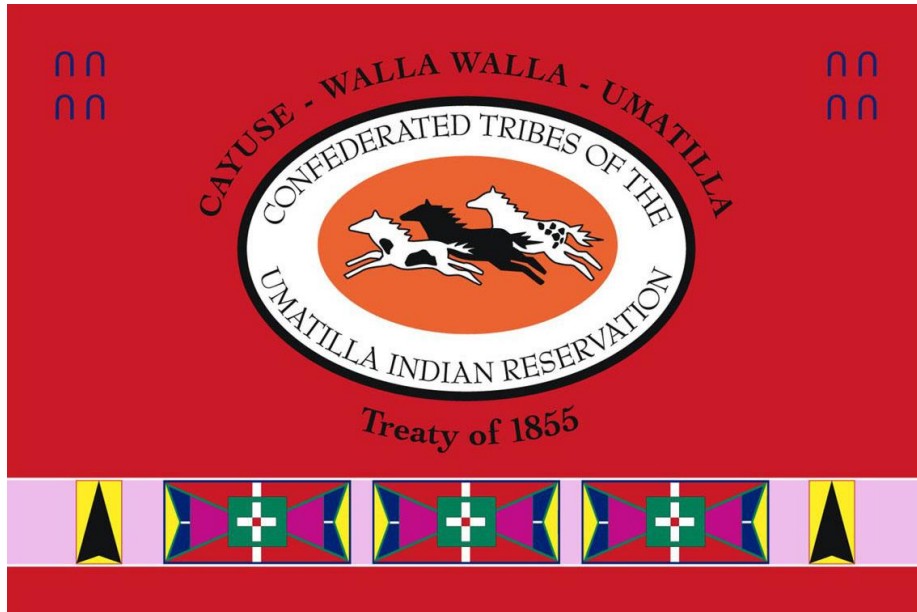


Confederated Tribes of the Umatilla Indian Reservation (CTUIR)



EMERGENCY OPERATIONS PLAN

January 2023

Prepared for:

Confederated Tribes of the Umatilla Indian Reservation (CTUIR)
46411 Timine Way
Pendleton, OR 97801

Prepared by:

CTUIR Public Safety Director and Emergency Management Coordinator



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Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the Confederated Tribes of Umatilla Indian Reservation (CTUIR) response and support to an emergency incident. If you are not authorized to implement this plan, dial 9-1-1 and ask for assistance.

1. Receive alert of incident.

- Alerts should be directed to the Tribal Emergency Manager (Public Safety Director or as appointed by the BOT).
- If the Public Safety Director is not available, alerts should be directed to the Fire Chief, or Police Chief based on the line of succession.
- Alerts may be received through dispatch, responding agencies, an on-scene Incident Commander, the public or other sources.
- If you are the first individual receiving notification of the incident, call 9-1-1 and provide as much detail as possible.
- See [ESF 2: Communications](#) of the CTUIR Emergency Operations Plan for more information on alerts and warnings.

2. Establish communications with the on-scene Incident Commander.

- Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
- The on-scene Incident Commander may assign a radio frequency that the Emergency Operations Center can use to communicate with the scene.
- See [ESF 2: Communications](#) of the CTUIR Emergency Operations Plan for more information on communications systems.

3. Identify, in coordination with the on-scene Incident Commander, key incident needs. Consider coordination of the following, as required by the incident:

- Protective Action measures, including evacuation and shelter-in-place (refer to Support [Annex A: Protective Actions](#))
- Shelter and housing needs for displaced tribal members and visitors
- Emergency public information and coordination with the media
- Coordination with Tribal enterprises
- Provisions for Access and Functional Needs Populations
- Provisions for animals in disaster

4. Determine the need to implement the CTUIR Emergency Management Organization.

- The Tribal Emergency Manager should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the CTUIR for the incident. This may range from the Tribal Emergency Manager being on stand-by to full activation of the Tribe's Emergency Operations Center.

- Identify key personnel who will be needed to staff the CTUIR Emergency Operations Center.
- 5. Notify key Tribal personnel and response partners.**
- The Tribal Emergency Manager will notify key personnel to staff the Emergency Operations Center based on incident needs.
 - Notify appropriate emergency response agencies.
 - See the CTUIR Emergency Contact List maintained by the Tribal Emergency Manager.
- 6. Activate the Emergency Operations Center as appropriate.**
- CTUIR will utilize the Incident Command System in managing the Emergency Operations Center.
 - Primary Emergency Operations Center Location: CTUIR Public Safety Building 46411 Timine Way Pendleton, Oregon 97801
 - Alternate Emergency Operations Center Location: See [Section 5.2.2, Emergency Operations Center Locations](#)
 - See [Section 5](#) of the Basic Plan of the CTUIR Emergency Operations Plan for information on Emergency Operations Center operations.
- 7. Inform Oregon Emergency Response System/National Response Center of Emergency Operations Center activation and request support as needed.**
- Oregon Emergency Response System: 800-452-0311
 - If necessary, responsible parties would then call the National Response Center at 800-424-8802
 - If necessary, CTUIR can reach FEMA Region X directly at 425- 487-4600
- 8. Declare a State of Emergency for the Tribes, as appropriate.**
- If the incident has or threatens to overwhelm the CTUIR's resources to respond, the CTUIR should declare a State of Emergency.
 - The Board of Trustees, with support from the Executive Director and Public Safety Director, will declare a state of emergency for the CTUIR.
 - If circumstances prohibit timely action by the CTUIR Executive Director and Board of Trustees, the following individuals may verbally declare a state of emergency: Executive Director. For purposes of the immediate emergency, the signature of a single member of the Board of Trustees will carry full authority for the CTUIR Emergency Declaration. A formal review before the Board of Trustees will follow as soon as prudently possible, with a signed order replacing the emergency order.
 - The declaration should be submitted to the Oregon Emergency Response System.
 - See [Section 1.5.1](#) of this Basic Plan of the CTUIR Emergency Operations Plan for information on the disaster declaration process. A sample disaster declaration form is included in [Appendix A](#).

- For purposes of Public Health Emergency declarations, see section 8.05 of the CTUIR Public Health Code.

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Preface

This Emergency Operations Plan is an all-hazard plan that describes how the Confederated Tribes of the Umatilla Indian Reservation will organize and respond to emergencies and disasters in the community. It is based on Tribal authorities and Federal law and is designed to be consistent with the State of Oregon and local law and other applicable regulations, plans, and policies, including the National Response Framework and the State of Oregon Emergency Operations Plan.

It is recognized that response to emergency or disaster conditions in order to maximize the safety of the public and minimize property damage is a primary responsibility of the Tribal government. It is the goal of the Confederated Tribes of the Umatilla Indian Reservation that responses to such conditions are performed in the most organized, efficient, and effective manner possible. To aid in accomplishing this goal, the Confederated Tribes of the Umatilla Indian Reservation have formally adopted the principles of the National Incident Management System (including the Incident Command System) and the National Response Framework.

Consisting of a [Basic Plan](#), [15 Emergency Support Function Annexes](#) that complement the Federal and State Emergency Support Functions, [Support Annexes](#), and [Incident Annexes](#), this Emergency Operations Plan provides is the framework for coordinated response and recovery activities during an emergency. The plan describes how various agencies and organizations within the Confederated Tribes of the Umatilla Indian Reservation will coordinate resources and activities with other Federal, State, local, and private-sector partners.

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Letter of Promulgation

To all Recipients:

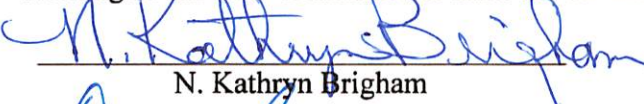
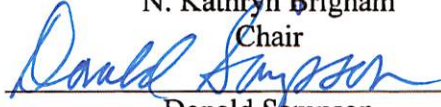
Promulgated herewith is the revised Emergency Operations Plan (EOP) for the Confederated Tribes of Umatilla Indian Reservation. This plan supersedes any previous Emergency Operations Plans. It provides a framework within which the Confederated Tribes of Umatilla Indian Reservation (CTUIR) can plan and perform their respective emergency functions during a disaster or national emergency.

This EOP 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 includes elements pertaining to the preparation and maintenance of CTUIR's procedures and guidelines, and commits the CTUIR to carrying out the training, exercises, and plan maintenance needed to support the plan.

This plan has been approved and adopted by the Board of Trustees. It will be revised and updated as required. All recipients, as identified on the Plan Distribution List, are requested to advise the CTUIR Emergency Management Coordinator of any changes which might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

Nothing in this EOP is intended to limit the sovereign powers of the CTUIR.

 _____ N. Kathryn Brigham Chair	1/30/23 _____ DATE
 _____ Donald Sampson Executive Director	1/30/2023 _____ DATE
_____	_____
_____	_____
_____	_____

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Plan Administration

The Confederated Tribes of Umatilla Indian Reservation Emergency Operations Plan (EOP), including appendices and annexes, is intended to be reviewed annually and as appropriate after an exercise or incident response. Changes to the annexes and appendices, and non-substantive changes to the Basic Plan, may be made by the Tribal Emergency Manager without formal approval by the Board of Trustees (BOT). The EOP will be formally re-promulgated by the BOT once every five years. The Public Safety Director will oversee the re-promulgation review and present it to the BOT.

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.

Table 1: Record of Plan Changes

Date	Change No.	Summary of Changes
2007	Plan	Emergency Operations Plan adopted
2009	Plan Update	Emergency Operations Plan, including NIMS
2011	Plan Update	Comprehensive plan revision through the State OEM Planning project
2016	Plan Update	Revision for Sandy Hook Declaration and end of the Chemical Stockpile Emergency Preparedness Program (Umatilla Army Depot).
07/2022	Plan Update	Plan and ESF reviewed by staff for consistency, clarity, and accuracy.
1/2023	Plan Update	Base Plan and all Annexes (ESF, Support, and Incident) reviewed against CPG-101 v3; updates made to ensure alignment.

Plan Distribution List

Copies of this plan will be provided to the following jurisdictions, agencies, and persons. Updates will be provided when available. Recipients will be responsible for updating their respective Emergency Operations Plans when they receive changes. The Tribal Emergency Management Coordinator is ultimately responsible for all plan updates. Note: Hard copy plans will be provided to those noted with an asterisk (*); all others will receive a digital version. The electronic file will be stored on the tribe’s network.

Table 2: Plan Distribution List

Date	No. of Copies	Jurisdiction/Agency/Person
		CTUIR Board of Trustees*
		CTUIR Executive Director*
		CTUIR Deputy Executive Director*
		CTUIR Yellowhawk Tribal Health Clinic, Emergency Coordinator
		CTUIR Department of Administration, Office of Executive Director
		CTUIR Department of Housing, Director
		CTUIR Department of Administration, Tribal Planning Office, Planning Director
		CTUIR Department of Communications, Director
		CTUIR Police and Dispatch* Police Chief
		CTUIR Fire and EMS Department*, Fire Chief
		CTUIR Department of Public Safety*, Director
		CTUIR Department of Natural Resources, Director
		CTUIR Department of Economic and Community Development, Director
		CTUIR Department of Science and Engineering Director
		CTUIR Department of Public Works* Director
		CTUIR Department of Administration, Office of Legal Counsel, Lead Attorney
		Umatilla County Emergency Management
		Union County Emergency Management
		Morrow County Emergency Management
		Gilliam County Emergency Management
		Benton County Emergency Management (WA)

Basic Plan
Plan Distribution List

Date	No. of Copies	Jurisdiction/Agency/Person
		Walla Walla County Emergency Management (WA)
		Oregon Emergency Management
		Oregon Department of Forestry (Pendleton)
		Bureau of Indian Affairs (Umatilla/Portland) *
		Federal Emergency Management Agency Region X (Bothell, WA) *
		US Army Corps of Engineers (Walla Walla/Portland Districts)
		US Forest Service (Umatilla/Wallowa Whitman)

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Emergency Operations Plan Review Assignments

Unless otherwise stated, the following table identifies agencies responsible for the review of specific plan sections and annexes. Changes will be forwarded to Robert (Bob) Fossek, Tribal Emergency Management Coordinator, for revision 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.

Table 3: Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
Basic Plan	CTUIR Department of Public Safety
Emergency Support Function Annexes	
ESF 1 Transportation	<p>Primary Agencies CTUIR Department of Public Works CTUIR Planning Department (Kayak) CTUIR Public Safety</p> <p>Supporting Agencies Umatilla County Road Department Oregon Department of Transportation</p>
ESF 2 Communications	<p>Primary Agencies CTUIR Department of Public Safety CTUIR Office of Information Technology CTUIR Department of Communication</p> <p>Supporting Agencies CTUIR Emergency Management Department</p> <p>Adjunct Agencies City of Hermiston 911, Public Safety Answering Point (PSAP) Umatilla County 911, PSAP, and National Warning System (NAWAS) City of Milton-Freewater 911, PSAP Oregon State Forestry Office in Pendleton</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>ESF 3</u> <u>Public Works and Engineering</u></p>	<p>Primary Agencies CTUIR Department of Public Works</p> <p>Supporting Agencies CTUIR Department of Natural Resources Tribal Environmental Recovery Facility (TERF)</p> <p>Adjunct Agencies Umatilla County Public Works Department Oregon Department of Transportation US Army Corps of Engineers</p>
<p><u>ESF 4</u> <u>Firefighting</u></p>	<p>Primary Agencies CTUIR Fire Department</p> <p>Supporting Agencies BIA Fire CTUIR Emergency Management Department Yellowhawk Tribal Health Center</p> <p>Adjunct Agencies Umatilla County Emergency Management Umatilla County Sheriff's Office Oregon Department of Forestry Pendleton Fire</p>
<p><u>ESF 5</u> <u>Information and Planning</u></p>	<p>Primary Agencies CTUIR Emergency Management Department</p> <p>Supporting Agencies CTUIR Department of Public Safety Yellowhawk Tribal Health Center</p> <p>Adjunct Agencies Umatilla County Emergency Management Wildhorse Resort and Casino Oregon Emergency Management (OEM) Oregon Emergency Response System Oregon Department of Energy Bureau of Indian Affairs US Environmental Protection Agency</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>ESF 6</u> <u>Mass Care, Emergency Assistance, Temporary Housing, and Human Services</u></p>	<p>Primary Agencies Yellowhawk Tribal Health Center CTUIR Emergency Management Department</p> <p>Supporting Agencies Tribal Housing Authority CTUIR Department of Children and Families</p> <p>Adjunct Agencies Umatilla County Emergency Management Bureau of Indian Affairs American Red Cross Salvation Army United Way</p>
<p><u>ESF 7</u> <u>Logistics</u></p>	<p>Primary Agencies CTUIR Department of Finance/Purchasing</p> <p>Supporting Agencies CTUIR Department of Public Works CTUIR Department of Public Safety Yellowhawk Tribal Health Center</p> <p>Adjunct Agencies Federal Emergency Management Association Bureau of Indian Affairs Umatilla County State of Oregon</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>ESF 8</u> <u>Public Health and Medical Services</u></p>	<p>Primary Agencies Yellowhawk Tribal Health Center (Yellowhawk)</p> <p>Supporting Agencies CTUIR Public Safety Department</p> <p>Adjunct Agencies Umatilla County Public Health Department Oregon Health Authority Oregon Department of Environmental Quality US Department of Health and Human Services Department of the Interior, Indian Health Service Eastern Oregon Psychiatric Center, Pendleton St. Anthony Hospital, Pendleton Walla Walla General Hospital, Walla Walla Washington Providence St. Mary Medical Center, Walla Walla Washington Good Shepherd Medical Center, Hermiston</p>
<p><u>ESF 9</u> <u>Search and Rescue</u></p>	<p>Primary Agencies CTUIR Department of Public Safety</p> <p>Supporting Agencies CTUIR Emergency Management Department</p> <p>Adjunct Agencies Umatilla County Search and Rescue Umatilla County Sheriff’s Office State of Oregon Department of Forestry</p>
<p><u>ESF 10</u> <u>Oil and Hazardous Materials</u></p>	<p>Primary Agencies CTUIR Department of Public Safety</p> <p>Supporting Agencies CTUIR Department of Natural Resources</p> <p>Adjunct Agencies Umatilla County Department of Transportation Oregon Department of Transportation Union Pacific Railroad</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>ESF 11</u> <u>Agriculture and Natural Resources</u></p>	<p>Primary Agencies CTUIR Department of Natural Resources</p> <p>Supporting Agencies CTUIR Department of Public Safety</p> <p>Adjunct Agencies Umatilla County Health Department Oregon Department of Agriculture</p>
<p><u>ESF 12</u> <u>Energy</u></p>	<p>Primary Agencies CTUIR Department of Public Works</p> <p>Supporting Agencies Private Utilities (as needed)</p> <p>Adjunct Agencies State of Oregon Department of Energy</p>
<p><u>ESF 13</u> <u>Public Safety and Security</u></p>	<p>Primary Agencies CTUIR Department of Public Safety</p> <p>Supporting Agencies CTUIR Department of Public Works</p> <p>Adjunct Agencies Umatilla County Sheriff's Office Oregon State Police</p>
<p><u>ESF 14</u> <u>Long-Term Community Recovery</u></p>	<p>Primary Agencies CTUIR Board of Trustees CTUIR Department of Public Works CTUIR Planning Department CTUIR Department of Economic and Community Development</p> <p>Supporting Agencies CTUIR Department of Natural Resources</p> <p>Adjunct Agencies Umatilla County Emergency Management Bureau of Indian Affairs Federal Emergency Management Agency</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>ESF 15</u> <u>External Affairs</u></p>	<p>Primary Agencies CTUIR Public Safety/Dispatch & Emergency Management CTUIR Public and Legislative Affairs CTUIR Office of the Executive Director</p> <p>Supporting Agencies CTUIR Office of Information Technology</p> <p>Adjunct Agencies Umatilla County, Dispatch. Alert Sense Oregon Office of Emergency Management Bureau of Indian Affairs Federal Communications Commission, Emergency Alert System</p>
Support Annexes	
<p><u>SA-A</u> <u>Protective Actions</u> <u>(Evacuation and Shelter-in-Place)</u></p>	<p>Primary Agencies CTUIR Department of Public Safety</p> <p>Supporting Agencies Tribal Housing Authority</p> <p>Adjunct Agencies Oregon Department of Transportation Bureau of Indian Affairs</p>
<p><u>SA-B</u> <u>State Tribal Relations</u></p>	<p>Primary Agencies Oregon Emergency Management (OEM)</p> <p>Supporting Agencies Umatilla County Emergency Management</p>
Incident Annexes	
<p><u>IA 1</u> <u>Severe Weather</u></p>	<p>Primary Agencies CTUIR Department of Public Safety CTUIR Department of Public Works</p> <p>Supporting Agencies CTUIR Department of Administration, Tribal Planning Office</p>
<p><u>IA 2</u> <u>Flood</u></p>	<p>Primary Agencies CTUIR Department of Public Safety CTUIR Department of Public Works</p> <p>Supporting Agencies CTUIR Department of Administration, Tribal Planning Office</p>

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
IA 3 Drought	Primary Agencies CTUIR Department of Public Safety CTUIR Department of Public Works Supporting Agencies CTUIR Department of Natural Resources
IA 4 Wildfire	Primary Agencies CTUIR Department of Public Safety Supporting Agencies BIA Fire Oregon Department of Forestry
IA 5 Earthquake/Seismic Activity	Primary Agencies CTUIR Department of Public Safety CTUIR Department of Public Works Supporting Agencies CTUIR Department of Natural Resources
IA 6 Hazardous Materials	Primary Agencies CTUIR Department of Public Safety Supporting Agencies Department of Environmental Quality (DEQ)
IA 7 Public Health Related	Primary Agencies Yellowhawk Tribal Health Center CTUIR Department of Public Safety Supporting Agencies Oregon Health Authority (OHA)
IA 8 Terrorism	Primary Agencies CTUIR Department of Public Safety Supporting Agencies Umatilla County Sheriff's Office Oregon State Police Pendleton Police Department

Emergency Operations Plan Review Assignments

Section/Annex	Responsible Agencies
<p><u>IA 9</u> <u>Transportation Accident</u></p>	<p>Primary Agencies CTUIR Department of Public Works CTUIR Department of Public Safety</p> <p>Supporting Agencies CTUIR Natural Resources CTUIR Department of Administration KAYAK Public Transit</p>
<p><u>IA 10</u> <u>Violent Intruder/Active Shooter</u></p>	<p>Primary Agencies CTUIR Department of Public Safety</p> <p>Supporting Agencies CTUIR Fire Department/EMS</p>

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BASIC PLAN

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Introduction

1.1 General

The National Response Framework (NRF) is a guide to how the Nation conducts all-hazards response. Response also includes the execution of emergency plans and actions to support short-term recovery. The Framework is always in effect, and elements can be implemented as needed on a flexible, scalable basis to improve response. Effective response to an incident is a shared responsibility of governments at all levels, the private sector, and Non-Governmental Organizations (NGOs), and individual citizens. This Framework commits the Federal Government, in partnership with local, tribal, and State governments and the private sector, to complete both strategic and operational plans for the incident scenarios specified in the National Preparedness Guidelines. The NRF presents key response principles, participants, roles and structures that guide the Nation's response operations.

This Emergency Operations Plan (EOP) establishes guidance for the Confederated Tribes of the Umatilla Indian Reservation's (CTUIR) actions during response to, and short-term recovery from, major emergencies or disasters. It promulgates a framework within which the CTUIR will combine technical capabilities and resources, plus the sense, judgment, and expertise of their emergency response personnel, department directors, and other authorized or delegated decision makers. Specifically, this EOP describes the roles and responsibilities of the CTUIR departments and personnel when an incident occurs, and it establishes high level guidance that supports implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

The CTUIR views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. An effective exercise program is an essential component of CTUIR's preparedness as it validates plans, tests operational capabilities, maintains leadership effectiveness, and examines ways that CTUIR utilizes the whole community. Exercise program management involves a collaborative approach that integrates resources, organizations, and individuals in order to identify and achieve program priorities.

The Public Safety Director or Tribal Emergency Management Coordinator will maintain the EOP through a program of continuous improvement, including ongoing involvement of Tribal departments and of agencies and individuals with responsibilities and interests in this plan and supporting annexes.

1.2 Purpose and Scope

1.2.1 Purpose

The CTUIR EOP provides a framework for coordinated mitigation, preparedness, response, and recovery activities during an emergency based on the federal framework outline in the 2016 NRF. This plan is primarily applicable to extraordinary situations and is not intended for use in response to typical, day-to-day emergencies managed by first responders. This EOP

complements the State of Oregon (State) Emergency Management Plan (EMP) and the National Response Framework (NRF).

1.2.2 Scope

This EOP is intended to be invoked whenever the CTUIR must respond to an unforeseen incident or planned event, the size or complexity of which is beyond that normally handled by routine operations.

The jurisdictional application of this EOP applies to the approximately 172,000 acres of land within the “diminished boundary” of the Umatilla Indian Reservation (UIR). Lands under the jurisdiction of Umatilla County surround the UIR. Umatilla County has a separate Emergency Operations Plan which is organized in the same format. This supports alignment between the two documents.

Such occurrences may include natural or human-caused disasters and may impact surrounding areas such as Umatilla County, incorporated municipalities, or a combination thereof. Notwithstanding its area reach, this plan is intended to guide only emergency operations for the CTUIR and UIR, complementing and supporting implementation of the emergency response plans of the various other local governments, special districts, and other public- and private-sector entities within the region but not supplanting or taking precedence over them.

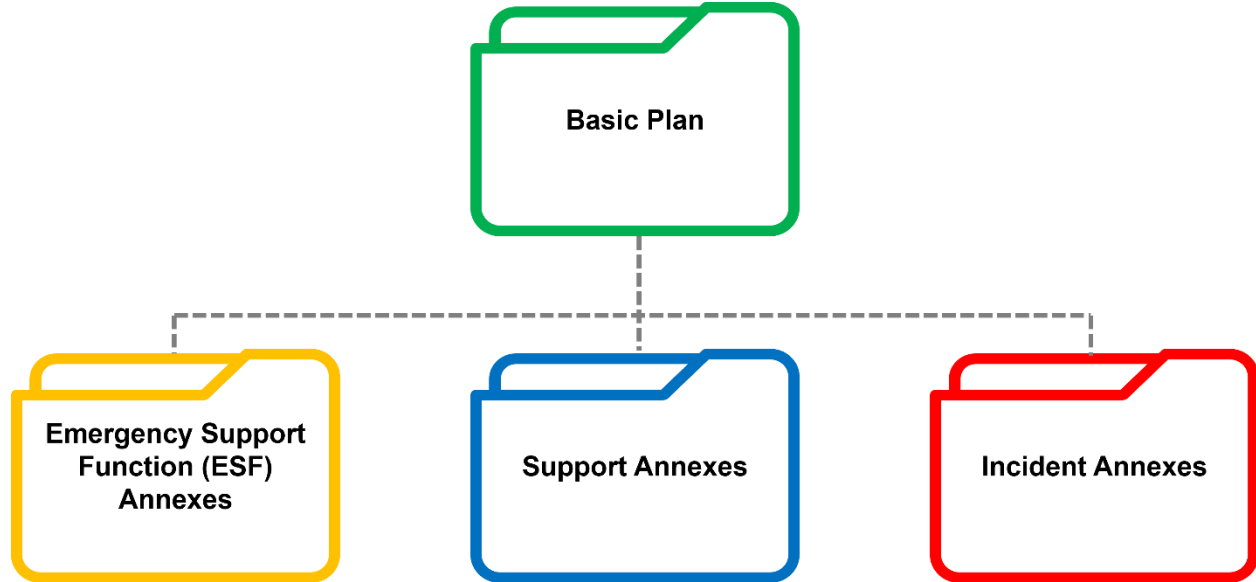
The primary users of this plan are elected officials, department directors and their senior staff members, emergency management staff, leaders of local volunteer organizations that support emergency operations and others who may participate in emergency response efforts. The general public is also welcome to review the EOP in order to better understand the processes by which the CTUIR manages the wide range of risks to which it is subject. The EOP (as well as the Hazard Mitigation Plan, or HMP) are available on the tribe’s website.

1.2.3 Plan Organization

The CTUIR EOP is composed of the following components:

- [Basic Plan](#)
- [Emergency Support Function Annexes](#)
- [Support Annexes](#)
- [Incident Annexes](#)

Figure 1: CTUIR Plan Organization



1.2.3.1 Basic Plan

The purpose of the Basic Plan is to:

- Provide a description of the legal authorities upon which the CTUIR has structured its emergency management system including the emergency declaration process, activation of mutual aid agreements, and request for resources and emergency spending powers.
- Describe the context under which the CTUIR will respond to an incident.
- Include a community profile and discussion of hazards and threats facing the community.
- Assign and describe roles and responsibilities for the CTUIR agencies tasked with emergency preparedness and response functions.
- Describe a concept of operations for the CTUIR that provides a framework upon which the CTUIR will conduct its emergency operations and coordinate with other agencies and jurisdictions.
- Describe the CTUIR’s emergency response structure, including activation and operation of the CTUIR Emergency Operations Center (EOC) and implementation of ICS.
- Discuss the CTUIR’s protocols to maintain and review this EOP, including training, exercises, and public education components.

1.2.3.2 Emergency Support Function Annexes

[Emergency Support Function \(ESF\) Annexes](#) focus on critical tasks, capabilities, and resources provided by emergency response agencies for the CTUIR throughout all phases of an emergency. In the event of an incident for which the CTUIR’s capabilities and/or resources are limited or exhausted, escalation pathways and resource request procedures for seeking additional support

from local, federal, or state agencies are clearly defined in each annex. The following ESFs supplement the information in the Basic Plan.

Table 4: CTUIR Emergency Support Functions

Annex	Function
ESF 1	Transportation
ESF 2	Communications
ESF 3	Public Works and Engineering
ESF 4	Firefighting
ESF 5	Information and Planning
ESF 6	Mass Care, Emergency Assistance, Temporary Housing and Human Services
ESF 7	Logistics
ESF 8	Public Health and Medical Services
ESF 9	Search and Rescue
ESF 10	Oil and Hazardous Materials
ESF 11	Agriculture and Natural Resources
ESF 12	Energy
ESF 13	Public Safety and Security
ESF 14	Long-Term Community Recovery
ESF 15	External Affairs

During a major emergency or disaster affecting the CTUIR or a portion thereof, Tribal departments may be asked to support the larger response. The request for such assistance would come from the CTUIR Department of Public Safety in coordination with the Office of the Executive Director.

1.2.3.3 Support Annexes

There are some functions that do not fall within the scope of the 15 ESF annexes provided in this plan and are provided as [Support Annexes \(SA\)](#).

Table 5: CTUIR Support Annexes

Annex	Function
SA A	Protective Actions
SA B	State Tribal Relations Annex

1.2.3.4 Incident Annexes

Additionally, [Incident Annexes \(IAs\)](#) 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 CTUIR. Incident types are based on the hazards identified in the most recent Natural Hazard Mitigation Plan and the Hazard Identification and Vulnerability Assessment conducted for the CTUIR.

Table 6: CTUIR Incident Annexes

Annex	Hazard
IA 1	Severe Weather
IA 2	Flood
IA 3	Drought
IA4	Wildfire
IA 5	Earthquake/Seismic Activity
IA 6	Hazardous Materials
IA 7	Public Health-Related
IA 8	Terrorism
IA 9	Transportation Accident

1.3 Relationship to Other Plans

1.3.1 Federal Plans

1.3.1.1 National Incident Management System (NIMS)

The National Incident Management System (NIMS) is a systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work together seamlessly and manage incidents involving all threats and hazards—regardless of cause, size, location, or complexity—in order to reduce loss of life, property and harm to the environment. The NIMS is the essential foundation to the [National Preparedness System \(NPS\)](#) and provides the template for the management of incidents and operations in support of all five National Planning Frameworks. By adopting NIMS, the CTUIR is part of a comprehensive national approach to improve effectiveness of emergency management and response personnel across potential threats and hazards regardless of size and complexity.

1.3.1.2 National Response Framework (NRF)

This document explains the common discipline and structures that have been exercised and matured at the local, tribal, State, and national levels over time. It describes key lessons learned from Hurricanes Katrina and Rita, focusing particularly on how the Federal Government is organized to support communities and States in catastrophic incidents. Most importantly, it builds upon the National Incident Management System (NIMS), which provides a consistent template for managing incidents.

The NRF is a guide to how the Federal government conducts all-hazards response. It is built upon a 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 Federal response assistance a state is most likely to need into 15 Emergency Support Functions (ESF). Each ESF has a primary agency assigned for maintaining and coordinating response activities.

The NRF includes a Tribal Relations Support Annex. This annex describes the policies, responsibilities, and concept of operations for effective coordination and interaction of Federal incident management activities with those of Tribal governments and communities during incidents requiring a coordinated Federal response.

1.3.2 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 provide for and staff a State Emergency Coordination Center 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 emergency management organization; contains functional annexes 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. The State of Oregon EOP also follows the structure of the NRF and includes a Tribal Relations Support Annex describing the State's role in coordinating with and supporting Tribal nations in emergency response. The State's Support Annex is included in this EOP as Support Annex B.
- **Volume III: Relief and Recovery** provides State guidance, processes, and rules for assisting Oregonians with recovery from a disaster's 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.

The CTUIR EOP is similar in scope and authority to the Oregon EMP,

On January 29, 2013, President Obama signed into law the [Sandy Recovery Improvement Act of 2013](#) (P.L. 113-2) (SRIA), which amends the Stafford Act to provide for an option for the Chief Executive of a federally recognized Indian tribe to make a direct request to the President for a major disaster or emergency declaration. The amendment provides that Tribes may elect to receive assistance under a State's declaration, provided that the President does not make a declaration for the Tribe for the same incident. The President of the United States has the authority to issue a Presidential Declaration, which allows for the provision of Federal Resources to the CTUIR. Notifications from local or regional Federal offices would follow locally established procedures.

1.3.3 Continuity of Operations and Continuity of Government Plans

The CTUIR has not formalized a Continuity of Operations (COOP) or a Continuity of Government (COG) plan to date. However, should the CTUIR develop or implement these plans in the future, plans may be used in conjunction with the EOP during various emergency situations. The COOP/COG plans will 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 developed 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 is 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.

1.3.4 CTUIR Plans

1.3.4.1 Natural Hazard Mitigation plan

The CTUIR initially developed and adopted a Hazard Mitigation Plan (HMP) in 2009. The updated plan was adopted in 2021. Information on hazard identification and probability described in the HMP has been incorporated into this EOP.

1.3.4.2 CTUIR Comprehensive Plan

The Comprehensive plan is based on the principle that decisions affecting the CTUIR community development, economy and social need should be created and coordinated in a responsible way. The plan directs the creation of Tribal statutes and plans; the implementation of actions and services that support the vision. The Public Safety Element has goals and objectives to be accomplished as part of the comprehensive plan.

1.3.5 Regional Emergency Plans

1.3.5.1 Umatilla County EOP

Lands under the jurisdiction of Umatilla County surround the UIR. Umatilla County has a separate Emergency Operations Plan which is organized in the same format. This supports alignment between the two documents.

1.4 Authorities

The following section highlights significant Tribal, Federal, and State regulations and plans governing activities for responding to major emergencies and disasters.

Under the provisions of [Homeland Security Presidential Directive 5](#), the Secretary of Homeland Security is the principal Federal official for domestic incident management.

1.4.1 Legal Authorities

In the context of the CTUIR 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 the CTUIR's sovereign powers to declare a state of emergency.

The Public Safety Director has the authority and responsibility for the organization, administration, and operations of the emergency management system.

The following tables set forth the Tribal, Federal, and State, legal authorities upon which the organizational and operational concepts of this EOP are based.

Table 7: Legal Authorities - Federal

Federal
<ul style="list-style-type: none"> • Federal Civil Defense Act of 1950, PL 81-950 as amended • The Disaster Relief Act of 1974, PL 93-288 as amended • Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 as amended • Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended • Code of Federal Regulations, Title 44. Emergency Management Assistance • Executive Order 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 • Executive Order 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984 • Sandy Recovery Improvement Act of 2013 Amendment to the Stafford Act

Table 8: Legal Authorities - State

State of Oregon
<ul style="list-style-type: none"> • Oregon Revised Statutes 401.305 through 401.335. • Executive Order of the Governor

Table 9: Legal Authorities - CTUIR

Confederated Tribes of the Umatilla Indian Reservation
<ul style="list-style-type: none"> • Treaty of 1855 • 1949 Constitution and Bylaws of the CTUIR • CTUIR Statutes <ul style="list-style-type: none"> ○ Board of Trustees Procedures Code ○ Environmental Health & Safety Code ○ Fire Prevention and Emergency Services Code ○ Historic Preservation Code ○ Public Health Code ○ Water Code

1.4.2 Mutual Aid and Intergovernmental Agreements

Oregon Revised Statute 402 (ORS 402) 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). Although the CTUIR is not required to be in direct compliance with this State law (ORS 402), it follows these protocols for obtaining personnel, supplies, and services. These protocols indicate that resources 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 Section 1.5.3 of this plan.

In the case of the CTUIR, any existing Mutual Aid Agreements (MAAs) and Memorandums of Understanding are identified in [Appendix D](#) of this EOP. Copies of these documents can be accessed through the CTUIR Public Safety Director. During an emergency situation, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

1.5 Emergency Powers

1.5.1 Declaration of Emergency

Under their sovereign status, the CTUIR may declare a local state of emergency independent of what Umatilla County does and may request direct Federal assistance. Under those circumstances, the emergency declaration can be submitted directly to the President or directly to the Governor, as part of a declaration for the State. The Bureau of Indian Affairs (BIA) or the FEMA Tribal Liaison may be involved in the request or be available for consultation on the matter. However, Federal departments and agencies can also work directly with Tribes within existing agency authorities and resources in the absence of a Presidential Declaration of a State of Emergency.

If circumstances prohibit timely action by the CTUIR Executive Director and Board of Trustees, the following individuals may verbally declare a state of emergency: Executive Director.

For purposes of the immediate emergency, the signature of a single member of the Board of Trustees will carry full authority for the CTUIR Emergency Declaration. A formal review before the Board of Trustees will follow as soon as prudently possible, with a signed order replacing the emergency order. The Public Safety Director will advise the Executive Director, Deputy Executive Director, and Board of Trustees Chair when a local state of emergency should be declared. The Board of Trustees, with support from the Executive Director and Public Safety Director will declare a state of emergency for the CTUIR based on an assessment of the following conditions: incident type, location, date, and time; area impacted; people at risk; injuries and deaths; extent of property damage; actions taken; and resources committed and anticipated.

The effect of an emergency declaration is to activate the recovery and rehabilitation aspects of the EOP and to authorize the furnishing of aid and assistance. When the emergency exceeds the CTUIR's capability to respond, assistance will first be requested from neighboring jurisdictions in accordance with MAAs, and then through the Federal government.

The following documents need to be forwarded to the Board of Trustees for action after initiation by the Executive Director:

- Executive Director Order declaring an emergency (see Appendix A for sample language).
- Declaration of a State of Emergency Forms, including a description of the disaster event, impacted area(s), loss of life and injuries, damages to property, special powers enacted, and local resources applied to the disaster.

- Supporting documentation or findings as determined necessary by the Chair of the Board of Trustees, or appointee.
- Request for FEMA Form 010-0-13 Presidential Disaster Declaration Major Disaster or Emergency (see [Appendix A Sample State of Emergency Declaration Form\(s\)](#))
- The CTUIR has the option to join with the State declaration by sending a Letter to the Governor of the State of Oregon advising of the CTUIR declaration and the request for a State declaration as appropriate, as well as any requests for assistance.

Request for Federal Assistance should be forwarded to FEMA, Region 10 Headquarters on FEMA Form 010-0-13. These requests may be sent via fax as the most expedient (if operable and available) method accessible. The FEMA Region 10 fax number is (425) 487-4622. The original, signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

President of the United States
Region X Administrator
Federal Emergency Management Agency (FEMA)
U.S. Department of Homeland Security
130 228th St. SW
Bothell, WA 98021

Requests for State assistance should be forwarded to OEM as soon as practical. These requests may be sent via fax as the most expedient (if operable and available) method accessible. The OEM fax number is (503) 373-7833. The original, signed copy will be either mailed or hand delivered, whichever is most secure and appropriate in a given situation.

Requests for State/Federal assistance need to include:

- Language stating that CTUIR, local, and county mutual aid resources are depleted, or nearly so.
- Specific assistance requirements to be requested (e.g., type and quantity of equipment needed, purpose for which it is needed, and location of the area in need). Multiple requests on the same declaration may be necessary. Be as detailed as possible, and explain the requested mission, not who could provide the requested resources.
- Expected duration of the event or expected time required to gain control.

1.5.2 Lines of Succession

The following table provides the policy and operational lines of succession during an emergency for the CTUIR.

Table 10: Lines of Succession

Hierarchy	Emergency Operations	Emergency Policy and Governance
1 st	Executive Director or the Acting Executive Director	Board of Trustees (order of succession)
2 nd	Director of Public Safety	Executive Director/Deputy Executive Director

Each CTUIR department director is responsible for pre-identifying lines of succession in management’s absence. If a responsible individual is not available, the next in succession would be contacted. If they are not available, then their designee would be contacted. They would remain until replaced by someone with authority. All employees must be trained in the protocols and contingency plans required to maintain leadership within the department. CTUIR Public Safety Director will provide guidance and direction to department directors and program managers to maintain continuity of government and operations during an emergency.

Individual department directors within the CTUIR will be responsible for developing and implementing COOP/COG plans as outlined in 1.3.3 to ensure continued delivery of vital services during an emergency.

1.5.3 Request, Allocation, and Distribution of Resources

The CTUIR often relies on pre-established relationships with local governments for assistance in emergency situations. Should the CTUIR decide to request resources from the State of Oregon, the request should be submitted by the Public Safety Director to the Director of OEM according to provisions outlined under ORS Chapter 401 and the Oregon Resource Coordination Assistance Agreement (ORCAA) signed by the BOT Resolution in 2019. Participation in ORCAA provided for additional emergency resources the CTUIR may request or make available to other governments during a disaster.

Federal assistance as a result is administered directly by the Federal agency to the CTUIR and is not processed in the same manner as disaster assistance that is administered to state governments.

Refer to [ESF 7: Logistics](#) for detailed information regarding available resources and coordination procedures established for the CTUIR.

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, in close coordination with the local Fire Chiefs. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The local Fire Chiefs assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, notify the State Fire Marshal via OERS. The State Fire Marshal reviews the information and notifies the Governor, who authorizes the act.

Table 11: Type of Emergency Declaration

Type of Declaration	Who Declares	Assistance Available
Local Emergency Declaration	Board of Trustees	CTUIR assistance/resources as available.
Event that overwhelms CTUIR resources	Executive Director	Umatilla County EM, Oregon Emergency Management, Bureau of Indian Affairs, Umatilla Agency
Governor's State of Emergency Proclamation	Intergovernmental Agreement /State of Oregon Governor	State assistance. Oregon Emergency Management. CTUIR may join Oregon in making a Presidential Declaration which would access Federal resources
Presidential Declaration of a Federal Major Disaster or Emergency*	President of the United States	Federal assistance under National Response Framework Individual/business assistance in the form of loans or grants.

** Within 30 days of incident occurrence for Major Disaster Declaration; Within 5 days of incident occurrence for Emergency Declaration*

1.5.3.1 Resource Typing

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 will practice using resource typing lists and become familiar with the standard terminology for commonly requested resources.

See <https://www.fema.gov/resource-management-mutual-aid> for more information on Resource Typing.

1.5.4 Financial Management

During an emergency, the CTUIR is likely to find it necessary to redirect funds to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the Executive Director, Board of Trustees Treasurer and Finance Director. Expenditure reports should be submitted to the Public Safety Department and managed by the Finance Office

to identify budgetary shortfalls. The Administrative Department will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing FEMA Public Assistance reimbursement requests.

1.5.5 Liability Issues

Liability issues and potential concerns among government agencies, private entities, other response partners, and across jurisdictions, are addressed in existing MOA's and other formal memoranda established for the Reservation and its surrounding geographic areas.

1.6 Safety of Employees and Family

All department heads or designees are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. 911 should only be utilized if emergency assistance is needed. Notification procedures for employee duty assignments will follow required procedures established by the Office of Executive Director and each department.

While all CTUIR departments 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 encouraged to develop family emergency plans to facilitate family safety and self-sufficiency, which in turn will enable employees to assume their responsibilities to the CTUIR and its citizens as rapidly as possible.

Processes in support of employees and their families during emergency situations or disasters will be developed through ongoing COOP/COG planning.

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 with the exception of isolation and quarantine of individuals or property involving communicable diseases or toxic substances which are defined and governed by the Public Health Code. During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the response activities required to protect the residents, employees and guests of the Umatilla Indian Reservation and the 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 also providing health and medical services during a pandemic or other type of public health emergency. Safety precautions and personal protective equipment decisions will be specific to the type of incident occurring and will require just-in-time training among the first responder community and other support staff to implement appropriate procedures.

If necessary, the Federal Department of Health and Human Services Occupational Safety and Health Administration may provide assistance and guidance on worker safety and health issues. Information on emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in [ESF 8: Public Health and Medical Services](#).

Situation and Planning Assumptions

2.1 Situation

The Reservation 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. There is also the threat of human-caused incidents such as hazardous material accidents, health-related incidents, conflagrations, major transportation accidents, or acts of terrorism.

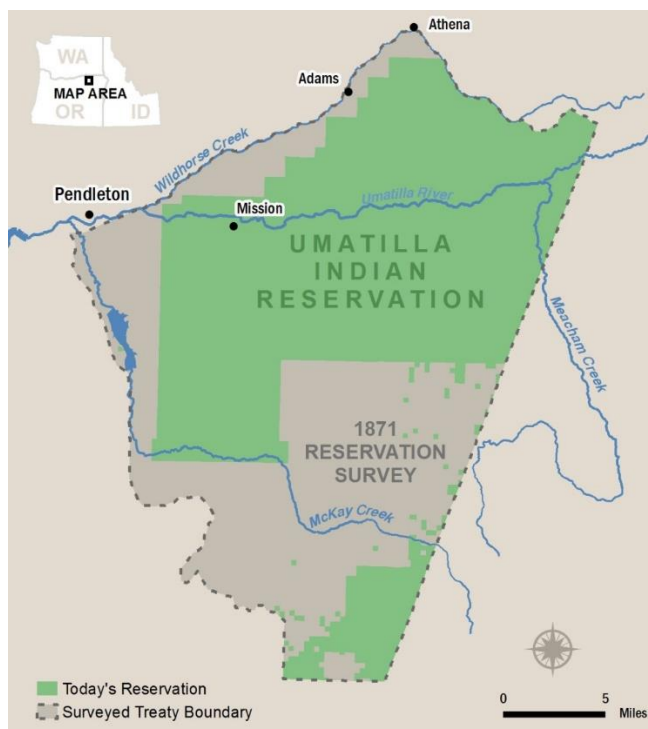
CTUIR realized a need for a full-time Emergency Management Coordinator position. CTUIR also learned from past disasters that further training, specific to emergency response was needed. The EM Coordinator position was filled in March 2022 and specific training for CTUIR is planned in the future.

2.1.1 Community Profile

The Confederated Tribes of the Umatilla Indian Reservation is a confederation of the Cayuse, Umatilla, and Walla Walla tribes. The Tribe's traditional homeland consists of approximately 6.4 million acres located throughout present day northeastern Oregon and southeastern Washington. In 1855, the three tribes negotiated a treaty with the United States Government in which the tribes granted certain rights to the United States including much of their 6.4 million acres. Rights not explicitly granted to the United States were reserved for the tribes. Among the reserved rights was the explicitly reserved right to exclusive use and occupation of 250,000 acres of the original 6.4 million. Among other explicitly reserved rights is the right to fish at "usual and accustomed" sites, and to hunt and gather traditional foods and medicines on unclaimed lands. In the late 1800s the United States breached its treaty with the CTUIR and unilaterally reduced the size of the Umatilla Reservation to its current 172,000 acres just east of Pendleton, Oregon plus 14,000 acres in the McKay, Johnson, and McCoy Creek areas southeast of Pilot Rock, Oregon. In 1886 the United States Supreme Court held, in *United States v. Kagama*, that unilateral Congressional breach of Indian treaties does not violate the United States Constitution.

Today, the economy of the Confederated Tribes consists of agriculture, livestock, timber, recreation, hunting, fishing, and commercial development such as a Mission Market, Arrowhead Travel Plaza, Cayuse Holdings LLC Technologies, Divita Dialysis Center, Tamástslit Cultural Institute, Wildhorse Resort (which includes a casino, Cineplex, 10-story hotel, RV Park, and 18-hole golf course) Hamleys Restaurant and the Pendleton Country Club. As of 2021, the CTUIR has 3,100 enrolled tribal members, with nearly half living on or near the Reservation. The CTUIR is also home to another 300 Indians who are members of other tribes. About 1,569 non-Indians also live on the Reservation for a total population of 3027.

Figure 2: Map of the Confederated Tribes of the Umatilla Reservation Area



2.1.2 Hazards and Threats

A wide range of natural and human-caused hazards and threats have the potential to disrupt the CTUIR community, causing casualties and/or damaging property and the environment. Information in this section was obtained from the Umatilla Indian Reservation Hazard Mitigation Plan, 2021.

2.1.2.1 Severe Weather

Winter storms generally include snowstorms, blizzards, and ice storms. In the Pacific Northwest, cyclonic weather systems from the North Pacific Ocean or the Aleutian Islands region sweep in as massive low-pressure systems with heavy snow and blizzards. Many winter depressions give rise to exceptionally heavy rain and widespread flooding, and conditions worsen if the precipitation falls in the form of snow. Every state in the continental United States has been affected by a winter storm.

CTUIR has experienced many winter storms. In January 1950, snow accumulation for the month reached 41.6 inches in Pendleton. Typically, the Pendleton area only receives 7.3 inches in a month. Other storms that have affected the region include the December 1919 snowstorm, in which Pendleton received 15.0 inches of precipitation; the January 1930 snowstorm, in which Pendleton received 31.0 inches; and the December 1892 snowstorm, in which Pendleton received

8.0 inches. A winter storm of the magnitude just described could affect the highway system and cause businesses to close.

Heat stress is divided into four categories, ranging from Caution (having a heat index of 80–90° F, with fatigue possibly resulting from prolonged exposure and physical activity) to Extreme Danger (having a heat index above 130°, with heat stroke imminent). The heat index is defined as the combined effects of high temperature and humidity. The average high temperature in Pendleton for the month of August is 86.2° F. However, there have been times when temperatures for the same month have reached as high as 113° F. When temperatures climb this high, the CTUIR needs to be concerned about public health issues and the effects that heat can have on its water and power supplies.

2.1.2.2 Flood

Flooding is defined as the overflow of excess water onto land. Flooding typically results from a large-scale weather system generating prolonged rainfall or winds blowing towards shore. Flooding can also result from snowmelts and dam failures.

On February 14, 2011, the CTUIR was accepted as a community in the National Flood Insurance Program allowing residents to obtain flood insurance. New Flood Insurance rate maps were adopted by the CTUIR, and a Flood Hazard Overlay Zone was adopted to regulate development in this zone.

Floods have always been a concern for the Reservation and the Columbia River Basin. The Umatilla River runs through the middle of the Reservation and has been prone to flooding. In 1999, an Upper Umatilla River Flood Study was conducted in coordination with the U.S. Army Corps of Engineers. The study set out to survey 212 bank-to-bank channel cross-sections for Umatilla River, Iskuulpa Creek, and Meacham Creek. The report concluded that there was substantial increase in the discharges for the frequency flood events. It indicated that from 1969 to the release date of the report in 1999, the 100-year flood plain, the Mission-Riverside area, had increased by about 25%.

In 2019, Umatilla County along with the CTUIR have qualified for the FEMA Disaster Relief due to flood damage within the reservation and Umatilla County.

2.1.2.3 Drought

A drought is a deficiency of precipitation and can be aggravated by other factors such as high temperatures, high winds, and low relative humidity. The severity of a drought is determined not only by its duration, intensity, and geographic extent, but also by the regional demands on the water supply. A drought generally impacts the water for human and industrial consumption, hydroelectric power, and recreation, as well as agricultural production. A drought may also reduce the quality of water and increase the chance of wildfires. In recent years, there was a wheat field fire on Kanine Ridge, behind the casino. During the summer of 2002, a wildfire blazed from Riverside to Highway 331 (seven miles), which required 15 responders to bring under control.

Droughts continually affect the CTUIR region. The average annual rainfall for the region is 12.02 inches. In 2002, the Pendleton weather station received only 6.74 inches of rain. When a severe drought does occur, it can have a major impact on the Reservation's agricultural lands, fish, and wildlife, as well as increasing the chance of wildfires in the region.

2.1.2.4 Fire/Wildfire

A fire can strike a structure, such as a house or office, or occur outdoors as a wildfire. A fire can be caused by faulty wiring or human error, or be triggered naturally by lightning, as was the case when a lightning strike near the Pendleton Airport burned close to 2000 acres in 2002. Fires pose a threat to the Reservation's natural environment and to its structural and economic base. The CTUIR maintains its own fire department. This department is made up of seven full-time personnel, including three certified paramedics, and 12+ volunteer firefighters; it also maintains MAAs with adjacent fire departments. In 2014, the Umatilla Tribal Fire Department responded to 79 fire-related calls. On the Reservation, a small structure fire may not have a serious impact on the Reservation, but a structure fire at a major gathering point like the Wildhorse Resort could be devastating.

A wildfire is a raging, rapidly moving fire in an open area. Wildfires are fueled by naturally occurring or non-native species of vegetation, and the principal factors that impact their behavior are topography, fuel, and weather. The BIA responded to 14 wildfires on the CTUIR during the 2015 wildfire season. The largest fire was the Rock Fire at 230 acres and Table Rock Fire at 218 acres.

For the most part, local CTUIR responders can respond effectively to a structure fire. The BIA, however, has the lead responsibility for wildfire suppression in the Reservation area. The CTUIR contracts with Oregon Department of Forestry (ODF) to assist with fire suppression on the UIR. If needed, the BIA has access to other Federal resources. During a wildfire event, additional resources from neighboring communities are typically needed.

2.1.2.5 Earthquake/Seismic Activity

An earthquake is a sudden motion or trembling caused by an abrupt release of accumulated strain on the tectonic plates that comprise the Earth's crust. As the tectonic plates move together, they bump, slide, catch, and hold, eventually causing an earthquake when the stress exceeds the elastic limit.

Nearly 100 earthquakes in the Columbia Basin have occurred over the last 95 years. Most have been minor. The largest recorded earthquake registered 6.1 in the city of Athena in 1936. There was also a damaging earthquake in 1893, but specifics are not known. Regardless of the fact that the majority of recent earthquakes within the region have been mild tremors (recent activity 3.6 January 23, 2015), a major event is still a possibility. Even if an earthquake event occurs at a relatively safe distance, the CTUIR should consider secondary risks like a dam failure or a pipeline fracture.

2.1.2.6 Hazardous Materials Release

A hazardous material (HazMat) incident is the release of dangerous chemicals and toxins into an unprotected environment. The effects of a HazMat incident can threaten life, health, and the environment. A HazMat incident can occur at a fixed location or during transport. The CTUIR Fire Department is equipped to handle a HazMat incident up to a few thousand gallons of materials. If the incident exceeds the personnel and equipment capacity of the department, the Hermiston Regional HAZMAT team will be requested to assist. Cleanup of spills is the financial responsibility of the company responsible for the spill. Hazardous materials pose a threat to the Reservation because they are shipped through the area via highways, rail, waterway, and pipelines. One of the locations where a HazMat incident could occur is along I-84. I-84 bisects the Reservation and serves as a major east-west thruway for the northwest region of the United States. In 1987, the Oregon Department of Transportation (ODOT) conducted two three-day hazardous material surveys in Umatilla County. The results indicated that 29% of the 250 trucks surveyed during the study were carrying flammable liquids. It should also be noted that of the 250 trucks surveyed, only 23 actually had destinations within Umatilla County. ODOT also reported that in 2001, over 10,000 vehicles drove on I-84 daily, and of those, 17% were five-axle trailer trucks. HazMat accidents have occurred on I-84, such as in 1994, when a liquid nitrogen spill took place. Other highway accidents close to the Reservation include a 1995 diesel fuel spill at the Umatilla Crossroads Truck Stop and a 1998 benzoyl peroxide spill in Pendleton.

A major Union Pacific railroad bisects the Reservation through the Umatilla River and Meacham creek drainages. Railroad operations cause numerous wildland fires each year. According to a 2013 study by the Oregon State Marshals office, the transportation of crude oil by rail increased 247% between 2005 and 2013. The increase creates a greater chance of oil spills or fires caused by derailments. According to the HazMat hazard analysis, completed for the Hazard Mitigation Plan, several derailments and associated HazMat spills have occurred within Umatilla County. Unfortunately, data regarding these incidents were not readily available due to the less vigorous reporting requirements for such accidents. However, Tribal personnel noted that a number of incidents had occurred near Meacham Creek and the Umatilla River valley including a derailment in 2015.

Three major underground pipelines also run through the Reservation: one liquid petroleum pipeline and two natural gas pipelines. According to the HazMat hazard analysis, at the time of its publication (1990) there had been no serious incident involving the pipelines. The UIR Hazard Mitigation Plan notes that one of the natural gas pipelines ruptured on the Reservation and burned for about 12 hours in 1999. The rupture occurred in the pipeline approximately 5.5 miles west of Cayuse Road and Emigrant Road in a rural area, and no damage was reported. One pipeline runs through a residential area of the Tribal community and remains a serious threat. Only a few fixed locations on the Reservation handle large amounts of hazardous materials. The largest is Arrowhead Travel Plaza is located adjacent to I-84. Arrowhead has combustible liquids and a heavy volume of truck traffic. Research for this information did not reveal any accidents involving hazardous materials at a fixed location within the Reservation. However, as long as chemicals are being stored within the UIR or transported through the UIR, the CTUIR Fire Department needs to be aware of the possible threat they pose.

2.1.2.7 Public Health-Related

An epidemiological event is an outbreak of an infectious disease. This could include an outbreak of influenza, Hantavirus, or smallpox, for example. The CTUIR region has a history of epidemiological outbreaks. Over the past two centuries, the area has seen outbreaks of smallpox and influenza. Some Tribes in the Columbia Plateau lost up to 90% of their population to these two outbreaks.

The Hantavirus remains an issue for the Reservation due to its rural nature. Infection of people living in the area, as well as of fish, animals, indigenous plants, wildlife, or agricultural products, pose a serious threat to the culture and livelihood of the CTUIR.

2.1.2.8 Terrorism

It is difficult to determine the scope of any terrorist threat to the CTUIR. Although the area may contain some potential targets, it is impossible to predict future terrorist events. Depending on its extent, such an event could cause the community to suffer economic loss, disruption of utilities, and cleanup relating to explosions and other facility damages. Structural damage, injuries, or casualties may occur from an event of this nature.

2.1.2.9 Transportation Accident

As noted in the HazMat response section above, the CTUIR contains or lies near many railroad and highway facilities. As a result, the CTUIR risks a variety of transportation accidents, especially during severe weather. Routes of particular interest are I-84 and the Union Pacific Railroad. Risks related to transportation facilities include train derailments, freight truck and vehicle accidents, and the potential for associated hazardous materials spills, fires, explosions, and mass casualties.

The most frequent transportation accidents in the CTUIR area involve motor vehicle accidents on the State and Federal highway systems and County roads. As noted in the Hazard Mitigation Plan, according to ODOT, the area from Emigrant Hill to Cabbage Hill is a very hazardous part of I-84, and more than 90% of the Cabbage Hill crashes involve those from out of state who are unfamiliar with the terrain. ODOT has installed measures to help truckers gauge a safe speed as well as runaway ramps.

2.1.3 Hazard Analysis

In the analysis of natural hazards completed for the 2021 CTUIR Hazard Mitigation Plan, each of the hazards described above is scored using a formula that incorporates five independently weighted rating criteria (history, vulnerability, cause and character, probability and impacts to the UIR) and three levels of severity (low, medium, and high). For each hazard, the score for a given rating criterion is determined by multiplying the criterion's severity rating by its weight factor. The four rating criteria scores for the hazard are then summed to provide a total risk score for that hazard. Note that while many hazards may occur together or as a consequence of others (e.g., dam failures cause flooding, and earthquakes may cause landslides), this analysis considers each discrete hazard as a singular event.

Table 12: CTUIR Hazard Analysis Matrix

Hazard	Hazard Assessment for CTUIR	
	Probability	Vulnerability
Severe Weather	Highly Likely	Medium Risk
Flood	Highly Likely	High Risk
Drought	Highly Likely	High Risk
Wildfire	Highly Likely	High Risk
Earthquake	Somewhat Likely	Medium Risk
Hazardous Materials Spills	Somewhat Likely	Medium Risk
Public Health Related	N/A	N/A
Terrorism	N/A	N/A

N/A = Not analyzed in Hazard Mitigation Plan, January 2021

2.2 Assumptions

Minor emergencies can be managed at the field level under established procedures of local government emergency service agencies. In major emergency situations, management activities can be performed at the EOC, thereby allowing field forces to concentrate on essential on-scene tasks. In large-scale disaster situations, centralized direction and control, such as activation of the local Emergency Management Organization (EMO) to manage emergency operations, is appropriate.

This EOP is predicated on the following assumptions:

- The CTUIR 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 CTUIR. Although this plan defines procedures for coordinating such assistance, it is essential for the CTUIR 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 on the Reservation. In some cases, dissemination of warning and increased readiness measures may be possible. However, many disasters and events occur with little or no warning.
- CTUIR officials recognize their responsibilities for the safety and well-being of the public and will assume the responsibilities as outlined in this emergency plan.
- Proper implementation of this plan will reduce or prevent disaster-related losses.

Roles and Responsibilities

3.1 General

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

The CTUIR has developed a plan to implement NIMS and to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each department is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies.

3.2 Emergency Management Program (EMP)

The CTUIR Public Safety Director is responsible for emergency management planning and operations for areas under the control of the CTUIR as identified in [Section 1.2.2](#) of this plan.

The Executive Director or other designated official, pursuant to the laws and regulations of the CTUIR, is responsible for emergency management planning and operations.

Most of the departments within the CTUIR have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures, including a personnel list with their assignment. Specific responsibilities are outlined below as well as in individual annexes.

The EMP for the CTUIR is divided into two branches: the Executive Group and Emergency Response, organized by function.

3.2.1 Executive Group

The Executive Group is referred to in this plan as a single body but is comprised of the CTUIR Board of Trustees (Board of nine elected officials), CTUIR Executive Director with appointed executives having certain legal responsibilities. The Group is responsible for the activities conducted within its jurisdiction.

Key general responsibilities for those 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 participation of the CTUIR in local mitigation efforts and, as appropriate, with the private sector.
- Understanding and implementing laws and regulations that support emergency management and response.
- Ensuring that local emergency plans consider the needs of:
 - The jurisdiction, including persons, property, and structures (historically underserved population)
 - Individuals with special needs, including those with service animals
 - Individuals with household pets
- Encouraging residents to participate in volunteer organizations and training courses.

3.2.1.1 Board of Trustees

- Establish emergency management authority by CTUIR Statutes.
- Approve requests for declaration of State of Emergency.
- Adopt an EOP and other emergency management–related resolutions.
- Act as liaison to the community during activation of the Emergency Operations Center (EOC).
- Act on emergency funding needs.
- Provide liaison with other governments (local, State, and Federal).

3.2.1.2 Executive Director

- Request Declaration of a State of Emergency from the BOT.
- Direct the overall preparedness program for the CTUIR.
- Make emergency policy decisions.
- Implement emergency powers of the CTUIR.
- Advise the Board of Trustees.
- Advise the BIA.
- Keep the Communications Director and other government agencies informed of the situation.
- Request outside assistance when necessary (first, in accordance with any existing MOAs, then through the State Office of Emergency Management).
- Provide a representative to serve as financial manager/controller of the CTUIR EOC during its activation.

3.2.2 Emergency Response

The other branch of the CTUIR EMP includes the CTUIR Department Directors and the CTUIR Public Safety Director.

3.2.2.1 Department Directors

Departments collaborate with the Executive Group during development of local emergency plans and provide key response resources. CTUIR departments and their staffs develop, plan, and train internal policies and procedures to meet response and recovery needs safely. They should also

participate in interagency training and exercise to develop and maintain the necessary capabilities. Those Department Directors who have not been assigned a specific function in this plan will be prepared to make their resources available for emergency duty at the direction of the EOC Manager (Public Safety Director).

3.2.2.2 Public Safety Director

The CTUIR Public Safety Director has the day-to-day authority and responsibility for overseeing and coordinating all emergency management program components and activities, utilizing all CTUIR capabilities to the fullest extent. The CTUIR Public Safety Director works with the Executive Group to ensure that there are unified objectives with regard to the CTUIR's emergency plans and activities.

The CTUIR Public Safety Director coordinates all components of the local emergency management program. This includes assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

In particular, the CTUIR Public Safety Director is responsible for:

- Coordinating the planning and general preparedness activities of the government and maintenance of this EOP
- 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 CTUIR EOC.
- Activating the CTUIR EOC.
- Keeping the governing body apprised of the CTUIR's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the CTUIR and OEM.
- Maintaining liaison with organized emergency volunteer groups and private sector partners.

Individual departments are an integral part of the emergency response system. While some department staff are first responders, others 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 CTUIR departments have the following common responsibilities:

- Support EOC operations to ensure that the CTUIR is providing for the public safety and protection of the citizens it serves.
- Establish, in writing, an ongoing line of succession of authority for each department, ideally three deep, if possible; this document must be made known to department employees, and a copy must be filed with the CTUIR Office of Legal Counsel and the CTUIR Public Safety Director.
- Line of succession list should be kept current with an annual review and updates as needed.

- Develop alert and notification procedures for department personnel. (Lines of succession call-down sheets are kept in police dispatch for access during an emergency.)
- Develop operating guidelines to implement assigned duties specified by this plan.
- Track incident-related costs incurred by the department.
- Establish internal lines of succession of authority.
- Ensure that vehicles and other equipment are equipped and ready, in accordance with existing standard operating procedures (SOPs).
- Identify critical functions and develop procedures for maintaining and/or reestablishing services provided to the public and other CTUIR departments.
- Assign personnel to the EOC, as charged by this plan.
- Develop and implement procedures for protecting vital records, materials, and facilities.
- Promote family preparedness among employees.
- Ensure staff complete the required NIMS-required training.
- Ensure that department plans and SOPs incorporate NIMS components, principles, and policies.
- Allow staff time for preparedness training and participation in exercises.

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 Departments include the Umatilla Tribal Fire and EMS, Umatilla Tribal Police, Yellowhawk Tribal Health Clinic, Tribal Planning Office (KAYAK), Tribal Housing Maintenance, Communications and Public Works. This section is organized by function, with the primary responsibility assigned to the appropriate CTUIR Department.

3.2.3.1 Transportation

CTUIR Department of Public Works, CTUIR Tribal Planning Office (public transit), CTUIR Department of Public Safety

- Plan for and identify high-hazard areas, and numbers of potential evacuees, and numbers of evacuees requiring transportation to reception areas (including special needs populations).
- Coordinate CTUIR public transportation assets during an emergency.
- Coordinate transportation needs for special populations in compliance with ADA requirements.
- Identify and communicate emergency traffic routes.
- Determine optimal traffic flow and movement priority from residences to highways.
- Confirm and manage locations of staging areas and pick-up points for evacuees requiring public transportation.
- Coordinate transportation services, equipment, and personnel using emergency routes.
- Provide guidance on commuting arrangements for essential workers during the evacuation period.
- Propose locations of roadblocks and patrols for evacuation movement.

- Provide patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period.
- Support the preparation and maintenance of ESF 1 – Transportation, as well as supporting SOPs and annexes.

See [ESF 1: Transportation](#) for more details.

3.2.3.2 Communications

Alert and Warning (Public Information)

CTUIR Department of Public Safety, CTUIR Office of Information Technology, Department of Communications

Once an emergency has occurred, the following tasks are necessary to ensure that the proper agencies are notified in order to facilitate a quick and coordinated response:

- Disseminate emergency public information as requested.
- Receive and disseminate warning information to the public and key CTUIR and public officials.
- Support the preparation and maintenance of [ESF 2: Communications](#), as well as supporting SOPs and annexes.

See [ESF 2: Communications](#) for more details.

Communication Systems (Tactical Communications)

CTUIR Department of Public Safety, CTUIR Office of Information Technology, CTUIR Department of Communications

The following tasks are necessary to ensure that the CTUIR maintains reliable and effective communications among responders and local government agencies during an emergency:

- Establish and maintain emergency communications systems.
- Coordinate use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC once activated.
- Support the preparation and maintenance of [ESF 2: Communications](#), as well as supporting SOPs and annexes.

3.2.3.3 Public Works

CTUIR Department of Public Works, Tribal Environmental Recovery Facility (TERF), Planning

The CTUIR Public Works Department is responsible for the following tasks in an emergency:

- Barricade hazardous areas.

- Prioritize restoration of streets and bridges.
- Protect and restore waste treatment and disposal systems.
- Augment sanitation services.
- Assess damage to streets, bridges, traffic control devices, wastewater treatment systems, and other public works facilities.
- Remove debris.
- Assess damage to CTUIR-owned facilities.
- Condemn unsafe structures.
- Direct temporary repair of essential facilities.
- Support the preparation and maintenance of [ESF 3: Public Works and Engineering](#), as well as supporting SOPs and annexes.

See [ESF 3: Public Works and Engineering](#) for more details.

3.2.3.4 Firefighting

Structural/Urban Firefighting

CTUIR Umatilla Tribal Fire Department/Other Fire Districts

CTUIR Fire services are responsible for the following tasks:

- Provide fire inspection, prevention, and suppression, and emergency medical aid, to prevent loss of life, loss of property, and damage to the environment.
- Inspect damaged areas for fire hazards.
- Contain HazMat spills.
- Conduct clean-up, planning, and coordination.
- Inspect shelters for fire hazards.
- Support the preparation and maintenance of [ESF 4: Firefighting](#), as well as supporting SOPs and annexes.

Wildland Firefighting

CTUIR Umatilla Tribal Fire Department/Other Fire Districts, Bureau of Indian Affairs, CTUIR Department of Natural Resources Range, Agriculture and Forestry Program, Oregon Department of Forestry, and United States Forest Service

These Tribal Departments, and outside agencies are responsible for responding to wildland fires within and surrounding the UIR.

- Provide fire inspection, prevention, and suppression, along with emergency medical aid, in order to prevent loss of life, loss of property, and damage to the environment.
- Inspect forested areas for fire hazards.
- Support the preparation and maintenance of [ESF 4: Firefighting](#), as well as supporting SOPs and annexes.

