

**MEDFORD PARKS AND
RECREATION
DEPARTMENT**



Risk Management Plan and Procedure Manual

**Medford Parks and Recreation Departments Mission is to:
“Create Healthy Lives, Happy People and a Strong Community”**

Titles are hyperlinks

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Medford Parks and Recreation Department

Risk Management Manual

Policy Statement

The City of Medford Parks and Recreation Department will maintain a risk management program designed to minimize hazards that can result in personal injury, property damage or financial loss. The department will utilize the following means to implement the risk management:

- Have one full time staff member participate on the City Safety Committee.
- Work with the City Risk Manager in specific areas related to the department programs, parks and facilities.
- Evaluate and update Risk Management Manual annually
- Provide staff with ongoing training programs that emphasize safety in the work place.
- Maintain safety inspection procedures for parks, facilities and equipment.
- Review manual and distributed to all employees.

I. Inspection Procedures

It is the department's responsibility to reduce the risk of accidents through regular inspections and repairs. The following procedures are to be used for inspections:

A. Park Inspections

The Parks and Recreation Safety Committee will tour each park once a year to review park conditions. Work orders will be completed for any necessary repairs or safety hazards identified. Weekly inspections of the general conditions of the parks by Park staff should occur while working at the park. In the event there is a park condition that is an emergency – repairs will take place immediately. If necessary the area in need of repair will be blocked off from public use until the repair can be made.

B. Playground Inspections

All playgrounds will be inspected monthly by a staff member who is a certified playground inspector. In the event there is a playground condition that poses

a risk to injure or is in need of repair – that area/apparatus will be closed off and a work order for repairs will be completed. The inspector will also fill out the playground inspection form and list any issues they found.

See Appendix for Playground Inspection

C. Municipal Pool

The municipal pool and pump house will be inspected daily prior to the opening of the facility. The water quality inspection will be done twice daily by maintenance staff and hourly by lifeguarding staff. At the closing of the day, a thorough inspection of the pool will be completed insuring all items are put away, the pool is clear of swimmers and everyone has left the facility.

See Appendix for Chemical Report

D. Spray Parks and Splash Pads

The spray parks and splash pads will be visually inspected and water quality tested once per day to make sure the automation system is working properly.

E. Equipment Inspections

1. **Park Maintenance equipment** is to be inspected on a timely basis according to its respective operating manual. All equipment shall be given a visual inspection before being used by an employee. Equipment that is unsafe is to be taken out of service and tagged with a warning label and reported to the supervisor so arrangements for repair can be made.
2. **Sports equipment** will be thoroughly inspected prior to issuing the equipment to a team. Any equipment deemed damaged will be discarded if it cannot be repaired to meet the manufacturer's label standards.
3. **Inflatables** will be inspected before each use. If the inflatable is damaged it will be taken out of service until repaired. If damage is

discovered the inflatable will not be used and the damage will be reported to the supervisor.

See Appendix for Building Rental and Inflatable Usage Guidelines

F. Operation Equipment

All operating equipment is to be inspected and serviced as prescribed in the operating manual. Each employee operating a piece of equipment must complete a training session on how to operate the equipment. Inspections and routine service repairs are to be recorded.

II. Facility Inspection Schedule

The municipal pool and all spray parks will be inspected annually according to State of Oregon and Jackson County Health Department Rules and Regulations.

III. Personal Protective Equipment

All employees are required to use personal protective equipment / clothing based on the type of equipment, machinery or supplies the employee is using. Proper use of personal safety equipment / clothing as required by the department is outlined in the respective staff manuals.

IV. Accidents

A. Auto Accident Reporting Procedure

Vehicle accidents of any nature must be reported on the Vehicle Accident Report Form located on the City M: Drive under City Forms, Health and Safety. The employee is also responsible to fill out an Oregon DMV form if needed. The completed City Vehicle Accident form must be turned into the City Risk Manager within 24hours of the accident. The Oregon DMV form is the responsibility of the employee to fill out and turn into the Oregon DMV according to Oregon DMV requirements.

B. Employee Accident Reporting Procedure

In the event an employee is injured on the job, a Supervisor's Incident and Injury Report must be completed by the injured employee and their supervisor and turned into the City Risk Manager within 24 hours of seeking medical care. If the injury requires medical treatment a worker compensation form (801) must also be turned into the Risk Manager within 24 hours. The forms are located on the City M: Drive under City Forms, Health and Safety.

C. Patron Accident / Incident Reporting Procedure

If a participant at a department function is injured, a Participant Accident Form is to be completed and brought to the recreation office within 24 hours. In the event the participant required hospitalization, contact the programs supervisor immediately. All injuries with patrons need to be recorded on a department accident report form.

See Appendix for accident forms

V. Hazardous Materials and "Right to Know"

All chemical-related material will have a MSDS/SDS sheet. The MSDS/SDS sheets will be centrally located. A hard copy of all materials (MSDS/SDS sheets) will be maintained and kept on file at the Santo Community Center, Parks Department Service Center, City Hall and Annex, as well as available on line at <http://www.cityofmedford.msds.com/MSDSSearch.aspx?fm=0&tb=0> MSDS/SDS are required from the supplier/manufacture when the department purchases chemicals. It is the responsibility of the Parks Superintendent or their designee to assure the MSDS/SDS materials is kept up to date and a copy given to the City's Risk Manager. The City's Risk Manager will provide SAFETEC with a copy of the MSDS/SDS sheet. SAFETEC will then put in on the City's MSDS/SDS web site.

All chemical storage areas will be secured from entry by the general public. All chemical products will be stored in location that meets the OROSHA standards.

VI. Vandalism and Graffiti Action Plan

The parks and facilities will experience random acts of vandalism. The department staff, volunteers and park neighbors are asked to report vandalism immediately to the Police Department. If vandalism is found where safety devices and/or measures are disturbed due to the vandalism, the matter must be corrected immediately or closed off to the general public. To combat vandalism the department staff will complete the following procedures:

- A. Contact Supervisor and City Code Enforcement**
- B. Supervisor and City Code Enforcement take pictures**
 - 1. If graffiti is gang related or is targeting a person then Code Enforcement will call the Police Department.
- C. After pictures are taken employee will remove graffiti or repair item and document what was done on the vandalism graffiti report form.**

See Appendix for Vandalism and Graffiti Report

VII. Major Storm Threat: Flood Procedures and Heat

A. Rain - Thunder / Lightning Storms

Safety of the patrons is paramount. The lightning procedure is to be followed. No child will be allowed to leave the premises of a department facility during a major thunder/lightning storm if he or she is alone. The child may contact a parent/guardian to arrange for a ride home. During camps, sporting events, special events and park maintenance projects, a designated shelter area should be predetermined in the event of a thunder/lightning storm. Wait at least 30 minutes after the lightning flash before resuming activities.

B. Flooding

In the event that the parks are flooded, appropriate action will be taken to close off the flooded areas.

C. Extreme Heat Conditions

In the event that weather conditions are (or are forecasted to be) of extreme heat conditions over eight hours or longer volunteer coaches should be

trained to conduct, if not cancel, their practices in a manner that does not create heat exhaustion of their players. Day Camp activities will be curtailed to indoor/shaded facilities. All staff, volunteers and participants will have access to fluids. Staff should be trained in signs of heat stroke.

VIII. Waiver Forms

A. Program Waiver

Waiver forms are required for all participants registered in a department sports program. Individuals under 18 years of age must have the waiver signed by a parent or legal guardian.

See Appendix for sample waiver form

B. Volunteers

Volunteers must follow all guidelines in the Department Volunteer manual.

See Appendix for Volunteer Manual

C. Background Check Waiver

Background checks will be done by the City Human Resource Department on all paid department employees over the age of 18.

See Appendix for Background Check Forms

IX. Program, Facility and Emergency Management Plans

A. Program Security Plan

1. Youth Sports

- a. Coaches are required to complete a background check application once a year. Check is to be submitted prior to start of program.
- b. All volunteers are required to complete a Volunteer application form.
- c. Coaches are asked to have a cell phone available in the event of an emergency
- d. No child is to be left alone at a facility/park after a practice and/or game.

- e. Coaches are required to attend coaches training sessions sponsored by the department.
- 2. Department Special Events and Programs over 100 people
Employees and volunteers must follow the Emergency Event Plan

See Appendix for Emergency Event Plan Check List

3. Facility Security Plan

a) Issued Keys

- 1) Only full-time and seasonal part-time employees will be issued keys.
- 2) Keys issued are to be recorded at the main office.

b. Chemicals and Cleaning Supplies

- 1) All custodial cleaning supplies are to be kept in the custodial closet. The closet is to be kept locked.
- 2) MSDS sheets are to be kept in a central location.
- 3) All chemicals and paints are to be stored according to the OROSHA requirements.

c. Daily Routine Santo Community Center

- 1) Staff members are required to follow the closing and opening procedures of the facility to assure that the building is secure and in safe condition.
- 2) All funds are to be kept in a safe overnight. Cash out is to be taken daily to City Hall.

d. Emergency Management Plan

- 1) Follow prescribed procedure as outlined in the City of Medford Emergency Management Plan

1. Municipal Pools

a. Facility Lock System

- 1) The Pool Manager, Senior Guards and full time Park staff will be issued keys to the main gate of the pools. Fulltime staff and seasonal aquatic maintenance staff will be issued keys to the pump house.
- 2) Keys issued are to be recorded at the main office.
- 3) The main pump house is to be kept secured at all times.

b. Daily Routine Security

- 1) Staff members are required to attend pre-training/orientation meeting prior to the start of the season starting and weekly trainings.
- 2) Only the startup funds are to be kept on the premises overnight in the safe. Daily cash out is to be taken to the Santo Community Center.
- 3) Follow prescribed procedure as outlined in the Pool Emergency Plan.

See Appendix for Pool Emergency Plan

2. City Emergency Plan

See Appendix for City of Medford Emergency Management Plan

X. Recreation Program Safety

Program safety implies the safety of the participant enrolled in a department sponsored activity.

A. General Safety Procedures

1. Instructors/Leaders:

- a. Will have sufficient knowledge of the program/event to ensure safe instruction to the class or operation of the event.
- b. Are to have access to a phone (cell phone)
- c. In the event of an accident, will be trained in how to report the accident.

2. Summer Recreation & Aquatic Staff Leaders:
 - a. Will be trained in CPR and First Aid
3. Volunteer Youth Coaches:
 - a. Will be given sufficient training on emergency procedures, including recognizing potential head injuries leading to a concussion.
 - b. Will have access to first aid kits
 - c. In the event of an accident, will be trained in how to report the accident.

XI. Employee Safety Training

A. Training Programs

1. The department will conduct monthly training programs
2. Topics to be covered, but not limited to, will be blood pathogen, hostile situations, disruptive behavior, and use of equipment and emergency procedures.
3. Training sessions will be in-house and with professionals from outside the department.
4. Training sessions will have attendance sign in sheets.

Park maintenance staff will receive sufficient training in operating specialized equipment. No employee is to operate a piece of equipment without receiving prior training and approval. When appropriate, the staff will be required to attend training programs.

See Appendix for In-service Training List

XII. Safety Committee

A. City and Department Safety Committees

1. The department will designate one person to serve on the City Safety Committee. That person will update all staff on safety concerns pertinent to the operations of the department.
2. The department safety committee will meet on a monthly basis. The committee will consist of 2 Parks Division employees, 1 part time

Recreation Division employee, 1 Recreation Supervisor, 1 Office Administrator, 1 Facilities Maintenance employee and a Facilities Maintenance Supervisor.

3. Minutes and agendas of the City and Department safety committees will be posted for staff review.

XIII. Other Safety Procedures

The following safety procedures (programs) are part of the Medford Parks and Recreation Safety Plan

A. Lock-Out, Tag-Out Procedure:

In the event that any power tool, vehicle or motorized piece of equipment needs immediate mechanical repairs / service or adjustments because of safety or service needs, the following must take place:

The following procedure must also be followed even if the machine is actively being worked on.

1. Remove all sources of power and ignition.
2. Mount laminated placard of LOCK-OUT in an obvious location on the equipment.
3. Verbally notify any co-worker and supervisor of LOCK-OUT status of said unit.
4. If the equipment must be left unattended secure the equipment and facility so it can't be used.
5. Removal of LOCK-OUT placard can only be done by authorized operator, mechanic or supervisor.

B. Confined Space

1. The confined space program is designed to establish minimum requirements and procedures for the safety and health of employees who may (do) work in, and in connection with, confined spaces.

See Appendix for Confined Space Program

C. Bloodborne Pathogens

1. The bloodborne pathogens plan is designed to protect employees from the dangers which result from occupational exposure to bloodborne pathogens.
2. Each employee is to receive the department's Blood Borne Pathogen Plan. An annual review will be conducted with all employees.

See Appendix for Bloodborne Pathogen's Plan

D. Cooperation Efforts with the City's Departments Safety-Emergency Services

1. Police Department
 - a. The Director and the Parks and Recreation Department is the primary liaisons to the Police Department. The Parks and Recreation Director or their assigned staff member will be responsible to report problems or follow-up on reports issued to the Police Department. The park staff is authorized to enforce all park ordinances that do not require professional law enforcement. If the park user or visitor refuses to comply with the request, staff should contact their supervisor. In an emergency, contact the Police Department. The park staff will receive in-service training from the Police Department as needed.
2. Fire Department
 - a. The Director Parks and Recreation Director is the primary liaison to the Fire Department. The Parks and Facilities Director or their assigned staff member will be responsible to report problems or follow-up on reports issued to the Fire Department. In the event of fire or medical emergency call 911.

E. Handling Evidentiary Items

Department staff should make every effort to preserve a crime scene in the same physical condition as the perpetrator left it. The employee should complete the following steps:

1. Contact the Police Department immediately.
2. Contact their Supervisor and let them know you have contacted the police.
3. Remain and monitor the scene until the police arrive to ensure that the site is not disturbed by other staff and/or public.

F. Handling of Disruptive Behavior

The handling of disruptive behavior will vary depending on the level of the behavior. No Parks and Recreation employee is required nor expected to put him or herself in harm's way. The primary goal is to avoid injury to staff or patrons and/or damage to public property. Listed below are general responses to behaviors that should be used by staff:

1. Angry Patron (physically under control)
 - a. Provide the patron the opportunity to express the cause for his/her displeasure.
 - b. Calmly reiterate the concern(s) to ensure you fully understand the issue.
 - c. Calmly explain how the issue can be resolved. If you are unable to resolve the issue, explain that you will consult with your supervisor and the patron will be contacted as soon as possible with a response.
2. Angry patron (physically threatening situation)
 - a. Contact your supervisor or fellow staff member to assist you with the situation.
 - b. When assistance arrives, request that the patron calmly explain the situation. If possible, try to resolve the issue.

- c. If the situation is becoming out of control (physical contact and/or verbal threats), call the Police Department and proceed to secure the area until the police arrive.
- d. Complete and submit the incident report to your supervisor.

G. Out of Control Situations

Out of control situation includes a physical fight, angry mob of people and unruly athletic spectators.

