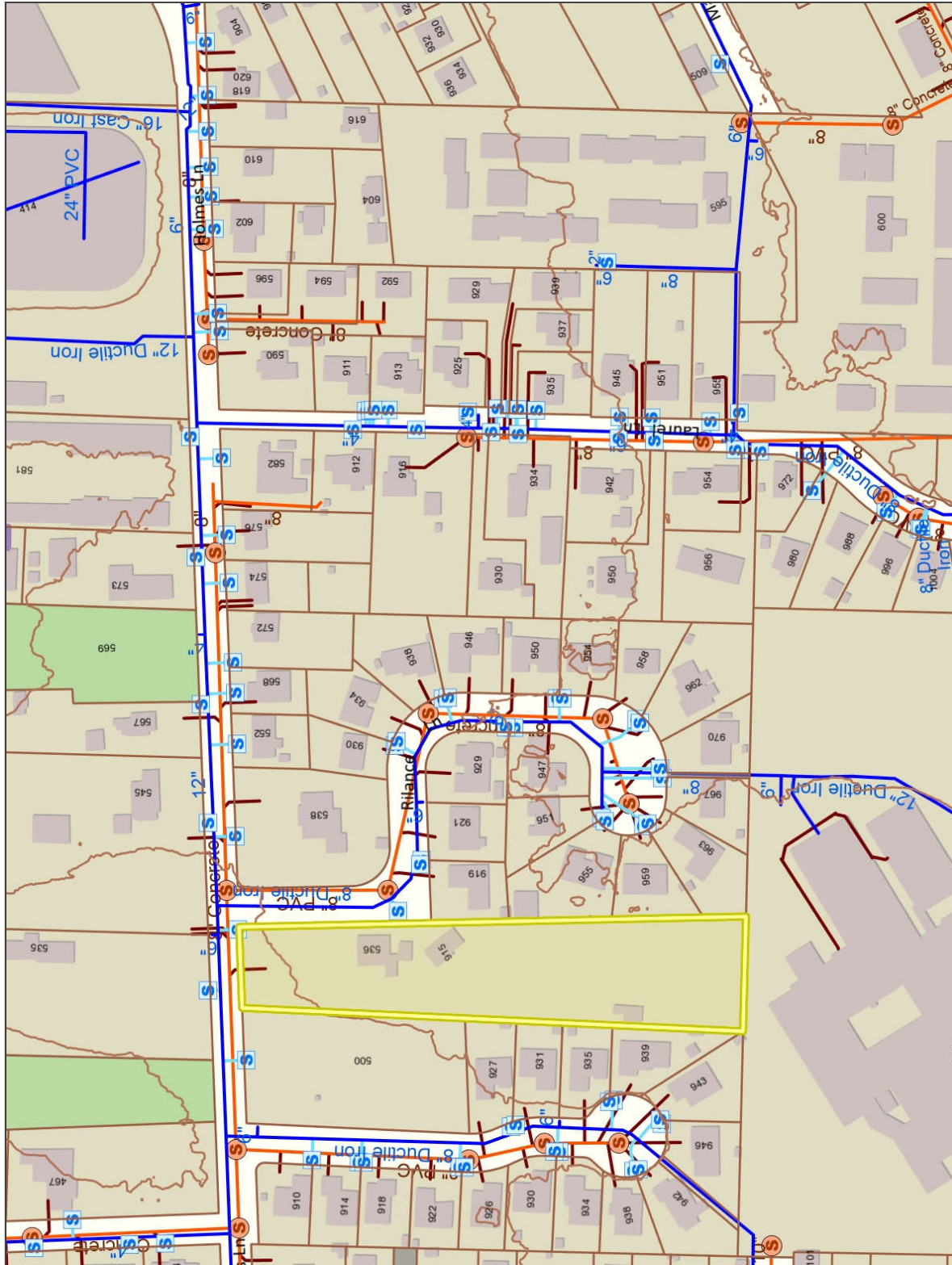
Map created 8/18/2021

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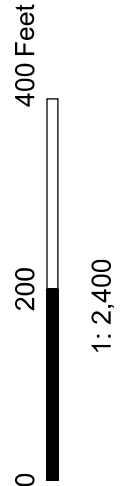
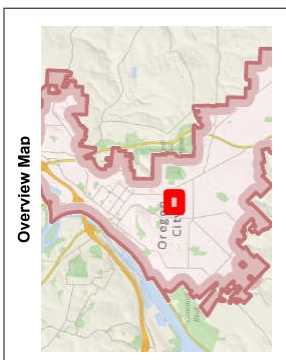
Page 592

Oregon City GIS Map



- Legend**
- Street Names
 - Contours (10 ft)
 - 50 foot
 - 10 foot
 - Taxlots
 - Taxlots Outside UGB
 - Unimproved ROW
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 - Water Service Lines
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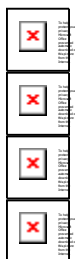
created 8/18/2021

Item 9c.

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 OR 97045
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 www.oregcity.org

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, August 18, 2021 4:21 PM
To: Laura Terway
Cc: Denyse MCGRUFF; Dorothy Dahlsrud
Subject: 536 Holmes Lane Rose Farm Museum Ht Tree Nomination
Attachments: 536 Holmes Lane, Rose Farm utilities and contor lines; 536 Holmes Lane, Rose Farm OC ariel .pdf; 536 Holmes Lane Rose Farm HT nomination form (2)



Dear Laura,

Please find the attached needed forms for the Heritage Tree Nomination of 2 beautiful Pin Oaks (*Quercus palustris*) City street trees next to the Rose Farm Museum.

Please also note the sidewalk had been replaced due to sidewalks lifting because of roots. This is a wonderful idea for side walk replacement in the future.

Denyse McGriff will supply a support letter on this nomination in late September the next time the board meets👍 If we need anything else from them please let me know as soon as possible.

Here are a few facts about
Pin Oak (*Quercus palustris*)

The name pin oak comes from its short, tough branchlets located along the branches and limbs. Because of its tolerance for wet conditions, the tree is also known regionally as swamp oak, water oak and swamp Spanish oak. The tree was first observed scientifically prior to 1770.

*Oak trees **can grow to gargantuan sizes**. Some are able to reach 70 feet in height, 135 feet in length, and 9 feet wide. One of the largest oak trees is found in Goose Island State Park. Their sheer size makes them thirsty trees, absorbing upwards of 50 gallons of water a day.*

*What makes pin oak an excellent tree for large landscapes is **its quick growth, beautiful fall color and winter interest**. It also has the ability to provide dense shade, and its shallow fibrous roots make planting a pin oak tree easy.*

*A fast-growing pioneer or riparian species, pin oak is relatively short-lived, with an approximate **lifespan of 120 years** against many oaks which can live several centuries. It is naturally a wetland tree, and develops a shallow, fibrous root system, unlike many oaks, which have a strong, deep taproot when young.*

This has been a fun nomination because our city can really learn and utilize the sidewalk repair idea for future ideas on repair.

Cheers and let me know what or if I need anything else.

Sincerely,

Dorothy Dahlsrud
503-502-0610

















HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: 1211 Jackson Street, Oregon City, OR 97045 OC Pool

Clackamas County Map and Tax Lot(s): 252 E 32 BB

Nominator(s):

Nominator(s) Signature(s): Oregon City Parks Foundation Dorothy Dahlsrud

Nominator(s) Name(s) Printed: Dorothy L. Dahlsrud

Address: 415 Dewey Street, OR 97045

Phone: 503-502-0610

Email: dorothydahlsrud@gmail.com

Date: 9/23/21

Property Owner(s):

Property Owner(s) Signature(s): Oregon City

Property Owner(s) Name Printed: Oregon City

Mailing Address: 695 Warner Parrott Rd Oregon City, OR 97045

Phone: 503-722-3789

Email: _____

Date: _____

Ownership:

☐ Private Property

☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)

☐ City Property

☒ City Park

☐ County-Owned

☐ Metro

☐ Other _____

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section [OCMC 12.32](#), consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

Owner Signature(s)

Please proceed to page 2.



TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	(JP) Japanese Red Pine	99"	40"+	30'
2.	(AP) Austrian Pine (Pinus desiflora)	96"	50'+	29'
3.	(BA) Blue Atlas Cedar (Cedurs atlantica)	126"	65'	41'
4.	(S) Giant Sequoia (Sequoiadendron giganteum)	estm 225"	estm 75'	etsm 40'
5.	this tree was a litte dangerous for me to messure alone			
6.	with my knee injury. It is well over the HT requirements.			
7.				
8.				
9.				
10.				

TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	good
2.	good
3.	good
4.	good
5.	
6.	
7.	
8.	
9.	
10.	

(Attach Additional Sheets If Needed)

Please proceed to page 3.



CRITERIA FOR DESIGNATION

☒ Please include a detailed explanation why the nominated tree or stand is consistent with the Criteria for Designation in OCMC 12.32.070. Attach additional sheets as needed.

☒ **A. Heritage criteria (at least one heritage criterion must be met).**

1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;
2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;
3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.

☒ **B. Site and Condition Criteria (all criteria must be satisfied)**

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

☒ **SITE PLAN / MAP.** Please clearly identify the location of the tree or grove on a site plan or map and attach.

☒ **PHOTOGRAPHS.** Please provide current photos of the tree or trees. These may be emailed to the Planning Division at planning@orc.org. Please include "heritage tree photos" in subject line.

STAFF COMMENTS:

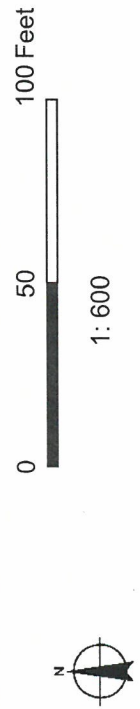
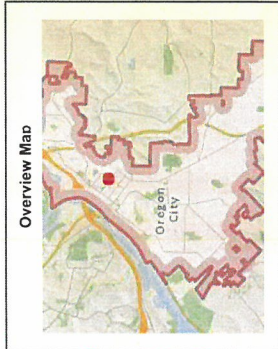
Oregon City GIS Map



Legend

Street Names
 Contours (10ft) - 1:3,600 and closer
 — 50 foot
 — 10 foot
 Taxlots
 City Limits
 UGB
 Basemap

Notes



City of Oregon City
 PO Box 3040
 625 Center St
 Oregon City
 OR 97045
 (503) 657-0891
 www.orcity.org

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Map created 1/23/2020

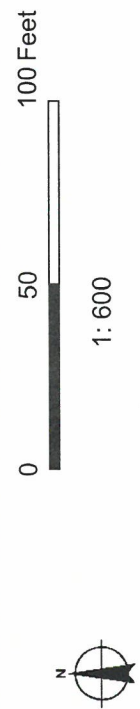
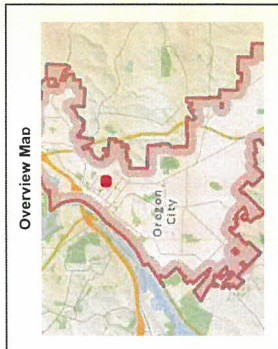
Oregon City GIS Map



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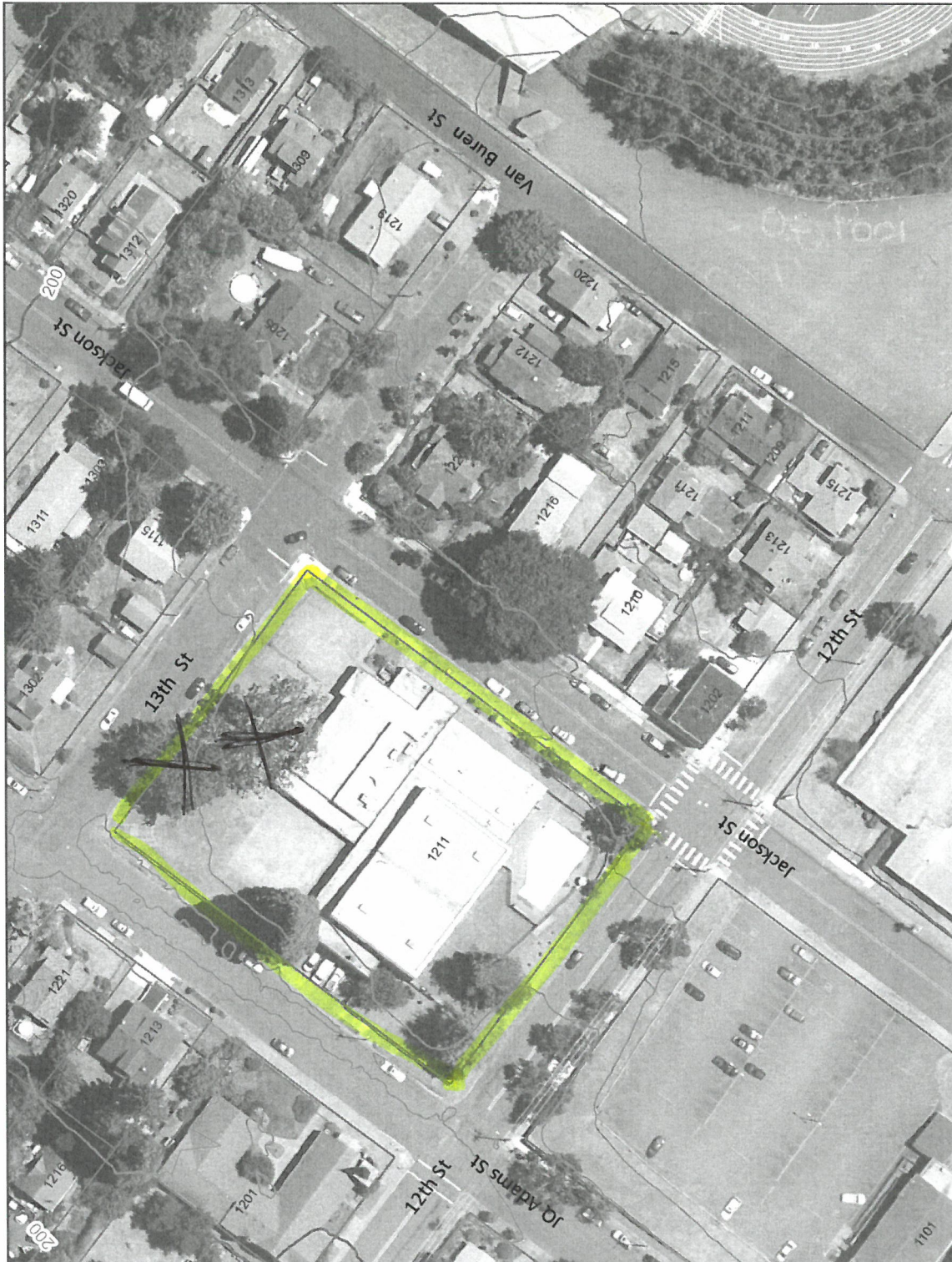


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Map created 1/23/2020

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Oregon City GIS Map



Legend

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Overview Map



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0 100 200 Feet

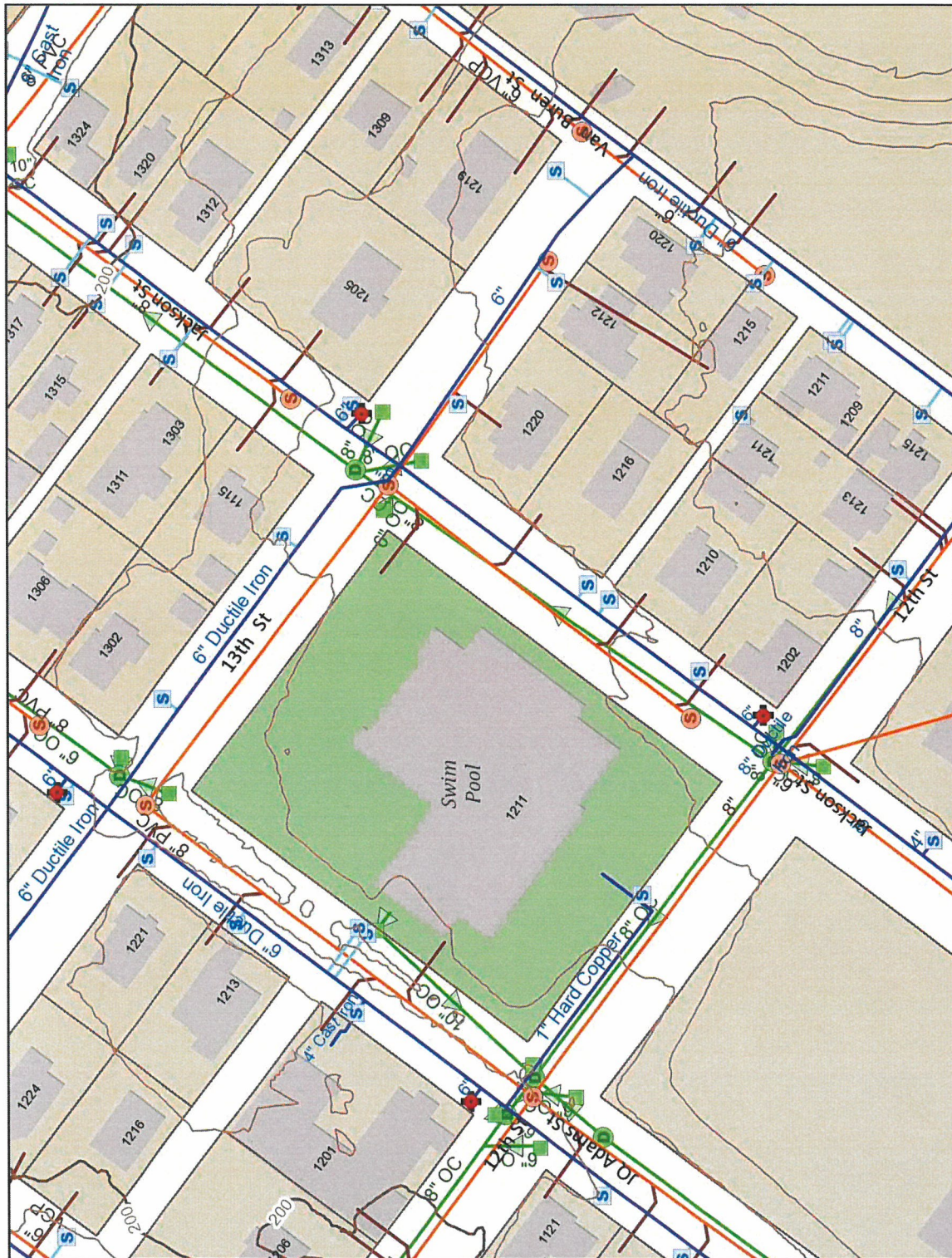
1: 1,200



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Map created 1/23/2020

Oregon City GIS Map



Legend

- Street Names
- Contours (10ft) - 1:3,600 and closer
- 50 foot
- 10 foot
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- Proposed Pumping Stations
- Priority 1 Project
- Priority 2 Project
- Concept Area
- Existing Pumping Station Improvement
- Proposed Force Mains
- Priority 1
- Priority 2
- Concept Area
- Proposed Sewer Extensions
- Priority 1 Project

Notes



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0 100 200 Feet

1: 1,200

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Map created 1/23/2020

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Thursday, September 23, 2021 3:22 PM
To: Laura Terway; Dorothy Dahlsrud; Rochelle Parsch
Subject: 1211 Jackson Street HT Nomination Stand OC Pool
Attachments: 1211 Jackson Street OC Pool HT Ariel Noninaton .pdf; 1211 Jackson Street OC Pool Utilities & Sewer .pdf; 1211 Jackson Street OC Pool HT fillable form .pdf

Dear Laura,

Below are the 4 trees to be Nominated for the 2021 HT Parks Nomination.

You will also find attached is the Fillable HT Application, Lot, Plot with Utilities and the Ariel Lot and Plot to show trees within the city property line.

Letter of Support from the staff director will follow. But not necessary for the HT nominations.

This nomination will put a lot of neighbors' minds to rest since the choice to remove the Ancient Oak Tree and Ancient Black Walnut. They are passionate about the remaining Giant Sequoia because an Eagle is often perched on top to watch their nest just across the way. Birds of Prey need a higher vantage point to look out and guard their nest.

The other trees are very significant examples of their species.

Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, March 30, 2022 3:00 PM
To: Diliana Vassileva
Subject: Jackson Street Pool HT 12.32.707

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - criteria for designation

3.The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or

4.The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.

The trees represented on the ground of our Oregon City Pool are of size and specifications required for Heritage Tree Nomination.

They are unique in their size, type and health.

In your packet there is a description and Characteristics of these unique trees.

Sincerely

Dorothy Dahlsrud

503-502-0610

Kansas Forest Service » Conservation Trees » Products » Evergreens » Austrian Pine

Kansas Forest Service

Austrian Pine

Pinus nigra, or Austrian pine, is native to western Europe. Introduced to this country in the mid-1800's, it has been planted extensively as an ornamental and conservation plant. In Kansas, Austrian pine grows to a height of 30 to 50 feet with a spread of 20 to 25 feet. On most soils, growth rate is usually 12 to 18 inches per year.

Leaves, Stems and Fruit

Young trees are pyramidal in shape, but become oval with age and, on some sites, flat topped. Noted for its dark, rich green foliage, Austrian pine provides a pleasant contrast with other plants. Austrian pine needles are stiff, usually straight, 2 to 4 inches long and are in groups of 2. Needles persist 2 to 3 years. Fruit is a 2 1/2 to 3 inch long cone. The cone scales do not have prickles. The attractive bark has dark furrows with gray or gray-brown mottled ridges. Winter buds have a distinct silver color.

Use

Windbreaks - Austrian pine's symmetrical, stout, spreading branches serve well in windbreaks and living snow fences. It may be used in single or multi-row windbreaks and living snow fences. It is used primarily in windward (north or west) or central rows.

Wildlife Habitat - Several woodland species of birds utilize the seed, but it is not an important part of their diet. Its greatest asset is winter protection. Many kinds of wildlife find cover in Austrian pine branches.

Christmas Trees - Austrian pine may be used to produce Christmas trees. It provides some variety to the more popular Scotch pine and is more drought tolerant, but it tends to develop slower than Scotch pine. Typically Austrian pine is 8 to 10 feet tall before filling in to form a satisfactory Christmas tree.



Adaptation and Soil

Austrian pine has adapted statewide and grows best in deep, moist and well-drained soils, but it will grow on a wide variety of soils. Of the pines it is second only to ponderosa in drought tolerance and will grow successfully in fairly heavy clay.

Spacing

Austrian pines are spaced 8 to 12 feet within a row and 12 to 18 feet between rows. Large, fast growing deciduous trees should be spaced far enough (20 to 24 feet) between rows to prevent shading pines.

Culture

Yugoslavia (Bosnia or Serbia) is the preferred source due to its resistance to Dothistroma needle blight. We intend to offer only the Yugoslavian source in the Conservation Tree Planting Program if we can obtain sufficient seed. Two-year-old, bare root and container grown seedlings are used in plantings. Both bare root and container grown seedlings are 6 to 12 inches tall. The container grown seedlings have intact root systems and usually have better survival and initial growth than the bare-root seedlings. Typically the bare-root seedlings grow very little in height until the third year while the container grown often put on some growth the first year. During this establishment period, supplemental watering and control of competing vegetation will aid survival.

Pests

Common insect pests include spider mites and pine needle scale. Common diseases include Dothistroma needle blight and Sphaeropsis (Diplodia) tip blight. Pine seedlings may be injured or killed by rabbits and may be protected by rabbit protective tubes (<http://www.kansasforests.org/programs/conservationtrees/products/nonplant/rabbittubes.shtml>).

Updated: 8/9/18

Atlas cedar, (*Cedrus atlantica*)

Fully grown, Atlas cedar is a large coniferous evergreen tree, 30–35 m (rarely 40 m) tall, with a trunk diameter of 1.5–2 m. It is very similar in all characters to the other varieties of Lebanon cedar;

Currently, Morocco has the highest total surface of Atlas cedar in the world, and it forms vast forests in the humid zones of the country, around the Middle-Atlas range, the oriental and Northern High-Atlas range, and in the Western and Central Rif mountain range. The current total area is around 163,000 hectares, of which around 115,000 hectares (80%) are situated in the Middle-Atlas mountains. The species is in danger of human use, wood harvesting and fires. Data that go back to 1927 show higher number of Atlas cedars (more than 150,000 hectares) in the Middle-Atlas mountains only. The Rif mountains had one of the largest cedar forests in the past, but forests nowadays are much smaller, 15% of the total cedar forests in Morocco

Atlas cedar has been in massive decline. According to data from 1966 the species inhabited 23,000 hectares, it is expected that it currently inhabits fewer than 15,000 hectares owing to extensive fires and human use.

The Atlas cedar is useful in cultivation because it is more tolerant of dry and hot conditions than most conifers.

Note worthy remark; An Atlas cedar is planted at the **White House South Lawn** in Washington, DC. **President Carter** ordered a **tree house built within the cedar for his daughter Amy**. The wooden structure was designed by the President himself, and is self-supporting so as not to cause damage to the tree.^[20]

Cedar **plantations**, mainly with *C. atlantica*, have been established in southern France for timber production

- evergreen needle conifer
- medium-sized tree, 40' to 60' tall
- in optimum conditions can reach up to 100' tall and 40' wide
- pyramidal when young, flat-topped and spreading when mature
- has stiff, horizontal main branching; branching somewhat sparse, especially when young
- very interesting and picturesque habit as a mature tree



Pinus densiflora Japanese Red Pine¹

Edward F. Gilman and Dennis G. Watson²

INTRODUCTION

Japanese Red Pine reaches a height and spread of 30 to 50 feet in the landscape growing much taller in the woods (Fig. 1). Needles are arranged in pairs and remain on the tree for about three years. A distinguishing feature of this tree is the often crooked or sweeping trunk which shows reddish-orange peeling bark. Because lower branches are held nearly horizontal on the trunk forming a picturesque silhouette in the landscape it is used best as a specimen, not as a mass planting. Needles may turn yellowish during winter on some soils.