See [ESF 4: Firefighting](#) for more details.

3.2.3.5 Information and Planning

Emergency Operations Center

CTUIR Public Safety Department

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

- Support local operations.
- Maintain contact with neighboring jurisdictions Umatilla County, State Emergency Coordination Center, FEMA Region 10 and BIA as appropriate.
- Maintain the EOC in an operating mode at all times or be able to convert EOC space into an operating condition based on the level of incident.
- Assign representatives (by title) to report to the EOC and develop procedures for crisis training.
- Develop and identify duties of staff, use of displays and message forms, and procedures for EOC activation.

See [Chapter 5: Command and Control](#) and [ESF 5: Information and Planning](#) for more detail.

3.2.3.6 Mass Care, Emergency Assistance, Housing, and Human Services

Yellowhawk Tribal Health Center, CTUIR Public Safety Department, Housing Department, Department of Children and Families, American Red Cross, Planning Office, Department of Public Works and Umatilla County EM

The Yellowhawk Tribal Health Center, 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, such as sheltering, feeding, providing first aid, and reuniting families, are met. Relevant operations are detailed in the County EOP, [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#) and [ESF 11: Agriculture and Natural Resources](#); general responsibilities include:

- Supervising the shelter management program (stocking, marking, and equipping, etc.) for natural disasters.
- Coordinating support with other jurisdictions, (Umatilla County, regional cities, relief agencies, and volunteer groups).
- Identifying emergency feeding sites (coordinating with the American Red Cross and Salvation Army), including consideration of utilization of available Reservation facilities for housing the affected population, including the Longhouse and the Gymnasium.
- Collecting information from a variety of sources to determine the critical needs of the affected population in terms of numbers of people, impacted areas, and usable food preparation facilities for congregate feeding.
- Working with the American Red Cross to determine food and potable water needs, as well as securing sources of emergency food supplies (may include the Salvation Army and other volunteer agencies).

- Identifying elderly or disabled populations to ensure that their basic needs are being met.
- Working with long-term care facilities to ensure that their food and water needs are being met.
- Identifying public health concerns relating to the availability of potable water.
- Monitoring the status of water systems to ensure that basic needs can be met.
- Inspecting food service operations and public shelters to ensure that public health needs are met.
- Providing assistance and information to the public on actions to take to assure safety of potable water.
- Working with appropriate agencies to prevent threat to public health, which may be caused by contamination of drinking water from sewer or septic systems.
- Designating a coordinator/liaison to participate in all phases of the CTUIR emergency management program, when necessary or as requested.
- Identifying sources of clothing for disaster victims (may coordinate with Salvation Army or other disaster relief organization).
- Supporting the preparation and maintenance of [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#), as well as supporting SOPs and annexes.
- Supporting the future preparation of a Community Shelter Plan and Animal Disaster Response Plan for the CTUIR (as the area has family pets and livestock to consider.) See [ESF 6: Mass Care, Emergency Assistance, Temporary Housing and Human Services](#) and [ESF 11: Agriculture and Natural Resources](#) for more detail.

3.2.3.7 Logistics

CTUIR Department of Administration, Finance/Purchasing

The following tasks are necessary to identify and acquire resources before and during and emergency:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve in cooperation with the Police Department.
- Coordinating deployment of reserve personnel to CTUIR departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.
- Supporting the preparation and maintenance of [ESF 7: Logistics](#), as well as supporting SOPs and annexes

See [ESF 7: Logistics](#) for more detail.

3.2.3.8 Public Health and Emergency Medical Services

Public Health Services

Yellowhawk Tribal Health Center, CTUIR Department of Public Safety

The Yellowhawk Tribal Health Center 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, novel, and highly fatal infectious agents, or biological or chemical toxin incidents within the UIR. The Director also serves as the Tribal Health representative for the County EMO. Relevant operations are detailed in [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#) and [ESF 8: Public Health and Medical Services](#); general responsibilities include:

- Coordinating with hospitals, clinics, nursing homes/care centers, and mental health organizations, including making provisions for the “special needs” population.
- 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 set-up of operations related to the Strategic National Stockpile (SNS) Plan.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from mental and emotional disturbances.
- Supporting the preparation and maintenance of [ESF 8: Public Health and Medical Services](#), as well as supporting SOPs and annexes.

See [ESF 8: Public Health and Medical Services](#) for more detail.

Emergency Medical Services

CTUIR Department of Public Safety, Yellowhawk Tribal Health Center

- Coordinating provision of EMS.
- Requesting additional EMS assets as necessary.

See [ESF 8: Public Health and Medical Services](#) for more detail.

3.2.3.9 Search and Rescue

CTUIR Department of Public Safety, Umatilla County Sheriff Search and Rescue,

General responsibilities include:

- Coordinating available resources with Umatilla County Sheriff or the closest jurisdiction to search for and rescue persons lost outdoors.

- Cooperating with and extending assistance to surrounding jurisdictions on request and as resources allow.
- Supporting the preparation and maintenance of [ESF 9: Search and Rescue](#), supporting SOPs and annexes.

See [ESF 9: Search and Rescue](#) for more detail.

3.2.3.10 Oil/Hazardous Materials, Radiological Response

Hazardous Materials Response

CTUIR Department of Public Safety, CTUIR Department of Natural Resources, Region 10 Hazardous Materials Coordinator (Hermiston), Oregon Department of Transportation

The CTUIR Umatilla Tribal Fire Department would provide the first response during a Hazardous Material spill event. In the event of a larger spill, Umatilla County and the Regional HazMat Team would be notified and would be requested to respond. Preliminary responsibilities include:

- Securing initial and refresher training for instructors and monitors.
- Providing input to the statewide monitoring and reporting system.
- Providing monitoring services and advice at the scene of accidents involving chemical materials.
- Preparing and maintaining supporting SOPs and annexes.
- Conducting oil and hazardous materials response.
- Coordinating with Department of Natural Resources overseeing environmental short- and long-term cleanup.
- Supporting the preparation and maintenance of [ESF 10: Oil and Hazardous Materials](#), as appropriate.

Radiological Protection and Response

CTUIR Umatilla Tribal Fire Department, CTUIR Department of Natural Resources, Region 10 HazMat Coordinator and United State Department of Energy

For a radiological event, general responsibilities include:

- Establishing and maintaining a radiological monitoring and reporting network.
- Coordinating training for first responders with the Department of Energy (DOE) and the Volpentest Hazardous Materials Management and Emergency Response (HAMMER)
- Providing input to the DOE and Statewide monitoring and reporting system.
- Providing CTUIR officials and department heads with information regarding fallout rates, fallout projections, and allowable doses when under fallout conditions.
- Coordinating with DOE and County radiological monitoring throughout Umatilla County while maintaining primary responsibility to the Reservation.
- Providing initial response, evacuation recommendations, traffic control at the scene of accidents involving radioactive materials.

- Supporting the preparation and maintenance of [ESF 10: Oil and Hazardous Materials](#), as well as supporting SOPs and annexes

See [ESF 10: Oil and Hazardous Materials](#) for more detail.

3.2.3.11 Agriculture and Natural Resources

CTUIR Department of Natural Resources, CTUIR Department of Public Safety, Tribal NRCS staff

General responsibilities include:

- Responding to domestic animal and wildlife disease outbreaks
- Ensuring the safety and security of the commercial food supply.
- Protecting natural and cultural resources.
- Coordinate with Public Safety on large domestic animal evacuation
- As necessary, review and update the Memorandum of Understanding between the USDA and the CTUIR regarding Foreign Animal Disease
- Supporting the preparation and maintenance of [ESF 11: Agriculture and Natural Resources](#), as well as supporting SOPs and annexes

See [ESF 11: Agriculture and Natural Resources](#) for more detail.

3.2.3.12 Energy and Utilities

CTUIR Department of Public Works, Private Utilities (as needed)

General responsibilities include:

- Support the local energy facilities to restore damaged energy utility infrastructure and accompanying systems.
- Coordinate temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished—
- Additional 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. These facilities will be identified through an analysis of critical infrastructure and key resources.
- Support the preparation and maintenance of [ESF 12: Energy](#), as well as supporting SOPs and annexes.

See [ESF 12: Energy](#) for more detail.

3.2.3.13 Law Enforcement Services

CTUIR Department of Public Safety

CTUIR law enforcement services are responsible for the following tasks:

- Provide law enforcement and criminal investigation.

- Respond to disasters by establishing traffic control, crowd control and site security.
- Establish isolation of damaged or unsafe areas as appropriate for the disaster.
- Coordinate with Emergency Management to provide damage reconnaissance and reporting.
- Coordinate Disaster area evacuation as requested by the Incident Commander.
- Supporting the preparation and maintenance of [ESF 13: Public Safety and Security](#), as well as supporting SOPs and annexes.

See [ESF 13: Public Safety and Security](#) for more information.

3.2.3.14 Damage Assessment and Recovery

Damage Assessment

CTUIR Department of Public Safety, CTUIR Department of Public Works, CTUIR Tribal Planning Office

General responsibilities include:

- Establishing a damage assessment team from among CTUIR departments with assessment capabilities and responsibilities.
- Assisting in reporting and compiling information on deaths, injuries, and dollar damage to tax supported facilities and to private property
- Assisting in determining the geographic extent of damaged areas.
- Compiling estimates of damage for use by CTUIR officials in requesting disaster assistance.
- Evaluating the effect of damage on the Tribal economic index, tax base, bond ratings, insurance ratings, etc. for use in long-range recovery planning.
- Coordinate report of damage information to FEMA Region 10, Oregon Emergency Management and Umatilla County Emergency Management as appropriate for extent of damage within the reservation
- Supporting the preparation and maintenance of [ESF 14: Long-term Community Recovery](#), as well as supporting SOPs and annexes

Recovery

CTUIR Board of Trustees, Office of Executive Director, Finance, Department of Public Works, Tribal Planning Office, Department of Economic and Community Development

General responsibilities include:

- Directing emergency recovery in times of disaster by providing leadership in coordinating private and governmental sector emergency recovery efforts.
- Participating with Federal, County and State partners in conducting damage assessments; identifying and facilitating availability and use of recovery funding.
- Accessing recovery and mitigation grant and insurance programs; conducting outreach, public education, and community involvement in recovery planning.

- Coordinating logistics management and resource support, providing assistance as needed.
- Providing support by locating, purchasing, and coordinating delivery of resources necessary during or after an incident within the CTUIR.

See [ESF 14: Long-term Community Recovery](#) for more detail.

3.2.3.15 External Affairs

CTUIR Department of Public Safety, CTUIR Department of Communications, Office of the Executive Director

The following tasks are necessary to ensure provision of reliable, timely, and effective information/warnings to the public at the onset and throughout a disaster:

- 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 Reservation residents affected by 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 Tribal areas and prepare training and news releases accordingly.
- Supporting the preparation and maintenance of [ESF 15: External Affairs](#), along with supporting SOPs and annexes

See [ESF 15: External Affairs](#) for more details.

3.2.3.16 Evacuation and Population Protection

CTUIR Department of Public Safety, Communications, Department of Public Works, and Yellowhawk Tribal Health

The following tasks are necessary to implement and support protective actions by the public and coordinate an evacuation.

- Defining responsibilities of Tribal departments and private sector groups.
- Identifying high hazard areas and corresponding number of potential evacuees.
- Coordinating evacuation planning, to include:
 - Movement control
 - Health and medical requirements
 - Transportation needs
 - Emergency Public Information materials
 - Shelter and reception location.
- Develop procedures for sheltering in place.
- Support the preparation and maintenance of [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#), as well as supporting SOPs and annexes.

3.2.3.17 Legal Services

CTUIR Office of Legal Counsel

The Office of Legal Counsel is responsible for advising CTUIR officials regarding emergency powers of Tribal government/necessary procedures for invocation of measures to:

- Review and advise CTUIR officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers.
- Prepare and recommend local legislation to implement the emergency powers required during an emergency.
- Advise CTUIR officials and department heads on record keeping requirements and other documentation necessary for the exercising of emergency powers.
- Thoroughly review and be familiar with current ORS 401 provisions as they apply to Tribal government in disaster events.
- Support the preparation and maintenance of the Basic Plan, ESFs, SOPs, and Annexes.

3.2.3.18 Volunteer and Donation Management

CTUIR Department of Public Safety, CTUIR Administration Department

Responding to incidents frequently exceeds the resources of the CTUIR. Volunteers and donors can support response efforts in many ways, and it is essential that the CTUIR plans ahead to effectively incorporate volunteers (both registered and unaffiliated) and donated goods into its response activities.

3.2.3.19 Other Agency Responsibilities

Other department and agency heads who have not been 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 Office of the Executive Director.

3.3 Local Response Partners

The CTUIR emergency organization is supported by a number of outside organizations including Umatilla County, incorporated cities, service organizations, and the private sector. A list of supporting local and regional agencies can be found in the individual [ESF Annexes](#) to this EOP.

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 Tribal Emergency Services must work seamlessly with businesses that provide power, communication networks, transportation, advanced medical care, security, and numerous other services upon which both response and recovery are particularly dependent. Private sector needs may be reported directly to dispatch or to workers in the field who will relay the information to law enforcement and the EOC.

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 their own infrastructure and facilities.
- Collaborating with emergency management personnel before an incident occurs to ascertain what assistance may be necessary and how the private sector 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.

3.3.2 Nongovernmental Organizations

Nongovernmental organizations (NGOs) play enormously important roles before, during, and after an incident. For the CTUIR, 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.
- Establishing shelter locations and conducting evacuee registration
- 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 coordinate the provision of assistance.

3.3.3 Individuals and Households

Although not formally a part of the CTUIR'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 an emergency supply kit and household emergency plan.
- Monitoring emergency communications carefully.
- Volunteering with an established organization.
- Enrolling in emergency response training courses.

3.4 Umatilla County Response Partners

The Umatilla County Emergency Manager has been appointed under the authority of the Board of County Commissioners. The Emergency Manager is responsible for developing a County-wide 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. Umatilla County will coordinate with the CTUIR in regional events as well as local, Tribal events that need additional provisions or support. This will be accomplished through cooperative work and mutual aid agreements.

3.5 State Response Partners

Under the provisions of ORS 401, 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 to coordinate all activities and organizations for emergency management within the State and to coordinate emergency matters with other states and the Federal government.

Under the direction and control of department heads, agencies of the 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.

3.6 Federal Response Partners

Federal response partners are requested by the CTUIR or OEM in the event that State resources become limited or specialized services are needed. The CTUIR can request Federal resources for a major emergency. Procedures and policies for allocating and coordinating resources will follow the National Response Framework. With the CTUIR, the BIA may also become a Federal response partner. On the following pages, figures describe the process of activating Federal assets through FEMA, as well as the Disaster Declaration Process; the subsequent table provides a matrix, by ESF, of the local, State, and Federal primary organizations that the City may rely on in the event of an emergency.

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Figure 3: Activating Federal Assets Through FEMA

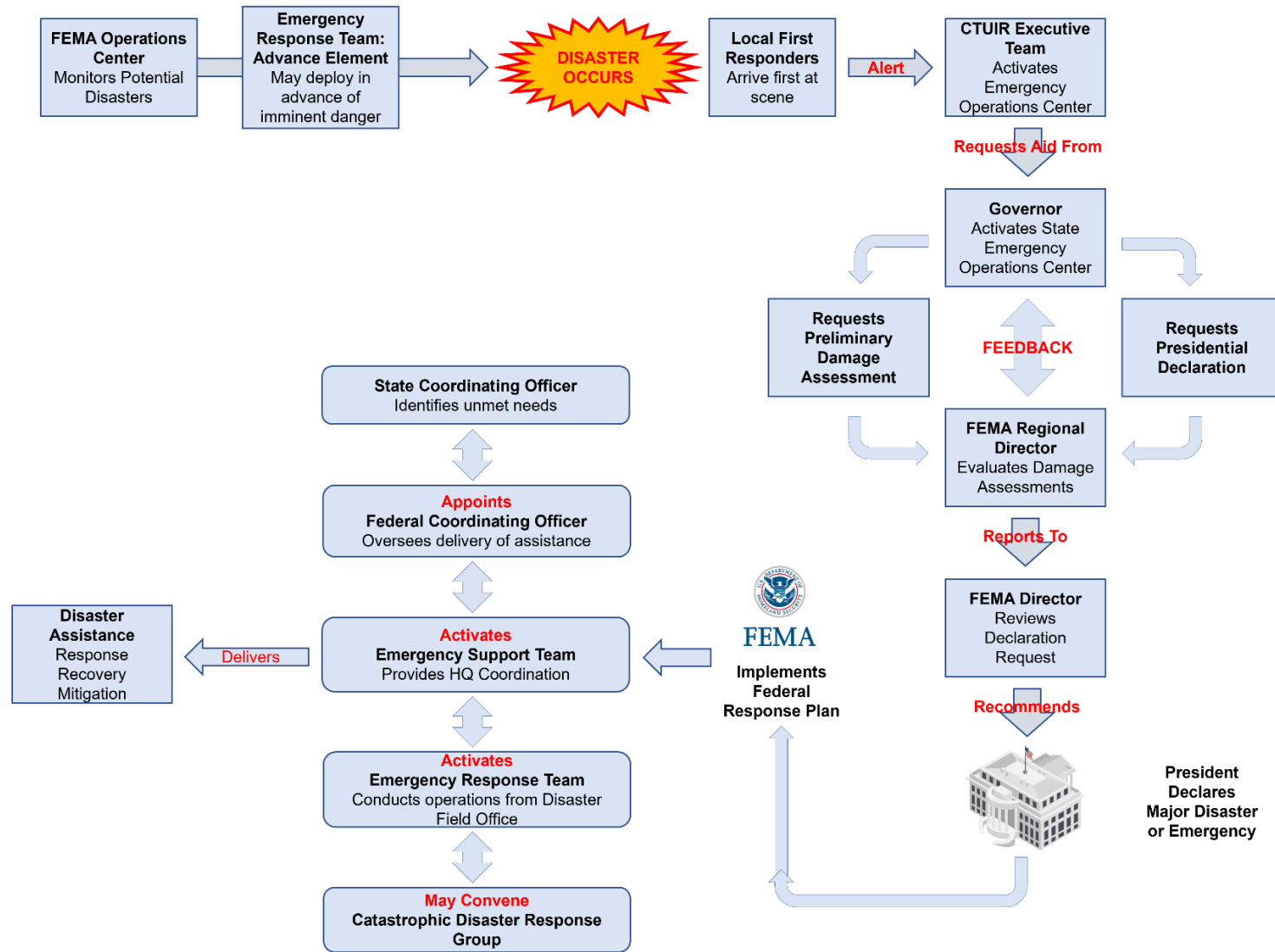


Figure 4: FEMA's Major Disaster Declaration Process

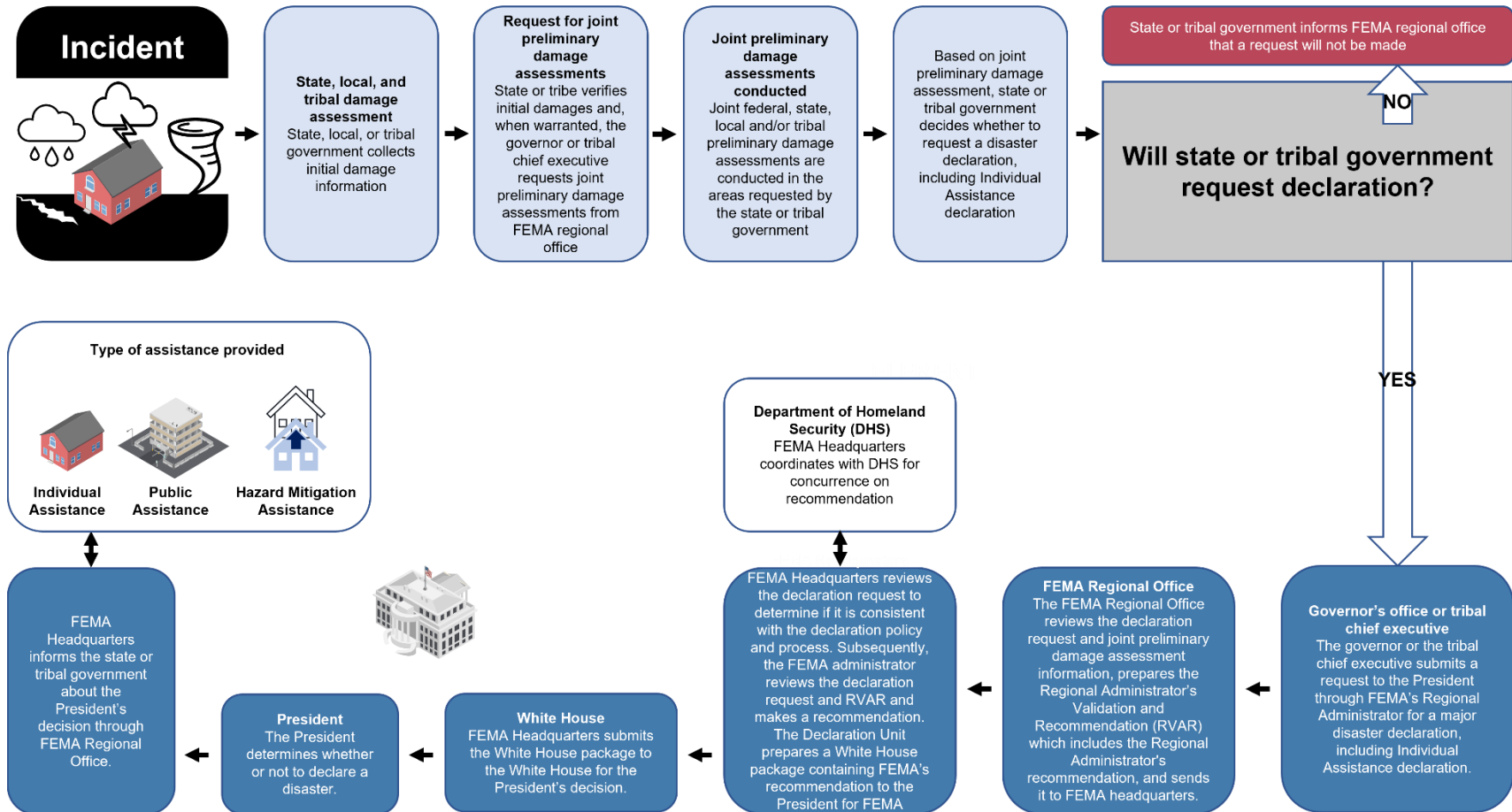


Table 13: Response Partners by Emergency Support Function (ESF)

Emergency Support Function	Scope (Federal)	Primary Local Agencies	Secondary Agency	Federal Agency
<p><u>ESF 1 Transportation</u></p>	<ul style="list-style-type: none"> • Aviation/airspace management and control • Transportation safety • Restoration and recovery of transportation infrastructure • Movement restrictions • Damage and impact assessment 	<p>CTUIR Department of Public Works CTUIR Planning Office (Kayak Public Transit) Public Safety</p>	<p>Oregon Department of Transportation Umatilla County Public Works</p>	<p>Department of Transportation</p>
<p><u>ESF 2 Communications</u></p>	<ul style="list-style-type: none"> • Coordination with telecommunications and information technology industries • Restoration and repair of telecommunications infrastructure • Protection, restoration, and sustainment of national cyber and information technology resources • Oversight of communications within the Federal incident management and response structure 	<p>Local telecommunications companies CTUIR Department of Public Safety CTUIR Office of Information Technology</p>	<p>Umatilla County EM Office of Emergency Management</p>	<p>Department of Homeland Security (National Communications System)</p>

Emergency Support Function	Scope (Federal)	Primary Local Agencies	Secondary Agency	Federal Agency
<u>ESF 3 Public Works & Engineering</u>	<ul style="list-style-type: none"> • Infrastructure protection and emergency repair • Infrastructure restoration • Engineering services and construction management • Emergency contracting support for lifesaving and life-sustaining services 	CTUIR Department of Public Works Umatilla County Public Works	Oregon Department. of Transportation	FEMA Department of Defense (U.S. Army Corps of Engineers)
<u>ESF 4 Firefighting</u>	<ul style="list-style-type: none"> • Coordination of Federal firefighting activities • Support to wildland, rural, and urban firefighting operations 	CTUIR Fire Department BIA Wildfire Team	Oregon Department of Forestry, State Fire Marshal. BIA	Department of Agriculture (U.S. Forest Service) Bureau of Indian Affairs
<u>ESF 5 Information and Planning</u>	<ul style="list-style-type: none"> • Coordination of incident management and response efforts • Issuance of mission assignments • Resource and human capital • Incident action planning • Financial management 	CTUIR Department of Public Safety Umatilla County Emergency Management	Oregon Emergency Management (optional)	Department of Homeland Security (FEMA)

Emergency Support Function	Scope (Federal)	Primary Local Agencies	Secondary Agency	Federal Agency
<u>ESF 6</u> <u>Mass Care, Emergency Assistance, Temporary Housing and Human Services</u>	<ul style="list-style-type: none"> • Mass care • Emergency assistance • Disaster housing • Human services 	<p>Yellowhawk Tribal Health Center</p> <p>CTUIR Department of Public Safety</p> <p>CTUIR Housing Department</p> <p>CTUIR Department of Children and Families</p>	<p>Oregon Emergency Management</p> <p>Red Cross</p>	<p>Department of Homeland Security (FEMA)</p>
<u>ESF 7</u> <u>Logistics</u>	<ul style="list-style-type: none"> • Comprehensive, national incident logistics planning, management, and sustainment capability • Resource support (facility space, office equipment, and supplies, contracting services, etc.) 	<p>CTUIR Department of Finance/Purchasing</p>	<p>BIA</p> <p>Oregon Department of Administrative Services(optional)</p>	<p>General Services Administration and Department of Homeland Security (FEMA)</p>
<u>ESF 8</u> <u>Public Health and Medical Services</u>	<ul style="list-style-type: none"> • Public health • Medical • Mental health services • Mass fatality management 	<p>Yellowhawk Tribal Health Center</p> <p>Lifeways</p> <p>Umatilla County Health Department</p>	<p>Oregon– Public Health Division</p>	<p>Department of Health and Human Services</p>
<u>ESF 9</u> <u>Search and Rescue</u>	<ul style="list-style-type: none"> • Life-saving assistance • Search and rescue operations 	<p>CTUIR Department of Public Safety</p>	<p>Office of Emergency Management</p> <p>State Fire Marshal</p>	<p>Department of Homeland Security (FEMA)</p>

Emergency Support Function	Scope (Federal)	Primary Local Agencies	Secondary Agency	Federal Agency
<u>ESF 10</u> <u>Oil & Hazardous Materials</u>	<ul style="list-style-type: none"> Oil and hazardous materials (chemical, biological, radiological, etc.) response Environment short- and long-term cleanup 	CTUIR Department of Public Safety CTUIR Department of Natural Resources	Department of Environmental Quality State Fire Marshal	Environmental Protection Agency (EPA)
<u>ESF 11</u> <u>Agriculture & Natural Resources</u>	<ul style="list-style-type: none"> Nutrition assistance Animal and plant disease and pest response Food safety and security Natural and cultural resources and historic properties protection Safety and wellbeing of household pets 	CTUIR Department of Natural Resources CTUIR Tribal Farming CTUIR Department of Natural Resources CTUIR Department of Public Safety	Natural Resources Conservation Service Oregon Department of Agriculture PAWS	US Department of Agriculture
<u>ESF 12</u> <u>Energy</u>	<ul style="list-style-type: none"> Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast 	Local Utility companies, UEC and PPL, NWNG, CTUIR Department of Public Works	Department of Administrative Services Department of Energy Public Utility Commission	Department of Energy
<u>ESF 13</u> <u>Public Safety & Security</u>	<ul style="list-style-type: none"> Facility and resource security Security planning and technical resource assistance Public safety and security support Support to access, traffic, and crowd control 	CTUIR Department of Public Safety Police CTUIR Public Works CTUIR of Technology	Oregon State Police, Umatilla Sheriff, Local LE	Department of Justice, FBI US Attorney's Office, Portland

Emergency Support Function	Scope (Federal)	Primary Local Agencies	Secondary Agency	Federal Agency
<u>ESF 14 Long-Term Community Recovery</u>	<ul style="list-style-type: none"> • Social and economic community impact assessment • Long-term community recovery assistance to States, Tribes, local governments, and the private sector • Analysis and review of mitigation program implementation 	CTUIR Board of Trustees BIA CTUIR Department of Public Works CTUIR Tribal Planning Office CTUIR Department of Economic and Community Development	Economic and Community Development Office of Emergency Management	Department of Homeland Security (FEMA)
<u>ESF 15 External Affairs</u>	<ul style="list-style-type: none"> • Emergency public information and protective action guidance • Media and community relations • Congressional and international affairs • Tribal and insular affairs 	CTUIR Board of Trustees CTUIR Department of Public Safety CTUIR Department of Communications	Umatilla County EM/PIO Office of Emergency Management	Department of Homeland Security Bureau of Indian Affairs

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Concept of Operations

4.1 General

Primary roles in initial emergency response will be filled by first responders such as fire and police departments and may involve hospitals, local health departments and other regional response 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 receives priority.

The basic concept of emergency operations centers is to manage and use all available resources for effectively responding to all types of emergencies. The Tribal government has the primary responsibility for emergency management functions and for protecting life, environment, treaty rights and property from the effects of hazardous events. This EOP should be used when the CTUIR or emergency response agency partners are reaching or have exceeded their abilities to respond to an emergency incident.

When emergency situations arise, and it is determined that the normal organization and functions of the CTUIR are insufficient to effectively meet response activities' needs, the Executive Director, or the Director of Public Safety will activate and implement all or part of this plan. In addition, the Executive Director may direct partial or full activation and staffing of the EOC, based on an emergency's type, size, severity, and duration.

Responsibilities include management and coordination of large-scale events, as well as identifying and obtaining additional assistance and resources for emergency response agencies from CTUIR, Umatilla County, State of Oregon and/or Federal government through the CTUIR Department of Public Safety.

All involved CTUIR emergency services will implement individual EOPs, SOPs, and supporting processes for the CTUIR emergency operations. These include providing the CTUIR Emergency Management, County, OEM and FEMA with the following information throughout an incident's duration:

- 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.

4.2 Initial Notification

The CTUIR has a 24-hour dispatch for police, fire, and EMS; however, it is not an official 911 emergency call center. 911 emergency calls are routed to Umatilla County Public Service Answering Point and then to CTUIR dispatch, where responders are dispatched to incidents

occurring within the UIR. Most calls for emergency service originate on the UIR come in directly to the CTUIR and not through 911.

4.2.1 Alert and Warning

There are two types of messages that may require dissemination: Alert and Warning.

- An Alert is defined as a call process that identifies a possible situation that requires first responders, local government officials, and emergency management staff to assume a state of readiness.
- A Warning is defined as a call process that identifies an impending or occurring situation that requires first responders, local government officials, and emergency management staff to assume a state of readiness.

Initially, the warning may go only to the area first affected by the emergency situation. If the situation worsens, crosses multiple municipal boundaries, or reaches the stage where CTUIR support and coordination are required, then the EOC will be involved.

The determination to send a warning message will be made by considering several factors, including the scope, location, and type of event. Authorities will coordinate the receipt, transmission, and dissemination of all EOC emergency reports and messages processed through the EOC message center.

CTUIR is responsible for maintaining a warning capability that utilizes the Public Safety Dispatch Center; Tribal Radio Station, UC 911 Dispatch Center; OR/Alert for mass notification, UC EM, NOAA Weather WAS, Umatilla/Morrow Radio and Data District.

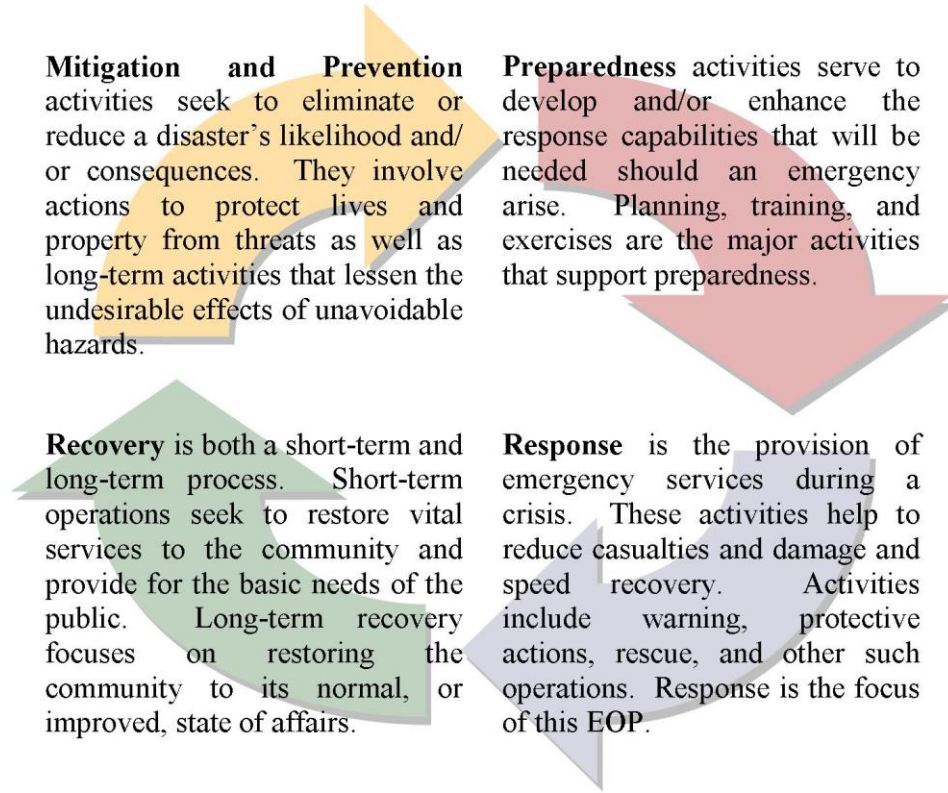
Upon receipt of an alert or warning, the dispatcher at the dispatch center will verify the information before disseminating it to other agencies. The dispatcher will record the source of the warning or alert. He or she will then disseminate the warning information to the appropriate agency via telephone, radio, or electronic means.

Each affected agency is responsible for contacting its own response personnel, using an agency-maintained emergency call-down roster.

4.3 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:

Figure 5: Phases of Emergency Management



Additionally, this plan is implemented within the context of a continuous stream of incidents, events, and occurrences, any of which may develop into an emergency. Maintaining situational awareness is essential to facilitating 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 is an interactive process of sharing and evaluating information from multiple sources. It involves integrating communications and reporting with 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.

4.4 Incident Levels

In response to the events of September 11, 2001, and the continued terrorist threat to the United States, the Federal Government, Oregon State Police Office of Public Safety and Security, and Umatilla County adopted a system of rating terrorist threat levels that are equivalent to the types of emergency situations defined in this section.

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.

4.4.1 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.

4.4.2 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 hazardous materials spills and traffic incidents with multiple injuries. The IC may activate selected portions of the EOP.

4.4.3 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.

4.5 Response Priorities

- **Self-Preservation:** Protection of CTUIR employees (including dependents) from the effects of a disaster is the first response priority. It is expected that the employees’ families are sufficiently prepared to be self-reliant after the initial incident for employees to provide timely, lifesaving services and other critical operations as effectively and with as little interruption as possible. Self-preservation includes actions taken immediately before, during, and after an event.
- **Lifesaving/Protection of Property:** After the lives of CTUIR employees have been ensured, the response effort focuses on saving the lives of persons other than CTUIR employees and their dependents. This may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
- **Protection of CTUIR Cultural Resources:** The next response priority is the development of appropriate actions designed to preserve, conserve, rehabilitate, recover, and restore cultural resources, including development and application of protective measures and strategies. This may include managing, monitoring, and assisting in conducting response and recovery actions to minimize damage to resources.
- **Unit Reconstitution:** Unit reconstitution is the recall of critical employees (if the incident occurs during non-working hours) and the collection, inventory, temporary repair, and allocation of CTUIR assets to provide maximum prompt, sustained operations

in response to a disaster. This would include activation of the EOC for the purpose of coordinating emergency response activities.

- **Emergency Food and Temporary Housing Plan:** Provision of food and temporary housing for disaster victims would become an immediate priority and would be coordinated through the CTUIR EMO, with support from the American Red Cross.
- **Restoration of Infrastructure:** Restoration of critical infrastructure (utilities, roads, buildings, etc.) would be a prime concern that would require the coordination of Umatilla County, State, and Federal agencies with the private sector.
- **Business Enterprises:** Business enterprises on the Reservation include health-related services such as the DaVita Dialysis, service-related industry such as the Arrowhead Travel Plaza, Wildhorse Resort and Casino and other enterprise businesses.
- **Recovery:** Key goals of the recovery phase include restoration of lost or impaired capabilities caused by the effects of a disaster or other emergency; return to normal operating conditions; and provision of non-emergency services to the public.

4.6 Incident Management

4.6.1 Activation

When an emergency situation arises and it is determined that the normal organization and functions of the CTUIR are insufficient to effectively meet response requirements, the Executive Director or the Director of Public Safety will activate and implement all or part of this EOP. In addition, the Executive Director (or designee) in coordination with the Director of Public Safety may partially or fully activate and staff the EOC, based on an emergency's type, size, severity, and duration.

4.6.2 Initial Actions

Upon activation of all or part of this EOP, the CTUIR Public Safety Director will implement the following actions immediately:

- Alert threatened populations and initiate evacuation, as necessary. See [ESF 2: Communications](#) for more details
- Initiate emergency sheltering procedures with the American Red Cross and other community partners if evacuation procedures are activated. See [ESF 6: Mass Care, Emergency Services, Housing, and Human Services](#) for more details and specific procedures associated with sheltering, mass care, and related human services.
- Instruct appropriate CTUIR emergency services to activate necessary resources.
- Assign radio frequencies and communications equipment, implement a communications plan, and confirm interoperability among EOC staff and response agencies. See [ESF 2: Communications](#) for more specific procedures.
- When local resources will not meet the needs of the CTUIR emergency operations, request the Executive Director to prepare and submit a formal declaration of emergency approved by the BOT. The official declaration may be preceded by a verbal statement. See [ESF 7: Logistics](#) for more details and specific procedures.

- Prepare to staff the CTUIR EOC as appropriate for the incident with a maximum of 12-hour shifts.

4.6.3 Communications, Notification and Warning

Traditional communication lines, such as landline and cellular telephones, faxes, pagers, internet/e-mail, and radio will be used by CTUIR response personnel throughout the duration of response activities. Specific information regarding the CTUIR's communications is provided in [ESF 2: Communications](#).

A public warning and broadcast system (Emergency Alert System or EAS) is established for the CTUIR to provide emergency information and instructions during a pending or actual emergency incident or disaster. The CTUIR Public Safety Director or Department of Communications staff 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. [ESF 2](#) provides detailed information on 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 through each individual agency. External partners can be activated and coordinated through the CTUIR EOC.

4.6.4 Direction and Control

Direction and control of CTUIR emergency operations will be via Incident Command System (ICS), Joint Command and Control and the Multi-Agency Coordination System, as described in [Section 5, Command and Control](#).

The CTUIR EMO is responsible for maintaining the readiness of the EOC and identifying and training support staff. CTUIR departments will be requested to designate personnel who can be made available for training by CTUIR Public Safety and to work in the EOC during a major disaster. Other departments may be requested to provide assistance in a major emergency.

4.6.5 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.

4.6.6 Recovery

Recovery comprises steps the CTUIR will take after an emergency to restore government function and community services to 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 CTUIR 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 for reassessing applications, processes, and functions of all annexes of this disaster plan for deficiencies. Restoration to upgrade damaged areas is possible if it can be shown that extra repairs will mitigate or lessen the chances of, or damage caused by, similar disaster in the future.

[ESF 14: Long-Term Community Recovery](#) summarizes specific procedures and plans to support recovery, mitigation, and economic stabilization for the CTUIR following a disaster.

4.7 Inter-jurisdictional Coordination

4.7.1 Mutual Aid

The CTUIR may enter into Mutual Aid 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.

4.7.2 Private Sector

Disaster response by local agencies and Tribal government may be augmented by business, industry, and volunteer organizations. The CTUIR Public Safety Director will coordinate response efforts with the private sector, including provision of assistance as appropriate. Schools, hospitals, assisted living facilities, and other institutional facilities are required by Federal, State of Oregon, or local regulations to have disaster plans.

The CTUIR Public Safety Director will 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 organizations as Team Rubicon, American Red Cross or Salvation Army

Finally, the CTUIR Public Safety Director will provide the public with educational and instructional materials and presentations on subjects regarding safety practices and survival tactics for the first 72 hours of a disaster.

4.7.3 State Government

The State emergency organization, as defined in the State of Oregon EMP, can be activated through the Oregon Military Department, Emergency Management Division. 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 within and outside the State structure, including the assistance provided by Federal agencies.

4.7.4 Federal Government

The CTUIR shall issue requests for Federal disaster assistance directly to the Federal government. 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.

Command and Control

5.1 General

The CTUIR Public Safety Director is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Existing agencies of government will perform emergency activities closely related to those they perform routinely. Specific positions and agencies are responsible for fulfilling their obligations as presented in the Basic Plan and its annexes. The Executive Director will provide overall direction of the response activities of all CTUIR departments. Department heads will retain control over their employees and equipment unless directed otherwise by the Executive Director. Each department will be responsible for having its own Standard Operating Procedures to be followed during response operations.

Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing services, and then only when the situation threatens to expand beyond the CTUIR's response capabilities.

5.1.1 Jurisdictional Control

The ultimate responsibility for emergency management on the Reservation lies with the Executive Director.

A State of Emergency is declared by the Chief Executive. On January 29, 2013, President Obama signed into law the [Sandy Recovery Improvement Act of 2013](#) (P.L. 113-2) (SRIA). This Act amends the Stafford Act to provide for an option for the Chief Executive of a federally recognized Indian tribe to make a direct request to the President for a major disaster or emergency declaration. The amendment provides that Tribes may elect to receive assistance under a state's declaration, provided that the President does not make a declaration for the Tribe for the same incident. The President of the United States has the authority to issue a Presidential Declaration, which allows for the provision of Federal Resources to the CTUIR. Notifications from local or regional Federal offices would follow locally established procedures.

5.2 Emergency Operations Center

Response activities will be coordinated from an Emergency Operations Center (EOC). The EOC will be activated upon notification of a possible or actual emergency. Detailed EOC responsibilities and activation procedures are addressed in the Basic Plan portion of this EOP and [Information and Planning](#). 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 multiple agency coordination system, if needed.

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. Operating from an EOC is a basic emergency management concept. For effective emergency response, all activities must be centrally directed and coordinated. The

person-in-charge of the disaster directs the response from this location, and all community officials assigned primary emergency response tasks coordinate their actions from this center. The EOC should have adequate workspace, be supplied with maps, status boards, etc. which are visible to all EOC staff, and have communications capability so that the EOC staff may communicate with their departments and field forces. The EOC also serves as a Resource Center and coordination point for additional field assistance. It provides executive directives and liaison to state and federal government and considers and mandates protective actions. The EOC may be partially activated with key staff persons meeting periodically, or it may be fully activated, thus operating on a continuous 24-hour basis, depending on the situation.

See [ESF 5: Information and Planning](#) for more details.

5.2.1 Emergency Operations Center Activation

During emergency operations and upon activation, the EOC staff will assemble as outlined in [ESF 5: Information and Planning](#) and exercise direction and control as outlined below.

- The EOC will be activated by the Director of Public Safety and will assume responsibility for all operations and direction and control of response functions.
- The Public Safety Director or the Tribal Emergency Management Coordinator will serve as the overall EOC Manager.
- The Public Safety Director or the Tribal Emergency Management Coordinator will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by CTUIR departments, augmented as required by trained reserves, volunteer groups, and forces supplied through MAAs. 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 Public Safety Director or the Tribal Emergency Management Coordinator may along with the IC (Incident Commander) establish an on-scene command post at the scene to maintain close contact and coordination with the EOC.
- Department heads and organization leaders are responsible for emergency functions assigned to their activities, as outlined in their respective appropriate annexes.
- The EOC will normally operate on a 24-hour basis, rotating on 12-hour shifts, or as needed.
- The Director of Public Safety or Tribal Emergency Management Coordinator will immediately notify FEMA Region 10, State EMO, and Umatilla County EMO upon activation. Periodic updates will be made as the situation requires.

5.2.2 Emergency Operations Center Location

To avoid jeopardizing operations, care must be taken to locate the EOC away from dangers associated with the event.

The primary location for the CTUIR EOC is:

Confederated Tribes of the
Umatilla Indian Reservation
Public Safety Building
46400 Timíne Way
Pendleton, Oregon 97801



The CTUIR may also locate its EOC at this location if needed:

Confederated Tribes of the
Umatilla Indian Reservation
Nixyáawii Governance Center
46411 Timíne Way
Pendleton, Oregon 97801



The CTUIR also has a mobile command trailer maintained by and stored at the Department of Public Safety that could be mobilized for use as an Incident Command Post.

The Umatilla County EOC is located at:

4700 NW Pioneer Place,
Pendleton, Oregon, 97801



5.3 Incident Command System

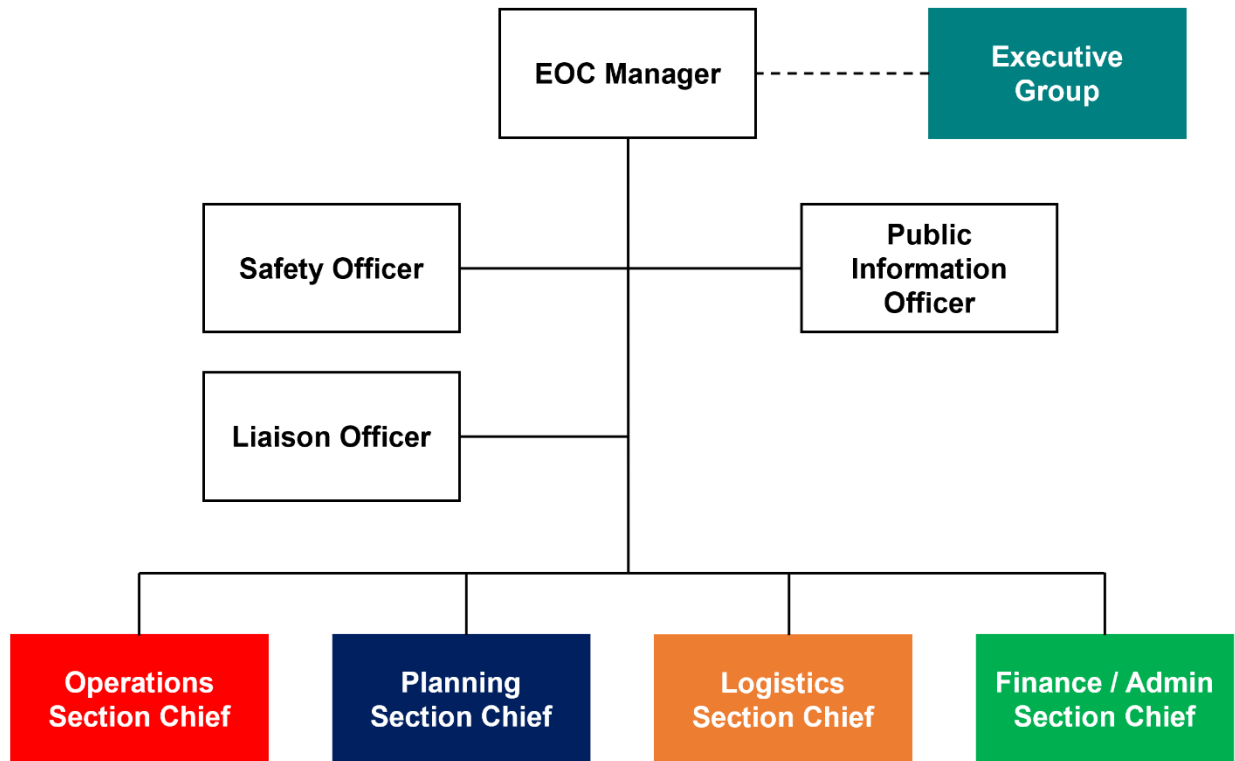
In Oregon, implementation of NIMS and ICS is mandatory during an emergency incident. NIMS is a comprehensive, national approach to incident management applicable to all jurisdictional levels and across functional disciplines. ICS, a standardized, flexible, scalable all-hazard incident management system, is designed to be active from the time an incident occurs until management and operations are no longer required.

The ICS structure can be expanded or contracted, depending on the incident’s changing conditions. ICS positions 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. ICS allows agencies to communicate using common terminology and operating procedures and facilitates effective coordination and allocation of resources throughout an incident’s duration.

The ICS organization is built around an Incident Commander (IC) and the command and general staff positions. The four primary general staff positions are Operations, Logistics, Planning, and Finance. These positions apply in a routine emergency, organizing a major event, or managing a major response to a disaster. In small incidents, these general staff positions may be managed by the IC. Larger incidents usually require that these functions be set up as separate sections within the ICS organization, with each section overseen by a general staff member (commonly referred to as a “Section Chief”) who reports directly to the IC.

The CTUIR EOC has established a command structure, supporting activation and operational procedures, and position checklists compliant with NIMS/ICS. This information is available through the Public Safety director and is located at the EOC in hardcopy format. A typical ICS organizational chart for the CTUIR is presented in the figure below.

Figure 6: Typical ICS Organizational Chart



In certain instances, more than one ICS position may be managed by a single staff person due to limited personnel and resources available in the CTUIR. Thus, it is imperative that all primary and alternate EOC staff be trained in ICS functions other than those in their area of their 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 Tribal emergency management and response organizations.

Additional information regarding the CTUIR’s EMO command structure is provided in [ESF 5: Information and Planning](#).

Plain language will be used during any joint command, multi-jurisdictional emergency response occurring in the CTUIR and is essential to public safety, especially the safety of first responders and those affected by the incident. The use of common terminology enables area commanders; State, local, and Tribal 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.

Current training and operational requirements set forth under NIMS have been adopted and implemented by CTUIR. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle managers, and command and general staff. See [Chapter 6](#) for a list of identified positions and training requirements.

5.3.1 Command Staff

5.3.1.1 Emergency Operations Center (EOC) Manager

The EOC Manager (also known as the IC in some jurisdictions) is responsible for the operations of the EOC when it is activated and has overall responsibility for accomplishing the EOC mission. In general, the EOC Manager is responsible for:

- Approving and supporting implementation of an Incident Action Plan.
- Coordinating activities supporting the incident or event.
- Approving release of information through the Public Information Officer.
- Performing the duties of the following command staff if no one is assigned to the position:
 - Safety Officer
 - Public Information Officer
 - Liaison Officer

5.3.1.2 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 on safety issues or concerns, as necessary.
- Exercising emergency authority to prevent or stop unsafe acts.

5.3.1.3 Public Information Officer

A lead PIO will most likely coordinate and manage a larger public information network representing Tribal, County, regional, and State agencies, other Tribal entities, political officials, and other emergency management stakeholders. The duties of the PIO include:

- Developing and coordinating the 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 and, if applicable, establishing and staffing a Joint Information Center.
- Implementing information clearance processes with the IC.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

5.3.1.4 Liaison Officer

Specific liaison roles may be incorporated into the command structure established at the CTUIR EOC and/or the Umatilla County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, public works/utility companies, and volunteer services. The liaison role typically includes:

- Serving as the contact point for local government officials, federal or state agencies, 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 CTUIR and City governmental entities, organizations, and County officials/departments to carry out responsibilities assigned at the EOC or other designated facility where response efforts will be coordinated.

5.3.2 General Staff

5.3.2.1 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. Departments typically included in the Operations Section are 1) Fire (emergencies dealing with fire, mass casualty incidents, earthquake with rescue, or hazardous materials,); 2) Law Enforcement (incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations); 3) Public Health (contamination issues, disease outbreaks, and/or emergency incidents posing threats to human, animal, and environmental health); and 4) Public Works (incidents resulting in blocked or damaged roadways, major utility disruptions, damage to critical infrastructure, and building collapse). Private entities, companies, and NGOs may also support the Operations Section. The Operations Section 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 Incident Action Plan (IAP).

- Managing and coordinating various liaisons representing community response partners and stakeholders with an operations support role
- Directing IAP tactical implementation.
- Requesting resources needed to support the IAP.

5.3.2.2 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 on the incident, and providing a status summary.
- Preparing and disseminating the IAP.
- Conducting planning meetings and developing alternatives for tactical operations.
- Maintaining resource status.

5.3.2.3 Logistics Section Chief

The Logistics Section is typically supported by the following Units: 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 response 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.

5.3.2.4 Finance/Administration Section Chief

The Finance 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, which 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/Administration Section Chief is responsible for:

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

5.3.2.5 Executive Group

As noted in Chapter 3, the Executive Group is made up of appointed executives. In times of emergency, responsibilities for the Executive Group officials include staffing the Management Team.

5.3.2.6 Bureau of Indian Affairs

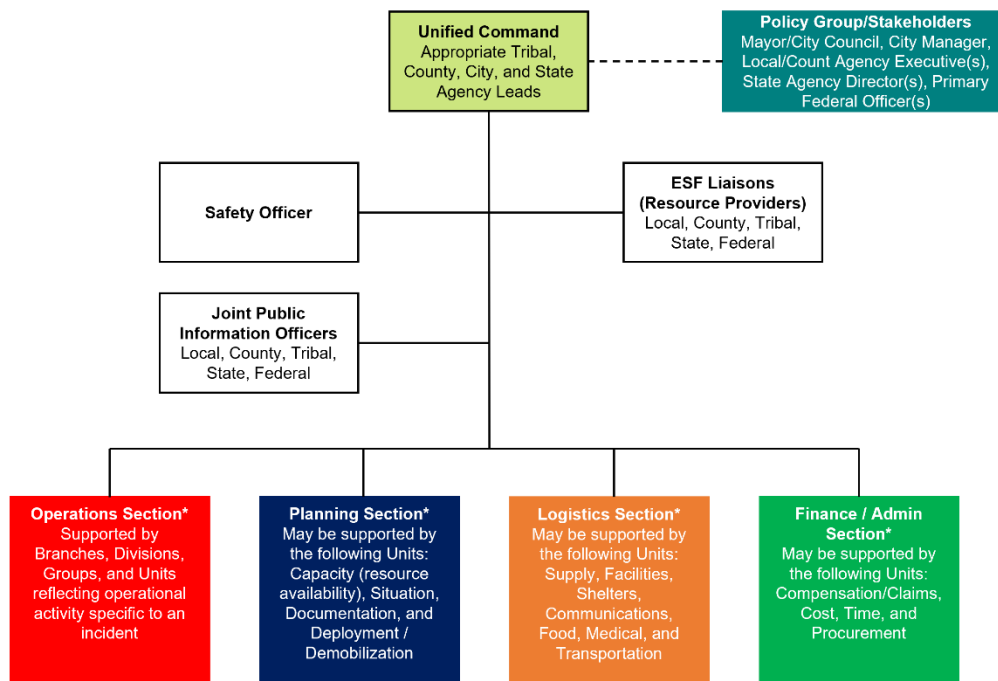
The BIA is responsible for the rights of the property owned by Tribal members. The BIA will function as a resource for the CTUIR.

5.3.3 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 Tribal, 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 that do require additional persons, the IC will directly manage all aspects of the incident organization. The following figure is an example of a UC organizational chart for the CTUIR. This provides operational flexibility to expand or contract staffing depending on the incident’s nature and size.

Figure 7: Unified Command Structure for the CTUIR



*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.

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. This review will be coordinated by the CTUIR Public Safety Director and Law and Order Committee 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 departments 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:

Confederated Tribes of the Umatilla Indian Reservation
Public Safety Director
Public Safety Building
46411 Timíne Way
Pendleton, Oregon 97801

Exercises and/or real-world responses may result in the identification of proposed changes to this EOP; these will be made in a timely manner after the event and communicated to appropriate stakeholders. See [6.4 Event Critique and After-Action Reporting](#).

6.2 Training Program

The Public Safety Director or the Tribal Emergency Management Coordinator specifically coordinates training for CTUIR personnel and encourages them to participate in training hosted by other jurisdictions throughout the region.

Current training and operational requirements set forth under NIMS have been adopted and implemented by CTUIR. Each CTUIR Department maintains records and lists of training received by Tribal 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:

1. EMS personnel.
2. Firefighters.
3. Law enforcement personnel.
4. Public works/utility personnel.
5. Skilled support personnel.
6. Other emergency management response personnel.
7. Support/volunteer personnel at all levels.

Plan Development, Maintenance, and Implementation

The following table provides the minimum training requirements for the CTUIR emergency personnel.

Table 14: Minimum Training Requirements for CTUIR Personnel

Emergency Personnel		Training Required
Emergency Managers and Incident Commanders	IS-100, IS-200, IS-700, IS-703, IS-800 ICS-300, ICS-400	
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	IS-100, IS-200, IS-700, (IS-702 for PIOs), IS-703, ICS-300	
All other EOC personnel and first responders	IS-100, IS-200, IS-700, IS-703,	
All other emergency response personnel, including volunteers	IS-100, IS-200, IS-700	Elected Officials IS-100, IS-200, G0402
<i>Independent study (IS) courses can be found at http://training.fema.gov/IS/crslst.asp.</i>		

6.3 Exercise Program

The CTUIR will conduct exercises throughout the year to continually test and evaluate this EOP. Whenever feasible, the CTUIR will coordinate with neighboring jurisdictions, Umatilla County, 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, scheduled using the "progressive approach" used by HSEEP, which includes the use of various exercises aligned to a common set of program priorities and objectives with an increasing level of complexity over time.

As appropriate, the CTUIR will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises. Information on this program can be found at <https://www.fema.gov/media-library/assets/documents/32326>.

The Public Safety Director or the Tribal Emergency Management Coordinator will work with other Tribal departments to identify and implement corrective actions and mitigation measures, based on exercises conducted through Emergency Management.

6.4 Event Critique and After-Action Reporting

In order to document and track lessons learned from exercises, the Public Safety Director or the Tribal Emergency Management Coordinator will conduct a review or “hot wash” with exercise participants after each exercise. The Public Safety Director or the Tribal Emergency

Management Coordinator will also coordinate an After-Action Report describing 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 of the incident to improve the readiness of the CTUIR. As described in [6.1 Plan Review and Maintenance](#), this may result on the need to modify the EOP.

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 CTUIR maintains an active community preparedness program and recognizes that citizen preparedness and education are vital components of their overall readiness.

Information about the public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the CTUIR website: <http://www.umatilla.nsn.us/>.

American Red Cross Cascade Region: [Prepare! Guide](#)

DHS preparedness site: <https://www.ready.gov/>

EM 2 Weeks Ready:

- [2 Weeks Ready - Business](#)
- [2 Weeks Ready - Children](#)
- [2 Weeks Ready - Communications](#)
- [2 Weeks Ready - Community](#)
- [2 Weeks Ready - First Aid](#)
- [2 Weeks Ready - Food \(English\)](#)
- [2 Weeks Ready - Neighborhood](#)
- [2 Weeks Ready - Pets \(English\)](#)
- [2 Weeks Ready - Seniors \(English\)](#)
- [2 Weeks Ready - Shelter](#)
- [2 Weeks Ready - Water \(English\)](#)

Source: <https://www.oregon.gov/oem/hazardsprep/Pages/2-Weeks-Ready.aspx>

Appendix A: Sample Federal Emergency Declaration Forms

DECLARATION OF A STATE OF EMERGENCY

REQUEST FOR PRESIDENTIAL DISASTER DECLARATION COVER LETTER
MAJOR DISASTER OR EMERGENCY
(Date of Request)

The Honorable /// /////
President of the United States
The White House
1600 Pennsylvania Ave
Washington, D. C. DC 20500

Through: Regional Administrator [NAME]
FEMA Region _____
City, State, Zip Code

Dear Mr. President:

Under the provisions of Section [Major Disaster citation (401), Emergency citation (501)]of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, 42 U.S.C. §§ 5121-5207 (Stafford Act), and implemented by 44 CFR § [Major Disaster citation (206.36), Emergency citation (206.35)], I request that you declare a [major disaster or emergency] for the (*name of the State or Indian tribal government*) as a result of (*name type of incident and incident date as identified in the declaration request form*).

[The following information is required for ALL requests. Provide additional information that is not contained in the form. If requested information is included in the form, it is not necessary to repeat in the cover letter.]

Describe deaths and/or injuries associated with the event.

Describe voluntary agency assistance provided to the community in anticipation of or as a result of the event. (including but not limited to activities taken by the American Red Cross (ARC), Salvation Army, Southern Baptists, and Voluntary Organizations Active in Disaster; voluntary agency and/or municipal shelter information, including the number of shelters open, the peak population, total number of overnight stays, and when the shelters closed; number of mental health contacts made by voluntary agencies; number of ARC cases open and closed; number of clean up kits provided; number of meals served; number of fixed and/or mobile feeding sites; level of ARC operation (I-V); and any other type of assistance that was provided by voluntary organizations).

Indicate whether a State of Emergency has been declared, when and to what areas are included in the declaration. Indicate if affected jurisdictions have also declared states of emergency.

Appendix A: Sample Federal Emergency Declaration Forms

Provide a description of damage as a result of the event (such as the impact the event has had on the affected area and population; disruption of normal community functions and services, including damage to any critical facilities that have been rendered non-operational by the event and extended or widespread loss of power or water; emergency conditions that may be present, health and safety hazards, status of repairs, and estimated completion date(s), if known.

Provide information on PDA findings and how and where they were conducted, including accessibility concerns, if additional space needed from the form.

The following information is furnished on the nature and amount of State, local, or Indian tribal government resources that have been or will be used to alleviate the conditions of this disaster:

Describe what has been done to respond to the disaster, including actions pending or taken by the State, local, or Indian tribal governments. Describe any State, local or Indian tribal government Individual Assistance programs.

Provide the disaster history of the State or Indian Tribal government over the past 12 months, including Stafford Act declarations and declarations by the Governor or Tribal Chief Executive and the extent to which the State or Indian tribal government has expended its own funds; list areas that have sustained damage from this event and other disasters in the previous 12 months; and include any other pertinent factors that would have a bearing on the State or Indian tribal government’s ability to respond, such as economy of the area, terrain, inaccessibility, or capacity of voluntary organizations active in disaster.

[The following information is required for requests for Individual Assistance.]

Provide detailed information on the impacted population, including percentage of insurance, percentage below poverty level, median household income, and percentage of elderly, percentage of disabled, pre-disaster unemployment rates, and any other special populations. Include a comparison of the percentage of the State, local, or Indian tribal government averages and national averages.

Average of Persons Below Poverty Level*	Median Household Income*	Percent Elderly*	Percent Disabled*	Percent Pre-Disaster Unemployment*
National Average	\$	%	%	%
State/Tribe Average	\$	%	%	%
List Jurisdictions Requested	\$	%	%	%

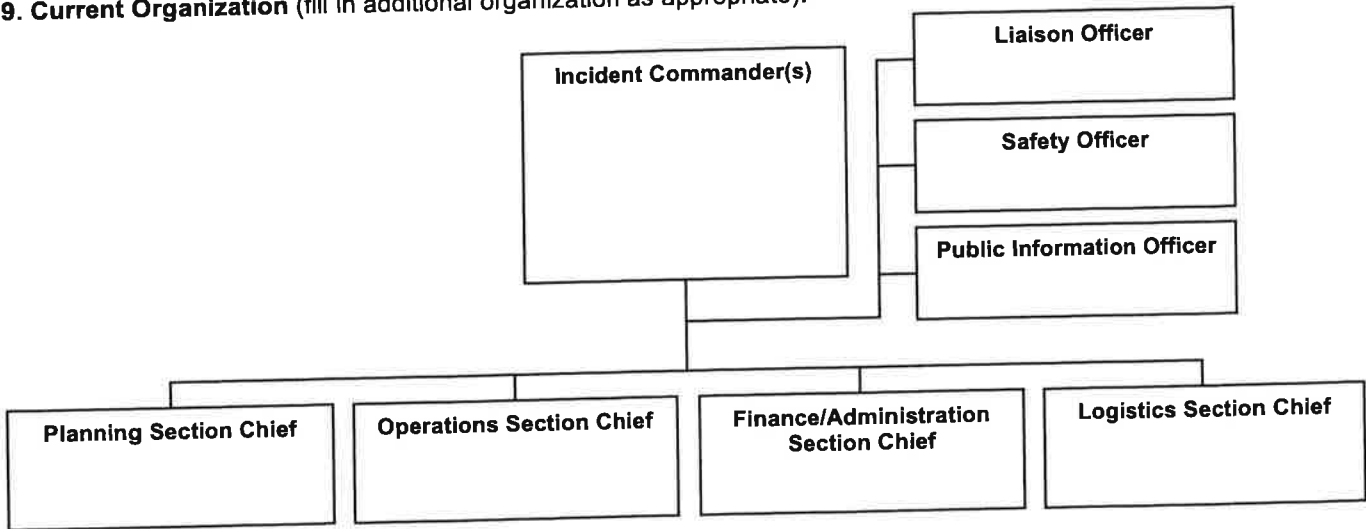
INCIDENT BRIEFING (ICS 201)

1. Incident Name:

2. Incident Number:

3. Date/Time Initiated:
Date: _____ Time: _____

9. Current Organization (fill in additional organization as appropriate):



6. Prepared by: Name: _____ Position/Title: _____ Signature: _____

Date/Time: _____

ICS 201 Incident Briefing

Purpose. The Incident Briefing (ICS 201) provides the Incident Commander (and the Command and General Staffs) with basic information regarding the incident situation and the resources allocated to the incident. In addition to a briefing document, the ICS 201 also serves as an initial action worksheet. It serves as a permanent record of the initial response to the incident.

Preparation. The briefing form is prepared by the Incident Commander for presentation to the incoming Incident Commander along with a more detailed oral briefing.

Distribution. Ideally, the ICS 201 is duplicated and distributed before the initial briefing of the Command and General Staffs or other responders as appropriate. The "Map/Sketch" and "Current and Planned Actions, Strategies, and Tactics" sections (pages 1–2) of the briefing form are given to the Situation Unit, while the "Current Organization" and "Resource Summary" sections (pages 3–4) are given to the Resources Unit.

Notes:

- The ICS 201 can serve as part of the initial Incident Action Plan (IAP).
- If additional pages are needed for any form page, use a blank ICS 201 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Initiated • Date, Time	Enter date initiated (month/day/year) and time initiated (using the 24-hour clock).
4	Map/Sketch (include sketch, showing the total area of operations, the incident site/area, impacted and threatened areas, overflight results, trajectories, impacted shorelines, or other graphics depicting situational status and resource assignment)	Show perimeter and other graphics depicting situational status, resource assignments, incident facilities, and other special information on a map/sketch or with attached maps. Utilize commonly accepted ICS map symbology. If specific geospatial reference points are needed about the incident's location or area outside the ICS organization at the incident, that information should be submitted on the Incident Status Summary (ICS 209). North should be at the top of page unless noted otherwise.
5	Situation Summary and Health and Safety Briefing (for briefings or transfer of command): Recognize potential incident Health and Safety Hazards and develop necessary measures (remove hazard, provide personal protective equipment, warn people of the hazard) to protect responders from those hazards.	Self-explanatory.
6	Prepared by • Name • Position/Title • Signature • Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
7	Current and Planned Objectives	Enter the objectives used on the incident and note any specific problem areas.

Block Number	Block Title	Instructions
8	Current and Planned Actions, Strategies, and Tactics <ul style="list-style-type: none"> • Time • Actions 	Enter the current and planned actions, strategies, and tactics and time they may or did occur to attain the objectives. If additional pages are needed, use a blank sheet or another ICS 201 (Page 2), and adjust page numbers accordingly.
9	Current Organization (fill in additional organization as appropriate) <ul style="list-style-type: none"> • Incident Commander(s) • Liaison Officer • Safety Officer • Public Information Officer • Planning Section Chief • Operations Section Chief • Finance/Administration Section Chief • Logistics Section Chief 	<ul style="list-style-type: none"> • Enter on the organization chart the names of the individuals assigned to each position. • Modify the chart as necessary, and add any lines/spaces needed for Command Staff Assistants, Agency Representatives, and the organization of each of the General Staff Sections. • If Unified Command is being used, split the Incident Commander box. • Indicate agency for each of the Incident Commanders listed if Unified Command is being used.
10	Resource Summary <ul style="list-style-type: none"> • Resource • Resource Identifier • Date/Time Ordered • ETA • Arrived • Notes (location/assignment/status) 	Enter the following information about the resources allocated to the incident. If additional pages are needed, use a blank sheet or another ICS 201 (Page 4), and adjust page numbers accordingly. <ul style="list-style-type: none"> • Enter the number and appropriate category, kind, or type of resource ordered. • Enter the relevant agency designator and/or resource designator (if any). • Enter the date (month/day/year) and time (24-hour clock) the resource was ordered. • Enter the estimated time of arrival (ETA) to the incident (use 24-hour clock). • Enter an "X" or a checkmark upon arrival to the incident. • Enter notes such as the assigned location of the resource and/or the actual assignment and status.