- 1. If the spectator refuses to leave the premises, call the Police Department.
- 2. If the staff member(s) cannot resolve the problem safely, contact the Police Department.
- 3. If concerned with your own personal safety, proceed to secure the area until the police officer arrives. Do not try to take matters into your “own hands.”
- 4. Complete and submit an incident report to your supervisor.

XIV. Risk Management Accounting Procedures

A. Employee Wellness and Safety

To reduce the potential loss of workdays due to illness and/or accidents, the department staff will provide a variety of safety-training programs and encouraged participation in the City sponsored wellness programs.

- B.** The department’s risk management accounting is managed by the City’s Legal and Finance Departments, in cooperation with the City’s Third Party Claims Administrator. Once a claim is submitted to the City Attorney’s office, and investigated by the Third Party Administrator, the City Attorney and Finance Director determine whether to pay the damages or not pay the damages. Under authority granted by the City, the Third Party Administrator then negotiates settlement or denies the claim, as instructed.

XV. Communications

- A. In the event of a major catastrophe, the Parks and Recreation Director will be the department's spokesperson to the media and if necessary to the respective patron(s) who may be involved in an incident.
- B. Supervisors are required to carry cell phones at all events.

Risk Management Plan and Procedure Manual

Titles are hyperlinked

Appendices

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[Pool Chemical Report](#)

[Building Rental and Inflatable Usage Guidelines](#)

[Accident Forms](#)

[Vandalism and Graffiti Report](#)

[Sports Roster](#)

[Volunteer Manual](#)

[Background Check Form](#)

[Emergency Event Plan Check List](#)

[Pool Emergency Plan](#)

[City of Medford Emergency management Plan](#)

[In-service Training List](#)

[Confined Space Program](#)

[Bloodborne Pathogen's Plan](#)

Playground Safety Is No Accident LOW FREQUENCY PLAYGROUND INSPECTION LONG FORM

Page 1

Owner: Medford Parks <hr/> Playground: <hr/> Inspector: Initial: <hr/> Date: Time: <hr/> Repairer: Initial: <hr/> Date: Time: <hr/> Supervisor: Initial: <hr/> Date: <hr/> <div style="border: 1px solid black; padding: 5px; margin: 5px 0;"> Use the Following Codes: 1 = OK 2 = Needs maintenance 3 = Request for Repair 0 = Supervisor Notified W/O written X = Corrective Action Complete </div> Site Conditions Vandalism: graffiti, glass, trash, damage <hr/> Drainage: standing water <hr/> Borders: damage, missing, protrusions <hr/> Landscaping: damage, broken, missing <hr/> Site Amenities: tables, benches, grills <hr/> Signage: broken, missing, damage <hr/> Drinking Fountain: broken, drainage <hr/> Additional Comments (use back as needed) <hr/> Work Orders Issued: <hr/>	5yrs. to 12yrs. Play structure	2yrs to 5yrs. play structure	To-Fro swings	ADA To-Fro swings	Climbing walls	<div style="border: 1px solid black; padding: 5px; text-align: center; margin-bottom: 5px;"> NOTE: This form has been prepared to assist the Agency's attorney in defending potential litigation. Release ONLY to Agency officials, Risk Manager, or investigating police officers. </div> <div style="border: 1px solid gray; padding: 2px; text-align: center; margin-bottom: 5px;"> Please mark all areas that do not apply with (###) </div> Logs / Boards: cracks, splinters, decay Seats / Slats: cracks, splinters, decay, rust, paint Platforms / Decks: loose, gaps, rust, protruding bolts Sharp Edges: corners, edges, bolts, burrs, splinters Endcaps: missing, exposed piping, bees & wasps Bolts / Hardware: protruding, loose, missing Welds: pitting, rust, cracks Paint: chipping, peeling, rust Footings: loose, exposed, cracked Support Posts: loose, protruding bolts, collars Bars / Pipes / Rails: loose, missing, protruding bolts Collars / Brackets: loose, missing, drive pins Rungs / Handholds: loose, protruding bolts Guardrails / Barriers: loose, missing, protruding bolts Ramps / Transfer Deck: access, gaps, surfacing Ladders / Steps: loose, rust, protruding bolts Overhead Eqpt: loose, vertical projections Sliding Poles: loose, footings Talk Tubes: bees, wasps Bedways / Tunnels: cracks, gaps, protruding bolts Suspension Bridge: gaps, protruding bolts, pinching Swing Seats: cracks, missing, replace S-Hooks / Clevis: excessive wear, open, replace Chains / Ropes / Cables / Nets: loose, rust, wear Bearings / Fittings: grease, wear, replace Tires: damage, mounting, drainage Track Rides: track, hanger, bearings Springs: support, worn, replace Panels: loose, missing, damaged Balance Beams: hardware, surface Rubber Surfacing: holes & depressions Mulch Surfacing: depth, holes & depressions Sand Surfacing: remove debris, sweep walks
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Day:	MAIN		DIVE		WADING		NAME
POOL							
TIME	PH	CL	PH	CL	PH	CL	
9:00 AM							
10:00 AM							
11:00 AM							
12:00 PM							
1:00 PM							
2:00 PM							
3:00 PM							
4:00 PM							
5:00 PM							
6:00 PM							
7:00 PM							
8:00 PM							
9:00 PM							

Day:	MAIN		DIVE		WADING		NAME
POOL							
TIME	PH	CL	PH	CL	PH	CL	
9:00 AM							
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9:00 PM							

MEDFORD PARKS & RECREATION

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HEALTHY LIVES. HAPPY PEOPLE. STRONG COMMUNITY.

General Safety Rules and Operational Guidelines for Inflatables

Customer Print Name: _____ Date: _____

Attendant Information

Rule #1 and the most important: A responsible adult must be attending/ supervising inflatable and users at all times. The customer is responsible for providing such supervision during the entire time the inflatable is in use at the party rental. At any time during your rental, you are unable to provide the proper adult supervision we recommend that you ask the building supervisor to turn off the inflatable until you can again provide the proper supervision. If you turn off the inflatable have the building supervisor inflate it for you before restarting usage.

2. Attendant **MUST** read and understand the inflatable safety plaque and operational information.
3. Attendant **MUST** be alert and pay attention to users at all times.
4. Attendant **MUST** be standing in a position where he/she has clear view of riders/jumpers.
5. **People using inflatables should never be left alone without an adult attendant.**

 Signature: _____ Date: _____

Safety Rules

1. Riders/ jumpers cannot exceed maximum weight, height and number of riders/ jumpers specified on the safety plaque.
2. **To avoid sharp object punctures riders should empty their pockets before entering the inflatable.**
3. Inflatables are physically challenging. Any person with health impairment, disease, high blood pressure, back, neck, or other bone/ joint problem or any other conditions that might cause problems when physically challenged should not be allowed in or on any inflatable. Casts or metal braces cannot be allowed in the inflatables.



CONTINUOUS IMPROVEMENT | CUSTOMER SERVICE

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WWW.PLAYMEDFORD.COM | PARKS@CITYOFMEDFORD.ORG



COMMUNITY ENRICHMENT EXCELLENCE EXCEPTIONAL CUSTOMER SERVICE INNOVATION

4. Riders/ jumpers must be properly dressed and have socks on to avoid skin burns.
5. Riders/ jumpers should be of the same age and physical size.
6. No food, gum, drinks, candy, pets, face painting, glitter, glue, or spays inside/ on inflatables.
Please wash hands after eating or doing craft projects before entering inflatable.
7. No rough play, flips, or wrestling.
8. No playing at the entrance or exit, jumping on the netting, entrance step or climbing outside walls.
9. Riders are to be sliding feet first.
10. Riders/ jumpers are not to be lying down while others bounce around them.

Emergency Procedures

1. If inflatable begins to deflate or collapse, REMAIN CALM and direct everyone out of the inflatable as soon as possible.
2. If someone is inside a collapsed inflatable REMAIN CALM, direct someone to re-inflate the unit while helping the person out at the same time.
3. Alert front office staff for assistance or advise.

I have reviewed and received a copy of these guidelines and agree to follow them.

 Signature: _____ Date: _____

Staff reviewer: _____



MEDFORD PARKS & RECREATION

ACCIDENT/INJURY REPORT FORM

Table of Contents

Person Injured: _____
 Home Address: _____
 Sex: M ___ F ___ Age: _____ Telephone # _____
 Time of accident: Hour: am ___ pm ___ Incident Date: _____ Date Reported: _____
 Place of Accident: _____
 Equipment involved (if any): _____

Nature of Injury:

Abrasion _____	Fracture _____
Asphyxiation _____	Poisoning _____
Bite _____	Puncture _____
Bruise _____	Scald _____
Burn _____	Scratches _____
Cut _____	Shock _____
Dislocation _____	Sprain _____
Other _____	

Part of Body Injured:

Abdomen _____	Foot _____
Ankle _____	Hand _____
Arm _____	Head _____
Back _____	Knee _____
Chest _____	Leg _____
Ear _____	Mouth _____
Elbow _____	Nose _____
Eye _____	Scalp _____
Finger _____	Wrist _____
Other _____	

Description of Accident: How did it happen? What was the participant doing? Where was participant? Was it caused by another person? List specifically any unsafe acts, unsafe equipment, or existing conditions: _____

Supervisor in charge (enter name): _____
 Present at time of accident? Yes ___ No ___

IMMEDIATE ACTION TAKEN

First Aid Treatment: Yes ___ No ___ If First Aid was given, what was done? _____
 Sent Home ___ Sent to Physician ___ Sent to Hospital ___

Was parent or other individual notified? Yes ___ No ___ When _____
 Name of individual notified _____

Witnesses:
 1) Name _____ Phone _____
 2) Name _____ Phone _____

Additional information on location/area of accident _____

Other comments _____

Supervisor's Signature _____ Date _____



SUPERVISOR'S INCIDENT REPORT AND ANALYSIS

INSTRUCTIONS:

Supervisor to complete this form after gathering information/reviewing incident with the employee.
Forward this form with any attachments to Risk Management within 2 business days of knowledge of incident.
If an 801 is required, the 801 MUST be expedited and sent to Risk Management immediately.

Employee: _____ Supervisor: _____

Job Title (Classification): _____ Department/Division: _____

Date of incident: ____ / ____ / ____ Time of incident: ____ : ____ am pm Employment Status:
Date reported: ____ / ____ / ____ Time reported: ____ : ____ am pm Full Time Part Time Seasonal

Incident Location Address: _____

Witness(es) or knowledge of: _____

TYPE OF ACCIDENT/INCIDENT (Please check all that apply):

- Injury with Medical Attention*
- Fatality*

***FILE 801 REQUIRED
IMMEDIATELY**

- Injury – No Medical Attention
- Near-Miss Incident
- Property Damage (not vehicle)
- Injury – Non-Employee
- Incident – Non-Employee

- Vehicle Crash – City Driver Involved
- Vehicle Crash – Non-City Driver Involved **
- Vehicle Crash – City Property Damage
- Vehicle Crash – Private Property Damage **

****ATTACH POLICE CRASH REPORT**

CASE #: _____

- Vehicle Crash – CITY ONLY DRIVERS and
CITY ONLY PROPERTY DAMAGE
(Police not involved, Supervisor Analysis Only)

**OSHA REQUIREMENTS: On-the-job fatalities and catastrophes must be reported to Oregon OSHA within 8 hours.
Report any accident that results in overnight hospitalization within 24 hours to Oregon OSHA.
Call 800-922-2689, 503-378-3272, or Oregon Emergency Response, 800-452-0311, on nights and weekends.**

Provide a brief description of the accident/incident with sufficient detail so that someone outside your workgroup can understand what happened (include pictures or drawings to illustrate what happened, if applicable).

Photos or Diagram Attached

SUPERVISOR'S INCIDENT REPORT AND ANALYSIS

<u>PART OF BODY AFFECTED</u>			<u>NATURE OF ILLNESS / INJURY / EXPOSURE</u>		
<u>Head/Neck</u>	LEFT SIDE	RIGHT SIDE	<input type="checkbox"/> Strain/Sprain <input type="checkbox"/> Cut/Abrasion <input type="checkbox"/> Foreign Body <input type="checkbox"/> Pain <input type="checkbox"/> Stiffness <input type="checkbox"/> Swelling <input type="checkbox"/> Bruise <input type="checkbox"/> Burn <input type="checkbox"/> Skin Rash <input type="checkbox"/> Jammed Appendage <input type="checkbox"/> Fracture/Dislocation <input type="checkbox"/> Amputation <input type="checkbox"/> Difficulty Breathing <input type="checkbox"/> Seizure <input type="checkbox"/> Electric Shock <input type="checkbox"/> Cardiac Arrest <input type="checkbox"/> Bloodborne Exposure <input type="checkbox"/> Exposure–Body Fluid <input type="checkbox"/> Exposure–Airborne <input type="checkbox"/> Hearing Loss <input type="checkbox"/> Occupational Illness <input type="checkbox"/> Mental Health <input type="checkbox"/> Other: _____		
<u>Upper Extremities</u>			<u>WORK ACTIVITY AT TIME OF INCIDENT</u>		
<input type="checkbox"/> Shoulder <input type="checkbox"/> <input type="checkbox"/> Upper Arm <input type="checkbox"/> <input type="checkbox"/> Elbow <input type="checkbox"/> <input type="checkbox"/> Forearm <input type="checkbox"/> <input type="checkbox"/> Wrist <input type="checkbox"/> <input type="checkbox"/> Hand <input type="checkbox"/> <input type="checkbox"/> Fingers <input 3"="" style="padding: 5px;" type="checkbox/> </td> <td></td> <td></td> <td colspan="/> <input type="checkbox"/> Regular Work Duties <input type="checkbox"/> Training <input type="checkbox"/> Police Duties <input type="checkbox"/> Firefighting <input type="checkbox"> Medical Call <input type="checkbox"/> HazMat Emergency <input type="checkbox"/> Other: _____ </input>					
<u>Lower Extremities</u>			<u>TYPE OF INCIDENT</u>		
<input type="checkbox"/> Thigh <input type="checkbox"/> <input type="checkbox"/> Lower Leg <input type="checkbox"/> <input type="checkbox"/> Knee <input type="checkbox"/> <input type="checkbox"/> Ankle <input type="checkbox"/> <input type="checkbox"/> Foot/Toes <input 3"="" style="padding: 5px;" type="checkbox/> </td> <td></td> <td></td> <td colspan="/> <input type="checkbox"/> Vehicle Collision <input type="checkbox"/> Fall <input type="checkbox"/> Puncture <input type="checkbox"/> Exposure to Poison Oak <input type="checkbox"> Insect Bite/Sting <input type="checkbox"/> Repetitive Motion <input type="checkbox"/> Lifting / Carrying <input type="checkbox"/> Struck By/Against <input type="checkbox"/> Caught In/Under <input type="checkbox"/> Overexertion <input type="checkbox"/> Body Reaction <input type="checkbox"/> Chemical Exposure <input type="checkbox"/> Temperature Extreme <input type="checkbox"/> Potentially Infectious Contact <input type="checkbox"/> Other: _____ </input>					
<u>Trunk</u>			<u>CONTRIBUTING FACTORS</u>		
<input type="checkbox"/> Upper Back <input type="checkbox"/> <input type="checkbox"/> Lower Back <input type="checkbox"/> <input type="checkbox"/> Chest <input type="checkbox"/> <input type="checkbox"/> Abdomen <input type="checkbox"/> <input type="checkbox"/> Hip <input type="checkbox"/> <input type="checkbox"/> Groin <input 3"="" style="padding: 5px;" type="checkbox/> </td> <td></td> <td></td> <td colspan="/> <input type="checkbox"/> Defective Tools/Equipment <input type="checkbox"/> Poor Housekeeping <input type="checkbox"/> Tool/Equipment Broke <input type="checkbox"/> Faulty Floor/Surface <input type="checkbox"> None <input type="checkbox"/> Weather: _____ <input type="checkbox"/> Other: _____ </input>					
<u>Other</u>			<u>SAFETY EQUIPMENT IN USE</u>		
<input type="checkbox"/> Digestive System <input type="checkbox"/> Respiratory System <input type="checkbox"/> Skin <input type="checkbox"/> Other: _____			<input type="checkbox"/> Latex Gloves <input type="checkbox"/> Safety Boots/Shoes <input type="checkbox"/> Safety Chaps <input type="checkbox"/> Leather Work Gloves <input type="checkbox"/> Safety Glasses/Goggles <input type="checkbox"/> Hearing Protection <input type="checkbox"/> Other Work Gloves <input type="checkbox"/> Face Shield <input type="checkbox"/> Back Belt <input type="checkbox"/> Seat Belt <input type="checkbox"/> Hard Hat <input type="checkbox"/> Retroreflective Clothing <input type="checkbox"/> EMS Glasses/Goggles <input type="checkbox"/> EMS Gown <input type="checkbox"/> EMS Respirator <input type="checkbox"/> SCBA <input type="checkbox"/> SCBA Hood <input type="checkbox"/> Fire Gloves <input type="checkbox"/> Fire Structural Coat <input type="checkbox"/> Fire Wildland Shirt <input type="checkbox"/> Fire Boots/Shoes <input type="checkbox"/> Fire Structural Pants <input type="checkbox"/> Fire Wildland Pants <input type="checkbox"/> Fire Face Shield <input type="checkbox"/> Fire Structural Helmet <input type="checkbox"/> Fire Wildland Helmet <input type="checkbox"/> Other: _____		