GENERAL INFORMATION

Scientific name: *Pinus densiflora*

Pronunciation: PIE-nus den-sih-FLOR-uh

Common name(s): Japanese Red Pine

Family: *Pinaceae*

USDA hardiness zones: 3B through 7A (Fig. 2)

Origin: not native to North America

Uses: Bonsai; specimen; no proven urban tolerance

Availability: grown in small quantities by a small number of nurseries

DESCRIPTION

Height: 30 to 50 feet

Spread: 30 to 50 feet

Crown uniformity: irregular outline or silhouette

Crown shape: oval

Crown density: moderate

Growth rate: medium

Texture: fine

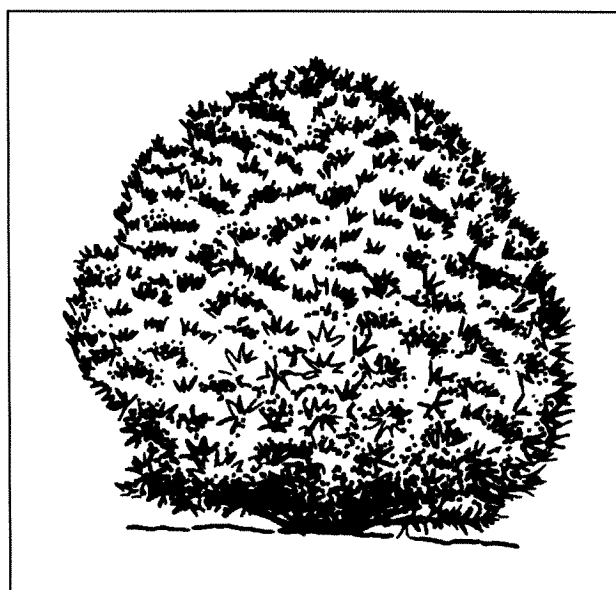


Figure 1. Young Japanese Red Pine.

Foliage

Leaf arrangement: alternate; spiral

Leaf type: simple

Leaf margin: entire

Leaf shape: needle-like (filiform)

Leaf venation: parallel

Leaf type and persistence: evergreen; fragrant; needle leaf evergreen

Leaf blade length: 4 to 8 inches; 2 to 4 inches

Leaf color: green

Fall color: no fall color change

Fall characteristic: not showy

1. This document is adapted from Fact Sheet ST-459, a series of the Environmental Horticulture Department, Florida Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida. Publication date: October 1994.
2. Edward F. Gilman, associate professor, Environmental Horticulture Department; Dennis G. Watson, associate professor, Agricultural Engineering Department, Cooperative Extension Service, Institute of Food and Agricultural Sciences, University of Florida, Gainesville FL 32611.

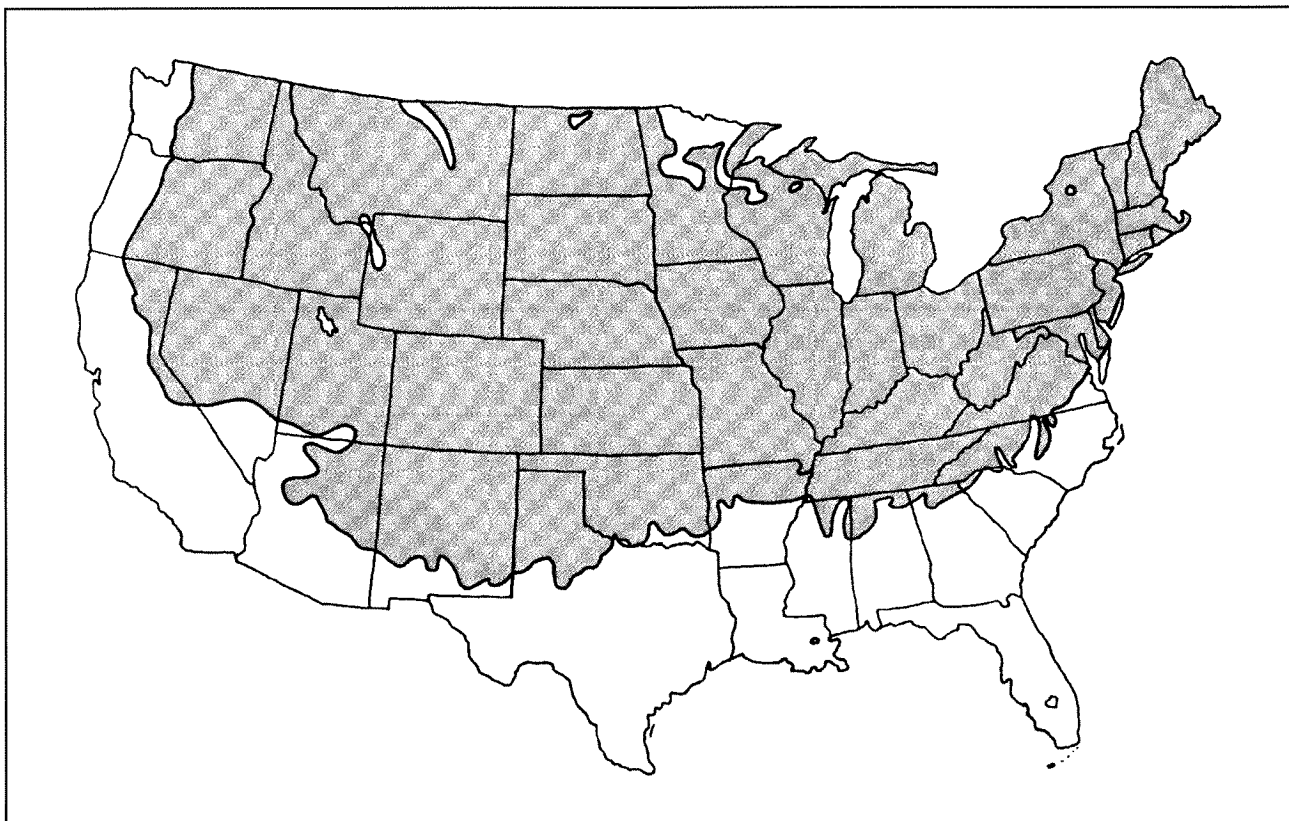


Figure 2. Shaded area represents potential planting range.

Flower

Flower color: yellow

Flower characteristics: inconspicuous and not showy

Fruit

Fruit shape: oval (Fig. 3)

Fruit length: 1 to 3 inches

Fruit covering: dry or hard

Fruit color: tan

Fruit characteristics: does not attract wildlife; inconspicuous and not showy; fruit, twigs, or foliage cause significant litter; persistent on the tree

Trunk and Branches

Trunk/bark/branches: routinely grown with, or trainable to be grown with, multiple trunks; grow mostly upright and will not droop; tree wants to grow with several trunks but can be trained to grow with a single trunk; very showy trunk; no thorns

Pruning requirement: needs little pruning to develop a strong structure

Breakage: susceptible to breakage either at the crotch due to poor collar formation, or the wood itself is weak and tends to break

Current year twig color: green

Current year twig thickness: medium

Culture

Light requirement: tree grows in full sun

Soil tolerances: clay; loam; sand; acidic; well-drained

Drought tolerance: moderate

Aerosol salt tolerance: low

Soil salt tolerance: poor

Other

Roots: surface roots are usually not a problem

Winter interest: tree has winter interest due to unusual form, nice persistent fruits, showy winter trunk, or winter flowers

Outstanding tree: tree has outstanding ornamental features and could be planted more

Invasive potential: little, if any, potential at this time

Verticillium wilt susceptibility: not known to be susceptible

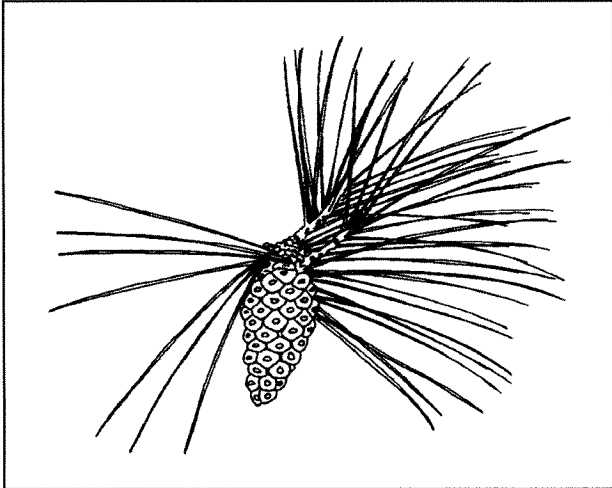


Figure 3. Fruit of Japanese Red Pine.

Pest resistance: long-term health usually not affected by pests

USE AND MANAGEMENT

The tree prefers a site with full sun and a well-drained, slightly acid soil. Clay soil is usually not suitable unless it is very well drained.

There are a few cultivars: 'Alboterminata' - yellowish needle tips; 'Aurea' - yellow needles; 'Oculus-draconis' - Dragon's Eye Pine - two yellow lines on needles; 'Umbraculifera' - Tanyosho Pine - 20 feet tall, multi-trunked.

Propagation is by seed.

Pests

This tree is usually pest-free, with occasional scale, but the list of potential problems is long.

Diseases

Some of its diseases are needle blight and rusts. Canker diseases may cause dieback of landscape Pines. Keep trees healthy and prune out the infected branches.

Needle cast is common on small trees and plantation or forest trees. Infected needles yellow and fall off.

The Giant Sequoia (*Sequoiadendron giganteum*) are the species at our

There are 3 members of the redwood family:

Giant Sequoia (*Sequoiadendron giganteum*) are located in the Sierra Nevada from 5,000 to 8,000 feet elevation, live up to 3,200 years, can grow up to 311 feet, and have diameters up to 40 feet with the oldest on record living more than **3,500 years**.. where as the Coast Redwood (*Sequoia sempervirens*) are located on the Pacific Coast from central California to Southern Oregon, grow up to 380 feet tall and have diameters up to 28 feet and Dawn redwoods (*Metasequoia glyptostrioboides*) of central China

The **Giant sequoia** is the fastest growing conifer on earth given the right conditions. We expect 4 feet of upward growth in the third year for trees in large pots and one-inch plus growth rings. They have the potential to grow faster every year.

Why are sequoias so big?

Giant sequoia grow so large because they live a very long time and grow quickly. ... Because they need well-drained soil, walking around the base of giant sequoia can cause them harm, as it compacts the soil around their shallow roots and prevents the trees from getting enough water

Thankfully, most of the giant sequoia groves are protected. ... The largest of the sequoias are as tall as an average 26-story building.

There is no taproot. The roots actually only go down 6-12 feet, and yet, these trees rarely fall over.. A mature sequoia's roots can occupy over 1 acre of earth and contain over 90,000 cubic feet of soil. That mass of matted roots and soil has to maintain the equilibrium of a tree that is nearly 300 feet tall and weighs nearly 2 million pounds.

The Coast **Redwoods** (*Sequoia sempervirens*) and **Giant Sequoias** (*Sequoiadendron giganteum*) — are listed as **endangered** on the IUCN Red List.













HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: 14491 Glen Oak Road Tyron Woods Memorial Park Oregon City, OR 97045

Clackamas County Map and Tax Lot(s): 3-2E-09D-01500 and 3-2E-09D-01401

Nominator(s):

Nominator(s) Signature(s): Dorothy Dahlsrud

Nominator(s) Name(s) Printed: Dorothy Dahlsrud

Address: 415 Dewey Street Oregon City, OR 97045

Phone: 503-502-0610

Email: dorothydahlsrud@gmail.com

Date: 8/20/2021

Property Owner(s):

Property Owner(s) Signature(s):

Property Owner(s) Name Printed: Oregon City

Mailing Address: 695 Warner Parrott Rd

Phone: 503-722-3789

Email:

Date:

Ownership:

☐ Private Property

☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)

☐ City Property

☒ City Park

☐ County-Owned

☐ Metro

☐ Other

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Owner Signature(s)

Please proceed to page 2.



TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	Pete Walters told me that this park has already had			
2.	an inventory of the tree stand and were inspected			
3.	by an Arborist. You should have all the information			
4.	in your Tyron Park construction file.			
5.				
6.				
7.				
8.				
9.				
10.				

TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	City has Arborist report and inventory on file. As per Peter Walters
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Attach Additional Sheets If Needed)

Please proceed to page 3.



CRITERIA FOR DESIGNATION

☐ Please include a detailed explanation why the nominated tree or stand is consistent with the Criteria for Designation in OCMC 12.32.070. Attach additional sheets as needed.

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☒ **B. Site and Condition Criteria (all criteria must be satisfied)**

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

☒ **SITE PLAN / MAP.** Please clearly identify the location of the tree or grove on a site plan or map and attach.

☒ **PHOTOGRAPHS.** Please provide current photos of the tree or trees. These may be emailed to the Planning Division at planning@orc.org. Please include "heritage tree photos" in subject line.

STAFF COMMENTS:

Oregon City GIS Map



Legend

- Street Names
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- City Limits
- UGB
- Basemap



Notes

Overview Map



0 200 400 Feet

1: 2,400



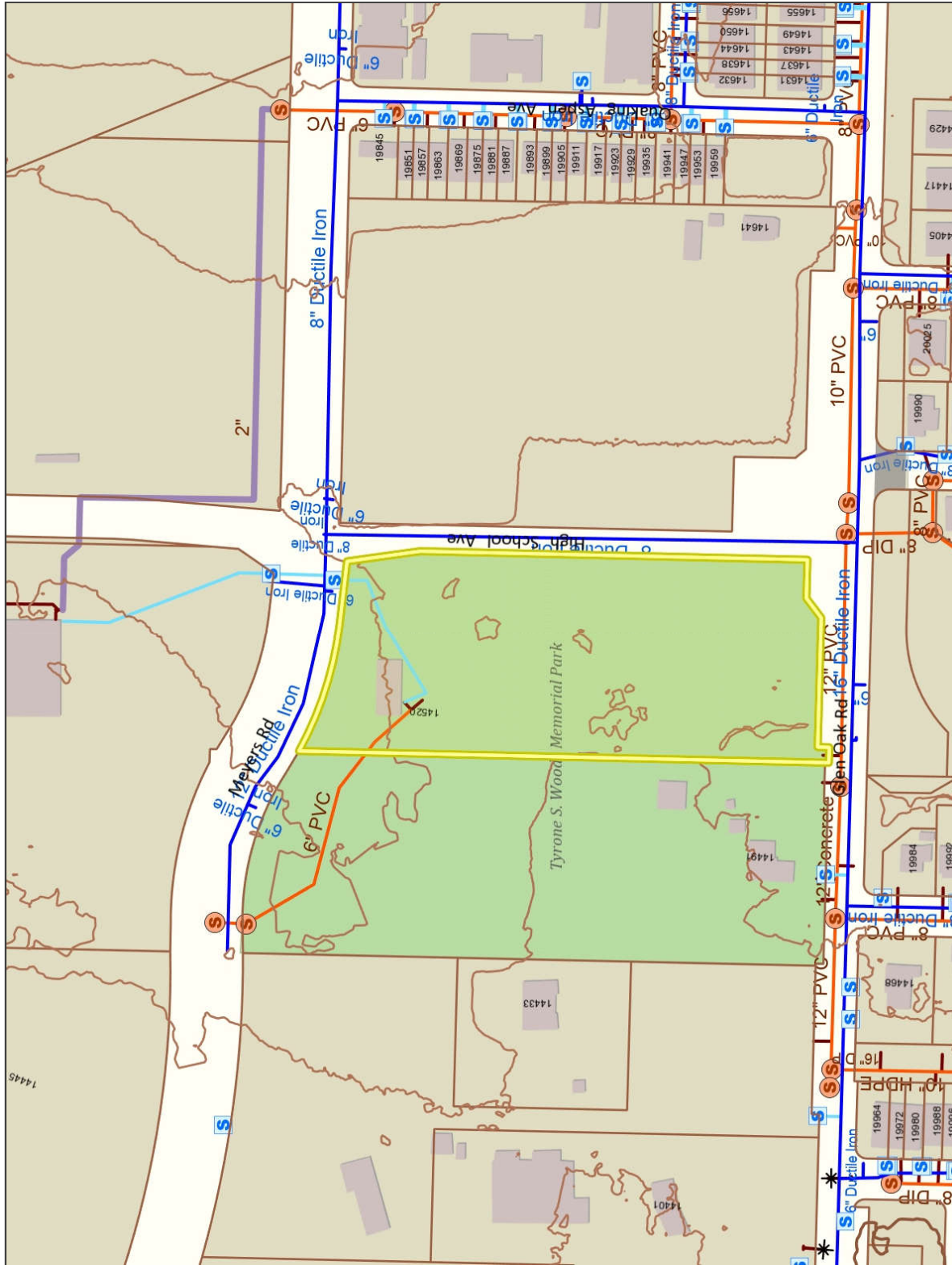
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created 8/18/2021

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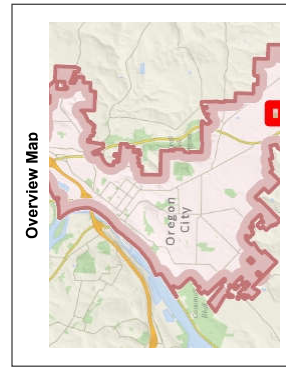
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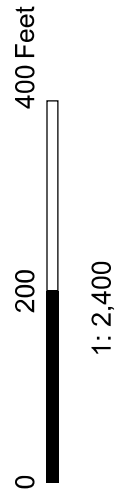
- Street Names
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 - 50 foot
 - 10 foot
- Taxlots
- Taxlots Outside UGB
- Unimproved ROW
- Water Service Meters (City Owned)
- Water Pipes (City Owned)
- Water Service Lines
- Sewer Structures (City Owned)
- Sewer Pipes (City Owned)
- Force Main
- Gravity Line
- Outfall
- Overflow
- Sewer - Laterals
- Inactive or Abandoned

Notes



Item 9c.

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1: 2,400

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created 8/18/2021

Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, March 30, 2022 2:43 PM
To: Diliana Vassileva
Subject: Tyron Park HT Criteria for designation

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - Criteria for designation.

Tyron Park as a beautiful stand of White Oak trees (Quercus garryana)

species of the Pacific coast of North America, with a range stretching from southern California to southwestern British Columbia. It is commonly known as the Oregon white oak or Oregon oak in the United States and as the Garry oak in Canada.

Douglas fir (*Pseudotsuga menziesii*)

Also have grown on this land.

The largest coast Douglas-firs regularly live over 500 years, with the oldest specimens living for over 1,300 years.^[1]

Both of these trees are on the nomination list for recommendation for heritage trees. For other ancient trees in Tyron Park please reference the inventory made by the park designer.

Sincerely,
Dorothy Dahlsrud
502-502-0610

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, August 18, 2021 4:46 PM
To: Laura Terway
Cc: Dorothy Dahlsrud
Subject: Tyron Woods Memorial Park Heritage Tree Nomination
Attachments: Tyron Woods Memorial Park Utilities and contour lines; Tyron Woods Memorial Park Utilities & contour lines (2); Tyron Woods Ariel with excavation of park and trees; Tryon Woods HT nomination form

Dear Laura,
Please find the attached documents to support the Tyron Woods Memorial Park Heritage Tree Stand Nomination.

What we are missing is the Arborist report and Tree ID and inventory that the contractor had performed before construction.
Pete said he had all that information with the Park construction information and he would put it with this nomination.

The letter of support I'm not sure is necessary, but if you would like a support letter from OCPF OregonCityParksFoundation.org we would be happy to supply it.

I've never heard Pete read them so I don't think it's really necessary for a City Park nomination.

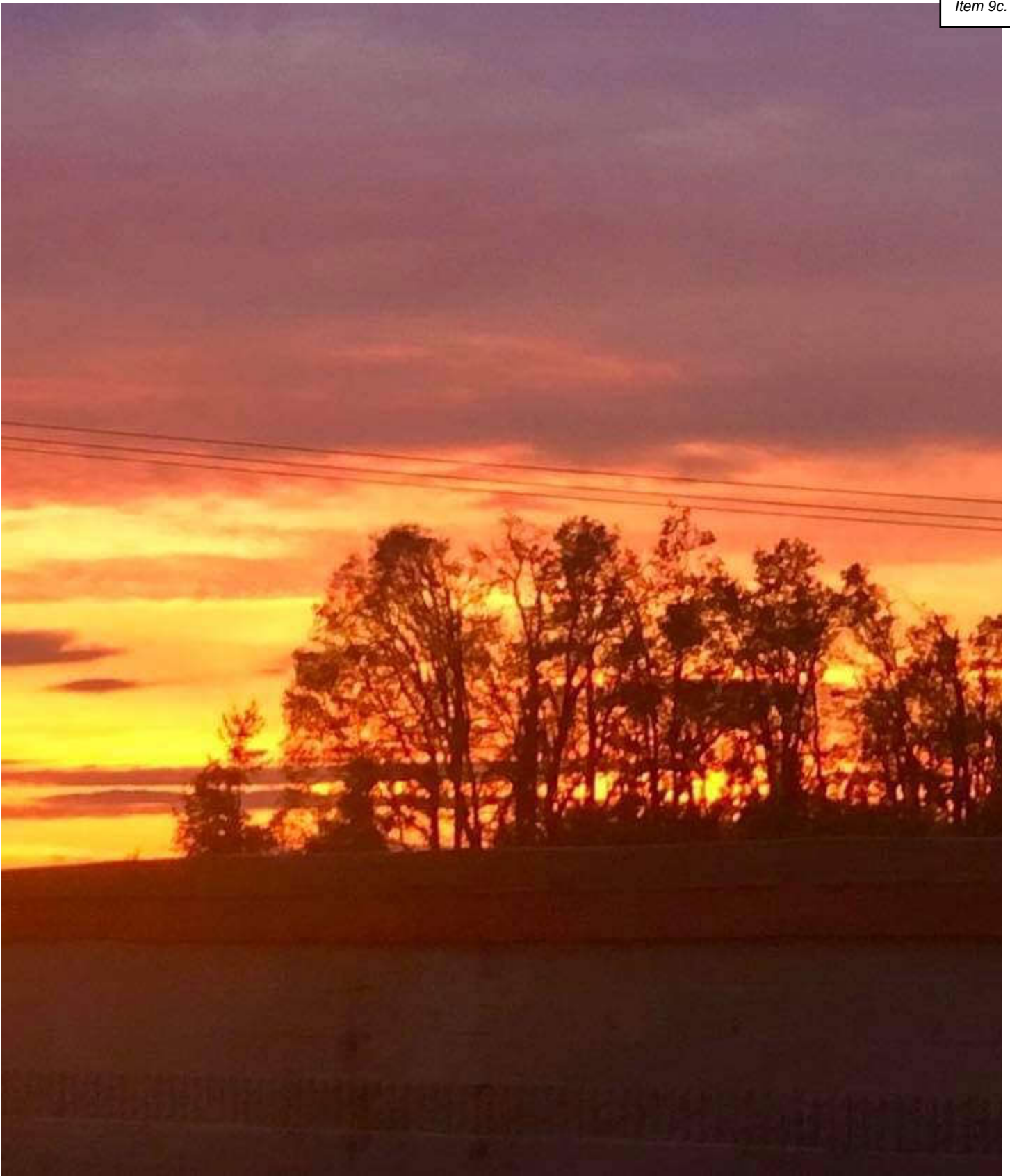
Please let me know if you have any questions.