INCIDENT OBJECTIVES (ICS 202)

1. Incident Name:	2. Operational Period: Date From: Time From:	Date To: Time To:											
3. Objective(s):													
4. Operational Period Command Emphasis:													
General Situational Awareness													
5. Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/> Approved Site Safety Plan(s) Located at:													
6. Incident Action Plan (the items checked below are included in this Incident Action Plan): <table border="0"><tr><td><input type="checkbox"/> ICS 202</td><td><input type="checkbox"/> ICS 206</td><td rowspan="5"><u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____</td></tr><tr><td><input type="checkbox"/> ICS 203</td><td><input type="checkbox"/> ICS 207</td></tr><tr><td><input type="checkbox"/> ICS 204</td><td><input type="checkbox"/> ICS 208</td></tr><tr><td><input type="checkbox"/> ICS 205</td><td><input type="checkbox"/> Map/Chart</td></tr><tr><td><input type="checkbox"/> ICS 205A</td><td><input type="checkbox"/> Weather Forecast/Tides/Currents</td></tr></table>			<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____	<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207	<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208	<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart	<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents
<input type="checkbox"/> ICS 202	<input type="checkbox"/> ICS 206	<u>Other Attachments:</u> <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____ <input type="checkbox"/> _____											
<input type="checkbox"/> ICS 203	<input type="checkbox"/> ICS 207												
<input type="checkbox"/> ICS 204	<input type="checkbox"/> ICS 208												
<input type="checkbox"/> ICS 205	<input type="checkbox"/> Map/Chart												
<input type="checkbox"/> ICS 205A	<input type="checkbox"/> Weather Forecast/Tides/Currents												
7. Prepared by: Name: _____ Position/Title: _____ Signature: _____													
8. Approved by Incident Commander: Name: _____ Signature: _____													
ICS 202	IAP Page _____	Date/Time: _____											

ICS 202 Incident Objectives

Purpose. The Incident Objectives (ICS 202) describes the basic incident strategy, incident objectives, command emphasis/priorities, and safety considerations for use during the next operational period.

Preparation. The ICS 202 is completed by the Planning Section following each Command and General Staff meeting conducted to prepare the Incident Action Plan (IAP). In case of a Unified Command, one Incident Commander (IC) may approve the ICS 202. If additional IC signatures are used, attach a blank page.

Distribution. The ICS 202 may be reproduced with the IAP and may be part of the IAP and given to all supervisory personnel at the Section, Branch, Division/Group, and Unit levels. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 202 is part of the IAP and can be used as the opening or cover page.
- If additional pages are needed, use a blank ICS 202 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident. If needed, an incident number can be added.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Objective(s)	<p>Enter clear, concise statements of the objectives for managing the response. Ideally, these objectives will be listed in priority order. These objectives are for the incident response for this operational period as well as for the duration of the incident. Include alternative and/or specific tactical objectives as applicable.</p> <p>Objectives should follow the SMART model or a similar approach:</p> <p>Specific – Is the wording precise and unambiguous?</p> <p>Measurable – How will achievements be measured?</p> <p>Action-oriented – Is an action verb used to describe expected accomplishments?</p> <p>Realistic – Is the outcome achievable with given available resources?</p> <p>Time-sensitive – What is the timeframe?</p>
4	Operational Period Command Emphasis	Enter command emphasis for the operational period, which may include tactical priorities or a general weather forecast for the operational period. It may be a sequence of events or order of events to address. This is not a narrative on the objectives, but a discussion about where to place emphasis if there are needs to prioritize based on the Incident Commander's or Unified Command's direction. Examples: Be aware of falling debris, secondary explosions, etc.
	General Situational Awareness	General situational awareness may include a weather forecast, incident conditions, and/or a general safety message. If a safety message is included here, it should be reviewed by the Safety Officer to ensure it is in alignment with the Safety Message/Plan (ICS 208).
5	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Safety Officer should check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter the location of the approved Site Safety Plan(s).

Block Number	Block Title	Instructions
6	<p>Incident Action Plan (the items checked below are included in this Incident Action Plan):</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 202 <input type="checkbox"/> ICS 203 <input type="checkbox"/> ICS 204 <input type="checkbox"/> ICS 205 <input type="checkbox"/> ICS 205A <input type="checkbox"/> ICS 206 <input type="checkbox"/> ICS 207 <input type="checkbox"/> ICS 208 <input type="checkbox"/> Map/Chart <input type="checkbox"/> Weather Forecast/Tides/Currents <p><u>Other Attachments:</u></p>	<p>Check appropriate forms and list other relevant documents that are included in the IAP.</p> <ul style="list-style-type: none"> <input type="checkbox"/> ICS 202 – Incident Objectives <input type="checkbox"/> ICS 203 – Organization Assignment List <input type="checkbox"/> ICS 204 – Assignment List <input type="checkbox"/> ICS 205 – Incident Radio Communications Plan <input type="checkbox"/> ICS 205A – Communications List <input type="checkbox"/> ICS 206 – Medical Plan <input type="checkbox"/> ICS 207 – Incident Organization Chart <input type="checkbox"/> ICS 208 – Safety Message/Plan
7	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>
8	<p>Approved by Incident Commander</p> <ul style="list-style-type: none"> • Name • Signature • Date/Time 	<p>In the case of a Unified Command, one IC may approve the ICS 202. If additional IC signatures are used, attach a blank page.</p>

ORGANIZATION ASSIGNMENT LIST (ICS 203)

1. Incident Name:		2. Operational Period: Date From: _____ Time From: _____		Date To: _____ Time To: _____	
3. Incident Commander(s) and Command Staff:			7. Operations Section:		
IC/UCs		Chief			
		Deputy			
Deputy		Staging Area			
Safety Officer		Branch			
Public Info. Officer		Branch Director			
Liaison Officer		Deputy			
4. Agency/Organization Representatives:			Division/Group		
Agency/Organization	Name	Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Branch			
		Branch Director			
		Deputy			
5. Planning Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Resources Unit		Division/Group			
Situation Unit		Division/Group			
Documentation Unit		Division/Group			
		Branch			
		Branch Director			
		Deputy			
		Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
		Division/Group			
6. Logistics Section:			Division/Group		
Chief		Division/Group			
Deputy		Division/Group			
Support Branch		Air Operations Branch			
Director		Air Ops Branch Dir.			
Supply Unit					
Facilities Unit		8. Finance/Administration Section:			
Ground Support Unit		Chief			
Service Branch		Deputy			
Director		Time Unit			
Communications Unit		Procurement Unit			
Medical Unit		Comp/Claims Unit			
Food Unit		Cost Unit			
9. Prepared by: Name: _____		Position/Title: _____		Signature: _____	
ICS 203	IAP Page _____	Date/Time: _____			

ICS 203

Organization Assignment List

Purpose. The Organization Assignment List (ICS 203) provides ICS personnel with information on the units that are currently activated and the names of personnel staffing each position/unit. It is used to complete the Incident Organization Chart (ICS 207) which is posted on the Incident Command Post display. An actual organization will be incident or event-specific. **Not all positions need to be filled.** Some blocks may contain more than one name. The size of the organization is dependent on the magnitude of the incident, and can be expanded or contracted as necessary.

Preparation. The Resources Unit prepares and maintains this list under the direction of the Planning Section Chief. Complete only the blocks for the positions that are being used for the incident. If a trainee is assigned to a position, indicate this with a "T" in parentheses behind the name (e.g., "A. Smith (T)").

Distribution. The ICS 203 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 203 serves as part of the IAP.
- If needed, more than one name can be put in each block by inserting a slash.
- If additional pages are needed, use a blank ICS 203 and repaginate as needed.
- ICS allows for organizational flexibility, so the Intelligence/Investigations Function can be embedded in several different places within the organizational structure.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Incident Commander(s) and Command Staff <ul style="list-style-type: none">• IC/UCs• Deputy• Safety Officer• Public Information Officer• Liaison Officer	Enter the names of the Incident Commander(s) and Command Staff. Label Assistants to Command Staff as such (for example, "Assistant Safety Officer"). For all individuals, use at least the first initial and last name. For Unified Command, also include agency names.
4	Agency/Organization Representatives <ul style="list-style-type: none">• Agency/Organization• Name	Enter the agency/organization names and the names of their representatives. For all individuals, use at least the first initial and last name.
5	Planning Section <ul style="list-style-type: none">• Chief• Deputy• Resources Unit• Situation Unit• Documentation Unit• Demobilization Unit• Technical Specialists	Enter the name of the Planning Section Chief, Deputy, and Unit Leaders after each position title. List Technical Specialists with an indication of specialty. If there is a shift change during the specified operational period, list both names, separated by a slash. For all individuals, use at least the first initial and last name.

Block Number	Block Title	Instructions
6	<p>Logistics Section</p> <ul style="list-style-type: none"> • Chief • Deputy <p>Support Branch</p> <ul style="list-style-type: none"> • Director • Supply Unit • Facilities Unit • Ground Support Unit <p>Service Branch</p> <ul style="list-style-type: none"> • Director • Communications Unit • Medical Unit • Food Unit 	<p>Enter the name of the Logistics Section Chief, Deputy, Branch Directors, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
7	<p>Operations Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Staging Area <p>Branch</p> <ul style="list-style-type: none"> • Branch Director • Deputy • Division/Group <p>Air Operations Branch</p> <ul style="list-style-type: none"> • Air Operations Branch Director 	<p>Enter the name of the Operations Section Chief, Deputy, Branch Director(s), Deputies, and personnel staffing each of the listed positions. For Divisions/Groups, enter the Division/Group identifier in the left column and the individual's name in the right column.</p> <p>Branches and Divisions/Groups may be named for functionality or by geography. For Divisions/Groups, indicate Division/Group Supervisor. Use an additional page if more than three Branches are activated.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
8	<p>Finance/Administration Section</p> <ul style="list-style-type: none"> • Chief • Deputy • Time Unit • Procurement Unit • Compensation/Claims Unit • Cost Unit 	<p>Enter the name of the Finance/Administration Section Chief, Deputy, and Unit Leaders after each position title.</p> <p>If there is a shift change during the specified operational period, list both names, separated by a slash.</p> <p>For all individuals, use at least the first initial and last name.</p>
9	<p>Prepared by</p> <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	<p>Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).</p>

ASSIGNMENT LIST (ICS 204)

1. Incident Name:		2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____		3. Branch: Division: Group: Staging Area:
4. Operations Personnel: <u>Name</u> _____ <u>Contact Number(s)</u> _____ Operations Section Chief: _____ Branch Director: _____ Division/Group Supervisor: _____				
5. Resources Assigned:		# of Persons	Contact (e.g., phone, pager, radio frequency, etc.)	
Resource Identifier	Leader			
				Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information
6. Work Assignments:				
7. Special Instructions:				
8. Communications (radio and/or phone contact numbers needed for this assignment): Name/Function _____ Primary Contact: indicate cell, pager, or radio (frequency/system/channel) _____ _____/_____ _____/_____ _____/_____ _____/_____				
9. Prepared by: Name: _____ Position/Title: _____ Signature: _____				
ICS 204	IAP Page _____	Date/Time: _____		

ICS 204 Assignment List

Purpose. The Assignment List(s) (ICS 204) informs Division and Group supervisors of incident assignments. Once the Command and General Staffs agree to the assignments, the assignment information is given to the appropriate Divisions and Groups.

Preparation. The ICS 204 is normally prepared by the Resources Unit, using guidance from the Incident Objectives (ICS 202), Operational Planning Worksheet (ICS 215), and the Operations Section Chief. It must be approved by the Incident Commander, but may be reviewed and initialed by the Planning Section Chief and Operations Section Chief as well.

Distribution. The ICS 204 is duplicated and attached to the ICS 202 and given to all recipients as part of the Incident Action Plan (IAP). In some cases, assignments may be communicated via radio/telephone/fax. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 204 details assignments at Division and Group levels and is part of the IAP.
- Multiple pages/copies can be used if needed.
- If additional pages are needed, use a blank ICS 204 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch Division Group Staging Area	This block is for use in a large IAP for reference only. Write the alphanumeric abbreviation for the Branch, Division, Group, and Staging Area (e.g., "Branch 1," "Division D," "Group 1A") in large letters for easy referencing.
4	Operations Personnel <ul style="list-style-type: none"> • Name, Contact Number(s) <ul style="list-style-type: none"> – Operations Section Chief – Branch Director – Division/Group Supervisor 	Enter the name and contact numbers of the Operations Section Chief, applicable Branch Director(s), and Division/Group Supervisor(s).
5	Resources Assigned	Enter the following information about the resources assigned to the Division or Group for this period:
	• Resource Identifier	The identifier is a unique way to identify a resource (e.g., ENG-13, IA-SCC-413). If the resource has been ordered but no identification has been received, use TBD (to be determined).
	• Leader	Enter resource leader's name.
	• # of Persons	Enter total number of persons for the resource assigned, including the leader.
	• Contact (e.g., phone, pager, radio frequency, etc.)	Enter primary means of contacting the leader or contact person (e.g., radio, phone, pager, etc.). Be sure to include the area code when listing a phone number.
5 (continued)	• Reporting Location, Special Equipment and Supplies, Remarks, Notes, Information	Provide special notes or directions specific to this resource. If required, add notes to indicate: (1) specific location/time where the resource should report or be dropped off/picked up; (2) special equipment and supplies that will be used or needed; (3) whether or not the resource received briefings; (4) transportation needs; or (5) other information.

Block Number	Block Title	Instructions
6	Work Assignments	Provide a statement of the tactical objectives to be achieved within the operational period by personnel assigned to this Division or Group.
7	Special Instructions	Enter a statement noting any safety problems, specific precautions to be exercised, dropoff or pickup points, or other important information.
8	Communications (radio and/or phone contact numbers needed for this assignment) <ul style="list-style-type: none"> • Name/Function • Primary Contact: indicate cell, pager, or radio (frequency/system/channel) 	<p>Enter specific communications information (including emergency numbers) for this Branch/Division/Group.</p> <p>If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205).</p> <p>Phone and pager numbers should include the area code and any satellite phone specifics.</p> <p>In light of potential IAP distribution, use sensitivity when including cell phone number.</p> <p>Add a secondary contact (phone number or radio) if needed.</p>
9	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 205 Incident Radio Communications Plan

Purpose. The Incident Radio Communications Plan (ICS 205) provides information on all radio frequency or trunked radio system talkgroup assignments for each operational period. The plan is a summary of information obtained about available radio frequencies or talkgroups and the assignments of those resources by the Communications Unit Leader for use by incident responders. Information from the Incident Radio Communications Plan on frequency or talkgroup assignments is normally placed on the Assignment List (ICS 204).

Preparation. The ICS 205 is prepared by the Communications Unit Leader and given to the Planning Section Chief for inclusion in the Incident Action Plan.

Distribution. The ICS 205 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit. Information from the ICS 205 is placed on Assignment Lists.

Notes:

- The ICS 205 is used to provide, in one location, information on all radio frequency assignments down to the Division/Group level for each operational period.
- The ICS 205 serves as part of the IAP.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Date/Time Prepared	Enter date prepared (month/day/year) and time prepared (using the 24-hour clock).
3	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
4	Basic Radio Channel Use	Enter the following information about radio channel use:
	Zone Group	
	Channel Number	Use at the Communications Unit Leader's discretion. Channel Number (Ch #) may equate to the channel number for incident radios that are programmed or cloned for a specific Communications Plan, or it may be used just as a reference line number on the ICS 205 document.
	Function	Enter the Net function each channel or talkgroup will be used for (Command, Tactical, Ground-to-Air, Air-to-Air, Support, Dispatch).
	Channel Name/Trunked Radio System Talkgroup	Enter the nomenclature or commonly used name for the channel or talk group such as the National Interoperability Channels which follow DHS frequency Field Operations Guide (FOG).
	Assignment	Enter the name of the ICS Branch/Division/Group/Section to which this channel/talkgroup will be assigned.
	RX (Receive) Frequency (N or W)	Enter the Receive Frequency (RX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions. The name of the specific trunked radio system with which the talkgroup is associated may be entered across all fields on the ICS 205 normally used for conventional channel programming information.
	RX Tone/NAC	Enter the Receive Continuous Tone Coded Squelch System (CTCSS) subaudible tone (RX Tone) or Network Access Code (RX NAC) for the receive frequency as the mobile or portable subscriber would be programmed.

Block Number	Block Title	Instructions
4 (continued)	TX (Transmit) Frequency (N or W)	Enter the Transmit Frequency (TX Freq) as the mobile or portable subscriber would be programmed using xxx.xxxx out to four decimal places, followed by an "N" designating narrowband or a "W" designating wideband emissions.
	TX Tone/NAC	Enter the Transmit Continuous Tone Coded Squelch System (CTCSS) subaudible tone (TX Tone) or Network Access Code (TX NAC) for the transmit frequency as the mobile or portable subscriber would be programmed.
	Mode (A, D, or M)	Enter "A" for analog operation, "D" for digital operation, or "M" for mixed mode operation.
	Remarks	Enter miscellaneous information concerning repeater locations, information concerning patched channels or talkgroups using links or gateways, etc.
5	Special Instructions	Enter any special instructions (e.g., using cross-band repeaters, secure-voice, encoders, private line (PL) tones, etc.) or other emergency communications needs). If needed, also include any special instructions for handling an incident within an incident.
6	Prepared by (Communications Unit Leader) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name and signature of the person preparing the form, typically the Communications Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 205A Communications List

Purpose. The Communications List (ICS 205A) records methods of contact for incident personnel. While the Incident Radio Communications Plan (ICS 205) is used to provide information on all radio frequencies down to the Division/Group level, the ICS 205A indicates all methods of contact for personnel assigned to the incident (radio frequencies, phone numbers, pager numbers, etc.), and functions as an incident directory.

Preparation. The ICS 205A can be filled out during check-in and is maintained and distributed by Communications Unit personnel. This form should be updated each operational period.

Distribution. The ICS 205A is distributed within the ICS organization by the Communications Unit, and posted as necessary. All completed original forms must be given to the Documentation Unit. If this form contains sensitive information such as cell phone numbers, it should be clearly marked in the header that it contains sensitive information and is not for public release.

Notes:

- The ICS 205A is an optional part of the Incident Action Plan (IAP).
- This optional form is used in conjunction with the ICS 205.
- If additional pages are needed, use a blank ICS 205A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Basic Local Communications Information	Enter the communications methods assigned and used for personnel by their assigned ICS position.
	<ul style="list-style-type: none"> • Incident Assigned Position 	Enter the ICS organizational assignment.
	<ul style="list-style-type: none"> • Name 	Enter the name of the assigned person.
	<ul style="list-style-type: none"> • Method(s) of Contact (phone, pager, cell, etc.) 	For each assignment, enter the radio frequency and contact number(s) to include area code, etc. If applicable, include the vehicle license or ID number assigned to the vehicle for the incident (e.g., HAZMAT 1, etc.).
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

MEDICAL PLAN (ICS 206)

1. Incident Name:		2. Operational Period: Date From: _____ Time From: _____		Date To: _____ Time To: _____			
3. Medical Aid Stations:							
Name	Location	Contact Number(s)/Frequency	Paramedics on Site?				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
			<input type="checkbox"/> Yes <input type="checkbox"/> No				
4. Transportation (indicate air or ground):							
Ambulance Service	Location	Contact Number(s)/Frequency	Level of Service				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
			<input type="checkbox"/> ALS <input type="checkbox"/> BLS				
5. Hospitals:							
Hospital Name	Address, Latitude & Longitude if Helipad	Contact Number(s)/Frequency	Travel Time		Trauma Center	Burn Center	Helipad
			Air	Ground			
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
					<input type="checkbox"/> Yes Level: _____	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No
6. Special Medical Emergency Procedures:							
<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.							
7. Prepared by (Medical Unit Leader): Name: _____					Signature: _____		
8. Approved by (Safety Officer): Name: _____					Signature: _____		
ICS 206	IAP Page _____	Date/Time: _____					

ICS 206 Medical Plan

Purpose. The Medical Plan (ICS 206) provides information on incident medical aid stations, transportation services, hospitals, and medical emergency procedures.

Preparation. The ICS 206 is prepared by the Medical Unit Leader and reviewed by the Safety Officer to ensure ICS coordination. If aviation assets are utilized for rescue, coordinate with Air Operations.

Distribution. The ICS 206 is duplicated and attached to the Incident Objectives (ICS 202) and given to all recipients as part of the Incident Action Plan (IAP). Information from the plan pertaining to incident medical aid stations and medical emergency procedures may be noted on the Assignment List (ICS 204). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 206 serves as part of the IAP.
- This form can include multiple pages.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Medical Aid Stations	Enter the following information on the incident medical aid station(s):
	<ul style="list-style-type: none"> • Name 	Enter name of the medical aid station.
	<ul style="list-style-type: none"> • Location 	Enter the location of the medical aid station (e.g., Staging Area, Camp Ground).
	<ul style="list-style-type: none"> • Contact Number(s)/Frequency 	Enter the contact number(s) and frequency for the medical aid station(s).
	<ul style="list-style-type: none"> • Paramedics on Site? <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if paramedics are at the site indicated.
4	Transportation (indicate air or ground)	Enter the following information for ambulance services available to the incident:
	<ul style="list-style-type: none"> • Ambulance Service 	Enter name of ambulance service.
	<ul style="list-style-type: none"> • Location 	Enter the location of the ambulance service.
	<ul style="list-style-type: none"> • Contact Number(s)/Frequency 	Enter the contact number(s) and frequency for the ambulance service.
	<ul style="list-style-type: none"> • Level of Service <input type="checkbox"/> ALS <input type="checkbox"/> BLS 	Indicate the level of service available for each ambulance, either ALS (Advanced Life Support) or BLS (Basic Life Support).

Block Number	Block Title	Instructions
5	Hospitals	Enter the following information for hospital(s) that could serve this incident:
	<ul style="list-style-type: none"> • Hospital Name 	Enter hospital name and identify any predesignated medivac aircraft by name a frequency.
	<ul style="list-style-type: none"> • Address, Latitude & Longitude if Helipad 	Enter the physical address of the hospital and the latitude and longitude if the hospital has a helipad.
	<ul style="list-style-type: none"> • Contact Number(s)/ Frequency 	Enter the contact number(s) and/or communications frequency(s) for the hospital.
	<ul style="list-style-type: none"> • Travel Time <ul style="list-style-type: none"> • Air • Ground 	Enter the travel time by air and ground from the incident to the hospital.
	<ul style="list-style-type: none"> • Trauma Center <input type="checkbox"/> Yes Level: _____ 	Indicate yes and the trauma level if the hospital has a trauma center.
	<ul style="list-style-type: none"> • Burn Center <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a burn center.
	<ul style="list-style-type: none"> • Helipad <input type="checkbox"/> Yes <input type="checkbox"/> No 	Indicate (yes or no) if the hospital has a helipad. Latitude and Longitude data format need to compliment Medical Evacuation Helicopters and Medical Air Resources
6	Special Medical Emergency Procedures	Note any special emergency instructions for use by incident personnel, including (1) who should be contacted, (2) how should they be contacted; and (3) who manages an incident within an incident due to a rescue, accident, etc. Include procedures for how to report medical emergencies.
	<input type="checkbox"/> Check box if aviation assets are utilized for rescue. If assets are used, coordinate with Air Operations.	Self explanatory. Incident assigned aviation assets should be included in ICS 220.
7	Prepared by (Medical Unit Leader) <ul style="list-style-type: none"> • Name • Signature 	Enter the name and signature of the person preparing the form, typically the Medical Unit Leader. Enter date (month/day/year) and time prepared (24-hour clock).
8	Approved by (Safety Officer) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name of the person who approved the plan, typically the Safety Officer. Enter date (month/day/year) and time reviewed (24-hour clock).

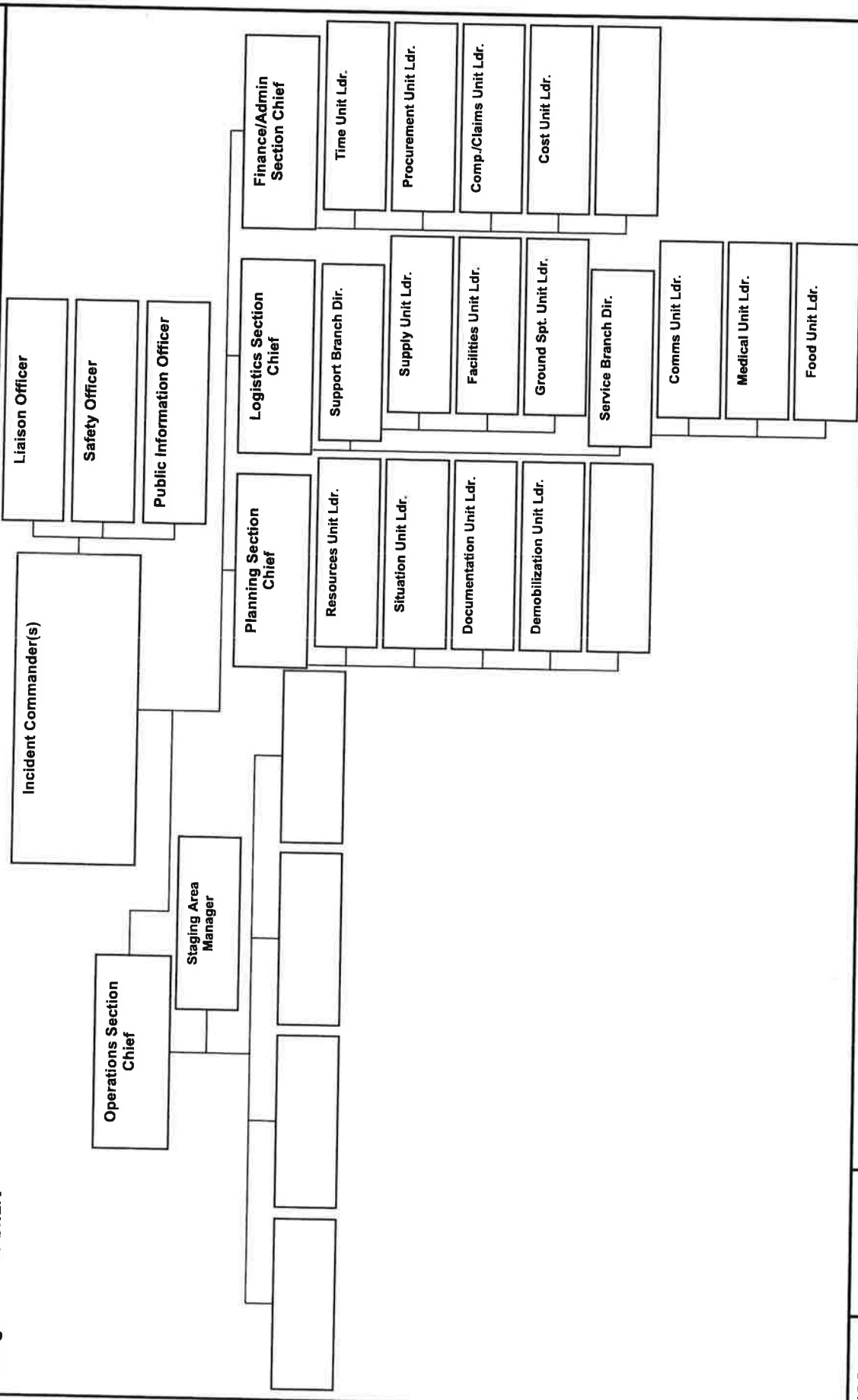
INCIDENT ORGANIZATION CHART (ICS 207)

1. Incident Name: _____

2. Operational Period: Date From: _____
 Time From: _____

Date To: _____
 Time To: _____

3. Organization Chart



ICS 207 IAP Page ___

4. Prepared by: Name: _____ Position/Title: _____

Signature: _____ Date/Time: _____

ICS 207 Incident Organization Chart

Purpose. The Incident Organization Chart (ICS 207) provides a **visual wall chart** depicting the ICS organization position assignments for the incident. The ICS 207 is used to indicate what ICS organizational elements are currently activated and the names of personnel staffing each element. An actual organization will be event-specific. The size of the organization is dependent on the specifics and magnitude of the incident and is scalable and flexible. Personnel responsible for managing organizational positions are listed in each box as appropriate.

Preparation. The ICS 207 is prepared by the Resources Unit Leader and reviewed by the Incident Commander. Complete only the blocks where positions have been activated, and add additional blocks as needed, especially for Agency Representatives and all Operations Section organizational elements. For detailed information about positions, consult the NIMS ICS Field Operations Guide. The ICS 207 is intended to be used as a wall-size chart and printed on a plotter for better visibility. A chart is completed for each operational period, and updated when organizational changes occur.

Distribution. The ICS 207 is intended to be **wall mounted** at Incident Command Posts and other incident locations as needed, and is not intended to be part of the Incident Action Plan (IAP). All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 207 is intended to be **wall mounted** (printed on a plotter). Document size can be modified based on individual needs.
- Also available as 8½ x 14 (legal size) chart.
- ICS allows for organizational flexibility, so the Intelligence/Investigative Function can be embedded in several different places within the organizational structure.
- Use additional pages if more than three branches are activated. Additional pages can be added based on individual need (such as to distinguish more Division/Groups and Branches as they are activated).

Block Number	Block Title	Instructions
1	Incident Name	Print the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Organization Chart	<ul style="list-style-type: none"> • Complete the incident organization chart. • For all individuals, use at least the first initial and last name. • List agency where it is appropriate, such as for Unified Commanders. • If there is a shift change during the specified operational period, list both names, separated by a slash.
4	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

SAFETY MESSAGE/PLAN (ICS 208)

1. Incident Name:	2. Operational Period: Date From: _____ Date To: _____ Time From: _____ Time To: _____
--------------------------	--

3. Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan:

4. Site Safety Plan Required? Yes No
Approved Site Safety Plan(s) Located At: _____

5. Prepared by: Name: _____ Position/Title: _____ Signature: _____

ICS 208	IAP Page _____	Date/Time: _____
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ICS 208 Safety Message/Plan

Purpose. The Safety Message/Plan (ICS 208) expands on the Safety Message and Site Safety Plan.

Preparation. The ICS 208 is an optional form that may be included and completed by the Safety Officer for the Incident Action Plan (IAP).

Distribution. The ICS 208, if developed, will be reproduced with the IAP and given to all recipients as part of the IAP. All completed original forms must be given to the Documentation Unit.

Notes:

- The ICS 208 may serve (optionally) as part of the IAP.
- Use additional copies for continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Safety Message/Expanded Safety Message, Safety Plan, Site Safety Plan	Enter clear, concise statements for safety message(s), priorities, and key command emphasis/decisions/directions. Enter information such as known safety hazards and specific precautions to be observed during this operational period. If needed, additional safety message(s) should be referenced and attached.
4	Site Safety Plan Required? Yes <input type="checkbox"/> No <input type="checkbox"/>	Check whether or not a site safety plan is required for this incident.
	Approved Site Safety Plan(s) Located At	Enter where the approved Site Safety Plan(s) is located.
5	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name:		2. Incident Number:						
*3. Report Version (check one box on left): <input type="checkbox"/> Initial Rpt # <input type="checkbox"/> Update (if used): <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization: <hr/>		5. Incident Management Organization: <hr/>	*6. Incident Start Date/Time: Date: _____ Time: _____ Time Zone: _____				
				7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"):	8. Percent (%) Contained <hr/> Completed <hr/>	*9. Incident Definition: <hr/>	10. Incident Complexity Level: <hr/>	*11. For Time Period: From Date/Time: _____ To Date/Time: _____

Approval & Routing Information

*12. Prepared By: Print Name: _____ ICS Position: _____ Date/Time Prepared: _____		*13. Date/Time Submitted: Time Zone: _____
*14. Approved By: Print Name: _____ ICS Position: _____ Signature: _____		*15. Primary Location, Organization, or Agency Sent To: <hr/>

Incident Location Information

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

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): <hr/>				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): <hr/>				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property			
	Other Minor Structures			
	Other			
ICS 209, Page 1 of ____		* Required when applicable.		

INCIDENT STATUS SUMMARY (ICS 209)

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

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities			D. Fatalities		
E. With Injuries/Illness			E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)			J. Require Immunizations		
K. Have Received Mass Immunizations			K. In Quarantine		
L. Require Immunizations (note if est.)					
M. In Quarantine					
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

33. Life, Safety, and Health Status/Threat Remarks:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="width: 80%; padding: 5px;">*34. Life, Safety, and Health Threat Management:</th> <th style="width: 20%; padding: 5px;">A. Check if Active</th> </tr> <tr> <td style="padding: 5px;">A. No Likely Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">B. Potential Future Threat</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">C. Mass Notifications in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">D. Mass Notifications Completed</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">E. No Evacuation(s) Imminent</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">F. Planning for Evacuation</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">G. Planning for Shelter-in-Place</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">H. Evacuation(s) in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">I. Shelter-in-Place in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">J. Repopulation in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">K. Mass Immunization in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">L. Mass Immunization Complete</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">M. Quarantine in Progress</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;">N. Area Restriction in Effect</td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> <tr> <td style="padding: 5px;"> </td> <td style="text-align: center; padding: 5px;"><input type="checkbox"/></td> </tr> </table>	*34. Life, Safety, and Health Threat Management:	A. Check if Active	A. No Likely Threat	<input type="checkbox"/>	B. Potential Future Threat	<input type="checkbox"/>	C. Mass Notifications in Progress	<input type="checkbox"/>	D. Mass Notifications Completed	<input type="checkbox"/>	E. No Evacuation(s) Imminent	<input type="checkbox"/>	F. Planning for Evacuation	<input type="checkbox"/>	G. Planning for Shelter-in-Place	<input type="checkbox"/>	H. Evacuation(s) in Progress	<input type="checkbox"/>	I. Shelter-in-Place in Progress	<input type="checkbox"/>	J. Repopulation in Progress	<input type="checkbox"/>	K. Mass Immunization in Progress	<input type="checkbox"/>	L. Mass Immunization Complete	<input type="checkbox"/>	M. Quarantine in Progress	<input type="checkbox"/>	N. Area Restriction in Effect	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>
*34. Life, Safety, and Health Threat Management:	A. Check if Active																																				
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C. Mass Notifications in Progress	<input type="checkbox"/>																																				
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F. Planning for Evacuation	<input type="checkbox"/>																																				
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L. Mass Immunization Complete	<input type="checkbox"/>																																				
M. Quarantine in Progress	<input type="checkbox"/>																																				
N. Area Restriction in Effect	<input type="checkbox"/>																																				
	<input type="checkbox"/>																																				
	<input type="checkbox"/>																																				
	<input type="checkbox"/>																																				
35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):																																					

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

37. Strategic Objectives (define planned end-state for incident):

INCIDENT STATUS SUMMARY (ICS 209)

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

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

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

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

12 hours:

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

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

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

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

41. Planned Actions for Next Operational Period:

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

43. Anticipated Incident Management Completion Date:

44. Projected Significant Resource Demobilization Start Date:

45. Estimated Incident Costs to Date:

46. Projected Final Incident Cost Estimate:

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

ICS 209 Incident Status Summary

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

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

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

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

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

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

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

Preparation. When an Incident Management Organization (such as an Incident Management Team) is in place, the Situation Unit Leader or Planning Section Chief prepares the ICS 209 at the incident. On other incidents, the ICS 209 may be completed by a dispatcher in the local communications center, or by another staff person or manager. This form should be completed at the incident or at the closest level to the incident.

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

This form is designed to serve incidents impacting specific geographic areas that can easily be defined. It also has the flexibility for use on ubiquitous events, or those events that cover extremely large areas and that may involve many jurisdictions and ICS organizations. For these incidents, it will be useful to clarify on the form exactly which portion of the larger incident the ICS 209 is meant to address. For example, a particular ICS 209 submitted during a statewide outbreak of mumps may be relevant only to mumps-related activities in Story County, Iowa. This can be indicated in both the incident name, Block 1, and in the Incident Location Information section in Blocks 16–26.

While most of the "Incident Location Information" in Blocks 16–26 is optional, the more information that can be submitted, the better. Submission of multiple location indicators increases accuracy, improves interoperability, and increases information sharing between disparate systems. Preparers should be certain to follow accepted protocols or standards when entering location information, and clearly label all location information. As with other ICS 209 data, geospatial information may be widely shared and utilized, so accuracy is essential.

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

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

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

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

Notes:

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

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

Block Number	Block Title	Instructions
2	Incident Number	<ul style="list-style-type: none"> • Enter the appropriate number based on current guidance. The incident number may vary by jurisdiction and discipline. • Examples include: <ul style="list-style-type: none"> ○ A computer-aided dispatch (CAD) number. ○ An accounting number. ○ A county number. ○ A disaster declaration number. ○ A combination of the State, unit/agency ID, and a dispatch system number. ○ A mission number. ○ Any other unique number assigned to the incident and derived by means other than those above. • Make sure the number entered is correct. • Do not use the same incident number for two different incidents in the same calendar year. • Incident numbers associated with host jurisdictions or agencies and incident numbers assigned by agencies represented in Unified Command should be listed, or indicated in Remarks, Block 47.
*3	Report Version (check one box on left)	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • This indicates the current version of the ICS 209 form being submitted. • If only one ICS 209 will be submitted, check BOTH "Initial" and "Final" (or check only "Final").
	<input type="checkbox"/> Initial	Check "Initial" if this is the first ICS 209 for this incident.
	<input type="checkbox"/> Update	Check "Update" if this is a subsequent report for the same incident. These can be submitted at various time intervals (see "Reporting Requirements" above).
	<input type="checkbox"/> Final	<ul style="list-style-type: none"> • Check "Final" if this is the last ICS 209 to be submitted for this incident (usually when the incident requires only minor support that can be supplied by the organization having jurisdiction). • Incidents may also be marked as "Final" if they become part of a new Complex (when this occurs, it can be indicated in Remarks, Block 47).
	Report # (if used)	Use this optional field if your agency or organization requires the tracking of ICS 209 report numbers. Agencies may also track the ICS 209 by the date/time submitted.
*4	Incident Commander(s) & Agency or Organization	<p>REQUIRED BLOCK.</p> <ul style="list-style-type: none"> • Enter both the first and last name of the Incident Commander. • If the incident is under a Unified Command, list all Incident Commanders by first initial and last name separated by a comma, including their organization. For example: <ul style="list-style-type: none"> L. Burnett – Minneapolis FD, R. Domanski – Minneapolis PD, C. Taylor – St. Paul PD, Y. Martin – St. Paul FD, S. McIntyre – U.S. Army Corps, J. Hartl – NTSB
5	Incident Management Organization	Indicate the incident management organization for the incident, which may be a Type 1, 2, or 3 Incident Management Team (IMT), a Unified Command, a Unified Command with an IMT, etc. This block should not be completed unless a recognized incident management organization is assigned to the incident.

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

Block Number	Block Title	Instructions
APPROVAL & ROUTING INFORMATION		
*12	Prepared By	REQUIRED BLOCK. When an incident management organization is in place, this would be the Situation Unit Leader or Planning Section Chief at the incident. On other incidents, it could be a dispatcher in the local emergency communications center, or another staff person or manager.
	Print Name	Print the name of the person preparing the form.
	ICS Position	The ICS title of the person preparing the form (e.g., "Situation Unit Leader").
	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form was prepared. Enter the time zone if appropriate.
*13	Date/Time Submitted	REQUIRED. Enter the submission date (month/day/year) and time (using the 24-hour clock).
	Time Zone	Enter the time zone from which the ICS 209 was submitted (e.g., EDT, PST).
*14	Approved By	REQUIRED. When an incident management organization is in place, this would be the Planning Section Chief or Incident Commander at the incident. On other incidents, it could be the jurisdiction's dispatch center manager, organizational administrator, or other manager.
	Print Name	Print the name of the person approving the form.
	ICS Position	The position of the person signing the ICS 209 should be entered (e.g., "Incident Commander").
	Signature	Signature of the person approving the ICS 209, typically the Incident Commander. The original signed ICS 209 should be maintained with other incident documents.
*15	Primary Location, Organization, or Agency Sent To	REQUIRED BLOCK. Enter the appropriate primary location or office the ICS 209 was sent to apart from the incident. This most likely is the entity or office that ordered the incident management organization that is managing the incident. This may be a dispatch center or a MACS element such as an emergency operations center. If a dispatch center or other emergency center prepared the ICS 209 for the incident, indicate where it was submitted initially.
INCIDENT LOCATION INFORMATION		
<ul style="list-style-type: none"> • Much of the "Incident Location Information" in Blocks 16–26 is optional, but completing as many fields as possible increases accuracy, and improves interoperability and information sharing between disparate systems. • As with all ICS 209 information, accuracy is essential because the information may be widely distributed and used in a variety of systems. Location and/or geospatial data may be used for maps, reports, and analysis by multiple parties outside the incident. • Be certain to follow accepted protocols, conventions, or standards where appropriate when submitting location information, and clearly label all location information. • Incident location information is usually based on the point of origin of the incident, and the majority of the area where the incident jurisdiction is. 		
*16	State	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the State where the incident originated. • If other States or jurisdictions are involved, enter them in Block 25 or Block 44.
*17	County / Parish / Borough	REQUIRED BLOCK WHEN APPLICABLE. <ul style="list-style-type: none"> • Enter the county, parish, or borough where the incident originated. • If other counties or jurisdictions are involved, enter them in Block 25 or Block 47.

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

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

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

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (PAGE 2)		
*31	Public Status Summary	<ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for civilians (or members of the public); see 31C–N below. • Explain or describe the nature of any reported injuries, illness, or other activities in Life, Safety, and Health Status/Threat Remarks (Block 33). • Illnesses include those that may be caused through a biological event such as an epidemic or an exposure to toxic or radiological substances. • NOTE: <i>Do not estimate any fatality information.</i> • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) <i>even if they are related to the incident.</i> <ul style="list-style-type: none"> ○ Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. ○ For example, if managing evacuation shelters is part of the incident operation itself, do include these numbers in Block 31J with any notes in Block 33. • NOTE: <u>When providing an estimated value, denote in parenthesis: "est."</u> <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.
	A. # This Reporting Period	Enter the total number of individuals impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> • Enter the total number of individuals impacted in each category for the entire duration of the incident. • This is a cumulative total number that should be adjusted each reporting period.
	C. Indicate Number of Civilians (Public) Below	<ul style="list-style-type: none"> • For lines 31D–M below, enter the number of civilians affected for each category. • Indicate if numbers are estimates, for those blocks where this is an option. • Civilians are those members of the public who are affected by the incident, but who are not included as part of the response effort through Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> • Enter the number of <i>confirmed</i> civilian/public fatalities. • See information in introductory instructions ("Distribution") and in Block 31 instructions regarding sensitive handling of fatality information.
	E. With Injuries/Illness	Enter the number of civilian/public injuries or illnesses directly related to the incident. Injury or illness is defined by the incident or jurisdiction(s).

Block Number	Block Title	Instructions
*31 (continued)	F. Trapped/In Need of Rescue	Enter the number of civilians who are trapped or in need of rescue due to the incident.
	G. Missing (note if estimated)	Enter the number of civilians who are missing due to the incident. Indicate if an estimate is used.
	H. Evacuated (note if estimated)	Enter the number of civilians who are evacuated due to the incident. These are likely to be best estimates, but indicate if they are estimated.
	I. Sheltering-in-Place (note if estimated)	Enter the number of civilians who are sheltering in place due to the incident. Indicate if estimates are used.
	J. In Temporary Shelters (note if estimated)	Enter the number of civilians who are in temporary shelters as a direct result of the incident, noting if the number is an estimate.
	K. Have Received Mass Immunizations	Enter the number of civilians who have received mass immunizations due to the incident and/or as part of incident operations. Do not estimate.
	L. Require Mass Immunizations (note if estimated)	Enter the number of civilians who require mass immunizations due to the incident and/or as part of incident operations. Indicate if it is an estimate.
	M. In Quarantine	Enter the number of civilians who are in quarantine due to the incident and/or as part of incident operations. Do not estimate.
	N. Total # Civilians (Public) Affected	Enter sum totals for Columns 31A and 31B for Rows 31D–M.
*32	Responder Status Summary	<ul style="list-style-type: none"> • This section is for summary information regarding incident-related injuries, illness, and fatalities for responders; see 32C–N. • Illnesses include those that may be related to a biological event such as an epidemic or an exposure to toxic or radiological substances directly in relation to the incident. • Explain or describe the nature of any reported injuries, illness, or other activities in Block 33. • NOTE: Do not estimate any fatality information or responder status information. • NOTE: Please use caution when reporting information in this section that may be on the periphery of the incident or change frequently. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. • NOTE: Do not complete this block if the incident covered by the ICS 209 is <i>not directly responsible</i> for these actions (such as evacuations, sheltering, immunizations, etc.) even if they are related to the incident. Only the authority having jurisdiction should submit reports for these actions, to mitigate multiple/conflicting reports. <p>Handling Sensitive Information</p> <ul style="list-style-type: none"> • Release of information in this section should be carefully coordinated within the incident management organization to ensure synchronization with public information and investigative/intelligence actions. • Thoroughly review the "Distribution" section in the introductory ICS 209 instructions for details on handling sensitive information. Use caution when providing information in any situation involving fatalities, and verify that appropriate notifications have been made prior to release of this information. Electronic transmission of any ICS 209 may make information available to many people and networks at once. • Information regarding fatalities should be cleared with the Incident Commander and/or an organizational administrator prior to submission of the ICS 209.

Block Number	Block Title	Instructions
*32 (continued)	A. # This Reporting Period	Enter the total number of responders impacted in each category for this reporting period (since the previous ICS 209 was submitted).
	B. Total # to Date	<ul style="list-style-type: none"> Enter the total number of individuals impacted in each category for the <i>entire duration</i> of the incident. This is a <i>cumulative</i> total number that should be adjusted each reporting period.
	C. Indicate Number of Responders Below	<ul style="list-style-type: none"> For lines 32D–M below, enter the number of responders relevant for each category. Responders are those personnel included as part of Unified Command partnerships and those organizations and agencies assisting and cooperating with response efforts.
	D. Fatalities	<ul style="list-style-type: none"> Enter the number of <i>confirmed</i> responder fatalities. See information in introductory instructions (“Distribution”) and for Block 32 regarding sensitive handling of fatality information.
	E. With Injuries/Illness	<ul style="list-style-type: none"> Enter the number of incident responders with serious injuries or illnesses due to the incident. <i>For responders, serious injuries or illness are typically those in which the person is unable to continue to perform in his or her incident assignment, but the authority having jurisdiction may have additional guidelines on reporting requirements in this area.</i>
	F. Trapped/In Need Of Rescue	Enter the number of incident responders who are in trapped or in need of rescue due to the incident.
	G. Missing	Enter the number of incident responders who are missing due to incident conditions.
	H.	(BLANK; use however is appropriate.)
	I. Sheltering in Place	Enter the number of responders who are sheltering in place due to the incident. Once responders become the victims, this needs to be noted in Block 33 or Block 47 and handled accordingly.
	J.	(BLANK; use however is appropriate.)
	L. Require Immunizations	Enter the number of responders who require immunizations due to the incident and/or as part of incident operations.
	M. In Quarantine	Enter the number of responders who are in quarantine as a direct result of the incident and/or related to incident operations.
	N. Total # Responders Affected	Enter sum totals for Columns 32A and 32B for Rows 32D–M.
33	Life, Safety, and Health Status/Threat Remarks	<ul style="list-style-type: none"> Enter any details needed for Blocks 31, 32, and 34. Enter any specific comments regarding illness, injuries, fatalities, and threat management for this incident, such as whether estimates were used for numbers given in Block 31. This information should be reported as accurately as possible as a snapshot in time, as much of the information is subject to frequent change. Evacuation information can be very sensitive to local residents and officials. Be accurate in the assessment. Clearly note primary responsibility and contacts for any activities or information in Blocks 31, 32, and 34 that may be caused by the incident, but that are being managed and/or reported by other parties. Provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47).

Block Number	Block Title	Instructions
*34	Life, Safety, and Health Threat Management	Note any details in Life, Safety, and Health Status/Threat Remarks (Block 33), and provide additional explanation or information as relevant in Blocks 28, 36, 38, 40, 41, or in Remarks (Block 47). Additional pages may be necessary for notes.
	A. Check if Active	Check any applicable blocks in 34C–P based on currently available information regarding incident activity and potential.
	B. Notes	Note any specific details, or include in Block 33.
	C. No Likely Threat	Check if there is no likely threat to life, health, and safety.
	D. Potential Future Threat	Check if there is a potential future threat to life, health, and safety.
	E. Mass Notifications In Progress	<ul style="list-style-type: none"> • Check if there are any mass notifications in progress regarding emergency situations, evacuations, shelter in place, or other public safety advisories related to this incident. • These may include use of threat and alert systems such as the Emergency Alert System or a "reverse 911" system. • Please indicate the areas where mass notifications have been completed (e.g., "mass notifications to ZIP codes 50201, 50014, 50010, 50011," or "notified all residents within a 5-mile radius of Gatlinburg").
	F. Mass Notifications Completed	Check if actions referred to in Block 34E above have been completed.
	G. No Evacuation(s) Imminent	Check if evacuations are not anticipated in the near future based on current information.
	H. Planning for Evacuation	Check if evacuation planning is underway in relation to this incident.
	I. Planning for Shelter-in-Place	Check if planning is underway for shelter-in-place activities related to this incident.
	J. Evacuation(s) in Progress	Check if there are active evacuations in progress in relation to this incident.
	K. Shelter-In-Place in Progress	Check if there are active shelter-in-place actions in progress in relation to this incident.
	L. Repopulation in Progress	Check if there is an active repopulation in progress related to this incident.
	M. Mass Immunization in Progress	Check if there is an active mass immunization in progress related to this incident.
N. Mass Immunization Complete	Check if a mass immunization effort has been completed in relation to this incident.	
O. Quarantine in Progress	Check if there is an active quarantine in progress related to this incident.	
P. Area Restriction in Effect	Check if there are any restrictions in effect, such as road or area closures, especially those noted in Block 28.	

Block Number	Block Title	Instructions
35	Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern)	<ul style="list-style-type: none"> • Complete a short synopsis/discussion on significant weather factors that could cause concerns for the incident when relevant. • Include current and/or predicted weather factors, and the timeframe for predictions. • Include relevant factors such as: <ul style="list-style-type: none"> ○ Wind speed (label units, such as mph). ○ Wind direction (clarify and label where wind is coming from and going to in plain language – e.g., "from NNW," "from E," or "from SW"). ○ Temperature (label units, such as F). ○ Relative humidity (label %). ○ Watches. ○ Warnings. ○ Tides. ○ Currents. • Any other weather information relative to the incident, such as flooding, hurricanes, etc.
36	Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes 12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours	<ul style="list-style-type: none"> • Provide an estimate (when it is possible to do so) of the direction/scope in which the incident is expected to spread, migrate, or expand during the next indicated operational period, or other factors that may cause activity changes. • Discuss incident potential relative to values at risk, or values to be protected (such as human life), and the potential changes to those as the incident changes. • Include an estimate of the acreage or area that will likely be affected. • If known, provide the above information in 12-, 24-, 48- and 72-hour timeframes, and any activity anticipated after 72 hours.
37	Strategic Objectives (define planned end-state for incident)	Briefly discuss the desired outcome for the incident based on currently available information. Note any high-level objectives and any possible strategic benefits as well (especially for planned events).

Block Number	Block Title	Instructions
ADDITIONAL INCIDENT DECISION SUPPORT INFORMATION (continued) (PAGE 3)		
<p>38</p>	<p>Current Incident Threat Summary and Risk Information in 12-, 24-, 48-, and 72-hour timeframes and beyond. Summarize primary incident threats to life, property, communities and community stability, residences, health care facilities, other critical infrastructure and key resources, commercial facilities, natural and environmental resources, cultural resources, and continuity of operations and/or business. Identify corresponding incident-related potential economic or cascading impacts.</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p>	<p>Summarize major or significant threats due to incident activity based on currently available information. Include a breakdown of threats in terms of 12-, 24-, 48-, and 72-hour timeframes.</p>

Block Number	Block Title	Instructions
39	<p>Critical Resource Needs in 12-, 24-, 48-, and 72-hour timeframes and beyond to meet critical incident objectives. List resource category, kind, and/or type, and amount needed, in priority order:</p> <p>12 hours 24 hours 48 hours 72 hours Anticipated after 72 hours</p>	<ul style="list-style-type: none"> • List the specific critical resources and numbers needed, in order of priority. <i>Be specific as to the need.</i> • Use plain language and common terminology for resources, and indicate resource category, kind, and type (if available or known) to facilitate incident support. • If critical resources are listed in this block, there should be corresponding orders placed for them through appropriate resource ordering channels. • Provide critical resource needs in 12-, 24-, 48- and 72-hour increments. List the most critical resources needed for each timeframe, if needs have been identified for each timeframe. Listing critical resources by the time they are needed gives incident support personnel a "heads up" for short-range planning, and assists the ordering process to ensure these resources will be in place when they are needed. • More than one resource need may be listed for each timeframe. For example, a list could include: <ul style="list-style-type: none"> ○ 24 hrs: 3 Type 2 firefighting helicopters, 2 Type I Disaster Medical Assistance Teams ○ 48 hrs: Mobile Communications Unit (Law/Fire) ○ After 72 hrs: 1 Type 2 Incident Management Team • Documentation in the ICS 209 can help the incident obtain critical regional or national resources through outside support mechanisms including multiagency coordination systems and mutual aid. <ul style="list-style-type: none"> ○ Information provided in other blocks on the ICS 209 can help to support the need for resources, including Blocks 28, 29, 31–38, and 40–42. ○ Additional comments in the Remarks section (Block 47) can also help explain what the incident is requesting and why it is critical (for example, "Type 2 Incident Management Team is needed in three days to transition command when the current Type 2 Team times out"). • Do not use this block for noncritical resources.
40	<p>Strategic Discussion: Explain the relation of overall strategy, constraints, and current available information to:</p> <ol style="list-style-type: none"> 1) critical resource needs identified above, 2) the Incident Action Plan and management objectives and targets, 3) anticipated results. <p>Explain major problems and concerns such as operational challenges, incident management problems, and social, political, economic, or environmental concerns or impacts.</p>	<ul style="list-style-type: none"> • Wording should be consistent with Block 39 to justify critical resource needs, which should relate to planned actions in the Incident Action Plan. • Give a short assessment of the likelihood of meeting the incident management targets, given the current management strategy and currently known constraints. • Identify when the chosen management strategy will succeed given the current constraints. Adjust the anticipated incident management completion target in Block 43 as needed based on this discussion. • Explain major problems and concerns as indicated.

Block Number	Block Title	Instructions
41	Planned Actions for Next Operational Period	<ul style="list-style-type: none"> • Provide a short summary of actions planned for the next operational period. • Examples: <ul style="list-style-type: none"> ○ "The current Incident Management Team will transition out to a replacement IMT." ○ "Continue to review operational/ engineering plan to facilitate removal of the partially collapsed west bridge supports." ○ "Continue refining mapping of the recovery operations and damaged assets using GPS." ○ "Initiate removal of unauthorized food vendors."
42	Projected Final Incident Size/Area (use unit label – e.g., "sq mi")	<ul style="list-style-type: none"> • Enter an estimate of the total area likely to be involved or affected over the course of the incident. • Label the estimate of the total area or population involved, affected, or impacted with the relevant units such as acres, hectares, square miles, etc. • Note that total area involved may not be limited to geographic area (see previous discussions regarding incident definition, scope, operations, and objectives). Projected final size may involve a population rather than a geographic area.
43	Anticipated Incident Management Completion Date	<ul style="list-style-type: none"> • Enter the date (month/day/year) at which time it is expected that incident objectives will be met. This is often explained similar to incident containment or control, or the time at which the incident is expected to be closed or when significant incident support will be discontinued. • Avoid leaving this block blank if possible, as this is important information for managers.
44	Projected Significant Resource Demobilization Start Date	Enter the date (month/day/year) when initiation of significant resource demobilization is anticipated.
45	Estimated Incident Costs to Date	<ul style="list-style-type: none"> • Enter the estimated total incident costs to date for the entire incident based on currently available information. • Incident costs include estimates of all costs for the response, including all management and support activities per discipline, agency, or organizational guidance and policy. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If costs decrease, explain in Remarks (Block 47). • If additional space is required, please add as an attachment.
46	Projected Final Incident Cost Estimate	<ul style="list-style-type: none"> • Enter an estimate of the total costs for the incident once all costs have been processed based on current spending and projected incident potential, per discipline, agency, or organizational guidance and policy. This is often an estimate of daily costs combined with incident potential information. • This does not include damage assessment figures, as they are impacts from the incident and not response costs. • If additional space is required, please add as an attachment.

Block Number	Block Title	Instructions
47	Remarks (or continuation of any blocks above – list block number in notation)	<ul style="list-style-type: none"> • Use this block to expand on information that has been entered in previous blocks, or to include other pertinent information that has not been previously addressed. • List the block number for any information continued from a previous block. • Additional information may include more detailed weather information, specifics on injuries or fatalities, threats to critical infrastructure or other resources, more detailed evacuation site locations and number of evacuated, information or details regarding incident cause, etc. • For Complexes that include multiple incidents, list all sub-incidents included in the Complex. • List jurisdictional or ownership breakdowns if needed when an incident is in more than one jurisdiction and/or ownership area. Breakdown may be: <ul style="list-style-type: none"> ○ By size (e.g., 35 acres in City of Gatlinburg, 250 acres in Great Smoky Mountains), and/or ○ By geography (e.g., incident area on the west side of the river is in jurisdiction of City of Minneapolis; area on east side of river is City of St. Paul jurisdiction; river is joint jurisdiction with USACE). • Explain any reasons for incident size reductions or adjustments (e.g., reduction in acreage due to more accurate mapping). • This section can also be used to list any additional information about the incident that may be needed by incident support mechanisms outside the incident itself. This may be basic information needed through multiagency coordination systems or public information systems (e.g., a public information phone number for the incident, or the incident Web site address). • Attach additional pages if it is necessary to include additional comments in the Remarks section.
INCIDENT RESOURCE COMMITMENT SUMMARY (PAGE 4)		
<ul style="list-style-type: none"> • This last/fourth page of the ICS 209 can be copied and used if needed to accommodate additional resources, agencies, or organizations. Write the actual page number on the pages as they are used. • Include only resources that have been assigned to the incident and that have arrived and/or been checked in to the incident. Do not include resources that have been ordered but have <i>not</i> yet arrived. 		
<u>For summarizing:</u>		
<ul style="list-style-type: none"> • When there are large numbers of responders, it may be helpful to group agencies or organizations together. Use the approach that works best for the multiagency coordination system applicable to the incident. For example, <ul style="list-style-type: none"> ○ Group State, local, county, city, or Federal responders together under such headings, or ○ Group resources from one jurisdiction together and list only individual jurisdictions (e.g., list the public works, police, and fire department resources for a city under that city's name). • On a large incident, it may also be helpful to group similar categories, kinds, or types of resources together for this summary. 		

Block Number	Block Title	Instructions
48	Agency or Organization	<ul style="list-style-type: none"> • List the agencies or organizations contributing resources to the incident as responders, through mutual aid agreements, etc. • List agencies or organizations using clear language so readers who may not be from the discipline or host jurisdiction can understand the information. • Agencies or organizations may be listed individually or in groups. • When resources are grouped together, individual agencies or organizations may be listed below in Block 53. • Indicate in the rows under Block 49 how many resources are assigned to the incident under each resource identified. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • Indicate in the rows under Block 51 the total number of personnel assigned for each agency listed under Block 48, including both individual overhead and those associated with other resources such as fire engines, decontamination units, etc.
49	Resources (summarize resources by category, kind, and/or type; show # of resources on top ½ of box, show # of personnel associated with resource on bottom ½ of box)	<ul style="list-style-type: none"> • List resources using clear language when possible – so ICS 209 readers who may not be from the discipline or host jurisdiction can understand the information. <ul style="list-style-type: none"> ○ Examples: Type 1 Fire Engines, Type 4 Helicopters • Enter total numbers in columns for each resource by agency, organization, or grouping in the proper blocks. <ul style="list-style-type: none"> ○ These can listed with the number of resources on the top of the box, and the number of personnel associated with the resources on the bottom half of the box. ○ For example: <ul style="list-style-type: none"> ▪ <i>Resource:</i> Type 2 Helicopters... 3/8 (indicates 3 aircraft, 8 personnel). ▪ <i>Resource:</i> Type 1 Decontamination Unit... 1/3 (indicates 1 unit, 3 personnel). • NOTE: One option is to group similar resources together when it is sensible to do so for the summary. <ul style="list-style-type: none"> ○ For example, do not list every type of fire engine – rather, it may be advisable to list two generalized types of engines, such as "structure fire engines" and "wildland fire engines" in separate columns with totals for each. • NOTE: It is not advisable to list individual overhead personnel individually in the resource section, especially as this form is intended as a summary. These personnel should be included in the Total Personnel sums in Block 51.
50	Additional Personnel not assigned to a resource	List the number of <i>additional</i> individuals (or overhead) that are not assigned to a specific resource by agency or organization.
51	Total Personnel (includes those associated with resources – e.g., aircraft or engines – and individual overhead)	<ul style="list-style-type: none"> • Enter the total personnel for each agency, organization, or grouping in the Total Personnel column. • WARNING: Do not simply add the numbers across! • The number of Total Personnel for each row should include both: <ul style="list-style-type: none"> ○ The total number of personnel assigned to each of the resources listed in Block 49, and ○ The total number of additional individual overhead personnel from each agency, organization, or group listed in Block 50.

Block Number	Block Title	Instructions
52	Total Resources	Include the sum total of resources for each column, including the total for the column under Blocks 49, 50, and 51. This should include the total number of <i>resources</i> in Block 49, as personnel totals will be counted under Block 51.
53	Additional Cooperating and Assisting Organizations Not Listed Above	<ul style="list-style-type: none"> • List all agencies and organizations that are not directly involved in the incident, but are providing support. • Examples may include ambulance services, Red Cross, DHS, utility companies, etc. • Do not repeat any resources counted in Blocks 48–52, unless explanations are needed for groupings created under Block 48 (Agency or Organization).

ICS 210

Resource Status Change

Purpose. The Resource Status Change (ICS 210) is used by the Incident Communications Center Manager to record status change information received on resources assigned to the incident. This information could be transmitted with a General Message (ICS 213). The form could also be used by Operations as a worksheet to track entry, etc.

Preparation. The ICS 210 is completed by radio/telephone operators who receive status change information from individual resources, Task Forces, Strike Teams, and Division/Group Supervisors. Status information could also be reported by Staging Area and Helibase Managers and fixed-wing facilities.

Distribution. The ICS 210 is maintained by the Communications Unit and copied to Resources Unit and filed by Documentation Unit.

Notes:

- The ICS 210 is essentially a message form that can be used to update Resource Status Cards or T-Cards (ICS 219) for incident-level resource management.
- If additional pages are needed, use a blank ICS 210 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none">• Date and Time From• Date and Time To	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Resource Number	Enter the resource identification (ID) number (this may be a letter and number combination) assigned by either the sending unit or the incident.
4	New Status (Available, Assigned, Out of Service)	Indicate the current status of the resource: <ul style="list-style-type: none">• Available – Indicates resource is available for incident use immediately.• Assigned – Indicates resource is checked in and assigned a work task on the incident.• Out of Service – Indicates resource is assigned to the incident but unable to respond for mechanical, rest, or personnel reasons. If space permits, indicate the estimated time of return (ETR). It may be useful to indicate the reason a resource is out of service (e.g., "O/S – Mech" (for mechanical issues), "O/S – Rest" (for off shift), or "O/S – Pers" (for personnel issues).
5	From (Assignment and Status)	Indicate the current location of the resource (where it came from) and the status. When more than one Division, Staging Area, or Camp is used, identify the specific location (e.g., Division A, Staging Area, Incident Command Post, Western Camp).
6	To (Assignment and Status)	Indicate the assigned incident location of the resource and status. When more than one Division, Staging Area, or Camp is used, identify the specific location.
7	Time and Date of Change	Enter the time and location of the status change (24-hour clock). Enter the date as well if relevant (e.g., out of service).
8	Comments	Enter any special information provided by the resource or dispatch center. This may include details about why a resource is out of service, or individual identifying designators (IDs) of Strike Teams and Task Forces.
9	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 211 Incident Check-In List

Purpose. Personnel and equipment arriving at the incident can check in at various incident locations. Check-in consists of reporting specific information, which is recorded on the Check-In List (ICS 211). The ICS 211 serves several purposes, as it: (1) records arrival times at the incident of all overhead personnel and equipment, (2) records the initial location of personnel and equipment to facilitate subsequent assignments, and (3) supports demobilization by recording the home base, method of travel, etc., for resources checked in.

Preparation. The ICS 211 is initiated at a number of incident locations including: Staging Areas, Base, and Incident Command Post (ICP). Preparation may be completed by: (1) overhead at these locations, who record the information and give it to the Resources Unit as soon as possible, (2) the Incident Communications Center Manager located in the Communications Center, who records the information and gives it to the Resources Unit as soon as possible, (3) a recorder from the Resources Unit during check-in to the ICP. As an option, the ICS 211 can be printed on colored paper to match the designated Resource Status Card (ICS 219) colors. The purpose of this is to aid the process of completing a large volume of ICS 219s. The ICS 219 colors are:

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Distribution. ICS 211s, which are completed by personnel at the various check-in locations, are provided to the Resources Unit, Demobilization Unit, and Finance/Administration Section. The Resources Unit maintains a master list of all equipment and personnel that have reported to the incident.

Notes:

- Also available as 8½ x 14 (legal size) or 11 x 17 chart.
- Use reverse side of form for remarks or comments.
- If additional pages are needed for any form page, use a blank ICS 211 and repaginate as needed.
- Contact information for sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Check-In Location <input type="checkbox"/> Base <input type="checkbox"/> Staging Area <input type="checkbox"/> ICP <input type="checkbox"/> Helibase <input type="checkbox"/> Other	Check appropriate box and enter the check-in location for the incident. Indicate specific information regarding the locations under each checkbox. ICP is for Incident Command Post. Other may include...
4	Start Date/Time • Date • Time	Enter the date (month/day/year) and time (using the 24-hour clock) that the form was started.

Block Number	Block Title	Instructions
	Check-In Information	Self explanatory.
5	List single resource personnel (overhead) by agency and name, OR list resources by the following format	Enter the following information for resources: OPTIONAL: Indicate if resource is a single resource versus part of Strike Team or Task Force. Fields can be left blank if not necessary.
	• State	Use this section to list the home State for the resource.
	• Agency	Use this section to list agency name (or designator), and individual names for all single resource personnel (e.g., ORC, ARL, NYPD).
	• Category	Use this section to list the resource category based on NIMS, discipline, or jurisdiction guidance.
	• Kind	Use this section to list the resource kind based on NIMS, discipline, or jurisdiction guidance.
	• Type	Use this section to list the resource type based on NIMS, discipline, or jurisdiction guidance.
	• Resource Name or Identifier	Use this section to enter the resource name or unique identifier. If it is a Strike Team or a Task Force, list the unique Strike Team or Task Force identifier (if used) on a single line with the component resources of the Strike Team or Task Force listed on the following lines. For example, for an Engine Strike Team with the call sign "XLT459" show "XLT459" in this box and then in the next five rows, list the unique identifier for the five engines assigned to the Strike Team.
• ST or TF	Use ST or TF to indicate whether the resource is part of a Strike Team or Task Force. See above for additional instructions.	
6	Order Request #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
7	Date/Time Check-In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
8	Leader's Name	<ul style="list-style-type: none"> • For equipment, enter the operator's name. • Enter the Strike Team or Task Force leader's name. • Leave blank for single resource personnel (overhead).
9	Total Number of Personnel	Enter total number of personnel associated with the resource. Include leaders.
10	Incident Contact Information	Enter available contact information (e.g., radio frequency, cell phone number, etc.) for the incident.
11	Home Unit or Agency	Enter the home unit or agency to which the resource or individual is normally assigned (may not be departure location).
12	Departure Point, Date and Time	Enter the location from which the resource or individual departed for this incident. Enter the departure time using the 24-hour clock.
13	Method of Travel	Enter the means of travel the individual used to bring himself/herself to the incident (e.g., bus, truck, engine, personal vehicle, etc.).
14	Incident Assignment	Enter the incident assignment at time of dispatch.
15	Other Qualifications	Enter additional duties (ICS positions) pertinent to the incident that the resource/individual is qualified to perform. Note that resources should not be reassigned on the incident without going through the established ordering process. This data may be useful when resources are demobilized and remobilized for another incident.

