

ORDINANCE NO. 2205

AN ORDINANCE adopting Emergency Operations Center procedures.

WHEREAS, an emergency disaster plan has been prepared for guidance in, preparedness for, response to, and recovery from, emergencies and disasters, pursuant to criteria set forth in RCW 35.33.101, RCW 38.52 and WAC 118.30.010 et seq.; and

WHEREAS, Appendix 4.B entitled Emergency Operations Center (EOC) Procedures has been prepared as a supplement to the emergency plan; and

WHEREAS, the Council has reviewed said Appendix and desires to adopt the same;

NOW THEREFORE, BE IT ORDAINED BY THE COUNCIL OF THE CITY OF CAMAS, AS FOLLOWS:

Section 1

That document entitled "Appendix 4.B Emergency Operations Center (EOC) Procedures", copies of which are on file in the office of the City Clerk, is hereby adopted as an amendment to the Camas Comprehensive Emergency Management Plan. Said Appendix is adopted by reference as though set forth fully herein.

Section II

This Ordinance shall take force and be in effect five (5) days from and after its publication according to law.

PASSED by the Council and APPROVED by the Mayor this 14th day of ~~May~~, June 1999.

SIGNED: _____

Mayor

ATTEST: _____

Clerk

APPROVED as to form:

City Attorney

Appendix 4.b. Emergency Operations Center (EOC) Procedures

I. PURPOSE

The EOC provides a single focal point for centralized:

- * Management of Information
- * Decision Making
- * Situation Assessment
- * Resource Support
- * Resource Allocation

In order to:

- * Communicate and coordinate between departments, agencies, and all levels of government.
- * Efficiently manage the total community response and recovery effort.
- * Efficiently prioritize efficient use of limited resources.
- * Provide a single access point to request and receive assistance from other governmental and private agencies.

II. EOC LOCATIONS

The primary EOC location for the City of Camas is located at the Police Station, 2100 NE Third Avenue, Camas. The alternate EOC is located at the Fire Station, 313 NE Franklin Street, Camas.

III. EOC ACTIVATION

- A.** Any of the following persons, or their designee, may request activation of the EOC:

Mayor
City Administrator
Police Chief
Fire Chief
Public Works Director

- B.** When to activate the EOC is a decision that must be based on the individual incident or situation. Normally the initial incident scene command, upon recognition of conditions contained in B.2. or B.3. below, will initiate EOC activation through his/her department head or their designee. Each department should have a current contact list for department heads and their designees as well as someone assigned to make contacts to activate the EOC.

The following information provides a guide to EOC activation:

1. Level One Incident - No EOC activation required

The incident occurs without warning, but one department is able to manage it, or manage it with the assistance of usual mutual aid resources. The coordination necessary to control the event can be effectively accomplished by persons in control at the emergency scene.

2. Level Two Incident - Partial EOC activation required

The incident escalates or is about to escalate to the point, either due to the number of departments or agencies involved, personnel and resources required, or the coordination of the incident is not effectively accomplished by personnel at the emergency scene.

Any person authorized to activate the EOC determines that coordination of the response to or recovery from the incident would be enhanced by multi-department or multi-agency coordination in the EOC.

Partial activation of the EOC will require staffing of the EOC with representatives of the involved departments and agencies at a minimum. Once staffed to this level, additional representatives may be called into the EOC as needed.

3. Level Three Incident - Full EOC activation required

The incident is of such magnitude that coordination of the incident from the scene is not possible, i.e. 5.0 or greater earthquake, hazmat incident requiring evacuation and sheltering of endangered persons, conflagration, aircraft crash, rail accident, or other mass casualty incident.

Full activation of the EOC will involve notification of all department representatives as noted on the organization chart, Appendix 1.A. As with partial activation, full activation will be initiated by the initial incident scene command.

IV. EOC DEACTIVATION

The decision to deactivate the EOC will be made by the Emergency Manager or his/her designee after an assessment of the current and long range situation and in consultation with the primary departments or agencies represented in the EOC.

V. EOC ORGANIZATION

- A. Organization within the EOC will be as identified in Appendix 1.A. when fully staffed. During partial activation's, the four basic functions (logistics/support, finance, operations, planning) as well as liaison and information officer may be divided up among those department representatives present in the EOC.
- B. The Emergency Manager provides overall direction and control for the emergency management function within the City of Camas.
- C. The Liaison Officer provides a coordinating link for County, State and private resources that may be on-scene at the emergency incident or need to be procured as a result of the emergency incident.
- D. The Information Officer responds to media inquiries and develops public information releases.
- E. The Logistics Officer is responsible for locating, ordering and tracking resources, keeping EOC status boards updated, EOC security and feeding of personnel in the EOC. Within the Logistics function, a Service Branch may be established containing communications, medical and food units and a Support Branch may be established containing a supply and facilities unit.

