

City of Bay City

Oregon



Emergency Operations Plan

10/07/2013

Plan Intent and Authority

The purpose of this document is to provide the City of Bay City, an Emergency Operations Plan that is consistent with the State of Oregon and Tillamook County Emergency Operation Plans. Emergency Operation Programs are governed by a wide range of laws, regulations, plans, and policies. These include Oregon Revised Statutes and Administrative rules that provide planning and policy guidance for county and local entities. This plan is designed to fulfill our obligations under Oregon Revised Statutes, Section 401.

ORS 401.032 Statement of policy and purpose. (1) The general purpose of this chapter is to reduce the vulnerability of the State of Oregon to loss of life, injury to persons or property and human suffering and financial loss resulting from emergencies, and to provide for recovery and relief assistance for the victims of emergencies.

(2) It is declared to be the policy and intent of the Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local level. The state shall prepare for emergencies, but shall not assume authority or responsibility for responding to an emergency unless the appropriate response is beyond the capability of the city and county in which the emergency occurs, the city or county fails to act, or the emergency involves two or more counties. [Formerly 401.015]

ORS 401.035 Responsibility for emergency services systems. (1) The emergency services system is composed of all agencies and organizations involved in the coordinated delivery of emergency services. The Governor is responsible for the emergency services system within the State of Oregon. The executive officer or governing body of each county or city of this state is responsible for the emergency services system within that jurisdiction.

(2) In carrying out their responsibilities for emergency services systems, the Governor and the executive officers or governing bodies of the counties or cities may delegate any administrative or operative authority vested in them by this chapter and provide for the subdelegation of that authority. [1983 c.586 §3; 2009 c.718 §24]

Emergency Services:

For the purposes of this plan, Emergency services are defined as those vital services provided by The City of Bay City, including City Council functions of maintaining City Government; City Hall Maintenance of vital information and Records; Public Works maintenance of vital infrastructure, Water, Sewer, Road Access, and Debris Removal; Fire Department Response; Fire Protection, Rescue, Hazardous Materials Incidents, and Medical Response.

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Plan Preface

While no plan can replace the common sense and good judgment of local emergency responders and local decision makers, this Emergency Operations Plan (EOP) provides a framework to guide the efforts of the City of Bay City to respond to and initiate recovery from major emergencies and disasters resulting from incidents involving traditional and emerging threats and hazards. The City of Bay City's EOP is Volume II of the City's Emergency Management Plan. Today's threatened environment includes not only the traditional spectrum of manmade and natural hazards—wildfires, urban fires, floods, severe weather, hazardous-material incidents, transportation accidents, pandemics, and disruptions to critical infrastructure—but also the threat of terrorist attacks.

All emergency incidents begin locally, with initial response being managed by local first responders. County and State resources may be requested when local resources have been exhausted and a state of emergency has been declared. Similarly, when state resources have been exhausted, Oregon may seek Federal assistance.

This plan describes the roles and responsibilities of City agencies in addressing emergency response and recovery missions in a coordinated manner with local, county, state, and federal agencies, and establishes a program for comprehensive emergency management. It documents the procedures of local agencies as they respond to and manage the effects of major emergencies and disasters.

The combined expertise and capabilities of government at all levels, the private- sector, and non-governmental organizations are required to mitigate against, prepare for, respond to, and recover from major emergencies and disasters

This plan incorporates the principles of the National Incident Management System (NIMS), the National Response Framework (NRF), and the national priorities. It establishes a framework through which Local agencies prepare for, protect from, respond to, and recover from major emergencies and disasters.

The City of Bay City's Emergency Management Plan (EMP) is divided into three volumes:

Volume I

“Preparedness and Mitigation” and includes The City of Bay City's Pre Hazard Mitigation Plan, and The Continuity of Government Plan.

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Volume II

The “Emergency Operations Plan,” which is also referred to as the City of Bay City Emergency Operations Plan. Which, describes in broad terms the organization used by the City to respond to events, emergencies and disasters. The EOP is supplemented by Emergency Support Function Annexes, Support Annexes and Incident Annexes. It describes common management functions including areas common to most major emergencies or disasters such as communications, public information, and others.