Block Number	Block Title	Instructions
16	Data Provided to Resources Unit	Enter the date and time that the information pertaining to that entry was transmitted to the Resources Unit, and the initials of the person who transmitted the information.
17	Prepared by <ul data-bbox="277 344 462 478" style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 213 General Message

Purpose. The General Message (ICS 213) is used by the incident dispatchers to record incoming messages that cannot be orally transmitted to the intended recipients. The ICS 213 is also used by the Incident Command Post and other incident personnel to transmit messages (e.g., resource order, incident name change, other ICS coordination issues, etc.) to the Incident Communications Center for transmission via radio or telephone to the addressee. This form is used to send any message or notification to incident personnel that requires hard-copy delivery.

Preparation. The ICS 213 may be initiated by incident dispatchers and any other personnel on an incident.

Distribution. Upon completion, the ICS 213 may be delivered to the addressee and/or delivered to the Incident Communication Center for transmission.

Notes:

- The ICS 213 is a three-part form, typically using carbon paper. The sender will complete Part 1 of the form and send Parts 2 and 3 to the recipient. The recipient will complete Part 2 and return Part 3 to the sender.
- A copy of the ICS 213 should be sent to and maintained within the Documentation Unit.
- Contact information for the sender and receiver can be added for communications purposes to confirm resource orders. Refer to 213RR example (Appendix B)

Block Number	Block Title	Instructions
1	Incident Name (Optional)	Enter the name assigned to the incident. This block is optional.
2	To (Name and Position)	Enter the name and position the General Message is intended for. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
3	From (Name and Position)	Enter the name and position of the individual sending the General Message. For all individuals, use at least the first initial and last name. For Unified Command, include agency names.
4	Subject	Enter the subject of the message.
5	Date	Enter the date (month/day/year) of the message.
6	Time	Enter the time (using the 24-hour clock) of the message.
7	Message	Enter the content of the message. Try to be as concise as possible.
8	Approved by <ul style="list-style-type: none"> • Name • Signature • Position/Title 	Enter the name, signature, and ICS position/title of the person approving the message.
9	Reply	The intended recipient will enter a reply to the message and return it to the originator.
10	Replied by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person replying to the message. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 214 Activity Log

Purpose. The Activity Log (ICS 214) records details of notable activities at any ICS level, including single resources, equipment, Task Forces, etc. These logs provide basic incident activity documentation, and a reference for any after-action report.

Preparation. An ICS 214 can be initiated and maintained by personnel in various ICS positions as it is needed or appropriate. Personnel should document how relevant incident activities are occurring and progressing, or any notable events or communications.

Distribution. Completed ICS 214s are submitted to supervisors, who forward them to the Documentation Unit. All completed original forms must be given to the Documentation Unit, which maintains a file of all ICS 214s. It is recommended that individuals retain a copy for their own records.

Notes:

- The ICS 214 can be printed as a two-sided form.
- Use additional copies as continuation sheets as needed, and indicate pagination as used.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Name	Enter the title of the organizational unit or resource designator (e.g., Facilities Unit, Safety Officer, Strike Team).
4	ICS Position	Enter the name and ICS position of the individual in charge of the Unit.
5	Home Agency (and Unit)	Enter the home agency of the individual completing the ICS 214. Enter a unit designator if utilized by the jurisdiction or discipline.
6	Resources Assigned	Enter the following information for resources assigned:
	<ul style="list-style-type: none"> • Name 	Use this section to enter the resource's name. For all individuals, use at least the first initial and last name. Cell phone number for the individual can be added as an option.
	<ul style="list-style-type: none"> • ICS Position 	Use this section to enter the resource's ICS position (e.g., Finance Section Chief).
6	<ul style="list-style-type: none"> • Home Agency (and Unit) 	Use this section to enter the resource's home agency and/or unit (e.g., Des Moines Public Works Department, Water Management Unit).
	Activity Log <ul style="list-style-type: none"> • Date/Time • Notable Activities 	<ul style="list-style-type: none"> • Enter the time (24-hour clock) and briefly describe individual notable activities. Note the date as well if the operational period covers more than one day. • Activities described may include notable occurrences or events such as task assignments, task completions, injuries, difficulties encountered, etc. • This block can also be used to track personal work habits by adding columns such as "Action Required," "Delegated To," "Status," etc.
8	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position/title, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 215 Operational Planning Worksheet

Purpose. The Operational Planning Worksheet (ICS 215) communicates the decisions made by the Operations Section Chief during the Tactics Meeting concerning resource assignments and needs for the next operational period. The ICS 215 is used by the Resources Unit to complete the Assignment Lists (ICS 204) and by the Logistics Section Chief for ordering resources for the incident.

Preparation. The ICS 215 is initiated by the Operations Section Chief and often involves logistics personnel, the Resources Unit, and the Safety Officer. The form is shared with the rest of the Command and General Staffs during the Planning Meeting. It may be useful in some disciplines or jurisdictions to prefill ICS 215 copies prior to incidents.

Distribution. When the Branch, Division, or Group work assignments and accompanying resource allocations are agreed upon, the form is distributed to the Resources Unit to assist in the preparation of the ICS 204. The Logistics Section will use a copy of this worksheet for preparing requests for resources required for the next operational period.

Notes:

- This worksheet can be made into a wall mount.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.
- If additional pages are needed, use a blank ICS 215 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Branch	Enter the Branch of the work assignment for the resources.
4	Division, Group, or Other	Enter the Division, Group, or other location (e.g., Staging Area) of the work assignment for the resources.
5	Work Assignment & Special Instructions	Enter the specific work assignments given to each of the Divisions/Groups and any special instructions, as required.
6	Resources	Complete resource headings for category, kind, and type as appropriate for the incident. The use of a slash indicates a single resource in the upper portion of the slash and a Strike Team or Task Force in the bottom portion of the slash.
	• Required	Enter, for the appropriate resources, the number of resources by type (engine, squad car, Advanced Life Support ambulance, etc.) required to perform the work assignment.
	• Have	Enter, for the appropriate resources, the number of resources by type (engines, crew, etc.) available to perform the work assignment.
	• Need	Enter the number of resources needed by subtracting the number in the "Have" row from the number in the "Required" row.
7	Overhead Position(s)	List any supervisory and nonsupervisory ICS position(s) not directly assigned to a previously identified resource (e.g., Division/Group Supervisor, Assistant Safety Officer, Technical Specialist, etc.).
8	Special Equipment & Supplies	List special equipment and supplies, including aviation support, used or needed. This may be a useful place to monitor span of control.
9	Reporting Location	Enter the specific location where the resources are to report (Staging Area, location at incident, etc.).
10	Requested Arrival Time	Enter the time (24-hour clock) that resources are requested to arrive at the reporting location.

Block Number	Block Title	Instructions
11	Total Resources Required	Enter the total number of resources required by category/kind/type as preferred (e.g., engine, squad car, ALS ambulance, etc.). A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/ Task Forces in the bottom portion of the slash.
12	Total Resources Have on Hand	Enter the total number of resources on hand that are assigned to the incident for incident use. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
13	Total Resources Need To Order	Enter the total number of resources needed. A slash can be used again to indicate total single resources in the upper portion of the slash and total Strike Teams/Task Forces in the bottom portion of the slash.
14	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).

ICS 215A Incident Action Plan Safety Analysis

Purpose. The purpose of the Incident Action Plan Safety Analysis (ICS 215A) is to aid the Safety Officer in completing an operational risk assessment to prioritize hazards, safety, and health issues, and to develop appropriate controls. This worksheet addresses communications challenges between planning and operations, and is best utilized in the planning phase and for Operations Section briefings.

Preparation. The ICS 215A is typically prepared by the Safety Officer during the incident action planning cycle. When the Operations Section Chief is preparing for the tactics meeting, the Safety Officer collaborates with the Operations Section Chief to complete the Incident Action Plan Safety Analysis. This worksheet is closely linked to the Operational Planning Worksheet (ICS 215). Incident areas or regions are listed along with associated hazards and risks. For those assignments involving risks and hazards, mitigations or controls should be developed to safeguard responders, and appropriate incident personnel should be briefed on the hazards, mitigations, and related measures. Use additional sheets as needed.

Distribution. When the safety analysis is completed, the form is distributed to the Resources Unit to help prepare the Operations Section briefing. All completed original forms must be given to the Documentation Unit.

Notes:

- This worksheet can be made into a wall mount, and can be part of the IAP.
- If additional pages are needed, use a blank ICS 215A and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter date (month/day/year) and time (using the 24-hour clock) prepared.
4	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (24-hour clock) and end date and time for the operational period to which the form applies.
5	Incident Area	Enter the incident areas where personnel or resources are likely to encounter risks. This may be specified as a Branch, Division, or Group.
6	Hazards/Risks	List the types of hazards and/or risks likely to be encountered by personnel or resources at the incident area relevant to the work assignment.
7	Mitigations	List actions taken to reduce risk for each hazard indicated (e.g., specify personal protective equipment or use of a buddy system or escape routes).
8	Prepared by (Safety Officer and Operations Section Chief) <ul style="list-style-type: none"> • Name • Signature • Date/Time 	Enter the name of both the Safety Officer and the Operations Section Chief, who should collaborate on form preparation. Enter date (month/day/year) and time (24-hour clock) reviewed.

ICS 218 Support Vehicle/Equipment Inventory

Purpose. The Support Vehicle/Equipment Inventory (ICS 218) provides an inventory of all transportation and support vehicles and equipment assigned to the incident. The information is used by the Ground Support Unit to maintain a record of the types and locations of vehicles and equipment on the incident. The Resources Unit uses the information to initiate and maintain status/resource information.

Preparation. The ICS 218 is prepared by Ground Support Unit personnel at intervals specified by the Ground Support Unit Leader.

Distribution. Initial inventory information recorded on the form should be given to the Resources Unit. Subsequent changes to the status or location of transportation and support vehicles and equipment should be provided to the Resources Unit immediately.

Notes:

- If additional pages are needed, use a blank ICS 218 and repaginate as needed.
- Also available as 8½ x 14 (legal size) and 11 x 17 chart.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Date/Time Prepared	Enter the date (month/day/year) and time (using the 24-hour clock) the form is prepared.
4	Vehicle/Equipment Category	Enter the specific vehicle or equipment category (e.g., buses, generators, dozers, pickups/sedans, rental cars, etc.). Use a separate sheet for each vehicle or equipment category.
5	Vehicle/Equipment Information	Record the following information:
	Order Request Number	Enter the order request number for the resource as used by the jurisdiction or discipline, or the relevant EMAC order request number.
	Incident Identification Number	Enter any special incident identification numbers or agency radio identifier assigned to the piece of equipment used only during the incident, if this system is used (e.g., "Decontamination Unit 2," or "Water Tender 14").
	Vehicle or Equipment Classification	Enter the specific vehicle or equipment classification (e.g., bus, backhoe, Type 2 engine, etc.) as relevant.
	Vehicle or Equipment Make	Enter the vehicle or equipment manufacturer name (e.g., "GMC," "International").
	Category/Kind/Type, Capacity, or Size	Enter the vehicle or equipment category/kind/type, capacity, or size (e.g., 30-person bus, 3/4-ton truck, 50 kW generator).
	Vehicle or Equipment Features	Indicate any vehicle or equipment features such as 2WD, 4WD, towing capability, number of axles, heavy-duty tires, high clearance, automatic vehicle locator (AVL), etc.
	Agency or Owner	Enter the name of the agency or owner of the vehicle or equipment.
	Operator Name or Contact	Enter the operator name and/or contact information (cell phone, radio frequency, etc.).
	Vehicle License or Identification Number	Enter the license plate number or another identification number (such as a serial or rig number) of the vehicle or equipment.
Incident Assignment	Enter where the vehicle or equipment will be located at the incident and its function (use abbreviations per discipline or jurisdiction).	

Block Number	Block Title	Instructions
5 (continued)	Incident Start Date and Time	Indicate start date (month/day/year) and time (using the 24-hour clock) for driver or for equipment as may be relevant.
	Incident Release Date and Time	Enter the date (month/day/year) and time (using the 24-hour clock) the vehicle or equipment is released from the incident.
6	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature 	Enter the name, ICS position/title, and signature of the person preparing the form.

ICS 219

Resource Status Card (T-Card)

Purpose. Resource Status Cards (ICS 219) are also known as "T-Cards," and are used by the Resources Unit to record status and location information on resources, transportation, and support vehicles and personnel. These cards provide a visual display of the status and location of resources assigned to the incident.

Preparation. Information to be placed on the cards may be obtained from several sources including, but not limited to:

- Incident Briefing (ICS 201).
- Incident Check-In List (ICS 211).
- General Message (ICS 213).
- Agency-supplied information or electronic resource management systems.

Distribution. ICS 219s are displayed in resource status or "T-Card" racks where they can be easily viewed, retrieved, updated, and rearranged. The Resources Unit typically maintains cards for resources assigned to an incident until demobilization. At demobilization, all cards should be turned in to the Documentation Unit.

Notes. There are eight different status cards (see list below) and a header card, to be printed front-to-back on cardstock. Each card is printed on a different color of cardstock and used for a different resource category/kind/type. The format and content of information on each card varies depending upon the intended use of the card.

- 219-1: Header Card – Gray (used only as label cards for T-Card racks)
- 219-2: Crew/Team Card – Green
- 219-3: Engine Card – Rose
- 219-4: Helicopter Card – Blue
- 219-5: Personnel Card – White
- 219-6: Fixed-Wing Card – Orange
- 219-7: Equipment Card – Yellow
- 219-8: Miscellaneous Equipment/Task Force Card – Tan
- 219-10: Generic Card – Light Purple

Acronyms. Abbreviations utilized on the cards are listed below:

- AOV: Agency-owned vehicle
- ETA: Estimated time of arrival
- ETD: Estimated time of departure
- ETR: Estimated time of return
- O/S Mech: Out-of-service for mechanical reasons
- O/S Pers: Out-of-service for personnel reasons
- O/S Rest: Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft
- POV: Privately owned vehicle

ICS 219-1: Header Card

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Crew/Team ID #(s) or Name(s):

Manifest:

Yes No

Total Weight:

Method of Travel to Incident:

AOV POV Bus Air Other

Home Base:

Departure Point:

ETD:

ETA:

Transportation Needs at Incident:

Vehicle Bus Air Other

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-2 CREW/TEAM (GREEN)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers
 Available O/S Mech ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-2 CREW/TEAM (GREEN)

ICS 219-2: Crew/Team Card

Block Title	Instructions
ST/Unit	Enter the State and/or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the crew/team. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline, since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Crew/Team ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this crew/team (e.g., Air Monitoring Team 2, Entry Team 3).
Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew/team. This information is necessary when the crew/team are transported by charter air.
Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew/team's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew/team's estimated time of arrival (using the 24-hour clock) at the incident.

Block Title	Instructions
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew/team was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew/team.
BACK OF FORM	
Incident Location	Enter the location of the crew/team.
Time	Enter the time (24-hour clock) the crew/team reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the crew/team's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew/team's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ICS 219-3: Engine Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for the resource(s).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Pilot Name:

Home Base:

Departure Point:

ETD:

ETA:

Destination Point:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-4 HELICOPTER (BLUE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: ____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: ____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: ____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-4 HELICOPTER (BLUE)

ICS 219-4: Helicopter Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	Name:	Position/Title:
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Front

Date/Time Checked In:	
Name:	
Primary Contact Information:	
Manifest: <input type="checkbox"/> Yes <input type="checkbox"/> No	Total Weight:
Method of Travel to Incident: <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	
Home Base:	
Departure Point:	
ETD:	ETA:
Transportation Needs at Incident: <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	
Date/Time Ordered:	
Remarks:	
Prepared by:	
Date/Time:	
ICS 219-5 PERSONNEL (WHITE CARD)	

ST/Unit:	Name:	Position/Title:
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Back

Incident Location:	Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____	
Notes:	
Incident Location:	Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____	
Notes:	
Incident Location:	Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____	
Notes:	
Incident Location:	Time:
Status: <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: ____	
Notes:	
Prepared by:	
Date/Time:	
ICS 219-5 PERSONNEL (WHITE CARD)	

ICS 219-5: Personnel Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
Name	Enter the individual's first initial and last name.
Position/Title	Enter the individual's ICS position/title.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Name	Enter the individual's full name.
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
Total Weight	Enter the total weight for the crew. This information is necessary when the crew are transported by charter air.
Method of Travel to Incident <input type="checkbox"/> AOV <input type="checkbox"/> POV <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of travel the individual used to bring himself/herself to the incident. AOV is "agency-owned vehicle." POV is "privately owned vehicle."
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the crew's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the crew's estimated time of arrival (using the 24-hour clock) at the incident.
Transportation Needs at Incident <input type="checkbox"/> Vehicle <input type="checkbox"/> Bus <input type="checkbox"/> Air <input type="checkbox"/> Other	Check the box(es) for the appropriate method(s) of transportation at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the crew was ordered to the incident.
Remarks	Enter any additional information pertaining to the crew.
BACK OF FORM	
Incident Location	Enter the location of the crew.
Time	Enter the time (24-hour clock) the crew reported to this location.

Block Title	Instructions
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the crew's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the crew's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked-In:

Pilot Name:

Home Base:

Departure Point:

ETD:

ETA:

Destination Point:

Date/Time Ordered:

Manufacturer:

Remarks:

Prepared by:

Date/Time:

ICS 219-6 FIXED-WING (ORANGE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-6 FIXED-WING (ORANGE)

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).
Date/Time	

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:

ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-7 EQUIPMENT (YELLOW)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Incident Location:

Time:

Status:

- Assigned
 O/S Rest
 O/S Pers
 Available
 O/S Mech
 ETR: ____

Notes:

Prepared by:

Date/Time:

ICS 219-7 EQUIPMENT (YELLOW)

ICS 219-6: Fixed-Wing Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include the pilot.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier.
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Pilot Name:	Enter pilot's name (use at least the first initial and last name).
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the destination point.
Destination Point	Use this section to enter the location at the incident where the resource has been requested to report.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Manufacturer	Enter the manufacturer of the aircraft.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:

ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-8 MISCELLANEOUS
EQUIPMENT/TASK FORCE (TAN)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-8 MISCELLANEOUS
EQUIPMENT/TASK FORCE (TAN)

ICS 219-8: Miscellaneous Equipment/Task Force Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available work day that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number or name for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Front

Date/Time Checked In:

Leader Name:

Primary Contact Information:

Resource ID #(s) or Name(s):

Home Base:

Departure Point:

ETD:

ETA:

Date/Time Ordered:

Remarks:

Prepared by:

Date/Time:

ICS 219-10 GENERIC (LIGHT PURPLE)

ST/Unit:	LDW:	# Pers:	Order #:
Agency	Cat/Kind/Type		Name/ID #

Back

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Incident Location:

Time:

Status:

Assigned O/S Rest O/S Pers

Available O/S Mech ETR: _____

Notes:

Prepared by:

Date/Time:

ICS 219-10 GENERIC (LIGHT PURPLE)

ICS 219-10: Generic Card

Block Title	Instructions
ST/Unit	Enter the State and or unit identifier (3–5 letters) used by the authority having jurisdiction.
LDW (Last Day Worked)	Indicate the last available workday that the resource is allowed to work.
# Pers	Enter total number of personnel associated with the resource. Include leaders.
Order #	The order request number will be assigned by the agency dispatching resources or personnel to the incident. Use existing protocol as appropriate for the jurisdiction and/or discipline since several incident numbers may be used for the same incident.
Agency	Use this section to list agency name or designator (e.g., ORC, ARL, NYPD).
Cat/Kind/Type	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance.
Name/ID #	Use this section to enter the resource name or unique identifier (e.g., 13, Bluewater, Utility 32).
Date/Time Checked In	Enter date (month/day/year) and time of check-in (24-hour clock) to the incident.
Leader Name	Enter resource leader's name (use at least the first initial and last name).
Primary Contact Information	Enter the primary contact information (e.g., cell phone number, radio, etc.) for the leader. If radios are being used, enter function (command, tactical, support, etc.), frequency, system, and channel from the Incident Radio Communications Plan (ICS 205). Phone and pager numbers should include the area code and any satellite phone specifics.
Resource ID #(s) or Name(s)	Provide the identifier number(s) or name(s) for this resource.
Home Base	Enter the home base to which the resource or individual is normally assigned (may not be departure location).
Departure Point	Enter the location from which the resource or individual departed for this incident.
ETD	Use this section to enter the resource's estimated time of departure (using the 24-hour clock) from their home base.
ETA	Use this section to enter the resource's estimated time of arrival (using the 24-hour clock) at the incident.
Date/Time Ordered	Enter date (month/day/year) and time (24-hour clock) the resource was ordered to the incident.
Remarks	Enter any additional information pertaining to the resource.
BACK OF FORM	
Incident Location	Enter the location of the resource.
Time	Enter the time (24-hour clock) the resource reported to this location.
Status <input type="checkbox"/> Assigned <input type="checkbox"/> O/S Rest <input type="checkbox"/> O/S Pers <input type="checkbox"/> Available <input type="checkbox"/> O/S Mech <input type="checkbox"/> ETR: _____	Enter the resource's current status: <ul style="list-style-type: none"> • Assigned – Assigned to the incident • O/S Rest – Out-of-service for rest/recuperation purposes/guidelines, or due to operating time limits/policies for pilots, operators, drivers, equipment, or aircraft • O/S Pers – Out-of-service for personnel reasons • Available – Available to be assigned to the incident • O/S Mech – Out-of-service for mechanical reasons • ETR – Estimated time of return
Notes	Enter any additional information pertaining to the resource's current location or status.

Block Title	Instructions
Prepared by Date/Time	Enter the name of the person preparing the form. Enter the date (month/day/year) and time prepared (using the 24-hour clock).

ICS 220 Air Operations Summary

Purpose. The Air Operations Summary (ICS 220) provides the Air Operations Branch with the number, type, location, and specific assignments of helicopters and air resources.

Preparation. The ICS 220 is completed by the Operations Section Chief or the Air Operations Branch Director during each Planning Meeting. General air resources assignment information is obtained from the Operational Planning Worksheet (ICS 215), which also is completed during each Planning Meeting. Specific designators of the air resources assigned to the incident are provided by the Air and Fixed-Wing Support Groups. If aviation assets would be utilized for rescue or are referenced on the Medical Plan (ICS 206), coordinate with the Medical Unit Leader and indicate on the ICS 206.

Distribution. After the ICS 220 is completed by Air Operations personnel, the form is given to the Air Support Group Supervisor and Fixed-Wing Coordinator personnel. These personnel complete the form by indicating the designators of the helicopters and fixed-wing aircraft assigned missions during the specified operational period. This information is provided to Air Operations personnel who, in turn, give the information to the Resources Unit.

Notes:

- If additional pages are needed for any form page, use a blank ICS 220 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Operational Period <ul style="list-style-type: none"> • Date and Time From • Date and Time To 	Enter the start date (month/day/year) and time (using the 24-hour clock) and end date and time for the operational period to which the form applies.
3	Sunrise/Sunset	Enter the sunrise and sunset times.
4	Remarks (safety notes, hazards, air operations special equipment, etc.)	Enter special instructions or information, including safety notes, hazards, and priorities for Air Operations personnel.
5	Ready Alert Aircraft <ul style="list-style-type: none"> • Medivac • New Incident 	Identify ready alert aircraft that will be used as Medivac for incident assigned personnel and indicate on the Medical Plan (ICS 206). Identify aircraft to be used for new incidents within the area or new incident(s) within an incident.
6	Temporary Flight Restriction Number <ul style="list-style-type: none"> • Altitude • Center Point 	Enter Temporary Flight Restriction Number, altitude (from the center point), and center point (latitude and longitude). This number is provided by the Federal Aviation Administration (FAA) or is the order request number for the Temporary Flight Restriction.
7	Personnel <ul style="list-style-type: none"> • Name • Phone Number 	Enter the name and phone number of the individuals in Air Operations.
	Air Operations Branch Director	
	Air Support Group Supervisor	
	Air Tactical Group Supervisor	
	Helicopter Coordinator	
	Helibase Manager	

Block Number	Block Title	Instructions
8	Frequencies <ul style="list-style-type: none"> • AM • FM 	Enter primary air/air, air/ground (if applicable), command, deck coordinator, take-off and landing coordinator, and other radio frequencies to be used during the incident.
	Air/Air Fixed-Wing	
	Air/Air Rotary-Wing – Flight Following	Flight following is typically done by Air Operations.
	Air/Ground	
	Command	
	Deck Coordinator	
	Take-Off & Landing Coordinator	
	Air Guard	
9	Fixed-Wing (category/kind/type, make/model, N#, base)	Enter the category/kind/type based on NIMS, discipline, or jurisdiction guidance, make/model, N#, and base of air assets allocated to the incident.
	Air Tactical Group Supervisor Aircraft	
	Other Fixed-Wing Aircraft	
10	Helicopters	Enter the following information about the helicopter resources allocated to the incident.
	FAA N#	Enter the FAA N#.
	Category/Kind/Type	Enter the helicopter category/kind/type based on NIMS, discipline, or jurisdiction guidance.
	Make/Model	Enter the make and model of the helicopter.
	Base	Enter the base where the helicopter is located.
	Available	Enter the time the aircraft is available.
	Start	Enter the time the aircraft becomes operational.
	Remarks	
11	Prepared by <ul style="list-style-type: none"> • Name • Position/Title • Signature • Date/Time 	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (24-hour clock).
12	Task/Mission/Assignment (category/kind/type and function includes: air tactical, reconnaissance, personnel transport, search and rescue, etc.)	Enter the specific assignment (e.g., water or retardant drops, logistical support, or availability status for a specific purpose, support backup, recon, Medivac, etc.). If applicable, enter the primary air/air and air/ground radio frequency to be used. Mission assignments may be listed by priority.
	Category/Kind/Type and Function	
	Name of Personnel or Cargo (if applicable) or Instructions for Tactical Aircraft	
	Mission Start	
	Fly From	Enter the incident location or air base the aircraft is flying from.
	Fly To	Enter the incident location or air base the aircraft is flying to.

ICS 221

Demobilization Check-Out

Purpose. The Demobilization Check-Out (ICS 221) ensures that resources checking out of the incident have completed all appropriate incident business, and provides the Planning Section information on resources released from the incident. Demobilization is a planned process and this form assists with that planning.

Preparation. The ICS 221 is initiated by the Planning Section, or a Demobilization Unit Leader if designated. The Demobilization Unit Leader completes the top portion of the form and checks the appropriate boxes in Block 6 that may need attention after the Resources Unit Leader has given written notification that the resource is no longer needed. The individual resource will have the appropriate overhead personnel sign off on any checked box(es) in Block 6 prior to release from the incident.

Distribution. After completion, the ICS 221 is returned to the Demobilization Unit Leader or the Planning Section. All completed original forms must be given to the Documentation Unit. Personnel may request to retain a copy of the ICS 221.

Notes:

- Members are not released until form is complete when all of the items checked in Block 6 have been signed off.
- If additional pages are needed for any form page, use a blank ICS 221 and repaginate as needed.

Block Number	Block Title	Instructions
1	Incident Name	Enter the name assigned to the incident.
2	Incident Number	Enter the number assigned to the incident.
3	Planned Release Date/Time	Enter the date (month/day/year) and time (using the 24-hour clock) of the planned release from the incident.
4	Resource or Personnel Released	Enter name of the individual or resource being released.
5	Order Request Number	Enter order request number (or agency demobilization number) of the individual or resource being released.
6	Resource or Personnel You and your resources are in the process of being released. Resources are not released until the checked boxes below have been signed off by the appropriate overhead and the Demobilization Unit Leader (or Planning Section representative). <ul style="list-style-type: none">• Unit/Leader/Manager/Other• Remarks• Name• Signature	Resources are not released until the checked boxes below have been signed off by the appropriate overhead. Blank boxes are provided for any additional unit requirements as needed (e.g., Safety Officer, Agency Representative, etc.).
	Logistics Section <ul style="list-style-type: none"><input type="checkbox"/> Supply Unit<input type="checkbox"/> Communications Unit<input type="checkbox"/> Facilities Unit<input type="checkbox"/> Ground Support Unit<input type="checkbox"/> Security Manager	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.

Block Number	Block Title	Instructions
6 (continued)	Finance/Administration Section <input type="checkbox"/> Time Unit	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Other Section/Staff <input type="checkbox"/>	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
	Planning Section <input type="checkbox"/> Documentation Leader <input type="checkbox"/> Demobilization Leader	The Demobilization Unit Leader will enter an "X" in the box to the left of those Units requiring the resource to check out. Identified Unit Leaders or other overhead are to sign the appropriate line to indicate release.
7	Remarks	Enter any additional information pertaining to demobilization or release (e.g., transportation needed, destination, etc.). This section may also be used to indicate if a performance rating has been completed as required by the discipline or jurisdiction.
8	Travel Information	Enter the following travel information:
	Room Overnight	Use this section to enter whether or not the resource or personnel will be staying in a hotel overnight prior to returning home base and/or unit.
	Estimated Time of Departure	Use this section to enter the resource's or personnel's estimated time of departure (using the 24-hour clock).
	Actual Release Date/Time	Use this section to enter the resource's or personnel's actual release date (month/day/year) and time (using the 24-hour clock).
	Destination	Use this section to enter the resource's or personnel's destination.
	Estimated Time of Arrival	Use this section to enter the resource's or personnel's estimated time of arrival (using the 24-hour clock) at the destination.
	Travel Method	Use this section to enter the resource's or personnel's travel method (e.g., POV, air, etc.).
	Contact Information While Traveling	Use this section to enter the resource's or personnel's contact information while traveling (e.g., cell phone, radio frequency, etc.).
	Manifest <input type="checkbox"/> Yes <input type="checkbox"/> No Number	Use this section to enter whether or not the resource or personnel has a manifest. If they do, indicate the manifest number.
	Area/Agency/Region Notified	Use this section to enter the area, agency, and/or region that was notified of the resource's travel. List the name (first initial and last name) of the individual notified and the date (month/day/year) he or she was notified.
9	Reassignment Information <input type="checkbox"/> Yes <input type="checkbox"/> No	Enter whether or not the resource or personnel was reassigned to another incident. If the resource or personnel was reassigned, complete the section below.
	Incident Name	Use this section to enter the name of the new incident to which the resource was reassigned.
	Incident Number	Use this section to enter the number of the new incident to which the resource was reassigned.
	Location	Use this section to enter the location (city and State) of the new incident to which the resource was reassigned.
	Order Request Number	Use this section to enter the new order request number assigned to the resource or personnel.

Block Number	Block Title	Instructions
10	Prepared by <ul style="list-style-type: none">• Name• Position/Title• Signature• Date/Time	Enter the name, ICS position, and signature of the person preparing the form. Enter date (month/day/year) and time prepared (using the 24-hour clock).

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT

1. Name:	2. Incident Name:	3. Incident Number:
4. Home Unit Name and Address:		5. Incident Agency and Address:
6. Position Held on Incident:	7. Date(s) of Assignment: From: To:	8. Incident Complexity Level: <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5
9. Incident Definition:		

10. Evaluation

Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
11. Knowledge of the Job/ Professional Competence: Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)	<input type="checkbox"/>	Questionable competence and credibility. Operational or specialty expertise inadequate or lacking in key areas. Made little effort to grow professionally. Used knowledge as power against others or bluffed rather than acknowledging ignorance. Effectiveness reduced due to limited knowledge of own organizational role and customer needs.	<input type="checkbox"/>	Competent and credible authority on specialty or operational issues. Acquired and applied excellent operational or specialty expertise for assigned duties. Showed professional growth through education, training, and professional reading. Shared knowledge and information with others clearly and simply. Understood own organizational role and customer needs.	<input type="checkbox"/>	Superior expertise; advice and actions showed great breadth and depth of knowledge. Remarkable grasp of complex issues, concepts, and situations. Rapidly developed professional growth beyond expectations. Vigorously conveyed knowledge, directly resulting in increased workplace productivity. Insightful knowledge of own role, customer needs, and value of work.
12. Ability To Obtain Performance/Results: Quality, quantity, timeliness, and impact of work.	<input type="checkbox"/>	Routine tasks accomplished with difficulty. Results often late or of poor quality. Work had a negative impact on department or unit. Maintained the status quo despite opportunities to improve.	<input type="checkbox"/>	Got the job done in all routine situations and in many unusual ones. Work was timely and of high quality; required same of subordinates. Results had a positive impact on IMT. Continuously improved services and organizational effectiveness.	<input type="checkbox"/>	Maintained optimal balance among quality, quantity, and timeliness of work. Quality of own and subordinates' work surpassed expectations. Results had a significant positive impact on the IMT. Established clearly effective systems of continuous improvement.
13. Planning/ Preparedness: Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).	<input type="checkbox"/>	Got caught by the unexpected; appeared to be controlled by events. Set vague or unrealistic goals. Used unreasonable criteria to set priorities and deadlines. Rarely had plan of action. Failed to focus on relevant information.	<input type="checkbox"/>	Consistently prepared. Set high but realistic goals. Used sound criteria to set priorities and deadlines. Used quality tools and processes to develop action plans. Identified key information. Kept supervisors and stakeholders informed.	<input type="checkbox"/>	Exceptional preparation. Always looked beyond immediate events or problems. Skillfully balanced competing demands. Developed strategies with contingency plans. Assessed all aspects of problems, including underlying issues and impact.
14. Using Resources: Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).	<input type="checkbox"/>	Concentrated on unproductive activities or often overlooked critical demands. Failed to use people productively. Did not follow up. Mismanaged information, money, or time. Used ineffective tools or left subordinates without means to accomplish tasks. Employed wasteful methods.	<input type="checkbox"/>	Effectively managed a variety of activities with available resources. Delegated, empowered, and followed up. Skilled time manager, budgeted own and subordinates' time productively. Ensured subordinates had adequate tools, materials, time, and direction. Cost conscious, sought ways to cut waste.	<input type="checkbox"/>	Unusually skilled at bringing scarce resources to bear on the most critical of competing demands. Optimized productivity through effective delegation, empowerment, and follow-up control. Found ways to systematically reduce cost, eliminate waste, and improve efficiency.
15. Adaptability/Attitude: Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.	<input type="checkbox"/>	Unable to gauge effectiveness of work, recognize political realities, or make adjustments when needed. Maintained a poor outlook. Overlooked or screened out new information. Ineffective in ambiguous, complex, or pressured situations.	<input type="checkbox"/>	Receptive to change, new information, and technology. Effectively used benchmarks to improve performance and service. Monitored progress and changed course as required. Maintained a positive approach. Effectively dealt with pressure and ambiguity. Facilitated smooth transitions. Adjusted direction to accommodate political realities.	<input type="checkbox"/>	Rapidly assessed and confidently adjusted to changing conditions, political realities, new information, and technology. Very skilled at using and responding to measurement indicators. Championed organizational improvements. Effectively dealt with extremely complex situations. Turned pressure and ambiguity into constructive forces for change.
16. Communication Skills: Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.	<input type="checkbox"/>	Unable to effectively articulate ideas and facts; lacked preparation, confidence, or logic. Used inappropriate language or rambled. Nervous or distracting mannerisms detracted from message. Failed to listen carefully or was too argumentative. Written material frequently unclear, verbose, or poorly organized. Seldom proofread.	<input type="checkbox"/>	Effectively expressed ideas and facts in individual and group situations; nonverbal actions consistent with spoken message. Communicated to people at all levels to ensure understanding. Listened carefully for intended message as well as spoken words. Written material clear, concise, and logically organized. Proofread conscientiously.	<input type="checkbox"/>	Clearly articulated and promoted ideas before a wide range of audiences; accomplished speaker in both formal and extemporaneous situations. Adept at presenting complex or sensitive issues. Active listener; remarkable ability to listen with open mind and identify key issues. Clearly and persuasively expressed complex or controversial material, directly contributing to stated objectives.

INCIDENT PERSONNEL PERFORMANCE RATING (ICS 225)

1. Name:		2. Incident Name:			3. Incident Number:	
10. Evaluation						
Rating Factors	N/A	1 – Unacceptable	2	3 – Met Standards	4	5 – Exceeded Expectations
17. Ability To Work on a Team: Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.	<input type="checkbox"/>	Used teams ineffectively or at wrong times. Conflicts mismanaged or often left unresolved, resulting in decreased team effectiveness. Excluded team members from vital information. Stifled group discussions or did not contribute productively. Inhibited cross functional cooperation to the detriment of unit or service goals.	<input type="checkbox"/>	Skillfully used teams to increase unit effectiveness, quality, and service. Resolved or managed group conflict, enhanced cooperation, and involved team members in decision process. Valued team participation. Effectively negotiated work across functional boundaries to enhance support of broader mutual goals.	<input type="checkbox"/>	Insightful use of teams raised unit productivity beyond expectations. Inspired high level of esprit de corps, even in difficult situations. Major contributor to team effort. Established relationships and networks across a broad range of people and groups, raising accomplishments of mutual goals to a remarkable level.
18. Consideration for Personnel/Team Welfare: Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.	<input type="checkbox"/>	Seldom recognized or responded to needs of people; left outside resources untapped despite apparent need. Ignorance of individuals' capabilities increased chance of failure. Seldom recognized or rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Cared for people. Recognized and responded to their needs; referred to outside resources as appropriate. Considered individuals' capabilities to maximize opportunities for success. Consistently recognized and rewarded deserving subordinates or other IMT members.	<input type="checkbox"/>	Always accessible. Enhanced overall quality of life. Actively contributed to achieving balance among IMT requirements and professional and personal responsibilities. Strong advocate for subordinates; ensured appropriate and timely recognition, both formal and informal.
19. Directing Others: Ability to influence or direct others in accomplishing tasks or missions.	<input type="checkbox"/>	Showed difficulty in directing or influencing others. Low or unclear work standards reduced productivity. Failed to hold subordinates accountable for shoddy work or irresponsible actions. Unwilling to delegate authority to increase efficiency of task accomplishment.	<input type="checkbox"/>	A leader who earned others' support and commitment. Set high work standards; clearly articulated job requirements, expectations, and measurement criteria; held subordinates accountable. When appropriate, delegated authority to those directly responsible for the task.	<input type="checkbox"/>	An inspirational leader who motivated others to achieve results not normally attainable. Won people over rather than imposing will. Clearly articulated vision; empowered subordinates to set goals and objectives to accomplish tasks. Modified leadership style to best meet challenging situations.
20. Judgment/Decisions Under Stress: Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.	<input type="checkbox"/>	Decisions often displayed poor analysis. Failed to make necessary decisions, or jumped to conclusions without considering facts, alternatives, and impact. Did not effectively weigh risk, cost, and time considerations. Unconcerned with political drivers on organization.	<input type="checkbox"/>	Demonstrated analytical thought and common sense in making decisions. Used facts, data, and experience, and considered the impact of alternatives and political realities. Weighed risk, cost, and time considerations. Made sound decisions promptly with the best available information.	<input type="checkbox"/>	Combined keen analytical thought, an understanding of political processes, and insight to make appropriate decisions. Focused on the key issues and the most relevant information. Did the right thing at the right time. Actions indicated awareness of impact of decisions on others. Not afraid to take reasonable risks to achieve positive results.
21. Initiative Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.	<input type="checkbox"/>	Postponed needed action. Implemented or supported improvements only when directed to do so. Showed little interest in career development. Feasible improvements in methods, services, or products went unexplored.	<input type="checkbox"/>	Championed improvement through new ideas, methods, and practices. Anticipated problems and took prompt action to avoid or resolve them. Pursued productivity gains and enhanced mission performance by applying new ideas and methods.	<input type="checkbox"/>	Aggressively sought out additional responsibility. A self-learner. Made worthwhile ideas and practices work when others might have given up. Extremely innovative. Optimized use of new ideas and methods to improve work processes and decisionmaking.
22. Physical Ability for the Job: Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.	<input type="checkbox"/>	Failed to meet minimum standards of sobriety. Tolerated or condoned others' alcohol abuse. Seldom considered subordinates' health and well-being. Unwilling or unable to recognize and manage stress despite apparent need.	<input type="checkbox"/>	Committed to health and well-being of self and subordinates. Enhanced personal performance through activities supporting physical and emotional well-being. Recognized and managed stress effectively.	<input type="checkbox"/>	Remarkable vitality, enthusiasm, alertness, and energy. Consistently contributed at high levels of activity. Optimized personal performance through involvement in activities that supported physical and emotional well-being. Monitored and helped others deal with stress and enhance health and well-being.
23. Adherence to Safety: Ability to invest in the IMT's future by caring for the safety of self and others.	<input type="checkbox"/>	Failed to adequately identify and protect personnel from safety hazards.	<input type="checkbox"/>	Ensured that safe operating procedures were followed.	<input type="checkbox"/>	Demonstrated a significant commitment toward safety of personnel.
24. Remarks:						
25. Rated Individual (This rating has been discussed with me):						
Signature: _____			Date/Time: _____			
26. Rated by: Name: _____			Signature: _____			
Home Unit: _____			Position Held on This Incident: _____			
ICS 225			Date/Time: _____			

ICS 225 Incident Personnel Performance Rating

Purpose. The Incident Personnel Performance Rating (ICS 225) gives supervisors the opportunity to evaluate subordinates on incident assignments. THIS RATING IS TO BE USED ONLY FOR DETERMINING AN INDIVIDUAL'S PERFORMANCE ON AN INCIDENT/EVENT.

Preparation. The ICS 225 is normally prepared by the supervisor for each subordinate, using the evaluation standard given in the form. The ICS 225 will be reviewed with the subordinate, who will sign at the bottom. It will be delivered to the Planning Section before the rater leaves the incident

Distribution. The ICS 225 is provided to the Planning Section Chief before the rater leaves the incident.

Notes:

- Use a blank ICS 225 for each individual.
- Additional pages can be added based on individual need.

Block Number	Block Title	Instructions
1	Name	Enter the name of the individual being rated.
2	Incident Name	Enter the name assigned to the incident.
3	Incident Number	Enter the number assigned to the incident.
4	Home Unit Address	Enter the physical address of the home unit for the individual being rated.
5	Incident Agency and Address	Enter the name and address of the authority having jurisdiction for the incident.
6	Position Held on Incident	Enter the position held (e.g., Resources Unit Leader, Safety Officer, etc.) by the individual being rated.
7	Date(s) of Assignment • From • To	Enter the date(s) (month/day/year) the individual was assigned to the incident.
8	Incident Complexity Level <input type="checkbox"/> 1 <input type="checkbox"/> 2 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 5	Indicate the level of complexity for the incident.
9	Incident Definition	Enter a general definition of the incident in this block. This may be a general incident category or kind description, such as "tornado," "wildfire," "bridge collapse," "civil unrest," "parade," "vehicle fire," "mass casualty," etc.
10	Evaluation	Enter "X" under the appropriate column indicating the individual's level of performance for each duty listed.
	N/A	The duty did not apply to this incident.
	1 – Unacceptable	Does not meet minimum requirements of the individual element. Deficiencies/Improvements needed must be identified in Remarks.
	2 – Needs Improvement	Meets some or most of the requirements of the individual element. IDENTIFY IMPROVEMENT NEEDED IN REMARKS.
	3 – Met Standards	Satisfactory. Employee meets all requirements of the individual element.

Block Number	Block Title	Instructions
	4 – Fully Successful	Employee meets all requirements and exceeds one or several of the requirements of the individual element.
10	5 – Exceeded Expectations	Superior. Employee consistently exceeds the performance requirements.
11	Knowledge of the Job/ Professional Competence:	Ability to acquire, apply, and share technical and administrative knowledge and skills associated with description of duties. (Includes operational aspects such as marine safety, seamanship, airmanship, SAR, etc., as appropriate.)
12	Ability To Obtain Performance/Results:	Quality, quantity, timeliness, and impact of work.
13	Planning/Preparedness:	Ability to anticipate, determine goals, identify relevant information, set priorities and deadlines, and create a shared vision of the Incident Management Team (IMT).
14	Using Resources:	Ability to manage time, materials, information, money, and people (i.e., all IMT components as well as external publics).
15	Adaptability/Attitude:	Ability to maintain a positive attitude and modify work methods and priorities in response to new information, changing conditions, political realities, or unexpected obstacles.
16	Communication Skills:	Ability to speak effectively and listen to understand. Ability to express facts and ideas clearly and convincingly.
17	Ability To Work on a Team:	Ability to manage, lead and participate in teams, encourage cooperation, and develop esprit de corps.
18	Consideration for Personnel/Team Welfare:	Ability to consider and respond to others' personal needs, capabilities, and achievements; support for and application of worklife concepts and skills.
19	Directing Others:	Ability to influence or direct others in accomplishing tasks or missions.
20	Judgment/Decisions Under Stress:	Ability to make sound decisions and provide valid recommendations by using facts, experience, political acumen, common sense, risk assessment, and analytical thought.
21	Initiative	Ability to originate and act on new ideas, pursue opportunities to learn and develop, and seek responsibility without guidance and supervision.
22	Physical Ability for the Job:	Ability to invest in the IMT's future by caring for the physical health and emotional well-being of self and others.
23	Adherence to Safety:	Ability to invest in the IMT's future by caring for the safety of self and others.
24	Remarks	Enter specific information on why the individual received performance levels.
25	Rated Individual (This rating has been discussed with me) <ul style="list-style-type: none"> • Signature • Date/Time 	Enter the signature of the individual being rated. Enter the date (month/day/year) and the time (24-hour clock) signed.
26	Rated by <ul style="list-style-type: none"> • Name • Signature • Home Unit • Position Held on This Incident • Date/Time 	Enter the name, signature, home unit, and position held on the incident of the person preparing the form and rating the individual. Enter the date (month/day/year) and the time (24-hour clock) prepared.

Appendix A

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name: Bayview Tornado		2. Incident Number: 0502 (from F and A)		
*3. Report Version (check one box on left): <input checked="" type="checkbox"/> Initial <input type="checkbox"/> Update <input type="checkbox"/> Final	*4. Incident Commander(s) & Agency or Organization: N. Kempfer-Needland Fire, D. Roberts-Needland EMS, K. Anthony-Granger Co. Sheriff's Office, J. Davila-Needland PD, D.Doan-Granger	5. Incident Management Organization:	*6. Incident Start Date/Time: Date: 5-2-2009 Time: 1719 hours Time Zone: Central	
			*11. For Time Period: From Date/Time: 5-2-2009/2029hrs To Date/Time: 5-3-2009/0600hrs	
7. Current Incident Size or Area Involved (use unit label – e.g., "sq mi," "city block"): 9 Block area	8. Percent (%) Contained Completed 20%	*9. Incident Definition: Tornado	10. Incident Complexity Level: Type 3	

Approval & Routing Information

*12. Prepared By: Print Name: SL Gaithe ICS Position: Planning Deputy Date/Time Prepared: May 09, 2009 / 2249 hours	*13. Date/Time Submitted: 0600 hrs Time Zone: Central
*14. Approved By: Print Name: A. Archer ICS Position: Planning Chief Signature: _____	*15. Primary Location, Organization, or Agency Sent To: EOC

Incident Location Information

*16. State: Columbia	*17. County/Parish/Borough: Granger County	*18. City: Needland
19. Unit or Other: Needland EMS, Needland Police, Needland Fire	*20. Incident Jurisdiction: City of Needland	21. Incident Location Ownership (if different than jurisdiction): N/A
22. Longitude (indicate format): -97 23' 38.30 Latitude (indicate format): 27 47' 38.99	23. US National Grid Reference: N/A	24. Legal Description (township, section, range): Bayview area encompassing Bayview Convention Cntr
*25. Short Location or Area Description (list all affected areas or a reference point): City of Needland in Granger County, State of Columbia. The tornado struck the downtown area new the Bayview Convention Center.		26. UTM Coordinates: N/A
27. Note any electronic geospatial data included or attached (indicate data format, content, and collection time information and labels): N/A		

Incident Summary

*28. Significant Events for the Time Period Reported (summarize significant progress made, evacuations, incident growth, etc.): Responders call to the scene of a tornado touchdown that damaged many building in a 9 block area of Baytown, Evacuation as well as search and rescue efforts are underway. As of 23:50 42 victims have been confirmed deceased and 983 injuries.				
29. Primary Materials or Hazards Involved (hazardous chemicals, fuel types, infectious agents, radiation, etc.): None known at this time. Mostly Structural Damage and poor weather is hampering rescue/recovery efforts.				
30. Damage Assessment Information (summarize damage and/or restriction of use or availability to residential or commercial property, natural resources, critical infrastructure and key resources, etc.):	A. Structural Summary	B. # Threatened (72 hrs)	C. # Damaged	D. # Destroyed
	E. Single Residences			
	F. Nonresidential Commercial Property	50	12	5
	Other Minor Structures			
	Other			
ICS 209, Page 1 of 4		* Required when applicable.		

INCIDENT STATUS SUMMARY (ICS 209)

***1. Incident Name:** Bayview Tornado

2. Incident Number: 0502 (from F and A)

Additional Incident Decision Support Information

*31. Public Status Summary:	A. # This Reporting Period	B. Total # to Date	*32. Responder Status Summary:	A. # This Reporting Period	B. Total # to Date
<i>C. Indicate Number of Civilians (Public) Below:</i>			<i>C. Indicate Number of Responders Below:</i>		
D. Fatalities	102		D. Fatalities	4	
E. With Injuries/Illness	1837		E. With Injuries/Illness		
F. Trapped/In Need of Rescue			F. Trapped/In Need of Rescue		
G. Missing (note if estimated)			G. Missing		
H. Evacuated (note if estimated)			H. Sheltering in Place		
I. Sheltering in Place (note if estimated)			I. Have Received Immunizations		
J. In Temporary Shelters (note if est.)	700		J. Require Immunizations		
K. Have Received Mass Immunizations	0		K. In Quarantine		
L. Require Immunizations (note if est.)	0				
M. In Quarantine	0				
<i>N. Total # Civilians (Public) Affected:</i>			<i>N. Total # Responders Affected:</i>		

33. Life, Safety, and Health Status/Threat Remarks:
 May trapped and missing victims

*34. Life, Safety, and Health Threat Management:	A. Check if Active
A. No Likely Threat	<input type="checkbox"/>
B. Potential Future Threat	<input checked="" type="checkbox"/>
C. Mass Notifications in Progress	<input type="checkbox"/>
D. Mass Notifications Completed	<input type="checkbox"/>
E. No Evacuation(s) Imminent	<input type="checkbox"/>
F. Planning for Evacuation	<input type="checkbox"/>
G. Planning for Shelter-in-Place	<input type="checkbox"/>
H. Evacuation(s) in Progress	<input checked="" type="checkbox"/>
I. Shelter-in-Place in Progress	<input checked="" type="checkbox"/>
J. Repopulation in Progress	<input checked="" type="checkbox"/>
K. Mass Immunization in Progress	<input type="checkbox"/>
L. Mass Immunization Complete	<input type="checkbox"/>
M. Quarantine in Progress	<input type="checkbox"/>
N. Area Restriction in Effect	<input checked="" type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>
	<input type="checkbox"/>

35. Weather Concerns (synopsis of current and predicted weather; discuss related factors that may cause concern):
 Heavy rain and severe weather

36. Projected Incident Activity, Potential, Movement, Escalation, or Spread and influencing factors during the next operational period and in 12-, 24-, 48-, and 72-hour timeframes:

12 hours: Search and rescue, looting, shelter for 1st responders, demobilization

24 hours: Treatment and transport of victims, restore utilities

48 hours: Area clean up

72 hours: Restore business

Anticipated after 72 hours: Rebuild

37. Strategic Objectives (define planned end-state for incident):
 The desired outcome is to restore life and property to normal operation as soon as possible.

* Required when applicable.

INCIDENT STATUS SUMMARY (ICS 209)

*1. Incident Name: Bayview Tornado

2. Incident Number: 0502 (from F and A)

Additional Incident Decision Support Information (continued)

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

12 hours: Heavy casualties taxing the EMS system. Severe weather, need for additional Engines

24 hours: N/A

48 hours: Need for relief teams, supplies and equipment

72 hours: Need for supplies, food and drink

Anticipated after 72 hours: Same

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

12 hours: Loss of 6 Engines that are needed by to their community

24 hours:

48 hours:

72 hours:

Anticipated after 72 hours:

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

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

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

41. Planned Actions for Next Operational Period:

Continue with search, rescue and safety operations

42. Projected Final Incident Size/Area (use unit label – e.g., "sq mi"): 9 Sq blocks

43. Anticipated Incident Management Completion Date: Unknown

44. Projected Significant Resource Demobilization Start Date: 4 May 2009

45. Estimated Incident Costs to Date: 277,578

46. Projected Final Incident Cost Estimate: Unknown

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

INCIDENT STATUS SUMMARY (ICS 209)

1. Incident Name: Bayview Tornado

2. Incident Number: 0502 (from F and A)

Incident Resource Commitment Summary

48. Agency or Organization:	49. Resources (summarize resources by category, kind, and/or type; show # of resources on top 1/2 of box, show # of personnel associated with resource on bottom 1/2 of box):																	50. Additional Personnel not assigned to a resource:	51. Total Personnel (includes those associated with resources - e.g., aircraft or engines - and individual overhead):					
	Police Motor units	ALS Ambulance	BLS Ambulance	Engine	Ladder Truck	Bus - 45 Pass	Medic	Animal Cont. Off	Backhoe	EMS Res. Team	Rescue	DPW Sedan	Dump Truck	DPW Light Plant	Structural Eng.	Street Sweeper	Heavy Rescue			Police Officer	Medical Examiner	Busses - 20 Passw	Portable Morgue	
City of Needland	33 33	16 32	4 8	22 88	7 28		12 24	5 5	7 7	3 45		4 4	5 5	11 11	3 3	4 4	3 3	40 40	2 1		1 9	19	302	
Granger County Fire Department				15 60	7 28																		8	96
Arkansas Pass Fire Department	3 3	3 6		3 12	2 8		8 8				3 6							5 5					6	54
Boise Fire Department			2 4	2 8	2 8		6 6			2 8													4	38
Calvinton Fire Department		2 4		3 12	2 8		4 4																2	30
Columbia State Police	6 6																	7 7					1	14
Granger Area Transit Enterprise					18 18															12 12			3	33
Granger County EMS		21 42	9 18				16 16																4	80
Granger County Sheriff	12 12																						15	50
City of Pleasant Grove	17 17		5 20	2 8		6 6				1 4		2 4	2 4					11 11					9	83
MED STAT									3 20															30
Port Arkansas	5 5																							5
Taft Police Department	3 3																	4 4						7
Granger County DPW							4 4				6 6	7 7		8 8									14	39
52. Total Resources	79	42	15	50	22	18	52	5	11	5	6	4	13	20	3	12	3	90	2	12	1	85	861	

53. Additional Cooperating and Assisting Organizations Not Listed Above:

Communication Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from the Logistics Section Chief or Service Branch Director.

2. Organize and staff Unit as appropriate:

- Assign Communications Center Manager and Lead Incident Dispatcher.
- Assign Message Center Manager and ensure adequate staff is assigned to answer phones and attend fax machines.

3. Assess communications systems/frequencies in use; advise on communications capabilities/limitations.

4. Develop and implement effective communications procedures (flow) internal and external to the incident/Incident Command Post.

5. Assess Incident Command Post phone load and request additional lines as needed.

6. Prepare and implement Incident Communications Plan (ICS Form 205):

- Obtain current organizational chart.
- Determine most hazardous tactical activity; ensure adequate communications.
- Make communications assignments to all other Operations elements, including volunteer, contract, or mutual aid.
- Determine Command communications needs.
- Determine support communications needs.
- Establish and post any specific procedures for use of Incident Command Post communications equipment.

Communication Unit Leader Position Checklist

7. Include cellular phones and pagers in Incident Communications Plan (ICS Form 205), if appropriate:

- Determine specific organizational elements to be assigned telephones.
- Identify all facilities/locations with which communications must be established (shelters, press area, liaison area, agency facilities, other governmental entities' Emergency Operations Centers (EOCs), etc.), identify and document phone numbers.
- Determine which phones/numbers should be used by what personnel and for what purpose. Assign specific telephone numbers for **incoming** calls, and report these numbers to staff and off-site parties such as other local jurisdictions, State and Federal agencies.
- **Do not publicize OUTGOING call lines.**

8. Activate, serve as contact point, and supervise the integration of volunteer radio organizations into the communications system.

9. Ensure radio and telephone logs are available and being used.

10. Determine need and research availability of additional nets and systems:

- Order through Supply Unit after approval by Section Chief.
- Federal systems:
 - Additional radios and other communications devices, including repeaters, radio-telephone interconnects and satellite down-link capabilities may be available through FEMA or the USDA Forest Service.

11. Document malfunctioning communications equipment, facilitate repair.

12. Establish and maintain communications equipment accountability system.

13. Provide technical information, as required, on:

- Adequacy of communications system currently in use.
- Geographic limitation on communications equipment.
- Equipment capabilities.
- Amount and types of equipment available.
- Anticipated problems in the use of communications equipment.

Communication Unit Leader Position Checklist

14. Estimate Unit needs for expected operations; order relief personnel.

15. Provide briefing to relief on current activities and unusual situations.

16. Document all activity on Unit Log (ICS Form 214).

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Compensation/Claims Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine accidents/injuries to date.
- Determine status of investigations.

2. Establish contact with incident Safety Officer and Liaison Officer or department/agency representatives.

3. Determine the need for Compensation for Injury and Claims Specialists, request additional personnel, as necessary.

4. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.

5. Ensure that volunteer personnel have been appropriately registered.

6. Ensure written authority for persons requiring medical treatment.

7. Ensure correct billing forms for transmittal to doctor and/or hospital.

8. Ensure all witness statements and statements from Safety Officer and Medical Unit are reviewed for completeness.

9. Coordinate with Safety Officer to:

- Provide liaison with Occupational Safety and Health Administration (OSHA).
- Provide analysis of injuries.
- Ensure appropriate level of personal protective equipment (PPE) is being used, and that personnel have been trained in its use.

10. Maintain copies of hazardous materials and other medical debriefings; ensure they are included as part of the final incident package.

11. Provide briefing to relief on current activities and unusual events

12. Document all activity on Unit Log (ICS Form 214).

Compensation/Claims Unit Leader Position Checklist

Claims Specialist:

- 1. Work closely with Operations and Planning for information from the field.
- 2. Some agencies/Units have "Claims Teams" who are trained to do claims investigation and documentation for large incidents.
- 3. Coordinate with FEMA, private aid organizations (Red Cross), and other Government agencies for claims documentation and their needs (the Liaison Officer can often be a help coordinate and obtain information from other agencies or private entities).
- 4. "Damage assessment" for ongoing disaster recovery is normally not the responsibility of the Compensation and Claims Unit. However, information gathered by the Unit may be forwarded to the agency as part of its recovery effort.

Compensation for Injury Specialist:

- 1. Determine accidents/injuries to date.
- 2. Coordinate with incident Safety Officer, Liaison Officer and/or department/agency representatives.
- 3. Work with Safety Officer to determine trends of accidents and provide analysis of injuries.
- 4. Work with local agency representatives to find treatment options for injuries.
- 5. Establish procedures with Medical Unit Leader on prompt notification of injuries or deaths.
- 6. Prepare written authority for persons requiring medical treatment, and correct billing forms for transmittal to doctor and/or hospital. Ensure all witness statements are reviewed for completeness.
- 7. Keep informed and report on status of hospitalized personnel.
- 8. Maintain log of all injuries occurring on incident.
- 9. Arrange for notification of next of kin for serious injuries and deaths (this will be done through Command).

Cost Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Finance/Administration Section Chief:

- Determine reporting time-lines.
- Determine standard and special reports required.
- Determine desired report format.

2. Obtain and record all cost data:

- Agency Equipment costs.
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

3. Identify in reports all equipment/personnel requiring payment.

4. Prepare incident cost summaries by operational period, or as directed by the Finance/Administration Section Chief.

5. If cost share agreement is done, determine what costs need to be tracked. They may be different than total incident costs.

6. Prepare resources use cost estimates for Planning:

- Make sure estimates are updated with actual costs as they become available.
- Make sure information is provided to Planning according to Planning's schedule.

Cost Unit Leader Position Checklist

7. Make recommendations on cost savings to Finance/Administration Section Chief. This must be coordinated with Operations and Planning Sections—use of high cost equipment may have justifications unknown to Finance/Administration.

8. Maintain cumulative incident cost records. Costs should reflect each individual entity (individual or crew personnel, individual pieces of equipment, food, facilities) the entity's agency or contractor, pay premiums (overtime/hazard). These records should reflect:

- Agency, contract, and/or mutual aid equipment costs.
- Agency, contract, and/or mutual aid personnel costs and pay premiums (straight, hazard, and overtime).
- Contract or mutual aid equipment costs.
- Contract or mutual aid personnel costs.
- Damage to agency facilities, infrastructure, equipment or vehicles.
- Supplies.
- Food.
- Facility rental.

9. Ensure that all cost documents are accurately prepared.

10. Enter data into an agency cost analysis system (Incident Cost Analysis Reporting System (ICARS) or similar system, if appropriate).

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).

Demobilization Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Planning Section Chief:

- Determine objectives, priorities and constraints on demobilization.

2. Review incident resource records to determine scope of demobilization effort:

- Resource tracking system.
- Check-in forms.
- Master resource list.

3. Meet with agency representatives to determine:

- Agencies not requiring formal demobilization.
- Personnel rest and safety needs.
- Coordination procedures with cooperating-assisting agencies.

4. Assess the current and projected resource needs of the Operations Section.

5. Obtain identification of surplus resources and probable release times.

6. Determine logistical support needs of released resources (rehab, transportation, equipment replacement, etc.).

7. Determine Finance/Administration, Communications, Supply, and other incident check-out stops.

8. Determine de-briefing requirements.

9. Establish communications links with off-incident organizations and facilities.

Demobilization Unit Leader Position Checklist

10. Prepare Demobilization Plan (ICS Form 221):

- General - Discussion of demobilization procedure.
- Responsibilities - Specific implementation responsibilities and activities.
- Release Priorities - According to agency and kind and type of resource.
- Release Procedures - Detailed steps and process to be followed.
- Directories - Maps, telephone numbers, instructions and other needed elements.
- Continuity of operations (follow up to incident operations):
 - Public Information.
 - Finance/Administration.
 - Other.
- Designate to whom outstanding paperwork must be submitted.
- Include demobilization of Incident Command Post staff. In general, Incident Command Post staff will not be released until:
 - Incident activity and work load are at the level the agency can reasonably assume.
 - Incident is controlled.
 - On-scene personnel are released except for those needed for final tactical assignments.
 - Incident Base is reduced or in the process of being shut down.
 - Planning Section has organized final incident package.
 - Finance/Administration Section has resolved major known finance problems and defined process for follow-up.
 - Rehabilitation/cleanup accomplished or contracted.
 - Team has conducted or scheduled required debriefings.

11. Obtain approval of Demobilization Plan (ICS Form 221) from Planning Section Chief.

12. Distribute Demobilization Plan (ICS Form 221) to processing points both on and off incident.

13. Monitor implementation of Demobilization Plan (ICS Form 221).

Demobilization Unit Leader Position Checklist

14. Assist in the coordination of the Demobilization Plan (ICS Form 221).

15. Provide briefing to relief on current activities and unusual events.

16. Document all activity on Unit Log (ICS Form 214).

17. Give completed incident files to Documentation Unit Leader for inclusion in the final incident package.

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Documentation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish work area:

- Ensure adequate duplication capability for large-scale operations and adequate staff to assist in the duplication and documentation process.

4. Establish and organize incident files.

5. Establish duplication services, and respond to requests.

6. Determine number needed and duplicate Incident Action Plan (IAP) accordingly.

7. Retain and file duplicate copies of official forms and reports.

8. Accept and file reports and forms submitted by incident personnel.

9. Check the accuracy and completeness of records submitted for files.

10. Ensure that legal restrictions on public and exempt records are observed.

11. Provide briefing to relief on current activities and unusual events.

12. Document all activity on Unit Log (ICS Form 214).

13. Give completed incident files to Planning Section Chief.

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Facilities Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task



1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Expected duration and scope of the incident.
- Facilities already activated.
- Anticipated facility needs.



2. Obtain a copy of the Incident Action Plan (IAP) and determine:

- Location of Incident Command Post.
- Staging Areas.
- Incident Base.
- Supply/Receiving/Distribution Centers.
- Information/Media Briefing Center.
- Other incident facilities.



3. Determine requirements for each facility to be established:

- Sanitation.
- Sleeping.
- Feeding.
- Supply area.
- Medical support.
- Communications needs.
- Security needs.
- Lighting.

Facilities Unit Leader Position Checklist

4. In cooperation with other incident staff, determine the following requirements for each facility:

- Needed space.
- Specific location.
- Access.
- Parking.
- Security.
- Safety.

5. Plan facility layouts in accordance with above requirements.

6. Coordinate negotiation for rental office or storage space:

- < 60 days - Coordinate with Procurement Unit.
- > 60 days - Coordinate with Procurement Unit, agency Facilities Manager, and agency Finance Department.

7. Video or photograph rental office or storage space prior to taking occupancy.

8. Document all activity on Unit Log (ICS Form 214).

Finance/Administration Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader.



Task



1. Obtain briefing from Incident Commander:

- Incident objectives.
- Participating/coordinating agencies.
- Anticipated duration/complexity of incident.
- Determine any political considerations.
- Obtain the names of any agency contacts the Incident Commander knows about.
- Possibility of cost sharing.
- Work with Incident Commander and Operations Section Chief to ensure work/rest guidelines are being met, as applicable.



2. Obtain briefing from agency administrator:

- Determine level of fiscal process required.
- Delegation of authority to Incident Commander, as well as for financial processes, particularly procurement.
- Assess potential for legal claims arising out of incident activities.
- Identify applicable financial guidelines and policies, constraints and limitations.

Finance/Administration Section Chief Position Checklist

3. Obtain briefing from agency Finance/Administration representative:

- Identify financial requirements for planned and expected operations.
- Determine agreements are in place for land use, facilities, equipment, and utilities.
- Confirm/establish procurement guidelines.
- Determine procedure for establishing charge codes.
- Important local contacts.
- Agency/local guidelines, processes.
- Copies of all incident-related agreements, activated or not.
- Determine potential for rental or contract services.
- Is an Incident Business Advisor (IBA) available, or the contact information for an agency Financial/Administration representative?
- Coordinate with Command and General Staff and agency Human Resources staff to determine the need for temporary employees.
- Ensure that proper tax documentation is completed.
- Determine whether hosting agency will maintain time records, or whether the incident will document all time for the incident, and what forms will be used.

4. Ensure all Sections and the Supply Unit are aware of charge code.

5. Attend Planning Meeting:

- Provide financial and cost-analysis input.
- Provide financial summary on labor, materials, and services.
- Prepare forecasts on costs to complete operations.
- Provide cost benefit analysis, as requested.
- Obtain information on status of incident; planned operations; changes in objectives, use of personnel, equipment, aircraft; and local agency/political concerns.

Finance/Administration Section Chief Position Checklist

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

6. Gather continuing information:

- Equipment time – Ground Support Unit Leader and Operations Section.
- Personnel time – Crew Leaders, Unit Leaders, and individual personnel.
- Accident reports – Safety Officer, Ground Support Unit Leader, and Operations Section.
- Potential and existing claims – Operations Section, Safety Officer, equipment contractors, agency representative, and Compensation/Claims Unit Leader.
- Arrival and demobilization of personnel and equipment – Planning Section.
- Daily incident status – Planning Section.
- Injury reports – Safety Officer, Medical Unit Leader, and Compensation/Claims Unit Leader.
- Status of supplies – Supply Unit Leader and Procurement Unit Leader.
- Guidelines of responsible agency – Incident Business Advisor, local administrative personnel.
- Use agreements – Procurement Unit Leader and local administrative personnel.
- What has been ordered? – Supply Unit Leader.
- Unassigned resources – Resource Unit Leader and Cost Unit Leader.

Finance/Administration Section Chief Position Checklist

7. Meet with assisting and cooperating agencies, as required, to determine any cost-share agreements or financial obligation.

8. Coordinate with all cooperating agencies and specifically administrative personnel in hosting agency.

9. Initiate, maintain, and ensure completeness of documentation needed to support claims for emergency funds, including auditing and documenting labor, equipment, materials, and services:

- Labor - with breakdown of work locations, hours and rates for response personnel, contract personnel, volunteers, and consultants.
- Equipment - with breakdown of work locations, hours and rates for owned and rented aircraft, heavy equipment, fleet vehicles, and other equipment.
- Materials and supplies purchased and/or rented, including equipment, communications, office and warehouse space, and expendable supplies.

10. Initiate, maintain, and ensure completeness of documentation needed to support claims for injury and property damage. (Injury information should be kept on contracted personnel formally assigned to the incident, as well as paid employees and mutual aid personnel).

11. Ensure that all personnel time records reflect incident activity and that records for non-agency personnel are transmitted to home agency or department according to policy:

- Notify incident management personnel when emergency timekeeping process is in effect and where timekeeping is taking place.
- Distribute time-keeping forms to all Sections-ensure forms are being completed correctly.

