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FA 1 – Emergency Services

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FA 1 Tasked Agencies	
Primary Agencies	Lincoln County Sheriff's Office Yachats Rural Fire Protection District South Lincoln Ambulance
Supporting Agencies	City Public Works Department County Emergency Management County Health and Human Services Department Samaritan Pacific Community Hospital Oregon State Police Pacific West Ambulance

1 Purpose and Scope

This annex outlines the basic City emergency services necessary to respond to a disaster. It outlines the main roles and responsibilities for primary agencies, provides a concept of operations to assist the City in coordinating emergency services, and references related authorities, agreements, and supporting plans. The City Emergency Management Organization, as outlined in the Basic Plan of this EOP, is designed to provide support to local emergency services agencies through assistance in accessing needed resources and coordination in more complex incidents and events. Nothing in this annex is meant to replace or supersede the standard operating procedures of local response agencies.

This annex covers the following functions:

- Emergency Communications
- Firefighting
- Search and Rescue
- Hazardous Materials Response
- Public Safety and Security (Law Enforcement)
- Emergency Public Information
- Evacuation and Population Protection

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

2 Policies and Agreements

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

- None at this time.

3 Situation and Assumptions

3.1 Situation

The City may encounter situations in which many, or all, of its emergency response agencies need to be activated. The primary emergency service agencies are the Lincoln County Sheriff's Office and Yachats Rural Fire Protection District. If additional response resources are needed, mutual aid is available from neighboring local governments and the County.

3.2 Assumptions

- City emergency services agencies are able to handle routine and small-scale emergencies within their existing capabilities and response plans and procedures.
- A natural or human-caused emergency or disaster may occur at any time requiring response capabilities beyond those normally available to the City.
- Emergency personnel are trained in the Incident Command System (ICS)/National Incident Management System (NIMS).
- Utilization of the City Emergency Operations Plan (EOP) does not require activation of the Emergency Communication Center (ECC). The need to activate the ECC will be determined at the time by the City Manager or on-scene Incident Commander.
- In an emergency, the City may assume a Unified Command approach.
- Due to limited City resources, and depending on the extent of an emergency, the City may not be able to meet the requests for emergency response/recovery assistance from other units of local government in the County during a major emergency.
- Both the media and the public will expect and demand that information regarding an emergency be provided in a timely manner.
- The local media can perform an essential role in providing emergency instructions and status information to the public, both through news bulletins and National Emergency Alert System (EAS) broadcasts, webpages, and social media sites.
- Most of the public will receive and understand official information related to evacuation.
- Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. However, some individuals may refuse to evacuate. It is also assumed

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that most evacuees will use private transportation means; however, transportation may have to be provided for some.

- City staff/emergency responders will work to address the concerns of access and functional needs populations who may have trouble understanding or accessing official emergency information.
- Time constraints, route limitations, and hosting facilities' capacities to accommodate evacuees could significantly stress and deplete local resources.

4 Roles and Responsibilities

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

4.1 Emergency Preparedness Coordinator

City of Yachats does not have a person designated as Emergency Preparedness Coordinator. City Manager, or designee, shall be responsible for the following actions in support of an emergency:

- Activating the ECC, if necessary.
- Reporting to the ECC to assume overall responsibility for City government activities.
- Regularly briefing the City Manager and City Council on developments in the situation.
- Designating an alternative ECC location, if necessary.
- Assigning a representative of the City to the County Emergency Operations Center (EOC), if applicable.
- Coordinating the flow of public information to ensure consistency and appropriateness.

4.2 Yachats Rural Fire Protection District

The Yachats Rural Fire Protection District may be responsible for the following actions in support of an emergency:

- Commanding firefighting forces and directing all responding support forces operating within the incident.
- Establishing the initial ICS structure.
- Calling on mutual aid resources as necessary.

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- Providing a qualified representative to the ECC to fill the role of Fire Branch Director in the Operations Section.
- Relocating equipment as necessary.
- Assisting law enforcement in traffic/crowd control as necessary.
- Coordinating activities through the City ECC.

4.3 Lincoln County Sheriff's Office

City of Yachats does not have a police department. Lincoln County Sheriff's Office may be responsible for the following actions in support of an emergency:

- Providing law enforcement and public safety support during an emergency.
- Assisting in warning and evacuation of the public as conditions require.
- Providing a qualified representative to the ECC to fill role of Law Enforcement Branch Director in the Operations Section.
- Police department employees who are unable to get to their home departments should report to the closest police department and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting in traffic/crowd control as necessary.