TREATMENT	WORK STATUS FOLLOWING INCIDENT
<input type="checkbox"/> Reporting Only <input type="checkbox"/> First-Aid Only <input type="checkbox"/> Sought Medical Treatment <input type="checkbox"/> Hospitalized	<p style="text-align: center;">CHECK ALL THAT APPLY</p> <input type="checkbox"/> Did NOT finish shift on date of injury <input type="checkbox"/> Not Returned to Work <input type="checkbox"/> Returned to Modified Duty Date Returned: _____ <input type="checkbox"/> Returned to Full Duty Date Returned: _____

SUPERVISOR'S INCIDENT REPORT AND ANALYSIS

Is the Hazard sufficiently controlled to prevent further injury?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Was first-aid provided to ensure well-being of injured employee?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Is the scene secured to protect clues for analysis purposes?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A

Incident Debriefing Questions

1. What was the main objective for the work activity happening at the time of the incident?

2. What equipment/vehicle was involved?

3. Please list all employees on assignment for this job/activity.

4. Please list all non-employees involved, along with their contact information, if applicable.

5. What happened, what malfunctioned, and/or what went wrong that led to the incident?

6. Was equipment being used in a manner other than what it was intended or designed for? Yes No
If yes, please explain.

SUPERVISOR'S INCIDENT REPORT AND ANALYSIS

7. Was Personal Protective Equipment (PPE) / Safety Equipment in Use a factor in the incident? Yes No
- a. If yes to question 7, was PPE being used and in good working condition? Yes No N/A
- b. If yes to question 7, was PPE adequate for the job being done? Yes No N/A
- If no for either a or b above, please explain.

8. Might there be another way to perform the task that would help prevent a similar occurrence? Yes No
- If yes, please explain.

9. Could additional training help prevent a similar occurrence? Yes No
- If yes, please explain.

10. Were all applicable policies and procedures being followed at the time of incident? Yes No
- If no, please explain. Unknown

Might a procedure need to be changed or added in light of the incident? Yes No

If yes, please explain.

Is there an engineering solution / a way to engineer a fix to the problem? Yes No

If yes, please explain.

For SAIF Customer Use

Area _____
 Dept. _____
 Shift _____ CC

CLAIM NO. _____
 SUBJECT DATE _____
 CLASS _____
 DEFAULT DATE _____
 EMPLOYER'S ACCOUNT NO. _____

Email: saif801@saif.com
 Toll-free phone: 1.800.285.8525
 Toll-free FAX: 1.800.475.7785

**Report of Job Injury
 or Illness**

Workers' compensation claim

Worker

To make a claim for a work-related injury or illness, fill out the worker portion of this form and give to your employer. If you do not intend to file a workers' compensation claim with SAIF Corporation, do not sign the signature line. Your employer will give you a copy.

1. Date of injury or illness:	2. Date you left work:	3. Time you began work on day of injury: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	4. Regularly scheduled days off: <input type="checkbox"/> M <input type="checkbox"/> T <input type="checkbox"/> W <input type="checkbox"/> T <input type="checkbox"/> F <input type="checkbox"/> S <input type="checkbox"/> S	DEPT USE: Emp Ins Occ Nat Part Ev Src 2src
5. Time of injury or illness: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	6. Time you left work: <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.	7. Shift on day of injury: (from) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m. (to) <input type="checkbox"/> a.m. <input type="checkbox"/> p.m.		
8. What is your illness or injury? What part of the body? Which side? (Example: sprained right foot) <input type="checkbox"/> Left <input type="checkbox"/> Right			9. Check here if you have more than one job: <input type="checkbox"/>	
10. What caused it? What were you doing? Include vehicle, machinery, or tool used. (Example: Fell 10 feet when climbing an extension ladder carrying a 40-pound box of roofing materials)				

Information ABOVE this line: date of death, if death occurred; and Oregon OSHA case log number must be released to an authorized worker representative upon request.

11. Your legal name:	12. Worker's language preference other than English: <input type="checkbox"/> Spanish <input type="checkbox"/> Other (please specify):	13. Birthdate:	14. Gender: <input type="checkbox"/> M <input type="checkbox"/> F
15. Your mailing address, city, state and zip:			16. Home phone:
17. Social Security no. (see back*):	18. Occupation:	19. Work phone:	
20. Names of witnesses:			
21. Name and phone number of health insurance company:		22. Name and address of health care provider who treated you for the injury or illness you are now reporting:	
23. Have you previously injured this body part? <input type="checkbox"/> Yes <input type="checkbox"/> No			
24. Were you hospitalized overnight as an inpatient? <input type="checkbox"/> Yes <input type="checkbox"/> No			
25. Were you treated in the emergency room? <input type="checkbox"/> Yes <input type="checkbox"/> No			
26. By my signature , I am making a claim for worker's compensation benefits. The above information is true to the best of my knowledge and belief. I authorize health care providers and other custodians of claim records to release relevant medical records to the workers' compensation insurer, self-insured employer, claim administrator, and the Oregon Department of Consumer and Business Services. Notice: Relevant medical records include records of prior treatment for the same conditions or of injuries to the same area of the body. A HIPAA authorization is not required (45 CFR 164.512(I)). Release of HIV/AIDS records, certain drug and alcohol treatment records, and other records protected by state and federal law requires separate authorization.			
27. Worker signature:	28. Completed by (please print):	29. Date:	

Employer

Complete the rest of this form and give a copy of the form to the worker. Notify SAIF Corporation within five days of knowledge of the claim. Even if the worker does not wish to file a claim, maintain a copy of this form.

30. Employer legal business name: City of Medford	31. Phone: (541) 774-2039	32. FEIN: 936002207
33. If worker leasing company, list client business name: N/A	34. Client FEIN:	
35. Address of principal place of business (not P.O. Box): 411 West 8th Street, Medford, OR 97501	36. Insurance policy no.: 771447	
37. Street address from which worker is/was supervised: _____ ZIP: _____	38. Nature of business in which worker is/was supervised: Local Government	
39. Address where event occurred:	41. Class code:	
40. Was injury caused by failure of a machine or product, or by a person other than the injured worker? <input type="checkbox"/> Yes <input type="checkbox"/> No	43. Did injury occur during course and scope of job? <input type="checkbox"/> Unknown <input type="checkbox"/> Yes <input type="checkbox"/> No	
42. Were other workers injured? <input type="checkbox"/> Yes <input type="checkbox"/> No	44. OSHA 300 log case no:	
45. Date employer knew of claim:	46. Worker's weekly wage: \$	47. Date worker hired:
48. If fatal, date of death:	49. Return-to-work status: Not returned <input type="checkbox"/> Regular Date: _____ Modified Date: _____	
50. If returned to modified work, is it at regular hours and wages? <input type="checkbox"/> Yes <input type="checkbox"/> No		53. Date:
51. Employer signature:	52. Name and title (please print):	

A guide for workers recently hurt on the job

The following information is provided by SAIF Corporation at the request of the Workers' Compensation Division

saifcorporation

400 High St. SE, Salem, OR 97312

How do I file a claim?

- Notify your employer and a health care provider of your choice about your job-related injury or illness as soon as possible. Your employer cannot choose your health care provider for you.
- Ask your employer the name of its workers' compensation insurer.
- Complete **Form 801, "Report of Job Injury or Illness,"** available from your employer and **Form 827, "Worker's and Physician's Report for Workers' Compensation Claims,"** available from your health care provider.

How do I get medical treatment?

- You may receive medical treatment from the health care provider of your choice, including:
 - Authorized nurse practitioners
 - Chiropractors
 - Medical doctors
 - Naturopaths
 - Oral surgeons
 - Osteopathic doctors
 - Physician assistants
 - Podiatrists
 - Other health care providers
- The insurance company may enroll you in a managed care organization at any time. If it does, you will receive more information about your medical treatment options.

Are there limitations to my medical treatment?

- **Health care providers may be limited in how long they may treat you and whether they may authorize payments for time off work.** Check with your health care provider about any limitations that may apply.
- **If your claim is denied, you may have to pay for your medical treatment.**

If I can't work, will I receive payments for lost wages?

- You may be unable to work due to your job-related injury or illness. In order for you to receive payments for time off work, your health care provider must send written authorization to the insurer.
- Generally, you will not be paid for the first three calendar days for time off work.
- You may be paid for lost wages for the first three calendar days if you are off work for 14 consecutive days or hospitalized overnight.
- If your claim is denied within the first 14 days, you will not be paid for any lost wages.
- Keep your employer informed about what is going on and cooperate with efforts to return you to a modified- or light-duty job.

What if I have questions about my claim?

- SAIF Corporation or your employer should be able to answer your questions. Call SAIF Corporation at 800.285.8525.
- If you have questions, concerns, or complaints, you may also call any of the numbers below:

Ombudsman for Injured Workers:

An advocate for injured workers

Toll-free: 800.927.1271

Email: oiw.questions@state.or.us

Workers' Compensation Compliance Section

Toll-free: 800.452.0288

Email: workcomp.questions@state.or.us

* **Do I have to provide my Social Security number on Forms 801 and 827? What will it be used for?**

You do not need to have an SSN to get workers' compensation benefits. If you have an SSN, and don't provide it, the Workers' Compensation Division (WCD) of the Department of Consumer and Business Services will get it from your employer, the workers' compensation insurer, or other sources. WCD may use your SSN for: quality assessment, correct identification and processing of claims, compliance, research, injured worker program administration, matching data with other state agencies to measure WCD program effectiveness, injury prevention activities, and to provide to federal agencies in the Medicare program for their use as required by federal law. The following laws authorize WCD to get your SSN: the Privacy Act of 1974, 5 USC § 552a, Section (7)(a)(2)(B); Oregon Revised Statutes chapter 656; and Oregon Administrative Rules chapter 436 (Workers' Compensation Board Administrative Order No. 4-1967).



Medford Parks & Recreation



Team Roster

TEAM NAME: _____

Coach's Name: _____

Address: _____

City/Zip: _____

Phone: _____

Email: _____

Hotel: _____

LEAGUE DIV./TOURNEY: _____

Year: _____

Sport: _____

Night of League: _____

Last Season's Team Name: _____

WAIVER OF LIABILITY (all participants must sign): In consideration of the acceptance of my entry in this activity, I, the undersigned, having fully informed myself of the risks involved, **FREELY AND VOLUNTARILY AGREE TO ASSUME ALL RISKS** incident to or arising from my participation in this activity. I attest and verify, having full knowledge of my physical condition and limitations that I am physically fit and have sufficiently trained for my participation in this activity. I further **WAIVE AND RELEASE** for myself, my heirs, assigns, executors and administrators the City of Medford, it's officers and employees, from any and all claims for damages or injury, known or unknown, that I may have against them incident to or arising from my participation in this activity. I will also assume and pay my own medical and emergency expenses in the event of accident, illness, or other incapacity incident to or arising from my participation in this activity and consent to emergency medical care provided by ambulance or hospital personnel. **JUVENILES:** Parents signature must accompany yours.

Player's Name (Print)	Age	Address	Phone	Email	Signature
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					



Medford Parks & Recreation



Drop-in

Drop In Date: _____

Organization (if any) _____

WAIVER OF LIABILITY (all participants must sign): In consideration of the acceptance of my entry in this activity, I, the undersigned, having fully informed myself of the risks involved, FREELY AND VOLUNTARILY AGREE TO ASSUME ALL RISKS incident to or arising from my participation in this activity. I attest and verify, having full knowledge of my physical condition and limitations that I am physically fit and have sufficiently trained for my participation in this activity. I further WAIVE AND RELEASE for myself, my heirs, assigns, executors and administrators the City of Medford, it's officers and employees, from any and all claims for damages or injury, known or unknown, that I may have against them incident to or arising from my participation in this activity. I will also assume and pay my own medical and emergency expenses in the event of accident, illness, or other incapacity incident to or arising from my participation in this activity and consent to emergency medical care provided by ambulance or hospital personnel.

1.	Player's Name (Print)	Age	Address	Phone	Email	Signature
2.						
3.						
4.						
5.						
6.						
7.						
8.						
9.						
10.						
11.						
12.						
13.						
14.						
15.						
16.						



Volunteer Program Management

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“Creating Healthy Lives, Happy People & A Strong Community”

Medford Parks & Recreation Department

Dedicated to Providing A Healthy Community Through An Integrated System Of Parks, Open Space, Recreation, Cultural And Human Services Programs.