With kind regards,

Didi Dahlsrud

503-502-0610

I'm sure you have brand new pictures of the park and its trees, this one is just so beautiful. Photo by Dara Kramer



















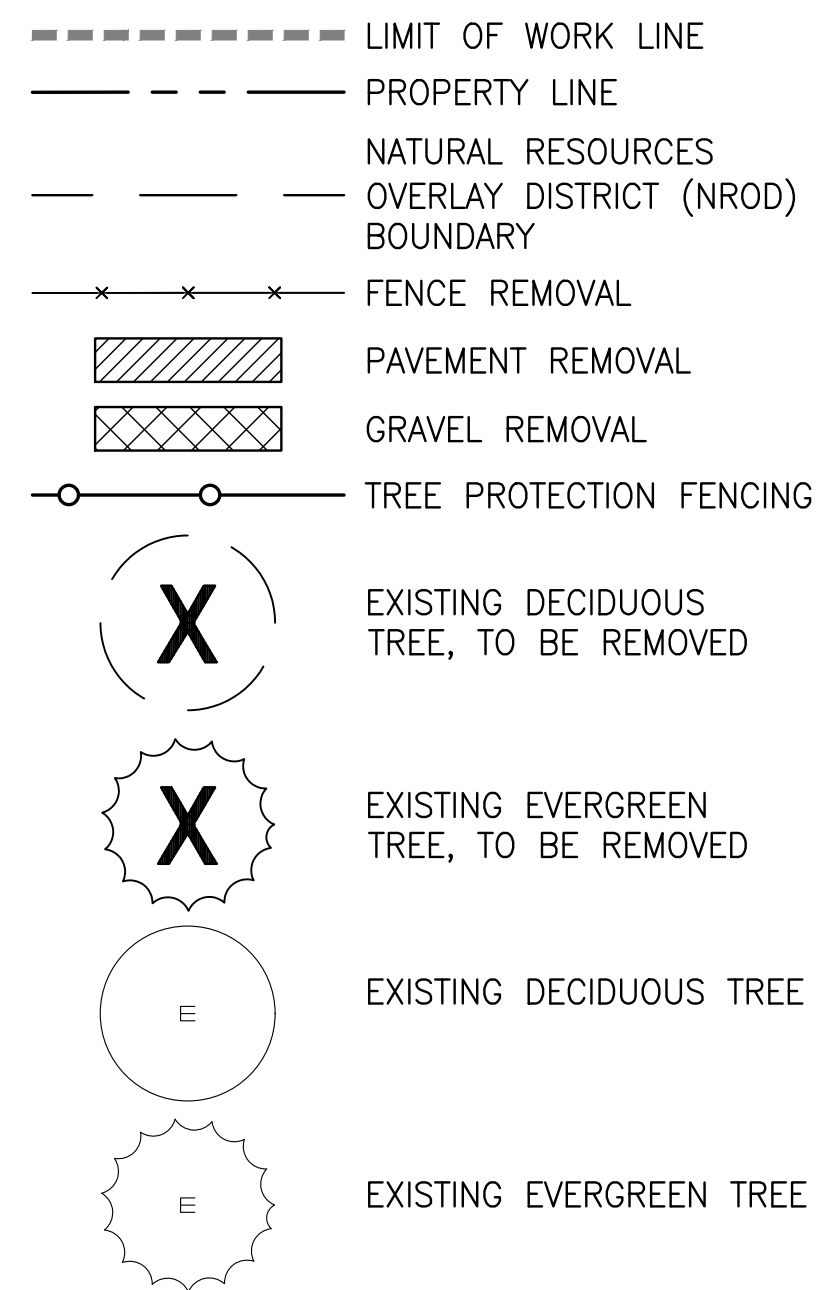


lango.hansen

LANDSCAPE ARCHITECTS

100 nw glisan #3b
ortland or 97209

DEMOLITION/TREE PROTECTION LEGEND



TREE AND PLANT PROTECTION NOTES

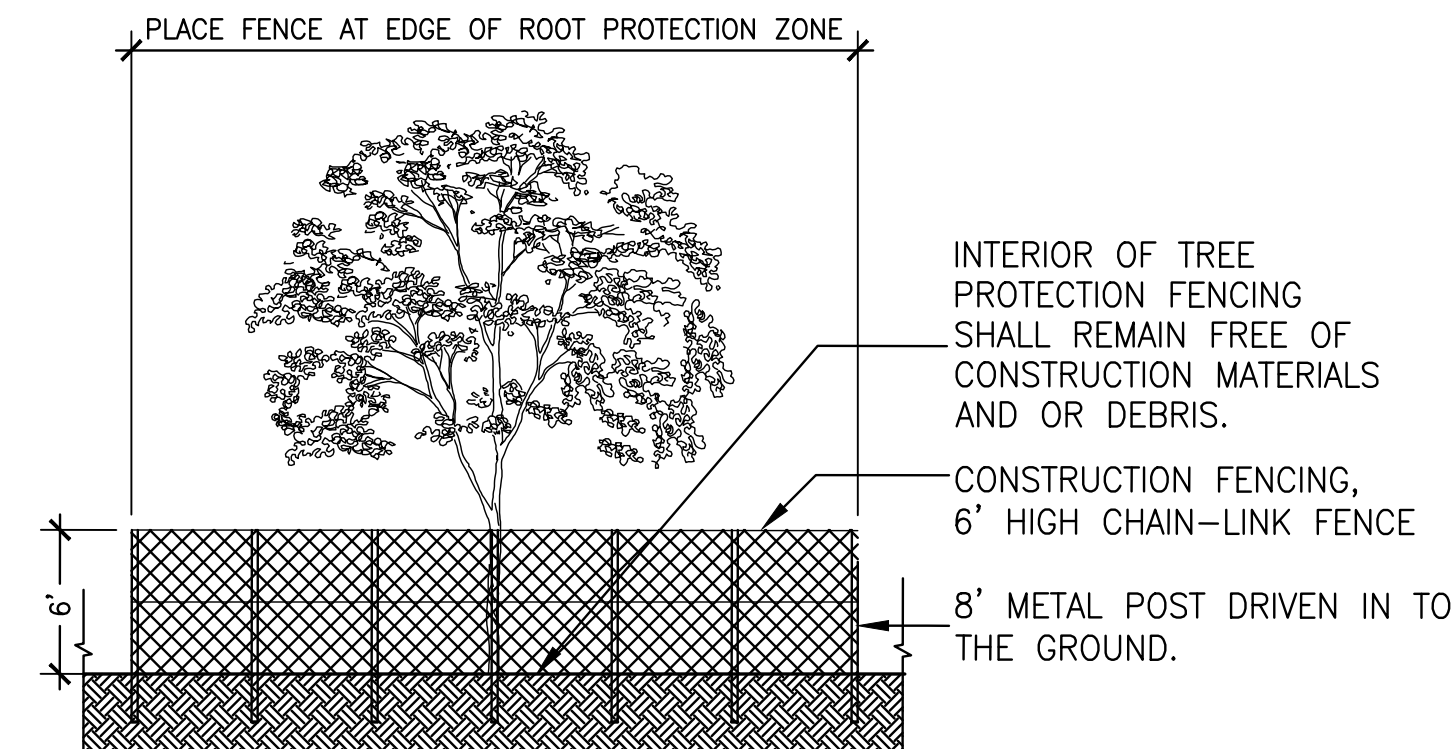
1. PROTECT ALL TREES INDICATED TO REMAIN, INCLUDING BARK AND ROOT ZONES. INSTALL PROTECTIVE FENCING WHERE INDICATED ON THE TREE PROTECTION PLAN. PROTECTIVE BARRIERS SHALL BE PLACED BEFORE PHYSICAL DEVELOPMENT STARTS AND SHALL STAY IN PLACE UNTIL AFTER PLANNING OFFICIAL AUTHORIZES THEIR REMOVAL OR A FINAL CERTIFICATE OF OCCUPANCY IS ISSUED, WHICHEVER OCCURS FIRST.
2. TREE PROTECTION FENCING SHALL BE CHAIN LINK, MINIMUM OF 6' HEIGHT, SECURED WITH STEEL POSTS, INSTALLED 5' BEYOND THE EDGE OF THE ROOT ZONE OR AS INDICATED ON THE TREE REMOVAL AND PROTECTION PLAN.
3. EXCAVATION WITHIN THE TREE PROTECTION ZONE WILL BE PERFORMED USING ONLY NON-MOTORIZED HANDHELD TOOLS AND SHALL BE THE MINIMUM NECESSARY TO ACCOMPLISH THE PURPOSE FOR THE EXCAVATION AND TO ENSURE LONG-TERM SURVIVAL OF THE TREE.
4. TREE PROTECTION FENCING SHALL BE FLUSH WITH THE INITIAL UNDISTURBED GRADE.
5. APPROVED SIGNS SHALL BE ATTACHED TO PROTECTION FENCING, AND VISIBLY STATING THAT INSIDE THE FENCING IS A TREE PROTECTION ZONE, NOT TO BE DISTURBED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM OWNER'S REPRESENTATIVE.
6. NO CONSTRUCTION ACTIVITY SHALL OCCUR WITHIN THE TREE PROTECTION ZONE, INCLUDING, BUT NOT LIMITED TO DUMPING OR STORAGE OF MATERIALS SUCH AS BUILDING SUPPLIES, SOIL, WASTE ITEMS, OR PARKED VEHICLES AND EQUIPMENT.
7. THE TREE PROTECTION ZONE SHALL REMAIN FREE OF CHEMICALLY INJURIOUS MATERIALS AND LIQUIDS SUCH AS PAINTS, THINNERS, CLEANING SOLUTIONS, PETROLEUM PRODUCTS, AND CONCRETE OR DRY WALL EXCESS, CONSTRUCTION DEBRIS, OR RUNOFF.
8. NO EXCAVATION, TRENCHING, GRADING, ROOT PRUNING OR OTHER ACTIVITY SHALL OCCUR WITHIN THE TREE PROTECTION ZONE UNLESS DIRECTED BY AN ARBORIST PRESENT ON SITE AND APPROVED BY OWNER'S REPRESENTATIVE.
9. NO FILL OR COMPACTION SHALL OCCUR WITHIN THE CRITICAL ROOT ZONES OF ANY OF THE TREES. IF COMPACTION IS UNAVOIDABLE, MEASURES SHALL BE TAKEN AS RECOMMENDED BY A CERTIFIED ARBORIST TO REDUCE OR MITIGATE THE IMPACT OF THE FILL OR COMPACTION.

DEMOLITION NOTES

1. PRIOR TO CONSTRUCTION CONTACT UTILITY COMPANIES TO LOCATE AND MARK IN THE FIELD ALL UTILITY LINES SUCH AS GAS, WATER, ELECTRICAL AND COMMUNICATION LINES.
2. EXISTING FEATURES MAY VARY FROM WHAT IS SHOWN ON PLAN. CONTRACTOR TO VERIFY ALL EXISTING AS-BUILT INFORMATION, UTILITIES, AND LOCATION OF ELEMENTS TO BE DEMOLISHED PRIOR TO BEGINNING WORK.
3. PROTECT ALL EXISTING STRUCTURES, PAVEMENT, CURBS, FURNISHINGS, AND PLANTING NOT SCHEDULED FOR REMOVAL.
4. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION OF ALL SURFACE MATERIALS, SUBGRADE MATERIALS, FOOTINGS AND UTILITIES NEEDED TO CONSTRUCT PROPOSED WORK.
5. UTILITY INFORMATION SHOWN FOR REFERENCE ONLY. SEE CIVIL AND ELECTRICAL FOR SPECIFIC INFORMATION REGARDING THE DEMOLITION AND PROTECTION OF EXISTING UTILITIES.
6. SEE CIVIL DRAWINGS FOR DEMOLITION AND PROTECTION WITHIN THE R.O.W.
7. REPAIR AND RESEED ALL LAWN AREAS DISTURBED BY CONSTRUCTION ACTIVITY, INCLUDING SOIL PREPARATION. ALL OTHER LANDSCAPE AREAS DAMAGED BY CONSTRUCTION SHALL BE REPAIRED OR REPLACED AT CONTRACTOR'S EXPENSE.

NOTES:

1. EXISTING SOIL CHEMISTRY SHALL NOT BE ALTERED BY CONSTRUCTION ACTIVITIES. CHEMICAL WASTES AT CONSTRUCTION SITE SHALL BE DISPOSED OF PROPERLY AND NOT DRAINED ONTO SOIL.
2. CONSTRUCTION FENCING SHALL BE PLACED BEFORE CONSTRUCTION STARTS AND REMAIN IN PLACE UNTIL CONSTRUCTION HAS BEEN COMPLETED.



1 TREE PROTECTION

Elevation
SCALE: NTS

DEMOLITION/TREE PROTECTION LEGEND

ID	TREES TO BE REMOVED	SIZE	REQD. MITIGATION TREES
700	PYRUS SPP.	13"	2
701	MALUS SPP.	14"	2
707	QUERCUS GARRYANA	20"	3
709	FRAXINUS LATIFOLIA	18"	2
710	FRAXINUS LATIFOLIA	14"	2
729	THUJA SPP.	9"	1
730	THUJA SPP.	9"	1
738	QUERCUS GARRYANA	13"	2
762	FRAXINUS LATIFOLIA	3"	1
TOTAL MITIGATION TREES			16

NOTES:

1. ALL TREES ARE WITHIN THE BOUNDARIES OF PRIVATE PROPERTY.
2. PER OCMC 17.41.060 (5) QUERCUS GARRYANA WILL BE REPLACED.

ROW DEMOLITION/TREE PROTECTION LEGEND

ID	TREES TO BE REMOVED	SIZE	REQD. MITIGATION TREES
767	FRAXINUS LATIFOLIA	3"	1
768	FRAXINUS LATIFOLIA	3"	1
TOTAL MITIGATION TREES			2

TYRONE S. WOODS
MEMORIAL PARK
CITY OF OREGON CITY PARKS & RECREATION
14511 GLEN OAK ROAD
OREGON CITY, OREGON 97045

SITE PLAN REVIEW SET

REVISION

DATE _____

DRAWN BY

KLM

CHECKED BY

KL & BM

DATE _____

SEPTEMBER 30, 2019

PROJECT NO.

1928

TREE PROTECTION & DEMOLITION LEGEND & NOTES

-0.1



lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3b
portland or 97209

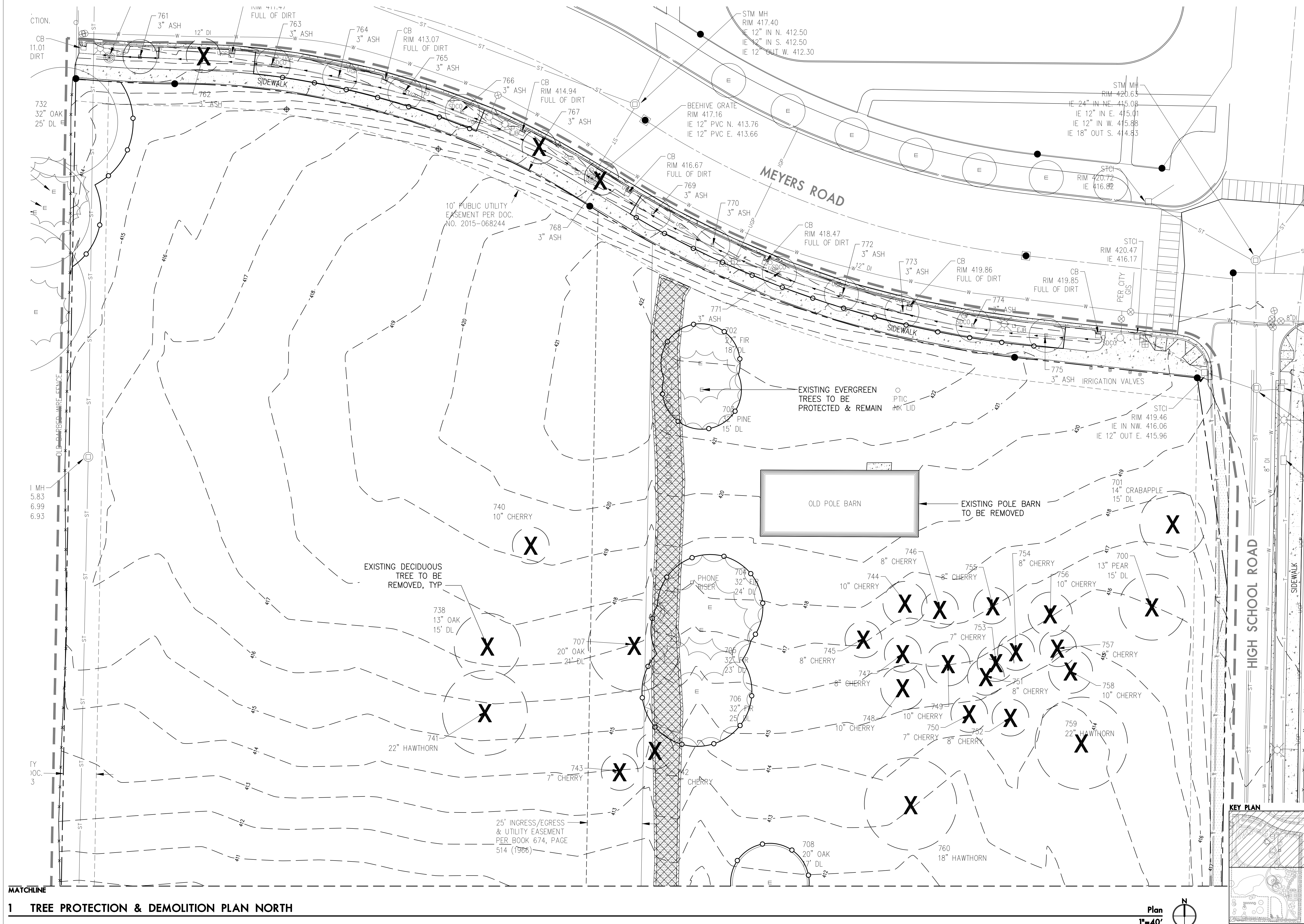
TYRONE S. WOODS
MEMORIAL PARK
CITY OF OREGON CITY PARKS & RECREATION
14511 GLEN OAK ROAD
OREGON CITY, OREGON 97045

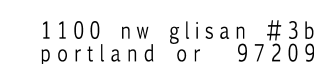
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TREE PROTECTION & DEMOLITION PLAN NORTH

L0.2

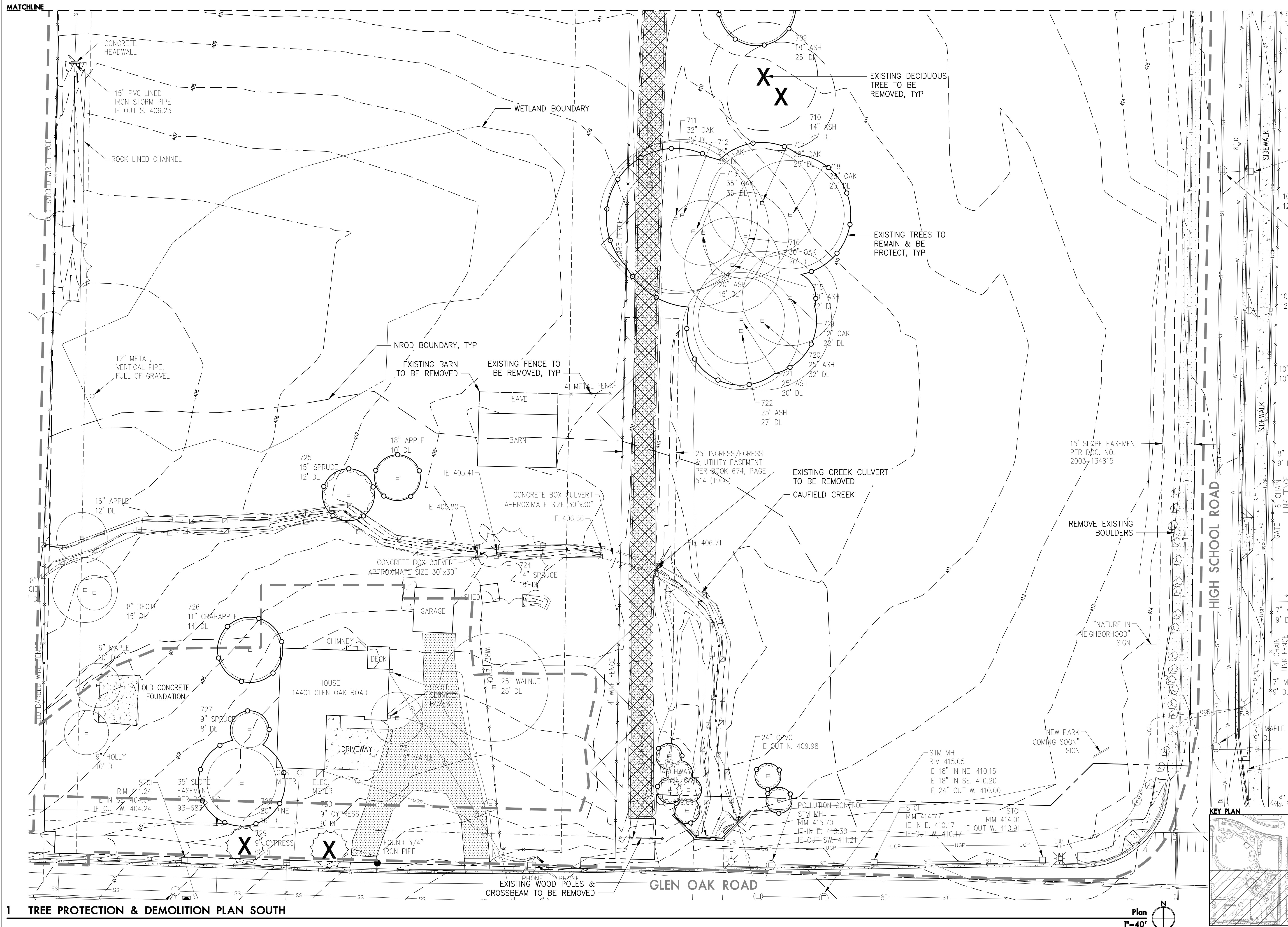
Page 639





SITE PLAN REVIEW SET	
REVISION	DATE
DRAWN BY	KLM
CHECKED BY	KL & BM
DATE	SEPTEMBER 30, 201
PROJECT NO.	1928

Page 640

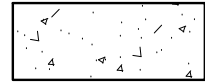
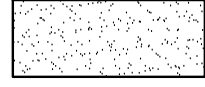
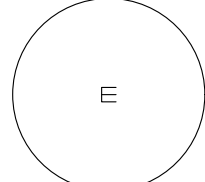
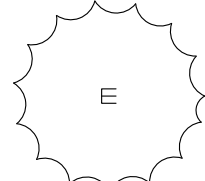




LANDSCAPE ARCHITECTS

1100 nw glisan #3b
portland or 97209

ABBREVIATIONS

- | | |
|---|--|
|  | LIMIT OF WORK LINE |
|  | PROPERTY LINE |
|  | NATURAL RESOURCES
OVERLAY DISTRICT (NROD)
BOUNDARY |
|  | PEDESTRIAN CONCRETE PAVING |
|  | ENGINEERED BARK FIBER |
|  | SEEDDED LAWN |
|  | EXISTING DECIDUOUS TREE |
|  | EXISTING EVERGREEN TREE |

- | | |
|-------|----------------------------------|
| ARCH | ARCHITECTURAL |
| CONC | CONCRETE |
| DWG | DRAWINGS |
| ELEC | ELECTRICAL |
| MECH | MECHANICAL |
| NIC | NOT IN CONTRACT |
| OFOI | OWNER FURNISHED, OWNER INSTALLED |
| PA | PLANTING AREA |
| SIM | SIMILAR |
| SPECS | SPECIFICATIONS |
| STRUC | STRUCTURAL |
| TYP | TYPICAL |
| W/ | WITH |

MATERIALS NOTES

1. THIS PLAN IS BASED ON A SURVEY BY COMPASS LAND SURVEYORS DATED 9/5/2019. NOTIFY LANDSCAPE ARCHITECT OF ANY DISCREPANCIES IDENTIFIED ON SITE RELATED TO SURVEY INFORMATION PRIOR TO INSTALLATION.
2. PROTECT EXISTING VEGETATION TO REMAIN. SEE SPECIFICATION SECTION 015639 FOR FENCING AND OTHER REQUIREMENTS.
3. SEE CIVIL DRAWINGS FOR RIGHT OF WAY IMPROVEMENTS.
4. SEE CIVIL DRAWINGS FOR LOCATION OF UTILITIES.
5. SEE ELECTRICAL DRAWINGS FOR FURTHER INFORMATION REGARDING SITE LIGHTING AND ELECTRIC UTILITIES.
6. IF ARCHAEOLOGICAL OBJECTS OR SITES ARE DISCOVERED DURING CONSTRUCTION, ALL ACTIVITIES SHOULD CEASE IMMEDIATELY UNTIL A PROFESSIONAL ARCHAEOLOGIST CAN EVALUATE THE DISCOVERY.

PLANTING NOTES

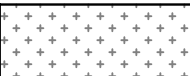
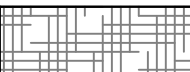
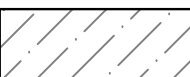
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2. PROTECT EXISTING VEGETATION TO REMAIN; SEE SPECIFICATION SECTION 015639 FOR FENCING AND OTHER REQUIREMENTS.
3. ALL PLANT MATERIAL SHALL BE NURSERY GROWN, WELL ROOTED, AND WELL BRANCHED. ALL TREES MUST BE FREE OF INSECTS, DISEASES, MECHANICAL INJURY, AND OTHER OBJECTIONABLE FEATURES WHEN PLANTED. ALL PLANT MATERIAL SHALL CONFORM TO "AMERICAN STOCK STANDARDS" LATEST EDITION.
4. ALL PLANT MATERIAL TO BE APPROVED BY LANDSCAPE ARCHITECT PRIOR TO INSTALLATION. SEE SPECIFICATIONS.
5. ROW STORMWATER PLANTINGS WILL BE DONE IN ACCORDANCE TO WATER ENVIRONMENT SERVICES STANDARDS.

IMPERVIOUS SURFACE CALCULATION

1. 43,925 SF OF IMPERVIOUS SURFACE CREATED

TREE SCHEDULE

SYMBOL	ABBR	BOTANICAL NAME	COMMON NAME	PLANTING SIZE/CONDITION	SPACING
TREES					
	FL	Fraxinus latifolia	Oregon Ash	2.5" CAL., B&B	AS SHOWN
	LT	Liriodendron tulipifera	Tulip Poplar	2.5" CAL., B&B	AS SHOWN
	NS	Nyssa sylvatica	Black Tupelo	2.5" CAL., B&B	AS SHOWN
	PA	Platanus x acerfolia	London Planetree	2.5" CAL., B&B	AS SHOWN
	PM	Pseudotsuga menziesii	Douglas Fir	8' HT, B&B	AS SHOWN
	QF	Quercus frainetto 'Schmidt'	Forest Green Oak	2.5" CAL., B&B	AS SHOWN
	QG	Quercus garryana	Oregon White Oak	2.5" CAL., B&B	AS SHOWN
	SJ	Sophora japonica	Japanese Pagoda Tree	2.5" CAL., B&B	AS SHOWN
	TC	Tilia cordata 'Greenspire'	Greenspire Linden	2.5" CAL., B&B	AS SHOWN
	TP	Thuja plicata	Western Red Cedar	8' HT, B&B	AS SHOWN
	TH	Tsuga heterophylla	Western Hemlock	8' HT, B&B	AS SHOWN
	UM	Ulmus 'Morton'	Morton Elm	2.5" CAL., B&B	AS SHOWN
	ZS	Zelkova serrata 'Halka'	Halka Zelkova	2.5" CAL., B&B	AS SHOWN

SYMBOL	ABBR	BOTANICAL NAME	COMMON NAME	PLANTING SIZE/CONDITION	SPACING
SHRUBS, GRASSES & GROUND COVER					
ORNAMENTAL PLANTING BEDS 		Arctostaphylos uva ursi	Kinnikinnick	#1/CONT	24" OC
		Abelia x Rose Creek	Rose Creek Abelia	#2/CONT.	36" OC
		Cornus sericea 'Kelseyii'	Kelsey Dogwood	#2/CONT	60" OC
		Deschampsia cespitosa 'Goldtau'	Gold Dew Tufted Hair Grass	#1/CONT	24" OC
PARKING LOT PLANTING  		Arctostaphylos uva ursi	Kinnikinnick	#1/CONT	24" OC
		Caryopteris x clandonensis 'Dark Knight'	Dark Knight Bluebeard	#2/CONT.	36" OC
		Ilex crenata 'Helleri'	Green Island Japanese Holly	#5/CONT.	36" OC
		Ligustrum japonicum 'Rotundifolium'	Japanese Privet	#5/CONT.	48" OC
		Potentilla fruticosa 'Red Ace'	Red Ace Potentilla	#2/CONT.	36" OC
		Viburnum davidii	David Viburnum	#5/CONT.	36" OC
STORMWATER PLANTING 		Carex obovata	Slough sedge	#1/CONT	12" OC
		Philadelphus lewisii	Mock orange	#1/CONT	60" OC
		Ribes sanguineum	Red flowering currant	#1/CONT	60" OC
		Scirpus microcarpus	Small-fruited Bullrush	#1/CONT	24" OC
NR0D WETLAND PLANTING 	PT 498 Clean Water Services Native Riparian / Zone 2 Mix				
NR0D WETLAND PLANTING 	PT 499 Clean Water Services Native Wet Area Mix				
NR0D WETLAND PLANTING 	MITIGATION FOR OFF-SITE IMPACTS AT THE HAZELWOOD SANITARY SEWER PROJECT TO BE PLANTED IN ACCORDANCE TO OCMC 17.49.180. TOTAL TREES: 150 TOTAL SHRUBS: 750				

TYRONE S. WOODS
MEMORIAL PARK
CITY OF OREGON CITY PARKS & RECREATION
14511 GLEN OAK ROAD
OREGON CITY, OREGON 97045

SITE PLAN REVIEW SET

REVISION	DATE
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KL & BM

DATE _____

SEPTEMBER 30, 2019

PROJECT NO.