4.4 City Public Works Department

The City Public Works Department may be responsible for the following actions in support of an emergency:

- Providing a qualified representative to report to the ECC to assume overall responsibility for Public Works activities under the direction of the Operations Chief.
- Public works employees who are unable to get to their home departments should report to the closest public works department and offer to be part of the staffing pool.
- Relocating equipment as necessary.
- Assisting Yachats Rural Fire Protection District and/or Lincoln County Sheriff's Office in closing streets and/or rerouting traffic, as applicable.

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- Providing damage assessment information to the City ECC, as applicable.

4.5 Community Development

City of Yachats does not have a Community Development Department. Members of the Yachats Emergency Preparedness Committee may be responsible for the following actions in support of an emergency:

- Providing a qualified representative to report to the ECC to assume overall responsibility for planning activities.
- Compiling, analyzing, and coordinating overall planning activities in support of emergency operations.
- Conducting duties and responsibilities involving seismic events requiring the application of systematic “rapid evaluation” techniques for assessing the condition of key structures. The priority application for structure assessment is as follows:
 - Emergency Operations Center
 - Public Works Staging Area
 - Emergency Shelters
 - Other structures as directed by ECC.

4.6 Finance Department

City of Yachats does not have a City Finance Department. The City Clerk III or Budget Officer may be responsible for the following actions in support of an emergency:

- Providing a qualified representative to report to the ECC to assume overall responsibility for fiscal activities.
- Tracking, analyzing, approving, and reporting fiscal activities in support of emergency operations.

4.7 County Emergency Management

County Emergency Management may be responsible for the following actions in support of an emergency:

- Coordinating and implement the priorities of the City EMO in local emergency response operations.
- Activating the County ECC, notifying lead agencies to report and coordinate County support agencies for local/County response activities.

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- Supporting ICS at the City level and providing resources as appropriate.
- Supporting mutual aid activities.
- Making recommendations to the City EMO for response activities, including the issuance of a “State of Emergency” proclamation.
- Preparing for recovery activities.

4.8 Other Organizations

Organizations such as the Oregon Department of Transportation (ODOT), the Oregon State Police (OSP), local ambulance service, and local hospitals may assign liaisons as points of contact within the City ECC for coordination and communication.

5 Concept of Operations

5.1 General

The City has established this EOP in accordance with NIMS, but has not designated an Emergency Preparedness Coordinator. In response to an event, the City Manager may designate an Emergency Preparedness Coordinator to be responsible capable of managing the response and recovery of a major emergency in accordance with the provisions of this plan.

Oregon Revised Statutes 401.305 and 401.335 give the City responsibility and authority to direct activities that will allow the City to mitigate, prepare for, respond to, and recover from emergencies or major disasters. The EOP may be implemented at the discretion of the Emergency Preparedness Coordinator or on-scene Incident Commander. If the ECC is activated, the ECC Coordinator (or designee) is responsible for organizing, supervising, and operating the ECC.

Some emergencies may require a self-triggered response. In the event of an emergency in which telephone service is interrupted, staff and volunteers should first ensure the safety of their families and then report to the ECC.

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

Emergency contact information for the ECC staff is housed in the ECC.

5.2 Critical Activities

Incidents within the City are handled through a concerted effort by all responding departments and agencies. The following activities represent critical aspects to a successful incident response.

FA 1. Emergency Services**5.2.1 Readiness**

Readiness refers to the activities undertaken by the City prior to an incident, as well as the City's ability to recognize disruption and begin restoring services in a timely manner. Developing a culture of readiness also requires continuous operational readiness, which is key to an effective response, requires plans and procedures to be understood, and internalized. The following activities may be undertaken to help ensure preparedness within the City:

- Regularly assess systems and services for key vulnerabilities
- Maintain an adequate supply of operational equipment, and other resources
- Ensure resources are conveniently located, and easy to access
- Regularly review this EOP, and supporting annexes, and apply lessons learned from exercises and real events
- Ensure adequate communications protocols are in place through staff call out lists, and emergency contact forms
- Provide operational and other training opportunities for personnel
- Develop internal call-out forms and procedures

5.2.2 Initial Notifications

Initial reports of a potential incident may come from a variety of sources:

- First responders on the scene, requiring maintenance to infrastructure, or assistance with lifesaving activities.
- City and County departments requesting support for ongoing response activities.
- Residents reporting incidents via emergency dispatch.

