



## CITY COUNCIL Agenda

222 NE 2<sup>nd</sup> Avenue, Canby, OR, 97013 | Ph: (503) 266-4021 | [www.canbyoregon.gov](http://www.canbyoregon.gov)

### SEPTEMBER 18, 2024

The City Council meeting may be attended in person in the Council Chambers at  
222 NE 2<sup>nd</sup> Avenue, Canby, OR 97013

The meetings can be viewed on YouTube at:

<https://www.youtube.com/channel/UCn8dRr3QzZYXoPUEF4OTP-A>

The public can register to attend the meeting virtually by contacting the Deputy City Recorder;  
[ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

For questions regarding programming, please contact: Willamette Falls Studio (503) 650-0275;  
[media@wfmstudios.org](mailto:media@wfmstudios.org)

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### WORK SESSION – 6:00 PM

1. CALL TO ORDER
2. TRANSPORTATION SYSTEM PLAN UPDATE
3. ADJOURN

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### REGULAR MEETING – 7:00 PM

1. CALL TO ORDER
  - a. Invocation
  - b. Pledge of Allegiance
2. NEW EMPLOYEE INTRODUCTIONS
3. POW/MIA PROCLAMATION
4. **CITIZEN INPUT & COMMUNITY ANNOUNCEMENTS:** This is an opportunity for audience members to address the City Council on items not on the agenda. If you are attending in person, please complete a testimony/comment card prior to speaking and hand it to the City Recorder. If you would like to speak virtually, please contact the Deputy City Recorder by 4:30 pm on September 18, 2024, with your name, the topic you'd like to speak on and contact information: [ridgleyt@canbyoregon.gov](mailto:ridgleyt@canbyoregon.gov) or call 503-266-0637.

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- 5. CONSENT AGENDA**
    - a. Approval of the August 21, 2024, City Council Work Session and Regular Meeting Minutes. Pg. 3
    - b. Approval of the September 7, 2024, City Council Work Session and Regular Meeting Minutes. Pg. 10
  - 6. ORDINANCES & RESOLUTIONS**
    - a. Consider **Resolution No. 1420**: A Resolution Adopting the City of Canby Emergency Operations Plan and Repealing Resolution No. 1125. Pg. 14
  - 7. NEW BUSINESS**
    - a. 2025/2026 LOC Legislative Priorities Ballot Pg. 280
  - 8. OLD BUSINESS**
    - a. City Attorney Recruitment
  - 9. MAYOR’S BUSINESS**
  - 10. COUNCILOR COMMENTS & LIAISON REPORTS**
  - 11. CITY ADMINISTRATOR’S BUSINESS & STAFF REPORTS**
    - a. Bi-Monthly Reports Pg. 303
  - 12. CITIZEN INPUT**
  - 13. ACTION REVIEW**
  - 14. ADJOURN**
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The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting to Teresa Ridgley at 503-266-0637. A copy of this Agenda can be found on the City’s web page at [www.canbyoregon.gov](http://www.canbyoregon.gov).



## CITY COUNCIL Staff Report Work Session

Meeting Date: 9/18/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Don Hardy, Planning Director  
Agenda: Transportation System Plan Update

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### **Summary**

The work session will review the transportation system planning work completed to date and the next steps in the process. DKS Associates is preparing the transportation system plan and will present the update.

### **Background**

The transportation system plan is occurring parallel with the comprehensive plan update.

### **Attachments**

- PowerPoint presentation

### **Options**

No formal action is needed this is an update for city council, however council members are encouraged to ask questions and provide input.

### **Fiscal Impact**

No fiscal impact will occur.

### **Recommended Action**

No recommended action is needed.



# PROCLAMATION

## POW/ MIA RECOGNITION DAY

**WHEREAS**, The United States of America has participated in many wars, calling upon its sons and daughters to fight for their country;

**WHEREAS**, American men and women have been held captive by hostile powers during their military service;

**WHEREAS**, Many American prisoners of war were subjected to harsh and inhumane treatment by their captors which often resulted in death;

**WHEREAS**, Americans are still listed as missing and unaccounted for, and the families and friends of these missing Americans, as well as their fellow veterans, still endure uncertainty concerning their fate;

**WHEREAS**, The sacrifices of Americans still missing are deserving of national recognition and support for continuing priority efforts to determine their fate; and

**WHEREAS**, the City of Canby is proud to join with other cities in the State of Oregon and nation in honoring those still missing.

**NOW, THEREFORE**, I, Brian Hodson, by virtue of the authority vested in me as Mayor of the City of Canby, hereby proclaim September 20, 2024 as:

### **POW/MIA Recognition Day in Canby**

**and encourage all citizens to join in this observance.**

**Given unto my hand this 18<sup>th</sup> day of September 2024.**

**Brian Hodson  
Mayor**

**CANBY CITY COUNCIL  
WORK SESSION MINUTES  
August 21, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, and Herman Maldonado (attended virtually).

**COUNCIL ABSENT:** Jason Padden and Daniel Stearns

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager; and Don Hardy, Planning Director.

**CALL TO ORDER:** Mayor Hodson called the Work Session to order at 6:00 p.m.

**COMPREHENSIVE PLAN UPDATE AND AREA J DISCUSSION:** Don Hardy, Planning Director, shared a presentation on the Comprehensive Plan and Special Area J. He gave a background on the Buildable Lands Inventory findings for the current Urban Growth Boundary (UGB), residential UGB expansion needed acreage per the Housing Needs Analysis (HNA), HNA findings for severely rent burdened households and housing needs based on income levels, Special Area J current Comprehensive Plan policies, and NE Canby draft concept plan from 2005. The concept plan was not adopted however, current Comprehensive Plan text included the need for a minimum of 12 acres of high density residential, a minimum of 15 acres of medium density residential, and the remainder with mixed residential. One issue with the area was the designations from 1984 did not follow property lines. He then discussed the Community Summit input composite map and possible land use designations. Proposed Comprehensive Plan changes would yield 22.14 acres of density changes, of which 18.01 acres was designated low density residential which would be changed to higher density. The Walnut Street extension would provide access to the Industrial Park and Special Area J. He asked Council to consider changing the Comprehensive Plan map designations in Special Area J for property owners desiring medium, high, and commercial density designations. Alternatively, the Comprehensive Plan policies could have more specific text on where in Special Area J these designations should be located or the applicant could submit an application to complete the Comp Plan map designation changes. He then gave next steps.

Mayor Hodson asked how it came about that these areas were labeled “special.” Mr. Hardy responded there were 12 special areas of which most had been built out or had vague suggestions that were no longer relevant because they were created in 1984. Special Area J was updated in 2002-2003 as part of the 2005 work that was completed.

Councilor Davis asked for Mr. Hardy’s recommendation. Mr. Hardy recommended taking the mapping pieces forward.

Mayor Hodson asked if they increased the density of Special Area J, would it decrease the need for expanding the Urban Growth Boundary? Mr. Hardy responded it would for the residential piece. He didn’t know how much because the numbers would need to be run.

Councilor Davis asked if there had been input on Area J at the Community Summits. Mr. Hardy responded they had. He discussed the Community Summit Input Composite Map showing Area J identifying the land uses. The changes discussed would not be inconsistent with community comments and would benefit the City. He thought they needed to better define the vision for this area in the Comprehensive Plan.

Council President Hensley asked how many special areas designated weren't built out. Mr. Hardy responded only a handful. She also asked how they would be considered in the TSP. Mr. Hardy responded they would consider them with their base zoning now and would look at them again if they had additional policies around them.

Mayor Hodson asked if it was enough land to reduce the Urban Growth Boundary expansion. Mr. Hardy responded that there were 221 acres of developable land which was mostly vacant and low density residential currently in the Urban Growth Boundary and City limits. Whether that was enough was the question.

Mayor Hodson wanted to have as much Urban Growth Boundary expansion as they could to control the destiny and vision for the City. He thought there should be an additional Work Session for the mapping piece to review the designations further.

Councilor Sasse responded he liked the proposal and the fact they were ahead of the curve and setting boundaries instead of developers. He thought there might be pushback regarding the trees.

Mr. Hardy understood they did not want to lose extra land because they had densified one area, but there was also support for the proposal. He wanted to make sure they knew what the vision for the area was.

Councilor Davis asked how the timing of the Comp Plan fit the timing of Pahlisch and an annexation request. Mr. Hardy thought Pahlisch wanted to see the mapping moved forward with changes to the Comp Plan.

Mr. Hardy clarified he could return with the details of what the adjustment would look like.

Councilor Davis mentioned there were no park land designations in the new Urban Growth Boundary, which could be a concern for citizens. Mr. Hardy responded those acres would be in addition to the Economic Opportunity Analysis acreage and residential acreage and represented 43 acres. He would note that for Community Summit 5 to clearly address it.

Mayor Hodson brought up policies on the water/green space in Area J. He wanted to be sure the City's code was not used against them like it was in the Redwood development. Mr. Hardy responded there was discussion with the Planning Commission on usable open space.

Mayor Hodson adjourned the Work Session at 6:52 p.m.

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
August 21, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, and Herman Maldonado (attended virtually).

**COUNCIL ABSENT:** Jason Padden and Daniel Stearns

**STAFF PRESENT:** Eileen Stein, City Administrator; Teresa Ridgley, Deputy City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Heidi Muller, Transit Operations Manager; Don Hardy, Planning Director; and David Doughman, Interim City Attorney (attended virtually).

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:05 p.m.

**NEW EMPLOYEE INTRODUCTIONS:** Monica Stone, Wastewater Treatment Plant Supervisor, introduced Amy Francisco, an Operator.

Ms. Stone announced they were awarded the Gold Peak Performance Award from the National Association of Clean Water Agencies, an organization which handled legislative, regulatory topics. They recognized the City of Canby Wastewater Treatment Plan for 100% compliance with the discharge permit for last year, which was equal to almost 1,000 compliance points which were met.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** None.

**CONSENT AGENDA:** **\*\*Council President Hensley moved to approve the minutes of the August 7, 2024, Regular City Council Meeting. Motion was seconded by Councilor Davis and passed 4-0.**

**ORDINANCES AND RESOLUTIONS:**

Ordinance 1630 – Heidi Muller, Transit Operations Manager, stated a NEPA study was required for state and federal grants to help pay for the new transit building. The building was estimated to cost \$9.5 million, and the City was about \$6.5 million short. The study would cost around \$80,000.

Mayor Hodson asked if the City had to do the grand version of the NEPA study. Ms. Muller responded the City would only need the shortened version.

**\*\*Council President Hensley moved to approve Ordinance 1630, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH WATERLEAF ARCHITECTURE OF PORTLAND, OR, TO COMPLETE THE NEPA STUDY FOR THE CANBY AREA TRANSIT BUILDING PROJECT to come up for second reading on September 4, 2024. Motion was seconded by Councilor Sasse and passed 4-0 on first reading.**

Ordinance 1631 – Jerry Nelzen, Public Works Director, and Jamie Stickel, Economic Development Director/Communications Specialist, stated this agreement covered the signalized intersection connecting Highway 99E to Pioneer Industrial Park, determining which entity was performing which responsibilities. This project was similar to the one done at the signal near Fred Meyer.

**\*\*Council President Hensley moved to approve Ordinance 1631, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COOPERATIVE IMPROVEMENT AGREEMENT BETWEEN THE CITY OF CANBY AND THE STATE OF OREGON (OREGON DEPARTMENT OF TRANSPORTATION) to come up for second reading on September 4, 2024. Motion was seconded by Councilor Davis and passed 4-0 on first reading.**

Ms. Stickel said the hope was this project would go to bid in early 2025. The project involved extra work at the intersections because of the requirements to connect to a state highway. The State was also covering an extra 300 feet towards Canby to cover a private drive.

Mayor Hodson asked what potential pitfalls may be faced with this project, knowing funding from ODOT was tight. Mr. Nelzen stated based on how engineer estimates were going, the City was able to fully fund the project. The biggest challenge with the road was the area that fell between a pond with a creek and another creek. Extending Walnut through Area J would allow the area to be served with utilities. They would have to bore under 99E, the tracks, and between houses on Willow Creek to get sewer to the Wastewater Treatment Plant. There could be some wetland mitigation as well.

**OLD BUSINESS:** City Attorney Recruitment – Eileen Stein, City Administrator, notified the Council that Maya Benham, Administrative Director/City Recorder, sent an email reminding them comments on the RFP draft were due today. The Council thought the RFP looked good.

**MAYOR'S BUSINESS:** Mayor Hodson asked about Street Maintenance Task Force updates. He announced Canby's Big Weekend this weekend and the closure of streets for the Street Dance in downtown Canby on Friday. The 35<sup>th</sup> Annual Cutsforth's Cruisin' would be on Saturday, the opening of the Dahlia Festival was all weekend, there was a Bridging Cultures event at Maple Street Park on Saturday, and the last Slice of Summer concert was on Sunday.

#### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Council President Hensley attended a Council Policy meeting with Councilor Padden, Councilor Davis, and Ms. Benham. They combined and subtracted some things from the League of Oregon Cities model and the current Canby model. They planned to meet again on October 17 to review the combined document and to send it to David Doughman, Interim City Attorney, and then to Council. The Traffic Safety Commission had a Facebook page called Canby Traffic Safety. The



community was still upset with remote work at the City. She asked about the railroad tracks by Redwood as some vehicles had caught air going over the tracks.

Mr. Nelzen explained Union Pacific would be coming back to do a night closure next Thursday and taper it back to the new asphalt.

Mayor Hodson announced upcoming Work Sessions on September 11 and October 9, both at 7:00 p.m. Councilor Maldonado might not be able to attend the October meeting.

Councilor Sasse attended a Library Board meeting and joint meeting with Friends of the Library and the Library Foundation last night. The Library Board was still looking for a teen member, finalized their donation policy, and was still working on the Strategic Plan. The seed program paid off as many had been donating the fruits and vegetables to the Canby Center. Luana Hill from Kiwanis came to the meeting and stated the road closures had severely affected their donations. Any donations could be taken to the Kiwanis loading ramp. The Library Foundation also needed members and were looking for hosts for the Christmas Tour of Homes this year.

Councilor Davis welcomed two new members, Doug Rykken and Cathy Smith, to the Parks and Recreation Advisory Board. Bob Grady, who frequented the bike trail, noticed an oak tree stump which would be perfect for carving some sort of nature animal and was willing to pay for it. Another citizen made a request that the sign in the middle of the grassy area at Timber Park be moved because kids used the area to play ball. The Board would contact Code Enforcement to make sure the dog leash ordinance was properly posted at Wayward Park since there had been complaints about dogs off leash. The bid for Auburn Farms came back over budget at \$3.2 million. The Board asked staff to go back over the budget of \$1.5 million to determine infrastructure, water, parking, and grass area with the remainder coming in next year's budget. The outdoor fitness equipment at Legacy Park would hopefully be finished by the end of August. Donna Tyrone expressed a safety concern about the parking at Maple Street Park along both sides of the street. There was a nearby vacant lot that they could consider through Capital Improvement in next year's budget. He appreciated scheduling the joint Work Session with Council and the Parks and Recreation Advisory Board. At that meeting, the Board would like to discuss the possibility of a pedal park in Canby. The first memorial bench had been requested. Regarding the sports complex, Cogeo was moving forward with other communities who were providing more information and working with them. He expressed disappointment that Canby hadn't gotten property or stayed in communication with them. He suggested the City get a commercial real estate broker who specialized in this type of property as well as for hotels/motels. Maple Street Park should be ready for ball by next spring. He recognized K&E for working with the City on providing flaggers when needed. He reported on the South End Road fire. He disapproved of City staff working remotely and planned to bring the topic back at the next meeting.

Mayor Hodson asked Councilor Davis to take a request from a citizen about designating a pink Dogwood as a City tree. He also mentioned including CAPRD in the October Work Session with the Council and Parks and Recreation Advisory Board.

Councilor Maldonado had been approached by the community regarding remote work. He hoped the City could move forward on the sports complex.

**CITIZEN INPUT:** None.

**CITY ADMINISTRATOR’S BUSINESS:** Mr. Nelzen gave an update on street projects. This year’s paving schedule was complete. He was still working with the paving company on alleyways. The slurry seal would start downtown on Sunday after all the events were done. South Ivy Street would have all the underground work done this year, and storms would be done last. Hardscapes would come next year. September 2025 was the completion date. There was about four days left of road painting for the Public Works crew. It was the first year of crack sealing and renting a crack sealer. They did about three subdivisions in two weeks. There had been a water main break in a remote area, and they worked with Canby Fire and Canby Utility for repairs.

Councilor Davis mentioned the break caused 500,000 gallons of water to flood all the way from the Fire Station parking lots across Pine as well as the parking lot of Rite Aid and Canby Builder Supply. Everything was cleaned up within two hours.

Mr. Nelzen said the Street Maintenance Task Force met and minutes were given to Ms. Stein to share with Council. The next meeting would establish a chair and structure. Several weeks ago, they put out an RFQ for engineering services and 15 companies replied. They were in the review process to get a list of engineering services for Canby.

Council President Hensley asked if there would be a street closure when the food carts were craned into the Canby Beer Library. Ms. Stickel responded there would be a closure on NW 3<sup>rd</sup> between N Holly and N Ivy on Wednesday, August 28, from 7:00 a.m. – 3:00 p.m.

Ms. Stein discussed the City-led Homeless Services Grant process that the Police, Library, and Canby Center applied for together. A scope of work would be put into an Intergovernmental Agreement for a November Council meeting. Clackamas County was doing a strategic planning process for rural communities in the County regarding homeless support services. There was a meeting at Oregon City’s City Hall on August 28<sup>th</sup> at 3:00 p.m. on the Willamette Falls Locks Project.

Ms. Stickel said the Willamette Falls Locks Authority was seeking input about the future of the locks and how it should be developed.

Ms. Stein and half of the leadership team met with the new School Superintendent. They discussed possibilities with the Ackerman property.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Approved Ordinances 1630 and 1631 to a second reading on September 4, 2024.

Councilor Maldonado reminded the community to give themselves more time with the construction and school starting, which would have more kids walking and biking.

Mayor Hodson adjourned the meeting at 8:27 p.m.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood

DRAFT

**CANBY CITY COUNCIL  
REGULAR MEETING MINUTES  
September 4, 2024**

**PRESIDING:** Brian Hodson

**COUNCIL PRESENT:** Traci Hensley, Scott Sasse, James Davis, Daniel Stearns, Herman Maldonado, and Jason Padden (attended virtually).

**COUNCIL ABSENT:**

**STAFF PRESENT:** Eileen Stein, City Administrator; Maya Benham Administrative Director/City Recorder; Jerry Nelzen, Public Works Director; Jamie Stickel, Economic Development Director/Communications Specialist; Todd Wood, Fleet/Transit/IT Director; Kevin Aguilar, HR Director; Jorge Tro, Police Chief, and David Doughman, City Attorney (attended virtually).

**CALL TO ORDER:** Mayor Hodson called the meeting to order at 7:00 p.m.

**NEW EMPLOYEE INTRODUCTIONS:** Jessica Roberts, Municipal Court Supervisor, introduced Hailey Harlen, Municipal Court Clerk I.

Jorge Tro, Police Chief, introduced Jefre Johnson, Detective, who was promoted to Sergeant. Sergeant Johnson's wife pinned on the new badge.

**CLACKAMAS COMMUNITY COLLEGE PRESENTATION:** Tim Cook, Clackamas Community College President, and Wade Hathhorn, Board Member, presented on a \$120 million renewal bond coming up in the next election. The previous bond of 2014 took care of growth and building new buildings. The renewal bond would focus on maintaining assets. Three themes were identified: expanding career and technical education, enhancing partner and community connections, and preserving and maintaining assets. Projects included a Natural Resources Center of Excellence which would bring an extension service with OSU, modernizing learning spaces with technology to present hybrid education, providing STEM space simulator center with hands-on learning to middle/high school students and underserved populations, upgrading athletic fields and the walking trail, updating and fixing aging infrastructure, safety and security upgrades, and enhancing apprenticeship/training spaces at the Wilsonville campus. If OSU came in with the extension service, they would be able to bring \$10 million. The college would also be able to get a matching grant of \$8 million per building from the State, as well as other federal grants.

Mr. Hathhorn shared early polling data for the bond and requested everyone's support. The rate would remain the same and the average was less than \$100 per year for the average household.

Councilor Maldonado asked about the length of the welding course. Mr. Cook responded it was typically a two-year degree program or a one-year certificate program.

Councilor Stearns suggested they focus on accounting licenses required to work for a tax accounting office.

**CITIZEN INPUT AND COMMUNITY ANNOUNCEMENTS:** Council President Hensley read an email submitted by David Biskar, Canby resident, regarding concerns about remote work.

**CONSENT AGENDA: \*\*Council President Hensley moved to appoint DeAnna Ball-Karb to the Transit Advisory Committee with a term ending March 31, 2025. Motion was seconded by Councilor Maldonado and passed 6-0.**

**ORDINANCES AND RESOLUTIONS:**

Ordinance 1630 – Todd Wood, Fleet/Transit/IT Director, reviewed the request for a NEPA study to acquire grant funding for the new transit building.

Councilor Stearns asked about the cost. Mr. Wood responded the study was over \$70,000, and the City would be able to be reimbursed for it with the grants. The study was part of the grant requirements.

**\*\*Councilor Davis moved to adopt Ordinance 1630, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO AMEND THE CONTRACT WITH WATERLEAF ARCHITECTURE OF PORTLAND, OR, TO COMPLETE THE NEPA STUDY FOR THE CANBY AREA TRANSIT BUILDING PROJECT. Motion was seconded by Council President Hensley and passed 6-0 by roll call vote.**

Ordinance 1631 – Jerry Nelzen, Public Works Director, reviewed the agreement with ODOT for the signal for the Walnut Street extension.

Ms. Stein reminded the Council the amount of this contract was \$123,000.

**\*\*Council President Hensley moved to adopt Ordinance 1631, AN ORDINANCE AUTHORIZING THE CITY ADMINISTRATOR TO ENTER INTO A COOPERATIVE IMPROVEMENT AGREEMENT BETWEEN THE CITY OF CANBY AND THE STATE OF OREGON (OREGON DEPARTMENT OF TRANSPORTATION). Motion was seconded by Councilor Maldonado and passed 6-0 by roll call vote.**

**NEW BUSINESS:** October Meeting Schedule – Ms. Stein announced the Work Session on September 11 at 7:00 p.m. to discuss the Canby Adult Center move, the CDBG payback, and ARPA contribution. There would be a Work Session on September 18 to receive an update on the Transportation System Plan community education and planning assumptions, a Work Session on October 2 regarding the Transit Master Plan, and a Work Session on October 9 at 7:00 p.m. which would be a joint meeting with the Parks and Recreation Advisory Board, discussion of the aquatics building remodel, and City Attorney finalist interviews (depending on the schedule that night). There would be another Work Session on October 23 on FEMA floodplain direction and a Work Session on November 6 regarding Council Operating Rules and Policies update or a Work Session on Special Area J. Area J would be moved to November 20, if the November 6 covered the Council Operating Rules and Policies update.

Intergovernmental Agreement with Clackamas County for Debris Removal – Chief Tro explained the need to have Council approve an IGA with Clackamas County by September 10,

2024, for debris removal during or after a large disaster. Benefits to the City were quicker response, quality contractors already in place, rapid recovery, improved chances for FEMA reimbursement, and freed up time for other actions.

**\*\*Councilor Davis moved to approve the INTERGOVERNMENTAL AGREEMENT WITH CLACKAMAS COUNTY FOR DEBRIS REMOVAL. Motion was seconded by Council President Hensley and passed 6-0.**

**OLD BUSINESS:** City Attorney Recruitment – Mayor Hodson said the recruitment would close on September 20.

**MAYOR’S BUSINESS:** Mayor Hodson reminded the public to pay attention to speed zones since school was back in session. There was a Comprehensive Plan meeting last week with translators for the Hispanic community and 15 public members were in attendance along with the City Council and staff. He thanked sponsors and City staff for supporting the many summer events. The Fire Department was putting on a September 11 memorial ceremony at 8:00 a.m. The 99E construction would continue through the end October. Businesses along 99E were open for business, and the construction team was trying to make sure driveways were open to access businesses.

#### **COUNCILOR COMMENTS & LIAISON REPORTS:**

Councilor Padden attended the Chamber Luncheon. He wanted complaints from the public regarding remote work to be logged as he questioned whether this was a problem.

Councilor Maldonado reiterated the concern about people driving carefully around schools and mentioned an accident involving a child on a bike near Baker Prairie Middle School. He also mentioned not using parking lots of businesses as throughways because of the risk of accidents with those trying to back out.

Council President Hensley said the September 11 Traffic Safety Commission meeting was postponed until September 18 due to the 9/11 Remembrance at the Fire Station.

Councilor Davis thanked Public Works and Canby Utility for their work during the water main break. He also thanked Jamie Stickel and Tyler Nizer for their work with the Big Night Out and Cutsforth Car Show. The Dahlia Run hosted by the Chamber would be on September 14. Auburn Farms was moving along, the Legacy Park outdoor exercise court would be done soon, and the new turf and lights were in at Maple Street Park. There was a burn ban due to the extreme temperatures.

Councilor Stearns commented on the hybrid work model. He had adopted that model at his business and appreciated the necessity of it to acquire qualified individuals. He also would like to see a better reporting system for complaints.

Councilor Sasse said those who came to speak to the Council cared about the community. The biggest thing he took away from the Summit was communication and the need for improvement. He asked Ms. Stein to request an additional flagger on Township and Redwood near the school.

Councilor Maldonado mentioned Hispanic Heritage month starting September 15.

**CITY ADMINISTRATOR’S BUSINESS:** Ms. Stein reported they had approved Waste Disposal to start at 5:00 a.m. tomorrow due to the heat. She was working on revisions to the bi-monthly reports to list Council goals first. She would be away at the ICMA Conference September 21-25, 2024.

**CITIZEN INPUT:** None.

**ACTION REVIEW:**

1. Approved the Consent Agenda.
2. Adopted Ordinances 1630 and 1631.
3. Approved the IGA between the City of Canby and Clackamas County for debris removal.

Mayor Hodson adjourned the meeting at 8:08 p.m.

Maya Benham, CMC  
City Recorder

Brian Hodson  
Mayor

Assisted with Preparation of Minutes – Susan Wood



## City Council Staff Report

Meeting Date: 9/18/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Jorge Tro, Police Chief  
Agenda Item: Consider Resolution No. 1420: A Resolution adopting the City of Canby Emergency Operations Plan

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### **Summary**

The Emergency Operation Plan provides a framework with which the City of Canby plans and performs its emergency functions during a disaster or national emergency. The plan is consistent with other jurisdictions throughout the State of Oregon, ensures the City is complying with the requirements of NIMS (National Incident Management System), and is flexible to the City's specific abilities.

### **Background**

The City of Canby has worked with AC Disaster Consulting over the last year to update the Canby Emergency Operations Plan (EOP). The last EOP was adopted in 2012. This plan is the result of the collaborative efforts of the City and its community partners. It reflects the City of Canby's commitment to ensuring the safety of the community by enhancing City resilience and preparedness for potential emergencies or disasters.

The plan establishes the framework for the roles, responsibilities, and relationships among the City officials, staff, and partners in responding to and recovering from emergencies. It also details the coordination mechanisms, communication strategies, and resources that will be used during an emergency to enable multiple agencies and jurisdictions to work together effectively.

The plan is designed to be flexible and adaptable to the changing needs and circumstances of the City of Canby. This proactive approach seeks to minimize the impact of potential disasters on citizens, community resources, and daily life. The plan will be reviewed and updated regularly to incorporate the lessons learned from exercises and actual events. The City recognizes the importance of adhering to the NIMS and aligns with the state and federal guidelines and standards for emergency management.

City personnel and community partners have reviewed the EOP and fully endorse its role in ensuring community preparedness. Once adopted, the plan will undergo periodic review and testing, adapting to changing conditions, lessons from real emergencies, and State/Federal guidance.

### **Discussion**

The City Council will consider the adoption of the Canby Emergency Operations Plan. An emergency operations plan (EOP) is a crucial document for a city, as it outlines the coordinated response to various disasters. By having a well-developed EOP, a city can: 1) improve response time to emergencies, 2) ensure effective communication among



agencies and personnel, 3) allocate resources efficiently during crises, 4) minimize damage to property and infrastructure, and 5) protect public safety by providing clear guidelines and procedures for handling emergencies.

**Attachments**

- Resolution 1420
- 2024 City of Canby Emergency Operations Plan

**Fiscal Impact**

None.

**Options**

1. Approve Resolution 1420 adopting the City of Canby Emergency Operations Plan.
2. Do not approve Resolution 1420 adopting the City of Canby Emergency Operations Plan.

**Recommendation**

Staff recommends the City Council adopt Resolution 1420, adopting the City of Canby Emergency Operations Plan.

**Proposed Motion**

“I move to adopt Resolution 1420, a Resolution adopting the City of Canby Emergency Operations Plan and repeal Resolution 1125”.

## RESOLUTION NO. 1420

### A RESOLUTION ADOPTING THE CITY OF CANBY EMERGENCY OPERATIONS PLAN AND REPEALING RESOLUTION NO. 1125.

**WHEREAS**, on May 2, 2012, the City of Canby passed resolution 1125 adopting an Emergency Operations Plan;

**WHEREAS**, since that time changes have occurred that require the plan to be revised and updated;

**WHEREAS**, the Emergency Operation Plan (EOP) provides a framework with which the City of Canby plans and performs its emergency functions during a disaster or national emergency. The plan is consistent with other jurisdictions throughout the State of Oregon, ensures the City is complying with the requirements of NIMS (National Incident Management System), and is flexible to the City's specific abilities;

**WHEREAS**, the City of Canby worked with AC Disaster Consulting over the last year to update the Canby Emergency Operations Plan. This plan is the result of the collaborative efforts of the City and its community partners. It reflects the City of Canby's commitment to ensuring the safety of the community by enhancing City resilience and preparedness for potential emergencies or disasters;

**WHEREAS**, the plan establishes the framework for the roles, responsibilities, and relationships among the City officials, staff, and partners in responding to and recovering from emergencies. It also details the coordination mechanisms, communication strategies, and resources that will be used during an emergency to enable multiple agencies and jurisdictions to work together effectively;

**WHEREAS**, the EOP is in an on-going cycle of development and revision to improve its effectiveness. The plan is designed to be flexible and adaptable to the changing needs and circumstances of the City of Canby. This proactive approach seeks to minimize the impact of potential disasters on citizens, community resources, and daily life.; and

**WHEREAS**, City personnel and community partners have reviewed the EOP and fully endorse its role in ensuring community preparedness. Once adopted, the plan will undergo periodic review and testing, adapting to changing conditions, lessons from real emergencies, and State/Federal guidance.

**NOW, THEREFORE, BE IT RESOLVED**, that the City of Canby adopts *the City of Canby's Emergency Operations Plan* as an official plan; and

**BE IT FURTHER RESOLVED**, that Resolution 1125 be repealed.

This Resolution will take effect on September 18, 2024.

**Adopted** this 18<sup>th</sup> day of September, 2024 by the Canby City Council.

---

Brian Hodson, Mayor

ATTEST:

---

Maya Benham, CMC  
City Recorder

# EMERGENCY OPERATIONS PLAN

**2024**



## PLAN ISSUED

September 18, 2024

## PREPARED FOR

City of Canby  
222 NE 2nd Ave, Canby, OR 97013

## PREPARED BY

AC Disaster Consulting, LLC.

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# LETTER OF PROMULGATION

**September 18, 2024**

Eileen Stein, City Administrator  
City of Canby  
222 NE 2<sup>nd</sup> Ave  
Canby, OR 97013  
PHONE: 503.266.0745  
EMAIL: [steine@canbyoregon.gov](mailto:steine@canbyoregon.gov)

To: All Recipients

Promulgated herewith is the Emergency Operations Plan (EOP) for the City of Canby. This plan is the result of the collaborative efforts of the City and its community partners. It reflects the City of Canby's commitment to ensuring the safety of the community by enhancing City resilience and preparedness for potential emergencies or disasters.

The plan establishes the framework for the roles, responsibilities, and relationships among the City officials, staff, and partners in responding to and recovering from emergencies. It also details the coordination mechanisms, communication strategies, and resources that will be used during an emergency to enable multiple agencies and jurisdictions to work together effectively.

The plan is designed to be flexible and adaptable to the changing needs and circumstances of the City of Canby. This proactive approach seeks to minimize the impact of potential disasters on citizens, community resources, and daily life. The plan will be reviewed and updated regularly to incorporate the lessons learned from exercises and actual events. The City recognizes the importance of adhering to the NIMS and aligns with the state and federal guidelines and standards for emergency management.

The City Council of Canby and City personnel have thoroughly reviewed the EOP and fully endorse its role in ensuring community preparedness. Therefore, as the City Administrator, I hereby promulgate this EOP for the City of Canby. Once adopted, the plan will undergo periodic review and testing, adapting to changing conditions, lessons from real emergencies, and State/Federal guidance.

I urge all City officials, staff, and partners to familiarize themselves with the plan and to participate in the training and exercise activities that will enhance their readiness and capabilities. I also encourage all citizens and businesses to take the necessary steps to prepare themselves and their families for emergencies and disasters.

Together, we can protect the life and property of the residents and businesses of our City.

Sincerely,

Eileen Stein, City Administrator

X

---



# EXECUTIVE SUMMARY

## Overview

### **PURPOSE**

The City of Canby’s Emergency Operations Plan (EOP) is an adaptable, multi-hazard document outlining the City’s intended response and recovery to emergencies caused by natural threats, technological hazards, biological risk, and human-caused threats.

To ensure the safety and well-being of all residents, the City is dedicated to handling emergencies with maximum organization, effectiveness, and coordination. To help achieve this goal, the City will use a Unified Command Structure (UCS) to adopt the principles of the National Incident Management System (NIMS), including the Incident Command System (ICS) and the National Response Framework (NRF) as these systematic approaches guide all levels of government, and community partners to work together to manage all incidents.

### **SCOPE**

This plan is designed to address large-scale disasters rather than small-scale emergency events. It guides the City of Canby departments and community partners, outlining their duties and obligations for effective disaster mitigation, response, and recovery operations; the EOP is always operational, allowing for selective activation based on situational requirements, and ensures tailored coordination from an All-Hazards Approach.

## Plan Development: EOP Update (2024)

The EOP is a document that changes over time and explains how the City and its community agency partners will respond to potential emergency incidents. The State advises municipalities to update their EOPs regularly and conduct reviews after every drill, exercise, or activation to identify areas of success and areas in need of improvement. Frequent updates are essential to ensure that the City and its community partners are aware of their duties and obligations, know what resources they can use during incidents, and conduct a coordinated response that meets the needs of the whole community.

This EOP revision process aimed to apply the insights gained from recent emergency activations and exercises performed by the City and its community partners to improve the City’s assessment of risks, update the resources and capabilities that the City has available in emergencies, and assign tasks and duties accordingly. The following section explains the four principal areas of focus and change during this plan revision process.

## Organization of the EOP

The EOP has four parts: 1. Base Plan, 2. Emergency Support Function (ESF) Annexes, 3. Support Annexes (SAs), and 4. Incident Annexes (IAs). The EOPs organization and contextual understanding of each part are described below.

### **BASIC PLAN**

The Basic Plan outlines the City’s all-hazard approach to emergency operations to protect its resident’s safety, health, and welfare throughout all emergency management mission areas. Through the Basic Plan, the City designates NIMS, a UCS, in alignment with ICS to construct the frameworks for all emergency management activities while ensuring alignment with County, State, and Federal standards.

### **EMERGENCY SUPPORT FUNCTION (ESF) ANNEXES**

An ESF describes city coordinating structures that group resources and capabilities into functional areas most frequently needed in a city response. The ESF Annexes in this EOP outline guide how to organize City resources and capabilities utilized during a disaster. Each ESF lists the primary response agency and their response partners from community partners, county, state, and federal levels with situational expertise and responsibility for Emergency Operations Center (EOC) operations.



### SUPPORTING ANNEXES (SA)

The SAs describe the framework established that supports incident management among coordinating departments, agencies, and community partners for an emergency management support function. The actions described apply to every type of incident. The annex includes checklists of critical roles and responsibilities by phase of emergency management.

### INCIDENT ANNEXES (IA)

The IAs outline the specific procedures for implementing the EOP in response to various incidents. Each IA provides details on the policies, situational dynamics, operational concepts, and responsibilities relevant to the municipal management of emergency operations for Earthquakes, Severe Weather, Major Wildfires, Volcanic Events, Hazardous Materials Exposure, Public Health Crises, Water Contamination, and Acts of Terrorism.

## Approval & Promulgation

The EOP went through review and agreement by the Canby Emergency Management Steering Committee (CEMSC) and community partners, who provided community knowledge, participation, and feedback for the Plan. After Canby’s City Council, City personnel, and community partners thoroughly reviewed the EOP, it was submitted to Canby’s City Council in September 2024 for final review and approval. Upon the City Council's agreement, the EOP was officially adopted by the City’s Administrator and promulgated in September 2024.

## Acknowledgments

### KEY STAKEHOLDERS

In the development of the EOP, the key stakeholders included the [Canby Emergency Management Panel Committee](#), the CEMSC, and the Community Partners. The Chief of Police established or engaged these groups, and they collaborated with [AC Disaster Consulting](#) to provide input, feedback, and expertise on the City’s disaster preparedness, response, and recovery activities. The **Canby Emergency Management Panel Committee** aimed to hire a consulting firm to assess and update the City's EOP. **CEMSC** was created during the EOP update and comprised members with expertise in the City's disaster response and resilience efforts. They played a crucial role by sharing their perspectives, experiences, and feedback. The committees worked with the consulting firm to ensure that the EOP met the needs of the City and its partners. **Community Partners**, identified by the Canby Emergency Management Panel Committee and CEMSC, were recognized as key resources for disaster response. They have expertise and connections within the City and were identified as key stakeholders in providing essential services and support during crises. The members of each group involved in the development of the EOP are listed below in **Table 1**.

Table 1. Key Stakeholders in the Development of the EOP

Title	Groups Engaged in the Development of the EOP		
	Canby Emergency Mgmt. Panel Committee Members	CEMSC Members	Community Partners
Canby – Chief of Police	•	•	
Clackamas Co. Disaster Management (CCDM) – Director	•	•	
Fire District #62 – Chief	•	•	
Fire District #62 – Division Chief	•		
Fire District #62 – Deputy Chief		•	
Fire District #62 – Chief Financial Officer			•
Canby – Utility Board	•	•	
Canby – Public Works Dept.	•	•	
Canby – Economic Development Dept.	•	•	
Canby School District – Superintendent		•	





Table 1. Key Stakeholders in the Development of the EOP

Title	Groups Engaged in the Development of the EOP		
	Canby Emergency Mgmt. Panel Committee Members	CEMSC Members	Community Partners
Canby School District – Operations Director		•	
Clackamas County Fairgrounds – Executive Director		•	
Canby – City Administrator		•	
Urgent Care Partner – Representative			•
Canby – Human Resources Director			•
Canby – City Recorder/Administrative Director			•
Canby Foursquare Church – Pastor			•
Chamber of Commerce			•
Fire District #62 – Public Information Officer (PIO)			•
Veolia (Water Treatment Plant) – Representative			•
The Canby Center – Executive Director			•



# PLAN ADMINISTRATION

## Record of Plan Changes

The City of Canby established its EOP in 2011 and officially adopted it in 2012. The responsibility of managing the testing, reviewing, and recommending revisions to the EOP falls under the jurisdiction of the Chief of Police. The Chief of Police ensures that any proposed changes to the EOP that are submitted align with federal, state, and regional plans and regulations. Following a thorough review process and mutual agreement among CEMSC, City personnel, and community partners, the recommended revisions are presented to Canby’s City Council for final review and approval. Upon consensus among the City Council members, the EOP is officially adopted by a [Senior City Official](#) for promulgation. All modifications and updates to the plan are documented and tracked in **Table 2** to ensure that the most current version of the plan is effectively disseminated and implemented.

Table 2. Record of Plan Changes

Date	Change No.	Purpose of Update
2011	2011-01	Original Release
2024	2024-01	<p>The City collaborated with AC Disaster Consulting to complete a comprehensive plan update.</p> <p>Elements that were updated:</p> <ul style="list-style-type: none"> <li>– EOP restructuring to align with Comprehensive Preparedness Guide (CPG) 101, NRF, NIMS, and County Standards.</li> <li>– Updated each section to align with the restructuring.</li> <li>– Updated each pre-established IA to align with the Canby 2024 Natural Hazards Mitigation Plan (NHMP).</li> <li>– Updated the EOP’s Command and Control guidelines to implement a UCS as an element of the pre-established ICS structure.</li> </ul> <p>Elements that were created include:</p> <ul style="list-style-type: none"> <li>– 15 ESFs</li> <li>– SA: Financial Management; Military Support; Volunteer &amp; Donations Management; Worker Safety &amp; Health; Evacuation; Disaster Sheltering; and Debris Management Plan.</li> <li>– IA: Earthquake; Severe Weather; Major Wildfire; Volcanic Event; Hazardous Materials; Public Health; and Terrorism.</li> </ul>



## Plan Distribution List

The City Council designates the Chief of Police as the City Emergency Manager (EM). The EM ensures the plan is updated and distributed to the authorities in **Table 3**. The plan may be made publicly available for public awareness. Depending on the recipient's preference, the plan may be provided in electronic or paper format.

Table 3. Plan Distribution List

Date	No. of Copies	Authority Agency
		City of Canby Administration Dept.
		City of Canby Area Transit Dept.
		City of Canby City Recorder Dept.
		City of Canby Court Dept.
		City of Canby Development Services Dept.
		City of Canby Economic Development Dept.
		City of Canby Finance Dept.
		Fire District #62
		City of Canby Fleet Services Dept.
		City of Canby Human Resources Dept.
		City of Canby Information Technology Dept.
		City of Canby Parks & Recreation Dept.
		City of Canby Police Dept.
		City of Canby Public Works Dept.
		City of Canby Stormwater Dept.
		City of Canby Streets & Sewer Dept.
		City of Canby Tourism Dept.
		City of Canby Wastewater Dept.
		Canby School District – Incident Management Team
		Clackamas County Office of Disaster Management (CCDM)
		Clackamas County Event Center
		Washington County Emergency Management Cooperative
		Multnomah County Office of Emergency Management
		State of Oregon’s Military Dept.
		State of Oregon’s Dept. of Emergency Management



## EOP Review Assignments

**Table 4** delineates the agency designated by the Chief of Police to review and update each section or annex. Reviews by the assigned agency should consider current City capabilities, resources, and operations. This assigned department is responsible for communicating and proposing necessary adjustments to the Chief of Police for further review. This is not to discourage involvement by other agencies with a crucial interest in the annex cannot participate in the document; such participation is appreciated.

*Table 4. EOP Maintenance Roles & Responsibilities*

Section/Annex	Primary Response Agency	Primary Support Agency
<u>Basic Plan</u>	CSEMC	City Police Dept.
<b>Emergency Support Functions (ESF)</b>		
ESF #1: <u>Transportation</u>	City Public Works Dept.	Canby Area Transit Dept.
ESF #2: <u>Communications</u>	City of Canby's Communications Specialist (Economic Development Director)	City Administration Dept. or Fire District #62 PIO
ESF #3: <u>Public Works</u>	City Public Works Dept.	City Development Services Dept.
ESF #4: <u>Firefighting</u>	Fire District #62	City Police Dept.
ESF #5: <u>Information &amp; Planning</u>	City Police Dept.	CSEMC
ESF #6: <u>Mass Care</u>	Fire District #62	City Police Dept./ Urgent Care Stakeholder
ESF #7: <u>Logistics Management &amp; Resource Support</u>	City Public Works Dept. Canby Utility	City Finance Dept.
ESF #8: <u>Public Health</u>	Fire District #62	Urgent Care Stakeholder/ County Dept. of Health
ESF #9: <u>Search &amp; Rescue (SAR)</u>	City Police Dept. Clackamas Co. Sheriff's Office	Fire District #62
ESF #10: <u>Hazardous Materials</u>	Fire District #62	Tualatin Valley Fire & Rescue
ESF #11: <u>Agriculture, Livestock, &amp; Natural Resources</u>	Public Works Dept.	City Parks & Recreation Dept, County Fairgrounds, Police Dept.
ESF #12: <u>Energy</u>	Canby Utility	City Public Works Dept.
ESF #13: <u>Public Safety &amp; Security</u>	City Police Dept.	Fire District #62
ESF #14: <u>Business &amp; Infrastructure</u>	City Administration Dept.	City Chamber of Commerce
ESF #15: <u>External Affairs</u>	City Police Dept.	City Administration Dept.
<b>Support Annexes (SA)</b>		
SA 1: <u>Financial Management</u>	City Finance Dept.	Fire District #62 CFO
SA 2: <u>Military Support</u>	City Police Dept.	Fire District #62
SA 3: <u>Volunteer &amp; Donations Management</u>	Fire District #62 – CERT	Canby Center
SA 4: <u>Worker Safety &amp; Health</u>	City Human Resource Dept.	City Police Dept.
SA 5: <u>Evacuation</u>	City Police Dept.	Fire District #62
SA 6: <u>Disaster Sheltering</u>	City Police Dept.	County Fairgrounds
SA 7: <u>Debris Management Plan</u>	City Public Works Dept.	Canby Utility
<b>Incident Annexes (IA)</b>		
<i>Natural Hazards</i>		
IA 1: <u>Earthquake</u>	City Public Works Dept.	Fire District #62
IA 2: <u>Severe Weather</u>	City Public Works Dept.	Canby Utility
IA 3: <u>Major Wildfire</u>	Fire District #62	City Police Dept.
IA 4: <u>Volcanic Event</u>	City Public Works Dept.	City Police Dept.
<i>Technological Hazards</i>		



Table 4. EOP Maintenance Roles & Responsibilities

Section/Annex	Primary Response Agency	Primary Support Agency
IA 5: <u>Hazardous Material – Primarily Railroad-affiliated</u>	Fire District #62	City Police Dept.
<b>Biological Hazards</b>		
IA 6: <u>Public Health</u>	City Police Dept. Clackamas County Public Health	Fire District #62
<b>Human-Caused Threats</b>		
IA 7: <u>Terrorism</u>	City Police Dept.	Fire District #62 Clackamas Co. Public Health City Information & Tech. Dept.
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# BASIC PLAN



**CANBY EOP 2024**

# BASIC PLAN

The Basic Plan outlines the framework for the City’s disaster coordination and resource allocation during emergency response. Operational concepts elaborate on the collaborative efforts between the City and its community agency partners during emergency response and initial recovery. It establishes the framework in which this EOP exists and how it integrates into existing plans. Furthermore, the section outlines the emergency management authorities of the Federal, State of Oregon (State), Clackamas County (County), and City and community partners (Local) with regard to the community’s roles and responsibilities.

## General

The City of Canby’s Chief of Police is responsible for planning, preparing, and providing for the prevention, protection, mitigation, response, and recovery of emergencies or disasters to protect Canby residents and their property. This includes coordinating and facilitating emergency planning, preparedness, response, and recovery activities.

This section of the EOP outlines the City, County, State, and Federal direction for emergency operations at complex levels and when the City may require an EOC activation to provide assistance if an incident has surpassed the City’s ability to conduct small-scale incident response effectively. These intricate incident operations or emergencies need external resources and assets through formal processes to Local, County, State, and Federal agencies.

As the City’s EM, the Chief of Police has the authority to assign staffing upon an EOC activation. Response activation operations at EOC positions within an emergency response. This plan discusses the Key Staffing roles and responsibilities that will be assumed by the Chief of Police UC delegates. These members range from City Staff, representatives from our community partnerships, and subject matter experts relevant to the emergency event at hand.

Upon activation and designation of roles, the response efforts will follow a flexible ICS structure that works under a UCS. City response may begin as a Level 1 Response Structure among City departments and expand to an EOC activation with Key Staff, such as, but not limited to, EOC IC, Executive Staff, PIO, Safety, Liaison, Operations Section Chief, Logistics Chief, Planning Section Chief, and Financial/Administrative Section Chief.

### **WHOLE COMMUNITY PLANNING**

Emergency preparedness is a joint effort that requires the participation of whole communities to enhance their safety and resilience. Empowering community members allows for improved knowledge sharing, community needs and capacities, and increased resources. Experience shows that when a Whole Community Approach is applied, communities join forces to address a challenge, and the outcome is more successful.



The Whole Community Approach attempts to engage all stakeholders in the community when creating preparedness documents to increase awareness and understanding of the hazards that the City may face. Canby strives to capture this engagement by including public, private, and nonprofit organizations. The City’s EMP works with community partners to increase preparedness engagement on all community levels and increase preparations and self-sufficiency throughout the City’s neighborhoods and families. Community Partner representatives are comprised of leaders from businesses, faith-based and disability organizations, and the public.

This approach ensures that each role and responsibility are provided so that there is no hindrance in the City's effort to inform citizens about preparedness while streamlining public information and restoring critical public services.

## Purpose & Scope

### **PURPOSE**

The primary purpose of the Basic Plan is to outline the City's all-hazard approach to emergency operations to protect its residents' safety, health, and welfare throughout all emergency management mission areas. Through the Basic Plan, the City designates NIMS, a UCS, in alignment with ICS to construct the frameworks for all emergency management activities while ensuring alignment with County, State, and Federal standards.

### **SCOPE**

The Basic Plan is activated whenever the City must respond to an emergency incident or planned event whose size or complexity is beyond the capacity of normal operations. This plan aims to guide the City's emergency operations while supporting and complementing the emergency response plans and procedures of responding agencies, other local governments, special districts, and other public, nonprofit/ volunteer, and private-sector entities.

The Basic Plan establishes the framework in which each ESF, SA, and IA aligns roles, responsibilities, and relationships among agencies and organizations involved in emergency operations, facilitating Multi-Agency Coordination (MAC). Using this framework, City departments and agencies that operate under this plan are expected to develop and maintain current lines of succession and standard operating procedures (SOPs) that describe how emergency tasks will be performed. City Departments should keep the training and equipment necessary for response operations.

This plan's primary users are the CEMSC members, IC and EOC staff, and their extended stakeholders who support emergency operations.

## Plan Activation

Once promulgated by the City Council, this plan is in effect and may be implemented in whole or in part to respond to the following:

- Incidents in or affecting the City.
- Requests by the governing body of incorporated jurisdictions.
- Health/public health emergencies in or affecting the City.
- Non-routine life-safety issues in or affecting the City.

An emergency declaration is not required to implement the plan or activate the EOC. The City EM (the Chief of Police) may implement the plan as deemed appropriate for the situation or at the request of an on-scene incident commander (IC).

## Plan Organization

This City EOP is composed of five main elements: 1) The Basic Plan, 2) ESF Annexes, 3) SAs, 4) IAs, and 5) Appendices.

*Table 5. Plan Organization and Description*

<b>Basic Plan</b>		
<p>The primary purpose of the Basic Plan is to outline the City’s all-hazard approach to emergency operations to protect its residents' safety, health, and welfare throughout all emergency management mission areas. Through the Basic Plan, the City designates NIMS, a UCS, in alignment with ICS to construct the frameworks for all emergency management activities while ensuring alignment with County, State, and Federal standards.</p>		
<b>ESF Annexes</b>	<b>Support Annexes (SAs)</b>	<b>Incident Annexes (IAs)</b>
<p>The ESFs outline the City’s critical tasks, capabilities, and resources. In an incident for which the City’s capabilities and/or resources are limited or exhausted, each annex clearly defines coordination pathways between City departments and community partners and procedures for requesting resources and additional support from County and State agencies.</p> <p>The City ESFs are:</p> <p>ESF #1: Transportation            ESF #2: Communications            ESF #3: Public Works &amp; Engineering            ESF #4: Firefighting            ESF #5: Information &amp; Planning            ESF #6: Mass Care            ESF #7: Logistics Management and Resource Support            ESF #8: Public Health            ESF #9: SAR            ESF #10: HazMat            ESF #11: Agriculture, Livestock, &amp; Natural Resources            ESF #12: Energy            ESF #13: Public Safety &amp; Security            ESF #14: Business &amp; Infrastructure            ESF #15: External Affairs</p>	<p>Support Annexes (SA) describe functions that do not fit within the scope of the 15 ESF annexes and identify how the City’s departments and agencies will coordinate with County, private sector, volunteer organizations, and nongovernmental organizations to execute support functions required during an incident. The actions described in the SAs are not limited to types of events but are overarching and applicable to every kind of incident.</p> <p>The City SAs are:</p> <p>SA 1: Financial Management            SA 2: Military Support            SA 3: Volunteer &amp; Donations Management            SA 4: Worker Safety &amp; Health            SA 5: Evacuation            SA 6: Disaster Sheltering            SA 7: Debris Management Plan</p>	<p>While the EOP was developed using an all-hazards approach, the IA covers specific hazards that may require unique considerations; the IA outlines specific critical tasks for four categories of hazards. The most recent NHMP identifies the priority natural hazard, and the CEMSC has identified each technological, biological, and human-caused hazard as a potential City area of vulnerability.</p> <p>Hazards covered in the IAs include:</p> <p>Natural Hazards:            IA 1 Earthquake            IA 2 Severe Weather            IA 3 Major Wildfire            IA 4 Volcanic Event</p> <p>Technological Hazards:            IA 5 Hazardous Material – Primarily Railroad-Affiliated</p> <p>Biological Hazards:            IA 6 Public Health</p> <p>Human-Caused Threats:            IA 7 Terrorism</p>
<b>Appendices</b>		
<p>Appendix 1: City Depts &amp; Community Partners            Appendix 2: City Resources            Appendix 3: ICS Roles &amp; Responsibilities            Appendix 4: Acronyms &amp; Explanation of Terms</p>		

## Relationships to Other Plans

### FEDERAL PLANS

The following Federal plans guide emergency preparedness, response, and recovery at the federal level and provide support and guidance for state and local operations.

#### PRESIDENTIAL POLICY DIRECTIVE 8: NATIONAL PREPAREDNESS

The Presidential Policy Directive (PPD) 8: National Preparedness aims to strengthen the security and resilience of the United States through systematic preparation for the threats that pose the most significant risk to the nation's security, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.

#### NATIONAL PREPAREDNESS GOAL

The National Preparedness Goal (NPG) describes five mission areas and 32 core capabilities activities that address the nation's most significant risks.

1. **Prevention** – Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.
2. **Protection** – Protect our community members, visitors, and assets against the most significant threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
3. **Mitigation** – Reduce the loss of life and property by lessening the impact of future disasters.
4. **Response** – Respond quickly to save lives, protect property and the environment, and meet basic human needs after a catastrophic incident.
5. **Recovery** – Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historical, and environmental fabric of communities affected by a catastrophic incident.

#### NATIONAL PREPAREDNESS SYSTEM

The National Preparedness System (NPS) outlines an organized process for everyone in the whole community to move forward with their preparedness activities and achieve the NPG.

Figure 1 shows the six parts of the NPS.

1. **Identifying and Assessing Risk** – Collection of historical and recent data on existing, potential, and perceived threats and hazards. The results of these risk assessments form the basis for the remaining steps.
2. **Estimating Capability Requirements** – Determination of the specific capabilities and activities that best address those risks. Some capabilities may already exist, and some may need to be built or improved.
3. **Building and Sustaining Capabilities** – Strategizing using limited resources to build capabilities. The risk assessment can help prioritize resources to address the highest-probability or highest-consequence threats.
4. **Planning to Deliver Capabilities** – Because preparedness efforts involve and affect the whole community, it is essential to coordinate plans with other organizations.
5. **Validating Capabilities** – Confirming if the activities work as intended. Participating in exercises, simulations, or other activities helps identify plan and capability gaps.
6. **Reviewing and Updating** – It is essential to regularly review and update all capabilities, resources, and plans. Risks and resources evolve – and so should your preparedness.



Figure 1. National Preparedness System



## **NATIONAL PREPAREDNESS GUIDANCE**

In coordination with whole community partners, the Federal Emergency Management Agency (FEMA) has developed a suite of national preparedness guidance documents, such as [CPG 101](#), grounded in experience and lessons learned in preventing, protecting against, mitigating, responding to, and recovering from the threats and hazards that the nation has faced.

## **NATIONAL PLANNING FRAMEWORK**

As part of the NPS, the national planning framework guides how the whole community works together to achieve the NPG. Each mission area has its framework to foster a shared understanding of our roles and responsibilities.

## **NATIONAL RESPONSE FRAMEWORK**

The National Response Framework ([NRF](#)) is a guide to how the nation responds to all types of incidents. It is built on scalable, flexible, and adaptable concepts identified in NIMS to align key national roles and responsibilities. The NRF describes coordinating structures and critical roles and responsibilities for integrating capabilities across the whole community to support the efforts of governments, the private sector, and nonprofits in responding to actual and potential incidents.

## **NATIONAL INCIDENT MANAGEMENT SYSTEM**

The National Incident Management System ([NIMS](#)) is a systematic approach that guides all levels of government, nonprofits, and the private sector to work together to manage all incidents, regardless of cause, size, location, or complexity. It provides a shared vocabulary, systems, and processes to deliver the capabilities described in the NPS successfully. As described under NIMS, resource management enables many organizational elements to collaborate and coordinate to systematically manage resources – personnel, teams, facilities, equipment, and supplies. The City leverages resources, engaging private sector resources, involving volunteer organizations, and encouraging further development of Mutual Aid Agreements ([MAA](#)).

NIMS defines Command and coordination systems, including the ICS, EOC structures, and MAC groups, which guide how personnel and organizations work together during incidents. As part of NIMS, FEMA developed the National Qualification System ([NQS](#)), which provides foundational guidance on personnel resource typing within the NIMS framework, plus supporting tools. The NQS uses a performance-based approach that focuses on verifying the capability of personnel to perform as required in the various NIMS positions. This approach is based on a continuum of integrated qualification, certification, and credentialing processes.

## **STATE PLANS**

### **STATE OF OREGON'S COMPREHENSIVE EMERGENCY MANAGEMENT PLAN:**

The State's Comprehensive Emergency Management Plan ([CEMP](#)) combines Strategic and operational documents that define principles and priorities, assign roles and responsibilities, and direct action in all phases of emergency management. The Operational plans are divided into four volumes (see **Figure 2**), each volume addressing a specific phase of emergency management.

#### **VOLUME I – NATURAL HAZARDS MITIGATION PLAN:**

Volume I of the States Natural Hazards Mitigation Plan ([NHMP](#)) identifies natural hazards and vulnerabilities in the State, proposes a strategy to mitigate risk, and addresses recurring disasters and repetitive losses. The NHMP is coordinated by the State's Dept. of Land Conservation and Development and the State Interagency Hazard Mitigation Team.

**VOLUME II – State Preparedness Plan:** This plan provides requirements and guidance for each step of the emergency preparedness cycle, including planning, organization and equipment, training, exercise, and evaluation and improvement.

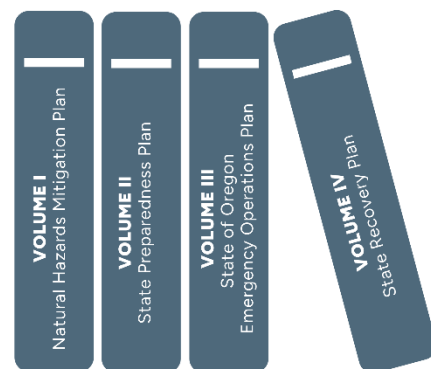


Figure 2. Four Volumes of Oregon's CEMP

- Training and Exercise Plan: As part of the Preparedness Plan, the Training and Exercise Plan aligns exercise activities and supports training to exercise program priorities. Included in the plan should be a schedule of these exercises and training, including dates, locations, and sponsoring agency or jurisdiction.
- NIMS: Training for emergency personnel in Oregon adopts a broad approach, encompassing training in ICS, NIMS, and function- and hazard-specific training.

VOLUME III – State of Oregon EOP: The State EOP describes the organization used by the state to respond to emergencies and disasters. The components of the state EOP include ESFs, SAs, and IAs. Each ESF is performed by a group of state agencies, with one or two as primary and several as supporting. These ESFs help provide continuity and identify roles and responsibilities at the County and Local levels.

VOLUME IV – State Recovery Plan: The States Recovery Plan describes the organization used by the State to assist communities recovering from disasters. State support for recovery operations is divided into seven State Recovery Functions.

## Supporting State Assessments & Plans

### CASCADIA PLAYBOOK

The Oregon Department of Emergency Management (OEM) developed a Cascadia Playbook concept as a reference guide for how state agencies across Oregon will coordinate efforts during a major disaster. The State’s greatest threat is the Cascadia Subduction Zone earthquake and tsunami, which resulted in significant loss of life, widespread injuries, and major property and critical infrastructure destruction. The Cascadia Playbook will be a cross-cutting emergency management tool for the State that supports various plans and efforts for the first 14 days of a catastrophic incident.

### VOLCANO COORDINATOR PLANS

OEM, along with Federal, State, and Local partners, has developed volcano coordination plans. These coordination plans describe the roles and responsibilities of agencies in the event of a volcanic eruption in Oregon. These plans do not replace or precede agencies’ EOPs.

### OREGON RESILIENCE PLAN

In 2011, the State’s House of Representatives directed the Oregon Seismic Safety Policy Advisory Commission (OSSPAC) to “lead and coordinate the preparation of an Oregon Resilience Plan that makes recommendations on policy direction to protect lives and keep commerce flowing during and after a Cascadia (megathrust) earthquake and tsunami.”

### REGIONAL DISASTER PREPAREDNESS ORGANIZATION

The Regional Disaster Preparedness Organization (RDPO) is a partnership of government agencies, non-governmental organizations, and private-sector stakeholders that serves the communities in Clackamas, Columbia, Multnomah, and Washington counties and Clark County in Washington. Through this partnership, they collaborate to increase disaster resilience and coordinate disaster preparedness projects related to resiliency, public health, healthcare systems, infrastructure, supply chains, communications, emergency management, law enforcement, public works, and fire and emergency medical services (EMS).

## **COUNTY PLANS**

The City relies on the County for many critical services during an emergency, so the City needs to be familiar with the County's plans and how they link with City emergency plans.

### **CLACKAMAS COUNTY COMMUNITY WILDFIRE PROTECTION PLAN**

Clackamas County Community Wildfire Protection Plan (CWPP) provides a consolidated reference documenting wildfire hazards, prevention and response efforts, and resource-sharing information for all participating local, state, and federal fire agencies. The CWPP improves upon historical fire planning efforts by providing a more localized and accurate approach for determining wildfire hazards and implementing best practices for wildfire protection in balance with sustainable ecological management and economic activities throughout Clackamas County.

### **CLACKAMAS COUNTY EOP**

EOP is a framework that guides the County's coordinated preparedness, response, and recovery activities. It sets forth lines of authority and organizational relationships and shows how all actions will be coordinated. The EOP is updated every four years in accordance with state requirements. The EOP describes procedures for organizing the County in an emergency, including how departments and agencies will fulfill various responsibilities and coordinate activities and resources. The plan identifies roles and responsibilities for each County department. The board approved the plan, which went into effect on March 31, 2022.

### **CLACKAMAS COUNTY MULTI-JURISDICTIONAL HAZARDS MITIGATION PLAN (2024)**

Clackamas County's 2024 Multi-Jurisdictional NHMP aims to enhance County resiliency and capacity to address natural hazards by promoting sound public policy and effective mitigation strategies designed to equitably reduce risk and impacts on community members, community lifelines, historic and cultural resources, property, and ecological systems.

## **CITY PLANS**

### **CITY OF CANBY'S COMPREHENSIVE PLAN (2019)**

The purpose of the comprehensive plan is to provide a long-term vision and framework for the orderly and balanced growth and development of the City of Canby, consistent with the values and aspirations of its citizens and the legal requirements of the State. The plan guides the allocation and use of land and resources, the provision and maintenance of public services and facilities, the protection and enhancement of natural and cultural features, the promotion and diversification of economic opportunities, the provision and preservation of affordable and diverse housing, and the conservation and wise use of energy. The plan reflects the community's commitment to maintaining and improving the quality of life and environment for current and future generations of Canby residents.

### **CITY OF CANBY NATURAL HAZARDS MITIGATION PLAN (2024)**

The City's 2024 Multi-Jurisdictional NHMP aims to enhance City resiliency and capacity to address natural hazards by promoting sound public policy and effective mitigation strategies designed to equitably reduce risk and impacts on community members, community lifelines, historic and cultural resources, property, and ecological systems.

## Authorities

### **LEGAL AUTHORITIES & DUTIES**

In the context of this EOP, a disaster or significant emergency is characterized as an incident requiring the coordinated response of all government levels to save lives and protect the property of a large portion of the population. This plan is issued in accordance with and under the provisions of [Oregon Revised Statutes \(ORS\) Chapter 401](#), which establishes the authority for the governing body (City Council) to declare a state of emergency and establish an emergency management agency to perform emergency program management functions. The [Canby Municipal Code 2.52, Emergency Preparedness](#), establishes that the City Council with the authority to perform such functions.

The [Canby Municipal Code 2.52: Emergency Preparedness](#) establishes the City Council's authority to develop an emergency program management and appoints the Chief of Police as the City's EM responsible for the City's Emergency Management Program (EMP) and its organization, operation, and administration in accordance with and under the provisions of ORS, Chapter 401. The municipal code under Title 2.52 further outlines the EM's authority to assign a Lieutenant to fill the Emergency Program Coordinator position to assist them. The City's EMP duties include but are not limited to the following:

1. Develop, update, and revise the City's basic EOP.
2. Coordinate the activities of City departments and other agencies with emergency services capabilities in the development of individual operational annexes to the basic plan.
3. Provide for the coordination of emergency plans, programs, and operations with the County, neighboring jurisdictions, and other public and private agencies with emergency services responsibilities.
4. Develop working agreements with the County, neighboring jurisdictions, and service districts to ensure a coordinated response to an emergency in the City.
5. Provide for the procurement of personnel, equipment, materials, and supplies from higher authority and the accounting thereof for use in the event of a declared emergency.
6. Provide for coordinated operations under simulated emergency conditions; and
7. Recommend to the Council any ordinances, policies, or procedures that would assist the Council and other City officers in the performance of their duties in preparing for, responding to, and recovering from an emergency.

### **MUTUAL AID & INTERGOVERNMENTAL AGREEMENTS**

State law ([ORS 402.010 and 402.015](#)) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus MAA). However, without an MAA pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression under [ORS 476](#) (the State's Emergency Conflagration Act).

A requesting agency may use personnel, supplies, and services if the granting agency cooperates and extends such services. [See individual ESFs for existing agreements.](#)

Copies of MAA can be accessed through the City Recorder. During an emergency, a local declaration may be necessary to activate these agreements and allocate appropriate resources.

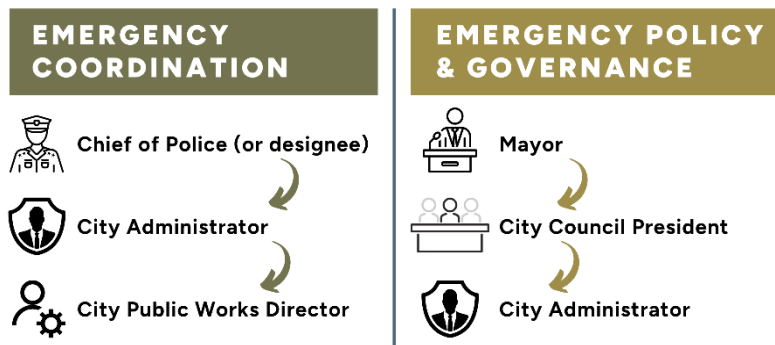
## Continuity of Government & Lines of Succession

In alignment with Canby's [Municipal Code 2.52.060 "Succession of Authority,"](#) if the City Mayor is unavailable or unable to perform their duties under Chapter 2.52: Emergency Preparedness, the duties shall be performed by:

1. Council President.
2. City Administrator; or
3. Chief of Police

The responsible parties outlined in the Plan administration sections and annexes outline the primary and secondary parties. If the primary party is unable or unavailable to perform the duties outlined in their assigned section/annex, then the secondary party shall perform the duties.

**Figure 3** provides the City's policy and operational lines of succession during an emergency.



*Figure 3. City Lines of Succession: Emergency Coordination, Policy & Governance*

Every City department must prepare staff patterns that indicate who will take over in the absence of management. Lines of succession for each department can be found in a notebook in the EOC, the City Recorder's office, the Police Dept., and the City's shared drive. The City Recorder will be updated annually or whenever changes are required. If, during an emergency, the City Council determines that another individual is better suited to assume the emergency responsibilities of an appointed position, they may designate such an individual in writing. All employees should be trained in the protocols and contingency plans required to maintain leadership within the department. The City Administrator will provide guidance and direction to department heads to maintain continuity of government (COG) and operations during an emergency.

Individual department heads within the City are responsible for developing and implementing Continuity of Operations (COOP)/COG plans to ensure continued delivery of vital services during an emergency.

### **PRESERVATION OF VITAL RECORDS**

Vital records packets for emergencies will be compiled and maintained to include records crucial for performing emergency tasks, such as this EOP, emergency operational records needed for the continuity of the City's EMP, the current contact list, a vital records inventory, relevant keys or access codes, a list of primary and alternate facilities, and the City of Canby Comprehensive Plan.

Each City department is responsible for safeguarding, accessing, and restoring the agency's vital records, systems, and equipment. These are rights and interests' records, systems, and equipment that, if they cannot be retrieved, are lost, or damaged, would significantly hinder the agency's ability to do business or execute essential functions. Each agency must have a maintenance program for data and systems preservation and quality control. The program should balance the cost of protecting or rebuilding records with the necessity of the information for accomplishing the agency's mission.

## Administration & Logistics

The EOC must submit resource requests and emergency/disaster declarations to Clackamas County Disaster Management (CCDM) according to provisions outlined under [ORS Chapter 401](#). CCDM processes assistance requests from the State. The City Mayor or EOC IC (if activated) is responsible for directing and controlling the City’s resources during an emergency and requesting any additional resources required for emergency operations.

### CONFLAGRATION

In emergencies involving fires threatening life and structures, the Governor, through the Office of State Fire Marshal, can invoke the Emergency Conflagration Act ([ORS 476.510](#)). This act allows the Oregon State Fire Marshal (OSFM) to mobilize and fund fire resources throughout the State during emergencies.

When, in the judgment of the District Fire Chief or County Fire Defense Board Chief, an emergency is beyond the control of local fire suppression resources, including primary MAA, the Fire Defense Board Chief shall report the conditions of the emergency to OSFM and/or request mobilization of support for the department/district. After verifying the need for mobilized support, the OSFM shall, if appropriate, request authorization from the governor to invoke the Emergency Conflagration Act.

Request for invoking the Conflagration Act should be made when a significant threat exists, e.g.:

Table 6. Threats Invoking Conflagration Act

Life-Threatening Situations (firefighter or public safety)	Real Property Threatened	High Damage Potential
<ul style="list-style-type: none"> <li>– Evacuations are currently taking place.</li> <li>– Advisory evacuations</li> <li>– Evacuation plans in place.</li> <li>– Road, highway, or freeway closure</li> </ul>	<ul style="list-style-type: none"> <li>– Number of structures, commercial/residential</li> <li>– Number of subdivisions</li> <li>– Population affected.</li> <li>– Historically significant cultural resources</li> <li>– Natural resources such as crops, grazing, timber, or watersheds</li> <li>– Critical infrastructure, such as major</li> </ul>	<ul style="list-style-type: none"> <li>– Long-term or short-term damage potential</li> <li>– Plausible impacts on the community</li> <li>– Fuel type, indicating fire size and growth potential.</li> <li>– Political situations</li> <li>– Severity, extreme behavior, and fuel conditions</li> </ul>

### CONFLAGRATION RESPONSIBILITIES

Table 7. Conflagration Responsibilities

City Fire Chief	Fire Defense Board Chief
Contact the Fire Defense Board Chief to request that the Conflagration Act be invoked.	Notifying the OSFM via the Oregon Emergency Response System (OERS).
Participating in incident conference calls	Participating in incident conference calls
Providing local geographical information system (GIS) capabilities or maps	Providing the following information to the OSFM Duty Officer and Chief Deputy: <ul style="list-style-type: none"> <li>– Incident name</li> <li>– Contact information</li> <li>– Type and location of the incident.</li> <li>– Situation description</li> <li>– Confirmation that local and MAA resources are depleted</li> <li>– IC information</li> <li>– Weather information</li> <li>– Resources requested</li> </ul>
Working with the Incident Management Team (IMT) to locate base camp	
Maintaining communications with the IMT throughout the deployment to assist with emergency management and other local issues	

**FINANCIAL MANAGEMENT**

During an emergency, the City will find it necessary to redirect its funds to respond to the incident effectively. Although the authority to adjust department budgets and funding priorities rests with the City Council, if circumstances prohibit the timely action of the City Council, the City Mayor may authorize emergency procurement, provided that the approval of most of the City Council is sought and obtained at the first available opportunity. If an incident in the City requires major redirection of City fiscal resources, the City Council will meet in an emergency session to decide how to respond to the emergency funding needs and will declare a State of Emergency and request assistance through the County, as necessary.

When the City EOC is activated, the City's Finance Dept. will staff the Finance Section to manage financial matters. Expenditure reports related to the incident will be submitted to the finance section to spot any budget gaps.

If an incident in the City requires major redirection of City fiscal resources, the following general procedures will be conducted:

- The City Council (or designee) will meet in an emergency session to decide how to respond to the emergency funding needs.
- The City Council (or designee) will declare a state of emergency and request assistance through the County.
- The City Mayor and City Council will be advised of such actions as soon as practical.
- To facilitate tracking of financial resources committed to the incident and provide the necessary documentation, the Finance Section will establish a discrete charge code for incident-related personnel time, losses, and purchases. In addition, copies of expense records and supporting documentation should be maintained for filing FEMA Public Assistance reimbursement requests.
- The City Human Resources Dept. will support procurement issues related to volunteers and paid personnel.

**LEGAL SUPPORT & LIABILITY ISSUES**

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

*Table 8. Legal Support Role and Responsibilities*

<b>City Attorney's Office Roles</b>	Advise City officials regarding the emergency powers of local government and necessary procedures for invocation of measures to: <ul style="list-style-type: none"> <li>- Implement wage, price, &amp; rent controls.</li> <li>- Establish rationing of critical resources</li> <li>- Establish curfews.</li> <li>- Restrict or deny access</li> <li>- Specify routes of egress</li> <li>- Limit/restrict the use of water/utilities.</li> <li>- Remove debris from publicly or privately owned property</li> </ul>
	Review & advise City officials to pursue critical objectives and minimize potential exposure.
	Preparing and recommending local legislation to implement emergency powers when required.
	Advising City officials and department heads regarding record-keeping requirements and other documentation necessary for exercising emergency powers.
	Advising City officials and department heads on applying ORSs (particularly ORS 401) to County or City government in disaster events.

**REPORTING & DOCUMENTATION**

Proper documentation and reporting during an emergency are critical for the City to receive appropriate reimbursement for emergency expenditures and to maintain a historical record of the incident. City staff must maintain thorough and accurate documentation throughout an incident or event.

All documentation within the City's custody or control related to the City's EMP should be maintained per the City's retention schedules and the State's public records law ([ORS §192.311 et seq](#)).

## Safety of Employees & Family

All department directors (or designees) are responsible for the safety of employees. Employees should attempt to contact their supervisors and managers within the first 24 hours following an incident. Emergency 9-1-1 should only be utilized if emergency assistance is needed. Departments with developed COOP plans will establish alternate facilities and staff locations, as applicable. Notification procedures for employee duty assignments will follow the guidelines established by each department.

During biological incidents or public health emergencies such as influenza pandemics, maintaining a resilient workforce is essential to performing the overall response activities required to protect the City and surrounding community from significant impacts on human lives and the economy. Thus, personnel should be provided with tools to protect themselves and their families while providing health and medical services during a pandemic or other public health emergency. [See ESF 8 – Public Health.](#)

Currently, plans have not been developed to address the safety and protection of medical personnel and response staff during a biological incident and/or contagious outbreak. Safety precautions and personal protective equipment ([PPE](#)) decisions will be specific to the type of incident. Implementing appropriate procedures will require just-in-time training among the first responder community and other support staff.

If necessary, the States Occupational Safety and Health Administration ([OSHA](#)), in coordination with the Oregon Health Authority ([OHA](#)), may guide worker safety and health issues. Information about emergency procedures and critical tasks involved in a biological emergency incident or disease outbreak is presented in IA 8 – Public Health.

While all City agencies and employees are expected to contribute to the community's emergency response and recovery efforts, employees' first responsibility is to their own and their families' safety. Each employee is expected to develop family emergency plans to facilitate family safety and self-sufficiency, enabling employees to assume their responsibilities to the City and its residents as rapidly as possible.

Processes that support employees and their families during emergencies or disasters should be further developed through ongoing COOP planning.



## SITUATION & PLANNING ASSUMPTIONS

In this section of the EOP, the scope of discussion from Section 1 is expanded to include a profile of the City's risk environment, specific planning considerations, and the underlying assumptions that inform this plan. This section ensures that, while employing a comprehensive approach to emergency management, the plan takes into account the specific risks the City may encounter.