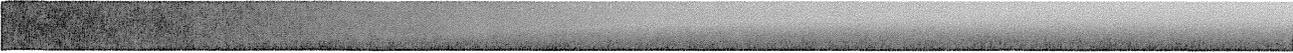
The City of Medford Parks and Recreation Department manages an extensive parks system and offers a generous blend of structured and non-structured recreational/cultural opportunities. The Department is comprised of several divisions including: Administration; Recreation Programming; Parks Maintenance Management; Park Design and Project Management.

Community involvement can provide valuable customer input, strengthen bonds, and provide for efficient and expanded service delivery. From providing direction through boards and commissions, to implementing specific tasks, volunteers play an important role in direct delivery of programs and services.

Volunteer Involvement

The Parks and Recreation Department offers a wide variety of volunteer opportunities and embraces citizen involvement in the delivery of community services and maintenance of park land and facilities. The department has been a popular choice for citizens, schools, corporations and civic organizations to reinvest their gift of time and talents back to the community. This is a tremendous investment by the citizens of Medford and provides priceless value to the department.

PREFACE



Use of volunteers continues to gain increased importance as the City of Medford grows and expands services to the community. The volunteer force is a valuable resource that provides a viable alternative when addressing future service needs.

Volunteer Management Program Objectives

- ❖ Encourage citizen participation in City government.
- ❖ Provide meaningful and challenging opportunities for volunteers.
- ❖ Provide volunteers with an opportunity to share their knowledge and expertise with the Parks and Recreation Department and community.
- ❖ Enhance City services by using volunteers to complement the efforts of City staff.
- ❖ Foster cooperation between the public and private sector for the benefit of the community.

These objectives are important for guiding the volunteer program.

The Medford Parks and Recreation Department administration is committed to this Volunteer Management Program and acknowledge that it is an important element in conducting business.

The success of the program rests within the individual department divisions which work with and utilize volunteers. The support each division gives to the Volunteer Management Program is crucial to the overall success. With this support the program can function effectively, serving as a viable resource to City staff, and at the same time, provide substantial added value to Medford taxpayers.

VALUE OF VOLUNTEERS

Value to the Parks & Recreation Department

Volunteers:

Enhance services delivered to citizens.

Provide resources to help make dream projects a reality

Create effective partnerships

Bring expertise and diverse skills in a cost – effective way

Provide the opportunity to test new ideas and initiate new services

Provide Added-Value to the Community

Value to our Parks & Recreation Services Volunteers

Volunteers:

Gain valuable experience and references.

Acquire new skills & Explore new careers

Meet fun, energetic and dedicated people

Receive personal satisfaction by helping others

Work for a better Medford

Feel useful and important to the community

Learn about City government and services

AT A GLANCE

Part I

Creating a Volunteer Position

Responsible Party: Volunteer Coordinator and Division/Program Manager

- ❖ Establish volunteer opportunities. These may be for ongoing needs, seasonal needs, special events, programming, or one time drop in volunteer opportunities.
- ❖ Complete a Volunteer Opportunity Form and post online at Volunteer page.

Part II

Administrative Procedures

Responsible Party: Volunteer Coordinator or Division/Program Manager

- ❖ Ensure applicant completes all documents outlined in the Volunteer Application Packet and in the Volunteer Opportunity Form.
- ❖ Staff to follow procedures outlined on the cover sheet of the packet.
- ❖ Preliminary applicant interview takes place with staff contact person outlined in Volunteer Opportunity Form. This is to ensure understanding of code of conduct, scope of work and reporting process.
- ❖ Ensure no work starts until any required background checks are completed and department is notified of pass or no pass by Human Resources Department.

Part III

Division/Program Mgr Follow-up

Responsible Party: Volunteer Coordinator or Division/Program Manager

- ❖ Review assignment with volunteer, orientation and training

Part IV

Volunteer Tracking

Responsible Party: Volunteer Coordinator

- ❖ Division/Program Manager/ Supervisor collects volunteer hours and forwards to Volunteer Coordinator. Volunteer Coordinator maintains database and assembles reports as needed.

The Volunteer Coordinator will maintain volunteer packets with necessary documents for staff and volunteers. These will be made available at an area accessible to staff in order to expedite processes.

VOLUNTEER OPPORTUNITIES

“Working together to build a stronger Community”

We offer a wide range of interesting volunteer opportunities that serve people of all ages and abilities.

COMMUNITY SERVICE

- ◆ Scout Projects
- ◆ Schools/Civic Organizations
- ◆ Business/Leadership Training
- ◆ Individuals/Families

YOUTH/TEENS OPPORTUNITIES

- ◆ Leaders In Training
- ◆ Jr. Lifeguard program
- ◆ Mayors Youth Advisory Committee

DEPARTMENT SUPPORT

- ◆ Cemetery Commission
- ◆ Arts Commission
- ◆ Tree Committee
- ◆ Parks and Recreation Commisison
- ◆ Parks and Recreation Foundation

EVENTS/SUPPORT NEEDS

- ◆ Candy Cane Hunt
- ◆ Daddy Daughter Dinner Dance
- ◆ Concert/Movie Programs
- ◆ Cardboard Boat Races
- ◆ Youth Track Meets
- ◆ Medford Winter Lights
- ◆ Adult Sport Tournaments
- ◆ Breakfast With Santa
- ◆ Family Fun Days
- ◆ Park N Play
- ◆ Cemetery Tours/Events
- ◆ Youth Sports Coaches
- ◆ Senior Day Trips
- ◆ Punt, Pass and Kick
- ◆ Pitch, Hit and Run
- ◆ Summer Day Camps
- ◆ School Vacation Day Camps
- ◆ Youth Sport Tournaments
- ◆ Discovery Preschool Helper

ENVIRONMENT

- ◆ Environmental Education
- ◆ Horticultural Assistant
- ◆ Weed Abatement

COMMUNITY SITES

- ◆ Jackson Aquatic Center
- ◆ Santo Community Center
- ◆ Prescott Park
- ◆ Bear Creek Park
- ◆ IOOF/Eastwood Cemetery
- ◆ U.S. Cellular Community Park
- ◆ Hawthorne Park
- ◆ Other smaller park sites

Volunteer opportunity tasks are outlined in the “Volunteer Opportunities” document. The document is updated as needed by the Volunteer Coordinator and/or program/project staff.

The purpose of the Volunteer Opportunities document is to develop a comprehensive listing of needs per site/program.

Volunteers can assist the Parks and Recreation Department by providing skills, expertise, fresh ideas, objective viewpoints, and /or extra hands.

MISSION

Through providing diverse volunteer opportunities, the Medford Parks and Recreation Department Volunteer Program seeks to develop relationships that foster support, and facilitate citizen involvement, in the stewardship of community parks, natural areas, community recreation opportunities and cultural resources.

GOALS

- *Provide meaningful volunteer opportunities that instill a sense of pride, ownership, and shared responsibility of resources.*
- *Encourage and facilitate diverse and widespread citizen participation in the on-going stewardship of park sites, facilities and programs.*
- *Provide a comprehensive management structure of policies and procedures that ensures meaningful, safe, and effective community involvement.*
- *Provide added value to the Medford community.*
- *Educate the community on the range and scope of Medford Parks and Recreation programs & services.*
- *Ensure management support of volunteers through administering recognition, training and administrative strategies to facilitate efficient, safe, and rewarding volunteer experiences.*
- *Create a social atmosphere of mutual cooperation and trust where citizens and staff work together to plan, implement and celebrate successful delivery of Parks and Recreation Department's services.*

ROLES AND RESPONSIBILITIES

Volunteer Coordinator

- ◆ Assist in development & implementation of policy, procedures and protocol related to effective volunteer management practices.
- ◆ May assist Division/Program Managers in developing Volunteer Opportunity Form.
- ◆ Assist with the recruitment, screening, and interviewing procedures of prospective volunteers to determine skills and interests.
- ◆ Assist in matching prospective volunteers with Volunteer Opportunities available.
- ◆ Supports volunteer recognition activities.
- ◆ Stays in contact with key staff in each Division to determine volunteer needs for new volunteer opportunities.
- ◆ Enters volunteer data and hours into software program and reports quarterly to Finance Department.

Division/Program Manager/Supervisor

- ◆ Assign direct supervisor/staff contact for volunteer.
- ◆ Analyze needs and write Volunteer Opportunity descriptions.
- ◆ Ensure completion and submission of paperwork for volunteers prior to placement.
- ◆ Interview volunteers and assign volunteer position.
- ◆ Provide appropriate on-site orientation for volunteers.
- ◆ Provide volunteers with a descriptive volunteer task/duties list
- ◆ Schedule, supervise and train volunteers.
- ◆ Maintain accurate records of volunteer hours for monthly submission to the Office Administrator or Volunteer Coordinator.

Volunteer Supervisor

- ◆ Provide supplies and workspace needed before the volunteer starts work or as needed for projects.
- ◆ Introduce the volunteer to the staff by mentioning the volunteer's background, department relationships and to whom the volunteer will be responsible. Include a tour of the office or work site and of any other facility the volunteer may use.
- ◆ Explain department policy that effects what equipment the volunteer may use.
- ◆ Explain department policy that affects the volunteer (e.g., personal use of the telephone and notification when unable to report to work).
- ◆ Explain the volunteer's assignment thoroughly and demonstrate the skills to be used.
- ◆ Demonstrate and explain the equipment to be used, especially if the equipment is new to the volunteer. Obtain required training documents and signatures.
- ◆ Assure ongoing accessibility for questions and quittance.

The performance level expected of the volunteer should be the same as that expected of paid staff.

VOLUNTEERS RIGHTS AND RESPONSIBILITIES

Volunteers have the right to expect:

- ◆ Meaningful assignments.
- ◆ Clear and specific directions.
- ◆ On-going training and supervision.
- ◆ Recognition of accomplishments.
- ◆ A working partnership with staff.

Volunteers agree to:

- ◆ Perform assignments effectively, with no monetary compensation.
- ◆ Notify their supervisor when unable to report.
- ◆ Participate in training and accept supervision
- ◆ Provide constructive feedback.
- ◆ Maintain confidentiality.
- ◆ Turn in volunteer time in the manner requested.
- ◆ Observe the organization's safety & policy guidelines & procedures.
- ◆ Stop work and report any unsafe work conditions to supervisor immediately.
- ◆ Give adequate notice of volunteer position resignation.

USE OF VOLUNTEERS

Opportunity to use of volunteers should be given every consideration, however, creating and offering volunteer opportunities is discretionary and depends on the availability of staff, their workload & project resources available.

1. *Consistent Work Overload*

Situations in which a series of small tasks have been added over time, with a net result of consistent overloads for current staff levels.

2. *Cycle Workloads*

These situations might include extended employee absence or medical leave, or cyclic special events requiring planning and coordination.

3. *Projects & Events*

Opportunities to assist at events, work on projects that may require data entry, conducting surveys, park site maintenance projects, etc. Utilization of volunteers in these situations may require special skills to participate in the execution of the project.

4. *Civic Service Requirements*

Providing opportunities for individuals seeking community service credit to fulfill a specific requirement. For example, graduating students, Scout projects or court ordered community service work.

5. *Corporate & Community Involvement*

Planning and coordinating volunteer projects for local business, civic or school organizations.

Providing meaningful volunteer projects requires pre-planning, strong project management & supervision skills.

Creating A Volunteer Opportunity

Each volunteer opportunity shall have a detailed description and be updated as needed by Volunteer Coordinator and/or program/project staff. A sample is included in appendix.

1. *Conduct A Needs Assessment*

To determine the Division/Program Manager's needs consider what projects/services would be aided by the assistance of volunteers.

2. *Design a Volunteer Opportunity*

A Volunteer opportunity can be determined by answering the following questions:

- Can the needs for the job be explained to a volunteer?
- Can the work be done by a volunteer?
- Can it reasonably be split into tasks that can be done in 4-hour periods?
- Are the skills needed likely to be available from volunteers, or can a volunteer be easily trained in the knowledge and background required?
- Will it be cost effective to have the work performed by volunteers?

- Will the department spend more time, energy, and money to recruit, orient, and train volunteers than it would if staff were used?
- Are you looking at volunteer use on a long-term or short-term basis?
- Will people want to do this volunteer job?

The answers to these questions will aid in the preparation of the volunteer job opportunity and must be detailed enough to recruit and provide an understanding of training requirements to the volunteer and staff.

3. Designate a Supervisor

The Division/Program Manager must designate someone to supervise each volunteer person or group. This person should see the benefit the volunteer will provide to the department and have a good knowledge of the position being filled. Volunteer supervision should not be left to chance. Volunteers should have a phone number to enable them to contact this person.

Placement of volunteers is unpredictable and uncertain. Contrary to the impression of some, there is not a “pool” of volunteers to draw from instantly. A request for a volunteer may be filled in a week, or it could take months.

VOLUNTEER RECRUITMENT

Recruitment can be done by all Parks and Recreation Department staff and current volunteers simply by encouraging staff and volunteers to share the opportunity and their experience with family members and/or civic organizations they may associate with.

The Volunteer Coordinator and Program Division/Program Manager shall make themselves available to talk with organizations and/or individuals in an attempt to encourage and promote volunteerism. This may be initiated by City contacting agencies or visa versa.

Refer calls offering volunteering opportunities to the Volunteer Coordinator. This person will work with all divisions to develop and update comprehensive needs and can initiate program manager contact.

Application

Potential volunteers will complete a Volunteer Application form (with parent signature if required) and Medford Human Resources Background Check form (if required). Some positions may require additional forms (outlined in volunteer opportunity form); if so they will be provided. If a one time project for an individual or group steps outlined here may need to be modified to better address those needs.

Volunteer application and all required documents are to be completed and submitted prior to start date. For group drop in programs, where no program youth or vulnerable population contact takes place, the forms may be completed and submitted the first working day after the event.

Ongoing Volunteers

1. Volunteer application
2. Background check – Human Resources process
3. DMV check if driving City Vehicle – Human Resources process
4. Equipment Use Worksheet (if volunteer is to use City owned small equipment)
5. General Safety and Information document
6. Volunteer calendar or access to software online program for reporting

Drop in/one time project individual or group

1. Volunteer application – Adult and Youth packets available
2. Background check if required in volunteer opportunity document - Human Resources process
3. Volunteer sign in sheet at site each day of work taking place
4. General Safety and Information document

1. Application Form and Interview

Based on the information provided on the volunteer application, and the results of the background check, the Volunteer Coordinator or Division/Program Manager will interview the applicant regarding his/her/their interests and qualifications. The purpose of an interview is to determine the motivation, values, and competencies of the volunteer and to discuss possible opportunities mutually beneficial to both parties.

2. Interview Guidelines

Using the Volunteer Opportunity description as a guide, the following questions may be helpful in assessing a good match with a volunteer:

- Does volunteer have a location in mind?
- What type of assignment are they available to volunteer for? (weeding, etc.)
- What experience do they have that relates to this position? Is it required?
- If youth, adult must accompany to interview and agree to be the youth's main contact and additional contact for the Department.
- What are volunteers goals relative to volunteering?
- IF APPROPRIATE: Can volunteer make a weekly/monthly commitment to a position? If so, what hours/days are they available?
- Provide time for the volunteer to ask questions about any specific position/task.

