

City of Tigard

Emergency Operations Plan

Section 1: Administrative Overview

Mitigate | Prepare | Respond | Recover

SECTION 1

CITY OF TIGARD ADMINISTRATIVE OVERVIEW

I. PREFACE - HOW TO USE THIS PLAN

This plan describes Tigard's philosophy, organizational structure, and operational functions for management of emergencies and disasters. While no plan can replace the experience, common sense and sound good judgment of emergency response personnel, executive staff department and division heads, and other decision makers, this Emergency Management Plan, hereafter referred to as "plan," does provide a framework to guide the City of Tigard's effort to mitigate, prepare for, respond to, and recover from major emergencies or disasters.

This plan describes the roles and responsibilities of critical department/divisions and emergency responders in the City of Tigard. It sets forth or refers to general policies a strategy, and documents the guidelines and agreements that have been reached in order to integrate all emergency response systems into a program for comprehensive emergency management.

The plan is divided into seven (7) major sections:

Section 1 - Administrative Overview of the Basic Plan This section provides an introduction to the plan, legal authority, reference material concerning local hazards, responsibilities for planning activities, and plan distribution information.

Section 1A – Basic Emergency Operations Plan This section defines Tigard's approach to emergency response and short-term recovery operations and provides general guidance for activities that support those operations. The plan describes Tigard's organic emergency response disciplines and assigns responsibilities for various emergency functions.

Section 2 - Common Management Functions This section is the response or operational portion of the plan. In it can be found specific information and guidelines for those emergency activities which may be common to all emergencies.

Section 3 - Hazard Specific Plans This section addresses activities and requirements which are hazard- or city-specific.

Section 4 - Resource Lists This section provides reference information describing where City of Tigard officials can obtain resources during a major emergency or disaster.

Section 5 - Call Lists This section provides emergency telephone numbers for city responders.

Section 6 - Vital Services This section identifies critical facilities and essential city services.

II. PLAN DEVELOPMENT

An Emergency Committee shall be responsible for the development and periodic review and updating of this Emergency Management Plan. This planning group shall consist of designated representatives of the City Manager's office, the Police Department, and the Public Works Department. The City Manager's office shall appoint a chairperson to this committee and assist in obtaining review by the Fire Chief (Tualatin Valley Fire & Rescue), the Washington County Office of Emergency Management, the City's Executive Staff, and the City Attorney. The City

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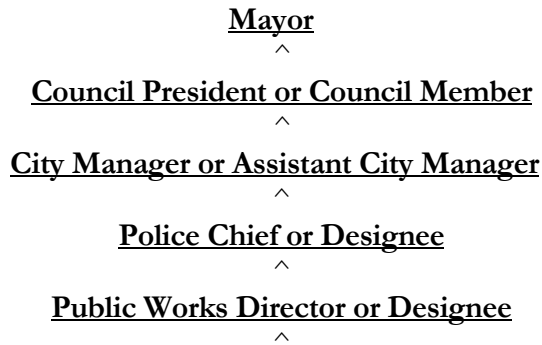
Manager shall appoint an Emergency Program Coordinator in keeping with the requirements of ORS 401.305. The Emergency Management Coordinator shall take responsibility to regularly exercise the plan and update the plan as necessary.

III. POLICY STATEMENTS

A. Line of Succession

A line of succession is necessary to ensure the continuity of city government during an emergency.

A flow chart which shows the line of succession within the City of Tigard during an emergency follows:



B. General Policy Statements

1. Essential city services will be maintained as long as conditions permit. See listing of essential city services in Section 6.
2. An emergency will require prompt and effective response recovery and maintenance operations by city staff, disaster relief agencies, volunteer organizations, and the private sector.
- 3 Environmental, technological, and civil emergencies may be of such magnitude and severity that county, state, and federal assistance is required.
4. Tualatin Valley Fire and Rescue (TVF&R), the agency providing fire services within the City of Tigard, will be considered a department within the city for emergency planning and response purposes with limitations. TVF&R shall retain all legal and financial responsibilities as a separate entity.
5. County and state support of city emergency operations will be based on the principle of self-help. The city will utilize available local and mutual aid resources prior to requesting assistance from Washington County.
6. City resources shall be allocated first to situations within the city limits, second to agencies requesting mutual aid per agreement, for situations that may have an effect on Tigard, for

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example, Tigard Water District boundaries, then to other agencies requesting mutual aid per agreement. The City of Tigard, through a separate intergovernmental agreement, is the water provider for the Cities of Durham, King City, and the Tigard Water District; therefore, water resources shall be allocated to these areas.