12. Ensure that all obligation documents initiated by the incident are properly prepared and completed.

13. Assist Logistics in resource procurement:

- Identify vendors for which open purchase orders or contracts must be established.
- Negotiate ad hoc contracts.

14. Ensure coordination between Finance/Administration and other Command and General Staff.

15. Coordinate Finance/Administration demobilization.

16. Provide briefing to relief on current activities and unusual events.

Finance/Administration Section Chief Position Checklist

17. Ensure all Logistics Units are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

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Food Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Logistics Section Chief or Service Branch Director:

- Determine potential duration of incident.
- Number and location of personnel to be fed.
- Last meal provided.
- Proposed time of next meal.

2. Determine food service requirements for planned and expected operations.

3. Determine best method of feeding to fit situation and obtain bids if not done prior to incident (coordinate with Procurement Unit).

4. Determine location of working assignment.

5. Ensure sufficient potable water and beverages for all incident personnel.

6. Coordinate transportation of food and drinks to the scene with Ground Support and Operations Section Chief.

7. Ensure that appropriate health and safety measures are taken and coordinate activity with Safety Officer.

8. Supervise administration of food service agreement, if applicable.

9. Provide copies of receipts, bills to Finance/Administration Section.

10. Let Supply Unit know when food orders are complete.

11. Provide briefing to relief on current activities and unusual situations.

12. Document all activity on Unit Log (ICS Form 214).

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Ground Support Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Fueling needs of apparatus on incident.
- Transportation needed for responders.
- Location of Supply Unit receiving and distribution point(s).
- Incident transportation maps and restrictions on transportation routes.
- Need for vehicle repair services, and policy toward repair and fueling of mutual aid and rental equipment.

2. Staff Unit by the above considerations, as indicated.

3. Consider the need to use agency pool vehicles or rental vehicles to augment transportation resources.

4. Support out-of-service resources according to agreement for mutual aid and rental equipment.

5. Notify Resources Unit of all changes on support and transportation vehicles.

6. Arrange for and activate towing, fueling, maintenance, and repair services.

7. Maintain fuel, parts, and service use records and cost summaries. Forward to Finance/Administration Section.

8. Maintain inventory of support and transportation vehicles.

Ground Support Unit Leader Position Checklist

9. Provide transportation services:

- Review Incident Action Plan (IAP) for transportation requirements.
- Review inventory for needed resources.
- Request additional resources through Supply Unit. Give type, time needed, and reporting location.
- Schedule use of support vehicles.
- Document mileage, fuel consumption, and other costs.

10. Implement Transportation Plan:

- Determine time-lines.
- Identify types of services required.
- Assign resources required to implement Transportation Plan.

11. Ensure that the condition of rental equipment is documented prior to use and coordinate with Procurement Unit Leader.

12. Document all activity on Unit Log (ICS Form 214).

Incident Commander Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Ensure welfare and safety of incident personnel.

2. Supervise Command and General Staff.

3. Obtain initial briefing from current Incident Commander and agency administrator.

4. Assess incident situation:

- Review the current situation status and initial incident objectives. Ensure that all local, State and Federal agencies impacted by the incident have been notified.

5. Determine need for, establish, and participate in Unified Command.

6. Authorize protective action statements, as necessary.

7. Activate appropriate Command and General Staff positions. Safety Officer must be appointed on hazardous materials incidents:

- Confirm dispatch and arrival times of activated resources.
- Confirm work assignments.

8. Brief staff:

- Identify incident objectives and any policy directives for the management of the incident.
- Provide a summary of current organization.
- Provide a review of current incident activities.
- Determine the time and location of first Planning Meeting.

9. Determine information needs and inform staff of requirements.

10. Determine status of disaster declaration and delegation of authority.

Incident Commander Position Checklist

11. Establish parameters for resource requests and releases:

- Review requests for critical resources.
- Confirm who has ordering authority within the organization.
- Confirm those orders that require Command authorization.

12. Authorize release of information to the media:

- If operating within a Unified Command, ensure all Incident Commanders approve release.

13. Establish level of planning to be accomplished:

- Written Incident Action Plan (IAP).
- Contingency planning.
- Formal Planning Meeting.

14. Ensure Planning Meetings are conducted as indicated:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

Incident Commander Position Checklist

15. Approve and authorize implementation of the IAP:

- Review IAP for completeness and accuracy.
- Verify that objectives are incorporated and prioritized.
- Sign ICS Form 202.

16. Ensure Command and General Staff coordination:

- Periodically check progress on assigned tasks of Command and General Staff personnel.
- Approve necessary changes to strategic goals and IAP.
- Ensure that Liaison Officer is making periodic contact with participating agencies.

17. Work with agency staff to declare state of emergency according to agency protocol.

18. Keep agency administrator informed on incident-related problems and progress.

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Liaison Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Incident Commander:

- Obtain summary of incident organization (ICS Forms 201 and 203).
- Determine companies/agencies/non-governmental organizations already involved in the incident, and whether they are assisting (have tactical equipment and/or personnel assigned to the organization), or cooperating (operating in a support mode "outside" the organization).

2. Obtain cooperating and assisting agency information, including:

- Contact person(s).
- Radio frequencies.
- Phone numbers.
- Cooperative agreements.
- Resource type.
- Number of personnel.
- Condition of personnel and equipment.
- Agency constraints/limitations.

3. Establish workspace for Liaison function and notify agency representatives of location.

4. Contact and brief assisting/cooperating agency representatives and mutual aid cooperators.

5. Interview agency representatives concerning resources and capabilities, and restrictions on use-provide this information at planning meetings.

6. Work with Public Information Officer and Incident Commander to coordinate media releases associated with inter-governmental cooperation issues.

Liaison Officer Position Checklist

7. Monitor incident operations to identify potential inter-organizational problems. Keep Command apprised of such issues:

- Bring complaints pertaining to logistical problems, inadequate communications, and strategic and tactical direction to the attention of Incident Management Team (IMT).

8. Participate in Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

9. Document all activity on Unit Log (ICS Form 214).

Logistics Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Branch Director or Unit Leader.



Task

1. Obtain briefing from Incident Commander:

- Review situation and resource status for number of personnel assigned to incident.
- Review current organization.
- Determine which incident facilities have been/should be activated.

2. Ensure Incident Command Post and other incident facilities are physically activated, as appropriate.

3. Confirm resource ordering process.

4. Assess adequacy of current Incident Communications Plan (ICS Form 205).

5. Organize and staff Logistics Section, as appropriate, and consider the need for facility security, and Communication and Supply Units.

6. Assemble, brief, and assign work locations and preliminary work tasks to Section personnel:

- Provide summary of emergency situation.
- Provide summary of the kind and extent of Logistics support the Section may be asked to provide.

7. Notify Resources Unit of other Units activated, including names and location of assigned personnel.

Logistics Section Chief Position Checklist

8. Attend Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

9. Participate in preparation of Incident Action Plan (IAP):

- Provide input on resource availability, support needs, identified shortages, and response time-lines for key resources.
- Identify future operational needs (both current and contingency), in order to anticipate logistical requirements.
- Ensure Incident Communications Plan (ICS Form 205) is prepared.
- Ensure Medical Plan (ICS Form 206) is prepared.
- Assist in the preparation of Transportation Plan.

10. Review IAP and estimate section needs for next operational period; order relief personnel if necessary.

11. Research availability of additional resources.

12. Hold Section meetings, as necessary, to ensure communication and coordination among Logistics Branches and Units.

13. Ensure coordination between Logistics and other Command and General Staff.

14. Ensure general welfare and safety of Section personnel.

Logistics Section Chief Position Checklist

15. Provide briefing to relief on current activities and unusual situations.

16. Ensure that all personnel observe established level of operational security.

17. Ensure all Logistics functions are documenting actions on Unit Log (ICS Form 214).

18. Submit all Section documentation to Documentation Unit.

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Medical Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Service Branch Director or Logistics Section Chief:

- Obtain information on any injuries that occurred during initial response operations.
- Name and location of Safety Officer.

2. Determine level of emergency medical activities performed prior to activation of Medical Unit:

- Number and location of aid stations.
- Number and location of stand-by ambulances, helicopters, and medical personnel to assign to the incident.
- Potential for special medical problems, i.e., hypothermia, dehydration, heat stroke, exposure to hazardous materials, etc.
- Medical supplies needed.

3. Respond to requests for medical treatment and transportation.

4. Request/supervise ambulance support. Order through established Incident chain of command.

5. Prepare the Medical Plan (ICS Form 206), including procedures for major medical emergency. **This plan should be coordinated with the medical organization within the Operations Section.** Plan should include:

- Medical Assembly Area.
- Triage Area.
- Ambulance Traffic Route.
- Landing Zone for Life flight (incident and hospital).
- Aid Station Location(s).
- Hazard specific information (HAZMAT treatment, etc.).
- Closest hospitals.
- Consideration should be given to separate treatment areas for responders and victims, as well as sending all responders to a single hospital.

Medical Unit Leader Position Checklist

- 6. Obtain Safety Officer approval for Medical Plan.
- 7. Coordinate Medical Plan with local hospitals.
- 8. Respond to requests for medical aid.
- 9. Notify Safety Officer and Logistics Section Chief of all accidents and injuries.
- 10. Respond to requests for medical supplies.
- 11. Prepare medical reports; provide copies to Documentation Unit.
- 12. Submit reports as directed; provide copies to Documentation Unit Leader.
- 13. Provide briefing to relief on current activities and unusual circumstances.
- 14. Document all activity on Unit Log (ICS Form 214).

Operations Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Operations Section Chief or Incident Commander:
 - Determine resources assigned to the Branch, current location, and activities.
 - Review assignments for Divisions and/or Groups within Branch and modify based on effectiveness of current operations.
 - If modification requires re-assignment or changes of status of resources, provide resource information to the Operations Section Chief or Incident Commander.
 - Determine general organizational structure, including identification of other Branches, Divisions, and Groups operating on the incident.

2. Attend Operations Briefing.

3. Develop tactical assignments, with subordinates, for Branch control operations.

4. Assign specific work tasks to Division/Group Supervisors.

5. Resolve logistical problems reported by subordinates:
 - Monitor radio transmissions and cell phone use to assess communications needs.
 - Ensure resources receive adequate food, liquids, and rehabilitation.
 - Request additional resources through approved ordering channels.

6. Report to Operations Section Chief whenever:
 - Incident Action Plan (IAP) is to be modified.
 - Additional resources are needed.
 - Surplus resources are available.
 - Hazardous situations or significant events occur.

7. Coordinate activities with other Branch Directors.

Operations Branch Director Position Checklist

8. Attend Planning Meetings at the request of the Operations Section Chief.

9. Debrief on shift activities, prior to leaving shift, with Operations Section Chief and Planning Section Chief or Situation Unit Leader.

10. Ensure Branch fiscal record-keeping.

11. Document all activity on Unit Log (ICS Form 214).

Operations Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Incident Commander:

- Determine incident objectives and recommended strategies.
- Determine status of current tactical assignments.
- Identify current organization, location of resources, and assignments.
- Confirm resource ordering process.
- Determine location of current Staging Areas and resources assigned there.

2. Organize Operations Section to ensure operational efficiency, personnel safety and adequate span of control.

3. Establish operational period.

4. Establish and demobilize Staging Areas.

5. Attend Operations Briefing and assign Operations personnel in accordance with Incident Action Plan (IAP):

- Brief Staging Area Manager on types and numbers of resources to be maintained in Staging.
- Brief tactical elements (Branches, Divisions/Groups, Task Force/Strike-Team Leaders) on assignments, ordering process, protective equipment, and tactical assignments.

6. Develop and manage tactical operations to meet incident objectives.

Operations Section Chief Position Checklist

7. Assess life safety:

- Adjust perimeters, as necessary, to ensure scene security.
- Evaluate and enforce use of appropriate protective clothing and equipment.
- Implement and enforce appropriate safety precautions.

8. Evaluate situation and provide update to Planning Section:

- Location, status, and assignment of resources.
- Effectiveness of tactics.
- Desired contingency plans.

9. Determine need and request additional resources.

10. Notify Resources Unit of Section Branches, Divisions/Groups, Strike Teams/Task Forces, and single resources which are staffed, including location of resources and names of leaders.

11. Keep Resources Unit up to date on changes in resource status.

12. Write formal Operations portion of IAP with the Planning Section Chief, if so directed by the Incident Commander:

- Identify assignments by Division or Group.
- Identify specific tactical assignments.
- Identify resources needed to accomplish assignments.

Operations Section Chief Position Checklist

13. Ensure coordination of the Operations Section with other Command and General Staff:

- Ensure Operations Section time-keeping, activity logs, and equipment use documents are maintained and passed to Planning, Logistics, and Finance/Administration Sections, as appropriate.
- Ensure resource ordering and logistical support needs are passed to Logistics in a timely fashion-enforce ordering process.
- Notify Logistics of communications problems.
- Keep Planning up-to-date on resource and situation status.
- Notify Liaison Officer of issues concerning cooperating and assisting agency resources.
- Keep Safety Officer involved in tactical decision-making.
- Keep Incident Commander apprised of status of operational efforts.
- Coordinate media field visits with the Public Information Officer.

14. Attend the Tactics Meeting with Planning Section Chief, Safety Officer, and Incident Commander prior to the Planning Meeting to review strategy, discuss tactics, and outline organization assignments.

15. Attend Planning Meetings:

Sample Planning Meeting Agenda

	Agenda Item	Responsible Party
1	Briefing on situation/resource status.	Planning/Operations Section Chiefs
2	Discuss safety issues.	Safety Officer
3	Set/confirm incident objectives.	Incident Commander
4	Plot control lines & Division boundaries.	Operations Section Chief
5	Specify tactics for each Division/Group.	Operations Section Chief
6	Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7	Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8	Develop resource order.	Logistics Section Chief
9	Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10	Provide financial update.	Finance/Administration Section Chief
11	Discuss interagency liaison issues.	Liaison Officer
12	Discuss information issues.	Public Information Officer
13	Finalize/approve/implement plan.	Incident Commander/All

16. Hold Section meetings, as necessary, to ensure communication and coordination among Operations Branches, Divisions, and Groups.

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Planning Section Chief Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident. Tasks may be delegated to the appropriate Unit Leader



Task

1. Obtain briefing from Incident Commander:
 - Determine current resource status (ICS Form 201).
 - Determine current situation status/intelligence (ICS Form 201).
 - Determine current incident objectives and strategy.
 - Determine whether Incident Commander requires a written Incident Action Plan (IAP).
 - Determine time and location of first Planning Meeting.
 - Determine desired contingency plans.

2. Activate Planning Section positions, as necessary, and notify Resources Unit of positions activated.

3. Establish and maintain resource tracking system.

4. Complete ICS Form 201, if not previously completed, and provide copies to Command, Command Staff, and General Staff.

5. Advise Incident Command Post (ICP) staff of any significant changes in incident status.

6. Compile and display incident status summary information. Document on ICS Form 209, Incident Status Summary (or other approved agency forms):
 - Forward incident status summaries to Agency Administrator and/or other designated staff once per operational period, or as required.
 - Provide copy to Public Information Officer.

7. Obtain/develop incident maps.

8. Establish information requirements and reporting schedules for ICP and field staff.

Planning Section Chief Position Checklist

9. Prepare contingency plans:

- Review current and projected incident and resource status.
- Develop alternative strategies.
- Identify resources required to implement contingency plan.
- Document alternatives for presentation to Incident Commander and Operations, and for inclusion in the written IAP.

10. Meet with Operations Section Chief and/or Command, prior to Planning Meetings, to discuss proposed strategy and tactics and diagram incident organization and resource location.

11. Conduct Planning Meetings according to following agenda:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

12. Supervise preparation and distribution of the written IAP, if indicated. Minimum distribution is to all Command, Command Staff, General Staff, and Operations personnel to the Division/Group Supervisor level:

- Establish information requirements and reporting schedules for use in preparing the IAP.
- Ensure that detailed contingency plan information is available for consideration by Operations and Command.
- Verify that all support and resource needs are coordinated with Logistics Section prior to release of the IAP.

Planning Section Chief Position Checklist

- Include fiscal documentation forms in written IAP as requested by the Finance/Administration Section.
 - Coordinate IAP changes with General Staff personnel and distribute written changes, as appropriate.
- 13. Coordinate development of Incident Traffic Plan with Operations and the Ground Support Unit Leader.
- 14. Coordinate preparation of the Safety Message with Safety Officer.
- 15. Coordinate preparation of the Incident Communications Plan and Medical Plan with Logistics.
- 16. Instruct Planning Section Units in distribution of incident information.
- 17. Provide periodic predictions on incident potential.
- 18. Establish a weather data collection system, when necessary.
- 19. Identify need for specialized resources; discuss need with Operations and Command; facilitate resource requests with Logistics.
- 20. Ensure Section has adequate coverage and relief.
- 21. Hold Section meetings as necessary to ensure communication and coordination among Planning Section Units.
- 22. Ensure preparation of demobilization plan, if appropriate.
- 23. Ensure preparation of final incident package and route to Agency Administrator for archiving or follow-up after Incident Management Team (IMT) demobilization.
- 24. Provide briefing to relief on current and unusual situations.
- 25. Ensure that all staff observe established level of operational security.
- 26. Ensure all Planning functions are documenting actions on Unit Log (ICS Form 214).
- 27. Submit all Section documentation to Documentation Unit.

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Procurement Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task



1. Obtain briefing from Finance/Administration Section Chief:
 - Determine charge code, and delegation of authority to commit agency funds. If the agency cannot delegate procurement authority to the Procurement Unit Leader, they will need to assign one of their procurement people to the incident.
 - Determine whether a buying team has been assigned to purchase all equipment, supplies, etc. for the incident. The Procurement Unit Leader will coordinate closely with this group.
 - Determine status of bid process.
 - Determine current vendor list.
 - Determine current blanket Purchase Order (PO) list.
 - Determine time-lines established for reporting cost information.



2. Contact Supply Unit on incident needs and any special procedures or requirements.



3. Prepare and sign offers for rental, as necessary.



4. Develop Incident Procurement Plan. This plan should address/include:
 - Spending caps.
 - Necessary Forms.
 - Identify who has purchasing authority.
 - Process for obtaining approval to exceed caps.
 - Coordination process with Supply Unit.
 - Supply of emergency purchase orders.

Procurement Unit Leader Position Checklist

5. Review equipment rental agreement and use statements for terms and conditions of use within 24 hours after equipment arrival at incident. Provide hourly rates and associated costs to Cost Unit.
6. Prepare and sign contracts, land-use agreements, and cost-share agreements, as necessary.
7. Draft Memorandums of Understanding as needed (obtain legal review and Incident Commander's signature prior to implementation).
8. Establish contact with supply vendors, as needed.
9. Determine whether additional vendor-service agreements will be necessary.
10. Interpret contracts/agreements, and resolve claims or disputes within delegated authority.
11. Provide cost data from rental agreements, contracts, etc. to Cost Unit Leader according to reporting time frames established for operational period.
12. Verify all invoices.
13. It is imperative that all contractors are accounted for and their time documented:
 - Coordinate with all Sections.
 - It may be helpful to hire one person (or more) to simply travel the incident and document everything they see being used.
 - Ensure that all equipment rental documents and inspections are complete (coordinate inspection information with Ground Support Unit and/or Operations) before signing.
14. Complete final processing and send documents for payment.
15. Maintain final incident receiving documents:
 - Obtain copies of all vendor invoices.
 - Verify that all equipment time records are complete.
 - Maintain comprehensive audit trail for all procurement documents.
 - Check completeness of all data entries on vendor invoices.
 - Compare invoices against procurement documents.
 - Assure that only authorized personnel initiate orders.

Procurement Unit Leader Position Checklist

16. Provide briefing to relief on current activities and unusual events.

17. Document all activity on Unit Log (ICS Form 214).

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Public Information Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task



1. Obtain briefing from Incident Commander:

- Determine current status of Incident (ICS Form 209 or equivalent).
- Identify current organization (ICS Forms 201 and 203, resource lists, etc.).
- Determine point of contact for media (scene or Command Post).
- Determine current media presence.



2. Participate in Administrative Officer's briefing:

- Determine constraints on information process.
- Determine pre-existing agreements for information centers, Joint Information Centers (JICs), etc.



3. Assess need for special alert and warning efforts, including the hearing impaired, non-English speaking populations, and industries especially at risk for a specific hazard, or which may need advance notice in order to shut down processes.



4. Coordinate the development of door-to-door protective action statements with Operations.



5. Prepare initial information summary as soon as possible after activation. If no other information is available, consider the use of the following general statement:

Sample Initial Information Summary

We are aware that an *[accident/incident]* involving *[type of incident]* occurred at approximately *[time]*, in the vicinity of *[general location]*. *[Agency personnel]* 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 notify the press at least ½ hour prior to the briefing. At this time, this briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance.

Public Information Officer Position Checklist

6. Arrange for necessary work space, materials, telephones, and staff. Consider assigning Assistant Public Information Officers to:

- Joint Information Center (JIC).
- Field (scene) Information.
- Internal Information.

7. Establish contact with local and national media representatives, as appropriate.

8. Establish location of Information Center for media and public away from Command Post.

9. Establish schedule for news briefings.

10. Coordinate, with Logistics, the activation and staffing of message center "rumor control" lines to receive requests and answer questions from the public. Provide statement to operators.

11. Obtain current incident status reports from Planning Section; coordinate a schedule for updates.

12. Observe constraints on the release of information imposed by the Incident Commander and according to agency guidance.

13. Obtain approval for information release from Incident Commander:

- Confirm details to ensure no conflicting information is released.
- Identify site and time for press briefings, and confirm participation by other Incident Management Team (IMT) members.

14. Release news to media, and post information in Command Post and other appropriate locations.

15. Record all interviews and copy all news releases:

- Contact media to correct erroneous or misleading information being provided to the public via the media.

Public Information Officer Position Checklist

16. Update off-incident agency personnel on a regular basis:

- Utilize electronic mail for agency updates.
- Establish phone line in the Command Post dedicated to internal communications to update agency personnel.
- Provide standard statement which can be given to general requests for information.

17. Coordinate information releases with information staff from other impacted agencies and jurisdictions:

- Ensure that information provided to the public is consistent across jurisdictional boundaries, when appropriate.

18. Attend Planning Meetings:

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

19. Respond to special requests for information.

20. Provide all news releases, bulletins, and summaries to Documentation Unit to be included in the final incident package.

21. Confirm the process for the release of information concerning incident-related injuries or deaths.

22. Document all activity on Unit Log (ICS Form 214).

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Resources Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Planning Section Chief.

2. Organize, staff, and supervise Unit, as appropriate, and provide for adequate relief.

3. Establish check-in function at incident locations (ICS Form 211).

4. Establish contact with incident information sources such as Staging Area Manager, Operations Section Chief, and initial Incident Commander to determine what resources have been assigned to the incident, their status, and location.

5. Compile, maintain, and display resource status information on: 1) all tactical and support personnel and apparatus (including agency-owned, mutual aid, or hired), and 2) transportation and support vehicles:

- Review ICS Form 201 for resource information.
- Review Check-In List (ICS Form 211).
- Confirm resources assigned to Staging.
- Confirm resources assigned to tactical Operations organization.
- Confirm resources assigned to other Command and General Staff functions.

6. Establish and maintain resource tracking system.

7. Maintain master roster of all resources at the incident:

- Total number of personnel assigned to the incident.
- Total number of resources assigned to each Section and/or Unit.
- Total number of specific equipment/apparatus types.

Resources Unit Leader Position Checklist

8. Assist in preparation of the Incident Action Plan (IAP):

- Prepare Organization Chart (ICS Form 207) and post in each room of the Incident Command Post (ICP).
- Assist in preparing the Organizational Planning Worksheet (ICS Form 215).
- Prepare Organization Assignment List (ICS Form 203).
- Prepare Division/Group Assignment Sheets (ICS Form 204).

9. Participate in Planning Meetings, as assigned.

10. Provide briefing to relief on current and unusual situations.

11. Assist in identification of additional and special resources:

- Other disciplines.
- Technical Specialists.
- Resources needed to implement contingency plans.

12. Document all activity on Unit Log (ICS Form 214).

Safety Officer Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Incident Commander and/or from initial on-scene Safety Officer.

2. Identify hazardous situations associated with the incident. Ensure adequate levels of protective equipment are available, and being used.

3. Staff and organize function, as appropriate:

- In multi-discipline incidents, consider the use of an Assistant Safety Officer from each discipline.
- Multiple high-risk operations may require an Assistant Safety Officer at each site.
- Request additional staff through incident chain of command.

4. Identify potentially unsafe acts.

5. Identify corrective actions and ensure implementation. Coordinate corrective action with Command and Operations.

6. Ensure adequate sanitation and safety in food preparation.

7. Debrief Assistant Safety Officers prior to Planning Meetings.

8. Prepare Incident Action Plan Safety and Risk Analysis (USDA ICS Form 215A).

9. Participate in Planning and Tactics Meetings:

- Listen to tactical options being considered. If potentially unsafe, assist in identifying options, protective actions, or alternate tactics.
- Discuss accidents/injuries to date. Make recommendations on preventative or corrective actions.

10. Attend Planning meetings:

Safety Officer Position Checklist

Sample Planning Meeting Agenda

Agenda Item	Responsible Party
1 Briefing on situation/resource status.	Planning/Operations Section Chiefs
2 Discuss safety issues.	Safety Officer
3 Set/confirm incident objectives.	Incident Commander
4 Plot control lines & Division boundaries.	Operations Section Chief
5 Specify tactics for each Division/Group.	Operations Section Chief
6 Specify resources needed for each Division/Group.	Operations/Planning Section Chiefs
7 Specify facilities and reporting locations.	Operations/Planning/Logistics Section Chiefs
8 Develop resource order.	Logistics Section Chief
9 Consider communications/medical/transportation plans.	Logistics/Planning Section Chiefs
10 Provide financial update.	Finance/Administration Section Chief
11 Discuss interagency liaison issues.	Liaison Officer
12 Discuss information issues.	Public Information Officer
13 Finalize/approve/implement plan.	Incident Commander/All

11. Participate in the development of Incident Action Plan (IAP):

- Review and approve Medical Plan (ICS Form 206).
- Provide Safety Message (ICS Form 202) and/or approved document.
- Assist in the development of the "Special Instructions" block of ICS Form 204, as requested by the Planning Section.

12. Investigate accidents that have occurred within incident areas:

- Ensure accident scene is preserved for investigation.
- Ensure accident is properly documented.
- Coordinate with incident Compensation and Claims Unit Leader, agency Risk Manager, and Occupational Safety and Health Administration (OSHA).
- Prepare accident report as per agency policy, procedures, and direction.
- Recommend corrective actions to Incident Commander and agency.

13. Coordinate critical incident stress, hazardous materials, and other debriefings, as necessary.

14. Document all activity on Unit Log (ICS Form 214).

Service Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task

1. Obtain briefing from Logistics Section Chief:

- Determine number of personnel to be fed.
- Determine communications systems in use.
- Determine medical support needs of the incident.
- Confirm personnel already requested for Branch.

2. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.
- Provide summary of the communications, food, and medical needs of the incident.

3. Ensure establishment of effective Incident Communications Plan (ICS Form 205).

4. Ensure that incident personnel receive adequate food and water.

5. Coordinate with Operations to ensure adequate medical support to incident personnel.

6. Participate in organizational meetings of Logistics Section personnel.

7. Coordinate activities of Branch Units.

8. Keep Logistics Section Chief apprised of Branch Activities.

9. Document all activity on Unit Log (ICS Form 214).

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Situation Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.



Task



1. Obtain briefing from Planning Section Chief.

- Review ICS Form 201 for incident status.
- Determine incident objectives and strategy.
- Determine necessary contingency plans.
- Identify reporting requirements and schedules-both internal and external to the incident.



2. Organize and staff Unit, as appropriate:

- Assign Field Observers.
- Request Technical Specialists, as needed.



3. Supervise Technical Specialists as assigned (on very complex incidents, it may be necessary to assign a supervisor to oversee Technical Specialists):

- Brief Technical Specialists on current incident status.
- Assign analysis tasks.
- Notify staff of time lines and format requirements.
- Monitor progress.

Situation Unit Leader Position Checklist

4. Compile, maintain and display incident status information for Incident Command Post (ICP) staff:
- Sort data into required categories of information (i.e. geographic area, population, facilities, environmental values at risk, location of facilities, etc.).
 - Determine appropriate map displays.
 - Review all data for completeness, accuracy, and relevancy prior to posting.
 - Plot incident boundaries, location of perimeters, facilities, access routes, etc. on display maps in Planning area.
 - Develop additional displays (weather reports, incident status summaries, etc.), as necessary.
 - Ensure displays and maps are kept up to date.

5. Provide photographic services and maps:
- Photographic services may be used to document operations and intelligence activities, public information activities, and accident investigations.
 - Issue disposable or digital cameras to Field Observers and Operations personnel as appropriate.
 - Ensure photographs are processed at the end of each operational period.
 - Request or develop additional and specialized maps as required.
 - Provide Incident Map(s) for Incident Action Plan (IAP).

6. Provide situation evaluation, prediction and analysis for Command and Operations; prepare information on alternative strategies:
- Review current and projected incident and resource status.
 - Develop alternative strategies.
 - Identify resources required to implement contingency plan.
 - Document alternatives for presentation to Incident Commander and Operations and inclusion in the written IAP, using the ICS Form 204, Contingency Plan.

7. Interview Operations personnel coming off duty to determine effectiveness of strategy and tactics, work accomplished and left to be accomplished.

Situation Unit Leader Position Checklist

- 8. Request weather forecasts and spot weather forecasts, as necessary, directly from the National Weather Service.
- 9. Prepare Incident Status Summary (ICS Form 209) and other status reports, as assigned prior to each Planning Meeting:
 - Provide copies to Command and General Staff.
 - Forward to agency administrator and to other entities, as directed.
- 10. Participate in Planning Meetings, as required.
- 11. Prepare predictions at periodic intervals, or upon request of the Planning Section Chief. Notify Command and General Staff if unforeseen changes occur.
- 12. Provide briefing to relief on current and unusual situations.
- 13. Document all activity on Unit Log (ICS Form 214).

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Staging Area Manager Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

<input checked="" type="checkbox"/>	<u>Task</u>
<input type="checkbox"/>	1. Obtain a briefing from Incident Commander or Operations Section Chief: <ul style="list-style-type: none">▪ Determine types and numbers of resources to be maintained in Staging.▪ Confirm process for requesting additional resources for Staging.▪ Confirm process for reporting status changes.
<input type="checkbox"/>	2. Proceed to Staging Area; establish Staging Area layout (apparatus and vehicles in Staging should face outward to ensure quick response, general principle of "first in, first out" should be maintained).
<input type="checkbox"/>	3. Ensure efficient check-in and coordinate process with Planning Section Resources Unit Leader.
<input type="checkbox"/>	4. Identify and track resources assigned to staging; report resource status changes to Operations or Command and Resources Unit.
<input type="checkbox"/>	5. Determine any support needs for equipment, feeding, sanitation and security; request through Logistics.
<input type="checkbox"/>	6. Post areas for identification and traffic control.
<input type="checkbox"/>	7. Respond to requests for resources: <ul style="list-style-type: none">▪ Organize Task Forces or Strike Teams, as necessary.
<input type="checkbox"/>	8. Request additional tactical resources for Staging through Logistics, according to established staffing levels.
<input type="checkbox"/>	9. Obtain and issue receipts for radio equipment and other supplies distributed and received at the Staging Area.
<input type="checkbox"/>	10. Maintain Staging Area in orderly condition.
<input type="checkbox"/>	11. Demobilize Staging Area in accordance with instructions.
<input type="checkbox"/>	12. Document all activity on Unit Log (ICS Form 214).

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Supply Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Logistics Section Chief or Support Branch Director:

- Determine charge code for incident.
- Confirm ordering process.
- Assess need for 24-hour staffing.
- Determine scope of supply process.

2. Organize and staff Unit, as appropriate:

- Consider need for "lead agency" representation in ordering process.
- Consider dividing ordering responsibilities either by discipline or by category (equipment, personnel, supplies).

3. Determine ordering parameters, authorities and restrictions. Ensure that Unit staff observes ordering system and chain of command for ordering:

- Establish clearly defined time when the Supply Unit will assume responsibility for all ordering. This will require close coordination with Operations and Planning staff.
- Confirm process for coordinating contract related activities with the Procurement Unit.
- Confirm process for emergency purchase orders with Finance Section.

4. Determine type and amount of supplies and equipment on hand and en route:

- Contact Resources Unit to determine resources on order.

Supply Unit Leader Position Checklist

- 5. Receive resource orders from authorized incident staff. Document on Resource Order Form (ICS Form 208):
 - Determine qualifying specifications (size, extra equipment, personnel protective equipment, qualifications, etc.).
 - Desired delivery time and location, person ordering, and person to whom the resource should report or be delivered.
 - Obtain estimated price for resources which expect reimbursement.
 - Coordinate delivery of rented equipment to Ground Support Unit for inspection before use.
- 6. Arrange to receive ordered supplies and equipment. Work with Facilities Unit to identify and activate appropriate facilities for supply storage.
- 7. Order, receive, distribute, and store supplies and equipment:
 - Obtain resource name, number, identifiers, etc., along with Estimated Times of Arrival (ETA's).
 - Relay this information to appropriate staff.
- 8. Advise affected Unit or Section of changes in arrival times of requested resources. Advise immediately if order cannot be filled.
- 9. Alert Section Chief to changes in resource availability which may affect incident operations.
- 10. Develop and implement safety and security requirements for supply areas.
- 11. Review Incident Action Plan (IAP) for information affecting Supply Unit.
- 12. Maintain inventory of supplies and equipment.
- 13. Service re-usable equipment.
- 14. Keep and submit copies of all orders and related documentation to the Documentation Unit.
- 15. Provide briefing to relief on status of outstanding orders, current activities, and unusual situations.
- 16. Document all activity on Unit Log (ICS Form 214).

Support Branch Director Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

Task

1. Obtain briefing from Logistics Section Chief:

- Determine facilities activated in support of the incident.
- Determine ground support and transportation needs.
- Determine resource ordering process.
- Confirm personnel already requested for Branch.

2. Confirm resource ordering process and who is authorized to order with Command and Logistics Section Chief.

3. Confirm facilities in use and determine the potential for additional facilities.

4. Determine need for fuel delivery and vehicle support.

5. Determine whether or not mutual aid and contract equipment are in use. Confirm method of inspection.

6. Staff Branch appropriately.

7. Assemble, brief, and assign work locations and preliminary work tasks to Branch personnel:

- Provide summary of emergency situation.
- Provide summary of the facility, supply, and ground support needs of the incident.

8. Participate in organizational meetings of Logistics Section personnel.

9. Coordinate activities of Branch Units.

10. Keep Logistics Section Chief apprised of Branch Activities.

11. Document all activity on Unit Log (ICS Form 214).

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Time Unit Leader Position Checklist

The following checklist should be considered as the minimum requirements for this position. Note that some of the tasks are one-time actions; others are ongoing or repetitive for the duration of the incident.

- | <input checked="" type="checkbox"/> | <u>Task</u> |
|-------------------------------------|---|
| <input type="checkbox"/> | 1. Obtain briefing from Finance/Administration Section Chief: <ul data-bbox="349 567 1429 819" style="list-style-type: none">▪ Determine incident requirements for time recording.▪ Determine required time-lines for reports.▪ Determine location of timekeeping activity.▪ Determine number of personnel and rental equipment for which time will be kept. |
| <input type="checkbox"/> | 2. Organize and staff Unit, as appropriate. |
| <input type="checkbox"/> | 3. Advise Ground Support Unit, Air Support Group (if applicable), Facilities Unit (and other users of equipment) of the requirement of a daily record of equipment time. |
| <input type="checkbox"/> | 4. Establish contact with appropriate agency personnel representatives: <ul data-bbox="324 1092 1494 1228" style="list-style-type: none">▪ Determine time-keeping constraints of individual agencies.▪ Time records should be maintained for volunteer and mutual aid resources regardless of whether time will be reimbursed. |
| <input type="checkbox"/> | 5. Ensure that daily personnel and equipment time recording documents are prepared, and compliance with time policy is maintained. |
| <input type="checkbox"/> | 6. Establish files for time records, as appropriate. |
| <input type="checkbox"/> | 7. Provide for records security. |
| <input type="checkbox"/> | 8. Ensure that all records are complete or current prior to demobilization. |
| <input type="checkbox"/> | 9. Time reports from assisting agencies should be released to the respective agency representatives prior to demobilization. |
| <input type="checkbox"/> | 10. Brief Finance/Administration Chief on current problems, recommendations, outstanding issues, and follow-up requirements. |

Time Unit Leader Position Checklist

11. Provide briefing to relief on current activity and unusual events.

12. Document all activity on Unit Log (ICS Form 214).

Appendix A: Sample Federal Emergency Declaration Forms

DEPARTMENT OF HOMELAND SECURITY
FEDERAL EMERGENCY MANAGEMENT AGENCY

OMB No. 1660-0009 Expires March 31, 2016

**REQUEST FOR PRESIDENTIAL DISASTER DECLARATION
MAJOR DISASTER OR EMERGENCY**

1. Request Date _____

Burden Disclosure Notice	
Public reporting burden for this form is estimated to average 9 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and submitting the form. This collection of information is required to obtain a benefit. You are not required to respond to this collection of information unless it displays a valid OMB control number. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, Department of Homeland Security, Federal Emergency Management Agency, 500 C Street SW, Washington, DC 20472, Paperwork Reduction Project (1660-0009). NOTE: Do not send your completed form to this address.	
Completion of this form including applicable attachments satisfies legal requirements for emergency and major disaster declaration requests under 42 U.S.C. §§ 5170 and 5191, respectively, as implemented at 44 C.F.R., §§ 206.35 and 206.36. Failure to use this form may result in a failure to meet these requirements and/or a delay in processing the request.	
2a. Name of State (as defined in Stafford Act 102, 42 U.S.C. § 5122) or Indian tribal government requesting declaration.	2b. Population (as reported by 2010 Census) or estimated population of Indian tribal government's damaged area(s).
3. Governor's or Tribal Chief Executive's Name	4. Designation of State or Tribal Coordinating Officer upon declaration (if available) and phone number
5. Designation of Governor's Authorized Representative or Tribal Chief Executive Representative upon declaration (if available) and phone number	
6. Declaration Request For: <input type="checkbox"/> Major Disaster (Stafford Act Sec. 401) <input type="checkbox"/> Emergency (Stafford Act Sec. 501(a))	
7. Incident Period: Beginning Date _____ End Date _____	or <input type="checkbox"/> Continuing <i>If requesting a "continuing" incident period, enclose an official statement from a qualified Federal Government agency acknowledged as a national authority in a specific incident field (e.g., United States Geological Survey for seismic incidents, the National Weather Service for flooding).</i>
7b. Type of Incident (Check all that apply)	
<input type="checkbox"/> Drought <input type="checkbox"/> Earthquake <input type="checkbox"/> Explosion <input type="checkbox"/> Fire <input type="checkbox"/> Flood <input type="checkbox"/> Hurricane <input type="checkbox"/> Landslide <input type="checkbox"/> Mudslide <input type="checkbox"/> Severe Storm (rain, high water, wind-driven rain, hail, lightning) <input type="checkbox"/> Snowstorm (Must include Enclosure D: Historic and Current Snowfall Data) <input type="checkbox"/> Straight-Line Winds <input type="checkbox"/> Tidal Wave <input type="checkbox"/> Tornado <input type="checkbox"/> Tropical Depression <input type="checkbox"/> Tropical Storm <input type="checkbox"/> Tsunami <input type="checkbox"/> Volcanic Eruption <input type="checkbox"/> Winter Storm <input type="checkbox"/> Other (please specify) _____	
8. Description of damages (Short description of impacts of disaster on affected area and population). Include additional details in enclosed Governor's or Tribal Chief Executive's cover letter.	
9. Description of the nature and amount of State and local or Indian tribal government resources which have been or will be committed. Include additional details in enclosed Governor's or Tribal Chief Executive's cover letter.	


Appendix A: Sample Federal Emergency Declaration Forms

10. Joint Preliminary Damage Assessment*			
<input type="checkbox"/> Individual Assistance	Dates Performed	Requested _____	Start _____ End _____
Individual Assistance Accessibility Problems (Areas that could not be accessed, and why)			
<input type="checkbox"/> Public Assistance	Dates Performed	Requested _____	Start _____ End _____
Public Assistance Accessibility Problems (Areas that could not be accessed, and why)			
11. Programs and Areas Requested			
Individual Assistance	<input type="checkbox"/> N/A	<input type="checkbox"/> Individuals and Households Program	<input type="checkbox"/> Crisis Counseling Program <input type="checkbox"/> Disaster Unemployment Assistance Program
	<input type="checkbox"/> All	<input type="checkbox"/> Disaster Case Management	<input type="checkbox"/> Disaster Legal Services
For the following jurisdictions, specify programs and areas (counties, parishes, independent cities; for Indian tribal government, list tribe(s) and/or tribal area(s)) If additional space is needed, please enclose additional documentation.			
For States, identify Federally-recognized Tribes in the requested counties (if applicable).			
Please see Enclosure A: Supplemental Information for Individual Assistance for additional information in support of this request*.			
*Not Required for Emergency Declaration Request			

Appendix A: Sample Federal Emergency Declaration Forms

11. Programs and Areas Requested (Continued)	
Public Assistance	<input type="checkbox"/> N/A <input type="checkbox"/> Debris Removal (Category A) <input type="checkbox"/> Emergency Protective Measures (Category B) <input type="checkbox"/> Permanent Work (Categories C-G)* <small>(not available for Emergency Declaration Requests)</small>
For the following jurisdictions, specify programs and areas (counties, parishes, independent cities; for Indian tribal government, list tribe(s) and/or tribal area(s)). If additional space is needed or your request includes different categories of work for different jurisdictions; please enclose additional documentation.	
For States, identify Federally-recognized Tribes included in the requested counties (if applicable).	
Please see Enclosure B: Supplemental Information for Public Assistance for additional information in support of this request*.	
Indemnification for Debris Removal Activity	
<input type="checkbox"/> I do not anticipate the need for debris removal.	
<input type="checkbox"/> I anticipate the need for debris removal, which poses an immediate threat to lives, public health and safety. Pursuant to Sections 403 and 407 of the Stafford Act, 42 U.S.C. §§ 5170b & 5173, the State or Indian tribal government agrees to indemnify and hold harmless the United States of America for any claims arising from the removal of debris or wreckage for this disaster. The State or Indian tribal government agrees that debris removal from public and private property will not occur until the landowner signs an unconditional authorization for the removal of debris.	
Request for Direct Federal Assistance	
<input type="checkbox"/> I do not request direct Federal assistance at this time.	
<input type="checkbox"/> I request direct Federal assistance for work and services to save lives and protect property, and:	
a. I request the following type(s) of assistance:	
b. List of reasons why State and local or Indian tribal government cannot perform, or contract for, required work and services.	
c. In accordance with 44 C.F.R. § 206.208, the State or Indian tribal government agrees that it will, with respect to direct Federal assistance: (1) Provide without cost to the United States all lands, easements, and rights-of-ways necessary to accomplish the approved work; (2) Hold and save the United States free from damages due to the requested work, and shall indemnify the Federal Government against any claims arising from such work; (3) Provide reimbursement to FEMA for the non-Federal share of the cost of such work in accordance with the provisions of the FEMA-State or FEMA-Tribe Agreement; and (4) Assist the performing Federal agency in all support and local jurisdictional matters.	
Request for Snow Assistance	
<input type="checkbox"/> N/A <input type="checkbox"/> I request snow assistance.	
Snow assistance for the following jurisdictions (Specify counties, independent cities or tribes and/or tribal areas).	
Please see Enclosure D: Historic and Current Snowfall Data for additional information in support of this request*.	
*Not Required for Emergency Declaration Request	

Appendix A: Sample Federal Emergency Declaration Forms

11. Programs and Areas Requested (Continued)	
Hazard Mitigation* <input type="checkbox"/> Statewide	OR
For the following specific counties, parishes, independent cities or tribes and/or tribal areas.	
12. Mitigation Plan Information*	
a. Mitigation Plan Expiration Date _____	b. Type of Plan <input type="checkbox"/> Enhanced <input type="checkbox"/> Standard
13. Other Federal Agency Programs	
<input type="checkbox"/> I do not anticipate requirements from Other Federal Agencies <input type="checkbox"/> I do anticipate requirements from Other Federal Agencies	
Please see Enclosure C: Requirements for Other Federal Agency Programs for additional information in support of this request*.	
14. Findings and Certifications	
<input type="checkbox"/> I certify the following:	
a. I have determined that this incident is of such severity and magnitude that effective response is beyond the capabilities of the State and the affected local government or Indian tribal government and that supplementary federal assistance is necessary.	
b. In response to this incident, I have taken appropriate action under State or tribal law and have directed the execution of the State or Tribal Emergency Plan on _____ in accordance with the Stafford Act.	
c. The State and local governments, or Indian tribal government will assume all applicable non-Federal share of costs required by the Stafford Act.	
15. List of Enclosures and Supporting Documentation	
<input type="checkbox"/> Cover Letter <input type="checkbox"/> Enclosure A (Individual Assistance)* <input type="checkbox"/> Enclosure B (Public Assistance)*	
<input type="checkbox"/> Enclosure C (Requirements for Other Federal Agency Programs) <input type="checkbox"/> Enclosure D (Historic and Current Snowfall Data)	
<input type="checkbox"/> Additional Supporting Documentation _____	
	
_____	_____
Governor's or Tribal Chief Executive's Signature	Date
If anyone except the Governor or Tribal Chief Executive signs this document, please provide the documentation that establishes that this individual has the legal authority to act on behalf of the Governor or Tribal Chief Executive.	
*Not Required for Emergency Declaration Request	

Appendix B: Incident Command System Forms

The following ICS forms are included in this appendix.

Table 15: Index of Incident Command System (ICS) Forms

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 206	Medical Plan
ICS Form 207	Organizational Chart
ICS Form 209	Incident Status Summary
ICS Form 210	Status Change Card
ICS Form 211	Check-in List
ICS Form 213	General Message
ICS Form 214	Unit Log
ICS Form 215	Operational Planning Worksheet
ICS Form 215a	Incident Action Plan Safety Analysis
ICS Form 216	Radio Requirements Worksheet
ICS Form 217	Radio Frequency Assignment Worksheet
ICS Form 218	Support Vehicle Inventory
ICS Form 219-2	Green (Crew)
ICS Form 219-4	Blue (Helicopter)
ICS Form 219-6	Orange (Aircraft)
ICS Form 219-7	Yellow (Dozer)
ICS Form 220	Air Operations Summary
ICS Form 221	Demobilization Plan
ICS Form 226	Individual Performance Rating
ICS Form 308-1	Resource Order Form (front)
ICS Form 308-2	Resource Order Form (back)
ICS Form 308-3	Resource Order Form (example)

Appendix C: Emergency Operations Center Position Checklists

The following checklists are included in this appendix.

Table 16: Index of EOC Position Checklists

Position Checklist
Compensation/Claims Unit Leader Checklist
Cost Unit Leader Checklist
Demobilization Unit Leader Checklist
Documentation Unit Leader Checklist
Facilities Unit Leader Checklist
Finance – Administration Section Chief Checklist
Food Unit Leader Checklist
Ground Support Unit Leader Checklist
Incident Commander Checklist
Liaison Officer Checklist
Logistics Section Chief Checklist
Medical Unit Leader Checklist
Operations Branch Director Checklist
Operations Section Chief Checklist
Planning Section Chief Checklist
Procurement Unit Leader Checklist
Public Information Officer Checklist
Resources Unit Leader Checklist
Safety Officer Checklist
Service Branch Director Checklist
Situation Unit Leader Checklist
Staging Area Manager Checklist
Supply Unit Leader Checklist
Support Branch Director Checklist
Time Unit Leader Checklist

Appendix D: Mutual Aid Agreements

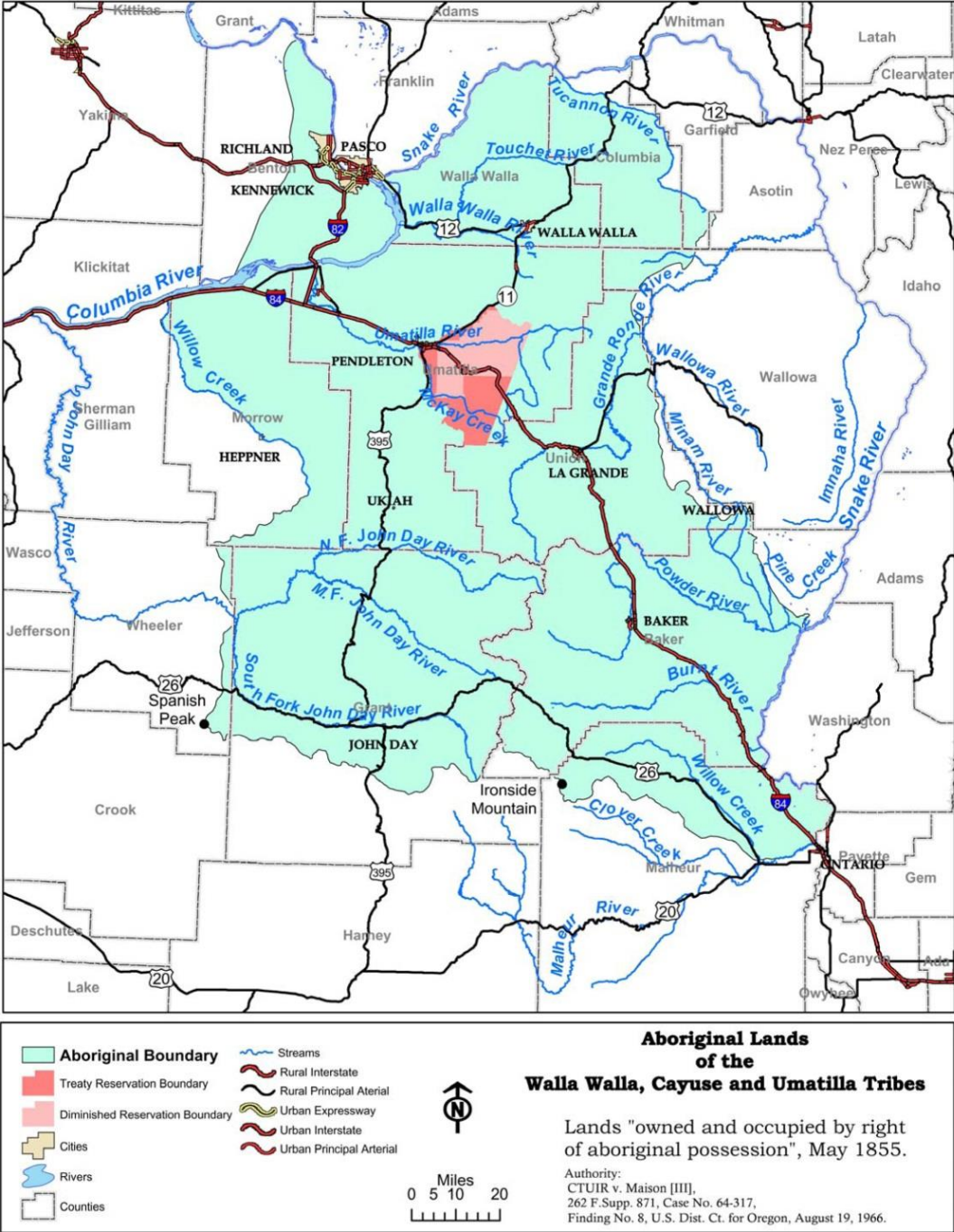
The following is a quick reference list of MAAs entered into by the CTUIR.

Table 17: Mutual Aid Agreements

Mutual Aid Agreement
Agreement between CTUIR and the U.S. Department of Agriculture regarding Foreign Animal Disease.
450 MHz User Subscriber Agreement, October 2011
Fire Response Mobilization Agreement, Oregon Fire Defense Board, 2015
BIA Deputization Agreement between the Office of Law Enforcement Services and Security and the confederated Tribes of the Umatilla Indian Reservation, November 14, 2005
Intergovernmental Agreement for Mutual Aid and Interagency Cooperation among Law Enforcement Agencies located in Umatilla County, Oregon
Umatilla Agency Standard Operation Procedure Law Enforcement Wildland Fire Investigation
Cooperative Agreement to provide Mutual Aid among the members of the Umatilla County Ambulance Service Area Franchises and Bordering Counties (Morrow, Union, and Grant in Oregon, Walla Walla, and Benton County in Washington
CTUIR and Umatilla County Public Health Emergency Mutual Aid Agreement

Appendix E: Reference Maps

Figure 8: Aboriginal Lands of the Walla Walla, Cayuse, and Umatilla Tribes



Appendix F: References

Federal

- Public Law 93 234, as amended, Flood Disaster Protection Act of 1973.
- 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.
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- Federal Emergency Management Agency, FEMA 64, Emergency Action Planning Guidelines for Dams, 1985.
- Federal Emergency Management Agency, Comprehensive Planning Guide 101, 2009.
- National Response Framework, 2008.
- National Incident Management System, 2008.
- Sandy Recovery Improvement Act of 2013 Amendment to the Stafford Act

State

- Oregon Emergency Management. State of Oregon Emergency Declaration Guidelines for Local Elected and Appointed Officials. March 2005.
- Oregon Revised Statutes (ORS) 401.305 through 401.335.
- Office of the State Fire Marshal. Oregon Fire Services Mobilization Plan. March 2004.
- Public Health Emergency Mutual Aid Agreement with Umatilla County Health Department and Yellowhawk Tribal Health Center

Confederated Tribes of the Umatilla Reservation

- Treaty of 1855
- Constitution and Bylaws of the Confederated Tribes of the Umatilla Indian Reservation
- Board of Trustees Procedures Code
- Fire Prevention and Emergency Services Code
- Executive Management Policy
- Emergency Operations Plan
- Public Health Code
- CTUIR and Umatilla County Public Health Emergency Mutual Aid Agreement

Emergency Operations Plan(s)

- BIA Wildland Fire and Aviation Program Management and Operations Guide
- CTUIR Indian Lake Dam, Emergency Action Plan, June 2014
- CTUIR Transit Plan, Safety, Security and Emergency Preparedness Plan (SSEPP), April 2014
- Hanford Emergency Management Plan, DOE
- Northwest Area Contingency Plan, Oil Spill and Hazardous substance release response, July 1, 2006

- ODOT Emergency Operations Plan, Volume 1 & 2, July 2014
- State of Oregon Emergency Operations Plan, Last Revision March 2014
- Umatilla County Emergency Operations Plan, Last Revision January 2012
- Umatilla County Community Wildfire Protection Plan, Blue Mountains and Foothills Region, June 16, 2005
- Yellowhawk Tribal Health Center, Emergency Preparedness Plan, Revised August 2013
- Wildhorse Resort and Casino Emergency Response Plan, August 2012

Appendix G: Acronyms and Glossary

Acronyms

Table 18: Acronyms

Acronym	Definition
ARES	Amateur Radio Emergency Services
BIA	Bureau of Indian Affairs
CBRNE	Chemical, Biological, Radiological, Nuclear, and Explosive
CDC	Centers for Disease Control and Prevention
COG	Continuity of Government
COOP	Continuity of Operations Plan
CSEPP	Chemical Stockpile Emergency Preparedness Program
CTUIR	Confederated Tribes of the Umatilla Indian Reservation
DEQ	Department of Environmental Quality
DOE	Department of Energy
EAS	Emergency Alert System
EMO	Emergency Management Organization
EMP	Emergency Management Plan (State of Oregon)
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EPI	Emergency Public Information
ESF	Emergency Support Function
FBI	Federal Bureau of Investigations
FCC	Federal Communications Commission
FEMA	Federal Emergency Management Agency
HAMMER	Volpentest Hazardous Materials Management and Emergency Response
HazMat	Hazardous Materials
I-84	Interstate 84
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System

Appendix G: Acronyms and Glossary

Acronym	Definition
JIC	Joint Information Center
MAA	Mutual Aid Agreement
NAWAS	National Warning System
NGO	Nongovernmental organization
NIMS	National Incident Management System
NRF	National Response Framework
NTSB	National Transportation Safety Board
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
OHA	Oregon Health Authority
ORS	Oregon Revised Statutes
PIO	Public Information Officer
Reservation	Umatilla Indian Reservation
SAR	Search and Rescue
SOP	Standard Operating Procedures
State	State of Oregon
UC	Unified Command
USDA	United States Department of Agriculture
WMD	Weapons of Mass Destruction

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: 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).

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.

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.

American Red Cross: A federally chartered volunteer agency that provides disaster relief to individuals and families. Major responsibilities include providing lodging, food, clothing, and registration and inquiry service.

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.

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.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

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.

Care and Shelter: A function that provides food, clothing, and housing needs for people on a mass-care basis.

CERCLA: The Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (Superfund) regarding hazardous substance releases into the environment and the cleanup of inactive hazardous waste disposal sites; establishes authority to tax chemical and petroleum industries to finance a \$1.6 billion response trust fund (the Superfund or Fund), and provides broad Federal authority to respond directly to releases or threatened releases of hazardous substances and pollutants or contaminants that may endanger public health or welfare or the environment. EPA is primarily responsible for implementing Superfund. Under CERCLA, EPA may take legal action to force those responsible for hazardous substance releases to clean them up or to reimburse EPA for costs or cleanup. Reauthorized via SARA. (Codified as: 42 USC 9601 et. seq.)

Checklist: A list of actions taken by an element of the emergency organization in response to a particular event or situation.

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 management of functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

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

Community Emergency Coordinator: A person appointed for the local emergency planning committee (pursuant to SARA), who makes determinations necessary to implement plans, and who receives official emergency notification of releases.

Command Post: A centralized base of operations established near the site of a hazardous materials incident.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Command and 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.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

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.

Comprehensive Cooperative Agreement (CCA): For each state, a single budgetary vehicle for applying for and receiving financial assistance for several discrete FEMA-administered programs. Negotiated separately for each State via FEMA Regional Offices. Mechanism for distribution of Title III training grants.

Comprehensive Emergency Management (CEM): An integrated approach to the management of emergency programs and activities for all four emergency phases (mitigation, preparedness, response, and recovery), for all types of emergencies and disasters (natural, man-made, and attack), and for all levels of government (local, State, and Federal) and the private sector.

Congregate Care Facilities (CCF): Public buildings in the host areas planned for use to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person.

Contamination: Deposits of radioactive or other toxic materials that occur on the surfaces of structures, areas, objects, people's bodies, flora, and fauna.

Contingency Plan: A sub or supporting plan that deals with one specific type of emergency, its probable effect on the jurisdiction, and the actions necessary to offset these effects.

Continuity of Government: Plans and procedures for ensuring the survival and operational capabilities of governmental processes and lines of succession. This includes the protection and maintenance of agency and departmental vital records.

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

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

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.)

Damage Assessment: The appraisal or determination of the actual effects on human, economic and natural resources resulting from man-made or natural disasters.

Decontamination (Radiological): The reduction or removal of contaminating radioactive material from a structure, area, object, or person.

Decontamination/Contamination Control – Radioactive Materials: The reduction or removal of radioactive material from a structure, area, person or object. A surface may be treated, washed down, or swept to remove the contamination. Contamination can also be controlled by isolating the area or object contaminated and letting the material stand. Other Hazardous Materials: Decontamination consists of removing contaminants or changing their chemical nature to innocuous substances. Contamination control is facilitated by containment such as diking.

Department of Homeland Security, Emergency Preparedness and Response Directorate, a.k.a., Federal Emergency Management Agency (FEMA): A federal agency tasked with national emergency preparedness and disaster response. Responsibilities include assistance in all aspects of community planning, preparedness and response to the full range of likely disasters and emergencies, administration of disaster funds and providing the recommendation for the President to declare an affected area as a "disaster area". This agency provides a range of expertise and administrative skills in community preparedness planning through state emergency management agencies.

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.

Direction and Control: The assignment and collaboration of missions, tasks, and procedures to operate government during emergency operations.

Disaster: A major occurrence that results in a Presidential Declaration to assist with property damage, public and/or individual assistance.

Disaster Service Worker: Any person registered with a disaster council or State OES to provide disaster service without pay. Disaster service workers include public employees, registered volunteers, and persons pressed into service during an emergency by persons authorized to command such services.

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g., law enforcement, firefighting, HazMat, EMS).

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 Section Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

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 means 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.

Emergency Alert System (EAS): A system coordinated among Federal Communications Commission, National Weather Service, the State Emergency Management Agency and local responders to alert the general public to emerging weather conditions. The message is also transmitted along a voluntary network of stations and interconnecting facilities, which have been authorized by the Federal Communications Commission to disseminate information during an emergency, as provided by the Emergency Alert System Plan. EAS is made up of AM, FM, and TV Stations and non-governmental electronic communications operating in a voluntary organized manner during natural/man-made emergencies or disasters at national, state, or local levels. This system keeps the public informed.

Emergency Management: Organized analysis, planning, decision-making, assignment, and coordination of available resources to the mitigation of, preparedness for, response to, or recovery from major community-wide emergencies. Refer to local and state emergency legislation.

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.

Emergency Manager: The Emergency Response person responsible to the Direction and Control Group for coordinating the response activities of the combined government, industry, and public forces at work in the disaster.

Emergency Medical Services (EMS): Local medical response teams, usually rescue squads or local ambulance services which provide medical services during a disaster.

Emergency Medical Technician (EMT): Person nationally or state certified as trained to provide a specific level of emergency medical care, usually at the actual scene of an emergency which led to the injuries being treated, prior to transport to a hospital.

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.

Emergency Operations Plan: The "steady-state" plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Plans: Documents that describe principles, policies, and methods to be applied in carrying out emergency operations and rendering mutual aid during emergencies, including such elements as continuity of government, emergency functions of government agencies, mobilization of resources, and public information.

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: The response to any occurrence which results, or is likely to result, in a release of a hazardous substance due to an unforeseen event.

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 Support Function (ESF): A functional area of activity established to facilitate the delivery of assistance required during the immediate response phase of a disaster to save lives, protect health and property, and maintain public safety. ESFs represent assistance which a state or local jurisdiction will most likely need because of the impact of an emergency/disaster on its own resources and response capabilities or because of the specialized assistance required.

Emergency Worker: Workers employed during an emergency to work specifically in disaster roles such as debris removal, engineering services, dike construction, water removal, etc. Also, any person engaged in operations is required to minimize the effects of a fixed nuclear facility emergency.

Environment: Water, air, and land, and the interrelationship which exists among and between them and all living things.

EPA: U.S. Environmental Protection Agency: primary CERCLA agency; chair of NRT. Title III Hotline (800) 535-0202; in Washington, D.C. (202) 479-2449, 8:30 a.m. to 4:30 p.m. Monday through Friday. (Also known as CSEPP Hotline.)

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.

Evacuee: An individual who is moved to an area of lesser risk.

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.

Exercise Scenario: Background detail (domestic, international, political, military, etc.) against which an exercise is conducted.

Exposure/Exposed: When an employee is subjected to a hazardous chemical in the course of employment through any route of entry (inhalation, ingestion, skin contact or absorption, etc.), and includes potential (e.g., accidental or possible) exposure.

Federal: Of or pertaining to the Federal Government of the United States of America.

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.

Fire Department: A paid or voluntary professional fire department with jurisdiction over Local Emergency-Response; receives reports from facilities under Title-III.

Foreseeable Emergency: Any potential occurrence such as, but not limited to, equipment failure, rupture of containers, or failure of control equipment which could result in an uncontrolled release of a hazardous chemical.

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.

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.

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.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazard Analysis: A process used by emergency managers to identify and analyze crisis potential and consequences.

Hazard Identification: The Hazard Identification is part of FEMA's CPG 1-35, of the "Hazard Identification, Capability Assessment, and Multi-Year Development Plan" (HICA/MYDP, op. cit.) information system, which is completed (and updated annually) by State and local emergency management organizations. Hazard Identification provides a structured approach for identifying those hazards judged by local officials to pose a significant threat to their jurisdiction.

Hazardous Material: A substance or combination of substances that, because of quantity, concentration, physical, chemical, radiological, explosive, or infectious characteristics, poses a substantial present or potential danger to humans or the environment. Generally, such materials are classed as explosives and blasting agents, flammable and nonflammable gases, combustible liquids, flammable liquids and solids, oxidizers, poisons, disease-causing agents, radioactive materials, corrosive materials, and other materials including hazardous wastes.

Hazardous Materials Incident: Any release of a material (during its manufacture, use, storage, or transportation) that is capable of posing a risk to health, safety, and property. Areas at risk include facilities that produce, process, transport, or store hazardous material, as well as all sites that treat, store, and dispose of hazardous material.

Hazardous Materials Incident (Fixed Facility): Any occurrence resulting in the uncontrolled release of materials from a fixed site capable of posing a risk to health, safety, and property as determined in the Environmental Protection Agency Resource Conservation and Recovery Act regulations.

Hazardous Materials Response Team: A team of specially trained personnel who respond to a hazardous materials incident. The team performs various response actions including assessment, firefighting, rescue, and containment; not responsible for cleanup operations following incident.

Hazardous Materials Transportation Incident: Uncontrolled, unlicensed release of hazardous materials during transport outside a fixed-site operation.

Hazardous Wastes: Discarded materials that EPA regulates under authority of the Resource Conservation and Recovery Act (RCRA) (42 USC 6901 et. seq.) because of public health and safety concerns. Under RCRA, hazardous waste is fully regulated from "cradle to grave"--that is, from its time of creation until properly discarded.

HazMat: See Hazardous Materials--any substance or material in a particular form or quantity which the Secretary of Transportation finds may pose an unreasonable risk to health, safety, and property.

HSPD # 5: Homeland Security Presidential Directive # 5 - Signed by President George W. Bush, 28 February 2003. The purpose of HSPD #5 is to "enhance the ability of the United States to manage domestic incidents by establishing a single, comprehensive national incident management system. (NIMS)

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 <https://preptoolkit.fema.gov/web/hseep-resources> (username and password required.)

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: An occurrence or event, natural- 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 Action Plan: An oral or written plan with general objectives that reflect the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide directions and important information for management of the incident during one or more operational periods.

Incident Command Post: 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 (ICS): A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is 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 small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: 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.

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-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

In-Place Sheltering: Directing personnel to remain in a building or seek shelter in a building or structure, in lieu of evacuation, for protection from a life safety threat, i.e., vapor cloud or explosion. In-place sheltering is defined as "the indoors sheltering of people to prevent external contact or inhalation of harmful chemicals". All air circulating devices should be shut off and windows and doors closed. It is anticipated in-place sheltering will last a short time, no more than a few hours.

Integrated Emergency-Management-System (IEMS): A system which allows improved capability by all levels of government to mitigate, prepare for, respond to, and recover from all disasters or emergencies. IEMS utilizes a strategy for implementing emergency management activities which builds upon those functions which are common to preparedness for any type of occurrence; and which provides for special requirements of individual emergency situations. Seeks function-based plan annexes which can be adapted to varied hazard events.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

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 gets to those who need access to it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of the 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 the NIMS are to be effective in domestic incident management. Interoperability and 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.)

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods to 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. This center should be a large room with limited access, close to the scene, where the media can receive information and be provided with workspace. A JIC is established for written and verbal news releases to the media.

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 improves performance of others in the same discipline. For additional information please visit <https://www.llis.dhs.gov/>

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

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 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).

Local Emergency Planning Committee (LEPC): Required by federal law and some state laws to develop contingency plans (for planning districts as set forth by the State).

Liability: An obligation to do or refrain from doing something; a duty which eventually must be performed; and obligation to pay money; also used to refer to one's responsibility for his conduct.

Liabile: To be responsible for; to be obligated in law.

Local Emergency: The duly proclaimed existence of conditions of disaster or of extreme peril to the safety of persons and property within the territorial limits of a county, city and county, or city, caused by such conditions as air pollution, fire, flood, storm, epidemic, riot, earthquake or other conditions which are, or are likely to be, beyond the control of the services, personnel, equipment, and facilities of a political subdivision and require the combined forces of other political subdivisions to combat.

Logistics: Providing resources and other services to support incident management.

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

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.”

Major Disaster (Federal): Any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance under the Federal Disaster Relief Act.

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives approach includes the following: 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.

Media: All public and private mass communications and news channels, including radio, television, and newspapers.

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.

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.

Mobile Command Post (MCP): An emergency management vehicle which serves as a base of operation for command and control during an emergency.

Mobile Communications Vehicle (MCV): An emergency management vehicle which can augment communications ability.

Mobilization: The process of marshaling appropriate personnel to manage resources.

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: Multiagency coordination systems provide the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment; emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

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: The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state. A statewide system, designed to ensure that adequate resources, facilities, and other support are provided to jurisdictions whenever their own resources prove to be inadequate to cope with a given situation.