5.2.3 Coordination

The EOP has been developed to support regional assistance and coordination during an emergency situation. Coordination among the responding departments and agencies helps ensure restoration of all critical services in a timely fashion. It is routinely necessary to share resources and personnel during a response to multiple systems, and all responding personnel are expected to accommodate resource sharing to the best of their ability.

In addition, department response duties may not align with each other. Therefore, effective communication is required in order to ensure coordination in carrying out *all* activities within the operation.

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Effective coordination requires a proper understanding of the identified roles and responsibilities and command and control frameworks outlined in the EOP and this functional annex. Coordination helps ensure the following:

- Properly-managed Incident Command
- Coordinated efforts to restore services to multiple systems
- Effective resource management
- Accurate and consistent issuance of standardized public information among the partner agencies

5.2.4 Information Sharing

One of the most critical functions of the emergency operations is information sharing to ensure that both situational awareness and resource requests can pass into and out of the ECC without interruption.

5.2.5 Communication

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

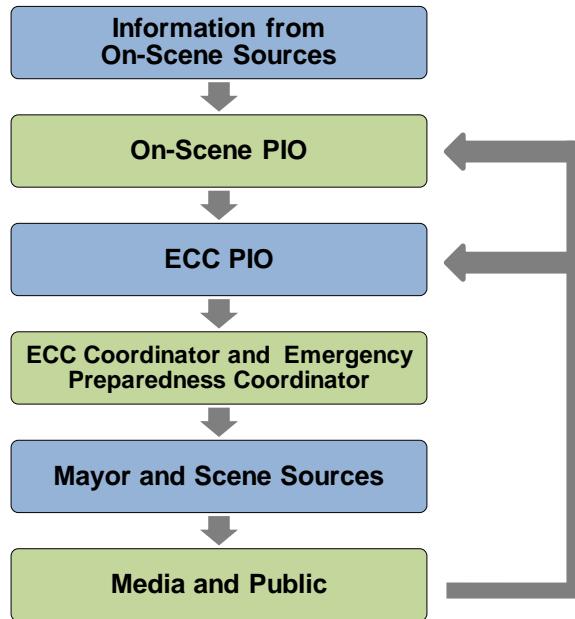
After normal working hours, the WVCC will use their emergency contact lists to contact responding department representatives. Once contact with the responding department's representative is made, it is the responsibility of that representative to determine and activate the appropriate departmental response and further contacts that must be made.

5.3 Emergency Public Information

Until the ECC is opened, the PIO on scene provides information to the media, with the approval of the on-scene Incident Commander. Once the ECC is activated, PIO functions are directed from the ECC, with news releases approved by the ECC Coordinator. In addition to formal news releases from the ECC PIO, the on-scene PIO can continue to provide information regarding response activities.

FA 1. Emergency Services**5.3.1 Information Flow**

Incident information flow shall be routed as follows.



Appendix A-2 of this annex contains guidelines for the release of information to the media.

5.3.2 Joint Information System

Providing timely and accurate public information during an emergency of any nature is critical to the overall response efforts. A Joint Information System will be implemented in conjunction with ICS, and a local and/or regional Joint Information Center (JIC) will be established under Unified Command. During a regional or statewide event, the City will ensure that procedures are coordinated with those implemented by State and regional PIOs.

Depending on the size and nature of an incident, the JIC may be co-located with an existing ECC/command post or designated as an independent facility. A lead PIO, representing the lead agency for the response, will be assigned to the incident and will maintain the following responsibilities:

- Coordinate information-sharing among the larger PIO network.
- Develop and distribute materials to the general public and media partners under the direction of the ECC Coordinator.
- Schedule media briefings in a designated location away from the ECC and other emergency operations.

FA 1. Emergency Services**5.3.3 Media Briefing Facilities**

During an emergency, media briefing areas may be established in the closest available facility that is capable of handling them.