- 7. Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, disability, marital status or religion.
- 8. Emergency response often requires decisions to be made quickly under adverse conditions. Decisions are made based on information available to the on-scene Incident Commander and which appear reasonable at the time. Following an incident an After Incident Review will occur.
- 9. The Emergency Alert System (EAS) will be accessed through Washington County.
- 10. The City of Tigard will, when possible, give consideration to the possibilities for hazard mitigation when reviewing and adopting regulations and ordinances. In addition, the city will provide public education to assist the citizens in reducing the exposure to hazards in accordance with Tigard’s Natural Hazard Mitigation Plan Addendum.
- 11. City departments involved in emergency response shall retain their identity and autonomy during a declared State of Emergency. Each hazard identified within this plan has one department identified as "lead agency," tasked with planning for that hazard in all phases and all activity levels. This does not preclude the use of a unified command approach to incident management, or the assumption of command by the City Administrator if such actions are appropriate.

<u>Type of Hazard</u>	<u>Lead Agency</u>	<u>City Support</u>
Hazardous Materials/Radiological	TVF&R	Police, Public Works
Civil Disorder & Terrorism	Police	Public Works
Major Fire	TVF&R	Police
Major Gasoline/Food Shortage	Public Works	Police
Weather (ice, wind, & snow storm)	Public Works	Police
Search & Rescue	Police	Public Works
Nuclear Attack/Fallout	EM/TVF&R	Police
Utility Failure	Public Works	Police
Flood	Public Works	Police
Earthquake	Public Works	Police
Volcanic Eruption	Public Works	Police
Transportation/Industrial	TVF&R/Police	
Public Works Health Epidemic	County Health	Police

12. The City Manager has the ultimate authority and responsibility for the direction and control of city resources during an emergency. On a day-to-day basis, this authority is delegated to the Police and Public Works Departments. Tualatin Valley Fire & Rescue has the power to establish control of an emergency incident through the on-scene Incident Command System (ICS) structure. Washington County Department of Health and Human Services is delegated

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direction and control during health epidemic emergencies. The City Manager may reassume the duties of overall Incident Command, if in his/her judgment emergency response will be enhanced by this action. Operational control of the scene shall remain with the lead agency. For details about the Public Information Officer and its position roles and responsibility, please refer to Section 2-e.

13. Responsibility for coordination of emergency activities with County, and private organizations has been delegated to the Emergency Management Coordinator and the Liaison Officer.

14. When, in the judgment of the on-scene Incident Commander through the Emergency Management Coordinator or their designee, a Major Incident exists within the City of Tigard and there is not sufficient time for the City Council to convene or the Mayor or City Manager to be reached, the Emergency Management Coordinator or designee shall declare a State of Emergency. Reasonable effort will be made under the circumstances to contact the City Council, Mayor, and City Manager to review and ratify the incident that has been declared a State of Emergency by the Incident Commander. All contacts and attempts to contact these officials will be documented. The emergency declared by the Incident Commander, Mayor or City Manager shall authorize specific emergency powers and shall exist for the period set forth in the declaration, but shall not exceed two weeks. The State of Emergency may be extended by the City Council for additional periods of time as necessary.

IV. TRAINING AND EXERCISE

Mandated training and exercises are needed to examine and maintain the effectiveness of this plan. These preparedness activities ensure that the operational concepts outlined are sound, and that personnel are adequately trained to carry out necessary functions in times of a major emergency. In addition, such training and exercise will provide a basis for the updating and revision of this plan and for the identification of inadequate resources.

Training and exercises will be evaluated by participants and observers, and specific elements of the plan changed as indicated.

City departments and agencies shall support emergency management by allowing selected personnel to participate in ongoing disaster training and education programs as well as annual exercises of this plan.

V. PLAN REVIEW CYCLE

The following plan review cycle will be followed by the Police Department, Public Works Department, and the City Administration to ensure the entire plan is reviewed bi-annually. The Emergency Committee is responsible for coordinating this review, with the assistance of the Emergency Program Manager and other subject matter experts as necessary.

Odd Years:

Administrative Overview

Emergency Management Organization

Alert and Warning and Communications

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Evacuation, Public Information
Resource Management, and Sheltering and Mass Care
Reporting, State of Emergency Declaration, Damage Assessment, and Recovery

Even Years:

Resource Lists and Health Epidemic
Earthquake and Volcano
Flood and Nuclear Attack/Fallout
Fire and Civil Disorder/Terrorism
Hazardous Materials and Transportation
Weather and Resource Shortages

Section 5 - Call Lists are to be updated on a continual basis by each city department.

VI. DISTRIBUTION LIST

The following positions, personnel or agencies have copies of the Tigard Emergency Management Plan excluding the resource and call lists:

Washington County Emergency Management
Oregon Emergency Management
City Manager
Emergency Management Organization Members
Tualatin Valley Fire and Rescue (TVF&R)
Tigard Executive Staff Members
TVF&R Fire Station Located in Tigard, Progress, and King City
Washington County Consolidated Communications Agency
Emergency Operations Center (10 copies)
Mayor and City Council
Tigard Public Library