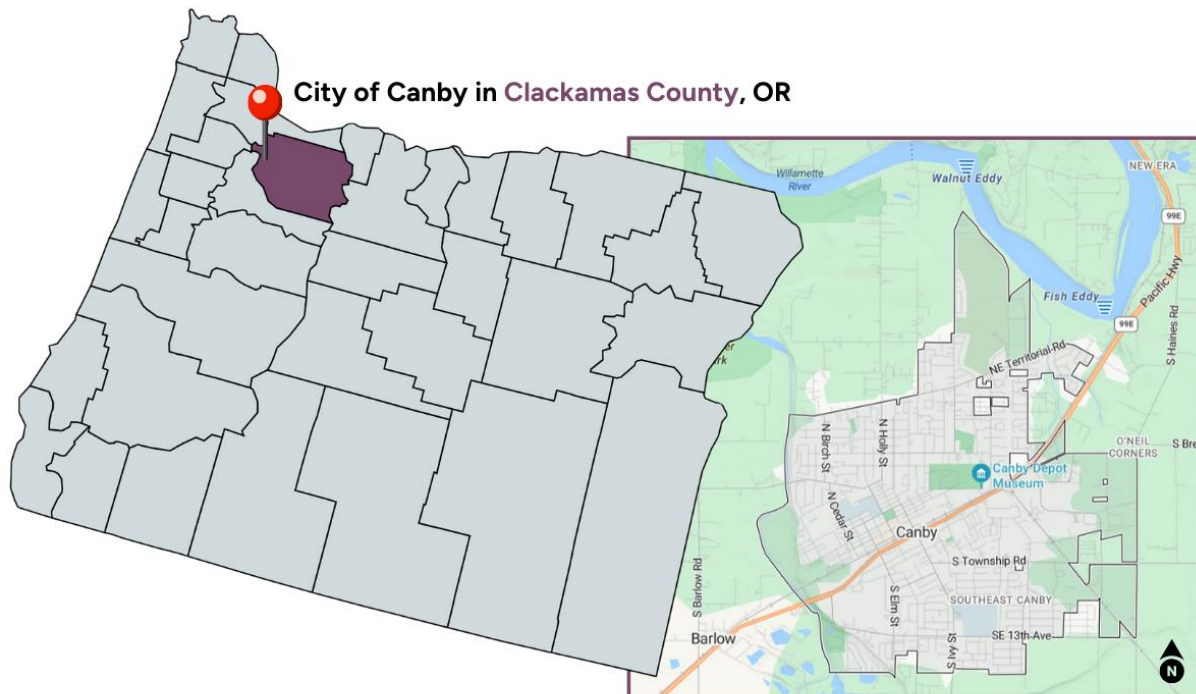
### Situation

The City is exposed to many hazards that have the potential to disrupt the community, cause damage, and create casualties. Canby is a smaller community in north central Oregon and the northwest portion of Clackamas County. As depicted in **Figure 4**, Canby is located on the Willamette River and Highway 99E, just four miles from I-5. Highway 170 meets OR 99E from the south at a central spot in the City. The Union Pacific railway runs directly through the City of Canby. It transports many industrial goods, including but not limited to automobiles, chemicals, energy, agriculture, metals, minerals, forest products, and consumer goods.

Canby has the most significant industrial area in Clackamas County and has grown since its incorporation in 1893. Its total area is about four-square miles. Canby lies in the heart of very productive agricultural lands on flat terrain and, with few exceptions, has only gentle changes in the topography of less than 30 feet within the City limits and Urban Growth Boundary, between 140 to 170 feet above mean sea level.

The situational landscape puts Canby at high risk for natural hazards such as earthquakes, extreme heat/wildfires, winter storms, landslides/debris flow, volcanic activity, and technological and human-caused hazards.

*Figure 4. Map of City of Canby, OR*



## COMMUNITY PROFILE

Table 9. Community Profile

Population	18,171
Occupied Housing Units:	6,826
Median Age:	41.1
Housing Units:	6,826
Median Household Income:	\$91,823
Employment Rate:	60.4%
Education (bachelor’s degree or Higher):	28.5%
Households speak a language other than English at home.	14%
Persons under the age of 18	22.1%
Households with one or more persons over the age of 65	18.5%
Persons in poverty	8.8%

*U.S. Census Bureau QuickFacts: Canby City, Oregon*

Table 10. Community Industry and Employment

Business	Industry	# of Employees
Fred Meyer	Retail Sales	280
Johnson Controls	Batteries Manufacturer	238
Kendal Floral	Wholesale Flower Distributor	220
MEC NW	Electronics Manufacturer	195
Shimadzu USA Mfg., INC	Scientific Equipment Manufacturer	180
JV Northwest	Stainless Steel Tank Manufacturer	143
Marquis Care	Long-Term Nursing Care	105

*Canby Businesses | Canby OR ([canbyoregon.gov](http://canbyoregon.gov))*

## CLIMATE CONSIDERATIONS

Canby experiences annual rainy and wet weather during the winter months and dry conditions during the summer months from July through September. Climate change forecasts have predicted more extreme precipitation when it does occur, alongside periods of extreme drought. Climate models for Oregon suggest future extreme regional climate changes, including average temperature increases of 5 degrees by 2050, with the most significant increase occurring during summer. Precipitation is projected to increase during winter and decrease during summer, with the proportion of precipitation falling as rain rather than snow at lower to intermediate elevations in the Cascade Range in the future. Snowpack throughout Oregon, especially on the west slope of the Cascade Range, is accumulating more slowly, reaching lower peak values and melting earlier. These trends are likely to continue and may accelerate as temperatures increase<sup>1</sup>.

Climate change will stress the City’s infrastructure and social systems as the frequency and intensity of weather events increase. Various climate factors contribute to natural hazards, including extreme heat waves, wildfires, flooding, and landslides. The environmental and economic consequences of hazards can be significant. Historically, natural, technological, and human-caused disasters have exacerbated racial and economic disparities in health outcomes and prolonged recovery time among historically marginalized people, people of color, populations living in underinvested communities, and low-income communities.

<sup>1</sup> Oregon Climate Change Research Institute (OCCRI), [6<sup>th</sup> Oregon Climate Assessment Report](#) (January 2023).

## POPULATIONS AT INCREASED RISK

People experiencing poverty, low-income, historically underserved and marginalized communities are more likely to bear the disproportionate risk of harm caused by disaster events. Many communities are more likely to face challenges in accessing the resources necessary to adequately prepare for these events and recover physically, mentally, and economically after the event. Canby is committed to achieving and fostering a whole community disaster management approach that is fully inclusive of at-risk populations, including individuals with Disabilities and Access and Functional Needs (DAFN). Integrating community- and faith-based organizations, service providers, government programs, and at-risk populations into the planning process has developed and leveraged meaningful partnerships to enable the City to create, support, and sustain an inclusive disaster management system.

Equity-based approaches to disaster planning can help ensure that all residents, regardless of socioeconomic factors, can prepare for and recover from disasters.

### Populations with DAFN

Access to emergency services shall not be denied on the grounds of color, national origin, sex, age, sexual orientation, or functional needs. DAFN populations, also previously referred to as Vulnerable Populations and Special Needs Populations, are members of the community who experience physical, mental, or medical care needs and who may require assistance before, during, and after an emergency incident.

Examples of DAFN populations include, but are not limited to:

1. Individuals who are deaf or hard of hearing
2. Individuals with limited English proficiency
3. Children
4. Seniors and older adults
5. Individuals without vehicles
6. Individuals experiencing homelessness
7. Individuals with special dietary needs
8. Individuals who experience mobility limitations
9. Individuals with cognitive disabilities
10. Individuals with medical needs
11. Pregnant women

Persons with DAFN within the City are primarily responsible for minimizing the impact of disasters through personal preparedness activities. To the greatest extent possible, Disaster Management will assist them in fulfilling this responsibility by providing accessible preparedness information, emergency public information, and critical public services.

The City will conduct emergency planning and response in a manner that complies with Title II of the Americans with Disabilities Act (ADA), which states that emergency programs, services, activities, and facilities must be accessible to people with disabilities. In an emergency, people with disabilities may face various challenges in evacuating to safety.

Although it is the City's policy for all persons to take primary responsibility for minimizing the impact of disaster through personal preparedness, it must be acknowledged that in an emergency, it is likely that those with disabilities will have special needs that exceed their abilities. As a result, Canby's emergency response agencies should identify the population at risk within Canby that will need support, plan for services, and be prepared to assist those with disabilities.

It's important to consider that some traditional emergency notification methods may not be fully accessible or usable by all members of the community. For instance, people who are deaf or hard of hearing may not be able to hear audible alerts, while those who are blind or have low vision may not be aware of visual cues. It is crucial to develop warning methods that ensure all residents have the necessary information to make informed decisions and take appropriate actions.

- Individuals with disabilities face a variety of challenges in evacuating. People with a mobility disability may need assistance leaving a building. Those who are blind or have low vision may be unable to navigate

based on familiar cues because those cues are gone or disturbed. A lack of sufficiently accessible vehicles is often a barrier to the evacuation of those with disabilities. Procedures should be in place to ensure that people with disabilities can evacuate in a variety of conditions with or without assistance.

When disasters occur, people are often provided safe refuge in temporary shelters in schools, government buildings, churches, tents, or other areas. Usually, such shelters are prepared in advance, but many shelters have not been made accessible to people with disabilities. Individuals using a wheelchair or other mobility device can get to a shelter only to find no accessible entrance, accessible bathrooms, or accessible shelter area.

#### Children & Disasters

Planning and preparing for the unique needs of children is of utmost concern to the City. Whenever possible, the City will consider preparedness, evacuation, shelter operations, and public outreach and education activities that identify issues particular to children.

Individuals with children have the primary responsibility for minimizing the impact of disasters on themselves and their children through personal preparedness activities. To the greatest extent possible, the City's EMP will assist in fulfilling this responsibility by providing preparedness information, emergency public information, and critical public services.

Canby School District is encouraged to prepare for all hazards, including sheltering in place for several days. The City's EMP may assist with planning and preparedness in the school (K-12) setting.

#### Animals in Disasters

While the protection of human life is paramount, the need to care for companion animals and domestic livestock plays into decisions made by people affected by disasters. Owners are responsible for preparing and caring for their animals during a disaster. However, significant disasters can impact pets, service animals, and livestock as severely as their human owners. Animals that are separated from their owners/caregivers can be the source of several issues that impact emergency response.

In a disaster, some people become more concerned about the welfare of their animals than they are for themselves. This can re-prioritize decision-making about their safety. Concern for the protection of pets and domestic animals can also lead people to reject evacuation, make re-entry attempts before it is safe, or enter an unsafe area during active disaster response to attempt to rescue animals. Other considerations include:

- Pets and livestock that escape during a disaster can pose health hazards to people through animal bites or by transmitting diseases.
- Escaped livestock can also lead to traffic issues for both people who are evacuating the disaster areas and first responders.
- The loss of animals during a disaster can have a significant impact on the mental health of their owners due to the close relationship that exists between them.

In a disaster, saving human life is the highest priority; however, as the issues identified above show, animals cannot be viewed simply as inanimate property. The City may coordinate with local animal owners, veterinarians, and animal advocacy groups and charities sponsored by private organizations to address animal-related issues that arise during an emergency. If local resources are insufficient to meet the needs of animals during a disaster, the City may request assistance through the regional animal MAC Groups or County OEM. See [Appendix 1: City Depts & Community Partners](#).

## COMMUNITY EVENTS

Community events can significantly impact local resources, leading to increased population concentration and intensifying vulnerabilities during emergencies. Special Event Plans are developed to manage disruptions during high-traffic public events, such as road closures and increased strain on public safety services. **Table 11** outlines annual community events and their planning impact based on Factors such as event attendance, demand for city resources, and overall coordination.

Table 11. Community Events & Planning Impacts

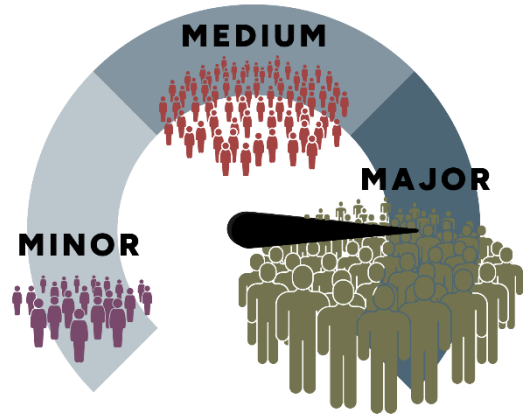
Community Event	Date	Approx. (~) Attendees	Location	Planning Impact
Annual Wooden Shoe Tulip Festival	Mid March – Early May	~3,000-5,000	<u>Wooden Shoe Tulip Farm</u> 33814 S. Meridian Rd, Woodburn, OR	Medium
St. Josef’s Day Festival	Late May	~1,000	<u>St. Josef’s Winery</u> 28836 S. Barlow Rd, Canby, OR	Minor
Canby BrewFest	2nd Week of May	~1,000	<u>Clackamas Co. Fairgrounds</u> 694 NE 4th Ave, Canby, OR	Minor
Spring in the Country Bazaar	2nd Week of April	~3,000-5,000	<u>Clackamas Co. Event Center</u> 694 NE 4th Ave, Canby, OR	Medium
Micah’s Easter Egg Hunt	Easter	~3,000	<u>Wait Park (Downtown Canby)</u> 350 N Grant St, Canby, OR	Minor
Spring Garden Fair	1st Weekend of May	~10,000	<u>Clackamas Co. Event Center</u> 694 NE 4th Ave, Canby, OR	Medium
Canby High School Graduation	June	~4,000	<u>Canby High</u> 721 SW 4 <sup>th</sup> Ave, Canby, OR	Medium
Canby Independence Day Celebration	July 4th	~10,000	<u>Wait Park (Downtown Canby)</u> 350 N Grant St, Canby, OR	Medium
Harefest	July 18th-20th	~3,000	<u>Clackamas Co. Fairgrounds</u> 694 NE 4th Ave, Canby, OR	Medium
Canby Rodeo	August 13th-17th	~3,000-5,000	<u>Clackamas Co. Fairgrounds</u> 694 NE 4th Ave, Canby, OR	Medium
Clackamas County Fair	2nd Week of August	~100,000	<u>Clackamas Co. Fairgrounds</u> 694 NE 4th Ave, Canby, OR	Major
Canby's Big Night Out Street Dance	August 23rd	~3,000	Intersection of NW 2nd Ave & Grant St, Canby, OR	Medium
Basil and Art Festival	Last Week of August	~1,000	<u>Flower Farmer</u> 2512 N. Holly St, Canby, OR	Minor
<i>Swan Island Annual Dahlia Festival</i>	August-September	~1,500	<u>Swan Island Dahlias</u> 995 NW 22nd Ave, Canby, OR	Minor
<i>Canby Dahlia Run at Swan Island</i>	2nd Week of September	~500	<u>Swan Island Dahlias</u> 995 NW 22nd Ave, Canby, OR	Minor
<i>OKTOBERFEST</i>	September 17th	~1,000	<u>Wait Park (Downtown Canby)</u> 350 N Grant St, Canby, OR	Minor
<i>St. Josef’s Grape Stomping Festival</i>	September 24th-25th	~1,000	<u>St. Josef’s Winery</u> 28836 S. Barlow Rd, Canby, OR	Minor
<i>Fir Point Farms Harvest Festival</i>	October Weekends	~1,000	<u>Fir Point Farms</u> 14601 Arndt Rd, Aurora, OR	Minor
<i>Halloween</i>	October 31st	~1,000	Downtown Canby	Minor
<i>Country Christmas Bazaar</i>	November 10th-16th	~1,000	<u>Clackamas Co. Event Center</u> 694 NE 4th Ave, Canby, OR	Minor
<i>Light Up The Night</i>	December 1st	~3,000	<u>Wait Park</u> 350 N Grant St, Canby, OR	Medium

Planning Impact Ranges (see **Figure 5**) defined:

**Minor** - Minor influx of people (3,000 or less), consisting minimally of out-of-town populations, minimal staff overtime and pre-planning.

**Medium** - May need city staff overtime and planning support, some city resources/ traffic control, medium influx of people (greater than 5,000) from surrounding areas.

**Major** - Requires city staff support, significant planning support, traffic congestion/ a lot of security needs, and many people (greater than 50,000) from surrounding areas.



**THREAT/HAZARD IDENTIFICATION**

Canby Hazard Mitigation Advisory Committee (HMCA) developed its Hazard Vulnerability Assessment (HVA) by researching the City’s disaster readiness and using past City and County HVA data. **Table 12** ranks the natural hazards for the City from high to low based on four criteria: past events, probability, vulnerability, and maximum threat. These criteria show that the highest-ranking hazards (top tier) are two extreme hazards (Cascadia Subduction Zone earthquake and Crustal earthquake) and two persistent hazards (winter storm and flood) (Top Tier). The subsequent highest-ranked hazards (Middle Tier) include landslides, wildfires, Extreme heat Events, and Drought). In contrast, windstorms and volcanic events are the lowest-ranking hazards identified for the City (Bottom Tier).

Table 12. Community Threat/ Hazard Risk Ranking<sup>2</sup>

Hazard	History	Vulnerability	Maximum Threat	Probability	Total Threat Score	Hazard Rank	Hazard Tiers
Earthquake - Cascadia	4	45	100	49	198	1	Top Tier
Earthquake - Crustal	6	50	100	21	177	2	
Winter Storm	18	30	70	49	167	3	
Flood	16	20	70	56	162	4	
Landslide	14	35	30	63	142	5	Middle Tier
Wildfire	12	25	70	21	128	6	
Extreme Heat Event	16	15	40	56	127	7	
Drought	10	15	50	42	117	8	Bottom Tier
Windstorm	14	15	30	42	101	9	
Volcanic Event	2	15	50	7	74	10	

<sup>2</sup> Canby NHMP, 2023.

**Table 13** presents a list of the natural hazards that the city has identified in the NHMP along with technological, biological, and human-caused threats that Canby’s EMP identified as necessary items to include in this EOP.

*Table 13. Community Threat/Hazard Categories*

<b>Natural Hazards</b>	<b>Technological</b>
<b>Top Tier</b>	– Hazardous Materials
– Earthquake	<b>Biological</b>
– Severe Weather	– Public Health
<b>Middle Tier</b>	<b>Human-Caused</b>
– Major Wildfire	– Terrorism
– Extreme Heat Event	
<b>Bottom Tier</b>	
– Volcanic Event	

**CAPABILITY ASSESSMENT**

The Capability Assessment found in the city’s NHMP identifies and describes the ability of the City of Canby to implement the mitigation strategy and associated action items. Capabilities can be evaluated through an examination of broad categories, including existing authorities, policies, programs, funding, and resources.

**FINDINGS**

The NHMP highlights staffing limitations and capacity, reliance on outside funding, and the importance of leveraging partnerships with public and nonprofit entities. It also discusses the City's existing authorities, the roles and responsibilities of different departments and personnel, and capital projects and resources that contribute to its resilience.

**PROTECTION OF CRITICAL INFRASTRUCTURE & KEY RESOURCES**

This section describes the resources, facilities, and infrastructure that are essential for the City and could cause significant harm to the public safety, economic conditions, and environmental integrity of the City if damaged. Community Lifelines are the essential services in the community that support all other aspects of society and need to be stabilized after a disaster. Mitigating these facilities will increase the community’s resilience.

The City of Canby identified the Critical Infrastructure and Key Resources (CIKR) below. This interconnected network of assets, services, and capabilities is used daily to meet the regular needs of the community and enable all other aspects of City operations. Prompt intervention (e.g., fast restoration or implementation of contingency response solutions) is needed to maintain/reestablish these facilities and services after a hazard incident.



**CRITICAL INFRASTRUCTURE**

Infrastructure that is essential for the City to deal with and recover from disasters is shown below in **Table 14** (i.e., protecting life, safety, property, and environment). These buildings include 911 Centers, EOCs, Police and Fire Stations, Public Works facilities, sewer and water facilities, hospitals, bridges, roads, shelters, and more.

*Table 14. Critical Infrastructure Vulnerability Assessment*

Critical Facilities by Community	Flood	CSZ 9.0 Earthquake	Canby-Molalla Fault Mw-6.8	Landslide	Wildfire
	1% Annual Chance	Moderate to Complete Damage	Moderate to Complete Damage	High & Very High Susceptibility	High or Moderate Risk
	Exposed	>50% Probability	>50% Probability	Exposed	Exposed
Ackerman Center		–	–		
Baker Prairie Middle School		–	–		
Fire District #62			–		
Fire District Northside Station		–	–		
Canby High School		–	–		
Canby Police Dept.				–	
Canby Public Works Dept.		–	–		
Canby Sewage Treatment		–	–		
Cecile Trost Elementary School			–		
Howard Eccles Elementary School		–	–		
Legacy Medical Group - Canby		–	–		
Philander Lee Elementary School		–	–		
Willamette Falls Health Center			–		
William Knight Elementary School			–		

**CRITICAL INFRASTRUCTURE**

Infrastructure that provides necessary services for emergency response that were not included in the State’s Dept. of Geology and Mineral Industries (DOGAMI) [Risk Report](#) include:

- Four Power Substations
- Canby Area Transit Dept.
- Canby Utility Business Offices
- City Hall Complex/Library
- Public Works Building (EOC #3)
- Telephone Central Station
- Wastewater Treatment Facilities
- Canby Police Dept. (EOC #1)
- Fire Station #362 (EOC #2)
- Fire Station #365 (south of Canby)

**ESSENTIAL FACILITIES**

Facilities that are essential to the continued delivery of critical government services and/or that may significantly impact the public’s ability to recover from the emergency. These facilities may include community gathering places, churches, and other public facilities such as school fields.

- Ackerman Center
- Baker Prairie Middle School
- Canby High School
- Canby Adult Center
- Canby Christian Church
- Medical Clinics
- Old Canby Library Building
- Student Transportation
- Clackamas County Event Center

## ENVIRONMENTAL & CULTURAL FACILITIES

Environmental assets are those parks, green spaces, wetlands, and rivers that provide aesthetic and functional ecosystem services for the community, including:

- Canby City Parks
- Canby Utility Bottom Lands
- Emerald Park
- Molalla River State Park
- Willow Creek
- Four Square Church
- St. Patrick's Church
- United Methodist Church

## POPULATIONS AT INCREASED RISK

Vulnerable populations, including older adults, people with disabilities, women, and children, as well as those people experiencing poverty or homelessness, often experience the impacts of natural hazards and disasters more acutely.

DAFN populations requiring special consideration may include:

- Adult Foster Homes
- Canby Adult Center
- Countryside Living (assisted living)
- Hope Village (senior living and rehab)
- Providence Health Center
- Rackleff House (assisted living)
- Riverside RV Park
- Village on the Lochs

## HAZMAT

Facilities that, if damaged, could cause secondary severe impacts may also be considered "critical." HazMat sites are particularly vulnerable to earthquakes, landslides, volcanic events, wildfires, and winter storm hazards. A hazardous material facility is one example of this type of critical facility. Those sites that store, manufacture, or use potentially HazMat include:

- American Steel
- BBC Steel
- Johnson Controls Inc.
- SR Smith
- Wastewater Treatment Facility
- JV Northwest
- Pacific Pride Fuel Storage Tanks
- Railroad
- Water Treatment Facility
- Wilco

## ECONOMIC ASSETS/POPULATION CENTERS

Economic assets include businesses that employ large numbers of people and provide financial resources to the City of Canby. If damaged, the loss of these monetary assets could significantly affect economic stability and prosperity. Population Centers are usually aligned with financial centers and are a concern during evacuation/notification.

## CULTURAL & HISTORIC ASSETS

The cultural and historical assets in Canby, including buildings, locations, and events, are significant to the community and should be protected from disasters. This includes properties listed on the [National Register of Historic Places](#) in Canby.

- William Knight House, 525 SW 4th Avenue
- Kraft-Brades-Culbertson Farmstead, 2525 N Baker Drive
- Macksburg Lutheran Church, 10190 S Macksburg Road
- Herman Anthony Farm, 10205 S New Era Road

Other critical historical resources:

- Canby Chapel
- Canby Depot Museum
- Canby Ferry
- Cemeteries
- Clackamas County Event Center

## Assumptions

This EOP is based on the following assumptions and limitations:

- Essential City services will be maintained if conditions permit.
- An emergency will require prompt and effective response and recovery operations by City emergency services, disaster relief, volunteer organizations, the private sector, not-for-profit organizations, and the community.
- All emergency response staff are trained and experienced in operating under the NIMS/ICS protocol.
- Each responding City department will utilize existing directives and procedures in responding to major emergencies and disasters.
- Emergencies may be of a magnitude and severity that require State and Federal assistance.
- County support of City emergency operations will be based on the principle of self-help. The City will be responsible for utilizing all available local resources, along with initiating MAA and cooperative assistance agreements before requesting assistance from the County.
- Considering shortages of time, space, equipment, supplies, and personnel during a catastrophic disaster, self-sufficiency will be necessary for the first hours or days following the event.
- Local emergency planning efforts focus on accommodating residents while preparing for changes in population trends throughout the year.
- Increases in the local population may introduce challenges in meeting the needs of non-residents and other travelers during an emergency or disaster.
- All or part of the City may be affected by environmental and technological emergencies.

## ROLES & RESPONSIBILITIES

Agencies within the community have varying day-to-day operations and will continue to do so during emergency operations. This section assigns responsibilities specific to a disaster or emergency to departments and agencies.

### General

City, Local, and County agencies and community partners may have various roles and responsibilities throughout an emergency's duration. Therefore, the City's ICS must be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as the situation changes. Typical duties and roles may also vary depending on the incident's size and severity of impacts, as well as the availability of local resources. Thus, it is imperative to develop and maintain a depth of qualified staff within the command structure and response community. CCDM is responsible for emergency management planning and operations for the County area that lies outside the limits of the incorporated municipalities. The City Mayor or other designated official (pursuant to the City charter or ordinance) of each incorporated City is responsible for emergency management planning and operations for that jurisdiction. Responsibilities may be shared with CCDM under mutual agreement.

City departments are tasked with ensuring that their emergency functions align with their regular duties. Each department is responsible for the development and maintenance of procedures for conducting these functions during an emergency.

### Emergency Management Program Structure

The City does not have a separate office or division for emergency management services; instead, emergency management operates within existing city departments and is referred to as the City EMP, with the Chief of Police serving as the EM unless otherwise assigned. This plan outlines the roles and responsibilities of individual staff and agencies to provide further clarity on the City's EMP structure.

The Chief of Police, as the EM, may delegate the authority to lead response and recovery actions to other City staff if the size or type of incident so dictates. On a day-to-day basis, this authority is delegated to the Fire, Police, and Public Works Dept. for incidents over which those departments would be the lead agencies. All departments have the power to establish control of such an incident through an on-scene ICS through the power established under a UCS. Operational control of the scene shall remain with the lead agency as IC or in UCS. Control of the EOC shall be delegated to the secondary response agency.

Additionally, some authority to act in the event of an emergency may already be delegated by ordinance or by practice. As a result, the organizational structure for the City's EMP can vary depending on the location, size, and impact of the incident.

## **EMP**

The EMP will convene regular meetings to deliberate on situational preparedness and review after-action reports (AARs). The EMP will assist the EM in conducting program exercises and training, identifying specific aspects of the emergency program to evaluate the accessibility of EOC activation further. The EMP is expected to provide recommendations to the City Council concerning the implementation of emergency preparedness and program effectiveness.

The City's EMP duties include:

- Developing, updating, and revising the City 's EOP.
- Coordinating activities with City departments and other agencies with emergency services capabilities.
- Coordinating emergency plans, programs, and operations with the County, neighboring jurisdictions, and other public and private agencies.
- Developing working agreements with the County, neighboring jurisdictions, and service districts.
- Procuring personnel, equipment, materials, and supplies from higher authority and accounting for their use in the event of a declared emergency.
- Coordinating operations under simulated emergency conditions.
- Recommending ordinances, policies, or procedures to assist the Council and other City officers in preparing for, responding to, and recovering from an emergency.

## **CITY MAYOR**

The City Mayor is responsible for COG, overall direction of City emergency operations, and dissemination of public information.

Within the EMP, the City Major has the following responsibilities:

- Ensuring that all City departments develop, maintain, and exercise their respective services is annexed to this plan.
- Supporting the overall preparedness program in terms of its budgetary and organizational requirements.
- Declaring a state of emergency and providing support to the on-scene IC in requesting assistance through the County.
- Implementing the policies and decisions of the governing body.
- Ensuring that plans are in place to protect and preserve City records.

## **CITY COUNCIL**

The City Council is responsible for setting policy, determining the budget, and providing political direction for the City government. In times of emergency, this responsibility extends to fostering community involvement and support, issuing necessary policy statements to endorse recovery and response efforts, and serving as the main point of contact (POC) for visiting State and Federal officials. Furthermore, the City Council will act as the elected liaison between the community and other jurisdictions. Should an emergency declaration be necessary, the City Mayor (or designee) will initiate and conclude the state of emergency through a declaration approved by the Council.

Within the EMP, the City Council has the following responsibilities:

- Establishing emergency management authority by City ordinance.
- Adopting an EOP and other emergency management–related resolutions.
- Acting as a liaison to the community during the activation of the EOC.
- Acting on emergency funding needs.
- Attending PIO briefings.

### ***CITY EMERGENCY MANAGER (CHIEF OF POLICE)***

The Chief of Police serves as the EM for the City. The City EM has day-to-day authority and responsibility for overseeing the EMP and its activities. The City EM works with the EMP to ensure that there are unified objectives regarding the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The City EM, along with the Fire Chief and other department heads, coordinates all components of the local EMP, including assessing the availability and readiness of local resources required during an incident and identifying and correcting any shortfalls.

The City EM (or designee) is responsible for:

- Serving as staff advisor to the City Council for emergency matters.
- Coordinating the planning and general preparedness activities of the government and maintenance of this plan.
- Assessing emergency skills and arranging necessary training.
- Preparing and maintaining executive team and emergency management contact list.
- Ensuring the operational capability of the EOC.
- Activating the EOC.
- Keeping the governing body apprised of the City's preparedness status and anticipated needs.
- Serving as day-to-day liaison between the City and CCDM.
- Maintaining liaison with organized emergency volunteer groups and private agencies.
- Work with Department Heads to provide for the general preparedness of City employees and ensure employees know they need to report to work in an emergency.

### ***CITY DEPARTMENTS***

Within the EMP, the City Departments have the following responsibilities:

- Establish a line of succession and delegation of authority for each department.
- Develop alert and notification procedures for department personnel.
- Create operating guidelines to carry out assigned duties.
- Track incident-related costs and submit expenditure reports.
- Ensure vehicles and equipment are ready as per standard procedures.
- Notify the EOC IC or CEMSC of any resource shortfalls.
- Identify essential functions and develop procedures for maintaining services.
- Assign personnel to the EOC as per the plan.
- Develop procedures for protecting vital records, materials, and facilities.
- Promote family preparedness among employees.
- Ensure staff complete required NIMS and ICS training.
- Prepare and maintain supporting SOPs and annexes.

## Responsible City Agency for Emergency Support

Table 15. Emergency Support Function Response and Support Agencies

Section/Annex	Primary Response Agency	Primary Support Agency
<u>Basic Plan</u>	CSEMC	City Police Dept.
<b>Emergency Support Functions (ESF)</b>		
ESF #1: <u>Transportation</u>	City Public Works Dept.	Canby Area Transit Dept.
ESF #2: <u>Communications</u>	City of Canby's Communications Specialist	City Administration Dept. or Fire District #62 PIO
ESF #3: <u>Public Works</u>	City Public Works Dept.	City Development Services Dept.
ESF #4: <u>Firefighting</u>	Fire District #62	City Police Dept.
ESF #5: <u>Information &amp; Planning</u>	City Police Dept.	CSEMC
ESF #6: <u>Mass Care</u>	Fire District #62	City Police Dept./ Urgent Care Stakeholder
ESF #7: <u>Logistics Management &amp; Resource Support</u>	City Public Works Dept. Canby Utility	City Finance Dept.
ESF #8: <u>Public Health</u>	Fire District #62	Urgent Care Stakeholder/ County Dept. of Health
ESF #9: <u>Search &amp; Rescue (SAR)</u>	City Police Dept. Clackamas Co. Sheriff's Office	Fire District #62
ESF #10: <u>Hazardous Materials</u>	Fire District #62	Tualatin Valley Fire & Rescue
ESF #11: <u>Agriculture, Livestock, &amp; Natural Resources</u>	Public Works Dept.	City Parks & Recreation Dept, County Fairgrounds, Police Dept.
ESF #12: <u>Energy</u>	Canby Utility	City Public Works Dept.
ESF #13: <u>Public Safety &amp; Security</u>	City Police Dept.	Fire District #62
ESF #14: <u>Business &amp; Infrastructure</u>	City Administration Dept.	City Chamber of Commerce
ESF #15: <u>External Affairs</u>	City Police Dept.	City Administration Dept.
<b>Support Annexes (SA)</b>		
SA 1: <u>Financial Management</u>	City Finance Dept.	Fire District #62 CFO
SA 2: <u>Military Support</u>	City Police Dept.	Fire District #62
SA 3: <u>Volunteer &amp; Donations Management</u>	Fire District #62 – CERT	Canby Center
SA 4: <u>Worker Safety &amp; Health</u>	City Human Resource Dept.	City Police Dept.
SA 5: <u>Evacuation</u>	City Police Dept.	Fire District #62
SA 6: <u>Disaster Sheltering</u>	City Police Dept.	County Fairgrounds
SA 7: <u>Debris Management Plan</u>	City Public Works Dept.	Canby Utility
<b>Incident Annexes (IA)</b>		
IA 1: <u>Earthquake</u>	City Public Works Dept.	Fire District #62
IA 2: <u>Severe Weather</u>	City Public Works Dept.	Canby Utility
IA 3: <u>Major Wildfire</u>	Fire District #62	City Police Dept.
IA 4: <u>Volcanic Event</u>	City Public Works Dept.	City Police Dept.
IA 5: <u>Hazardous Material – Primarily Railroad-affiliated</u>	Fire District #62	City Police Dept.
IA 6: <u>Public Health</u>	City Police Dept. Clackamas County Public Health	Fire District #62
IA 7: <u>Terrorism</u>	City Police Dept.	Fire District #62 Clackamas Co. Public Health
<b>Appendices</b>		
Appendix 1: <u>City Depts &amp; Community Partners</u>		
Appendix 2: <u>City Resources</u>		
Appendix 3: <u>ICS Roles &amp; Responsibilities</u>		

Table 15. Emergency Support Function Response and Support Agencies

Section/Annex	Primary Response Agency	Primary Support Agency
Appendix 4: <a href="#">Acronyms &amp; Explanation of Terms</a>		

## CONCEPT OF OPERATIONS

This section of the EOP guides the City through the phases of emergency operations and steers multi-jurisdictional coordination and incident command.

### General

Primary roles during the initial emergency response will focus on first responders, such as fire services, law enforcement services, EMS and Public Works Dept. Depending on the type of incident, initial response may also include hospitals, County Public Health Dept., and hazardous material teams. In all emergencies, saving and protecting human lives is the top priority of the City and emergency response personnel. The City is responsible for disaster management and protecting the life and property of residents within its jurisdiction.

#### CITY DISASTER DECLARATION PROCESS

**ORS 401.165(6)** provides that the County will transmit declaration requests submitted by a city to OEM.



[ORS.401](#) authorizes each city, county, or municipal corporation to declare a state of emergency within its jurisdiction and to enact city/county codes to define the conditions that constitute an emergency, the emergency measures that can be invoked, and the agency or individual authorized to declare that an emergency exists. **ORS 401.165(6) provides that the County will transmit declaration requests submitted by a city to OEM.**

[The Canby Municipal Code 2.52.050](#), “Declaration of Emergency,” establishes the City Council with the authority to declare a state of emergency through writing and publicizing.

#### CONSIDERATIONS FOR DECLARATION

In the event of an emergency or disaster, if conditions exceed the capabilities of the workforce, equipment, or resources of the City, it is advisable to consider declaring a state of emergency. Upon such declaration, the City Mayor is granted the authority to assume centralized control and jurisdiction over all departments, divisions, and offices of the City to execute the provisions outlined in this chapter.

The declaration of a state of emergency under this provision shall identify the specific area(s) necessitating the implementation of emergency controls. The City Mayor shall lift the state of emergency when the emergency no longer persists or the threat of an emergency has subsided.

*(Canby Municipal Code 2.52.050, “Declaration of Emergency”)*

#### Content of Declaration

The following information will be included in the draft declaration prepared by the EMP to present to the City Council or City Mayor:

1. Description of a significant emergency or disaster event.
2. Designation of the geographic boundaries of the area where the emergency exists, as well as the portion of the affected area lying within City boundaries.
3. Estimate the number of individuals at risk, injured, or deceased.
4. Initial estimate of damage to property.
5. Description of special powers enacted.
6. Description of local resources applied to the disaster.
7. The type of assistance or resources required to respond to the emergency.
8. Estimate the length of time during which the designated area will remain in an emergency status.
9. The specific regulations or emergency measures imposed because of the declaration of emergency.



If the EOC has been activated, the ICS Command staff have the following responsibilities in the declaration drafting process:

- **Operations:** Identify necessary resources and outline special powers needed to respond to an emergency. Assist in preliminary damage assessment and coordinate damage survey activities.
- **Planning:** Provide situation and resource summaries and initial and preliminary damage assessments.
- **Logistics:** Compile resource requests
- **Finance:** Track emergency purchases for future reimbursement. Support Emergency funding.
- **Command:** Present disaster declaration information to the City Council.

### DESIGNATION OF EMERGENCY AREAS

In the declaration of a state of emergency, the City Mayor or designee shall designate the geographic boundaries of the area that warrants the exercise of emergency controls and fix the duration of time during which the area so designated shall remain an emergency area, all subject to the powers and duties of the City Council as set forth in Canby Municipal Code [2.52.050](#).

*(Canby Municipal Code No. 2.52.050)*

### REGULATION & CONTROL OF PERSONS & PROPERTY

In the event that a state of emergency is declared within the City, the City Mayor is authorized to implement the following measures in the pursuit of safeguarding public health, safety, and welfare.:

- Establish a curfew for the area designated as an emergency area, which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places.
- Prohibit or limit the number of persons who may gather or congregate on any public street, public place, or any outdoor place within the area designated as an emergency area.
- Barricade streets and roads, as well as access points onto streets and highways, and prohibit vehicular or pedestrian traffic or restrict as an emergency area for a distance or degree of regulation as may be deemed necessary under the circumstances.
- Evacuate people from the area designated as an emergency area.
- Close taverns or bars and prohibit the sale of alcoholic beverages throughout the City or a portion thereof.
- Commit to MAA.
- Suspend standard procurement procedures to obtain necessary services and/or equipment.
- Redirect funds for emergency use; and
- Order any other measures as are found to be immediately necessary for the protection of life and/or property.

*[Municipal Code 2.52.070 Regulation and Control](#)*

### COUNTY DECLARATION PROCESS

[Clackamas County Code 6.03](#) restricts the Board of County Commissioners' (BCCs) authority to declare an emergency for the unincorporated areas of the County unless one or more cities have asked to be included in the declaration. County and City officials must coordinate emergency declarations closely when incidents cross City/County boundaries to ensure inclusion for anticipated needs.

An Emergency Declaration grants the BCC the authority to exercise any or all the emergency measures included in Clackamas County Code, Section 6.03. If circumstances prohibit timely action by the BCC, the Chair or other commissioner may declare a state of emergency and seek approval of most of the BCC at the first available opportunity.

The BCC may declare an emergency when the need arises to:

- Centralize control of County assets under the Chair, authorizing implementation of extraordinary emergency protective measures.
- Provide specific legal protection for actions initiated under emergency conditions.
- Set the stage for requesting State and/or federal assistance to augment local resources and capabilities.

When a significant emergency or disaster occurs, and a locality has responded to the best of its ability and is, or will be, overwhelmed by the magnitude of the damage, the community may request assistance from the State. The Governor, after examining the situation, may direct that the assistance provisions in the State's EOP be executed and direct the use of State resources as appropriate to the situation. If it is evident that the situation is, or will be, beyond the combined capabilities of local and State resources, the Governor may request that the President declare a major emergency or disaster in the state under the authority of the Stafford Act.

### STATE ASSISTANCE

The OEM Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center (ECC) to determine the best way to support local government requests. ORS 401.165(6) provides that the County will transmit declaration requests submitted by a city to OEM. When a city is divided into multiple counties, the City's emergency declaration is submitted to the County in which most of the City is located.

The State Operations Officer evaluates resource requests based on the goals and priorities established by the Director. Agency representatives keep the Operations Officer informed of resources assigned, resources available for commitment, and the status of assigned missions.

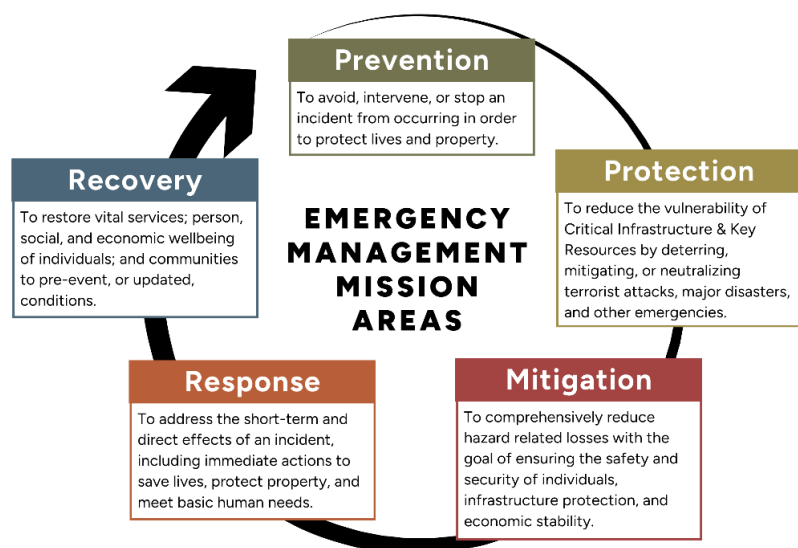
State resources are provided to the County or City EMP or the on-scene IC as agreed by the entities concerned. The OEM Director makes final decisions in cases of conflicting interest, such as competing resource requests or priority questions.

### FEDERAL ASSISTANCE

In situations where the State's resources are insufficient to meet the needs as determined by the governor, federal assistance can be requested. The OEM manages all requests for federal assistance through the ECC. FEMA is responsible for coordinating the Governor's request for assistance from the President in line with the NRF.

## Emergency Management Mission Areas

This plan follows the principle of all-hazards planning for emergency management. It focuses on response and short-term recovery actions, impacting and being informed by activities before and after emergency operations take place. The plan is designed to assist the City in the five mission areas of Emergency Management, as shown in **Figure 6**.



## RESPONSE & RECOVERY PRIORITIES

### RESPONSE

Response activities within the city are undertaken immediately after an incident to protect the lives, property, and public health of the community. The city follows the principle of all-hazards planning for emergency management, allowing for the application of consistent response capabilities across various types of emergencies.

The city's response priorities are structured around three key objectives: saving lives and safeguarding property and public health, stabilizing the incident, and conserving property, as detailed in **Table 15**.

Table 15. Response Priorities

Lifesaving/Protection of Property & Public Health	Incident Stabilization	Property Conservation
Efforts aimed at preserving lives are concentrated on minimizing immediate threats that have the potential to result in significant property damage and pose health hazards that endanger human life.	Incident stabilization involves prioritizing the safeguarding of mobile response resources, isolating the affected area, and containing the incident, if feasible.	Property conservation involves safeguarding public facilities that are crucial for ensuring life safety and emergency response, protecting the environment when public safety is at risk, and safeguarding private property.

### RECOVERY

After an incident, recovery activities will begin when conditions allow. All levels of government are responsible for helping the public and private sectors recover from a disaster. A widespread disaster can impact businesses, employment, government services, and tax revenues. While this plan is not a recovery plan, it acknowledges that response and recovery activities often happen simultaneously until life safety and emergency protective actions are completed. Recovery operations are the actions taken to restore vital services, help residents resume self-sufficiency, and help communities return to pre-event or “new normal” conditions. Short-term recovery involves the restoration of critical services such as communications, water supply, sewage service, emergency medical capabilities, and electricity, as well as garbage and debris removal. These functions must occur early in the emergency response to support the life, health, and safety of the population and to support other emergency operations.

The City’s recovery priorities for CIKR are defined below in **Table 16**:

Table 16. Recovery Priorities

Initial Damage Assessment	Debris Removal	Infrastructure Restoration
Assessing the immediate impact and damage in the aftermath of a disaster is crucial for evaluating the implications for human life. These assessments provide vital insights into the extent of the damage and the unique needs of the affected population, empowering authorities to plan and prioritize recovery efforts, allocate resources, seek assistance, and collaborate with stakeholders.	In the aftermath of natural disasters, affected areas face extensive debris, which poses significant obstacles to recovery. The city's emergency management plan prioritizes coordination of debris clearance, collection, and disposal as outlined in <a href="#">SA 7 – Debris Management Plan</a> .	Restoring CIKR is crucial to maintaining essential services during disasters. CIKR includes energy, transportation, communications, health, water, and food sectors and significantly impacts public health, safety, and security. Therefore, expediting CIKR restoration is vital for mitigating disaster impacts and promoting long-term recovery.

## Incident Levels

The city and county utilize incident levels and state response agencies to evaluate the severity and potential impact of a specific situation. It's important to note that not all emergencies within the city will perfectly correspond with these levels, and any incident has the possibility of escalating to a higher level. Unique circumstances or external factors may necessitate external support, even for minor incidents. **Table 17** further details each incident level.

*Table 17. City Incident Levels*

<b>Level 1</b>	<p>A Level 1 incident is a minor and localized incident that is quickly resolved within existing City resources or limited outside help. A Level 1 incident has little or no impact on personnel or normal operations outside the locally affected area. Level 1 incidents do not require activation of this EOP or the EOC. Impacted emergency response personnel coordinate directly with their departments and each other to resolve the incident.</p> <p><i>Examples of Level 1 incidents include small chemical spills, small fires, limited-duration power failures, routine weather events, and standard fire and police response requests.</i></p>
<b>Level 2</b>	<p>A Level 2 incident is a significant event or threat that requires response by more than one department/response agency due to special or unusual characteristics or is beyond the scope of available local resources. Level 2 incidents may require partial implementation of this EOP and the EOC.</p> <p><i>Examples of Level 2 incidents include large or multiple structure fires, structural collapse, significant HazMat release, extended power or utility outage, severe flooding, multi-fatality incidents, significant regional weather events, drinking water contamination, or an external emergency that may affect City response agencies or operations.</i></p>
<b>Level 3</b>	<p>A Level 3 incident is a significant disaster or imminent threat involving the coordinated response of City, County, State, and federal resources to save lives and protect the property of a large portion of the population. The effects of the emergency are wide-ranging and complex and may require the sheltering or relocation of the affected population. Under such conditions, this EOP will be implemented, and the EOC will be activated.</p> <p><i>Examples of Level 3 incidents include major explosions, major HazMat releases, major earthquakes, or terrorism incidents.</i></p>

While the City uses incident levels that are consistent with the County and State EOPs, incident types at the Federal level are based on the five levels of complexity that ascend from relatively minor incidents (Type 5, e.g., vehicle fire) to a major disaster (Type 1) resulting in high impact on the City and requiring national response resources.

Incident levels identified in this EOP will transition to the NIMS incident levels in the following circumstances:

- Federal agencies participate in response and recovery operations (Type 3) or
- National resources are impacted (such as the waters of the U.S.), requiring a response from Federal agencies.

Incidents may be typed to make decisions about resource requirements. Incident types are based on the following five levels of complexity in **Table 18**.

Table 18. NIMS Incident Type<sup>3</sup>

Incident Type	Description
<b>Type 5</b>	<ul style="list-style-type: none"> <li>– The incident can be managed with one or two single resources with up to six personnel.</li> <li>– Command and General Staff positions (other than the IC) are not activated.</li> <li>– No written Incident Action Plan (IAP) is required.</li> <li>– The incident is contained within the first operational period and often within an hour to a few hours after resources arrive on the scene.</li> <li>– Examples include a vehicle fire, an injured person, or a police traffic stop</li> </ul>
<b>Type 4</b>	<ul style="list-style-type: none"> <li>– Command staff and general staff functions are activated only if needed.</li> <li>– Incidents require several resources for mitigation, including a Task Force or Strike Team.</li> <li>– The incident is usually limited to one operational period in the control phase.</li> <li>– The agency administrator may have briefings and ensure the complexity analysis and delegation of authority are updated.</li> <li>– No written IAP is required, but a documented operational briefing will be completed for all incoming resources.</li> <li>– The role of the agency administrator includes operational plans including objectives and priorities.</li> </ul>
<b>Type 3</b>	<ul style="list-style-type: none"> <li>– When the initial response efforts are not enough, the appropriate ICS positions should be added to match the complexity of the incident.</li> <li>– The Command and General Staff positions, as well as Division/Group Supervisor and/or Unit Leader level positions, may be activated.</li> <li>– A Type 3 IMT or IC organization manages initial action incidents with a significant number of resources, an extended response effort until containment/control is achieved or requires an expanding response effort until the transition to a Type 1 or 2 Incident.</li> <li>– The incident may extend into multiple operational periods</li> <li>– A written IAP may be required for each operational period.</li> </ul>
<b>Type 2</b>	<ul style="list-style-type: none"> <li>– This type of incident extends beyond the capabilities of local control and may last for several operational periods, requiring resources from state and/or national resources, to effectively manage the operations, command, and general staffing.</li> <li>– Most or all command and general staff positions are filled.</li> <li>– A written IAP is needed for each operational period.</li> <li>– Many functional units are required and staffed.</li> <li>– An estimated 200 operations personnel and 500 incident personnel are involved.</li> <li>– The EM is responsible for analyzing incident complexity, briefing other administrators, and providing written delegation of authority.</li> </ul>
<b>Type 1</b>	<ul style="list-style-type: none"> <li>– This type of incident is the most complex and requires national resources.</li> <li>– All Command and General Staff positions are activated.</li> <li>– Operations personnel exceed 500 per operational period, and the total personnel exceeds 1,000, including City and external resource personnel.</li> <li>– Branches need to be established.</li> <li>– The IC ensures complexity analysis and delegation of authority are updated.</li> <li>– The use of resource advisors at the incident base is recommended.</li> </ul>

<sup>3</sup> U.S. Fire Administration

Table 18. NIMS Incident Type<sup>3</sup>

Incident Type	Description
	<ul style="list-style-type: none"> <li>- This incident has a high impact on the local jurisdiction, requiring additional staff for office administrative and support functions.</li> </ul>

## Incident Management

### **INCIDENT COMMAND SYSTEM (ICS)**

ICS will be utilized for on-scene structural standardization. The ICS can be used for all types and levels of incidents, enables flexibility and response coordination across agencies and jurisdictions, and establishes a standard process. This approach will provide the flexibility for the appropriate agency to respond as lead and coordinate with the EOC for resource support, communications, and situational awareness.

### **EMERGENCY OPERATIONS CENTER (EOC) ACTIVATION**

When an emergency arises, and it is determined that the standard organization and functions of the City government are insufficient to meet response requirements effectively, the EM or Fire Chief will activate and implement all or part of this EOP. In addition, the EM or Fire Chief may partially or fully activate and staff the EOC based on an emergency’s type, size, severity, and anticipated duration.

Concurrently, all involved City emergency services will implement their respective plans, procedures, and processes and will provide the EOC with the following information:

- Operational status
- Readiness and availability of resources
- Changing conditions and status of resources (personnel, equipment, facilities, supplies, etc.)
- Significant concerns and issues dealing with potential or actual loss of life or property.

Refer to the immediate action checklist (at the beginning of this EOP and each ESF) for further information on initial actions to be taken by the EM (or designee) upon implementation of all or part of this EOP.

### **ALERT & WARNING**

Warnings, emergency information, notifications, or disaster reports received by City personnel will be relayed to the EM or Fire Chief. City response personnel will communicate and receive notifications using traditional communications technology such as landline and cellular telephones, internet/email, and radio throughout response activities if these resources are available. Emergency notification procedures are established among the response community, and call-down lists are updated and maintained by each department. External partners will be notified and coordinated through the EOC as appropriate.

### **COMMUNICATIONS**

The ability of responders from different departments and disciplines to work together depends significantly on their ability to communicate with each other. Plain language is essential to first responders and public safety and will be used by all City personnel during emergencies. The use of common terminology enables emergency responders, EOC personnel, and City staff, as well as personnel from neighboring jurisdictions, the County, or the State, to communicate clearly with each other and effectively coordinate response activities, regardless of an incident’s size, scope, or complexity.

See [ESF 2 – Communications](#) for more information.

## **INTEROPERABILITY**

Interoperability refers to the ability of public and private agencies, departments, and other organizations to effectively work and communicate with one another using their respective systems, personnel, and equipment. To ensure successful emergency management and incident response, it is essential to have plans and procedures for interoperability that include training, exercises, SOPs, new technology, and considerations for individual agency governance. This also involves considering how to use interoperable systems in the challenging and sometimes disordered context of a significant emergency response. Interoperable voice, data, or communication systems allow emergency management and response personnel to communicate in real-time within and across different agencies and areas when necessary and authorized.

See the [RDPO Tactical Interoperable Communications Plan](#) for more information about interoperable communications at the regional level.

### **OREGON – STATEWIDE COMMUNICATIONS INTEROPERABILITY PLAN (2021)**

The Oregon – Statewide Communications Interoperability Plan (SCIP) is a locally driven, multi-jurisdictional, and multi-disciplinary statewide plan to enhance emergency communications and interoperability throughout the State. To be eligible for grant funding made available by the U.S. Department of Homeland Security, every state and territory must have a SCIP. SCIPs are also required by many other federal grant programs, and funding requests are usually tied to compliance with a state’s SCIP.

The State Interoperability Executive Council (SIEC) develops Oregon’s SCIP with stakeholder input drawn from a vast variety of sources. The plan creates a single resource for all stakeholders and a unified approach for enhancing interoperable communications for public safety and officials at all levels of government. The purpose of our SCIP is to define the current and future direction for interoperable and emergency communications within the state and to meet the requirements of [ORS 403.455](#).

The SCIP is a comprehensive plan which:

- Defines the current and future interoperable and emergency communications environment.
- Identifies strategic goals and tactical objectives for enhancing emergency communications and increasing interoperability (including owners and completion timeframes).
- Describes mechanisms to measure achievements.
- Outlines the process by which the state will record progress and challenges each year.
- The SCIP structure is designed to demonstrate accomplishments and challenges and define the strategic direction and priorities in the state or territory for the next three to five years. SCIPs focus on the strategic direction and alignment of all emergency communications (voice and data) in the state and include all forms of related technology and a broader community of stakeholders. They are living documents, and members of the SIEC frequently review the SCIP and report on implementation progress against specific objectives during each quarterly meeting.

### ***SITUATIONAL AWARENESS & INTELLIGENCE GATHERING***

Maintaining SOPs among response agencies and issuing emergency alerts and warnings require situational awareness and intelligence gathering. Situational awareness involves collecting, analyzing, and sharing information across agencies, while intelligence gathering encompasses security and operational information collection. This includes obtaining severe weather forecasts from the National Weather Service and detecting, preventing, apprehending, and prosecuting criminals planning terrorist incidents.

On a day-to-day basis, and during [Level 1 and 2 incidents](#) when the EOC is not fully activated, the City, primary agencies, and supporting response agencies will:

- Be aware of their surroundings and identify and report potential threats and dangerous situations.
- Share and evaluate information from multiple sources.
- Integrate communications and reporting activities among responding agencies.
- Monitor threats and hazards.
- Share forecasting of incident severity and needs.

If activated, the EOC Planning Section Chief will lead situational awareness and intelligence-gathering activities and functions unless otherwise designated. If a criminal or terrorist incident is suspected, the City Police Dept. will notify the Oregon Terrorism Information Threat Assessment Network Fusion Center (OTFC) through the County Sheriff's Office. During a terrorist incident, the OTFC will support situational awareness and intelligence-gathering functions.

See [ESF 5 – Information and Planning](#) for more information.

### **RESOURCE MANAGEMENT**

When the EOC is activated, the Logistics and Planning Sections have primary responsibility for coordinating the resource management effort and have authority under emergency conditions to establish priorities for the assignment and use of all City resources. In a situation where resource allocations are in dispute, the City Administrator (or designee) has the final allocation authority. City resources will be allocated according to the following guidelines:

- Deploy resources by priority (see **Figure 7**).
- Distribute resources so that the most benefit is provided for the number of resources expended.
- Coordinate resident appeals for assistance through the PIO at the EOC or Joint Information Center (JIC). Use local media to provide residents with information about where to make these requests.
- Activate MAAs as necessary to supplement local resources.
- When all local resources are committed or expended, issue a request to the County for County, State, and Federal resources through an emergency declaration.

### **RESOURCE DEPLOYMENT PRIORITIES**

- 1 Protection of Life
- 2 Protection of Responding Resources
- 3 Protection of Public Facilities
- 4 Protection of Private Property

*Figure 7. Resource Deployment Priorities*

See [ESF 7 – Logistics Management and Resource Support](#) for more information.

### **EMERGENCY PUBLIC INFORMATION**

Emergency public information involves developing, coordinating, and disseminating information to the public, coordinating officials, and incident management and responders under all hazard conditions. To ensure appropriate information is distributed to all populations within the community, partnerships with various organizations and agencies are formed. The PIO is responsible for interfacing with the public, media, and other agencies during all emergency mission phases, gathering, verifying, coordinating, and disseminating accurate, accessible, and timely information.

See [ESF 2 – Communications](#) for more information.



## METHODS OF PUBLIC INFORMATION DISSEMINATION

Clear, accurate, and consistent information must be disseminated to the public during an emergency for the public to take appropriate protective actions. The information must be distributed in a variety of methods to ensure accessibility and comprehensive information dissemination of the message. Methods of public information dissemination are shown below in **Table 19**.

*Table 19. Methods of Public Information Dissemination*

<b>Press Releases</b>	A press release is a prepared written news release that uses current data and information.
<b>Media Briefing or Conference</b>	A briefing is an exchange of information on a single topic and typically includes a question-and-answer period. In contrast, a conference is a gathering of media where reporters expect to be able to ask questions on a variety of topics.
<b>Print Media</b>	Print media, including newspapers and magazines, allow PIOs to disseminate public information such as detailed information, background, and input from subject matter experts.
<b>Radio</b>	In addition to warnings issued by the Emergency Alert System (EAS), radio allows PIOs to release audio clips and sound bites to the public.
<b>Television</b>	PIOs may utilize television to disseminate visuals, sound bites, and graphics to the public.
<b>Internet</b>	The internet is a dynamic communication conduit that includes webpages, RSS feeds, and email and can be used as a strategic path for sharing information during an emergency.
<b>Newsletter/Mailers</b>	Information sent directly to the public can provide details on events and activities as well as background information on the City's EMPs.
<b>Call Center</b>	May be used to divert unnecessary calls away from the 9-1-1 system, gather information to increase situational awareness of the incident and disseminate emergency public information.
<b>Print Signage/Message Boards</b>	<p>Print signage and message boards are effective tools for communicating vital information and instructions to the public during emergencies. They can be used to alert people about potential hazards, evacuation routes, shelters, medical facilities, and other resources.</p> <p>For example, during a wildfire, print signage, and message boards can be placed along the roads to warn drivers about the fire danger, direct them to safe exits, and provide updates on the fire status and air quality. Similarly, during a pandemic, print signage and message boards can be used to inform people about the symptoms, prevention, testing, and vaccination of the disease.</p>
<b>Social Media</b>	Web-based platforms, such as social media, can be used for alerting the public during emergency incidents, direct communication with large groups, building awareness, obtaining feedback, and responding to misinformation. Common types of social media include social networks like Facebook, Twitter, and Instagram, social news sites where users share news links, media sharing platforms like YouTube, and community blogs like Medium and Tumblr.
<b>Public Meetings</b>	Virtual or in-person public meetings allow responders, Command Staff, and other officials to provide an update directly to community members and answer questions from the community.
<b>Information Booths &amp; Tables</b>	In situations deemed safe, Public Information Officer (PIO) representatives may choose to establish information booths or tables within the community. This allows them to provide information to community members affected by the disaster directly.

Different distribution methods have their own advantages and drawbacks. It is the responsibility of the PIO to identify the most effective media distribution methods to reach all segments of the city's population. This involves ensuring that the strengths of one method compensate for the weaknesses of another. Moreover, the PIO must guarantee that all communications are accurate, consistent, and well-coordinated to prevent any public confusion. Adequate pre-planning, message mapping, quick adaptation of messages, and building partnerships can assist the PIO in determining the most accessible message formats and dissemination methods for the city's population.

### DEMOBILIZATION

As the emergency progresses and the immediate response subsides, a transition period will occur during which emergency responders will hand responsibility for emergency coordination to agencies involved with short- and long-term recovery operations.

- The following issues will be considered when demobilizing:
- Identification of surplus resources and probable resource release times
- Demobilization priorities as established by the on-scene IC and/or EOC IC.
- Repair and maintenance of equipment, if necessary.

The City Mayor (or designee), with advice from the EOC IC and/or on-scene IC, will determine when a state of emergency no longer exists, emergency operations can be terminated, and normal City functions can be restored.

## Transition to Recovery

After the immediate response activities, the City will focus on recovery to restore government functions and community services. This transition won't signify a sudden cessation of response efforts but a gradual shift toward recovery, as shown in **Figure 8**. Some recovery activities may start before response activities are fully completed. It's the responsibility of all levels of government to assist the public and private sectors after a disaster. The city will review and implement mitigation measures, collect lessons learned, and reassess the EOP during the recovery period. Additional resources may be available for restoring or upgrading damaged areas if it's shown that extra repairs will lessen the impact of future similar disasters.

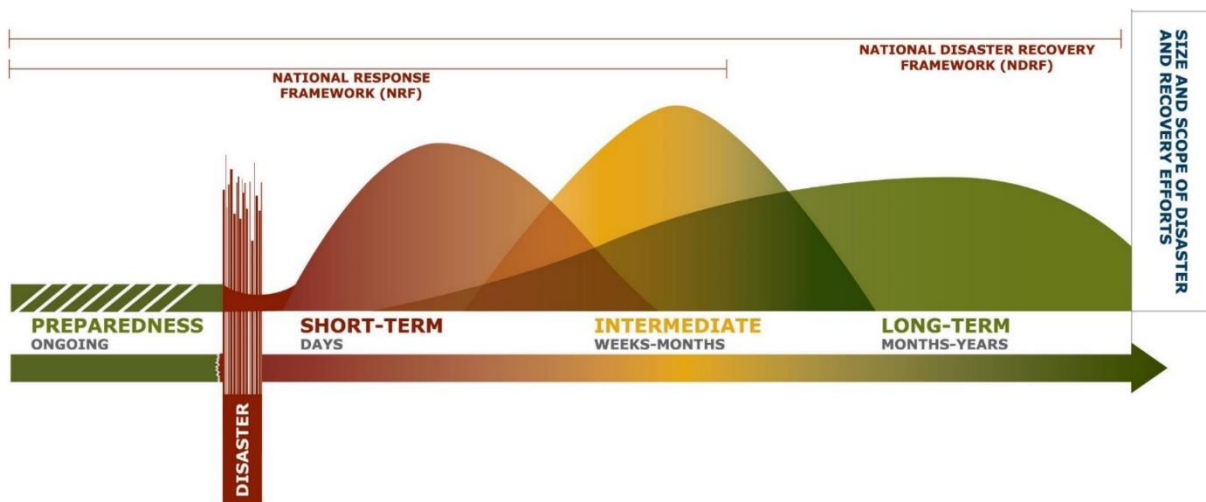


Figure 8. National Response and Recovery Framework Phases

Table 20. Recovery Operations

<b>Short-Term Recovery Operations</b>	Take place in the days to weeks following an incident and focus on stabilizing activities. This phase of recovery involves restoring vital services to the community and providing for the basic needs of the public, such as bringing Necessary lifeline systems (e.g., power, communication, water and sewage, disposal of solid and hazardous wastes, or removal of debris) to an acceptable standard while providing for basic human needs (e.g., food, clothing, and shelter). Once stability is achieved, the City can concentrate on intermediate and long-term recovery efforts, which focus on restoring the community to a “new normal” or improved state.
<b>Intermediate Recovery Operations</b>	Take place in the weeks to months following an incident and focus on rebuilding activities. This phase of recovery involves repairing damaged infrastructure and buildings, providing financial, social, and psychological support to community members, and mitigating future risks.
<b>Long-Term Recovery Operations</b>	Take place in the months to years following an incident and focus on revitalizing activities. This phase of recovery addresses complete redevelopment and revitalization of the impacted area, continued rebuilding activities, and a focus on building self-sufficiency, sustainability, and resilience.

## COMMAND & CONTROL

This section of the EOP highlights the setting in which the EOC exists. It details the location, capabilities, and policies of the EOC. Additionally, it outlines a process for establishing operations with the EOC, including activation, EOC procedures, and deactivation.

### General

The ultimate responsibility for Command and control of City departments and resources lies with the City Mayor. The City Mayor and City Council assign the Chief of Police to function as EM, who will maintain direction and control of the City EMP unless this task is otherwise delegated. City emergency operations, both on-scene and in the EOC, will be conducted in a manner consistent with NIMS, including the use of ICS.

During a City-declared disaster, control is not relinquished to County or State authority but remains at the local level for the duration of the event.

### ***ON-SCENE INCIDENT MANAGEMENT***

Initial response to an incident will be managed by the responding agency (i.e., Public Works Dept., Police Dept., and/or Fire District), who will assign an on-scene IC. The on-scene IC is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene IC may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. The on-scene IC will notify the EM, Fire Chief, or Chief of Police and request activation of the EOC as appropriate. The on-scene IC may also establish an on-scene UCS with City, County, and State leads.

### ***EOC SUPPORT TO ON-SCENE OPERATIONS***

Depending on the type and size of the incident or at the request of the on-scene IC, the City may activate the EOC and assign an EOC Manager. The EOC and EOC Manager support on-scene operations and coordinate City resources.

The request will be submitted to the EM, Fire Chief, Chief of Police, or Public Works Director, who will determine whether to activate the EOC and will assume or designate the role of EOC Manager. In most instances, the on-scene IC will retain tactical control over the incident, relying on the EOC for resource coordination, communications, and public information support. In a more complex incident, UCS may be established at the EOC to ensure proper coordination of resources across agencies. Outside assistance from neighboring jurisdictions or private contractors will be requested and used as an adjunct to existing City services, and then only when a situation threatens to expand beyond the City's response capabilities.

Upon activation of the EOC, the EOC Manager is empowered to assume executive control over all departments, divisions, and offices of the City during a state of emergency. If appropriate, the on-scene IC or EOC Manager may request that the City Administrator (or designee) declare a state of emergency.

### ***EOC***

The EOC supports incident response activities, including tracking, management, and allocation of appropriate resources and personnel, and may also serve as a MAC Center if needed. The EOC will be activated upon notification of a possible or actual emergency. During large-scale emergencies, the EOC may become the City seat of government for the duration of the crisis.

## EOC ACTIVATION

During emergency operations and upon activation of the EOC, EOC staff will assemble and exercise direction and control, as outlined below.

- The EOC will be activated by the EM, Fire Chief, Chief of Police, or Public Works Director, who may assume or designate the role of EOC Manager. While the on-scene IC retains tactical control of the incident, the EOC Manager assumes responsibility for coordinating and prioritizing City resources in support of emergency operations.
- The EOC Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- City departments will conduct emergency operations, augmented as required by trained reserves, volunteer groups, and forces supplied through MAAs and private contractors. County, State, and Federal support will be requested if the situation dictates.
- Communications equipment in the EOC will be used to receive information, disseminate instructions and notifications, and coordinate emergency operations.
- The on-scene IC may establish an on-scene Command post at the scene to maintain close contact and coordinate resources with the EOC.
- Department heads and organization leaders are responsible for assigned emergency functions, as outlined in the ESFs.
- The EOC may, as appropriate, operate on a 24-hour basis and set up operational periods.
- The EOC Manager will immediately notify the CCDM office upon activation of the EOC. Periodic updates will be issued to the County for the duration of EOC activation.

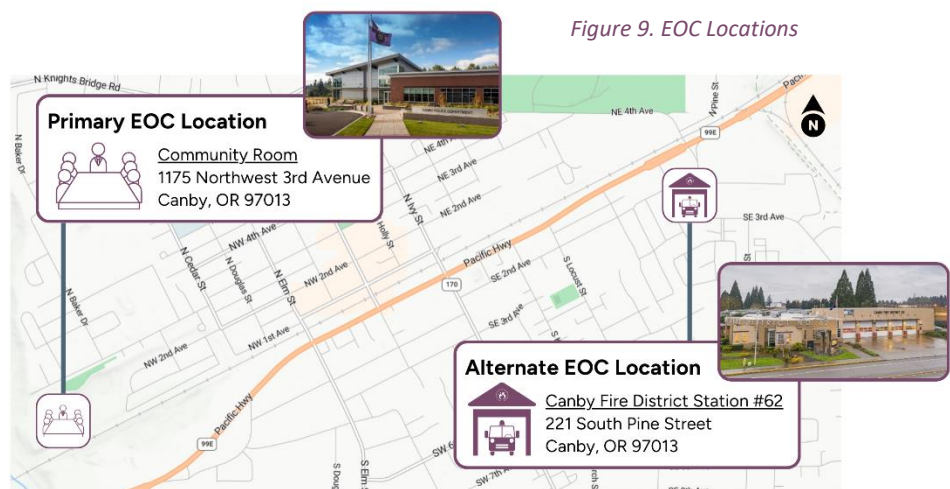
Once immediate response activities have been completed, the City will turn towards recovery to restore government function and community services. Certain recovery activities may begin prior to the completion of all response activities. For example, restoration of lifeline utilities may commence while emergency sheltering is still ongoing.

It is the responsibility of all levels of government to assist the public and private sectors with recovery from disaster. A widespread disaster may disrupt employment, interrupt government services, impact the ability of businesses to function, and impact tax revenues within the City. This EOP is not a recovery plan; however, the City recognizes that response and recovery activities often take place concurrently until life safety and emergency protective actions are completed.

## EOC LOCATION

As shown in **Figure 9**, the primary location for the EOC is the Community Room located at 1175 Northwest 3<sup>rd</sup> Avenue, Canby, OR 97013. The secondary location, or alternate location, is the Canby Fire District Station #62 (221 South Pine Street, Canby, OR 97013). The location of the EOC can change as required by the needs of the incident. Coordination and control of City emergency

resources will take place from the EOC as long as environmental and incident conditions allow. However, if conditions require relocation of the EOC, then the EOC Manager will designate an alternate facility. The EOC Manager may request the use of the County EOC or County facilities from CCDM.



## EOC STAFFING

Depending on the incident type, City departments will provide staff to the EOC. The City may receive assistance from CCDM to support the EOC. At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the on-scene IC or EOC Manager may change to meet the needs of the incident. If local staffing resources are not adequate to maintain the EOC, the City may request support from the State via the County.

City departments involved in emergency response and personnel assigned to Command and General Staff (if previously designated) are required to report to the EOC upon activation. Personnel assigned to the EOC have the authority to make the decisions associated with their Command and General Staff positions.

Due to limited personnel and resources available in the City, all primary and alternate EOC staff must be trained in the functions of ICS and UCS outside their areas of expertise. Regularly exercising ICS, including sub-functions and liaison roles, with volunteers and other support staff will improve overall EOC operation efficiency.

## ACCESS & SECURITY

During an emergency, access to the EOC will be limited to designated emergency operations personnel due to the large volume of incoming and outgoing sensitive information. The EOC Manager may allow access on an individual, case-by-case basis. Appropriate security measures will be in place to identify personnel who are authorized to be present.

## DEACTIVATION

Each incident will be evaluated to determine the need for continued operation of the EOC after the emergency response phase of the incident has been completed. The on-scene IC makes this decision in coordination with the EOC Manager (when the EOC is activated) and the EM (or designee) if different from the EOC Manager.

During the initial phase of the recovery period for a major disaster, it may be desirable to continue to operate the EOC during the day with limited staffing to facilitate the dissemination of public and local government disaster relief information. This alternative should be weighed against the option of immediately requiring staff to manage recovery operations as part of their daily responsibilities.

Once the decision has been made to limit hours/staff or demobilize the EOC, the notification must be disseminated to the same agencies that were notified it was activated. If necessary, the EOC may also be re-opened and emergency operations re-initiated at any time.

## Incident Command System (ICS)

An ICS is a standardized, flexible, scalable, all-hazard incident management system designed to be utilized from the time an incident occurs until the need for management and operations no longer exists. The City will utilize ICS to manage resources and activities during an emergency response to communicate with other responding agencies using common terminology and operating procedures.

The City ICS structure can be expanded or contracted, depending on the incident's changing conditions. During a large-scale (Level 3) incident, it can be staffed and operated by qualified personnel from any emergency service agency, including personnel from a variety of disciplines. The City ICS structure can also be utilized for lower-level emergencies, such as a minor incident involving a single emergency response agency (Level 1). The City has established an EMO, supporting EOC activation and ICS operational procedures, and position checklists. Copies of the EOC position checklists and ICS forms can be found in the EOC.

## Unified Command Structure (UCS)

The City of Canby will adopt a UCS in addition to ICS. UCS is a team effort process that allows all agencies involved with Canby’s incident response efforts to assign an IC to a UCS organization. The UCS then establishes a standard set of incident objectives and strategies that all can subscribe to.

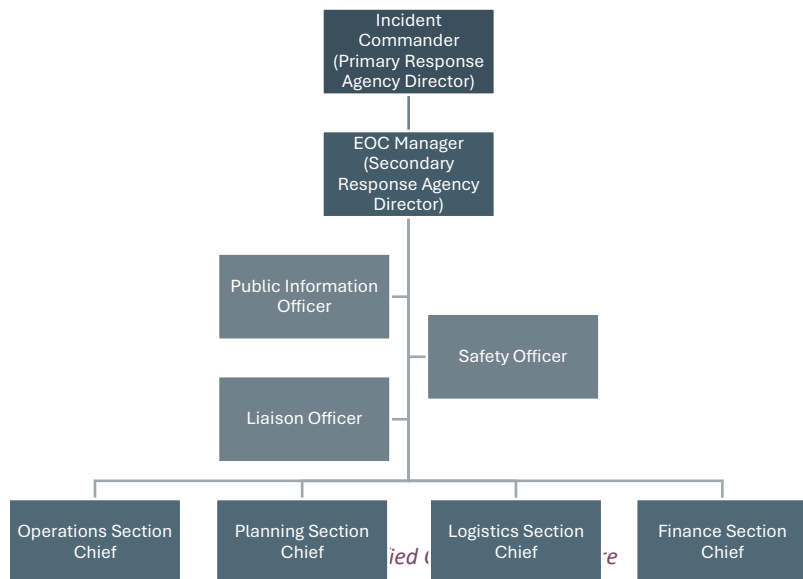
Under UCS, jurisdictions and/or agencies are blended into an integrated, unified team. The resulting organization may be a mix of personnel from several jurisdictions or agencies, each performing functions as appropriate and working toward a standard set of objectives.

The proper mix of participants in a UCS organization will depend upon the following:

- Location of the incident, which often determines the jurisdictions that must be involved.
- Kind of incident that dictates the functional agencies of the involved jurisdiction(s), as well as other agencies that may be involved.

In a multi-jurisdictional situation, a UCS structure could consist of one responsible official from each jurisdiction. In other cases, UCS may consist of several functional department managers or assigned representatives from within a single political jurisdiction. Because of common ICS organization and terminology, personnel from other jurisdictions or agencies can easily be integrated into a single organization.

An example of a scalable UCS for Canby is depicted in **Figure 10**.



### EOC MANAGER

The EOC Manager is responsible for the operation of the EOC when it is activated and has overall responsibility for coordinating resources in support of emergency operations. In general, the EOC Manager is responsible for:

- Maintaining EOC operations in accordance with the principles of ICS and NIMS.
- Approving and supporting the implementation of an IAP.
- Coordinating activities supporting emergency operations.
- Approving the release of information through the PIO.
- Performing the duties of the following Command Staff if no one is assigned to the position:
  - Safety Officer
  - PIO
  - Liaison Officer
- At any time, if the incident expands or contracts, changes in jurisdiction or discipline, or becomes complex, the EOC Manager may change to meet the needs of the incident.
- Serve as an advisor to the City Mayor and City Council.

### EOC COMMAND STAFF

The Command Staff of the EOC will provide leadership, set incident management objectives and priorities, and be responsible for critical decision-making. Positions include Safety Officer, PIO, and Liaison Officer.

### **SAFETY OFFICER**

The Safety Officer is responsible for the safety of emergency response personnel, EOC Command and General Staff, and their operations.

- Identifying initial hazards, determining PPE requirements, and defining decontamination areas.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Implementing site and access control measures.
- Monitoring and assessing the health and safety of response personnel and support staff.
- Preparing and implementing a site Health and Safety Plan and updating the EOC Manager, on-scene Incident Command, and Operations Chiefs as necessary regarding safety issues or concerns.
- Exercising emergency authority to prevent or stop unsafe acts.

### **PUBLIC INFORMATION OFFICER (PIO)**

The PIO will coordinate the City's public information network, including City, County, and State agencies, political officials, and other emergency management stakeholders.

- Determine communications needs and establish a JIC for EOC activations.
- Developing and coordinating the release of information to incident personnel, media, and the public.
- Coordinating information sharing among the public information network using a Joint Information System (JIS) and, if applicable, participating in a JIC.
- Implementing information clearance processes with the EOC Manager.
- Conducting and/or managing media briefings and implementing media-monitoring activities.

### **LIAISON OFFICER**

Liaison roles may be incorporated into the command structure established at the City and/or County EOC, depending on the type of emergency incident that has occurred. Liaisons represent entities and organizations such as hospitals, school districts, public works/utility companies, and volunteer services such as the American Red Cross.