5.3.4 Media Access to the Scene

- In cooperation with the ECC and the Safety Officer, the on-scene Incident Commander may allow media representatives restricted access to the scene, accompanied by a member of the Public Information staff. This should be done with consideration for the safety of media personnel, the impact on response, and the wishes and concerns of the victims.
- If it is not safe or practical to admit all media representatives to the scene, a media “pool” may be created, in which media representatives select one camera crew to take video footage for all. If even such controlled access is impractical, a “staged” photo opportunity to tape response vehicles or support activities may satisfy the media’s need for video footage.
- Response personnel must be protected from unwanted media intrusion. Off-shift personnel should be provided uninterrupted rest. It may be necessary to provide security to facilities where response personnel are housed and disconnect the telephones to ensure privacy.
- Victims and families should be provided access to public officials without having to face media, as appropriate.
- The media may be allowed access to response personnel, at the discretion of the on-scene Incident Commander, only if such an interview does not interfere with the response effort.
- Response personnel will not comment on the incident without the consent of the Incident Commander. Inquiries should be directed to the designated PIO, with approval of the Incident Commander and the department of jurisdiction.

6 Emergency Services Functions**6.1 Alert and Warning**

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

The County’s alert and warning system utilizes the local EAS, reverse dialing system, police and fire vehicle public address systems, and door-to-door contact.

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

6.1.1 General Guidelines

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

6.1.2 Emergency Alert System

The EAS consists of linked broadcast stations and governmental communication systems to provide emergency alert and warning to the public. All participating television and radio stations rebroadcast the information given to the primary stations.

Detailed instructions for the activation and use of the EAS are outlined in the County EAS Plan. This plan can be activated by the City Manager or the on-scene Incident Commander. Sample EAS messages can be found in Appendix A-1 of this annex.

6.1.3 Other Methods of Alert

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

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

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Direction of these assets shall be the responsibility of the on-scene Incident Commander or ECC Coordinator through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

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

5.2.7

6.2 Fire Services

The City of Yachats does not have a City Fire Department. Disaster operations for fire services will be an extension of normal Yachats Rural Fire Protection District and facility duties. Responsibilities include fire control, hazardous material and oil spill response. During emergency situations, fire service teams may also be assigned to perform additional emergency tasks, including providing fire protection for temporary shelters, assisting law enforcement personnel in route alerting, or going door to door to warn citizens who cannot be reached by primary warning systems.

A designated representative shall serve as the ECC Fire Protection Branch Director, coordinating the flow of fire and rescue information and processing requests for additional fire and rescue resources, granting them as appropriate.

Fire service personnel are responsible for assessing threat hazards posed by fire and other hazardous materials. They also recommend to the on-scene Incident Commander appropriate protective actions for emergency responders, including requirements for personal protective equipment. In addition, fire service personnel are responsible for recommending appropriate protective actions to ensure public safety in the immediate vicinity of a threat.

The Yachats Rural Fire Protection District is responsible for the timely issuance of fire warnings and information to the public and for notifying appropriate City management. In the event of an evacuation, warning may be delegated to the Lincoln County Sheriff's Office as part of the evacuation process. In the event of a natural or technological disaster that could increase the chances of fire, or during periods of extremely hot, dry, and windy weather, additional public information briefings may be conducted.

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

5.4 Emergency Medical Services

City of Yachats does not have Emergency Medical Services (EMS). EMS is a type of emergency service dedicated to providing out-of-hospital acute medical care and/or transport to definitive care, to patients with illnesses and injuries that the patient or the medical practitioner, believes constitutes a medical emergency. Disaster operations for EMS will be an extension of normal agency and facility duties. Coordination between EMS, search and rescue, and fire service providers is necessary to ensure emergency operational readiness. EMS will provide field

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medical care as needed during emergency situations and coordinate necessary medical transportation.

5.4.1 Mass Casualty Operations

A Mass Casualty Incident is an incident that overwhelms the City's ability to provide emergency medical services to injured victims. This may include limited ambulance resources or hospital capacity.

In the event of a Mass Casualty Incident, local EMS providers and medical facilities will conduct operations to provide immediate resources, minimize loss of life through prompt medical treatment in the field, and coordinate field medical services and activities with existing medical facilities and other support services and resources.

5.4.2 Mass Fatality Operations

A Mass Fatality Incident is an incident that results in multiple fatalities and overwhelms the City's ability to provide for appropriate body identification, removal, and related services.