3. Volunteer Placement

The interviewer should be the one to contact volunteer if they are selected for a position, or not, and should schedule a start date and time, and introduce the volunteer to his/her supervisor.

Volunteers need and deserve the consideration of clear, courteous, and fair directions. Efforts should be made to show volunteers how their work will benefit the Parks and Recreation Department and community.

For one time group project it may be best to meet at the site and talk about the project. This should be done with all supervisors of the adult volunteer group at one time. To iron out what is expected of both the volunteer group and the City.

Volunteer Orientation /Training and Supervision

All volunteers should receive the following where applicable. For drop in or one time projects this may need to be modified.

1. Department Orientation

Volunteers should be provided comprehensive information about City functions, organizational structures, and their responsibilities as a Parks and Recreation Department volunteer. The information will include range of services, roles volunteers can fill, and acquainting the volunteers with basic knowledge regarding program activities involving them. This orientation must stress department customer service standards and safety.

2. Division Orientation

Division orientation will be the responsibility of the designated volunteer Supervisor.

3. Training

The Division/Program Manager/Supervisor has the responsibility for supervising and developing specific skills that the volunteers will need in their assignments.

TIPS FOR SUPERVISION

- Designate a supervisor who truly wants to work with volunteers.
- Ensure that the volunteer supervisor and the department manager understand the time required for adequate supervision.
- Give complete instructions to the volunteer.
- Make expectations clear.
- Show appreciation regularly and often.
- Confront inappropriate behavior when it occurs.
- Be readily available to your volunteers

Staff time spent to adequately train and supervise volunteers will be amply repaid by satisfactory volunteer work performance.

- Explain the assignment. Be specific. Give your volunteer a duty/task list.
- Discussing expectations. Consider setting up a trial period.
- Demonstrating and explaining the use of equipment (e.g., telephone, copier, and computer, tools, etc.)
- Familiarizing the volunteer, where applicable, with the appropriate forms and files.

3. *Supervision/Evaluation*

Supervision is the responsibility of the volunteer supervisor. They are responsible for ensuring that the volunteer have the resources needed and that they understand the scope of the work asked of them.

Ongoing volunteers can be contacted at random or planned visits to maintain a sense of connection. Drop in volunteers should have a volunteer supervisor at site or immediately available after the event at the site. Since the volunteer is not paid, other ways must be found to compensate and motivate the individual. The most effective means of accomplishing this is to let volunteers know that their work is respected and appreciated.

Respect and appreciation can be shown in the following ways:

- Giving proper credit to the volunteer
- Include the volunteer in staff meetings or activities, and in staff training.
- Solicit advice from the volunteer.
- Call administration's attention to the work of the volunteer.
- Make sure the volunteer has the information, supplies, equipment, and other support necessary to perform well.
- Say "THANK YOU" for efforts and services rendered. (thank you notes, certificates of appreciation, letters, etc).

Volunteers shall be evaluated. This provides an opportunity in a casual setting for the supervisor to check in on the volunteer, ascertain needs or challenges. An evaluation form shall be completed by supervisor and forwarded to Volunteer Coordinator upon completion.

4. *Problem Resolution*

Immediate identification & resolution of problems are important. Supervisor shall endeavor to:

- Clearly identify and understand the problem.
- Explore alternatives.
- Put facts in writing.
- Keep attitude positive-recall positive events.
- Speak in private when a difficult issue must be addressed.

It's even more important to keep issues from becoming problems. Some suggestions for issue management are:

- *Absenteeism/Tardiness* – Explain to the volunteer why punctuality and regular attendance are important to the work of the department. Determine if Department action (volunteer neglect, or unpleasant assignment) have decreased the motivation of the volunteer, and change those actions accordingly.
- *Change of Assignment* – If the nature of the position or duties of assignment change substantially from the initial description, discuss the change with the volunteer to ascertain whether the change is appropriate.

- *Non-task Problems* (e.g., dress, safety, behavior) – Explain City or Department policy and why it is important

To ensure the continued success of the Volunteer Management Program, quarterly discussions should take place regarding volunteer policy, performance, and changes in volunteer opportunity functions.

5. *Record Keeping*

Accurate up-to-date records are important to the Human Resources Department, Medford Parks and Recreation Department, and the volunteer. Obtaining monthly hours worked from volunteers is required of Divisions/Program Managers using those volunteers. These are to be forwarded to the Office Administrator.

6. *Risk Management*

Volunteers are under the same risk management procedures as paid employees. It is the responsibility of the Division/Program Manager/Supervisor to ensure that volunteers have been properly trained on safety and are familiar with accident reporting procedures.

All injuries must be immediately reported to the volunteer's supervisor. The supervisor should follow City of Medford Risk Manager reporting criteria in filing such reports.

Train volunteers appropriately so accidents will be eliminated.

Be sure to address:

- Duties to be performed.
- Methods for proper performance of the duties.
- Tasks to be undertaken only with specific instruction or with paid staff
- Dangers to be aware of and avoided.
- Procedures for emergencies.
- Make certain that staff who will be working with volunteers are trained in the same elements.

7. *Resignation/Termination*

Placements are not permanent. Either the City or the volunteer may terminate the arrangement at will. When volunteers terminate their assignment the Office Administrator should be informed.

BUILDING COMMITMENT/RETENTION

Clarity – Does the volunteer:

- Clearly understand what is expected?
- Have a description outlining responsibilities?
- Understand the mission and where the assignment fits?
- Understand the reasons for procedures and proposed tasks?

Influence – is the volunteer afforded an:

- Opportunity to participate in the planning of the task?
- Latitude to be creative in approaching a task?
- Opportunity to evaluate the program and his/her experience?

Appreciation – is the volunteer provided with:

- A regular communication with the supervisor?

5. *Rate Yourself As A Volunteer Motivator*

When was the last time you...

- Asked about a volunteer's health or how he/she enjoying his/her work?
- Updated your volunteers on current developments in the Parks and Recreation Department?
- Invited a volunteer to attend a staff meeting?
- Had your supervisor visit with a volunteer?
- Gave a volunteer a special thank you, such as a thank you note or commendation letter?
- Asked a volunteer for advice on a decision involving the volunteer or his/her assignment?
- Honestly confronted a volunteer about a problem you were having with him/her?
- Asked a volunteer for input about his/her position responsibilities?
- Did an evaluation or exit interview to determine how they volunteer felt about the assignment?

Adequate supervision must be provided, not only to ensure high Department standards, but also to furnish the volunteers with the guidance and stimulation to which they are entitled. Efforts should be made to show the volunteers how important they are to the department and that they are appreciated by the staff.

VOLUNTEER EVALUATIONS AND RECOGNITION

Progress Checks

Volunteer progress check-ins are an important management tool and positive instrument for growth and success. The goal is to foster open communication between the volunteer and supervisor and help volunteers feel successful by acknowledging their progress.

Good “Coaching” Techniques

- Provide praise for behavior and performance.
- Provide opportunities for corrections.
- Ask, “How are things going?”
- Take time to really listen.
- Encourage personal remarks.
- Provide opportunities for any needed changes in assignments/duties.
- Make volunteers feel comfortable.

Through this contact, volunteers and supervisors have an opportunity to measure Volunteer Management Program effectiveness and efficiency.

Evaluation

Volunteer Supervisor/Volunteer Coordinator and/or Program Manager shall conduct a personal interview at the work site, staff office, or via the phone with volunteers. It is preferable that this be done in person, however, realizing the hectic nature of season workloads the phone is an acceptable method. At site visits can be scheduled beforehand or performed as a “drop in” visit by staff.

One time drop in volunteer group or individual

As soon as possible after volunteer work takes place.

Ongoing group or individual

Quarterly

Events/Awards/Recognition

The Department should conduct both formal and informal types of recognition for volunteers. Below are recommended methods of recognition for various levels of volunteers.

One time or single project volunteers

Should be rewarded at the end of their project or their one time volunteer day with a thank you card sent to the individual, or their coordinator. The Division/Program Manager, Volunteer Supervisor or the Volunteer Coordinator can perform this task.

On going volunteers

Some volunteers stay with agencies for months or years. These volunteers are wonderful assets as they continue to increase their knowledge base of projects or needs for the Department. Often, these types of volunteers can offer insight into processes and provide solutions to challenges. Inviting these types of persons to meetings and other functions relative to their interests and work on behalf of the department is imperative. Occasionally recognizing them in print material, such as the Community Connection Guide and/or the quarterly Parks and Recreation Department report to City Council is suggested.

Annual - Friends of Medford Parks and Recreation

Volunteers are nominated by staff for this annual presentation which takes place in front of City Council during July (Parks and Recreation Month). Categories are: individual, company, service group and youth. Volunteers are asked to be present for the recognition ceremony where each is given a plaque. Photos taken are placed in the department quarterly report that is available to view online and distributed to City Administration and City Council members.

APPENDIX A

Volunteer Opportunity Sample

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MEDFORD PARKS AND RECREATION DEPARTMENT

Volunteer Opportunity

Park Assistance Year Round

The Department works to provide clean, safe, attractive and functional parks, open space and municipal recreation facilities. With 581 acres of parks, pathways, trails, and lawns volunteer opportunities abound.

Volunteer may be asked to perform the following:

- ◆ Trash Pick Up
- ◆ Graffiti Removal
- ◆ Weeding/Raking
- ◆ Planting
- ◆ Noxious Weed Abatement
- ◆ Painting Shelters/Other Items
- ◆ Bench Repair
- ◆ Minor projects

Desirable Qualifications:

- ◆ Follow written and verbal instruction
- ◆ Perform physical labor safely
- ◆ Work with minimal supervision
- ◆ Relate to general public in a positive manner

Equipment:

- ◆ Volunteer to provide/carry a charged cell phone
- ◆ Other necessary equipment and materials to be provided by the Department

Special Requirements:

Volunteer needs to complete the Volunteer Application and pass a City of Medford background check; does not apply to organized clubs or groups planning a one time drop in work day.

Volunteer must follow all safety guidelines as demonstrated by City and outlined in Illness and Injury Prevention Plan and be willing to submit to training if necessary. If volunteer cannot perform any duty at the site they need to notify staff prior to work day(s). This will not disqualify them from volunteering, only from getting an injury.

Assigned equipment to be returned in working order as well as and unused materials after completion of tasks.

Forms:

- ◆ Volunteer Application for individuals
- ◆ Group one time volunteers must complete check in documents at the site

Primary Contact: parks@cityofmedford.org

Phone: 541-774-2691

Note: This is a general guideline to assist interested parties in reviewing available volunteer opportunities. To discuss specifics of the opportunity and what you and/or your organization can offer call or email the primary contact.

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APPENDIX B

FORMS

Application Packets; Youth, Adult, Groups

Monthly Status Report for OnGoing Volunteers
Equipment Use Worksheet
Evaluation

These documents are updated by the Volunteer Coordinator as needed and can be found at
P:\Administration\Volunteers\Forms.

Volunteer packets shall be available in a common area easily accessible to staff to expedite processing..

ADULT VOLUNTEER PACKET

- 1) Service Application
Applicant completes top part, program manager completes the bottom part.
- 2) Insurance Memo From Human Resources
To be kept by applicant.
- 3) Background Check Form: Optional
If the Applicant completes if they do not have an email address,

Procedure:

- 1) Collect and affirm document(s) are complete.
- 2) Keep a copy of the Service Application.
- 3) Volunteer Coordinator files application copy and routes originals to Human Resources.
- 4) If a Background Check Form is used place completed original documents in routing envelope immediately and hand to Volunteer Coordinator or place in Office Administrators area for next mail run. The background check form is a document that has information that should not be available to the general public.
- 4) The Human Resources Department will email the Parks Department program coordinator and Volunteer coordinator with information on whether the background check has been approved or not. The email is printed and kept with copy of the Service Application by the Volunteer Coordinator

The Human Resources Department maintains a spreadsheet on volunteers with status of approval. This spreadsheet is made available to the department and is password protected by Human Resources.

**CITY OF MEDFORD
VOLUNTEER SERVICE APPLICATION -- ADULT**

Name _____ Home Phone _____
e-mail _____ Cell Phone _____

Background check link will be emailed; please print legibly. It will come from a company called Sterling. If you don't have an email account ask for a paper form of the background check document.

✓ **The Volunteer Insurance Information page is yours to keep.**

_____ Street Address _____ City _____ State _____ Zip Code _____

Date of Birth _____ Male _____ Female _____

Health Restrictions _____

VEHICLE: If I use my personal automobile in volunteer service for the City of Medford, I will maintain automobile liability insurance equal to the limits required by the State of Oregon.

Signature

Date

In event of emergency, please notify: _____
Name Phone

The City of Medford does not discriminate based on race, color, religion, sex, age, marital status, national origin, mental or physical disability. If you require reasonable accommodation to perform volunteer tasks please be sure to inform your supervisor.

Anything you would like to share about volunteering time/dates/other items?

CITY PLACEMENT

Department: _____ Job Assignment _____

Work Site _____ Work Supervisor _____

Comments

Staff: Complete this section and route originals (including background check if applicable) to Volunteer Coordinator for processing.



To: **Volunteers for the City of Medford**

From: **Bonnie Huard, Risk Manager, 541-774-2039**

Subject: **Volunteer Insurance Information**

Thank you for volunteering at the City of Medford. We appreciate your willingness to contribute your time to our community and hope that this experience will be rewarding for you. The City of Medford has an excellent safety record for its volunteer programs. However, it is important that you understand the extent to which your volunteer activities are covered by the City's insurance. Please read the following information carefully. If you have any questions, feel free to ask for clarification.

Reporting Requirements

Any hazardous condition, injury, or damage to you or to members of the public should be reported to your supervisor immediately, or as soon as reasonably possible. Ask if you are unsure. If you see something, say something.

Insurance for Injury to you

You are encouraged to have your own health insurance to cover any injury you could experience during your volunteer activities. If you are injured in a vehicle accident (regardless of whose vehicle you are in) you may also consult with your own Auto Insurance Policy's PIP coverage (personal injury protection) to see if that applies. If you are injured in a vehicle accident that is the fault of another party, then after you are entirely recovered, the responsible third party's insurance would be a source of potential pay-back (subrogation) to your health insurance or PIP coverage.

The City has a modest amount of accident insurance coverage that can help reimburse your eligible out of pocket medical expenses incurred to treat an accidental injury that happened while performing volunteer duties in a formal City volunteer program, if those expenses are not covered by any other insurance. Volunteers are NOT covered by the City's Workers Compensation Insurance.

General Liability Insurance

While you are performing duties within the scope of your volunteer assignment for the City of Medford, your activity would be covered by the City's general liability insurance program for any property damage or injury to members of the general public that result from your authorized volunteer actions.

Automobile Insurance

If you use your own vehicle to perform your volunteer duties, you must carry your own automobile liability insurance, as well as insurance to cover any physical damage to your own vehicle. The City does not assume responsibility for any damage to your personal vehicle. Should you be asked to drive a City vehicle as a part of your volunteer duties, you would be covered in that City vehicle by the City's liability insurance program for property damage or injury to another party.