- Serving as the contact point for local government officials, agency or tribal representatives, and stakeholders.
- Coordinating information and incident updates among interagency contacts, including the public information network.
- Providing resource status updates and limitations among personnel, capabilities, equipment, and facilities to the EOC Manager, government officials, and stakeholders.

The annexes attached to this plan contain general guidelines for City staff, volunteer organizations, neighboring jurisdictions, County officials and departments, and other response agency staff to conduct assigned Command Staff responsibilities at the EOC, as well as at EOCs of the County and neighboring jurisdictions.

### **EOC GENERAL STAFF**

The General Staff is comprised of four sections: Operations, Planning, Logistics, and Finance. A Section Chief leads each section and can be expanded to meet the resources and needs of the response. Section Chiefs report directly to the IC.

See [Appendix 3: ICS Roles & Responsibilities Example](#).



## **OPERATIONS SECTION CHIEF**

The Operations Section Chief position is typically filled by the lead agency managing response activities for a specific type of incident. The Operations Section is organized into functional units representing agencies involved in tactical operations.

- Developing and coordinating tactical operations to conduct the IAP, including:
- Developing and coordinating operations to conduct the IAP.
- Anticipating and requesting resources as needed
- Preparing alternative strategies for procurement and managing resources
- Managing and incorporating community partners and stakeholders (private entities, companies, and nongovernmental organizations) into response operations.

The following agencies and organizations are typically included in the Operations Section:

### Fire Service

Emergencies dealing with fire ([ESF 4](#)), earthquake with SAR ([ESF 9](#)), or HazMat ([ESF 10](#)).

### Law Enforcement

Incident(s) involving civil disorder/disturbance, significant security/public safety concerns, transportation-related accidents, and/or criminal investigations ([ESF 13](#)).

### Public Health Officials

Contamination issues, disease outbreaks, and/or emergency incidents pose threats to human, animal, and environmental health ([ESF 6, 8, 11](#)).

### Public Works

Incidents resulting in significant utility disruptions, damage to CIKR, and building collapse ([ESF 1, 3](#)).

### Private entities, companies, & nongovernmental organizations

May also support the Operations Section. Examples of support these organizations may provide include:

- Grassroots social media support for situational awareness, as well as identifying and connecting resources to residents in need.
- Non-hazardous debris clearance collection and disposal

## **PLANNING SECTION CHIEF**

The Planning Section is responsible for forecasting the needs of the response as well as implementing appropriate procedures and processes. Four primary units typically support this section: Resources, Situation, GIS, Documentation, and Demobilization. Only those units required by the emergency are activated.

- Collecting and evaluating information, developing an IAP for each operational period
- Develop and distribute regular Situation Status Reports
- Preparing and disseminating the IAP, including developing alternatives for tactical operations
- Develop and maintain situational awareness and a common operating picture of the disaster or emergency.
- Conducting planning meetings with Section Chiefs and facilitating EOC staff briefings.
- Maintaining resource status, starting with delivery and ending with demobilization.

## **LOGISTICS SECTION CHIEF**

The Logistics Section is responsible for acquiring, transporting, and mobilizing resources to support disaster response efforts. This includes providing personnel, supplies, and equipment, as well as coordinating resource allocation. The section also maintains records of resource requests, acquisitions, and distributions. Depending on the incident, the section can be divided into Service and Support branches.

- Managing various resources to meet the needs of incident personnel, such as transportation-related equipment, EOC staff support services, supplies, facilities, and personnel.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Overseeing immediate distribution of supplies, equipment, and personnel in accordance with EOC priorities.
- Coordinating with the Planning Section to estimate future support and resource requirements.
- Assisting with the development and preparation of the IAP.

## **FINANCE/ADMINISTRATION SECTION CHIEF**

The Finance/Administration Section is activated for large-scale incidents or incidents that require emergency funding or the use of specialized services and equipment that are not within the City's resources. Potential units assigned to this section include Compensation/Claims, Procurement, Cost, and Time.

Conversely, during some incidents, responding agencies may not require outside assistance or minor finance or administrative operations are otherwise needed. In these instances, the Finance/ Administration section can be staffed by a technical specialist in the Planning Section.

## **AREA COMMAND**

An Area Command is a management structure established to oversee the organization of multiple incidents managed by separate ICS organizations or substantial incidents that involve various ICS organizations. Area Command is activated only if necessary, depending on the complexity of the incident and span of control, and does not have operational responsibilities. When activated, the Area Command will:

- Set overall incident-related priorities.
  - De-conflict incident management objectives with other ICS organizations and established policies.
  - Allocate critical resources according to incident-related priorities.
- Conduct oversight.
- Establish policies.
- Allocate critical resources according to incident-related priorities.
- Identify critical resource needs and report them to the EOCs.
- Ensure proper management and effective communications and provide personnel accountability and a safe operating environment.
- Ensure that short-term emergency recovery is coordinated to assist in the transition to entire recovery operations.

## **MULTI-AGENCY COORDINATION**

If the City is coordinating a response with other jurisdictions or agencies with authority over the incident, it may choose to implement a MAC Group. Typically, administrators/executives or their appointed representatives, who are authorized to commit agency resources and funds, are brought together to form MAC Groups. Other names for MAC Groups include "multi-agency committees" and "emergency management committees." A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies. It may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities.

## **PLAN DEVELOPMENT, MAINTENANCE, & IMPLEMENTATION**

This section of the Basic Plan outlines the plan development process, prescribes plan maintenance and improvement processes, and provides plan training and exercise requirements.

## General

The development, maintenance, and implementation of the EOP is the responsibility of the Chief of Police, who oversees the EMP. The Chief of Police assigns different areas of the EOP to City departments based on their roles and capabilities. Each department is accountable for developing and maintaining the annexes and appendices related to their assigned areas of the EOP.

## Plan Review & Maintenance

The responsibility of managing the testing, reviewing, and recommending revisions to the EOP falls under the jurisdiction of the Chief of Police. The Chief of Police ensures that any proposed changes to the EOP that are submitted align with federal, state, and regional plans and regulations. Following a thorough review process and mutual agreement among CEMSC, City personnel, and community partners, the recommended revisions are presented to Canby's City Council for final review and approval. Upon consensus among the City Council members, the EOP is officially adopted by a Senior City Official for promulgation. All modifications and updates to the plan are documented and tracked in Table 2 of this EOP to ensure that the most current version of the plan is effectively disseminated and implemented.

Recommend changes should be forwarded to:

City of Canby City Administrator's Office  
222 NE 2nd Avenue  
Canby, OR 97013

Or electronically to:

[SteinE@canbyoregon.gov](mailto:SteinE@canbyoregon.gov)

## Training Program

To assist with training and preparing essential response staff and supporting personnel to incorporate ICS/NIMS concepts in all facets of an emergency, each department is responsible for ensuring that critical staff is identified and trained at a level that enables the effective execution of existing response plans, procedures, and policies.

The department heads coordinate training for City personnel. The City EM may also coordinate training opportunities and encourage employees to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region. Current training and operational requirements set forth under NIMS have been adopted and implemented by the City (see minimum training requirements in **Table 21**).

The City EM maintains records and lists of NIMS training received by City personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management, and Command and General Staff, as well as EMS personnel, firefighters, Law enforcement personnel, skilled support personnel, other emergency management response personnel, and support/volunteer personnel at all levels.

Table 21. Training Program Recommendations

Emergency Personnel	Training Required
All City staff	IS-100, IS-700
First-line supervisors' personnel in emergency management and incident response operations and other mid-level management, and Command and General Staff	IS-100, IS-200, IS-700, IS-800
Supervisory role in expanding incidents or a management role in an EOC	IS-100, IS-200, IS-700, IS-800, ICS-300, ICS-400
Management capacity in an Area Command situation or EOC	IS-100, IS-200, IS-700, IS-800, ICS-300, ICS-400
PIOs	IS-702, G-290
Resource management	IS-703
Development of MAAs and/or mutual aid operational plans	IS-706
Planning	IS-800
Additional information about training can be found on the <a href="#">OEM website</a> or <a href="#">independent study courses</a> .	

## Exercise Program

The City will conduct exercises throughout the year to evaluate and evaluate this EOP. The City will coordinate with agencies, organizations (nonprofit, for-profit, and volunteer), neighboring jurisdictions, and State and federal governments to participate in joint exercises. These exercises will consist of a variety of tabletop exercises, drills, functional exercises, and full-scale exercises.

As appropriate, the City will use Homeland Security Exercise and Evaluation Program procedures and tools to develop, conduct, and evaluate these exercises.

The CEMSC will work with other City/County departments and agencies to identify and implement corrective actions and mitigation measures based on exercises conducted through Emergency Management.

See [Homeland Security Exercise and Evaluation Program](#) for more information.

## Event Critique & After-Action Reports (AAR)

To document and track lessons learned from exercises, the exercise coordinator or leader will conduct a review, or "hot wash," with exercise participants after each exercise. The exercise coordinator, in conjunction with the CEMSC, will also coordinate an AAR, which will describe the objectives of the exercise, document the results of the evaluation, and improve the City's readiness.

Reviews and AARs will also be facilitated after an actual disaster. All agencies involved in the emergency response will participate in the AAR. The AAR following an incident should describe actions taken, identify equipment shortcomings and strengths, and recommend ways to improve operational readiness. Recommendations may include future exercise events and programs. The CEMSC will work to address equipment, training, and planning shortfalls identified following an incident are addressed by the City's EMO.

## Community Outreach & Preparedness Education

The City will educate the public about threats, disasters, and what to do when an emergency occurs. The City maintains an active community preparedness program and recognizes that individual preparedness and education are vital components of the City's overall readiness.

Information about the City's public education programs, hazard and mitigation information, and other emergency management and emergency services can be found on the City's website.

## Funding & Sustainment

It is a priority of the City to fund and maintain an EMP that ensures the City's ability to respond to and recover from disasters. The EM, in conjunction with the City Administrator, will work with City Council and community stakeholders to:

- Identify funding sources for the EMP, personnel, and equipment.
- Ensure that the Council is informed of progress toward building emergency response and recovery capabilities and is aware of gaps to be addressed.
- Leverage partnerships with local, regional, and State partners to maximize the use of scarce resources.

# EMERGENCY SUPPORT FUNCTIONS



**CANBY EOP 2024**



## EMERGENCY SUPPORT FUNCTIONS

The ESF Annexes outlines how to organize the City’s critical tasks, resources, and capabilities utilized during a disaster. In an incident for which the City’s capabilities and/or resources are limited or exhausted, each annex clearly defines coordination pathways between City departments and community partners and procedures for requesting resources from Community Partners and County, State, and Federal Agencies. Each ESF is comprised of nine sections, as outlined below.

### Purpose

Describes the role of the ESF for the City of Canby EMP and its partners. It gives a broad overview of what the ESF does, how, who, and when it can be applied.

The purpose of the ESFs is to provide a framework for the City of Canby and its partners to coordinate their tasks, resources, and capabilities in response to a disaster. ESFs define the roles and responsibilities of the lead and supporting agencies for each function, the procedures for requesting and deploying resources, and the communication and information-sharing protocols. ESFs can be activated at any stage of the disaster life cycle, depending on the needs and impacts of the incident.

### Coordination with Other ESFs

ESFs are not mutually exclusive, working collaboratively, and may be activated simultaneously or in a sequential manner based on the circumstances of the incident. Certain ESFs, such as transportation, communications, public health, and mass care, are likely to be engaged in most scenarios due to their versatile functions and high demand. Conversely, other ESFs, such as hazardous materials, search and rescue, or energy, may be more applicable to specific incident types and hazards.

ESFs can enhance each other's efforts by offering resources, information, or expertise pertinent to their respective roles. For example, ESF 5 (Information and Planning) can provide situational awareness and analysis to all other ESFs, while ESF 7 (Logistics Management & Resource Support) can facilitate the procurement and distribution of resources across all other ESFs. Similarly, ESF 8 (Public Health) can support ESF 6 (Mass Care) by providing health and medical services to the affected population, while ESF 6 can reciprocate by offering shelter and essentials to health and medical personnel. The coordination among ESFs is overseen by the EOC, which serves as the central hub for information exchange and resource management.



## Coordinating Agencies

**Table 22** outlines Coordinating Agencies, which include the Primary Response Agency, Primary Support Agency, Additional Support City Agency(s), Community Partners, County Agency(s), State Agency(s), and Federal Agency(s) that specialize within each ESF.

*Table 22. Coordinating Agencies*

<b>Primary Response Agency</b>	The designated City department leads emergency response efforts. Acknowledging limited staffing resources, this plan and each ESF recognize that the primary response agency will be on-site during emergencies. Agency representatives (Safety Officer or Liaison) are designated to coordinate EOC activation, situational information sharing, and department-specific guidance with staffing support from the Administrative Response and Additional Support Agencies.
<b>Primary Support Agency</b>	The Administrative Response Agency will support the charge of EOC operations and response operations as directed by the Primary Response Agency. This agency will respectfully integrate the decision-making of the primary response agency on the scene due to its specialized capabilities within each ESF. Therefore, the Administrative Response Agency will work directly for and in correlation with the Primary Response Agency.
<b>Additional Support City Agency(s)</b>	The additional City departments that are engaged with each ESF. The identified City departments will staff the EOC as assigned during an emergency response.
<b>Community Partners</b>	The engaged community stakeholders have established MAAs, whether written or verbal, within each ESF. This includes public, private, and nonprofit organizations within the community that have identified and offered services to the City in facilities, equipment, subject matter expertise, staffing, or other resources/capabilities within each ESF.
<b>County Agency(s)</b>	The County agencies that have capabilities or responsive agreements with the City to utilize each function.
<b>State Agency(s)</b>	The State agencies that have capabilities or responsive agreements with the City utilize each function.
<b>Federal Agency(s)</b>	The Federal agencies that have capabilities or responsive agreements with the City utilize each function.





## ESF 1 – TRANSPORTATION

Purpose	Coordinating Agencies
<p>ESF 1 describes how the City will coordinate transportation needs during a major emergency or disaster, including assessing damage to and restoring and maintaining transportation networks- specifically, roads and bridges.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Public Works Dept.  <b>PRIMARY SUPPORT AGENCY:</b> Police Dept., Fire District #62, and CAT Dept.</p>
Coordination with Other ESFs	<p><b>COMMUNITY PARTNERS:</b> Railroad partners, local airports and heliports, Canby Utility, Canby Disposal, Excavating, Canby Rentals, and Canby Adult Center, Canby School District- Student Transportation of America</p> <p><b>COUNTY AGENCY:</b> DTD</p> <p><b>STATE AGENCY:</b> ODOT</p> <p><b>FEDERAL AGENCY:</b> DOT</p>
<p>The following ESFs support transportation-related activities:</p> <p>ESF 3 – Public Works &amp; Engineering. Support in maintenance, assessment, and restoration of the transportation network, including debris clearance.</p> <p>ESF 13 – Public Safety &amp; Security. Assist in traffic control and escort of emergency supplies.</p>	
Scope	
<p>Activities within the scope of ESF 1 include:</p> <ul style="list-style-type: none"> <li>– Coordinate and support damage assessment activities and disseminate data on impacts to the City of Canby transportation infrastructure.</li> <li>– Coordinate repair and restoration of the transportation network.</li> <li>– Maintain infrastructure to prevent additional hazards.</li> <li>– Process and coordinate transportation support requests from City partners.</li> <li>– Monitor and control vehicular traffic flow with local, County, regional, and state partners.</li> <li>– Provide resources for transportation of evacuees, personnel, equipment, and supplies.</li> <li>– Provide transportation maps.</li> <li>– Prioritize and initiate emergency work tasks for clearing debris, making repairs, and ensuring transportation infrastructure is safe.</li> </ul>	
Situation & Assumptions	
<p>The City's transportation system faces hazards that may disrupt road and rail systems during emergencies. This can impede the movement of people, equipment, and supplies and may require road closures, detours, and other measures. Evacuations during disasters may overwhelm standard routes, requiring additional resources. Coordination with neighboring cities and transportation providers is essential for adequate emergency transportation.</p>	



Response Roles & Responsibilities				
During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs.				
All Tasked Agencies				
<ul style="list-style-type: none"> <li>- Conduct recall of personnel for accountability and availability.</li> <li>- Assess Duration of the Emergency Operation</li> <li>- Identify representatives to staff the EOC for continuous operations.</li> <li>- Assess available personnel and resources to determine declaration of emergency, request for county support, or LIFELINE support.</li> </ul>				
EOC Sections Support	Public Works Dept./Other Public Transportation Agencies with EOC Operations Section	Police Dept.	Fire District #62.	Local Airports & Heliports
<ul style="list-style-type: none"> <li>- Logistics to coordinate fuel supply, vehicle support, and maintenance support during an emergency.</li> <li>- IC delegate to request mutual aid and County support once local resources are exhausted or so.</li> <li>- Incident Command team with Operations Section support to identify safe routes for emergency transport in coordination with the Police Dept.</li> </ul>	<ul style="list-style-type: none"> <li>- Direct emergency transportation needs.</li> <li>- Clear and establish lifeline routes.</li> <li>- Assess the need for critical transportation-related missions if needed to support the EOC.</li> <li>- Prioritize response activities in support of developing the EOC IAPs.</li> <li>- Coordinate transportation of responders and resources to affected areas.</li> <li>- Work with other agencies as needed to determine the usable portions of the City transportation system, including roads and bridges, railroads, transit systems, and motor carrier facilities.</li> <li>- Provide transportation-related public information and mapping support to the EOC during response and recovery activities. (Engineering)</li> <li>- Support damage assessment of transportation routes.</li> <li>- Coordinate with the EOC Planning Section to identify unmet needs, including response vehicles, aircraft, engineering, fuel, and repair assistance.</li> <li>- Establish a Transportation Branch in the EOC if needed.</li> <li>- Track the use of transportation resources through the EOC Finance Section.</li> <li>- Provide barriers and signage to aid missions.</li> <li>- Provide personnel on scene to assist with road closures, traffic redirection, and other activities.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide traffic control and evacuation assistance.</li> <li>- Provide security escorts for commodities movement into affected areas.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide evacuation assistance.</li> <li>- Support identification of DAFN populations that need transportation support.</li> </ul>	<ul style="list-style-type: none"> <li>- Assess the usability of airport and heliport facilities to support response missions.</li> <li>- Conduct and/or coordinate emergency operations as required during large-scale incidents in accordance with established plans, policies, and procedures.</li> <li>- Establish air traffic control for response missions.</li> </ul>
EOC Operations				



- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to transportation infrastructure from the field/scene.
- Share situation status updates related to transportation infrastructure to inform the development of Situation Reports.
- Participate in and provide transportation-specific reports for EOC briefings.
- Assist in the development and communication of transportation-related actions to tasked agencies.
- Monitor ongoing transportation-related actions.
- Work with the Technology Services GIS staff to prepare maps for public distribution showing route status and alternative routes.
- Coordinate ongoing data sharing on transportation route status.
- Share transportation-related information with PIO and GIS staff to ensure consistent public messaging.
- Coordinate transportation-related staffing to ensure the function can be staffed continuously across operational periods.
- Coordinate with ODOT and other transportation providers.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 1 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Develop plans and procedures for ESF 1 activities, as appropriate.</li> <li>- Participate in ESF 1-related training and exercises as appropriate.</li> <li>- Coordinate regular review and update of the ESF 1 annex with supporting agencies.</li> <li>- Facilitate collaborative planning to ensure the City’s capability to support ESF 1 activities.</li> <li>- Develop and maintain an emergency/disaster transportation plan(s) that address the following:                             <ul style="list-style-type: none"> <li>▪ Providing logistics and resource transportation needs.</li> <li>▪ Conducting and/or facilitating damage assessments of City-owned/maintained transportation infrastructure.</li> </ul> </li> </ul> <p><u>CEMSC</u></p> <ul style="list-style-type: none"> <li>- Maintain the operational capacity of the EOC to support transportation activities.</li> <li>- Ensure that staff are identified and adequately trained to fulfill their various EOC positions.</li> <li>- Maintain a list of transportation resources and capabilities.</li> <li>- Identify transportation needs to support emergency response.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 1 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Demobilize response activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR activities and implement corrective actions as appropriate.</li> <li>- Provide support to recovery planning.</li> </ul> <p><u>Public Works Dept./Engineering Dept.</u></p> <ul style="list-style-type: none"> <li>- Coordinate and/or facilitate pre-post-damage assessment activities.</li> <li>- Continue to monitor and restore transportation systems in support of recovery.</li> <li>- Develop financial estimates of damages and losses to transportation infrastructure.</li> <li>- Compile and keep all documentation collected relating to ESF 1-related response activities.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 1 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Participate in the hazard/vulnerability identification and analysis process.</li> <li>- Take steps to correct deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.</li> </ul> <p><u>Public Works Dept./Engineering Dept.</u></p> <ul style="list-style-type: none"> <li>- Regularly inspect streets, public roadways, and rights-of-way for deterioration and make necessary repairs to keep them in good condition.</li> <li>- Keep equipment in operating condition.</li> </ul>



## ESF 2 – COMMUNICATIONS

Purpose	Coordinating Agencies
<p>ESF 2 coordinates governmental and non-governmental organizations that provide the communications, information, and technology capabilities necessary to support response efforts, facilitate the delivery of information to emergency management decision-makers, and stabilize systems following disasters.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> City’s Communications Specialist (Economic Director)</p> <p><b>PRIMARY SUPPORT AGENCY:</b> City Police Dept., City Administration Dept., Fire District #62 PIO, Information Technology Dept., CEMSC</p>
<p><b>Coordination with Other ESFs</b></p>	<p><b>COMMUNITY PARTNERS:</b> Canby Amateur Radio Communications Operators, Canby Emergency Operations, Direct Link, ATT FirstNet Partnering Agencies, GMRS Radio Fire Repeater, Fairgrounds, Four Square Church.</p>
<p>All ESFs will support communication-related activities, including interoperable and redundant communications systems, to ensure responding agencies can communicate with each other and the EOC.</p>	<p><b>COUNTY AGENCY:</b> Clackamas County Communications (C-COM)</p> <p><b>STATE AGENCY:</b> SIEC and Statewide Interoperability Coordinator (SWIC)</p> <p><b>FEDERAL AGENCY:</b> Dept. of Homeland Security and Cybersecurity and Infrastructure Security Agency (CISA)</p>
<p><b>Communication Systems</b></p>	
<p><b>Emergency Notifications:</b> Canby Amateur Radio Communications Operators. Radio, telephone, or Law Enforcement Data systems.</p> <p><b>Employee Notification:</b> Phone-based systems including Disaster Notification Group Me, Instant messaging/text, and phone calls. Computer network systems include Microsoft Teams.</p> <p><b>Public Notification:</b> Everbridge, EAS, National Warning System</p> <p><b>Interoperability:</b> Fire District #62, Police Dept., Public Works Dept., and the school district have an 800-megahertz (MHz) radio system.</p>	
<p><b>Scope</b></p>	
<p>Activities within the scope of ESF 2 include:</p> <ul style="list-style-type: none"> <li>– Maintain, monitor, and report the City’s communications systems to ensure reliable alert, warning, and notification systems.</li> <li>– Establish and maintain an effective communications system, including City-owned and commercially leased systems, for use in a disaster.</li> <li>– Coordinate the provision of redundant and temporary communications as required.</li> <li>– Establish, coordinate, and confirm communication methods.</li> <li>– Provide a representative to the County EOC when requested to support ESF 2 activities.</li> </ul>	
<p><b>Situation &amp; Assumptions</b></p>	
<p>During emergencies, communication systems may face disruptions, which can hinder the distribution of accurate information and the coordination of response efforts. The high demand for communication services can potentially overwhelm existing systems. Prioritizing emergency communications, such as 9-1-1 calls, responder coordination, and communication with the public and media, is of utmost importance.</p>	



**Response Roles & Responsibilities**

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs.

**All Tasked Agencies**

- Provide situational updates to the City and County EOC as required to maintain situational awareness and foster a common operating picture.
- Provide a representative to the County EOC, when requested, to support ESF 2 activities.
- Use established common response communications language (i.e., plain English) to ensure that information dissemination is timely, transparent, acknowledged, and understood by all receivers.
- Monitor the status of the City’s communication infrastructure during or following any disaster.
- Coordinate and assign resources necessary to respond to an incident that impacts the communications infrastructure.
- Establish or confirm communication methods.
- When necessary, coordinate the provision of temporary or interim person’s ability as required.

<b>Economic Development Director (Communications Specialist)</b>	<b>Fire District #62.</b>	<b>Police Dept.</b>	<b>Information Technology Dept</b>
<ul style="list-style-type: none"> <li>- Provide employees, the public, and the media with accurate and timely incident information.</li> <li>- Ensure that individuals with DAFN receive alert and warning messages and emergency public information in a usable format.</li> <li>- Compile and submit situational intelligence information on the City's communications infrastructure and prepare reports for partners.</li> <li>- Facilitate the resource-requesting process and coordinate the staging and distribution of assets.</li> <li>- Coordinate public information with other agencies/jurisdictions as the EOC liaison.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain and operate the 800-MHz radio system.</li> <li>- Provide additional siren-equipped mobile units where necessary to provide sound coverage.</li> <li>- Provide mobile public address units if necessary.</li> <li>- Provide staffing for door-to-door warning if necessary</li> <li>- Facilitate and activate personnel and resources of the Canby Amateur Radio Communications Operators.</li> </ul>	<ul style="list-style-type: none"> <li>- Activate the EOC</li> <li>- Support tactical communications for emergency responders and coordinate with EOC staff and other Public Service Answering Points.</li> <li>- Operate Everbridge and implement alert, warning, and notification systems when required.</li> <li>- Establish communications with local response partners and provide staffing for door-to-door warning if necessary.</li> <li>- Develop and maintain hazard-specific warning procedures and an Emergency Communications Plan.</li> <li>- Coordinate with the EOC Planning Section to identify unmet needs</li> <li>- Establish a Communications Branch in the City EOC if needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Support and troubleshoot any/all technical problems as required to support incident operations.</li> <li>- Set up EOC voice and data equipment systems; provide technical and networking support.</li> <li>- Provide the EOC IC with a timely assessment of damage or degradation of telephone and network assets.</li> <li>- Provide staffing for the EOC Communications Unit</li> <li>- Track the use of communication equipment and resources through the EOC Finance Section.</li> </ul>



## EOC Operations

- Provide a primary entry point for situational information related to communication.
- Develop the Communications Plan for the incident, identifying the phone numbers for crucial incident participants, 24/7 support numbers for vendors who are supporting the communication technologies, and identifying the radio channel(s) being used for the event(s).
- Serve as a liaison with supporting agencies and community partners, including Amateur Radio Groups.
- Check in with emergency communication partners, as listed in this annex, to determine any communication-based needs and concerns.
- Ensure that any communications-related needs are submitted to the EOC Logistics section and share estimated times for resolution or acquisition with communication partners.
- Collect situation status updates related to communication functionality and stability to inform the development of Situation Reports.
- Identify and share alternate communication routes as available and necessary.
- Serve as the EOC communication liaison to the SWIC and SIEC, sharing needs and coordinating support as requested by communication partners.
- Participate in and provide communication-specific reports for EOC briefings.
- Assist in the development and communication of communication-related actions to tasked agencies.
- Monitor ongoing communication-related actions.
- Share communication-related information with the PIO to ensure consistent public messaging.
- Coordinate communication-related staffing to ensure the function can be staffed across operational periods
- Guide City Council with public messaging and situational awareness updates.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 2 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 2 activities, as appropriate.</li> <li>- Participate in ESF 2-related training and exercises, as appropriate. Coordinate regular review and update of the ESF 2 annex with supporting agencies.</li> <li>- Maintain interoperable and redundant communications equipment.</li> </ul> <p><u>Police Dept.</u></p> <ul style="list-style-type: none"> <li>- Serve as the 24/7 City Warning Point</li> <li>- Provide dispatch services for the City before, during, and after an emergency.</li> <li>- Maintain emergency contact lists.</li> <li>- Ensure that mobile data computers are tied into the computer-aided dispatch system for efficient communication.</li> <li>- Maintain and operate EAS for the City.</li> <li>- Issue all warnings through the warning point.</li> <li>- Dispatch siren-equipped mobile units to key locations to provide supplemental sound coverage.</li> <li>- Coordinate regular review and update of the ESF 2 annex with supporting agencies.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 2 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Demobilize response activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR activities and implement corrective actions as appropriate.</li> <li>- Prepare to support recovery operations by identifying community needs.</li> </ul> <p><u>CEMSC</u></p>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 2 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>



<ul style="list-style-type: none"> <li>- Facilitate collaborative planning to ensure the City’s capability to support ESF2 activities.</li> <li>- Develop robust plans for the following communications sub-capabilities:</li> <li>- Alert and Warning             <ul style="list-style-type: none"> <li>▪ Manage and coordinate all incident notifications to City staff, elected officials, and other outside agencies as appropriate (e.g., during the transition to continuity facilities or succession notification)</li> <li>▪ Engage in routine intelligence gathering and situational awareness activities.</li> </ul> </li> <li>- Communications System             <ul style="list-style-type: none"> <li>▪ Establish and maintain emergency communications systems.</li> <li>▪ Coordinate the use of all public and private communication systems necessary during emergencies.</li> <li>▪ Manage and coordinate all emergency communications within the EOC once activated.</li> <li>▪ Maintain the operational capacity of the EOC to support communications activities.</li> <li>▪ Ensure that staff are identified and adequately trained to fulfill their delegated function within the County EOC, including the use of specialized and alternate communications technology and any associated equipment, software, etc.</li> </ul> </li> </ul> <p><u>Clackamas Communications (CCOM)</u></p> <ul style="list-style-type: none"> <li>- Serve as the 24/7 County Warning Point in conjunction with CCDM.</li> <li>- Provide dispatch services for the County before, during, and after an emergency.</li> <li>- Maintain contact lists for employees and service vendors.</li> </ul> <p><u>Canby Information Technology Dept.</u></p> <ul style="list-style-type: none"> <li>- Ensure availability of telephone, computer, and computer networks and coordinate GIS needs with Engineering.</li> <li>- Coordinate with telephone service providers.</li> <li>- Coordinate with the radio frequency coordination point (Canby Amateur Radio Communications Operators) as needed.</li> <li>- Evaluate and recommend improvements to EOC communications capability.</li> </ul>	<ul style="list-style-type: none"> <li>- Compile and keep all documentation collected relating to the management of communication equipment and software.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	
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ESF 3 – PUBLIC WORKS

Purpose	Coordinating Agencies
<p>ESF 3 describes how the City will provide the resources (human, technical, equipment, facilities, materials, and supplies) to support emergency public works needs during a time of a significant emergency or disaster.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Public Works Dept.</p> <p><b>PRIMARY SUPPORT AGENCY:</b> Parks and Recreation, Public Works Facility, Stormwater Dept., Engineering Services, Cemetery Dept., Fire and Police, and Wastewater Dept., Canby Adult Center</p> <p><b>COMMUNITY PARTNERS:</b> Mutual aid partners &amp; Local contractors</p> <p><b>COUNTY AGENCY:</b> DTD</p> <p><b>STATE AGENCY:</b> ODOT</p> <p><b>FEDERAL AGENCY:</b> Dept. of Defense/ United States Army Corps of Engineers &amp; Dept. Of Homeland Security</p>
Coordination with Other ESFs	
<p>The following ESFs support transportation-related activities:</p> <p>ESF 1 – Transportation. Identify impacts to the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</p> <p>ESF 10 – HazMat. Identify impacts to HazMat and hazardous waste sites and develop priorities for repair and restoration.</p> <p>ESF 12 – Energy. Identify impacts on the City’s energy infrastructure and develop priorities for repair and restoration.</p>	
Scope	
<p>Activities within the scope of ESF 3 include:</p> <ul style="list-style-type: none"> <li>– Coordinate restoration of vital lifeline systems to the community, focusing on critical bridges, roads, potable water systems, and wastewater systems throughout the City.</li> <li>– Coordinate efforts to address the impact of disasters on the City's public works infrastructure, including assessing damage to transportation, utilities, and waste systems.</li> <li>– Measures to repair or reinforce compromised infrastructure components, coordinate repair activities across various systems, ensure necessary facilities are inspected and repaired, maintain the condition of undamaged public works, and either remove or secure unstable structures to ensure safety and facilitate search and rescue operations.</li> <li>– Coordination of the clearance, categorization, and proper disposal of disaster debris, and lead the thoughtful restoration of affected public works.</li> <li>– Informed guidance on flood control, structural assessments, and infrastructure impact evaluations to assist the response team.</li> <li>– Coordinate debris management instructions to the public and identify temporary storage sites.</li> </ul>	
Situation & Assumptions	
<p>Unsafe and unknown conditions may persist throughout a community from weakened or destroyed structures, homes, public buildings, roads, and bridges awaiting assessment from engineers and emergency personnel. Safety determinations for utilities, structures, and infrastructure may be necessary. Access to potable water and effective wastewater management plays a significant role in maintaining the health and safety of the public.</p>	





## Response Roles & Responsibilities

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs.

## All Tasked Agencies

- Provide a representative to operate from the EOC or other command location to ensure coordination with other agencies, as necessary.
- Document personnel and other costs related to the emergency or disaster response for possible Federal disaster assistance reimbursement.
- Ensure that public works emergency response Activities and emergency public information are coordinated with the EOC when it is operational.
- Advise the City Administration on public works-related aspects of the emergency or disaster. Prioritize response Activities in support of developing the EOC IAP.
- Support public messaging related to ESF-related Activities. Report suspicious devices found on infrastructure to Incident Command. Provide personnel and equipment to support emergency operations.
- Coordinate with the EOC Planning Sec to Identify unmet needs.

Public Works Dept	Fire District #62	Police Dept.	City Staff	Water & Sanitary Partners
<ul style="list-style-type: none"> <li>- Activate off-duty personnel.</li> <li>- Inspect and report infrastructure damage following emergencies.</li> <li>- Clear debris from roads and structures.</li> <li>- Perform temporary repairs on routes and bridges.</li> <li>- Coordinate restoration of public facilities and roads.</li> <li>- Furnish equipment and operators for rescue operations.</li> <li>- Support traffic control and provide signage for detours and shelters.</li> <li>- Coordinate public works emergency response activities with the EOC.</li> <li>- Keep other City departments informed of public works-related aspects of emergencies.</li> <li>- Prioritize response activities and support public messaging.</li> <li>- Report suspicious devices found on infrastructure.</li> <li>- Provide personnel and equipment for emergency operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Clear and establish lifeline routes.</li> <li>- Work with Public Works to close and repair transportation infrastructure.</li> <li>- Work with utilities to repair and restore operations (power, gas, telecommunications, water, wastewater, and stormwater systems).</li> <li>- Prioritize efforts to restore, repair, and mitigate damage to City infrastructure.</li> <li>- Keep other City departments informed of Parks and Recreation-related aspects of the emergency or disaster.</li> <li>- Prioritize response activities in support of developing the EOC IAPs</li> </ul>	<ul style="list-style-type: none"> <li>- Provide security measures, traffic control, detour signs, shelters, routes, and trespassing signs.</li> <li>- Evaluate critical generator functions and power needs.</li> <li>- Organize logistic management.</li> <li>- Assess staffing availability for the entire operation.</li> <li>- Coordinate debris removal with the County as required.</li> <li>- Ensure that emergency response activities are coordinated with the EOC and Public Works Dept. when it is operational.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide personnel to staff EOC</li> <li>- Ensure emergency response activities are coordinated with the EOC and Public Works Dept., when it is operational.</li> <li>- Support public messaging related to ESF 3-related activities.</li> <li>- Regularly brief the City Council on the developing situation.</li> <li>- Collect resource requirement information from all City departments.</li> <li>- Evaluate the situation and determine whether EOP implementation is called for.</li> <li>- Assess developing conditions; evaluate potential impact.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist in assessing impacts when hazardous substances threaten to contaminate wastewater systems.</li> <li>- Assess damage to stormwater and sewer systems.</li> <li>- Coordinate with sewer/wastewater districts/agencies.</li> <li>- Coordinating and informing regulatory agencies.</li> <li>- Communicate and inform the public about situation updates through coordination with the County PIO.</li> </ul>

# ESF 3 - PUBLIC WORKS



<ul style="list-style-type: none"> <li>- Establish a Public Works Branch in the EOC if needed.</li> <li>- Provide damage assessment information to the EOC.</li> <li>- Identify and label uninhabitable/unsafe structures.</li> </ul>			<ul style="list-style-type: none"> <li>- Research sources of needed resources.</li> <li>- Establish and maintain contact with the County; provide updates on conditions.</li> <li>- Prioritize response activities in support of developing the EOC IAPs.</li> </ul>	
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EOC Operations		
<ul style="list-style-type: none"> <li>– Serve as a liaison with supporting agencies and community partners.</li> <li>– Provide a primary entry point for situational information related to public works infrastructure from the field/scene.</li> <li>– Share situation status updates related to transportation infrastructure to inform the development of Situation Reports.</li> <li>– Participate in and provide public works-specific reports for EOC briefings.</li> <li>– Assist in the development and communication of transportation-related actions to tasked agencies.</li> </ul>		<ul style="list-style-type: none"> <li>– Monitor ongoing public works-related actions.</li> <li>– Work with the Technology Services GIS staff to prepare maps for public distribution showing route status and alternative routes.</li> <li>– Coordinate ongoing data sharing on transportation route status.</li> <li>– Share public works-related information with PIO and GIS staff to ensure consistent public messaging.</li> <li>– Coordinate transportation-related staffing to ensure the function can be staffed continuously across operational periods.</li> <li>– Coordinate with ODOT and other transportation providers.</li> </ul>
Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 3 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>– Develop the operational capacity of the EOC to support public works activities.</li> <li>– Ensure that staff are identified and adequately trained in the EOC, including the tracking of public works resources.</li> <li>– Public Works and Engineering Dept.</li> <li>– Develop and maintain an emergency notification list for departmental personnel.</li> <li>– Develop and maintain operating procedures for disaster response, including evacuation transportation requirements.</li> <li>– Provide appropriate training to personnel on the general concept of disaster response and self-preservation techniques and for utilization of the ICS in disaster procedures for damage assessment.</li> <li>– Ensure that employees fully understand their obligations as emergency responders to report to work as soon as possible in the event of a significant emergency or disaster.</li> <li>– Ensure that employees are aware of the need for a family preparedness plan that will assist them and</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 3 include:</p> <p><u>All Tasked Agencies</u></p> <ul style="list-style-type: none"> <li>– Demobilize response activities.</li> <li>– Provide support to recovery planning.</li> <li>– Maintain incident documentation to support any applicable public and/or individual assistance claims. Continue to repair infrastructure and buildings on a priority basis.</li> </ul> <p><u>Public Works Dept./Engineering Dept.</u></p> <ul style="list-style-type: none"> <li>– Continue necessary response operations.</li> <li>– Assist other agencies with recovery operations and damage assessment, as appropriate.</li> <li>– Return the focus of service to maintenance of the City infrastructure as soon as possible, releasing personnel and equipment for return to normal operations.</li> </ul> <p><u>CEMSC</u></p> <ul style="list-style-type: none"> <li>– Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 3 include:</p> <p><u>All Tasked Agencies:</u></p> <ul style="list-style-type: none"> <li>– Participate in the NHMP process for the City.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>



<p>their families in dealing with the results of all hazards.</p> <ul style="list-style-type: none"> <li>- Designate an EMP liaison who will be responsible for the department’s mitigation and preparedness activities, including participating in the development, maintenance, and exercise of the EOP.</li> <li>- Designate a Public Works resource coordinator who will serve as a member of the City’s EOC staff whenever the EOC is activated for training, exercising, or coordinating an actual response by the City government to a significant emergency or disaster. This coordinator shall also be responsible for developing and maintaining a working knowledge of resources available to the Public Works Dept. through other local, State, and federal agencies for disaster response. This position will also work with utility companies and other Public Works Depts, ODOT, and the U.S. Army Corps of Engineers.</li> <li>- Participate in training exercises to evaluate the EOP.</li> </ul> <p><u>CEMSC</u></p> <ul style="list-style-type: none"> <li>- Maintain the operational capacity of the EOC to support transportation activities.</li> <li>- Ensure that staff are identified and adequately trained to fulfill their various EOC positions.</li> <li>- Maintain a list of transportation resources and capabilities.</li> <li>- Identify transportation needs to support emergency response.</li> </ul>		
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## ESF 4 – FIREFIGHTING

Purpose	Coordinating Agencies
<p>ESF 4 describes how the City will detect and suppress urban, rural, and wildland fires resulting from or occurring coincidentally with a significant disaster condition or incident.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Fire District #62</p> <p><b>PRIMARY SUPPORT AGENCY:</b> Public Works Dept., Police Dept., Economic Development Director, Fairgrounds</p> <p><b>COMMUNITY PARTNERS:</b> Mutual aid partners, Local contractors</p> <p><b>COUNTY AGENCY:</b> CCDM, Clackamas County Defense Board</p> <p><b>STATE AGENCY:</b> Oregon’s Dept. of Forestry (ODF)</p> <p><b>FEDERAL AGENCY:</b> U.S. Dept. of Agriculture/ Fire Service, Bureau of Land Management</p>
Coordination with Other ESFs:	
<p>The following ESFs support firefighting-related activities:</p> <ul style="list-style-type: none"> <li>ESF 1 – Transportation. Identify impacts on the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</li> <li>ESF 6 – Mass Care. Provide mass care support for residents displaced by a fire incident.</li> <li>ESF 10 – HazMat. Provide technical support for fire incidents that involve HazMat.</li> </ul>	
Scope	
<ul style="list-style-type: none"> <li>– Coordinate support for firefighting activities, including detection of fires.</li> <li>– Provide personnel, equipment, and supplies to support all agencies involved in rural, urban, and wildland firefighting operations.</li> </ul>	
Situation & Assumptions	
<p>The City is faced with several hazards that may require firefighting support. The following considerations should be considered when planning for and implementing ESF 4 activities:</p> <ul style="list-style-type: none"> <li>– Fires are often a secondary hazard after a large-scale disaster such as an earthquake. These hazards usually overwhelm a community’s response capabilities and can exacerbate already dangerous situations as resources become overstretched.</li> <li>– Dealing with fires involving HazMat may require the use of specialized equipment and training.</li> <li>– Fire personnel are trained in ICS / NIMS, so there is often a strong level of understanding of the command structure during an incident.</li> <li>– Fire agencies have a significant role in responding to terrorist or CBRNE (Chemical, Biological, Radiological, Nuclear, or and high yield Explosives) incidents, which may also require assistance from a regional HazMat team and/or Explosive Disposal Unit. A terrorism incident may involve one or more CBRNE hazards, including improvised explosive devices and the combination of these devices or other explosives with radiological materials to create a “dirty bomb.”.</li> </ul>	
Response Roles & Responsibilities	



During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Response operations related to fire prevention, fire suppression, fire investigation, security and search and rescue.
- Coordinate warning and evacuation. Enforce and/ or issue road closure notices with support from PIO, Law Enforcement, and Public Works.
- Activate the EOC as needed; assist Incident and EOC Command.
- Provide situational awareness.
- Compile operations information to create Situation Reports and foster a common operational picture.
- Facilitate the resource requesting process: compiling resource requests, filling resource requests locally or through existing agreements' forwarding unmet resource requests and coordinating staging and distribution of assets upon arrival.

### All Tasked Agencies

Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.

Fire District #62	Police Dept.	Public Works Dept.	Others
<ul style="list-style-type: none"> <li>- Conduct response operations related to fire prevention, fire suppression, fire investigation, site security, SAR, and emergency medical aid to prevent loss of life, loss of property, and damage to the environment.</li> <li>- Initiate mutual aid contingency plans as required based on resource availability.</li> <li>- Provide on-scene incident management.</li> <li>- Coordinate ambulance services, as appropriate.</li> <li>- Integrate on-scene and EOC PIO activities.</li> <li>- Conduct CBRNE detection, monitoring, response, and decontamination operations in collaboration with law enforcement.</li> <li>- Size up situations and notify Canby Amateur Radio Communications Operators as appropriate.</li> <li>- Issue and implement evacuation notices, if necessary.</li> <li>- Conduct damage assessment.</li> </ul>	<ul style="list-style-type: none"> <li>- Assist in warning the public of evacuations, traffic routing and/or traffic control, and site security when possible.</li> <li>- Assist On-Scene Command.</li> <li>- Coordinate warning and evacuation.</li> <li>- Provide traffic and crowd control.</li> <li>- Issue and/or enforce road closure notices, if necessary.</li> <li>- Integrate the Law Enforcement PIO into On-Scene PIO activities.</li> <li>- Take the lead in terrorism/CBRNE events in detection and crime scene management.</li> <li>- Provide enforcement against the responsible party.</li> <li>- Coordinate radio communications.</li> <li>- Fill resource requests, monitor emergency communications, and record incident benchmarks.</li> <li>- Conduct notifications as per requests from the field.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide signs, barriers, equipment, and personnel to assist in traffic and crowd control.</li> <li>- Provide heavy equipment as requested.</li> <li>- Support water supply.</li> <li>- Provide mechanical service of equipment.</li> <li>- Coordinate fuel, as necessary.</li> </ul>	<p><b>Response Private Ambulance</b></p> <ul style="list-style-type: none"> <li>- Conduct EMS.</li> <li>- Transport injured persons.</li> <li>- Conduct triage tasks.</li> </ul> <p><b>Response Non-Governmental And Faith-Based Organizations</b></p> <ul style="list-style-type: none"> <li>- Shelter, feed, and clothe evacuated persons.</li> <li>- Provide food to fire crews.</li> </ul> <p><b>Response Mutual Aid Partners</b></p> <ul style="list-style-type: none"> <li>- Respond to calls for support under established agreements to include, but not limited to, fire, rescue/extrication, emergency medical assistance, hazardous material response, and evacuation.</li> <li>- Support emergency operations as defined in agency emergency operations procedures or as requested by the EOC, such as damage assessment.</li> </ul>



<ul style="list-style-type: none"> <li>- Issue road closure notices, if necessary.</li> <li>- Conduct cost recovery actions.</li> </ul>	<ul style="list-style-type: none"> <li>- Track unit's time (dispatch and arrival).</li> </ul>		
<p><b>EOC Operations</b></p>			
<p>Until the EOC is activated, direction and control are the responsibility of Fire District #62. Roles and responsibilities of the EOC general staff specific to a firefighting emergency response are outlined in 4.1 –4.5. If the EOC is not activated, all tasks below are the responsibility of Fire District #62.</p> <p><b>Incident Commander</b></p> <ul style="list-style-type: none"> <li>- Notify supporting fire services agencies.</li> <li>- Determine the scope and extent of the fire (recurring). Verify reports and obtain estimates of the areas that may be affected.</li> <li>- See ICS Form 209: Incident Status Summary.</li> <li>- The Fire Chief assumes duties to direct resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC.</li> <li>- Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the IC and Lead PIO prior to dissemination to the public.</li> <li>- If conditions warrant, request activation (through the County Fire Defense Board Chief) of the State Conflagration Act.</li> </ul> <p><b>Operations Section</b></p> <ul style="list-style-type: none"> <li>- Deploy resources to meet the defined incident strategy. Contain and control fire, protect exposures, perform rescue, etc., according to SOPs.</li> <li>- Establish and maintain coordination among response agencies, including Police, Public Works, and assisting/cooperating agencies.</li> <li>- Consider the need to activate additional operational branches such as Medical, Law Enforcement, Public Works, and Air Operations.</li> </ul> <p><b>Planning Section</b></p> <ul style="list-style-type: none"> <li>- Assess the fire situation, including the determination of affected areas. Obtain information such as current weather, fire behavior, etc. Ensure that the Operations Section receives timely fire weather and behavior information.</li> <li>- Alert the PIO and Incident Command of facilities at risk (exposures) from the fire. Assist in determining areas that should be evacuated or alerted to the incident.</li> <li>- With the assistance of the Law Enforcement and Public Works Branches, develop and maintain up-to-date information on conditions of access and evacuation routes, fire damage, and the status of suppression and relief efforts.</li> <li>- In the event of a wildland fire, consider activating appropriate technical specialists such as the Fire Behavior Officer, Wildland Safety Officer, and Command and Operations staff with wildland experience.</li> </ul> <p><b>Logistics Section</b></p> <ul style="list-style-type: none"> <li>- In the event of a wildland fire, consider the need for specialized resources such as appropriate protective clothing, additional brush tools, trombone pumps, wildland hoses, fire shelters, etc. During the summer season, Fire District #62 carries wildland PPE.</li> <li>- In the event of a wildland fire, consider requesting Logistics staff with wildland experience (e.g., from ODF, U.S. Forest Service).</li> </ul>			



- Provide resources and facilities to meet the needs of the incident(s).

**Finance/Administration Section**

- If the Conflagration Act is activated, review procedures for cost tracking and reimbursement.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 4 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Develop plans and procedures for ESF 4 activities, as appropriate.</li> <li>- Participate in ESF 4-related training and exercises as appropriate.</li> <li>- Appoint a representative to assist the EOC when requested.</li> <li>- Establish criteria for relocating fire operations if present facilities must be evacuated.</li> <li>- Establish communication links with law enforcement agencies for coordinating warning and evacuation confirmation functions.</li> <li>- Develop procedures and protocols for coordinating protective action communications with the at-risk population on scene.</li> </ul> <p><b>Fire District #62</b></p> <ul style="list-style-type: none"> <li>- Conduct hazard evaluations.</li> </ul> <p><b>Mutual Aid Partners</b></p> <ul style="list-style-type: none"> <li>- Establish procedures for coordinating all public information releases through the City PIO.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 14 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Demobilize any communication staging areas, mobile communication centers, and /or other applicable response operations according to established plans, policies, and procedures and return to normal day-to-day activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Provide support to recovery planning.</li> <li>- Keep detailed records of expenses in case there is potential for federal and State reimbursement assistance.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 3 include:</p> <p><b>All Tasked Agencies:</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>





## ESF 5 – INFORMATION & PLANNING

Purpose	Coordinating Agencies
<p>ESF 5 describes how the City will support incident information and planning needs to develop and maintain a common operating picture to support response and recovery activities.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Police Dept.</p> <p><b>PRIMARY SUPPORT AGENCY:</b> CEMSC, Policy Group, and Fairgrounds. All remaining departments, divisions, and agencies.</p> <p><b>COMMUNITY PARTNERS:</b> Mutual aid partners</p> <p><b>COUNTY AGENCY:</b> CCDM</p> <p><b>STATE AGENCY:</b> OEM</p> <p><b>FEDERAL AGENCY:</b> Dept. Of Homeland Security, FEMA</p>
Coordination with Other ESFs	
<p>The following ESFs support information and planning-related activities:</p> <p>All ESFs: All functions will provide situation status updates to ESF 5 to guide IAP activities.</p>	
Scope	<ul style="list-style-type: none"> <li>– The EOC will serve as a hub for the receipt and dissemination of emergency management-related situational information.</li> <li>– Collect, process, analyze, and disseminate information to guide response and recovery activities.</li> <li>– Coordinate with on-scene ICs, Departmental Operations Centers, and State, regional, City, tribal, and private sector emergency management organizations to facilitate the flow of situational information.</li> <li>– Collect and aggregate situational awareness and track local declarations.</li> <li>– Coordinate incident planning and support in the EOC, including development of information products for public information, notification, and messaging.</li> </ul>
Situation & Assumptions	<p>The City government, as outlined in ORS 401, is responsible for preparing and maintaining an EOP and an emergency operations facility, including trained staff. Using the City all-hazards risk assessment as a point of reference, the City implements a comprehensive EMP that provides both an initiative-taking approach to managing risk and a strategic ability to react when incidents occur.</p> <p>The City is faced with several hazards that may require information and planning support. The following considerations should be considered when planning for and implementing ESF 5 activities:</p> <ul style="list-style-type: none"> <li>– The administration and logistics for emergency response and recovery operations will be provided by emergency services and support agencies that routinely manage these procedures during non-emergency operations. These agencies will be coordinated using established procedures expedited for administrative assistance and logistics support during emergency operations.</li> <li>– The information and planning function provides the methodologies and procedures needed by field operations and the EOC during a significant emergency or disaster.</li> <li>– During significant emergencies or disasters, communication can be hampered by the loss of telecommunication infrastructure, requiring that procedures exist to capture and coordinate information and resources needed to respond effectively.</li> </ul>



## Response Roles & Responsibilities

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Provide situational updates to the City EOC and DOCs, if activated, as required to maintain situational awareness and establish a common operating picture.
- Provide a representative to the City EOC, when requested, to support ESF 5 activities.
- Assess the status of and impacts on agency-specific systems, infrastructure, customers, etc.
- Support emergency response operations.
- Ensure agency-specific data are entered into any utilized incident management software.

## All Tasked Agencies

Provide situational updates to the EOC as required to maintain situational awareness, guide and inform incident action plans, and establish a common operating picture.

Police Dept.	PIO	Public Transportation Agencies	Health & Human Services	Public & Government Relations
<ul style="list-style-type: none"> <li>- Activate the City EOC</li> <li>- establish operational objectives and priorities through the development of EOC IAPs and short-term recovery priorities.</li> <li>- Monitor incident status.</li> <li>- Coordinate incident resources.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 5-related activities.</li> <li>- Coordinate public information, alerts, and warnings.</li> <li>- Consult with all partners and stakeholders</li> </ul>	<ul style="list-style-type: none"> <li>- Provide transportation resources.</li> </ul>	<ul style="list-style-type: none"> <li>- Support identification of DAFN populations that need planning support.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 5-related activities.</li> </ul>

## EOC Operations

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to transportation infrastructure from the field/scene.
- Share situation status updates related to information and planning to inform the development of the Situation Reports.
- Provide information and planning-specific reports for EOC briefings as necessary.
- Assist in the development and communication of information and planning-related actions to tasked agencies.
- Monitor ongoing transportation-related actions.
- Share information and planning-related information with the PIO to ensure consistent public messaging.
- Coordinate information and planning-related staffing to ensure the function can be staffed across operational periods as required by the incident.

## Preparedness



Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 5 include:

**All Tasked Agencies:**

- Maintain an inventory of personnel and resources available to support emergency operations.
- Maintain department-specific data, statistics, and plans that may inform incident planning and damage assessment activities.
- Develop plans and procedures for ESF 5 activities, as appropriate.
- Identify deficiencies in emergency plans and execute appropriate corrective action recommendations.
- Maintain COOP for lines of succession.
- Participate in ESF 5-related trainings and exercises as appropriate.

**CEMSC/ Chief of Police**

- Coordinate regular review and update of the ESF 5 annex with supporting agencies.
- Facilitate collaborative planning to ensure the City's capability to support ESF 5 activities.
- Establish and maintain systems for incident data management and information sharing.
- Maintain the operational capacity of the EOC to support information and planning activities.
- Establish standardized reporting processes and prepare standardized reporting formats and forms.
- Ensure program compliance with local, State, and federal regulations.
- Facilitate regular review and promulgation of the EOP.
- Establish and maintain the EOC staffing roster and facilitate training and exercises for EOC staff.
- Train, advise, and assist the City Administrator and City Council in the performance of emergency duties.
- Train, exercise, and coordinate City plans, including COOP.
- Establish and maintain primary and alternate EOC facility capability.
- Coordinate emergency management activities on an interagency, interdepartmental, and intergovernmental basis.
- Coordinate City homeland security and EMP grants.
- Maintain a collaborative EMP with cities and special districts.
- Coordinate public preparedness and outreach efforts.
- Develop and maintain SOPs and other procedures necessary to support agencies that operate in the EOC.
- Coordinate the use of GIS capabilities to support emergency management functions.
- Maintain and update needed computer data programs, including maps, critical facility information, evacuation studies, demographics, and other critical City data.
- Establish and maintain contact with the chief elected and appointed officials or municipal/City emergency management officials.
- Develop/maintain memorandums of understanding and MAAs.
- Provide outreach and training for MAAs.
- Identify deficiencies in plans; identify and execute appropriate corrective action recommendations.



Recovery	Mitigation
<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 5 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Continue to provide situation status updates as requested by the CEMSC or the EOC if activated.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Support significant emergency or disaster recovery operations.</li> <li>- Participate in the damage assessment and disaster recovery processes, as appropriate.</li> <li>- Provide technical assistance and resources to support recovery activities upon request.</li> <li>- Track disaster-related expenditures.</li> <li>- Participate in all AAR activities and implement corrective actions as appropriate.</li> </ul> <p><b>CEMSC and/or EM</b></p> <ul style="list-style-type: none"> <li>- Facilitate long-term recovery planning, policy discussions, and implementation strategies.</li> <li>- Collect and collate information for a Citywide Initial Damage Assessment report.</li> <li>- Identify department-specific roles in recovery and coordinate public education and community involvement.</li> <li>- Monitor recovery efforts through field personnel and coordinating agencies.</li> <li>- Develop short-, intermediate-, and long-term recovery plans and coordinate recovery.</li> <li>- Conduct an AAR critique of the overall response and recovery efforts.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 5 include:</p> <p><b>All Tasked Agencies:</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul> <p><b>CEMSC and/or EM</b></p> <ul style="list-style-type: none"> <li>- Administer the local natural hazard mitigation program.</li> <li>- Implement and administer federal and State disaster mitigation programs.</li> <li>- Identify potential mitigation opportunities based on an analysis of damage assessment information, along with City, County, state, and federal mitigation priorities.</li> <li>- Coordinate and participate in the City/local hazard mitigation planning team.</li> <li>- Through the local hazard mitigation planning team, coordinate the development, implementation, and maintenance of the City NHMP.</li> <li>- Provide information and limited assistance to incorporated cities in developing and maintaining their mitigation plans.</li> <li>- Apply for funding through federal and State pre- and post-disaster mitigation grant programs for prioritized mitigation projects identified in the City NHMP.</li> <li>- Upon grant approval, implement and administer federal and State pre- and post-disaster mitigation funds.</li> <li>- Provide education and awareness regarding mitigation to the jurisdictions within the City and the public sector, including businesses, private nonprofit groups, and the public.</li> <li>- Update the City Hazard Analysis</li> </ul>



## ESF 6 – MASS CARE

Purpose	Coordinating Agencies
<p>ESF 6 describes how the City will support the efforts of nongovernmental organizations to address the mass care, emergency assistance, temporary housing, and human services needs of people impacted by disasters.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Fire District #62</p> <p><b>PRIMARY SUPPORT AGENCY:</b> Urgent Care Stakeholder, Police Dept, Schools, Fairgrounds.</p> <p><b>COMMUNITY PARTNERS:</b> American Red Cross, Community, and faith-based organizations, Foursquare Church, Canby Adult Center</p> <p><b>COUNTY AGENCY:</b> Dept. of Health, Housing, &amp; Human Services, Clackamas County ESP</p> <p><b>STATE AGENCY:</b> Dept. of Human Services</p> <p><b>FEDERAL AGENCY:</b> Dept. of Health and Human Services</p>
<p><b>Coordination with Other ESFs:</b></p> <p>The following ESFs support mass care-related activities:</p> <ul style="list-style-type: none"> <li>ESF 8 – Public Health. Coordinate health inspections of mass care facilities; coordinate sheltering of populations with medical needs.</li> <li>ESF 11- Agriculture, Livestock, and Natural Resources. Provide care and shelter for animals, including service animals, pets, and livestock.</li> <li>ESF 13- Public Safety and Security. Provide security for mass care facilities.</li> <li>ESF 15- External Affairs. Inform the public about mass care operations.</li> </ul>	
Scope	
<p><b>Mass Care</b> Congregate and non-congregate sheltering, feeding, distribution of emergency supplies, and reunification of children with their parent(s)/legal guardians and adults with their families; and collecting and providing information on those affected by the disaster to family members.</p> <p><b>Housing</b> Providing short-term housing solutions for those affected by the disaster. This may include rental assistance, repairs, loans, manufactured housing, semi-permanent and permanent construction, referrals, identification and provision of accessible housing, and access to other sources of housing assistance.</p> <p><b>Human Services</b></p> <ul style="list-style-type: none"> <li>– Assist as able in disaster unemployment insurance.</li> <li>– Disaster legal services.</li> <li>– Veteran’s support.</li> <li>– Services for DAFN populations.</li> <li>– Other assistance programs to support survivors.</li> </ul> <p>The following are not covered in ESF 6:</p> <ul style="list-style-type: none"> <li>– Medical sheltering is addressed in ESF 8.</li> <li>– Animal sheltering is addressed in ESF 11</li> <li>– Feeding operations.</li> <li>– Emergency first aid.</li> <li>– Bult distribution of emergency relief items.</li> </ul>	



**Situation & Assumptions**

The City is faced with a variety of hazards that may impact large numbers of persons, requiring mass care, personal emergency assistance, short-term housing, and other types of human services as part of response and recovery actions. The following considerations should be considered when planning for and implementing ESF 6 activities:

- Hazards may affect widespread areas, and emergency care personnel in unaffected neighboring communities may be overwhelmed with victims from neighboring communities.
- Evacuees may contribute to the scarcity of resources, as an influx of evacuees can increase the population of a receiving community during a significant disaster or emergency event.
- Mass care needs may range from emergency sheltering operations for a limited number of visitors and community members to more intermediate and long-term housing. Congregate and non-congregate sheltering, feeding, distribution of emergency supplies, and reunification of families.
- In accordance with the Red Cross’s organizational documents and charter, ratified by the United States Congress on January 5, 1907, as well as the Disaster Relief Act of 1974, the Red Cross (national organization and local chapters) provides an array of “Mass Care Services” to emergency and disaster victims routinely under its authority. Furthermore, the Red Cross is tasked as the primary agency responsible for federally supported Mass Care Services per the NRF (ESF 6) despite being a nongovernmental organization.
- Disaster conditions are likely to require evacuation and care of domestic animals and livestock. Animals (except for service animals) are not allowed in public shelters.
- Shelter populations will reflect the diverse nature of the City. They will likely include a significant number of DAFN persons (e.g., elderly, persons with language barriers, physical challenges, or other limiting medical or mental health conditions) and/or persons who are vulnerable to becoming marginalized or those with specialized needs (e.g., students, inmates, registered sex-offenders, the indigent, persons with chemical dependency concerns, etc.).

**Response Roles & Responsibilities**

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- The City will seek assistance from and provide support to the Red Cross, the County, and other partners that provide mass care operations. In the event of a major incident, coordination may occur at the County EOC through an EOC liaison.
- The City will utilize mass care information to determine IAPs, distribute clear and timely information, and direct evacuation procedures.
- Develop plans and procedures for ESF 8 activities, as appropriate.
- Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.
- Provide a representative to the EOC when requested to support ESF 6 activities.
- The American Red Cross may lead sheltering activities and provide information to the EOC during a major emergency.
- Feeding operations may be provided to survivors through a combination of fixed sites, mobile units, and points of distribution.
- Provision of mass care-related activities will accommodate DAFN populations.



All Tasked Agencies

- Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.
- Provide a representative to the EOC, when requested, to support ESF 6 activities.

Fire District #62	Police Dept	Public Affairs/ PIO	Public Works Dept.	Public & Government Relations
<ul style="list-style-type: none"> <li>- Assess the situation and issue appropriate notifications to activate and staff EOC, including notification of the Red Cross, if it is determined that a representative is needed to coordinate emergency food and shelter.</li> <li>- Establish a communications link with affected jurisdictions, volunteer agencies, and the public and ensure that they are kept informed of available shelters.</li> <li>- Assist in the coordination of logistics to support operations and ensure that the provisions of MOUs are implemented as necessary.</li> <li>- Activate the EOC.</li> <li>- Coordinate with the EOC Planning Section to identify unmet needs.</li> <li>- Establish a Mass Care Branch in the EOC if needed.</li> <li>- Facilitate the emergency declaration process.</li> <li>- Track the use of mass care resources through the EOC Finance Section.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate security at shelters, reception centers, and food/water distribution centers.</li> <li>- Provide traffic and crowd control.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide staff for the PIO and JICs.</li> <li>- Develop and coordinate a JIS.</li> <li>- Collaborate with the Red Cross and H3S to produce timely, clear, and concise messages on shelter and mass care operations and food/water options.</li> <li>- Provide information regarding how to access health, social, and medical services.</li> <li>- Provide the public with updated information on shelter locations and systems for locating family, friends, and pets.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate garbage and recycling services for shelters and food/water distribution centers.</li> <li>- Assist with transportation options and resources.</li> <li>- Provide building inspection for structural safety and sheltering sites.</li> <li>- Provide updated mapping to assist in directing people to shelters safely.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide the public with updated information on shelter locations and systems for locating family, friends, and pets.</li> </ul>

EOC Operations



- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to transportation infrastructure from the field/scene.
- Share situation status updates related to mass care to inform the development of the Situation Report.
- Participate in and provide mass care-specific reports for EOC briefings.
- Assist in the development and communication of mass care-related actions to tasked agencies.
- Monitor ongoing mass care-related actions.
- Share mass care-related information with ESF 15, External Affairs, to ensure consistent public messaging.
- Coordinate mass care-related staffing to ensure the function can be staffed across operational periods.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 6 include:</p> <p><b>All Tasked Agencies:</b></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 6 Activities, as appropriate.</li> <li>- Participate in ESF 6-related training and exercises, as appropriate.</li> </ul> <p><b>Public Health Division</b></p> <p>Develop and maintain emergency plans and other tools that include procedures for addressing pre-hospital EMS activities, including:</p> <ul style="list-style-type: none"> <li>- Coordinate regular review and update of the ESF 6 annex with supporting agencies.</li> <li>- Facilitate collaborative planning to ensure the City's capability to Support ESF 6 activities.</li> <li>- Develop and maintain a Mass Care Plan for the EOC that includes procedures for addressing the following: Mass Care, Emergency Assistance, Housing, and Human Services.</li> <li>- Coordinate pre-incident public health inspections of shelters and verify sanitary conditions as required.</li> </ul> <p><b>Emergency Manager</b></p> <ul style="list-style-type: none"> <li>- Maintain the operational capacity of the EOC to support Mass Care activities.</li> <li>- Ensure that staff are identified and adequately trained to fulfill their various EOC positions to include resources utilized to support Mass Care operations.</li> <li>- Assist with emergency aid requests for DAFN populations.</li> </ul> <p><b>American Red Cross</b></p> <ul style="list-style-type: none"> <li>- Enter into agreements with locations suitable to serve as emergency shelters in accordance with established guidelines.</li> <li>- Recruit, train, and maintain volunteer staff with capacity to operate shelters as needed.</li> <li>- Participate in Mass Care planning for the City.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 6 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Provide recovery planning support.</li> </ul> <p><b>Public Health</b></p> <ul style="list-style-type: none"> <li>- Strategize interim and long-term housing solutions.</li> <li>- Compile and keep all documentation collected relating to the management of mass care activities.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 6 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the hazard mitigation/vulnerability identification and analysis planning process.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>





## ESF 7 – LOGISTICS MANAGEMENT & RESOURCE SUPPORT

Purpose	Coordinating Agencies
<p>ESF 7 describes how the City will provide logistical and resource support during emergencies and financial tracking and records management of overall costs of the emergency response.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Public Works Dept., Canby Utility</p>
Coordination with Other ESFs	<p><b>PRIMARY SUPPORT AGENCY:</b> City Finance Dept., City Recorder</p>
<p>The following ESFs support logistics management and resource support-related activities:</p> <ul style="list-style-type: none"> <li>ESF 1- Transportation. Identify impacts to the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</li> <li>ESF 3- Public Works. Support in maintenance, assessment, and restoration of the transportation network, including debris clearance.</li> <li>ESF 6 – Mass Care. Identify and procure food and water resources to support identified needs.</li> <li>ESF 12- Energy. Coordinate provision of fuel supplies to support City equipment and emergency operations.</li> </ul>	<p><b>COMMUNITY PARTNERS:</b> Volunteer Organizations Active in Disaster, Community- and faith-based organizations.</p> <p><b>COUNTY AGENCY:</b> CCDM: Finance Dept.</p> <p><b>STATE AGENCY:</b> Dept. of Administrative Services</p> <p><b>FEDERAL AGENCY:</b> Dept. of Homeland Security/ FEMA</p>
Scope	
<p>ESF 3 activities include coordinating and providing resources during a disaster, responding to resource requests, offering logistical support, identifying available resources, monitoring resources, documenting costs, and ensuring operational transportation infrastructure. This also involves tracking costs for staffing above normal levels.</p>	
Situation & Assumptions	
<p>The City is faced with several hazards that may require resource support. The following considerations should be considered when planning for and implementing ESF 7 activities:</p> <ul style="list-style-type: none"> <li>– Upon request, ESF 7 provides the resource support needed to maintain the response capacity of the City and local response partners.</li> <li>– Equipment and supplies are provided from current stocks or, if necessary, from commercial sources, using locally available sources when possible. ESF 7 does not stockpile supplies.</li> <li>– During response operations, the acquisition of these resources may be supported by preexisting memorandums of understanding, memorandums of agreement, and interagency agreements and contracts.</li> <li>– Donated goods and supplies will be managed and utilized as necessary.</li> <li>– Local and tribal partners will exhaust local and mutual aid resource support mechanisms prior to requesting support from the City. A request may be issued to the City if the exhaustion of local resources is imminent.</li> <li>– The management and logistics of resource support are highly situational and require flexibility and adaptability.</li> <li>– Local governments will expend resources and implement MAAs under their authority.</li> </ul>	



**Response Roles & Responsibilities**

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities.

- Monitor and track available resources.
- Monitor and track mutual aid and financial costs of providing resources, including costs of using City resources, purchasing or contracting goods and services, transportation, and above-normal staffing.
- Coordinate the procurement and provision of City and private-sector resources during an emergency.
- Identify how to procure critical resources.
- Prioritize procurement needs.
- Establish appropriate procurement procedures during incidents.
- Manage and track donated goods and city-organized volunteers.

**All Tasked Agencies**

- Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.
- Provide a representative to the EOC, when requested, to support ESF 7 activities.

Finance	Health & Human Services	EOC Section Support	NGOs and Faith-based organizations	Public & Government Relations
<ul style="list-style-type: none"> <li>- Establish an incident cost code to capture all incident-related costs.</li> <li>- Provide staff for EOC Finance and Logistics.</li> <li>- Implement emergency procurement procedures.</li> <li>- Assist in identifying and acquiring resources to meet emergency needs.</li> <li>- Coordinate purchasing/acquisition with the requesting department or agency.</li> <li>- Training departments in expenditure tracking and record-keeping procedures.</li> <li>- Locate and coordinate the use of available space for disaster management and emergency response activities.</li> <li>- Provide cost and budget information to Section Chiefs, Command, and City Administrator.</li> <li>- Collect and collate initial damage reports and create initiate damage reports for the state.</li> <li>- Coordinate City information to the County for the Public Assistance process.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate transportation of students.</li> <li>- Provide transportation support as resources allow.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide transportation resources.</li> <li>- Support identification of DAFN populations that need transportation support.</li> <li>- Receive and coordinate responses to resource requests from City departments to provide to the Finance Department.</li> </ul>	<ul style="list-style-type: none"> <li>- Organize volunteers and unsolicited donations.</li> <li>- Provide timely, clear, and concise messages on shelter and mass care operations and food/water options. Provide access to information on health, social, and medical services.</li> </ul>	<ul style="list-style-type: none"> <li>- Collaborate with the American Red Cross and Public Health Division to produce timely, clear, and concise messages on shelter and mass care operations and food/water options. Provide access to information on health, social, and medical services.</li> </ul>

**EOC Operations**



- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to resource support.
- Share situation status updates related to resource support to inform the development of the Situation Report.
- Participate in and provide resource support-specific reports for EOC briefings.
- Assist in the development and communication of resource support-related actions to tasked agencies.
- Monitor ongoing support-related information with the PIO to ensure consistent public messaging.
- Coordinate resource support-related staffing to ensure the function can be staffed across operational periods.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 7 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 7 Activities, as appropriate.</li> </ul> <p><b>Finance</b></p> <ul style="list-style-type: none"> <li>- Coordinate regular review and update of the ESF 7 annex with supporting agencies.</li> <li>- Facilitate collaborative planning to ensure City capability to support ESF 7 activities.</li> <li>- Develop and maintain a Resource Support Plan for the City that includes procedures for addressing the following:                             <ul style="list-style-type: none"> <li>▪ Resource requesting</li> <li>▪ Resource Staging</li> <li>▪ Resource Tracking, and</li> <li>▪ Resource demobilization.</li> </ul> </li> <li>- Develop plans for the establishment of logistic staging areas for internal and external response personnel, equipment, and supplies.                             <ul style="list-style-type: none"> <li>- Estimate logistical requirements during the planning process, including Personnel, Supplies, Equipment, Facilities, and Communication.</li> </ul> </li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 7 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Provide support to recovery planning.</li> <li>- Compile and keep all documentation collected relating to the management of resources requested and/or utilized as part of response operations.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 7 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>



ESF 8 – PUBLIC HEALTH

Purpose	Coordinating Agencies
<p>ESF 8 provides the framework for managing the public health and medical aspects of emergencies that exceed routine response capabilities and/or are in response to a declared “state of public health emergency” as defined in ORS 433. ESF 8 provides information for primary agencies responding to public health or medical emergencies such as disease outbreaks, bioterrorism, water, food, or environmental contamination, exposure to hazardous radiation or chemical agents, and other emergencies or disasters that have significant impacts on the health of the population.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Fire District #62</p> <p><b>PRIMARY SUPPORT AGENCY:</b> Police Department and EMS</p> <p><b>COMMUNITY PARTNERS:</b> Hospitals/ Private Clinics, American Red Cross, Mutual Aid Partners, Community- and faith-based organizations, Fairgrounds</p> <p><b>COUNTY AGENCY:</b> Dept. of Health, Housing, and Human Services: Public Health Division, CCDM, County Push Partners</p> <p><b>STATE AGENCY:</b> OHA</p> <p><b>FEDERAL AGENCY:</b> Dept. of Health and Human Services</p>
Coordination with Other ESFs:	
<p>The following ESFs support public health-related activities:</p> <ul style="list-style-type: none"> <li>ESF 1 – Transportation. Identify impacts to the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</li> <li>ESF 6- Mass Care. Coordinate with ESF 8 for health and medical support to shelter operations.</li> <li>ESF 9- SAR. Coordinate medical care for disaster victims.</li> <li>ESF 10- HazMat. Provide decontamination and medical care for disaster victims contaminated by HazMat.</li> </ul>	
Scope	
<p>Response activities take place <b>during</b> an emergency and include actions taken to save lives and prevent further property damage.</p> <ul style="list-style-type: none"> <li>– Develop plans and procedures for ESF 8 activities, as appropriate.</li> <li>– Participate in ESF 8-related training and exercises as appropriate.</li> <li>– Support local assessment and identification of public health and medical needs in impacted jurisdictions and implement plans to address those needs.</li> <li>– Coordinate and support the stabilization of the public health and medical system in the impacted jurisdiction.</li> <li>– Supporting sheltering of persons with medical needs.</li> <li>– Monitor and coordinate resources to support the care and movement of persons with medical needs in impacted areas.</li> <li>– Support monitoring, investigating, and controlling potential or known health threats and impacts on human health through surveillance, delivery of medical countermeasures, and non-medical interventions.</li> <li>– Support monitoring, investigating, and controlling potential or known threats to human health of environmental origin.</li> <li>– Develop, disseminate, and coordinate accurate and timely public health and medical information.</li> <li>– Monitor the need for and coordinate resources to support fatality management services.</li> <li>– Monitor the need for and coordinate resources to support disaster behavioral health services.</li> <li>– Support responder safety and health needs.</li> <li>– Provide public health and medical, technical assistance and support.</li> </ul>	
Situation & Assumptions	



The City is faced with several hazards that may require health and medical support. The City will take these considerations into account and implement ESF 8 activities, including:

- Hazards may result in mass casualties or fatalities; disruption of food and/or water distribution and utility services; loss of water supply, wastewater, and solid waste disposal services; and other situations that could create potential health hazards or severe health risks.
  - One of the primary concerns of public health officials is disease control. This involves the prevention, detection, and control of disease-causing agents; maintaining safe water and food sources; and continuation of wastewater disposal under disaster conditions.
  - Traditional public health measures will likely be taken in these instances. These measures include epidemiological investigations to determine the source and nature of the disease or agent.
  - Large-scale morgue and remains disposal are a significant issue for communities of any size.
- Disaster and mass-casualty incidents take many forms. Proper emergency medical response must be structured to provide optimum resource application without total abandonment of day-to-day responsibilities.

**Response Roles & Responsibilities**

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

**All Tasked Agencies**

Police Dept.	Education Services Districts	Public Transportation Agencies	Health & Human Services	Public & Government Relations
<ul style="list-style-type: none"> <li>- Provide evacuation assistance.</li> <li>- Provide traffic control.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate transportation of students.</li> <li>- Provide transportation support as resources allow.</li> <li>- Public information dissemination to staff, parents, and students, as guided by the PIO.</li> <li>- Support family reunification.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide transportation resources for supplies, resources, and evacuations, as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Support identification of DAFN populations that need transportation support and family reunification.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 8-related activities.</li> </ul>

**EOC Operations**

- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to transportation infrastructure from the field/scene.
- Monitor ongoing transportation-related actions.
- Work with the Technology Services GIS staff to prepare maps for public distribution showing route status and alternative routes.