Mutual-Aid Agreement: Written agreement between agencies and/or jurisdictions that they will assist one another on request, by furnishing personnel, equipment, and/or expertise in a specified manner.

National: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

National Warning System (NAWAS): The Federal Warning System, used to disseminate warnings of imminent natural disaster or enemy attack into a Regional Warning System which passes it to the State Warning Points for action. The federal portion of the civil defense warning system, used to disseminate warning and other emergency information from the warning centers or regions to warning points in each state.

National Disaster Medical System (NDMS): 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. The National Disaster Medical System provides resources for meeting the continuity of care and mental health services requirements of the ESF 8 in the National Response Framework.

National Incident Management System (NIMS): 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 Response Plan (NRP): A plan mandated by HSPD-5 that integrates Federal domestic prevention, preparedness, response, and recovery plans into one all-discipline, all-hazards plan.

National Response Framework (NRF): A guide to how the Nation 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 Weather Service (NWS): A Federal Agency tasked with forecasting weather and providing appropriate warning of imminent natural disaster such as hurricane, tornados, tropical storms, etc.

National Oceanic and Atmospheric Administration (NOAA): The central agency in development of CAMEO computer system for hazmat response and planning use, especially air-plume and surface-slick dispersion modeling. Functions under the Department of Commerce. Provides Scientific Support Coordinators (SSCs) in-coastal-and-marine-areas. SSCs serve as members of the OSC's staff, as scientific and technical advisors. Their capabilities include contingency planning, surface/subsurface trajectory forecasting, resource risk analysis, technical hazard data assessment and general communications. The SSC serves as principal point-of-contact for members of the scientific community.

National Preparedness System: The purpose of this page is to provide an overview of the National Preparedness System, which is intended to be used by the whole community. The intended audience for this page is individuals, families, communities, the private and nonprofit sectors, faith-based organizations, and state, local, tribal, territorial, insular area, and federal governments. For additional information please visit <https://www.fema.gov/national-preparedness-system>

Non-Governmental Organization (NGO): 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 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.)

Nuclear Power Plant: An electrical generating facility using a nuclear reactor as a power (heat) source.

Office of Emergency Management (OEM): A division of the Oregon State Police, the primary State agency responsible for the coordination and administration of statewide operations to support emergency mitigation, preparedness, response, and recovery activities within the state. It also deals with flood insurance, temporary emergency housing, training of State and local emergency response personnel and funding of preparedness projects and functions.

On-Scene Commander: Official who directly commands and allocates local resources and supervises all local operations at the scene.

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 https://www.fema.gov/pdf/emergency/nims/plain_lang.pdf

PL/Public Law: Citation referring to the session of Congress enacting the law followed by a number indicating the order of that Congress' laws in which it took effect.

Presidential Declaration: A disaster that exceeds the state's capacity to respond, resulting in the Governor's request for federal assistance.

Primary Responsibility: The agency which is assigned to respond to a specific emergency support function during an emergency or disaster.

Planning: A method to developing objectives to be accomplished and incorporated into an EOP.

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.

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 the 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. Activities, programs, and assistance that exist prior to an emergency that are used to prevent, support and/or enhance response to an emergency or disaster.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. 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.

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.

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.

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Public Service Announcements (PSAs): Announcements made by the media, free of charge, for the good of the public.

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 Incident Action Plans, supplies and equipment, feeding, and bed down.

Reception Center: A center established to register evacuees and to assess their needs. If an evacuation is ordered, suitable facilities to be used as reception centers must be designated. The centers will be used to register evacuees for emergency shelter or, if temporary shelter is not required because evacuees will stay elsewhere, to ascertain where they can be contacted. Persons requiring temporary shelter will be directed to a shelter location. (NOTE: Reception and shelter facilities may be at the same location.)

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.

Recovery Plan: A plan developed by a State, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

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.

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 the NIMS includes mutual-aid agreements; the use of special State, local, and tribal teams; and resource mobilization protocols.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. For additional information please visit <https://www.fema.gov/resource-management-mutual-aid>.

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.

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.

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. Activities and programs designed to address the immediate and short-term effects of the onset of an emergency or disaster.

Risk: The probability that damage to life, property, and the environment will occur; risk is higher either when the likelihood of a hazard increases, or the potential consequences of a hazard become more severe.

Risk Analysis: Assesses probability of damage (or injury) due to disasters and actual damage (or injury) that might occur, in light of the hazard analysis and vulnerability analysis. Some planners may choose to analyze worst-case scenarios.

Risk Area: An area considered likely to be affected by a release of a toxic chemical. Risk areas are based on recommended isolation distances (i.e., one-half mile radius in all directions and one mile downwind), identifiable land features (streets, addresses, rivers, etc.) and predominant wind directions.

Robert T. Stafford Disaster Relief and Emergency Assistance Act P.L. 93-288 as amended: Gives the President broad powers to supplement the efforts and available resources of state and local governments in carrying out their responsibilities to alleviate suffering and damage resulting from declared emergencies or disasters.

Rumor Control Center: A center established to provide a contact point for the public to call for additional information. The center is located adjacent to the JPIC.

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.

SARA: Superfund Amendments and Reauthorization Act of 1986 (PL99-499). Extends and revises Superfund authority (in Title I & II). Title III of SARA includes detailed provisions for community planning and Right-To-Know systems.

SARA Extremely Hazardous Substance: PA list of 300-plus substances named in Appendix D of 40 CFR Part 300, as described in SARA section 302(a)(2). Section 302, 303 and 304 of CERCLA apply to these substances. Length of list may be altered by EPA review process.

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.

Search: Systematic investigation of an area or premises to locate persons trapped, injured, immobilized, or missing.

Shelter: A facility to house, feed, and care for persons evacuated from a risk area for periods of one or more days.

Shelter Management: An internal organization, administration, and operation of a shelter facility by trained personnel or volunteers.

Shelter Manager: An individual who provides for internal organization, administration, and operation of a shelter facility.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1:3 and 1:7.)

Short-term recovery: Activity that returns vital life-support systems to minimum operating standards. Long-term recovery may continue for a number of years after a disaster and seeks to return life to normal or improved levels. Recovery activities include temporary housing, loans or grants, disaster unemployment insurance, reconstruction, and counseling programs.

Site Hardening: Actions (e.g., construction, security checks, extended perimeters) taken to make a facility less vulnerable to attack.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Operations Section manages Staging Areas.

Standardized Emergency Management System (SEMS): The group of principles developed for coordinating state and local emergency response. SEMS provides for a multiple level emergency response organization and is intended to structure and facilitate the flow of emergency information and resources within and between the organizational levels: the field response, local government, operational areas, regions and the state management level.

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 the 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.)

State: When capitalized, refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

State Emergency Response Commission (SERC): Body that oversees local committees' information and operations; approves submitted local response plans; intermediary between Federal and local officials in SARA compliance.

State Emergency Plan: The State of Oregon Emergency Plan, as approved by the Governor, serves as the basis for statewide emergency planning and response.

State Warning Point (SWP): The State Facility (State Highway Patrol Communications Center) that receives warnings and other emergency information over NAWAS and relays this information in accordance with current directives.

Substances: Materials so designated may include explosive, radioactive materials, etiologic agents, flammable liquids or solids, combustible liquids or solids, poisons, oxidizing or corrosive materials, and flammable gases. Defined via rulemaking process, under authority of PL 93-633.

Support Responsibility: The agency/organization that is assigned to provide assistance to the primary agency with emergency support function responsibility.

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: The general direction selected to accomplish incident objectives set by the IC.

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).

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.

Tornadoes: Intense localized storm activity characterized by cyclonic winds.

Traffic Control Points: Places along evacuation routes that are manned to direct and control movement to and from the area being evacuated.

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, 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.

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 the 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.

Volunteers: Individuals who make themselves available for assignment during an emergency who are not paid for the work they do.

Vulnerability: The susceptibility to life, property, and the environment to damage if a hazard manifests its potential.

Vulnerability Analysis: Identifies what is susceptible to damage. Should provide information on the following: extent of the vulnerable zone; population, in terms of size and types that could be expected to be within the vulnerable zone; private and public property that may be damaged, including essential support systems and transportation corridors; and environment that may be affected, and impact on sensitive natural areas and endangered species. Refer to the CEPP technical guidance or DOT's Emergency Response Guidebook to obtain information on the vulnerable zone for a hazardous materials release. A standard vulnerability analysis has been developed by EPA to assist communities in addressing sec. 303 of Title III.

Warning: The alerting of emergency response personnel and the public to the threat of extraordinary danger and the related effects of natural disasters and acts of civil disturbance or war.

Warning Point: A facility that receives warning and other information and disseminates or relays this information in accordance with a prearranged plan.

Warning Signal: An audible signal, sounded on public outdoor warning devices.

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EMERGENCY SUPPORT FUNCTIONS

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ESF-1 Transportation

Table 19: ESF 1 Tasked Agencies

ESF 1 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Works CTUIR Planning Department (Kayak) CTUIR Public Safety
Supporting Agencies	Umatilla County Road Department Oregon Department of Transportation

Purpose and Scope

Emergency Support Function (ESF) 1 focuses on the transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and, potentially, livestock) from a disaster area to an emergency sheltering location. It is inclusive of all transportation modes. This ESF also incorporates established procedures and identifies resources for the following:

- Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/point of dispensation sites.
- Transporting/transferring victims to medical care facilities.
- Identifying, mobilizing, and coordinating activities with government and private sector transportation vendors available to supply equipment/vehicles, personnel, and technical expertise during an emergency.

Policies and Agreements

General

The majority of the roadways within the Reservation are County roads; as such, the CTUIR would work closely with Umatilla County as well as the Oregon Department of Transportation, State Highways Division, to ensure that as many roads as possible are functional after an emergency or incident.

Evacuation

As a sovereign nation, the CTUIR has the ability to independently authorize an emergency evacuation on Tribal lands. The CTUIR has developed an Evacuation Plan, which is included in this Emergency Operations Plan (EOP) as Support Annex A (SA A).

Effective October 2006, the U.S. House and the Senate have approved the Pets Evacuation and Transportation Standards Act of 2005 (H.R. 3858). This bill amends the Robert T. Stafford Disaster Relief and Emergency Assistance Act to require the Director of the Federal Emergency Management Agency to ensure that state and local emergency preparedness operational plans

address the needs of individuals with household pets and service animals following a major disaster or emergency. Currently, however, no funding has been provided to state and local governments to produce these plans.

Situation and Assumptions

Situation

A major disaster may severely damage the transportation system throughout the impacted area. Most local transportation activities will be hampered by damaged facilities, equipment, and infrastructure, as well as disrupted communications. At the same time, the disaster may create significant demands for local, state, and regional transportation resources to provide relief and recovery.

Refer to the Basic Plan, [Chapter 2: Situation and Planning Assumptions](#) for additional information on emergency/disaster conditions and hazards.

Assumptions

- It is likely that the transportation infrastructure will be damaged in the event of a disaster.
- The type and degree of damage will determine the effectiveness and efficiency of the response and recovery efforts.
- Initial response may be difficult to coordinate but will improve with the gradual clearing of access routes.
- The demand for the transportation system for response and recovery activities will most likely exceed the capabilities of the County, thus requiring assistance from the State Office of Emergency Management.
- All CTUIR emergency vehicles (not otherwise involved in the emergency response) will be available for use by the Emergency Operations Center (EOC).

Roles and Responsibilities

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

Local Response Partners

CTUIR Public Works

- Coordinate the emergency transport of materials and equipment.
- Coordinate with Umatilla County Road Department.
- Send a representative to the EOC upon request.
- Determine the usable portions of the local street and road network.
- Provide for removal of wreckage and debris to permit vehicle access or movement and temporary repair of lightly damaged roads and bridges.
- Recommend priorities for restoration of local streets, roads, and bridges.

- Arrange for emergency fuel sources.
- Arrange for vehicle maintenance and support.
- Provide record keeping of transportation expenses incurred under emergency conditions.
- Request supplemental transportation resources from the State Emergency Coordinator Center if local emergency transportation capabilities are exceeded.

CTUIR Public Safety

- Notify appropriate agencies of the potential need for emergency transportation and request vehicles, as necessary.
- Assign resources, as necessary.
- Arrange for emergency fuel sources.
- Arrange for vehicle maintenance and support.
- Provide record keeping of transportation expenses incurred under emergency conditions.
- Request supplemental transportation resources from the State Emergency Coordination Center if local emergency transportation capabilities are exceeded.

CTUIR Planning/Kayak Public Transit

- Provide vehicles and certified drivers in support of evacuation and emergency services such as transporting personnel to impacted areas.
- Provide transportation, collection and/or delivery of resources.

Concept of Operations

Most transportation emergencies that result in a first response by the CTUIR will be localized, with response operations effectively managed on scene. When the Incident Commander (IC) determines that additional resources will be required beyond those available day to day and through mutual aid, they will notify Umatilla County and regional jurisdictions, describe the incident situation, and specify resources needed. Depending on the circumstances, the IC may also request CTUIR Emergency Management to implement the EOP and/or activate the EOC for the CTUIR.

Emergency transportation operations involve:

- Identification of areas impacted and people at risk.
- Identification, designation, and maintenance of access and egress routes.
- Arrangements to obtain additional emergency transportation resources, with highest priority given to resources needed for evacuation.
- Designation of transportation bases, staging areas, and refueling and repair facilities.
- Coordination with neighboring jurisdictions to ensure that transportation priorities and routes are consistent.
- Transportation needs and resources will be coordinated from the EOC when it is activated. EOC staff will collaborate with Umatilla County and other regional jurisdictions, volunteer groups, and transportation contractors to obtain necessary resources.

Direction and Control

Direction and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- See [Support Annexes](#)
- See [Incident Annexes](#)

ESF Development and Maintenance

Replace

Appendices

None at this time

ESF-2 Communications

Table 20: ESF 2 Tasked Agencies

ESF 2 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety CTUIR Office of Information Technology CTUIR Department of Communication
Supporting Agencies	CTUIR Emergency Management Department
Adjunct Agencies	City of Hermiston 911, Public Safety Answering Point (PSAP) Umatilla County 911, PSAP and National Warning System (NAWAS) City of Milton-Freewater 911, PSAP Oregon State Forestry Office in Pendleton

Purpose and Scope

Emergency Support Function (ESF 2) organizes, establishes, and maintains the communications capabilities among appropriate agencies/entities that are necessary to meet the operational requirements of the CTUIR in preparing for, responding to, and recovering from emergencies and disasters. This ESF also outlines the structure and operation of the warning systems used to alert key officials and the general public of a potential or occurring emergency or disaster. It emphasizes the technical considerations of communication functions. Collection, control, and dissemination of emergency public information are covered by [ESF 15: External Affairs](#).

Policies and Agreements

The NAWAS is the primary method of communicating alert and warning messages from national authorities to state authorities and between state authorities and local authorities or warning points.

The Emergency Alert System is the primary method of communicating alert and warning messages to the public.

- Initial Notification of a Chemical Accident or Incident (Memorandum of Understanding) between the States of Oregon and Washington; Umatilla, Morrow, and Benton Counties; the Hermiston Safety Center; and the Umatilla Depot (September 2009).

Situation and Assumptions

Situation

The CTUIR includes a major communications center for Umatilla County. Additional centers are located throughout the County. All of these agencies will have telephone, teletype, and radio capabilities. The Umatilla County Sheriff's Dispatch Center has NAWAS.

Within the CTUIR Emergency Operations Center (EOC), the Communications Officer is responsible for an effective communications system to support CTUIR emergency operations.

Assumptions

Depending on the scope and location of an incident, some or all of the agencies listed as tasked agencies may be called upon to staff a communications center and/or provide equipment or technical assistance.

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.

Radio Operators (Amateur Radio Emergency Services)

- Responsible for proper use of the equipment and for correct message handling.

Public Information Officer

- Monitoring of commercial radio and television broadcasts for accuracy of public information is the responsibility of the Public Information Officer (PIO) or someone designated by the Incident Commander (IC) to assist the PIO.

Concept of Operations

General

- Communications play the most critical role in emergency operations. When the extensive capabilities are properly coordinated, response activities become more effective and efficient.
- The existing communications network consists of telephone and radio facilities. This network will serve to perform the initial and basic communications effort for emergency operations.
- During emergency operations, all CTUIR, County, and area city departments will maintain their existing equipment and procedures for communicating with their field operations. They will keep the EOC informed of their operations at all times.

- When the regular communications networks are insufficient to meet the increased communications needs created by an emergency, various State agencies and amateur radio operators' systems will be asked to provide expanded communication capabilities.

Direction and Control

General

- The Emergency Management Coordinator or IC is the overall authority for the EOC and the EOC Communications Center.
- The Communications Coordinator is under the supervision of the IC and is directly responsible for the activities in the Emergency Communications Center.
- Radio operators from support agencies, while under control of their own office and operating their own equipment in the EOC, will be responsible for knowing and following the procedures outlined in this annex.
- Clear speech communications will be used to enhance comprehension. Local time, expressed in the 24-hour format, will be used during all transmissions.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County Emergency Operations Plan, [ESF 2: Communications](#)
- State of Oregon Emergency Operations Plan, [ESF 2: Communications](#)
- National Response Framework, [ESF 2: Communications](#)

ESF Development and Maintenance

Replace

Appendices

None at this time

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ESF-3 Public Works and Engineering

Table 21: ESF 3 Tasked Agencies

ESF 3 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Works
Supporting Agencies	CTUIR Department of Natural Resources Tribal Environmental Recovery Facility (TERF)
Adjunct Agencies	Umatilla County Public Works Department Oregon Department of Transportation US Army Corps of Engineers

Purpose and Scope

Emergency Support Function (ESF 3) provides a mechanism for coordinating infrastructure and engineering services during all phases of emergency management. Resources included in ESF 3 (personnel, equipment, facilities, materials, and supplies) will be coordinated through the Emergency Operations Center (EOC) following established procedures and agreements. Resources may also be obtained through contractors, vendors, and suppliers.

- Conducting pre- and post-incident assessments of public works and infrastructure.
- Executing emergency contract support for lifesaving and life-sustaining services.
- Providing technical assistance, including engineering expertise, construction management, and contracting and real-estate services.
- Providing emergency repair of damaged public infrastructure and critical facilities.

Policies and Agreements

The following policies and agreements are currently in place:

- None at this time

Situation and Assumptions

Situation

Most major emergency situations, natural or human-caused, will require the direct involvement and support of public works agencies in both the response and recovery phases of a disaster. In a flood or earthquake response, public works agencies will generally be assigned or assume the lead agency role.

Assumptions

- Major emergency response operations for public works agencies will include assisting police and fire, as necessary, in traffic control and rescue operations, in addition to clearing and maintaining critical lifeline routes.
- Each public works agency will utilize its existing directives and procedures in responding to major emergencies/disasters while working within the framework of their applicable Emergency Operations Plans (EOP).
- Interdepartmental liaison activities and requests for additional public works and engineering resources will be coordinated through the CTUIR Public Works Department's designated resource coordinator, who will be located at the CTUIR EOC during the response to a major disaster.
- Local contractors will be utilized by public works agencies in supplementing emergency response and recovery capabilities.

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.

Organization

- CTUIR response partners shall respond in accordance with the direction provided in the CTUIR EOP and/or this ESF.
- Umatilla County and other jurisdictions should respond in accordance with the direction provided in their respective EOPs or the CTUIR EOP as appropriate.

Department of Public Works

- Develop and maintain an emergency notification list of departmental personnel.
- Develop and maintain operating procedures for disaster response, including evacuation transportation requirements.
- Provide appropriate training to personnel on the general concept of disaster response and self-preservation techniques and for utilization of the Incident Command System in disaster response.
- Ensure that employees fully understand their obligations as emergency responders to report to work as soon as possible in the event of major emergency/disaster.
- Ensure that employees are aware of the need for a family preparedness plan that will assist them and their families in dealing with the results of a natural disaster such as an earthquake.
- Designate an emergency management program liaison who will be responsible for the department's mitigation and preparedness activities, including participating in the development, maintenance, and exercise of the EOP.

- Designate a Public Works resource coordinator who will serve as a member of the CTUIR EOC staff whenever the EOC is activated, for the purpose of training, exercising, or coordinating an actual response by the CTUIR to a major emergency/disaster. This coordinator shall also be responsible for developing and maintaining a working knowledge of resources available to Public Works through other local, State, and Federal agencies for disaster response. This position will also work with utility companies, public works departments, the Oregon Department of Transportation, and the U.S. Army Corps of Engineers.
- Participate in the annual training exercises conducted by Emergency Management to test the EOP.

Concept of Operations

Pre-Disaster Operations

During the mitigation and preparedness phases, the Department of Public Works is expected to develop internal emergency procedures to handle daily situations while also preparing for larger-scale events. This includes developing and maintaining emergency call-out lists, as well as contributing to and participating in the development and exercise of the EOP for major emergencies and disasters. Pre-disaster planning should include the development of mutual aid agreements between the CTUIR and the County, as well as various cities, as appropriate, and photographic documentation/inventory of facilities, major culverts, bridges, etc. for replacement purposes.

Disaster Response

Public works response will include all activities to restore vital lifeline systems to the community, focusing particularly on critical bridges and roads throughout the Reservation. Protection of life and property will receive priority. In many response situations, this means that Public Works will be providing direct support to police and fire units in rescue, evacuation, and traffic control. Public Works is responsible for:

- Immediately recalling off-duty personnel.
- Inspecting infrastructure for structural damage immediately following the occurrence of a natural hazard such as earthquake or flood.
- Clearing debris from roads, streets, and streams that endangers bridges and other structures, coordinating with the EOC in matters related to debris disposal.
- Performing temporary repairs of arterial routes and bridges.
- Coordinating restoration of public facilities, roads, and bridges.
- Demolishing unsafe structures.
- Furnishing equipment and operators to assist fire and police in rescue operations.
- Supporting traffic control measures and providing signs for detours, shelters, routes, security, trespassing, etc.
- Coordinating transportation resources for evacuations.

- Documenting personnel and other costs related to the emergency/disaster response for possible Federal disaster assistance reimbursement.
- Ensuring that public works emergency response activities and emergency public information are coordinated with the EOC, when it is operational.
- Advising the Executive Director/Board of Trustees on public works–related aspects of the emergency/disaster.

Recovery

- Continue necessary response operations.
- Assist other agencies with recovery operations and damage assessment, as appropriate.
- Return the focus of service to maintenance of the CTUIR infrastructure as soon as possible, releasing personnel and equipment for return to normal operations.

Direction and Control

Direction and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- CTUIR EOP
 - [ESF 1: Transportation](#)
 - [ESF 12: Energy](#)
- Umatilla County EOP, ESF 3: Public Works and Engineering
- State of Oregon EOP, ESF 3: Public Works and Engineering
- National Response Framework, ESF 3: Public Works and Engineering

ESF Development and Maintenance

Replace

Appendices

- None at this time

ESF-4 Firefighting

Table 22: ESF 4 Tasked Agencies

ESF 4 Tasked Agencies	
Primary Agencies	CTUIR Fire Department
Supporting Agencies	BIA Fire CTUIR Emergency Management Department Yellowhawk Tribal Health Center
Adjunct Agencies	Umatilla County Emergency Management Umatilla County Sheriff’s Office Oregon Department of Forestry Pendleton Fire

Purpose and Scope

Emergency Support Function (ESF) 4 provides a mechanism for coordinating firefighting services to meet the demands of a disaster situation. In addition to firefighting, this ESF addresses responsibilities in rescue, warning, and radiological protection operations.

Policies and Agreements

In addition to the CTUIR Fire Department, other Fire Districts operate outside of the CTUIR. As a result, various mutual aid agreements exist between fire districts. A Fire Defense Board oversees mutual aid among the fire districts in the County.

Situation and Assumptions

Situation

- As noted in the Hazard Mitigation Plan, the CTUIR is subject to both rural and wildland fires.
- The community of Mission includes a large number of special needs population(s) that would be at greater risk for respiratory conditions resulting from smoke inhalation.
- The communities of Cayuse, Thornhollow, and Gibbon are located in remote areas and are more at risk for wildfires as a result of the rural interface.
- In the event of an earthquake or other significant event, large and damaging fires could result.
- Each fire agency in the vicinity of the CTUIR and Umatilla County trains to handle most emergency situations within its jurisdiction through emergency call-out and the use of mutual aid agreements.
- The rural fire districts in the vicinity of the CTUIR include:
 - East Umatilla County Fire District #412

- Riverside Fire District #406
- Pilot Rock Fire District #401
- Helix Fire District #411
- Within the region of the CTUIR, the State of Oregon Forestry Department has a Fire Protection Boundary

Assumptions

- Efficient and effective mutual aid among the various local, county, state and federal fire agencies requires the use of the Incident Command System (ICS) together with compatible firefighting equipment and interoperable communications.
- Wheeled-vehicle access may be hampered by bridge failures, washed out roads, and landslides, making conventional travel to a fire location difficult or impossible. Aircraft/air support resources may be needed in those situations, provided that airports are not impeded.

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.

General

The CTUIR Fire Department coordinates its efforts through rural fire district firefighting services, many of which have mutual aid agreements between them; the Area 9 Fire Defense Board; the Office of State Fire Marshal; and forestry departments and associations.

Task Assignments

CTUIR Fire Department

- Command firefighting forces and direct all responding support forces operating within the incident. Establish the initial ICS structure. Call on mutual aid resources, as necessary.
- Maintain communications with the CTUIR EOC if activated.
- Maintain communications and liaison with an adjacent Incident Commander when the fire involves land protected by a wildland fire protection agency but is threatening the CTUIR fire jurisdiction.
- Develop an Incident Action Plan.
- Notify the EOC and/or Area 9 Fire Defense Board Chief if/when local firefighting efforts will be overwhelmed, and additional State support will be needed.
- Analyze fire service resource needs and request assistance from agencies not covered under mutual aid agreements.
- Recommend invocation of State Conflagration Act from the Office of State Fire Marshal if required.

- Assign a liaison to work with fire officials from other affected jurisdictions.
- Provide information and advice to the Board of Trustees through CTUIR Emergency Management Department.
- Coordinate with the Public Information Officer for dissemination of fire-related warning and emergency information.

CTUIR Emergency Management Department

- Assist in activation and operation of CTUIR Emergency Operations Center.
- Assist in the coordination of logistics to support fire control operations.
- Advise the Board of Trustees regarding emergency conditions.
- Maintain contact with Oregon Emergency Management in non-conflagration incidents.
- Provide training announcements as they become available to County personnel for ICS training.
- Prepare the CTUIR's emergency plans.

CTUIR Police Department

- Coordinate or assist in law enforcement response to provide traffic and crowd control at fire scene (see [ESF 13: Public Safety and Security](#)).
- Coordinate and use regional police support in response to fires. Work with other law enforcement agencies to establish adequate mutual aid agreements for fire responses.
- Assist in staffing an incident management team for the CTUIR when necessary.
- Assist in warning and evacuating the public as conditions require.
- Assist in the development and dissemination of emergency information as requested.

CTUIR Planning/CTUIR Department of Public Works

- Assist in traffic and crowd control by providing signs, barriers, equipment, and personnel.
- When requested, provide heavy equipment to assist in fire control operations.

Yellowhawk Tribal Health Center

- Coordinate with State agencies to assess environmental impacts and threats to public health.
- Assist in the development of emergency information related to human services.

Concept of Operations

General

- The CTUIR's primary function during a fire is to provide suppression, notification, communications, logistical, and law enforcement to the affected area. The CTUIR Fire Department acts as a first responder. The CTUIR is also empowered to declare a state of emergency, which can bring in more state and federal assistance.

- Emergency firefighting operations will be initiated by local fire agencies to the full extent of their resource capabilities. Additional resources can be requested by using mutual aid agreements.
- In order to protect life and property against the danger of fire, the Governor may order the firefighting forces and equipment of any firefighting organization in the state to assist anywhere in the state, under the State Conflagration Act.
- Requests for additional firefighting resources will be made in accordance with existing mutual aid plans and agreements. If supplemental firefighting resources are needed, local officials will request resources from the Area 9 Fire Defense Board Chief. Additional requests may be made of the Office of State Fire Marshal under the Oregon Fire Service Mobilization Plan.

Urban Interface

- Rural fire districts have primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For incidents that require additional support, mutual aid agreements may be executed.
- The Oregon Fire Service Mobilization Plan is intended to deal with the growing problem of urban/wildland interface fires. This included the establishment of the State Fire Defense Board, made up of representatives from various fire defense districts throughout the State.
- If an urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels.

Forest Fires/Wildland Fires

- Through the Oregon Fire Service Mobilization Plan, the Oregon Department of Forestry is capable of mobilizing a substantial response that includes communication equipment, incident management personnel, and other support services.
- The Bureau of Land Management is responsible for protecting forest lands under Federal management. Due to the intermingling of urban and forest areas, the Bureau of Land Management may participate in mutual aid agreements with municipal and rural fire departments and may assist with forces during a mobilization emergency to wildland fire events.
- Within the region of the CTUIR, the State of Oregon Forestry Department has a Fire Protection Boundary

Direction and Control

Direction and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

Confederated Tribes of the Umatilla Indian Reservation EOP

- Umatilla County Emergency Operation Plan, ESF 4: Firefighting
- Oregon Fire Service Mobilization Plan, 2008, Oregon Emergency Management

ESF Development and Maintenance

Replace

Appendices

Replace

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ESF-5 Information and Planning

Table 23: ESF 5 Tasked Agencies

ESF 5 Tasked Agencies	
Primary Agencies	CTUIR Emergency Management Department
Supporting Agencies	CTUIR Department of Public Safety Yellowhawk Tribal Health Center
Adjunct Agencies	Umatilla County Emergency Management Wildhorse Resort and Casino Oregon Emergency Management (OEM) Oregon Emergency Response System Oregon Department of Energy Bureau of Indian Affairs US Environmental Protection Agency

Purpose and Scope

Emergency Support Function (ESF) 5 provides for the direction, control, and management of CTUIR emergency operations, as well as allocation/coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the CTUIR (inclusive of all types of hazards), as well as designation of primary and alternate CTUIR Emergency Operations Centers (EOCs).

Policies and Agreements

The Executive Director is the CTUIR’s primary decision-maker in response and recovery operations. Under the CTUIR’s constitution, the Board of Trustees may declare a State of Emergency, make the services and resources of County agencies available, and take any actions deemed necessary.

The Emergency Management Coordinator is delegated the authority to implement the CTUIR Emergency Operations Plan (EOP) in response and recovery operations.

Situation and Assumptions

Situation

The administration of and logistics for CTUIR emergency response and recovery operations under a declared state of emergency will be provided by CTUIR emergency services and will support agencies that routinely manage these procedures during normal operations.

Assumptions

- The CTUIR Emergency Management Coordinator will coordinate all resource requests with the Federal Emergency Management Agency and the Bureau of Indian Affairs using established procedures.
- A natural or human-caused major emergency or disaster may occur at any time that requires response capabilities beyond what is normally available to the CTUIR government.
- Utilization of the CTUIR EOP does not require activation of the EOC; the need for activation of the EOC will be determined at the time of notification of the event.
- Depending on how widespread the emergency is, the CTUIR may not be able to meet the requests for emergency response/recovery assistance as requested within the CTUIR. Additional support may be requested from Umatilla County and/or other local governments in Umatilla County in a disaster.
- Coordination of emergency response activities among Tribal, local, State and Federal levels of government can generally best be accomplished from a single location or an EOC.

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.

Emergency Management Coordinator

- Develop and maintain the EOP.
- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation with emergency operations and management plans.
- Offer seminars, exercises, and training courses on emergency management subjects for CTUIR personnel and support agencies.
- Maintain and update a Tribal emergency resource list, including copies of supporting intergovernmental and mutual aid agreements.
- Review, approve, and distribute the EOP and supporting ESF Annexes for the CTUIR.
- Coordinated response through existing CTUIR/regional communications networks, confirm interoperability and available capabilities for communication with local response partners, regional response partners, State government, neighboring jurisdictions, and other support services.
- Coordinate with Umatilla County Emergency Management to initiate tests and maintain operability of the County warning system.
- Support the Incident Command System at the local response level and provide resources as appropriate.
- Support Preliminary Damage Assessment efforts in conjunction with County, State, and Federal responders

- Coordinate the activities of External Affairs (ESF 15).

Emergency Management Department or Lead Agency

Roles of lead agencies during all phases of emergency operations include:

- Activate the CTUIR EOC and implement a command-and-control structure appropriate to the emergency situation at hand; this is performed by the Emergency Manager.
- Develop and maintain ESF annexes, agency-specific emergency response plans, and standard operating procedures in accordance with the provisions of this EOP.
- Participate in emergency management exercises and training programs coordinated by CTUIR Emergency Management Coordinator.

Concept of Operations

General

- ESF 5 is activated at the CTUIR EOC in anticipation of or immediately following an incident of County significance.
- ESF 5 serves as the single point of coordination within CTUIR emergency operations, OEM, EOC operations, and Incident Command.
- ESF 5 coordinates State and Federal assets to support the CTUIR in need of supplemental emergency or disaster assistance.
- Provides trained and experienced staff to fill positions to coordinate response and recovery efforts in support of field operations, from mobilization to demobilization.
- The EOC, staffed as deemed appropriate by the Incident Commander, coordinates operations and provides situation reports to OEM, as needed.
- During recovery operations, the CTUIR Emergency Management Department will coordinate with State/Federal operations as needed.

Phases of Emergency Management

Mitigation

- Identify potential mitigation opportunities from damage assessment and the CTUIR Hazard Mitigation Plan.
- Apply for funding through Federal and State pre- and post-disaster mitigation grant programs for mitigation measures identified in the CTUIR Hazard Mitigation Plan.
- Upon grant approval, implement and administer Federal and State pre- and post-disaster mitigation funds.
- Provide education and awareness regarding mitigation to the general public as well as businesses, private nonprofit groups, and other organizations within the CTUIR.

Preparedness

- Develop and maintain standard operating procedures and other procedures necessary to support agencies that operate in the EOC.

- Maintain a trained staff to fulfill tasks associated with ESF 5 operations.
- Maintain and update needed computer data and programs, including maps, critical facility information, evacuation studies, demographics, and critical county data.
- Develop/maintain Memorandums of Understanding and mutual aid agreements.
- Exercise and train staff, agencies, and other private organizations to support CTUIR emergency operations.
- Identify deficiencies in plans and determine appropriate corrective action recommendations.
- Update the CTUIR Hazard Mitigation Plan (as needed).

Response

- Activate the CTUIR EOC and staff ESFs, as necessary.
- Contact and apprise OEM of the situation.
- Collect, verify, analyze, and disseminate incident information as needed.
- CTUIR Emergency Management Coordinator communicates and coordinates with Umatilla County and State EOC(s) to monitor the situation in accordance with Levels of Activation outlined in the Basic Plan.
- Coordinate mutual aid activities, including private organization assets.
- Continue to coordinate with key personnel in the field to determine the extent and location of damage to people and property.
- Coordinate/monitor/oversee public information activities.
- Establish and maintain contact with local governments.
- Facilitate planning meetings to develop Incident Action Plans and Situation Reports as appropriate.
- Receive and process requests from local jurisdictions for specific State and Federal emergency- and disaster-related assets and services.
- Conduct regular briefings for CTUIR EOC staff.
- Establish a duty roster and telephone lists.
- Provide information in support of State/Federal agencies, Umatilla County, and regional local governments and voluntary organizations to coordinate ESF 5.
- Disseminate situation reports and develop resource plans for the duration of the event.
- Maintain a current status report of all assets deployed.
- Initiate recovery activities with appropriate agencies.

Recovery

- Collect and process information concerning recovery activities while the response phase of the disaster is ongoing.
- Deploy appropriate ESF assets in support of recovery operations.
- Coordinate with CTUIR Planning staff and Umatilla County officials on short- and long-term recovery operations and recovery planning.
- Develop resource plans and situation reports as appropriate.

- Coordinate with State and Federal assets to support local jurisdictions in need of supplemental emergency or disaster assistance.
- Activate County recovery operations and request Oregon Voluntary Organizations Active in Disaster as appropriate.
- Track reimbursement expenses.
- Disseminate recovery information, plans, and reports to the EOC.
- Conduct after-action critique of the overall response and recovery efforts.

Direction and Control

Direction and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 5: Emergency Management
- State of Oregon EOP, ESF 5: Emergency Management
- National Response Framework, ESF 5: Emergency Management

ESF Development and Maintenance

- The Emergency Management Coordinator is responsible for maintaining this annex.
- Each agency will develop Standard Operating Procedures that address assigned tasks.

Appendices

- None at this time

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ESF-6 Mass Care, Emergency Assistance, Temporary Housing, and Human Services

Table 24: ESF 6 Tasked Agencies

ESF 6 Tasked Agencies	
Primary Agencies	Yellowhawk Tribal Health Center CTUIR Emergency Management Department
Supporting Agencies	Tribal Housing Authority CTUIR Department of Children and Families
Adjunct Agencies	Umatilla County Emergency Management Bureau of Indian Affairs American Red Cross Salvation Army United Way

Purpose and Scope

Emergency Support Function (ESF) 6 provides non-medical mass care/sheltering, housing, and human services support for victims of natural and technological emergencies and disasters. 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 will be provided to victims through a combination of fixed sites, mobile feeding units, and bulk distribution. Emergency first aid, consisting of basic first aid and 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 CTUIR and, if applicable, Umatilla County. If applicable to the situation, coordination and management of volunteer services and donated goods is necessary to maximize benefits without hindering response activities.

Additional functions of ESF 6 include the following.

- Providing assistance for victims’ short- and long-term housing needs.
- Supporting and coordinating resources required for crisis counseling and other mental health–related services immediately following an emergency, particularly as services are needed at shelters.
- Coordinating and identifying individuals with special needs within the impacted area. Special needs may be characterized by age (children and elderly), physical and/or mental disabilities, language (non-English speaking), existing disease/medical conditions,

Emergency Support Functions (ESF)

ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

dependency on service animals, and any other condition or threat that could warrant special considerations under emergency circumstances.

Policies and Agreements

There are no policies or agreements currently in place.

Situation and Assumptions

- Although the CTUIR has the overall responsibility, the American Red Cross will manage and coordinate shelter/mass care operations within their capability.
- Until such time that the American Red Cross arrives on scene, the CTUIR will manage and coordinate all shelter/mass care activities.
- Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so.
- Public facilities planned for shelter/mass care use will be available at the time of need.
- Experience has shown that under localized emergency conditions, a high percentage (50 percent or more) of evacuees 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.

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.

Human Services Organization

The Human Services Group consists of the Yellowhawk Tribal Health Center, Tribal Housing Authority and the CTUIR Department of Children and Families, the American Red Cross, Salvation Army, United Way, faith-based organizations, human services agencies, Federal agencies, schools, Citizen Corp Council programs, and other community service agencies.

The Human Services Coordinator within the EOC will work directly with the American Red Cross and its Disaster Coordinator, along with other helping agencies in whatever activities are necessary to provide emergency shelter and feeding to citizens affected by disaster within the boundary of CTUIR.

Whenever possible, a public shelter will be in a public building, such as the Long House, Community Center, (Nixyáawii school gym), or other appropriate Reservation area facility. The American Red Cross has developed and obtained agreements covering congregate care facilities. If a situation warrants, the Human Services Coordinator will work with churches and with human services agencies to provide other services beyond shelter and feeding.

Emergency Support Functions (ESF)

ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

The Yellowhawk Tribal Health Center Chief Executive Officer may be asked to provide assistance with mental/emotional crisis management for victims, victims' family members, and emergency workers.

Concept of Operations

General

- The Board of Trustees has the overall authority for ensuring the protection and welfare of residents of the CTUIR.
- In cooperation with volunteer disaster assistance organizations, the CTUIR will make available shelter and lodging for people displaced from their residences, as available.
- The American Red Cross and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
- In some disasters, 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 government will assist and coordinate post-disaster housing needs of the homeless.

Phases of Emergency Management

Mitigation

- Encourage shelter considerations in the architectural design of new buildings.
- Identify volunteer groups and other support networks.
- Develop shelter/mass care capability within the CTUIR.

Preparedness

- Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
- Obtain cooperation of facility owners for use as mass care facilities and protective shelters.
- Train facility/shelter managers.
- Coordinate training and communication procedures.
- Coordinate responsibilities with other agencies and/or volunteer groups.
- Identify population groups requiring special assistance during an emergency (i.e., senior citizens, handicapped) and ensure assistance is provided.

Response

When it is decided that a shelter is going to be needed, the Human Services Coordinator will contact the American Red Cross, who will contact the Chief Executive Officer of Yellowhawk

Emergency Support Functions (ESF)

ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

Tribal Health Center, the Long House, and or Nixyáawii School. The American Red Cross is responsible for shelter operations and distribution of supplies.

The Resource Team will assist the American Red Cross in procurement of shelter supplies. The American Red Cross will send a representative to the emergency operations center to assist with coordination of shelter operations, if appropriate. The American Red Cross will staff the shelter(s) with its volunteers. The American Red Cross EOC Representative will advise the Public Information Officer of shelter locations for dissemination to the public.

The Crisis Response team will respond to mass shelter locations. They will provide emotional support to individuals and families; provide death notification if requested; and provide Critical Incident Stress Debriefing for responder teams as needed.

Expected response activities would include:

- Open and staff shelters/mass care facilities.
- Provide food and clothing as needed.
- Maintain communications between facilities and EOC.
- Assist registration of evacuees/victims.
- Provide information for victims needing additional services.

Recovery

Following its established procedures, the American Red Cross will check the building used as a shelter for any damages and leftover materials such as forgotten belongings and unused supplies. With the assistance of the Resource Management Team, the American Red Cross will make appropriate reports. The American Red Cross will keep a record of the cost of all services provided.

The Resource Management Team will be responsible for making sure that all reusable supplies belonging to the CTUIR are returned to their appropriate storage places. Items that are used up should be replaced to ensure that the supplies are ready for the next deployment.

- Deactivate shelters/mass care facilities, as necessary.
- Assess the ongoing human needs of victims.
- Inform the public of extended care availability.
- Coordinate post-disaster housing needs.
- Coordinate with State and Federal officials on the location of Disaster Recovery Center.

Bulk Distribution of Emergency Relief Supplies

Bulk distribution of emergency relief items such as food, water, ice, clothing, and blankets will be managed and coordinated at established sites. This will be accomplished by the American Red Cross and other service groups such as the Salvation Army, in coordination with Tribal Emergency Management as possible.

Housing

Short- and long-term housing needs can result if the emergency requires evacuation or relocation of affected persons, if the emergency event damages housing, and/or if shelters and temporary lodging facilities are not a long-term solution. Displaced persons will be encouraged to obtain housing with family or friends or in commercial facilities before turning to the emergency response community for assistance.

The American Red Cross and Tribal Emergency Management will assist with identifying alternative housing for displaced persons who cannot return to their homes (and need more than temporary lodging in a shelter) and with recommendations for accomplishing repair and restoration of the property.

Direction and Control

All activities will be coordinated through the American Red Cross representative in the EOC. Shelter/lodging facility managers will be responsible for the operation of their individual facilities.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- CTUIR EOP
 - [ESF 1: Transportation](#)
 - [ESF 8: Public Health and Medical Services](#)
 - [ESF 14: Long-Term Community Recovery](#)
- Umatilla County EOP, ESF 6: Mass Care, Emergency Assistance, Housing and Human Services
- State of Oregon EOP, ESF 6: Mass Care, Emergency Assistance, Housing and Human Services
- National Response Framework, ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services

ESF Development and Maintenance

Replace

Appendices

- Appendix A: Regional Shelter Data

Emergency Support Functions (ESF)
**ESF 6: Mass Care, Emergency Assistance,
 Temporary Housing, and Human Services**

Appendix A – Regional Shelter Data

Table 25: Regional Shelter Data

Shelter	Assigned Occupants	Manager
Umatilla Reservation		
Long House*	Public	Not Assigned
School Gym	Public	Not Assigned
Weston-Athena		
Weston-McEwen High School	Umatilla High School National Guard-Pendleton (Co. D 1/82D CAV)	School Staff or National Guard
Milton-Freewater		
National Guard Armory	Public National Guard-Pendleton (Co. D 1/82D CAV)	Red Cross or National Guard
Ferndale School	Oregon Army National Guard (Co.C 3 rd Batt. 116 th Cav. Armory)	National Guard
Pendleton		
Pendleton High School	Hermiston High School Public National Guard (1210 Trans Co)	School District Red Cross National Guard
West Hills School*	Public	Red Cross
Pendleton Jr. High School	Sandstone Jr. High	School District
Hawthorne Elementary	Highland Hills Elementary	School District
Lincoln Elementary*	Public Rocky Heights Elementary	School District or Red Cross
Washington Elementary	TAG Center	School Staff
Pendleton Convention Center	Public	Red Cross
Sherwood Heights Elementary	West Park Elementary	School Staff
McKay Creek Elementary	Sunset Elementary	School Staff
Blue Mountain Community College	Public/Reception Center	Red Cross
Harris Jr. Academy	Hermiston Jr. Academy	School
St. Anthony Hospital	Good Shepherd Medical Center	Hospital

Emergency Support Functions (ESF)

ESF 6: Mass Care, Emergency Assistance, Temporary Housing, and Human Services

Shelter	Assigned Occupants	Manager
Amber Valley Nursing Home	Good Samaritan	Staff
Delamarter Care Center	None assigned	Staff
VFW Hall	EOT and PC	EOT & PC
Salvation Army Center	Public	Salvation Army
Yellowhawk Medical Clinic	Public	Red Cross
Pilot Rock Community Center	Court Juvenile Detention Center	County Juvenile Department
Pilot Rock Elementary	Echo Elementary West Elementary (Stanfield)	School Staff
Stanfield		
Stanfield High School	Public	Red Cross
Ukiah		
Ukiah School	Public	Red Cross
Walla Walla		
Walla Walla Penitentiary	EOCI	State Corrections
Weston		
Athena-Weston Junior High	Clara Brownell Middle School	School Staff

* *Chemical Emergency Response Designated Facility*

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ESF-7 Logistics

Table 26: ESF 7 Tasked Agencies

ESF 7 Tasked Agencies	
Primary Agencies	CTUIR Department of Finance/Purchasing
Supporting Agencies	CTUIR Department of Public Works CTUIR Department of Public Safety Yellowhawk Tribal Health Center
Adjunct Agencies	Federal Emergency Management Association Bureau of Indian Affairs Umatilla County State of Oregon

Purpose and Scope

Emergency Support Function (ESF) 7 focuses on procedures for activating, dispatching, distributing, allocating, and deactivating resources needed for emergency and disaster operations from government, private, or volunteer sources. In addition, ESF 7 describes available resource tracking systems, including databases or basic equipment/supply lists for personnel, facilities, equipment, and supplies for the CTUIR.

Formal pre-incident agreements (i.e., mutual aid agreements or memorandums of understanding) between government agencies and private sector and/or other nongovernmental entities may be necessary to support ESF 7 to facilitate acquisition of resources, pre-purchasing agreements (such as implementation of pre-disaster pricing when applicable), and the adoption of standardized interoperable equipment during emergency response activities. Procedures outlined in this support function include both medical and non-medical resources.

Logistics may consist of:

- Emergency relief supplies.
- Facility space.
- Office supplies.
- Telecommunications (see [ESF 2](#)).
- Contracting services.
- Transportation services (see [ESF 1](#)).
- Personnel required in support of immediate response activities.

Policies and Agreements

The following policies and agreements are currently in place:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288) as amended.

Situation and Assumptions

Situation

An emergency or disaster may occur that seriously disrupts the normal sources of food, water, and essential goods and services.

Assumptions

- The CTUIR may not have all of the resources necessary to combat the effects of a disaster.
- Weather conditions, damage to transportation infrastructure, and other factors may affect the availability and distribution of essential supplies and equipment.
- Not all resource support needs can be met on every occasion, and it may be necessary to prioritize the distribution of scarce resources to meet the greatest overall need based on the information available at the time.
- In the event of a significant disaster, local logistical support may be sought from private parties, transport suppliers, personnel, or evacuated civilians.
- After a major disaster has occurred, it can be anticipated that outside resources will be sent to the CTUIR. Systems will need to be established to assemble, inventory, register, and distribute these resources.

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.

CTUIR Emergency Management Department

- Coordinate with public and private sectors for maintaining resources information.
- Develop specific resource lists as required.
- Provide staff to the Logistics Section as needed or assigned.

Department of Public Safety

- Provide personnel and equipment to support the emergency resource management effort, including heavy equipment, trucks, and other transport vehicles as available.
- Provide staff to the Logistics Section as needed or assigned.

Finance Office

- Coordinate emergency procurement and purchasing of emergency supplies and equipment.

Concept of Operations

General

- The Department of Public Safety maintains lists of general emergency resources and contacts.
- A Logistics Section may be established at the CTUIR EOC to assume central coordination of the acquisition and distribution of essential resources.
- Functional units may be established within the Logistics Section to coordinate specific areas of the emergency resource management responsibility.
- The resources and services of private-sector relief organizations, including the American Red Cross, Salvation Army, and others, may be used to augment local government efforts in the care and shelter of persons impacted by the emergency or disaster.

Direction and Control

Resources ordered through the EOC shall be approved by the Command authority and may be routed through the Finance Section as needed. Additional details on command and control are provided in [Section 5](#) of the Basic Plan.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 7: Logistics Management and Resource Support
- State of Oregon EOP, ESF 7: Logistics Management and Resource Support
- National Response Framework, ESF 7: Logistics Management and Resource Support

ESF Development and Maintenance

Replace

Appendices

None at this time.

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ESF-8 Public Health and Medical Services

Table 27: ESF 8 Tasked Agencies

ESF 8 Tasked Agencies	
Primary Agencies	Yellowhawk Tribal Health Center (Yellowhawk)
Supporting Agencies	CTUIR Public Safety Department
Adjunct Agencies	Umatilla County Public Health Department Oregon Health Authority Oregon Department of Environmental Quality US Department of Health and Human Services Department of the Interior, Indian Health Service Eastern Oregon Psychiatric Center, Pendleton St. Anthony Hospital, Pendleton Walla Walla General Hospital, Walla Walla Washington Providence St. Mary Medical Center, Walla Walla Washington Good Shepherd Medical Center, Hermiston

Purpose and Scope

Purpose

The purpose of Public Health and Medical Services Emergency Support Function (ESF) 8 is to enable the CTUIR to deploy its resources in a way that provides maximum protection of human health during an emergency event. In addition, mass care for people experiencing homelessness, quarantine requirements, or other emergencies and are in need shall be offered to provide at least the minimum of shelter and food necessary to maintain life. Mass care may also provide additional services, if necessary, including financial assistance of victims, registration for evacuees, inquiry services to assist in locating those who are missing, religious guidance for those housed in a shelter, and crisis counseling.

Additionally in the event of a major natural or human-caused disaster or public health emergency, the CTUIR will need to augment, mobilize, organize, and direct the medical and health organizations within the CTUIR’s jurisdiction. This section also describes responses to be performed during a public health emergency, such as a documented or suspected biological event. Such responses may include:

- A mechanism for early detection of an unusual public health event on the CTUIR.
- Coordination of treatment with healthcare providers on the CTUIR, including mass prophylaxis, as identified in Yellowhawk’s Emergency Operations Plan.
- Initiation of case investigations and control measures.

Emergency Support Functions (ESF)

ESF 8: Public Health and Medical Services

- Provision of appropriate public health information regarding the situation to first responders, healthcare providers, and the public through the functions described in the Basic Plan and [ESF 2: Communication](#).
- Containment of a disease outbreak.

Scope

(ESF) 8 ensures that the following services are provided to disaster victims and emergency response workers to supplement disrupted or overburdened local medical personnel and facilities.

- Public health and sanitation.
- Emergency medical, dental, and hospital services.
- Crisis counseling and mental health services.
- Animal and vector control.
- Mortuary services.

Note: Refer to [ESF 11: Agriculture and Natural Resources](#) for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals without concern for impacts to human health.

Enforcement

Action may be taken to enforce this ESF, or orders issued by Tribal officials exercising authority delegated under the EOP, as permitted by CTUIR law including, but not limited to, the Environmental Health and Safety Code, Fire Prevention and Emergency Services Code, Public Health Code and Criminal Code. The Board of Trustees may also delegate enforcement authority to a Tribal official by Resolution that specifies:

- The scope of the delegated enforcement authority;
- The Tribal official(s) who can exercise the enforcement authority; and
- Civil or criminal sanctions that may be imposed.

Nothing in this EOP is intended to supplant or impair the application or enforcement of CTUIR law protecting public health and safety on the Umatilla Indian Reservation.

Policies and Agreements

The following policies and agreements are currently in place:

- Mutual Aid Agreement between CTUIR and Umatilla County for Public Health Emergencies
- Memorandum of Understanding between the Oregon Public Health Division – Oregon State Public Health Laboratory (OSPHL) and Yellowhawk Tribal Health Center
- Memorandum of Understanding between the Northwest Portland Area Indian Health Board (NPAIHB), Oregon Health Authority-Public Health Division, Indian Health

Services, and Yellowhawk Tribal Health Center on Communicable Disease Investigation and Reporting

- Intergovernmental Agreement between CTUIR and Umatilla County for Environmental Health Program
- Memorandum of Understanding with the Oregon National Guard

Situation and Assumptions

Situation

When a public health emergency or disaster occurs, many conditions may be present that are detrimental to the health of people living in the affected area. This plan addresses these conditions by separating conditions first under health concerns and then emergency medical concerns. Under these two headings are listed the variety of concerns that dictate services that must be provided to the community.

Assumptions

Disaster situations often create conditions that exceed a single facility's ability to effectively respond. A flexible yet coordinated effort that integrates public and private health resources is required. The response should ensure a rapid and effective mobilization of all essential parts of the total emergency resources. The response should also be durable and sustainable over a long, indefinite period of time for those emergencies, such as a coronavirus pandemic, when conditions posing a high risk to human health continue over months or even years.

It is the intent of this plan to define the relationships between the public and private emergency health care providers and identify the authority under which each acts in the event of a public health emergency or disaster. The plan is further intended to coordinate and complement, not replace, the respective disaster plans of Yellowhawk Tribal Health Center, hospitals and various agencies.

Training

Training in Incident Command Systems is imperative to emergency operations. It is recommended that CTUIR provide training to departments with roles and responsibilities related to this Emergency Support Function. Training shall include Incident Command Systems-100 Introduction and Incident Command Systems-200 Basic ICS for Initial Response. See [6.2 Training Program](#) for more information.

Roles and Responsibilities¹

¹ Refer to Public Health Service Act (P. L. 78-410, as amended/42 USC); Robert T. Stafford Disaster Relief and Emergency Assistance Act (P. L. 106-390/42 USC); Public Health Threats and Emergencies Act (P.L. 106-505/42 USC); Public Health Security and Bioterrorism Preparedness and Response Act of 2003 (P.L. 107-188/42 USC); Homeland Security Act (P.L. . 107-296); ORS 401; ORS 431; ORS 433; ORS 453; OAR 333-018-000)

Emergency Support Functions (ESF)
ESF 8: Public Health and Medical Services

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 or emergency. The coordinator of Medical and Public Health Services in times of major emergency or disaster is the Chief Executive Officer of Yellowhawk. During an emergency on the Umatilla Indian Reservation the CTUIR Health Commission’s authority over the Yellowhawk CEO is suspended until the emergency has ended. Direct oversight of the CEO and Yellowhawk operations will be supervised by the Board of Trustees. Yellowhawk has been assigned responsibility for local public health by both the Board of Trustees and the U.S. Department of Health and Human Services for routine activities and in the event of an unusual public health incident.

In times of emergency, the Chief Executive Officer is responsible for coordinating all services listed above under health and medical. Medical care within licensed health care facilities and private offices is provided by a network of private resource providers and is organized to meet day-to-day emergencies.

Yellowhawk has day-to-day responsibility for public health authorities; Federal Public Health has responsibility for some types of public health problems and will provide technical assistance to CTUIR upon request. Yellowhawk may call upon the Oregon Health Authority (OHA) to assist in providing Federal, state, and local resources that may become available during a public health emergency. The Federal government may provide additional supplies and technical assistance, depending upon the severity of the situation. An example of this is the pharmaceutical and medical/surgical supplies provided by the Strategic National Stockpile. The Federal government is also responsible for public health on Federal lands.

Roles and Responsibilities

The following tables contain the roles and responsibilities of the associated health and medical service providers for the CTUIR.

Table 28: Medical Services

Emergency Medical Services	Provider	Direction/Control
Mass casualty care	CTUIR Fire Department, Yellowhawk	Incident Commander
Scene management	Incident Command Operations	Incident Commander
Rescue activities	CTUIR Fire Department Local Government Emergency Medical Services	Incident Commander

Emergency Support Functions (ESF)
ESF 8: Public Health and Medical Services

Table 29: Public Health Service Roles

Public Health Services	Provider	Direction/Control
Communicable disease control	Yellowhawk	Yellowhawk Chief Executive Officer (CEO)
Public Health Crisis	Yellowhawk	Yellowhawk CEO
Safe drinking water	CTUIR Public Works, Department of Natural Resources, Planning Department, Housing Department	Department Directors
Sewage disposal	Oregon Department of Environmental Quality, CTUIR Public Works	Administrator, Public Works Director
Food sanitation	CTUIR Planning Department	Planning Director/Environmental Health Officer
Solid waste disposal	CTUIR Department of Economic & Community Development	DECD Director/TERF Manager
Mortuary care	County Health Department, County Health Officer Mortuaries	Tribal Spiritual Leaders, Priests, Pastors
Crisis counseling	Yellowhawk Behavioral Health	Yellowhawk CEO
Social Services (emergency housing, food, transportation)	CTUIR Department of Children & Family Services, Yellowhawk	DCFS Director
Communications and Public Outreach	Yellowhawk, CTUIR Communications Department	Yellowhawk CEO, Public Relations Manager, CTUIR Communications Director

Concept of Operations

General

- Emergency functions for the public health and medical services will parallel their normal day-to-day functions. To every possible extent, the same personnel and material resources will be employed in both cases.
- Day-to-day functions that are not deemed essential may be suspended for the duration of the emergency by the Chief Executive Officer of the Yellowhawk Tribal Health Center.

Alert and Notification of Responding Agencies

In the event of an incident involving a biological or public health crisis or hazard and upon notification, the Yellowhawk CEO, CTUIR Executive Director, and Public Safety Director will meet to discuss a plan of action. Yellowhawk maintains primary responsibility for public health events on the Umatilla Indian Reservation (UIR) and may initiate this EOP if needed.

Phases of Emergency Management

Mitigation

- Local medical providers and laboratories will submit reports of the presence of reportable contagious infections or disease clusters to the Umatilla County Health Department, in conformance with Tribal and State law. Umatilla County Health Department staff notifies Yellowhawk staff of cases on the UIR or those of Yellowhawk patients.
- Coordinate with the assigned medical liaison in the EOC to determine capabilities and shortfalls in personnel, services, operations status, and facilities and determine locations for Alternate Care Sites.
- Provide information to first responders, health care providers, and the public. This information may enable them to identify serious health or medical situations.

Preparedness

- Yellowhawk and CTUIR may assist local health care providers with personal protection equipment (PPE) and supplies and will monitor Yellowhawk and CTUIR's inventory of PPE and supplies needed to respond to public health crisis or casualty situations and identify local sources of supplies to use while waiting for supplies from the Strategic National Stockpile or other sources.
- Yellowhawk will coordinate with CTUIR Executive Director or designee to help protect and ensure ongoing water quality and identify sources of clean water if needed.
- Yellowhawk will coordinate with the CTUIR Executive Director or designee regarding Tribal Environmental Recovery Facility (TERF) and other regional sanitation companies to provide safe waste disposal.
- Yellowhawk will provide an assessment of the health hazards to which the CTUIR is susceptible.
- CTUIR Public Safety will coordinate the activities of volunteer organizations to best utilize services and resources.
- Yellowhawk will prepare and maintain emergency public health preventive guidance, measures, and regulations in consultation with CTUIR Office of Legal Counsel to control and restrict communicable disease or a public health emergency. Develop plans needed for the operation of mass vaccination and testing programs. Develop plans to assist in the isolation and quarantine of contagious patients and make referrals for enforcement of such orders under the applicable CTUIR authorities by code, regulation, or order.
- CTUIR will periodically update the Emergency Mass Fatality Response Plan ([Appendix A](#)) in conjunction with Yellowhawk, CTUIR Department of Public Safety, and Umatilla County Morgue/Medical Examiners.

Response

The Yellowhawk CEO, or designee, shall report to the CTUIR EOC. This position is responsible for contacting people or agencies who provide coordination and resources. They will keep the Director of Public Safety or Emergency Management Coordinator apprised of the status of emergency response activities to ensure coordination between health and medical services and all other services provided under the Emergency Operations Plan.

Those working in the field will keep the Yellowhawk CEO or designee advised of activities. Upon receipt of an alert, the Yellowhawk CEO or designee may alert the following individuals and agencies:

- State Department of Environmental Quality
- County Public Health Division
- State Mental Health Division
- Hospitals (Emergency Department or Epidemiology contact)
- CTUIR Fire Department and Public Safety Director

The following table outlines actions expected from each of the health providers expected to respond in a health emergency.

Table 28: Health Emergency Response Activities

<p>State Health: Receives information from local health departments. Coordinates response activities from CDC Coordinates distribution of antibiotics and other medicinal supplies from the Strategic National Stockpile Reports suspected cases to CDC as identified by local health departments Provides guidance from CDC regarding disposal of human remains during a public health emergency</p>
<p>Yellowhawk Tribal Health Center: Communicable disease, public health pandemic including case definition, case reporting, testing, guidance, measures, regulations, or orders issued Mass immunization and testing when necessary Identify areas or individuals requiring quarantine or isolation Identification and disposition of fatalities Crisis counseling (within the community)</p>

Local Medical/CTUIR Department

Multiple victim care (mass casualty, mass illness)
Patient care
Enforcement?
Tribal spiritual leaders, priests, pastors
Crisis counseling (within health care facilities)

CTUIR Environmental Health:

Solid waste disposal concerns identified
Safe drinking water
Sewage disposal
Food sanitation
Solid waste disposal

Recovery

The Yellowhawk CEO, or designee, is responsible for following up on all health- and medical-related recovery operations. The Yellowhawk CEO or designee will supply the Board of Trustees and Office of the Executive Director with reports of activities and expenses incurred. Agencies at the public and private sector level are expected to maintain records of personnel and expenses. These expenses may be reimbursed through the disbursement of Federal funds if a declaration of disaster or emergency is made first by the Governor and finally by the President. In the event alternative funding is available and eligible uses include emergency response uses, those will be reported as recommended sources for reimbursement or use.

Damage Assessment

Injuries and Fatalities

Yellowhawk has primary responsibility for gathering information concerning injuries and fatalities resulting from disaster or public health emergency occurrences. This information must be forwarded to the EOC as soon as it is available.

Water Treatment Facilities

The CTUIR maintains its own water facilities for residents within more populated areas of the Reservation. Residents outside of the services of the CTUIR water services use individual wells for water facilities. The CTUIR Public Works Department is responsible for evaluating and reporting damage to the CTUIR water treatment facilities following disaster occurrences to the Oregon Department of Environmental Quality.

Medical Facilities

Yellowhawk is responsible for assisting the EOC designated medical liaison in evaluating the capabilities of medical facilities to provide medical services based upon the Initial Assessment

Reports submitted. Individual medical clinics and the hospitals will provide support in this activity. Each facility administrator, or designee, will gather Initial Damage Assessment reports and identify which patients must be removed pending repairs to the facilities. This data will be provided directly to the EOC.

Continuity of Government

Lines of succession to each department head are developed according to the standard operating procedures established by each department however under a public health emergency such as a world-wide pandemic, the Board of Trustees in consultation with Yellowhawk, may decide to suspend, modify, or temporarily close certain tribal government services and entities operations. Additionally, sharing of staff resources amongst tribal government and tribal entities may be required in order to provide essential medical services at Yellowhawk.

Administration and Support

Yellowhawk will participate as required in drills and exercises conducted by Emergency Management. Additional drills and exercises may be conducted by various agencies. These drills shall test the ability to provide an effective response to various emergencies.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Yellowhawk EOP; Yellowhawk Communicable Disease Investigation and Reporting Policy
- Umatilla County EOP, ESF 8: Public Health and Medical Services
- State of Oregon EOP, ESF 8: Public Health and Medical Services
- National Response Framework, ESF 8: Public Health and Medical Services

ESF Development and Maintenance

- The Yellowhawk Chief Executive Officer is responsible for maintaining this Emergency Support Function.
- Each service, facility, or agency with emergency assignments is responsible for developing and maintaining their own standard operating procedures.

Appendices

- [Appendix A: Emergency Mass Fatality Response](#)
- [Appendix B: Umatilla County Ambulance Service Areas](#)
- [Appendix C: Health Resources](#)

Appendix A: Emergency Mass Fatality Response (EMFR)

Introduction

Mass fatality events are defined as disasters that occur suddenly, with unexpected, severe, disruptive events that overtax the resources of a community. The CTUIR could see not only human mass fatality but animal mass fatality as well. The CTUIR contains a diverse ethnic population that would require sensitivity and a culturally appropriate response when planning for the needs of many people who have faced an unexpected death. Mortuary personnel are neither immune nor exempt from these consequences. Morgue planning is unique and not like other emergency operations.

The system presented in this plan is adaptable to a small mass casualty incident or a large-scale incident.

Preparedness/Planning

Most cities in America do not have morgue facilities in which large numbers of bodies may be properly refrigerated and forensically examined, if necessary. Following the experience of New York City after the collapse of the World Trade Towers in 2001, disaster planners realized that mortuary facilities should include not only facilities for human remains, but also storage and administrative support.

Accordingly, arrangements to use existing facilities as temporary morgues must be made. Gymnasiums, auditoriums, armories, manufacturing facilities with refrigeration, airplane hangars, and refrigerated vans have been successfully used for this purpose. Emotional support must also be provided for family and significant others while they assemble, identify remains, and are assisted in making funeral and burial arrangements.

Mitigation

The setup and operation of a mass fatality mortuary site, like all other emergency services, requires personnel to staff the various disciplines involved and the resources required to operate. This plan addresses and identifies the leadership, supervision, function, and personnel needed to perform the disciplines required to operate a mass-casualty morgue. A list of relative supplies, equipment, and supporting resources needed to perform this type of operation is included and will follow the introductory sections.

Response

The Medical Examiner may request that this section of the plan be activated for any of the following reasons:

- Full or semi-modular activation to provide support to a large, full-scale, integrated, inter-county operation.
- Selective modular activation, if required, during a Mass Casualty Incident within the jurisdiction of the CTUIR.

Authority

The policy and intent of this Emergency Mass Fatality Response section conforms with the legislative intent of ORS 401, whereby the local level government(s) will plan, prepare, and assume the responsibility for the response, direction, and control of emergencies within their own jurisdictions. Oregon statutes specifically state that each County shall have a plan for emergency response to natural or human-caused disasters. Due to the medical nature of this activity, Yellowhawk would assume a lead role in the operation of a Mass Fatality Response.

Mortuary Site Selection

The chief requisite in choosing the facility to be used as a temporary morgue is adequacy of accommodation to the deceased and to those securing the remains. The structure or area should be centrally located, with easy access to the disaster site.

In choosing a structure and in planning the organization of the morgue facilities, the primary objective should be to reduce confusion and facilitate quick but accurate identification and disposition of the dead. Forensic sampling and identification may be required in situations involving intentional acts such as those associated with a terrorist incident (chemical, explosive, radiological, or biological).

The proposed morgue facility should have a front and rear entry, with two additional exits. It should be convenient for the public. Locations have not been currently identified, however, as sites are identified, they may be noted in this Appendix.

The morgue should have the following facilities for the convenience of the public who have legitimate reasons for on-site visiting of the morgue:

- A plainly marked general information area, easily accessible and located where it will not interfere with free passage.
- A waiting area and public restroom facilities.
- A separate area for interviews with individuals seeking missing persons.
- A private area for viewing victims.
- Public telephone(s).
- Personnel to handle incoming and outgoing calls and radio communication.
- A designated room and area for the news media.
- Provisions for the clergy.

In addition to the above, the following should be considered for efficiency of operation:

- A receiving entrance, protected from public view and located to permit free flow of necessary traffic.
- An admitting room with space large enough to accommodate a desk and an adequate number of workers,
- A medical examination room(s) with table(s), running water, ventilation, and good light.
- An area that can provide set-up for finger printing, photography, dental examination, and portable x-ray.