In the event of a Mass Fatality Incident, the County Medical Examiner, in coordination with local law enforcement, will be the primary agency and will be responsible for removal and examination of the deceased, notification of next of kin, and determination of the need for investigation and/or autopsy or the release and disposition of remains.

See the County Ambulance Service Area Plan and the County EOP, ESF 8 – Public Health and Medical Services for more details.

5.5 Search and Rescue

Search and rescue operations can involve several different scenarios, including:

- Rescuing survivors or recovering bodies from debris following a disaster such as a severe weather event or earthquake.
- Rescuing survivors or recovering the bodies of lost hunters or hikers in remote portions of the area.
- Rescuing survivors or recovering bodies involved in plane crashes.
- Rescuing survivors or recovering bodies involved in accidents on waterways.

Regardless of the situation, search and rescue operations will likely be a multi-agency event involving responders from a number of local emergency response agencies, local volunteer organizations, and possibly State agencies.

See the County Search and Rescue Plan and the County EOP, ESF 9 – Search and Rescue for more details.

FA 1. Emergency Services**5.6 Hazardous Materials Response**

Hazardous materials response includes ensuring that actions are taken to mitigate, clean up, and dispose of hazardous materials and minimize the impacts of incidents. In the first instance, the Yachats Rural Fire Protection District is the primary agency responsible for hazardous materials operations in the City. However, the Yachats Rural Fire Protection District is only trained and equipped to the awareness level, and response will be limited to site assessment and basic containment. Additional support through the OSFM Hazmat Team No. 5 will be requested through the following process.

- The local first responder (fire or police) will arrive on scene and size up the incident. If it is determined that the incident is beyond their level of training and equipment, the on-scene Incident Commander will request a team through the Oregon Emergency Response System (OERS) at 1-800-452-0311.
- OERS will notify the Oregon State Fire Marshal (OSFM) duty officer and other appropriate agencies. NOTE: The Fire District may contact OSFM directly to request a response. However, even if they contact the team directly, the local responder will still need to contact OERS so that other appropriate notifications may be made. All teams are authorized to respond to incidents meeting State response criteria without authorization from the OSFM duty officer.

When a Regional Hazardous Materials Team arrives on scene, its role is to provide technical resources to the on-scene Incident Commander. The local first responder retains Incident Command. If the incident is large enough to require a Unified Command, the team leader becomes a part of that structure. The regional teams are responsible for mitigating and containing the incident. They do not become involved in clean-up operations. Once the situation is stable, the Department of Environmental Quality is responsible for working with the responsible party to ensure that cleanup of the incident is completed appropriately. A full team may not respond in every instance. The system provides for a tiered response, ranging from technical advice over the phone to on-site reconnaissance, to a full team response.

Planning related to hazardous materials is conducted through the area's Local Emergency Planning Committee, which consists of members representing City and County response partners, local industry, and other response partners.

See the County Hazardous Materials Response Plan and the County EOP, ESF 10 – Oil and Hazardous Materials for more details.

5.7 Law Enforcement Services

City of Yachats does not have law enforcement services and relies on Lincoln County Sheriff's Office and Oregon State Police. Disaster operations for law enforcement will be an extension of normal agency and facility duties.

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Responsibilities include maintenance of law and order, traffic control, and crowd control.

The Lincoln County Sheriff is responsible for directing the City's law enforcement response to a major emergency and coordinating response activities with the ECC. The Sheriff, or a designated representative, shall serve as the ECC Law Enforcement Branch Chief, coordinating the flow of law enforcement information, processing requests for additional law enforcement resources, and allocating them, as appropriate.

Law enforcement agencies will establish inner and outer perimeters to secure a disaster scene. A strict policy of limited access to the disaster area will be rigidly enforced to ensure the safety and well-being of the community. All movement into and out of the area will be requested through the established command post.

See the County EOP, ESF 13 – Public Safety and Security for more details.

5.9 Evacuation and Population Protection

The Mayor, City Manager, or the on-scene Incident Commander may order an evacuation. The City Council must approve and sign the evacuation order after considering both the legal and social implications of this action. If, however, for the health and safety of citizens, time does not permit access to the City Council, the City Manager or on-scene Incident Commander may order an evacuation and notify the City Council as soon as practical. See Appendix B-1 of this annex for a sample evacuation order.