YOUTH VOLUNTEER PACKET

- 1) Service Application
Youth completes top part, program manager completes the bottom part
- 2) Parent Consent Form
Parents/Guardians to complete the document
- 3) Insurance Memo From Human Resources
To be kept by volunteer
- 4) Background Check Form
Youth information is required on the document

Procedure:

- 1) Collect and affirm all documents are complete.
- 2) Keep copy of the Service Application and Parent Consent Form; Volunteer Coordinator maintains files.
- 3) Place completed documents in routing envelope immediately and hand to Volunteer Coordinator or in Office Administrators area for next mail run. The background check form is a document that has information that should not be available to the general public.
- 4) The Human Resources Department will email the Parks Department program coordinator and Volunteer coordinator with information on whether the background check has been approved or not. This email is printed and kept with copy of the Service Application in the Parks Department.

The Human Resources Department maintains a spreadsheet on volunteers with status of approval. This spreadsheet is made available to the department and is password protected by Human Resources.



Human Resources Department

PARENT CONSENT FORM

A minor, _____, is requesting to volunteer with the City of Medford at the _____ operation/location. Part of the volunteer process includes a background investigation. The purpose of this screen is to ensure the safety of City of Medford employees, citizens and others who may participate in our programs.

Volunteers will have access to, contact with, and assist a wide variety of people, including minors.

The background investigation will consist of the following:

- Criminal background check
- Social security number trace/address locator
- Sex offender search

I understand that my consent will permit the City to conduct a single background investigation. Any further background investigations will require the City to obtain my signature on an additional parental consent form.

As the parent/guardian of the above-referenced minor, I understand the purpose of the background investigation and hereby provide my consent for the background investigation for my minor child. I understand if I do not consent, the application will not be considered further and my child will not be able to volunteer.

Signature: _____ Date: _____

Print Name: _____

Relationship to Minor: _____



To: **Volunteers for the City of Medford**

From: **Bonnie Huard, Risk Manager, 541-774-2039**

Subject: **Volunteer Insurance Information**

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Reporting Requirements

Any hazardous condition, injury, or damage to you or to members of the public should be reported to your supervisor immediately, or as soon as reasonably possible. Ask if you are unsure. If you see something, say something.

Insurance for Injury to you

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The City has a modest amount of accident insurance coverage that can help reimburse your eligible out of pocket medical expenses incurred to treat an accidental injury that happened while performing volunteer duties in a formal City volunteer program, if those expenses are not covered by any other insurance. Volunteers are NOT covered by the City's Workers Compensation Insurance.

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Human Resources Form

Table of Contents



PRINT CHARACTERS LIKE THIS
ABCDE 98765

CORREC INCOME
CORRECT INCOME

Consent to Request Consumer Report & Investigative Consumer Report Information

Grid for Applicant's First Name or Initial and Last Name

I understand that _____ ("COMPANY") will use Sterling Infosystems Inc., 1 State Street, New York, NY 10004, (877) 424-2457 to obtain a consumer report and/or investigative consumer report ("Report") for employment purposes. I also understand that if hired, to the extent permitted by law, COMPANY may obtain further Reports throughout my employment for an employment purpose from Sterling.

I understand Sterling Infosystems Inc.'s ("STERLING") investigation may include obtaining information regarding my credit background, bankruptcies, lawsuits, judgments, paid tax liens, unlawful detainer actions, failure to pay spousal or child support, accounts placed for collection, character, general reputation, personal characteristics and standard of living, driving record and criminal record, subject to any limitations imposed by applicable federal and state law. I understand such information may be obtained through direct or indirect contact with former employers, schools, financial institutions, landlords and public agencies or other persons who may have such knowledge. If an investigative consumer report is being requested, I understand such information may be obtained through any means, including but not limited to personal interviews with my acquaintances and/or associates or with others whom I am acquainted.

The nature and scope of the investigation sought is indicated by the selected services below: (Employer Use Only)

- Checkboxes for: Criminal Background Check, Education Verification, Sex Offender Search, SSN Trace/Address Locator, Employment Verification, OFAC/Terrorist Watch List, Motor Vehicle Report, Personal Reference Verification, Fraud & Abuse Control Info System (FACIS®), Employment Credit Report, Professional License/Certification, Office of Inspector General Sanctions (OIG), Other Please List:

I acknowledge receipt of the attached summary of my rights under the Fair Credit Reporting Act and, as required by law, any related state summary of rights (collectively "Summaries of Rights").

This consent will not affect my ability to question or dispute the accuracy of any information contained in a Report. I understand if COMPANY makes a conditional decision to disqualify me based all or in part on my Report, I will be provided with a copy of the Report and another copy of the Summaries of Rights, and if I disagree with the accuracy of the purported disqualifying information in the Report, I must notify COMPANY within five business days of my receipt of the Report that I am challenging the accuracy of such information with STERLING.

I hereby consent to this investigation and authorize COMPANY to procure a Report on my background.

In order to verify my identity for the purposes of Report preparation, I am voluntarily releasing my date of birth, social security number and the other information and fully understand that all employment decisions are based on legitimate non-discriminatory reasons.

The name, address and telephone number of the nearest unit of the consumer reporting agency designated to handle inquiries regarding the investigative consumer report is:

Sterling Infosystems, Inc. | 1 State Street, 24th Floor, New York, NY 10004 | 877-424-2457 | or | 5750 West Oaks Boulevard, Ste. 100 Rocklin, CA 95765 | 800-943-2589 | or | 6111 Oak Tree Boulevard, Independence, OH 44131 | 800-853-3228

California, Maine, Massachusetts, Minnesota, New Jersey & Oklahoma Applicants Only: I have the right to request a copy of any Report obtained by COMPANY from STERLING by checking the box. (Check only if you wish to receive a copy)

California, Colorado, Connecticut, Maryland, Oregon, Vermont and Washington State Applicants Only (AS APPLICABLE): I further understand that COMPANY will not obtain information about my credit history, credit worthiness, credit standing, or credit



Please note: These sample documents should NOT be construed as legal advice, guidance or counsel. Employers should consult their own attorney about their compliance responsibilities under the FCRA and applicable state law. Sterling Infosystems expressly disclaims any warranties or responsibility or damages associated with or arising out of information provided.



PRINTED MATTERS LINE 118
ABCDE 98765

CORREC INCORR=C

capacity unless: (i) the information is required by law; (ii) I am seeking employment with a financial institution (California, Colorado, Connecticut and Vermont only - in California the financial institution must be subject to Sections 6801-6809 of the U.S. Code and in Vermont it must be a financial institution as defined in 8 V.S.A. § 11101(32) or a credit union as defined in 8 V.S.A. § 30101(5)); (iii) I am seeking employment with a financial institution that accepts deposits that are insured by a federal agency, or an affiliate or subsidiary of the financial institution or a credit union share guaranty corporation that is approved by the Maryland Commissioner of Financial Regulation or an entity or an affiliate of the entity that is registered as an investment advisor with the United States Securities and Exchange Commission (Maryland only); (iv) I am seeking employment in a position which involves access to confidential financial information (Vermont only); (v) I am seeking employment in a position which requires a financial fiduciary responsibility to the employer or a client of the employer, including the authority to issue payments, collect debts, transfer money, or enter into contracts (Vermont only); (vi) COMPANY can demonstrate that the information is a valid and reliable predictor of employee performance in the specific position being sought or held; (vii) I am seeking employment in a position that involves access to an employer's payroll information (Vermont only); (viii) the information is substantially job related, and the bona fide reasons for using the information are disclosed to me in writing, (complete the question below) (Colorado, Connecticut, Maryland, Oregon and Washington only); (ix) I am seeking employment as a covered law enforcement officer, emergency medical personnel, firefighter police officer, peace officer or other law enforcement position (California, Oregon and Vermont only - in Oregon the police or peace officer position must be sought with a federally insured bank or credit union and in Vermont the law enforcement officer position must be as defined in 20 V.S.A. § 235B, the emergency medical personnel must be as defined in 24 V.S.A. § 2651(6), and the firefighter position must be as defined in 20 V.S.A. § 3151(3)); (x) the COMPANY reasonably believes I have engaged in specific activity that constitutes a violation of law related to my employment (Connecticut only); (xi) I am seeking a position with the state Department of Justice (California only); (xii) I am seeking a position as an exempt managerial employee (California only); and/or (xiii) I am seeking employment in a position (other than regular solicitation of credit card applications at a retail establishment) that involves regular access to all of the following personal information of any one person: bank or credit card account information, social security number, and date of birth. I am seeking employment in a position that requires me to be a named signatory on the employer's bank or credit card or otherwise authorized to enter into financial contracts on behalf of the employer, I am seeking employment in a position that involves access to confidential or proprietary information of the Company or regular access to \$10,000 or more in cash (California only).

Bona fide reasons why COMPANY considers credit information substantially job related (complete if this is the sole basis for obtaining credit information) or in California and Vermont the COMPANY'S basis for the credit check.

NY Applicants Only: I also acknowledge that I have received the attached copy of Article 23A of New York's Correction Law. I further understand that I may request a copy of any investigative consumer report by contacting STERLING. I further understand that I will be advised if any further checks are requested and provided the name and address of the consumer reporting agency.

California Applicants and Residents: If I am applying for employment in California or reside in California, I understand I have the right to visually inspect the files concerning me maintained by an investigative consumer reporting agency during normal business hours and upon reasonable notice. The inspection can be done in person, and, if I appear in person and furnish proper identification; I am entitled to a copy of the file for a fee not to exceed the actual costs of duplication. I am entitled to be accompanied by one person of my choosing, who shall furnish reasonable identification. The inspection can also be done via certified mail if I make a written request, with proper identification, for copies to be sent to a specified addressee. I can also request a summary of the information to be provided by telephone if I make a written request, with proper identification for telephone disclosure, and the toll charge, if any, for the telephone call is prepaid by or directly charged to me. I further understand that the investigative consumer reporting agency shall provide trained personnel to explain to me any of the information furnished to me; I shall receive from the investigative consumer reporting agency a written explanation of any coded information contained in files maintained on me. "Proper identification" as used in this paragraph means information generally deemed sufficient to identify a person, including documents such as a valid driver's license, social security account number, military identification card and credit cards. I understand that I can access the following website <http://sterlinginfosystems.com/privacy> to view STERLING'S privacy practices, including information with respect to STERLING'S preparation and processing of investigative consumer reports and guidance as to whether my personal information will be sent outside the United States or its territories.

Washington State applicants or employees only: You also have the right to request from the consumer reporting agency a written summary of your rights and remedies under the Washington Fair Credit Reporting Act.

Signature:

Today's Date:



DROP IN EVENT SIGN IN SHEET
At site, drop in group sign in/out

Date: _____ **Location:** _____

To work at this site you **MUST** have completed a volunteer form first. If you haven't please check with park personnel or your volunteer supervisor.

Print Name	Time In	Time Out	Total Hours Worked
------------	---------	----------	--------------------

Print Name	Time In	Time Out	Total Hours Worked
------------	---------	----------	--------------------

Print Name	Time In	Time Out	Total Hours Worked
------------	---------	----------	--------------------

Print Name	Time In	Time Out	Total Hours Worked
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Print Name	Time In	Time Out	Total Hours Worked
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Print Name	Time In	Time Out	Total Hours Worked
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Print Name	Time In	Time Out	Total Hours Worked
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**CITY OF MEDFORD
VOLUNTEER MONTHLY STATUS REPORT**

Month _____ Year _____

Name _____ Department: Parks and Recreation

Job Assignment _____

Time sheet to be completed for each day worked and provided to Parks and Recreation or given to your supervisor the first/second working day of the following month.

If you prefer, you can fax completed forms to 541-774-2560 or email to parks@cityofmedford.org

			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Total Monthly Hours _____

Volunteer Service Status _____ Active
 _____ Terminated _____ (date)

Comments:

 Volunteer Signature Date Supervisor Signature Date

This form is for ongoing, recurring volunteers. This information is provided to Volunteer Coordinator for recording volunteer hours.

Equipment Use Worksheet for Volunteer Staff
(5 pages)

Volunteer Name: _____ Date: _____

Volunteer Supervisor: Review and complete attached Volunteer Equipment Use of Understanding and General Safety Information with Volunteer.

Did You:

____ Review General and Safety Information

____ Volunteer signs and dates document

____ Staff provide contact name and phone number to volunteer

____ Volunteer given personal protection equipment, or shown where these are stored at site. Volunteer has access to storage of such items. Describe:

____ Copy of completed Equipment Use of Understanding and General Safety Information documents provided to volunteer on date: _____

____ File document with Volunteer Coordinator.

VOLUNTEER EQUIPMENT USE UNDERSTANDING

Volunteer staff to review and have volunteer initial
Information highlighted in red will be changed according to need.

This program provides procedures and policies to 1) properly use City equipment “WEED EATER” at IOOF/EASTWOOD CEMETERY and 2) protect volunteers from hazards that could cause injury to themselves or others while operating said equipment. Only volunteers 18 yr and older may participate in this program.

• Proper Use of Equipment and Assessment of Work Area

Volunteer shall be given hands on instruction by a staff person, after which they will observe volunteer use and correct as needed.

Volunteer Initial:

- ___ How to assess area to ascertain which piece of equipment to use
- ___ When not to use equipment
 - Based on condition of area and/or condition of equipment
- ___ How to check surroundings for possible hazards prior to use
 - Hazards to volunteers, equipment or other persons that might enter the area during use
- ___ How to start equipment
- ___ How to stop equipment
- ___ How to fuel equipment (mixed for weed eater, regular for walk behind)
- ___ How to store equipment
- ___ When to stop use and report item for possible maintenance issues
- ___ When and what personal protection equipment (PPE) is necessary

The volunteer is responsible for immediately ceasing use of equipment and reporting need for maintenance to staff contact. Volunteer is responsible to store the equipment: at the site in the locked storage compartment in the Volunteer Maintenance Shed at the site.
Volunteer has been given keys to access storage.

• Personal Protective Equipment

Personal protective equipment (PPE) is designed to protect operator from bodily injury during proper use of equipment. Volunteer will be provided goggles and gloves by the City, shall keep them in good working order and shall report need for replacement of those items and discontinue use until replacements are available.

The selection of the proper PPE shall be made by the City after hazard assessment of the job is made. The choice of type of PPE will be made jointly by the volunteer and City so long as the choice is adequate for the purpose.

The volunteer is responsible for maintenance, care and storage of PPE as required in the manufacturer, supplier or user instructions or as the training requires.

The volunteer shall demonstrate an understanding of the above before being allowed to perform work. If the volunteer does not understand the above, retraining by the designated training person is required.

Volunteer agrees to abide by procedures and policies as demonstrated and as outlined in this document.