**Preparedness**

**Recovery**

**Mitigation**



<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 8 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Develop operational plans for ESF 8 Activities, as appropriate.</li> </ul> <p><b>Public Health Division</b></p> <ul style="list-style-type: none"> <li>– Develop and maintain emergency plans and tools for pre-hospital EMS activities, including coordinating regular review and update of the ESF 8 annex, facilitating collaborative planning, maintaining public health capacity, and managing recovery roles and responsibilities for ESF 8.</li> <li>– This also involves developing and maintaining emergency public health plans and tools and addressing mass casualty incident response and patient decontamination.</li> </ul> <p><b>CEMSC</b></p> <ul style="list-style-type: none"> <li>– Maintain the operational capacity of the EOC to support public health and medical activities.</li> <li>– Ensure that staff are identified and adequately trained to fulfill their various City EOC positions.</li> </ul> <p><b>Area Hospitals and Clinics</b></p> <ul style="list-style-type: none"> <li>– Develop and maintain emergency plans and other tools that include procedures for addressing:             <ul style="list-style-type: none"> <li>▪ Facility bed tracking.</li> <li>▪ Healthcare systems surge capacity.</li> <li>▪ Healthcare facility evacuation.</li> <li>▪ Alternate Care Facilities.</li> <li>▪ Crisis Standards of Care.</li> <li>▪ Medical Special Needs Sheltering.</li> </ul> </li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 8 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Demobilize Response Activities.</li> <li>– Maintain incident documentation to support public and individual assistance processes.</li> <li>– Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>– Provide support to recovery planning.</li> <li>– Continue necessary response operations.</li> <li>– Assist other agencies with recovery operations and damage assessment, as appropriate.</li> </ul> <p><b>EOC Section Support</b></p> <ul style="list-style-type: none"> <li>– Manage the transition from response to recovery operations and keep all documentation collected relating to ESF 8-related response activities.</li> <li>– Coordinate all AAR activities and implement corrective actions as appropriate. City Public Works Dept.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 8 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Participate in the hazard mitigation/ vulnerability identification and analysis planning process.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> <li>– Take steps towards correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.</li> </ul>
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ESF 9 – SEARCH & RESCUE

Purpose	Coordinating Agencies
<p>ESF 9 describes how the City will coordinate the deployment of resources in SAR during a major disaster or incident.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Canby Police Dept., Clackamas County Sheriff’s Office, Fire District #62</p>
Coordination with Other ESFs	<p><b>Community Partners:</b> American Red Cross</p>
<p>The following ESFs support search and rescue-related activities:</p> <ul style="list-style-type: none"> <li>ESF 4 – Firefighting. Provide resources to support SAR operations.</li> <li>ESF 8 – Public Health. Coordinate EMS for disaster victims.</li> <li>ESF 13 – Public Safety and Security. Provide resources to support SAR operations.</li> </ul>	<p><b>County Agency:</b> Clackamas County Sherriff’s Office: SAR</p> <p><b>State Agency:</b> OEM, OSFM</p> <p><b>Federal Agency:</b> Dept. of Defense/ United States Army Corps of Engineers, Dept. Of Homeland Security, FEMA, United States Coast Guard</p>
Scope	
<ul style="list-style-type: none"> <li>– SAR operations within the City through the County Sheriff’s Office (CCSO).</li> <li>– SAR operations within the City through the Clackamas County Fire District #62.</li> </ul>	
Situation & Assumptions	
<p>The City is faced with several hazards that may require Search and Rescue (SAR) support. Considerations for planning and implementing ESF 9 activities include:</p> <ul style="list-style-type: none"> <li>– Major disasters or emergencies may lead to large numbers of individuals needing prompt rescue and medical attention.</li> <li>– The first 72 hours of a SAR operation are critical for reducing mortality and must begin as soon as possible.</li> <li>– Strict SAR procedures related to health and safety must be implemented to protect rescuers.</li> <li>– Volunteer SAR personnel are familiar with ICS and NIMS and have completed basic training in both.</li> <li>– SAR personnel may need specialized training to deal with extreme terrain and hazardous conditions and may require expertise from other areas.</li> </ul>	
Response	
<p>During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:</p> <ul style="list-style-type: none"> <li>– Coordinate with local, regional, state, and federal health agencies.</li> <li>– Provide EMS first response, extrication, triage, treatment, and transportation of patients.</li> <li>– Secure on-scene operations, medical facilities, and areas of mass incidence.</li> <li>– Investigate deliberate health impacts and enforce mandatory health actions.</li> </ul>	



All Tasked Agencies					
<ul style="list-style-type: none"> <li>– Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.</li> <li>– Provide a representative to the EOC to support ESF 9 activities.</li> </ul>					
Police Dept.	Fire District #62	EOC Section Support	Health & Human Services	EMS	Public & Government Relations
<ul style="list-style-type: none"> <li>– Coordinate SAR support with Disaster Management/EOC Command.</li> <li>– Establish unified On-Scene Command for incidents involving multiple agencies or jurisdictions.</li> <li>– Provide traffic control at rescue scenes.</li> <li>– Participate in JIC/JIS activities.</li> </ul>	<ul style="list-style-type: none"> <li>– Coordinate SAR support with the Firefighting ESF and EOC Command.</li> <li>– Coordinate access to SAR equipment.</li> <li>– Coordinate SAR response operations as required for the following types of specialty rescue:                             <ul style="list-style-type: none"> <li>▪ Structural Rescue.</li> <li>▪ Specialty rescue.</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>– Assist On-Scene Command and activate the EOC.</li> <li>– Coordinate with the EOC Planning Section to identify unmet needs.</li> <li>– Establish a SAR Branch in the EOC if needed.</li> <li>– Track the use of SAR resources through the EOC Finance Section.</li> <li>– Provide situational awareness to the City.</li> <li>– Coordinate with City, County, and State agency counterparts.</li> </ul>	<ul style="list-style-type: none"> <li>– Coordinate with first responders, hospitals, and other facilities and providers.</li> <li>– Coordinate requests for additional medical resources.</li> <li>– Provide Critical Incident Stress Debriefing to emergency workers.</li> </ul> <p><b>American Red Cross</b></p> <ul style="list-style-type: none"> <li>– Provide and manage shelter and mass care operations for victims and feeding and support services for emergency responders.</li> <li>– Provide a liaison to On-Scene/EOC Command to coordinate support activities.</li> </ul>	<ul style="list-style-type: none"> <li>– Assist with the care and transport of injured persons received in SAR operations.</li> </ul> <p><b>Medical Examiners</b></p> <ul style="list-style-type: none"> <li>– Provide death investigation for all unattended and suspicious deaths.</li> </ul>	<ul style="list-style-type: none"> <li>– Provide the PIO and participate in JIC/JIS operations.</li> </ul>
EOC Operations					
<ul style="list-style-type: none"> <li>– Serve as a liaison with supporting agencies and community partners.</li> <li>– Provide a primary entry point for situational information related to SAR.</li> <li>– Share situation status updates related to SAR to inform the development of situation reports.</li> <li>– Participate in and provide SAR-specific reports for EOC briefings.</li> </ul>			<ul style="list-style-type: none"> <li>– Assist in the development and communication of SAR-related actions to tasked agencies.</li> <li>– Monitor ongoing SAR-related actions.</li> <li>– Share SAR-related information with ESF-15 Public information to ensure consistent public messaging.</li> </ul>		
<b>Preparedness</b>		<b>Recovery</b>		<b>Mitigation</b>	





<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 9 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Develop operational plans for ESF 9 activities, as appropriate.</li> <li>– Participate in ESF 9-related training and exercises, as appropriate.</li> </ul> <p><b>Police Dept.</b></p> <ul style="list-style-type: none"> <li>– Coordinate regular review and update of ESF 9 with supporting agencies.</li> <li>– Develop and publish a SAR operations plan and provide a copy to the EOC.</li> </ul> <p><b>Fire District #62</b></p> <ul style="list-style-type: none"> <li>– Participate in the NHMP process for the City.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul> <p><b>CEMSC</b></p> <ul style="list-style-type: none"> <li>– Facilitate collaborative planning to ensure capability to support ESF 9.</li> <li>– Maintain the operational capacity of the City and/or County EOC to support SAR activities.</li> <li>– Ensure that staff are identified and adequately trained to fulfill appropriate functions in the EOC, including tracking of resources utilized in SAR operations.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 9 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Demobilize Response Activities.</li> <li>– Maintain incident documentation to support public and individual assistance processes.</li> <li>– Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>– Provide support to recovery planning.</li> <li>– Compile and keep all documentation collected relating to the management of SAR operations and the assets utilized during SAR-related activities.</li> <li>– Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 9 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Participate in the NHMP process for the City.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>
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## ESF 10 – HAZARDOUS MATERIAL

Purpose	Coordinating Agencies
<p>ESF 10 outlines roles and responsibilities in responding effectively to a HazMat release or threatened release. It provides a framework for response and mitigation activities to prevent or minimize injuries, environmental impact, and property damage.</p>	<p><b>PRIMARY RESPONSE AGENCY</b> Fire District #62</p> <p><b>PRIMARY SUPPORT AGENCY:</b> Tualatin Valley Fire and Rescue, City Police Dept., Public Works Dept. Canby Area Transit</p> <p><b>COMMUNITY PARTNERS:</b> American Medical Response, American Red Cross</p> <p><b>COUNTY AGENCY:</b> Mutual Aid Partners, CCDM</p> <p><b>STATE AGENCY:</b> Dept. of Environmental Quality, OSFM, Regional HazMat Team, Fire and Rescue Team</p> <p><b>FEDERAL AGENCY:</b> Environmental Protection Agency (EPA)</p>
Coordination with Other ESFs	
<p>The following ESFs support hazardous material-related activities:</p> <ul style="list-style-type: none"> <li>ESF 4 – Firefighting. Provide specialized resources to support HazMat operations.</li> <li>ESF 6 – Mass Care. Provide food, housing, and other resources to affected households or unsheltered communities.</li> <li>ESF 8 – Public Health. Provide emergency first aid to contaminated victims.</li> <li>ESF 13 – Public Safety and Security. Provide specialized resources to support HazMat operations.</li> </ul>	
Scope	
<ul style="list-style-type: none"> <li>– HazMat incidents may occur during the manufacture, use, storage, or transport of HazMat, or they may be deliberately caused by vandalism, sabotage, or terrorism.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>– Substances classified as HazMat are used, stored, and transported in the City. Substances classified as HazMat are used, stored, and transported in and through the City.</li> <li>– Unknown quantities of HazMat are transported through the City by road, rail, air, and pipeline.</li> <li>– The party responsible for the HazMat is also responsible for the cleanup and disposal of any spill or release.</li> <li>– A HazMat incident involving a credible threat or a confirmed deliberate or terrorist/CBRNE act involves multiple agencies, jurisdictions, and levels of government.</li> <li>– A natural or technological disaster could result in one or more situations in which HazMat is released into the environment.</li> <li>– Fixed facilities (chemical plants, tank farms, laboratories, and industries operating hazardous waste sites that produce, generate, use, store, or dispose of HazMat could be damaged so that existing spill control apparatus and containment measures are not effective.</li> <li>– Emergency exemptions may be needed for disposal of contaminated materials.</li> <li>– HazMat transported may be involved in railroad accidents, highway collisions, waterway accidents, or airline incidents.</li> <li>– Damage to, or rupture of, pipelines transporting materials that are hazardous if improperly released will present serious problems.</li> </ul>	



## Response Roles & Responsibilities

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Provide situational updates to the EOC as required to maintain situational awareness and establish a common operating picture.
- Provide a representative to the City or County EOC, when requested, to support ESF 10 activities.
- Activate the EOC.
- Assist On-Scene and EOC Command.
- Advise the City Administrator and City Council.
- Facilitate the Emergency Declaration process.
- Coordinate with City, County, and State counterparts.
- Assist in MAC resources.
- Request Clackamas Amateur Radio Emergency Services (CARES) activation.

## All Tasked Agencies

Fire District #62	Police Dept.	Communications	Health & Human Services	Public & Government Relations
<ul style="list-style-type: none"> <li>- Identify material and determine protective measures.</li> <li>- Command firefighting forces and coordinate support forces.</li> <li>- Coordinate decontamination and urban search and rescue operations.</li> <li>- Activate Mass Casualty Incident protocol if necessary and coordinate EMS and transport.</li> <li>- Assist in warning, evacuation, traffic control, and staging.</li> <li>- Maintain communications with the FDB Chief and the EOC.</li> </ul>	<ul style="list-style-type: none"> <li>- Sheriff or designee: participate in EOC.</li> <li>- Command representing law enforcement.</li> <li>- Provide law enforcement personnel to staff EOC positions.</li> <li>- Coordinate law enforcement response activities.</li> <li>- Analyze law enforcement resource needs and request assistance through the EOC.</li> <li>- Work within NIMS/ICS/EOC JIC to provide public information.</li> <li>- Coordinate evacuation operations.</li> <li>- Provide explosive disposal unit expertise.</li> </ul>	<ul style="list-style-type: none"> <li>- Notify EMs, emergency medical staff, and other on-call personnel; activate emergency callout procedures.</li> <li>- Use any/all means of communications technology as appropriate: computer-aided dispatch, telephones, 800-MHz radio systems, and patching responders using 800-MHz and VHF systems to enable cross-system communications.</li> <li>- Provide ongoing situation status reports and update EOC.</li> </ul>	<ul style="list-style-type: none"> <li>- Participate in EOC Command.</li> <li>- Provide personnel to staff EOC positions.</li> <li>- Coordinate ambulance services and activate the Contingency Plan for Emergency Ambulance Service.</li> <li>- Assist in the development of emergency information related to human services, health impacts, and protective measures.</li> <li>- Coordinate with local, regional, State, and Federal public health agencies.</li> <li>- Provide public health information to first responders, hospitals, nursing homes, and other facilities and providers regarding HazMat agents.</li> </ul>	<ul style="list-style-type: none"> <li>- Staff the EOC PIO position.</li> <li>- Establish and operate a JIC.</li> <li>- Develop and coordinate JIS to ensure timely and accurate information dissemination.</li> <li>- Develop general and agent-specific information for media and the public, including exposure control and self-protection measures, and locations and hours for PODs and other prophylaxis/treatment facilities.</li> <li>- Ensure that updated information is distributed regarding incident status, evacuation routes and detours, traffic conditions, transportation options for those who need assistance, shelter locations and updates,</li> </ul>

# ESF 10 - HAZARDOUS MATERIAL



<ul style="list-style-type: none"> <li>- Coordinate On-Scene PIO activities with City/County EOC Command.</li> <li>- Provide fire service personnel to perform EOC position functions.</li> <li>- Coordinate response and resource requests from On-Scene Command.</li> <li>- Coordinate with EOC PIO to provide emergency information for JIS/JIC operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide/coordinate security for shelters, critical facilities, Point of Dispensing (POD) locations, and feeding centers.</li> <li>- Enforce mandatory public health and safety actions.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate communications among responders, cities, and EOC.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide safety information about public health safety issues and exposure effects of HazMat agents.</li> <li>- Coordinate environmental health services with local, regional, and State public health agencies.</li> <li>- Coordinate behavioral health services.</li> <li>- Coordinate outside medical resources, including the Strategic National Stockpile (SNS).</li> <li>- Assist in identifying PODs for medications from the SNS as needed.</li> <li>- Assist in the identification of AFN populations.</li> <li>- Assist in the acquisition and coordination of transportation resources and other services for special needs individuals.</li> <li>- Assist with shelter and other services for evacuees.</li> <li>- Coordinate medical and social services for people with DAFN populations.</li> <li>- Coordinate with appropriate agencies to evaluate the safety of temporary housing.</li> </ul>	<p>and systems for locating family, friends, and pets, and other information required for public safety and welfare.</p> <ul style="list-style-type: none"> <li>- Work with local, State, regional, and federal jurisdictions' PIOs and with responder groups to provide information to the public and employees.</li> <li>- Gather, prepare, and obtain On-Scene and/or EOC Command approval for the release of all communications sent to the media, jurisdictions, and employees of Technology Services.</li> <li>- Provide staffing for the EOC Communications Unit.</li> <li>- Manage/coordinate emergency communications capabilities, including telephone, computers, and computer networks.</li> <li>- Manage GIS and provide hazard, response, and recovery mapping.</li> <li>- Coordinate with private providers of telephone services.</li> <li>- Serve as the radio frequency coordination point.</li> <li>- Set up EOC equipment; provide technical support for computers and networking systems.</li> </ul>
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# ESF 10 - HAZARDOUS MATERIAL



- Serve as a liaison with supporting agencies and community partners.
- Provide a primary entry point for situational information related to HazMat.
- Share situation status updates related to HazMat to inform the development of the Situation Report.
- Participate in and provide HazMat-specific reports for EOC briefings.
- Assist in the development and communication of HazMat-related actions to tasked agencies.
- Monitor ongoing HazMat-related actions.
- Share HazMat-related information with the PIO to ensure consistent public messaging.
- Coordinate HazMat-related staffing to ensure the function can be staffed across operational periods.

Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 10 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 10 Activities, as appropriate.</li> </ul> <p><b>CEMSC</b></p> <ul style="list-style-type: none"> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> <li>- Coordinate regular review and update of the ESF 10 annex with supporting agencies.</li> <li>- Facilitate collaborative planning to ensure the capability to support ESF 10 activities.</li> <li>- Develop and maintain a HazMat Response Plan for the City.</li> <li>- Maintain the operational capacity of the EOC to support HazMat response capability.</li> <li>- Ensure that staff are identified and adequately trained to fulfill the finance function in the EOC to include assets utilized during a hazardous response.</li> <li>- Recovery activities occur after an emergency to return to a normal or safer situation.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 10 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Compile and keep all documentation collected relating to the management of HazMat response operations.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 10 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>



## ESF 11 – AGRICULTURE, LIVESTOCK, & NATURAL RESOURCES

Purpose	Coordinating Agencies
<p>ESF 11 describes how the City will coordinate an effective and humane response involving animal and agricultural issues and work to protect the City’s natural resources.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Public Works Dept.</p> <p><b>PRIMARY SUPPORT AGENCY:</b> County Fairgrounds, Canby Police Dept., City Parks &amp; Recreation Dept.</p> <p><b>COMMUNITY PARTNERS:</b> Community animal centers (ex., Equestrian Clubs), CERT program, Livestock Community Experts, Rodeo Board</p> <p><b>COUNTY AGENCY:</b> CCDM, Health, Housing, and Human Services</p> <p><b>STATE AGENCY:</b> Oregon Dept. of Agriculture</p> <p><b>FEDERAL AGENCY:</b> U.S. Dept. of Agriculture</p>
<p><b>Coordination with Other ESFs</b></p> <p>The following ESFs support agriculture, livestock, and natural resources-related activities:</p> <ul style="list-style-type: none"> <li>ESF 3 – Public Works. Protect the historical structures.</li> <li>ESF 6 – Mass Care. Coordinate shelter operations for persons with service animals. Assess the status of the food supply and coordinate food and water resources for animal shelter operations.</li> <li>ESF 8 – Public Health. Assist in zoonotic disease surveillance and response; regulates food safety at restaurants.</li> </ul>	
Scope	
<p>ESF 11 activities include:</p> <ul style="list-style-type: none"> <li>– Conducting public health surveillance of zoonotic diseases and vectors.</li> <li>– Responding to public health emergencies caused by novel or drug-resistant pathogens.</li> <li>– Managing outbreaks of contagious or economically devastating animal/zoonotic diseases, exotic plant diseases, or pest infestations.</li> <li>– Issuing and enforcing animal disease quarantines and disposing of animal carcasses.</li> <li>– Providing public information on quarantine requirements, rabies alerts, and other animal-related issues.</li> <li>– Supporting animal/veterinary/wildlife issues during a disaster, including rescue of animals and provision of emergency care and shelter.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>– Emergencies may cause or be caused by the spread of a contagious disease through the food and water supply systems or from animals to people.</li> <li>– Numerous plant and animal diseases exist that could impact communities through natural, accidental, or intentional introduction.</li> <li>– The vulnerability of animals during disasters or emergencies can have impacts at both individual and commercial levels, with the potential for long-range effects on the local and state economies.</li> <li>– Some animal diseases are very contagious (such as foot and mouth disease) and would be very difficult to identify, isolate, control, and eradicate. In addition, many agents are zoonotic, affecting both animals and people.</li> <li>– Some plant diseases are highly infectious to other plants and can be very difficult to identify, isolate, control, and eradicate.</li> <li>– Any displacement or evacuation of people from their homes may cause household pets or livestock to be placed at risk for food, shelter, and care.</li> <li>– Local general population shelters are inadequately prepared for pets or livestock.</li> <li>– The owners of pets and livestock, when notified of an impending emergency, will take reasonable steps to shelter and protect their animals.</li> <li>– Livestock, wildlife, birds, and crops may be affected by a disease or insect outbreak. Plants and animals may die of such an outbreak or need to be destroyed/depopulated.</li> </ul>	



**Response Roles & Responsibilities**

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Provide situational updates to the EOC, as required, to maintain situational awareness and foster a common operating picture.
- Provide a representative to the EOC, when requested, to support ESF 11 activities.
- Regulate the movement of animals.
- Coordinate with health authorities and emergency response partners regarding the safety and viability of the food supply and domestic and wild animal populations.

**All Tasked Agencies**

EOC Sections Support	Police Dept.	Health & Human Services	Public & Government Relations
<ul style="list-style-type: none"> <li>- Coordinate the establishment of shelters for animals and livestock.</li> <li>- Facilitate support to ESF 11 activities through the EOC.</li> <li>- Coordinate with the EOC Planning Section to determine the impacts to the agricultural community.</li> <li>- Coordinate with farmers and agribusiness partners around opportunities for private sector support to response operations.</li> </ul>	<ul style="list-style-type: none"> <li>- Manage and direct the evacuation of animals from risk areas and provide technical assistance to prevent animal injury and the spread of disease.</li> </ul>	<ul style="list-style-type: none"> <li>- Guide the implementation of quarantine measures in the event of a plant or animal disease outbreak.</li> <li>- Collect and dispose of animal carcasses.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 1-related activities.</li> <li>- Request support for business and industry-related activities through the State ECC.</li> </ul>

**EOC Operations**

<ul style="list-style-type: none"> <li>- Serve as a liaison with the Animal MAC Group).</li> <li>- Provide a primary entry point for situational information related to agriculture and animal protection.</li> <li>- Share situation status updates related to agriculture and animal protection to inform the development of the Situation Report.</li> <li>- Participate in and provide ESF 11-specific reports for EOC briefings.</li> <li>- Assist in the development and communication of ESF 11-related actions to tasked agencies.</li> </ul>	<ul style="list-style-type: none"> <li>- HHS communicates and serves as a liaison for diseases related to food/agriculture).</li> <li>- Monitor ongoing ESF 11-related actions (all agencies).</li> <li>- Share ESF 11-related information with the PIO to ensure consistent public messaging.</li> <li>- Coordinate ESF 11-related staffing to ensure the function can be staffed across operational periods.</li> </ul>
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Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 11 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Develop operational plans for ESF 11 Activities, as appropriate.</li> </ul> <p><b>CEMSC</b></p> <ul style="list-style-type: none"> <li>– Coordinate regular review and update of the ESF 11 annex with supporting agencies.</li> <li>– Facilitate collaborative planning to ensure the capability to support ESF 11 activities.</li> <li>– Identify pet boarding facilities and private organizations that may provide emergency shelters for animals.</li> <li>– Maintain the operational capacity of the EOC to support agriculture and animal protection-related activities.</li> <li>– Share information on potential departmental assets that could assist with animal shelter needs. (i.e., County Fair &amp; Event Center, County Parks.)</li> <li>– Coordinate with its emergency response partners regarding the safety and viability of locally grown food (including items grown in private gardens) potentially affected by an emergency (such as drought, flooding, an agricultural terrorism act involving hazardous or radioactive materials, etc.).</li> </ul> <p><b>Health and Human Services/ Public Health</b></p> <ul style="list-style-type: none"> <li>– Establish plans, in coordination with state partners, to respond to animal and plant disease outbreaks.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 11 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Demobilize Response Activities.</li> <li>– Maintain incident documentation to support public and individual assistance processes.</li> <li>– Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>– Provide support to recovery planning.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 11 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Participate in the NHMP process for the City.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul> <p><b>Farmers and Agribusiness</b></p> <ul style="list-style-type: none"> <li>– Conduct agriculture restoration activities to reduce the likelihood and severity of future damage and enhance community resiliency.</li> </ul>





ESF 12 – ENERGY

Purpose	Coordinating Agencies
<p>ESF 12 describes how the City will coordinate plans, procedures, and resources to support response to and recovery from shortages and disruptions in the supply and delivery of energy during a major disaster or incident.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Canby Utility</p>
Coordination with Other ESFs	<p><b>PRIMARY SUPPORT AGENCY:</b> Public Works Dept.</p>
<p>The following ESFs support Energy-related activities:</p> <ul style="list-style-type: none"> <li>ESF 1 – Transportation. Identify impacts to the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</li> <li>ESF 2 – Communications. Identify impacts on the City’s communication infrastructure and develop priorities for repair and restoration.</li> <li>ESF 14 – Business &amp; Infrastructure. Coordinate with private sector partners to support ESF 12 activities.</li> <li>ESF 15 – External Affairs. Provide situation status updates and subject matter expertise to inform the development of public messaging.</li> </ul>	<p><b>COMMUNITY PARTNERS:</b> Area Utility Partners</p> <p><b>COUNTY AGENCY:</b> CCDM</p> <p><b>STATE AGENCY:</b> Oregon Dept. of Energy Public Utility Commission</p> <p><b>FEDERAL AGENCY:</b> U.S. Dept. of Energy</p>
Scope	
<ul style="list-style-type: none"> <li>– Coordinate with utilities operating in the City to ensure that the integrity of the supply systems is maintained during emergencies and that any damages that may be incurred are repaired and services restored efficiently and expediently afterward.</li> <li>– Monitor and coordinate the availability of electric generating capacity and reserves, the availability and supply of natural gas, and the supply of generation fuels.</li> <li>– Monitor and coordinate the restoration of utilizes for normal community functioning.</li> <li>– Coordinate with private sector providers of energy and transportation fuels such as propane, fuel oil, diesel fuel, and gasoline.</li> <li>– Assist Clackamas City departments and agencies in obtaining fuel for transportation, communications, emergency operations, and other critical functions.</li> <li>– Help energy suppliers and utilities obtain equipment, specialized labor, and transportation to repair or restore energy systems.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>– A major disaster could destroy or disrupt all or a portion of the City’s energy and utility systems.</li> <li>– Emergencies, both natural and human-caused, can have significant effects on public and privately owned utilities in a community. The ability to quickly restore damaged water, power, natural gas, telephone, and sewer systems is essential to minimize a disaster’s impact on the safety, public and environmental health, and economy of the area.</li> <li>– The electrical power industry is organized into a network of public and private generation and distribution facilities. Through such networks, the electrical power industry has developed the capability to provide, reroute, and restore power under even the most extreme circumstances.</li> </ul>	
Response Roles & Responsibilities	



During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Assess CIKR and assess generator needs.
- Clear debris from power lines, roadways, culverts, and streams.
- Perform temporary repairs of arterial routes and bridges.
- Identify DAFN populations with critical power needs and coordinate with Mass Care support for emergency medical sheltering.
- Prioritize energy repair throughout the City based on critical function and population needs.

**All Tasked Agencies**

Police Dept.	Public Works	Utility Providers (Business & Industry)	Communications	Public Information
<ul style="list-style-type: none"> <li>- Coordinate with the EOC Planning Section to determine the status of the City's energy infrastructure.</li> <li>- Coordinate with area Utility partners to facilitate the efficient restoration of lifeline utilities</li> <li>- Monitor the status of lifeline utilities and provide situation status updates to the City PIO to inform public messaging.</li> <li>- Assist City and community partners with obtaining fuel in support of emergency operations.</li> <li>- Request support for energy-related activities through the State ECC.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate public works and debris clearance activities to support the restoration of lifeline utilities.</li> <li>- Ensure appropriate backup power sources and fuel supplies are available to support City emergency operations.</li> <li>- Perform damage assessment on systems and identify problems or shortfalls in water supply. Report findings to the EOC.</li> <li>- Regulate water and Utility usage in times of shortages, as appropriate, assuring priority use is set to meet immediate and essential emergency needs.</li> <li>- Within available means, protect existing water supplies and restore damaged systems.</li> <li>- Prepare appropriate disaster assistance forms for submission to applicable State and Federal agencies.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate with private sector partners to support ESF 12 activities.</li> <li>- Continue to operate in the tradition of self-help and inter-service mutual aid before calling for area, regional, or state assistance.</li> <li>- Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.</li> <li>- In conjunction with the EOC Operations Section, determine priorities among users if adequate Utility supply is not available to meet all essential needs.</li> <li>- Assess the affected areas to determine operational priorities and emergency repair procedures with Utility field personnel.</li> <li>- Repair and restore lifeline utilities.</li> <li>- Report the status of Utility systems to the City EOC.</li> <li>- Provide information necessary for compiling damage and operational capability reports.</li> </ul>	<ul style="list-style-type: none"> <li>- Identify impacts on the City's communication infrastructure and develop priorities for repair and restoration.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 12-related activities.</li> </ul>



EOC Operations		
<ul style="list-style-type: none"> <li>– Serve as a liaison with supporting agencies and community partners.</li> <li>– Provide a primary entry point for situational information related to transportation infrastructure from the field/scene.</li> <li>– Monitor ongoing transportation-related actions.</li> <li>– Work with the Technology Services GIS staff to prepare maps for public distribution showing route status and alternative routes.</li> </ul>		
Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 12 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Develop operational plans for ESF 3 Activities, as appropriate.</li> </ul> <p><b>Canby Utility</b></p> <ul style="list-style-type: none"> <li>– Maintain the operational capacity of the City EOC to support energy-related activities.</li> <li>– Maintain liaison with local utilities, including the ability to contact them on a 24-hour-a-day basis.</li> <li>– Work to pre-identify DAFN populations that require energy-related support, including home dialysis and oxygen patients, as well as healthcare facilities for priority restoration.</li> <li>– Coordinate regular review and update of the ESF 12 annex with supporting agencies.</li> <li>– Facilitate collaborative planning to ensure City capability to support ESF 12 activities.</li> <li>– Procure and maintain sources of backup power and fuel, including emergency generators.</li> <li>– Pre-identify public works and debris clearance priorities that will support the restoration of lifeline utilities.</li> </ul> <p><b>Water and Waste Management</b></p> <ul style="list-style-type: none"> <li>– Maintain and control water, sewer, and solid waste systems within their jurisdictions. Other Utility Providers</li> <li>– Develop response and restoration plans to ensure lifeline utilities are restored as quickly as possible after a disruption.</li> <li>– Establish an emergency management organization that can establish communication with the City EOC.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 12 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Demobilize Response Activities.</li> <li>– Maintain incident documentation to support public and individual assistance processes.</li> <li>– Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>– Provide support to recovery planning.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 12 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>– Participate in the NHMP process for the City.</li> <li>– Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul> <p><b>Water and Waste Management</b></p> <ul style="list-style-type: none"> <li>– Identify potential areas for mitigation strategy.</li> <li>– Conduct repair and restoration activities in a manner to reduce the likelihood and severity of future damage and enhance community resiliency. Other Utility Providers</li> <li>– Conduct repair and restoration activities in a manner to reduces the likelihood and severity of future damages and enhances community resiliency.</li> </ul>



ESF 13 – PUBLIC SAFETY & SECURITY

Purpose	Coordinating Agencies
<p>ESF 13 describes how the City will provide the resources (human, technical, equipment, facilities, materials, and supplies) and support emergency public safety and security needs during a time of a significant emergency or disaster.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Police Dept.  <b>PRIMARY SUPPORT AGENCY:</b> Fire District #62, Public Works  <b>COMMUNITY PARTNERS:</b> Mutual Aid Partners, Schools SROs  <b>COUNTY AGENCY:</b> Clackamas County Sheriff’s Office  <b>STATE AGENCY:</b> Oregon State Police  <b>FEDERAL AGENCY:</b> Dept. of Justice, FBI, DEA</p>
Coordination with Other ESFs	
<p>The following ESFs support public safety and security-related activities:</p> <ul style="list-style-type: none"> <li>ESF 1 – Transportation. Identify impacts to the City’s Transportation infrastructure, establish emergency response and evacuation routes, and develop priorities for repair and restoration.</li> <li>ESF 3 – Public Works. Support crowd and traffic control operations.</li> </ul>	
Scope	
<ul style="list-style-type: none"> <li>– Facilitate damage assessment of law enforcement facilities.</li> <li>– Provide for the protection of life and property, traffic control, crowd control, communications, emergency first aid, site security, and security for vital facilities and CIKR.</li> <li>– Provide access control/site security to support local efforts to control access to incident sites, CIKR.</li> <li>– Secure and escort essential emergency resources and assets when deployed.</li> <li>– Assist in the facilitation of evacuation operations.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>– Significant disasters and emergencies can overwhelm local resources and infrastructure, impacting basic human needs and law enforcement.</li> <li>– Law enforcement may be faced with the tremendous challenge of meeting the increased need for public assistance and aid and maintaining community security. This is often exacerbated by the presence of personnel unfamiliar with the area and local customs.</li> <li>– Generally, law enforcement within the disaster/emergency area remains the responsibility of local authorities along established jurisdictional boundaries unless state assistance is requested or required by statute.</li> <li>– Emergencies may lead to increased 9-1-1 call volume, injuries and fatalities of civilians, rescue requests, looting, and violent crime.</li> <li>– Reminder: The concentration of people in public shelters and other mass gathering spots may require additional law enforcement personnel to maintain security and prevent crimes.</li> <li>– Routine law enforcement activities not directly related to life safety may have to be curtailed in a significant emergency. Private security organizations may be used to supplement local law enforcement capabilities.</li> <li>– A health emergency may require security at hospitals, shelters, pharmaceutical supply sites, dispensing sites, morgues, or other related facilities.</li> <li>– General law enforcement problems are compounded by disaster-related community disruption, restriction of movement, impacted communications and facilities, and a shortage of law-enforcement resources.</li> <li>– The capabilities of local law enforcement agencies may be quickly exceeded. Supplemental assistance should be requested through local and State emergency management and MAAs.</li> </ul>	

# ESF 13 - PUBLIC SAFETY & SECURITY



Police Dept.	Fire District #62	Public Works	Health & Human Services	Public & Governmental Relations
<ul style="list-style-type: none"> <li>- Activate the EOC</li> <li>- Serve as a Member of UCS.</li> <li>- Provide evacuation assistance.</li> <li>- Provide traffic control and security to critical facilities and supplies and control access to hazardous and evacuated areas.</li> <li>- Coordinate with the EOC Planning Section to identify unmet needs.</li> <li>- Establish a Law Enforcement Branch in the EOC if needed.</li> <li>- Document expenditures for disaster/emergency-related activities and report to the EOC.</li> <li>- Implement the EOP.</li> <li>- Provide security for special populations affected by the emergency.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide triage and first aid after the scene is secure.</li> <li>- Assist in warning, evacuation, traffic control, and staging as needed.</li> <li>- Coordinate fire response with law enforcement.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure critical transportation routes are safe and accessible.</li> <li>- Provide roadway barriers and support traffic control efforts as needed.</li> <li>- Coordinate transportation routes and resources with adjacent cities, counties, and ODOT.</li> <li>- Inspect CIKR for vulnerability.</li> </ul>	<ul style="list-style-type: none"> <li>- Support identification of DAFN populations that need transportation support.</li> <li>- Coordinate with the American Red Cross to provide for the needs of victims and emergency workers.</li> </ul>	<ul style="list-style-type: none"> <li>- Provide staff for the PIO and JICs.</li> <li>- Develop and coordinate a JIS.</li> <li>- Gather, prepare, and obtain approval for all communications sent to media, jurisdictions, and employees.</li> <li>- Ensure that updated information is provided to the public regarding incident status, evacuation routes and detours, traffic conditions, transportation options for those who need assistance, shelter locations and updates, and systems for locating family, friends, and pets.</li> </ul>
<b>EOC Operations</b>				
<ul style="list-style-type: none"> <li>- Serve as a liaison with supporting agencies and community partners.</li> <li>- Provide a primary entry point for situational information related to law enforcement.</li> <li>- Share situation status updates related to law enforcement to inform the development of the Situation Report.</li> <li>- Participate in and provide ESF 13-specific reports for EOC briefings.</li> <li>- Monitor ongoing ESF 13-related actions.</li> </ul>		<ul style="list-style-type: none"> <li>- Assist in the development and communication of ESF 13-related actions to tasked agencies.</li> <li>- Share ESF 13-related information with ESF 15, External Affairs, to ensure consistent public messaging.</li> <li>- Coordinate ESF 13-related staffing to ensure the function can be staffed across operational periods.</li> </ul>		
<b>Preparedness</b>	<b>Recovery</b>		<b>Mitigation</b>	



<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 13 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 13 Activities, as appropriate.</li> <li>- Coordinate regular review and update of the the capability to support ESF 13 activities.</li> <li>- Ensure the availability of necessary equipment to support law enforcement activities.</li> <li>- Coordinate and maintain liaison with support agencies and state and federal law enforcement agencies.</li> </ul> <p><b>CEMSC</b></p> <ul style="list-style-type: none"> <li>- Maintain the operational capacity of the City EOC to support public safety and security activities.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 13 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Manage the transition from response to recovery operations and keep all documentation collected relating to ESF 13-related response activities.</li> <li>- Coordinate all AAR activities and implement corrective actions as appropriate. City Public Works Dept.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 13 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul>
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## ESF 14 – BUSINESS & INFRASTRUCTURE

Purpose	Coordinating Agencies
<p>ESF 14 describes how the City will provide immediate and short-term assistance to local private sector entities, stabilize the local economy, and effectively utilize local private sector assets in response operations following a large-scale incident.</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> City Administration Dept.</p> <p><b>PRIMARY SUPPORT AGENCY:</b> City Chamber of Commerce</p> <p><b>COMMUNITY PARTNERS:</b> Area Businesses and Industry</p> <p><b>COUNTY AGENCY:</b> Business and Economic Development</p> <p><b>STATE AGENCY:</b> Business Oregon</p> <p><b>FEDERAL AGENCY:</b> Economic Development Association, Small Business Administration</p>
<p><b>Coordination with Other ESFs</b></p> <p>The following ESFs support Business and Industry activities:</p> <ul style="list-style-type: none"> <li>ESF 2 – Communications. Coordinate with private-sector telecommunications providers.</li> <li>ESF 3 – Public Works. Coordinate with private sector infrastructure partners.</li> <li>ESF 8 – Public Health. Coordinate with private-sector healthcare providers.</li> <li>ESF 10 – HazMat. Coordinate with private sector partners that manage, store, or transport HazMat.</li> <li>ESF 11 – Agriculture, Livestock, and Natural Resources. Coordinate with agriculture and agribusiness industry partners.</li> <li>ESF 12 – Energy. Coordinate with private-sector energy utilities.</li> </ul>	
Scope	
<p>Activities within the scope of ESF 14 include:</p> <ul style="list-style-type: none"> <li>– Fostering solid partnerships amongst private (business and industry) and public (local, regional, state, Federal) sector emergency management organizations throughout all phases of the emergency management cycle.</li> <li>– Identifying and addressing any private sector resource/capability shortfalls with the potential to destabilize the local economy if left unmet/unaddressed.</li> <li>– Identifying, coordinating, mobilizing, tracking, and demobilizing private sector-owned and operated resources utilized during incident response operations.</li> <li>– Assist in conducting initial economic damage assessments for impacted areas.</li> </ul> <p>Activities outside the scope of this function include:</p> <ul style="list-style-type: none"> <li>– Developing and/or implementing private sector Business Continuity Plans/COOP Plans.</li> <li>– Developing and/or implementing plans to identify and thwart terrorist plots targeting facilities federally defined as CIKR.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>– Incidents significantly impacting the local economy will require the City to support the resource/capability needs of critical private-sector partners and coordinate the utilization of privately owned and operated assets as part of response operations.</li> <li>– Large-scale incidents may result in extensive damage to privately owned property (commercial and residential). They may reduce or suspend local private-sector business operations, destabilizing the overall local economy and/or delaying the individual citizen’s ability to regain normalcy and autonomy.</li> <li>– Delay or hamper the community’s ability to transition from incident response operations to incident recovery operations.</li> </ul>	



- Private-sector entities are responsible for and will provide the means to repair, restore, and secure self-owned and/or operated properties with damage resulting from a hazard's impacts.
- Some private-sector entities may routinely conduct disaster preparedness activities and have either developed/or will develop the necessary disaster preparedness plans to ensure the safety of staff, customers/clients, and guests; sustain business operations and provide continuity of services; and augment the City's response operations with pre-identified resources and assets.
- Private-sector entities pre-identified as owning and/or operating potentially useful response equipment are responsible for addressing matters related to maintenance, safety, and training.

### Response Roles & Responsibilities

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Provide situational updates to the EOC, as required, to maintain situational awareness and foster a common operating picture.
- Provide a representative to the EOC, when requested, to support ESF 14 activities.
- Coordinate with the EOC Planning Section to determine the impacts on the business community.
- Establish a Liaison Officer in the EOC if needed to reach out to business and industry partners.
- Coordinate with business and industry partners around opportunities for private sector support to response operations.
- Request support for business and industry-related activities through the State ECC.
- Activate Business Recovery Centers as necessary.  
Assess the economic impact of the emergency.
- Provide goods and services through contractual arrangements or government purchases, or where appropriate, mutual support agreements with impacted communities.
- Utilize existing agreements and contracts to obtain needed resources.
- Implement business continuity plans.
- Report the status of business operations and impacts to the EOC.

### All Tasked Agencies

EOC Planning Section (if activated)	Area Business and Industry Partners (MAA)	Public Works	Health & Human Services	PIO and Finance
<ul style="list-style-type: none"> <li>- Determine the impacts on the City's business community and COOP.</li> <li>- Request support through the State ECC as needed.</li> <li>- Activate MAAs as needed.</li> </ul>	<ul style="list-style-type: none"> <li>- Implement business continuity plans as needed.</li> <li>- Support MAA services and goods as requested by the City.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure transportation and CIKR are secure and functional for critical goods and services.</li> <li>- CIKR to support economic function and support critical services.</li> </ul>	<ul style="list-style-type: none"> <li>- Support identification of DAFN populations that need economic support.</li> <li>- Assess supply chain disruptions for medical services.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 14-related activities.</li> <li>- Distribute information about emergency support services.</li> <li>- Track and enact procurement procedures for incident-related goods and services.</li> </ul>





EOC Operations		
<ul style="list-style-type: none"> <li>- Evaluate the need and funding to stand up support services for the business community. (e.g., Business Recovery Centers)</li> <li>- Serve as a liaison with the business community and private industry.</li> <li>- Provide a primary entry point for situational information related to business and industry.</li> <li>- Share situation status updates related to business and industry to inform the development of the Situation Report.</li> <li>- Participate in and provide ESF 14-specific reports for EOC briefings.</li> <li>- Assist in the development and communication of ESF 14-related actions to tasked agencies.</li> <li>- Monitor ongoing ESF 14-related actions.</li> <li>- Share ESF 14-related information with ESF 15 – External Affairs to ensure consistent public messaging.</li> <li>- Coordinate ESF 14-related staffing to ensure the function can be staffed across operational periods.</li> </ul>		
Preparedness	Recovery	Mitigation
<p>Preparedness activities take place before an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations.</p> <p><b>Economic Development Dept.</b></p> <ul style="list-style-type: none"> <li>- Coordinate regular review and update of the ESF 14 annex with supporting agencies.</li> <li>- Facilitate collaborative planning to ensure the capability to support ESF 14 activities.</li> <li>- Maintain the EOC to support business and industry-related activities.</li> <li>- Provide private-sector partners with vetted, pertinent, and helpful preparedness information for emergency management organizations throughout all phases of the emergency management cycle.</li> </ul> <p><b>City Administration</b></p> <ul style="list-style-type: none"> <li>- Promote policies that encourage community-wide emergency preparedness, including business and industry partners.</li> </ul> <p><b>Area Businesses and Industry</b></p> <ul style="list-style-type: none"> <li>- Establish an emergency management organization to interact with local, tribal, and state partners.</li> <li>- Develop and implement security and business continuity plans.</li> <li>- Include procedures to determine impact, facilitate situational awareness, coordinate incident management support, and inform state decision-makers.</li> <li>- Conduct supply chain disruption assessments, maintain business interruption insurance, and coordinate plans with local, tribal, and state partners.</li> </ul>	<p>Recovery activities take place after an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 14 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Provide support to recovery planning.</li> </ul>	<p>Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 14 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> </ul> <p><b>Area Businesses &amp; Industry</b></p> <ul style="list-style-type: none"> <li>- Conduct business restoration activities to reduce the likelihood and severity of future damage and enhance community resiliency.</li> </ul>



## ESF 15 – EXTERNAL AFFAIRS

Purpose	Coordinating Agencies
<p>ESF 15 describes how the City will disseminate information to the public and other partners during times of emergency (e.g., evacuation/shelter-in-place orders, water boil notices, emergency sheltering information, situational awareness notifications, etc.).</p>	<p><b>PRIMARY RESPONSE AGENCY:</b> Police Dept./ Public Information Officer</p> <p><b>PRIMARY SUPPORT AGENCY:</b> City Administration Dept.,</p> <p><b>COMMUNITY PARTNERS:</b> Media, Amateur Radio Operators, Community and faith-based organizations</p> <p><b>COUNTY AGENCY:</b> Public and Governmental Affairs (PGA)</p> <p><b>STATE AGENCY:</b> OEM</p> <p><b>FEDERAL AGENCY:</b> Dept. of Homeland Security/ FEMA</p>
Coordination with Other ESFs	
<p>The following ESFs support external affairs-related activities:</p> <ul style="list-style-type: none"> <li>ESF 2 – Communications. Coordinate with private-sector telecommunications providers.</li> </ul>	
Scope	
<ul style="list-style-type: none"> <li>Ensure community members have timely and accurate information during times of emergency to encourage actions to preserve life and safety.</li> <li>Support City departments and local and tribal partners in the timely and accurate dissemination of information to the public, media, and private sector.</li> <li>Lead the development of consistent and accurate messaging and dissemination.</li> <li>Serve as POC for local government and agency elected or appointed officials, tribal representatives, elected or appointed special district representatives, and stakeholders.</li> </ul>	
Situation & Assumptions	
<ul style="list-style-type: none"> <li>Providing information to the public during a disaster or emergency event can be crucial in reducing loss of life and property damage and avoiding panic situations. It can also reduce the effect of secondary threats or cascading impacts so that the public can take preventative measures.</li> <li>The ability to disseminate information to the public during a disaster can be hampered by a variety of things, including power outages and damage to telecommunication infrastructure.</li> <li>During emergencies, the PIO will vary depending on the type of emergency. PIOs reside within the City Administrator’s Office, Fire District #62, Police Dept., and Parks &amp; Recreation Dept. The PIO will coordinate with On-Scene Command and EOC staff to deliver timely and accurate emergency public information to inform the community, minimize confusion, recommend protective measures, and reduce rumors.</li> </ul>	
Warning Communication	
<ul style="list-style-type: none"> <li>The City will use all available communication methods to provide timely and consistent information to City officials and employees, individuals with DAFN, community members, and neighboring jurisdictions.</li> <li>The City may use print and/or electronic media, such as Clackamas County Public Alerts, for dissemination of emergency warnings and providing instruction to the public. Electronic media enable rapid public notification of impending threats and recommend protective actions. These systems rely on telecommunication infrastructure to function, which can be damaged or destroyed during a large-scale emergency.</li> </ul>	



## Response Roles & Responsibilities

During an emergency, response activities are conducted to save lives, prevent further property damage, identify damage, and initiate repairs. Here are the specific tasks involved in these response activities:

- Lead the development and dissemination of consistent and accurate messaging.
- Support City departments in the timely and accurate dissemination of information to the public, media, and other partners.
- Coordinate information and outreach activities.
- Utilize notification tools to notify the public about imminent threats to health and safety as well as for informational notifications.

## All Tasked Agencies

Police Dept./ Fire Dept.	EOC Section Support	Public Works	Health & Human Services	Public & Government Relations
<ul style="list-style-type: none"> <li>- Assist in the dissemination of public information.</li> <li>- Disseminate emergency information and alert and warning messages.</li> </ul>	<ul style="list-style-type: none"> <li>- Coordinate procurement of information to support situational awareness and accurate and timely messaging.</li> <li>- Provide incident-related information to the City Council and the public.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure communications infrastructure is functioning with the support of the Engineering Dept. and utility partners.</li> </ul>	<ul style="list-style-type: none"> <li>- Support identification of DAFN populations that need transportation support.</li> <li>- Provide public safety guidance and awareness as requested.</li> </ul>	<ul style="list-style-type: none"> <li>- Support public messaging related to ESF 15-related activities.</li> <li>- Support information diversification to reach all community demographics and populations.</li> </ul>

## EOC Operations

- Serve as PIOs with supporting agencies and community partners.
- Serve Liaison Officers with supporting agencies and community partners.
- Provide a primary entry point for situational information related to external affairs and government relations.
- Participate in and provide ESF 15-specific reports for EOC briefings.
- Monitor ongoing ESF 15-related actions.
- Share situation status updates related to external affairs to inform the development of the Situation Report.
- Assist in the development and communication of ESF 15-related actions to tasked agencies.
- Coordinate ESF 15-related staffing to ensure the function can be staffed across operational periods.

Preparedness	Recovery	Mitigation
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<p>Preparedness activities take place <b>before</b> an emergency occurs and include plans or preparations made to save lives and to help response and recovery operations. Preparedness roles and responsibilities for ESF 15 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Develop operational plans for ESF 15 Activities, as appropriate.</li> <li>- Participate in ESF 15-related training and exercises as appropriate.</li> </ul> <p><b>PIO/CEMSC</b></p> <ul style="list-style-type: none"> <li>- Coordinate regular review and update of the ESF 15 annex with supporting agencies.</li> <li>- Participate in required training and exercises to develop the necessary skill sets to serve as the jurisdiction’s PIO effectively.</li> <li>- Coordinate and operate a JIC to support the coordination of public messaging amongst multiple response partners.</li> <li>- Maintain a media contact roster.</li> <li>- Facilitate collaborative planning to ensure capability to support ESF 15 activities.</li> <li>- Develop pre-scripted warning messages for known hazards in conjunction with CCDM as needed.</li> <li>- Maintain the operational capacity of the City EOC to support activities.</li> <li>- Develop pre-scripted warning messages for known hazards in conjunction with PGA.</li> <li>- Develop methods for distribution of materials to the public, including materials for non-English speaking groups, if appropriate.</li> <li>- Establish and maintain systems to support public information.</li> </ul>	<p>Recovery activities take place <b>after</b> an emergency occurs and include actions to return to normal or even safer conditions following an emergency. Recovery roles and responsibilities for ESF 15 include:</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Demobilize Response Activities.</li> <li>- Maintain incident documentation to support public and individual assistance processes.</li> <li>- Participate in all AAR Activities and implement corrective actions as appropriate.</li> <li>- Provide support to recovery planning.</li> </ul>	<p>Mitigation activities take place <b>before and after</b> an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for ESF 15 include</p> <p><b>All Tasked Agencies</b></p> <ul style="list-style-type: none"> <li>- Participate in the NHMP process for the City.</li> <li>- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.</li> <li>- Conduct public education programs as an ongoing activity.</li> </ul>
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# SUPPORT ANNEXES



**CANBY EOP 2024**



## SUPPORT ANNEX 1 – FINANCIAL MANAGEMENT

TASKED AGENCIES	
<i>Primary City Agency</i>	City Finance Department, City Council (or designee), City Mayor
<i>Supporting City Agency</i>	City Human Resources Department, City EM Steering Committee
<i>County Agency</i>	Clackamas County Finance Department
<i>State Agency</i>	Oregon Department of Administrative Services
<i>Federal Agency</i>	DHS (FEMA)

Support Annex 1 – Financial Management (SA 1) provides the framework for the City to plan and conduct financial management following disasters. Costs generated by disasters can create significant challenges for the City and its residents. This annex and its framework outline how the City of Canby will conduct financial management throughout all phases of emergency management. The approach is built on the principle that emergency operations should be managed at the lowest level possible before seeking external support and that the City holds the ultimate responsibility for the reallocation of funding. The framework aims to align with City regulations.

### General

In the event of activating the City’s EOP, the initial operations will be managed through the EOC. The Finance Section will coordinate financial management operations in collaboration with City departments and senior city staff to ensure an efficient response. The City EOP outlines the procedures for activating and operating the EOC. SA 1 covers the following aspects:

- Outlines the sequential steps and activities involved in the Financial Management Process.
- Delineates the roles and responsibilities of the City and its community partners.
- Establishes guidelines and best practices.

This Annex does not encompass detailed or specific instructions or procedures for financial management operations, as these approaches may vary depending on the incident. Instead, it serves as a guiding reference, emphasizing the essential requirement for coordinating incident response among all stakeholders.

### SITUATION

During a crisis, it may be necessary for the City to reallocate funds to respond effectively. Cities often face high expenses during disasters, leading to reduced revenue and the need to move funds across agencies and programs. Recovery from a disaster can bring unexpected financial challenges, such as delays in restoration, ongoing operational issues, revenue reduction, unforeseen costs, and difficulties in securing funding. The City Council has the authority to adjust budgets and funding priorities, while emergency procurement authority is granted to the City EM (Chief of Police). The Finance Section is responsible for tracking incident-related expenditures.

### ASSUMPTIONS

SA 1 – Financial Management is based on the following planning assumptions:

- City funds may be insufficient for emergencies; additional funding or reallocations may be needed.
- Financial operations will be expedited for a rapid response, with detailed records kept for audits and reimbursements.
- The City Finance Department, with the EOC, will manage finances during incidents, prioritizing immediate needs and recovery planning. During large-scale incidents, the City Council may urgently authorize extra spending or fund reallocations according to emergency financial policies. Financial management practices will comply with local, state, and federal laws for eligibility for reimbursements.

### Financial Management Plan

#### GENERAL

During any incident, initial operations will be coordinated through the City EOC, and a unique financial tracking number will need to be created. Coordination of Financial Management will be the responsibility of the Finance



Section, which will coordinate with partners and enact MAAs and the EOC Sections/ IC Command to ensure an effective response.

Procedures for activation and operation of the EOC are provided in the City EOP.

**FINANCIAL MANAGEMENT OPERATIONS IN THE EOC**

To support disaster financial management at the EOC, the EOC will assign a Finance Section Lead, if not already assigned, who will coordinate and establish priorities for personnel resources from the EOC. Depending on the size of the incident, the Finance Section Lead will coordinate with City staff and contractors to provide management of disposal and recycling sites as well as removal of eligible debris from the right of-way. The Finance Section Lead will coordinate closely with Logistics and operation teams in order to conduct financial estimation activities.

The following checklist identifies critical activities by phase priorities for SA 1 – Financial Management. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the Finance Section functions. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

**ALL TASKED AGENCIES**

- Participate at least annually in State exercises and/or conduct an exercise to validate this Annex and supporting SOPs.
- Develop procedures to evaluate, locate, and procure essential material and resources upon request by State and local officials.
- Ensure procedures are in place to document costs for any potential Federal reimbursement.

**CITY FINANCE DEPARTMENT**

- Designate a Finance Section Chief to lead during EOC activation, who will report directly to the EOC IC.
- Support damage assessment efforts conducted by Public Works.
- Support resource procurement by Logistics.
- Track purchasing, identifying financial trends in emergency operations, and record keeping in accordance with reimbursement requirements.

**CITY EMERGENCY OPERATIONS CENTER (EOC)**

- Establish and maintain EOC financial management procedures.
- Conduct regular training and drills that include financial management components.
- Ensure EOC personnel are familiar with financial management software and tools.

**CITY EMERGENCY MANAGEMENT (EM) STEERING COMMITTEE**

- Oversee the development and maintenance of the City EOP, including financial management annexes.
- Facilitate coordination among city departments for financial preparedness.
- Ensure all relevant stakeholders are included in financial preparedness activities.

**CLACKAMAS COUNTY DISASTER MANAGEMENT (CCDM) FINANCE DEPARTMENT**

- Coordinate financial management planning with the City Finance Department.
- Participate in joint training and exercises with city financial personnel.
- Ensure MAAs include financial terms and conditions.

**RESPONSE**

**ALL TASKED AGENCIES**

- Expenditure Tracking: Track and document all incident-related expenditures meticulously to ensure accuracy and accountability.
- Report Submission: Submit all expenditure reports to the Finance Section of the EOC promptly to maintain financial oversight and enable timely adjustments.

**CITY COUNCIL**

- Emergency Declaration: Declare a State of Emergency and request County assistance to mobilize additional resources and legal authorizations.



- EOC Activation: Activate the City Emergency Operations Center to coordinate the response efforts effectively.
- Funding Reallocation: If major redirection of City funds is needed, the City Council will hold an emergency session to decide how to respond to the emergency funding needs, ensuring financial resources are directed where they are most needed.

**CITY EMERGENCY OPERATIONS CENTER**

- Finance Department Communication: Inform the City Finance Department of emergency activation to ensure financial readiness and response alignment.

**CITY FINANCE DEPARTMENT/EOC FINANCIAL SECTION**

- Charge Code Establishment: Establish a discrete charge code for incident-related personnel time, losses, and purchases. This facilitates precise tracking of all committed incident-related financial resources.
- Documentation Maintenance: Maintain copies of all expense reports and supporting documentation to meet Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requirements, ensuring compliance and facilitating potential recovery of funds spent during the response.
- Financial Oversight during Response: The Finance Section Chief will oversee the financial operations within the EOC, ensuring that economic considerations are factored into strategic response decisions and resource allocations.
- Emergency Procurement: Implement streamlined procurement processes to expedite the acquisition of necessary services and supplies without compromising financial controls.
- Budget Adjustments: Prepare for immediate and necessary budget adjustments and financial reporting to accommodate the changing economic demands of the emergency.
- Interagency Financial Coordination: Coordinate with neighboring jurisdictions and state agencies to align financial response efforts and share critical resources efficiently.

**RECOVERY**

**ALL TASKED AGENCIES**

- Financial Review: Conduct thorough reviews of all incident-related expenditures to ensure proper use and documentation.
- Cost Recovery: Initiate processes for cost recovery from federal and state sources, including FEMA Public Assistance and other relevant grants.

**CITY COUNCIL**

- Financial Recovery Planning: Develop and approve financial recovery plans that outline the restoration of municipal services and infrastructure, prioritizing projects based on community needs and available funding.
- Legislative Actions: Enact temporary financial measures and ordinances that support recovery efforts and provide relief to affected citizens and businesses.

**CITY FINANCE DEPARTMENT/EOC FINANCIAL SECTION**

- Recovery Budgeting: Establish budgets specifically for recovery phases, ensuring funds are allocated for CIKR repair, community support services, and other recovery activities.
- Financial Tracking and Reporting: Maintain and manage detailed records of all recovery phase financial transactions to ensure transparency and compliance with auditing standards.

**MITIGATION**

**ALL TASKED AGENCIES**

- Participate in the hazard/vulnerability identification and analysis process.
- Take steps to correct deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.





## Concept of Operations

### GENERAL

The City’s Finance Department is the Primary Response Agency for SA 1 and is responsible for utilizing this plan to conduct disaster financial management under the direction of the IC at the City EOC. The Chief of Police has tasked the City Finance Department as the responsible agency for the maintenance and compliance of this annex. The City’s Finance Department Director, or designee, is responsible for fulfilling the Finance Branch during an activation of the City’s EOC.

The primary and support agencies to this Annex will function as a team to address emergency finance issues to ensure the flow of funds during and after disasters. The City’s Finance Department Director is the lead in coordinating emergency finance information and facilitating with other City agencies on the City’s share of federal and state grants and related budgetary concerns.

The City’s Finance Department Director may form and lead a finance branch of ICS during the activation of the City’s EOC, composed of personnel from various city agencies, as needed to coordinate fiscal activities related to the emergency.

The Finance Section will conduct its disaster procurement and budget activities and may request assistance from other agencies if needed.

The City will spend grant funds appropriately and effectively to alleviate the effects of a disaster. The City will also take the necessary steps to ensure that citizens are aware of all available grants. During a disaster, efforts will be made by all local finance organizations to maintain consistent and timely communication and coordination to ensure adequate funding is available to disaster victims. Financial Management during disaster operations will adhere to the [ADA Act](#) to ensure accessibility for individuals with disabilities.

### TRAINING

It is essential for the City to establish a strong foundation for successful financial management response and recovery. Regular testing of financial management capabilities through discussion- and operations-based training is crucial. A comprehensive Financial Management Training Program should encompass both local training and FEMA courses that aid in financial management operations. For more details on training opportunities supporting general emergency response operations, please refer to the EOP. FEMA offers both online and classroom training to support financial management operations, which includes:

- IS-337: [Posting Integrated Financial Management Information System Transactions](#)
- IS-0703.b: [NIMS Resource Management](#)

Training plans should be periodically reviewed and altered based on after-action and corrective-action reports, as well as capabilities assessments that address identified shortfalls.

### EXERCISES

The City will regularly assess its capacity to react to incurring significant costs due to incidents by engaging in both discussion-based activities (such as workshops and tabletop exercises) and operations-based exercises (including drills and functional or full-scale exercises), as budget and resources permit.



### FINANCIAL MANAGEMENT IN THE EOC

In order to facilitate disaster finance operations at the EOC, a Financial Management Coordinator will be assigned if not already designated. This individual will be responsible for coordinating and establishing priorities for the cost of essential materials and resources from the EOC. Depending on the scale of the incident, the Finance Management Coordinator will collaborate with the County and contractors to oversee the management of County, State, and Federal reimbursements or financial aid. Furthermore, the coordinator will work closely with damage assessment teams to conduct financial estimations for emergency management activities.

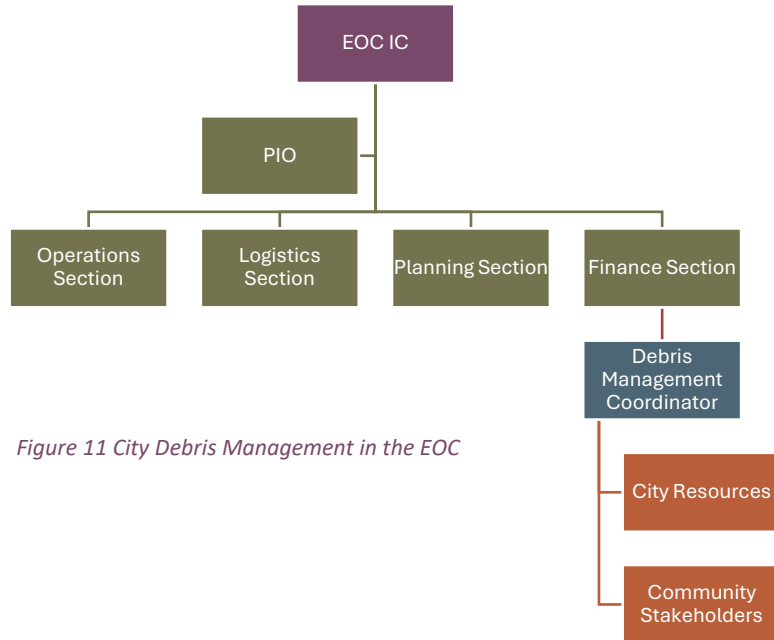


Figure 11 City Debris Management in the EOC

### CITY SENIOR OFFICIALS

#### Mayor & City Council:

Responsibilities of elected officials may include:

#### Preparedness

- Establish policy and budget priorities to support the City's disaster financial management capabilities.
- Participate in disaster financial management training and exercises, as appropriate.

#### Response & Recovery

- Evaluate the need to declare a State of Emergency to gain access to additional County and State resources.
- If established, participate in the local policy group to support the coordination of local disaster financial operations.
- Stay informed about the local and regional situation through the local emergency management agencies.
- Coordinate any public announcements, statements, or messaging with the Public Information Officer (PIO).



## FINANCE SECTION LEAD

### City Finance Department Director

Responsibilities of the Finance Management Coordinator include:

- Oversee the financial operations within the EOC,
- Report on the progress of debris removal and disposal and prepare status briefings for the EOC Incident Commander and other local officials.
- Provide input to the Public Information Officer (PIO) regarding financial management activities.
- Coordinate funding sources to support disaster debris management activities.
- Coordinate with the County on issues that affect both the City and County operations.
- Obtain all necessary authorizations for disaster-related financial management activities.
- Establish a discrete charge code for incident-related personnel time, losses, and purchases. This facilitates precise tracking of all committed incident-related financial resources.
- Maintain copies of all expense reports and supporting documentation to meet Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requirements to ensure compliance and facilitation of potential recovery of funds spent during the response.
- Ensure that economic considerations are factored into EOC’s strategic response decisions and resource allocations.
- Implement streamlined procurement processes to expedite the acquisition of necessary services and supplies without compromising financial controls.
- Coordinate with neighboring jurisdictions and state agencies to align financial response efforts and share critical resources efficiently.

## PRIMARY RESPONSE AGENCY

### City Finance Dept.

Responsibilities may include:

#### Preparedness

- Please keep the following instructions in mind:
- Regularly review this Annex and the City EOP.
- Coordinate with the Debris Management Coordinator to conduct disaster debris management training and exercises as needed.
- If not yet appointed, identify a Debris Management Coordinator under the Operations section.
- Pre-determine Emergency Transportation Routes.
- Advocate for the inclusion of debris management in local training and exercise programs.
- Collaborate with the County to establish potential sites for temporary debris staging and for Temporary Debris Storage and Reduction (TDSR) locations in the City.

#### Response & Recovery

- Coordinate initial financial assessment and estimation of emergency activities and gather and track financial information related to the incident.
- Report financial information to the EOC Incident Commander and request assistance as needed.
- Ensure compliance with all federal, state, and local environmental, historical preservation, and other applicable laws, regulations, and policies.
- Participated in after-action review of incident operations.
- Maintain documentation of costs.
- Establish budgets specifically for recovery phases, ensuring funds are allocated for CIKR repair, community support services, and other recovery activities.
- Maintain and manage detailed records of all recovery phase financial transactions to ensure transparency and compliance with auditing standards
- Establish a discrete charge code for incident-related personnel time, losses, and purchases. This facilitates precise tracking of all committed incident-related financial resources.



- Maintain copies of all expense reports and supporting documentation to meet Federal Emergency Management Agency (FEMA) Public Assistance reimbursement requirements, ensuring compliance and facilitating potential recovery of funds spent during the response.
- The Finance Section Chief will oversee the financial operations within the EOC, ensuring that economic considerations are factored into strategic response decisions and resource allocations.
- Implement streamlined procurement processes to expedite the acquisition of necessary services and supplies without compromising financial controls.
- Prepare for immediate and necessary budget adjustments and financial reporting to accommodate the changing economic demands of the emergency.
- Coordinate with neighboring jurisdictions and state agencies to align financial response efforts and share critical resources efficiently.

**ALL TASKED AGENCIES**

Responsibilities may include:

**Preparedness**

- Participate at least annually in State exercises and/or conduct an exercise to validate this Annex and supporting SOPs.
- Develop procedures to evaluate, locate, and procure essential material and resources upon request by State and local officials.
- Ensure procedures are in place to document costs for any potential Federal reimbursement.

**Response & Recovery**

- Expenditure Tracking: Track and document all incident-related expenditures meticulously to ensure accuracy and accountability.
- Report Submission: Submit all expenditure reports to the Finance Section of the EOC promptly to maintain financial oversight and enable timely adjustments.
- Financial Review: Conduct thorough reviews of all incident-related expenditures to ensure proper use and documentation.
- Cost Recovery: Initiate processes for cost recovery from federal and state sources, including FEMA Public Assistance and other relevant grants.

**Mitigation**

- Participate in the hazard/vulnerability identification and analysis process.
- Take steps to correct deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.

**POLICE DEPARTMENT**

Responsibilities may include:

**Preparedness**

- Oversee the development and maintenance of the City EOP, including financial management annexes.
- Facilitate coordination among city departments for financial preparedness.
- Ensure all relevant stakeholders are included in financial preparedness activities.



### CITY EMERGENCY OPERATIONS CENTER (EOC)

Responsibilities may include:

#### Preparedness

- Establish and maintain EOC financial management procedures.
- Conduct regular training and drills that include financial management components.
- Ensure EOC personnel are familiar with financial management software and tools.

#### Response & Recovery

- Finance Department Communication: Inform the City Finance Department of emergency activation to ensure financial readiness and response alignment.

### CCDM

Responsibilities may include:

#### Preparedness

- Coordinate financial management planning with the City Finance Department.
- Participate in joint training and exercises with city financial personnel.
- Ensure MAAs include financial terms and conditions.
- Maintain and coordinate regular review of the County Debris Management Plan, which is an annex to coordinate and participate in disaster debris management training and exercises, as appropriate.

#### Response & Recovery

- Immediately activate the EOC and prepare materials for the BCC to declare a State of Emergency according to the EOP.
- Establish a Debris Management Team and identify a Debris Manager (if not already identified) under the Operations Section.
- Coordinate debris operations with regional efforts through the Regional Debris Management MAC Group when established.
- Provide a liaison assigned by the PIO to the regional JIC when established.
- Assign public information staff to support the regional JIC if appropriate



## Authorities

### **CITY OF CANBY**

#### **CITY COUNCIL AUTHORITY**

Based on local ordinances and state statutes, a local declaration by the City of Canby allows the City Council to adjust department budgets and funding priorities during emergencies. If timely action is not possible by the City Council, the City Mayor may authorize emergency procurement with subsequent Council approval. Flexibility in managing resources under emergency conditions includes diverting funds and resources to emergency operations to address immediate needs, receiving resources from organizations through mutual aid and assistance agreement channels, and requesting State and/or Federal assistance to augment local resources and capabilities. Such local ordinances include:

- Emergency Preparedness Chapter 2.52
- EOP Adoption, Resolution No. 724
- Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898

#### State of Emergency Declaration

If an incident requires significant redirection of fiscal resources, the City Council will convene an emergency session to declare a State of Emergency and request assistance throughout the County.

#### Under the provisions of O.R.S. Chapter 401

The authority and responsibility to organize for and respond to emergencies is vested in each political subdivision of the state. O.R.S. 401 further authorizes the governing body or executive officer of each city to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to assess the system.

### **STATE OF OREGON**

#### State of Emergency Declaration

If an incident requires significant redirection of fiscal resources, the City Council will convene an emergency session to declare a State of Emergency and request assistance throughout the County.

#### Under the provisions of O.R.S. Chapter 401

The authority and responsibility to organize for and respond to emergencies is vested in each political subdivision of the state. O.R.S. 401 further authorizes the governing body or executive officer of each city to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to assess the system.



## Resources

### **CITY OF CANBY**

[City EOP](#)

### **COUNTY**

[Clackamas County EOP](#)

### **STATE OF OREGON**

[CEMP](#)

### **FEDERAL**

[NRF](#)

[National Infrastructure Protection Plan](#)

[Response Federal Interagency Operational Plan](#)

[Disaster Financial Management Guide](#)



## SUPPORT ANNEX 2 – MILITARY SUPPORT

TASKED AGENCIES	
<i>Primary City Agency</i>	City Police Department
<i>Supporting City Agency</i>	Fire District #62
<i>Community Partners</i>	Oregon Military Department
<i>County Agency</i>	Clackamas County Department of Disaster Management
<i>State Agency</i>	Oregon Department of Military
<i>Federal Agency</i>	U.S. Department of Defense

### General

This annex provides guidance for the coordination of military resources to support local, state, and federal emergency efforts. Activities within the scope of SA 2 include awareness of Oregon National Guard (ORNG) forces and military resources that may be called in to assist civil authorities with the protection of life and property and to maintain peace, order, and public safety.

#### SITUATION

The City faces several hazards that may require support from civil authorities by the Guard. Considerations that should be prioritized when planning for and implementing military support activities include:

- A significant disaster or emergency event may result in widespread damage to existing civil infrastructure and displace great numbers of people, thus requiring a rapid, self-contained, self-sufficient deployment of skilled personnel and equipment.
- The National Guard is the only U.S. military force that operates across both state and federal responses, leveraging State Active Duty (SAD), Full-Time National Guard Duty (Title 32), and Active Duty (Title 10) personnel. While SAD, Title 32, and Title 10 are different statuses and roles, they provide mutually supporting capabilities.
- When Army National Guard units are not under federal control, the Governor is the commander-in-chief of the State of Oregon. The Guard is supervised by the Adjutant General of the state, who also serves as the Director or Commanding General of the State military forces.
- The Governor can activate National Guard personnel to SAD in response to natural or artificial disasters or Homeland Defense missions.

#### ASSUMPTIONS

- Guard assets are available for state missions. It is understood that the Federal wartime mission of all Department of Defense assets takes priority over state missions. If the Guard is federalized, it will not be available for state tasking.
- Post-disaster impact/needs assessments are an ongoing process, as needs cannot be entirely determined in the initial response phase of a major disaster.





## Concept of Operations

### GENERAL

The Chief of Police has tasked The City Finance Department as the responsible agency for the maintenance and compliance of this annex. The city’s Finance Department Director, or designee, is responsible for fulfilling the Finance Branch during an activation of the City’s EOC.

- The primary and support agencies to this Annex will function as a team to address emergency finance issues to ensure the flow of funds during and after disasters. The City’s Finance Department Director is the lead in coordinating emergency finance information and facilitating with other City agencies on the City’s share of federal and state grants and related budgetary concerns.
- The City’s Finance Department Director may form and lead a finance branch of ICS during the activation of the City’s EOC, composed of personnel from various city agencies, as needed to coordinate fiscal activities related to the emergency.
- The Disaster Financial Management Team will conduct its disaster procurement and budget activities and may request assistance from other agencies if needed.

The City will spend grant funds appropriately and effectively to alleviate the effects of a disaster. The City will also take the necessary steps to ensure that citizens are aware of all available grants. During a disaster, efforts will be made by all local finance organizations to maintain consistent and timely communication and coordination to ensure adequate funding is available to disaster victims.

### ROLES & RESPONSIBILITIES

The following checklist identifies critical roles and responsibilities for SA 2 – Military Support. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the volunteers and donation’s function. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

#### PREPAREDNESS

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##### All Tasked Agencies

- Develop operational plans for ESF 13 activities.
- Participate in SA 2 – Military Support-related training and exercises as appropriate.
- Maintain the operational capacity of the Emergency Operations Center (EOC) to support the integration, direction, and control of the Guard during emergency response operations.

#### RESPONSE

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##### All Tasked Agencies

- Provide situational updates to the EOC, as required, to maintain situational awareness and foster a common operating picture.
- Provide a representative to the EOC, when requested, to support SA 2 – Military Support activities.

##### Police Department

- Coordinate with the EOC Planning Section to determine the operational status and posture of National Guard assets.
- Establish a Military Support Branch in the EOC if needed.
- Request support for military-related activities through the State ECC.

##### Oregon Military Department

- Work in concert with local emergency management and other local-level officials to maintain local-level operational control of incident response activities.



RECOVERY

*All Tasked Agencies*

- Demobilize response activities.
- Participate in all after-action activities and implement corrective actions as appropriate.

MITIGATION

- Participate in the hazard mitigation planning process for the City.
- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.

**Authorities**

**CITY OF CANBY**

- Emergency Preparedness Chapter 2.52
- EOP Adoption, Resolution No. 724
- Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898

**COUNTY**

- County Code Chapter 6.03 Emergency Regulations
- Resolution 2005-26 February 2005 – Adoption of NIMS/ICS

**STATE OF OREGON**

- **Under the provisions of O.R.S. Chapter 401**, the authority and responsibility to organize for and respond to emergencies is vested in each political subdivision of the state. O.R.S. 401 further authorizes the governing body or executive officer of each city to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to assess the system.
- **State law (ORS 401.480 and 402.015)** authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus MAA).
- State of Oregon EOP
- ORS Chapter 403 Emergency Communications System; 2-1-1 System; Public Safety Communications System

**FEDERAL**

- Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended in 2019 by HR 639)
- Executive Order 13347, July 26, 2004, Individuals with Disabilities in Emergency Preparedness
- National Disaster Recovery Framework (June 2016, 2nd edition)
- NIMS (December 2008)
- NPG (September 2011)
- NRF (January 2008)
- Crisis Response and Disaster Resilience 2030 (January 2012)
- FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)



## Resources

The following resources provide additional information at the local, state, and federal levels.

### **CITY**

City of Canby EOP 2024

- ESF 1 – Transportation
- ESF 3 – Public Works
- ESF 4 – Firefighting
- ESF 5 – Information and Planning
- ESF 13- Public Safety and Security

### **COUNTY**

Clackamas County EOP 2022

- ESF 1 – Transportation. Assist in the transportation of military personnel to impacted areas.
- ESF 2 – Communications. Augment communications resources.
- ESF 3 – Public Works. Assist in damage assessment, debris management, and infrastructure restoration.
- ESF 10 – Hazardous Materials. Provide support for Chemical, Biological, Radiological, Nuclear, and Explosive (CBRNE) incidents.
- ESF 13 – Public Safety and Security. Provide support for law enforcement agencies.

### **STATE**

Oregon EOP

[OregonLegislature.gov/bills\\_laws/ors/ors401.html](https://OregonLegislature.gov/bills_laws/ors/ors401.html)

- o [OEM: Public Assistance Program: Disaster Assistance: State of Oregon](#)
- o [OEM: Damage Assessment Forms, Templates, and Resources: Disaster Assistance: State of Oregon](#)



## SUPPORT ANNEX 3 – VOLUNTEER & DONATIONS MANAGEMENT

SA-2 TASKED AGENCIES	
<i>Primary City Agency</i>	Fire District #62
<i>Supporting City Agency</i>	Canby Police Department/ Finance Dept.
<i>Community Partners</i>	CERT, Canby Center, American Red Cross, Four Square Church, Other Community and Faith-based organizations
<i>County Agency</i>	CCDM
<i>State Agency</i>	OEM
<i>Federal Agency</i>	FEMA

SA 3 – Volunteer and Donations Management describes how the City will coordinate with community and faith-based organizations to effectively coordinate the activities/management of pre-identified and established affiliated volunteers and unsolicited donations and also coordinate with community and faith-based groups to manage spontaneous and/or unaffiliated volunteers as well as unsolicited contributions (physical and monetary).