1928

MATERIALS & PLANTING LEGEND & NOTES

L1.1

Page 641



lango.hansen

LANDSCAPE ARCHITECTS

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TYRONE S. WOODS
MEMORIAL PARK
CITY OF OREGON CITY PARKS & RECREATION
14511 GLEN OAK ROAD
OREGON CITY, OREGON 97045

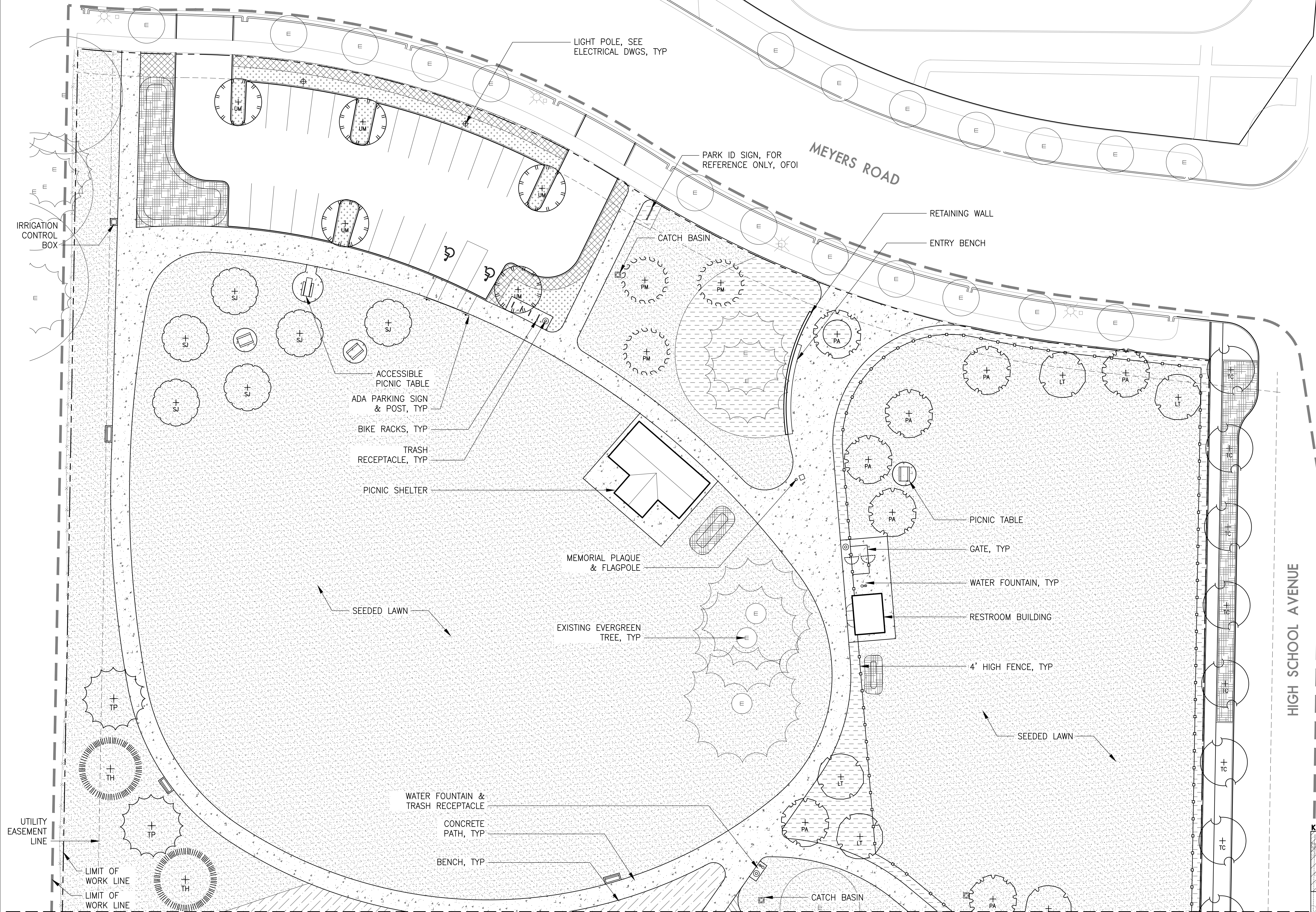
SITE PLAN REVIEW SET

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DATE SEPTEMBER 30, 2019
PROJECT NO. 1928

MATERIALS &
PLANTING PLAN
NORTH

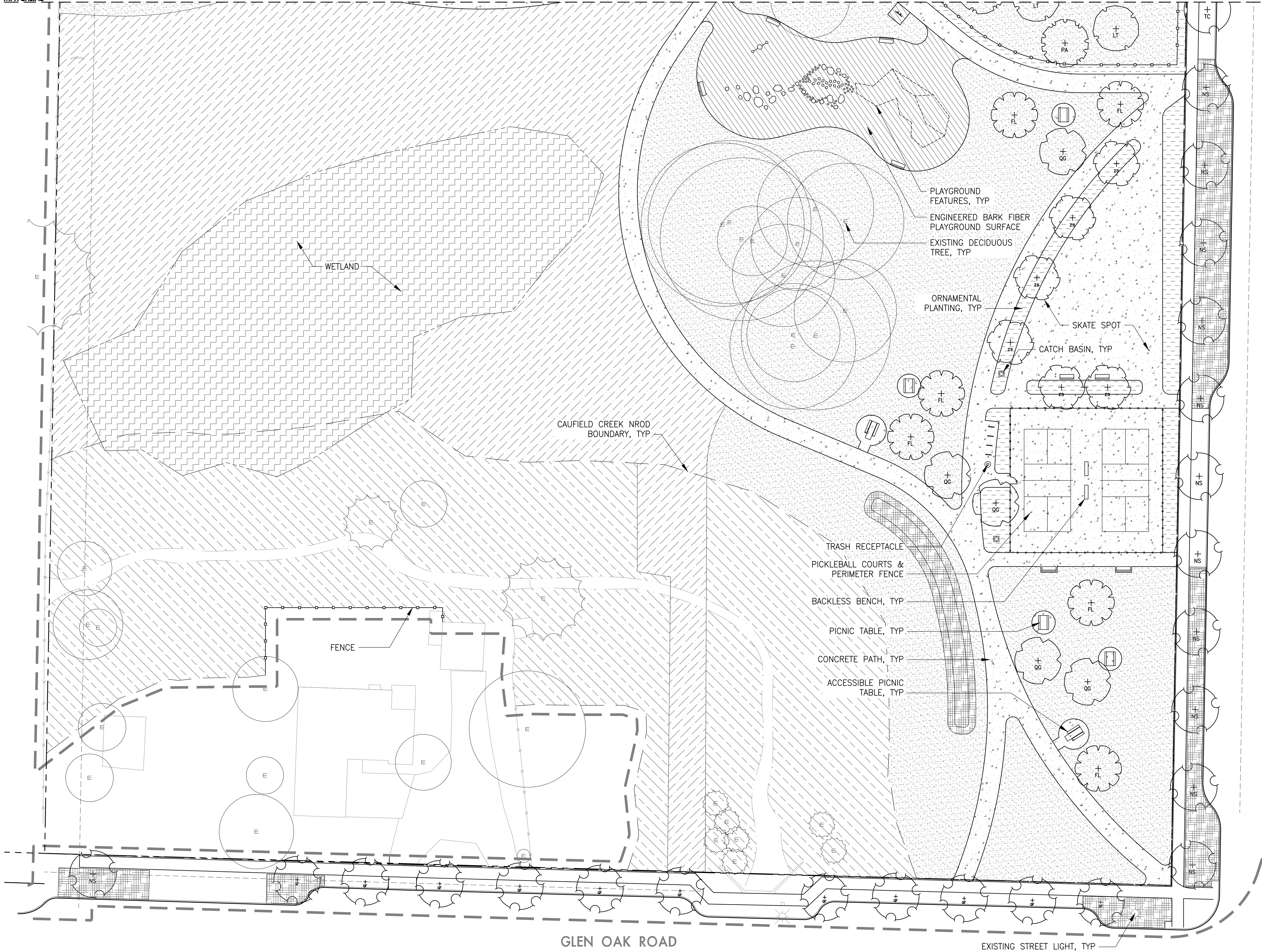
L1.2



1 MATERIALS & PLANTING PLAN NORTH

Plan
1"=40'



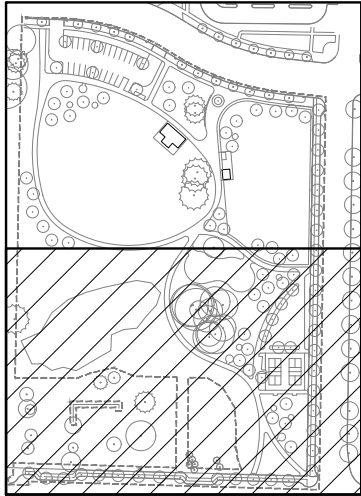


HIGH SCHOOL AVENUE

GLEN OAK ROAD

EXISTING STREET LIGHT, TYP

KEY PLAN



lango.hansen

LANDSCAPE ARCHITECTS

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portland or 97209

TYRONE S. WOODS
MEMORIAL PARK
CITY OF OREGON CITY PARKS & RECREATION
14511 GLEN OAK ROAD
OREGON CITY, OREGON 97045

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DATE SEPTEMBER 30, 2019
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MATERIALS &
PLANTING PLAN
SOUTH

L1.3



HERITAGE TREE OR STAND NOMINATION FORM

OCMC 12.32.010 - Purpose.

The purpose of this chapter is to recognize, foster appreciation and provide for voluntary protection of certain trees, because their age, species, natural resource value, ecological or horticultural value, or historical association, are of special importance to the city. These trees may grow on private or public property.

Site Address: 11720 Hazel Nut Ave, Oregon City, OR 97045

Clackamas County Map and Tax Lot(s): 3-1E-12DB-08000 & 3-1E-120db-08100

Nominator(s):

Nominator(s) Signature(s): Dorothy Dahlsrud

Nominator(s) Name(s) Printed: Dorothy Dahlsrud

Address: 415 Dewey Street Oregon City, OR 97045

Phone: 503-502-0610

Email: dorothydahlsrud@gmail.com

Date: 8/20/2021

Property Owner(s):

Property Owner(s) Signature(s):

Property Owner(s) Name Printed: City of Oregon City

Mailing Address: 695 Parrott Rd Oregon City, OR 97045

Phone: 503-722-3789

Email:

Date:

Ownership:

☐ Private Property

☐ Public Tree in the Right-of-Way (Abutting owner is responsible and must consent to nomination)

☐ City Property

☒ City Park

☐ County-Owned

☐ Metro

☐ Other

OWNER CONSENT AND UNDERSTANDING. Signature below indicates that the owner has read and understands the requirements for heritage tree designation and protection as described in section [OCMC 12.32](#), consents to the nomination, and agrees to subject the property to a restrictive covenant or other legal document to assure protection and replacement of the heritage tree or trees in the event of removal.

Owner Signature(s)

Please proceed to page 2.



TREE SPECIES, SIZE AND CONDITION

*DBH = Diameter at Breast Height, which is the diameter of the trunk measured 4.5' above the ground. To learn how to properly measure or estimate DBH, please visit:

<https://www.wikihow.com/Measure-the-Diameter-of-a-Tree>

Tree	Species	DBH* (inches)	Height (ft)	Canopy Spread (ft)
1.	This stand has been inventoried and reviewed by a			
2.	licenced Arborist and all the files should be in the			
3.	Filberts Run file. As per Pete Walters			
4.				
5.	The trees on the site are all Oregon Natives.			
6.				
7.				
8.				
9.				
10.				

TREE CONDITION. Although optional, it is strongly recommended that the nomination include an assessment of the tree's health and any potentially hazardous conditions that may be present.

Tree	Condition
1.	Please see City's Arborist report that was submitted with the contractors application and design. as per Pete Walters.
2.	
3.	We might want to supply the pictures after the park is completeed, DD
4.	
5.	
6.	
7.	
8.	
9.	
10.	

(Attach Additional Sheets If Needed)

Please proceed to page 3.



CRITERIA FOR DESIGNATION

☒ Please include a detailed explanation why the nominated tree or stand is consistent with the Criteria for Designation in OCMC 12.32.070. Attach additional sheets as needed.

☐ **A. Heritage criteria (at least one heritage criterion must be met).**

1. The tree or stand of trees is associated with events that have made a significant contribution to the broad pattern of Oregon City's history;
2. The tree or stand of trees is associated with the life of a person or group of historic significance to Oregon City;
3. The tree or stand of trees represents a significant and distinguishable presence within Oregon City; or
4. The tree or stand of trees has age, size, or species significance (horticultural or ecological), which contributes to Oregon City's heritage status.

☐ **B. Site and Condition Criteria (all criteria must be satisfied)**

1. The tree species is not listed as invasive on any regionally accepted plant list;
2. If the proposed heritage tree or stand is located on private property or on public property owned by a public agency other than the city of Oregon City, the property owner or, if the tree or stand of trees is located on a public right-of-way, the abutting private property owner consents to the designation and agrees to sign a protective covenant.

☐ **SITE PLAN / MAP.** Please clearly identify the location of the tree or grove on a site plan or map and attach.

☐ **PHOTOGRAPHS.** Please provide current photos of the tree or trees. These may be emailed to the Planning Division at planning@orc.org. Please include "heritage tree photos" in subject line.

STAFF COMMENTS:

Oregon City GIS Map

Item 9c.



Legend

Street Names

Contours (10 ft)

50 foot

10 foot

Taxlots

Taxlots Outside UGB

Unimproved ROW

Water Service Meters (City Owned)

Water Pipes (City Owned)

Water Service Lines

Sewer Structures (City Owned)

Sewer Pipes (City Owned)

Force Main

Gravity Line

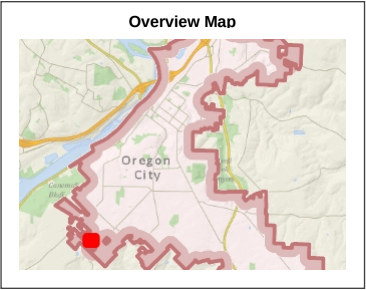
Outfall

Overflow

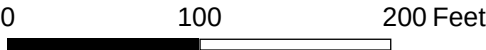
Sewer - Laterals

Inactive or Abandoned

Notes



The City of Oregon City makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, surveying or navigation purposes. Notification of any errors is appreciated.



1: 1,200

Map created 8/18/2021

City of Oregon City
PO Box 3040
625 Center St
Oregon City
OR 97045
(503) 657-0891
www.orecity.org

Page 647

Oregon City GIS Map

Legend

Street Names

Contours (10 ft)

50 foot

10 foot

Taxlots

Taxlots Outside UGB

Unimproved ROW

Water Service Meters (City Owned)

Water Pipes (City Owned)

Water Service Lines

Sewer Structures (City Owned)

Sewer Pipes (City Owned)

Force Main

Gravity Line

Outfall

Overflow

Sewer - Laterals

Inactive or Abandoned

Notes

Overview Map

Item 9c.

City of Oregon City

PO Box 3040

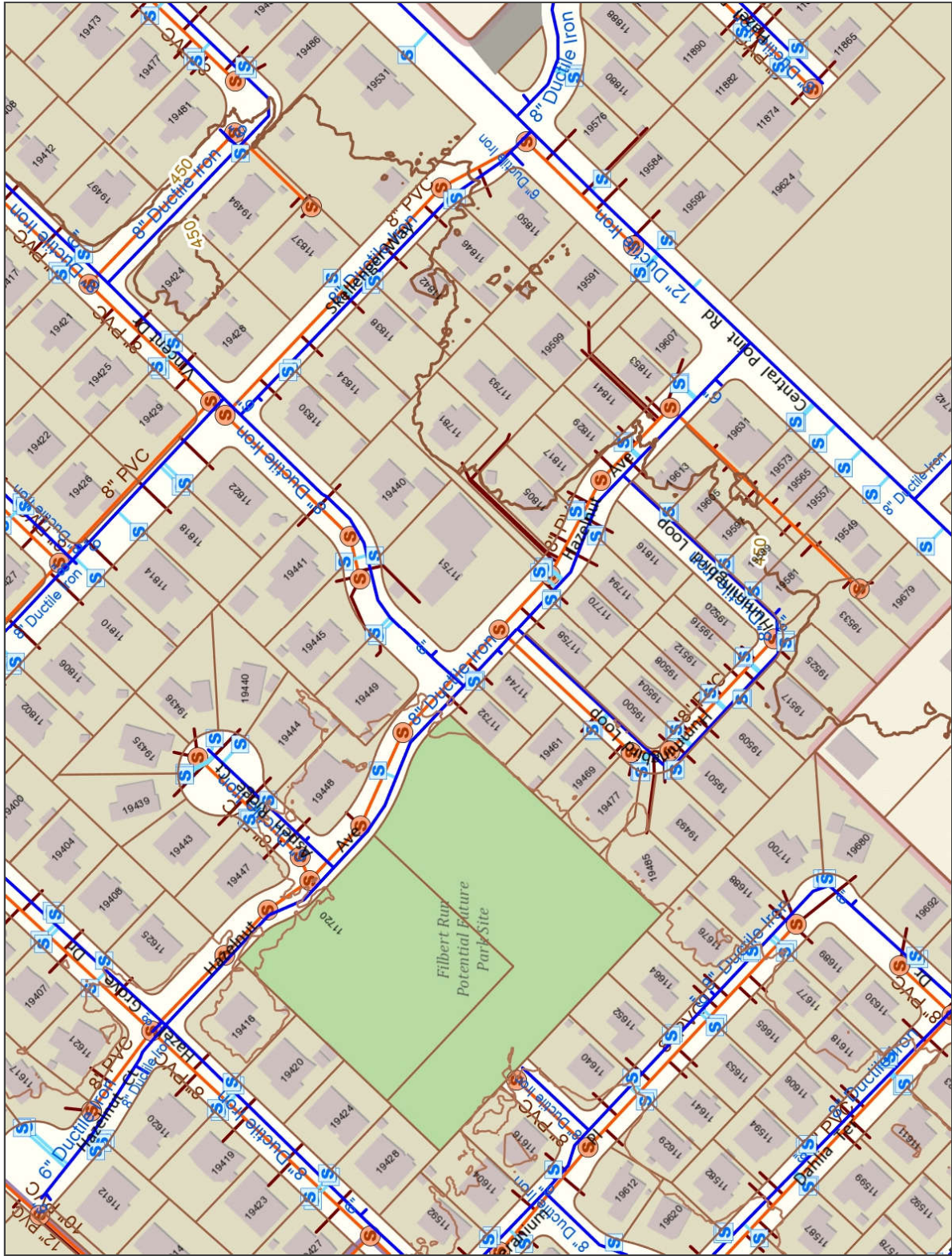
625 Center St

Oregon City

OR 97045

(503) 657-0891

www.oregoncity.org



0 200 400 Feet

1: 2,400

The City of Oregon City makes no representations, express or implied, as to the accuracy, completeness and timeliness of the information displayed. This map is not suitable for legal, engineering, surveying or navigation purposes. Notification of any errors is appreciated.

created 8/18/2021

Laura Terway

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, August 18, 2021 6:24 PM
To: Laura Terway
Cc: Dorothy Dahlsrud
Subject: Filbert Run Heritage Stand Nomination
Attachments: Filbert Run Park Ariel HT Stand Nomination; Filbert Run Park Utilities and sewer; Filbert Run HT Stand Nomination form

Hello Laura,

Please find the attached docs to support the Filbert Run Heritage Stand Nomination.

We might want to take new photos after the park is completed.

Also Pete Walters told me that there has been a survey of the trees and an Arborist report was submitted with the park design.

If you are in need of a letter of support OCPF would be happy to support this nomination and can supply you with a letter if needed. Or maybe Doug Neeley since it's in his hood and has been a huge advocate for this park.

This has been fun,

Sorry to put all these nominations on your plate. The nominations have to have all the needed materials in by Dec 25th. So you might want to get this ready for the new person. However I think you're the one thats going to have to get the Park documents for the two parks I submitted. Tyron and Filbert Run.

Regards as always,

Didi Dahlsrud
503-502-0610

Diliana Vassileva

From: Dorothy Dahlsrud <dorothydahlsrud@gmail.com>
Sent: Wednesday, March 30, 2022 2:49 PM
To: Diliana Vassileva
Subject: Hazel Park Criteria of Designation

Follow Up Flag: Follow up
Flag Status: Completed

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Dear Diliana,

12.32.070 - Criteria for designation.

Hazel Park as a beautiful White Oak tree (Quercus garryana)

It's size would make it an Ancient tree

species of the Pacific coast of North America, with a range stretching from southern California to southwestern British Columbia. It is commonly known as the Oregon white oak or Oregon oak in the United States and as the Garry oak in Canada.

Douglas fir (*Pseudotsuga menziesii*)

Surround the old oak and should be considered when the health of the oak shows signs of decline. Conifer trees like the Douglas Fir can over shadow the Oaks because they have a much higher growth rate.

The largest coast Douglas-firs regularly live over 500 years, with the oldest specimens living for over 1,300 years.^[1]

For a full inventory of the tree stand please reference the inventory done by the parks designer and is on file.

Both of these trees are on the nomination list for recommendation for heritage trees. For other ancient trees in Tyron Park please reference the inventory made by the park designer.