- A room for preparation of remains.
- Storage space for bodies or remains. Space for remains should be divided into areas to accommodate each of the following categories:
 - Male adults
 - Female adults
 - Male children
 - Female children
 - Undetermined sex
 - Partial remains
 - A secure area for storage of associated personal effects found with the deceased

The type of disaster will determine the size and necessity for these spaces. Bodies should be placed in numerical sequence in orderly rows, with sufficient space left between them to permit professional and technical examination (6 feet x 2 feet for each body, with 2 feet between each body in each row and 5-foot aisles between each row).

It is estimated that the handling of 50 bodies with all the necessary personnel would require approximately 4,500 square feet of floor space, with an additional 1,200 square feet for each additional 25 remains.

Operational Requirements

Facility requirements include:

- Accessibility of the facility to the disaster site(s).
- Required overall operational space.
- Power source.
- Communication system(s) (such as telephone, radio).
- Water source.
- Waste disposal.
- Refrigeration or cooling.
- Maintenance.
- Family assembly area.
- Viewing space.
- Identification and numbering.
- Records.
- Medical examiner activity.
- Identification and safeguarding of personal property.
- Public information and the news media.
- Technical personnel.
- Volunteer workers.
- Supplies, equipment, and storage.
- Perimeter security and traffic control.
- Facilities for comfort of workers/rest-work cycle areas.
- Portable x-ray availability.

- Bio-isolation area for potentially/known infected remains. This area should be refrigerated or have access to refrigerated facilities such as a truck.

Roles and Responsibilities

Operations Site Commander: Morgue Services

The Operations Site Commander for Morgue Services is in charge of mortuary operations. The Commander could be a multi-role position, with either the medical examiner or a representative from the Department of Health assuming the leadership of morgue services. This would depend on the extent of the incident and the agencies that would be involved. The Operations Site Commander is responsible for:

- Overall operation of the morgue.
- Health and welfare of the morgue staff.
- Sanitation.
- Public affairs.
- Liaison with the Incident Commander.

The Operations Site Commander coordinates with:

- Yellowhawk Officials.
- Umatilla County Department of Health.
- Medical Examiner.
- Incident Commander and Incident Command Operations Section.
- Local morticians.
- Local forensic unit (CTUIR Police Department).
- Federal police/forensic unit (FBI).
- Public Information Officer or Joint Information Center.
- Clergy.
- Department of Health Crisis Response Team.
- Disaster Mortuary Response Team if activated.

Mortuary Operations Staff

The Mortuary Operations staff coordinates with the Yellowhawk and the Umatilla County Department of Health. The Mortuary Operations Staff is responsible for:

- Postmortem examination of human remains.
- Tissue sampling.
- Dental identification with known records.
- Fingerprinting.
- DNA matching and acquisition.
- Supportive laboratory functions, including:
 - Overall operation of the morgue
 - Health and welfare of morgue staff

Emergency Support Functions (ESF)

ESF 8: Public Health and Medical Services

- Sanitation
- Public affairs
- Liaison with CTUIR and or Umatilla EOC Incident Commander

Financial/Legal Staff

Personnel for the Financial/Legal Staff may consist of personnel from the CTUIR Finance Department, the Office of Legal Counsel, and administrative support from various offices. The Financial/Legal Staff are responsible for:

- Financial documentation of mortuary activities.
- Tracking expenses of rental equipment, transportation.
- Tracking expenses related to disposition of remains.
- Coordinating with the Logistics division to facilitate preparation and issuing of death certificates.
- Advising concerning applicable laws, regulations, policies and agreements, and enforcement within the context of the disaster or emergency.

Logistics Officer

The Logistics Officer is responsible for:

- Coordinating transfer of remains to mortuary facilities for burial preparation or to burial/cremation facilities.
- Ordering appropriate materials and supplies to facilitate mortuary activities, including storage and radiological shielding.
- Identifying an appropriate site for mortuary operations.
- Coordinating with the Finance/Legal Section for tracking of related expenses.

Staffing of the Logistics section may include the following personnel:

- Physician(s).
- Pathologists.
- Dentists.
- FBI Fingerprint Team.
- Security.
- X-Ray Technician.
- Mortuary Technician.
- Infectious Disease Physician/Medical Examiner.
- Microbiology technician.

Operations Officer

The Operations Officer is responsible for the following:

- Coordinating with local, state, and law enforcement officials.
- Coordinating the identification of remains with appropriate agencies.

Emergency Support Functions (ESF)

ESF 8: Public Health and Medical Services

- Coordinating/integration of crisis support team with next of kin.
- Coordinating with external laboratories.

Planning Officer

The Planning Officer is responsible for:

- Identification of areas for staff support within the mortuary facility.
- Coordination with the American Red Cross for providing food and family support of mortuary personnel.
- Identification of staffing needs in both immediate and long-term support.
- Overseeing mortuary operations.
- Looking ahead to closure of disaster mortuary operations or anticipating transfer of activities to either a larger or smaller site as needed.
- Coordinating with logistics/security to meet the needs of support staff within the mortuary facilities.
- Identifying the need for critical incident stress debriefing with all personnel who participate in mortuary operations—planned with Mental Health services providers

Appendix B: Umatilla County Ambulance Service Areas

Oregon Licensed Ambulance Service Providers for Umatilla County

Table 29: East Umatilla County Ambulance Area Health District

Contact Information				
3004 East Umatilla County Ambulance Area Health District 431 East Main/P.O. Box 640 Athena OR 97813 (541) 566-3813 Fax: (877) 469-6944 www.eucaahd.org				
Ambulance Resources				
Ground	Marine	Fixed Wing	Rotary Wing	Total
1	0	0	0	1
Contact Person		Medical Director		
Board of Directors Chair		Administrator		
Agency Type		Level of Care		
Health District		BLS-F, ILS-P, ALS-P		

Table 30: Hermiston Fire Department (Umatilla County Fire District #1)

Contact Information				
3003 Hermiston Fire Department (Umatilla County Fire District #1) 320 S. 1st Street Hermiston OR 97838 (541) 567-8822 Fax: (541) 564-6463 Fire.district@ucfd1.com https://ucfd1.com				
Ambulance Resources				
Ground	Marine	Fixed Wing	Rotary Wing	Total
4	0	0	0	4
Contact Person		Medical Director		
Scott Stanton, Fire Chief		Richard Cearns, Division Chief of EMS & Training		
Agency Type		Level of Care		
Fire Department		BLS-, F ILS-, F ALS-F		

Emergency Support Functions (ESF)
ESF 8: Public Health and Medical Services

Table 31: Milton-Freewater Rural Fire Department and EMS

Contact Information				
3030 Milton-Freewater Rural Fire Department and EMS 84629 Eastside Road Milton-Freewater OR 97862 (541) 938-7146 cathy@mfrfd.com www.mfrfd.net				
Ambulance Resources				
Ground	Marine	Fixed Wing	Rotary Wing	Total
2	0	0	0	2
Contact Person		Medical Director		
Rick Saager, Fire Chief		Mark Gomes, Operations Chief		
Agency Type		Level of Care		
Fire Department		BLS, -F ILS-, P ALS-F		

Table 32: Pendleton Fire and Ambulance

Contact Information				
3005 Pendleton Fire and Ambulance 1455 SE Court Avenue Pendleton OR 97801 (541) 276-1442 Fax: (541) 276-9171 https://pendleton.or.us/fire				
Ambulance Resources				
Ground	Marine	Fixed Wing	Rotary Wing	Total
4	0	0	0	4
Contact Person		Medical Director		
Jim Critchley, Fire Chief		Dr. Brad Adams (Medical Examiner)		
Agency Type		Level of Care		
Fire Department		ALS-F		

Emergency Support Functions (ESF)
ESF 8: Public Health and Medical Services

Table 33: CTUIR: Umatilla Tribal Fire Department

Contact Information				
Confederated Tribes of the Umatilla Indian Reservation Umatilla Tribal Fire Department 73382 Confederated Way Pendleton, Oregon 97801 541-276-2126 https://www.ctuir.org/departments/public-safety/fire-station/				
Ambulance Resources				
Ground	Marine	Fixed Wing	Rotary Wing	Total
3	0	0	0	3
Contact Person		Medical Director		
James Hall, Chief		Dr. Richard Boss (Medical Examiner)		
Agency Type		Level of Care		
Fire Department		ALS-F		

Appendix C: Health Resources

Table 34: Hospital and Long-Term Care Resources for Umatilla County

Facility Name Location	Licensed Beds	ER Beds	ICU Beds	Medical- Surgical Beds	OB/Labor and Delivery Beds	Pediatric Beds	Negative Pressure / Isolation Rooms
Willowbrook Nursing Home Pendleton, Oregon							
Desire for Healing Pendleton, Oregon							
Oregon State Psychiatric Hospital Salem, Oregon							
Good Shepherd Medical Center Hermiston, Oregon	56	16	6	22	8	0	2
Kadlec Medical Center Richland, Washington							
Providence St. Mary Medical Center Walla Walla Washington							
St. Anthony Hospital Pendleton, Oregon	30	11	5	19	6	0	10
Good Samaritan Nursing Center Hermiston, Oregon							
Yellowhawk Tribal Health Center Umatilla Reservation, Oregon	0	0	0	0	0	0	0
Trios Hospital Kennewick, Washington							
Oregon Health Sciences University Portland, Oregon	411	69	79	305	27	0	31

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ESF-9 Search and Rescue

Table 35: ESF 9 Tasked Agencies

ESF 9 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	CTUIR Emergency Management Department
Adjunct Agencies	Umatilla County Search and Rescue Umatilla County Sheriff’s Office State of Oregon Department of Forestry

Purpose and Scope

The purpose of Emergency Support Function (ESF) 9 is to coordinate Search and Rescue (SAR) operations and resources during emergency response and recovery. ESF 9 describes the use of resources in support of SAR operations during actual or potential emergencies. SAR includes situations such as the aftermath of an earthquake or building collapse, the search for persons lost in wilderness or other recreational or natural environments, the search for escaped prisoners and detainees, the search for downed aircraft, and the extrication of accident victims.

Policies and Agreements

State of Oregon law for SAR can be found in Oregon State Statute (ORS) 404 and includes provisions for development of SAR authority, planning, and equipment at the County level.

Situation and Assumptions

- Although Oregon State law (ORS 404) refers to the County Sheriff’s Department as the SAR lead agency, the CTUIR Public Safety Department will assist with SAR operations undertaken by the Umatilla County Search and Rescue Unit.
- Umatilla County Search and Rescue is a volunteer squad that will generally be able to provide adequate coverage during normal searches. If local and regional capabilities are exceeded, support will be available from any of several State, County, and Federal

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.

Umatilla County Sheriff’s Office

- Responsible for SAR operations.

CTUIR Department of Public Safety

- Provide assistance with SAR operations.
- Provide personnel assistance to SAR operations and coordination of heavy rescue operations.

CTUIR Emergency Management Department

- Support SAR operations with additional resource coordination and activation of the Emergency Operations Center, as needed.

CTUIR Department of Public Works

- Provide heavy equipment to support rescue operations.

American Red Cross

- Provide support to search teams and personnel, including warming stations, food and beverage service, and mental health support.

Amateur Radio Emergency Services (ARES)

- Provide communications support, particularly in areas with limited communications functionality.

Concept of Operations

General

SAR operations for Umatilla County SAR Volunteers will simply be an expansion of their normal responsibilities.

Phases of Emergency Management

Mitigation

- Provide continuous SAR Standard Operating Procedures and SAR Plan reviews and updating.

Preparedness

- Prepare plans for SAR missions.
- Prepare plans for major disasters.
- Develop adequate communications systems for SAR missions.
- Provide training for primary SAR members and other specialty support units.

Response

- The Umatilla County SAR response to a rescue requires prompt utilization of available resource(s) necessary to perform the rescue.
- The resource(s) may be from a variety of specially qualified response organizations.
- Response levels:
 - Level I Response: A full-scale assignment of resources to a known, life-threatening situation. Time is critical.
 - Level II Response: A reduction of resources dedicated to the mission due to a lack of information indicating the existence of life-threatening conditions.
 - Level III Response: An assignment of minimal resources to the mission due to all factors indicating no life-threatening conditions, or when a lack of information does not substantiate a mission.
- Special care must be exercised to match the indicated response level to the perceived hazard(s). Resources must be deployed in such a manner as to safeguard the welfare of the subject(s) and mission personnel.

Recovery

- Continue response and support operations.
- SAR volunteers and specialty units will help assist other emergency agencies in recovery operations and damage assessments.

Direction and Control

Command and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 9: Search and Rescue
- State of Oregon EOP, ESF 9: Search and Rescue
- National Response Framework, ESF 9: Search and Rescue

ESF Development and Maintenance

- Replace

Appendices

None at this time

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ESF-10 Oil and Hazardous Materials Response

Table 36: ESF 10 Oil and Hazardous Materials Response

ESF 10 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	CTUIR Department of Natural Resources
Adjunct Agencies	Umatilla County Department of Transportation Oregon Department of Transportation Union Pacific Railroad

Purpose and Scope

Emergency Support Function (ESF) 10 provides for response to, and recovery from, hazardous materials releases, including oil spills. This support function is applicable to all types and sizes of hazardous materials incidents—chemical, biological, radiological, nuclear, and explosive—potentially involving transportation corridors (railway and highway); abandoned waste sites; pipelines; tank farms; and fixed facilities (chemical plants, laboratories, operating hazardous waste sites, hospitals, etc.). This ESF also includes hazardous materials response and support for response to terrorist incidents.

Disclaimers

This ESF does not address the following:

- Nuclear reactor incidents.
- Military weapons (conventional or nuclear) or weapons material incidents.

Policies and Agreements

- Regional Hazardous Materials Regional Response Team, Hermiston

Situation and Assumptions

Situation

Hazardous materials are located within the CTUIR at the following locations:

- Union Pacific Railroad oil and hazardous materials
- Umatilla Electric Coop Substation at Mission.
- The Williams Natural Gas Company has three pipelines of 30 inches, 22 inches, and 6 inches that cross the Reservation.
- Cascade Natural Gas has distribution lines of ½ inch to 4 inches that serve the Reservation
- Chevron has two liquid petroleum pipelines of 6 and 8 inches that cross the Reservation.

Emergency Support Functions (ESF)

ESF-10: Oil and Hazardous Materials Response

- Chevron Oil Storage facility is currently not in use but has environmental issues.
- Arrowhead Travel Plaza has storage facilities for gasoline, diesel, and LPG.

Assumptions

- A number of hazardous materials are transported by rail, highway, and pipeline through the Reservation and surrounding area.
- Weather conditions (outside of emergency responders' control) weigh heavily into the type of response.
- The proximity of residents to the railway lines creates an additional response situation.
- Materials transported by rail and by highway can be unknown.
- Truck traffic through the Reservation via Interstate 84 (I-84) presents another opportunity for a hazardous material spill (Emigrant Hill area).
- Response systems are already in place for the region as a result of CSEPP.
- Hazardous material incidents can damage native habitat, Native American cultural sites, and native food stores (such as Biscuit Root or Xh-oush) located in close proximity to I-84.

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.

CTUIR Fire Department

- Provide on-scene Incident Command.
- Conduct emergency medical operations.
- Conduct fire suppression and rescue activities.
- Assist with radiological monitoring and decontamination.
- Coordinate with regional fire districts if the incident requires a second alarm.
- Stand by for emergency response during a security or drug lab incident.
- Provide technical advice and support to the law enforcement Incident Commander (IC) in the case of a security or drug lab incident.

CTUIR Police Department

- Direct evacuation operations.
- Provide crowd and traffic control.
- Initiate road closures and blockades as needed.
- Coordinate activities with the IC.
- Provide on-scene Incident Command for security and drug lab incidents.

CTUIR Department of Public Works

- Coordinate activities with the IC.

Emergency Support Functions (ESF)

ESF-10: Oil and Hazardous Materials Response

- Assist with utility restoration and road closures/blockades/detours as needed.
- If requested by the IC, provide and place material to dike, block, or absorb spilled material to stop or limit run-off (provided employees have the proper Federal Occupational Safety and Health Administration training and the necessary equipment).

CTUIR Department of Natural Resources

- Assist with coordination of off-site resources.
- Coordinate activities with the IC.
- Conduct exercises to test the plan and response capabilities.
- Manage the Emergency Operations Center during major emergencies and disasters.
- Oversee the preparation and update of ESF 10.

Industry

- Report spills or incidents.
- Coordinate response activities with the IC.
- Conduct cleanup and site restoration when required to do so by law.
- Use, store, and transport hazardous materials safely and in a manner that poses the least threat to public safety.
- Be familiar with this annex and, working with local government, ensure that their emergency plans are consistent with this annex.
- Respond to emergencies as required by law unless directed otherwise by the government agency with jurisdiction to enforce applicable law.

Concept of Operations

Resources

Umatilla County Agencies

County agencies will provide, as required and if within their capability, resources, technical advice, and support to the IC during the HazMat incident.

Regional Agencies

CTUIR is located in region 10 of the State of Oregon Regional Hazardous Materials Response team. The Team may assist Umatilla County in the event of an incident.

State Agencies

State agencies may provide resource assistance to the IC and will provide technical advice during an incident. A State agency will assume the lead role during the Recovery phase of major incidents.

Federal Agencies

Federal agencies may provide resource assistance and/or technical support to the IC during the HazMat incident.

- EPA Hazard Response Team

Industry

- When requested, and if possible, industry will provide support to the County, to help mitigate the effects of a HazMat incident.
- Private cleanup contractors, if engaged, will provide resources, and accomplish the removal and disposal of contaminated materials and do so in a manner consistent with all applicable laws.

Volunteer Organizations

Volunteer organizations may be requested to provide aid to victims. They shall respond only if requested and as directed by the IC.

Direction and Control

Notification and Warning

- Notification of a HazMat incident will normally be received through 911. If notification is made through another avenue, the information will immediately be made available to the regional 911 centers to conduct a proper response.
- Public warning can be accomplished in the following ways:
 - If the emergency is localized, the CTUIR Public Safety or Umatilla Sheriff's Department will alert residents by mobile public address systems and door-to-door contact. The law enforcement vehicles can patrol and alert the public with loudspeakers and sirens.
 - If the emergency is large scale, in terms of the danger to the public, and requires immediate action or evacuation by the public, all available means of warning will be utilized.
 - The region's emergency communications system may be used to give public emergency instructions via telephone calls.
 - Public emergency instructions may be given through the Emergency Alert System (See [ESF 2: Communications](#)).
- State notification of a HazMat incident will be accomplished by telephone to the Oregon Emergency Response System (OERS) at 1-800-452-0311. The spiller is required to notify OERS, but the County IC and/or 911 centers should also issue notification to ensure the incident is reported. Depending on the type of incident, OERS will notify the appropriate State agencies and the U.S. Coast Guard.
- Federal notification can be made to the National Response Center (NRC) at 1-800-424-8802. Depending on the type and quantity of material spilled, the spiller must notify the NRC.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 10: Oil and Hazardous Materials
- State of Oregon EOP, ESF 10: Oil and Hazardous Materials
- National Response Framework, ESF 10: Oil and Hazardous Materials
- ODOT Emergency Operations Plan – Vol. 2 Rail/Public Transit

ESF Development and Maintenance

- Replace

Appendices

- None at this time

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ESF-11 Agriculture and Natural Resources

Table 37: ESF 11 Tasked Agencies

ESF 11 Tasked Agencies	
Primary Agencies	CTUIR Department of Natural Resources
Supporting Agencies	CTUIR Department of Public Safety
Adjunct Agencies	Umatilla County Health Department Oregon Department of Agriculture

Purpose and Scope

Emergency Support Function (ESF) 11 provides information regarding coordinating the protection of agriculture and natural resources in the CTUIR in the event of an emergency. Services addressed by this ESF include:

- Protection of the local agricultural food supply.
- Response to animal and plant diseases and pests that can potentially affect animal and plant health or pose significant risk to the local economy.
- Sheltering, care, and/or evacuation of animals.
- Protection of natural and cultural resources and historic properties.

This ESF overlaps with ESFs 6 and 13 in addressing some aspects of care and assistance for household pets and service animals ([ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#) addresses care for household pets and service animals primarily associated with moving persons to shelters; and [ESF 13: Public Safety and Security](#), addresses evacuation of persons and, by extension, some of the impacts for their pets and service animals).

Policies and Agreements

The Oregon Department of Agriculture (ODA), in accordance with Oregon State law, specifically Oregon Revised Statutes, Chapter 596 (Disease Control Generally) and Oregon Administrative Rules 603 Division 11 has the authority to:

- Declare an animal health emergency.
- Impose restrictions on importations of animals, articles, and means of conveyance.
- Create quarantine areas for animals, and/or herds of animals, either in parts of the State, or the entire state
- Stop the movement of animals.
- Require the destruction of animals, animal products, and materials.
- Specify the method for destruction and disposal of animals, products, and materials.
- Indemnify owners for animals destroyed.
- Employ deputy state veterinarians and livestock inspectors.

Emergency Support Functions (ESF)

ESF-11: Agriculture and Natural Resources

Farm Service Agency programs are administered through the U.S. Department of Agriculture (USDA) and are subsequently activated by the U.S. Secretary of Agriculture in support of a natural hazard event, such as drought. These include the following.

- Noninsured Assistance Program.
- Emergency Conservation Program.
- Emergency Conservation Reserve Program Haying and Grazing Assistance.
- Emergency loans.

Not all Farm Service Agency programs require a disaster declaration prior to activation.

The Farm Service Agency has local offices throughout the State that are often co-located with the Natural Resources Conservation Service and/or the local soil and water conservation district office. More information about programs administered by the Farm Service Agency can be accessed via the following website: <http://disaster.fsa.usda.gov/fsa.asp>.

Situation and Assumptions

Situation

In the event of a disaster, local resources will be called upon to provide an adequate and healthy supply of food and water, meet nutritional needs of the populace, and care for pets, service animals, and livestock. In addition, protection of natural resources is vital for long-term recovery.

Assumptions

The owners of pets and livestock, when notified of an impending emergency, will take reasonable steps to shelter and protect their animals.

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.

Tasks by Phase of Emergency Management

Mitigation

- Provide surveillance for foreign animal disease or an animal-borne poison or toxin that may pose a threat to the animal industries, the economy, or public health.
- Provide for surveillance of plant pests of unknown or questionable origin that may pose a potential threat to agriculture, horticulture, the economy, or public health.

Preparedness

- Develop standard operating guides and checklists to support ESF 11 activities.

Emergency Support Functions (ESF)

ESF-11: Agriculture and Natural Resources

- Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.
- Identify sources to augment emergency food and water supplies.
- Identify local agribusiness operators with equipment and personnel to assist with animal stop movement and quarantine activities.
- Develop mutual aid agreements with government agencies, professional associations, and private agencies and organizations with personnel and equipment to support ESF #11 activities.
- Conduct and participate in training to support the implementation of ESF 11.
- Develop and/or review procedures for crisis augmentation of personnel.
- Participate in and/or conduct drills and exercises.

Response

- Support disaster response and recovery with all available resources.
- Provide assistance to established pet shelters.
- Restrict movement and detain or move animals, equipment, products, and personnel as necessary to control and eradicate animal or plant disease.
- Manage and direct evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.
- Provide and/or receive appropriate mutual aid.
- Secure supplies, equipment, personnel, and technical assistance from support agencies, organizations, and other resources to carry out the response plans associated with animal health or any act of agricultural terrorism.

Recovery

- Continue to support disaster operations as needed.
- Restore equipment and restock supplies to normal state of readiness.
- Participate in after action reports and meetings.
- Make changes to plans and procedures based on lessons learned.
- As permitted by the situation, return operations to normal.

Concept of Operations

Overview

- The Department of Natural Resources will coordinate and/or provide the agriculture and natural resources services with other emergency response partners, especially the ODA and USDA in regard to emergencies that affect the local agricultural food supply, animal and plant health, and the well-being of animals (domestic and wild) on the Reservation. If the provided services still are not adequate, the CTUIR can declare a state of emergency in accordance with the declaration requirements in the Emergency Operations Plan (EOP) Basic Plan.

Emergency Support Functions (ESF)

ESF-11: Agriculture and Natural Resources

- If the CTUIR EOC is activated, agriculture and natural resources services will be coordinated through the EOC under the Incident Command System.
- Each supporting agency and organization will perform its duties in accordance with its own EOPs, plans, and procedures.
- If the emergency situation affects culturally significant natural resources, the CTUIR can request assistance from the Bureau of Indian Affairs.

Agricultural Food Supply

- The CTUIR Department of Natural Resources will coordinate with its emergency response partners regarding the safety and viability of locally grown food (including items grown in private gardens) potentially affected by an emergency event (such as drought, flooding, a terrorist act involving hazardous or radioactive materials, etc.). This will entail coordinating with the ODA, USDA, CTUIR Public Health Department and the County Public Health Department, and others regarding the safety of the local food supply and, for a national emergency, the safety of the national food supply, in order to inform and protect persons in the County.

Animal and Plant Diseases and Health

- Domestic animals, wild animals, plants, and natural resources that are unique to the native culture could be vulnerable to the spread of animal or plant diseases related to an emergency. CTUIR Department of Science and Engineering, Department of Natural Resources and the Department of Public Safety will support these procedures. Each of these Departments has procedures and policies specific to managing disease control and the health of certain animals and plants affected by an emergency, referenced in ESF 8 – Public Health and Medical Services. Important elements to consider include the identification and control of animal and plant diseases associated with or exacerbated by an emergency, isolation or quarantine of animals, and the disposition of animals killed by the emergency or required to be destroyed as a result of the emergency.
- Some situations will require the immediate assistance of Umatilla County. For example, the Umatilla County Health Department, with support from the Oregon Department of Human Services, Public Health Division, will be the principal point of contact for an outbreak of a highly infectious/contagious animal or zoonotic (capable of being transmitted from animals to people) disease posing potential impacts to human health (also see ESF 8 – Public Health and Medical Services).
- The ODA in particular has broad expertise with animal and plant diseases and health, including the authority to:
 - Declare an animal health emergency.
 - Impose restrictions on importations of animals, articles, and means of conveyance.
 - Create quarantine areas for animals, and/or herds of animals, either in parts of the State, or the entire State.
 - Stop the movement of animals.
 - Require the destruction of animals, animal products, and materials.

- Animal quarantine measures will be implemented through the CTUIR Health Department and Umatilla County Health Department and do not require a court order.

Care and Assistance for Animals

- The CTUIR recognizes that care and concern for domestic animals might delay and affect emergency actions necessary for the well-being of humans. Animals in Disasters planning should address care and assistance for livestock, household pets, other domestic animals that are not household pets (e.g., horses), and wild animals affected by an emergency. This includes concerns such as sheltering them, evacuating them, and aiding injured or displaced animals. The CTUIR will coordinate with local emergency response partners to accomplish this, including the Umatilla County Emergency Management office (which might open animal evacuation shelters, for instance, at a local school), local veterinarians, the ODA (for livestock and other domestic animals that are not pets), and the Oregon Department of Fish and Wildlife (for wild animals).
- Persons in the CTUIR have primary responsibility for the health and welfare of their livestock, household pets, and other domestic animals and will be encouraged to provide for their care in an emergency, to the greatest extent possible. This is best handled by public information campaigns as part of emergency preparedness.

Natural and Cultural Resources and Historic Properties

- Local soil and water conservation districts and other State and Federal organizations will take the lead in assessing threats to natural resources from an emergency, including water quality, air quality, forest land, fishing, wildlife, soil quality, and others. The CTUIR will coordinate with the State Historic Preservation Office and others (Bureau of Indian Affairs) regarding impacts to cultural resources and historic properties owned or managed by the CTUIR.
- Important emergency response entities will include Umatilla County and State Forestry Departments, local soil and water conservation districts, the Oregon Department of Environmental Quality, Oregon Department of Fish and Wildlife, Bureau of Indian Affairs, Bureau of Land Management.

Direction and Control

Command and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- CTUIR EOP
 - [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#)
 - [ESF 8: Public Health and Medical Services](#)
- Umatilla County EOP

Emergency Support Functions (ESF)

ESF-11: Agriculture and Natural Resources

- ESF 6: Mass Care, Emergency Assistance, Housing and Human Services
- ESF 8: Public Health and Medical Services
- State of Oregon EOP, ESF 11: Agriculture and Natural Resources
- National Response Framework, ESF 11: Agriculture and Natural Resources

ESF Development and Maintenance

Replace

Appendices

- Appendix A: United States, Animal Plant Health Inspections Service Memorandum of Understanding
- Appendix B – Memorandum of Understanding between the CTUIR and the United States Department of Agriculture, APHIS
- Appendix C: Memorandum of Understanding for the Foreign Animal Disease Responses between the CTUIR and the USDA, Animal Plant Health Inspection Service

**Appendix A – United States, Animal Plant Health Inspections Service
Memorandum of Understanding**

(Placeholder)

**Appendix B – Memorandum of Understanding between the CTUIR and
the United States Department of Agriculture, APHIS**

(Placeholder)

**Appendix C – Memorandum of Understanding for the Foreign Animal
Disease Reponses between the CTUIR and the USDA,
Animal Plant Health Inspection Service**

(Placeholder)

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ESF-12 Energy

Table 38: ESF 12 Tasked Agencies

ESF 12 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Works
Supporting Agencies	Private Utilities (as needed)
Adjunct Agencies	State of Oregon Department of Energy

Purpose and Scope

Emergency Support Function (ESF) 12 is responsible for the restoration of damaged energy utility infrastructure and accompanying systems within the CTUIR, following a disaster. Also considered in this ESF is the provision of temporary emergency power generation capabilities to support critical facilities until permanent restoration is accomplished. All forms of energy production and transmission and its associated infrastructure should be considered, including electrical, natural gas, petroleum products, hydroelectric, wind, etc. Critical facilities may include primary and alternate Emergency Operations Centers (EOCs), hospitals/critical care facilities, designated shelters, government offices/facilities, water/sewage systems, and other essential community services.

Policies and Agreements

There are no policies or agreements currently in place.

Situation and Assumptions

Situation

The suddenness and devastation of a disaster, either natural or human-caused, may disrupt key energy lifelines, constraining supply in affected areas and most likely adversely impacting adjacent areas, especially those with supply links to the directly affected areas. Such an event also could affect transportation, communications, and other lifelines needed for public health and safety.

Assumptions

A severe natural disaster or other significant event can sever energy and utility lifelines; hinder supplies in impacted areas or in areas with supply links to impacted areas; and affect firefighting, transportation, communication, and other lifelines needed for public health and safety.

There may be widespread and/or prolonged electric power failure. Lack of electric power will greatly impede communications, transportation, health care, business, education, and infrastructure.

There may be extensive pipeline failure in water, wastewater, and gas utilities. It may take hours, days, weeks, or even months to make repairs.

Natural gas lines may break and may erupt in fire.

Water pressure may be low, hampering firefighting and impairing sewer system function.

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.

Concept of Operations

- It is expected that public and private utility providers, such as those providing power, water, natural gas, petroleum, sanitation, or communications services, will develop internal organizational procedures that will guide operations after a major event. These procedures should facilitate the basic assessment of what happened, what can be done about it, and what is needed. If appropriate, this information should be provided to the CTUIR EOC as soon as possible.
- Contact with utility providers may be established by the EOC to coordinate resources, establish priorities, assess, and document damages, and provide information to the public. The EOC may initiate information programs to keep the public informed of utility status and any restrictions.
- Utility providers will be invited to send a liaison to the CTUIR EOC to facilitate coordination between agencies.
- Requests for assistance are primarily made by utility providers through existing mutual aid agreements with other providers. The EOC may assist with coordinating outside resources, upon request.

Direction and Control

Command and control will be exercised as provided in the Basic Plan of this EOP.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 12: Energy
- State of Oregon EOP, ESF 12: Energy
- National Response Framework, ESF 12: Energy

ESF Development and Maintenance

Replace

Appendices

Replace

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ESF-13 Public Safety and Security

Table 39: ESF 13 Tasked Agencies

ESF 13 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	CTUIR Department of Public Works
Adjunct Agencies	Umatilla County Sheriff’s Office Oregon State Police

Purpose and Scope

Emergency Support Function (ESF) 13 coordinates law enforcement personnel and equipment to support emergency response operations. This support function includes general law enforcement duties, emergency police, and public safety services. Local law enforcement agencies will also provide support for evacuation traffic control; criminal investigations; access control to incident sites and/or governmental facilities (including Umatilla County and City Emergency Operations Centers [EOCs]); and security at community care/sheltering facilities and hospitals, prisons, and other critical care facilities involved in emergency response activities.

Policies and Agreements

- "Intergovernmental Agreement for Mutual Aid and Interagency Cooperation among Law Enforcement Agencies Located in Umatilla County & Morrow County, Oregon".
- "IGA for Mutual Aid - UMATILLA/MORROW COUNTY MAJOR CRIME TEAM AGREEMENT".
- Fresh Pursuit Agreement.
- Umatilla County Law Enforcement Interagency Pursuit Agreement

Situation and Assumptions

During times of emergency, law enforcement agencies will be called on to expand their operations. Local law enforcement personnel will generally be able to provide adequate police control through existing mutual aid agreements. If local and regional capabilities are exceeded, support will be available from any of several State and Federal law enforcement groups.

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.

General

The organizational structure followed on a day-to-day basis will also be adhered to during a minor emergency. In the case of a major emergency, the Incident Command System will be instituted, and the EOC will be activated.

Task Assignments

Regional Law Enforcement Agencies

- It is expected that all law enforcement agencies in the region would cooperate together for all law enforcement activities in Umatilla County. These would include the CTUIR Police Department, Umatilla County Sheriff's Office, regional city police departments, and the Oregon State Police).
- Maintain law and order.
- Provide security for critical facilities resources and the disaster area.
- Provide protection of property in damaged areas.
- Provide traffic control.
- Provide crowd control.
- Coordinate warning and communications.
- Support shelter/mass care operations.
- Support radiological protection activities.
- Assist evacuation.
- Support health/medical and rescue operations.
- Assist in hazardous materials incidents.
- Prepare appropriate mutual aid agreements.
- Support other public safety activities.

Oregon State Police

- Call in State Crime Lab personnel, if needed.
- Provide State Police Air support, if needed.

Public Works Agencies (CTUIR Department of Public Works)

- Position traffic control devices per law enforcement instructions.
- Assist in traffic control, if needed.

Concept of Operations

General

Emergency operations for law enforcement agencies will simply be an expansion of their normal daily responsibilities.

Phases of Emergency Management

Mitigation

- Provide continuous plan review and updating.

Preparedness

- Prepare plans for traffic control.
- Develop adequate communications systems for emergencies.
- Provide training for primary and auxiliary personnel.

Response

- Maintain law and order.
- Provide mobile units for warning purposes.
- Provide security for critical facilities.
- Patrol evacuated areas.
- Support other public safety operations.
- Provide traffic and crowd control.
- Escort people in and out of restricted areas.

Recovery

- Continue response operations.
- Assist in damage assessment.

Direction and Control

Routine operations will be handled by standard operating procedures. During major emergency or disaster situations, which require the EOC activation, the Incident Commander (IC) will be responsible for coordinating all emergency law enforcement operations within the jurisdiction from the EOC. An on-scene Incident Command Post may be established at the site of a disaster situation in conjunction with other responding agencies. If local capabilities are exceeded, the IC or the on-scene IC may request outside assistance available through mutual aid agreements.

Continuity of Government

Lines of succession to each department head are developed according to the standard operating procedures established by each department.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 13: Public Safety and Security
- State of Oregon EOP, ESF 13: Public Safety and Security
- National Response Framework, ESF 13: Public Safety and Security

ESF Development and Maintenance

Replace

Appendices

None at this time.

ESF-14 Long-Term Community Recovery

Table 40: ESF 14 Tasked Agencies

ESF 14 Tasked Agencies	
Primary Agencies	CTUIR Board of Trustees CTUIR Department of Public Works CTUIR Planning Department CTUIR Department of Economic and Community Development
Supporting Agencies	CTUIR Department of Natural Resources
Adjunct Agencies	Umatilla County Emergency Management Bureau of Indian Affairs Federal Emergency Management Agency

Purpose and Scope

This Emergency Support Function (ESF) annex provides information regarding assessment of damage; restoration needs; identifying and coordination of public assistance; community information distribution and minimizing future incidents.

This ESF works together with certain aspects of [ESF 3: Public Works and Engineering](#) and [ESF 1: Transportation](#), which also address damage assessments and restoration.

This ESF does not address debris management, even if associated with debris on roads and bridges (see ESF 3). This ESF does not directly address the movement of people, goods, equipment, and animals, which is addressed in other ESF annexes. (The evacuation of people is addressed in [ESF 13: Public Safety and Security](#) and [Support Annex A, Protective Actions](#). Courtesy transport of people as a human service is addressed in [ESF 6: Mass Care, Emergency Assistance, Housing, and Human Services](#).)

Policies and Agreements

The CTUIR follows additional policies as outlined in the following State guidance materials:

- State of Oregon Disaster Recovery Guidebook

Situation and Assumptions

Situation

- The CTUIR has already begun mitigation activities as a result of the development and adoption of the CTUIR Hazard Mitigation Plan (Resolution No. 22-007).
- Due to the overall organization of the CTUIR, which includes government facilities, business entities, and utilities, recovery efforts may be more streamlined.
- Disaster recovery typically lasts much longer and costs significantly more than preparedness and response activities.

Emergency Support Functions (ESF)

ESF-14: Long-Term Community Recovery

- Recovery activities may continue long after the Emergency Operations Center (EOC) has been closed, requiring the activities to be coordinated and managed from a different location and involve different agencies.
- The recovery process can be split into long- and short-term activities, but some activities can occur in both. Moreover, there is no clear distinction marking when short-term recovery activities end, and long-term recovery begins.
- Short-term recovery returns vital life support systems to at least minimum operating standards and meets people's immediate needs.
- Long-term recovery may go on for years until the entire disaster area is completely redeveloped, either as it was before the disaster or for entirely new purposes.

Assumptions

- Depending on the type and scope of the incident, Federal resources and/or funds may be available for public and/or private (individual and businesses) assistance.
- A long-term recovery plan will be developed based on the impacts of the specific disaster or emergency, the duties and responsibilities outlined in the other functional annexes and hazard-specific appendices to this plan, and the planning considerations addressed in this annex.
- Long-term recovery planning and activities could include mitigation efforts to reduce the potential hazard of similar disasters in the future.
- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific CTUIR department rather than an EOC Section.

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 duration and type of incident.

Organization

As response activities are completed, the management of and responsibility for recovery operations could transition from the EOC to an established Recovery Management Team or Recovery Management Office.

Establishment of a Recovery Management Team and transfer of recovery responsibilities from the EOC to the Team will be the responsibility of the Executive Group. To avoid duplication of efforts, this transition should not occur until all response-specific activities have been completed.

Task Assignments

General

- While the EOC is still activated, the initial development of a Recovery Plan will be the responsibility of the Incident Commander (IC) but may be delegated to the Planning Section Chief.

Emergency Support Functions (ESF)

ESF-14: Long-Term Community Recovery

- Depending on the incident, it may be more appropriate for some recovery functions to be tasked to a specific CTUIR department rather than an EOC Section. The tasked department will keep the IC apprised of its recovery activities.
- Responsibilities for specific recovery functions are as assigned in the other functional annexes and the hazard appendixes, unless specifically re-assigned in the Long-term Recovery Plan.
- Functions, tasks, and responsibilities not addressed in the Emergency Response and Recovery plan will be covered in the Long-term Recovery Plan.

Executive Group

- Provide policy and guidance for administration and management of departmental and recovery functions during disasters and emergencies.
- Develop and implement procedures for maintaining county/department daily operations and services.

Tribal Emergency Response Committee

- Provide guidance for the administration and management of departmental and recovery functions during disasters and emergencies.
- Provide for the assignment and coordination of responsibilities for management of disaster recovery activities and organize incident debriefings and critiques.

Recovery Management Team/ Emergency Management

- Provide for overall management of recovery activities. Develop strategic goals and policy directives to guide both short- and long-term recovery.
- Keep elected officials informed of the situation and provide advice on required decisions and appropriate actions.
- Ensure accurate public information is disseminated.
- Provide for the safety and welfare of the public and recovery personnel.
- Identify functional areas that may require city, State, or Federal assistance to complete recovery activities.
- Provide policies and procedure addressing animal control and sheltering following a disaster, including sheltering, feeding, and release of pets, livestock, and wild animals.
- Coordinate and manage recovery funds and reporting.

CTUIR Entities (Wildhorse Resort and Casino, Cayuse Holdings, Arrowhead Travel Center, Mission Market, Coyote Business Parks, Nixyáawii Community Financial Services) and Private Businesses

- The businesses within the CTUIR will provide assistance with business resumption–related activities, including the following:
- Provide policies and procedures to facilitate the re-establishment of normal commercial business activities following a disaster, including policies/procedures for deferral of taxes

and fees, availability and use of grants, disaster assistance applications, and relocation guidance.

- Based on incident information, land use plans, and zoning ordinances, identify usable business locations and establishments.
- Consider utilizing temporary zoning exemptions in areas where businesses could set up temporary operations while their permanent facilities are being repaired/rebuilt.
- Identify the availability of government assistance to aid impacted business and pass this information on to business owners.
- Assess the economic and employment situation for the Tribes, including the following:
 - Request information on their likelihood of resuming business, when resumption may occur, and at what percentage of former capacity.
 - Assess the need for economic base and job generation activities.
 - Develop partnerships with business representatives to pursue sources of public and private assistance for small businesses.

CTUIR Energy and Environmental Sciences

This department provides environmentally based technical information and support for management of recovery activities and will assist with the following recovery and mitigation tasks:

- Assist in determining the air quality effects of waste disposal in regional outlets versus open-air burning.
- Work with the Department of Environmental Quality and the CTUIR Department of Public Works to verify water quality from residents' wells and the CTUIR water system to ensure that adequate supplies of potable water are available.
- Work with local solid waste service providers to handle solid wastes, including the following:
 - Debris removal and resumption of normal solid waste pick-up and recycling services
 - Use of temporary transfer sites and debris reduction sites.
 - Identification and remediation of contaminated soils
 - Collection, containment, identification, and disposal of hazardous materials, including household products, industrial waste, and biohazard materials.
 - Collection and disposal of animal remains.
 - Assistance with the Department of Environmental Quality and Bureau of Indian Affairs in the assessment and recovery options for affected natural resources (wildlife, fish, plants).

Yellowhawk Tribal Health Center/Department of Children and Family Services

- Provide social and psychological counseling for disaster victims, emergency service workers, and disaster recovery workers.
- Estimate the need for social and health (physical and mental) services and determine possible providers of the service.
- Estimate the need for welfare, food assistance, and unemployment benefits.

- Identify potential sources for funding for services, as needed.

CTUIR Department of Public Works, CTUIR Planning Department

These departments will provide the following services toward redevelopment of the CTUIR infrastructure, including repair and restoration of public facilities, as well as relocation of services.

- Prioritize essential public facilities and provide for the coordination of personnel and resources necessary to make temporary or permanent repairs to them, including locating and leasing temporary Public Works office space and storage space and retrieving needed resources from damaged buildings.
- Provide technical advice and evaluations, engineering services, construction management, and inspection and contracting services during the disaster recovery period.
- Ensure that ordinances, policies, and procedures are in place to allow expeditious zoning and land use decisions following a disaster. This includes procedures for building moratoria, fast track permitting, permit restrictions, fee waivers, and coordination and oversight of repairs to historic buildings.
- Provide transportation (road, rail, water, and air) for personnel, equipment, and supplies to perform disaster recovery activities, including maintenance and repair of transport vehicles. Also provide for public transport for dislocated citizens and for coordination of public transportation systems during recovery activities.
- Identify changes to policies and procedures of the CTUIR that would be necessary to facilitate an effective recovery process.
- Create or revise building codes and standards as needed to conform to redevelopment and mitigation plans and any other government requirements. Code revisions and compliance with the revisions may be essential to ensure continued eligibility for future disaster assistance from the State and Federal governments.
- Develop means to license, monitor, and otherwise "control" the large numbers of contractors that will be operating in the County on both new constructions and repairs.
- Identify how to manage the increased demand on the permit process.

Deputy Executive Director

- Coordination/delegation of human resource support during disaster recovery activities, including assistance with staffing of the EOC and other coordination centers (e.g., phone banks); coordination of community volunteers (including multi-lingual services); continuation of employee assistance and family contact/support programs; and employee education regarding disaster reimbursement policies.
- Provide policy and guidance for administration and management of departmental and recovery functions during disasters and emergencies.
- Provide for the preservation, maintenance, and/or reconstitution of the government's ability to carry out its executive, legislative, and judicial processes, including preservation of lawful leadership and authority, prevention of unlawful assumption of authority, and prioritization and maintenance of essential services.

- Provide guidance as needed with Finance regarding procedures for disaster cost documentation and contingency funding for recovery activities, including restoration of government services. Items of concern may include paying bills, meeting payrolls, and maintaining or establishing contractual relationships. The department may also assess disaster impacts on municipal bonds and insurance and examine taxation issues such as property reassessment and coordination of cost recovery activities, including grant applications for government entities
- Ensure that all of the CTUIR's criminal and legal obligations are met. Provide legal guidance and assistance for disaster recovery activities, including assistance with preparation of disaster-related declarations, rendering opinions regarding planned/proposed actions, and interpreting regulatory actions of other jurisdictions (e.g., Umatilla County, State, or Federal).
- Provide guidance, information, and procedures for salvaging damaged vital records and documents as well as the restoration of information and record systems.
- Incorporate existing plans, such as those for economic development or capital projects, into the recovery plans for the CTUIR.
- Submit appropriate reports and documentation to the State of Oregon or Federal government.
- Maintain records of expenditures

CTUIR Public and Legislative Affairs

- Provide channels for educating the public on actions to take during the recovery period. Collect, control, and disseminate public safety, public service, and general assistance information. Minimize the impact of misinformation, rumors, etc. Organize "Town Hall" meetings. Coordinate with Public and Legislative Affairs staff, other agencies, the EOC, public information phone centers, and the media.
- Provide communications and automated data processing abilities for direction and control of recovery activities as well as for continued daily operations. This includes identifying actions to protect current resources, procedures for prioritizing and sharing limited resources, and identifying additional resources for procurement.
- Current resources available are the KCUW Radio station, CUJ paper, social media, and emergency response system.
- Coordinate with OIT CTUIR communications and automation resources, which may include, but are not limited to, jurisdictional and amateur radio equipment and operations, facsimile machines, telephones, cellular phones, copiers, and computers.

Concept of Operations

Short-Term Recovery Activities

- Assess damage and post unsafe and unusable buildings, roads, or bridges.
- Assess victims' needs.
- Remove disaster debris.
- Remove human and animal remains.

Emergency Support Functions (ESF)

ESF-14: Long-Term Community Recovery

- Test drinking water and, if necessary, establish new or additional drinking water supplies.
- Perform emergency repairs of sanitary, sewer, and storm drainage systems.
- Repair utility lines, e.g., electricity and natural gas.
- Establish security in affected areas.
- Provide for coordination and security of dignitary/VIP visits during disaster recovery activities. Arrange schedules and logistics, provide escort, ensure that appropriate protocols are followed, and coordinate with impacted/interested staff.
- Provide recruitment, training, registration, certification, assignment, and recognition of volunteers.
- Provide for the coordination of donations to disaster victims, including informing the general public, through the Public Information Officer, of specific items needed. Work with businesses, private non-profit organizations, churches, and private citizens to manage receipt, sorting, transport, and delivery of donated goods and services.

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:

- Restoration of non-vital government services.
- Demolition and reconstruction of damaged areas.
- Monitoring restoration activities.
- Establishing, in coordination with the Federal government, a Disaster Application Center (See ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services), if necessary.
- Development of long-term housing opportunities and long-range planning activities through addressing the following:
 - Determine changes that may be needed to existing codes and ordinances to ensure that reconstruction is performed in accordance with the appropriate ordinances, standards, and plans.
 - Protect renters from unwarranted displacement and financial hardship as a result of unlawful or unfair actions by landlords.
 - Include development of low- and moderate-income housing in redevelopment plans.
 - Determine the possibility of reductions in property tax assessments, based on degree of damage sustained.
 - Take into consideration past social and neighborhood street patterns.
 - Establish priorities for former residents to return to reconstructed neighborhoods.
 - Identifying areas to improve and implement changes (such as building codes, emergency plans, training deficiencies, etc.) that could mitigate damage in future emergencies.

Damage Assessment

General

- Ensure that procedures and expertise are available to assess the safety and serviceability of essential government facilities (e.g., EOCs, shelters, hospitals, police and fire stations, schools, highways, bridges, airports, public works etc.); commercial buildings; and residential occupancies.
- Establish building/structure accessibility/usability.

Debris Management

- Provide for the removal, temporary storage, and disposal of disaster-related debris, including hazardous and other contaminated materials.
- Coordinate with waste haulers, transfer stations, landfill sites, and other disposal facilities.

Demolition

- Ensure that appropriate policies, agreements, and procedures are in place to declare and facilitate the demolition of public and private structures considered unsafe for habitation or declared an imminent hazard.

Requests for State and Federal Assistance

Local Emergency Declaration

When the CTUIR is faced with an emergency or disaster condition that requires a coordinated response beyond routine, and the required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements, the Executive Director (or designee) may decide to declare a local emergency.

Under their sovereign status, the CTUIR may declare a local state of emergency independent of what Umatilla County does and may request direct Federal assistance. Under those circumstances, the emergency declaration is submitted directly to the Governor, who requests a Presidential Declaration of Emergency on behalf of the Tribes via the Federal Emergency Management Agency (FEMA). The Bureau of Indian Affairs or the FEMA Tribal Liaison may be involved in the request or be available for consultation on the matter. However, Federal departments and agencies can also work directly with Tribes within existing agency authorities and resources in the absence of a Presidential Declaration of a State of Emergency.

A CTUIR emergency declaration provides 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 CTUIR and can set the stage for requesting State and Federal assistance.

Procedures for declaring a state of emergency are discussed in [Section 1.5.1](#) of the Basic Plan of the CTUIR's Emergency Operations Plan (EOP).

Local Request for State Assistance

If an emergency has occurred wholly within the boundaries of the Reservation, the request for assistance from the State may be transmitted directly to OEM for consideration by the Governor.

Consistent with State law, requests for assistance to the State must include:

- The type of emergency or disaster.
- The location(s) affected.
- Deaths, injuries, and 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.

Umatilla County and Federal Recovery Efforts

Community recovery assistance from Umatilla County and Federal levels comes in the form of activating the Umatilla County EOP, 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. The County 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 on Local and State Recovery Processes is provided in the State Disaster Recovery Guidebook, Part I – Overview.

Direction and Control

Resources ordered through the EOC shall be approved by the Command authority and may be routed through the Finance Section as needed. Additional details on command and control are provided in [Section 5](#) of the Basic Plan.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 14: Long Term Recovery and Mitigation
- State of Oregon Disaster Recovery Guide
- State of Oregon EOP, ESF 14: Long-Term Community Recovery
- National Response Framework, ESF 14: Long-Term Community Recovery

ESF Development and Maintenance

- Replace

Appendices

- Appendix A: Federal Cost Reimbursement Forms

Appendix A – Federal Cost Reimbursement Forms

The following forms are included in this section:

Table 41: Federal Cost Reimbursement Forms

Position Checklist
Contract Summary Record
Force Account Equipment record
Force Account Labor Record
Force Account Materials Record
Rented Equipment Record
Employee Payroll Data
Equipment Inventory Form

ESF-15 External Affairs

Table 42: ESF 15 Tasked Agencies

ESF 15 Tasked Agencies	
Primary Agencies	CTUIR Public Safety/Dispatch & Emergency Management CTUIR Public and Legislative Affairs CTUIR Office of the Executive Director
Supporting Agencies	CTUIR Office of Information Technology
Adjunct Agencies	Umatilla County, Dispatch. Alert Sense Oregon Office of Emergency Management Bureau of Indian Affairs Federal Communications Commission, Emergency Alert System

Purpose and Scope

Purpose of Public Warning System

Emergency Support Function (ESF) 15 provides guidance and procedures for gathering, controlling, and disseminating emergency information to the public, media partners, community leaders, and other stakeholders. This ESF also establishes policies for internal review and approval of public information prior to its release to the community and/or media partners, while clearly defining clearance procedures within the incident command structure. This support function pertains to all response agencies and is applicable to all types of incidents.

This ESF establishes policies and assigns responsibilities to ensure that the citizens of the CTUIR have efficient, timely, and accurate information and instructions before, during, and after a disaster. It is recognized that effective communication remains the cornerstone of an effective emergency management plan.

Coordination and collaboration with local and regional media and public information personnel is essential to providing accurate, consistent, and timely information regarding the status of the emergency response/recovery. Where applicable, information should be provided in appropriate languages to accommodate non-English-speaking populations. Public information and educational materials dealing with emergency management and preparedness can be provided to the general public and community partners prior to a disaster/incident. Information can be disseminated in a variety of formats and via multiple communication avenues.

Regional Public Warning System

Three systems are available to deliver warning messages: CTUIR social media, the Emergency Alert System (EAS), the Tribal Radio Station (KCUW), and Mass Alerting program, Alert Sense.

Emergency Alert System

The EAS is a voice radio communications system consisting of stations and interconnecting facilities authorized by the Federal Communications Commission (FCC), it is designed for use by the President and other National, State, and local officials to disseminate emergency information to the public in time of war, public peril, disaster, or other national emergency, as provided by EAS Plans. The EAS system is regulated by the FCC in Title 47 of the Code of Federal Regulations. Within the CTUIR, the following officials are authorized to activate the Umatilla County local area EAS: the Communications Director, the Director of Public Safety, Executive Director, Police Chief, Fire Chief, and Emergency Management Coordinator.

CTUIR Radio Station

KCUW is an FCC licensed low power radio station operated by CTUIR. Studios are located in the CTUIR Public Safety building, 46400 Timíne Way. Access to the station is available through the CTUIR Public Information Officer (PIO) office.

Mass Alerting Program

The CTUIR utilizes Alert Sense, a mass notification system. Emergency alerts can be sent to a list of cell or landlines, a specified geographic area and route alerting. IPAWS (Integrated Public Alert and Warning System) can be accessed through Alert Sense.

Social Media

The CTUIR Communications Department manages the CTUIR Facebook, Twitter and CUJ accounts.

Policies and Agreements

The following policies and agreements are currently in place:

- The CTUIR access Alert Sense through Umatilla County Emergency Management

Situation and Assumptions

Situation

The CTUIR has several programs that use various channels of communication, including the mass media, to provide needed and desired information about local government activities and services to the general public.

During periods of emergency, the public needs, and generally desires, detailed information regarding protective action to be taken for minimizing loss of life and property. There are times, however, when disaster strikes without warning and the public information system cannot react rapidly enough to properly inform the public about the hazard. For this reason, it is important that, prior to the occurrence of an emergency, the public be made aware of potential hazards and the protective measures that can be employed.

In major emergency situations, there may be large numbers of media representatives seeking information about the situation and about response actions. It is the policy of the CTUIR to cooperate fully with the media, to provide complete and accurate information, and to create an atmosphere conducive to useful and constructive participation by the media in all phases of emergency management. CTUIR officials have developed procedures in cooperation with local news media to disseminate emergency information to the public. However, they recognize that a large emergency will attract regional and national media representatives not parties to, or knowledgeable of, local media arrangements. It is important to anticipate the participation of State and national media, and, to some extent, anticipate their coverage of events on the Umatilla Indian Reservation.

Assumptions

During emergency situations, the general public will demand information about the situation and instructions on proper survival/response actions.

The media will demand information about emergency situations. The local media will perform an essential role in providing emergency instructions and up-to-date information to the public. Depending on the severity of the emergency, or the media's conception of the severity of the emergency, regional and national media will also cover the story and demand information and comments from local officials.

Depending on the severity of the emergency, telephone communication may be sporadic or impossible. Local and regional radio/television stations without emergency power may also be off the air.

Demand for information will be overwhelming if sufficient staff is not provided and if staff is not trained operating from a media relations plan. The media can and will try to drive the "action."

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.

Public Information Officer

It is the responsibility of the PIO to plan and supervise dissemination of emergency information to the CTUIR public. This includes providing instructions and information covering the specific emergency and using news media to disseminate information. The PIO is also responsible for coordinating information with representatives of each tribal agency, city, and County involved.

The PIO develops information for dissemination after it is reviewed by the Executive Director and acts as the spokesperson for the CTUIR throughout the course of an emergency. The PIO must develop the capability to rapidly release emergency instructions and information to the public by all available means. In addition to those responsibilities, the PIO is directly responsible for the following:

- Receiving all calls from the media and the public concerning an emergency situation and responding with official information or relaying calls to the Executive Director, Command, EOC staff members, as appropriate.
- Obtaining reports or situation summaries from the EOC representatives of all emergency organization elements to maintain current estimates of the situation.
- Preparing news releases and public notifications.
- Conducting situation briefings for visitors, media, etc., as appropriate.
- Conducting tours of areas affected by disaster, when and if appropriate.
- Deploying on-scene public information teams, as appropriate.
- Establish a field media center, if appropriate, at a location separate from any field command posts. The CTUIR PIO must be prepared to work with State and Federal PIOs in a Joint Information Center (JIC) arrangement, preferably at a single location.
- Arrange interviews with key personnel, when requested by the media, if and when possible, without interfering with response operations.
- Maintain a log of activities during an emergency.
- Maintains a complete list of news media contacts:
 - Serve as PIO for the IC at the scene of the emergency or at a site designated by the IC.

Emergency Management Coordinator

The Emergency Management Coordinator develops hazard mitigation and emergency preparedness information (literature, lectures, etc.) for public consumption. He or she assists the PIO during emergencies, to ensure coordination of Emergency Public Information.

Concept of Operations

Preparedness/Planning

EPI preparedness includes development and maintenance of plans, procedures, checklist, contact lists, and standby public information materials. In an increased readiness situation, preparedness activities are accelerated; and there may be a need to respond to many inquiries from the media and the public.

Mitigation

The public information program relating to hazard mitigation is critically important and challenging. The CTUIR will carry on a continuing effort in this area coordinated by the Public Safety Office and drawing on the expertise, creativity, and other resources of all appropriate agencies, organizations, and individuals. Hazard mitigation public information is not regarded as "emergency public information". It can and should be approached as a topic of major importance to be covered in regular public information programs using the best available tools and techniques of public and media relations.

Response

The PIO will be directly involved in the warning process. In large-scale disasters or disaster threats, the EPI organization will be fully mobilized and will disseminate emergency instructions and information to the public in the following order of priority:

- Lifesaving/health preservation instructions.
- Emergency status information.
- Other useful information, originating with the government or in response to media inquiries.

In both the response and recovery phases, the EPI organization may employ a JIC and On-scene Public Information Teams, as appropriate and possible, depending on the nature of the hazard and the size and other characteristics of the disaster.

Recovery

During the recovery phase, attention will be focused on restoring channels of communication with the public. Appropriate information will continue to be released, particularly on the restoration of essential services, travel restrictions, and assistance programs available. When time allows, actions taken during the emergency will be assessed, and the EPI procedures will be revised, as necessary.

Direction and Control

Public Information Officer

The PIO is an integral part of the Direction and Control organization. The PIO reports directly to the Executive Director. Press releases are always cleared by the Executive Director. The PIO is available to advise the members of the BOT on communication with the media and public. The Direction and Control Organization makes such decisions as establishment of a JIC and deployment of On-scene Public Information Teams in coordination with other levels of government and private organizations.

Coordination of Public Information

It is essential that the EPI organization and activity be recognized as a coherent system. For proper coordination in a large-scale emergency, it is essential that EPI be released from a single point to ensure consistency and authenticity. If the incident is under command of the CTUIR on the reservation, then the CTUIR PIO will have the lead for releasing information. The system must avoid having multiple releasing points. If State and Federal officials become involved, the CTUIR will cooperate and provide appropriate support for a JIC. The following approach would be typical for large-scale emergencies:

- On-the-scene PIOs will coordinate among themselves and will normally release EPI at a single location. It is desirable that the public information representatives of local private agencies, such as the American Red Cross, Salvation Army, and utility companies, join in

releasing EPI through the single coordination point. The single coordination point is the JIC.

- If Oregon Emergency Management activates an EPI Center at their Emergency Coordination Center, or the Governor's press secretary serves in that capacity, PIOs of local jurisdictions will coordinate EPI with the State PIO. In an emergency with statewide impact, there may be a State EPI center, and the Governor's press secretary may be a releasing point to the media, in coordination with the JIC. The PIO representing the Governor may release information through the JIC instead of the EPI Center.
- The CTUIR PIO and State PIO will coordinate with the Federal Emergency Management Agency (FEMA) regional or specific disaster PIO and provide EPI staff support to local jurisdictions on request.
- The FEMA PIO at the FEMA regional office or at the disaster scene will provide information on Federal response efforts and Federal assistance programs and will coordinate with Tribe, State and local PIOs. If practicable, Federal information coordination functions should be integrated into the tribe, local or State news releasing facility, if it already exists in a JIC operation.

Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Umatilla County EOP, ESF 15: External Affairs
- State of Oregon EOP, ESF 15: External Affairs
- National Response Framework, ESF 15: External Affairs

ESF Development and Maintenance

This section is maintained by the CTUIR PIO. Hazard-specific EPI materials included as appendixes to this section are maintained by various department and agencies of CTUIR under coordination with the PIO and Emergency Management Coordinator

Appendices

None at this time

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SUPPORT ANNEXES

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Support Annex A: Protective Actions (Evacuation and Shelter-in-Place)

Table 43: Support Annex A Tasked Agencies

SA A Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	Tribal Housing Authority
Adjunct Agencies	Oregon Department of Transportation Bureau of Indian Affairs

Purpose and Scope

The purpose of this Support Annex is to define the organization, operational concepts and responsibilities and procedures for sheltering in place or the evacuation within the Confederated Tribes of the Umatilla Indian Reservation.

This Support Annex provides for direction and organization for sheltering in place or the orderly and expeditious evacuation of any part of the population of the reservation if such action is determined to be the most effective available means for protecting people from the effects of a disaster. The annex provides a planning base for both sheltering in place and any type of evacuation. Unique factors relating to evacuation on account of contingencies specifically identified on the reservation are discussed in appendices to this plan. Resources to support a Shelter-in-Place Plan are noted in [Appendix A: Shelter-in-Place](#). A placeholder for a detailed Evacuation Plan is noted as in [Appendix B: Evacuation Plan](#).

Policies and Agreements

Replace

Situation and Assumptions

Shelter in Place

Sheltering in place may also be another means of safely protecting numbers of people when circumstances are such that an actual physical evacuation is not possible or is unsafe because there is not enough time to notify and move the affected population.

Evacuation

Evacuating hazardous areas is the most effective action for protecting people in many disaster or disaster-threat situations. Evacuation operations can be accomplished more rapidly and

Annex A: Protective Actions (Evacuation and Shelter-in-Place)

effectively if planning is carried out and systems are developed and tested before they are needed.

The number of people initially affected is not a satisfactory criterion for deciding whether or not to activate the emergency management organization. The nature of the threat, the possibility of escalation, the need for expert consultation, etc., must also be considered.

People who refuse to follow evacuation instructions of public officials will be left alone until all who are willing to leave have been provided for. Then, time and responder safety permitting; further efforts will be made to persuade those remaining citizens to evacuate.

Concept of Operations

There are a number of hazards identified by the CTUIR that have the potential for either requiring Shelter in Place or an Evacuation by the population of the Reservation.

Shelter in Place

Shelter-in-Place procedures would be used when a chemical emergency requires immediate sheltering, without time for evacuation. General procedures are noted in Appendix A.

Evacuation

Evacuation may prove to be the only practical means of protecting people from the effects of some disasters.

This section treats evacuation in the generic sense, i.e., the section and its supporting information are applicable to any evacuation situation. Special hazard-specific appendixes address factors unique to evacuation for particular disasters. These appendixes are especially important for this section because the paces of safety, the destinations for evacuees, differ from hazard to hazard. The potential danger from the environment through which the people must move is a critical matter to be considered, and this too varies greatly depending on the hazard.

There are additional considerations during an evacuation, such as during a large-scale event at the Reservation including PowWows, sports, and community events. Those with limited mobility will also require additional resources.

Roles and Responsibilities

Responsibilities

The determination of either shelter in place or evacuation of people within the CTUIR jurisdictional boundaries will be the responsibility of the Executive Director. If urgency is required, an Incident Commander may authorize the initiation of an evacuation. An example of this would be a rapidly moving wild land fire, flash flood, or a cloud of toxic vapor from a hazardous materials spill.

Annex A: Protective Actions (Evacuation and Shelter-in-Place)

The movement of population will be coordinated with the Director of Public Safety, Police, Fire Chief or Emergency Management Coordinator.

Evacuation instructions and information for the public will be disseminated consistent with the public communication references in this EOP.

Evacuation routes will be selected to provide for rapid, safe, and controlled movement away from the hazard area.

This section concerns shelter in place or evacuation operations in the general case. Additional information relating to particular hazards is included in appendixes to this EOP. In situations involving shelter in place or evacuation of a number of people sufficient to cause mobilization of the emergency management organization, the following assignments will be carried out to the extent permitted by time and circumstance.

Director of Public Safety and or Emergency Management Coordinator

- Locates and identifies evacuation centers. (See Human Services section).
- Conducts regular briefings for government officials on the situation, including status of evacuation compliance.
- Through the Public Information Officer, coordinates the use of radio and television (EAS) and route alerting to provide evacuation instructions to the population and situational changes as they occur.
- Prepares for coordination of evacuation operations with county/city governments.
- Integrates the Emergency Management Plan with the CTUIR Housing Authority, Yellowhawk Tribal Health Center, Home Health Care, schools, etc., for evacuation situations.
- Identifies special populations and those without transportation that may need special assistance and develop procedures for their movement.
- Coordinates with appropriate agencies to ensure operational readiness, including those who provide emergency medical care, mass feeding, transportation resources, and emergency housing.
- Continues to coordinate for public information/assistance and return of evacuees to their homes during the recovery phase.
- Coordinates recovery programs for individual and public assistance as necessary with the Incident Commander and or Executive Director
- Are responsible for making the decision to evacuate the population within CTUIR.
- Direct the release of evacuation warnings, instructions, and information.
- Direct and control the evacuation activities.

Incident Commander and or Executive Director

- Responsible for making the decision to evacuate the population within CTUIR.
- Direct the release of evacuation warnings, instructions, and information.
- Direct and control the evacuation activities.

Annex A: Protective Actions (Evacuation and Shelter-in-Place)

Public Safety Department

- May be responsible for making the decision to advise evacuation directly to members of the public for their protection from immediate threats to health and safety. These actions are carried out on a one-to-one basis and reflect the urgency of the situation.
- Administer this Evacuation Support Annex.
- Direct and coordinate crowd and traffic control operations, identify evacuation routes, advise the population (warning via route alerting), and verify the evacuation.
- Provide security for the evacuated area.

Fire Department

- The Fire Incident commander may be responsible for making the decision to evacuate.
- Assists in crowd and traffic control operations, warning (route alerting) and evacuation verification.

Public Works Department

- Assists in crowd and traffic control operations by providing signs and barricades.
- Provides manpower and equipment to assist in evacuation, keep evacuation routes clear of stalled vehicles and other debris.
- Provides for the maintenance or repair of evacuation routes.
- Search and Rescue assists as needed.

Direction and Control

- All in-place shelter operations will be controlled by the EOC, when possible.
- If lines of communication between the EOC and the public shelters are not functioning, the shelter managers have control of their shelter until this contact can be reestablished.

Continuity of Government

Lines of succession for this Support Annex follow those in the Basic Plan.

Supporting Plans and Procedures

- [Appendix A: Shelter in Place](#)
- [Appendix B: Evacuation Plan](#) (placeholder)

Annex Development and Maintenance

- Replace

Appendix A: Shelter-in-Place

Purpose

Shelter in Place is recommended when circumstances are such that an actual physical evacuation is not possible or is unsafe because there is not enough time to notify and move the affected population.

Shelter in Place concept of operations is noted in this Appendix for the following situations:

- Large populations of non-ambulatory occupants such as hospitals, convalescent hospitals, and other facilities
- Hazardous material release such as spill along Interstate 84 or Union Pacific Railroad

Operations

Shelter-in-Place is a concept that attempts to provide a zone of safety within a structure. It involves shutting off the outside air supply to a facility, closing all doors, windows and vents then waiting for the hazard to pass.

The Incident Commander should base his/her decision to Shelter-in-Place on specific, quantifying data obtained by computer modeling and with the technical expertise provided by a Hazard Materials Specialist.

Instructions for citizens on how to Shelter-in-Place are included below in Shelter-in-Place Instructions.

Procedures and Instructions

Umatilla County and/or Umatilla Tribal Dispatch will begin the notification of emergency responders and key emergency management personnel. Upon initial notification, personnel will report immediately to their predetermined duty stations or staging areas.