- F. The Finance Officer is responsible for keeping records of contracts, purchases and personnel time, identifying funding needed for incident related logistical requests and documenting incident related costs. Within the Finance function time, procurement, compensation claims and cost units may be established.
- G. The Operations Officer is responsible for receiving requests for assistance from on-scene command personnel and tasking appropriate resources to respond to the requests. Within the Operations function additional liaisons may be requested for emergency medical, fire, police and public works operations.
- H. The Planning Officer is responsible for collecting and analyzing emergency incident data, producing situation reports, keeping situation status boards updated and developing and recommending action plans. Within the Planning function resources, situation, documentation, demobilization and technical specialty units may be established.

VI. CONCEPT OF EOC OPERATIONS

- A. The City of Camas EOC is designed to support and coordinate the various resources that may be needed in response to an emergency incident.
- B. It is expected that individual city departments will assign appropriate personnel to the EOC based on pre-established lines of succession.
- C. The level of EOC activation and participation depends upon the emergency situation, the resources needed, and the level of interdepartmental coordination and cooperation required.
- D. Departments not actively engaged in emergency operations may be asked to supply personnel to assist with EOC functions.
- E. If necessary, security may be established for the EOC to ensure unauthorized personnel do not interfere with EOC operations.
- F. When fully activated, the EOC will normally operate on two 12.5 hour shifts (05:30-18:00 and 17:30-06:00). The overlap will allow for shift change briefings.

VII. EOC OPERATIONAL CHECKLISTS

A. Emergency Manager/Incident Command

1. Obtain incident briefing, assess situation
2. Activate and brief appropriate ICS positions
3. Determine information needs and inform EOC staff of requirements
4. Ensure planning meetings are conducted as needed/required.
5. Notify & keep Mayor/Council informed of incident status
6. Implement this emergency plan as needed
7. Receive resource requests, allocate resources
8. Authorize media releases
9. Authorize evacuation requests
10. Coordinate EOC staff activity
11. Request Mayor/Council to declare state of emergency

B. PUBLIC INFORMATION OFFICER

1. Obtain briefing from Emergency Manager/IC or designee
2. Secure/establish schedule for regular incident briefings, planning meetings
3. Secure media location away from EOC
4. Establish contact with media
5. Establish schedule for media briefings
6. Draft information releases, secure IC approval
7. Post information releases in EOC
8. Maintain surveillance of media reports for inaccurate information, correct as necessary
9. Publicize evacuation plans (if any)
10. Maintain PIO unit log

C. LIAISON OFFICER

1. Obtain briefing from Emergency Manager/IC or designee
2. Identify/establish outside agency contacts/communication links
3. Monitor incident operations, identify potential inter-organizational problems
4. Receive requests for/procure inter-agency resources
5. Supply information about availability of inter-agency resources at planning meetings
6. Maintain Liaison unit log

D. CITY ATTORNEY

1. Obtain briefing from Emergency Manager/IC or designee
2. Review appropriate legal documents
3. Appraise/advise on all incident conduct
4. Produce written legal opinion as needed, provide copies to documentation unit
5. Maintain Attorney unit log

E. OPERATIONS SECTION

1. OPERATIONS OFFICER

- a. Obtain briefing from Emergency Manager/IC or designee
- b. Assess incident life safety, adjust perimeters, evacuation plans
- c. Determine needs, request additional resources as needed
- d. Evaluate incident status, provide update to Planning Section
- e. Brief, assign, supervise Operations Section personnel
- f. Report events, activities, occurrences to EM/IC

2. BRANCH DIRECTORS (EMS, Fire, Law Enforcement, Public Works)

- a. Obtain briefing from Operations Officer
- b. Develop alternatives for branch control operations
- c. Review, revise branch operations and assignments
- d. Assign tasks to division/group supervisors
- e. Resolve logistical problems reported by division/group supervisors
- f. Report hazardous situations and operational modifications to Operations Officer
- g. Request additional resources from Operations Officer
- h. Report available resources to Operations Officer
- i. Maintain Branch unit log

3. DIVISION/GROUP SUPERVISORS

- a. Obtain briefing from Branch Director
- b. Identify resources assigned to Division/Group
- c. Brief subordinates, supervise action implementation
- d. Advise Branch Director of status of Division/Group resources
- e. Coordinate activities with related Groups/Divisions
- f. Determine need for additional resources
- g. Report significant occurrences to Branch Director
- h. Resolve logistical problems within Division/Group
- i. Maintain Group/Division unit log