Sincerely,
Dorothy Dahlsrud
502-502-0610

















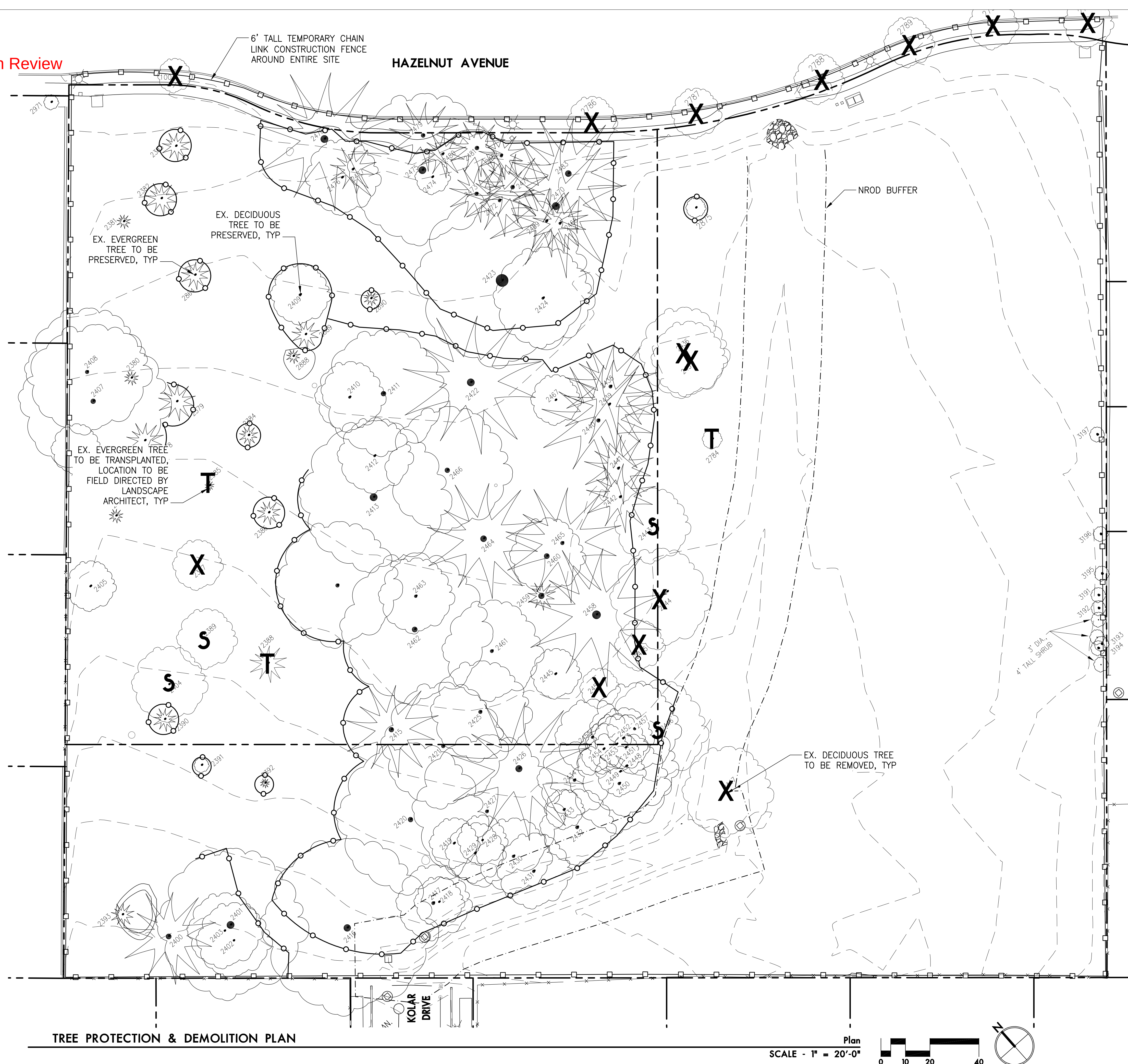


PERMIT SET	
REVISION	DATE
DRAWN BY	BM
CHECKED BY	KL
DATE	MAY 03, 2021
PROJECT NO.	2028

TREE PROTECTION & DEMOLITION PLAN

L0.2

Page 659





lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3b
portland or 97209



FILBERT RUN PARK
CITY OF OREGON CITY PARKS & RECREATION
11720 HAZELNUT AVENUE
OREGON CITY, OREGON 97045

PERMIT SET

REVISION	DATE
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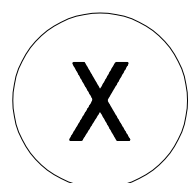
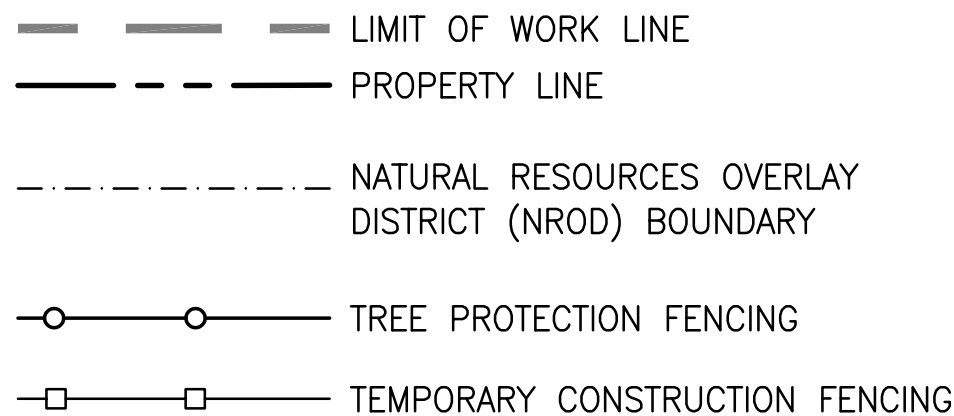
DRAWN BY	BM
CHECKED BY	KL
DATE	MAY 03, 2021
PROJECT NO.	2028

TREE PROTECTION & DEMOLITION LEGEND & NOTES

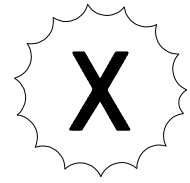
L0.1

Page 660

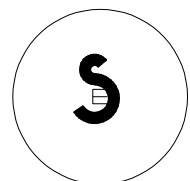
DEMOLITION/TREE PROTECTION LEGEND



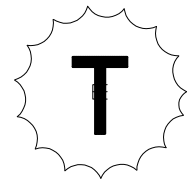
EXISTING DECIDUOUS TREE,
TO BE REMOVED



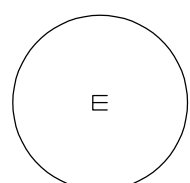
EXISTING EVERGREEN TREE,
TO BE REMOVED



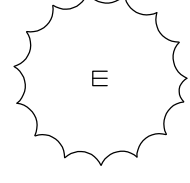
EXISTING STUMP AND
ROOTBALL, TO BE REMOVED



EXISTING EVERGREEN TREE,
TO BE TRANSPLANTED



EXISTING DECIDUOUS TREE



EXISTING EVERGREEN TREE

TREE AND PLANT PROTECTION NOTES

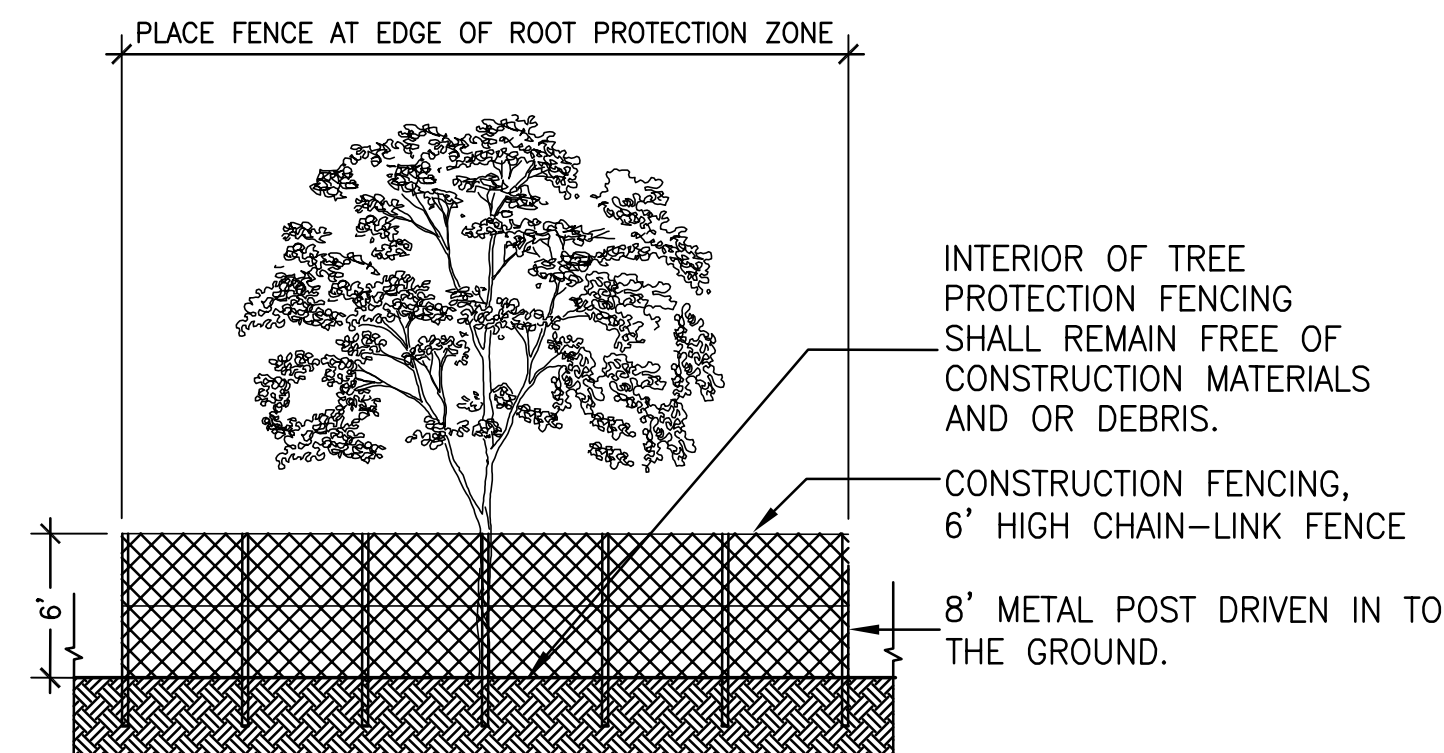
1. PROTECT ALL TREES INDICATED TO REMAIN, INCLUDING BARK AND ROOT ZONES. INSTALL PROTECTIVE FENCING WHERE INDICATED ON THE TREE PROTECTION PLAN. PROTECTIVE BARRIERS SHALL BE PLACED BEFORE PHYSICAL DEVELOPMENT STARTS AND SHALL STAY IN PLACE UNTIL AFTER PLANNING OFFICIAL AUTHORIZES THEIR REMOVAL OR A FINAL CERTIFICATE OF OCCUPANCY IS ISSUED, WHICHEVER OCCURS FIRST.
2. TREE PROTECTION FENCING SHALL BE CHAIN LINK, MINIMUM OF 6' HEIGHT, SECURED WITH STEEL POSTS, INSTALLED 5' BEYOND THE EDGE OF THE ROOT ZONE OR AS INDICATED ON THE TREE REMOVAL AND PROTECTION PLAN.
3. EXCAVATION WITHIN THE TREE PROTECTION ZONE WILL BE PERFORMED USING ONLY NON-MOTORIZED HANDHELD TOOLS AND SHALL BE THE MINIMUM NECESSARY TO ACCOMPLISH THE PURPOSE FOR THE EXCAVATION AND TO ENSURE LONG-TERM SURVIVAL OF THE TREE.
4. TREE PROTECTION FENCING SHALL BE FLUSH WITH THE INITIAL UNDISTURBED GRADE.
5. APPROVED SIGNS SHALL BE ATTACHED TO PROTECTION FENCING, AND VISIBLY STATING THAT INSIDE THE FENCING IS A TREE PROTECTION ZONE, NOT TO BE DISTURBED UNLESS PRIOR APPROVAL HAS BEEN OBTAINED FROM OWNER'S REPRESENTATIVE.
6. NO CONSTRUCTION ACTIVITY SHALL OCCUR WITHIN THE TREE PROTECTION ZONE, INCLUDING, BUT NOT LIMITED TO DUMPING OR STORAGE OF MATERIALS SUCH AS BUILDING SUPPLIES, SOIL, WASTE ITEMS, OR PARKED VEHICLES AND EQUIPMENT.
7. THE TREE PROTECTION ZONE SHALL REMAIN FREE OF CHEMICALLY INJURIOUS MATERIALS AND LIQUIDS SUCH AS PAINTS, THINNERS, CLEANING SOLUTIONS, PETROLEUM PRODUCTS, AND CONCRETE OR DRY WALL EXCESS, CONSTRUCTION DEBRIS, OR RUNOFF.
8. NO EXCAVATION, TRENCHING, GRADING, ROOT PRUNING OR OTHER ACTIVITY SHALL OCCUR WITHIN THE TREE PROTECTION ZONE UNLESS DIRECTED BY AN ARBORIST PRESENT ON SITE AND APPROVED BY OWNER'S REPRESENTATIVE.
9. NO FILL OR COMPACTION SHALL OCCUR WITHIN THE CRITICAL ROOT ZONES OF ANY OF THE TREES. IF COMPACTION IS UNAVOIDABLE, MEASURES SHALL BE TAKEN AS RECOMMENDED BY A CERTIFIED ARBORIST TO REDUCE OR MITIGATE THE IMPACT OF THE FILL OR COMPACTION.

DEMOLITION NOTES

1. PRIOR TO CONSTRUCTION CONTACT UTILITY COMPANIES TO LOCATE AND MARK IN THE FIELD ALL UTILITY LINES SUCH AS GAS, WATER, ELECTRICAL AND COMMUNICATION LINES.
2. EXISTING FEATURES MAY VARY FROM WHAT IS SHOWN ON PLAN. CONTRACTOR TO VERIFY ALL EXISTING AS-BUILT INFORMATION, UTILITIES, AND LOCATION OF ELEMENTS TO BE DEMOLISHED PRIOR TO BEGINNING WORK.
3. PROTECT ALL EXISTING STRUCTURES, PAVEMENT, CURBS, FURNISHINGS, AND PLANTING NOT SCHEDULED FOR REMOVAL.
4. CONTRACTOR IS RESPONSIBLE FOR DEMOLITION OF ALL SURFACE MATERIALS, SUBGRADE MATERIALS, FOOTINGS AND UTILITIES NEEDED TO CONSTRUCT PROPOSED WORK.
5. UTILITY INFORMATION SHOWN FOR REFERENCE ONLY. SEE CIVIL AND ELECTRICAL FOR SPECIFIC INFORMATION REGARDING THE DEMOLITION AND PROTECTION OF EXISTING UTILITIES.
6. SEE CIVIL DRAWINGS FOR DEMOLITION AND PROTECTION WITHIN THE R.O.W.
7. REPAIR AND RESEED ALL LAWN AREAS DISTURBED BY CONSTRUCTION ACTIVITY INCLUDING SOIL PREPARATION. ALL OTHER LANDSCAPE AREAS DAMAGED BY CONSTRUCTION SHALL BE REPAIRED OR REPLACED AT CONTRACTOR'S EXPENSE.

NOTES:

1. EXISTING SOIL CHEMISTRY SHALL NOT BE ALTERED BY CONSTRUCTION ACTIVITIES. CHEMICAL WASTES AT CONSTRUCTION SITE SHALL BE DISPOSED OF PROPERLY AND NOT DRAINED ONTO SOIL.
2. CONSTRUCTION FENCING SHALL BE PLACED BEFORE CONSTRUCTION STARTS AND REMAIN IN PLACE UNTIL CONSTRUCTION HAS BEEN COMPLETED.



1 TREE PROTECTION FENCING

Section
NTS

ONSITE TREE REMOVAL TABLE

ID	TREES TO BE REMOVED	SIZE	CONDITION	LOCATION	REQD. MITIGATION TREES
2436	SALIX SCOULERIANA	21"	POOR	ONSITE	0
2437	SALIX SCOULERIANA	11"	POOR	ONSITE	0
2444	MALUS SPP. (FRUITING)	12"	FAIR	ONSITE	1
2445	MALUS DOMESTICA	6"	FAIR	ONSITE	1
2447	MALUS DOMESTICA	16"	FAIR	ONSITE	2
2456	RHAMNUS PURSHIANA	6"	POOR	ONSITE	0
TOTAL MITIGATION TREES					4

NOTES:

1. MITIGATION TREES SHOWN ON THE PLANTING PLAN.

ROW TREE REMOVAL TABLE

ID	TREES TO BE REMOVED	SIZE	CONDITION	LOCATION	REQD. MITIGATION TREES
100	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2786	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2787	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2788	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2789	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2790	PYRUS CALLERYANA	6"	POOR	STREET TREE	1
2791	PYRUS CALLERYANA	8"	POOR	STREET TREE	1
TOTAL MITIGATION TREES					7

NOTES:

1. MITIGATION TREES SHOWN ON THE PLANTING PLAN.
2. ALL PYRUS CALLERYANA STREET TREES WERE SEVERELY DAMAGED DURING THE FEBRUARY 2021 ICE STORM AND WILL BE REPLACED WITH NEW STREET TREES.



00 nw glisan #3b
ortland or 97209

HAZELNUT AVENUE
OREGON CITY, OREGON 97045

REVISION	DATE
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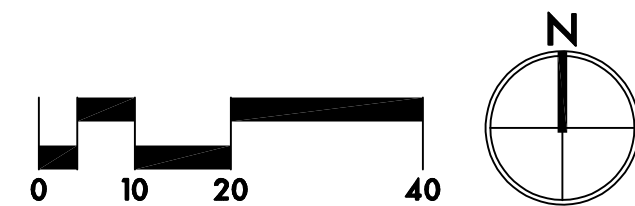
PLANTING PLAN

Page 661



Plan

SCALE - 1" = 20'-0"



Tree Preservation Plan

Site:

Filbert Run Park

11671 Hazelnut Ave.
Oregon City, OR 97045

Prepared for:

Lango Hansen Landscape Architects

1100 NW Glisan St. Ste. 3B
Portland, OR 97209

Prepared by:

Sean Rinault

ISA Board Certified Master Arborist #PN-7889B
ISA Tree Risk Assessment Qualified



**BARTLETT
TREE EXPERTS**

SCIENTIFIC TREE CARE SINCE 1907

Bartlett Tree Experts
11814 SE Jennifer Street
Clackamas, OR 97015
(503)-722-7267

www.bartlett.com

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Background

In November 2020, Kurt Lango of Lango Hansen Landscape Architects contacted Bartlett Tree Experts regarding tree preservation on the site of a city park located in Oregon City, Oregon. A walkway is planned, which would loosely circumnavigate a large stand of mature trees of mixed species more or less centrally located in the existing park. Construction of the walkway has the potential of encroaching into the root zones of one or more of the trees. An arborist's report was requested with regard to protection of the trees most likely to experience impacts from construction activities. Regional Inventory Arborist Sean Rinault visited the site on November 24, 2020 to inventory and tag the trees, and visually assess the site for the purpose of preparing this report.

Purpose

The intended purpose of this report is to provide recommendations for preserving existing trees within the property lines of Filbert Run Park, located at 11671 Hazelnut Ave., adjacent to the proposed areas of development of the concrete walkway, as set forth in Chapter 17.41.130 of the Oregon City Municipal Code.

Assignment

- Inventory and tag trees with stem diameters of six inches or larger
- Compile and provide a list of trees inventoried and a map
- Provide recommendations for protection/preservation of inventoried trees through and following construction of the walkway

Limits of the Assignment

- Information regarding the project referenced in this report was obtained from the current site plan submitted to Bartlett Tree Experts (BTE) by Kurt Lango, and the physical inventory conducted by BTE on November 24, 2020.
- The inventory was performed from the ground for visual conditions.
- This tree inventory was not a tree risk assessment. As such, no trees were assessed for risk in accordance with industry standards, nor are there any tree risk ratings or risk mitigation recommendations provided within this preservation plan.

- Only trees six inches or larger in stem diameter are included in the inventory, unless they already have a city-issued silver tag. Trees with silver tags are included, regardless of stem diameter.
- There is no guarantee for the preservation of the trees contained in this report, however, the preservation plan is made with the best interest intended for the trees being preserved.

Discussion

Construction activities can cause profound changes to the area surrounding a tree's root system, by virtue of what has to be done for the majority of projects. Access traffic, storage of materials, grading, and trenching can result in soil compaction, crushing or severing of roots, injury to aboveground portions (trunk and branches), and drainage changes.

Cutting of roots reduces a tree's ability to supply itself with water and nutrients necessary to produce the sugars and carbohydrates necessary for sustaining life. Compaction of the soil reduces air pockets in the soil and makes it more difficult for roots to grow through it. It also slows or even prevents drainage of irrigation or storm water, which can result in excessively wet conditions, leading to root rot. Breakage and injury to a tree's trunk and branches reduce its aesthetic value, but more importantly, can leave entry points for pests and diseases.

The issues above often do not appear immediately after the area surrounding a tree has been disturbed. It can be years after the project has been completed that stress signs become apparent. Reduced growth, changes in color or leaf size, branch dieback, or even tree death can follow large disturbances.

The proposed project is minimal in scope. It amounts to the installation of a concrete walkway measuring six feet across, and routed in an approximate square around the stand of largest trees toward the center of the existing park. No large-scale building or parking lot construction is planned as of this writing, so planned construction activities are to be minimally invasive.

The plan is also to retain nearly all of the healthy trees. Tree #4870, an apple tree (*Malus domestica*) cross-referenced to the city-issued tag #2447, is the only tree in relatively good health that is planned for removal. The City does have a mitigation requirement for any healthy trees removed in the course of construction, based on the stem diameter at breast height (DBH, taken at 4.5 feet above the ground) of the tree(s) removed, and whether it(they) was(were) inside the construction envelope. Table 17.41.060-1 (taken from the City's development standard) summarizes the mitigation requirements.

Table 17.41.060-1

Tree Replacement Requirements

All replacement trees shall be either: two-inch caliper deciduous, or six-foot high conifer

Size of tree removed (DBH)	Column 1	Column 2
	Number of trees to be planted. (If removed Outside of construction area)	Number of trees to be planted. (If removed Within the construction area)
6 to 12"	3	1
13 to 18"	6	2
19 to 24"	9	3
25 to 30"	12	4
31 and over"	15	5

Any trees to be removed that appear in the table in Appendix II with a condition class of "Good" or "Fair" would require replacement in the manner outlined above. Any with a condition class of "Poor" can be considered diseased or dangerous, and would not be expected to attain the form or health considered typical of their species. Removal of any tree with such a designation does not require mitigation.

Recommendations

1. Trees to be preserved within or in close proximity to locations where the ground will be disturbed by construction or activities supporting it should have a tree protection zone (TPZ) established, based on the trunk diameter at breast height (DBH-taken to be 4.5 feet above ground level). A radius of one foot per inch of trunk diameter is recommended. For a 15-inch DBH tree, the TPZ radius would be 15 feet (diameter of 30 feet).
2. TPZs shall be delineated with construction fencing (approved by the city) measuring a minimum of four feet high, and set with steel posts spaced a maximum of ten feet apart.
3. Groups of trees can be protected as groups, with the fencing mentioned above surrounding collective TPZs, rather than a series of closely spaced individual TPZs. This tends to be less time and material intensive, and often results in fewer disturbances for the trees being protected.

4. Signage approved by the city shall be installed on the fencing surrounding TPZs. Such signage must state that the area inside the fence is a tree protection zone, and that entrance into the area is prohibited unless approved by the community development director.
5. Incursions into TPZs are to be avoided, where practical. In cases where development must encroach into any TPZ, encroachment should be limited to 25% or less of the total area (square footage) of the TPZ. For the same 15-inch tree, the total TPZ area would be 706.5 square feet (15 x 15 x 3.14). Total encroachment is limited to 176.6 square feet.
6. Additionally, encroachment into any TPZ should approach no closer to the tree than 50% of the TPZ radius. Again, in the case of the 15-inch tree, development should not approach any closer than 7.5 feet from the tree's trunk.
7. Stockpiling of materials, vehicle operation, and parking is prohibited within TPZs.
8. Maintain existing grade within TPZs. Raising or lowering grades is prohibited, except as permitted by and under the supervision of the consulting arborist. Contractor should contact the consulting arborist for recommendations where trees to be saved conflict with grading.
9. Removal of branches or root pruning of trees to remain is to be performed by a qualified arborist under the supervision of the consulting arborist.
10. Excavation and trenching around tree roots within the TPZs is prohibited, except by permission and under the supervision of the consulting arborist.
11. When excavating is required within the Tree Protection Zones, locate roots by hand digging or by the use of an Air-Spade®. Do not cut roots larger than 2 inches in diameter. Cut smaller roots only if they interfere with new work and only with a sharp instrument.
12. TPZ fencing and signage are to be kept intact and in good repair until construction is complete and all inspections have been passed.
13. Trees that are to remain should be watered as needed to maintain their health during the course of construction.

Appendix I – Site Map

Map 1: Entire inventory of the property.



Condition: ● Good ● Fair ● Poor

Appendix II – Entire Inventory Table

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4801	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	8	10	Fair
4802	~	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	6	8	Good
4803	~	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	7	8	Good
4804	2408	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	17	15	Good
4805	2407	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	21	20	Good
4806	2406	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	10	Fair
4807	2405	Cascara	<i>Rhamnus</i>	<i>purshiana</i>	8	8	Fair
4808	2404	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	9	10	Fair
4809	2400	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	27	20	Good
4810	2402	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	6	8	Fair
4811	2403	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	6	8	Fair
4812	2401	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	34	30	Good
4813	2416	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	32	35	Good
4814	2417	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Good
4815	2418	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	3	8	Fair
4816	2420	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	25	20	Good
4817	2419	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	10	10	Good
4818	2429	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	10	10	Good
4819	2428	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	3	8	Poor
4820	2427	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Fair
4821	2421	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	18	20	Good
4822	2425	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	19	20	Good
4823	2415	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	25	20	Good
4824	2461	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	15	20	Good
4825	2462	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	25	30	Good
4826	2463	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	10	Good
4827	2414	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	25	25	Good
4828	2413	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	33	30	Good
4829	2412	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	9	15	Good
4830	2466	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	20	20	Good
4831	2411	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	23	25	Good
4832	2410	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	15	Good
4833	2422	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	38	25	Good
4834	~	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	11	15	Good

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4835	2476	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	8	10	Fair
4836	2477	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	9	10	Good
4837	2478	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	34	25	Good
4838	2479	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	22	20	Fair
4839	2475	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	31	20	Good
4840	2474	Apple-Common	<i>Malus</i>	<i>domestica</i>	9	10	Fair
4841	~	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	18	15	Fair
4842	2480	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	13	10	Fair
4843	2481	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	15	Good
4844	2482	Falsecypress-Lawson	<i>Chamaecyparis</i>	<i>lawsoniana</i>	13	10	Fair
4845	2473	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	15	Good
4846	2472	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	15	Good
4847	2471	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	21	15	Good
4848	2483	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	28	20	Good
4849	2470	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	33	25	Good
4850	2468	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	10	8	Poor
4851	2469	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	10	Fair
4852	2423	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	58	40	Fair
4853	2424	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	10	Good
4854	2436	Willow-Scouler's	<i>Salix</i>	<i>scouleriana</i>	21	15	Poor
4855	2437	Willow-Scouler's	<i>Salix</i>	<i>scouleriana</i>	11	10	Poor
4856	2438	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	15	15	Good
4857	2439	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	10	Fair
4858	2440	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	17	15	Good
4859	2467	Crabapple	<i>Malus</i>	<i>sp</i>	9	10	Fair
4860	2441	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	11	10	Fair
4861	2442	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	17	10	Fair
4862	2443	Apple-Common	<i>Malus</i>	<i>domestica</i>	9	15	Fair
4863	2465	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	20	Good
4864	2460	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	24	15	Poor
4865	2464	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	32	25	Good
4866	2458	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	40	30	Good
4867	2444	Apple-Common	<i>Malus</i>	<i>domestica</i>	12	20	Fair
4868	2445	Apple-Common	<i>Malus</i>	<i>domestica</i>	6	8	Fair
4869	2446	Apple-Common	<i>Malus</i>	<i>domestica</i>	10	15	Fair
4870	2447	Apple-Common	<i>Malus</i>	<i>domestica</i>	16	15	Fair
4871	2456	Cascara	<i>Rhamnus</i>	<i>purshiana</i>	6	10	Poor

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4872	2435	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Fair
4873	2455	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	15	Good
4874	2454	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4875	2453	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	9	15	Good
4876	2452	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4877	2457	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	15	Good
4878	2448	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	15	Good
4879	2449	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4880	2450	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	14	15	Good
4881	2434	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	15	Good
4882	2433	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	7	8	Good
4883	2432	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Good
4884	2431	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	15	Good
4885	2430	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	14	20	Good
4886	2426	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	33	30	Good
4887	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4888	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4889	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4890	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4891	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	8	10	Fair

*BTE Tree ID refers to the sequentially numbered blue aluminum tags affixed to the main stem of each tree inventoried by Bartlett Tree Experts in November 2020.

**OC Tag # refers to the rectangular hand numbered tags affixed to trees previously inventoried by the City of Oregon City.