Volume III (proposed)

“Relief and Recovery” gives guidance, process, and rules for assisting Oregonians with recovering from the effects of a disaster. It includes procedures to be used by government, business, and citizens.

Plan Distribution

Plan Distribution List

All Concerned parties will be provided information on where to access this plan, and where the plan will be maintained for use during actual events and training exercises.

Date	Agency	Position	Location
	City Government	Mayor	Residence
	City Government	Council President	Residence
	City Government	City Council Members	Residence
	City Hall	City Recorder	City Hall
	Public Works	Public Works Director	Public Works Office
	Fire Department	Fire Chief	Fire Hall, Training Office

All Department Heads are responsible for ensuring that their staff is familiar with the contents of this plan and location in which it is maintained.

Roles and Responsibilities

The following pages outline the roles and responsibilities of City agencies that may be involved in an emergency response or in an emergency management operation. This information is intended to provide a general overview of the roles and responsibilities of the agencies and is not intended to comprehensively cover specific procedures. Each department/agency is expected to develop and maintain procedures in an agency emergency plan or Continuity of Operations Plan/Business Continuity Plan that supports this EOP. During response to an emergency or disaster, agencies may be requested to send representatives to the Local Emergency Operations Center (EOC) as required by the complexity of the event.

Interoperability with Tillamook County and Oregon's EOP

Homeland Security Presidential Directive (HSPD)-5 directed the Secretary of Homeland Security to develop, submit for review to the Homeland Security Council, and administer a NIMS and a National Response Plan (NRP). The NIMS, including the ICS, enhances the management of emergency incidents by establishing a single comprehensive system and coordinated command structure to help facilitate a more efficient response among departments and agencies at all levels of government and, if necessary, spanning across jurisdictions.

The NRP organizes the types of federal response assistance a state is most likely to need into 15 ESFs. A primary agency is assigned to each ESF for maintaining and coordinating response activities. Oregon's EMP, Volume II, mimics the ESF format in designating similar State Support Functions (SSFs). At a minimum, all emergency response personnel must be familiar with the NRP and have a working knowledge of the plans listed below.

The City of Bay City will develop a NIMS Implementation Plan to assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency. Each agency and department is responsible for ensuring that critical staff are identified and trained at a level that will enable effective execution of existing response plans, procedures, and policies.

Emergency Support Functions

ESF	Function	City Service	Responsible Agency / Actions
1	Transportation	Yes	Public Works / Maintaining city roads in support of operations.
2	Communication	No	Tillamook County Emergency Communication District / 911 system, Emergency communication to public safety agencies. Tillamook Emergency Management / Mobile Communication Trailer, Amateur radio network Tillamook County EOC / Request additional resources
3	Public Works	Yes	Public Works / Infrastructure protection and restoration Emergency contracting for life-safety services Tillamook EOC / request additional resources
4	Firefighting	Yes	Fire Department / Fire Suppression Mutual and Automatic Aide agreements / Fire Suppression Activation of Conflagration act via Fire Defense Board Chief and Office of the State Fire Marshal / Fire Suppression
5	Emergency Management	Yes / No	Mayor or Authorized Designee / Declaration of disaster Tillamook county EOC / Additional resources, or Request for State Assistance.
6	Mass Care, Emergency assistance, Housing	No	Tillamook County EOC / Request resources.
7	Logistics	Yes	City Recorder / Document expenses Tillamook county EOC / Request for additional resources

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8	Public Health	No	Tillamook Health Department Tillamook EOC / Request for additional resources
9	Search and Rescue	Yes / No	Tillamook County Sheriff's Office / Primary responsibility for Search and Rescue within the State. Fire Department / Assist Sheriff's Search and Rescue Team.
10	Hazardous Materials	Yes	Fire Department / Initial response as per SOG. Mutual and Automatic Aide / Additional resources. Regional Hazardous Materials Response Team(s) / Activated through OARS and the State Fire Marshal's Office
11	Agriculture and Natural resources	No	Tillamook County EOC / request additional resources
12	Energy	No	Tillamook PUD Tillamook County EOC / coordinate resources
13	Public Safety Security	No	Tillamook County Sheriff's Office Tillamook county EOC / coordinate resources.
14	Long Term Recovery	Yes	City Government / Coordinate activities at local level Tillamook EOC / Request additional resources
15	External Affairs	Yes	City Government / Emergency Public Information, Media and Community relations. Tillamook County EOC / Request additional resources.