### General

This annex applies to all city departments and its community partners involved in volunteer and donation management activities and is in support of the City EOP. The document covers the following aspects of volunteer and donation management:

- Coordinating the disaster response activities of volunteers affiliated with City-recognized community and faith-based groups.
- Coordinate and/or guide the management and/or list of donations (physical and monetary) received by recognized community and faith-based groups.
- Managing spontaneous/unaffiliated volunteers and unsolicited donations and referring those resources to appropriate recognized community and faith-based groups.
- Guiding community and faith-based groups engaged in the management of spontaneous/unaffiliated volunteers and/or unsolicited donations as requested.

This document does not cover the following aspects of volunteer and donation management:

- The recruitment, screening, training, or deployment of volunteers before a disaster.
- The registration, tracking, or reporting of volunteer hours or donations received by community and faith-based groups.
- The allocation, distribution, or accounting of donations received by community and faith-based groups.
- The legal, ethical, or safety issues related to volunteer and donations management activities.

### SITUATION

The City is faced with a number of hazards that may require the coordination of volunteers and donations to support response and recovery activities. The City is also supported by numerous community- and faith-based partners who are able to assist in facilitating volunteer support and donations management to address unmet needs. The following considerations should be considered when planning for the coordination and management of volunteers and donations:

- During large-scale incidents, a surge of spontaneous/unaffiliated volunteers and/or unsolicited donations may jam distribution channels, overwhelm City government and volunteer agencies, and hamper City response operations.
- Despite good intentions, spontaneous/unaffiliated volunteers and unsolicited donations during a disaster are often underutilized and can be problematic for established response agencies.



- The lack of an organized system to manage physical donations (i.e., receiving, sorting, prioritizing, and distributing) has the potential to reduce the effectiveness of City response operations severely.
- Careful planning reduces problems associated with spontaneous, unaffiliated volunteers.
- The timely release of information to the public regarding needs and collection points is essential to the management of donated goods and services.
- Coordinating the efforts of multiple volunteer agencies is necessary to avoid duplication of effort and redundancy in the provision of services.
- Reducing the potential for unethical management of monetary donations will be important in a disaster.

**ASSUMPTIONS**

SA 3 – Volunteer and Donations Management Annex is based on the following planning assumptions:

- The arrival of spontaneous/unaffiliated volunteers is expected.
- Donations of unsolicited, non-useful, and unwanted goods can be expected.
- The City is responsible for coordinating response activities within the City, including the management of volunteers and donations.
- Many community and faith-based organizations are experienced in managing volunteers and donations and have the capacity to receive, process, and deliver goods and services to the affected population; therefore, the City will look to those organizations to implement their existing plans, policies, and procedures to assist the City in volunteers and donation management.
- CERT may self-activate in large-scale events.



## Concept of Operations

All SA 3-related activities will be performed in a manner that is consistent with the NIMS and the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

Requests for assistance with volunteer and donations management will first be issued in accordance with established MAAs; once those resources have been exhausted, a request may be forwarded to the County Emergency Operations Center (EOC).

## Roles & Responsibilities

The following checklist identifies critical roles and responsibilities for SA 3 – Volunteers and Donations. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the volunteers and donation’s function. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

### **PREPAREDNESS**

#### **ALL TASKED AGENCIES**

- Develop operational plans for SA 3 activities.
- Participate in SA 3 - related training and exercises as appropriate.

#### **CEMSC**

- Coordinate regular review and update of the SA 3 annex with supporting agencies.
- Facilitate collaborative planning to ensure the City’s capability to support SA 3 activities.
- Develop and maintain a Volunteers and Donations Plan for the City that includes procedures for addressing the following:
  - Spontaneous/unaffiliated volunteers
  - Unsolicited donations (physical and monetary)
  - Coordination with community- and faith-based partners
- Maintain the operational capacity of the EOC to support volunteers and donations activities.
- Ensure that staff are identified and adequately trained to fulfill the finance function in the EOC including tracking of volunteers and donations, including monetary gifts.
- Facilitate, in coordination with community emergency preparedness organizations (e.g., Community Emergency Response Team), the recruitment, training, and equipping of a cadre of disaster relief volunteers.

#### **FINANCE DEPARTMENT**

- Establish financial protocols for the management of monetary donations.
- Assist with procedures for monetary donations, prioritizing utilization aligned with City Council oversight and management to support emergency operations.

#### **CITY ATTORNEY**

- Advise on the legal implications and liability issues arising from volunteer and donations management.

#### **COMMUNITY AND FAITH-BASED ORGANIZATIONS**

- Maintain an inventory of available volunteer and material resources to support response and recovery activities.



## **RESPONSE**

### **ALL TASKED AGENCIES**

- Provide situational updates to the EOC, as required, to maintain situational awareness and foster a common operating picture.
- Provide a representative to the EOC, when requested, to support SA 3 activities.

### **INCIDENT COMMAND/ EOC MANAGER**

- Coordinate with the EOC Planning Section to identify unmet needs.
- Establish a Volunteers and Donations Branch in the EOC if needed.
- Designate a Volunteer Manager (potentially the HR Department) and coordinate the establishment of a volunteer reception center or facility to facilitate the receiving, registering, vetting, and referral of spontaneous/ unaffiliated volunteers.
- Designate a Donations Manager and coordinate the establishment of donations reception points/staging areas, as needed (Logistics Section or Donations Section as needed).
- Coordinate with community and faith-based partners to facilitate the matching of volunteers and donations with unmet needs.
- Coordinate with community and faith-based partners to facilitate the distribution of donated relief supplies.
- Track the use of volunteers and donated resources through the EOC Finance Section.
- Communicate information to the public about how to volunteer and/or donate through the Public Information Officer.
- Activate LOARES and CERT through Public Alerts, email lists, and the Fire District website, as appropriate.
- Request support for volunteers and donations activities through the County EOC.

### **FINANCE DEPARTMENT**

- Manage the receipt and use of unsolicited and/or undesignated monetary donations in accordance with City, County, state, and federal statutes.

### **COMMUNITY AND FAITH-BASED ORGANIZATIONS**

- Assist with the delivery of food, shelter, fuel, clothing, transportation, financial assistance, victim registration and inquiry, and other essential services.

## **RECOVERY**

### **ALL TASKED AGENCIES**

- Demobilize response activities.
- Maintain incident documentation to support public and individual assistance processes. Participate in all after-action activities and implement corrective actions as appropriate.

### **IC COMMAND/ EOC MANAGER**

- Coordinate the demobilization of the volunteer reception center.
- Coordinate the demobilization of any donation’s reception points/staging areas, etc.
- Compile and keep all documentation collected relating to the management of spontaneous volunteers and unsolicited donations.
- Coordinate the disposition of unused donations.
- Coordinate all after-action activities and implement corrective actions as appropriate.

### **COMMUNITY & FAITH-BASED ORGANIZATIONS**

- Distribute surplus items through existing charitable networks.



**MITIGATION**

**ALL TASKED AGENCIES**

- Participate in the hazard mitigation planning process for the City.
- Provide agency and incident data to inform the development of mitigation projects to reduce hazard vulnerability.
- Conduct public information campaigns and continuously remind and encourage community members to:
  - Join recognized community and faith-based organizations’ cadre of disaster volunteers before a disaster strikes.
  - Contribute financial/monetary donations rather than physical donations unless otherwise requested.
  - Give charitable donations directly to disaster relief organizations rather than to the City.

**Authorities**

**CITY OF CANBY**

- Emergency Preparedness Chapter 2.52
- EOP Adoption, Resolution No. 724
- Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898

**COUNTY**

- County Code Chapter 6.03 Emergency Regulations
- Resolution 2005-26 February 2005 – Adoption of NIMS/ICS

**STATE OF OREGON**

- Under the provisions of O.R.S. Chapter 401, the authority and responsibility to organize for and respond to emergencies is vested in each political subdivision of the state. O.R.S. 401 further authorizes the governing body or executive officer of each city to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to assess the system.
- State law (ORS 401.480 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus MAA).
- State of Oregon EOP
- ORS Chapter 403 Emergency Communications System; 2-1-1 System; Public Safety Communications System

**FEDERAL**

- Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended in 2019 by HR 639)
- Executive Order 13347, July 26, 2004, Individuals with Disabilities in Emergency Preparedness
- National Disaster Recovery Framework (June 2016, 2nd edition)
- NIMS (December 2008)
- NPG (September 2011)
- NRF (January 2008)
- Crisis Response and Disaster Resilience 2030 (January 2012)
- FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)

**Resources**

The following resources provide additional information at the local, state, and federal levels.





**CITY**

None at this time

**COUNTY**

Clackamas County EOP 2022

ESF 16 – Volunteer and Donations

**STATE**

Oregon EOP

ESF 16 – Volunteer and Donations

**FEDERAL**

NRF



## SUPPORT ANNEX 4 – WORKER SAFETY & HEALTH

Tasked Agencies	
Primary City Agency	City Police Department
Supporting City Agency	City Human Resource Dept
Community Partners	Oregon Military Department
County Agency	Clackamas County Department of Disaster Management
State Agency	OSHA
Federal Agency	U.S. Dept. of Labor/OSHA, Department of Health and Human Services

SA 4 – Worker Safety and Health describes how the City will coordinate with community, County, State, and Federal partners to effectively coordinate the activities/management for maintaining worker safety and health during emergency operations. An established principle of emergency management is to take steps to prevent loss. This is a key element of the oversight role delegated to the City EM (Chief of Police) by the City Council. This annex assures response and recovery worker safety and health during incidents requiring a coordinated City response.

### General

This annex provides a comprehensive framework for maintaining worker safety and health during emergency operations and applies to all response and recovery activities in the City of Canby. It offers supplemental assistance to city departments and community partners and describes coordination mechanisms, policies, and processes for providing technical assistance for worker safety and health management activities. The annex is structured to provide support for worker safety and health in the changing requirements of incident management, including preparedness, response, and recovery actions. The document covers the following aspects of Worker Safety and Health:

- The roles and responsibilities of the Safety Officer, who serves as the focal point for worker safety and health issues during emergency operations.
- The coordination mechanisms and processes for integrating worker safety and health into NIMS and the incident action planning process.
- The procedures for identifying, assessing, monitoring, and controlling hazards that may affect workers during emergency operations.
- The methods for providing worker safety and health training, personal protective equipment, medical surveillance, and exposure records for workers involved in emergency operations.
- The guidelines for developing and implementing a site-specific health and safety plan for each emergency operation.

This document does not cover the following aspects of Worker Safety and Health:

- The legal and regulatory requirements for worker safety and health in different jurisdictions and sectors.
- The specific roles and responsibilities of workers, employers, and other stakeholders in emergency operations are outlined in the EOP, ESF, other SAs, and IAs.
- The best practices and standards for preventing and managing occupational injuries and illnesses in different emergency scenarios.

### SITUATION

Emergency operations can expose workers to various hazards, including physical, chemical, biological, and environmental risks. This annex prepares for scenarios where ensuring worker safety and health is critical to maintaining effective response and recovery efforts.



**ASSUMPTIONS**

SA 4 – Worker Safety and Health is based on the following planning assumptions:

- Emergencies may present multiple hazards that threaten worker safety and health.
- Proper training, equipment, and protocols are essential to protect workers.
- Coordination among all agencies and partners is necessary to maintain a safe working environment.

**Concept of Operations**

**GENERAL**

The Safety Officer, positioned within the EOC, will oversee the implementation of safety and health protocols under the direction of the City EM and City HR Dept. This involves working with local, state, and federal agencies to incorporate safety measures into all emergency response and recovery operations. Liaison officers will be in charge of maintaining communication with relevant partners to ensure consistent application of safety standards. This also involves developing and implementing safety protocols, providing training, and ensuring the provision of necessary protective equipment.

The Economic Development Director will function as the Public Information Officer, coordinating with EOC sections to address the safety and health needs of workers with disabilities and other functional needs. Clackamas County and Oregon OSHA will provide additional support to ensure all safety protocols are inclusive.

The following checklist identifies critical roles and responsibilities for SA 4 – Worker Safety and Health. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the Worker and Safety function. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

**PREPAREDNESS**

**CANBY POLICE DEPT. & CITY HR DEPT.**

- Develop safety protocols, conduct regular training, and coordinate with OSHA and CDC.

**CITY PUBLIC WORKS DEPT.**

- Ensure all emergency equipment and facilities meet safety standards.

**COMMUNITY PARTNERS**

- Participate in safety training and readiness activities.

**RESPONSE**

**ALL TASKED AGENCIES**

- Implement safety protocols and provide necessary protective equipment to all workers.

**CANBY POLICE DEPT. & CITY HR DEPT.**

- Monitor safety conditions and enforce protocols.

**CITY PUBLIC WORKS DEPARTMENT**

- Support safety operations and ensure infrastructure is safe for use.

**COMMUNITY PARTNERS**

- Assist in implementing safety measures and providing support where needed.



**RECOVERY**

**ALL TASKED AGENCIES**

- Continue to enforce safety protocols during recovery operations.

**CANBY POLICE DEPT. & CITY HR DEPT.**

- Oversee safety and health efforts during the recovery phase.

**CITY PUBLIC WORKS DEPARTMENT**

- Ensure recovery activities comply with safety standards.

**COMMUNITY PARTNERS**

- Support ongoing safety efforts and provide resources as needed.

**MITIGATION**

**ALL TASKED AGENCIES**

- Identify and address potential safety hazards to prevent future incidents.

**CANBY POLICE DEPT. & CITY HR DEPT.**

- Lead mitigation projects to enhance worker safety.

**CITY PUBLIC WORKS DEPARTMENT**

- Improve infrastructure to support safer working conditions.

**COMMUNITY PARTNERS**

- Participate in mitigation planning and implementation.



## Authorities

In the event of an emergency in the City of Canby, local ordinances and state statutes allow the City Council to adjust department budgets and funding priorities. If the City Council cannot act in a timely manner, the City Mayor has the authority to approve emergency procurement, subject to subsequent Council approval. This flexibility in resource management during emergencies includes reallocating funds and resources to address immediate needs, obtaining assistance from organizations through mutual aid and assistance agreements, and requesting State and Federal support to enhance local resources and capabilities.

This plan ensures that assistance is available for a coordinated City response, activation of the EOC, and protection of workers. The City EM is responsible for coordinating this effort, which may be put into action for incidents requiring a strong City, County, and/or State response. It also involves planning and preparation for ensuring the safety and health of workers during the response and recovery phases. When implemented, it will prioritize safety and health measures in collaboration with City departments, agencies, local and state governments, and the City EM. Additionally, it emphasizes the importance of local, state, and Federal agencies working cooperatively with City response and recovery workers to ensure worker protection.

These ordinances include the following:

### **CITY OF CANBY**

- Emergency Preparedness Ordinance Code §2.52
- EOP Adoption, Resolution No. 724
- Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898

### **COUNTY**

- County Code Chapter 6.03 Emergency Regulations
- Resolution 2005-26, February 2005 – Adoption of NIMS/ICS

### **STATE OF OREGON**

**Oregon Revised Statutes (ORS) §401** grants authority and responsibility to organize for and respond to emergencies vested in each political subdivision of the State. ORS further authorizes each city's governing body or executive officer to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to evaluate the system.

**State of Emergency Declaration ORS §401.309** mandates that if an incident requires significant redirection of fiscal resources, the City Council must convene an emergency session to declare a State of Emergency and to request assistance through the County.

**Interagency Cooperation - ORS §401.480 and §402.015** authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus MAA).



### **FEDERAL GOVERNMENT**

**Robert T. Stafford Act** designates FEMA as local and state support for disaster debris management. Depending on the event, FEMA may reimburse local governments for debris clearance and removal expenses at 75% cost share or higher. Local governments must adhere to FEMA's policies and program guidelines to quality.

- Executive Order 13347, July 26, 2004, Individuals with Disabilities in Emergency Preparedness
- National Disaster Recovery Framework (June 2016, 2nd edition)
- NIMS (December 2008)
- NPG (September 2011)
- NRF (January 2008)
- Crisis Response and Disaster Resilience 2030 (January 2012)
- FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)

### **Resources**

The following resources provide additional local, state, and federal information.

#### **CITY OF CANBY**

- City of Canby EOP 2024
- ESF 5 – Information and Planning
- ESF 7 – Logistics Management and Resource Support
- ESF 8 – Public Health
- ESF 13 – Public Safety and Security

#### **CLACKAMAS COUNTY**

- Clackamas County EOP 2022
- ESF 1 – Transportation
- ESF 10 – Oil and Hazardous Materials Response
- ESF 11 – Agriculture and Natural Resources
- ESF 12 – Energy

#### **STATE OF OREGON**

- [Oregon Occupational Safety and Health \(Oregon OSHA\) Regulations](#)
- [Oregon Comprehensive Emergency Operations Plan \(CEMP\) 2017](#)
- [Oregon Legislature](#)
- [Oregon Revised Statute 401 – Emergency Management and Services](#)
- [Oregon Revised Statute 402 – Emergency Mutual Assistance Agreements](#)
- [Oregon Revised Statute 403 – Emergency Communications System](#)
- [OEM](#)
- [Disaster Assistance: Public Assistance Program](#)
- [Damage Assessment Forms, Templates, and Resources](#)



## SUPPORT ANNEX 5 – EVACUATION

TASKED AGENCIES	
<i>Primary City Agency</i>	City Police Department
<i>Supporting City Agency</i>	Fire District #62, City Public Works Dept., CEMSC,
<i>Community Partners</i>	School District, Fairgrounds, American Red Cross
<i>County Agency</i>	Clackamas County EM, HHS
<i>State Agency</i>	ODOT, Oregon Office of Emergency Management
<i>Federal Agency</i>	Department of Homeland Security, FEMA

Support Annex 5 – Evacuation (SA 5) establishes the framework for the City to plan and conduct the evacuation of individuals and families from at-risk hazard areas to a safe location. SA 5 will be activated when evacuation procedures are necessary for life safety. SA 5 focuses on medium-to-large- scale evacuations requiring part or the entirety of the City. Small-scale evacuations, such as those occurring during local fires, at crime scenes, or due to a localized hazardous materials spill, will be managed by the City Police Department and supported by Fire District #62 and the City Public Works Department, typically without activation of the Emergency Operations Center (EOC) or this plan.

If the incident impacts both the unincorporated and an incorporated area, the County and the impacted city share responsibility, with the City sustaining operations within its jurisdiction. The County will respond to the City's requests for assistance, aid in managing critical resources, and aid in coordinating with outside agencies, adjoining counties, and the Oregon Office of Emergency Management.

### General

This annex applies to all city departments and its community partners involved in evacuation activities and is in support of the City EOP. The document covers the following aspects:

- The roles and responsibilities of city departments and community partners in evacuation operations.
- The activation, mobilization, and demobilization procedures for evacuation resources and personnel.
- The coordination and communication mechanisms among local, regional, state, and federal agencies involved in evacuation activities.
- The identification, assessment, and prioritization of at-risk populations and areas that may require evacuation.
- The transportation, sheltering, and mass care services for evacuees and their pets and service animals.
- The public information and warning strategies to inform and instruct the public about evacuation orders, routes, and locations.
- The recovery and re-entry processes for evacuees and the affected areas.

This document does not cover the following aspects of evacuation:

- The coordination, communication, or collaboration with other agencies, organizations, or jurisdictions involved in evacuation planning or operations.
- The legal, ethical, or social issues related to evacuation decision-making or enforcement.
- The provision, management, or evaluation of sheltering, feeding, or medical services for evacuees.



**SITUATION**

In the event of hazards requiring area evacuation, the Emergency Operations Center (EOC) will be activated. The Police Chief or designated individuals will inform support agencies and community partners. Additional personnel may be called to assist.

Notifications will be sent through various channels for timely and accurate information dissemination. The Police Chief coordinates communications to response agencies, and the Public Information Officer (PIO) handles evacuation notifications to the public.

**ASSUMPTIONS**

The following assumptions underpin SA 5 – Evacuation:

- Most evacuations are limited to a defined geographic area and are coordinated by the City’s Police Department or Fire District #62.
- Medium-to-large scale evacuations usually have some warning and pre-event activities, including establishing an Evacuation Planning Team and using pre-developed evacuation plans for high-risk areas.
- Shelter-in-place may be a better alternative for some emergencies, and decisions to evacuate or shelter-in-place are based on situational analysis.
- The City has primary responsibility for planning and conducting evacuations within its municipal boundaries, with assistance from CCDM if needed.
- On-scene Command decides whether shelter-in-place or evacuation is the most appropriate protective measure and ensures that proper actions are taken.
- Evacuation operations include
  - Safe movement of people and pets from the at-risk area,
  - Shelter and mass care for evacuees, and
  - Security of evacuated areas
- Residents may refuse or delay evacuation unless they can take their pets with them.
- All participating agencies will need to closely coordinate and cooperate during an evacuation that crosses jurisdictional boundaries.
- Reliable communication systems will be available during evacuation operations, with backup plans in place in case of infrastructure failure.
- NGOs will assist with sheltering, feeding, and providing essential services to evacuees, while evacuees may contribute to the scarcity of resources in receiving communities.
- Domestic animals and livestock are not allowed in all public shelters and may be designated to specific public shelters.





## Concept of Evacuation Operations

### GENERAL

The Police Department is the agency responsible for coordinating evacuation and population protection activities. Standard operating procedures (SOPs) developed by the primary agency and supporting agencies provide the framework for conducting those activities.

The city can request assistance in two ways. The request will either be forwarded to the EOC for evaluation, or it will be made according to established MAA. The EOC is responsible for escalating requests to the county, state, or federal levels if necessary.

### ROLES & RESPONSIBILITIES

The following checklist identifies critical roles and responsibilities for SA 5 – Evacuation. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the evacuation activities. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

#### PUBLIC WORKS

- Work with the County and ODOT to maintain transportation infrastructure.
- Manage emergency transportation routes with signage and barrier placement.
- Identify road hazards for route planning and potential evacuation route impact/ redirection.
- Implement road closures and barriers to danger areas as necessary.

#### PREPAREDNESS

##### ALL TASKED AGENCIES

- Develop plans and procedures for SA 5 activities, as appropriate. Participate in SA 5-related training and exercises, as applicable.
- Coordinate regular review and update of the SA 5 annex with supporting agencies.
- Facilitate collaborative planning to ensure the City's capability to support SA 5 activities.

##### POLICE DEPARTMENT

- Police Chief, or appointed designee, should coordinate evacuation operations while supporting evacuees. (lead evacuation operations)
- Work with the County, Fire District #62, City Public Works Department, ODOT (primarily State Roads or inter-jurisdictional evacuation), and GIS partners to establish emergency evacuation plans and identify essential transportation routes.

##### FIRE DISTRICT #62

- Assist law enforcement in planning evacuation operations.

#### RESPONSE

##### ALL TASKED AGENCIES

- Provide situational updates to the City EOC as required to maintain situational awareness and establish a SOP.
- Provide a representative to the City EOC, when requested, to support SA 5 activities

##### ON-SCENE INCIDENT COMMAND (MAY BE SET UP BY EITHER FIRE OR POLICE)

- Coordinate evacuation planning with City EOC and American Red Cross officials. Designate boundaries of the evacuation area, routes, and sheltering sites.
- Request City authority if evacuation is mandatory. Designate evacuee destination(s).
- Establish and operate evacuation routes.
- Develop evacuation instructions for residents. And evacuation notification plan.
- Ensure that evacuation plans include DAFN populations, as well as pets and service animals.
- Ensure evacuee safety and welfare.
- Secure the evacuated area and establish criteria/procedures for re-entry.



**IC/ EOC MANAGER AND SECTIONS**

- Assist On-Scene Command.
- Staff the EOC in committee-relevant roles.
- Coordinate consistent and timely messaging with GIS partners and communication leads.
- Maintain and update needed computer data programs, including maps, critical facility information, evacuation studies, demographics, and other critical City data.
- Establish communication links with law enforcement agencies for coordinating warning and evacuation confirmation functions.

**CITY EMERGENCY OPERATIONS CENTER (ICS SPECIFIC TASK)**

Logistic Section Chief

- The Logistics Section’s primary responsibility is to ensure the acquisition, transportation, and mobilization of resources to support the response effort at disaster sites, shelters, Emergency Operations Centers, evacuation areas, etc.
- Provide all necessary personnel, supplies, and equipment procurement support, as well as provisions for the movement of resources.
- Obtain, allocate, and track ordered resources to support evacuation operations
- Maintain complete and accurate records of resource requests, acquisitions, and distributions of evacuation operations.

Planning Section

- Assist in determining areas that should be evacuated
- Assist in developing and maintaining up-to-date information on conditions of access and evacuation routes

PIO

- Ensure that updated information is distributed regarding the status of evacuation and evacuation routes.

**POLICE DEPARTMENT**

- Coordinate evacuation route planning and related logistical and operational support.
- Coordinate warning and evacuation/shelter-in-place operations. Provide traffic and crowd control.
- Direct and coordinate evacuation of jails and other detention facilities.
- Provide security for evacuated areas.
- Issue and/or enforce road closure notices, if necessary.
- Deny entry to evacuated or dangerous areas by unauthorized persons.

**FIRE DISTRICT #62**

- Fire District #62 has the primary responsibility for planning, coordinating, and conducting evacuations in hazardous materials environments requiring specialized protective equipment.
- Conduct decontamination operations if required.
- Provide EMS at evacuation staging areas and along evacuation routes.
- Provide evacuation assistance.
- Issue and implement evacuation notices, if necessary and related to a fire incident.
- Coordinate evacuation operations requiring specialized personal protective equipment and hazardous materials operations level training.



**PUBLIC WORKS DEPARTMENT**

- Coordinate evacuation routes, detour options, and in-route resource requirements with stakeholder transportation agencies.
- Assist law enforcement to establish at-risk area perimeter.
- Provide signs, barricades, personnel, and equipment along evacuation routes and at designated replenishment stations.
- Assist in finding transportation for evacuees with pets or service animals.
- Work with the County and ODOT to maintain transportation infrastructure.
- Manage emergency transportation routes with signage and barrier placement.
- Identify road hazards for route planning and potential evacuation route impact/ redirection.
- Implement road closures and barriers to danger areas as necessary.

**COMMUNITY PARTNERS**

**FAIRGROUNDS**

- Upon request and coordination, may provide a sheltering site for populations, domestic animals, and/or livestock when appropriate and feasible.
- May be utilized as a staging site for resources and operations supplies where appropriate and feasible.
- Support is at the discretion of the owner as a private entity until MAA s are in place.

**AMERICAN RED CROSS**

- Activate and identify sheltering sites as needed.
- Assist in the sheltering registration of evacuees.
- Assist in family reunification.
- Coordinate information with appropriate government agencies regarding evacuees who are housed in Red Cross-supported shelters.
- Shelter, feed, and clothe evacuated persons.
- Support family reunification efforts.
- Provide a Red Cross liaison to the EOC to coordinate shelter and mass care services.
- Provide interim assistance to evacuees at gathering points and evacuation routes.
- Coordinate transfer of responsibility for evacuee safety and welfare with On-Scene Command, City, service agencies, and shelter operators.

**COUNTY AGENCIES**

**COUNTY DEPARTMENT OF HEALTH, HOUSING, AND HUMAN SERVICES AND INDIVIDUAL HOSPITALS/ MEDICAL CARE FACILITIES**

- Coordinate with shelter Reception and Care Coordinator regarding medical services required by evacuees.
- Determine the evacuation area perimeters
- Support evacuation procedures established for medical care facilities.
- Coordinate resources needed for distribution of medical supplies/equipment to points of dispensing sites.
- Manage medical response operations within the identified emergency transportation routes.

**RECOVERY**

**ALL TASKED AGENCIES**

- Plan resident reentry phases and operations.
- Assist residents in re-entering the community.
- Demobilize response activities.
- Maintain incident documentation to support public and individual assistance processes.
- Participate in all after-action activities and implement corrective actions as appropriate.
- Provide support to recovery planning.

**MITIGATION**

**ALL TASKED AGENCIES**

- Participate in the hazard/vulnerability identification and analysis process.



- Take steps to correct deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.

## Authorities

### *CITY OF CANBY*

**On-Scene IC or EOC Command:** has the authority to order evacuations after determining that shelter-in-place or other protective actions will not adequately ensure the safety and welfare of the at-risk population.

**City of Canby Ordinance Code § 2.52.070:** states that the City Council has the authority to evacuate persons from the area designated as an emergency area.

### *COUNTY*

**Clackamas County Code, Emergency Regulations, § 6.03.060 :** authorizes the BCC to order and enforce evacuation as an emergency measure.

### *STATE OF OREGON*

**Oregon Revised Statutes (ORS) § 401.309:** authorizes a county or city to order mandatory evacuation only after an Emergency Declaration has been issued and only when necessary for public safety.

### *FEDERAL*

**2007 House Bill 2371:** requires operators of care facilities to develop plans and train employees to evacuate clients/residents to a place of safety when conditions of imminent danger require relocation.

**H.R. 3858 [109th]:** Pets Evacuation and Transportation Standards Act of 2006: requires state and local jurisdictions to include evacuation, transport, and care of household pets and service animals in their disaster or emergency plan.



## Resources

The following resources provide additional information at the local, state, and federal levels.

### *CITY*

- EOP (2024)
  - ESF 1 - Transportation
  - ESF 2- Communication
  - ESF 6 - Mass Care
  - ESF 11 – Agriculture, Livestock, and Natural Resources

### *COUNTY*

- Clackamas County EOP 2022
  - ESF 1 - Transportation
  - ESF 6 - Mass Care
  - ESF 11 – Agriculture & Animal Protection
  - ESF 15 - Public Information
  - SA 1- Evacuation
  - SA 3 – Animals in Disaster

### *STATE*

- Oregon EOP
  - ESF 1 - Transportation
  - ESF 6 - Mass Care
  - ESF 15 - Public Information
  - SA 1 - Evacuation

### *FEDERAL*

- Mass Evacuation Incident Annex
- National Mass Evacuation Tracking System



## SUPPORT ANNEX 6 – DISASTER SHELTERING

TASKED AGENCIES	
<i>Primary City Agency</i>	Fire District #62 – CERT
<i>Supporting City Agencies</i>	Canby Center, Public Works
<i>Community Partners</i>	American Red Cross, Mutual Aid Partners, Community- and faith-based organizations, Canby Foursquare Church
<i>County Agency</i>	Clackamas County Emergency Management
<i>State Agency</i>	Oregon Office of Emergency Management (OEM)
<i>Federal Agency</i>	Federal Emergency Management Agency (FEMA)

The following Annex is for the City’s EOP. The annex also supports ESF 6 – Mass Care. It guides staging, Command, control, and deployment of state and federal resources, as well as the coordination of local, regional, state, federal, private-sector, and nongovernmental organizations (NGOs) involved in disaster sheltering operations. This plan is designed to be read, understood, and exercised before a disaster occurs. It will be distributed to primary and supporting agencies involved in disaster sheltering to guide their actions in the City Emergency Operations Center (EOC) and Health, Housing, and Human Services (H3S) Department Operations Center (DOC). This document will be continuously updated, and recommendations for improvement will be considered for revision.

### General

The purpose of the Support Annex 6 – Disaster Sheltering Annex is to describe the responsibilities and actions of organizations and agencies required for the coordination of a disaster shelter response in the City. The operational area includes the incorporated and unincorporated areas of the City of Canby. This annex applies to all disaster sheltering activities, from preparation and activation to operation and demobilization, within the City. It ensures shelters are ready and responsive to the needs of the community during emergencies.

### SITUATION

Disasters and emergencies can displace residents, requiring immediate shelter solutions. This annex prepares for situations where existing facilities may be insufficient, ensuring that residents have safe places to stay during such events.

### ASSUMPTIONS

The coordination of disaster shelter operations among local jurisdictions assumes the following:

- Disaster sheltering involves providing temporary housing and services during emergencies.
- Different incidents like flooding, extreme weather, civil disobedience, or power outages can trigger the need for disaster sheltering in The City.
- The City’s EOP includes a detailed Hazard Analysis.
- The City relies on NGO’s and the County to support disaster sheltering services and operations. The County uses the C-MIST framework for disaster shelter services, which focuses on providing accessible services rather than diagnosing disabilities. C-MIST categories are Communication, Maintaining Health, Independence, Safety Support Services, and Transportation.
- Disaster shelters aim to be available and accessible to everyone, offering culturally responsive and adaptable services.
- A significant portion of the population seeking shelter, particularly those with disabilities, may require medical support.
- Local jurisdictions activate emergency response plans and teams to address disaster sheltering needs.
- Community members receive information through various channels.
- The American Red Cross and local jurisdictions commit available resources to meet residents' needs.
- Following widespread damage, resources in disaster shelters may be limited initially.
- Spontaneous disaster shelters will open in communities shortly after an incident.



- Some displaced residents may seek alternative shelter in public parks or open spaces, while others may choose to remain on their property, even if damaged.
- Clackamas County Social Services will manage unaccompanied minors.

## Concept of Disaster Sheltering Operations

### GENERAL

The Fire District #62 – CERT, in partnership with NGOs, such as the American Red Cross, and local, state, and federal agencies, manages all aspects of disaster sheltering. This includes identifying shelter locations, setting up, operating, and closing shelters, and ensuring they are safe, accessible, and well-resourced. The coordination ensures that sheltering efforts are integrated into the broader emergency response plan.

If an incident occurs in an incorporated area of the city, Canby has jurisdictional authority and primary incident management responsibility, including providing shelter to displaced residents.

Clackamas County has jurisdictional authority and primary incident management responsibility for disaster shelter operations in the unincorporated areas of Clackamas County. If the incident impacts both unincorporated and incorporated areas, the County and impacted cities may share responsibility. The County will respond to city requests for assistance, manage critical resources, and coordinate with outside agencies, adjoining counties, the Oregon Department of Human Services, and OEM). All jurisdictions with incident management responsibility are likely to activate their EOCs during an incident requiring extensive disaster sheltering. EOC staff will coordinate resources, share incident information, conduct multi-agency planning, and operate the JIS. All participating agencies/jurisdictions will collaborate to establish and maintain a common operating picture.

## Roles & Responsibilities

The following checklist identifies key roles and responsibilities for this annex. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

### PREPAREDNESS

#### FIRE DISTRICT #62 – CERT

- Develop shelter plans with the American Red Cross, conduct regular training, and coordinate with community partners.

#### CITY PUBLIC WORKS DEPARTMENT

- Prepare facilities for use as shelters and ensure logistical support.

#### COMMUNITY PARTNERS

- Engage in community outreach and readiness activities to support shelter operations.



**RESPONSE**

**ALL TASKED AGENCIES**

- Mobilize to set up and operate shelters according to established plans with partner support (American Red Cross).

**PIO**

- Communicate shelter activation, locations, and details to the public.

**FIRE DISTRICT #62 – CERT**

- Coordinate shelter activation and ensure effective operation.

**CITY PUBLIC WORKS DEPARTMENT**

- Provide logistical and infrastructure support.

**COMMUNITY PARTNERS**

- Deploy volunteers and resources to support shelter activities.

**RECOVERY**

**ALL TASKED AGENCIES**

- Support the transition of shelter residents back to permanent housing.

**FIRE DISTRICT #62 – CERT**

- Oversee the demobilization of shelters and coordinate long-term recovery efforts.

**CITY PUBLIC WORKS DEPARTMENT**

- Assist in the restoration of facilities used as shelters.

**COMMUNITY PARTNERS**

- Provide ongoing support and resources to help residents return to normalcy.

**MITIGATION**

**ALL TASKED AGENCIES**

- Engage in activities to improve shelter infrastructure and readiness for future incidents.

**FIRE DISTRICT #62 – CERT**

- Organize community education and mitigation projects to enhance sheltering capabilities.

**CITY PUBLIC WORKS DEPARTMENT**

- Implement improvements to shelter facilities to ensure they are resilient to future disasters.

**COMMUNITY PARTNERS**

- Participate in planning and implementing mitigation strategies.





**DETECTION, ALERT, & NOTIFICATION**

Authorities at local, state, and federal levels will issue alerts to inform the public about the need for shelters. The CERT will work with the EOC to ensure all partners are ready to activate shelters. Information will be shared through established channels like local media, social media, and public alert systems, including IPAWS.

**DIRECTION & CONTROL**

The CERT Coordinator, positioned within the EOC, oversees disaster sheltering operations. This includes close coordination with the EOC to integrate sheltering efforts into the city’s emergency response strategy. Liaison officers will maintain communication with community partners to support effective shelter operations. The CERT Coordinator ensures that shelter management adheres to ICS principles, promoting a unified Command structure.

**AUTHORITIES**

In addition to those outlined in the EOP Basic Plan, the following policies and authorities are in place to support sheltering:

- Civil Rights Act of 1964 Title VI outlaws discrimination based on race, color, sex, religion, age, disability, economic status, English proficiency, or national origin.
- Title II and Title III of the ADA ensure the provision of equal services for people with disabilities.
- Section 504 of the Rehabilitation Act prohibits discrimination of people with disabilities by any recipients of federal funding.
- The 21st Century Communications and Video Accessibility Act increases the access of people with disabilities to modern communications, such as new digital, broadband, and mobile innovations.
- State governments have the primary responsibility for assisting local governments in responding to and recovering from disasters.
- The Oregon Disaster Housing Strategy establishes an Oregon Disaster Housing Task Force to provide a full-time, multi-agency focus on disaster housing-related issues.



## Resources

The following resources provide additional information at the local, state, and federal levels.

### CITY

City of Canby EOP 2024

- ESF 6 – Mass Care
- ESF 7 – Logistics Management and Resource Support
- ESF 8 – Public Health
- ESF 11 – Agriculture, Livestock, and Natural Resources
- ESF 13 – Public Safety and Security

### COUNTY

- Supplies and Equipment
  - Clackamas County General Population Disaster Shelter Trailer:
    - Includes 100 cots and 100 blankets, among other items necessary for a disaster shelter (See Appendix G for the Disaster Shelter Trailer Inventory List). The Disaster Shelter Trailer is housed in Clackamas County’s Oregon City Red Soils Campus and should be requested through CCDM.
    - Regional Disaster Shelter Trailers:
      - Other counties in the region, as well as the American Red Cross, have similar general population disaster shelter trailers should the need arise.
- Existing County Contracts
  - H3S has contracts with various vendors of consumable medical supplies, durable medical equipment, and other items necessary to operate a disaster shelter.
- [Clackamas County EOP 2022](#)
  - ESF 1 – Transportation
  - ESF 2 – Communication
  - ESF 6 – Mass Care
  - ESF 8 – Health and Medical
  - ESF 11 – Agriculture & Animal Protection
  - ESF 15 – Public Information
  - SA 1 – Evacuation
  - SA 2 – Behavioral Health
  - SA 3 – Animals in Disaster
- EOC Library
  - RDPO Pets Sheltering Plan State
  - Clackamas County Disaster Shelter Management Handbook
  - Clackamas County Disaster Shelter Forms

### STATE

- [EOP](#)
  - ESF 6 Mass Care

### FEDERAL

- NRF
  - ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services



## SUPPORT ANNEX 7 – DEBRIS MANAGEMENT PLAN

Tasked Agencies	
<i>Primary City Agency</i>	City Public Works Department
<i>Supporting City Agency</i>	Canby Utility, City Police Department, Canby Fire District #62, City Attorney's Office, Canby Emergency Management Steering Committee, Canby City Streets & Sewer Department, City Parks and Recreation Department
<i>Community Partners</i>	Canby Foursquare Church, Clackamas County Event Center
<i>County Agency</i>	CCDM
<i>State Agency</i>	OEM
<i>Federal Agency</i>	Federal Emergency Management Agency (FEMA)

Support Annex 7 – Debris Management Plan (SA 7) provides the framework for the City to plan and conduct debris operations following disasters. Debris generated by disasters can create significant challenges for the City and its residents. This annex and its framework outline how the City of Canby will manage debris operations throughout all phases of risk management. The approach is built on the principle that emergency operations should be managed at the lowest level possible before seeking external support and that the City holds the ultimate responsibility for the safety of its residents and the protection of its infrastructure. The framework aims to align with Clackamas County's Comprehensive Plan to monitor, manage, and remove disaster-related debris effectively, safely, and compliantly.

### General

In the event of debris generation, the initial operations will be managed through the EOC. The Operations Section will coordinate debris management operations in collaboration with local responders and resources to ensure an efficient response. The City EOP outlines the procedures for activating and operating the EOC. The Annex covers the following aspects of Debris Management:

- Outlines the sequential steps and activities involved in the Debris Management Process.
- Delineates the roles and responsibilities of the City and its community partners.
- Establishes guidelines and best practices.

This Annex does not encompass detailed or specific instructions or procedures for debris management operations, as these approaches may vary depending on the type, quantity, and location of the debris and the availability of resources and contractors. Instead, it serves as a guiding reference, emphasizing the essential requirement for coordinating incident response among all stakeholders.

### SITUATION

The City of Canby is located in a part of the U.S. that is highly exposed to both natural and human-made hazards. Natural hazards that can produce debris include earthquakes, floods, landslides, fire outbreaks, tornadoes, windstorms, ice storms, and volcanic events. Debris may consist of, but is not limited to, vegetation, building and demolition materials, volcanic ash, sand, mud, silt, gravel, rocks, boulders, large appliances, and vehicles and boats that are wrecked. Human-made hazards that can generate debris include terrorist acts, oil and hazardous materials spills, and debris that is contaminated with chemical, biological, radiological, and explosive materials. Human-made debris may also involve structural failures. This mix of hazards indicates that disasters on a large scale are possible and may have widespread effects. A comprehensive analysis of natural hazards in Clackamas County can be found in the Clackamas County Natural Hazards Mitigation Plan (2019).



Jurisdiction	Solid Waste Code	Emergency Management Code
Clackamas County	<u>Chapter 10.03 – Solid Waste and Wastes Management</u>	Chapter 6.03 – Emergency Regulations
City of Canby	<u>Chapter 8.04 – 8.404 – Garbage Collection &amp; Disposal</u>	<ul style="list-style-type: none"> <li>– City of Canby Emergency Preparedness Ordinance Code § 2.52</li> <li>– EOP Adoption, Resolution No. 724</li> <li>– Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898</li> <li>– Canby Municipal Code 2.52.050, “Declaration of Emergency”</li> </ul>

The City’s highest risk of debris generation is attributed to a potential Cascadia Subduction Zone (“CSZ”) earthquake. The CSZ, an off-shore subduction-type fault zone, is seismically active and has the capacity to produce immense magnitude 9.0 or greater earthquakes. Such an earthquake would result in catastrophic impacts and the production of significant quantities of debris from extensively damaged structures across a wide area. Additionally, smaller fault zones within the vicinity of the region are also capable of generating earthquakes with intense ground motion and substantial debris. In the aftermath of a major earthquake, the occurrence of landslide debris can be anticipated.

In the [City’s NHMP](#), it is noted that about 45% of the county faces a significant risk of landslides. The surrounding areas in Clackamas County also have natural and engineered channels, including open waterways. In the event of a large earthquake, there could be levee failures, blockages in channels, and other conditions that would pose a threat to public health and safety if not promptly addressed. Therefore, it is essential for the City to prepare in advance for the removal of large-scale debris.

**ASSUMPTIONS**

- The amount of waste generated from an event or disaster could exceed the City’s ability to dispose of it within the County or through normal disposal procedures.
- The City will declare an emergency if the quantity of disaster debris has exceeded their ability to manage and dispose of it.
- If required, the Governor would declare a state of emergency that authorizes the use of State resources to assist in the removal and disposal of disaster debris.
- In the event Federal resources are required, the Governor would request federal assistance in accordance with standard procedures established in the NRF (NRF).
- Private contractors will play a significant role in disaster debris removal, collection, reduction, and disposal.

**Debris Management Plan**

**GENERAL**

During any debris-generating event, initial operations will be coordinated through the City EOC. Coordination of debris management operations will be the responsibility of the Operations Section, which will coordinate with local responders and resources to ensure an effective response.

Procedures for activation and operation of the EOC are provided in the City EOP.



**DEBRIS OPERATIONS IN THE EOC**

To support disaster debris operations at the EOC, the EOC will assign a *Debris Management Coordinator*, if not already assigned, who will coordinate and establish priorities for local debris removal, storage, and recycling resources from the EOC. Depending on the size of the incident, the Debris Management Coordinator will coordinate with Public Works, the County, and contractors to provide management of disposal and recycling sites as well as removal of eligible debris from the right-of-way. The Debris Management Coordinator will work closely with damage assessment teams in order to conduct debris estimation activities and prioritize the removal of debris from transportation routes.

The following checklist identifies critical activities by phase priorities for SA 7 – *Debris Management Plan*. It is broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the Debris Management function. All tasked agencies should maintain agency-specific plans and procedures that allow them to accomplish these tasks effectively.

**PRIMARY AGENCY**

**PREPAREDNESS**

**CEMSC**

- Review and update this Annex, including pre-identification of potential debris sites.
- Ensure personnel tasked with debris management roles are adequately trained and that plans and procedures are regularly exercised.
- Secure and pre-position equipment to support debris operations in the event that a potential disaster is threatening the area.
- Review and update, as appropriate, lists of qualified contractors, sample contracts, rights of entry, hold harmless agreements, and other contracts necessary to conduct debris operations.
- Review local building codes and revise the codes to expedite debris operations.
- Participate in the identification and planning for Temporary Debris Storage and Reduction (TDSR) sites.

**RESPONSE**

**IC/ EOC MANAGER AND SECTIONS**

- Activate the EOC and debris management personnel.

**CITY PUBLIC WORKS DEPARTMENT WITH EOC SUPPORT**

- Conduct initial debris operations, including:
  - Perform initial damage assessments and estimating debris quantities and types. Document areas where debris must be removed.
  - Identify locations of potentially hazardous/contaminated debris that may require state involvement for clean-up.
  - Conduct debris clearance activities based on debris clearance priorities (discussed in subsequent sections in this chapter).
  - Conduct debris removal, if needed, for life-saving measures.
  - Estimate the magnitude of the incident against available resources to determine what additional requests for support should be made.
  - Establish TDSR sites, as needed, and coordinate with the County regarding the establishment of sites.

**PUBLIC INFORMATION OFFICER**

- Provide initial public messaging regarding safe handling of debris and not blocking public rights-of-way.



## Concept of Debris Management Operations

### GENERAL

The City’s Public Works Department is the Primary Response Agency for SA 7. It is responsible for utilizing this plan to conduct disaster debris response and management under the direction of the IC at the City EOC. Debris-related incidents will be detected through routine surveillance and monitoring by the Public Works Department, supplemented by reports from emergency services and public observations. Following detection, the EOC disseminates alerts through public alert systems, digital media, local broadcasting, and direct communication methods to ensure extensive reach and accessibility. The EOC serves as the central Command point for coordinating debris management operations across different agencies and jurisdictions. Debris management operations will adhere to the [ADA Act](#) to ensure accessibility for individuals with disabilities.

### TRAINING

It is crucial for the City to establish a strong foundation for successful debris management response and recovery. Regular testing of debris management capabilities through training is essential. The Debris Management Training Program should encompass local training and FEMA courses. FEMA offers online and classroom training to support debris management operations, which includes:

- IS-632.a: [Introduction to Debris Operations in FEMA’s Public Assistance Program](#)
- IS-634: [Introduction to the Public Assistance Program](#)
- E202: [Debris Management Planning for State, Tribal and Local Officials](#)

Training plans should be periodically reviewed and altered based on after-action and corrective-action reports, as well as capabilities assessments that address identified shortfalls.

### EXERCISES

The City will regularly assess its capacity to react to significant debris-generating incidents by engaging in both discussion-based activities (such as workshops and tabletop exercises) and operations-based exercises (including drills and functional or full-scale exercises), as budget and resources permit.

### DEBRIS OPERATIONS IN THE EOC

In order to facilitate disaster debris operations at the EOC, a Debris Management Coordinator will be assigned if not already designated. This individual will be responsible for coordinating and establishing priorities for local debris removal, storage, and recycling resources from the EOC. Depending on the scale of the incident, the Debris Management Coordinator will collaborate with the County and contractors to oversee the management of disposal and recycling sites, as well as the removal of eligible debris from the right of way. Furthermore, the

The coordinator will work closely with teams to conduct debris estimation and prioritize the removal of debris from transportation routes.

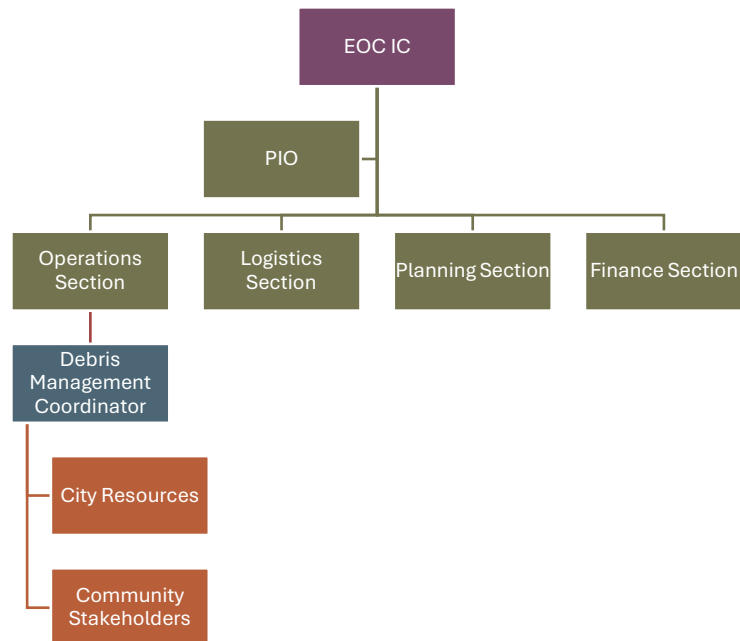


Figure 12 City Debris Management in the EOC

damage assessment activities and



**CITY SENIOR OFFICIALS**

Mayor & City Council:

Responsibilities of elected officials may include:

Preparedness

- Establish policy and budget priorities to support the City's disaster debris management capabilities.
- Participate in disaster debris management training and exercises, as appropriate.

Response & Recovery

- Immediately declare a State of Emergency to gain access to additional County and State resources.
- If established, participate in the local policy group to support the coordination of local disaster debris operations.
- Stay informed about the local and regional situation through the local emergency management agencies.
- Coordinate any public announcements, statements, or messaging with the Public Information Officer (PIO).

**DEBRIS MANAGEMENT COORDINATOR**

City Public Works Director

- Responsibilities of the Debris Management Coordinator include:
- Set local work assignments and priorities.
- Report on the progress of debris removal and disposal and prepare status briefings for the EOC Incident Commander and other local officials.
- Provide input to the Public Information Officer (PIO) regarding debris removal and disposal activities.
- Coordinate local resources and contractors to support disaster debris management activities.
- Coordinate with the County on issues that affect both the City and County operations.
- Obtain all necessary authorizations for debris removal activities.

**PRIMARY RESPONSE AGENCY**

Public Works Dept.

Responsibilities may include:

Preparedness

- Please keep the following instructions in mind:
- Regularly review this Annex and the City EOP.
- Coordinate with the Debris Management Coordinator to conduct disaster debris management training and exercises as needed.
- If not yet appointed, identify a Debris Management Coordinator under the Operations section.
- Pre-determine Emergency Transportation Routes.
- Advocate for the inclusion of debris management in local training and exercise programs.
- Collaborate with the County to establish potential sites for temporary debris staging and for Temporary Debris Storage and Reduction (TDSR) locations in the City.



Response & Recovery

- Coordinate initial damage assessment (IDA) and debris estimation activities and gather and track debris information.
- Assist in prioritization of debris clearance activities based on pre-identified Emergency Transportation Routes.
- Conduct drive-by assessments of pre-identified CIKR.
- If Emergency Transportation Routes are impeded, attempt to clear the roadway to allow access for emergency vehicles sufficiently. If debris is beyond capabilities, communicate the need to the EOC.
- Coordinate debris removal in accordance with incident objectives
- Report debris information to the EOC Incident Commander and request assistance as needed.
- Ensure compliance with all federal, state, and local environmental, historical preservation, and other applicable laws, regulations, and policies.
- Participated in after-action review of debris management operations.
- Maintain documentation of costs.

**SECONDARY RESPONSE AGENCY**

Chief of Police (EOC IC)

Response & Recovery

- Immediately activate the EOC and prepare materials for the City Council to declare a State of Emergency according to the EOP. See the EOP for more information

**SUPPORT AGENCIES**

Police Department:

Preparedness

- Assist in identifying and assessing Emergency Transportation Routes.

Response & Recovery

- Support the Debris Management Coordinator as necessary.
- Assist in traffic control at loading sites and at entrances to and from debris management sites as necessary.
- Assist in monitoring TDSR sites to ensure compliance with local and state safety and traffic regulations.
- Assist in monitoring illegal dumping activities.

Finance Dept.

Responsibilities may include:

Preparedness

- Develop and review all debris management contracts, including stand-by contracts and emergency authorizations with pre-identified contractors.
- Participate in reviewing this Annex and the City EOP.

Response & Recovery

- Provide support to the Debris Management Coordinator as needed.
- Maintain familiarity with FEMA public assistance eligibility requirements and provide quality oversight of local debris operations to ensure compliance and maximize reimbursement.





Legal Dept

Responsibilities may include:

Preparedness

- Develop and review all debris management contracts, including stand-by contracts with pre-identified contractors.
- Participate in reviewing this Annex and the City EOP.

Response & Recovery

- Review rights-of-entry and hold harmless agreements.
- Review private property insurance information and other assets to ensure benefits and resources are fully utilized.

**REGIONAL & COMMUNITY PARTNERS**

Fire District #62

Responsibilities may include:

Preparedness

- Assist in IDA and debris estimation activities, as able.
- Assist in the identification of Emergency Transportation Routes.

Response & Recovery

- Provide support to the Debris Management Coordinator as needed.
- Respond to requests to investigate and manage hazardous materials incidents.
- Respond to fire at debris management sites.
- Approve and supervise debris management burn sites in accordance with appropriate state and local requirements to ensure safe burning.
- Work with the EOC PIO to issue bans on open burning based upon assessment of local conditions.
- Conduct drive-by assessments of pre-identified CIKR.

Local Contractors

Responsibilities may include:

Preparedness

Work with the City to develop debris management contracts to support debris management in the event of a disaster.

Response & Recovery

- Remove debris from public/private property in accordance with locally developed priorities and approved scopes of work in contracts.
- Ensure that all debris is transported to appropriate TDSR sites or a regulated waste facility.
- Operate TDSR sites (in conjunction with the designated local agency) in accordance with generally accepted standards and practices and full compliance with applicable environmental regulations.



Utilities

Responsibilities may include:

Preparedness

- Work with local agencies to identify CIKR and make plans to bring utilities back to those facilities first, if possible.
- Ensure that EOPs and standard operating procedures are in place to support restoration of service after an event.

Response & Recovery

- Mark underground utilities when necessary.
- If Emergency Transportation Routes are impeded, assist local agencies in clearing roadways to allow access for emergency vehicles.
- Work to return utility services to CIKR as quickly as possible.

CCDM

Responsibilities may include:

Preparedness

- Maintain and coordinate regular review of the County Debris Management Plan, which is an annex to coordinate and participate in disaster debris management training and exercises, as appropriate.

Response & Recovery

- Immediately activate the EOC and prepare materials for the BCC to declare a State of Emergency according to the EOP.
- Establish a Debris Management Team and identify a Debris Manager (if not already identified) under the Operations Section.
- Coordinate debris operations with regional efforts through the Regional Debris Management MAC Group when established.
- Provide a liaison assigned by the PIO to the regional JIC when established.
- Assign public information staff to support the regional JIC if appropriate.

Residents

Responsibilities may include:

Preparedness

- Participate in local preparedness groups, such as Citizen Corps, as able
- Establish and practice home emergency plans.

Response & Recovery

- Assist with debris removal efforts by removing debris from the right-of-way, as able and as trained in the equipment being used.
- Follow the guidance provided for the separation, drop-off, and/or collection of debris.
- Assist neighbors, as able.
- Report dangerous debris to local law enforcement.



## Authorities

### CITY OF CANBY

#### CITY PUBLIC WORKS ICS STRUCTURE

When the EOC is activated, or a disaster is declared, the City Public Works Department leads debris management efforts. It coordinates the planning, clearance, and disposal of debris, staffs the EOC with necessary personnel, ensures compliance with safety protocols, and manages communications with supporting agencies.

#### CITY COUNCIL /MAYOR AUTHORITY

Based on local ordinances and state statutes, a local declaration of emergency by the City of Canby allows the City Council to adjust department budgets and funding priorities during emergencies. If timely action is not possible by the City Council, the Mayor may authorize emergency procurement with subsequent Council approval. Flexibility in managing resources under emergency conditions includes diverting funds and resources to emergency operations to address immediate needs, receiving resources from organizations through mutual aid and assistance agreement channels, and requesting State and Federal assistance to augment local resources and capabilities. Such local ordinances include:

- City of Canby Emergency Preparedness [Ordinance Code § 2.52](#)
- EOP Adoption, Resolution No. 724
- Adoption of NIMS for Use by City of Canby Personnel, Resolution No. 898

### COUNTY

#### CCDM

Lead and support county-wide debris management planning efforts, ensuring coordination among municipalities. Organize and facilitate multi-agency training exercises to improve collaborative debris management.

CCDM is designated as the lead and supports county-wide debris management planning efforts, ensuring coordination among municipalities. CCDM works closely with the City to ensure that the plan is consistent with the county-wide debris management framework and meets the state and federal requirements. CCDM also provides technical assistance, guidance, and oversight to the City in implementing the plan during and after a debris-generating event.

### STATE OF OREGON

#### ODOT

ODOT, as the Primary Agency responsible for [State Support Function #3 \(ESF#3\)](#) – Public Works and Engineering, will utilize this plan to conduct and coordinate disaster debris response and management. ODOT will draw upon resources from the other ESF#3 supporting and/or adjunct agencies to conduct an efficient, coordinated response following a regional or state-wide disaster.

[Oregon Revised Statutes \(ORS\) § 401](#): grants authority and responsibility to organize for and respond to emergencies vested in each political subdivision of the State. ORS further authorizes each city’s governing body or executive officer to establish an emergency management agency to perform emergency program management functions, including but not limited to program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training, and development and implementation of exercises to evaluate the system.

#### STATE OF EMERGENCY DECLARATION

If an incident requires significant redirection of fiscal resources, the City Council must convene an emergency session to declare a State of Emergency and to request assistance through the County.



**FEDERAL**

**FEMA**

When a disaster or emergency that generates large amounts of debris occurs, FEMA, through its Public Assistance (PA) program, may reimburse eligible PA Applicants, including State, local, tribal, and territorial governments and certain Private Nonprofit organizations, for costs associated with debris removal operations.

Robert T Stafford Act: designates FEMA as local and state support for disaster debris management. Depending on the event, FEMA may reimburse local governments for debris clearance and removal expenses at 75% cost share or higher. Local governments must adhere to FEMA's policies and program guidelines for quality.

**Resources**

**CITY OF CANBY**

- City EOP
  - ESF 1 – Transportation
  - ESF 2 – Communications
  - ESF 3 – Public Works
  - ESF 7 – Logistics Management & Resource Support
  - ESF 12 – Energy
  - SA 1 – Financial Management
  - SA 2 – Military Support
  - SA 3 – Volunteer & Donations Management
  - SA 4 – Worker Safety & Health
- City Debris Management Plan

**COUNTY**

- Clackamas County EOP
  - ESF 1 – Transportation
  - ESF 10 – Hazardous Materials
  - ESF 12 – Energy
  - ESF 13 – Military Support
  - SA 5 – Debris Management
  - Damage Assessment Plan

**STATE OF OREGON**

- CEMP
- ESF 3 – Public Works
- State of Oregon Debris Management Plan
- Oregon Transportation Plan

**FEDERAL**

- NRF
  - ESF 3 – Public Works
- National Infrastructure Protection Plan
- Response Federal Interagency Operational Plan

# INCIDENT ANNEXES



**CANBY EOP 2024**



The following incidents are included within this annex and include action items and information specific to the incident type.

<b>Natural Hazards</b>	<i>Earthquake</i>	– Cascadia & Crustal
	<i>Severe Weather</i>	– Winter Storm, Extreme Heat Events, Drought, Windstorms, Thunderstorms & Lightning, Tornado.
	<i>Major Wildfire</i>	– Wildfires
	<i>Volcanic Event</i>	– Crustal & Subduction Zone
<b>Technological Hazards</b>	<i>Hazardous Material</i> – Primarily Railroad-affiliated	– Hazardous Waste – Derailment
<b>Biological Hazards</b>	<i>Public Health</i>	– Endemic & Pandemic Outbreaks – Contamination Concerns – Biological – Chemical Terrorism
	<i>Water Contamination</i>	– HazMat
<b>Human-Caused Threats</b>	<i>Terrorism</i>	– Biological & Chemical Threat – Physical Threats – Cyber Threats

**City Operations (Activating Unified Coordination Across County & State)**

Cities have the primary responsibility for ensuring the safety and well-being of their citizens, as well as managing resources and emergency operations within their areas. It is recommended that cities develop EOP and collaborate closely with their County's Office of Emergency Management to coordinate preparedness, response, and recovery efforts. An MAA is in place between the County and cities, allowing jurisdictions to request and provide mutual aid resources in the event of a significant emergency or disaster.

Cities can ask for assistance from the County through mutual aid or by issuing an Emergency Declaration (as outlined in Section 1.4.1 of Concept of Operations). Any emergency declarations made by a municipality/ City must be sent to the County for further submission to the State, if necessary.



## INCIDENT ANNEX 1 – EARTHQUAKE

The City of Canby is vulnerable to earthquake emergencies that can cause significant damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

### General

<b>Hazard</b>	Earthquake
<b>Type of Hazard</b>	Natural Hazard
<b>i.e.</b>	Cascadia Subduction Zone Earthquakes and Crustal Earthquakes
<b>Primary Response Agency</b>	Canby City Police Dept. Canby City Public Works Dept.
<b>Primary Support Agency</b>	Fire District #62

### **PURPOSE**

This annex aims to provide guidance and procedures for coordinating and managing the City's response to earthquake incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and the activation of the EOC for the City of Canby during an earthquake incident.

### **SCOPE**

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from earthquake emergency events that may affect the City and county. The annex applies to various types of earthquakes, such as Cascadia Subduction Zone Earthquakes and Crustal Earthquakes, which may pose a threat to public safety, health, infrastructure, or property.

### **CHARACTERISTICS**

The Pacific Northwest faces earthquake hazards from four sources: 1) the offshore zone where the Cascadia and Juan de Fuca plates converge, 2) deep events within the subducting oceanic plate, 3) shallow events within the continental plate, and 4) earthquakes related to volcanic activity.

While all four types of earthquakes have the potential to cause significant damage, local crustal faults are expected to be more damaging primarily because of their proximity to densely populated areas. The four types of earthquakes that have the potential to impact the City are 1) Crustal Fault, 2) Deep Intraplate, 3) Subduction Zone, and 4) Volcanic Earthquakes. However, the HMAC has determined that Crustal Fault and Subduction Zone earthquakes pose the most threat to the City of Canby.



<b>Crustal Fault Earthquakes</b>	Crustal fault earthquakes are the most common and occur at shallow depths. These faults could generate earthquakes of 6.5 or more significant. Note: The hazards associated with the Portland Hills and Mount Hood faults are discussed in more detail within this profile.
<b>Deep Intraplate Earthquakes</b>	Occurring at depths from 25 to 40 miles below the earth's surface in the subducting oceanic crust, deep intraplate earthquakes can reach up to magnitude 7.5.
<b>Subduction Zone Earthquakes</b>	The HMAc determined that the City's probability for a Cascadia Subduction Zone (CSZ) earthquake is moderate and that its vulnerability to a CSZ earthquake is high. The earthquake hazards, history, and potential impacts on the City are well-documented in Volume I, Section 2 of the City's NHMP. The region surrounding the City has three potential earthquake-generating faults/zones: the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek-Newberg-Mt. Angel Structural Zone. Most of the City is expected to experience extreme shaking in a CSZ event, while areas near rivers and streams will experience severe to violent shaking.
<b>Volcanic Earthquakes</b>	Volcanic earthquakes are typically smaller than magnitude 2.5 and are often accompanied by swarms of small earthquakes that can persist for weeks to months before eruptions. The threshold for shaking felt by observers close to the event is magnitude 2.5. Little or no earthquake damage would occur to buildings in surrounding communities. However, some volcanic-related swarms may include earthquakes as large as about magnitude 5.

**LOCATION & EXTENT**

**CASCADIA SUBDUCTION ZONE**

The Cascadia Subduction Zone is a 680-mile-long area of active tectonic convergence. Here, the oceanic crust of the Juan de Fuca Plate is subducting beneath the North American continent at a rate of 4 cm per year. Scientists have found evidence of 11 significant, tsunami-producing earthquakes occurring off the Pacific Northwest coast in the past 6,000 years. These earthquakes occurred between 300 and 5,400 years ago, with an average interval of about 510 years. The most recent of these large earthquakes took place around 1700 A.D.

The City is at high risk due to its proximity to the Cascadia Subduction Zone, potential slope instability, and the prevalence of certain soils subject to liquefaction and amplification. The Oregon Resilience Plan divides the state into four distinct zones, with the City falling within the "Valley Zone" (from the summit of the Coast Range to the summit of the Cascades). In the Northwest Oregon region, solid and widespread damage and shaking are expected in the event of a CSZ event, which would be disruptive to daily life and commerce. The main priority is expected to be restoring services to businesses and residents.

**CRUSTAL**

The City's probability of a crustal earthquake is low, but its vulnerability to crustal earthquakes is high. Two potential crustal faults near the City can generate high-magnitude earthquakes. These faults include the Canby-Molalla Fault Zone and the Portland Hills Fault Zone. Historical records count over 56 earthquakes in the Portland metro area, with more severe ones occurring in 1877, 1880, 1953, and 1962. The most recent severe earthquake was the March 25, 1993, Scotts Mills quake, with aftershocks continuing at least through April 8.





### **HISTORY OF HAZARD**

Oregon has had over 6,000 earthquakes since 1841, but most were very small. The Portland area is the most earthquake-prone in Oregon, with seventeen big quakes of magnitude four or more, including a 5.3 in 1877, a 5.2 in 1962, and a 5.6 in 1993. Better monitoring of the Portland area started in 1980 by the University of Washington.

The Cascadia Subduction Zone can cause massive earthquakes, the last one about 300 years ago, with a magnitude of 9 or more. These big earthquakes happen about every 500 years, but sometimes more or less often. Historical records document over 56 earthquakes in the Portland metro area, with the most recent severe earthquake occurring on March 25, 1993, in Scotts Mills.

### **PROBABILITY ASSESSMENT**

Based on the available data and research, the probability of experiencing a Cascadia Subduction Zone (CSZ) event is "moderate," with a 7-12% chance of a 9.0+ CSZ event occurring in the next 50 years. Clackamas County is susceptible to both CSZ and shallow crustal events. The probability of a crustal earthquake is "low," and the combined probability of any CSZ earthquake occurring in the next 50 years is 37-43%. Volcanic activity in Oregon's Cascade Range is also possible but unpredictable. For more information, see the DOGAMI reports cited previously.

### **VULNERABILITY ASSESSMENT**

In 2018, DOGAMI conducted a regional impact analysis for earthquakes originating from the Cascadia Subduction Zone and Portland Hills faults (O-18-02). The report highlighted Canby's vulnerability to earthquake damage, particularly in areas near the Willamette and Molalla Rivers, which are prone to liquefaction. It also emphasized the potential impact on essential facilities and recommended retrofitting school buildings for seismic hazards. The report also highlighted potential significant damage to utility and transportation systems, including electric power, water, wastewater, natural gas, bridges, and pipelines.

### **PLANNING ASSUMPTIONS**

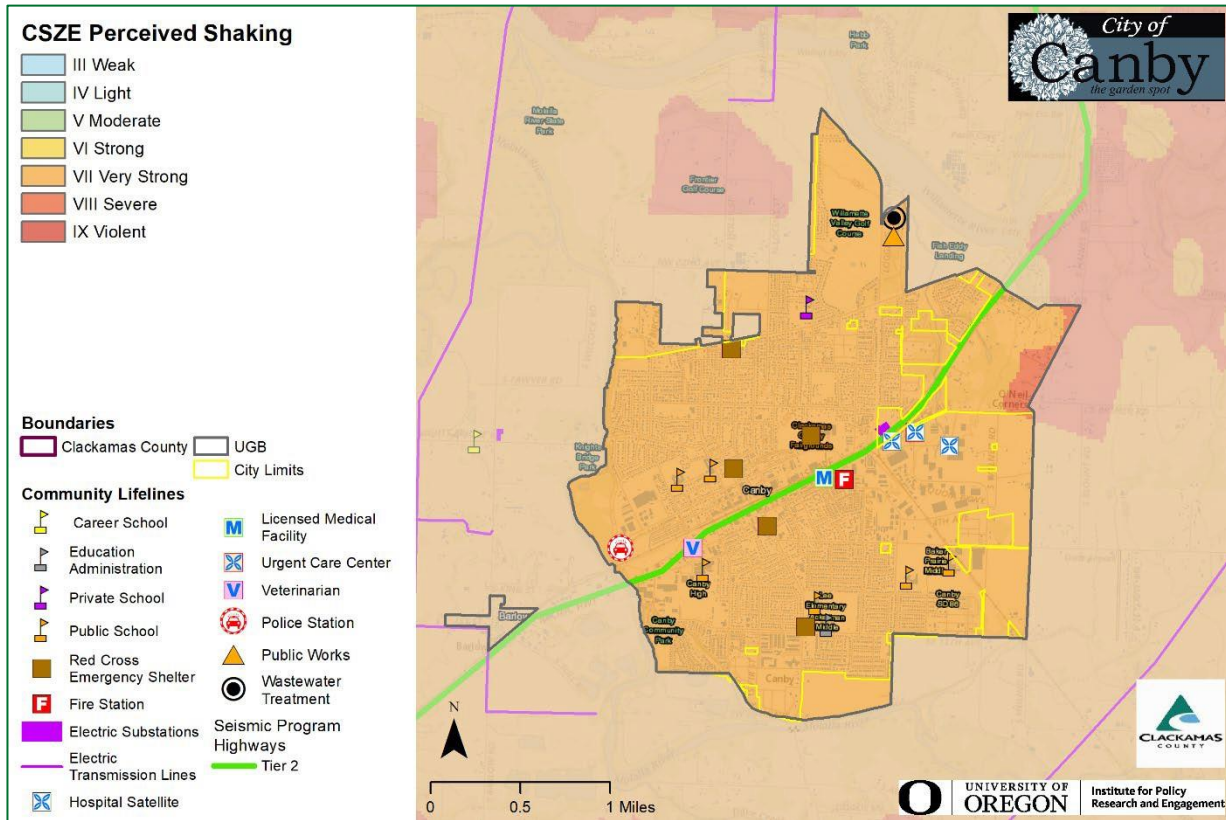
Some planning assumptions for this IA are:

- An earthquake originating from the Cascadia Subduction Zone (CSZ), or the Portland Hills faults could cause widespread damage to buildings, infrastructure, and lifelines in Canby and the surrounding region.
- The City may experience firm ground shaking, liquefaction, landslides, aftershocks, and secondary hazards such as fires, HazMat spills, or dam failures.
- The City may lose power, water, wastewater, natural gas, communications, and transportation services for an extended period, depending on the severity of the event and the resilience of the systems.
- The City may have limited access to external assistance and resources due to damaged roads, bridges, and airports, and competing demands from other affected areas.
- The City may need to activate its EOC, declare a local emergency, and implement its COOP Plan to maintain essential functions and services.
- The City may need to coordinate with local, regional, state, and federal partners to assess the situation, share information, request and allocate resources, and establish priorities for response and recovery.
- The City may need to provide mass care and sheltering, debris management, damage assessment, public information, and other ESFs to protect the health and safety of its residents, visitors, and staff.
- The City may face social, economic, and environmental impacts and challenges in the short and long term. It may need to develop and implement a recovery strategy that addresses the needs and goals of the community.

### **CRITICAL CONSIDERATIONS**

The City's proximity to the Cascadia Subduction Zone, potential slope instability, and the prevalence of certain soils subject to liquefaction and amplification combine to give the City a high-risk profile. Due to the expected pattern of damage resulting from a CSZ event, the Oregon Resilience Plan divides the State into four distinct zones. It places the City within the "Valley Zone" (Valley Zone, from the summit of the Coast Range to the summit of the Cascades). Within the Northwest Oregon region, damage and shaking are expected to be solid and widespread - an event will be disruptive to daily life and commerce, and the main priority is expected to be restoring services to businesses and residents.

Figure 131. Cascadia Subduction Zone Expected Shaking



Source: Map created by Oregon Partnership for Disaster Resilience.

Data: DOGAMI. Preparedness Framework Implementation Team (IRIS v3). Note: To view hazard details, click this [link](#) to access Oregon HazVu

### PRIMARY AUTHORITIES

The nature of the earthquake event will determine agency involvement. However, the City’s Police Dept. has the lead role in earthquake event incident management within the City. Public Works and Fire District #62 will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to the City of Canby’s response and recovery to an earthquake emergency. This annex is issued in accordance with and under the Authorities outlined in section 1.6 of the EOP’s Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, “Declaration of Emergency,



This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.

## Concept of Operations

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed) and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, earthquake incidents can be significantly prolonged and require increased emphasis on pre-incident activities and ongoing response activities. Therefore, the content below focuses on information and activities that take place during Phases 1 and 2.

There are multiple ways in which an earthquake incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more may be involved as an earthquake is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.

### ROLES & RESPONSIBILITIES

#### PRIMARY CITY RESPONSE AGENCIES

##### Canby City Police Dept.

In an earthquake emergency, the City Police Dept. may be responsible for the following tasks:

- Identify critical facilities in at-risk areas.
- Coordinate law enforcement response.
- Serve in UCS.
- Provide staff to support EOC operations.
- Conduct SAR operations.
- Coordinate warning and evacuation.
- Provide security.
- Provide situational awareness, including reporting damage and road and weather conditions, to the EOC.

##### CANBY CITY PUBLIC WORKS DEPT.

In an earthquake emergency, the City Public Works Dept. may be responsible for the following tasks:

- Providing staff for public works response and serve in UCS.
- Provide staff for EOC operations.
- Coordinate and conduct road and bridge inspection and preliminary damage assessment.
- Assist in traffic and crowd control by providing signs, barriers, equipment, and personnel.
- Provide and operate heavy equipment.
- Provide situational awareness, including reporting damage and road and weather conditions, to the EOC.
- Assess roads likely to be affected, develop alternate traffic routes, and determine barricade and signage needs.
- Assess emergency transportation routes and determine priorities for maintenance and debris removal.
- Coordinate debris removal from storm drains, roadways, public rights-of-way, and areas potentially impacting public safety or health.
- Coordinate with utility providers to protect/restore services.

##### FIRE DISTRICT #62

In an earthquake emergency, the Fire District #62 may be responsible for the following tasks:



- Serve as EOC IC.
- Coordinate health and human services response.
- Assist DAFN populations.
- Coordinate EMS and care for injured individuals.
- Assist in coordinating volunteer recruitment and deployment.
- Evaluate contamination of potable water sources and disruption of sanitary services; evaluate other environmental or public health concerns.
- Provide public health information to the UCS / PIO for dissemination to the public.
- Serve in other roles in UCS
- Provide life safety/rescue operations.
- Assist in warning and evacuation operations.
- Conduct Welfare checks for employees.
- Provide situational awareness including reporting damage, road, and weather conditions in the City and to the EOC.

**CANBY CITY STREETS & SEWER DEPT.**

In an earthquake emergency, the City Streets & Sewer Dept. may be responsible for the following tasks:

- Implement Building Safety Evaluations coordinating with public works response.
- Serve in UCS.
- Provide staff for EOC operations.
- Coordinate road and bridge inspection and assessment.
- Coordinate with Public Works to conduct road and bridge inspection and assessment.
- Assist in traffic and crowd control by providing signs, barriers, equipment, and personnel.
- Provide and operate heavy equipment.
- Provide situational awareness, including reporting damage and road and weather conditions, to the EOC.
- Assess roads likely to be affected, develop alternate traffic routes, and determine barricade and signage needs.
- Assess emergency transportation routes and determine priorities for maintenance and debris removal.
- Coordinate debris removal from storm drains, roadways, public rights-of-way, and areas potentially impacting public safety or health.
- Coordinate with utility providers to protect/restore services.

**PRIMARY CITY SUPPORT AGENCIES**

**IC AND EOC SECTIONS**

In an earthquake emergency, the IC and EOC staff may be responsible for the following tasks:

- Implement the EOP.
- Activate the Situation Assessment Team.
- Activate the EOC.
- Assist Incident Command.
- Advise the City Administrator and City Council.
- Facilitate the Emergency Declaration process.
- Provide staff to serve as EOC Managers.
- Coordinate with City, County, and State counterparts.
- Request activation of Canby Amateur Radio Communications Operators.