Appendix III - Assumptions and Limiting Conditions

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
2. The consultant shall not be required to give testimony or attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication of use for any purpose by any other than the persons to whom it is addressed, without the prior expressed written or verbal consent of the consultant.
5. This report, or any copy thereof, shall not be conveyed, in whole or in part, by anyone, including the client, to the public via any media type or outlet, without the prior expressed consent of the consultant specifically as to value conclusions, identity of the consultant, or any reference to any professional society or institute or to any initialed designation conferred upon the consultant as stated in his qualification.
6. This report and values expressed herein represent the opinion of the consultant, and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
7. Information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the plans or property in question may not arise in the future.

Appendix IV - Certificate of Performance

I, Sean J Rinault, certify that:

- I have no current or prospective interest in the trees on the property, and have no personal interest or bias with respect to the parties involved;
- The analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts;
- My analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted arboricultural practices;
- No one provided significant professional assistance to me, except as indicated within this report;
- My compensation is not contingent upon the reporting of a predetermined conclusion that factors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events.

I further certify that I am an International Society of Arboriculture Board Certified Master Arborist, # PN-7889B, and am tree risk assessment qualified. I am a member in good standing of the International Society of Arboriculture. I have been involved in the field of Arboriculture in a fulltime capacity for over twenty years.

Signed: _____



Date: 13 December, 2020



lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3b
portland or 97209

FILBERT RUN PARK
CITY OF OREGON CITY PARKS & RECREATION
HAZELNUT AVENUE
OREGON CITY, OREGON 97045

SITE PLAN REVIEW SET

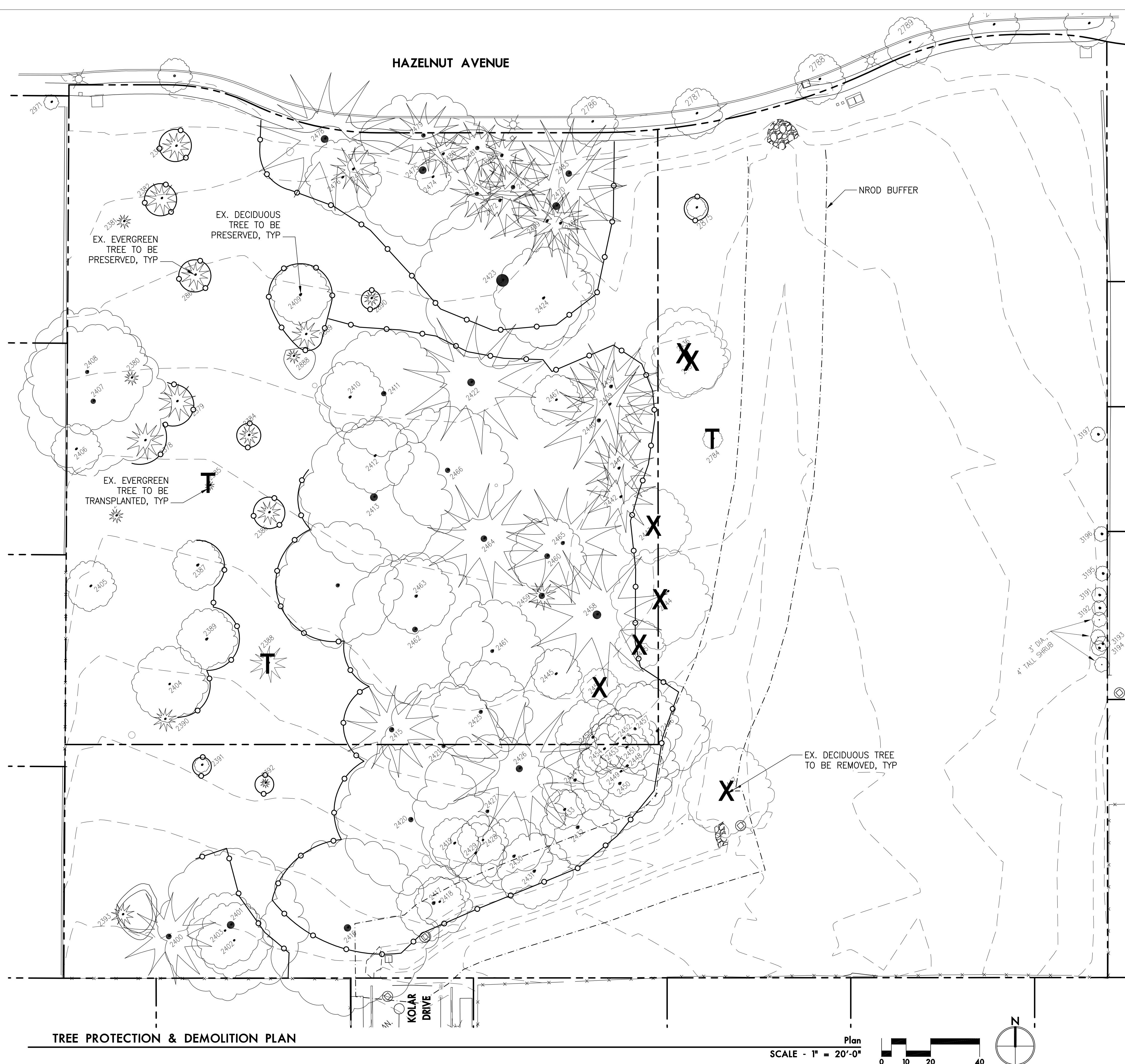
REVISION	DATE
----------	------

DRAWN BY	BM
CHECKED BY	KL
DATE	DEC 16, 2020
PROJECT NO.	2028

TREE PROTECTION & DEMOLITION PLAN

L0.2

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lango.hansen

LANDSCAPE ARCHITECTS

1100 nw glisan #3b
portland or 97209

FILBERT RUN PARK
CITY OF OREGON CITY PARKS & RECREATION

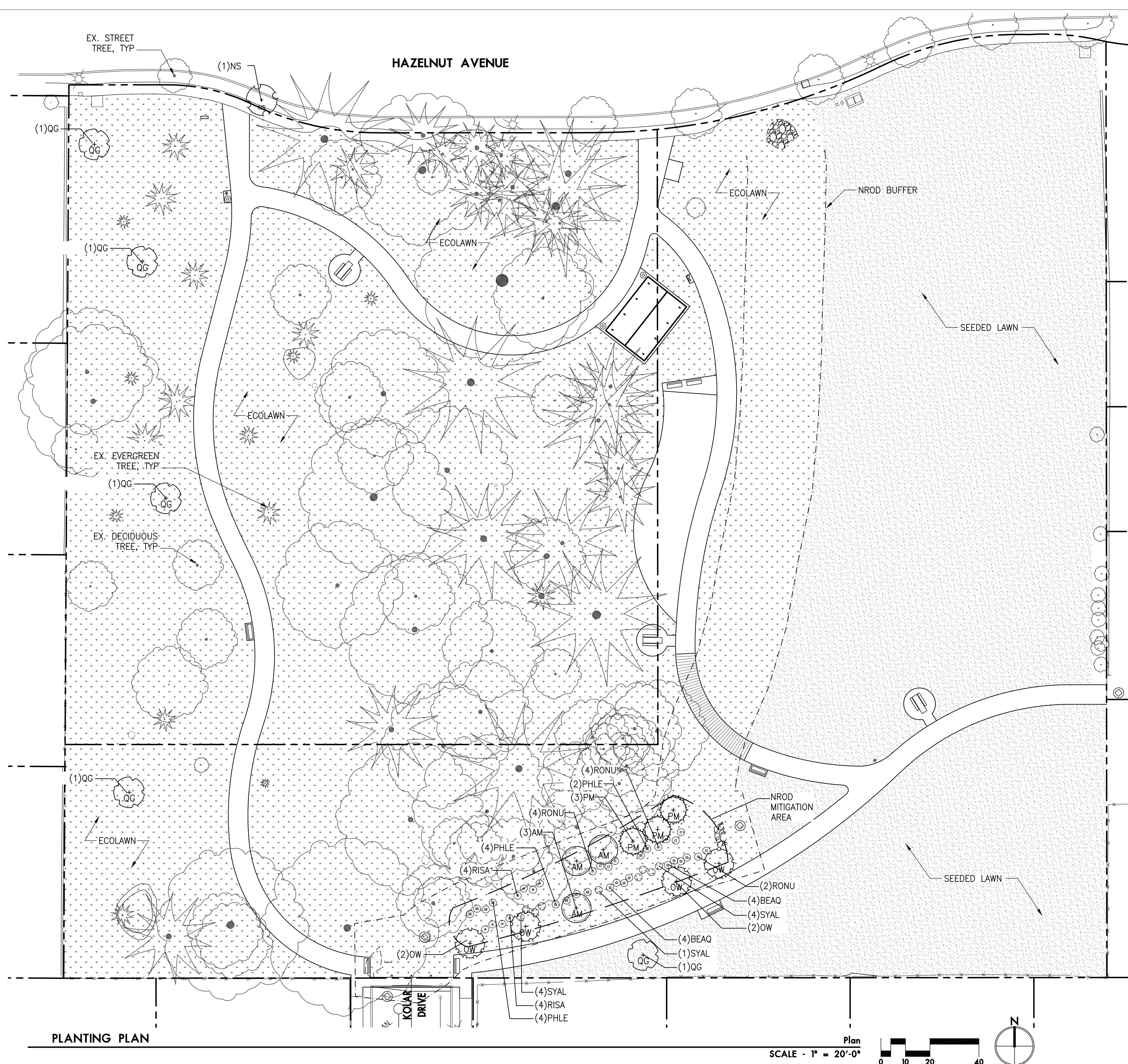
HAZELNUT AVENUE
OREGON CITY, OREGON 97045

[illegible]

PLANTING PLAN

L3.2

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Tree Preservation Plan

Site:

Filbert Run Park

11671 Hazelnut Ave.
Oregon City, OR 97045

Prepared for:

Lango Hansen Landscape Architects

1100 NW Glisan St. Ste. 3B
Portland, OR 97209

Prepared by:

Sean Rinault

ISA Board Certified Master Arborist #PN-7889B
ISA Tree Risk Assessment Qualified



Bartlett Tree Experts
11814 SE Jennifer Street
Clackamas, OR 97015
(503)-722-7267

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Background

In November 2020, Kurt Lango of Lango Hansen Landscape Architects contacted Bartlett Tree Experts regarding tree preservation on the site of a city park located in Oregon City, Oregon. A walkway is planned, which would loosely circumnavigate a large stand of mature trees of mixed species more or less centrally located in the existing park. Construction of the walkway has the potential of encroaching into the root zones of one or more of the trees. An arborist's report was requested with regard to protection of the trees most likely to experience impacts from construction activities. Regional Inventory Arborist Sean Rinault visited the site on November 24, 2020 to inventory and tag the trees, and visually assess the site for the purpose of preparing this report.

Purpose

The intended purpose of this report is to provide recommendations for preserving existing trees within the property lines of Filbert Run Park, located at 11671 Hazelnut Ave., adjacent to the proposed areas of development of the concrete walkway, as set forth in Chapter 17.41.130 of the Oregon City Municipal Code.

Assignment

- Inventory and tag trees with stem diameters of six inches or larger
- Compile and provide a list of trees inventoried and a map
- Provide recommendations for protection/preservation of inventoried trees through and following construction of the walkway

Limits of the Assignment

- Information regarding the project referenced in this report was obtained from the current site plan submitted to Bartlett Tree Experts (BTE) by Kurt Lango, and the physical inventory conducted by BTE on November 24, 2020.
- The inventory was performed from the ground for visual conditions.
- This tree inventory was not a tree risk assessment. As such, no trees were assessed for risk in accordance with industry standards, nor are there any tree risk ratings or risk mitigation recommendations provided within this preservation plan.

- Only trees six inches or larger in stem diameter are included in the inventory, unless they already have a city-issued silver tag. Trees with silver tags are included, regardless of stem diameter.
- There is no guarantee for the preservation of the trees contained in this report, however, the preservation plan is made with the best interest intended for the trees being preserved.

Discussion

Construction activities can cause profound changes to the area surrounding a tree's root system, by virtue of what has to be done for the majority of projects. Access traffic, storage of materials, grading, and trenching can result in soil compaction, crushing or severing of roots, injury to aboveground portions (trunk and branches), and drainage changes.

Cutting of roots reduces a tree's ability to supply itself with water and nutrients necessary to produce the sugars and carbohydrates necessary for sustaining life. Compaction of the soil reduces air pockets in the soil and makes it more difficult for roots to grow through it. It also slows or even prevents drainage of irrigation or storm water, which can result in excessively wet conditions, leading to root rot. Breakage and injury to a tree's trunk and branches reduce its aesthetic value, but more importantly, can leave entry points for pests and diseases.

The issues above often do not appear immediately after the area surrounding a tree has been disturbed. It can be years after the project has been completed that stress signs become apparent. Reduced growth, changes in color or leaf size, branch dieback, or even tree death can follow large disturbances.

The proposed project is minimal in scope. It amounts to the installation of a concrete walkway measuring six feet across, and routed in an approximate square around the stand of largest trees toward the center of the existing park. No large-scale building or parking lot construction is planned as of this writing, so planned construction activities are to be minimally invasive.

The plan is also to retain nearly all of the healthy trees. Tree #4870, an apple tree (*Malus domestica*) cross-referenced to the city-issued tag #2447, is the only tree in relatively good health that is planned for removal. The City does have a mitigation requirement for any healthy trees removed in the course of construction, based on the stem diameter at breast height (DBH, taken at 4.5 feet above the ground) of the tree(s) removed, and whether it(they) was(were) inside the construction envelope. Table 17.41.060-1 (taken from the City's development standard) summarizes the mitigation requirements.

Table 17.41.060-1

Tree Replacement Requirements

All replacement trees shall be either: two-inch caliper deciduous, or six-foot high conifer

Size of tree removed (DBH)	Column 1	Column 2
	Number of trees to be planted. (If removed Outside of construction area)	Number of trees to be planted. (If removed Within the construction area)
6 to 12"	3	1
13 to 18"	6	2
19 to 24"	9	3
25 to 30"	12	4
31 and over"	15	5

Any trees to be removed that appear in the table in Appendix II with a condition class of "Good" or "Fair" would require replacement in the manner outlined above. Any with a condition class of "Poor" can be considered diseased or dangerous, and would not be expected to attain the form or health considered typical of their species. Removal of any tree with such a designation does not require mitigation.

Recommendations

1. Trees to be preserved within or in close proximity to locations where the ground will be disturbed by construction or activities supporting it should have a tree protection zone (TPZ) established, based on the trunk diameter at breast height (DBH-taken to be 4.5 feet above ground level). A radius of one foot per inch of trunk diameter is recommended. For a 15-inch DBH tree, the TPZ radius would be 15 feet (diameter of 30 feet).
2. TPZs shall be delineated with construction fencing (approved by the city) measuring a minimum of four feet high, and set with steel posts spaced a maximum of ten feet apart.
3. Groups of trees can be protected as groups, with the fencing mentioned above surrounding collective TPZs, rather than a series of closely spaced individual TPZs. This tends to be less time and material intensive, and often results in fewer disturbances for the trees being protected.

4. Signage approved by the city shall be installed on the fencing surrounding TPZs. Such signage must state that the area inside the fence is a tree protection zone, and that entrance into the area is prohibited unless approved by the community development director.
5. Incursions into TPZs are to be avoided, where practical. In cases where development must encroach into any TPZ, encroachment should be limited to 25% or less of the total area (square footage) of the TPZ. For the same 15-inch tree, the total TPZ area would be 706.5 square feet (15 x 15 x 3.14). Total encroachment is limited to 176.6 square feet.
6. Additionally, encroachment into any TPZ should approach no closer to the tree than 50% of the TPZ radius. Again, in the case of the 15-inch tree, development should not approach any closer than 7.5 feet from the tree's trunk.
7. Stockpiling of materials, vehicle operation, and parking is prohibited within TPZs.
8. Maintain existing grade within TPZs. Raising or lowering grades is prohibited, except as permitted by and under the supervision of the consulting arborist. Contractor should contact the consulting arborist for recommendations where trees to be saved conflict with grading.
9. Removal of branches or root pruning of trees to remain is to be performed by a qualified arborist under the supervision of the consulting arborist.
10. Excavation and trenching around tree roots within the TPZs is prohibited, except by permission and under the supervision of the consulting arborist.
11. When excavating is required within the Tree Protection Zones, locate roots by hand digging or by the use of an Air-Spade®. Do not cut roots larger than 2 inches in diameter. Cut smaller roots only if they interfere with new work and only with a sharp instrument.
12. TPZ fencing and signage are to be kept intact and in good repair until construction is complete and all inspections have been passed.
13. Trees that are to remain should be watered as needed to maintain their health during the course of construction.

Appendix I – Site Map

Map 1: Entire inventory of the property.



Appendix II – Entire Inventory Table

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4801	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	8	10	Fair
4802	~	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	6	8	Good
4803	~	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	7	8	Good
4804	2408	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	17	15	Good
4805	2407	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	21	20	Good
4806	2406	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	10	Fair
4807	2405	Cascara	<i>Rhamnus</i>	<i>purshiana</i>	8	8	Fair
4808	2404	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	9	10	Fair
4809	2400	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	27	20	Good
4810	2402	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	6	8	Fair
4811	2403	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	6	8	Fair
4812	2401	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	34	30	Good
4813	2416	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	32	35	Good
4814	2417	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Good
4815	2418	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	3	8	Fair
4816	2420	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	25	20	Good
4817	2419	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	10	10	Good
4818	2429	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	10	10	Good
4819	2428	Serviceberry	<i>Amelanchier</i>	<i>sp</i>	3	8	Poor
4820	2427	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Fair
4821	2421	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	18	20	Good
4822	2425	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	19	20	Good
4823	2415	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	25	20	Good
4824	2461	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	15	20	Good
4825	2462	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	25	30	Good
4826	2463	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	10	Good
4827	2414	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	25	25	Good
4828	2413	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	33	30	Good
4829	2412	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	9	15	Good
4830	2466	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	20	20	Good
4831	2411	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	23	25	Good
4832	2410	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	15	Good
4833	2422	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	38	25	Good
4834	~	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	11	15	Good

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4835	2476	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	8	10	Fair
4836	2477	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	9	10	Good
4837	2478	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	34	25	Good
4838	2479	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	22	20	Fair
4839	2475	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	31	20	Good
4840	2474	Apple-Common	<i>Malus</i>	<i>domestica</i>	9	10	Fair
4841	~	Maple-Bigleaf	<i>Acer</i>	<i>macrophyllum</i>	18	15	Fair
4842	2480	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	13	10	Fair
4843	2481	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	15	Good
4844	2482	Falsecypress-Lawson	<i>Chamaecyparis</i>	<i>lawsoniana</i>	13	10	Fair
4845	2473	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	15	Good
4846	2472	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	15	Good
4847	2471	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	21	15	Good
4848	2483	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	28	20	Good
4849	2470	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	33	25	Good
4850	2468	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	10	8	Poor
4851	2469	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	10	Fair
4852	2423	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	58	40	Fair
4853	2424	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	10	Good
4854	2436	Willow-Scouler's	<i>Salix</i>	<i>scouleriana</i>	21	15	Poor
4855	2437	Willow-Scouler's	<i>Salix</i>	<i>scouleriana</i>	11	10	Poor
4856	2438	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	15	15	Good
4857	2439	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	12	10	Fair
4858	2440	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	17	15	Good
4859	2467	Crabapple	<i>Malus</i>	<i>sp</i>	9	10	Fair
4860	2441	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	11	10	Fair
4861	2442	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	17	10	Fair
4862	2443	Apple-Common	<i>Malus</i>	<i>domestica</i>	9	15	Fair
4863	2465	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	19	20	Good
4864	2460	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	24	15	Poor
4865	2464	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	32	25	Good
4866	2458	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	40	30	Good
4867	2444	Apple-Common	<i>Malus</i>	<i>domestica</i>	12	20	Fair
4868	2445	Apple-Common	<i>Malus</i>	<i>domestica</i>	6	8	Fair
4869	2446	Apple-Common	<i>Malus</i>	<i>domestica</i>	10	15	Fair
4870	2447	Apple-Common	<i>Malus</i>	<i>domestica</i>	16	15	Fair
4871	2456	Cascara	<i>Rhamnus</i>	<i>purshiana</i>	6	10	Poor

BTE Tree ID*	OC Tag #**	Common Name	Genus	Species	DBH	Canopy Radius	Condition Class
4872	2435	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Fair
4873	2455	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	11	15	Good
4874	2454	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4875	2453	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	9	15	Good
4876	2452	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4877	2457	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	15	Good
4878	2448	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	12	15	Good
4879	2449	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	8	10	Good
4880	2450	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	14	15	Good
4881	2434	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	15	Good
4882	2433	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	7	8	Good
4883	2432	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	15	15	Good
4884	2431	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	13	15	Good
4885	2430	Oak-Oregon White	<i>Quercus</i>	<i>garryana</i>	14	20	Good
4886	2426	Douglas Fir	<i>Pseudotsuga</i>	<i>menziesii</i>	33	30	Good
4887	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4888	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4889	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4890	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	6	8	Fair
4891	~	Pear-Callery	<i>Pyrus</i>	<i>calleryana</i>	8	10	Fair

*BTE Tree ID refers to the sequentially numbered blue aluminum tags affixed to the main stem of each tree inventoried by Bartlett Tree Experts in November 2020.

**OC Tag # refers to the rectangular hand numbered tags affixed to trees previously inventoried by the City of Oregon City.

Appendix III - Assumptions and Limiting Conditions

1. Care has been taken to obtain all information from reliable sources. All data has been verified insofar as possible; however, the consultant can neither guarantee nor be responsible for the accuracy of information provided by others.
2. The consultant shall not be required to give testimony or attend court by reason of this report unless subsequent contractual arrangements are made, including payment of an additional fee for such services as described in the fee schedule and contract of engagement.
3. Loss or alteration of any part of this report invalidates the entire report.
4. Possession of this report or a copy thereof does not imply right of publication of use for any purpose by any other than the persons to whom it is addressed, without the prior expressed written or verbal consent of the consultant.
5. This report, or any copy thereof, shall not be conveyed, in whole or in part, by anyone, including the client, to the public via any media type or outlet, without the prior expressed consent of the consultant specifically as to value conclusions, identity of the consultant, or any reference to any professional society or institute or to any initialed designation conferred upon the consultant as stated in his qualification.
6. This report and values expressed herein represent the opinion of the consultant, and the consultant's fee is in no way contingent upon the reporting of a specified value, a stipulated result, the occurrence of a subsequent event, nor upon any finding to be reported.
7. Information contained in this report covers only those items that were examined and reflects the condition of those items at the time of inspection. There is no warranty or guarantee, expressed or implied, that problems or deficiencies of the plans or property in question may not arise in the future.

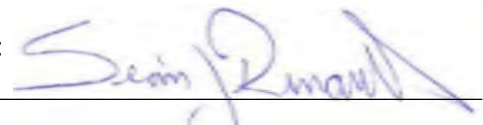
Appendix IV - Certificate of Performance

I, Sean J Rinault, certify that:

- I have no current or prospective interest in the trees on the property, and have no personal interest or bias with respect to the parties involved;
- The analysis, opinions and conclusions stated herein are my own and are based on current scientific procedures and facts;
- My analysis, opinions, and conclusions were developed and this report has been prepared according to commonly accepted arboricultural practices;
- No one provided significant professional assistance to me, except as indicated within this report;
- My compensation is not contingent upon the reporting of a predetermined conclusion that factors the cause of the client or any other party, nor upon the results of the assessment, the attainment of stipulated results, or the occurrence of any subsequent events.

I further certify that I am an International Society of Arboriculture Board Certified Master Arborist, # PN-7889B, and am tree risk assessment qualified. I am a member in good standing of the International Society of Arboriculture. I have been involved in the field of Arboriculture in a fulltime capacity for over twenty years.

Signed:



Date: 13 December, 2020



CITY OF OREGON CITY

Staff Report

625 Center Street
Oregon City, OR 97045
503-657-0891

To: Oregon City Commission/Work Session **Agenda Date:** June 15, 2022
From: Tony Konkol, City Manager

SUBJECT:

Oregon City Entrepreneurial Opportunity Loan Program

STAFF RECOMMENDATION:

Review the Oregon City Entrepreneurial Opportunity Loan Program as revised

EXECUTIVE SUMMARY:

The Oregon City Entrepreneurial Opportunity Loan Program provides an important financial tool for businesses in our community. The program is an innovative public private partnership between the City of Oregon City Economic Development Department (“the City”), Clackamas Federal Credit Union (“CFCU”) and Microenterprise Services of Oregon (“MESO”). The program is designed to serve start-up companies while growing the local economy. Both the City and CFCU will contribute \$50,000 each to the loan fund, for a total of \$100,000 to be disbursed. The program will be administered by CFCU. MESO will provide important technical assistance to participating businesses, free of charge.

To be eligible, a business must be located in Oregon City and meet program criteria related to previous economic performance and business plan. Eligible applicants may apply for up to \$20,000. Funds must be repaid within five years. Additional information about the loan program structure may be found below.

After a through discussion during the June 7 City Commission Work Session, staff are including the following documents with this revised Staff Report:

- The Entrepreneurial Opportunity Loan Program Description
- The Entrepreneurial Opportunity Loan Program Application
- The Entrepreneurial Opportunity Loan Program Personal Guaranty
- The Entrepreneurial Opportunity Loan Program Business Guaranty
- The Entrepreneurial Opportunity Loan Program Loan Agreement
- A draft Memorandum of Understanding (MOU) between the City and CFCU

BACKGROUND:

The Oregon City Economic Development Strategic Plan cites the importance of growing small businesses within Oregon City as well as attracting new existing businesses to the community. The strategy of supporting startup businesses in the community is called “Economic Gardening.”

The Entrepreneurial Opportunity Loan Program (“the Program”) is a pilot initiative designed to help increase the number of small businesses operating within the community via the economic gardening concept. Small startup businesses that successfully take hold and grow tend to remain in the community longer than businesses that have relocated to a community because the roots of small business startups are deeper.