Activation of Plan

In the context of this Plan, a disaster or major emergency is considered an incident that requires the coordinated response of all levels of government to save the lives and protect the property of a large portion of the population. The City of Bay City Council or their designee will make an Emergency Declaration stating that an emergency exists and will specify the location or describe the affected area and jurisdictions included in the declaration. Under such conditions, this plan will be implemented. If possible, an initial Damage Assessment (DA) will be conducted. Particular attention will be given to special needs populations to appropriately allocate resources necessary for providing critical services during an emergency.

The Oregon Office of Emergency Management (OEM) has set forth the following criteria necessary in declaring a local emergency:

- Describe the circumstances impacting an identified area;
- Identify the problems for which assistance is needed; and
- Clearly state what has been done locally to respond to the impact and needs.

ORS 401.309 Declaration of state of emergency by city or county; procedures; mandatory evacuations. (1) The governing body of a city or county in this state may declare, by ordinance or resolution, that a state of emergency exists within the city or county. The ordinance or

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resolution must limit the duration of the state of emergency to the period of time during which the conditions giving rise to the declaration exist or are likely to remain in existence.

(2) A city or county in this state may, by ordinance or resolution, establish procedures to prepare for and carry out any activity to prevent, minimize, respond to or recover from an emergency. The ordinance or resolution shall describe the conditions required for the declaration of a state of emergency within the jurisdiction.

(3) An ordinance or resolution adopted under subsection (2) of this section may designate the emergency management agency, if any, or any other agency or official of the city or county as the agency or official charged with carrying out emergency duties or functions under the ordinance.

(4) A city or county may authorize an agency or official to order mandatory evacuations of residents and other individuals after a state of emergency is declared under this section. An evacuation under an ordinance or resolution authorized under subsection (2) of this section shall be ordered only when necessary for public safety or when necessary for the efficient conduct of activities that minimize or mitigate the effects of the emergency.

(5) Nothing in this section shall be construed to affect or diminish the powers of the Governor during a state of emergency declared under ORS 401.165. The provisions of ORS 401.165 to 401.236 supersede the provisions of an ordinance or resolution authorized by this section when the Governor declares a state of emergency within any area in which such an ordinance or resolution applies. [1997 c.361 §2; 2009 c.718 §32]

This Plan shall be activated under the following conditions:

- Declaration of Emergency in the City of Bay City
- Declaration of Emergency in Tillamook County.
- Declaration of Emergency in Neighboring Local Jurisdiction(s).
- The onset of a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to:
 - fire, explosion, flood, severe weather, landslides or mud slides, drought,
 - earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in ORS 466.605, contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war.
- Any individual occurrence that requires all available City resources and Agencies, and appears to be beyond the capability of those resources.
- Any individual occurrence that requires all available City and Mutual Aid resources that lasts for longer than one operational period.
- Pre planned events that are of a magnitude that will overwhelm normally available resources.

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Strategic Priorities

Strategic Priorities for response to all emergencies and events will be;

- 1) Life Safety, including the safety of responders, employees, and the public.
- 2) Incident Stabilization, In the case of natural and human caused events, it is often difficult to envision stabilizing the incident. However the responding agencies and personnel can focus on the stabilization of that portion of the incident they are responding to.
- 3) Property and Environmental conservation.

Activation Levels

Depending on the size and scope of the incident and the amount of coordination required, a partial or full activation of this Emergency Operations Plan is required;

Levels of Emergency Operations

Routine Operations – Daily activities, including incidents such as burglaries and road closures, which are routine in nature and managed by department and/or agency field resources without the need for higher level coordination. Routine operations are defined but not addressed in this plan.

- Resource management is handled internally.
- Information management is handled internally.
- Command management is handled internally.
- Policy coordination is handled internally.