**CANBY CITY ADMINISTRATION DEPT.**

In an earthquake emergency, the City Administration Dept. may be responsible for the following tasks:

- Provide staff for the PIO and JIC.
- Develop and coordinate a JIS.
- Work with local, State, regional, and federal jurisdictions.
- Gather, prepare, and have Incident Command approve all communications sent to media, jurisdictions, and employees.



- Disseminate incident information, including:
  - Incident status
  - Evacuation routes and detours
  - Traffic conditions
  - Transportation options for those who need assistance.
  - Shelter locations and updates
  - Systems for locating family, friends, and pets.

**CANBY CITY FINANCE DEPT.**

In an earthquake emergency, the City Finance Dept. may be responsible for the following tasks:

- Provide staff for EOC operations.
- Form, guide, and enact purchasing procedures for recovery and response resources.
- Provide recommendations to the City Council on emergency program financing, grant opportunities, emergency resource funding, and procurement.
- Track emergency purchases, invoicing, personnel and staffing, hours, needs, and procedures in preparation for reimbursement.
- Coordinate with the logistics section and finance and administration section to support EOC operations, response, and recovery needs.
- Disseminate funding and financial assistance opportunities for individual assistance recovery programs to the PIO, City Council, and other applicable staff for public information sharing.

**COMMUNITY PARTNERS**

**CANBY FOURSQUARE CHURCH**

- In an earthquake emergency, the Canby Foursquare Church may be supporting the following tasks:
- Supplementing public information and situational awareness to the public and the Church’s constituents.
  - Providing volunteer and donation coordination and services.

**CLACKAMAS COUNTY FAIRGROUNDS**

In an earthquake emergency, the Clackamas County Fairgrounds may be activated as a shelter and mass care operation location for citizens who are victims of the incident:

- Activate and operate emergency shelters for displaced citizens at the direction of Command.
- Provide family reunification support.



## Direction and Control

The agencies listed in this annex have the primary responsibility for responding to earthquake incidents in the City. Smaller, isolated earthquake incidents are typically managed using internal and mutual aid resources, with various City agencies offering support as necessary. However, an effective response to a significant incident will require the combined efforts and resources of all City agencies. For instance, during earthquake incidents, Law enforcement agencies are primarily responsible for evacuations triggered by earthquake incidents. Fire agencies provide special teams to extricate victims from vehicles and to search for and rescue victims in a collapsed structure. The Public Works Dept. and City Streets & Sewer Dept. are responsible for keeping surface routes clear and/or establishing detour routes. A significant earthquake incident requires notifying mutual aid partners, implementing the EOP, and activating the EOC. All geologic incidents are managed according to the NIMS and ICS under a UCS.

When time allows, the IC and EOC Sections will assess current and potential risks and decide on the right actions for the City to take to reduce the impact of hazards. All agencies assigned under this appendix will create and keep internal operating plans and checklists consistent with the EOP.

### CITY OPERATIONS

Initially, the lead agencies for earthquake response will be the Police Dept. and Fire District #62. After the initial assessment to determine the extent of damage, injury, and loss of life, the ICS/Operations Section lead may transition to the fire service. As emergency response transitions from rescuing casualties to the recovery of deceased victims, the Road Dept. may be expected to assume the role of the lead department in the ICS/Operations section for the City's earthquake response. The Road Dept.'s efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

### DETECTION

The City's detection of earthquake emergency incidents relies on information from various sources, such as the National Weather Service, local meteorological stations, media reports, public alerts, and eyewitness accounts. The City monitors these sources regularly and evaluates the potential impact and severity of any impending earthquake events. The City also maintains a network of sensors and cameras that can provide real-time data on road conditions, flooding, wind speed, and other indicators of weather hazards.

The City communicates through phone calls for initial contact in case of a severe weather emergency to alert the relevant departments, agencies, and partners about the situation and activate the appropriate response plans. The phone calls are used to request or offer mutual aid, coordinate resources, and share critical information. However, the City will use email and Microsoft Teams meetings to continue response and recovery efforts, as phone lines may be overloaded or disrupted by the weather. Email and Microsoft Teams meetings can provide more efficient and secure communication channels, as well as support document sharing, task tracking, and decision-making. The City will also use social media, radio, and television to communicate with the public and provide updates, warnings, and instructions.

### ACTIVATING UNIFIED COORDINATION ACROSS COUNTY & STATE

OEM developed a Cascadia Playbook to guide the coordination of state agencies across Oregon during a major disaster. Recognizing that earthquakes and tsunamis are Oregon's greatest threat of significant loss of life and widespread destruction of CIKR and property, The Cascadia Playbook will be the emergency management tool for the State of Oregon, which the City of Canby will adhere to a catastrophic incident.



## OPERATIONAL PHASES

### PHASE 1 (PRE-INCIDENT)

This phase is characterized by pre-incident awareness, preparedness, protection, and mitigation activities. The federal government funds and conducts research and provides mitigation guidelines. Pre-incident activities also involve the development of response plans as well as the conducting of training and exercises for incident response.

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel, as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., “What to Do When the Lights Go Out”).
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).



## PHASE 2 (INCIDENT OCCURS)

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 consists of an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, [click here](#).
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]





In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

In addition to the pre-incident actions listed above, the following action items may be appropriate for Earthquake incidents:

- Continue to monitor the Pacific Northwest Seismic Network for aftershocks.
- Monitor secondary hazards associated with earthquakes (e.g., ruptured utility lines, hazardous spills, fires, building collapses, landslides).
- Implement protective measures (e.g., evacuation, assembly sites, shelter activation, traffic control, SAR).
- Coordinate debris management activities (e.g., clear right-of-way, establish temporary debris storage sites).
- Identify transportation resources to move people and equipment as necessary.



### PHASE 3 (RECOVERY/DEMOBILIZATION)

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, Economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that enable the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.



## INCIDENT ANNEX 2 – SEVERE WEATHER

The City of Canby is vulnerable to a variety of weather emergencies that can cause significant damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Severe Weather
Type of Hazard	Natural Hazard
i.e.	Floods, winter storms, windstorms, drought, extreme heat, tornados, & landslides
Primary Response Agency	Canby Police Dept.
Primary Support Agency(s)	Canby City Public Works Dept. Canby Utility

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City 's response to severe weather incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and the activation of the EOC for the City of Canby during a severe weather incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from severe weather events that may affect the City. The annex applies to various types of severe weather, such as floods, winter storms, windstorms, drought, extreme heat, tornados, and landslides, which may pose a threat to public safety, health, infrastructure, or property.

## Characteristics

### FLOOD

Flooding in the State is most common from October through April when storms from the Pacific Ocean bring intense rainfall. Most of the State's destructive natural disasters have been floods. In Canby, flooding occurs when storms bring heavy precipitation into the Willamette Valley, and it is most significant during rain-on-snow events. Human activities infringing on the natural floodplain exacerbate the issue. Two types of flooding primarily affect the City: riverine flooding and urban flooding. Developed areas may flood when the amount of water generated from rainfall and runoff exceeds the stormwater system's capability to remove it.



<b>Riverine Flooding</b>	Riverine flooding happens when rivers and streams overflow their banks. Riverine flooding naturally brings sediment and nutrients to floodplain areas that are good for farming. Large river systems usually flood from weather systems that cause long-lasting rainfall over an extensive geographic location, which leads to flooding in hundreds of smaller streams that drain into the main rivers. Shallow area flooding is a special kind of riverine flooding. FEMA defines shallow flood hazards as areas that are flooded by a 100-year flood with water depths of only one to three feet. Low-speed sheet flows of water usually flood these areas.
<b>Urban flooding</b>	When the land changes from fields or forests to roads and parking lots, it loses its ability to soak up rainfall. Urbanization of a watershed affects the water systems of the basin. Rainfall collects and flows faster on hard concrete and asphalt surfaces. The water moves from the clouds to the ground and into streams much faster in urban areas. Adding these elements to the water systems can cause floodwaters that rise very quickly and peak with violent force. The City of Canby and its unincorporated areas have a high concentration of impervious surfaces that either collect water or channel the flow of water in unnatural ways. During times of urban flooding, streets can turn into fast-moving rivers, and basements can fill with water. Storm drains often get clogged with plant debris, causing more localized flooding.

**WINTER STORMS**

Winter storms in Canby bring heavy rain, high winds, and sometimes snowfall, especially in higher elevations. They can cause flooding, debris slides, and tree falls, affecting the power system, roads, buildings, and vehicles. These storms are usually large and affect large areas of Oregon and/or the whole Pacific Northwest from October through March. Freezing rain can be the most damaging ice formation.

**WINDSTORMS**

A windstorm is typically a brief event characterized by straight-line winds and/or gusts exceeding 50 mph. While windstorms can impact the City, they pose a particular threat in areas with large trees or tree stands. The scope of a windstorm depends on its path, strength, and local terrain. In southwest Oregon, wind speeds are usually 60 mph for 25-year storm events, 70 mph for 50-year storm events, and 80 mph for 100-year storm events. Over the past century, Clackamas County has experienced several 25-, 50-, and 100-year windstorm events, often with impacts across the entire county. Windstorms commonly result in fallen trees and power lines, as well as damage to homes, businesses, and public facilities, leading to significant storm-related debris. Therefore, windstorms are a recurring hazard in Clackamas County and the City of Canby.

**DROUGHT**

A drought is a period of drier than normal conditions. Drought occurs in every climatic zone, but its characteristics vary significantly from one region to another. Drought is a temporary condition; it differs from aridity, which is restricted to low-rainfall regions and is a permanent feature of climate. The extent of drought events depends upon the degree of moisture deficiency and the duration and size of the affected area. Typically, droughts occur as regional events and often affect more than one city and county.

**EXTREME HEAT**

Between 1979 and 2003, heat waves claimed the lives of at least 8,015 Americans, according to the Centers for Disease Control and Prevention. This number surpasses the combined fatalities caused by hurricanes, lightning, tornadoes, floods, and earthquakes. Notably, the majority of these deaths occur in urban areas.



**TORNADOS**

Tornado occurrences and risks are increasing in Canby and surrounding areas, with destructive surface winds mostly coming from the southwest. The likelihood of tornadoes increases in late spring and early summer due to convective showers, increased solar heating, and thunderstorms. Tornadoes are difficult to forecast due to the influence of the Pacific high pressure.

**LANDSLIDE**

Landslides occur when loose soil, rock, or debris moves down a slope or stream channel. They are categorized by the type and speed of movement and the materials involved. Two forces are at play in a landslide: the driving forces that make the material move downhill and the friction forces and strength of materials that slow down the movement and stabilize the slope. When the driving forces surpass the resisting forces, a landslide occurs.

The City of Canby is prone to landslides or debris flows (mudslides), particularly in the eastern part of the City in the Cascade Range, which can cause damage to buildings, roads, and utilities. Landslides often occur in conjunction with other natural hazards, worsening conditions:

- Earthquake shaking can trigger various events, from rockfalls and topples to large slides.
- Heavy or prolonged rainfall that causes flooding can saturate slopes, leading to landslides.
- Landslides into a reservoir can indirectly impact dam safety, potentially affecting the dam itself.
- Wildfires can remove vegetation from hillsides, increasing runoff and the potential for landslides.

**Location & Extent**

**FLOOD**

Canby experiences a wide variation in precipitation due to its diverse climatic and geologic regions. Elevation is the primary factor affecting precipitation, with higher elevations receiving more rainfall and snow. The winter months see snow cover in the higher elevations, which can lead to potential flood events. The majority of flooding occurs from October to April due to intense rainfall from Pacific Ocean storms, with December and January experiencing exceptionally high-water levels. The floodplain in the lower Willamette River basin is susceptible to inundation, and the surface material consists of poorly drained, unconsolidated deposits. Significant flood events can introduce deposits of sand and gravel that aid in drainage. Canby’s Pudding River is a location that the County has identified as a chronic flooding area of concern.

**WINTER STORMS**

The National Climatic Data Center has established climate zones in the U.S., and the City of Canby falls within Zone 2: Willamette Valley and Zone 4: Northern Cascades. The area experiences a variety of winter storms, including snowstorms, ice storms, and extreme cold, which can have long-lasting effects on infrastructure and individuals. While higher elevations face more risk, the entire City is susceptible to damaging severe weather, making it essential for everyone to be prepared for winter storms.

**WINDSTORMS**

The most common type of wind pattern affecting the City is straight-line winds, which originate as a downdraft of rain-cooled air reaching the ground and spreading out rapidly. Straight-line winds can produce gusts of 100 mph or greater. Records of major Pacific windstorms are documented by state agencies and weather stations throughout Oregon, including several official weather stations in the City’s lower valleys.

Typically, mountainous terrain slows down wind movement, which is why Oregon’s sheltered valley areas have the slowest wind speed in the state. However, in the foothills, the wind speeds may increase due to down-sloping winds from the mountains. Although windstorms can affect the entirety of the City, they are especially dangerous in developed areas with significant tree stands and major infrastructure, specially above-ground utility lines. A windstorm will frequently knock down trees and power lines, damage homes, businesses, and public facilities, and create tons of storm-related debris.



### ***DROUGHT***

The City of Canby experiences annual dry conditions, typically during the summer months from July through September. Drought is measured in terms of water availability in a defined geographical area. It is expected to express drought with a numerical index that ranks severity. Most federal agencies use the Palmer Method, which incorporates precipitation, runoff, evaporation, and soil moisture. However, the Palmer Method does not incorporate snowpack as a variable. Therefore, it is not believed to provide a very accurate indication of drought conditions in Oregon and the Pacific Northwest. The Surface Water Supply Index (SWSI) from the Natural Resources Conservation Service is an index of current water conditions throughout the state. The index utilizes parameters derived from snow, precipitation, reservoir, and stream flow data. NRCS collects data each month from key stations in each basin. The lowest SWSI value, -4.2, indicates extreme drought conditions (Low Surface Water Supply ranges from -1.6 to -4.2). The highest SWSI value, +4.2, indicates extreme wet conditions (High Surface Water Supply ranges from +1.6 to +4.2). The mid-point is 0.0, which means an average water supply (Average Water Supply ranges from +1.5 to -1.5). The figures below show the monthly history of SWSI values from 1983 to 2017 for the Willamette Basin and Hood, Sandy, and Lower Deschutes Basin. Research shows that the periods of drought have fluctuated; recent drought periods occurred in 1991-1992, 2001, and 2015. Other historically significant regional drought events that affected the City include 1928 to 1941 and 1976 to 1981.

### ***EXTREME HEAT***

Urban areas are more susceptible to heat waves due to higher population density and lack of vegetation for evaporation. Cars, factories, asphalt roads, and buildings contribute to retaining and emitting heat, making urban areas 5°F to 18°F hotter than surrounding rural areas during summer. This can lead to severe health crises. Mitigation strategies to reduce the urban heat island effect include planting trees for shade and passive cooling, improving the reflectivity of urban rooftops, and utilizing solar panel arrays for energy and cooling purposes.

### ***TORNADOS***

The City of Canby experiences destructive surface winds coming from the southwest. The likelihood of tornadoes increases in late spring and early summer due to convective showers, increased solar heating, and thunderstorms. Canby's environmental location and conditions have the potential to create tornadoes. The wind shear in the area creates a rotating column. When this column meets an updraft present in the Canby location, tornadoes become a threat to the City's emergency response efforts.

### ***LANDSLIDE***

Canby is prone to landslides, especially in the Cascade Range, and earthquakes, heavy precipitation, wildfires, and other natural hazards can trigger them. Landslides can cause damage to buildings, roads, and utilities and may occur together with other natural hazards, exacerbating conditions. Human activity has also worsened the landslide problem in many parts of the City.



## History of Hazard

### **FLOOD**

The City is prone to flooding in many rivers and small streams that run through both unincorporated and incorporated areas. The city had experienced major floods that had impacted its residents since 1861, when Oregon City's streets were flooded with about four feet of water from the Willamette River. The floods of 1996 caused a lot of damage to the whole region, but the floods of 1861, 1890, and 1964 were bigger. All four floods have been estimated to be larger than the 100-year or base flood. Since the last update of the NHMP, there have not been any flood events that led to presidential disaster declarations in Clackamas County that directly impacted the City of Canby. Still, there have been four flood events: 2012, 2014, 2015, and 2016-2017.

### **WINTER STORMS**

Winter storms occur yearly, with more destructive storms happening once or twice per decade. The most recent major storm occurred in 2011. Other recent winter storm events took place in 2012, 2014, 2015, 2016, and 2017, but they did not lead to a disaster declaration in the County. The County received a FEMA Disaster Declaration for a severe winter weather event from December 22 through December 28, 2008, which caused heavy snow accumulations, ice, and sustained freezing temperatures that affected the City of Canby. This led to extensive property damage and disrupted transportation networks, causing power outages and affecting emergency services.

### **WINDSTORMS**

The most destructive windstorm ever recorded in Oregon was the Columbus Day storm of 1962. It killed thirty-eight people, caused over \$200 million in damage, and left hundreds of thousands of homes without power.

The City has experienced several high-wind events. A regional storm in early December 2007 that required a federal disaster declaration along the Oregon Coast brought high winds and heavy rain to the City.

On March 13, 2011, strong winds caused widespread damage in Clackamas County, with numerous trees falling and tens of thousands of residents losing power. The county has also experienced several tornadoes since 2007, with the most recent one touching down near Canby on October 12, 2017. In addition to these significant events, smaller windstorm events have occurred, and historical records indicate an average of one major windstorm every 16-17 years over the past century.

### **DROUGHT**

Canby experiences annual dry conditions, typically from July through September. Drought is measured using the Surface Water Supply Index (SWSI), with extreme drought conditions indicated by the lowest SWSI value of -4.2. El Niño and La Niña weather patterns can lead to increased frequency and severity of drought in Oregon. Future climate variability models for Oregon suggest increases in temperature and extreme precipitation, along with warmer and drier summers.

### **EXTREME HEAT**

A severe heat wave occurs approximately every two to three years and typically lasts two to three days, but it can extend up to five days with temperatures in the upper 90s to around 100 degrees Fahrenheit. It is measured by the average number of days with temperatures equal to or greater than 90°F and 100°F in the Portland metro region. On average, the region experiences 13.6 days with temperatures above 90 degrees Fahrenheit and 1.4 days above 100 degrees Fahrenheit, based on new 30-year climate averages (1981-2010) from the National Weather Service – Portland Weather Forecast Office.

The region's last severe heat episode was in 2016 when cooling centers were opened in the City. Before that, a five-day event in July 2009 brought three consecutive days with temperatures exceeding 100°F and two days over 90°F; high temperatures on July 28-29, 2009, were recorded at 106°F each day. Another event occurred in July 2006.



### **TORNADOS**

According to records, the largest tornado in the Canby area was an F3 in 1972 that caused 300 injuries and six deaths. Tornado risk is calculated from the destruction path that has occurred within 30 miles of the location.

### **LANDSLIDE**

Landslides can occur at any time of the year due to slope stability, water content, or earthquakes. Debris flows and landslides are common in hilly areas of Oregon, including the City of Canby. They can impact the overall water quality in the region. Mitigating many landslides is difficult, especially in areas with weak underlying geological materials. Without proper planning, landslides will continue to threaten the safety of people, property, and infrastructure.

## **Probability Assessment**

### **FLOOD**

Based on available data and research, the probability of experiencing a flood is high, with one incident likely within the next 10 to 35 years. Flooding can occur yearly, depending on various factors. FEMA has mapped the 100 and 500-year floodplains in portions of the City. Climate change is expected to influence future flood probabilities, with potential increases in annual average temperatures leading to changes in snowpack and storm runoff, possibly resulting in flashier flood events and necessitating greater attention to stormwater management in floodplains.

### **WINTER STORMS**

HMAC determined that there is a "moderate" probability of experiencing a winter storm. Severe winter storms occur regularly in western Oregon from November through February. In the City, moderate winter storms occur every year to every other year, while more damaging winter storms happen less frequently. Historical records show an average of one severe winter storm every six years in the past century.

### **WINDSTORMS**

HMAC has determined that there is a "moderate" probability of experiencing a windstorm based on available data and research. This means that one severe incident is likely to occur within the next 35 to 75 years. This rating has remained unchanged since the previous NHMP.

Windstorms in the City typically occur during the winter months, from October to March. Their impact is influenced by their path, intensity (measured by the air pressure gradient they create), and local terrain. Additionally, summer thunderstorms may also bring strong winds, heavy rain, and hail. The National Weather Service uses weather forecast models to predict approaching windstorms and monitors storms using weather stations located in protected valley locations throughout the State.

The NHMP for the County shows that structures 33 feet above the ground in Region 2, which includes the City of Canby, can expect to be exposed to 65 mph winds in a 25-year recurrence interval, equivalent to a 4% annual probability.

### **DROUGHT**

Based on the available data and research, HMAC assessed the probability of experiencing a locally severe drought as "High," meaning one incident is likely within the next 10 to 35 years. Droughts are common in the State and occur in all parts of the state, in both summer and winter. The State's drought history reveals many short-term, and a few long-term events, with an average recurrence interval for severe droughts in Oregon, estimated to be between 8 and 12 years. According to the SWSI analysis, there have been three droughts between 1983 and 2017.

### **EXTREME HEAT**

The [Hazard Mitigation and Climate Adaptation report](#) indicates that the likelihood of a prolonged extreme heat event is low, with one such incident expected to occur within the next 75 to 100 years. This assessment remains unchanged from the previous NHMP.





Although extreme heat events occur every few years in the region, they are typically not long-lasting. Climate models for the State predict that future regional climate changes will result in temperature increases of around 0.2-1°F per decade in the 21st century, leading to warmer and drier summers.

**TORNADOS**

Based on the available data and research, The City of Canby assessed the probability of experiencing tornadoes as low, meaning one incident is likely with the net 10/35 years. Tornadoes are common in the State and can occur in all parts of the state. The weather elements and variables present during the late spring and early summer create an environment that increases the likelihood of a tornado in the incorporated and unincorporated areas of the City of Canby.

**LANDSLIDE**

Based on available data and research, the probability of experiencing a landslide or debris flow in Oregon is "high" within the next 10 to 35 years. Landslides are common in the area, with steep slopes, intense winter rainstorms, and human activity contributing to the risk. The National Weather Service monitors conditions and issues warnings during the rainy season. Geo-engineers estimate widespread landslides about every 20 years and local-level landslides every two to three years.

**Vulnerability Assessment**

**FLOOD**

The City has a "moderate" vulnerability to flood hazards, affecting 1-10% of the population or assets. The floodplain vulnerability assessment combines the floodplain boundary with an inventory of the property within the floodplain to understand the population and property exposed to natural hazards. The City's development regulations restrict but do not prohibit new development in floodplain areas to reduce the impact of flooding on future buildings. It is essential to recognize that flood risk is not limited only to mapped floodplains, as other areas may also be at high risk from various sources.

**WINTER STORMS**

The City is rated as having a "moderate" vulnerability to winter storm hazards, with potential impacts on population and assets. Assessing the risk from winter storms should remain an ongoing process determined by community characteristics and physical vulnerabilities. Winter storms can cause road closures, power outages, and other significant impacts on life and property. Insufficient data was available to determine explicit vulnerability in terms of buildings and infrastructure.

**WINDSTORMS**

The City has a "low" vulnerability to windstorm hazards, with less than 1% of the population or assets affected by a major disaster. However, many buildings, utilities, and transportation systems are vulnerable to wind damage, especially in open and forested areas. Fallen trees can block roads and rails, impacting emergency operations and local economic activity. This is more likely to occur during the winter (wet season).



### **DROUGHT**

The City has a "low" vulnerability to drought hazards, with less than 1% of the population or assets expected to be affected by a major drought. Drought can have significant environmental and economic consequences, particularly for the agricultural sector, and can increase the probability of wildfires. All segments of the population, especially those employed in water-dependent activities, may be affected. The areas of concern include drinking water systems, power and water enterprises, residential and community wells in rural areas, fire response capabilities, and fish and wildlife. The greatest threats are potential impacts on City water supplies and the agriculture industry. Long-term drought periods can also impact forest conditions and set the stage for potentially destructive wildfires.

*More information on this hazard can be found in the [Risk Assessment for Region 2, Northern Willamette Valley/Portland Metro, of the Oregon NHMP \(2015\)](#).*

### **EXTREME HEAT**

The City has a "high" vulnerability to extreme heat, with more than 10% of the population or assets affected. Health problems can arise from very high temperatures, and it's essential to stay hydrated, avoid the sun during the hottest part of the day, and recognize the warning signs of heat-related illness. With climate change, there are likely to be more high-temperature days. It is essential to take precautions, especially for those without air conditioning. Heat-related illness can have severe symptoms and can be fatal, especially for vulnerable populations. Predicted increases in summer temperatures make heat waves more likely, which could lead to additional heat-related health issues.

### **TORNADOS**

The City has a "low" vulnerability to tornado events, with a low percentage of the population or City assets expected to be affected by a tornado event. Tornadoes can have significant environmental, citizen safety, and economic consequences, particularly for the downtown and suburban areas of the City, due to the concentrated percentage of the City's vulnerable assets being isolated to a small but concentrated area of potential impact.

### **LANDSLIDE**

The City has a "low" vulnerability to landslide hazards, with less than 1% of the population or assets affected by a major disaster. Landslides are difficult to predict, but vulnerability assessments help predict how different property and population groups will be affected. Landslides can impact transportation and essential services. The City's Roads Division responds to slides affecting traffic and roads, but it is not cost-effective to mitigate all slides due to limited funds. Temporary measures such as grading slides and installing drainage systems are used.

## **Planning Assumptions**

- Weather conditions that may impact the City of Canby include drought, flood, severe storm/high winds, tornado, winter storm/ice storm.
- Winter storms/avalanches, floods, and windstorms/tornadoes may require significant emergency operations to protect life and property and to move residents from harm's way.
- Periods of extreme heat can be hazardous to citizens who do not have access to adequate cooling resources.
- Drought is a severe issue that may profoundly impact agriculture, fish, and wildlife and increase the risk of fire. It may create a situation requiring an emergency declaration but may not warrant an EOC activation.
- All agencies tasked under this annex will develop and maintain internal operating plans and implement checklists consistent with the EOP and appendices.



## Critical Considerations

Facilities that are critical to government response and recovery activities (i.e., life, safety, property, and environmental protection). These facilities include 911 Centers, EOCs, Police and Fire Stations, Public Works facilities, sewer and water facilities, hospitals, bridges, roads, shelters, and more.

## Primary Authorities

The level of agency involvement in response to severe weather events will be dictated by the nature of the event. The City Police Department is primarily responsible for managing incidents within the city, while Public Works will play a key role in incident management. Coordination with neighboring cities, fire districts, and the county is essential to establish authority in unincorporated areas affected by the event. The Oregon State Police and the Federal Bureau of Investigation (FBI) are the lead agencies for the state and federal government, respectively.

This annex outlines the authorities relevant to the City of Canby's response and recovery during a severe weather emergency in accordance with the EOP's Basic Plan. It follows the provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, "Declaration of Emergency."

It is important to note that this annex does not hinder any state, local, tribal, or territorial governments or federal departments/agencies from exercising their authority or fulfilling their responsibilities under the law. City entities may take appropriate independent emergency actions in alignment with Federal, State, County, and City policy. Furthermore, this annex does not establish new authorities or alter existing ones.

City agencies are empowered to take necessary independent emergency actions within the bounds of their statutory and/or regulatory authorities in order to safeguard the public, address immediate hazards, and gather information related to the emergency without delay.

## Concept of Operations

The operational phases help organize response and recovery operations. These phases are based on the nature of the activity performed and the desired end state, rather than specific dates or times. While this update mainly covers the Recovery phase (Phase 3), it's important to note that severe weather incidents can be unpredictable and require a focus on pre-incident and initial response activities. The content below focuses on information and activities during Phases 1 and 2.

Various severe weather incidents can occur, involving many departments and agencies in public safety actions. Some activities may start before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.

### **ROLES & RESPONSIBILITIES**

#### **PRIMARY CITY RESPONSE AGENCIES**

##### Canby City Police Dept.

In a weather emergency, the Police Dept. may be responsible for the following tasks:

- Coordinate law enforcement response.
- Serve in UCS.
- Provide staff for EOC operations.
- Collect and transmit situational status information to the EOC.
- Conduct SAR operations.
- Provide traffic and crowd control.
- Coordinate warning and evacuation.
- Provide security.
- Conduct welfare checks.
- Report damage, road, and weather conditions to the EOC.

##### Public Works Dept.

In an earthquake emergency, the City Public Works Dept. may be responsible for the following tasks:



- Provide staff for public works response.
- Serve in UCS.
- Provide staff for EOC operations.
- Assist in traffic and crowd control.
- Develop alternate traffic routes and determine signage needs.
- Assess emergency transportation routes and priorities for maintenance.
- Provide and operate heavy equipment.
- Provide situational awareness, including reporting damage and road and weather conditions, to the EOC.
- Coordinate debris removal from storm drains, roadways, public rights-of-way, and areas potentially impacting public safety or health.
- Coordinate with utility providers to protect/restore services.
- Identify critical facilities in at-risk areas.
- Implement the Building Safety Evaluation Program.

Fire District #62

In an earthquake emergency, the Fire District #62 may be responsible for the following tasks:

- Coordinate health and human services response.
- Assist DAFN populations.
- Coordinate EMS and care for injured individuals.
- Assist in coordinating volunteer recruitment and deployment.
- Evaluate contamination of potable water sources and disruption of sanitary services; evaluate other environmental or public health concerns.
- Provide public health information to the UCS / PIO for dissemination to the public.
- Serve in other roles in UCS
- Provide life safety/rescue operations.
- Assist in warning and evacuation operations.
- Conduct Welfare checks for employees.
- Provide situational awareness including reporting damage, road, and weather conditions in the City and to the EOC.
- Collaborate with the American Red Cross and County Fairgrounds in opening and operating shelters for evacuated persons and services for DAFN populations.

Canby City Streets & Sewer Dept.

In an earthquake emergency, the City Streets & Sewer Dept. may be responsible for the following tasks:

- Implement Building Safety Evaluation Program Coordinate public works response and serve in UCS.
- Provide staff for EOC operations.
- Coordinate road and bridge inspection and assessment.
- Maintain and control water, sewer, and solid waste systems.
- Coordinate with Public Works to conduct road and bridge inspection and assessment.
- Assist in traffic and crowd control by providing signs, barriers, equipment, and personnel.
- Provide and operate heavy equipment.
- Provide EOC situational awareness, reporting damage and road and weather conditions.
- Assess roads likely to be affected, develop alternate traffic routes, and determine barricade and signage needs.
- Assess emergency transportation routes and determine priorities for maintenance and debris removal.
- Coordinate debris removal from storm drains, roadways, public rights-of-way, and areas potentially impacting public safety or health.
- Coordinate with utility providers to protect/restore services.

**CITY SUPPORT AGENCIES**

Incident Command/ EOC Manager

In an earthquake emergency, the Incident Commander/ EOC Manager may be responsible for the following tasks:



- Implement the EOP.
- Activate the Situation Assessment Team.
- Activate the EOC.
- Assist Incident Command.
- Advise the City Administrator and City Council.
- Facilitate the Emergency Declaration process.
- Provide staff to serve as EOC Managers.
- Coordinate with City, County, and State counterparts.
- Request activation of Canby Amateur Radio Communications Operators.

Canby City Administration Dept.

In an earthquake emergency, the City Administration Dept. may be responsible for the following tasks:

- Provide staff for the PIO and JICs (JIC).
- Develop and coordinate a JIS.
- Work with local, State, regional, and federal jurisdictions.
- Gather, prepare, and have Incident Command approve all communications sent to media, jurisdictions, and employees.
  - Establish a call center to reduce demands on 911.
- Disseminate incident information, including:
  - Current weather conditions and forecasts
  - Incident status and response
  - Utility status
  - Routes and detours
  - Traffic conditions
  - Transportation options for those who need assistance, shelter locations, and updates.
  - Systems for locating family, friends, and pets.
  - Actions to be taken to safeguard lives and property.

**COMMUNITY PARTNERS**

Canby Foursquare Church

In an earthquake emergency, the Canby Foursquare Church may coordinate the following tasks:

- Communicating available local, state, or Federal recovery resources to the public.
- Volunteer and donation coordination for response and recovery efforts.

Clackamas County Fairgrounds

In an earthquake emergency, the Clackamas County Fairgrounds may be activated as a shelter and mass care operation location for citizens who are victims of the incident:

- Activate and operate emergency shelters for displaced citizens at the direction of Command.
- Provide family reunification support.



Clackamas County Amateur Radio Emergency Services

In a weather-related emergency, Canby’s Amateur Radio Communications Operators may be responsible for the following tasks:

- Request that HAM operators report actual or potential weather hazards and conditions to the EOC.
- Assist with Citywide damage reporting.
- Establish an incident-specific net operations plan.
- Provide redundant communications.
- Notify IC of County CARES surge support needs.

National Weather Service

In a weather-related emergency, the National Weather Service (NWS) may be responsible for the following tasks:

- Provide weather forecasts and warnings of hazardous weather.
- Provide river and flood forecasting and warning service.

Utilities

In a weather-related emergency, utilities may be responsible for the following tasks:

- Provide liaisons to the EOC when necessary.
- Restore energy systems.
- Regulate utility usage in times of shortages, as appropriate.
- In conjunction with the EOC Operations Section, determine priorities among users if adequate utility supply is not available to meet all essential needs.
- Regularly report status to EOC to ensure situational awareness for the entire County.

**OPERATIONAL PHASES**

**PHASE 1 (PRE-INCIDENT)**

This phase is characterized by pre-incident awareness, preparedness, protection, and mitigation activities. The federal government funds and conducts research and provides mitigation guidelines. Pre-incident activities also involve the development of response plans as well as the conducting of training and exercises for incident response.

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.



Utility failure

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a major utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., “What to Do When the Lights Go Out”).
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).

Severe Weather

In addition to the pre-incident actions listed above, the following action items may be appropriate:

Monitor the [Pacific Northwest Seismic Network](#)

Identify potential protective measures, including:

- Pre-identified evacuation routes and alternate routes for areas vulnerable to earthquakes to ensure accuracy.
- Appropriate infrastructure protection measures in landslide-prone areas.
- Evaluate current resources and identify potential needs and shortfalls (e.g., bridge-free evacuation routes,

Flooding

Monitor expected rainfall and river, creek, and tributary levels.

Identify potential protective measures, including:

- Pre-identified evacuation routes and alternate routes for areas vulnerable to flooding.
- Appropriate infrastructure protection measures in landslide/flood-prone areas (coordinate with the Engineering Division to establish procedures).
- Evaluate current resources and identify potential needs and shortfalls (e.g., sandbags, equipment, clear evacuation routes, assembly sites, shelter locations).
- Become familiar with flood-prone areas and the challenges they face.
- Ensure that sandbags and other necessary equipment and supplies are prepared and ready to use.



Drought

Monitor rainfall, weather, crop conditions, and water availability.

Identify potential protective measures, including:

- Identify alternative sources of drinking water.
- Work with the local water service provider to implement water conservation efforts.
- Collaborate with local farmers to implement herd management strategies.
- Evaluate current resources and identify potential needs and shortfalls (e.g., potable water, water for agricultural needs, financial support).
- Pre-designate alternative sources of drinking water in case of drought or other water shortage events.

**PHASE 2 (INCIDENT OCCURS)**

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from possible damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, click here.
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]





### Utility failure

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with the utility and request a liaison as needed.

### Severe Weather

In addition to the pre-incident actions listed above, the following action items may be appropriate for Severe Weather incidents:

- Continue to monitor weather reports to project potential damage and determine the affected areas.
- Monitor secondary hazards associated with severe weather (e.g., landslides, agricultural water needs, transportation infrastructure damage).
- Implement protective measures (e.g., activate warming or cooling centers, provide sandbag materials and equipment, traffic control measures).
- Coordinate debris management activities (e.g., clear right-of-way and establish temporary debris storage sites).

### Flooding

- Continue to monitor expected rainfall and river, creek, and tributary levels.
- Monitor secondary hazards associated with flooding (e.g., landslides, infrastructure damage, soil erosion and land degradation, epidemic diseases, poisoning, unhygienic conditions, sedimentation, traffic accidents, water pollution, waterlogging/salinity).
- Implement protective measures, including:
  - Coordinate debris removal from necessary areas (e.g., storm drains, bridge viaducts, main arterial routes, public rights-of-way, dams).
  - Activate law enforcement resources (e.g., curfew enforcement, road closures, security).
  - Establish infrastructure protection measures in landslide/flood-prone areas.
- Identify resource needs (e.g., sandbags, equipment, assembly sites, shelters) and request additional support through mutual aid, private contractors, and the County.
- Activate SAR operations as necessary.

### Drought

- Continue to monitor rainfall, temperatures, crop conditions, and water availability.
- Monitor secondary hazards associated with drought (e.g., wildfires, economic).
- Implement protective measures (e.g., water conservation efforts, voluntary or mandatory water use restrictions, herd management strategies).
- Work with the PIO and local extension office to provide information and advice to farmers affected via media releases and increase drought education and outreach to the public.
- Identify resource needs (e.g., potable water, support to farmers).



### PHASE 3 (RECOVERY/DEMobilIZATION)

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.

### CONCEPT OF OPERATIONS

Initially, the lead agencies for severe weather response will be the Police Dept. and Fire District #62. After the initial assessment to determine the extent of damage, injury, and loss of life, the ICS/Operations Section lead may transition to the fire service. As emergency response transitions from rescuing casualties to the recovery of deceased victims, the Road Dept. may be expected to assume the role of the lead department in the ICS/Operations section for the City's earthquake response. The Road Dept.'s efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

### DETECTION

The City's detection of severe weather emergency incidents relies on information from various sources, such as the National Weather Service, local meteorological stations, media reports, public alerts, and eyewitness accounts. The City monitors these sources regularly and evaluates the potential impact and severity of any impending weather events. The City also maintains a network of sensors and cameras that can provide real-time data on road conditions, flooding, wind speed, and other indicators of weather hazards.



The City mainly communicates through phone calls for initial contact in case of a severe weather emergency to alert the relevant departments, agencies, and partners about the situation and activate the appropriate response plans. The phone calls are used to request or offer mutual aid, coordinate resources, and share critical information. However, the City will use email and Microsoft Teams meetings to continue response and recovery efforts, as phone lines may be overloaded or disrupted by the weather. Email and Microsoft Teams meetings can provide more efficient and secure communication channels, as well as support document sharing, task tracking, and decision-making. The City will also use social media, radio, and television to communicate with the public and provide updates, warnings, and instructions.

**INCIDENT RECOGNITION/INITIAL DECISION-MAKING PROCESS**

The incident recognition and initial decision-making process for a City's severe weather emergency event involves the following steps:

- The City's EOC receives information from various sources about the weather situation and assesses the level of threat and potential impact on the City and its residents.
- The EOC director activates the EOC and notifies the City Administrator, the City Mayor, and other key officials about the emergency. The EOC director also contacts the County, State, and Federal emergency management agencies to request or aid and coordinate response efforts.
- The EOC director assigns roles and responsibilities to the EOC staff and establishes the ICS to manage the emergency. The EOC director also determines the objectives, strategies, and priorities for the response and recovery operations.
- The EOC staff communicates with the City departments, agencies, and partners that engage in emergency response and recovery, such as public safety, public works, utilities, transportation, health, human services, and community organizations. The EOC staff provides guidance, resources, and support to the field responders and monitors the situation and the progress of the operations.
- The EOC staff updates the City Administrator, the City Mayor, and other key officials on the status of the emergency and the response and recovery efforts. The EOC staff also informs the public and the media about the emergency and the actions taken by the City, as well as provides safety tips, instructions, and resources. The EOC staff uses multiple communication channels, such as phone calls, email, Microsoft Teams meetings, social media, radio, and television, to reach different audiences and ensure consistent and accurate messages.



## INCIDENT ANNEX 3 – MAJOR WILDFIRE

The City of Canby is vulnerable to major wildfire emergencies that can cause considerable damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Major Wildfire
Type of Hazard	Natural Hazard
i.e.	Natural or Human-Caused Fire
Primary Response Agency	Fire District #62
Primary Support Agency	City Police Dept.

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City's response to significant wildfire incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and, possibly, the activation of the EOC for the City of Canby during a significant wildfire incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from major wildfire events that may affect the City. The annex applies to any wildfire incident as such an incident would pose a threat to public safety, health, infrastructure, or property.

## Hazard Description

Recent fires in the State and across the western United States have increased public awareness of the potential losses to life, property, and natural and cultural resources. In June of 2004, the BCC directed the County Departments to work with state and federal agencies, fire protection districts, and community organizations throughout the County to develop an integrated wildfire plan. The 2017 CWPP was completed in May 2018. The CWPP is, at this moment, incorporated into this NHMP by reference, and it will serve as the wildfire chapter.

### CHARACTERISTICS

Wildfires are a significant threat to life and property in the State's growing rural communities. Factors such as topography, fuel, and weather significantly contribute to wildfire behavior and can be used to identify wildfire hazard areas. The occurrence and severity of wildfires are also dependent on other hazards such as lightning, drought, and human activities. If not promptly controlled, wildfires may grow into emergencies or disasters, posing a threat to lives, resources, and improved properties. Additionally, the indirect effects of wildfires, such as harming the soil, waterways, and the land itself, can be catastrophic, leading to erosion, flood potential, and degradation of water quality.



### **LOCATION & EXTENT**

The Wildland Urban Interface (WUI) refers to the area where urban or suburban development meets undeveloped natural areas, such as forests. In Canby, the increasing number of homes being built in these areas is raising the risk of wildfires threatening lives and property. Factors such as fuel load, weather, topography, and human activities can intensify the wildfire hazard. The county faces a greater risk of wildfires, particularly in late summer and early autumn, due to dry vegetation and lightning strikes. CWPP addresses these risks and identifies communities vulnerable to wildfires. The plan also outlines specific actions for each local fire agency to address wildfire threats in their respective areas.

### **HISTORY OF HAZARD**

In the last decade, 723 fires burned 6,752 acres. 84% were caused by human activity, including arson, debris burning, and equipment use. Lightning caused 16% of the fires. Human-caused wildfires tend to be in populated areas and near transportation routes, while lightning-caused wildfires are often in remote locations. Notable fires include the 36 Pit Fire (2014), Blister Fire (2006), View Lake Fire Complex (2010), Bull of the Woods Fire (2010), Logging Unit Complex (2014), High Cascades Complex (2011), Dollar Lake Fire (2011), Gnarl Ridge Fire (2008), Mt. Hood Complex (2006), and Eagle Creek Fire (2017).

### **PROBABILITY ASSESSMENT**

The Hazard Mitigation and Adaptation Committee (HMAC) has determined that the probability of experiencing a wildfire is "high," with one incident likely within the next 10 to 35 years, an increase from the previous assessment in the NHMP. Significant interface fires are more likely to occur under certain conditions, such as hot, dry, and windy weather, the inability to contain or suppress fires, multiple overwhelming fires, and large fuel loads. These conditions are present across large areas in Clackamas County, creating a significant collective risk.

### **VULNERABILITY ASSESSMENT**

The City's "moderate" vulnerability to wildfire hazards means that 1-10% of the population or assets could be affected by a major disaster. Areas with higher risk to structures if fire ignites nearby are generally located in more rural, hilly, and heavily vegetated parts of the county. Additional wildfire hazard information for Clackamas County and cities is available via Oregon Explorer's Wildfire Risk Explorer. The potential wildfire losses are calculated based on the amount of property exposed to the risk hazard area, as well as the type and value of structures on those properties, critical facilities, vulnerable populations, and infrastructure within Clackamas County's wildfire risk hazard area.

### **PLANNING ASSUMPTIONS**

Some possible planning assumptions for the City in case of a major wildfire incident are:

- The fire may spread rapidly and unpredictably, depending on the weather conditions, terrain, and fuel sources.
- The fire may threaten lives, property, infrastructure, natural resources, and cultural assets within and outside the City limits.
- The fire may cause widespread evacuations, road closures, power outages, communication disruptions, and air quality issues.
- The fire may overwhelm local firefighting resources and require mutual aid from other jurisdictions and agencies.
- The fire may trigger secondary hazards, such as landslides, debris flows, flooding, and erosion.
- The fire may have long-term economic, social, and environmental impacts on the City and the region.



**CRITICAL CONSIDERATIONS**

The following are critical considerations that response efforts should include in their incident decision-making process:

- The fire may pose a threat to the life and property of residents, businesses, and visitors in the City and surrounding areas.
- The fire may disrupt CIKR and services, such as transportation, communication, power, water, and sanitation.
- The fire may require mass evacuation, sheltering, and relocation of affected populations, as well as mass care and reunification services.
- The fire may create hazardous air quality and smoke conditions that affect the health and safety of the public and responders.
- The fire may damage natural resources and habitats, such as forests, wetlands, and wildlife.
- The fire may require extensive suppression, containment, and recovery efforts that involve multiple agencies and jurisdictions at the local, state, and federal levels.
- The fire may cause psychological and emotional stress and trauma for the impacted communities and responders.

**PRIMARY AUTHORITIES**

Fire District #62 has the lead role for wildfire incident management within the City. The City’s Police Dept. will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to this IA to the Response and Recovery City of Canby EOP. This annex is issued in accordance with and under the Authorities outlined in the EOP’s Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, “Declaration of Emergency,

This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.

**Concept of Operations**

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed (see Figure 2) and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, wildfire incidents can be extremely unexpected and require increased emphasis on pre-incident, initial, and long-term response and recovery activities.

There are multiple ways in which a terrorism incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more may be involved as an incident is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.



## **OPERATIONAL PHASES**

### **PHASE 1 (PRE-INCIDENT)**

This phase is characterized by pre-incident awareness, preparedness, protection, and mitigation activities. The federal government funds and conducts research and provides mitigation guidelines. Pre-incident activities also involve the development of response plans as well as the conducting of training and exercises for incident response.

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.

In addition to the pre-incident actions listed in the EOP's Basic Plan, the following action items may be appropriate: Monitor updated fire danger ratings detailing weather trends, fuel types, and likely fire characteristics.

- Identify potential protective measures, including:
- Pre-identified evacuation routes and alternate routes for areas vulnerable to the fire.
- Relocation of equipment and personnel out of vulnerable areas.
- Evaluate current resources and identify potential needs and shortfalls (e.g., water sources, equipment, personnel).



In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., “What to Do When the Lights Go Out”).
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).

**PHASE 2 (INCIDENT OCCURS)**

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from possible damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, click here.
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.





- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

In addition to the pre-incident actions listed above, the following action items may be appropriate for Major Fire incidents:

- Continue to monitor weather reports, including wind, expected rainfall, and thunderstorm reports.
- Monitor secondary hazards associated with fires (e.g., public health, erosion, landslides, introduction of invasive species, changes in water quality).
- Implement protective actions (e.g., evacuations, relocation of equipment and personnel).
- Coordinate debris management activities (e.g., clear right-of-way, establish temporary debris storage sites).



### PHASE 3 (RECOVERY/DEMOBILIZATION)

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that enable the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.



## INCIDENT ANNEX 4 – VOLCANIC EVENT

The City of Canby is vulnerable to a variety of Volcanic Events that can cause significant damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Volcanic Event
Type of Hazard	Natural Hazard
i.e.,	Crustal and Subduction Zone Volcanic Hazard
Primary Response Agency	Police Dept.
Primary Support Agency	Public Works Fire District #62

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City's response to Volcanic Events incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and the activation of the EOC for the City of Canby during a Volcanic Event incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from Volcanic Events that may affect the City. The annex applies to any Volcanic Event incident as such an incident would pose a threat to public safety, health, infrastructure, or property.

## Hazard Description

### CHARACTERISTICS

The Pacific Northwest is located within the "ring of fire," an area of very active volcanic activity surrounding the Pacific Basin. Volcanic eruptions happen regularly along the ring of fire, partly due to the movement of the Earth's tectonic plates. The Earth's outermost shell, the lithosphere, is divided into a series of slabs known as tectonic plates. These plates are rigid, but they float on a hotter, softer layer in the Earth's mantle. As the plates move about on the layer beneath them, they spread apart, collide, or slide past each other. Volcanoes occur most frequently at the boundaries of these plates, and volcanic eruptions happen when molten material, or magma, rises to the surface.

### LOCATION & EXTENT

Scientists use wind direction to predict areas affected by volcanic ash during an eruption. The predominant wind pattern over the Cascades originates from the west, resulting in most ash drifting to the east of the volcanoes. The USGS/Cascades Volcano Observatory has produced volcanic hazard zonation reports for various volcanoes in the Cascade Range, including Mount Hood, based on potential hazards and distance from the volcano. Geologic hazard maps are available for most of the volcanoes in the Cascade Range through the USGS Volcano Program at the Cascade Volcano Observatory in Vancouver, WA.



### **HISTORY OF HAZARD**

Mount Hood and Mount St. Helens are two active volcanoes near Clackamas County. Mount Hood, over 500,000 years old, has had two significant eruptive periods, while Mount St. Helens has been active throughout its 50,000-year lifetime. In the past 200 years, seven Cascade volcanoes, including Mount Hood and Mount St. Helens, have erupted. The 1980 explosion of Mount St. Helens is the latest on record, and both volcanoes remain active.

### **PROBABILITY ASSESSMENT**

Based on available data and research, the probability of experiencing volcanic activity is considered "low," with one incident within the next 75 to 100 years. The Sandy River drainage is within proximal hazard Zone PA with a return period of 5000 to 1,000 years. The United States Geological Survey-Cascades Volcano Observatory (CVO) produced volcanic hazard zonation reports for Mount St. Helens and Mount Hood in 1995 and 1997. The CVO created an updated annual probability of tephra (ash) fall map for the Cascade region in 2001, which could be a rough guide for Clackamas County in forecasting potential tephra hazard problems. The map identifies the location and extent of the hazard. The CVO Volcanic tephra fall map is based on the combined likelihood of tephra-producing eruptions occurring at Cascade volcanoes and shows annual probabilities for a fall of one centimeter. The annual probability of a fall of one centimeter or more of tephra is about 1 in 10,000 for Clackamas County.

### **VULNERABILITY ASSESSMENT**

The Hazard Mitigation Assistance (HMA) has rated the county as having a "moderate" vulnerability to volcanic activity, meaning that between 1-10% of the unincorporated County's population or assets would be affected by a major disaster such as volcanic ash or lahar. The U.S. Geological Survey (USGS) lists nine volcanoes with Very High or High threat potentials in Oregon and Washington, including Mount St. Helens, Mount Rainier, Mount Hood, Three Sisters, Newberry, Mount Baker, Glacier Peak, Crater Lake, and Mount Adams.

The primary threat from active volcanoes is from violent eruptions that generate mud and debris flows (lahars) or produce flying debris and ash clouds. Mount Hood poses the greatest threat to the population of Clackamas County, with proximal hazard zones subject to hazards including rapidly moving landslides, pyroclastic surges, and debris avalanches. A Mount Hood eruption could impact up to 68 percent of homes, 60 percent of residents, 73 percent of businesses, and 87 percent of employees in the Hoodland Area. Additionally, about 8% of the total county acres are exposed to volcano hazards, with only 5% of total county parcels being exposed. The potential impact of volcanic ash from nearby eruptions on water supplies is also noted.

### **PRIMARY AUTHORITIES**

The nature of the volcanic event will determine agency involvement. However, the City Police Dept. has the lead role in volcanic event incident management within the City. Public Works will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to the City of Canby's response and recovery from a volcanic event emergency. This annex is issued in accordance with and under the Authorities outlined in the EOP's Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, "Declaration of Emergency,



This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.

## Concept of Operations

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed (see Figure 2) and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, volcanic incidents can be extremely unexpected and require increased emphasis on pre-incident, initial, and long-term response and recovery activities.

There are multiple ways in which a terrorism incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more may be engaged as an incident is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.

### OPERATIONAL PHASES

#### PHASE 1 (PRE-INCIDENT)

This phase is characterized by pre-incident awareness, preparedness, protection, and mitigation activities. The federal government funds and conducts research and provides mitigation guidelines. Pre-incident activities also involve the development of response plans as well as the conducting of training and exercises for incident response.

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel, as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.

In addition to the pre-incident actions listed above, the following action items may be appropriate:

- Monitor volcanic activity and wind direction.



- Identify potential protective measures, including:
- Pre-identified evacuation routes and alternate routes for areas vulnerable to projected ash fall.
- Implement shelter-in-place plans.
- Identify traffic control needs.
- Identify potential resource needs (e.g., ash removal equipment, masks, shelters).

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., "What to Do When the Lights Go Out").
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).

#### PHASE 2 (INCIDENT OCCURS)

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, [click here](#).
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:



- Damage assessment.
- Repair and restoration of essential services and vital systems needed.
- Injuries and deaths
- Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

In addition to the pre-incident actions listed above, the following action items may be appropriate for Volcanic incidents:

- Continue to monitor volcanic activity and wind direction to project the potential spread of ash, fires, and/or gases.
- Monitor secondary hazards associated with volcanic activity (e.g., ground deformation, lahars, landslides, building roof collapses).
- Implement protective measures (e.g., evacuations, shelter-in-place, traffic control, wearing masks, staying indoors, and open shelters).
- Identify resource needs (e.g., ash removal equipment, masks, fire suppression equipment).
- Work with the PIO to provide information to the public regarding health protective measures and appropriate ash removal methods.



### PHASE 3 (RECOVERY/DEMOBILIZATION)

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.





## INCIDENT ANNEX 5 – HAZARDOUS MATERIAL (PRIMARILY RAILROAD-AFFILIATED)

The City of Canby is vulnerable to Railroad – Hazardous Materials (HazMat) emergencies that can cause considerable damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Railroad – HazMat
Type of Hazard	Technological Hazard
i.e.	Hazardous Material and Chemical Spill
Primary Response Agency	Fire District #62
Primary Support Agency	City Police Dept.

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City's response to hazardous material incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and the activation of the EOC for the City of Canby during a hazardous material incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from Railroad – HazMat events that may affect the City. The annex applies to any Railroad – HazMat incident as such an incident would pose a threat to public safety, health, infrastructure, or property.

### PRIMARY AUTHORITIES

The nature of the Railroad event will determine agency involvement. However, Fire District #62 has the lead role in incident management within the City. The City's Police Dept. will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to the City of Canby's response and recovery to a railroad – HazMat emergency. This annex is issued in accordance with and under the Authorities outlined in the EOP's Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, "Declaration of Emergency,

This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their own statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.



## Concept of Operations

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed (see Figure 2) and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, railroad incidents can be extremely unexpected and require increased emphasis on pre-incident activities and initial response activities. Therefore, the content below focuses on information and activities that take place during Phases 1 and 2.

There are multiple ways in which a terrorism incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more, may be involved as an incident is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their own responses as part of their statutory authorities.

### **OPERATIONAL PHASES**

#### **PHASE 1 (PRE-INCIDENT)**

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.



In addition to the pre-incident actions listed in Sections above, the following action items may be appropriate:

- Monitor weather reports for severe weather that may make it challenging for drivers, pilots, and rail operators to see and/or control their vehicles, aircraft, and railcars (e.g., excessive rainfall, fog, snow, ice).
- Identify potential protective measures, including:
- Assess the City’s transportation infrastructure (e.g., roads, bridges, and traffic control devices) and implement an emergency transportation route plan.
- Close roads or bridges that are experiencing flooding or icy conditions.
- Evaluate current resources and identify potential needs and shortfalls (e.g., traffic management supplies, personnel, mass fatality, and mass casualty needs).
- Ensure that City personnel are aware they should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., “What to Do When the Lights Go Out”).
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).

#### **PHASE 2 (INCIDENT OCCURS)**

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from possible damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, [click here](#).
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers



- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

In addition to the pre-incident actions listed above, the following action items may be appropriate for Railroad – HazMat incidents:

- Monitor current and forecasted weather to project a potential spread of the HazMat plume (recurring action).
- Activate the Regional HazMat Team through OERS.
- Determine the type, scope, and extent of the HazMat and incident (recurring action). Verify reports and obtain estimates of the areas that may be affected. [ICS Form 209: Status Summary]
  - Notify 911 dispatch, supporting agencies, adjacent jurisdictions, and liaisons of the situation.
  - Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.
  - Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with applicable guidance.
- Ensure that first responders have implemented proper containment methods until HazMat response teams arrive.
- Establish a safe zone and determine a location for on-site staging and decontamination. Reevaluate as the situation changes.
- Provide support for the implementation of applicable Geographic Response Plans established by the Oregon Dept. of Environmental Quality to guide activities throughout the incident.
- Support access control to the incident site through local law enforcement agencies.
- If applicable, establish immediate gross decontamination capability for victims.



- Notify HazMat supporting agencies.
- Ensure that all required hazardous notifications have been completed.
  - REQUIRED NOTIFICATION
  - The ODOT should be contacted for incidents occurring on state highways.
  - Appropriate vital stakeholders and partners for incidents that pose an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.
  - If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Dept. of Agriculture, and the State Veterinarian.
- Coordinate with the responsible party (if known) and the Oregon Dept. of Environmental Quality on using private contractors for clean-up.
- Continue to monitor weather reports for severe weather.
- Conduct a scene assessment to determine the appropriate level of emergency medical, transportation, and HazMat response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required. [ICS Form 209: Status Summary]
- Implement protective measures (e.g., road/bridge closures, alternate routes).
- Identify resources needed to support the incident (traffic management supplies, personnel, mass fatality, and mass casualty support).
- Secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are completed).
- Ensure that all required notifications have been completed.
  - REQUIRED NOTIFICATION
  - Aircraft Accident – Prior to removing any victims or wreckage, the IC or EOC IC should contact the railroad company’s emergency response center, as well as the National Transportation Safety Board.
  - Appropriate key stakeholders and partners for incidents that pose an actual or potential threat to state parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.
  - If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Dept. of Agriculture, and the State Veterinarian.
- Coordinate the collection, storage, and disposition of all human remains and their personal effects from the accident site.
- Coordinate the provision of up-to-date information to friends and family of victims (if not already being overseen by another agency). Consideration should be given to keeping the friends and family of the victims in a central location, protected from the press, and where information can be provided to them as it becomes available.
  - Allow the rail company, airline, or agency affected by the accident to confirm casualties and to notify the next of kin via the prescribed methodology.
- Support the removal of debris in coordination with, or under the direction of, investigating agencies such as the Transportation Security Administration, NTSB, and FBI.
- Coordinate with the American Red Cross to provide shelter and family referral services through the EOC.



### PHASE 3 (RECOVERY/DEMOBILIZATION)

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.



## INCIDENT ANNEX 6 – PUBLIC HEALTH

The City of Canby is vulnerable to public health emergencies that can cause considerable damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Public Health
Type of Hazard	Biological Hazards
i.e.	Endemic and Pandemic Outbreaks Contamination Concerns Biological – Chemical Terrorism
Primary Response Agency	City Police Dept.
Primary Support Agency	Clackamas County Public Health Fire District #62

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City's response to public health incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and, possibly, the activation of the EOC for the City of Canby during a public health incident. The annex provides a framework for Clackamas County's public health staff to implement coordinated public health measures to support the City of Canby when needed. Both the county and City emergency response plans are designed to respond to several types of emergencies. Initially, public health may not have a specific role in the immediate response to an emergency. Still, the Medical Partners and businesses in Canby will assist the City's overall response as required. Once the immediate response phase has passed, the Clackamas County plan will be activated to support the health needs of the public in Canby during major public health events or pandemics.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from public health events that may affect the City. The annex applies to several types of public health, such as epidemic and pandemic outbreaks, contamination concerns, and biological-chemical terrorism that may pose a threat to public safety, health, infrastructure, or property.

### PLANNING ASSUMPTIONS

Some possible planning assumptions for IA 6 are:

- Public health events may have natural, accidental, or intentional origins and may involve CBRNE agents.
- The public health event may cause widespread illness, injury, death, or disruption of essential services and infrastructure and may overwhelm the local healthcare system and emergency response capabilities.
- The public health event may require the activation of the City's EOC and the implementation of the ICS to coordinate the response and recovery efforts among multiple agencies and jurisdictions.
- The public health event may require the declaration of a local emergency by the City Council and the request for assistance from the State and federal governments, as well as non-governmental organizations and private sector partners.
- The public health event may require the implementation of protective measures, such as isolation, quarantine, social distancing, mass prophylaxis, or decontamination, to prevent or limit the spread of the disease or exposure to the agent.
- A public health event may require timely and accurate risk communication to provide guidance, reassurance, and instructions on how to protect oneself and others".



- Public health events may have long-term physical, psychological, social, and economic impacts on the affected population and the recovery process.

**PRIMARY AUTHORITIES**

The nature of the public health event will determine agency involvement. However, the Police Dept. has the lead role the incident management within the City. Fire District #62, City Urgent Care, and Clackamas County Public Health will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to the City of Canby’s response and recovery to a public health emergency. This annex is issued in accordance with and under the Authorities outlined in section 1.6 of the EOP’s Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, “Declaration of Emergency,

This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.

**Concept of Operations**

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed (see Figure 2) and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, Public Health incidents can be significantly prolonged and require increased emphasis on pre-incident activities and ongoing response activities. Therefore, the content below focuses on information and activities that take place during Phases 1 and 2.

There are multiple ways in which a terrorism incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more may be engaged as an incident is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.

**ROLES & RESPONSIBILITIES**

Canby City Police Dept.

- Act as the Primary City Response Agencies

**COUNTY**

Clackamas County Public Health Division

The County’s Public Health Division is divided into the following areas and has the following responsibilities in the event of a public health emergency.





The Public Health Administration Program

This program area provides contract and grant coordination, budget control, personnel services, and vital statistics management to support Public Health initiatives. It also serves in the EOC during incidents and drills, with the Safety Officer being a staff member in this area.

Office of Public Health Emergency Services

The program provides coordination for the Clackamas County Health Officer, EMS, and Public Health Emergency Preparedness and Response. It serves various areas within the EOC during incidents, activations, exercises, or drills, including the Command, Planning Section, and Operations Section.

The Center for Population Health

The program provides health data, develops policies, conducts research, and offers public health communications to improve health priorities within the ten health equity zones. It also serves in various roles within the EOC during incidents, activation, exercises, or drills.

The Access to Preventive Health

This program provides coordinated opportunities for care, referrals, education, and support services to eligible residents, including Women, Infants, and Children (WIC) services. It serves in the Operations Section of the EOC during an incident activation, exercise, or drill.

The Environmental Health Program

The program provides environmental health services to restaurants, childcare providers, lodging, pools, and small drinking water systems to ensure they operate safely for the public. This program area also supports the Operations Section of the EOC during incident activations, exercises, or drills.

The Population Health Strategies Program

This program offers collaborative policy and systems assessment, development, and implementation services to support healthy, clean, and safe living environments. It also serves in the Planning Section of the EOC during incident activations, exercises, or drills.

The Infectious Disease Control and Prevention Program

The program, in partnership with the healthcare community, provides disease monitoring, prevention, investigation, and control services to the residents of Clackamas County to protect them from the spread of infectious diseases. This program area operates in the Operations Section of the EOC during an incident activation, exercise, or drill.

The Public Health Director and Assistant Public Health Director serve as the Command in the EOC. In addition, CCPHD contracts with a county Health Officer, an EMS Medical Director, and an Assistant EMS Medical Director who have consultation roles in public health emergency responses.



## **OPERATIONAL PHASES**

### **PHASE 1 (PRE-INCIDENT)**

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel as necessary.
- Ensure that all departments are notified to provide situational awareness to the Emergency Management CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., “What to Do When the Lights Go Out”).
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).



## PHASE 2 (INCIDENT OCCURS)

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from possible damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, [click here](#).
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.
- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]



In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

**PHASE 3 (RECOVERY/DEMOBILIZATION)**

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that enable the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.

Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.



## INCIDENT ANNEX 7 – TERRORISM

The City of Canby is vulnerable to Terrorist/Active Threat emergencies that can cause considerable damage and hardship. This annex outlines the tasks, responsibilities, and resources required to respond effectively to these incidents to help minimize damage to citizens and property.

General	
Hazard	Terrorism
Type of Hazard	Human-Caused Threats
i.e.	Biological and Chemical Threat. Physical Threats: Active shooters, hostage situations, bombers, and other weapons or instruments that can cause harm. Cyber Threats: Hacking, Denial of Service, Malware, Phishing, Ransomware, SQL injection
Primary Response Agency	Canby City Police Dept.
Primary Support Agency	Fire District #62, FBI, Clackamas County Sheriff’s Office

### PURPOSE

This annex aims to provide guidance and procedures for coordinating and managing the City's response to terrorism incidents that may affect its residents, businesses, and environment. The annex also identifies the roles and responsibilities of the primary and support agencies involved in such incidents. It outlines the implementation of the EOP and, possibly, the activation of the EOC for the City of Canby during an active shooter incident.

### SCOPE

The scope of this annex covers the roles and responsibilities of the City of Canby departments and agencies, as well as external partners, in preparing for, responding to, and recovering from active shooter events that may affect the City. The annex applies to any terrorism incident to include Terrorist threats, physical threats, and cyber threats that would pose a threat to public safety, health, infrastructure, or property.

## Hazard Description

### CHARACTERISTICS

The Federal Bureau of Investigation (FBI) defines international terrorism as violent, criminal acts committed by individuals and/or groups who are inspired by or associated with designated foreign terrorist organizations or nations. Domestic terrorism, on the other hand, is defined as violent, criminal acts committed by individuals and/or groups to further ideological goals stemming from domestic influences, such as those of a political, religious, social, racial, or environmental nature.

There are diverse types of terrorism, depending on the target of an attack. For the purpose of this annex, terrorism has been categorized into three threat types, which are:

- 1) Biological and chemical terrorist threats,
- 2) Physical threats that encompass active shooters, hostage situations, bombers, and other weapons or instruments that can cause harm and
- 3) Cyber threats include hacking, denial of service, malware, phishing, ransomware, and SQL injection.

### BIOLOGICAL & CHEMICAL THREAT

Biological and chemical terrorist threats involve the use of biological or chemical agents to cause harm to humans, animals, or plants. Biological agents include bacteria, viruses, fungi, toxins, or other biological substances that can infect, poison, or kill living organisms. Chemical agents include gases, liquids, or solids that can cause burns,



irritation, suffocation, or systemic damage to the body. Both types of threats can be delivered through various means, such as aerosols, bombs, missiles, or contaminated food or water. Biological and chemical threats pose serious challenges for detection, prevention, and response, as they can have delayed or hidden effects, spread rapidly, and require specialized equipment and expertise to oversee.

**PHYSICAL THREAT**

Physical threats are violent or threatening acts that can be domestic or international terrorism and aim to achieve political, ideological, or personal goals. Physical Terrorism Threats can include active shooters, hostage situations, bombings, hijackings, and kidnappings, and they often target civilians, public officials, or symbolic locations. These incidents can cause mass casualties, property damage, or infrastructure disruption. Law enforcement, emergency services, and other agencies need to respond quickly and jointly to stop the situation, save lives, and restore order.

Active shooters typically use firearms and have unpredictable patterns or methods for their selection of victims. Most active shooter situations are unpredictable and evolve quickly, requiring immediate deployment of law enforcement officers to stop the shooting and mitigate harm to innocent victims. Active shooters may act alone or in groups and may have various motives, such as terrorism, revenge, hate, or mental illness. Hostage situations are scenarios where terrorists capture and hold people against their will, usually to demand ransom, concessions, or publicity. Bombers are individuals or groups who use improvised explosive devices (IEDs) or conventional bombs to attack targets such as buildings, vehicles, or public spaces. Other weapons of harm can include knives, vehicles, incendiary devices, or radiological materials. Physical threats can cause immediate and widespread damage, injury, or death, create fear and panic among the population, and require a coordinated response from multiple agencies and stakeholders.

**CYBER THREAT**

A cyber-related Incident of City Significance could come in various forms: an organized cyber-attack, an uncontrolled exploit such as a virus or worm, a natural disaster with significant cyber consequences, or other incidents capable of causing extensive damage to CIKR. In this annex, any cyber-security event will be considered and termed under the terrorism category. Large-scale cyber incidents may overwhelm government and private-sector resources by disrupting the Internet and/or taxing critical infrastructure information systems. Complications from disruptions of this magnitude may threaten lives, property, the economy, and City security. Rapid identification, information exchange, investigation, and coordinated response and remediation can often mitigate the damage caused by this type of malicious cyberspace activity.

Cybercriminals use various techniques for cyberattacks. Common methods include hacking, denial of service, malware, phishing, ransomware, and SQL injection. Hacking is unauthorized access to a computer system, while denial of service overwhelms a service with traffic. Malware harms computer systems, phishing attempts to obtain sensitive information, and ransomware demands payment for file restoration. SQL injection exploits vulnerabilities in database-driven applications.



### **LOCATION & EXTENT**

The City can be affected by acts of terrorism in numerous ways. The potential for harm from biological and chemical attacks depends on the type of agent, method of delivery, and even weather conditions. Some agents can spread through the air or contaminate objects, leading to infections or poisoning. Active shooters often target confined or populated areas, while bombers often use explosives to damage buildings, infrastructure, or vehicles. Their attacks can occur at any time, with or without warning, and can last from minutes to hours. CBRNE threats pose dangers to crowded places and can lead to mass casualties and panic. Large-scale cyber incidents may overwhelm government and private-sector resources by disrupting the internet and/or taxing critical infrastructure information systems. Complications from disruptions of this magnitude may threaten lives, property, the economy, and City security.

### **HISTORY OF HAZARD**

The history of terrorism in the City is challenging to piece together, as it involves a diverse array of threats and actors with varying motives, methods, and targets. Therefore, additional research would be necessary before an accurate history of terrorist events that have impacted the City could be presented.

### **PROBABILITY ASSESSMENT**

The likelihood of a terrorist or active shooter incident impacting the City is low but not negligible, as it involves a wide range of threats and individuals with varying motives, methods, and targets. Therefore, additional research is necessary to assess the probability of terrorism-related threats affecting the City accurately.

### **VULNERABILITY ASSESSMENT**

The City of Canby is susceptible to terrorism in various forms. Terrorism tends to exploit a community's weaknesses and vulnerabilities, often through unconventional methods. Examples include schools, transportation hubs like airports and major highways, public events such as concerts and fairs, critical infrastructure like dams, and natural vulnerabilities, such as susceptibility to wildfires.

### **PLANNING ASSUMPTIONS**

This annex is based on a terrorist or active shooter incident that causes significant actual or potential Loss of life. General impacts may include:

- A terrorist/active shooter threat or incident may occur at any time of day with little or no warning, may involve single or multiple geographic areas, and may result in mass casualties.
- A terrorism/active shooter incident, particularly an act directed against a large population center within the City that involves CBRNE materials, will have major consequences that will overwhelm the City's capabilities to respond and may seriously challenge regional response capabilities.
- In the case of a biological attack, the effect may be temporally and geographically dispersed without a determined or defined incident site. Response operations may be conducted over a multijurisdictional, multi-state region.
- Injuries from a terrorist/active shooter incident may be both physical and psychological.
- Response will utilize all City department response protocols and the ICS. This may include establishing a UCS among law enforcement, fire, EMS, County, State, and Federal response agencies. The City of Canby's EOC may be activated to coordinate incident support.
- Additional law enforcement resources will be needed to mitigate the threat, maintain public order, secure the crime scene, conduct investigations, and secure critical operations.
- In most cases, significant state and federal terrorist incident response support cannot be provided within the first few hours of an incident. Considerable state and federal response resources are available, but it may take 6 to 12 hours to activate and deploy such resources on a large scale.
- No one local, state, or federal agency has the authority or expertise to act unilaterally on issues that arise out of acts of terrorism, regardless of weaponry, equipment, or experience.
- If appropriate PPE and capabilities are not available and the area is contaminated with CBRNE or other HazMat, it is possible that response actions into a contaminated area may be delayed until the material



has dissipated to a level that is safe for emergency response personnel to operate or until appropriate PPE and capabilities arrive, whichever is sooner.

- The demand for emergency public information will be immediate and sustained. Social and traditional media coverage will be extensive.
- The response to a threat or actual incident will involve coordinated City, State, and Federal law enforcement investigations.
- The presence of persistent agents, additional threats, extensive physical damages, and mass casualties can complicate recovery from a terrorist attack.
- Depending on the situation, economic consequence management and recovery will be addressed by local, state, and federal authorities in coordination with the private sector.
- It is possible to minimize terrorist/active shooter success by promoting public awareness and preparedness, training key personnel, and taking necessary actions to safeguard the community.

**CRITICAL CONSIDERATIONS**

Facilities that are critical to government response and recovery activities (i.e., life, safety, property, and environmental protection). These facilities include 911 Centers, EOCs, Police and Fire Stations, Public Works facilities, sewer and water facilities, hospitals, bridges, roads, shelters, and more.

**PRIMARY AUTHORITIES**

The City’s Police Dept. has the lead role in terrorism event incident management within the City. Urgent care partners, Clackamas County Public Health, and the City’s Information Technology Dept. will be heavily involved and help lead incident management. Coordination with the neighboring cities, fire districts, and the county will be necessary to establish authority in unincorporated areas of incident impact. The lead agencies for the State and federal government are the Oregon State Police and the Federal Bureau of Investigation (FBI), respectively.

This appendix identifies and describes authorities applicable to the City of Canby’s response and recovery to a terrorism emergency. This annex is issued in accordance with and under the Authorities outlined in section 1.6 of the EOP’s Basic Plan. This includes provisions of ORS Chapter 401 and The Canby Municipal Code 2.52.050, “Declaration of Emergency,

This appendix does not alter or impede the ability of any state, local, tribal, or territorial (SLTT) governments or federal departments/agencies to exercise their authority or to perform their responsibilities under the law. City entities may take appropriate independent emergency actions pursuant to their statutory authorities and those described in alignment with Federal, State, County, and City policy. This appendix does not create new authorities nor change existing authorities.

City agencies may take appropriate independent emergency actions within the limits of their own statutory and/or regulatory authorities to protect the public, mitigate immediate hazards, and gather information concerning the emergency to avoid delay.





## Concept of Operations

The operational phases provide a sequencing structure for organizing response and recovery operations. Phases are not distinguished by date or time but rather by the nature of the activity performed and the achievement of a desired end state. Although the scope of this annex update includes Recovery, or Phase 3, terrorism incidents can be extremely unexpected and require increased emphasis on pre-incident activities and initial response activities. Therefore, the content below focuses on information and activities that take place during Phases 1 and 2.

There are multiple ways in which a terrorism incident can unfold. Many departments and agencies can be involved in public safety actions during steady state, and even more may be engaged as an incident is detected. Some activities may be occurring before this annex is applicable, and some departments or agencies may have initiated their responses as part of their statutory authorities.

### **OPERATIONAL PHASES**

#### **PHASE 1 (PRE-INCIDENT)**

This phase is characterized by pre-incident awareness, preparedness, protection, and mitigation activities. The federal government funds and conducts research and provides mitigation guidelines. Pre-incident activities also involve the development of response plans as well as the conducting of training and exercises for incident response.

The exchange of threat information is essential for preventing or reducing an attack and enhancing response capabilities. When the police Dept. receives credible threat intelligence from federal, state, and local law enforcement agencies, they may notify relevant City departments and allied agencies as needed. The police Dept. may have classified information that cannot be shared with other departments and agencies until permission is received.

#### All-Hazard Action Items

The following pre-incident action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Determine the key stakeholders that should be notified of the arising situation.
- Consider the limited activation of the EOC.
- Conduct pre-incident planning for protective actions (e.g., sheltering-in-place, evacuation, activation of warming shelters).
- Identify and review established evacuation routes and alternate routes for areas vulnerable to the incident.
- Prepare public information materials to inform residents and businesses of protective measures. Utilize multiple media types, including print, television, radio, and social media.
- Identify and review existing agreements for mutual support and identify additional community partners, including local contractors, vendors, and private organizations that may be able to assist.
- Anticipate potential unmet needs or resource shortfalls and identify strategies for meeting those needs.
- Identify and review procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.
- Identify and review existing SOPs and agency-specific protocols specific to the incident. Ensure that copies of all documents are available to the response personnel, as necessary.
- Ensure that all departments are notified to provide situational awareness to the CEMSC and/or the EOC if activated.
- Prepare disaster declaration materials if appropriate. Brief key leadership.
- Conduct just-in-time training based on incident requirements.



### Terrorist/Active Threat-Specific Action Items

In addition to the pre-incident actions listed, Once intelligence indicates the potential for a terrorist or active shooter incident, City departments may be directed to increase their readiness to conduct response operations. These efforts may include:

- Maintain and revise, as needed, applicable response plans pertaining to terrorism/Active Threat-related incidents, including the EOP and agency-specific SOPs.
- Ensure necessary personnel participate in appropriate training and exercises, as determined by the City's EM, ESF 4 – Firefighting, and ESF 8 – Public Health.
- Participate in Clackamas County, regional, State, and federal terrorism preparedness activities, seeking an understanding of interactions with participating agencies in a terrorism scenario.
- Ensure that emergency contact lists are updated and establish a pre-event duty roster for the EOC. Include appropriate regional, State, and federal emergency contacts for terrorism response.
- Inform CCDM of any significant developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment)
- Prepare radio messaging to be used by local radio stations and scripts to be used on local television station(s) for emergency broadcasts. Include release instructions and maps as appropriate.
- Identify private and public agencies, local contractors, and vendors that could be affected by and/or involved in supporting the response to the incident.
  - Incorporate into planning efforts.
  - Develop memoranda of understanding with appropriate private businesses.
  - Maintain a list of contracts and vendors, including their names, contact information, and specialties.
- Pre-designate emergency transportation routes and alternate routes for areas vulnerable to terrorism-related incidents.
- Ensure that terrorism response equipment and personnel inventories for the County and the regional teams are updated. This includes response to CBRNE agents. Evaluate and maintain response and communications equipment. Keep a stock of necessary supplies.
- Familiarize staff with requirements for requesting State and Federal Disaster Assistance. [Robert T. Stafford Disaster Relief and Emergency Assistance Act and Oregon EOP]
- Enhancing personnel and facility security
- Monitor social media and other avenues for potential terrorism-related threats.
- Identify potential protective measures, including:
  - Shelter-in-place resources and activities.
  - Pre-identified evacuation routes and alternate routes for potential targets of terrorist activity.
- Evaluate current resources and identify potential needs and shortfalls (e.g., personnel trained in HazMat response, shelter-in-place supplies).