The Program is included in the Economic Development Strategic Plan report which staff prepared for the City Commission Work Session on March 16, 2022. By partnering with Clackamas Federal Credit Union, the City will be able to leverage public dollars and to help entrepreneurial ventures take hold. The Program will not operate on a first-come, first-served basis. Rather, loan applications will be accepted during an application period, August 15 – September 23, 2022. (The dates for the application period may be adjusted if this MOU is not finalized by June 30, 2022.)

Microenterprise Services of Oregon (“MESO”), another important partner of this initiative will provide would-be applicants with technical assistance. This service includes but not limited to business planning and advising, classes/workshops, mentoring, and business plan development.

The Economic Development Department will establish a loan review committee to review loan applications and select loan awardees. The City will promote the Program to firms within target sector industries, including manufacturing, logistics and distribution, professional/technical services and tourism; however, firms in other industries will also be eligible to apply.

The maximum loan amount will be \$20,000. The Program is specifically designed to support start-up firms that will benefit from patient capital. Loan recipients may wait up to one year before making their first loan payment. During the time between the loan disbursement and the first loan payment, interest on the loan will accrue at a rate of 0.5%.

The City will begin marketing the Program in summer of 2022. We anticipate that the first loan will be approved by the Loan Committee in October 2022.

OPTIONS:

1. Review and approve Oregon City's Entrepreneurial Opportunity Loan Program
2. Do not approve Oregon City's Entrepreneurial Opportunity Loan Program

BUDGET IMPACT:

Amount	\$50,000
FYs	FY21-FY23
Funding Source	General Fund

**Memorandum of Understanding
between
Clackamas Federal Credit Union and
The City of Oregon City**

Purpose

This agreement outlines a partnership between the Clackamas Federal Credit Union (“CFCU”) and the Economic Development Department of the City of Oregon City (“the Department”) for the purpose of administering the Oregon City Entrepreneurial Loan Program (“the Program”), a loan program to support start-up businesses in Oregon City and to foster local economic vitality.

Both organizations agree to work collaboratively to establish a pilot program that makes “patient capital” available to qualifying startup entrepreneurs. Patient capital here is defined here as a financial injection into a business whereby the first loan payment is not required until after one year. A full description of loan conditions is included in this Memorandum of Understanding (“MOU”).

Source and Use of Funds

Both organizations agree to provide \$50,000 each to the Entrepreneurial Opportunity Loan Program, for a total fund of \$100,000. These funds will be deposited into a CFCU non-interest-bearing account until disbursements are made. The City of Oregon City will complete the wire transfer of funds when this MOU is finalized with authorizing signatures from both organizations.

Loan Approval

The Economic Development Department of Oregon City will establish a loan review committee for the purpose of reviewing and approving loan application. The loan review committee shall be comprised of three members, including a loan officer from CFCU or another financial Institution, a local accountant, and the Economic Development Manager of Oregon City. The loan review committee will have the final approval on all loan applications.

Loans will not be approved on a first come, first served basis. Rather, loan applications will be accepted during an application period, August 15 – September 23, 2022. (The dates for the application period may be adjusted if this MOU is not finalized by June 30, 2022.)

Loan Administration

CFCU will serve as the program administer and be responsible for:

- a) the disbursement of loan funds to approved loan applicants on a 50/50 basis, (50% from City designated funds and 50% from CFCU designated funds.
- b) regular communication with loan recipients.
- c) the collection of loan payments

- d) implementing collection procedures against borrowers that are either delinquent or in default of their loan repayment obligations.

As a standard part of loan management, CFCU will regularly communicate to the Department regarding the status of the loans on a quarterly basis.

CFCU shall provide a quarterly statement of the program's financial performance to the Economic Development Department.

Loan Terms

The Entrepreneurial Opportunity Loan Program is designed to be a source of "patient capital" for startup businesses less than three years old. Loan awardees are required to become members of CFCU. To be eligible for membership, program participants must open an account with CFCU and maintain a \$5 balance in that account. In addition, program participants may not have caused financial harm to another credit union.

The terms of the loan program include but not limited to:

- a) Program participants may apply to borrow up to \$20,000.
- b) Applicants must provide a personal guarantee(s). They may also offer an additional guarantor on the loan.
- c) Program participants may wait up to twelve months following loan approval before making their first payment.
- d) During the period between the loan disbursement and the first loan payment, interest on the loan will accrue at a rate of 0.5%.
- e) Following the first 12-month period of low interest, the interest rate for the loan will be the prime rate + 3 percentage points.
- f) Loans must be repaid in full within five years from the date of the initial loan agreement.

The attached Entrepreneurial Opportunity Loan Program packet is an integral part of this MOU (Exhibit A).

CFCU will retain any interest earned from the loan repayments from borrowers.

CFCU will return all principal repayments of the City's portion of all loan disbursements to approved borrowers.

Default

If a program participant defaults on his/her loan, a joint letter of default will be issued from both CFCU and the City.

Program Renewal

After the first year of the program, CFCU and the City agree to review program performance and discuss on-going value of the program.

Termination of MOU

This MOU may be terminated by either party by giving a 30-day advance notice without legal proceedings or legal recourse against either party.

Existing Loans

All loans made after termination of this Agreement will continue to be serviced by CFCU until either full loan repayment or after completion of all collection procedures against borrowers under the program.

Signed this _____ day of _____, 2022.

City of Oregon City

Clackamas Federal Credit Union

By _____

By _____

Anthony Konkol III
City Manager

Katie Gillespie
Director of Business Services

Economic Development Department

By _____

James Graham
Economic Development Manager



**OREGON
CITY**

Economic Development Department

Item 9d.

625 Center Street | Oregon City OR 97045
Ph (503) 657-0891 | Fax (503) 657-7026

EXHIBIT A

ENTREPRENEURIAL OPPORTUNITY LOAN PROGRAM

Building a Vibrant, Diversified, and Resilient Economy

In Partnership with
The Clackamas Federal Credit Union



THE ENTREPRENEURIAL OPPORTUNITY LOAN PROGRAM GUIDELINE SUMMARY AND FUNDING CRITERIA

The COVID-19 Pandemic caused many small businesses to permanently close their doors. As the economy returns to more pre-Covid conditions, many small businesses are faced with a new set of challenges that include staffing shortages, delayed supply shipments, and increased operation costs. These challenges preclude many entrepreneurial startups from taking their first steps toward becoming established businesses.

The Oregon City Economic Development Department has partnered with the Clackamas Federal Credit Union to create the Entrepreneurial Opportunity Loan Program. Both organizations are committed to supporting small business owners in our community and fostering local economic vitality. The Entrepreneurial Opportunity Loan Program makes patient capital available for new businesses. Small business planning and support services are also available to help program participants succeed.

The Entrepreneurial Opportunity Loan Program is a pilot initiative; therefore, limited funds are available. Funds will be provided to for-profit businesses that need patient funding or more time to help establish themselves as vibrant businesses before loan repayment begins. Applicants are not funded on a first come first serve basis. All requests will be collected during an application intake period. A loan review committee will review all loan requests to determine which requests best meet the intent of the program and are most capable of repaying the loan.

TARGET BUSINESS SECTORS

Priority will be given to the following target business sectors. However, funds may be made available for businesses outside of these target sectors depending upon the pool of applicants who express interest during the initial pilot phase.

MANUFACTURING

- Assemblage
- Custom Fabrication (wood, plastic, metal)
- Electronic
- Machining & Equipment

WHOLESALE DISTRIBUTION

- Origination Distribution

TOURISM EXPERIENCES

Public-facing businesses that provide the type of visitor experiences that are intended to increase the likelihood of visitation from outside the local area. This generally does not include restaurants but may include businesses in the following sectors:

- Performing Arts
- Attractions
- Bike Rentals

- Outfitters
- Wine Tasting
- Breweries & Distilleries
- Arts & Crafts
- Recreational Experiences

PROFESSIONAL/TECHNICAL SERVICES

- Electronic
- Engineering

ELIGIBILITY

- Existing for-profit businesses from 0 to 2 years old.
- Businesses located in Oregon City.
- Businesses must have an Oregon City Business License.
- Businesses cannot be a national chain franchise whose marketing strategy is prescribed, and whose supply chain is controlled.
- Current State of Oregon Registration (Articles of Incorporation, Sole Proprietorship, Limited Liability Corporation, etc.)
- Businesses must not have any outstanding illegal activity liens imposed against it initiated by a governmental entity.
- Business owners cannot be delinquent on federal, state, or local taxes at time of application
- Applicants must demonstrate their ability to implement good business practices and future profitability.
- Business owner must become a member of the Clackamas Federal Credit Union for the purpose of participating in this program.
- There is no fee to apply for an Entrepreneurial Opportunity Loan.

LOANS

- Loans provided up to 90% of funding request (limit up to \$20,000)
- Interest Rate:
 - First 12 months: Interest will accrue at the rate of 0.5%
 - After the First 12 months: Prime Rate, plus 3 percentage points (fixed)
- Principal and interest paid monthly, after 12 months from closing date
- Loan Term Up to 5 years

ELIGIBLE USES (Price Quote Documentation Required)

- Hardware and/or software applications
- New machinery & equipment
- Internal and/or external commercial building remodeling or added fixtures
- Working capital (inventory, rent, utilities)

INELIGIBILITY (ALL APPLICANTS/USES)

- Passive real estate holding companies and others holding passive investments
- Businesses that fail to certify they are not delinquent on federal, state or local taxes
- Businesses that do not certify that they are complying and will comply with all federal, state, and local laws and regulations regarding their operations
- Businesses that are not located in Oregon City
- State or National Chain Franchises that are controlled via a Headquarter Office or On-going Franchise Agreement with Oversight/Compliance Clauses
- Loan funds used to pay-off or restructure existing debt

BUSINESS/ORGANIZATION DOCUMENTS

- Application form
- W-9 IRS Form
- **Business Plan**
 - **Company Description:** Information about the business, goals and intended customers.
 - **Products/Services:** Description of what is being sold and from where is it being supplied or produced.
 - **Marketing Plan:** Describe how the product and/or service gets in front of potential clients. What steps are going to be taken to promote the product/service.
 - **Business Financial Statements:**
 - Profit and loss statements for past and current year of operation (if applicable)
 - Projected profit and loss by month for 24 months
 - Balance sheets for past and current year of operation (if applicable)
 - Sources and uses of funds
 - **Management:** Description of professional qualifications of managing staff
- Federal and State Income Tax Filing (Personal and/or Business)
- Personal Guaranty (required)
- Cosigners (optional)
- Business Guaranty (required)

The following program schedule will apply:

- | | |
|------------------------------------|--------------------------------|
| • Receipt of All Loan Applications | August 15 - September 30, 2022 |
| • Decision Announced | November 1, 2022 |

SPECIAL NOTE: Other documents and information may be requested later to clarify and/or to complete the application.

Entrepreneurial Opportunity Loan Program



P.O. Box 2020
Oregon City, OR 97045
503-656-0671

Application Checklist

Thank you for your interest in the Entrepreneurial Opportunity Loan Fund. If you have any questions, please contact Ann Griffin, Economic Development Coordinator (503-974-5517) or Katie Gillespie, Director of Business Services at the Clackamas Federal Credit Union (503-496-3535).

- ☐ Application form
- ☐ W-9 IRS Form
- ☐ **Business Plan**
 - **Company Description:** Information about the business, goals and intended customers.
 - **Products/Services:** Description of what is being sold and from where it is being supplied or produced.
 - **Marketing Plan:** Describe how the product and/or service gets in front of potential clients. What steps are going to be taken to promote the product/service.
 - **Business Financial Statements:**
 - Profit and loss statements for past and current year of operation (if applicable)
 - Projected profit and loss by month for 24 months
 - Balance sheets for past and current year of operation (if applicable)
 - Sources and uses of funds
 - **Management:** Description of professional qualifications of managing staff
- ☐ Federal and State Income Tax Filing (Personal and/or Business)
- ☐ Personal Guaranty
- ☐ Business Guaranty
- ☐ Co-signor Guaranty (optional)

Entrepreneurial Opportunity Loan Program Application



P.O. Box 2020
Oregon City, OR 97045
503-656-0671
www.clackamasfcu.org

Item 9d.

Borrower Information						
Date	Member No.	Loan No.	Federal TIN			
Legal Name of Business Member						
Responsible Officer					Title	
Responsible Officer ID #	Issuing State	Issue Date	Expiration Date			
Principal Office Address (Street, City, State, Zip)						
Business Mailing Address (Street, City, State, Zip), if different from Physical Address						
Trade Name (if any)		Business Phone Number	Email Address			
Business Organization Information						
☐ Sole Proprietorship		☐ Corporation		☐ Limited Liability Company		
☐ General Partnership		☐ Non-Profit Corporation		☐ Limited Partnership		
☐ Limited Liability Partnership		☐ Professional Corporation		☐ Other _____		
No. of Employees:		Business Established (MM-YY):		Ownership Since (MM-YY):		
PRIOR YEAR ANNUAL NET INCOME (Use Prior Year Tax Return Net Income) \$						
<u>Additional Financial Documentation May Be Required, including, but not limited to: Tax Returns, Financial Statements, Paystubs, etc.</u>						
Certification of Beneficial Ownership (list owners with 25% ownership or more)						
Owner Name	SSN	Title	% of Ownership			
1.						
ID#	Issuing State	Issue Date	Expiration Date			
2.						
ID#	Issuing State	Issue Date	Expiration Date			
3.						
ID#	Issuing State	Issue Date	Expiration Date			
4.						
ID#	Issuing State	Issue Date	Expiration Date			
Guarantor Information						
Name of Guarantor:			Name of Guarantor:			
Name of Guarantor:			Name of Guarantor:			
Loan Request & Security Information						
Loan Amount	\$	☐ Working Capital	☐ Renovation	☐ Machinery & Equip		
Borrower Account & Loan Information						
Name of Financial Institution	Account Type		Current Balance			
			\$			
			\$			
			\$			
Schedule of Existing Debt:						
Name of Lender	Type of Loan (Vehicle, Equipment/Etc.)	Original Amount	Balance Owing	Interest Rate	Monthly Payment	Maturity Date
1.						

2.						
3.						
4.						
5.						
6.						

Borrower Declarations

Please answer the following questions:	Yes	No	If Yes, Please Describe:
Are there any delinquent state or federal taxes owed by the business?	☐	☐	
Has the business incurred a loss in any of the last 3 years?	☐	☐	
Is the business an endorser, guarantor or co-maker for obligations not listed on the financial statement?	☐	☐	
Is the business a party to any claim or lawsuit?	☐	☐	
Has the business ever declared bankruptcy?	☐	☐	
Is the business for sale or under any agreement that would change the ownership of the business?	☐	☐	
Are any business assets held in trust?	☐	☐	
Are Accounts Receivable or inventory currently pledged as collateral?	☐	☐	

CERTIFICATION AND EXECUTION OF SIGNATURES

Certification of Information. On behalf of the Member / Borrower, each of the undersigned hereby certifies that the information contained in this Business Loan Application is presented for the purpose of obtaining credit as of the date indicated and is true, complete and correct. We understand that Clackamas Federal Credit Union and the City of Oregon City are relying on this application, including the Certification of Authority and agreement to the Important Notices & Disclosures below in making a loan to Member/Borrower.

Certification of Authority

The Member Responsible Officer and Business Owners listed below and signing below certify they have completed and signed this Application within their authority under the terms of the Certification of Authority below:

Name	Position/Title	Signature	Date
		X	
		X	
		X	
		X	
		X	

CERTIFICATION OF AUTHORITY

The Member Responsible Officer and Business Owners listed signing above certify that at a meeting of the above named Member (or by other duly authorized action in lieu of a meeting), duly called and held, at which a quorum was present and voting, the member Responsible Officer and Business Owners ("Authorized Parties") were authorized and empowered to act on behalf of the Member to carry out any of the actions described in the Agreements listed above.

Authority of Authorized Parties. The Member Responsible Officer listed above may enter into any agreements of any nature with Credit Union, and those agreements will bind the Member. The authority of Member Responsible Officer and any one (1) of Authorized Parties listed above to act on behalf of the Member specifically includes, but is not limited to, the authority to carry out any of the acts set forth below:

Borrow Money. To borrow from Credit Union, on such terms as may be agreed upon between any Authorized Party and Credit Union, such sum or sums of money as in their judgment should be borrowed, without limitation.

Grant Security. To mortgage, pledge, hypothecate, or otherwise encumber and deliver to Credit Union, as security for the payment of any loans so obtained, any promissory notes so executed, or any other or further indebtedness of the Member to Credit Union at any time owing, however the same may be evidenced, any property now or hereafter belonging to the Member or in which the Member now or hereafter may have an interest, including without limitation all real property and all personal property of the Member. Such property may be mortgaged, pledged, hypothecated, or encumbered at the time such loans are obtained or such indebtedness is incurred, or at any other time or times, and may be either in addition to or in lieu of any property theretofore mortgaged, pledged, hypothecated, or encumbered.

Guaranty Indebtedness. To guaranty or act as surety for loans to other borrowers on such terms as may be agreed upon by the Authorized Party and Credit Union, in amounts which in their judgment should be guaranteed, without limitation.

Execute Loan Documents. To execute and deliver to Credit Union the promissory note or notes, on Credit Union's forms, at such rates of interest and on such terms as may be agreed upon, evidencing the sums of money so borrowed or any indebtedness of the Member to Credit Union, and also to execute and deliver to Credit Union one or more renewals, extensions, modifications, refinancings, consolidations, or substitutions for one or more of the notes, or any portion of the notes. To execute and deliver to Credit Union the forms of mortgage, deed of trust, pledge agreement, hypothecation agreement, security agreements, financing statements and guaranty agreements which may be submitted by Credit Union, and which shall evidence the terms and conditions under and pursuant to which such liens and encumbrances, or any of them, are given; and also to execute and deliver to Credit Union any other written instruments, any chattel paper, or any other collateral, of any kind or nature, which they may in their discretion deem reasonable.

necessary or proper in connection with or pertaining to the giving of the liens and encumbrances. Notwithstanding the foregoing, any one of the Authorized Parties may execute, deliver, or record financing statements. Item 9d.

Negotiate Items. To draw, endorse, and discount with Credit Union all drafts, trade acceptances, promissory notes, or other evidences of indebtedness payable to or belonging to the Member or in which the Member may have an interest, and either to receive cash for the same or to cause such proceeds to be credited to the account of the Member with Credit Union, or to cause such other disposition of the proceeds derived therefrom as they may deem advisable.

Notice of Changes. We will notify Credit Union in writing at Credit Union's address shown above (or such other addresses as Credit Union may designate from time to time) prior to any (a) change in the name of the Member (b) change in the assumed business name(s) of the Member (c) change in the Authorized Parties, or (d) change structure or in any other aspect of the Member that directly or indirectly relates to any agreements between the Member and Credit Union.

Certification. Any and all acts authorized pursuant to these resolutions and performed prior to the passage of these resolutions are hereby ratified and approved, that these resolutions shall remain in full force and effect and Credit Union may rely on these Resolutions until written notice of their revocation shall have been delivered to and received by Credit Union. Any such notice shall not affect any of the Entity's agreements or commitments in effect at the time notice is given.

The Authorized Parties listed above are duly elected, appointed, or employed by or for the Member as the case may be, and occupy the positions set opposite their respective names; that the foregoing Resolutions now stand of record on the books of the Member; and that the Resolutions are in full force and effect and have not been modified or revoked in any manner whatsoever. We attest that the signatures set opposite the names listed above are their genuine signatures.

Indemnification of Credit Union. The Member and Authorized parties hereby indemnify the Credit Union and hold the Credit Union harmless from any and all claims or liabilities arising out of or in connection with the Loan and the Credit Union's acts or omissions in reliance upon the certifications and directions of The Member and Authorized Parties.

IMPORTANT NOTICES & DISCLOSURES

Important Information About Procedures For New Loan/Account. To help the government fight the funding of terrorism and money laundering activities, federal law requires all financial institutions to obtain, verify, and record information that identifies each person who opens an account. What this means to you: When you request a loan or open an account, we will ask for your name, address, date of birth, and other information that will allow us to identify you. We may also ask to see your driver's license or other identifying documents.

Notice Regarding Loan Decision. If your application for a business loan or credit card is denied, you have the right to a written statement of the specific reasons for the denial. To obtain the statement please contact Clackamas Federal Credit Union, P.O. Box 2020, Oregon City, OR 97045 within 60 days from the date you are notified of our loan decision. We will send you a written statement of reasons for the denial within 30 days of receiving your request for the statement.

Credit Report Authorization. We authorize the Credit Union to make any investigation of the credit of the Member/Borrower, its Responsible Officer and Business Owners, and Grantors and Guarantors listed above, either directly or through any consumer reporting agency employed by the Credit Union and to obtain credit, financial and employment information and to investigate any references or data collected relevant to their creditworthiness now and in the future. The Credit Union may disclose to any other interested parties the Credit Union's experience with this loan.

Notice of Furnishing Negative Information. We may report information about your account to credit bureaus. Late payments, missed payments, or other defaults on your account may be reflected in your credit report.

Nondiscrimination. The federal Equal credit Opportunity Act prohibits creditors from discriminating on the basis of race, color, religion, national origin, sex, marital status, age because all or part of the applicant's income derives from any public assistance program; or because the applicant has in good faith exercised any right under the Consumer Credit Protection Act. The federal agency that administers compliance with this law concerning the Credit Union is NCUA.

Entrepreneurial Opportunity Loan Program Agreement



P.O. Box 2020
Oregon City, OR 97045
503-656-0671
www.clackamasfcu.org

Item 9d.

Date:		Member No.:		Loan No.:	
Borrower:					
Principal Amount/Credit Limit:	\$				
Interest					
Initial Interest Rate:	%	Permanent Rate:	%		
Term & Payment Schedule					
☐ Line of Credit			☐ Term Loan		
Payments (due monthly)					
☐ Term Loan - Amortized Principal/Interest Payments:	\$	First Payment Due:		Final Payment Due:	
Fees					
Security Interest (Vehicle & Equipment Description & Owner/Grantors)					
Personal Guaranty Value: :					
Co-Signor Valuation:					
Terms and Conditions of Loan Agreement					

On behalf of Member Borrower (Borrower), the Authorized Party signing below has agreed to the terms and conditions herein and executed this Business Loan Agreement between Borrower and Clackamas Federal Credit Union ("Credit Union").

1. Definitions. The following words shall have the following meanings when used in this Agreement:

a. Agreement. The word "Agreement" means this Business Loan Agreement, together with all exhibits and schedules attached to it from time to time, if any.

b. Related Documents. The words "Related Documents" mean all promissory Agreements, credit agreements, loan agreements, guaranties, security agreements, and all other documents, whether now or hereafter existing, executed in connection with Borrower's Indebtedness to Credit Union.

c. Security Agreement. The words "Security Agreement" mean any agreements, promises, covenants, arrangements, understandings or other agreements, whether created by law, contract, or otherwise, evidencing, governing, representing, or creating a Security Interest, including the Business Security Agreement, if applicable.

d. Security Interest. The words "Security Interest" mean any type of collateral security, whether in the form of a lien, charge, mortgage, deed of trust, assignment, pledge, chattel mortgage, chattel trust, factor's lien, equipment trust, conditional sale, trust receipt, lien or title retention contract, lease or consignment intended as a security device, or any other security or lien interest whatsoever, whether created by law, contract, or otherwise.

2. Promise to Pay. Borrower promises to pay to Credit Union, or order, in lawful money of the United States of America, the principal amount set forth above or so much as may be outstanding, together with interest on each of the unpaid outstanding principal balances from the date of the advance until repayment of the advance or maturity,

whichever occurs first.

3. Security. This Agreement is secured by a Business Security agreement, as indicated above. In addition, Credit Union may require Borrower to maintain a deposit balance as indicated above. Regardless of the security for this Loan as indicated above, all collateral for any other loan to Borrower also secures this loan. This means this Loan is cross-collateralized with other loans of Borrower.

4. Payment. Borrower will pay this loan in accordance with the following payment terms applicable to the payment schedule indicated above. Payments in excess of the minimum monthly payment will not relieve you of the obligation to make subsequent minimum monthly payments.

a. Lines of Credit. Borrower will make regular monthly payments beginning on the First Payment Due Date indicated above and on the same day of each month after that. Minimum payments will include all amounts past due, late charges, and the minimum monthly payment, as follows:

i. Draw Period. Borrower may obtain credit advances for three (3) years ("draw period"). During the draw period, payments will be due monthly. The minimum payment will be the amount of accrued interest at the end of the billing cycle.

ii. Repayment Period. After the draw period ends, you will no longer be able to obtain credit advances and must repay the outstanding balance ("repayment period"). The length of the repayment period is five (5) years. During the repayment period payments will be due monthly. The minimum monthly payment will equal the amount necessary to amortize the balance with interest over the remainder of the repayment period and will be adjusted with each change in interest rate.

b. Term Loans - Amortized Principal and Interest. Borrower will pay regular monthly payments beginning on the First Payment Due Date set forth above and on the same day of each month after that in an amount, calculated after each advance, to amortize the outstanding principal balance plus interest over the period ending with the Final Payment Due Date set forth above. The final payment, due on the Final Payment Due Date set forth above, will be for all remaining principal, interest, and other charges.