Minor/Expanded Incident – A fairly common incident that may be large in scale or scope and involve multiple sites and/or disciplines but which can still be managed with existing department/agency resources. Examples include a winter storm with multiple road closures or a hazardous materials spill requiring an evacuation of a limited area. A higher level of management and coordination is typically required. A local emergency may be declared. Characteristics include:

- A limited area and/or impacts a limited population.
- Evacuation or in-place sheltering typically limited to the immediate area of the incident and for limited duration.
- Warning and public instructions are provided in the immediate area, not community-wide, other than to avoid the area.
- One or two local response departments acting under an incident commander.
- Limited external assistance from other local response agencies or contractors.
- Activation of a city message center to provide emergency information and recommended actions to the public.
- Resource management typically requires coordination at a Department Operations Center

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(DOC) level and may require coordination at the Emergency Operations Center (EOC) level.

- Information management typically requires coordination at a DOC level and may require coordination at the EOC level.
- Command management typically requires coordination at a DOC level and may require coordination at the EOC level.
- Policy coordination may be required at departmental or city level to deal with major issues.

Major Incident – An uncommon incident that is typically large in scale and scope and which requires outside assistance, such as a major flood or moderate earthquake. Centralization of a department's/agency's incident management and coordination activities is required. Local emergencies (city and county) will be declared as appropriate and a state emergency may also be declared. A Presidential Disaster Declaration may be requested. Some major incidents may also be designated Incidents of National Significance.

Characteristics include:

Affects a large area, significant population, and/or important facilities.

- May require implementation of large-scale evacuation or in-place sheltering and implementation of temporary shelter and mass care operations, possibly for extended durations.
- May require community-wide warning and public instructions.
- May require activation of the city message center to provide emergency information and recommended actions to the public.
- Requires a sizable multi-agency response operating under one or more incident commanders.
- May require external assistance from other local response agencies, contractors, and limited assistance from state or federal agencies.
- Resource management requires coordination at the EOC level.
- Information management requires coordination at the EOC level.
- Command management requires coordination at the EOC level.
- Policy coordination is required at the city and county level to deal with many major issues.
- In addition, DOCs, a Joint Field Office, a Joint Information Center, and perhaps a regional EOC will likely be activated to deal with resource, information, and command management

Disaster/Catastrophic Incident – A very rare incident that is broad in scope, complexity, and potentially lasting impact and which significantly reduces the government's ability to help itself or others, such as a subduction zone earthquake. Outside assistance is clearly needed and extraordinary incident management and coordination measures are required. Local and state emergencies will be declared and a Presidential Disaster Declaration will likely be requested. All Catastrophic Incidents will be Incidents of National Significance. Characteristics include:

- Affects a large area, a sizable population, and/or important facilities.
- May require implementation of large-scale evacuation or in-place sheltering and

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implementation of temporary shelter and mass care operations.

- Requires community-wide warning and public instructions.
- Requires activation of the city message center to provide emergency information and recommended actions to the public.
- Requires a response by all local response agencies operating under one or more incident commanders.

- Requires significant external assistance from other local response agencies, contractors, and extensive state or federal assistance.
- The Emergency Operations Center (EOC) will be activated to provide strategic guidance and direction, provide emergency information to the public, coordinate state and federal support, and coordinate resource support for emergency operations.
- Resource management requires coordination at the EOC level.
- Information management requires coordination at the EOC level.
- Command management requires coordination at the EOC level.
- Policy coordination is required at the city and county level or above to deal with many major issues.
- In addition, DOCs, a Joint Field Office, a Joint Information Center, possibly a regional EOC, and the State Emergency Coordination Center (ECC) will be activated to deal with resource, information, and command management.

Activation Levels

Depending on the size and scope of the incident and the amount of coordination required, a partial or full activation of this Emergency Operations Plan is required;

1. Partial – This is a limited activation of the Plan and results from Routine Operations and Minor/Expanded Incidents; Local Departments operate internally with an Incident Commander or Department Operations Center. This type of response is typically used for establishing specific functions without activating the entire response organization.