The EOC may be activated to develop enhanced situational awareness, expedite decision-making, conduct stakeholder notification and coordination, develop public information, and provide more significant support to City departments.



Utility Failure

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Monitor severe weather reports that may affect utilities (e.g., high winds, drought, flooding).
- Identify potential protective measures, including:
  - Remove tree branches or trees from power line areas.
  - Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc., in determining proper precautions and emergency actions prior to a utility failure.
  - Confirm emergency contact information for each utility that provides service in the area.
  - Check emergency generators to ensure they are in working condition.
  - Review hazard information for vital facilities and the impact of a significant utility failure on one or more of those facilities.
  - Coordinate with utilities to procure and produce information for distribution to the public (e.g., "What to Do When the Lights Go Out").
- Evaluate current resources and identify potential needs and shortfalls (e.g., generators, equipment for clearing roads of debris, personnel).

**PHASE 2 (INCIDENT OCCURS)**

The transition from Phase 1 to Phase 2, as defined in this annex, marks the start of formal unified interagency coordination. Phase 2 is focused on an immediate, coordinated, and effective response to Save lives and reduce casualties after confirming an emergency incident. It supports the synchronization of activities, priorities, resources, and decisions. Phase 2 also includes response activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 2 progresses, the scope of recovery activities increases while the scope of response activities decreases. Phase 2 ends when critical lifesaving response resources are demobilized, and recovery operations begin.

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the Federal government assists as required. The County EOC typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents. The Oregon Office of Emergency Management (OEM) and the FEMA are the state and federal consequence management leads.

All-Hazard Action Items

The following response action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Activate local warning/alert systems as appropriate.
- Assist the EOC Safety Officer in ensuring that actions are taken to protect personnel and emergency equipment from possible damage by the incident.
- Conduct EOC operations in accordance with the IAP process. For more information on the IAP Process, click here.
- Activate mutual aid as needed, including placing backup teams on standby.
- Ensure that all required notifications have been completed. Consider the following:
  - Local, regional, state, and federal agencies/entities that may be able to mobilize resources to support local response efforts.
  - Mutual aid partners
  - Private-sector partners with which existing contracts are in place.
  - Adjacent jurisdiction EOCs
  - Agency operations centers
- Coordinate resource access, deployment, and storage in the operational area and track resources as they are dispatched and/or used.
- Determine the need for an emergency/disaster declaration and submit it as needed.
- Facilitate public information through the PIO with approval by the EOC IC.
- If appropriate, establish and/or participate in a JIC and designate a lead PIO for the City.
- Maintain incident documentation, including financial records, for potential reimbursement.



- Develop appropriate reports to maintain situational awareness, including, but not limited to:
  - Damage assessment.
  - Repair and restoration of essential services and vital systems needed.
  - Injuries and deaths
  - Major equipment damage accrued during response activities.
- Develop and deliver situation reports (recurring action at regular intervals). [ICS Form 209 – Incident Status Summary]
- Develop and regularly update the IAP (recurring action). [ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, ICS 208 – Safety Message, Incident Map]

#### Terrorist/Active Threat-Specific Action Items

In case of a terrorist or active shooter incident, the City will immediately respond using its public safety Dept. and the ICS. Local, state, and federal law enforcement agencies will assist in the response and investigation. Specialized law enforcement resources such as tactical, negotiation, CBRNE, evidence response, surveillance, and technical services may be utilized based on the nature of the incident.

Mass casualty management, including triage, treatment, and transportation, will follow the procedures established in the [Oregon EOP](#). Fatality management will adhere to the procedures of the County Sheriff's Dept. to preserve the incident scene and prevent the commingling of remains.

If the incident involves the use of a Weapon of Mass Destruction (WMD), the IC may direct the evacuation of impacted areas based on various factors such as the suspected material involved, exposure limits, likely plume area, and the vulnerabilities of the population at risk. The IC will consider options including shutting down heating and ventilating systems, sheltering in place, vertical evacuation, partial evacuation, or total evacuation.

The City Police Dept. will manage investigative and intelligence activities, with the Clackamas County Sheriff's Office, Oregon State Police, and the Federal Bureau of Investigation as the lead agencies at County, State, and Federal levels, respectively. The FBI may deploy a Special Agent in Charge (SAC) to the Incident Command Post (ICP) or assist in establishing a Joint Operations Center (JOC). The City and the state have primary authority to respond to terrorism consequences, with federal government assistance as required.

An Investigations Group may be established to oversee and direct all investigative activities related to threats, critical incidents, or special events. This group, composed of investigative personnel from relevant agencies, implements the strategy of the FBI SAC by directing the collection and management of investigative information. Crime scene security and evidence collection will be coordinated through the ICS.

The City of Canby's EOC may be activated to support field personnel, coordinate City Dept. efforts, and collaborate with the Clackamas County Operational Area and other stakeholders.

In addition to the pre-incident actions listed above, the following action items may be appropriate for Terrorism/Active Threat incidents:

- Determine if any advisories should be issued to the public.
- If an explosive device is found, clear the immediate area and notify appropriate first responders.
  - Be aware of any secondary devices that may be on site.
  - Be cognizant that CBRNE agents may be present.
- Activate EOC and participate in UCS. UCS may consist of City, County, regional, state, and federal crisis management, and consequence management agencies.
- Control and investigate the crime scene and collect evidence, photographs, and video recordings.
- Estimate ongoing emergency staffing levels and shift rotation plans and request personnel support.
  - Consider the need for specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.
- Develop work assignments for necessary ICS positions (recurring action). [[ICS Form 203: Organization Assignment List](#)]



- Establish an Incident Command Post near the incident location. The Incident Command Post should be uphill and upwind of the incident location (cold zone). [[ERG](#)]
- Notify ESF 4 and ESF 8 supporting agencies (dependent on the type of incident) and the County Court.
  - Identify local, regional, and state agencies that may be able to mobilize resources to the EOC for support.
- All departments should keep IC and/or the EOC (if activated) informed of any significant developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the areas that may be affected. Maintain situational awareness and keep Command staff, support agencies, adjacent jurisdictions, and liaisons updated on situational changes.
  - Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/Clackamas County Communications (C-COM), adjacent jurisdictions, federal agencies (including FBI), and ESF leads/coordinators (as necessary/required) of any situational changes.
  - Verify that the hazard perimeter and hazard zone security have been established.
  - Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.
  - Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate PPE requirements, decontamination requirements, and health monitoring requirements.
- Determine if the threat level for the affected area should be elevated and inform appropriate agencies if so.
- Disseminate appropriate and approved warnings to the public. [ESF 15- External Affairs]
- Confirm or establish communications links among adjacent jurisdiction EOCs, appropriate agency operations centers, and the State ECC if activated. [*ESF 2 – Communications*]
  - Confirm operable phone numbers and verify the functionality of alternate communications resources, if necessary.
- Dedicate time during each shift to prepare for shift change briefings.
- Manage and coordinate interagency function (MAC is the primary goal)
- Implement local plans and procedures for Terrorism operations. Ensure that copies of all documents are available to the response personnel. Implement agency-specific protocols and operating procedures. [*Clackamas County Local First Responder Protocols*]
- Obtain current and forecasted weather to project potential HazMat vapor plumes (recurring).
  - Note: Vapor plume modeling support may be obtained through regional HazMat teams, State, and/or EPA.
- Determine the need to implement evacuations and sheltering activities (recurring). Evacuation assistance should be provided through interactions with ESF 1 – Transportation, ESF 6 – Mass Care, ESF 15 – External Affairs. Determining the use of shelters in place of surrounding residences and public facilities should be made. [*SA 5 – Evacuation*]
  - Note: Refer to the U.S. DOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.
- Determine the need for and activate EMS (recurring). [ESF 8 – Public Health]
- Determine the need for additional resources and request as necessary through appropriate channels (recurring) [ESF 7 – Logistics Management and Resource Support]
- Submit a request for emergency/disaster declaration, as applicable. [Basic Plan, Appendix A – Sample Disaster Declaration Forms]
- Activate MAAs as needed. Activation includes placing backup teams on standby and alerting resource supplies of both potential and current needs.
- Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. [[ICS Resource Tracking Forms](#)]



- Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.
- If appropriate, establish a JIC and designate a lead PIO for the jurisdiction. [ESF 15 – External Affairs]
- Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts. (recurring) [ESF 15 – External Affairs]
  - Public information should be reviewed and approved for release by the EOC Manager and/or on-scene IC or designee prior to dissemination to the public.
- Maintain accurate records for reimbursement requests and historical information reports. [IAP Guide]
  - All EOC and incident assignments, the person(s) responsible, and actions taken should be documented in logbooks. [ICS Form 214 – Unit Log]
  - All messages and the names of those sending and receiving them should be documented in the EOC log.
  - Collect records and bills generated during the incident to ensure timely submittal of documents for reimbursement.
- Develop and deliver situation reports (recurring at regular intervals). [[ICS Form 209 – Incident Status Summary](#)]
- Develop and regularly update an EOC IAP (recurring). [[ICS Form 202 – Incident Objectives](#)]
  - Developed by the Planning Section and approved by the EOC and/or on-scene IC, the IAP should be discussed at regular intervals and modified as the situation changes.
  - Ensure objectives and tasks outlined in the IAP are implemented.
  - Ensure actions are taken to protect personnel and emergency equipment from damage by the incident.
- Conduct damage assessment and develop reports. (recurring)
- Activate, if necessary, appropriate recovery strategies outlined in COOPs and/or COG plans.
- Ensure that all reports of injuries, deaths, and significant equipment damage accrued during response activities are communicated to the EOC Manager and/or on-scene IC.

#### Utility Failure

In the case that the incident could cause a utility failure, the following action items may be appropriate:

- Continue to monitor severe weather reports that may affect utilities.
- Monitor secondary hazards associated with utility failure (e.g., traffic accidents due to signals being out, public health concerns, communication difficulties, heating and cooling difficulties).
- Implement protective measures (e.g., utilize backup generators and clear debris from roads).
- Identify the following:
  - General boundary of the affected area
  - Extent of utility disruption
  - Immediate needs of response forces or utilities
  - Estimated time of repair or duration of outage
  - Estimated population affected.
- Coordinate with the American Red Cross to open shelters as appropriate.
- Establish communication with and request a liaison from the utility as appropriate.

#### **PHASE 3 (RECOVERY/DEMOBILIZATION)**

The transition from Phase 2 to Phase 3, as defined in this annex, begins once the threat to public safety has been eliminated. Phase 3 is focused on restoring, redeveloping, and revitalizing the health, social, economic, natural, and environmental fabric of the community and building a more resilient City. Disaster Recovery supports a coordinating structure that facilitates communication and collaboration among all stakeholders. Phase 3 also includes recovery activities that facilitate the transition to and support for the Recovery Mission Area. As Phase 3 progresses, the scope of mitigation activities increases while the scope of recovery activities decreases. Phase 3 ends when community systems are restored and when mitigation operations begin.



Recovery/demobilization actions begin once the threat to public safety has been eliminated. The following recovery action items are appropriate to most incidents; however, the actions should be evaluated for appropriateness in any given situation and do not replace common sense or SOPs.

- Continue to monitor incident-specific secondary hazards.
- Coordinate with the American Red Cross to determine how long shelter operations will be continued if activated during the incident.
- Implement intermediate and long-term recovery activities.
- Develop a strategy for transitioning the coordination and communication mechanisms for ongoing recovery efforts (e.g., the role of the EOC, situational awareness updates, and communications protocols).
- Consider long-term environmental impacts and remediation needs and implement actions.
- Develop a Demobilization Plan to assist in an orderly demobilization of emergency operations. [ICS Form 221 – Demobilization Plan]
- Deactivate/demobilize the EOC, agency operations centers, and Command posts.
- Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement. Develop an AAR based on these debriefings.
- Develop recommendations and correct any deficiencies reflected in the AAR regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future emergencies related to this type of incident.
- Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.



## **CONCEPT OF OPERATIONS**

### **CITY OPERATIONS**

The Canby Police Dept. will serve as the lead local agency for responding to and mitigating terrorist acts, terrorist threats, or active shooter incidents, as well as intelligence collection and criminal investigation activities. Fire District #62 will serve as the lead local agency for addressing the consequences of a terrorist or active shooter incident, including providing and coordinating EMS, rescue, hazard materials release containment and decontamination, and fire suppression.

Immediately following a terrorist or active shooter incident, and for as long as a state of emergency exists within the City, response to the event will be the priority of all City departments and agencies. All response partners will be directed to achieve the following objectives:

- Save lives.
- Reduce immediate threats to life, public health and safety, public and private property, and the environment.
- Provide necessary mass care, shelter, and medical services to City residents and other members of the public.
- Safeguard the health and safety of first responders.
- Restore the operations of facilities, whether public or privately owned, that are essential to the health, safety, and welfare of the community, including critical City facilities, utilities, and transportation infrastructure.
- Assess damage to infrastructure, public facilities, and the built environment.
- Expedite the restoration of services, the economy, and the community at large, and begin the process of recovery.
- Keep the community informed.

### **DETECTION**

Early detection of a terrorist or active threat is a crucial step in preventing or mitigating the impact of an attack. The City can use various methods and sources to detect potential threats, such as:

- Intelligence gathering and analysis from law enforcement agencies, federal partners, and international allies.
- Surveillance and monitoring of public spaces, critical infrastructure, and high-risk locations using cameras, sensors, drones, or other technologies.
- Community engagement and reporting of suspicious activities, behaviors, or materials by citizens, businesses, or organizations
- Threat assessment and risk management of individuals, groups, or events that may pose a danger to the City or its residents.
- Early warning systems and alerts that notify the relevant authorities and stakeholders of any imminent or credible threat.

By using these detection methods, the City can enhance its situational awareness, identify vulnerabilities, and respond effectively to any terrorist or active threat.

### **INCIDENT RECOGNITION/INITIAL DECISION-MAKING PROCESS**

Once the early warning systems and alerts detect a terrorist or active threat, the City will initiate its incident recognition and initial decision-making process. This process involves assessing the nature, scope, and severity of the threat, as well as its potential impact on public safety, infrastructure, and essential services. The City will also determine the appropriate level of response and activation of resources, such as law enforcement, fire, EMS, and other specialized units. The City will prioritize the protection of life, property, and the environment, as well as the restoration of normal operations as soon as possible. The City will follow the established protocols and procedures for incident management, communication, and coordination with other agencies and stakeholders.



# APPENDICES



**CANBY EOP 2024**



## APPENDIX 1: CITY DEPARTMENTS & COMMUNITY PARTNERS

Agency	Description	EOP - EOC Responsibilities
<i>City Administration Dept.</i>	Provides several direct and support services including overall day-to-day management of operations for the City organization and City Council by the City Administrator. Additional responsibilities include the office of the City Recorder and legal counsel to the City Mayor and City Council through the office of the City Attorney. The Dept. also manages business licenses, animal permits, liquor licenses, records management, and public record requests.	
<i>City Area Transit Dept.</i>	Since 2002, CAT has served the residential and business community with a range of accessible, dependable, and efficient public transportation.	
<i>City Business Dept.</i>	actively supports local businesses, offering an attractive industrial and commercial space	
<i>City Cemetery Dept.</i>	Manages Zion Memorial Park Cemetery and Mausoleum, covers about 20 acres with 11 developed. Organized in January 1897 by the Zion Cemetery Association, it became city-managed in 1937. A mausoleum was added in 1989. It is a historic site with limited new burials, mostly in family plots.	
<i>City Recorder Dept.</i>	The Office of the City Recorder provides friendly, professional, and efficient service. Responsibilities include overseeing the preparation of materials for the City Council meeting, protecting and preserving official City records, maintaining the City Code, assisting with public records requests, and serving as the chief election officer.	
<i>City Court Dept.</i>	The Canby Municipal Court adjudicates city and state law offenses committed within city limits, such as misdemeanors, traffic violations, code ordinance violations, and parking citations.	
<i>City Development Services Dept.</i>	This Dept. processes all land use applications within the City of Canby, including subdivisions, partitions, and site and design reviews. It provides development services, zoning reviews, and public information on property-related issues.	
<i>City Economic Development Dept.</i>	Looking for available industrial land, a business-friendly climate, and a lower cost of doing business—all just 25 minutes from Portland, Oregon? Canby offers site selectors the industrial and commercial locations they have been seeking. A business-friendly and progressive team, the Canby economic development staff is committed to helping businesses relocate, grow, and thrive.	
<i>City Finance Dept.</i>	Manages the City’s finances and maintains a high standard of accountability while providing quality customer service. Operations include payroll, cash management, accounting for fixed assets, accounts payable and procurement, accounts receivable, improvement districts, grant tracking, debt management, and ongoing financial analysis. Coordinates the annual budget process, monitors budget compliance, and manages utility billing collection for sewer, street maintenance, and park maintenance fees, as well as CAT, Tax collection, and Transient Room Tax collection.	
<i>City Fleet Services Dept.</i>	Responsible for managing and maintaining a fleet of vehicles for the city by offering vehicle support and maintenance.	



Agency	Description	EOP - EOC Responsibilities
<i>City Human Resources Dept.</i>	Provides personnel support for all City employees. Manages the City's recruitment, training and development, compensation, and salary classifications, manages two union contracts, and reviews and manages the City's benefits package to ensure the best possible rates and protection for employees at a reasonable rate.	
<i>City Information Technology Dept.</i>	Manages the City's information and communication technologies, including the City's network, phone system, computers, servers, website, and broadcast applications. Provides special project assistance and aims to provide excellent customer service to both City staff and the public.	
<i>City Library</i>	Offers a range of services, including lending books and other materials, providing access to digital resources, and hosting community events.	
<i>City Parks &amp; Recreation Dept.</i>	Manages a variety of park facilities available to the public. They provide areas like Wait Park and other recreational facilities for events and everyday use, emphasizing accessibility and community enjoyment. The Dept. also offers a parks acquisition plan and maintains several parks to support community activities and preserve natural spaces.	
<i>City Police Dept.</i>	The Canby Police Dept. provides the community with a full range of police services twenty-four (24) hours a day, seven (7) days a week. The Clackamas County Dept. of Communications, also known as C-COM, provides 9-1-1 Emergency and Non-Emergency (503-655-8211) dispatch services to Canby officers.	
<i>City Public Works Dept.</i>	The City of Canby Public Works Dept. is responsible for streets, including street lighting, storm drains, parks, building maintenance, Zion Memorial Cemetery, and the Wastewater Treatment Plant. Canby Utility administers water and electric.	
<i>City Stormwater Dept.</i>	Manages stormwater through several strategies to minimize flooding, erosion, and pollution. They use bio-swales, tree planting, and restoration of natural areas to promote absorption into the ground	
<i>City Streets &amp; Sewer Dept.</i>	Responsible for maintaining the city's streets and sewer systems. This includes regular street sweeping, maintenance of streetlights, and managing sewer-related issues such as blockages and maintenance of sewer laterals.	
<i>City Tourism Dept.</i>	Promotes tourism through a variety of seasonal events, recreational activities, and cultural experiences. They provide opportunities for agricultural tourism, local festivals like the Dahlia and Tulip festivals, and activities in the beautiful parks and recreational areas.	
<i>City Wastewater Dept.</i>	Wastewater management includes treatment processes, a pretreatment program, and a fats, oils, and grease program to prevent environmental contamination. They operate a wastewater treatment plant to process and treat sewage effectively.	
<i>Canby School District – District Safety Officer</i>	The School District Safety Officer works with all school district departments and outside supporting agencies to ensure that students, staff, and visitors are able to function in a safe environment during the school day and during events hosted at Canby Schools.	



Agency	Description	EOP - EOC Responsibilities
<i>Clackamas County Dept. of Disaster Management (CCDM)</i>	CCDM collaborates with County staff, regional and local government agencies, and external emergency response agencies to promote disaster preparedness in Clackamas County.	
<i>Clackamas County Event Center</i>	The Clackamas County Event Center is hosts a variety of community events including the Canby Rodeo and Clackamas County Fair. It has been identified as a support agency and location during emergency events.	
<i>Washington County Emergency Management Cooperative</i>	The Emergency Management Cooperative of Washington County supports development, maintenances, and integrated systems for preparedness for Washington County.	
<i>Multnomah County Office of Emergency Management</i>	The Emergency Management Agency for Multnomah County coordinates and supports community preparedness, response, and recovery.	
<i>Oregon Military Dept.</i>	The Oregon Military Dept. is a community service of citizen soldiers, airmen, and civilians trained and equipped to support and oversee emergency preparedness and disaster response efforts, supporting community efforts as requested or required.	
<i>Oregon Dept. of Emergency Management (OEM)</i>	The Oregon Dept. of Emergency Management coordinates and maintains a statewide emergency service system and coordinates multi-jurisdictional emergency response for local, statewide, and regional emergencies.	



## APPENDIX 2: RESOURCES

### Earthquake

- [Cascadia Playbook Cascadia\\_Playbook\\_V3.PDF \(oregon.gov\)](#)
- [United States Geological Survey \(USGS\) Earthquake Hazards Program](#)
- [Catalog of FEMA Earthquake Resources](#)
- [Resident Guidance from FEMA](#)
- [County EOP, IA 2 – Geologic Emergencies](#)
- [State of Oregon EOP, IA 2 – Earthquake](#)
- [Oregon Resilience Plan](#)

### Major Fire

- [Fire Agency List by Name](#)
- [United States Forest Service Wildland Fire Assessment System, Fire Danger Rating](#)
- [Resident Guidance from FEMA](#)
- [County EOP, IA 1 – Weather Emergencies](#)
- [State of Oregon EOP](#)
  - [ESF 4 – Firefighting](#)
  - [IA 5 – Wildland Fire](#)

### Severe Weather

- [National Oceanic and Atmospheric Association’s National Climatic Data Center](#)
- [United State Drought Monitor, updated weekly](#)
- [Resident Guidance from FEMA \(Ready.gov\)](#)
  - [Severe Weather](#)
  - [Drought](#)
  - [Floods](#)
  - [Snowstorms and Extreme Cold](#)
  - [Thunderstorms and Lightening](#)
  - [Extreme Heat](#)
- [County EOP, IA 1 – Weather Emergencies](#)
- [State of Oregon EOP](#)
  - [IA 1 – Drought](#)
  - [IA 3 – Flood](#)
  - [IA 7 – Severe Weather](#)
- [USGS River Stream Flow data](#)

### Volcano

- [Mount Hood Coordination Plan, June 2013](#)
- [U.S. Geological Survey Volcano Hazards Program](#)
- [Resident Guidance from FEMA](#)
- [County EOP, IA 2 – Geologic Emergencies](#)
- [State of Oregon IA 6 – Volcano](#)

### HazMat

- [Northwest Area Contingency Plan](#)
- [Pipeline and HazMat Safety Administration](#)
- [Chemicals and HazMat Incidents | Ready.gov](#)
- [County EOP—ESF 10 – HazMat Response](#)
- [State of Oregon EOP, ESF 10 – HazMat](#)



## Transportation Accidents (Including Air, Rail, and Road)

- [ODOT Trip Check](#)
- Oregon Dept. of Aviation: Oregon Airports: Oregon Airports: State of Oregon
- Individual airport emergency response plans
- Individual railroad emergency response plans
- State of Oregon Disaster Aviation Annex

## Terrorism

- [County EOP, IA 3 – Terrorism](#)
- State of Oregon EOP
- [IA 8 – Terrorism](#)
- [IA 10 – Cyber Security](#)

## Utility Failure

- [State of Oregon EOP, ESF 12 – Energy](#)
- Electrical company emergency response plans
- Natural gas company emergency response plans
- Cell phone company emergency response plans
- Telecommunications company emergency response plans.



### APPENDIX 3: ICS ROLES & RESPONSIBILITIES EXAMPLE

Role	Description	First	Secondary
Incident Commander (IC)	<ul style="list-style-type: none"> <li>– Have clear authority and knowing agency policy.</li> <li>– Ensure incident safety</li> <li>– Establish an Incident Command Post.</li> <li>– Sets priorities and determine incident objectives/strategies.</li> <li>– Establishing the ICS organization needed to manage the incident and approve IAPs.</li> <li>– Coordinates Command and General Staff activities.</li> <li>– Approves resource requests and use of volunteers/auxiliary personnel.</li> <li>– Ensures AARs are completed.</li> <li>– Authorizes information release to the media.</li> <li>– Orders demobilization as needed.</li> </ul>	Chief of Police	Police Captain
		Chief of Fire District #62	Deputy Chief of Fire District #62
Public Information Officer (PIO)	<ul style="list-style-type: none"> <li>– Determine limits on information release with IC</li> <li>– Develop accurate, accessible, and timely information for press/media briefings.</li> <li>– Obtain IC’s approval of news releases.</li> <li>– Conduct periodic media briefings.</li> <li>– Arrange for tours and other interviews/ briefings that may be required.</li> <li>– Monitor and forward media information that may be useful to incident planning.</li> <li>– Maintain current incident information and summaries.</li> <li>– Ensure incident information is available to EOC staff.</li> <li>– Participate in planning meetings.</li> </ul>	Economic Development Director/ Communications Specialist	City Admin
Liaison Officer	<ul style="list-style-type: none"> <li>– Function as POC a list of assisting/cooperating agencies.</li> <li>– Establish and coordinate interagency contacts.</li> <li>– Monitor incident operations to identify current or potential inter-organizational problems.</li> <li>– Provide current resource status, including limitations and capabilities of agency resources.</li> <li>– Provide agency-specific demobilization information and requirements.</li> </ul>	Police Capt.	Alternate Police Capt.
Safety Officer	<ul style="list-style-type: none"> <li>– Identify and mitigate hazardous situations.</li> <li>– Ensure safety messages and briefings are made.</li> <li>– Exercise emergency authority to stop/prevent unsafe acts.</li> <li>– Review the IAP for safety implications.</li> <li>– Assign assistants qualified to evaluate special hazards.</li> <li>– Initiate preliminary investigations of the incident area.</li> <li>– Review and approve the Medical Plan.</li> <li>– Participate in planning meetings.</li> </ul>	Public Works	Fire District #62



Role	Description	First	Secondary
Operations Section Chief	Manages all tactical operations at an incident. The IAP provides the necessary guidance. The need to expand the Operations Section is dictated by the number of tactical resources involved and is influenced by the span of control considerations. Personnel in this role will be a subject matter expert and part of the responding primary or support agency.	SME on emergency Incident response	Primary or Supporting response agency SME
Planning Section Chief	Responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resource status information, evaluates it, and processes it for use in developing IAPs. Information can be disseminated through the IAP, formal briefings, or map and status board displays.	City Admin	Police
Logistics Section Chief	The Logistics Section Chief provides all timely and efficient incident support needs, except logistics support to air operations. To include facilities, transportation, communications, supplies, equipment maintenance and fueling, food services, and medical services for responders	Public Works	City Admin
Finance/Adm in Section Chief	The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents require a Finance/Administration Section. The section will be activated only when the agencies have a specific need for finance services.	City Admin Director	City Recorder





## APPENDIX 4: Acronyms & Explanation of Terms

### Acronyms

Acronym	Term	Acronym	Term
AAR	After Action Report	EM	City Emergency Manager
ADA	Americans with Disabilities Act	EMP	Emergency Management Program
BCC	Clackamas County Board of County Commissioners	EMS	Emergency Medical Services
CARES	Clackamas Amateur Radio Emergency Services	EOP	Emergency Operations Plan
CAT	City Area Transit Dept	EPA	Environmental Protection Agency
CBRNE	Chemical, Biological, Radiological, Nuclear, and high yield Explosives	ESF	Emergency Support Function
CCDM	Clackamas County EM	FEMA	Federal Emergency Management Agency
CCOM	Clackamas Communications	GIS	Geographic Information System
CCPHD	Clackamas County Public Health Division	HazMat	Hazardous Materials
CEMP	Comprehensive Emergency Management Plan	HMAC	Hazard Mitigation Advisory Committee
CEMSC	Canby Emergency Management Steering Committee	HVA	Hazard Vulnerability Assessment
CIKR	Critical Infrastructure and Key Resources	I.E.	id est
CISA	Cybersecurity and Infrastructure Security Agency	IA	Incident Annex
City's Senior Officials	City Council and City Manager	IAP	Incident Action Plan
COG	Continuity of Government	ICS	Incident Command System
COOP	continuity of operations	IMT	Incident Management Team
County	Clackamas County	JIC	Joint Information Center
CPG	Comprehensive Preparedness Guide 101	JIS	Joint Information System
CWPP	Clackamas County Community Wildfire Protection Plan	MAA	Mutual Aid Agreements
DAFN	Disabilities and Access and Functional Needs	MAC	Multi-Agency Coordination
Dept.	Department	MHz	Megahertz
DOGAMI	State of Oregon's Dept. of Geology and Mineral Industries	NHMP	Natural Hazard Mitigation Plan
DTD	Clackamas County Dept. of Transportation and Development	NIMS	National Incident Management System
E.G.	exempli gratia	NQS	National Qualification System
EAS	Emergency Alert System	NRF	National Response Framework
ECC	State Emergency Coordination Center	OCCRI	Oregon Climate Change Research Institute
ODF	Oregon's Dept. of Forestry	POD	Point of Dispensation



ODOT	Oregon's Department of Transportation	PPE	Personal Protective Equipment
OEM	Oregon's Department of Emergency Management	RDPO	Regional Disaster Preparedness Organization
OERS	Oregon Emergency Response System	SA	Support Annex
OHA	Oregon Health Authority	SAR	Search and Rescue
ORS	Oregon Revised Statutes	SCIP	Oregon – Statewide Communications Interoperability Plan
OSFM	Oregon State Fire Marshal	SIEC	State Interoperability Executive Council
OSHA	Occupational Safety and Health Administration	SOP	Standard Operating Procedure
OSSPAC	Oregon Seismic Safety Policy Advisory Commission	SRFs	State Recovery Functions
OTFC	Oregon Terrorism Information Threat	State	State of Oregon
PA	Public Assistance	SWIC	Statewide Interoperability Coordinator
PIC	Public Information Center	TEP	Training and Exercise Plan
PIO	Public Information Officer	UCS	Unified Command Structure
POC	Point of Contact	WUI	Wildland Urban Interface

## Explanation of Terms

Term	Definition
Acquisition Procedures	A process used to obtain resources to support operational requirements.
Agency Administrator/ Executive	The official responsible for administering policy for an agency or jurisdiction. An Agency Administrator/Executive (or other public official with jurisdictional responsibility for the incident) usually decides to establish an Area Command.
Agency Dispatch	The agency or jurisdictional facility from which resources are sent to incidents.
Agency Representative	A person assigned by a primary, assisting, or cooperating Federal, State, tribal, or local government agency, or nongovernmental or private organization, which has been delegated authority to make decisions affecting that agency's or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.
Agency	A division of government with a specific function offering a particular kind of assistance. In the ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance). Governmental organizations are most often in charge of an incident, though in certain circumstances, private-sector organizations may be included. Additionally, nongovernmental organizations may be included to provide support.
All-Hazards Approach	Describing an incident, natural or human-caused, that warrants action to protect life, property, environment, and public health or safety and to minimize disruptions of government, social, or economic activities.
Allocated Resource	Resource dispatched to an incident.



Area Command	An organization is established to oversee the management of multiple incidents that are each being managed by a separate ICS organization or to oversee the management of a very large or evolving incident that has various IMTs engaged. An Agency Administrator/Executive or other public official with jurisdictional responsibility for the incident usually decides to establish an Area Command. An Area Command is activated only if necessary, depending on the complexity of the incident and incident management span-of-control considerations.
Assessment	The process of acquiring, collecting, processing, examining, analyzing, evaluating, monitoring, and interpreting the data, information, evidence, objects, measurements, images, sound, etc., whether tangible or intangible, to provide a basis for decision-making.
Assigned Resource	Resource checked in and assigned work tasks on an incident.
Assignment	The task is given to a personnel resource to perform within a given operational period that is based on operational objectives defined in the IAP.
Assistant	Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and Responsibility that is subordinate to the primary positions. Assistants may also be assigned to Unit Leaders.
Assisting Agency	An agency or organization providing personnel, services, or other resources to the agency with direct responsibility for incident management. See Supporting Agency.
Available Resource	Resource assigned to an incident, checked in, and available for a mission assignment, typically located in a Staging Area.
Badging	The assignment of physical incident-specific credentials to establish legitimacy and limit access to various incident sites.
Basic Plan	A Basic Plan is the first section of an EOP. It describes the disaster management configuration and how resources and coordination are arranged during a response. Operational ideas explain how the City and its community agency partners will work together during emergency response and initial recovery. General duties and responsibilities are defined for city departments and agencies during all stages of emergency management.
Branch	The organizational level has functional or geographical responsibility for significant aspects of incident operations. A Branch is organizationally situated between the Section Chief and the Division or Group in the Operations Section and between the Section and Units in the Logistics Section. Branches are identified using Roman numerals or by functional area.
Cache	A predetermined complement of tools, equipment, and/or supplies stored in a designated location, available for incident use.
Camp	A geographical site within the general incident area (separate from the Incident Base) that is equipped and staffed to provide sleeping, food, water, and sanitary services to incident personnel.
Canby's Emergency Management Steering Committee (CEMSC)	A city committee, consisting of city staff and representatives from the community partners, was formed during the EOP update process under the guidance of the Chief of Police. Each member was chosen based on their expertise and contributions to emergency operations for the City.



Categorizing Resources	The process of organizing resources by category, kind, and type, including size, capacity, capability, skill, and other characteristics. This makes the resource ordering and dispatch process within and across organizations and agencies, and between governmental and nongovernmental entities, more efficient, and ensures that the resources received are appropriate to their needs.
Certifying Personnel	The process of authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for essential incident management functions.
Chain of Command	The orderly line of authority within the ranks of the incident management organization.
Check-In	The process through which resources first report an incident. All responders, regardless of agency affiliation, must report in to receive an assignment in accordance with the procedures established by the IC.
Chief	The ICS title for individuals responsible for the management of functional Sections
City Emergency Manager (EM)	The City of Canby's Emergency Manager is appointed to the Chief of Police by the City Council in accordance with Canby's Municipal Code 2.52: Emergency Preparedness. The City EM is entrusted with the responsibility of strategically planning, preparing, and ensuring prevention, protection, mitigation, response, and recovery in the event of emergencies or disasters, aiming to safeguard the well-being of Canby residents and their property. This role involves the coordination and facilitation of emergency planning, preparedness, response, and recovery efforts.
Command Staff	The staff report directly to the IC, including the PIO, Safety Officer, Liaison Officer, and other positions as required. They may have an assistant or assistants as needed.
Command	The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.
Common Operating Picture	An overview of an incident by all relevant parties that provides incident information enabling the IC / UCS and any supporting agencies and organizations to make effective, consistent, and timely decisions.
Common Terminology	Commonly used words and phrases-avoiding the use of different words/phrases for the same concepts to ensure consistency and to allow diverse incident management and support organizations to work together across a wide variety of incident management functions and hazard scenarios.
Communications	The process of transmission of information through verbal, written, or symbolic means.
Communications/ Dispatch Center	Agency or interagency dispatch centers, 911 call centers, emergency control or Command dispatch centers, or any naming convention given to the facility and staff that manages emergency calls from the public and communication with emergency management/response personnel. The center can serve as a primary coordination and support element of the MAC System(s) for an incident until other aspects of the MACS are formally established.
Community Partners	The key stakeholders throughout Canby's community are identified by the City's EMP for their expertise and access to critical resources during emergency situations. Canby's Community Partners' representatives include leaders from



	businesses, public health facilities, city and county personnel, faith-based and vulnerable population organizations, and members of the general public. Their active participation is essential in strengthening preparedness efforts across our entire community, promoting self-reliance within our city's neighborhoods and families.
Complex	Two or more individual incidents located in the same general area and assigned to a single IC or UCS.
Comprehensive Preparedness Guide 101 (CPG)	A guide designed to assist jurisdictions with developing operations plans. It promotes a common understanding of the fundamentals of planning and decision-making to help emergency planners examine a hazard and produce integrated, coordinated, and synchronized plans.
Continuity of Government (COG)	A coordinated effort within the Federal Government's executive branch to ensure that National Essential Functions continue to be performed during a catastrophic emergency (as defined in National Security Presidential Directive 51/Homeland Security Presidential Directive 20).
Continuity of Operations (COOP)	An effort within individual organizations to ensure that Primary Mission Essential Functions continue to be performed during a wide range of emergencies.
Cooperating Agency	An agency supplying assistance other than direct operational or support functions or resources to the incident management effort.
Coordinate	To advance an analysis and exchange of information systematically among principals who have or may have a need-to-know certain information to fulfill specific incident management responsibilities.
Corrective Actions	The implementation of procedures that are based on lessons learned from actual incidents or training and exercises.
Credentialing	The authentication and verification of the certification and identity of designated incident managers and emergency responders.
Critical Infrastructure	Assets, systems, and networks, whether physical or virtual, are so vital to the United States that the incapacitation or destruction of such assets, systems, or networks would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters.
Delegation of Authority	A statement provided to the IC by the Agency Executive delegating authority and assigning responsibility. The delegation of authority can include objectives, priorities, expectations, constraints, and other considerations or guidelines, as needed. Many agencies require a written delegation of authority to be given to the IC prior to assuming Command of more significant incidents. (Also known as Letter of Expectation.)
Demobilization	The orderly, safe, and efficient return of an incident resource to its original location and status.
Deputy	A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or to perform a specific task. In some cases, a deputy can function as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the IC, General Staff, and Branch Directors.



Director	The ICS title for individuals responsible for the supervision of a Branch.
Disabilities and Access and Functional Needs (DAFN)	Refers to a population whose members may have additional needs before, during, and after an incident in functional areas, including but not limited to
Dispatch	The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.
Division	The organizational level has responsibility for operations within a defined geographic area. Divisions are established when the number of resources exceeds the manageable span of control of the Section Chief. See Group.
Emergency Management Assistance Compact (EMAC)	A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected State can request and receive assistance from other member States quickly and efficiently, resolving two critical issues upfront.
Emergency Management/Response Personnel	Includes Federal, State, territorial, tribal, sub-state regional, and local governments, NGOs, private sector-organizations, critical infrastructure owners and operators, and all other organizations and individuals who assume an emergency management role. (Also known as emergency responder.)
Emergency Management Panel Committee	The key stakeholders from Canby's community who were identified by the City's EMP for their expertise in the city's emergency operations and available resources. The panel was created to hire a consulting firm to assess and update the City's EOP and to provide insight and advice during the update process.
Emergency Operations Center (EOC)	The physical location at which the coordination of information and resources to support incident management (on-scene operations) activities usually takes place. An EOC may be a temporary facility or in a more central or permanently established facility at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement, medical services), by jurisdiction (e.g., Federal, State, regional, tribal, city, county), or by some combination thereof.
Emergency Operations Plan (EOP)	An ongoing plan for responding to a wide variety of potential hazards.
Emergency Public Information	Information that is disseminated primarily in anticipation of or during an emergency. In addition to providing situational information to the public, it frequently includes directive actions required to be taken by the public.
Emergency Support Function (ESF)	An ESF describes city coordinating structures that group resources and capabilities into functional areas most frequently needed in a city response. The ESF Annexes in this EOP outline guide how to organize City resources and capabilities utilized during a disaster. Each ESF list the primary response agency and their response partners from community partners, county, state, and federal levels with situational expertise and responsibility for Emergency Operations Center (EOC) operations.



Emergency	Any incident, whether natural or human-caused, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency means any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.
Essential Records	Information systems technology, applications, infrastructure, electronic and hardcopy documents, references, and records are needed to support the continued performance of essential functions during a continuity activation.
Evacuation	The organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas and their reception and care in safe places.
Event	See Planned Event.
Federal	Of or pertaining to the Federal Government of the United States of America.
Field Operations Guide	Durable pocket or desk guides that contain essential information required to perform specific assignments or functions.
Finance/ Administration Section	The ICS Section is responsible for all administrative and financial considerations surrounding an incident.
Function	The five primary activities in the ICS
General Staff	A group of incident management personnel organized according to function and reporting to the IC. The General Staff typically consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief. An Intelligence/Investigations Chief may be established, if required, to meet incident management needs.
Group	An organizational subdivision was established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a particular function not necessarily within a single geographic division. See Division.
Hazard	Something potentially dangerous or harmful is often the root cause of an unwanted outcome.
Incident Annex (IA)	An Incident Annex provides details on the policies, situational dynamics, operational concepts, and responsibilities relevant to the municipal management of emergency operations for various incidents. The EOP contains IAs for Earthquakes, Severe Weather, Major Wildfires, Volcanic Events, Hazardous Materials Exposure, Public Health Crises, Water Contamination, and Acts of Terrorism operations.
Incident Action Plan (IAP)	An oral or written plan containing a general objective reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and critical information for the management of the incident during one or more operational periods.
Incident Base	The location at which primary Logistics functions for an incident are coordinated and administered. There is only one Base per incident. (Incident name or other designator will be added to the term Base.) The Incident Command Post may be co-located with the Incident Base.



Incident Command Post (ICP)	The field location where the primary functions are performed. The ICP may be co-located with the Incident Base or other incident facilities.
Incident Command System (ICS)	A standardized on-scene emergency management construct specifically designed to provide an integrated organizational structure that reflects the complexity and demands of single or multiple incidents without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a typical organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
Incident Command	The ICS organizational element is responsible for the overall management of the incident and consists of the IC (either single or UCS) and any assigned supporting staff.
Incident Commander (IC)	The individual is responsible for all incident activities, including the development of strategies and tactics and the ordering and release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.
Incident Management Team (IMT)	An IC and the appropriate Command and General Staff personnel were assigned to the incident. The level of training and experience of the IMT members, coupled with the identified formal response requirements and responsibilities of the IMT, are factors in determining the "type," or level, of IMT.
Incident Management	The broad spectrum of activities and organizations providing effective and efficient operations, coordination, and support applied at all levels of government, utilizing both governmental and nongovernmental resources to plan for, respond to, and recover from an incident, regardless of cause, size, or complexity.
Incident Objectives	Statements of guidance and direction are needed to select an appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable yet flexible enough to allow strategic and tactical alternatives.
Incident	An occurrence, natural or human-caused, that requires a response to protect life or property. Incidents can, for example, include significant disasters, emergencies, terrorist attacks, terrorist threats, civil unrest, wildland and urban fires, floods, HazMat spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, tsunamis, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.
Information Management	The collection, organization, and control over the structure, processing, and delivery of information from one or more sources and distribution to one or more audiences who have a stake in that information.





Integrated Planning System	A system designed to provide standard processes for developing and integrating plans for the Federal Government to establish a comprehensive approach to national planning in accordance with the Homeland Security Management System as outlined in the National Strategy for Homeland Security.
Intelligence/Investigations	An organizational subset within ICS. Intelligence gathered within the Intelligence/Investigations function is information that either leads to the detection, prevention, apprehension, and prosecution of criminal activities or the individual(s) involved-including terrorist incidents or information that leads to the determination of the cause of a given incident (regardless of the source) such as public health events or fires with unknown origins. This is different from the average operational and situational intelligence gathered and reported by the Planning Section.
Interoperability	The ability of systems, personnel, and equipment to provide and receive functionality, data, information, and/or services to and from other systems, personnel, and equipment between both public and private agencies, departments, and other organizations in a manner enabling them to operate effectively together. Allows emergency management/response personnel and their affiliated organizations to communicate within and across agencies and jurisdictions via voice, data, or video-on-demand, in real-time, when needed, and when authorized.
Job Aid	A checklist or other visual aid intended to ensure that specific steps of completing a task or assignment are accomplished.
Joint Field Office (JFO)	The primary Federal incident management field structure. The JFO is a temporary Federal facility that provides a central location for the coordination of Federal, State, tribal, and local governments and private-sector and nongovernmental organizations with primary responsibility for response and recovery. The JFO structure is organized, staffed, and managed in a manner consistent with NIMS principles. Although the JFO uses an ICS structure, the JFO does not manage on-scene operations. Instead, the JFO focuses on providing support to on-scene efforts and conducting broader support operations that may extend beyond the incident site.
Joint Information Center (JIC)	A facility was established to coordinate all incident-related public information activities. It is the central point of contact for all news media. Public information officials from all participating agencies should co-locate at the JIC.
Joint Information System (JIS)	A structure that integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.
Jurisdiction	A range or sphere of authority. Public agencies have jurisdiction over an incident related to their legal responsibilities and authority. Jurisdictional authority at an incident can be political or geographical (e.g., Federal, State, tribal, local boundary lines) or functional (e.g., law enforcement, public health).



Jurisdictional Agency	The agency that has jurisdiction and responsibility for a specific geographical area or a mandated function.
Key Resource	Any publicly or privately controlled resource essential to the minimal operations of the economy and government.
Letter of Expectation	See Delegation of Authority.
Liaison Officer	A member of the Command Staff is responsible for coordinating with representatives from cooperating and assisting agencies or organizations.
Liaison	A form of communication for establishing and maintaining mutual understanding and cooperation.
Local Government	Public entities are responsible for the security and welfare of a designated area as established by law. A county, municipality, city, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal entity, or in Alaska a Native Village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
Logistics Section	The ICS Section is responsible for providing facilities, services, and material support for the incident.
Logistics	The process and procedure for providing resources and other services to support incident management.
Management by Objectives	A management approach that involves a five-step process for achieving the incident goal. The Management by Objectives approach includes the following.
Manager	An individual within an ICS organizational unit who is assigned specific managerial responsibilities (e.g., Staging Area Manager or Camp Manager).
Mitigation	The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.
Mobilization Guide	Reference document used by organizations outlining agreements, processes, and procedures used by all participating agencies/organizations for activating, assembling, and transporting resources.
Mobilization	The process and procedures used by all organizations, State, tribal, and local, activating, assembling, and transporting all resources that have been requested to respond to or support an incident.
Multi-Agency Coordination (MAC) Group	A group of administrators or executives, or their appointed representatives, who are typically authorized to commit agency resources and funds. A MAC Group can provide coordinated decision-making and resource allocation among cooperating agencies. It may establish the priorities among incidents, harmonize agency policies, and provide strategic guidance and direction to support incident management activities. MAC Groups may also be known as multi-agency committees, emergency management committees, or as otherwise defined by the MAC System.



Multi-Agency Coordination (MAC) System	A system that provides the architecture to support coordination for incident prioritization, critical resource allocation, communications systems integration, and information coordination. MACS assists agencies and organizations in responding to an incident. The elements of a MACS include facilities, equipment, personnel, procedures, and communications. Two of the most used elements are EOCs and MAC Groups.
Multijurisdictional Incident	An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In the ICS, these incidents will be overseen under UCS.
Mutual Aid Agreement or Assistance Agreement (MAA)	A written or oral agreement between and among agencies/organizations and/or jurisdictions that provides a mechanism to quickly obtain emergency assistance in the form of personnel, equipment, materials, and other associated services. The primary objective is to facilitate rapid, short-term deployment of emergency support prior to, during, and/or after an incident.
National	Of a nationwide character, including the Federal, State, tribal, and local aspects of governance and policy.
National Essential Functions	A subset of government functions that are necessary to lead and sustain the Nation during a catastrophic emergency and that, therefore, must be supported through COOP and continuity of government capabilities.
National Incident Management System (NIMS)	A set of principles that provides a systematic, proactive approach guiding government agencies at all levels, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life or property and harm to the environment.
National Preparedness Goal (NPG)	The National Preparedness Goal describes five mission areas — prevention, protection, mitigation, response and recovery — and 32 activities, called core capabilities, that address the greatest risks to the nation.
National Preparedness System (NPS)	The National Preparedness System outlines an organized process for everyone in the whole community to move forward with their preparedness activities and achieve the National Preparedness Goal. The six parts are Identifying and Assessing Risk, Estimating Capability Requirements, Building and Sustaining Capabilities, Planning to Deliver Capabilities, Validating Capabilities, and Reviewing and Updating.
National Qualifications System (NQS)	A foundational guideline on the qualification of personnel resources within the NIMS that establishes guidance and tools to assist stakeholders in developing processes for qualifying, certifying, and credentialing deployable emergency personnel.
National Response Framework (NRF)	A guide to how the Nation conducts all-hazard response.
Natural Hazards Mitigation Plan (NHMP)	A Natural Hazard Mitigation Plan serves as the basis for a community's long-term strategy to minimize disaster losses and prevent the cycle of damage, reconstruction, and subsequent damage from natural hazards. It establishes a framework for making risk-based decisions to lessen the impact of future disasters on lives, property, and the economy.



Nongovernmental Organization (NGO)	An entity with an association based on the interests of its members, individuals, or institutions. A government does not create it, but it may work cooperatively with the government. Such organizations serve a public purpose, not a private benefit. Examples of NGOs include faith-based charity organizations and the American Red Cross. NGOs, including voluntary and faith-based groups, provide relief services to sustain life, reduce physical and emotional distress, and promote the recovery of disaster victims. Often, these groups offer specialized services that help individuals with disabilities. NGOs and voluntary organizations play a significant role in assisting EMs before, during, and after an emergency.
Officer	The ICS title for a person responsible for one of the Command Staff positions of Safety, Liaison, and Public Information.
Operational Period	The time scheduled for executing a given set of operation actions, as specified in the IAP. Operational periods can be of various lengths, although usually they last 12 to 24 hours.
Operations Section	The ICS Section is responsible for all tactical incident operations and implementation of the IAP. In ICS, the Operations Section typically includes subordinate Branches, Divisions, and/or Groups.
Organization	Any association or group of people with like objectives. Examples include, but are not limited to, governmental departments and agencies, nongovernmental organizations, and the private sector.
Personal Responsibility	The obligation to be accountable for one's actions.
Personnel Accountability	The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.
Plain Language	Communication that can be understood by the intended audience and meets the purpose of the communicator. To the NIMS, plain language is designed to eliminate or limit the use of codes and acronyms, as appropriate, during incident response involving more than a single agency.
Planned Event	A scheduled nonemergency activity (e.g., sporting event, concert, parade, etc.).
Planning Meeting	A meeting should be held as needed before and throughout an incident to select specific strategies and tactics for incident control operations and service and support planning. For more significant incidents, the Planning Meeting is an essential element in the development of the IAP.
Planning Section	The ICS Section is responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This Section also maintains information on the current and forecasted situation and the status of resources assigned to the incident.



Portability	An approach that facilitates the interaction of systems that are usually distinct. The portability of radio technologies, protocols, and frequencies among emergency management/response personnel will allow for the successful and efficient integration, transport, and deployment of communications systems when necessary. Portability includes the standardized assignment of radio channels across jurisdictions, which allows responders to participate in an incident outside their authority and still use familiar equipment.
Preparedness Organization	An organization that provides coordination for emergency management and incident response activities before a potential incident. These organizations range from groups of individuals to small committees to large standing organizations that represent a wide variety of committees, planning groups, and other organizations (e.g., Citizen Corps, Local Emergency Planning Committees, Critical Infrastructure Sector Coordinating Councils).
Preparedness	A continuous cycle of planning, organizing, training, equipping, exercising, evaluating, and taking corrective action to ensure effective coordination during incident response. Within the NIMS, preparedness focuses on the following elements: planning, procedures and protocols, training and exercises, personnel qualification and certification, and equipment certification.
Presidential Policy Directive (PPD) 8: National Preparedness	A national policy directive aimed to strengthen the security and resilience of the United States through systematic preparation for the threats that pose the most significant risk to the nation's security, including acts of terrorism, cyber-attacks, pandemics, and catastrophic natural disasters.
Pre-Positioned Resource	A resource moved to an area near the expected incident site in response to anticipated resource needs.
Prevention	The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism. For the prevention framework called for in PPD-8, the term "prevention" refers to preventing imminent threats.
Primary Mission Essential Functions	Government functions that must be performed to support or implement the performance of National Essential Functions before, during, and in the aftermath of an emergency.
Private Sector	Organizations and individuals that are not part of any governmental structure. The private sector includes for-profit and not-for-profit organizations, formal and informal structures, commerce, and industry.
Protocol	A set of established guidelines for actions (which may be designated by individuals, teams, functions, or capabilities) under various specified conditions.
Public Information Officer	A member of the Command Staff is responsible for interfacing with the public and media and/or with other agencies with incident-related information requirements.
Public Information	Processes, procedures, and systems for communicating timely, accurate, and accessible information on an incident's cause, size, and current situation; resources committed; and other matters of general interest to the public, responders, and additional stakeholders (both directly affected and indirectly affected).
Publications Management	Subsystem that manages the development, publication control, publication supply, and distribution of NIMS materials.



Recovery Plan	A plan developed to restore an affected area or community.
Recovery	The capabilities are necessary to assist communities affected by an incident to recover effectively.
Reimbursement	A mechanism to recoup funds expended for incident-specific activities.
Resource Management	A system for identifying available resources at all jurisdictional levels to enable timely, efficient, and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under the NIMS includes MAAs and assistance agreements; the use of Federal, State, tribal, and local teams; and resource mobilization protocols.
Resource Tracking	A standardized, integrated process conducted prior to, during, and after an incident by all emergency management/response personnel and their associated organizations.
Resources	Personnel and significant items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or an EOC.
Response	The capabilities necessary to save lives, protect property and the environment, and meet essential human needs after an incident has occurred.
Retrograde	To return resources to their original location.
Safety Officer	A member of the Command Staff responsible for monitoring incident operations and advising the IC on all matters relating to operational safety, including the health and safety of emergency responder personnel.
Section	The ICS organizational level has responsibility for a central functional area of incident management (e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence/Investigations (if established)). The Section is organizationally situated between the Branch and the Incident Command.
Senior City Officials	The city officials who hold a position in the executive, legislative, or judicial branch of the government at the local level. These officials include the city mayor, commissioner, and the City Council.
Single Resource	An individual, a piece of equipment and its personnel complement, or a crew/team of individuals with an identified work supervisor that can be used on an incident.
Situation Report	Confirmed or verified information regarding the specific details relating to an incident.
Span of Control	The number of resources for which a supervisor is responsible is usually expressed as the ratio of supervisors to individuals. (Under the NIMS, an appropriate span of control is between 1
Staging Area	Temporary location for available resources. A Staging Area can be any location in which personnel, supplies, and equipment can be temporarily housed or parked while awaiting operational assignment.
Standard Operating Guidelines	A set of instructions having the force of a directive, covering those features of operations that lend themselves to a definite or standardized procedure without loss of effectiveness.



Standard Operating Procedure	A complete reference document or an operations manual that provides the purpose, authorities, duration, and details for the preferred method of performing a single function or several interrelated tasks uniformly.
State	When capitalized, it refers to any State of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, the Commonwealth of the Northern Mariana Islands, and any possession of the United States. See Section 2 (14), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).
State of Oregon Comprehensive Emergency Management Plan (CEMP)	The State’s Comprehensive Emergency Management Plan (CEMP) combines Strategic and operational documents that define principles and priorities, assign roles and responsibilities, and direct action in all phases of emergency management. The Operational plans are divided into four volumes (see Figure 2), each volume addressing a specific phase of emergency management
Status Report	Information specifically related to the status of resources (e.g., the availability or assignment of resources).
Strategy	The general plan or direction selected to accomplish incident objectives.
Strike Team	A set number of resources of the same kind and type that have an established minimum number of personnel, everyday communications, and a leader.
Substate Region	A grouping of jurisdictions, counties, and/or localities within a State brought together for specified purposes (e.g., homeland security, education, public health), usually containing a governance structure.
Supervisor	The ICS title for an individual responsible for a Division or Group.
Support Annex (SA)	A SA describes the framework established that supports incident management among coordinating departments, agencies, and community partners for an emergency management support function. The actions described apply to every type of incident. The annex includes checklists of critical roles and responsibilities by phase of emergency management.
Supporting Agency	An agency that provides support and/or resource assistance to another agency. See Assisting Agency.
Supporting Technology	Any technology that may be used to support the NIMS, such as orthophoto mapping, remote automatic weather stations, infrared technology, or communications.
System	Any combination of facilities, equipment, personnel, processes, procedures, and communications integrated for a specific purpose.
Tactics	The deployment and directing of resources on an incident to accomplish the objectives designated by strategy.
Task Force	Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have everyday communications and a designated leader.
Technical Specialist	A person with unique skills that can be used anywhere within the ICS organization. No minimum qualifications are prescribed, as technical specialists typically perform the same duties during an incident that they perform in their everyday jobs, and they are usually certified in their fields or professions.



Technology Standards	Conditions, guidelines, or characteristics that may be needed to facilitate the interoperability and compatibility of major systems across jurisdictional, geographic, and functional lines.
Technology Support	Aid that facilitates incident operations and sustains the research and development programs that underpin the long-term investment in the Nation's future incident management capabilities.
Terrorism	As defined in the Homeland Security Act of 2002, an activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or essential resources is a violation of the criminal laws of the United States or any State or other subdivision of the United States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping.
Threat	Natural or human-caused occurrence, individual, entity, or action that has or indicates the potential to harm life, information, operations, the environment, and/or property.
Tools	Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.
Tribal	Referring to any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 Stat. 688) [43 U.S.C.A. 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.
Type	An ICS resource classification that refers to capability. Type 1 is more capable than Types 2, 3, or 4, respectively, because of size, power, capacity, or (in the case of IMTs) experience and qualifications.
Unified Approach	The integration of resource management, communications and information management, and Command and management to form an effective system.
Unified Area Command	A version of the Command is established when incidents under an Area Command are multijurisdictional. See Area Command.
Unified Command Structure (UCS)	An ICS application is used when more than one agency has incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UCS, often the senior persons from agencies and/or disciplines participating in the UCS, to establish a standard set of objectives and strategies and a single IAP.
Unit Leader	The individual in charge of managing Units within an ICS (ICS) functional Section. The Unit can be staffed by several support personnel providing a wide range of services. Some of the support positions are pre-established within ICS (e.g., Base/Camp Manager), but many others will be assigned as technical specialists.
Unit	The organizational element with functional responsibility for a specific incident planning, logistics, or finance/administration activity.
Unity of Command	An ICS principle states that everyone involved in incident operations will be assigned to only one supervisor.





Vital Records	The essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the government and those affected by government activities (legal and economic rights records).
Volunteer	For purposes of the NIMS, any individual accepted to perform services by the lead agency (which has the authority to accept volunteer services) when the individual performs services without promise, expectation, or receipt of compensation for services performed.
Whole Community Approach	A concept by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests.



## CITY COUNCIL Staff Report

Meeting Date: 9/18/2024

To: The Honorable Mayor Hodson & City Council  
Thru: Eileen Stein, City Administrator  
From: Eileen Stein, City Administrator  
Agenda: 2025 and 2026 LOC Legislative Priorities Ballot  
Goal: N/A

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### **Summary**

The League of Oregon Cities traditionally surveys its members to develop the top 5 legislative priorities for the upcoming long and short legislative sessions. Attached is information about the process and priorities for the 2025 and 2026 Legislative Sessions.

### **Background**

Cities are asked to identify which top five legislative priorities from a list of top issues identified earlier in the year by the various policy committees of the League. This year there are 23 recommendations and each city gets five votes to express its choices for the top five legislative priorities for the 2025 and 2026 Legislative sessions.

Participating in the Legislative Priorities ballot is a way for the City of Canby to have a voice in the legislative priorities setting that is done on behalf of Oregon cities. This is the primary purpose of the League of Oregon Cities.

Regarding a process for identifying the City of Canby's choices, Mayor Hodson and Council President Hensley will nominate the top five priorities and ask for the Council's consent to submit the ballot to the League by the September 27<sup>th</sup> deadline. The Council is requested to review, discuss and confirm these choices.

### **Attachments**

- LOC Legislative Priority Information and Ballot

**Fiscal Impact** - None

### **Options**

1. Participate in the Legislative Priorities ballot.
2. Do not participate in the Legislative Priorities ballot.

### **Recommendation**

Participate in the balloting by identifying the City's top five legislative priorities.

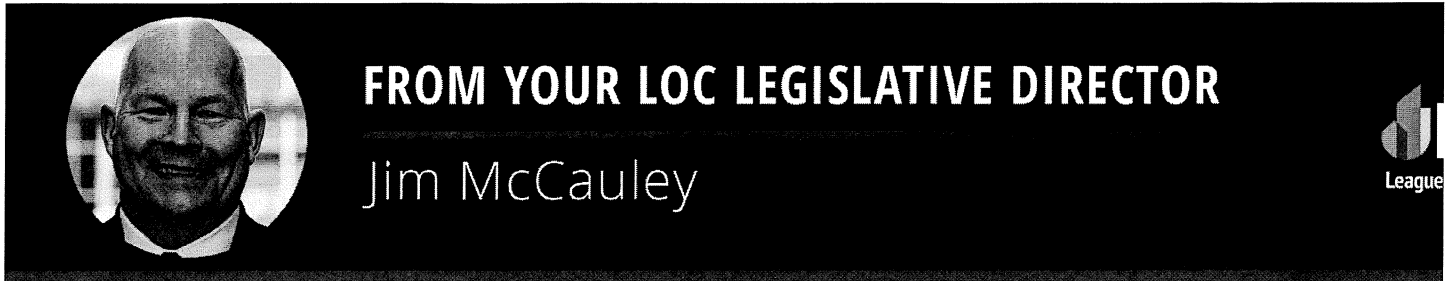
### **Proposed Motion**

"I move to approve the City of Canby's participation in the ballot for the 2025 and 2026 League Legislative Priorities and identify the top priorities of the City are...."

Eileen Stein

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**From:** Jim McCauley <jmccauley@orcities.org>  
**Sent:** Wednesday, August 21, 2024 11:22 AM  
**Subject:** Legislative Priority Ballot - Due September 27



**2025-26 Legislative Priorities Ballot – September 27 NOT THAT FAR OFF!**

You are receiving this email because your city has yet to complete the LOC's Legislative ballot. The ballot went live on June 21, and only 29 cities have completed the online voting portal. *Please note that your ballot may have been processed in the last few days, so apologies for any duplication.*

Each city's lead administrator would have received a message in June with access to the 2024 Legislative Priorities voting portal. In addition, here is the link to the [2024 Voter's Guide](#), which provides more details on the proposed legislative priorities. Each elected member of your city would have received a similar communication with a link to the Voter's Guide. **IF YOU NO LONGER HAVE THE LINK TO THE BALLOT OR REQUIRE A PAPER BALOT, PLEASE LET** Meghyn Fahndrich at [mfahndrich@orcities.org](mailto:mfahndrich@orcities.org).

This year, there are 23 recommendations, and each city is given five votes to rank your top five legislative recommendations that will inform the LOC's legislative agenda for the 2025 and 2026 sessions. Cities use a range of processes to evaluate recommendations. The LOC does not advocate for one process or another; we just want to ensure that all council members and the mayor have the opportunity to contribute to your city's ranking process.

**Here is a [link](#) to the LOC's priorities survey!**

More background on the LOC's legislative advocacy is available [here](#). Your city voting is due to the LOC by **5 p.m. on September 27**.

**Contact:** Jim McCauley, Legislative Director, [jmccauley@orcities.org](mailto:jmccauley@orcities.org)



### Ballot Submitter's Information

City Name

Submitter's Name

Job Title

Email Address

Phone Number

Please mark 5 boxes that reflect the top 5 issues your city recommends be added to the priorities for the League's 2025-2026 legislative cycle. Each city gets five total votes.

- Infrastructure Funding
- Shelter and Homelessness Response
- Employment Lands Readiness and Availability
- Full Funding and Alignment for Housing Production
- Restoration of Recreational Immunity

- Behavioral Health Enhancements
- Continued Addiction Policy Reform
- Building Decarbonization, Efficiency and Modernization
- Investment in Community Resiliency and Climate Planning Resources
- Address Energy Affordability Challenges from Rising Utility Costs
- Lodging Tax Flexibility
- Marijuana Tax
- Alcohol Tax
- Digital Equity and Inclusion
- Cybersecurity and Privacy
- Resilient, Futureproof Broadband Infrastructure and Planning Investment
- Artificial Intelligence (AI)
- 2025 Transportation Package
- Funding and Expanding Public and Inter-Community Transit
- Shift From a Gas Tax to a Road User Fee
- Community Safety and Neighborhood Livability
- Place-Based Planning
- Operator-In-Training Apprenticeships

Write-In Option: Please use this space to provide comments (supportive or critical) on the issues listed above, as well as any issues that you think may have been overlooked during the committee process.

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# League of Oregon Cities

## 2024 LOC Member Voter Guide

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## 2024 Member Voter Guide

**Background:** Each even-numbered year, the LOC appoints members to serve on seven policy committees, which are the foundation of the League's policy development process. Composed of city officials, these committees analyze policy and technical issues and recommend positions and strategies for the upcoming two-year legislative cycle. This year, seven committees identified 23 legislative policy priorities to advance to the full membership and LOC Board of Directors. It's important to understand that the issues that ultimately do not rise to the top based on member ranking are not diminished with respect to their value to the policy committee or the LOC's advocacy. These issues will still be key component of the LOC's overall legislative portfolio for the next two years.

**Ballot/Voting Process:** Each city is asked to review the recommendations from the seven policy committees and provide input to the LOC Board of Directors, which will formally adopt the LOC's 2025-26 legislative agenda. While each city may have a different process when evaluating the issues, it's important for cities to engage with your mayor and entire council to ensure the issues are evaluated and become a shared set of priorities from your city. During its October meeting, the LOC Board will formally adopt a set of priorities based on the ranking process and their evaluation.

Each city is permitted one ballot submission. **Once your city has reviewed the proposed legislative priorities, please complete the electronic ballot to indicate the top 5 issues that your city would like the LOC to focus on during the 2025-26 legislative cycle.** The lead administrative staff member (city manager, city recorder, etc.) will be provided with a link to the electronic ballot. If your city did not receive a ballot or needs a paper option, please reach out to Meghyn Fahndrich at [mfahndrich@orcities.org](mailto:mfahndrich@orcities.org) or Jim McCauley at [jmccauley@orcities.org](mailto:jmccauley@orcities.org).

**Important Deadline:** The deadline for submitting your city's vote is **5 p.m. on September 27, 2024.**

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## Community and Economic Development Committee

Contact: Jim McCauley, [jmccauley@orcities.org](mailto:jmccauley@orcities.org)

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### INFRASTRUCTURE FUNDING (CO-SPONSORED BY WATER AND WASTEWATER COMMITTEE)

**RECOMMENDATION:** *The LOC will advocate for a comprehensive infrastructure package to support increased investments in water, sewer, stormwater and roads. This includes: funding for system upgrades to meet increasingly complex regulatory compliance requirements; capacity to serve needed housing and economic development; deferred maintenance costs; seismic and wildfire resiliency improvements; and clarity and funding to address moratoriums. The LOC will also champion both direct and programmatic infrastructure investments to support a range of needed housing development types and affordability.*

**Background:** Cities continue to face the challenge of how to fund infrastructure improvements – to maintain current, build new, and improve resiliency. Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia, and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment. The 2024 LOC Infrastructure Survey revealed the increasing need for water and road infrastructure funding. The results show \$11.9 billion of infrastructure funds needed (\$6.4 billion for water and \$5.5 billion for roads).

Combined with the federal-cost share decline on water infrastructure projects – despite the recent bi-partisan infrastructure law investment – cities face enormous pressure to upgrade and maintain water infrastructure. At the same time, cities across the state are working urgently to address Oregon’s housing crisis. To unlock needed housing development and increase affordability, the most powerful tool the Legislature can deploy is targeted investments in infrastructure to support needed housing development.

## **SHELTER AND HOMELESS RESPONSE**

**RECOMMENDATION:** *The LOC will support a comprehensive homeless response package to fund the needs of homeless shelter and homeless response efforts statewide. Funding should include baseline operational support to continue and strengthen coordinated regional homeless response and include a range of shelter types and services, including alternative shelter models, safe parking programs, rapid rehousing, outreach, case management, staffing and administrative support, and other related services. The LOC will also support capital funding for additional shelter infrastructure and site preparation. Oregon's homeless response system must recognize the critical role of cities in homeless response and meaningfully include cities in regional funding and decision-making, in partnership with counties, community action agencies, continuums of care, housing authorities, and other service provider partners.*

**Background:** The LOC recognizes that to end homelessness, a cross-sector coordinated approach to delivering services, housing, and programs is needed. Despite historic legislative investments in recent years, Oregon still lacks a coordinated, statewide shelter and homeless response system with stable funding. Communities across the state have developed regional homeless response collaboratives, beginning with the HB 4123 pilot communities funded by the Legislature in 2022 and the more recently established Multi-Agency Collaboratives and Local Planning Groups created by Governor Kotek's **Executive Order on Affordable Housing and Homelessness**. As Oregon continues to face increasing rates of unsheltered homelessness, the LOC is committed to strengthening a regionally based, intersectional state homeless response system to ensure all Oregonians can equitably access stable housing and maintain secure, thriving communities.

## **EMPLOYMENT LANDS READINESS AND AVAILABILITY**

**Legislative Recommendation:** *The LOC will support incentives, programs and increased investment to help cities with the costs of making employment lands market-ready, including continued investment in the state brownfields programs. The LOC also recognizes the deficit of industrial land capacity in strategic locations and will support efforts to build a more comprehensive industrial lands program by strengthening the connection between the DLCD Goal 9 Program and Business Oregon IL programs and resources.*

**Background:** Infrastructure cost is a significant barrier for cities that are looking to increase the supply of market-ready industrial land. Cities require a supply of industrial land that is ready for development to recruit and retain business operations. For sites to be attractive to site selectors, the basic infrastructure must be built out first. For example, the Regionally Significant Industrial Site (RSIS) program within Business Oregon is designed to help cities with the cost of readiness activities

through a reimbursement program, but many cities are not able to take advantage of this program due to a lack of staff capacity and up-front capital for investments.

## **FULL FUNDING AND ALIGNMENT FOR HOUSING PRODUCTION**

**RECOMMENDATION:** *The LOC will advocate to maintain and increase state investments to support the development and preservation of a range of needed housing types and affordability, including: publicly supported affordable housing and related services; affordable homeownership; permanent supportive housing; affordable modular and manufactured housing; middle housing types; and moderate-income workforce housing development. In addition, the LOC will seek opportunities to address structural barriers to production of different housing options at the regional and state level. This includes: streamlining state agency programs, directives, funding metrics, and grant timelines that impact development; aligning state programs with local capital improvement and budget timelines; and increasing connections between affordable housing resources at Oregon Housing and Community Services (OHCS) with the land use directives in the Oregon Housing Needs Analysis (OHNA) and Climate Friendly and Equitable Communities (CFEC) programs at the Department of Land Conservation and Development (DLCD).*

**Background:** Recent legislation and executive orders have made significant changes to the state's land use planning process, including new housing production directives for cities and counties. These updates have resulted in extensive, continuous, and sometimes conflicting efforts that are not supported by adequate state funding. Cities do not have the staff capacity or resources needed to implement existing requirements. Additional state support is needed to assist local implementation, including technical assistance and education for local staff and decision makers, and workforce development. The state should prioritize implementation and coordination of existing programs in the 2025-2026 legislative sessions before considering any new policies.

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### **General Government Committee**

Contact: Scott Winkels, [swinkels@orcities.org](mailto:swinkels@orcities.org)

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## **RESTORATION OF RECREATIONAL IMMUNITY**

**RECOMMENDATION:** *The LOC will introduce legislation to protect cities and other landowners who open their property for recreational purposes from tort liability claims.*

**Background:** An adverse court ruling stemming from a recreational injury sustained on a city owned trail opened cities and other public and private landowners to tort claims for injuries sustained by people who are recreating. The Legislature enacted a temporary restoration of the immunity in 2024 that will expire

on July 1, 2025. Legislation to make the immunity permanent will be needed for cities to offer recreational amenities without fear of tort liability lawsuits or excessive risk premiums.

### **BEHAVIORAL HEALTH ENHANCEMENTS**

**RECOMMENDATION:** *The LOC will introduce and support legislation to expand access to behavioral health treatment beds and allow courts greater ability to direct persons unable to care for themselves into treatment through the civil commitment process.*

**Background:** While Oregon has historically ranked at or near the bottom nationally for access to behavioral healthcare, the state has made significant investments over the past four years. It will take time for investments in workforce development and substance abuse treatment to be realized, and areas for improvement remain. The standard for civilly committing a person into treatment remains very high in Oregon, and as a result, individuals who present a danger to themselves or others remain untreated, often producing tragic results. Additionally, the number of treatment beds for residential care does not meet demand, with services unavailable in multiple areas of the state.

### **CONTINUED ADDICTION POLICY REFORM**

**RECOMMENDATION:** *The LOC will Introduce and support legislation to allow drug related misdemeanors to be cited into municipal court; provide stable funding for services created in HB 4002 in 2024; allow more service providers to transport impaired persons to treatment; establish the flow of resources to cities to support addiction response; and monitor and adjust the implementation of HB 4002.*

**Background:** The Legislature passed significant changes to Oregon’s approach to the current addiction crisis with the creation of a new misdemeanor charge designed to vector defendants away from the criminal justice system and into treatment. Changes also included: sentencing enhancements for drug dealers; investments in treatment capacity; and expanded access to medical assisted addiction treatment. HB 4002 did not include stable funding for the services created or provide cities with direct access to resources, or the ability to cite the new offense into municipal courts. Additionally, the new law will likely require adjustments as the more complicated elements get implemented.

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## Energy and Environment Committee

Contact: Nolan Pleše, nplese@orcities.org

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### **BUILDING DECARBONIZATION, EFFICIENCY, AND MODERNIZATION**

**RECOMMENDATION:** *The LOC will support legislation to protect against any rollback and preemptions to allow local governments to reduce greenhouse gas emissions from new and existing buildings while ensuring reliability and affordability. In addition, the LOC will lead and back efforts that support local governments, including statewide capacity, expertise, and resources to allow local governments to pursue state and federal funding and continue to support off-ramps for local governments unable to meet the state's new building performance standards.*

**Background:** Homes and commercial buildings consume nearly one-half of all the energy used in Oregon, according to the Oregon Department of Energy. Existing buildings can be retrofitted and modernized to become more resilient and efficient, while new buildings can be built with energy efficiency and energy capacity in mind.

Oregon cities, especially small to mid-sized and rural communities, require technical assistance and financial support to meet the state's goals. Without additional support, some communities will be unable to meet the state's building performance standards. Off-ramps are necessary to protect cities unable to meet the state's goals to ensure they are not burdened by mandates they can't meet.

Some initiatives may include local exceptions for building energy codes and performance standards, statewide home energy scoring, or financial incentives from the Infrastructure Investment and Jobs Act (IIJA), the Inflation Reduction Act (IRA), state incentives, and other financial incentives like CPACE (Commercial property-assessed clean energy).

For cities to meet their climate resilience and carbon reduction goals while maintaining home rule authority, their flexibility must be preserved to allow for a successful transition from fossil fuels. State pre-emptions should not prohibit cities from exceeding state goals and achieving standards that align with their values.

### **INVESTMENT IN COMMUNITY RESILIENCY AND CLIMATE PLANNING RESOURCES**

**RECOMMENDATION:** *The LOC will support investments that bring resiliency and climate services (for mitigation and adaptation) together in coordination with public and private entities, and work to fill the existing gaps to help communities get high-quality assistance. These resources are needed for local governments to effectively capture the myriad of available state and federal funding opportunities that cannot be accessed due to capacity and resource challenges. The LOC will work with partners to identify barriers and potential*

*solutions towards resiliency opportunities, such as local energy generation and battery storage, and to support actions that recognize local control.*

**Background:** Oregon communities have unique resources and challenges, and increasingly need help to plan for climate and human-caused impacts and implement programs to reduce greenhouse gases. Oregon should focus on maintaining the reliability of the grid while supporting safe, healthy, cost-effective energy production that includes external costs.

Although many opportunities for building resiliency exist, not all will not be built or managed by cities. Cities support efforts to build resiliency hubs in coordination with public, private, and non-profit interests and will seek more investments in programs that support resiliency hubs.

Cities also have a broad range of perspectives on how to address the impacts of the climate crisis. Concerns about costs and reliability during this energy transition have surfaced in many cities. At the same time, others who share those concerns also aim to have stronger requirements that meet their cities' climate goals. To meet these challenges, cities oppose additional mandates but support exceptions and additional support that recognize each city's unique perspectives, resources, and experience while preserving local authority.

Oregon's small to mid-sized communities and rural communities are particularly in need of technical assistance, matching funds, and additional capacity to address climate impacts. Without assistance, these communities face unfunded mandates due to low resources and capacity challenges to go after many available opportunities.

## **ADDRESS ENERGY AFFORDABILITY CHALLENGES FROM RISING UTILITY COSTS**

**RECOMMENDATION:** *The LOC will: support actions to maintain affordable and reliable energy resources; invest in programs and new technology that support energy efficiency, renewable energy, and battery storage to help reduce overall energy costs and demands; and address grid challenges during peak energy demand and the associated rising costs, while balancing the pace of energy production and power supply that impact rates.*

**Background:** In recent years, rising utility costs have increased the energy burden on Oregonians, particularly low-income Oregonians, those with fixed incomes, and those who are unable to work. Costs contributing to these increases include, infrastructure upgrades, maintenance, and modernization, climate impacts from increased extreme weather events (wildfires, ice storms, snowstorms, flooding, etc.) and mitigation costs associated with them, fuel costs, inflation, legislative and gubernatorial actions, and investments in new energy-producing technology, and battery storage, are some of many reasons that are impacting utility rates.