5. Interest Rate. The interest rate on this loan will be calculated using the Actual/365 interest rate accrual method. If the fixed interest rate box is checked above, the interest rate on this Agreement will be fixed for the term or existence of the loan. If the variable interest rate box is checked above, the interest rate on this Agreement is subject to change from time to time based on changes in an independent index as set forth below.

a. Variable Rate Index. The variable interest rate based upon an Index will be adjusted based upon changes in the Index. The Index will be the quoted rate (stated as a percentage per year carried to two decimal places) which is the highest prime loan rate published in The Wall Street Journal (Western Edition) as its "Prime Rate." The Index is not necessarily the lowest rate charged by Credit Union on its loans. If the Index becomes unavailable during the term of this loan, Credit Union may designate a substitute index after notice to Borrower. Credit Union will notify Borrower of the current Index rate upon Borrower's request.

b. Rate Adjustment. The Credit Union adds a margin of to the Index as set forth on the first page of this Agreement. The total of the Index plus the margin amount the Credit Union adds is the interest rate. The minimum rate and maximum rate are set forth on the first page of this Agreement. The initial interest rate, as well as the current Index value and margin for this Agreement are set forth on the first page of this Agreement. Whenever increases occur in the interest rate, Credit Union, at its option, may do one or more of the following: (a) increase Borrower's payments to ensure Borrower's loan will pay off by its original final maturity date, (b) increase Borrower's payments to cover accruing interest, (c) increase the number of Borrower's payments, and (d) increase the final payment. Unless otherwise indicated above, the interest rate change will occur on the same day of each month as set forth above, based on the index rate in effect on the previous day.

c. Penalty Rate. If there is a default event under this Agreement or the Business Security Agreement, Credit Union may immediately increase the interest rate on the loan to 18% and continue this penalty rate until any event of default is fully satisfied.

6. Loan Origination Fee. Borrower agrees to pay a Loan Origination Fee as shown on the first page of this Agreement.

7. Prepayment. Borrower may pay without penalty all or a portion of the amount owed earlier than it is due. Early payments will not, unless agreed to by Credit Union in writing, relieve Borrower of Borrower's obligation to continue to make payments under the payment schedule. Rather, they will reduce the principal balance due and may result in Borrower's making fewer payments.

8. Late Charge. If a payment is more than 10 days late, Borrower will be charged a late fee of 5% of the unpaid amount with a minimum of \$25.00.

9. Representations and Warranties. Borrower represents and warrants to Credit Union as of the date of this Agreement and as of the date of each disbursement of Loan proceeds:

a. Organization. Borrower is one or more individuals, or an organization, borrowing for commercial purposes. If a corporation, partnership, limited liability company, or association, Borrower represents and warrants that it exists, is duly organized, and in good standing under the laws of the state in which it was organized.

b. Authorization. The execution, delivery, and performance of this Agreement by Borrower have been duly authorized by all necessary action by Borrower and do not conflict with, result in a violation of, or constitute a default under (a) any provision of any agreement or other instrument binding upon Borrower or (b) any law, governmental regulation, court decree, or order applicable to Borrower.

c. Financial Information. Each financial statement of Borrower supplied to Credit Union truly disclosed Borrower's financial condition as of the date of the statement, and there has been no material adverse change in Borrower's financial condition subsequent to the date of the most recent financial statement supplied to Credit Union.

d. Legal Effect. This Agreement and any instrument or agreement required hereunder to be given by Borrower constitute legal, valid, and binding obligations enforceable against Borrower in accordance with their respective terms.

e. Litigation and Claims. No litigation or claim (including those for unpaid taxes) against Borrower is pending or threatened, and no other event has occurred which may materially adversely affect Borrower's financial condition or properties, other than litigation, claims, or other events, if any, that have been disclosed to and acknowledged by Credit Union in writing.

f. Taxes. To the best of Borrower's knowledge, all tax returns and reports of Borrower that are or were required to be filed, have been filed, and all taxes, assessments and other governmental charges have been paid in full, except those presently being or to be contested by Borrower in good faith.

g. Lien Priority. Unless otherwise previously disclosed to Credit Union in writing, Borrower has not entered into or granted any Security Agreements or permitted the filing or attachment of any Security Interests on or affecting any of the Collateral directly or indirectly securing repayment of Borrower's Loan and Agreement, that would be prior or that may in any way be superior to Credit Union's Security Interests and rights in and to such Collateral.

h. Commercial Purpose. Borrower intends to use the Loan proceeds solely for business or commercial related purposes.

i. Employee Benefit Plans. Each employee benefit plan as to which Borrower may have any liability complies in all material respects with all applicable requirements of law and regulations and (i) no Reportable Event (as defined in

ERISA) has occurred with respect to any such plan, (ii) Borrower has not withdrawn from any such plan or initiated steps to do so, and (iii) no steps have been taken to terminate any such plan.

10. Affirmative Covenants. Borrower covenants and agrees with Credit Union that, while this Agreement is in effect, Borrower shall:

a. Litigation. Promptly inform Credit Union of (a) all material adverse changes in Borrower's financial condition and (b) all litigation and claims and all threatened litigation and claims affecting Borrower or any Guarantor which could materially affect the financial condition of Borrower or the financial condition of any Guarantor.

b. Financial Records. Maintain its books and records in accordance with generally accepted accounting principles, applied on a consistent basis, and permit Credit Union to examine and audit Borrower's and Grantor's books and records at all reasonable times.

c. Financial Statements. Upon request, Borrower shall furnish Credit Union with Borrower's balance sheet and income statement for the year ended and for any secured loan where a person has granted a security interest, Grantor's balance sheet and income statement for the year ended, as reasonably requested by Credit Union. If there is a Guarantor, the same documents must be provided by the Guarantor. All financial reports required to be provided under this Agreement shall be prepared in accordance with generally accepted accounting principles, applied on a consistent basis, and certified by Borrower as being true and correct. Borrower shall furnish such additional information and statements, lists of assets and liabilities, budgets, forecasts, and other reports with respect to Borrower's financial condition and business operations as Credit Union may request from time to time.

d. Tax Returns. Within thirty (30) days after the filing thereof, copies of all required federal tax returns of Borrower and any Guarantor with all supporting documentation and required schedules included in such tax returns, including but not limited to all K-1 schedules.

e. Insurance. Maintain fire and other risk insurance, public liability insurance, and such other insurance as Credit Union may require with respect to Borrower's properties and operations, in form, amounts, coverages, and with insurance companies reasonably acceptable to Credit Union. Borrower, upon request of Credit Union, shall deliver to Credit Union from time to time the policies or certificates of insurance in form satisfactory to Credit Union, including stipulations that coverages will not be canceled or diminished without at least ten days prior written notice to Credit Union. In connection with all policies covering assets in which Credit Union holds or is offered a security interest for the Loans, Borrower shall provide Credit Union with such loss payable or other endorsements as Credit Union may require.

f. Insurance Reports. Furnish to Credit Union, upon request of Credit Union, reports on each existing policy of insurance showing such information as Credit Union may reasonably request, including without limitation the following: (a) the name of the insurer; (b) the risks insured; (c) the amount of the policy; (d) the property insured; (e) the then current value on the basis of which insurance has been obtained, and the manner of determining that value; and (f) the expiration date of the policy. Upon request of

Credit Union and at Borrower's expense, Borrower will have an independent appraiser satisfactory to Credit Union determine, as applicable, the actual cash value or replacement cost of any collateral.

g. Other Agreements. Comply with all terms and conditions of all other agreements, whether now or hereafter existing, between Borrower and any other party and notify Credit Union immediately in writing of any default in connection with any other such agreements.

h. Loan Proceeds. Use all Loan proceeds solely for reasonable business or commercial related purposes of Borrower.

i. Taxes, Charge, and Liens. Pay and discharge when due all of its indebtedness and obligations, including without limitation all assessments, taxes, governmental charges, levies, and liens, of every kind and nature, imposed upon Borrower or its properties, income, or profits, prior to the date on which penalties would attach, and all lawful claims that, if unpaid, might become a lien or charge upon any of Borrower's properties, income, or profits. Provided however, Borrower shall not be required to pay and discharge any such assessment, tax, charge, levy, lien, or claim so long as (a) the legality of the same shall be contested in good faith by appropriate proceedings, and (b) Borrower shall have established on its books adequate reserves with respect to such contested assessment, tax, charge, levy, lien, or claim in accordance with generally accepted accounting principles. Borrower, upon demand of Credit Union, shall furnish to Credit Union evidence of payment of the assessments, taxes, charges, levies, liens, and claims and shall authorize the appropriate governmental official to deliver to Credit Union at any time a written statement of any assessments, taxes, charges, levies, liens, and claims against Borrower's properties, income, or profits.

j. Performance. Perform and comply with all terms, conditions, and provisions set forth in this Agreement and in all other instruments and agreements between Borrower and Credit Union.

k. Operations. Conduct its business affairs in a reasonable and prudent manner and in compliance with all applicable federal, state, and municipal laws, ordinances, rules, and regulations respecting its properties, charters, businesses, and operations, including compliance with all minimum funding and other requirements relating to Borrower's employee benefit plans.

l. Additional Assurances. Make, execute, and deliver to Credit Union such promissory Agreements, mortgages, deeds of trust, security agreements, financing statements, instruments, documents, and other agreements as Credit Union or its attorneys may reasonably request to evidence and secure the Loans and to perfect all security interests and liens.

11. Cessation of Advances. Credit Union shall have no obligation to advance or disburse Loan proceeds under this Agreement or otherwise if: (a) Borrower dies, becomes incompetent or insolvent, files a petition in bankruptcy or similar proceedings, or is adjudged a bankrupt; (b) there occurs a material adverse change in Borrower's financial condition, in the financial condition of any Guarantor, or in the value of any Collateral securing any Loan; (c) an Event of Default occurs, including without limitation the unauthorized use of Loan proceeds; or (d) any Guarantor

seeks, claim, or otherwise attempts to limit, modify, or revoke such Guarantor's guarantee of the Loan or any other loan with Credit Union.

12. Lien and Security Interest on Accounts. Borrower acknowledges that Credit Union has a statutory lien on all of Borrower's accounts, and that this lien covers any obligation of Borrower to Credit Union. In addition, Borrower grants to Credit Union a contractual security interest in, and hereby conveys to Credit Union all of Borrower's right, title, and interest in and to, Borrower's accounts with Credit Union (whether share draft, share, or other account), including without limitation all accounts held jointly with someone else and all accounts Borrower may open in the future, excluding however all IRA, Keogh, and trust accounts. Borrower authorizes Credit Union, to the extent permitted by applicable law, to charge or setoff all sums owing on the Indebtedness against any and all such accounts.

13. Events of Default. Each of the following shall constitute an Event of Default under this Agreement: (a) Failure to pay when due any installment of principal or interest on this Agreement or any other sum owing from Borrower to Credit Union; (b) failure to comply with or to perform any provision of this Agreement; (c) failure to perform or to comply with any other agreement between Borrower and Credit Union; (d) any representation or warranty made under this Agreement by Borrower is breached or is false or misleading in any material respect; (e) any mortgage, security agreement, guaranty or other security instrument given by Borrower to Credit Union shall at any time and for any reason cease to be in full force and effect; (f) Borrower becomes insolvent or generally fails to pay its debts as they become due; (g) Borrower applies for, consents to, or acquiesces in the appointment of a trustee or receiver for Borrower or its assets appointed without acquiescence of Borrower, or any bankruptcy or insolvency proceeding (whether by virtue of its indebtedness exceeding its assets or by virtue of becoming unable to pay debts in a timely manner as they come due) is commenced by or against Borrower; (h) Borrower dies or becomes incompetent, unless the obligations arising hereunder and the Related Documents have been unconditionally assumed by the Borrower's estate in a manner satisfactory to Credit Union; (i) any of the preceding events occurs with respect to any guarantor of this Agreement or any guarantor of the Agreement seeks, claims, or otherwise attempts to limit, modify, or revoke such guarantor's guaranty with Credit Union or such guarantor dies or becomes incompetent, unless the obligations arising under the guaranty and related agreements have been unconditionally assumed by the guarantor's estate in a manner satisfactory to Credit Union; and (j) Credit Union, in good faith, deems itself insecure.

14. Effect of an Event of Default. If any Event of Default shall occur, all commitments of Credit Union under this Agreement or the Related Documents immediately shall terminate (including an obligation to make loan disbursements or advances), and all loans immediately shall become due and payable, all without notice of any kind to Borrower, at the option of Credit Union, except for an Event of Default described in the "Insolvency" subsection above, in which case such acceleration shall be automatic and not optional. Upon default, or if this Agreement is not paid at final maturity, Credit Union, at its option, may add any unpaid accrued interest to principal and such sum will bear interest therefrom until paid, at the rate provided in this Agreement but in no event at an effective total interest rate

on this Agreement greater than the rate permitted by applicable law. Credit Union may hire or pay someone else to help collect this Agreement if Borrower does not pay. Borrower also will pay Credit Union that amount. This includes, subject to any limits under applicable law, Credit Union's attorneys' fees and legal expenses whether or not there is a lawsuit, including attorneys' fees and legal expenses for bankruptcy proceedings (including efforts to modify or vacate any automatic stay or injunction), appeals, and any anticipated post-judgment collection services. If not prohibited by applicable law, Borrower also will pay any court costs, in addition to all other sums provided by law.

15. Miscellaneous Provisions. The following miscellaneous provisions are a part of this Agreement:

a. Amendment. This Agreement, together with any Related Documents, constitutes the entire understanding and agreement of the parties as to the matters set forth in this Agreement. No alteration or amendment of this Agreement shall be effective unless given in writing and signed by the party or parties sought to be charged or bound by the alteration or amendment.

b. Applicable Law. THIS AGREEMENT IS ACCEPTED BY CREDIT UNION IN THE STATE OF OREGON. IF THERE IS A LAWSUIT, BORROWER AGREES AT CREDIT UNION'S REQUEST TO SUBMIT TO THE JURISDICTION OF THE COURTS OF CLACKAMAS COUNTY, STATE OF OREGON. BORROWER AND CREDIT UNION HEREBY WAIVE THE RIGHT TO ANY JURY TRIAL. THIS AGREEMENT SHALL BE GOVERNED BY AND CONSTRUED IN ACCORDANCE WITH OREGON STATE LAW.

c. Caption Headings. Caption headings in this Agreement are for convenience purposes only and are not to be used to interpret or define the provisions of this Agreement.

d. Costs and Expenses. Borrower agrees to pay upon demand all of Credit Union's out-of-pocket expenses, including attorney fees, incurred in connection with this Agreement or in connection with the Loans (and collection of the loans) made pursuant to this Agreement.

e. Notices. All notices required to be given under this Agreement shall be given in writing and shall be effective when actually delivered or when deposited in the United States mail, first class postage prepaid, addressed to the party to whom the notice is to be given at the address shown above or to such other address as either party may designate to the other in writing. To the extent permitted by law, if there is more than one Borrower, notice to any Borrower will constitute notice to all Borrowers. For notice purposes, Borrower agrees to keep Credit Union informed at all times of Borrower's current address(es).

f. Severability. If a court of competent jurisdiction finds any provision of this Agreement to be invalid or unenforceable, the offending provision, if feasible, shall be deemed to be modified to be within the limits of enforceability or validity; however, if the offending provision cannot be so modified, it shall be stricken and all other provisions of this Agreement in all other respects shall remain valid and enforceable.

g. Waiver. Credit Union shall not be deemed to have waived any rights under this Agreement unless such waiver is given in writing and signed by Credit Union. No delay or

omission on the part of Credit Union in exercising any right shall operate as a waiver of such right or any other right. A waiver by Credit Union of a provision of this Agreement shall not prejudice or constitute a waiver of Credit Union's right otherwise to demand strict compliance with that provision or any other provision of this Agreement. No prior waiver by Credit Union shall constitute a waiver of Credit Union's rights as to any future transactions. Upon any change in the terms of this Agreement, unless otherwise expressly stated in writing, no party who signs this Agreement, whether as maker, guarantor, accommodation maker or endorser, shall be released from liability. All such parties agree that Credit Union may renew, extend (repeatedly and for any length of

time) or modify this loan, or release any party or guarantor or collateral; or impair, fail to realize upon or perfect Credit Union's security interest in the collateral; and take any other action deemed necessary by Credit Union without the consent of or notice to anyone.

UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY US CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY US TO BE ENFORCEABLE.

Business Loan Agreement Signatures. Borrower agrees to the terms of this Business Loan Agreement and acknowledge receipt of a completed copy of this Business Loan Agreement.

Borrower			
Signer Name		Signature	X
Title		Date	
Signer Name		Signature	X
Title		Date	
Co-Signer Name		Signature	X
Title		Date	
Co-Signer Name		Signature	X
Title		Date	

Entrepreneurial Opportunity Program Authorization	Signature		Date:
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Business Guaranty Agreement

Entrepreneurial Opportunity Loan Program



P.O. Box 2020
Oregon City, OR 97045
503-656-0671
www.clackamasfcu.org

Item 9d.

This Business Guaranty Agreement is entered as part of the Business Loan Agreement with Borrower.

Date:		Member No.:		Loan No.:	
Borrower:					
Guarantor:			Guarantor:		
Guarantor:			Guarantor:		
Guaranty Amount	☐ Entire Line of Credit Balance			☐ Other \$	

This Business Guaranty Agreement ("Agreement") is given by Guarantor(s) to Clackamas Federal Credit Union ("Credit Union") in connection with Borrower(s) Business Loan Agreement with the Credit Union. In this Agreement, the terms "you" and "your" mean each person who signs this Agreement.

1. Promise to Pay. Guarantor enters this Agreement at the request of Borrower for the purpose of obtaining Credit Union's agreement to loan money to Borrower. For valuable consideration, each Guarantor unconditionally guarantees and promises to make full and prompt payment to Credit Union, its successors or assigns, on demand in lawful money of the United States of America, the indebtedness of the Borrower. If more than one Guarantor signs this Agreement, your obligations under this Agreement are joint and several.

2. Guarantor Liability. Guarantor is liable under this Agreement for the prompt payment in full of the indebtedness described above, including the full amount of the loan which shall not exceed at any one time the sum of the Loan Amount/Credit Limit shown above, plus all interest thereon and all Credit Union's costs, expenses, and attorney fees as allowed by law, in connection with the enforcement of this Agreement, the collection of the indebtedness of Borrower or with the collection or sale of any collateral, whether or not there is a lawsuit.

3. Duration of Guaranty. Guarantor's liability shall continue as long as this Agreement is in force regardless of whether recovery upon Borrower's indebtedness is barred by any statute of limitations, or whether such indebtedness arises from transactions which may be voidable. No payments made upon Borrower's indebtedness will discharge or diminish the liability of the Guarantor for any and all remaining indebtedness of Borrower to Credit Union. Guarantor's liability will be enforceable against both the separate and community property of Guarantor whether now owned or hereafter acquired. This Agreement will take effect when received by Credit Union, without the necessity of any acceptance by Credit Union and will continue until Guarantor notifies Credit Union by written election to revoke this Agreement, delivered to the Credit Union. Written revocation of this Agreement shall apply only to new indebtedness created or advances made after actual receipt by Credit Union of Guarantor's written revocation. Renewals, extensions, and modifications of Borrower's

indebtedness, granted after the Guarantor's revocation are not considered new indebtedness. Termination of this Agreement by one of the undersigned shall not affect the liability hereunder of the remaining Guarantors.

4. Credit Union Actions. Guarantor authorizes Credit Union, either before or after revocation of this Guaranty, without notice or demand and without affecting the liability hereunder, from time to time to: (a) make additional secured or unsecured loans to Borrower; (b) alter, compromise, renew, extend, accelerate, or otherwise change the time for payment of, or otherwise change the terms of the indebtedness or any part thereof, including an increase or decrease of the rate of interest thereon; (c) take and hold security for the payment of this Agreement or the indebtedness guaranteed, and exchange, enforce, waive, or release any such security, with or without a substitution of new collateral; (d) release, substitute, agree not to sue, or deal with any one or more of Borrower's sureties, endorsers, or other Guarantors on any terms or manner Credit Union chooses; (e) apply security and direct the order or manner of sale thereof, including, without limitation, a nonjudicial sale permitted by the terms of the controlling security agreement or deed of trust, as Credit Union in its discretion may determine; and (f) assign this Agreement in whole or in part without notice.

5. Guarantor's Waivers. Guarantor waives any right to require lender to: (a) make any presentment, protest, demand, or notice of any kind, including notice of any nonpayment of Borrower's indebtedness or of any collateral thereto and notice of action or nonaction; (b) proceed directly and at once against any person, including Borrower; or (c) exhaust any collateral held from Borrower, any other Guarantor, or any other person. Guarantor waives any rights or defenses arising from any law which may prevent the Credit Union from beginning any action, including a claim for deficiency against Guarantor or any disability or other defense of Borrower, any other Guarantor, any other person, or by reason of succession from any cause whatsoever other than payment in full of the indebtedness of Borrower. Guarantor hereby expressly subordinates any claim Guarantor may have against Borrower, upon any account whatsoever, to any claim that Credit Union may now or hereafter have against Borrower. Guarantor has established adequate means of obtaining from Borrower on a continuous basis information regarding Borrower financial

condition and agrees to keep adequately informed from such means of any facts which might in any way affect Guarantor's risks hereunder, and Guarantor further agrees that absent a request for information, Credit Union shall have no obligation to disclose to Guarantor information or material acquired in the cause of Credit Union's relationship with Borrower. Credit Union would not approve loan(s) without this Guaranty. Guarantor is receiving no benefits from the proceeds of the loan(s) hereby guaranteed.

6. Security. You grant the Credit Union a consensual security interest in all your deposit accounts, present and future, and accumulated interest as security for your obligations under this Agreement. In the event you fail to make payments due the Credit Union under this Agreement, you authorize the Credit Union to exercise its lien rights and security interest and apply the balance of your accounts to pay amounts due the Credit Union.

7. Collection Costs and Attorney Fees. You agree to pay on demand all of Credit Union's costs and expenses, including Credit Union's attorney fees and legal expenses, incurred in connection with enforcement of this Agreement. The Credit Union may use attorneys who are Credit Union employees or outside attorneys to enforce this Agreement. You agree to pay all costs and expenses of all such enforcement. In the event any action is taken or legal proceeding is brought to enforce or interpret this Agreement, you agree the prevailing party in such action shall be entitled to all additional sums as an arbitrator or court may award as reasonable including costs, disbursements, and attorney fees at hearing, trial, or any appeal. Whether or not an arbitration or court action is filed, all reasonable attorney fees and expenses Credit Union incurs in protecting its interests or enforcing this Agreement shall become part of the indebtedness evidenced this Agreement, shall bear interest at the penalty loan rate under Agreement, and shall be paid to Credit Union by you on demand. The attorney fees, collection costs and expenses include without limitation all of Credit Union's attorney fees (including the fees charged by Credit Union's in-house attorneys, calculated at hourly rates charged by outside attorneys with comparable skill

and experience), Credit Union's fees and expenses for Credit Bankruptcy proceedings (including efforts to modify, vacate, or obtain relief from any automatic stay), fees and expenses for Credit Union's post-judgment collection activities, Credit Union's cost of searching lien records, searching public record databases, on-line computer legal research, title reports, surveyor reports, appraisal reports, collateral inspection reports, title insurance, and bonds issued to protect Credit Union's collateral, all to the fullest extent allowed by law.

8. Governing Law. You agree this Agreement will be governed by and interpreted in accordance with applicable federal law and Oregon state law, subject to any federal preemption and regardless of any conflict of laws provisions. If any provision of this Agreement is invalid, the rest of the provisions shall remain valid. If a lawsuit is commenced, you agree to submit to jurisdiction of the courts in Clackamas County, Oregon. **GUARANTOR(S) AND THE CREDIT UNION HEREBY WAIVE THE RIGHT TO ANY JURY TRIAL.**

9. Venue. This Agreement has been approved and made by the Credit Union in Oregon State. If there is a lawsuit relating to this Agreement, you agree to submit to the jurisdiction of the courts located in the Clackamas County and Oregon State, except and only to the extent of procedural matters related to the perfection and enforcement of our rights and remedies against the Collateral if the law requires that such a suit be brought in another jurisdiction.

ORAL AGREEMENTS OR ORAL COMMITMENTS TO LOAN MONEY, EXTEND CREDIT, OR TO FORBEAR FROM ENFORCING REPAYMENT OF A DEBT ARE NOT ENFORCEABLE UNDER OREGON LAW. UNDER OREGON LAW, MOST AGREEMENTS, PROMISES AND COMMITMENTS MADE BY US CONCERNING LOANS AND OTHER CREDIT EXTENSIONS WHICH ARE NOT FOR PERSONAL, FAMILY OR HOUSEHOLD PURPOSES OR SECURED SOLELY BY THE BORROWER'S RESIDENCE MUST BE IN WRITING, EXPRESS CONSIDERATION AND BE SIGNED BY US TO BE ENFORCEABLE.

Business Guaranty Agreement Signatures. Guarantors agree to the terms of this Business Guaranty Agreement and acknowledge receipt of a completed copy of this Business Guaranty Agreement.

Guarantor Name		Signature	X	Date:
Guarantor Name		Signature	X	Date:
Guarantor Name		Signature	X	Date:
Guarantor Name		Signature	X	Date:

Entrepreneurial Opportunity Program Authorization	Signature		Date:
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PERSONAL GUARANTY

For good and valuable consideration the receipt and sufficiency of which is hereby acknowledged the undersigned, and if more than one, each of them, jointly and severally, (hereinafter jointly and severally "Guarantor(s)") unconditionally and personally guarantee any and all obligations due and to become due of _____ ("Recipient") to the City of Oregon City and Clackamas Federal Credit Union, or any subsidiary or affiliates of them, including the Oregon City Economic Development Department, (all of whom are hereinafter referred to as "OCED"). This guaranty includes, but is not limited to payment of all amounts, including invoice amounts, damages, late payment charges, attorney fees and costs and any other indebtedness related to the Forgivable Loan Agreement between the city of Oregon City and Recipient, dated _____, 2022.

In case of any suit or action is commenced by the City of Oregon City and/or Clackamas Federal Credit Union for collection of any debt guaranteed hereby, the prevailing parties shall be entitled to their collection costs and reasonable attorney fees and costs (whether in the state or federal courts, including but not limited to the bankruptcy courts), including but not limited to those incurred prior to and at any trial, any court annexed arbitration, on any appeal, and on denial of any petition for review. Jurisdiction for any action may, at the sole option of the City of Oregon City, be the courts of the State of Oregon with venue in Clackamas County. Guarantor(s) consent to such jurisdiction and venue. This Guaranty shall be governed by and construed in accordance with Oregon law without resort to its principles on conflict of laws.

Guarantor(s)

NOTE: By signing this Guaranty you are agreeing to be personally liable

Signature: _____, personally

Print Name: _____

Date: _____

Signature: _____, personally

Print Name: _____

Date: _____