Under a *Partial* activation, Individual departments shall coordinate their individual activities. Department Heads must inform the Mayor or designee of ongoing operations that are likely to require Administrative Authority, or may require an escalation of the Plan.

2. Full – A full activation of the City Emergency Operations Plan will be implemented during all major and disaster/catastrophic incidents and for some expanded incidents. It will be based on the resource management, information coordination, and notification requirements of the incident. For full activations, all department members will be notified.

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Under a *Full* activation, Department Heads shall coordinate their operations in a coordinated manner and establish a Local Emergency Operations Center. Notification to the City Government, Mayor and City Councilors will be made. A Local Disaster Declaration will be made by the Mayor or City Council and forwarded to the Tillamook County Emergency Management Department.

Activation of Local Emergency Operations Center

Emergency Operations Center (EOC) – The EOC is established as a location from which city officials can receive information pertaining to an incident and from which they can provide direction, coordination, and support to emergency operations. The EOC is staffed by city personnel and others who are assigned to specific positions within the EOC's ICS organizational structure. EOC staff will provide information and recommendations to the Incident Commander to help determine a course of action to respond to, contain, control, and recover from an emergency. General responsibilities include:

- Receive emergency warnings and disseminate warnings to the public.
- Provide emergency information and instructions to the general public and private institutions, business, industry, and disaster relief organizations.
- Coordinate public information collection and dissemination.
- Coordinate command decisions and prioritization of response activities.
- Collect, collate, display, and assess situation reports.
- Coordinate and disseminate situation and resource status information to the Departments, regional EOC if activated, and state Emergency Coordination Center (ECC).
- Analyze information and process it into usable and relevant intelligence to assist with command decisions.
- Set strategic goals for city and citywide actions.
- Develop tactical objectives for department actions.
- Provide resource support to Departments and other local operations.
- Coordinate the initial damage assessment process citywide.
- Organize and implement large-scale evacuation.
- Organize and implement mass shelter and arrangements for evacuees.
- Request assistance from the county, state and other external sources.
- Prioritize resource allocations.
- Receive requests for assistance and emergency information from the public.
- Establish guidelines for the ordering of, use of, and release of resources to meet emergency needs.
- Document incident activity.
- Track costs.
- Establish and maintain contact with:
 - County and State agencies
 - Federal agencies
 - Private agencies that assist in emergency operations
 - General public, business, industry, community organizations, and disaster relief agencies

Department Responsibilities

All Departments

All departments within Bay City have responsibility for emergency functions in addition to their routine duties. Each department is responsible for developing and maintaining procedures to implement their emergency functions. All city departments have the following common responsibilities:

- Develop alert and notification procedures for department personnel.
- Develop operating guidelines to implement assigned duties specified by this plan.
- Track incident-related costs incurred by the department, and submit to city administration.
- 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) or Standard Operating Guidelines (SOG).
- Identify critical functions and develop procedures for maintaining and/or reestablishing services provided to the public and other county departments.
- Assign personnel to the Emergency Operations Center (EOC) as charged by this plan.
- Develop and implement procedures for the protection of vital records, materials, and facilities.
- Promote family preparedness among employees.
- Ensure key staff completes any National Incident Management System (NIMS) required training.
- Ensure department plans and procedures incorporate NIMS components, principles, and policies.
- Allow staff time for preparedness training and participation in exercises.

Specific Responsibilities by Department

In addition to these common responsibilities, each department has assigned response functions that are generally related to that department's day-to-day activities. Some departments may share response functions with other departments.

City Administrative Office

- Ensure continuity of city administration.
- Support city's role in alert and warning of the public.
- Ensure continuity of government plan is activated.
- Coordinate dignitary/Very Important Person (VIP) visits with the Emergency Operation Center (EOC).
- Provide necessary guidance, and support to the EOC and city government.
- Ensure accurate financial records are maintained as submitted
- Ensure the Administrative office follows NIMS ICS.

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- Coordinate accurate, timely public information messages with the EOC.
- Conduct financial damage assessment of buildings.
- Forecast economic impacts on city revenues impacts.