Volunteer Print _____ Date: _____
Signature _____

Work Site: IOOF/Eastwood Cemetery

Work Dates: On Going

Staff Trainer: Beverly Power Date: 06/15/2011

Staff Contact Name and Phone:
Bev Power, 541-951-2722

GENERAL AND SAFETY INFORMATION

This is not a comprehensive list of all safety information available to a volunteer. Information provided will include this list and any other needed information dependent on the type of work or work site the volunteer will be involved with. Volunteers are responsible for helping ensure a safe workplace and to obtain training if they feel it is needed. Volunteer should not perform any task that the feel is beyond their scope of knowledge or physical ability to perform safely.

Volunteers must complete a City Volunteer form prior to work. For group drop in programs this can be done at the site.

Volunteers must have a working, fully charged, cell phone prior to starting work at any City site. Staff contact will provide their phone number(s) to volunteers.

Volunteers working during the day should use safety orange or safety green vests when working within the road right-of way, when exposed to traffic hazards.

Volunteers who work at night where there is danger of moving vehicle traffic must have safety vests or clothing with reflective material designed for high nighttime visibility.

Seat belt use is mandatory when driving a City motor vehicle. Volunteers must use seat belts when machines or equipment are factory equipped with the devices.

Media and Public Contact

Volunteers are considered representatives of the City. When approached by the public to address issues, concerns, or requests for purchases, volunteers are to refer to the appropriate City staff person.

While volunteering you will be perceived by the media and the public as representing the whole of the volunteer force of the site and therefore should not be engaging media. Refer all media requests to the appropriate City staff person.

Eye and face protection

Suitable eye protectors (safety glasses, goggles, face shields, wire mesh masks, etc.) must be provided where there is potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids or caustic liquids, chemical gases or vapors, body fluids, potentially injurious light radiation or a combination of these.

Respiratory Protection

Devices such as dust masks, canister respirators, self-contained breathing apparatus or other such apparatus must be provided to volunteers that are exposed to harmful dust, fogs, fumes, mists, gases, smoke, sprays, or vapors. Persons working in oxygen deficient or oxygen enhanced atmospheres must also be protected. Persons using the devices must be

fit-tested to the device, tested to see if they are physically able to use the devices, and trained in the use and care of the devices.

Head Protection

Volunteers working in a location where there is danger of being struck in the head by falling objects or other dangers from above such as electrical hazards must wear head protection. The head protection must meet the requirements of American National Standards Institute (ANSI) Z89.1-1986.

Foot and Leg Protection

Persons must have foot and leg protection if their feet are subject to crushing foot injury. The feet must also be protected from puncture by sharp objects, molten metal, hot surfaces, wet and slippery surfaces. When City equipment is in use volunteers are required to wear pants with fabric that reaches their shoes (not shorts or short pants). Pants with thick jean type material is preferred.

When working at a park site volunteers must wear shoes that are sturdy and be aware of uneven surfaces. This is particularly true at the IOOF/Eastwood Cemetery where most of the road system is loose gravel and there is an abundance of squirrel and gopher holes.

Also at the cemetery there may be a danger of falling monuments if working on or around them. Staff and/or volunteer should visually inspect a site area and be aware of any such hazard and take appropriate precautions.

Electrical Protective Equipment

Persons involved in power generating or power distribution construction and maintenance must be protected from shock, electrocution and burn hazards.

Hand Protection

Hands and arms must be protected from cuts, burns, chemicals, bodily fluids and other recognized hazards. Proper hand wear must be selected for the task.

Occupational Noise Exposure – Hearing Conservation

City will furnish ear protection that will diminish the noise to acceptable levels. Foam earplugs, ear “muffs”, or other suitable method may be used to reduce noise exposure when no other way to reduce the noise level is possible.

Volunteer Name: _____ Date: _____

Location of interview:

Staff Person

Print Name: _____

Dept: _____ Phone: _____

1. How well were your volunteer position and responsibilities explained to you?

- | | |
|--|--|
| <input type="checkbox"/> Fully explained | <input type="checkbox"/> Explained |
| <input type="checkbox"/> Partially explained | <input type="checkbox"/> Not explained |

2. How well did our volunteer training prepare you to meet the responsibilities of your position?

- | | |
|--|---|
| <input type="checkbox"/> Very adequately | <input type="checkbox"/> Adequately |
| <input type="checkbox"/> Fairly adequately | <input type="checkbox"/> Not adequately |

3. How well do you feel you have been able to fulfill your volunteer responsibilities?

- | | |
|--|---|
| <input type="checkbox"/> Fully fulfilled | <input type="checkbox"/> Adequately fulfilled |
| <input type="checkbox"/> Partially fulfilled | <input type="checkbox"/> Not at all fulfilled |

4. Do you feel our volunteer program was well organized?

- | | |
|---|---|
| <input type="checkbox"/> Very organized | <input type="checkbox"/> Organized |
| <input type="checkbox"/> Fairly organized | <input type="checkbox"/> Not at all organized |

5. Do you find the staff coordinator is approachable?

- | | |
|--|--|
| <input type="checkbox"/> Very approachable | <input type="checkbox"/> Approachable |
| <input type="checkbox"/> Somewhat approachable | <input type="checkbox"/> Not at all approachable |

6. Do you feel supported by the staff?

- | | |
|---|---|
| <input type="checkbox"/> Very supported | <input type="checkbox"/> Supported |
| <input type="checkbox"/> Somewhat supported | <input type="checkbox"/> Not at all supported |

7. Do you feel you were provided adequate resources to accomplish your tasks?

Very adequate
 Somehow adequate

Adequate
 Not at all adequate

8. Would you recommend that your friends or family members volunteer?

Yes No

If no, please explain: _____

9. Overall, are you satisfied with your volunteer experience?

Very satisfied
 Somewhat satisfied

Satisfied
 Not at all satisfied

10. What could we improve to make your volunteer experience more enjoyable?

11. What do you enjoy most about volunteering?

Medford Parks and Recreation Department

Pre Event Check List 100+ Participants

Event: _____ Date: _____

Communication List

Main Supervisor

Name: _____ Phone: _____

Employees

Name: _____ Phone: _____

Volunteers:

Name: _____ Phone: _____

Police Fire Ambulance

911

Pre Event

Police Non Emergency contacted about event: Date: _____ Contact Person: _____

Fire Marshall at ext. 2317 contacted about event: Date: _____ Contact Person: _____

Event Staff Meeting

_____ Introduce staff, hand out contact list

_____ Facility/Area walk through

Identify facility hazards and determine how to control the hazard

Hazard: Activity, event or condition that poses possible harm to person or property.

_____ AED Location and overview of kit

_____ First Aid Kit/Accident Report location

_____ Bloodborne Pathogens Kit

_____ Fire Alarm location

_____ Fire Extinguisher location

_____ Emergency Exits

_____ Staff gathering place in an emergency

_____ Discuss how staff will clear the building or site

_____ Capacity (example jump houses, building or room)

_____ Review job assignments

_____ Review clean-up process and responsibilities

_____ Review Personal Protective Equipment if needed (example work gloves)

_____ Review lifting or hauling heavy objects (use additional staff, hand truck)

_____ Metal stakes sticking up have cone over them

_____ Power cords are covered or blocked off from foot traffic

_____ Emergency signaling device provided to all staff and volunteers

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

PHONE PROCEDURES

1. Call 911

2. Give 911 operator requested information:
 - TYPE OF EMERGENCY – Police, Fire, Medical
 - JACKSON POOL PHONE NUMBER – 541-774-2490
 - JACKSON POOL ADDRESS – 815 SUMMIT AVE.
 - WHERE TO ENTER POOL – Enter though side gate of pool off of Clark St.
3. Do not hang up the phone until the dispatcher tells you to do so. Continue to update information as needed.
4. Assign a staff member or a responsible patron to meet the EMS and direct them to the side gate.
5. If possible, after dispatcher releases you contact:

Title	Name	Work Phone	Home Phone
Recreation Superintendent	Jesse Nyberg	541-774-2482	541-261-6693
Parks and Rec. Director	Rich Rosenthal	541-774-2483	541-840-1893 cell
Parks Superintendent	Tim Stevens	541-774-2689	541-778-2079 cell
Building Tech	Brady Shean	541-840-9947	

6. Completely fill out Accident Report Form and obtain a case or response number from EMS if possible.

POLICE NON EMERGENCY 541-770-4783

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

DRY CHLORINE
EMERGENCIES

SIGNS

EFFECTS OF EXPOSURE:

- EYES:** Severe irritation (redness, swelling and or burns)
- INHALATION:** Shortness of breath, wheezing, choking, chest pains and impairment of lung function.
- INGESTION:** Nausea, vomiting, diarrhea, abdominal pain, bleeding and tissue ulceration
- SKIN:** Severe irritation, redness, swelling, burns, and scab formation.

1. CALL 911

ACTION

2. Activate following EMS Procedure

- EYES:** Immediately flush victim's eyes with large amounts of water for at least 15 minutes, occasionally lifting the upper and lower eyelids.
- INHALATION:** Remove victim to fresh air.
- INGESTION:** Immediately have victim drink large quantities of water. **DO NOT** induce vomiting. **DO NOT** give anything by mouth if the person is unconscious or is having convulsions.
- SKIN:** Immediately flush victim's skin with water for at least 15 minutes. If the clothing comes in contact with the product, the clothing should be removed immediately and cleaned before re-use.

NOTE: Only authorized maintenance staff may handle dry chlorine

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

MAJOR FIGHTS

A SITUATION THAT:

SIGNS

- Involves a weapon
 - The Staff is unable to control the situation
 - Involves large numbers of people.
 - Involves Adults, or Adults and Children
-

ACTION

1. If inside the pool area clear the area of all bystanders who are not involved in the fight.
2. If outside the pool area follow step 3.
3. Call 911. Be specific about the number of people involved, weapons, and ages. Explain the severity of the fight.
4. If possible gather information about those involved.
5. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

AQUATIC EMERGENCIES

NON SWIMMER

- Looks afraid, head tilted back, arms flapping, may not be using legs.
- Is usually in a diagonal or vertical position
- May or may not call out for help.

DISTRESSED SWIMMER

- May be able to call for help
- Tired, usually able to keep head above water, but unable to move in any direction
- May quickly develop into a drowning situation if not assisted promptly
- Sometimes the individual can be given verbal instruction/encouragement to continue swimming to safety, but don't rely on this be prepared to assist.

SIGNS

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **CLEAR THE AREA OR POOL AS NEEDED**
 3. **APPROACH THE VICTIM-** Assess the situation and use appropriate lifesaving techniques assisting them to the side. Assess their level of consciousness, breathing and pulse. If necessary, announce loudly, firmly and clearly the following:
 - **Breathing and Pulse status**
 - **Call 911**
 - **You need assistance**
 4. **If the patron is not breathing start CPR using the protective CPR mask.**
 5. **Call 911 in necessary**
“I need medical and police, we have a possible drowning. This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507”

ACTION

DO NOT DELAY THIS CALL, STAY ON THE LINE

6. **Send patron or staff member to meet the EMS and direct them to the side gate of the pool off of Clark St.**
7. **Continue to follow appropriate Emergency Response Procedures.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

MAJOR ACCIDENT

SIGNS

- Burns
- Deep Cut, Laceration
- Heat Related Emergencies (Hypothermia)
- Embedded Objects / Amputation
- Fainting / Seizure / Shock
- Broken Bone or Major Sprain / Strain

Accident is beyond Basic First Aid

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

SPINAL INJURIES

SIGNS

- Overprotective of their neck/back
- Complains of tenderness, pain, numbness or tingling in extremities
- Paralysis, muscle spasm, head or neck bruises and / or difficulty in breathing
- Impaired level of consciousness-dizziness, loss of balance, etc.
- Victim conscious and aware of what is going on around them.

ACTION

1. CALL 911

A staff member or specifically designated person who knows the victim's vital signs should say the following:

"I need medical and police, we have a possible (describe injury). This is (Your Name), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490"

DO NOT DELAY THIS CALL, STAY ON THE LINE

2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. The first rescuer has the primary responsibility of monitoring and or maintaining the breathing and pulse of the victim.
4. Follow the Emergency Response Procedures posted by the phone.

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

FIRE

SIGNS

- Smell Smoke and presence of smoke or flame
 - Warm doors and or walls
-

ACTION

1. **SOUND ONE LONG WHISTLE BLAST**
2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need fire and police, we have a possible fire. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2507”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the fire department clears you to do so.**
6. **Do not attempt to fight the fire.**
7. **Follow the Emergency Response Procedures posted by the phone.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

BOMB THREAT

SIGNS

- A phone call saying a bomb has been placed at the pool.
- A usual package left unattended

ACTION

-
1. **SOUND ONE LONG WHISTLE BLAST**
 2. **Clear the pool area, by the side gates. DO NOT ALLOW PARTONS OR STAFF IN THE BUILDING AREA.**
 3. **CALL 911 IF POSSIBLE, IF NOT GO TO THE NEAREST OUTSIDE PHONE AND CALL 911.**

DO NOT CALL IF IT DELAYS EVACUATION OF THE POOL.

4. **WHEN CALLING 911 SAY THE FOLLOWING**

“I need the police, we have a strange unattended package / or have received a bomb threat. This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”

DO NOT DELAY THIS CALL, STAY ON THE LINE

5. **Check that all locker rooms and office is clear and that all staff is out or the area. Station a staff member near, but at a safe distance at all entrance to the pool so that nobody re-enters the pool area. Do not return until the police department clears you to do so.**
6. **When police arrive ask them to search the building if it is a phone call, or direct them to the unusual package.**
7. **Follow the Emergency Response Procedures posted by the phone.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

**HEART ATTACK / RESPIRATORY
EMERGENCIES**

SIGNS

- Chest pain that radiates to arms, shoulders, neck or jaw
 - Weakness, nausea, shortness of breath and perspiration
 - Not admitting they may be having a heart attack
 - May not be breathing
-

ACTION

1. **CALL 911**
A staff member or specifically designated person who knows the victim's vital signs should say the following:

“I need medical, we have a possible (describe problem). This is (*Your Name*), a staff member at Jackson Pool. We are located at 815 Summit Ave. Our phone number is 774-2490”
2. A specifically designated person should go out to meet the EMS and direct them to the side pool gate off of Clark St.
3. **DO A PRIMARY SURVEY, CHECK ABC'S.** If the victim is conscious make them stop what they are doing and make them comfortable. Continue to monitor ABC's. Do not leave the victim alone unless no one else is available to call 911.
4. **BEGIN CPR IS NECESSARY USING PROTECTING GLOVES AND MASK.** If victim is unconscious with no breathing, begin rescue breathing. If there is no pulse begin CPR. If addition staff members are available, administer 2-person CPR
5. Other staff should begin clearing the area including and the pool if needed, so the EMT's can work.
6. The first rescuer has the primary responsibility of monitoring and / or maintaining the breathing and pulse of the victim.
7. Follow the Emergency Response Procedures posted by the phone.