Overall, evacuation operations fall under the direction of the Lincoln County Sheriff's Office. However, if the evacuation area is contaminated by hazardous materials, the evacuation may be conducted by the Yachats Rural Fire Protection District. See Appendix B of this annex for further details regarding evacuation protocol. Alert and warning functions notify affected persons of impending evacuations.

5.9.1 Evacuation Levels

The following evacuation levels have been reviewed and accepted by the Oregon State Sheriffs' Association, Oregon State Fire Marshal's Office, Oregon Office of Emergency Management, Oregon Fire Chiefs' Association, and Oregon Department of Forestry:

- **Level 1 (Green):** A Level 1 Evacuation means "BE READY" for potential evacuation. Residents should be aware of the danger that exists in their area, monitor emergency services websites and local media outlets for information. This is the time for preparation and precautionary movement of persons with special needs, mobile property and (under certain circumstances) pets and livestock.

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- **Level 2 (Yellow):** A Level 2 Evacuation means “BE SET” to evacuate. Residents must prepare to leave at a moment’s notice. Level 2 indicates that there is significant danger to their area and residents should either voluntarily relocate to a shelter or with family/friends outside of the affected area, or if choosing to remain, to be ready to evacuate at a moment’s notice. Residents may have time to gather necessary items, but doing so is at their own risk. This might be the only notice that residents receive if conditions rapidly deteriorate.
- **Level 3 (Red):** A Level 3 Evacuation means “GO” – evacuate now. Residents should leave immediately. Danger to their area is current or imminent and they should evacuate immediately. If they choose to ignore the advisement, emergency responders may not be able to assist them further. This is the last notice that residents receive and entrance to evacuated areas may be denied until conditions are safe.

5.9.2 Determination of Time Needed for Evacuation

To determine evacuation time requirements, the following factors should be considered:

- Time from response to decision to evacuate.
- Time needed to alert and instruct the public, depending upon the time of day and other factors.
- Time needed to mobilize the population, once warned.
- Time required to evacuate the hazard area.

5.9.3 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary (see Appendix A-1 of this annex for EAS message format).

6 Annex Development and Maintenance

The Emergency Preparedness Coordinator, in coordination with identified primary and supporting agencies, is responsible for regular review and maintenance of this annex. To ensure that City staff are familiar with their roles in providing emergency services, the City will incorporate elements of emergency services into its training and exercise program.

7 Supporting Plans and Procedures

The following documents support emergency services for the City:

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- County Emergency Operations Plan
 - ESF 2 – Communications
 - ESF 4 – Firefighting
 - ESF 9 – Search and Rescue
 - ESF 10 – Hazardous Materials
 - ESF 14 – Public Information
 - ESF 16 – Law Enforcement
- County Search and Rescue Plan
- County Ambulance Service Area Plan
- County Hazardous Materials Response Plan

State of Oregon

- State of Oregon Emergency Operations Plan and ESFs
- State of Oregon Fire Services Mobilization Plan.

Federal

- National Response Framework and ESFs
- Northwest Area Contingency Plan.

8 Appendices

- Appendix A Emergency Public Information Templates
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Appendix A Emergency Public Information Materials

- A-1 Emergency Alert System Templates
- A-2 Guidelines for Release of Information to the Media
- A-3 Sample Media Statement Format
- A-4 Warning Log

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Appendix A-1 Emergency Alert System Templates**EVACUATION:**

The City of Yachats is managing a(n) _____ emergency. A State of Emergency has been declared. The Incident Command and Yachats City Council are requesting the immediate evacuation of the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south due to _____. Please take medications and personal hygiene supplies with you and evacuate to (a point) _____ by traveling _____. Failure to evacuate may result in life endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at _____.

SHELTER IN PLACE:

The Incident Command and Yachats City Council are urging citizens for the area between _____ on the east, _____ on the west, _____ on the north, and _____ on the south to take the following protective actions due to _____. Stay indoors with all windows closed. If you must go outdoors for any reason, _____. Failure to follow these instructions may result in damage to _____. Please stay tuned to this station for further details.