City Council

- Support city administrative office.
- Ensure continuity of government plan is implemented.
- Activate local EOC and fill or assign management positions.
- Manage legal programs and policies.
- Coordinate the declaration process.
- Approve (where necessary) public information messages.
- Advise Incident Commanders, Decision Makers, and The County Board of Commissioners on legal authorities and limitations, in regard to any delegation of authority.

Public Works (PW)

- Coordinate damage assessment of city facilities, roads and bridges.
- Coordinate building safety inspections.
- Coordinate engineering/construction of city roads.
- Coordinate maintenance and repair of roads and bridges.
- Support evacuation operations with the Fire Department.
- Support hazardous materials response with the Fire Department.
- Support heavy rescue with the Fire Department.
- Support public safety with traffic and access control.
- Support public information messages with the City Administrative Office.
- Support transportation needs.
- Coordinate utility response with utility providers, the Fire Department, Public Safety, and emergency management.
- Coordinate solid waste and debris management with the county.
- Coordinate road status information with the local and County EOC.
- Coordinate policy development and implementation with the City Administrative Office.
- Support alert and warning of the public with the EOC, the City Administrative Office, and the county EOC as appropriate.
- Communicate with local departments.
- Coordinate Incident objectives with the City Administrative Office, appropriate department heads, and elected officials.
- Support environmental services.
- Assist with Local EOC management.
- Support public information dissemination.
- Support transportation with ODOT.
- Support utility response and reconstruction with PUD and utility providers.

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Fire Department (FD)

- Handle regular functions of the department in fire fighting, extrication and emergency medical care
- Conduct evacuations as needed
- Initiate Incident Command of Fire Department Operations
- Disaster work in light duty and heavy duty rescue including the triage of patients
- Emergency warning in designated areas
- Establish priorities for debris removal with Public Works
- Identification and management of hazardous materials
- Coordinate and supervise volunteers assisting with these functions
- Work with community business and industrial leaders and companies to develop consistent emergency plans for their organizations
- Preplan relocation of response units if the Fire Station is damaged or threatened
- Conduct initial damage assessments as possible
- Assist with the Establishment of the Local Emergency Operations Center.
- Provide staff and support for the local EOC
- Provide staff and support for the Tillamook County EOC
- Coordinate Mutual and Automatic Aid response to emergency operations.
- Communicate with County Fire Defense Board Chief.
- Coordinate needed resources with Local EOC, Tillamook County EOC, Fire Defense Board Chief, and Oregon State Fire Marshal's Office.
- Initiate Incident action plan for ongoing incidents.
- Support City Administrative Office with the implementation of the initial Incident Action Plan.
- Ensure continuity of Fire Department functions.
- Establish shift rotation for Personnel to ensure ongoing Fire Department Operations beyond first operational period.
- Coordinate financial records; Materials consumed, Equipment costs, and time records with City Administrative Office.

Other Agencies

Other agencies may be requested and used based on the complexity and duration of the event activating the Emergency Operations Plan. All such activations will be requested through the Local EOC, or Tillamook County EOC if active.

Assisting Agency: An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management.

Cooperating Agency: An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.

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Regional Response Partners

The regional response partners for Bay City may include:

- Tualatin Valley, Salem, and Astoria Regional Hazardous Material Response Teams
- Tillamook County Creamery Association
- Port of Tillamook Bay
- Port of Garibaldi
- Oregon State Police (OSP)
- US Army Corps of Engineers (ACOE) - Portland District
- Small Business Administration
- USCG-Tillamook Bay/Newport Stations
- American Red Cross**
- Community Emergency Response Members(CERT)
- Community Volunteers

Communications

Initial Communication will be handled by individual Departments using their normal communication procedures. During normal operations communication is handled in the following manner;

1. Traditional phone system
2. Cellular phone system
3. Radio Communication via the Bay City Public Works frequency

Each Department head is responsible for ensuring that initial communications procedures are adopted by their department. These procedures shall include a mechanism for the notification of all personnel, and the ability to notify the City Administrative Office when additional resources are required.

Ongoing Communication needs will be addressed by the Emergency Operations Center through a communication plan that will be documented on ICS form 205 and included in the incident action plan.