Shelter in Place Instructions

- Monitor the Emergency Alert System Radio Station
- Listen for instructions and updates and remain in shelter until authorities indicate it is safe to come out.
- Close all doors to the outside and close and lock all windows.
- Set all ventilation systems to 100 percent re-circulation so that no outside air is drawn into the structure. When this is not possible, ventilation systems should be turned off.
- Turn off all heating systems.
- Turn off all air-conditioners and switch inlets to the "closed" positions.

Annex A: Protective Actions (Evacuation and Shelter-in-Place)

- Select a room in the building where occupants can be the most comfortable and which is easy to seal off. This room should, if possible, provide access to water, toilet facilities, and adequate room for people to sit or lie down. Ideally, the room should have a battery-powered radio, snack foods, and bottled water.
- Seal any gaps around windows, doors, and window type air-conditioners with tape and plastic sheeting, wax paper, aluminum wrap, or wet towels or clothes.
- Turn off all exhaust fans in kitchens, bathrooms, and other spaces.
- Close all fireplace dampers.
- Close as many internal doors as possible in your home or other buildings.
- Use tape and plastic food wrapping or aluminum wrap to cover and seal exhaust fan grilles, range vents, dryer vents, and other openings to the outside to the extent possible.
- If the gas or vapor is soluble or even partially soluble in water -- hold a wet cloth or handkerchief over your nose and mouth if the gases start to bother you. For a higher degree of protection, go into the bathroom, close the door, and turn on the shower in a strong spray to "wash" the air. Seal any openings to the outside of the bathroom as best as you can.
- If an explosion is possible outdoors -- close drapes, curtains, and shades over windows. Stay away from external windows to prevent potential injury from flying glass.
- Minimize the use of elevators in buildings. These tend to "pump" outdoor air in and out of a building as they travel up and down.
- Tune into the Emergency Alert System Station on your radio for further information and guidance.
- Remain sheltered until advised by authorities that it is safe to come out.

Appendix B: Evacuation Plan

Placeholder

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Support Annex B: State Tribal Relations Annex

Table 44: Support Annex B Tasked Agencies

SA B Tasked Agencies	
Primary Agencies	Oregon Emergency Management (OEM)
Supporting Agencies	Umatilla County Emergency Management

Purpose

The Tribal Relations Support Annex describes the policies, responsibilities, and concept of operations for effective coordination and interaction of State of Oregon incident management activities with those of tribal governments and communities during incidents requiring a coordinated State response. The processes and functions described in this annex help facilitate the coordination of incident management programs, sharing of resources, and support to tribal governments and individuals.

Scope

This annex applies to all State departments and agencies working under the State Emergency Operations Plan in response to incidents requiring State coordination with tribal entities.

This annex only addresses those factors in the relationship between State departments and agencies and federally recognized tribes.

The guidance provided in this annex does not contravene existing laws governing Federal and State relationships with federally recognized tribes.

Roles and Responsibilities

Primary Agencies

Oregon Department of Emergency Management (OEM)

- Assists in implementation of consistent tribal relations policies and procedures during potential or actual incidents requiring a coordinated State and/or Federal response.
- Coordinates data sharing, through the ECC, by other agencies and departments that have responsibilities for collecting and maintaining data relevant to incident management for incidents that involve tribes.
- Coordinates and designates staff to address Tribal Relations at the ECC. The Tribal Relations position may include representatives from other departments and agencies, as appropriate and as jurisdictions dictate.
- Coordinates and reports tribal emergency management activities to the Oregon State Legislatures Commission on Indian Services (CIS). CIS assists OEM by providing

contact information for tribal leadership as well as updates on tribal government activities.

Supporting Agencies

Federal Agencies

For information on the roles and responsibilities of federal agencies in support of tribal relations see the Tribal Relations Support Annex of the National Response Framework.

Concept of Operations

During and after emergencies, OEM encourages counties to coordinate with the Tribes within their areas to ensure that responses are coordinated and that any potential damage assessment information is captured. The Tribes often rely on pre-established relationships with local governments for assistance in emergency situations. Although Tribes are sovereign nations, any request for Federal disaster assistance must be made through the Governor to the appropriate Federal agency. Assistance for Tribes is requested as outlined in ORS 401. Although the Governor must seek the assistance for the Tribes, any Federal assistance as a result is administered by the Federal agency directly to the Tribe and is not processed in the same manner as disaster assistance that is administered to the state and local governments.

OEM offers technical assistance in the areas of planning, training and exercise to Tribes throughout Oregon and encourages Tribes to participate where possible.

Supporting Documents

- National Response Framework, Tribal Relations Support Annex

Annex Development and Maintenance

- Replace

Appendices

None at this time.

INCIDENT ANNEXES

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IA-1 Severe Weather (including Landslides)

Table 45: IA-1 Tasked Agencies

IA-1 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety CTUIR Department of Public Works
Supporting Agencies	CTUIR Department of Administration, Tribal Planning Office

Table 46: IA-1 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the EOP and supporting procedures/plans.
<input type="checkbox"/>	Monitor weather and flood reports.
<input type="checkbox"/>	Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.
<input type="checkbox"/>	Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions.
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Have CTUIR personnel participate in necessary training and exercises, as determined by the Emergency Management Coordinator in conjunction with lead agencies and coordinators.
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Participate in CTUIR and Umatilla County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the CTUIR EOC.
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Ensure that landslide and flood response equipment and personnel inventories are current for the CTUIR. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.
<input type="checkbox"/>	<ul style="list-style-type: none"> ○ Inform the Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).

1: Severe Weather (Including Landslides)

Pre-Incident Action Items	
<input type="checkbox"/>	<ul style="list-style-type: none"> Work with the CTUIR Planning Department and, as applicable, Umatilla County Planning Department for establishment of appropriate infrastructure protection measures in landslide/flood-prone areas.
<input type="checkbox"/>	<ul style="list-style-type: none"> Provide public safety information and educational programs regarding emergency preparedness and response.

Table 47: IA-1 Response Actions

Response Action Items	
<input type="checkbox"/>	Activate the EOP when severe weather, and/or landslides incidents pose threats to the CTUIR.
<input type="checkbox"/>	Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Regional city and/or Umatilla 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.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.
<input type="checkbox"/>	Develop work assignments for ICS positions (recurring). Supplemental Information: ICS Form 203-Organization Assignment List
<input type="checkbox"/>	Notify supporting agencies as well as the Tribal Executive Director.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify other local, Umatilla County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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 County. Supplemental Information: ICS Form 209-Incident Status Summary
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify command staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Dedicate time during each shift to preparing for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing
<input type="checkbox"/>	<ul style="list-style-type: none"> Confirm or establish communications links among local and County EOCs, and other Agency Operations Centers. Confirm operable phone numbers and verify functionality of alternate communications resources.

1: Severe Weather (Including Landslides)

Response Action Items	
<input type="checkbox"/>	Ensure that all required notifications have been completed. Consider other local, Umatilla County, and regional agencies/entities that may be affected by the incident. Notify them of the status. Supplemental Information: Established emergency contact lists maintained at the EOC
<input type="checkbox"/>	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.
<input type="checkbox"/>	Implement local plans and procedures for severe weather, landslides, and/or flood operations. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and SOPs. Supplemental Information: Local, agency, and facility-specific SOPs
<input type="checkbox"/>	Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).
<input type="checkbox"/>	Determine the need to conduct evacuations and sheltering activities (recurring). Supplemental Information: See ESF 6, Mass Care, Emergency Assistance, Temporary Housing and Human Services
<input type="checkbox"/>	Determine the need for additional resources and request them as necessary through appropriate channels (recurring).
<input type="checkbox"/>	Submit a request for an emergency/disaster declaration, as applicable. Supplemental Information: See Chapter 1 of the Basic Plan
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
<input type="checkbox"/>	Establish a JIC and designate a lead PIO for the CTUIR.
<input type="checkbox"/>	Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (recurring).
<input type="checkbox"/>	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.
<input type="checkbox"/>	Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	Record all incoming and outgoing messages (recurring). All messages, and the names of those sending or receiving them should be documented as part of the EOC log.

1: Severe Weather (Including Landslides)

Response Action Items	
<input type="checkbox"/>	Develop situation reports (recurring). At regular intervals, the EOC Director and staff will assemble a situation report. <i>Supplemental Information: ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/>	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>Supplemental Information: ICS Form 202-Incident Objectives</i>
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (recurring).
<input type="checkbox"/>	Coordinate with private sector partners as needed.
<input type="checkbox"/>	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.

Table 48: IA-1 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans. <i>Supplemental Information: ICS Form 221 - Demobilization Plan</i>
<input type="checkbox"/>	Once the threat to public safety is eliminated, conduct cleanup and recovery operations.
<input type="checkbox"/>	Activate, if necessary, the appropriate recovery strategies and COOP/COG plans. <i>Supplemental Information: See ESF 14 – Long-Term Community Recovery and COOP/COG Plans as developed</i>
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize the EOCs, Agency Operations Centers, and command posts.
<input type="checkbox"/>	Correct response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

IA-2 Flood

Table 49: IA-2 Tasked Agencies

IA-2 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety CTUIR Department of Public Works
Supporting Agencies	CTUIR Department of Administration, Tribal Planning Office

Table 50: IA-2 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Arrange for personnel to participate in necessary training and develop exercises relative to flood events.
<input type="checkbox"/>	Coordinate CTUIR preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios. Supplemental Information: Check in with County, State, Weather Service, Housing and DNR
<input type="checkbox"/>	Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the CTUIR EOC.
<input type="checkbox"/>	Contact supporting emergency response agencies to review and determine if major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).
<input type="checkbox"/>	Annually review and update the EOP and SOPs, as needed. Supplemental Information: See Basic Plan and agency-specific SOPs as developed
<input type="checkbox"/>	Review flood-prone areas.
<input type="checkbox"/>	Familiarize staff with requirements for requesting State and Federal Disaster Assistance. Supplemental Information: Stafford Act, FEMA guidance, and Oregon EOP
<input type="checkbox"/>	Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems. Supplemental Information: See ESF 2, Communications
<input type="checkbox"/>	Identify and review local contractor lists to see who may provide support specific to flood response. Supplemental Information: See Resource List below
<input type="checkbox"/>	Review, revise, and, where necessary, establish mutual aid agreements with other agencies and private contractors relative to multiple agency response to floods.

Table 51: IA-2 Response Actions

Response Action Items	
<input type="checkbox"/>	IC will provide overall guidance for the deployment of resources. Supplemental Information: Public Works and Public Safety
<input type="checkbox"/>	Activate mutual aid agreements. Supplemental Information: Umatilla County Emergency Management
<input type="checkbox"/>	Finance Section Coordinate Public Works or CTUIR tracking of personnel time/overtime. Supplemental Information: Finance – Payroll Budget
<input type="checkbox"/>	Activate the CTUIR EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Supplemental Information: Public Safety Director, Coordinator or ED
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors. Supplemental Information: EOC – Planning Section
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes. Supplemental Information: EOC with IC and CTUIR Departments
<input type="checkbox"/>	Submit request for disaster/emergency declaration, as applicable. Supplemental Information: See Chapter 1 and Annex A of Basic Plan
<input type="checkbox"/>	Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the County EOC, as situation requires. Supplemental Information: Tribal Public Safety
<input type="checkbox"/>	Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction. Supplemental Information: Tribal Fire and UC Search and Rescue
<input type="checkbox"/>	Request American Red Cross to activate sheltering plans and open/staff shelters, if needed. Supplemental Information: American Red Cross Shelter Plans
<input type="checkbox"/>	Establish a JIC. Formulate emergency public information messages and media responses, using “one voice, one message” concepts. Supplemental Information: CTUIR PIO, UC PIO
<input type="checkbox"/>	Record all EOC activities, completion of personnel tasks, incoming and outgoing messages. These should be documented in EOC logbooks. Supplemental Information: Existing ICS and EOC forms

Response Action Items	
<input type="checkbox"/>	Begin damage assessments in coordination with the CTUIR Public Works Department and Umatilla County/local government.
<input type="checkbox"/>	Assist with the coordination of Public Works activities, such as debris removal from: <ul style="list-style-type: none"> • Storm drains • Bridge supports • Tribal roadways • Public rights-of-way • Other structures, as needed
<input type="checkbox"/>	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). <i>Supplemental Information: Existing contact lists at EOC</i>
<input type="checkbox"/>	Coordinate with the Umatilla County Sheriff’s Office and other local police to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.). <i>Supplemental Information: UC Emergency Management or UC Dispatch</i>
<input type="checkbox"/>	Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.

Table 52: IA-2 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Deactivate/demobilize the EOC. Deactivate mutual aid resources as soon as possible.
<input type="checkbox"/>	Activate and implement applicable mitigation plans, community recovery procedures, and COOP/COG plans until normal daily operations can be completely restored. <i>Supplemental Information: See ESF 15 – Long-Term Community Recovery Annex and Agency-Specific Recovery Plans</i>
<input type="checkbox"/>	Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response.
<input type="checkbox"/>	Offer recommendations to the CTUIR Planning and Public Works departments and Umatilla County Planning and Public Works for changes in planning, zoning, and building code ordinances.
<input type="checkbox"/>	Participate in After Action Reports and critiques.

Critical Response Contact List

Table 53: IA-2 Critical Response Contact List

Agency	POC Name	Contact Number(s)
CTUIR Dispatch	N/A	541-429-7911 541-278-0550 Call 911
Public Works	Justin Northern	541-429-7508
	Pros P	541-429-7512 541-240-4160
Public Safety/Director	Rob Burnside	541-429-7801 541-969-3061
Public Safety/EM	Bob Fossek	541-278-0550 541-969-3061
DNR Water Resources	David Haire	541-429-7288 541-969-5055
Umatilla County EM	Tom Roberts	541-966-3700 541-969-8771
Pendleton Weather	Marilyn	541-276-7832

Flood Resources

Table 54: IA-2 Flood Resources

Agency	Number of Staff	Coordinate With...
Public Works	7	Public Works Director
Housing	4	Maintenance Manager
Fire & Police	6*	Tribal Dispatch (EOC if operational)
Umatilla County Emergency Management	1*	Umatilla County Emergency Management
Umatilla County Field Corrections	Crew can assist with sandbagging	UC Parole and Probation

** Depending on current activities*

After making local CTUIR Declaration request support, request assistance from the State of Oregon and Oregon / Washington Tribes

Search and Rescue – Coordinate with Thomas Roberts, Emergency Manager or Umatilla County Dispatch

Tribal Personnel Policies provide for redirecting staff activities during emergency responses and providing additional compensation or compensatory time to employees:

SECTION 4.17. EMERGENCY RESPONSE LEAVE

A. Employee Volunteers. In order to help accommodate the emergency response capabilities of the Tribe, any employee who is a volunteer member of the Tribal Fire Department, or any other Tribal emergency response group, may immediately and without question leave their duty station when called to respond to an emergency situation during their normal working hours. Such calls may be direct verbal communication or by electronic means, (i.e., beeper, radio, etc.). The employees will receive their normal compensation and benefits as if they were at their duty station during the time they are responding. In no event will an employee who is a volunteer member of the Tribal Fire Department receive compensation in excess of their normal working hours or be eligible for compensatory time for the time spent responding to the emergency, unless authorized by the OED.

B. Employees. In the event of a Reservation declared emergency (fire, flood, etc.) the Incident Commander, with concurrence of the OED, may direct an employee to assist in an emergency response based on their expertise and skills. This could include everything from basic tasks such as answering phones in an emergency operation center to more technical tasks such as engineering a flood levy. An emergency response situation will take precedent over the employee's normal day-to-day work. Also, the Incident Commander, with concurrence of the OED, may direct a department to release the use of special equipment needed in emergency response situations. If authorized by the OED or its designee, an employee may receive compensation in excess of their normal working hours or eligible for compensatory time for the time spent responding to the declared emergency.

Public Notification Resources

Table 55: IA-2 Public Notification Resources

Modality	Available Method(s)	Coordinate With...
Communications	Email, Web Page, Face Book, Radio Station	Communications Director
Alert Sense	Cell phone, email notifications to CTUIR staff	Coordinate with Executive Director, Communications Director, Public Safety Director, Tribal Dispatch or Umatilla County Emergency Management, Alert Sense
Door to Door Notification	Send out First Responders/Emergency Management	Coordinate with Tribal Dispatch
Emergency Alert System	NOAA Weather Service in Pendleton	On-Duty NOAA staff

Emergency Transportation

KAYAK Transportation - The Trolley is available during the day when other buses are on routes. More buses would be available after 8:00 PM

Mid-Columbia Bus Company – Mid Columbia will provide school buses with a driver to transport hazard victims. Availability becomes an issue during school pickup and drop off times.

Sandbag Filling

Public Works is lead for ordering sand and using the sandbag machine for filling bags and transportation

Public Works and Tribal Fire have empty sandbags

Public Works and Tribal Housing have trucks and flat trailers for hauling filled sandbags

Rental Company Vendors

Public Works will have the lead for securing heavy equipment

Eastern Oregon & Sales 338 NW 57th Dr., Pendleton OR Phone 541-276-7368
<http://www.eorentals.com/>

Sun Rental, 1351 Dalles Military Rd, Walla Walla 509-525-0774
<http://www.sunrentalcenter.net/>

CTUIR Equipment

Public Works – Fuel Truck, Sandbag Filling Machine, Trucks and trailers, grader, backhoe

Department of Natural Resources – Water pumps, one small tractor

Public Safety – Three light generators, one large 10KW generator, two traffic reader boards, one large incident command tent, one field operations RV trailer, two four wheelers, water trash pumps

IA-3 Drought

Table 56: IA-3 Tasked Agencies

IA-3 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety CTUIR Department of Public Works
Supporting Agencies	CTUIR Department of Natural Resources

Table 57: IA-3 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the CTUIR EOP and supporting procedures and plans. Supplemental Information: See Basic Plan and Agency-specific Standard Operating Procedures
<input type="checkbox"/>	Pre-designate alternative sources of drinking water in case of drought or other water shortage event.
<input type="checkbox"/>	Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.
<input type="checkbox"/>	<ul style="list-style-type: none"> Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.
<input type="checkbox"/>	<ul style="list-style-type: none"> Prepare radio messaging to be used by local radio stations for emergency broadcast.
<input type="checkbox"/>	Have CTUIR personnel participate in necessary training and exercises, as determined by the Emergency Management Coordinator.
<input type="checkbox"/>	Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.
<input type="checkbox"/>	Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.
<input type="checkbox"/>	Identify local contractors and vendors that could assist during a drought and develop Memorandums of Understanding with those private businesses.
<input type="checkbox"/>	Inform the CTUIR Emergency Management Coordinator of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).
<input type="checkbox"/>	Work with the CTUIR Planning and to ensure that new construction does not increase hazards or vulnerability threat.
<input type="checkbox"/>	Ensure that maps of water mains, valves, and public sewer systems are up to date and accessible.

Pre-Incident Action Items	
<input type="checkbox"/>	Provide public safety information and educational programs regarding emergency preparedness and response.

Table 58: IA-3 Response Actions

Response Action Items	
<input type="checkbox"/>	When deemed necessary, activate the EOP when drought and other water shortage incidents pose a threat.
<input type="checkbox"/>	CTUIR to activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. Umatilla County or other local 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.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). Supplemental Information: ICS Form 203-Organization Assignment List
<input type="checkbox"/>	Notify supporting agencies.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify other local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.
<input type="checkbox"/>	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. Supplemental Information: ICS Form 209-Incident Status Summary.
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Dedicate time during each shift to preparing for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing
<input type="checkbox"/>	Confirm or establish communications links among local and county EOCs, other Agency Operations Centers, other Tribal Governments, and the State Emergency Coordination Centers. Confirm operable phone numbers and verify the functionality of alternate communications resources.
<input type="checkbox"/>	Ensure that all required notifications have been completed. Consider other local, regional, State, Tribal and Federal agencies/entities that may be affected by the incident. Notify them of the status.

Response Action Items	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and SOPs. Supplemental Information: Local, agency, and facility-specific Standard Operating Procedures
<input type="checkbox"/>	Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).
<input type="checkbox"/>	Repair and restore essential services and vital systems as required.
<input type="checkbox"/>	Secure assistance from private contractors/vendors as needed.
<input type="checkbox"/>	Provide emergency power as needed to maintain service to the community.
<input type="checkbox"/>	Initiate curtailment procedures if shortages or overload conditions appear imminent.
<input type="checkbox"/>	Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable. Supplemental Information: See CTUIR Basic Plan – Chapter 1 and Appendix A
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
<input type="checkbox"/>	Establish a JIC and designate a lead PIO for the jurisdiction.
<input type="checkbox"/>	Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	<ul style="list-style-type: none"> Public information will be reviewed by the Incident Commander or designee. Information will be approved for release by the IC and lead PIO with support from CTUIR liaison(s) prior to dissemination to the public.
<input type="checkbox"/>	Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	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.

Response Action Items	
<input type="checkbox"/>	Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Manager and staff will assemble a situation report. Supplemental Information: ICS Form 209 Incident Status Summary
<input type="checkbox"/>	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. Supplemental Information: ICS Form 202: Incident Objectives
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	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.

Table 59: IA-3 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans. Supplemental Information: ICS Form 221-Demobilization Plan
<input type="checkbox"/>	Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.
<input type="checkbox"/>	Activate, if necessary, the appropriate recovery strategies and COOP/COG plans. Supplemental Information: See ESF 14 – Long-Term Community Recovery and COOP/COG Plans as available
<input type="checkbox"/>	Make recommendations to CTUIR and if applicable, Umatilla County regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize EOCs, Agency Operations Centers, and command posts.
<input type="checkbox"/>	Correct response any deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

IA-4 Major Fire/Wildfire

Table 60: IA-4 Tasked Agencies

IA-4 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	BIA Fire Oregon Department of Forestry

Table 61: IA-4 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Arrange for personnel to participate in necessary training and exercises, as determined by the CTUIR Emergency Management Coordinator and CTUIR Fire Department.
<input type="checkbox"/>	Participate in regional preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.
<input type="checkbox"/>	Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to EOC.
<input type="checkbox"/>	Inform Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).

Table 62: IA-4 Response Actions

Response Action Items	
<input type="checkbox"/>	Activate the 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. Supplemental Information: See CTUIR Basic Plan and agency-specific plans as available
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). Supplemental Information: ICS Form 203-Organization Assignment List
<input type="checkbox"/>	Notify supporting fire services agencies.
<input type="checkbox"/>	Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the EOC for support.
<input type="checkbox"/>	Determine the scope and extent of fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Supplemental Information: ICS Form 209-Incident Status Summary

Response Action Items	
<input type="checkbox"/>	Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	Dedicate time during each shift to prepare for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing
<input type="checkbox"/>	Confirm or establish communications links among local EOCs, Umatilla County EOC, and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify the functionality of alternative communication equipment/channels.
<input type="checkbox"/>	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. Supplemental Information: Established emergency contact lists at the EOC
<input type="checkbox"/>	The CTUIR Fire Chief assumes duties to direct resources for fires. In the event of multiple fire agencies responding to the incident, the Area 9 Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the Umatilla County EOC.
<input type="checkbox"/>	Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.
<input type="checkbox"/>	Implement local plans and procedures for fire operations and ensure that copies of these documents are available to response personnel. Implement agency-specific protocols and SOPs. Supplemental Information: Agency-specific SOPs
<input type="checkbox"/>	Obtain current and forecasted weather to project potential spread of the fire (<i>recurring</i>).
<input type="checkbox"/>	Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Supplemental Information: See ESF 6 – Mass Care, Emergency Assistance, Temporary Housing and Human Services
<input type="checkbox"/>	Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).
<input type="checkbox"/>	Submit requests for disaster/emergency declarations, as applicable. Supplemental Information: Chapter 1 of the Basic Plan
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.
<input type="checkbox"/>	Establish a JIC.
<input type="checkbox"/>	Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	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.
<input type="checkbox"/>	Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	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.
<input type="checkbox"/>	Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a Situation Report. Supplemental Information: ICS Form 209-Incident Status Summary
<input type="checkbox"/>	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. Supplemental Information: ICS Form 202-Incident Objectives
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Coordinate with private sector partners as needed.

Table 63: IA-4 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. Supplemental Information: ICS Form 221-Demobilization Plan
<input type="checkbox"/>	Release mutual aid resources as soon as possible.

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Activate and implement applicable mitigation plans, community recovery procedures, and COOP/COG plans until normal daily operations can be completely restored. Supplemental Information: Agency recovery plans
<input type="checkbox"/>	Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize the EOC.
<input type="checkbox"/>	Implement revisions to the EOP and supporting documents based on lessons learned and best practices adopted during response.
<input type="checkbox"/>	Correct any response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

IA-5 Earthquakes/Seismic Activity

Table 64: IA-5 Tasked Agencies

IA-5 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety CTUIR Department of Public Works
Supporting Agencies	CTUIR Department of Natural Resources

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it 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 CTUIR Department of Public Safety, followed by the Umatilla County Sheriff’s Department and regional fire district. As the initial assessment to determine the extent of damage, injury, and loss of life has been accomplished, the ICS/Operations section lead may transition to the fire service. As emergency response transitions from rescuing casualties to recovery of deceased victims, the CTUIR Department of Public Works may be expected to assume the role of lead department in the ICS/Operations section for the CTUIR earthquake response. Public Works efforts in this response and early recovery phase of the disaster will likely concentrate on reestablishment of public infrastructure facilities.

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

Table 65: IA-5 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	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.
<input type="checkbox"/>	Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.
<input type="checkbox"/>	Conduct pre-incident planning for sheltering and evacuation related to earthquakes. This information will supplement ESF 1 and ESF 6.
<input type="checkbox"/>	<ul style="list-style-type: none"> Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.
<input type="checkbox"/>	<ul style="list-style-type: none"> Prepare radio messaging to be used by local radio stations for emergency broadcast.
<input type="checkbox"/>	Have personnel participate in necessary training and exercises, as determined by Emergency Management Coordinator.

5: Earthquakes/Seismic Activity

Pre-Incident Action Items	
<input type="checkbox"/>	Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.
<input type="checkbox"/>	Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the CTUIR EOC. <i>Supplemental Information: Established emergency contact lists at the EOC</i>
<input type="checkbox"/>	Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.
<input type="checkbox"/>	Inform the Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).
<input type="checkbox"/>	Work with the CTUIR Planning Department and Umatilla County Planning for establishment of appropriate infrastructure protection measures in landslide-prone areas.
<input type="checkbox"/>	<ul style="list-style-type: none"> Implement seismic inspection procedures on a regular basis and incorporate improvements to structures while also updating appropriate mitigation plans.
<input type="checkbox"/>	Provide public safety information and educational programs regarding emergency preparedness and response.

Table 66: IA-5 Response Actions

Response Action Items	
<input type="checkbox"/>	Activate the EOP when earthquake and/or seismic incidents pose threats.
<input type="checkbox"/>	Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). <i>Supplemental Information: ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/>	Notify supporting agencies.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.

5: Earthquakes/Seismic Activity

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: ICS Form 209-Incident Status Summary.
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Dedicate time during each shift to preparing for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing
<input type="checkbox"/>	Confirm or establish communications links among local and County EOCs, other Agency Operations Centers, and the State Emergency Coordination Center. Confirm operable phone numbers and verify the functionality of alternate communications resources.
<input type="checkbox"/>	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. Supplemental Information: Established emergency contact lists at the EOC
<input type="checkbox"/>	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.
<input type="checkbox"/>	Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and SOPs. Supplemental Information: Local, agency, and facility-specific Standard Operating Procedures
<input type="checkbox"/>	Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).
<input type="checkbox"/>	Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated among ESF 1 – Transportation, ESF 5 – Information and Planning, ESF 6 – Mass Care, Housing, and Human Services, and ESF 15 – Public Information and External Affairs.
<input type="checkbox"/>	Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable.
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.

5: Earthquakes/Seismic Activity

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
<input type="checkbox"/>	Establish a JIC and designate a lead PIO for the jurisdiction.
<input type="checkbox"/>	Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending/receiving them, should be documented as part of the EOC log.
<input type="checkbox"/>	Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Manager and staff will assemble a situation report.
<input type="checkbox"/>	Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. Supplemental Information: ICS Form 202-Incident Objectives
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Coordinate with private-sector partners as needed.
<input type="checkbox"/>	Ensure all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the IC and/or the Safety Officer.

Table 67: IA-5 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.
<input type="checkbox"/>	Once the threat the public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.
<input type="checkbox"/>	Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize EOCs, Agency Operations Centers, and command posts.
<input type="checkbox"/>	Correct any response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

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IA-6 Hazardous Materials (Accidental Release)

Table 68: IA-6 Tasked Agencies

IA-6 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	Department of Environmental Quality (DEQ)

Table 69: IA-6 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Have personnel participate in necessary training and exercises, as determined by the CTUIR Emergency Management Coordinator, CTUIR Fire Chief, and the applicable lead with Umatilla County.
<input type="checkbox"/>	Participate in CTUIR and regional preparedness activities, seeking understanding of interactions with agencies participating in HazMat scenario.
<input type="checkbox"/>	Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC. Supplemental Information: Established emergency contact lists at the EOC
<input type="checkbox"/>	Inform Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).

Table 70: IA-6 Response Actions

Response Action Items	
<input type="checkbox"/>	In most incidents within the CTUIR, the CTUIR Fire District will initially respond, assume initial IC responsibilities, and request activation/deployment of the regional HazMat Team.
<input type="checkbox"/>	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. Supplemental Information: ICS Form 209-Incident Status Summary
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify 911 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance.

6: Hazardous Materials (Accidental Release)

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: Northwest Area Contingency Plan (NWACP)
<input type="checkbox"/>	Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.
<input type="checkbox"/>	Establish access control to the incident site through local law enforcement agencies.
<input type="checkbox"/>	If the situation warrants, request activation of the CTUIR and regional EOCs via the IC through the Emergency Management Coordinator.
<input type="checkbox"/>	Activate the 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.
<input type="checkbox"/>	If applicable, establish immediate gross decontamination capability for victims.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). Supplemental Information: ICS Form 203: Organization Assignment List
<input type="checkbox"/>	Notify HazMat supporting agencies.
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support.
<input type="checkbox"/>	Contact OERS at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. Supplemental Information: OERS is available 24 hours a day.
<input type="checkbox"/>	Assign liaisons to the EOC representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Dedicate time during each shift to prepare for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing.
<input type="checkbox"/>	Confirm or establish communications links among primary and support agencies, the CTUIR EOC, County EOC, and the State Emergency Coordination Center. Confirm operable phone numbers and backup communication links.
<input type="checkbox"/>	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. Supplemental Information: Established emergency contact lists at the EOC

6: Hazardous Materials (Accidental Release)

Response Action Items	
<input type="checkbox"/>	<ul style="list-style-type: none"> For incidents occurring on State highways, ensure that ODOT has been notified.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. <p>Supplemental Information: See ESF 11, Agriculture and Natural Resources</p>
<input type="checkbox"/>	A lead PIO will be designated by the Emergency Management Coordinator. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.
<input type="checkbox"/>	Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a UC structure as dictated by incident.
<input type="checkbox"/>	<ul style="list-style-type: none"> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to the response personnel. <p>Supplemental Information: See ESF 10 Oil and Hazardous Materials</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> 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. <p>Supplemental Information: See ESF 10 Oil and Hazardous Materials</p>
<input type="checkbox"/>	Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>).
<input type="checkbox"/>	Based upon the incident 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.
<input type="checkbox"/>	Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>).
<input type="checkbox"/>	Establish a victim decontamination and treatment area(s).
<input type="checkbox"/>	Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable. Supplemental Information: See Chapter 1 and Appendix A of the Basic Plan
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.

6: Hazardous Materials (Accidental Release)

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders.
<input type="checkbox"/>	Establish the JIC, as needed.
<input type="checkbox"/>	Formulate emergency public information messages and media responses using “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.
<input type="checkbox"/>	Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the IC/EOC Director and staff will assemble a Situation Report. Supplemental Information: ICS Form 209-Incident Status Summary
<input type="checkbox"/>	Develop an Incident Action Plan (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. Supplemental Information: ICS Form 202-Incident Objectives
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Coordinate with private sector partners as needed.
<input type="checkbox"/>	Ensure all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the IC and/or Safety Officer.
<input type="checkbox"/>	As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the EOC, the responsible party (if known), and the Oregon DEQ.

Table 71: IA-6 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. Supplemental Information: ICS Form 221-Demobilization Plan

6: Hazardous Materials (Accidental Release)

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private sector partners.
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize the EOC.
<input type="checkbox"/>	Correct response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

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IA 7 Public Health-Related

Table 72: IA-7 Tasked Agencies

IA-7 Tasked Agencies	
Primary Agencies	Yellowhawk Tribal Health Center CTUIR Department of Public Safety
Supporting Agencies	Oregon Health Authority (OHA)

Table 73: IA-7 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Have applicable CTUIR and Yellowhawk personnel participate in training and exercises, as determined by CTUIR Emergency Management Coordinator, Yellowhawk Tribal Health Center, or the Umatilla County Health Department.
<input type="checkbox"/>	Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.
<input type="checkbox"/>	Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support. Supplemental Information: Established emergency contact lists at the EOC
<input type="checkbox"/>	Engage the other local public health organizations, Oregon Health Authority, Oregon Department of Human Services, CDC, and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.
<input type="checkbox"/>	Inform the Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).
<input type="checkbox"/>	Monitor and report the presence of contagious infections within the CTUIR.
<input type="checkbox"/>	Evaluate the ability of existing health care facilities to handle public health emergencies.
<input type="checkbox"/>	Maintain medical supplies and equipment within the Yellowhawk Tribal Health Center. Supplemental Information: As per Standard Operating Procedures developed for the Health Center and Water Departments
<input type="checkbox"/>	Coordinate with the CTUIR Environmental Health Officer to ensure drinking water quality. Supplemental Information: As per Standard Operating Procedures developed for the Health Center and Water Departments

Pre-Incident Action Items	
<input type="checkbox"/>	<p>Coordinate with the CTUIR Environmental Health Officer to provide safe wastewater and sewage disposal.</p> <p style="color: #008080;">Supplemental Information: As per Standard Operating Procedures developed for the Health Center and Water Departments</p>

Table 74: IA-7 Response Actions

Response Action Items	
<input type="checkbox"/>	<p>Yellowhawk Tribal Health Center will initially respond, assume initial IC responsibilities, and determine the level of EOC activation necessary to manage the public health threat.</p>
<input type="checkbox"/>	<p>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.</p> <p style="color: #008080;">Supplemental Information: ICS Form 209-Incident Status Summary</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • Notify 911 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Assess the type, severity, and size of the incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements.
<input type="checkbox"/>	<ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<p>Ensure that area hospitals have been notified.</p>
<input type="checkbox"/>	<p>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 Oregon State Public Health Division.</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • If the pathogen or agent requires laboratory analysis, Yellowhawk Tribal Health Center may request analytical assistance from the Oregon State Public Health Laboratory. <p style="color: #008080;">Supplemental Information: MOU between The Oregon Public Health Division – Oregon State Public Health Laboratory and Yellowhawk Tribal Health Center</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> • If animal health and vector control is required, these services are to be requested through Emergency Management or from Extension Services.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Coordinate sanitation activities and potable water supply provisions.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Determine the need for emergency disease control stations and, if deemed necessary, implement such stations.
<input type="checkbox"/>	<p>If quarantine is in place, establish access control to the area through local law enforcement agencies.</p>

Response Action Items	
<input type="checkbox"/>	Collect and report vital statistics.
<input type="checkbox"/>	Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation.
<input type="checkbox"/>	If necessary, conduct a damage assessment for public health facilities and systems.
<input type="checkbox"/>	Hospital conducts an inventory of its resources. If more health resources are needed, requests for these supplies should be made through the Umatilla County EOC.
<input type="checkbox"/>	Activate the CTUIR EOC, coordinate response activities among Agency Operations Centers and the Incident Command Post 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.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). Supplemental Information: ICS Form 203: Organization Assignment List
<input type="checkbox"/>	Notify all other supporting agencies of the response, requesting additional support, as necessary.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the CTUIR EOC for support.
<input type="checkbox"/>	Assign a liaison to other activated EOCs to facilitate resource requests.
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Dedicate time during each shift to prepare for shift change briefings. Supplemental Information: ICS Form 201: Incident Briefing
<input type="checkbox"/>	Confirm or establish communications links among primary and support agencies, other regional EOCs, and State Emergency Coordination Center. Confirm operable phone numbers and backup communication links.
<input type="checkbox"/>	The Emergency Management Coordinator, in collaboration with Yellowhawk Tribal Health Center, designates a CTUIR 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.
<input type="checkbox"/>	Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.
<input type="checkbox"/>	Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and SOPs.

Response Action Items	
<input type="checkbox"/>	Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF 1 – Transportation, ESF 5 – Information and Planning, ESF 6 – Mass Care, Housing, and Human Services, and ESF 15 – Public Information and External Affairs <i>Supplemental Information: See ESF 1, ESF 5, ESF 6, and ESF 15 of the CTUIR EOP</i>
<input type="checkbox"/>	Establish treatment area(s).
<input type="checkbox"/>	Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable. <i>Supplemental Information: See Chapter 1 of the Basic Plan</i>
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.
<input type="checkbox"/>	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>Supplemental Information: ICS Resource Tracking Forms</i>
<input type="checkbox"/>	Establish a JIC, as needed.
<input type="checkbox"/>	Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	<ul style="list-style-type: none"> • 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> • Develop and disseminate public information programs regarding personal health and hygiene.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the person sending or receiving them, should be documented as part of the EOC log.
<input type="checkbox"/>	Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a situation report. <i>Supplemental Information: ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/>	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>Supplemental Information: ICS Form 202-Incident Objectives</i>
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Coordinate with private sector partners as needed.

Response Action Items	
<input type="checkbox"/>	Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the CTUIR EOC for transmittal to the Oregon Health Authority as soon as it is available.
<input type="checkbox"/>	For handling of fatalities, coordination between Yellowhawk Tribal Health Center, Umatilla County Health Department, and the respective EOC will be needed for medical examiner services.

Table 75: IA-7 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations, in accordance with current demobilization and community recovery plans. Supplemental Information: ICS Form 221-Demobilization Plan
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize the CTUIR EOC.
<input type="checkbox"/>	Correct any response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov).

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IA-8 Terrorism

Table 76: IA-8 Tasked Agencies

IA-8 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	Umatilla County Sheriff’s Office Oregon State Police Pendleton Police Department

Background Information

This annex can be applied to terrorist 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 CTUIR Police Department has the lead role in terrorism crisis management within the Reservation and Umatilla County Sheriff’s Office has the lead in unincorporated areas of the County or areas without local police forces. The lead agencies for the State and Federal government are the Oregon State Police and the Federal Bureau of Investigations. For the CTUIR, the Bureau of Indian Affairs may also provide support.

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 local and County EOCs typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Umatilla County Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. The Oregon Office of Emergency Management and Federal Emergency Management Agency are the State and Federal consequence management leads.

Table 77: IA-8 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the CTUIR EOP.
<input type="checkbox"/>	Have personnel participate in necessary training and exercises, as determined by the CTUIR Emergency Management Department.
<input type="checkbox"/>	Participate in CTUIR, County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.

Pre-Incident Action Items	
<input type="checkbox"/>	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. Supplemental Information: Established emergency contact lists at the EOC
<input type="checkbox"/>	Ensure that terrorism response equipment and personnel inventories for the CTUIR 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.
<input type="checkbox"/>	Inform the Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).
<input type="checkbox"/>	Provide public safety information and educational programs for terrorism emergency preparedness and response.

Table 78: IA-8 Surveillance Actions (Bio Only)

Surveillance Action Items	
<input type="checkbox"/>	Activate Incident/Unified Command upon recommendation from the CTUIR Police Department. Unified Command may consist of Tribal, Umatilla County, regional, State, and Federal crisis management (FBI) and consequence management (FEMA) agencies.
<input type="checkbox"/>	Mobilize appropriate emergency personnel and first responders. When necessary, send fire, HazMat, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.
<input type="checkbox"/>	Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.
<input type="checkbox"/>	Assess the situation/confirm if a WMD/CBRNE incident exists. 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. Supplemental Information: ICS Form 209-Incident Status Summary
<input type="checkbox"/>	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.
<input type="checkbox"/>	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.

Surveillance Action Items	
<input type="checkbox"/>	Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. Consider the following: 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?
<input type="checkbox"/>	Draft an IAP an. Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.
<input type="checkbox"/>	Using established channels, maintain communication between field response crews, CTUIR/local/County EOCs, Regional EOC, and State Emergency Coordination Center, 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.
<input type="checkbox"/>	Gather additional information. Include photographs and video recording.
<input type="checkbox"/>	Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.
<input type="checkbox"/>	Determine if any advisories should be issued to the public.

Table 79: IA-8 Response Actions

Response Action Items	
<input type="checkbox"/>	If an explosive device is found, clear the immediate area, and notify appropriate first responders.
<input type="checkbox"/>	<ul style="list-style-type: none"> Be cognizant of any secondary devices that may be on site.
<input type="checkbox"/>	<ul style="list-style-type: none"> Be cognizant that CBRNE agents may be present. <i>Supplemental Information: See ESF 10, Oil and Hazardous Materials</i>
<input type="checkbox"/>	Investigate the crime scene and collect vital evidence.
<input type="checkbox"/>	Activate the CTUIR EOP.
<input type="checkbox"/>	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.
<input type="checkbox"/>	Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). <i>Supplemental Information: ICS Form 203: Organization Assignment List</i>
<input type="checkbox"/>	<ul style="list-style-type: none"> Establish an ICP near the incident location. The ICP should be located uphill and upwind of the incident location.

Response Action Items	
<input type="checkbox"/>	Notify supporting agencies (dependent on the type of incident) and the City Council. <i>Supplemental Information: See ESF 2, Communications</i>
<input type="checkbox"/>	<ul style="list-style-type: none"> Identify additional Tribal, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support.
<input type="checkbox"/>	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>Supplemental Information: ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Verify that the hazard perimeter and hazard zone security have been established.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	Determine whether the threat level for the affected area should be elevated and inform appropriate agencies if so.
<input type="checkbox"/>	Disseminate appropriate warnings to the public. <i>Supplemental Information: See ESF 2, Communications</i>
<input type="checkbox"/>	Develop and initiate shift rotation plans, including briefing of replacements during shift changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Dedicate time during each shift to preparing for shift change briefings. <i>Supplemental Information: ICS Form 201-Incident Briefing</i>
<input type="checkbox"/>	Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, regional Tribes and the State Emergency Coordination Center. Confirm operable phone numbers and backup communication links. <i>Supplemental Information: See ESF 2, Communications</i>
<input type="checkbox"/>	Ensure that all required notifications have been completed. Consider other local, regional, State, tribal and Federal agencies that may be affected by the incident. Notify them of the status. <i>Supplemental Information: Established emergency contact lists at the EOC</i>
<input type="checkbox"/>	<ul style="list-style-type: none"> Notification to the Oregon State Police and the FBI is required for all terrorism incidents.

Response Action Items	
<input type="checkbox"/>	<ul style="list-style-type: none"> If an incident occurs on State highways, ensure that the Oregon Department of Transportation has been notified.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), County Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation. Supplemental Information: See ESF 11 Agricultural and Natural Resources
<input type="checkbox"/>	Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.
<input type="checkbox"/>	Implement CTUIR plans and procedures for terrorism operations. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and SOPs.
<input type="checkbox"/>	Obtain current and forecasted weather to project potential HazMat vapor plumes (<i>recurring</i>). Supplemental Information: See ESF 10, Oil and Hazardous Materials <i>Note: Vapor plume modeling support may be obtained through regional HazMat teams and/or through State, and/or Federal environmental protection agencies.</i>
<input type="checkbox"/>	Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. Supplemental Information: See ESF 6, Mass Care, Emergency Assistance, Temporary Housing and Human Services <i>Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i>
<input type="checkbox"/>	Determine the need for and activate emergency medical services (<i>recurring</i>). Supplemental Information: See ESF 6, Mass Care, Emergency Assistance, Temporary Housing and Human Services
<input type="checkbox"/>	Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). Supplemental Information: See ESF 6, Mass Care, Emergency Assistance, Temporary Housing and Human Services
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable. Supplemental Information: See Basic Plan, Appendix A
<input type="checkbox"/>	Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.

Response Action Items	
<input type="checkbox"/>	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. Supplemental Information: ICS Resource Tracking Forms
<input type="checkbox"/>	Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.
<input type="checkbox"/>	Establish a JIC. Supplemental Information: See Basic Plan
<input type="checkbox"/>	Formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	<ul style="list-style-type: none"> Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners. Supplemental Information: See ESF 2, Communications
<input type="checkbox"/>	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. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	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.
<input type="checkbox"/>	Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.
<input type="checkbox"/>	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. Supplemental Information: ICS Form 202-Incident Objectives
<input type="checkbox"/>	Implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Coordinate with private sector partners, as needed.
<input type="checkbox"/>	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.

Table 80: IA-8 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. Supplemental Information: See Basic Plan

Recovery/Demobilization Action Items	
<input type="checkbox"/>	As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the CTUIR, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the Environmental Protection Agency may be necessary.
<input type="checkbox"/>	Activate, if necessary, the appropriate recovery strategies, and COOP/COG.
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	Deactivate/demobilize the EOC.
<input type="checkbox"/>	Correct any response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

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IA-9 Transportation Accident

Table 81: IA-9 Tasked Agencies

IA-9 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Works CTUIR Department of Public Safety
Supporting Agencies	CTUIR Natural Resources CTUIR Department of Administration KAYAK Public Transit

This Incident Annex addresses roadway and rail transportation-related accidents. Although most motor vehicle accidents that occur on roadways within the CTUIR would not normally constitute a major emergency under the Emergency Operations Plan (EOP), the Hazard Assessment completed by the CTUIR noted that due to the proximity of Interstate-84 and rail lines and their use to transport chemicals and potentially hazardous substances, residents of the Reservation are susceptible to transportation-related emergencies.

As first responders, the CTUIR Public Safety Department will assume initial command if the transportation accident involves a fire and/or casualties and secure the incident site. 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 Federal Aviation Administration (FAA) may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft.

Table 82: IA-9 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	As available, participate in Tribal, County, and Regional preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.
<input type="checkbox"/>	Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the CTUIR EOC.
<input type="checkbox"/>	Inform the Tribal Emergency Management Coordinator of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).
<input type="checkbox"/>	Arrange for CTUIR personnel to participate in necessary training and exercises, as determined by regional partners such as Umatilla County, Fire Districts, and local cities.
<input type="checkbox"/>	Assess the transportation infrastructure of the Reservation (e.g., roads, bridges, and traffic control devices) and implement an emergency transportation route plan.

Pre-Incident Action Items	
<input type="checkbox"/>	Develop alternate routes based on assessment of hazard threats (railroad, roadways) that can damage transportation infrastructure and on input from ODOT and other road owners.
<input type="checkbox"/>	Notification of the occurrence of a transportation incident will be issued by one of the 911 Dispatch Centers or by reported observance by field personnel.

Table 83: IA-9 Response Actions

Response Action Items	
<input type="checkbox"/>	Conduct a scene assessment to determine the appropriate level of emergency medical, transportation, and/or HazMat response. Based on the location of the accident, mass casualty, and/or evacuation procedures may be required. <i>Supplemental Information: ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/>	Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. <i>Supplemental Information: See IA-6, Hazardous Materials</i>
<input type="checkbox"/>	Develop alternate routes based on assessment of damages to Tribal roadways, Umatilla County transportation infrastructure, and on input from ODOT and other road owners on the Countywide damage situation. Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	Personnel should not attempt removal of accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.
<input type="checkbox"/>	CTUIR Police, local police, and/or the Umatilla County Sheriff and Oregon State Police have the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).
<input type="checkbox"/>	Contact the NTSB prior to removing deceased victims or moving aircraft wreckage. Call: NTSB Safety Office 425-227-2000 (24 hours)
<input type="checkbox"/>	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.
<input type="checkbox"/>	Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site. <i>Supplemental Information: See ESF 8, Appendix A Emergency Mass Fatality Response (EMFR)</i>
<input type="checkbox"/>	Activate the CTUIR EOC and Umatilla County EOC and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response. At a minimum, staff will include the IC, all Section Chiefs, the Resource Coordinator, and management support positions.

Response Action Items	
<input type="checkbox"/>	If appropriate, the IC (or designee) will activate the Emergency Alert System by contacting the National Warning System to initiate a public broadcast message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast.
<input type="checkbox"/>	Develop work assignments for ICS positions (<i>recurring</i>). Supplemental Information: ICS Form 203-Organization Assignment List
<input type="checkbox"/>	Identify County, regional, and/or State agencies that may be able to mobilize resources and staff to the CTUIR EOC for support.
<input type="checkbox"/>	Notify supporting emergency response agencies, ODOT, NTSB, and FAA if the accident involves an aircraft.
<input type="checkbox"/>	<ul style="list-style-type: none"> Notify command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.
<input type="checkbox"/>	<ul style="list-style-type: none"> Confirm or establish communications links among Umatilla County EOC, other Tribal EOCs and other Agency Operations Centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> For incidents occurring on State highways, ensure that ODOT has been notified.
<input type="checkbox"/>	<ul style="list-style-type: none"> 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.
<input type="checkbox"/>	<ul style="list-style-type: none"> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. Supplemental Information: See ESF 11, Agriculture and Natural Resources
<input type="checkbox"/>	Appoint a PIO to formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>).
<input type="checkbox"/>	Public information focusing on transit access points, control, and traffic control will be reviewed by the Tribal Police and/or County Sheriff (or designee). Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.
<input type="checkbox"/>	If necessary, establish a JIC staffed by PIOs from various agencies.
<input type="checkbox"/>	Allow the airline, railroad or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.
<input type="checkbox"/>	Advise the Umatilla County EOC and ODOT of road restrictions and resource/support needs.

Response Action Items	
<input type="checkbox"/>	Coordinate provision of up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location protected from the press and where information can be provided as it becomes available.
<input type="checkbox"/>	Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, NTSB, or FBI.
<input type="checkbox"/>	Submit a request for emergency/disaster declaration, as applicable. <i>Supplemental Information: See Chapter 1 and Appendix A of the Basic Plan</i>
<input type="checkbox"/>	If necessary, determine the need to conduct evacuations and sheltering activities.
<input type="checkbox"/>	Coordinate with the American Red Cross to provide Shelter and Family Referral Services through the EOC.
<input type="checkbox"/>	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>Supplemental Information: ICS Form 202-Incident Objectives</i>
<input type="checkbox"/>	Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks. <i>Supplemental Information: See EOC Planning Section Position Checklist</i>
<input type="checkbox"/>	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.
<input type="checkbox"/>	Produce situation reports (<i>recurring</i>). At regular intervals, the EOC Manager and staff will assemble a Situation Report. <i>Supplemental Information: ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/>	Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the IC and/or Safety Officer.

Table 84: Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Coordinate with the American Red Cross to assist families affected by the transportation incident.
<input type="checkbox"/>	Ensure an orderly demobilization of emergency operations, in accordance with current demobilization plans. <i>Supplemental Information: ICS Form 221-Demobilization Plan</i>
<input type="checkbox"/>	Release mutual aid resources as soon as possible.
<input type="checkbox"/>	If necessary, provide critical incident stress management to first responders.
<input type="checkbox"/>	Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Deactivate/demobilize the Tribal EOC.
<input type="checkbox"/>	Implement revisions to the CTUIR EOP and supporting documents based on lessons learned and best practices adopted during response.
<input type="checkbox"/>	Correct any response deficiencies reflected in the Improvement Plan.
<input type="checkbox"/>	Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)

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IA-10 Violent Intruder/Active Shooter

Table 85: IA-10 Tasked Agencies

IA-10 Tasked Agencies	
Primary Agencies	CTUIR Department of Public Safety
Supporting Agencies	CTUIR Fire Department/EMS

Background Information

Effective response to an Active Shooter event requires effective planning and role reinforcement through training for personnel caught in the event, as well as for leaders and managers coordinating the response to the event. Personnel in the vicinity of an Active Shooter may need to evacuate or shelter in place depending upon circumstances unique to that event. Organization leadership and managers coordinating the response to an active shooter event need to be able to provide effective direction to personnel in the vicinity of the Active Shooter, provide clear situation information to first responders, and inform the public.

An Active Shooter is an individual actively engaged in killing or attempting to kill people in a confined and populated place; in most cases, active shooters use firearms and there is no pattern or method to their selection of victims. Active shooter situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the shooting and mitigate harm to victims. Because active shooter situations are often over within 10-15 minutes, before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active shooter situation.

Table 86: IA-10 Pre-Incident Actions

Pre-Incident Action Items	
<input type="checkbox"/>	Emergency Management/Public Safety - Continue to maintain and revise, as needed, the appropriate emergency response plans relating to violent intruders’ response, including the CTUIR EOP.
<input type="checkbox"/>	OED, Management Team, Public Safety - Establish communication procedures for employees to report signs, flags, and threats of workplace violence Supplemental Information: Recognizing Potential Workplace Violence/ALICE
<input type="checkbox"/>	OED, Management Team, Public Safety - Establish alternative methods of communication with employees during an incident—including emergency notification system (Alert Sense), e-mail, and phone intercom.
<input type="checkbox"/>	Management Team - Have personnel participate in necessary training ALICE and drills, as determined by the OED and Management Team.

10: Violent Intruder/Active Shooter

Pre-Incident Action Items	
<input type="checkbox"/>	Management Team, staff responders participate in CTUIR, other tribes, county, regional, state, and federal preparedness activities, seeking understanding of interactions with participating agencies in scenario.
<input type="checkbox"/>	Management Team, Emergency Management - Determine how to estimate the impact of an incident on facility operations and communicate that to customers, the public, and law enforcement.
<input type="checkbox"/>	Emergency Management/Public Safety - Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Tribal Police/Fire/EOC operations. Include appropriate regional, state, and federal emergency contacts for response. <i>Supplemental Information: Established emergency contact lists MiTel, Tribal Dispatch</i>
<input type="checkbox"/>	Emergency Management, Management Team, PW Maintenance Ensure that evacuation and lockdown equipment are located where needed in the departments.
<input type="checkbox"/>	Management Team: <ul style="list-style-type: none"> Learn how to recognize potential workplace violence and suspicious behavior. Become familiar with emergency communication procedures. Identify the location of the nearest exits, emergency call boxes, potential safe harbors, emergency response kits, and decontamination sites <i>Supplemental Information: Recognizing Potential Workplace Violence, Hostile employee training, online resources</i>
<input type="checkbox"/>	Employees: <ul style="list-style-type: none"> Become familiar with Violent Intruder Active Shooter procedures and participate in annual drills Participate in offered trainings or online trainings Identify individual escape route from work area <i>Supplemental Information: ALICE Training</i>

Table 87: IA-10 Response Actions

Response Action Items	
<input type="checkbox"/>	Employee: Alert to threat contact 911 or Tribal Dispatch 541-278-0550 <ul style="list-style-type: none"> Follow procedure Evacuate (Run)/Lockdown (Hide)/Counter (Fight) <i>Supplemental Information: Violent Intruder/Active Shooter procedure, ALICE training</i>

Response Action Items	
<input type="checkbox"/>	<p>OED/Administration/Communications Director/Manager/Tribal Dispatch issue warning to staff in the building over using Alert Sense, email or phone intercom and Communications or Public Safety sends warning message via Alert Sense to other CTUIR buildings, residents, and remote locations.</p> <p>Supplemental Information: Violent Intruder/Active Shooter Building Lockdown Notification</p>
<input type="checkbox"/>	<p>Employee Put cell phones on vibrate and monitor for text messages from Public Safety</p>
<input type="checkbox"/>	<p>Public Safety, Management Team For staff that evacuated, set up secure staff assembly area in coordination with on scene commander</p> <ul style="list-style-type: none"> Follow the direction of police officers even if they are from other departments than CTUIR Account for staff in the assembly area and record their names and department
<input type="checkbox"/>	<p>Public Safety, Management Team For staff that evacuated, set up secure staff assembly area in coordination with on scene commander</p> <ul style="list-style-type: none"> Follow the direction of police officers even if they are from other departments than CTUIR Account for staff in the assembly area and record their names and department
<input type="checkbox"/>	<p>Public Safety Emergency responders will mobilize outside and inside the building</p>
<input type="checkbox"/>	<p>Public Works assist first responders with road closure near the building, request ODOT or County to barricade roads in the area</p>
<input type="checkbox"/>	<p>Public Safety, Administration, Communications provides direction it is safe to come out of lock down, go to assembly point and begin employee accountability</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> A master employee list is kept by Public Safety and by Human Resources
<input type="checkbox"/>	<ul style="list-style-type: none"> Department Emergency Coordinators/Management Team provide accounting of staff to the on-scene commander
<input type="checkbox"/>	<p>Public Safety/Police On scene commander to establish incident command post</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> Public Safety/OED Estimate emergency staffing levels and request personnel support.
<input type="checkbox"/>	<ul style="list-style-type: none"> OED/Emergency Management/Public Safety to open EOC at the Public Safety Building, begin staffing communications, logistics and operations 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.
<input type="checkbox"/>	<p>Communications Section, EOC - 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</p> <p>Supplemental Information: ICS Form 209: Incident Status Summary</p>

10: Violent Intruder/Active Shooter

Response Action Items	
<input type="checkbox"/>	EOC Health, Public Safety - Request aid response for Yellowhawk medical personnel and Umatilla County Health Department for mass casualties
<input type="checkbox"/>	Public Safety/ Police, Fire and EM to activate mutual aid agreements with Tribal, County, Sheriff, and State
<input type="checkbox"/>	<p>Communications to disseminate appropriate warnings to the public.</p> <ul style="list-style-type: none"> Communications, EOC provide initial media release on the incident, road closure and location of reunification area (if needed) <p>Supplemental Information: See ESF 2, 15 Communications & External Affairs</p>
<input type="checkbox"/>	Communications provide update on incident as new information becomes available
<input type="checkbox"/>	Tribal Dispatch to notify OERS and request an incident number
<input type="checkbox"/>	Communications, Tribal Dispatch - Using established channels, maintain communication between field response crews, CTUIR/local/County EOCs, Regional EOC, and State Emergency Coordination Center, as applicable.
<input type="checkbox"/>	<ul style="list-style-type: none"> Communications should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.
<input type="checkbox"/>	Incident Commander/Police Determine whether the threat level for the affected area should be elevated and inform appropriate agencies and Tribal Dispatch or Communications send notice by Alert Sense to the impacted public.

Table 88: IA-10 Recovery/Demobilization Actions

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Public Safety using existing MOU's Identify additional Tribal, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support
<input type="checkbox"/>	Incident Command/ Tribal EOC activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.
<input type="checkbox"/>	EOC Staff draft an Incident Action Plan (ICP). Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.
<input type="checkbox"/>	Public Safety/EOC Finance Section to request incident cost center from Finance to track labor, equipment and materials required for the response
<input type="checkbox"/>	<p>Tribal EOC Develop work assignments for ICS positions based on incident needs (<i>recurring</i>).</p> <p>Supplemental Information: ICS Form 203: Organization Assignment List</p>

Recovery/Demobilization Action Items	
<input type="checkbox"/>	<p>Tribal EOC Planning Section to develop and initiate shift rotation plans, including briefing of replacements during shift changes and dedicate time during each shift to preparing for shift change briefings. Supplemental Information: ICS Form 201-Incident Briefing</p>
<input type="checkbox"/>	<p>Tribal Dispatch and Communications confirm or establish communications links among primary and support agencies, Department of Justice (FBI), Oregon State Police, the City EOC, County EOC, regional Tribes and the State Emergency Coordination Center. Confirm operable phone numbers and backup communication links. Supplemental Information: See ESF 2, Communications & ESF 15 External Affairs</p>
<input type="checkbox"/>	<p>Tribal EOC and Communications review and ensure that all required notifications have been completed. Consider other local, regional, State, tribal and Federal agencies that may be affected by the incident. Notify them of the status. Supplemental Information: Established emergency contact lists at the EOC</p>
<input type="checkbox"/>	<p>Command, EOC, OED manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as required by the incident.</p>
<input type="checkbox"/>	<p>EOC/Health Services/Logistics Section determine the need for and activate emergency medical and mental health services, Yellowhawk, St Anthony’s, St Mary’s, and volunteer response for crisis management.</p>
<input type="checkbox"/>	<p>Tribal EOC Logistics Section determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).</p>
<input type="checkbox"/>	<p>OED/Tribal EOC determine the need to submit a request for emergency/disaster declaration, as applicable to FEMA Region 10 and Oregon Emergency Management. Supplemental Information: See Basic Plan, Appendix A</p>
<input type="checkbox"/>	<p>EOC Tribal Logistics 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. Supplemental Information: ICS Resource Tracking Forms</p>
<input type="checkbox"/>	<p>EOC Communications Section formulate emergency public information messages and media responses, utilizing “one message, many voices” concepts (<i>recurring</i>). Supplemental Information: See ESF 15 External Affairs</p>
<input type="checkbox"/>	<ul style="list-style-type: none"> Public information will be reviewed and approved for release by the IC and Communications Director/lead PIO before dissemination to the public and/or media partners. Supplemental Information: See ESF 15 External Affairs

Recovery/Demobilization Action Items	
<input type="checkbox"/>	Tribal EOC records 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. Supplemental Information: EOC Planning Section Position Checklist
<input type="checkbox"/>	Tribal EOC 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.
<input type="checkbox"/>	Tribal EOC Communications and Planning develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC Director and staff will assemble a situation report.
<input type="checkbox"/>	Tribal EOC develops an Incident Action Plan (IAP, <i>recurring with length of incident</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. Supplemental Information: ICS Form 202: Incident Objectives
<input type="checkbox"/>	IC, EOC, responders, assigned staff implement objectives and tasks outlined in the IAP (<i>recurring</i>).
<input type="checkbox"/>	Tribal EOC Logistics coordinate with private sector partners, as needed.
<input type="checkbox"/>	Communications, OED Ensure that all reports of injuries, deaths, and major equipment damage is communicated to the IC and/or Safety Officer.
<input type="checkbox"/>	Tribal EOC Logistics and Planning organize and implement an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans. Supplemental Information: See Basic Plan
<input type="checkbox"/>	Communications and EOC Health Section to provide information on resources for individual counseling and traumatic incident debriefing
<input type="checkbox"/>	IC, Tribal EOC release mutual aid resources as soon as possible.
<input type="checkbox"/>	Tribal EOC/Communications coordinate and conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After-Action Report/Improvement Plan.
<input type="checkbox"/>	IC, OED declare deactivate/demobilize the EOC.
<input type="checkbox"/>	Public Safety, OED, Management Team Revise any applicable emergency response plans based on the lessons learned during the response.

Building Lockdown Notification

Emergency Paging for the NGC

How to use Mitel/Shoretel Paging groups:

1. Pick up the phone receiver or press off hook button on headsets.
2. Dial the NGC ALL Page number 1590 - to page the Public Safety Building phones, dial 1511
3. After a tone, the call will “connect” – you can speak TO all members of the page group
4. To end the page, hang up the call.

Table 89: Emergency Paging for the NGC

Page Group	Number	Page Group	Number
Admin Page	1552	Fisheries N1 Page	1562
BOT Page	1551	GMG-COMM Page	1569
CRPP Page	1560	Housing Page	1579
CRT Page	1556	HR Page	1553
Daycare Page	1577	Management Team	1574
DCFS Page	1557	NCS Page	1580
DECD Page	1558	NGC All Page	1590
DNR Admin Page	1559	NGC Support Staff	1550
DNR Basement Page	1563	OCSE Page	1570
Education Page	1576	OIT Page	1554
EESP Page	1568	OLC Page	1567
Enrollment Page	1573	Public Safety All Page	1511
ESB Lobby Page	1512	RAF Page	1564
Family Violence Page	1575	TCI Page	1578
FFPP Page	1561	TPO DPW TERO Page	1555
Field Station Page	1585	Transit Building Page	1586
Finance Page	1572	Wildlife Page	1566
Firehouse Paging	1500		

Message to be programmed in the automated phone calling service and sent out if the building is to Lockdown

"Nixyáawii Governance Center is currently in LOCKDOWN. Evacuate if you can safely or go into the nearest office and lock all interior and exterior doors. To repeat: a serious safety threat exists at Nixyáawii Governance Center, go to the nearest room or office, and lock all doors.

The police will come and notify you in person once the LOCKDOWN threat is contained and if necessary, provide directions. Please remain quiet and listen. For the safety of employees and visitors do not allow anyone into the building."

If we were to have a Lockdown, Administration or the Police Department will attempt to provide notification to departments by phone, in person or over the phone intercom to lockdown. A message similar to the following would be used.

Message to be read if we have a Building Lockdown

"This message is to notify you that on (DATE) at (TIME). The Nixyáawii Governance Center will be placed in a state of LOCKDOWN. The Administrative Office will notify you in this same manner or the Police will contact your office in person once the LOCKDOWN threat is contained.

For the safety of employees of the Nixyáawii Governance Center please do not allow non-emergency personnel into the building."

CTUIR Nixyáawii Governance Center (NGC) Building Violent Intruder Incident, Active Shooter Response Employee Procedure

Active shooter or a witnessed potential active shooter threat, such as, a person entering the building brandishing a firearm with an apparent intent to use it. These incidents are often over in 10 to 15 minutes so, act.

Alert

Don't count on someone else to report if your senses tell you something is wrong!

If you hear popping sounds, yelling, or screaming

If you see someone that you know to be dangerous, acting suspicious or carrying an item that looks out place

If you smell smoke or a sulfur odor

Inform/Report

Information to Report to Tribal Dispatch 541-276-0550 or 911

- Number of suspects
- Location of suspects
- Clothing description
- Race/Gender
- Type and number of weapons
- Your Location Information
- Office/Classroom Number
- Number of people at your location
- Number of injured/wounded people
- Type of injuries

Evacuate/Run

If there is an escape route, evacuate the premises!

- Have an escape route planned
- Evacuate regardless of whether others agree to follow
- Leave your belongings behind
- Help others escape if possible
- Prevent individuals from entering a danger area
- Keep your hands visible
- Follow the instructions of any police officer
- Do not attempt to move wounded persons

Lockdown/Hide

Employees who are outside should immediately leave the area and seek safety at the nearest secure place.

If evacuation is not a safe option, then employees should seek immediate safety in in the nearest office or securable room

No entry into or exit from the building is allowed. No movement within the building is allowed. Do not attempt to contact anyone in the NGC.

Lock all exterior doors. Lock all interior doors. Close window blinds. Turn lights out. Barricade the door with anything heavy such as furniture.

Employees and visitors spread out in offices out of the line of sight from any windows and hide behind large objects. Be out of the active shooters view. Turn off any source of noise and remain quiet at all times.

Caution should be used when using the cell phone so not to alert an active shooter to your location by speaking loudly or having your phone ring.

Personnel with cell phones should turn them to vibrate and keep them handy as a possible way to be contacted by the administration or emergency personnel. Instruct visitors to turn their cell phones to vibrate and remain quiet and calm.

Counter/Fight

As a last resort, and only if your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

1. Acting as aggressively as possible against him/her
2. Throwing items and improvising weapons
3. Yelling or making loud sounds to distract
4. Committing to your actions

The Police or Administration will come and notify you in person once the lockdown threat is contained and if necessary, provide directions. Please remain quiet and listen to police instruction.

Do not act until you recognize or confirm the person at the door or on the phone.

If Police direct you to exit the building:

- DO NOT attempt to talk or distract police or emergency personnel unless directed
- Exit in the direction given by police may be wearing bulletproof vests, helmets and they will be armed with rifles, shotguns, and handguns
- Raise your hands and keep them open when exiting, you may be searched
- Go to the secure location as directed by police
- Police will give an all clear in person when you can re-enter the building or go to a relocation area.

Recognizing Potential Workplace Violence

An active shooter in your workplace may be a current or former employee, or an acquaintance of a current or former employee. Intuitive managers and coworkers may notice characteristics of potentially violent behavior in an employee. Alert your Human Resources Department if you believe an employee or coworker exhibits potentially violent behavior.

Indicators of Potential Violence by an Employee

Employees typically do not just “snap,” but display indicators of potentially violent behavior over time. If these behaviors are recognized, they can often be managed and treated. Potentially violent behaviors by an employee may include one or more of the following (this list of behaviors is not comprehensive, nor is it intended as a mechanism for diagnosing violent tendencies):

- Increased use of alcohol and/or illegal drugs
- Unexplained increase in absenteeism; vague physical complaints
- Noticeable decrease in attention to appearance and hygiene

- Depression / withdrawal
- Resistance and overreaction to changes in policy and procedures
- Repeated violations of company policies
- Increased severe mood swings
- Noticeably unstable, emotional responses
- Explosive outbursts of anger or rage without provocation
- Suicidal; comments about “putting things in order”
- Behavior which is suspect of paranoia, (“everybody is against me”)
- Increasingly talks of problems at home
- Escalation of domestic problems into the workplace; talk of severe financial problems
- Talk of previous incidents of violence
- Empathy with individuals committing violence
- Increase in unsolicited comments about firearms, other dangerous weapons, and violent crimes