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FA 1. Emergency Services**Appendix A-2 Guidelines for Release of Information to the Media**

The following guidelines shall be used in evaluating and releasing information concerning the incident:

1. Accurate information will be provided to the media. Facts that can be confirmed should be released as soon as possible. If little information is available, the following statement should be issued:

"We are aware that an (incident/accident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location), and will alert the media at least 1/2 hour prior to the briefing. At this time, the briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance."

2. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the incident and should include:
 - a. Nature and extent of emergency occurrence.
 - b. Impacted or potentially affected areas of the City.
 - c. Advice on emergency safety procedures, if any.
 - d. Activities being conducted by the City to combat the hazardous conditions or mitigate the effects.
 - e. Procedures for reporting emergency conditions to the ECC.
3. Information concerning the incident should be consistent for all members of the media.
4. Information should be presented in an objective manner.
5. Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release. Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

"We will not confirm _____ until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time."

FA 1. Emergency Services

6. Information that media representatives often request includes:
 - a. Emergency: What is it?
 - b. Location: Where is it?
 - c. Time: When did it occur? How long will it last?
 - d. Fatalities: Are there any? How many?
 - e. Injuries: Are there any? How many? What is the nature of the injuries?
 - f. Injured: Where are they being treated? Where can family members call to get information?
 - g. Involved agencies: What agencies responded? How many? What level of involvement do they have?
7. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety. Examples include:
 - a. Personal conjecture about the course of the emergency or the conduct of response.
 - b. Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
 - c. Contents of statements used in alibis, admissions, or confessions.
 - d. References to the results of various tests and examinations.
 - e. Statements that might jeopardize the testimony of witnesses.
 - f. Demeaning information/statements.
 - g. Information that might compromise the effectiveness of response and recovery.
8. In an incident involving fatalities, the names of the victims or the cause of death shall not be released without authorization from the District Attorney's and Medical Examiner's office.
9. Confidential information is not to be released. This includes home phone numbers of City personnel, volunteer emergency workers, and any unpublished fire stations and City telephone numbers.
10. Public information briefings, releases, interviews, and warnings shall be logged and tape-recorded. Copies shall become part of the final incident package.
11. Do not commit to firm briefing times unless it is certain that these times can be kept.

Appendix A-3

Sample Media Statement Format

MEDIA RELEASE

Date: _____

Time: _____

Press Release #: _____

TYPE OF INCIDENT: _____

Location: _____

Date: _____ Time: _____

Narrative details about incident: _____

For further information, please contact _____
at _____.

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A-4 Warning Log

ISSUED DATE _____ TIME _____

SITUATION _____

_____WARNING ISSUED _____

WARNING REISSUED: YES _____ NO _____

DATE _____ TIME _____

DATE _____ TIME _____

DATE _____ TIME _____

NEW WARNING ISSUED

DATE _____ TIME _____

WARNING TERMINATED

DATE _____ TIME _____

SIGNATURE OF TERMINATING OFFICIAL

X _____

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Appendix B Evacuation

- B-1 Evacuation Order
- B-2 Evacuation Checklist
- B-3 Evacuation Traffic Policy
- B-4 Sample Evacuation Contact Form

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FA 1. Emergency Services**Appendix B-1 Sample Evacuation Order**

1. An emergency condition, as a result of _____, exists in the City of Yachats, and the City has declared a State of Emergency.

2. The City has determined that there is a need to evacuate portions of the City.

3. Such evacuation is needed to ensure the safety of the public. Therefore:

4. The City of Yachats is requesting the immediate evacuation of:

5. The City of Yachats requests that those needing special assistance call _____ or place a white flag, (towel, rag, paper, etc.) on the front door knob or in the front window. The above number has been established to respond to evacuation assistance requests.

6. The City of Yachats is restricting all entry into the hazard area. No one will be allowed to re-enter the area after _____ am/pm.

7. Information and instructions from the City of Yachats will be transmitted by broadcast radio. Public information will also be available from American Red Cross representatives at shelters now being opened to the public for emergency housing.