Communication needs beyond local capabilities will be requested through the Tillamook County Emergency Operation Center, or Tillamook County Emergency Management.

Communication with Citizens

Provided that the Tillamook County Emergency Communications District (911) is operational, channels of communication will be as normally used, with 911 being an initial point of contact. Should Tillamook 911 be unavailable, Citizens will require another initial point of contact to initiate emergency calls for service.

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Points of Contact

The Bay City Fire Department, 9390 4th St, Bay City shall be the point of contact for citizens during emergencies and routine 911 service interruptions that do not pose a danger such as inundation due to near event tsunamis.

Alternate point(s) of contact will be initiated by the City EOC if the initial point of contact is unavailable due to the nature of the emergency or ongoing operations.

Additional Communication Methods

In addition to Points of contact, citizens may try to communicate through other means.

Some examples;

Citizens Band (CB) Ch. 9

Marine Ch. 16

HAM Ch. 146.520

FRS Ch. 1 (no privacy).

Public Information

Public Information Systems: The processes, procedures, and systems for communicating timely and accurate information to the public during crisis or emergency situations.

Because the media is a conduit to the public, the Public Information Officer (PIO) will relay information to media persons at the direction of the Incident Commander (IC), or Emergency Operations Center (EOC).

Public Information will be coordinated through the Tillamook County Emergency Operations Center if active.

This information may include warnings, requests for volunteers or other help, bulletins on areas to be avoided or evacuated, evacuation routes, lists of places to obtain food, shelter and health care, phone numbers to contact for assistance.

The primary focus of communications with the public is to ensure that accurate and consistent messages are relayed to the public, without jeopardizing ongoing efforts to control the emergency;

- (1) Providing information to the affected public on actions to take and procedures to follow in response to the disaster.
- (2) Communicating with the news media to present an accurate picture of what is being done to respond to the event.

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EMERGENCY BROADCAST SYSTEM

Names and phone numbers of contacts for area radio stations that participate in the Emergency Broadcast System:

KTIL/KDEP/ 1590AM, 95.9FM105.5FM
Phone 503 842-4422 Fax 503-842-2755

KTIL will transmit emergency information on the hour, 20 and 40 minutes after the hour www.KTIL-Radio.com/streaminglive.htm

Internet Radio www.TillamookCow.com

KLON 90.3 FM 1-800-434-8400

KOPB 106.1 FM/87.5 FM 1-503-293-1905
KMUN 89.9 FM 1-503-325-0100 www.publicbroadcasting.net/kumn

KSHL 98.1 FM 1-503-717-9643 Fax 1-503-717-9578

Charter Communications (Cable) 1-866-731-5420

Demobilization

As the event transitions from response to recovery, EOC operations scale down accordingly. The EOC Manager and Incident Commander(s) releases resources as the situation dictates.

Debriefings are scheduled and conducted by the EOC Manager or Incident Commander. All logs and records are provided to the City Administrative Office to become part of the official record of the event. After-action reviews of EOC activation and operations are scheduled by the City Administrative Office.

The Homeland Security Exercise and Evaluation (HSEEP) doctrine is used to facilitate and document the incidents for future actions

Plan Development, Maintenance and Implementation

Each department is expected to develop and maintain procedures consistent with this Emergency Operations Plan. City Government and Department heads shall maintain and update this Emergency Operations Plan (EOP).

Each department is responsible for submission of updates and maintaining their annex to the EOP as required. Departments are required to incorporate new Presidential Directives, legislative changes, and procedural changes based on lessons learned from exercises and actual events.

Types of Changes

The types of changes include additions of new or supplementary material and deletions of old material. No proposed change should contradict or override authorities or other plans contained in a statute, Executive Order, or regulation that governs the basic requirements of the EOP.

Coordination and Approval

Any department with assigned responsibilities under the EOP may propose changes. However, the City Government is responsible for coordinating and approving all proposed modifications to the EOP with the assistance of primary and support agencies and other stakeholders as required. Once published, the modifications are considered part of the EOP for operational purposes. Copies of revisions are then distributed as appropriate and required.