While many investment opportunities exist, more cooperation and collaboration

needed to find a path forward that reduces the need for large rate increases that impact Oregonians. Rate increases should balance and prioritize vital labor, infrastructure, and mitigations necessary to sustain present and future energy demands with compensation.

In addition, the LOC would advocate for new tools and utilizing existing tools to modernize rate structures to provide flexibility and account for the time of year of rate increases (phasing in of rate increases) and recognize the higher burden for low and moderate-income and fixed-income Oregonians.

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### **Finance and Taxation Committee**

Contact: Lindsay Tenes, ltenes@orcities.org

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#### **LODGING TAX FLEXIBILITY**

**RECOMMENDATION:** *The LOC will advocate for legislation to increase flexibility to use locally administered and collected lodging tax revenue to support tourism-impacted services.*

**Background:** In 2003, the Legislature passed the state lodging tax and restricted local transient lodging tax (TLT) by requiring that revenue from any new or increased local lodging tax be spent according to a 70/30 split: 70% of local TLT must be spent on “tourism promotion” or “tourism related facilities” and up to 30% is discretionary funds.

Tourism has created an increased demand on municipal service provision. Some of the clearest impacts are on roads, infrastructure, public safety, parks, and public restrooms. Short term rentals and vacation homes also reduce the housing supply and exacerbate housing affordability issues.

Cities often play an active role in tourism promotion and economic development efforts, but requiring that 70% of lodging tax revenue be used to further promote tourism is a one-size fits all approach that does not meet the needs of every tourism community. Cities must be allowed to strike the balance between tourism promotion and meeting the needs for increased service delivery for tourists and residents.

#### **MARIJUANA TAX**

**Legislative Recommendation:** *The LOC will advocate for legislation that increases revenue from marijuana sales in cities. This may include proposals to restore state marijuana tax losses related to Measure 110 (2020), and to increase the 3% cap on local marijuana taxes.*

**Background:** The state imposes a 17% tax on recreational marijuana products. Until



the end of 2020, cities received 10% of the state's total tax revenues (minus expenses) on recreational marijuana products. Measure 110 largely shifted the allocation of state marijuana revenue by capping the amount that is distributed to the recipients that previously shared the total amount (the State School Fund, the Oregon Health Authority, the Oregon State Police, cities and counties) and diverted the rest to drug treatment and recovery services. Starting in March of 2021, quarterly revenue to cities from state marijuana taxes saw a decrease of roughly 74%. Marijuana revenue has also been on a downward trend because the market is oversaturated, which has continually reduced sale prices (high supply, steady demand). Marijuana is taxed on the price of the sale and not on volume.

## **ALCOHOL TAX**

**RECOMMENDATION:** *The LOC will advocate for increased revenue from alcohol taxes. This includes support for any recommendation by the HB 3610 Task Force on Alcohol Pricing to increase the beer and wine tax that maintains 34% shared distribution to cities. This may also include legislation to lift the pre-emption on local alcohol taxes.*

**Background:** Cities have significant public safety costs related to alcohol consumption and must receive revenue commensurate to the cost of providing services related to alcohol.

Oregon is a control state and the Oregon Liquor and Cannabis Commission (OLCC, formerly known as the Oregon Liquor Control Commission) acts as the sole importer and distributor of liquor. Cities and other local governments are preempted from imposing alcohol taxes. In exchange, cities receive approximately 34% share of net state alcohol revenues. The OLCC has also imposed a 50-cent surcharge per bottle of liquor since the 2009-2011 biennium, which is directed towards the state's general fund. Oregon's beer tax has not been increased since 1978 and is \$2.60 per barrel, which equates to about 8.4 cents per gallon, or less than 5 cents on a six-pack. Oregon's wine tax is 67 cents per gallon and 77 cents per gallon on dessert wines. Oregon has the lowest beer tax in the country and the second lowest wine tax.

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### **Broadband, Cybersecurity, Artificial Intelligence (AI), and Telecommunications Committee**

Contact: Nolan Plese, [npleše@orcities.org](mailto:npleše@orcities.org)

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## **DIGITAL EQUITY AND INCLUSION**

**RECOMMENDATION:** *The LOC will support legislation and policies that help all individuals and communities have the information technology capacity needed for full participation in our society, democracy, and economy through programs such as digital*

*navigators, devices, digital skills, and affordability programs like the Affordable Connectivity Program (ACP) and the Oregon Telephone Assistance Program (OTAP – also known as Lifeline) that meet and support community members where they are.*

**Background:** Connectivity is increasingly relied on for conducting business, learning, and receiving important services like healthcare. As technology has evolved, the digital divide has become more complex and nuanced. Now, the discussion of the digital divide is framed in terms of whether a population has access to hardware, to the Internet, to viable connection speeds, and to the skills they need to effectively use it. Recognizing individual knowledge and capacity, abilities, and lived experience is now vital, and programs that offer devices, digital literacy skills, cybersecurity, and support for internet affordability, are critical to closing the digital divide.

## **CYBERSECURITY & PRIVACY**

**RECOMMENDATION:** *The LOC will support legislation that addresses privacy, data protection, information security, and cybersecurity resources for all that use existing and emerging technology like artificial intelligence (AI) and synthetic intelligence (SI), including, but not limited to: funding for local and state government cyber and information security initiatives; interagency and government coordination and cooperative arrangements for communities that lack capacity; statewide resources for cyber and AI professionals and workforce development; vendor and third-party vendor accountability; regulations of data privacy; or standards for software/hardware developers to meet that will make their products more secure while ensuring continued economic growth. The LOC will oppose any unfunded cybersecurity and/or AI mandates and support funding opportunities to meet any unfunded insurance requirements.*

**Background:** Society's continued reliance on technology will only increase with the emergence of artificial intelligence (AI) and synthetic intelligence (SI). This will mean an increased risk for cybercrimes. Cybersecurity encompasses everything that pertains to protecting our sensitive and privileged data, protected health information, personal information, intellectual property, data, and governmental and industry information systems from theft and damage attempted by criminals and adversaries.

Cybersecurity risk is increasing, not only because of global connectivity but also because of the reliance on cloud services to store sensitive data and personal information. As AI and SI technology and adoption accelerate, the ability to guard against cyber threats and threats created through AI will increase. Strengthening coordination between the public and private sectors at all levels is essential for decreasing risks and quickly responding to emerging threats. This ensures resilience is considered to reduce the damage caused by cyber threats.

## **RESILIENT, FUTUREPROOF BROADBAND INFRASTRUCTURE AND PLANNING INVESTMENT**

**RECOMMENDATION:** *The LOC will support legislation to ensure broadband systems are built resiliently and futureproofed, while also advocating for resources to help cities with broadband planning and technical assistance through direct grants and staff resources at the state level. The LOC will oppose any preemptions that impede local government's ability to maintain infrastructure standards in the local rights-of-way. Municipalities' have a right to own and manage access to poles and conduit and to become broadband service providers.*

### **Background:**

#### Broadband Planning and Technical Assistance

Most state and federal broadband infrastructure funding requires communities to have a broadband strategic plan in place in order to qualify. Many cities do not have the resources or staff capacity to meet this requirement. Cities will need to rely on outside sources or work with the state for assistance and support the state setting up an office to aid local governments.

#### Resilient and Long-Term Systems

As broadband continues to be prioritized, building resilient long-term networks will help Oregonians avoid a new digital divide as greater speeds are needed with emerging technologies like artificial intelligence (AI). Important actions that will ensure resilient broadband include: dig once policies; investing in robust middle-mile connections; ensuring redundancy and multiple providers in all areas' sharing current and future infrastructure to manage overcrowding in the right-of-way (ROW); and undergrounding fiber instead of hanging it on poles. Additionally, infrastructure should be built for increased future capacity to avoid a new digital divide by allowing Oregon to determine speeds that reflect current and future technology.

#### Optional Local Incentives to Increase Broadband Deployment

Cities need flexibility to adequately manage public rights-of-ways (ROW). Instead of mandates, the state should allow cities the option to adopt incentives that could help streamline broadband deployment. Flexibility for cities to fund conduit as an eligible expense for other state infrastructure (most likely water or transportation projects) would reduce ROW activity. Additionally, local governments can work with state and federal partners to streamline federal and state permitting to reduce delays in broadband deployment.

#### Regulatory Consistency Amidst Convergence

With rapid changes in communication, standards and policy should keep pace. When a converged technology utilizes differing communications technologies, it may be

required to adhere to multiple standards and regulations, or providers may argue that some parts of their service is not subject to regulations. The LOC will support legislation that addresses the inconsistency of regulations applied to traditional and nontraditional telecommunications services as more entities move to a network-based approach.

## **ARTIFICIAL INTELLIGENCE (AI)**

**RECOMMENDATION:** *The LOC will support legislation that promotes secure, responsible and purposeful use of artificial intelligence (AI) and synthetic intelligence (SI) in the public and private sectors while ensuring local control and opposing any unfunded mandates. Cities support using AI for social good, ensuring secure, ethical, non-discriminatory, and responsible AI governance through transparent and accountable measures that promotes vendor and third-party vendor accountability, improving government services while protecting sensitive data from use for AI model learning, and fostering cross-agency, business, academic, and community collaboration and knowledge sharing.*

**Background:** While artificial intelligence (AI) and synthetic intelligence (SI) are not new, the recent advancements in machine learning and the exponential growth of artificial and synthetic intelligence require governments and providers to be responsible and purposeful in the use of this technology. The opportunities and risks that AI and SI present demand responsible values and governance regarding how AI systems are purchased, configured, developed, operated, or maintained in addition to ethical policies that are transparent and accountable. Policies should also consider the implication of AI on public records and retention of information on how AI is being used. Additionally, governments need to consider how procurements are using AI, how they are securing their systems, and any additional parties being used in the process.

AI systems and policies should:

- Be Human-Centered Design - AI systems are developed and deployed with a human-centered approach that evaluates AI-powered services for their impact on the public.
- Be Secure & Safe - AI systems should maintain safety and reliability, confidentiality, integrity, and availability through safeguards that prevent unauthorized access and use to minimize risk.
- Protect Privacy - Privacy is preserved in all AI systems by safeguarding personally identifiable information (PII) and sensitive data from unauthorized access, disclosure, and manipulation.
- Be Transparent - The purpose and use of AI systems should be proactively communicated and disclosed to the public. An AI system, its data sources,

operational model, and policies that govern its use should be understandable, documented, and properly disclosed publicly.

- Be Equitable - AI systems support equitable outcomes for everyone; urban, rural, suburban, frontier, and historically underrepresented communities. Bias in AI systems should be effectively managed to reduce harm to anyone impacted by its use.
- Provide Accountability - Roles and responsibilities govern the deployment and maintenance of AI systems. Human oversight ensures adherence to relevant laws and regulations and ensures the product's creator is ultimately responsible for reviewing the product prior to release and held accountable.
- Be Effective - AI systems should be reliable, meet their objectives, and deliver precise and dependable outcomes for the utility and contexts in which they are deployed.
- Provide Workforce Empowerment - Staff are empowered to use AI in their roles through education, training, and collaborations that promote participation and opportunity.

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### **Transportation Committee**

Contact: Jim McCauley, [jmccauley@orcities.org](mailto:jmccauley@orcities.org)

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### **2025 TRANSPORTATION PACKAGE**

**RECOMMENDATION:** *The LOC supports a robust, long-term, multimodal transportation package focused on: stabilizing funding for operations and maintenance for local governments and ODOT; continued investment in transit and bike/ped programs, safety, congestion management, and completion of projects from HB 2017. As part of a 2025 package, the funding level must maintain the current State Highway Fund (SHF) distribution formula and increase investments in local programs such as Great Streets, Safe Routes to Schools, and the Small City Allotment Program. In addition, the package should find a long-term solution for the weight-mile tax that stabilizes the program with fees that match heavier vehicles' impact on the transportation system. The funding sources for this package should be diverse and innovative. Additionally, the package should maintain existing choices and reduce barriers for local governments to use available funding tools for transportation investments.*

**Background:** Oregon has one of the country's most transportation-dependent economies, with 400,000 jobs (1 in 5) related directly to transportation via rail, road, and ports. The State Highway Fund (SHF) is the primary revenue source for the state's transportation infrastructure, and comes from various sources, including gas

and diesel tax, weight mile tax, vehicle registration fees, vehicle title fees, and driver's license fees. These funds are distributed using a 50-30-20 formula, with 50% to the state, 30% to counties, and 20% to cities. Continued investment in transportation infrastructure is critical for public safety objectives such as "Safe Routes to Schools" and the "Great Streets" program. The Legislature must develop a plan to match inflationary costs and a plan to transition from a gas tax to an impact fee based on miles traveled to stabilize transportation investment.

## **FUNDING AND EXPANDING PUBLIC AND INTER-COMMUNITY TRANSIT**

**RECOMMENDATION:** *The LOC supports expanding funding for public transit operations statewide, focusing on inter-community service, service expansion, and a change in policy to allow for the use of funds for local operations and maintenance.*

**Background:** During the 2017 session, HB 2017 established Oregon's first statewide comprehensive transit funding by implementing a "transit tax," a state payroll tax equal to one-tenth of 1%. This revenue source has provided stable funding of more than \$100 million annually.

These funds are distributed utilizing a formula. Investments made since the 2017 session helped many communities expand and start transit and shuttle services to connect communities and provide transportation options. Many communities, however, still lack a viable public transit or shuttle program and would benefit greatly from expanded services.

## **SHIFT FROM A GAS TAX TO A ROAD USER FEE**

**RECOMMENDATION:** *The LOC supports replacing Oregon's gas tax with a Road User Fee (RUF) while protecting local government's authority to collect local gas tax fees. An RUF will better measure a vehicle's impact on roads and provide a more stable revenue stream.*

**Background:** Oregon's current gas tax is 40 cents per gallon. Depending on the pump price, the gas tax represents a small portion of the overall cost of gas. Due to the improved mileage of new vehicles and the emergence and expected growth of electric vehicles, Oregon will continue to face a declining revenue source without a change in the fee structure. Capturing the true impact of vehicles on the transportation system requires a fee structure that aligns with use of roads. The federal tax has remained at 18 cents per gallon since 1993, effectively losing buying power or the ability to keep up with inflation.

## **COMMUNITY SAFETY AND NEIGHBORHOOD LIVABILITY**

**RECOMMENDATION:** *The LOC supports a strong focus on funding safety improvements on large roads, such as highways and arterials, that run through all communities. This includes directing federal and state dollars toward safety improvements on streets that meet the Great Streets criteria but are not owned by ODOT, and increasing funding for the*

*Great Streets program. For those cities that don't qualify for existing programs, ODOT should explore funding opportunities for cities with similar safety needs. Additionally, more funding should be directed to the Highway Safety Improvement Program (HSIP) and All Roads Transportation Safety (ARTS) programs.*

**Background:** Community safety investment remains a critical challenge for local governments, reducing their ability to maintain a transportation system that supports the safe and efficient movement of people and goods. Traffic fatalities and serious injuries continue to grow to record levels in many communities. The lack of stable funding for these basic operations and maintenance functions prevents local governments from meeting core community expectations. Without increases in funding for transportation, this problem is expected to get even worse, as costs for labor and materials continue to increase.

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### **Water and Wastewater Committee**

Contact: Michael Martin, mmartin@orcities.org

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### **INFRASTRUCTURE FUNDING (CO-SPONSORED BY COMMUNITY AND ECONOMIC DEVELOPMENT COMMITTEE)**

**RECOMMENDATION:** *The LOC will advocate for a comprehensive infrastructure package to support increased investments in water, sewer, stormwater and roads. This includes: funding for system upgrades to meet increasingly complex regulatory compliance requirements; capacity to serve needed housing and economic development; deferred maintenance costs; seismic and wildfire resiliency improvements; and clarity and funding to address moratoriums. The LOC will also champion both direct and programmatic infrastructure investments to support a range of needed housing development types and affordability.*

**Background:** Cities continue to face the challenge of how to fund infrastructure improvements – to maintain current, build new, and improve resiliency. Increasing state resources in programs that provide access to lower rate loans and grants will assist cities in investing in vital infrastructure. Infrastructure development impacts economic development, housing, and livability. The level of funding for these programs has been inadequate compared to the needs over the last few biennia, and the funds are depleting and unsustainable without significant program modifications and reinvestments. This priority will focus on maximizing both the amount of funding and the flexibility of the funds to meet the needs of more cities across the state to ensure long-term infrastructure investment. The 2024 LOC Infrastructure Survey revealed the increasing need for water and road infrastructure funding. The results show \$11.9 Billion of infrastructure funds needed (\$6.4 billion for water and \$5.5

billion for roads).

Combined with federal-cost share decline on water infrastructure projects – despite the recent bi-partisan infrastructure law investment – cities face enormous pressure to upgrade and maintain water infrastructure. At the same time, cities across the state are working urgently to address Oregon’s housing crisis. To unlock needed housing development and increase affordability, the most powerful tool the Legislature can deploy is targeted investments in infrastructure to support needed housing development.

## **PLACE-BASED PLANNING**

**RECOMMENDATION:** *The LOC will advocate for funding needed to complete existing place-based planning efforts across the state and identify funding to continue the program for communities that face unique water supply challenges.*

**Background:** Oregon’s water supply management issues are complex. In 2015, the Legislature created a place-based planning pilot program in Oregon administered through the Oregon Water Resources Department that provides a framework and funding for local stakeholders to collaborate and develop solutions to address water needs within a watershed, basin, surface water, or groundwater. In 2023, the Legislature passed a significant bipartisan Drought Resilience and Water Security package (BiDRAWS), which included \$2 million into a place-based planning water fund to continue efforts to address a basin-by-basin approach.

## **OPERATOR-IN-TRAINING APPRENTICESHIPS**

**RECOMMENDATION:** *The LOC will advocate for funding for apprenticeship training programs and the expansion of bilingual training opportunities to promote workforce development of qualified wastewater and drinking water operators due to the significant lack of qualified operators.*

**Background:** Water utilities must resolve a human-infrastructure issue in order to keep our water and wastewater systems running. Currently, water utilities face challenges in recruiting, training, and retaining certified operations employees. In addition, retirements of qualified staff over the next decade will exacerbate the problem.

In 2023, the Legislature approved one-time funding for the development of a training facility for certified operators and technical assistance staff in partnership with the Oregon Association of Water Utilities. Sustained funding for regional training facilities and direct funding for utilities hosting training programs is needed to train the next generation of water and wastewater operators.





**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Maya Benham, Administrative Director/City Recorder:  
 Prepared by: Teresa Ridgley, Deputy City Recorder  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:**

Goal 5.1 Conduct a community survey on customer satisfaction and city service levels.

- Several potential service providers have been consulted- but staff discussions are continuing about how best to scope this project.

Goal 5.5 Update Council policies and guidelines

- Council subcommittee identified and began the process of updating the Council’s Policies and Operating Guidelines. Scheduled for work session on November 6.

Goal 5.6 Create a Canby Civic Engagement Academy

- Program has been scoped out and presented to Leadership Team. Will be presented to City Council this fall. Target is implementation winter/spring 2025.

**Statistics:**

**Boards and Commissions Vacancies**

Board/ Commission/ Committee	Vacancy	Applications Received	Status
Bike & Pedestrian Committee	2	0	1 Term ends 6/30/2026, 1 Term ends 6/30/2027
Library Advisory Board	1	0	1 Student Term ends upon graduation
Heritage & Landmark Commission	4	0	2 Terms end 6/30/2027, 1 Term ends 6/30/2026, & 1 Student Term ends upon graduation

**Public Records Requests**

Processed seven public records requests.

**Department Activities:**

- **Liquor License/ Noise Variance Applications**  
 There was one OLCC Liquor License application.  
 There were no Noise Variance applications.

- **Recruitments in Process**  
 Wastewater Operator I

Municipal Court Clerk I  
Lifeguard  
Head Lifeguard  
It Services Coordinator  
Maintenance Worker I

- **New Hires**

Maintenance Worker I Seasonal (1)  
Lifeguard (5)  
Municipal Court Clerk I (1)  
Wastewater Operator (1)



**City of Canby Bi-Monthly Report**  
**Department: Municipal Court**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Maya Benham, Administrative Director/ City Recorder  
 Prepared by: Jessica Roberts, Municipal Court Supervisor  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:** Not Applicable. See Department Activities.

**Statistics:**

Monthly Statistics	July	August
<b>Misdemeanors</b>		
Warrants Issued	1	5
<b>Misdemeanor Case Detail</b>		
Diversion/Deferred Sentence	0	0
Offenses Dismissed	7	2
Offenses Sentenced	5	5
<b>Traffic &amp; Other Violations</b>		
Offenses Filed	143	117
Cases/Citations Filed	106	84
Parking Citations Filed	3	8
<b>Traffic &amp; Other Violations Case Detail</b>		
Diversion (Good Driver Class/MIP)	8	27
Dismissal (Fix It Tickets)	20	9
Dismissed by Judge	15	8
Sentenced by Judge	60	67
Handled by Violations Bureau	58	44
Guilty by Default	63	63
<b>Traffic and Criminal Trials</b>		
Court Trial (Misdemeanor)	0	0
Jury	0	0
Traffic Trial	17	11
Defendant Accounts Referred to Collections	\$74,796.25	\$49,901.25
Fines & Surcharges Collected	\$48,242.14	\$39,069.10

**Explanation of terms:**

Canby Municipal Court has jurisdiction over all city and state traffic offenses and City Code violations committed within city limits.

1. Difference between Offenses Filed vs. Cases Filed

- Multiple offenses (charges) can be filed on any one defendant from a single traffic stop.
  - Offenses filed reflects this number. Cases filed (also called docket numbers) refers to a single defendant's matter before the court.
2. Guilty by Default. When a defendant does not appear or contact the court on their scheduled court date a defaulted conviction is entered against them on the following Thursday. A court clerk processes the default convictions.
  3. The court's Violations Bureau Order allows court clerks to accept pleas, offer a deferred sentence program (if qualified) and set a payment plan, under the Judge's authority.

If a defendant qualifies, the clerks can offer an option to participate in an informative driving education course for a fee to the court. If there are no convictions during the following two months, the case will be dismissed.

Current programs and to qualify:

- Good Drivers Program (no prior traffic convictions in the last five years and no further convictions for 60 days)
  - 1st Offender - Minor in Possession of Alcohol/Marijuana citation
4. The court offers a Fix It program, which allows the defendant to have a citation dismissed if an issue with their vehicle, registration or license is fixed. There is a \$50 dismissal fee owed for each fixed violation.
  5. On July 1, 2022, the Canby Municipal Court stopped process misdemeanor offenses committed within city limits. The Municipal Court continues to process criminal matters cited into the court before July 1, 2022. The Misdemeanor Case Details provided in this report refer to those matters. The Municipal Court will begin processing criminal matters again in the near future.

**Department Activities:**

- This month court staff have been working out the details of transitioning back to prosecuting misdemeanor crimes. Our new court clerk has begun and we're working getting her up to speed. The tentative date for the return is November 1<sup>st</sup>.



**City of Canby Bi-Monthly Report**  
**Department: Economic Development**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
From: Jamie Stickel, Economic Development Director  
Through: Eileen Stein, City Administrator  
Date: September 18, 2024

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**2024 Council Goals & Objectives:**

**Goal 2.2 Work on recruiting a hotel or motel in Canby.**

- Economic Development staff continues to meet with interested developers, site selectors, property owners, and other interested parties to recruit a hotel.

**Goal 5.1 Assist City Administrator/Human Resources to conduct a community survey on customer service and city service levels.**

- The Economic Development Director arranged a meeting with PublicInput, the site that houses the Cultivating Canby information, for city staff to learn about the suite of options available for community outreach. Staff has previously met with other companies that provide similar offerings including Polco and the City Administrator met with Granicus. Staff will meet in September to discuss the companies and determine next steps for moving forward with a survey.

**Goal 5.4 Develop a communications plan for the City.**

- The City's Economic Development Director + Communications Specialist met with the City Administrator on July 11<sup>th</sup> to determine the parameters for the City's first communications plan. Per direction from the City Administrator, the plan will be an internal effort adopted by the City Council.

**Goal 5.6 Create a Canby Civic Engagement Academy.**

- City staff has been working to create a Canby Civic Engagement Academy. The effort includes planning for the establishment of the Civic Engagement Academy by pulling information and best practices from neighboring cities, meeting with staff that oversees this effort in other communities, as well as determining what is best for Canby. Staff plans to bring the Civic Engagement Academy before City Council in October and begin recruiting participants in November and December.

**Statistics:**

N/A. See Department Activities below.

**Department Activities:**

**Canby Independence Day Celebration** –The Canby community turned out in impressive numbers for the Canby Independence Day Celebration on Thursday, July 4<sup>th</sup>, 2024. The event commenced with a vibrant parade in Downtown Canby at 10 a.m., featuring thousands of residents and visitors to Canby. The celebration offered a variety of activities including a street fair, bouncy houses, face painting, game truck, Canby Fire obstacle course, beer garden, and more. At Wait Park, attendees enjoyed an afternoon performance by Return Flight at the Gazebo, while the 21 Turns Band and Bridgetown Get Down entertained the crowd in the beer garden. The event

was a resounding success, creating many lasting memories. Economic Development staff extends our heartfelt gratitude to the Public Works, Parks, and Canby Police departments for their invaluable support in making the Canby Independence Day Celebration a memorable occasion.

**Façade Improvement Program** – The City of Canby’s Economic Development staff received an application for a Façade Improvement Program grant for Le Nest, 151 Northwest 3<sup>rd</sup> Avenue, for up to \$25,000. Property owners can be reimbursed for paid invoices up to two years after approval. The Façade Improvement Program budgeted \$40,000 for fiscal year 2024-2025. With a potential \$25,000 reimbursement for an outstanding project, \$15,000 remained. The Urban Renewal Agency initially approved \$15,000 for Le Nest until the outstanding project deadline passed in mid-August. After no further invoices from the previous project, the agency approved the final \$10,000 for Le Nest. The applicant seeks to update/repair the following items for their building:

- Paint entire building. New store front wood paneling with trim detailing.
- New 42” glass/wood front door with brass kick plate and handle.
- New windows installed on the left and right of alcove entrance.
- Replace existing store front windows with solid glass (no panels) windows.
- Brick trim on the front corners.
- Replace and add needed exterior lighting and possible lit blade sign.
- Store signage TBD; either painted logo between the store front windows, or possibly mounted on the metal fascia above store front. Descriptive vinyl (in gold letters) will be added along the bottom of windows; ‘Home|Gifts|Design.’
- Repair dry rot siding where applicable.
- Planning to have a painted mural on backside of building; ‘What if I fall? Oh but my darling, what if you fly?’ (Along with incorporating the nest design from their logo)- by Poet Erin Hanson.

**First Thursday Night Market** – The First Thursday Night Market has continuously increased attendance and helped attendees become aware of local businesses. August’s theme tied into established Canby events. This included the Clackamas County Fair & Rodeo, and the events during Canby’s Big Weekend (Cutsforth’s Cruise-In, Swan Island Dahlia Festival, and the Basil & Art Festival). Swan Island Dahlia partnered with us and supplied cut Dahlias for visitors to find in participating businesses downtown.

- *Mission: The First Thursday Night Market seeks to promote downtown Canby as a destination for residents and visitors to explore local businesses while providing an opportunity to shop, dine, and play monthly.*
- *Goal 1: Offer a fun evening that captures visitors/residents to experience Canby businesses/organizations.*
- *Goal 2: Develop a new customer base for local businesses who continually return and shop locally.*
- *Goal 3: Provide an opportunity for Business-to-Business cross promotion of goods and services.*

The market occurs monthly on the first Thursday of every month from 5:00 – 8:00p. The event encourages businesses to stay open late and invites visitors and the local community to come downtown. We look forward to seeing you at the next First Thursday Night Market.

**Natural Hazard Mitigation Plan** – The Canby addendum of the Clackamas County Multi-Jurisdictional Natural Hazards Mitigation Plan (NHMP) was adopted at the August 7<sup>th</sup> City Council meeting via Resolution 1418. The NHMP identifies natural hazards – such as earthquakes and fires – and mitigation efforts through a coordinated planning process. The adoption is required for the City of Canby to access mitigation projects and funding under the Federal Emergency Management Agency’s (FEMA) pre- and post-disaster mitigation grant programs.

**Window Painting Competition** – The City of Canby, in collaboration with the Clackamas County Fairgrounds & Event Center, hosted a Window Painting Contest for local businesses to demonstrate their support for August’s established events. These events included the Clackamas County Fair & Rodeo, Canby’s Big Night Out Street Dance, Cutsforth’s Cruise-In, the Swan Island Dahlia Festival, and the Dahlia Run. The initiative aimed to creatively promote these local events and capture the attention of both residents and visitors. More than 12 businesses participated in the contest, showcasing their enthusiasm. Blush Out West emerged as the winner, with Sprigg & Kohler securing second place. We plan to continue this effort annually and look forward to the progression that will be made next summer!

**Canby HWY 99E Grand Reopening** – As Canby’s HWY 99E has been closed to reconstruction and paving, the City’s Economic Development Department has heard from businesses along HWY 99 and in the downtown who have experienced negative impacts of road closures. The City’s Economic Development Department is working with the Canby Area Chamber of Commerce for a grand reopening event to coincide with the reopening of HWY 99E. Staff met in early August to discuss the project and grand reopening event. Once the project receives a final end date, staff from both organizations will work on delivering flyers and spreading information about the grand reopening event. Currently the project is due to be completed at the end of October, and staff has identified the November First Thursday Night Market as a great opportunity to get local businesses involved and bring residents and visitors back to Canby businesses.

**River Assets and Opportunities Task Force** - The City of Canby was invited to attend the River Assets and Opportunities Task Force which focuses on tourism and economic development opportunities along the Willamette River. Economic Development staff attended the quarterly meeting on August 21<sup>st</sup> along with representatives from Oregon City, West Linn, Gladstone, Portland Spirit, and the Willamette Falls Locks Authority. The meeting provided an opportunity to learn about the efforts underway for river tourism and the impact of the reopening of the Willamette Falls Locks. Attendees were invited to a meeting on August 28<sup>th</sup> to discuss input for the reopening of the Willamette Falls Locks, and Economic Development staff was in attendance. Staff will continue to monitor these efforts and engage where possible. As the Willamette Falls Locks reopen, it will bring further opportunities to Canby.

**Canby’s Big Weekend** – Canby’s Big Weekend began with the Big Night Out Street Dance on Friday, August 23<sup>rd</sup>. The event featured participation from over 15 local businesses and offered a range of activities, including bouncy houses, a mechanical bull, photo booth, corn hole competition, and lively entertainment. Return Flight opened the evening at 6:00 p.m., followed by a headliner from Nate Botsford at 8:00 p.m. This successful event set the tone for an exciting weekend of activities in Canby.

The Swan Island Dahlia Festival, which ran throughout the weekend, showcased over 15,000 dahlias across more than 375 varieties. The festival included live entertainment, painting classes, food trucks, and additional attractions. The festival will continue through September 30<sup>th</sup>.

On Saturday, August 24<sup>th</sup>, Cutsforth’s Cruise-In drew an impressive turnout of over 700 cars to Downtown Canby. Thousands of visitors explored local businesses and supported various non-profits at Wait Park.

Additionally, The Flower Farmer’s annual Basil + Art Festival took place on August 24<sup>th</sup> and 25<sup>th</sup>. This event featured wine tasting, art demonstrations, train rides, fresh produce, a gallery show titled ‘A Taste of Art,’ and numerous other engaging activities.

**Spanish-language Community Summit** – Canby’s first ever Spanish-language Community Summit was held on Tuesday, August 27<sup>th</sup> at Baker Prairie Middle School. The Community Summit focused on the Comprehensive Plan update with a focus on housing and employment opportunities. 15 members of the Canby community attended the meeting and provided insight and feedback to the City about its efforts on engagement with its community of Spanish-speaking residents. The City of Canby worked closely with Bridging Cultures on this effort and will continue to identify opportunities for engaging both on the Comprehensive Plan update, but also through the City’s day-to-day efforts.

**Oregon Main Networking** – Tyler Nizer, Economic Development and Tourism Coordinator, attended the Oregon Main Street Networking in Reedsport, Oregon. This networking opportunity included numerous discussion topics including Cultural Districts, Planning, ADA Accessibility and more. There was also a walking tour throughout Reedsport to see firsthand the work their Economic Development and Main Street team has put into their downtown. The City of Canby has been a member of the Main Street program for over 12 years and is currently a Connected Community level participant of the organization



**City of Canby Bi-Monthly Report**  
**Department: Finance**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
From: Scott Schlag, Finance Director  
Prepared by: Katy Joyner, Financial Analyst  
Through: Eileen Stein, City Administrator  
Date: September 18, 2024

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**2024 Council Goals & Objectives:** See Departmental Activities.

**Statistics:** Attached.

**Department Activities:**

In addition to providing services and responding to inquiries from both internal and external customers, the Finance Department reports the following items of interest this period.

- The 2024-2025 Adopted Budget was submitted to the Secretary of State. The annual certification of property taxes was submitted to the County, as well as certification of 17 unpaid sewer accounts with balances being sent to the County assessor.
- The interim audit is complete, and the work has begun to prepare the annual year-end journal entries. The audit will continue in October, and we anticipate being done by the end of the year, as is our goal.
- The GFOA Budget Presentation Award application was submitted, and we are awaiting the award status.
- Payroll has been busy importing new annual rates, including insurance rates. Processing final checks and setting up new employees.
- A lot of cleaning and organizing of files, moving prior fiscal year documents into storage and setting up new folders and binders for the new fiscal year documents. Following retention rules and disposing of older files and documents no longer needed.
- The Finance Team participated in the following meetings, trainings, and events this period:
  - PCC Grant Writing Course
  - PCC Excel Refresher Course
  - Finance Team meetings
  - Leadership Team meetings
  - NIGP Conference (The Institute for Public Procurement)



**Accounts Payable**

Invoices	488
Invoice Entries	1136
Encumbrances	46
Manual Checks	8
Total Checks	336

**Payroll**

Timesheets Processed	564
Total Checks and Vouchers	637
New Hires/ Separations	12 / 9

**Transit Tax Collection**

Forms Sent	1186
Accounts Opened/ Closed	40 / 6
Returns Posted	765

**Utility Billing**

Bills Sent	9,950
Emails	47
Accounts Opened/ Closed	87
Adjustments/ Write-offs, pymt Adj,	169
Lien Payoffs completed	28
Lien Payoff Inquiries replied to	56
Collection Notices Sent 30 Day	210
Collection Notice sent 10 Day	44
Accounts sent to WCB	9
WCB account to manage	175
Assesors-Once a year-JULY	100
New Homes Occupied	8
Auto Pay, Landlord, Payment Plans	25
NE-VACANT letters	106

**General Ledger**

Total Journal Entries	271
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**Cash Receipts Processed**

Finance	1239
Utility	220



**City of Canby Bi-Monthly Report**  
**Department: Fleet**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Todd Wood, Transit/ Fleet/ IT Director  
 Prepared by: Robert Stricker, Lead Mechanic  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:**

**Goal 1: Promote Financial Stability**

- See Department Statistics

**Statistics:**

Department	Work Orders	Jul-24		
		Labor Cost	Material Cost	Fuel Cost
Administration	0	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$437.30
IT Department	0	\$0.00	\$0.00	\$0.00
Facilities	0	\$0.00	\$0.00	\$126.84
Wastewater Collections	1	\$0.00	\$0.00	\$196.82
Wastewater Treatment	3	\$165.90	\$103.97	\$784.26
Parks	12	\$3,540.78	\$1,174.29	\$2,254.70
Police	27	\$1,891.48	\$977.78	\$6,218.38
Streets	13	\$1,260.16	\$785.57	\$2,758.83
Fleet Services	1	\$16.59	\$119.62	\$110.73
Canby Area Transit (CAT)	24	\$6,475.49	\$5,227.19	\$12,653.67
<b>Total</b>	<b>81</b>			<b>Total</b>

Department	Work Orders	Aug-24		
		Labor Cost	Material Cost	Fuel Cost
Administration	0	\$0.00	\$0.00	\$0.00
Adult Center	0	\$0.00	\$0.00	\$378.28
Facilities	1	\$14.54	\$0.00	\$119.55
IT Department	0	\$0.00	\$0.00	\$0.00
Wastewater Collections	2	\$447.23	\$1,941.95	\$673.74
Wastewater Treatment	0	\$0.00	\$0.00	\$0.00
Parks	6	\$3,573.19	\$353.17	\$1,571.89
Police	9	\$3,089.27	\$8,876.38	\$6,046.30
Streets	9	\$5,498.22	\$2,879.00	\$2,160.22
Fleet Services	0	\$0.00	\$0.00	\$197.59
Canby Area Transit (CAT)	22	\$2,130.70	\$1,840.73	\$12,691.81
<b>Total</b>	<b>49</b>			<b>Total</b>



**City of Canby Bi-Monthly Report**  
**Department: IT**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Todd Wood, Transit/ Fleet/ IT Director  
 Prepared by: Same as above  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:**

**Goal 1: Promote Financial Stability**

- IT has begun the process of inventory to determine what IT has, what it needs, and what can be disposed of. The process is expected to take several months.

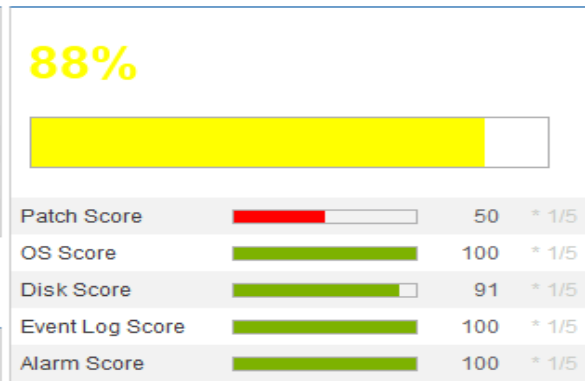
**Statistics:**

**Tickets Resolved: 137**

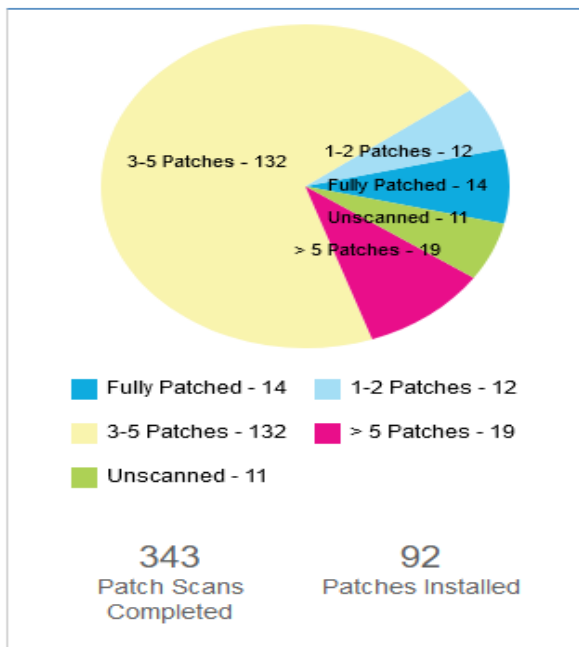
**Information**

20 Servers	168 Workstations
Contact Person	
IT Manager	
Total Systems	188

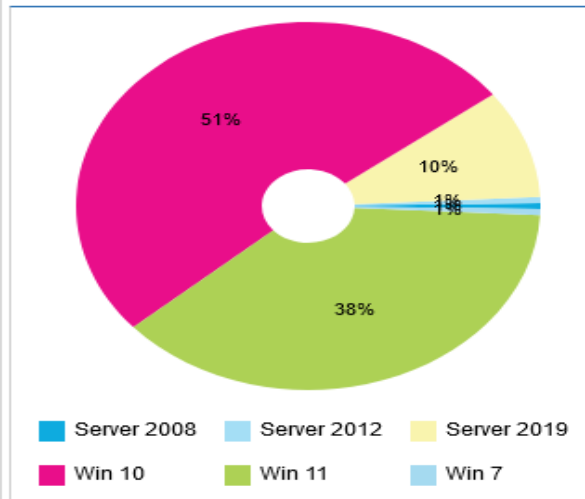
**Network Health Score**



**Patch Status**



**Operating Systems**



<b>Network Health Score</b>	This is a weighted average calculation that provides an <i>At a Glance</i> overall all network health score. Individual items are scored 0% (lowest) to 100% (highest). Scores are totaled, averaged and weighted to generate a percentage.
<b>Operating Systems</b>	Displays the different Windows operating system platforms installed on machines in the network. A good status indicator is that all mission critical machines or server have Windows 2000 or higher installed.
<b>Patch Status</b>	Displays the current number of patches needing to be installed on machines in the network. A good status indicator is zero un-scanned machines and a very low number of machines missing patches. Also includes number of patch scans completed and the number of patches installed.

### Alarm Notifications

No Alerts Found	0
No System Alarms Found	0
No SNMP Alarms Found	0
No System Check Alarms Found	0
No Log Parser Alarms Found	0

### System Activity

<b>System Activity Last 30 Days</b>	
Audits Completed	3899

<b>Alarm Notifications</b>	Displays the total number of each alarm notification generated. Alarms are not generally bad or good. Alarms are the result of proactive monitoring of key system elements. Alarms provide the basis for behind the scene actions that keep the network healthy and operational.
<b>System Activity</b>	<ul style="list-style-type: none"> <li>• <b>Audits Completed</b> - The total number of times machines have been audited for hardware and software changes.</li> <li>• <b>Customer Specific</b> - The total number of times machines... (based on customer criteria).</li> <li>• <b>Backups Completed</b> - The total number of times machines have been successfully backed up.</li> </ul>

**Department Activities:**

1. Polar continues to audit our system, update software as needed, find and patch vulnerabilities. A full needs assessment will be coming soon included need hardware upgrades and replacements.
2. Elie Enderle has started as the new Systems Coordinator.
3. Elie has implemented a new Door Card Lock system which will improve the reliability of the old system in city hall.










**City of Canby Bi-Monthly Report**  
**Department: Library**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Marisa Ely, Library Director  
 Prepared by: Same as above  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:**

NA. See Departmental Activities.

**Statistics**

		<h2 style="text-align: center;">CANBY PUBLIC LIBRARY</h2> <h3 style="text-align: center;">JUL/AUG '24 SNAPSHOT</h3>	
Items added to the collection - 1,352		Items checked in 43,134	
Holds filled 8,515		 New cards 225	
Digital checkouts 8,148		Room reservations 188	
Physical checkouts 41,832		 Adult events - 16 Participants - 431	
Customer interactions - 1,882		Children's events - 56 Participants - 1,497	
Visitors 18,106		 Teen events - 10 Participants - 76	

## Department Activities:

- Our teen intern, Raley, completed her internship on 8/28/24. The funding for this temporary position came from a Teen Intern Grant through the State Library of Oregon, a project funded in part by the Institute of Museum and Library Services through the Library Services and Technology Act.
- We have new art by artists Chinh Lê and Jeri Lê around the library!



- A huge thank you to Public Works for repainting the white arrows in the alleyway behind the library for safety.
- Upcoming events:
  - We have several new adult programs starting in September, including Adult Craft Night, B.Y.O. Book Club, and Canby Public Library writing group. We also have a Financial info series starting up on 9/18, a Beginner Watercolor Class on 9/21, and a Guide to Garlic Planting on 9/28. No sign-ups required.
  - Northwest Classical Theatre Collaborative will be performing a 75-minute production of *The Year of Magical Thinking*, with live music, directed by Patrick Walsh, at the library on 10/17 from 6:30-8pm.
  - The young teen and parent craft is moving to a new time, now starting at 5pm, on the 2nd and 4<sup>th</sup> Tuesday of each month.
- Programming:
  - The Summer Reading Program has officially ended (June 1 – August 31).
    - Kids: 1,937 sign-ups / 266 finishers
      - STEAM logs: 421 sign-ups / 64 finishers
    - Teens: 523 sign-ups / 79 finishers
    - Adults: 295 sign-ups / 91 finishers
      - BINGO sheets: 532 sign-ups / 110 finishers
    - Totals: 2,766 sign-ups / 436 finishers (reading logs)
      - 953 sign-ups / 174 finishers (STEAM logs & BINGO sheets)

Age Group	Program/Event
<b>Children</b>	Arts, Crafts, and Coloring
	Family Storytime
	Lego Play
	Dance Party
	Maker Lab & STEAM Night
	Minecraft Club
	Baby & Toddler Storytime
	Lego Masters Competition & Presentation
	SPECIAL EVENTS: Summer Reading performances
	<b><i>Outreach Events</i></b>
	<b>Totals: 56 events / 1,497 participants</b> <b><i>Outreach Events: 2 / 109</i></b>
<b>Teen</b>	Dungeons & Dragons
	Table Top Gaming (NEW!)
	Young Teen Crafting ( <i>pictured</i> )
	<b>Totals: 10 events / 76 participants</b>
<b>Adult</b>	Book Club
	Knit & Stitch Group
	Citizenship Classes
	Art Cafe
	Maker Lab for Adults (NEW!)
	Music in the Stacks
	<b>Totals: 16 events / 431 participants</b>



# CANBY

Public Library

FY  
22-23

FY  
23-24

Total Visitors	<b>89,084</b>	<b>96,010</b>
Room reservations	<b>842</b>	<b>1,136</b>
Items added to the collection	<b>5,889</b>	<b>7,157</b>
Holds filled	<b>55,574</b>	<b>52,894</b>
Digital checkouts	<b>35,003</b>	<b>45,869</b>
Items checked in	<b>251,143</b>	<b>251,833</b>
New cards	<b>1,286</b>	<b>1,343</b>
Physical checkouts	<b>214,519</b>	<b>237,289</b>
Reference questions	<b>11,417</b>	<b>12,207</b>

Programming	Children	102 events	270
		3,000 participants	7,714
	Teen	25 events	32
		123 participants	260
	Adult	28 events	80
		724 participants	1,250





**City of Canby Bi-Monthly Report**  
**Department: Police**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Chief Jorge Tro  
 Prepared by: Katie McRobbie, Administrative Supervisor  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:** *N/A - See Department Activities below.*

**Statistics:**

	<b>JULY</b>	<b>AUG</b>
Calls for Service - Dispatched 911 / Non-Emergency Calls / Self-Dispatched Calls	1188	1086
<b>PROPERTY CRIMES REPORTED</b>		
Burglary	2	1
Unauthorized Use of Motor Vehicle / Unlawful Entry into Motor Vehicle	3	1
Robbery	0	1
Theft I, II, & III	6	9
Forgery / Counterfeiting	0	1
Trespass	9	7
Vandalism / Criminal Mischief	4	3
<b>PERSON CRIMES REPORTED</b>		
Assault I, II, IV	3	2
Carrying Concealed Weapons (knife, blade, etc.)	0	0
Disorderly Conduct (includes resisting arrest)	1	0
Endangering Welfare of a Minor / Recklessly Endangering	1	2
Felon in Possession of Firearm / Restricted Weapon	0	0
Harassment, Intimidation or Threats	3	1
Identity Theft	5	2
Interfering with Peace Officer	1	0
Menacing	0	0
Sex Offenses	2	1
Strangulation	0	2
<b>ARRESTS</b>		
Warrant Arrests (includes contempt of court, restraining order violations, parole violations)	21	13
Adult and Juvenile Custodies (includes juvenile curfew)	53	35

<b>DRUG CRIMES</b>		
Possession Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	1
Delivery of a Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
Manufacture Controlled Substance (Cocaine, Heroin, Marijuana, Meth)	0	0
<b>TRAFFIC CRIMES, ACCIDENTS, CITATIONS</b>		
Attempt to Elude	1	2
Driving Under the Influence of Intoxicants (Alcohol & Controlled Substance)	13	6
Other Traffic Crimes (Hit & Run, Driving While Suspended / Revoked, Reckless Driving, Failure to Surrender Suspended License / Use Invalid License)	11	14
Traffic Accidents	18	11
Traffic Citations	273	203

**Department Activities:**

- Bike Rodeo
- Officer Chris Davis completed Oregon DRE School – top of his class
- Canby Independence Day patrol
- Touch-A-Truck
- 2024 Grill & Chill
- Promotion of Det. Jefre Johnson to Sergeant
- Continue ODOT Construction Zone traffic enforcement (ODOT grant)



**City of Canby Bi-Monthly Report**  
**Department: Development Services**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
From: Don Hardy, Planning Director  
Prepared by: Laney Fouse Lawrence, Planning Technician  
Through: Eileen Stein, City Administrator  
Date: September 18, 2024

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**2024 Council Goals & Objectives:**

**Goal 1.3 Adjust the City's System Development Charges (SDCs).**

- Planning staff should have the contracted Personal Services Agreement with our consultants by September 13. Our consultants will begin SDC update work which will run concurrently with the Transportation System Plan update over the next year.

**Goal 2.1 Complete the City's Housing Needs Analysis (HNA) and Housing Production Strategy (HPS).**

- The city council approved the HNA. The HPS hearings are anticipated on October 28 for the planning commission and November 20 for the city council.

**Goal 2.4 Complete the City's development code update**

- Minor residential code updates are occurring with the Housing Efficiency Measures with planning commission hearing on October 14 and city council hearing on November 6. The full city development code update will start in FY25/26 and staff is developing a scope of work for addressing the code update. Clackamas County is completing a development code audit, and our staff is looking at the merits of a similar code audit combined with known code updates.

**Statistics:**

**Land Use Application Activity:**<sup>1</sup>

1. Pre-Application Conferences held for the period of July 1 – August 31, 2024: Canby Adult Center; N Redwood St Partition.

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<sup>1</sup> Note that the applications listed here do not capture the department's full backlog of active land use applications and site plan reviews, many of which were either submitted prior to this reporting period or have been submitted but are currently deemed incomplete applications.

2. **Pre-Construction Conferences** held for the period of July 1 – August 31, 2024: DuNett Subdivision; Clackamas County Multi-Purpose Building
3. **Site Plans Submitted for Zoning Conformance** July 1 - August 31, 2024: 25 site plan review applications were submitted and have been or are being released for building permits
4. **Signs Submitted for Plan Review** July 1 - August 31, 2024: 3 applications submitted

Planning Commission Activity:

1. Agenda Items Reviewed July 1 - August 31, 2024. During this period, the Planning Commission:
  - a. Viewed the fifth staff presentation on Fence Standards

**Department Activities:**

Other events and upcoming work sessions include:

- Spanish Language Community Summit at Baker Prairie School, August 27
- September 18 Transportation System Plan Update city council work session
- October 23 Federal Emergency Management (FEMA) Model Ordinance city council work session
- November 20 Continued discussion for Special Area J city council work session



**City of Canby Bi-Monthly Report**  
**Department: Public Works**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
 From: Jerry Nelzen, Public Works Director  
 Prepared by: Monica Stone, Dustin Breese, Spencer Polack, Chris Goetz and Ken Daniels  
 Through: Eileen Stein, City Administrator  
 Date: September 18, 2024

**2024 Council Goals & Objectives:** N/A. See Department Activities below.

Facilities Department:

The Facility Maintenance Department purchased a new Scissor Lift that will be dedicated at the Police Department for maintenance related issues.



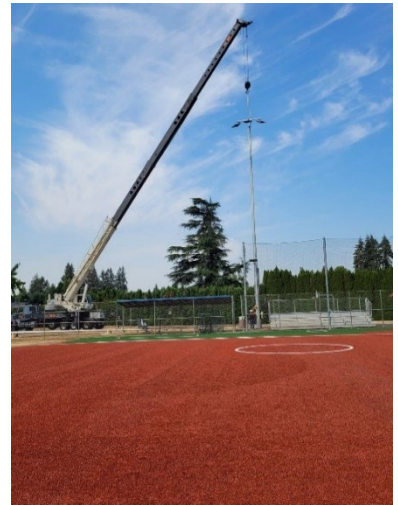
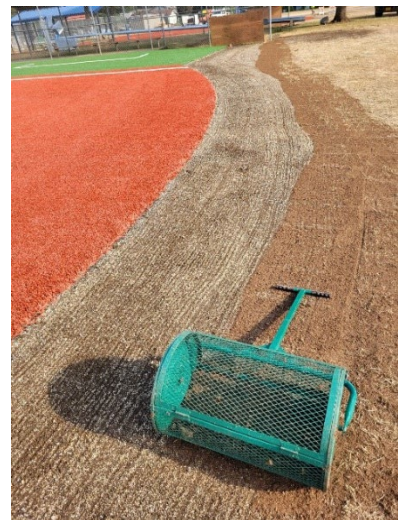
Facilities	Total Hours
July	136
August	168

Parks Department

The month of July consisted of many events in Canby’s parks. Independence Day, concerts, and Bridging Cultures just to name a few. Keeping the parks clean and presentable is always a top priority.

The sports fitness court landscape at Legacy Park came in well and now fits in with the existing landscape. Similar detail had to be done to Maple Park just outside the new artificial turf. This 12-foot-wide strip on the fringe of the infields is coming in well. Lighting poles were set and power to them will begin in September. We anticipate trenching to poles and do more renovation of turf once done. A water main broke which closed the Splash Pad for a day. The Parks Dept. worked hard to reduce the down time for the Splash Pad.

The Native Plant Sanctuary looks great thanks to David Kleinke and many volunteers who put a lot of hours in making this a great addition to Community Park. These pictures show the water main break at Maple St. Park, new light poles at Maple St. Park and the Native Plant Sanctuary at Community Park.



Parks	Total Hours
July	1,465
August	1,518.5

Sewer Collections Department

The Collections crew repaired a sewer main at 681 SE 2nd Avenue. Before and after.



Maintenance on S Ivy Pump Station

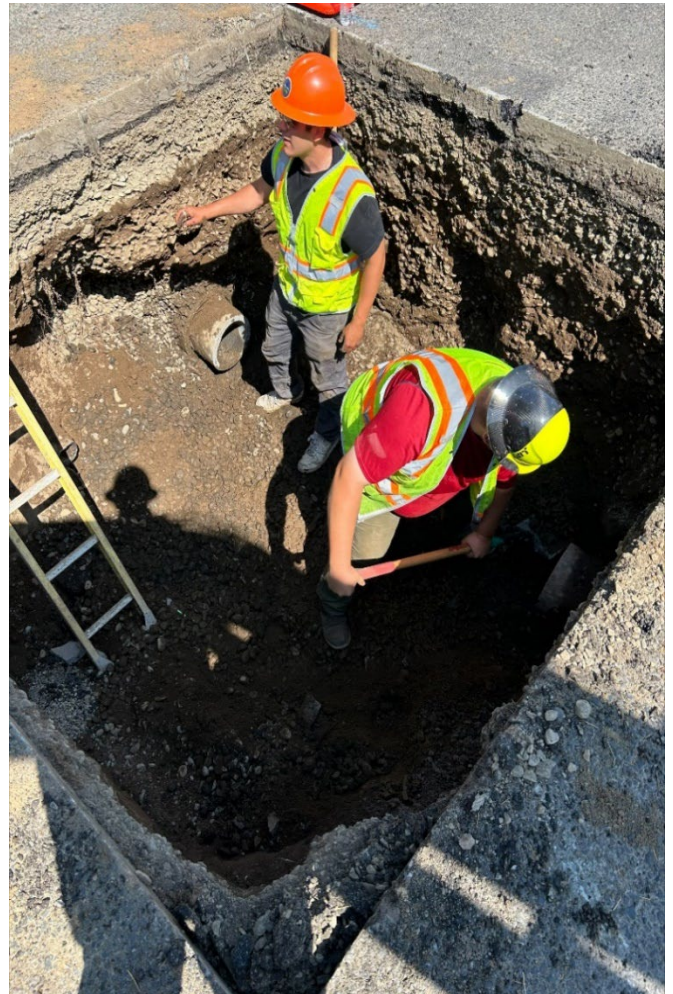


July Sewer	Total Hours
Sewer Cleaning	2
Sewer Maintenance/Repair	15
Sewer TV'ing	3
Lift Station Maintenance	25
Locating Utilities	43
Sewer Inspections	6
Vactor Usage	4

August Sewer	Total Hours
Sewer Cleaning	28
Sewer Laterals/Maintenance	22
Sewer TV'ing	22
Lift Station Maintenance	23
Locating Utilities	43
Sewer Inspections	7
Vactor Usage	6
Drying Beds	1

Storm Water Department

Our stormwater crew installed a sedimentation manhole and connected the pipe to a previously installed drywell.



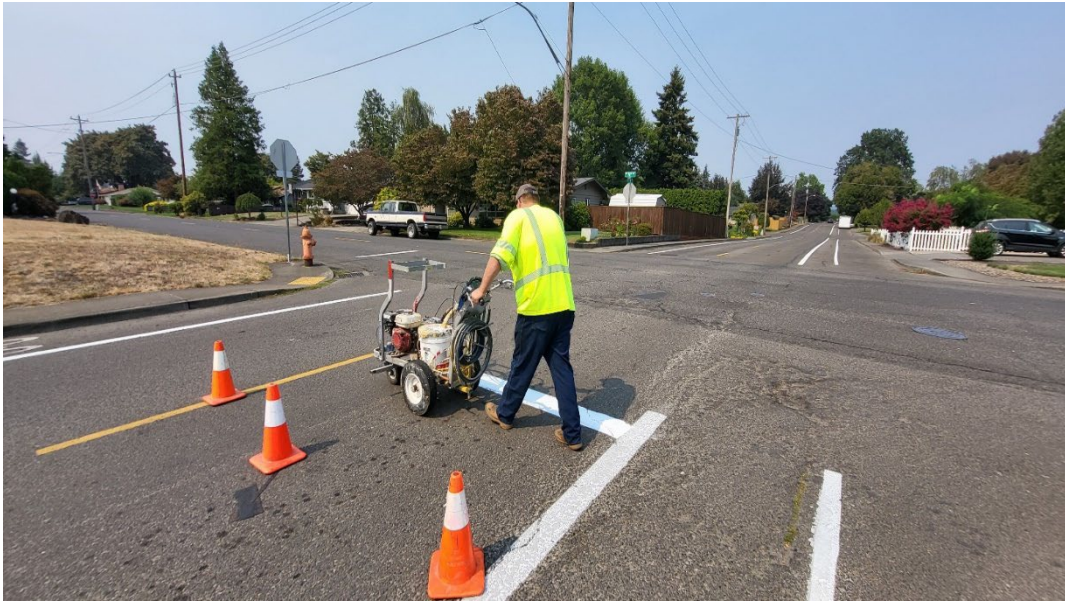
July Stormwater	Total Hours
Catch Basin Maintenance	8
Drywell Maintenance	3
Erosion Control	2
Storm Line Maintenance/Repair	224
Storm Line Inspections	2

August Stormwater	Total Hours
Catch Basin Maintenance	57
Storm Line Maintenance/Repair	30
Drywell Maintenance	1
Erosion Control Inspections	9



Streets Department

Streets crew painting crosswalks around Canby.



<b>July Streets</b>	<b>Total Hours</b>
Street Sweeping	57
Street Maintenance	565.5
Driveway Approach & Sidewalks Inspections	10
Street Sign Manufacturing	10
Street Sign Maintenance	2
Crack Sealing	170
Striping	114
Tree Trimming	29
Tree Watering	100
Vactor Truck	3
Mini Trackhoe	19

<b>August Streets</b>	<b>Total Hours</b>
Street Sweeping	33
Street Sweeping Maintenance	10
Street Maintenance	633
Driveway Approach & Sidewalk Inspections	8
Crack Sealing	40
Striping	171
Street Sign Maintenance	25
Streetlights	2
Tree Trimming/Removal	29
Tree Watering	42
Mini Trackhoe	2

## Wastewater Department

### 2023 NACWA Peak Performance Gold Award Recipient



Honoring the Clean Water Act of 1972, the National Association of Clean Water Agencies (NACWA) recognizes wastewater treatment plants across the nation that have achieved 100% NPDES permit compliance with the Gold Peak Performance Award. For the City of Canby this means that out of nearly 1000 compliance points, the wastewater treatment plant staff met all requirements in 2023.

Canby is one of only six municipalities in the State of Oregon that has been recognized by NACWA for 100% permit compliance in 2023.

During July and August of 2024, all NPDES permit compliance requirements were met, and no lost time accidents were reported. Cumulatively, the operations and maintenance team treated **66.2 million gallons** of wastewater without a violation.

### Wastewater Process Control Improvements

Projects were prioritized this summer to improve process operations. A new Flygt mixer was trialed to improve microbiological health through more effective aeration basin mixing. Blower #1 repairs were completed at a minimal cost and air piping leaks were addressed to increase blower efficiency. A blower on/off cycle was utilized to supplement the nitrification process and to prevent denitrification in the secondary clarifiers. A new total suspended solids instrument was installed to monitor process water quality and to trend plant performance on SCADA. These improvements in combination with traditional adjustments and scheduled preventative maintenance helped to ensure permit compliance through August.

### Administration, Public Involvement, Safety and Training Programs

The Touch A Truck event in August was a great success with Steve Gering and Monica Stone participating in educational outreach. They also worked together to update the City's Wastewater and Environmental Compliance web pages to reflect updated information.

In July, Bob Wengert retired after 21 years of service with the City of Canby Wastewater Treatment Plant. As we celebrated Bob's retirement, we also welcomed Amy Francisco as a new Wastewater Operator. Left to right: Bob and Olivia Wengert with Spencer Polack at the retirement party. Amy Francisco and Monica Stone at the Touch A Truck event.



**Training:** Staff participated in site specific Policy and Procedures Training, No Harassment, Bullying/Hostile Work Environment, Lockout Tagout and laboratory procedures training.

**Safety:** Patrick Mahoney was voted in as the new Co-Chair of the City's Safety Committee and has brought great topics to the committee to discuss. Steve Gering is participating as an alternate committee member as well. The WWTP team has begun to conduct specific job hazard analysis and is working on a site specific LOTO Program. Quarterly safety inspections were completed, new conduit replaced old extension cords and safety signs were installed. Patrick completed the operations office renovation to improve workflow and to increase team collaboration (see below).



### **Asset Management, Maintenance and Solids Management**

The completion of work orders has doubled in the past four months. The team completed 79 work orders during this reporting period, with a backlog of just 17. Solids production totaled 328 wet tons with a total of 12 loads hauled to Heard Farms for further processing and application.

**Laboratory, Pretreatment, Stormwater and FOG Programs**

Laboratory Tests Performed	Laboratory Sampling Events
<ul style="list-style-type: none"> <li>• Process Control: 184</li> <li>• Compliance: 150</li> <li>• Outside Contract Lab: 31</li> <li>• Industrial Compliance/Noncompliance: 2</li> </ul>	<ul style="list-style-type: none"> <li>• Permitted Sampling Events: 16</li> <li>• Permitted Industrial Sampling Events: 0</li> <li>• OSU Influent Sampling Events: 7</li> <li>• Additional Sampling Events: 1</li> </ul>

Pretreatment Program Report			
July		August	
Inspections Performed	3	Inspections Performed	0
Building Plans Reviewed	2	Building Plans Reviewed	2
Enviro. Surveys Reviewed	5	Enviro. Surveys Reviewed	6

FOG Monitoring Report			
July		August	
Pump outs Reported	14	Pump outs Reported	30
Inspections Performed	3	Inspections Performed	10



**City of Canby Bi-Monthly Report**  
**Department: Administration**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
From: Eric Laitnen, Aquatic Program Manager:  
Prepared by: Same as above  
Through: Eileen Stein, City Administrator  
Date: September 18, 2024

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**2024 Council Goals & Objectives:** See Department Activities

**Statistics:** Revenue is up 3.6% and Attendance is up 2.5% over July and August last year.

**Department Activities:**

- It is always nice to begin a new year. We have been very busy, as always, and all our numbers are about the same from last year to this fiscal year. Attendance is up about 500 swims and revenue is about \$1,000 also started ahead of last year. Overall though most things are very similar.
- It is Fall maintenance time and we are only closed about 10 days this year. We closed the last week of August and we re-open on September 3<sup>rd</sup> with lap swims, water exercise, adult swims and public swims. Lessons and swim team will start a on September 9<sup>th</sup>. We wanted to let all the kids get into school for a week before we started adding things to their schedule and that goes for lessons, Swim team and our Staff. It is a light closure this year again, cleaning the pool, and painting everything else. This year we drained the pool and clean it and then put water back in, no painting this year. Nathan is also working with public works to see what they can see inside our plumbing for the pool. We are trying to assess the status of the piping under the pool to see if it is time to replace them. All in preparation to see the best place to use our renovation money for the pool. We want to use the money where it will do the most good. Hopefully next fall we will start a bigger and more substantial project.
- As I write this a crew of workers cleaning and painting, but by the time you read this we should be up and running for another great swimming year.



**City of Canby Bi-Monthly Report**  
**Department: Transit**  
**For Months of: July & August 2024**

To: The Honorable Mayor Hodson & City Council  
From: Todd Wood, Transit/ Fleet/ IT Director  
Prepared by: Same as above  
Through: Eileen Stein, City Administrator  
Date: September 18, 2024

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**2024 Council Goals & Objectives:**

**Goal 1: Promote Financial Stability**

See Grant Activities below

**Goal 3: Plan a transportation system that eases the impacts of growth**

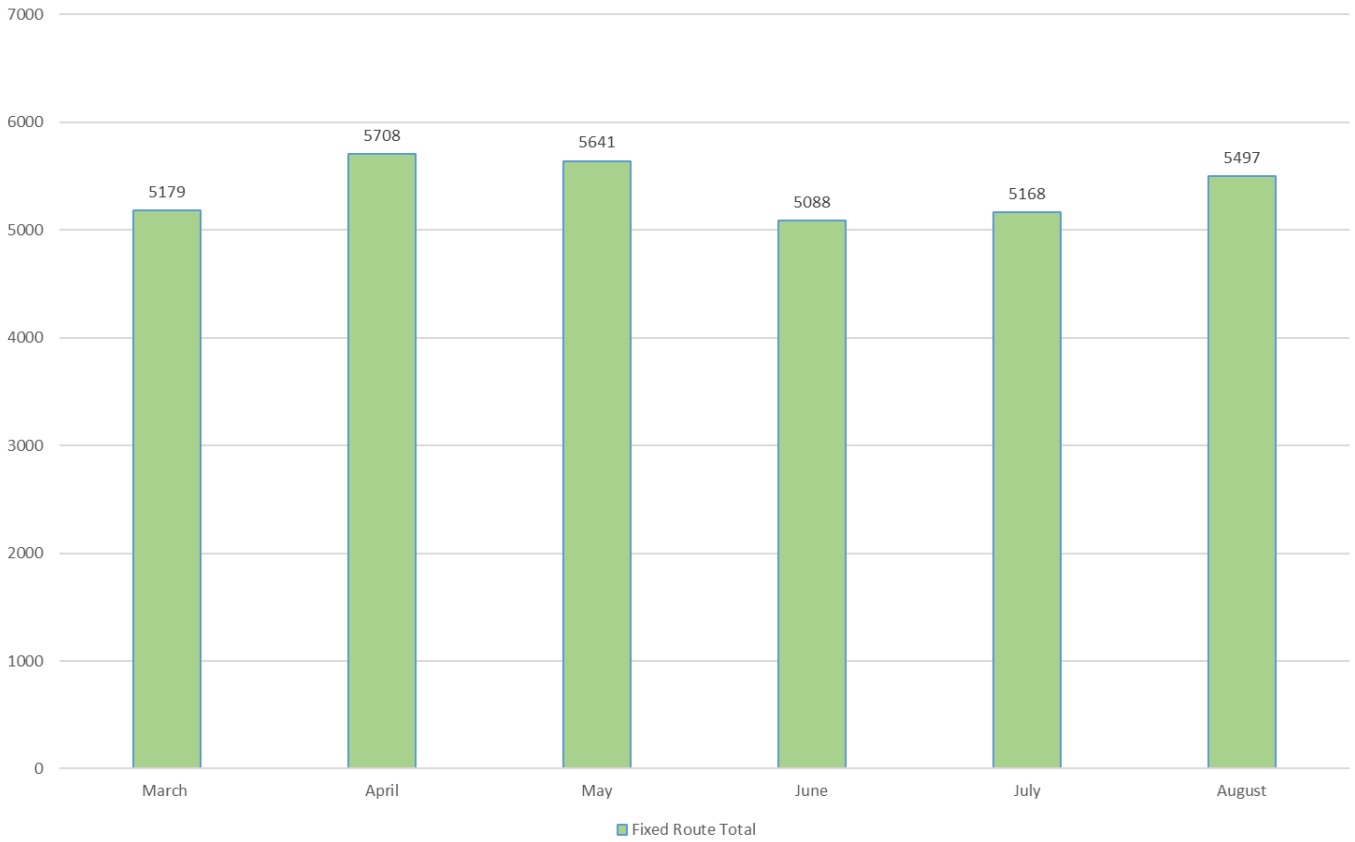
Transit Master Plan: The transit master plan group will give an update to the City Council on October 2, 2024 for a final report before completion.

See Transit Statistics below

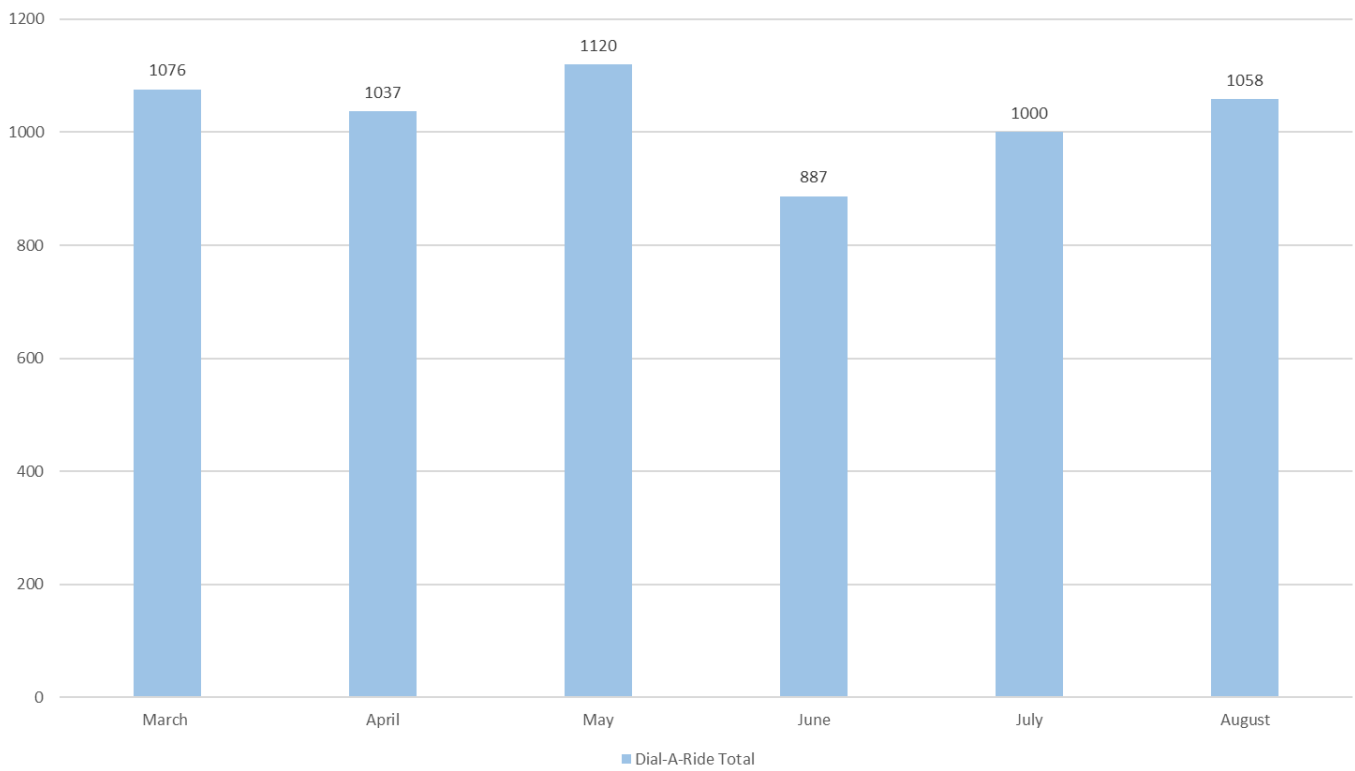
**Statistics:**

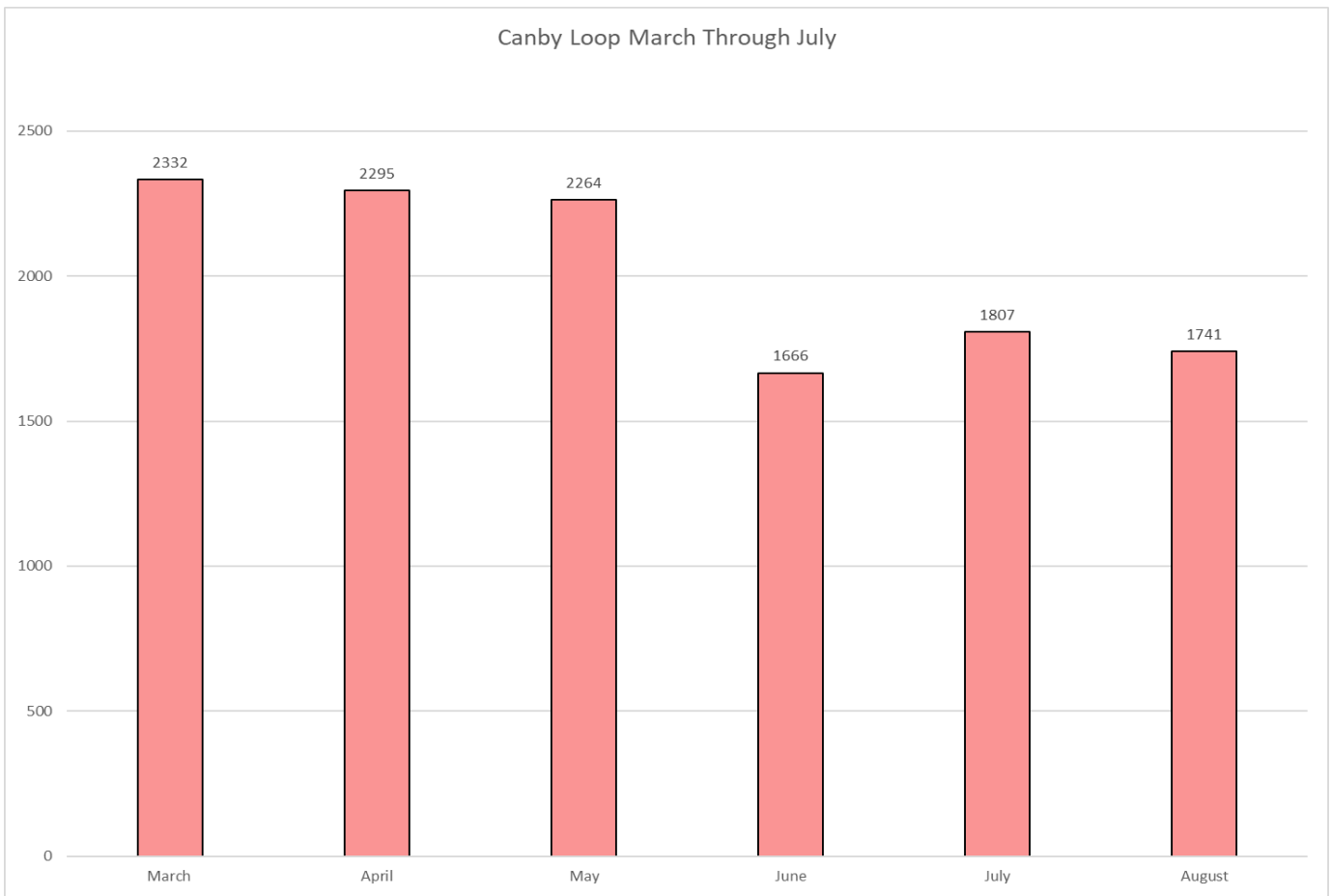
July average daily weekday daily 99x route ridership:	216 trips
July average daily weekend daily 99x route ridership:	101 trips
August average daily weekday daily 99x route ridership:	225 trips
August average daily weekend daily 99x route ridership:	108 trips
July average daily weekday Dial-a-Ride route ridership:	41 trips
July average daily weekend Dial-a-Ride route ridership:	25 trips
August average daily weekday Dial-a-Ride route ridership:	42 trips
August average daily weekend Dial-a-Ride route ridership:	29 trips
July average daily weekday daily Loop route ridership:	82 trips
July average daily weekend daily Loop route ridership:	51 trips
August average daily weekday daily Loop route ridership:	79 trips
August average daily weekend daily Loop route ridership:	50 trips

99x Ridership March Through July



Dial-A-Ride Ridership March Through July





**Department Activities:**

1) Grant Activities:

- Applied for STIF Discretionary, STN and 5311f for building money.
- Applied for STIF formula for the Canby Loop and Weekend services.
- Applied for 5310 and STIF elderly and disabled funds for Dial-a-Ride services.
- Applied for 5311 for 99x Weekday services.
- Awarded a grant to purchase 5 new vehicles including 4 Transit Vans and 1 bus.

2) New Transit Building:

Design is almost complete and is being prepared to submit to the planning department for review.