4. STAGING AREA MANAGER

- a. Obtain briefing from Operations Officer
- b. Establish Staging Area and layout
- c. Determine support needs for Staging Area resources
- d. Establish resource check-in process.
- e. Post areas for resource identification, traffic control
- f. Respond to requests for resource assignment
- g. Establish system, issue receipts for resource tracking
- h. Demobilize Staging Area when appropriate
- g. Maintain Staging Area unit log

F. PLANNING SECTION

1. PLANNING OFFICER

- a. Obtain briefing from Emergency Manager/IC or designee
- b. Assess need for and establish subordinate units (resources, situation, documentation, demobilization, technical specialists)
- c. Gather situation assessment information
- d. Conduct planning meeting, develop alternative incident strategies
- e. Provide periodic predictions on incident potential
- f. Establish weather data collection
- g. Identify special resource needs
- h. Compile and display incident status information
- i. Advise EOC staff of significant changes in incident status
- j. Develop incident traffic routing and evacuation plans
- k. Coordinate communications and medical plans with Logistics Officer
- l. Maintain Planning unit log

2. RESOURCES UNIT

- a. Establish resource check in procedure
- b. Prepare and process resource status changes
- c. Prepare, maintain and display charts and lists which reflect the current status and location of resources
- d. Maintain a master list of resources committed to the incident

3. SITUATION UNIT

- a. Collect and organize incident status and situation information
- b. Evaluate, analyze and display information

4. DOCUMENTATION UNIT

- a. Maintain complete, accurate incident file
- b. Provide duplication services to incident personnel
- c. Pack and store incident files for legal, analytical, and historical purposes

5. DEMOBILIZATION UNIT

- a. Prepare demobilization plan
- b. Assist other Sections and Units in ensuring an orderly, safe, cost effective movement of equipment and personnel during incident termination

6. TECHNICAL/SPECIALIST UNIT

- a. Provide specialized skill or expertise in support of emergency operations

G. LOGISTICS/SUPPORT SECTION

1. LOGISTICS OFFICER

- a. Obtain briefing from Emergency Manager/IC or designee
- b. Assess need for (further) warning and evacuation
- c. Assess need for and establish subordinate units [Service Branch] (communications, medical, food), [Support Branch] (supply, facilities)
- d. Identify service and support requirements for operations
- e. Establish communications with external resource agencies
- f. Request resources as needed
- g. Maintain Logistics/Support unit log

G. LOGISTICS/SUPPORT SECTION (Cont.)

2. SERVICE BRANCH

a. Communications Unit

- develop plans for effective use of incident communications
- install and test communications equipment
- manage incident communications center
- distribute communications equipment to personnel
- maintain incident communications equipment

b. Medical Unit

- develop emergency medical plan
- obtain medical aid and transportation for injured and ill emergency personnel
- prepare reports and records
- assist EMS operations unit with civilian medical needs

c. Food Unit

- determine feeding requirements at all incident facilities
- plan meals
- determine cooking facilities required
- prepare/serve food
- provide potable water
- maintain food service areas

G. LOGISTICS/SUPPORT SECTION (Cont.)

3. Support Branch

a. Supply Unit

- order personnel, equipment and supplies
- maintain inventory of supplies
- service non-expendable supplies and equipment

b. Facilities Unit

- layout and activate incident facilities
- provide sleeping and sanitation facilities

H. FINANCE SECTION

1. FINANCE OFFICER

- a. Obtain briefing from Emergency Manager/IC or designee
- b. Assess need for and establish subordinate units (time, procurement, compensation, cost)
- c. Attend Planning meetings, provide financial information
- d. Develop operating plan for financial functions
- e. Brief EOC staff on incident related financial management issues
- f. Meet with assisting/cooperating agencies as needed
- g. Participate in demobilization planning
- h. Verify incident personnel time records, route non-city records
- i. Ensure incident related obligation documents are complete
- j. Maintain documentation necessary for emergency funding requests
- k. Assist in damage assessment

2. TIME UNIT

- a. Keep incident personnel time records
- b. manage commissary operations

3. PROCUREMENT UNIT

- a. Administer vendor financial contracts
- b. Maintain equipment time records

4. COMPENSATION CLAIMS UNIT

- a. Establish and operate compensation for injury and claims function
- b. Coordinate with medical unit as necessary

5. COST UNIT

- a. Collect all incident cost data
- b. perform cost effectiveness analysis
- c. provide cost estimates and cost savings recommendations