8. As resources allow, a reception area or American Red Cross shelter is located at:

9. The City of Yachats will advise the public of the lifting of this order when public safety is assured.

Date _____

Signed _____

Mayor

Date _____

Signed _____

Incident Commander

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FA 1. Emergency Services

Appendix B-2 Evacuation Checklist

✓	Action Item	Assigned
PLANNING:		
1. Determine area(s) at risk: <ul style="list-style-type: none"> ▪ Determine population of risk area(s) ▪ Identify any special facilities and functional needs populations in risk area(s). 		
2. Determine evacuation routes for risk area(s) and check the status of these routes.		
3. Determine traffic control requirements for evacuation routes.		
4. Estimate public transportation requirements and determine pickup points.		
5. Determine temporary shelter requirements and select preferred shelter locations.		
ADVANCE WARNING:		
6. Provide advance warning to special facilities and advise them to activate evacuation, transportation, and reception arrangements. Determine if requirements exist for additional support from local government.		
7. Provide advance warning of possible need for evacuation to the public, clearly identifying areas at risk.		
8. Develop traffic control plans and stage traffic control devices at required locations		
9. Coordinate with special facilities regarding precautionary evacuation. Identify and alert functional needs populations.		
10. Ready temporary shelters selected for use.		
11. Coordinate with transportation providers to ensure that vehicles and drivers will be available when and where needed.		
12. Coordinate with school districts regarding closure of schools.		
13. Advise neighboring jurisdictions that may be affected of evacuation plans.		
EVACUATION:		
14. Advise neighboring jurisdictions that an evacuation recommendation or order will be issued.		
15. Disseminate the evacuation recommendation or order to special facilities and functional needs populations. Provide assistance in evacuating, if needed.		
16. Disseminate evacuation recommendation or order to the public through available warning systems, clearly identifying areas to be evacuated.		

FA 1. Emergency Services

✓	Action Item	Assigned
	17. Provide amplifying information to the public through the media. Emergency public information should address: <ul style="list-style-type: none">▪ What should be done to secure buildings being evacuated▪ What evacuees should take with them▪ Where evacuees should go and how they should get there▪ Provisions for functional needs population and those without transportation	
	18. Staff and open temporary shelters	
	19. Provide traffic control along evacuation routes and establish procedures for dealing with vehicle breakdowns on such routes.	
	20. Provide transportation assistance to those who require it.	
	21. Provide security in or control access to evacuated areas.	
	22. Provide situation reports on evacuation to the County.	
RETURN OF EVACUEES		
	23. If evacuated areas have been damaged, reopen roads, eliminate significant health and safety hazards, and conduct damage assessments.	
	24. Determine requirements for traffic control for return of evacuees.	
	25. Determine requirements for and coordinate provision of transportation for return of evacuees.	
	26. Advise neighboring jurisdictions that return of evacuees will begin.	
	27. Advise evacuees through the media that they can return to their homes and businesses; indicate preferred travel routes.	
	28. Provide traffic control for return of evacuees.	
	29. Coordinate temporary housing for evacuees that are unable to return to their residences.	
	30. Coordinate with special facilities regarding return of evacuees to those facilities.	
	31. If evacuated areas have sustained damage, provide the public information that addresses: <ul style="list-style-type: none">▪ Documenting damage and making expedient repairs▪ Caution in reactivating utilities and damaged appliances▪ Cleanup and removal/disposal of debris▪ Recovery programs	
	32. Terminate temporary shelter and mass care operations.	
	33. Maintain access controls for areas that cannot be safely reoccupied.	

Appendix B-3 Evacuation Traffic Policy

In the event of an evacuation in the City:

1. All City employees not directly involved in the incident shall be available for traffic control and direction.
2. The City has the authority to close local roads and to restrict access to and from all areas of the City.
3. Roads under the jurisdiction of the Oregon Department of Transportation (ODOT) would be authorized for closure by the ODOT District Manager; in the case of a crime or fire, the authority includes the Oregon State Police.
4. The Lincoln County Sheriff's Office has the authority to remove stalled and parked vehicles that impede the flow of traffic.
5. Traffic flow direction may be altered, reversed, etc. at the direction of the on-scene Incident Commander when the situation warrants.
6. Changes in traffic flow will be coordinated with the County Sheriff, Oregon State Police, ODOT, Yachats Rural Fire Protection District, and City Public Works.

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B-4 Sample Evacuation Contact Form

Address: _____

Name of Contact: _____

Date: _____ Time: _____

of Persons in Building: _____

Evacuating (Circle One): Yes / No

Destination: _____

Shelter/Reception: _____

Other Comments: _____

Staff Making Contact: _____

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