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

Equipment Breakdown

- 1. At anytime that equipment breaks down the pool maintenance staff will be notified immediately. Contact person will be located on a sign next to the phone.**
- 2. In case of equipment such as slides, diving boards, ladders, steps, or other such equipment breaks, pool staff will immediately secure the area surrounding the broken equipment to insure it is not used until repaired.**
- 3. The maintenance person shall have the authority to close the pool if, repair to the filtration systems requires them to do so, or if the broken equipment represents a danger to patrons or staff using the facility.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

Communicating With The Media

- 1. If approached by the media provide them with any information you would give to any patron. Examples: pool hours, rules for using the pool, swimming fees, etc. Do not give out any additional information regarding any incident, staff names or phone numbers. If they want more information refer them to the main Parks office at 541-774-2400, located at 701. N. Columbus, or escort them over to a full-time Parks and Recreation Supervisor if one is on site.**

- 2. If a media person would like an interview or would like to go on the pool deck, ask them what the interview would be about and / or why they would like to go on deck. Tell them you will need to speak to your supervisor to get approval and will call them right away. Immediately call the main parks office at 541-774-2400 and explain the situation. If after hours use the Phone Procedure list to contact a supervisor.**

- 3. If the supervisor grants permission for the media to be on deck, a staff member must accompany them and make sure they follow safety rules and follow through with only what was requested and given permission to do by the supervisor. Any problems the media person should be asked to return to the office and a supervisor called.**

EMERGENCY ACTION PLAN
City of Medford Jackson Pool

After Incident Follow-up

- 1. After emergency is taken care of speak to on site emergency personnel if possible to discuss the incident and if staff could work differently with emergency responders to improve upon the coordination of the response.**
- 2. Gather all staff present at the time of the incident and a supervisor if possible and discuss the incident. Give each staff member an opportunity to state how they are feeling and any concerns or suggestions they may have.**
- 3. Provide follow-up meetings' as needed depending on the severity of the incident.**
- 4. On site supervisor is to file a written report as to what happened which should include accident report, and information provided by staff members involved, recommendations or comments made by the emergency response team, and any witness statements that may have been taken. This needs be turned in to the main office within 24 hours of the incident.**

**EMERGENCY ACTION PLAN
City of Medford Jackson Pool**

SEVERE WEATHER

SIGNS

- **Thunderheads**
 - **Rain Clouds overhead**
 - **Thunder or Lightning in the area**
 - **High Winds**
-

ACTION

1. **If thunder and / or lightning is heard or seen, clear the pool immediately. Have all patrons and staff get indoors and off of the pool deck area.**
2. **Once pool decks are cleared of all patrons, lock the doors leading from the locker rooms to the pool deck.**
3. **Equipment, chairs, etc. should be left on the pool deck until the danger has cleared. In case of lightning and / or thunder staff must wait 30 minutes from the last occurrence before returning to the pool deck.**
4. **Anytime conditions effect the visibility of the lifeguards to safety supervise the pool the on site supervisor has the authority to clear the pool. If pool is cleared for weather conditions other than thunder and lightning the staff shall wait 15 minutes for the condition to subside. If it does not then the pool will be closed and the refund policy found in the employee handbook will take effect.**
5. **If any questionable weather is seen approaching the on site supervisor will call the Weather Service at 541-779-5990. If a severe storm warning is in effect the pool will close until the warning is taken out of effect by the Weather Service.**

EMERGENCY MANAGEMENT PLAN



CITY OF MEDFORD OREGON

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I. OVERVIEW

A. General

The Medford Emergency Management Plan (EMP) provides a framework to guide local government's efforts to mitigate, prepare for, respond to, and recover from major emergencies and disasters.

This plan is not intended for day-to-day emergency responses in Medford, but expands on the day-to-day emergency management concepts. The efforts that would be required for normal functions will be redirected to disaster incident tasks. It is the intent of the incident management process to provide a unified incident command that provides input into the decision process, but gives the decision making to an agreed upon individual. The level of decision will be delegated down as far as possible to allow personnel to exercise discretionary authority in problem solving.

This Emergency Management Plan is part of the Comprehensive Emergency Management (CEM) Program implemented by federal, state, and local governments.

CEM refers to a government's responsibility to manage all types of emergencies and disasters by coordinating actions of federal/state/local government agencies in an operating partnership. It combines four phases of emergency management: mitigation, preparedness, response, and recovery.

CEM also means the coordination of management for any and every type of emergency or disaster that has some probability of occurring and affecting people and property:

- Technological hazards
- Natural disasters
- Civil disasters
- Energy and materials shortages or interruption of public service
- Attack, either in war or through terrorist or civil activity

B. Medford Geographic Response Boundaries

The City of Medford will respond to all man-made or natural disasters within the City Boundaries, to any land owned by the City of Medford or Medford Water Commission when the response will benefit the City and/or the City can benefit the outcome of the incident, and to any disaster within the Medford Rural Fire Protection District #2 that is normally covered by the Medford Fire Department. The Jackson County Emergency Management is to be notified of disaster in Rural areas.

C. Policy Statements

It is the policy of the City of Medford to safeguard life and property by making maximum use of all available resources, public and private, to minimize the effects of environmental, technological, civil, and political emergencies.

GENERAL POLICIES

- 1) Essential City services will be maintained as long as conditions permit.
- 2) An emergency will require prompt and effective response and recovery operations by City departments, disaster relief, volunteer organizations, and the private sector.
- 3) Environmental, technological, and civil emergencies may be of such magnitude and severity that County, State, and Federal assistance is required.
- 4) County and State support of City emergency operations will be based on the principal of self-help. The City will be responsible for utilizing all available local and mutual aid resources prior to requesting assistance from either Jackson County or the State of Oregon.
- 5) When an emergency situation exists, all City Departments will put their emergency operations plans and operating guidelines into limited or full operation as necessary.

- 6) Operational situation and status reports will be made by incident management staff based upon severity of the emergency or anticipated emergency and are to include:
 - a) Estimated time and location of impact.
 - b) Date, time, and location of the actual emergency.
 - c) For emergencies with minimum or no warning: date, time, location, known or estimated number of injuries or casualties, and estimated damage at time of report.
 - d) Date and time of activation of department emergency operations.

Such reports will be forwarded to the Mayor, City Manager, Deputy City Manager, Department Heads, Emergency Management, and ECC staff, and affected jurisdictions as appropriate.

- 7) Access to emergency services shall not be denied on the grounds of race, color, national origin, sex, age, or handicap. The needs of special populations shall be identified and planned for as directed by policy makers and according to federal regulations and guidance. Special populations may include, but not be limited to:
 - a) Physically or mentally handicapped
 - b) Non-English speakers
 - c) The aged or infirm
 - d) The incarcerated
 - e) The hospitalized

The City has the following programs in place for special populations. References to be found within this plan are in parenthesis:

- TTD/TTY contact and captioned cable alert for the hearing-impaired (Communications).
 - Spanish/English outreach programs in the Police Department, identified language skills of City employees (Resources), KSYS programs and special contacts.
 - Handicapped access to City facilities and Red Cross shelter facilities (Housing, Sheltering, and Feeding).
 - All-risk Neighborhood Watch and CERT programs to identify special needs of the aged or infirm in their own homes (Reporting, Damage Assessment).
 - Routine fire inspections of adult assisted living facilities, rest homes, nursing homes and hospitals.
 - Identified transportation assistance for the physically handicapped (Resources).
 - Identified facilities at special risk to power failures (Weather).
- 8) Emergency response often requires decisions to be made quickly under adverse conditions. Emergency conditions may require actions which are not listed in this plan or which run counter to guidelines suggested. Decisions, when based on information available to the Incident Commander and which appeared reasonable at the time, will not be criticized after an incident, even if a different course of action in retrospect appears better. Government entities complying with this plan shall not be liable for injury, death, or loss of property except in cases of willful misconduct or gross negligence.

D. Mitigation and Preparedness

Mitigation and Preparedness planning includes all advance preparations necessary to minimize public risk from potential disaster. These activities include both the planning for effective response and recovery operations, as well as those activities which help to prevent major emergencies and disasters for reducing public exposure to them. Response and Recovery are the functions of a disaster that happen after all mitigation has occurred and all preparedness has happened, yet the disaster occurs; Response and Recovery are essential. Accordingly, this section is divided into two major parts, Mitigation/Preparedness Planning and Response/Recovery.

1. Mitigation

The purpose of mitigation activities is to reduce the likelihood of a major emergency or disaster occurring and to reduce the anticipated damage that does occur.

a. Mitigation Planning

Mitigation is the long-term process of reducing disaster-caused loss of life and property damage through a process of land use, regulations, and construction practices. Mitigation planning may include: stockpiling resources, structural hazard assessment, public awareness, and education programs. A mitigation program can be divided into stages:

First Stage

Hazard risk analysis is the process of identifying the types, magnitude, and probability of hazards to which an area is susceptible over a significant length of time. These hazards should represent the largest credible event likely to occur over a reasonable time period.

Second Stage

Developing vulnerability studies assess the degree of hazard risk that a political jurisdiction finds acceptable (or unacceptable). Risk standards should be formally adopted as public policy by the local legislative body. All risks should be identified, however, the cost of mitigating certain risks may be more than what the community can afford. (See Appendix J).

Third Stage

The integration of risk standards into the community development process includes: comprehensive planning, permit and environmental review, zoning ordinances, and fire/safety building codes.

b. Schedule of Mitigation Planning

Disaster mitigation planning activities will be reviewed and coordinated at the scheduled meetings of the Emergency Management Planning Team.

c. Organization and Assignment of Responsibilities

All disaster mitigation activities will be coordinated through the local Emergency Management Planning Team as are the disaster preparedness planning activities. Each agency is responsible for mitigation activities related to the area in which it has response and management responsibilities. These mitigation responsibilities are in Appendix M.

2. Preparedness

Preparedness involves planning, training, and providing public information. It is a key to emergency warning, response, and recovery activities. City departments and other emergency response providers are responsible for participating in an effective emergency management program.

Preparedness plans and procedures should give a clear indication of the roles, responsibilities, and capabilities of all participants. Agencies charged with plan development can actively coordinate with other agencies assigned responsibilities in such plans. Mutual aid agreements should indicate the level of response available and establish costs.

Disaster ECC departmental procedures should be developed by all agencies assigned emergency response and recovery responsibilities, including:

- Delineating the functions assigned to each agency and the responsibilities of each staff member,
- Creating procedures to activate each agency function, and
- Providing resource listings of each function.

Disaster preparedness education, and training, exercising and testing are vital to determine the effectiveness of the disaster plan and its SOGs.

Staff training will take place at all levels of government and with all support organizations, through lectures, seminars, and simulated problem-solving workshops, as well as allowing staff members to be cross-trained from their normal day-to-day functions to fill one or more staff positions.

Exercises will be conducted to determine if program elements are operationally sound, exercise critiques and evaluations will help inform staff about specific plans that need to be changed.

a. Preparedness Planning

The purpose of this section of the Plan is to assign the responsibilities that will ensure adequate disaster preparedness planning. Just as advance planning is required for effective management and control of response and recovery efforts, it also is required for effective planning efforts, and it identifies the planning responsibilities and schedules necessary to ensure an adequate and continuous emergency management planning process.

Preparedness planning activity includes all activity necessary to ensure that there is an adequate emergency response and recovery management plan in place and ready to be used if a major emergency or disaster occurs. This includes: plan preparation, training, testing, maintaining an outside resource list (equipment, materials, supplies, buildings and finances) available for responding to an emergency, updating the plan and lists, and maintaining adequate inventories.

These activities are to be carried out as part of the normal, day-to-day operations of the agencies to whom responsibilities for planning are assigned. These assignments are to be coordinated through regular meetings of a local emergency management planning team, to be chaired by the Emergency Management Coordinator for the City of Medford, and will include at least one member from each local government agency with emergency management or response responsibilities.

b. Organization and Assignment of Responsibilities

The overall responsibility for maintaining an up-to-date plan is borne by the Emergency Management Coordinator and exercised through the Emergency Management Planning Team.

Each agency with emergency response or management responsibilities is responsible for keeping those sections of the plan that relate to it up to date. This will be done through, but not solely by, their representatives on the planning team. Changes in the assignment of responsibilities will also be determined by the team. Each agency is also responsible for maintaining its own effective and up-to-date Departmental Procedures (or SOGs), call-up lists, mutual aid agreements, personnel training programs, and local maps and charts required for effective operations. More specific planning responsibilities can be found in Appendix N.

c. Schedule for Disaster Preparedness Planning

The Local Emergency Management Planning Team, consisting of the City Manger, Deputy City Manager, Fire Chief, Police Chief, City Attorney, Public Works Director, Public Information Officer, Information Services, Parks and Recreation, Records Office, Finance, Building Safety and Emergency Management Coordinator will meet as often as its members find necessary, but with no less frequentness than semiannually. Unscheduled meetings may be called by the Emergency Management Coordinator for the City of Medford, on an as-needed basis. Emergency Management training exercises will be conducted at least twice each year to test the effectiveness of the response and recovery phase of the Plan.

At least one training exercise, every two or three years, will be full-scale, hands-on, emergency simulation. The others may be a tabletop exercise. After any exercise (or real disaster), the Emergency Management Planning Team will review the effectiveness of the Plan and make whatever changes are necessary or desirable.

d. Citizen Responsibility

During a widespread emergency, community resources will be overburdened. People in the disaster area should be prepared to sustain themselves several days to a week with stored food, water, and shelter. Battery-powered radios may be the only method available to gain information from local government. Outside assistance rarely arrives in sufficient force to make an impact within the three-day frame. For that reason, it is in the community's best interest to foster a self-help attitude, reinforced with first aid, CPR, and related classes.

E. Response and Recovery of a Disaster

The greater portion of this document sets the direction and standard operation guidelines for responding to a disaster and recovering from that disaster. This is not an all encompassing document, but provides the basis for using the Incident Command System (ICS), establishes responsibilities, and provides flexibility for any emergency that may happen.

1. Response

Emergency response activities involve traditional and extraordinary functions by government and the private sector to minimize loss of life and property. Local public safety response agencies must coordinate to enable proper response. The key to effective, predictable, and coordinated jurisdiction-wide emergency response is the Emergency Coordination Plan. (See Appendix E for City Ordinance No. 1999-126 and Authority).

A widespread emergency will require that the use of resources be prioritized. Responders will first be assigned to the most serious incident.

2. Recovery

Recovery involves short-term assistance and long-term activities designed to return conditions to normal. The key to recovery is assistance from government and private sector resources and may include:

- | | |
|---------------------------------|---------------------------------|
| Damage insurance | Temporary housing |
| Disaster assistance centers | Disaster unemployment insurance |
| Reconstruction | Crisis counseling |
| Reassessment of emergency plans | Debris clearance |
| Damage assessment | Public information |
| Disaster loans and grants | Economic impact |

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F. Identified Medford Hazards

The City of Medford is subject to a wide variety of potential hazards, both natural and man-made, that could cause a major emergency or disaster and trigger response efforts that require management under this Plan.

These are listed below with an indication of their expected relative frequency of occurrence and their expected severity. The frequency and severity codes used are: L=Low; M= Moderate; H= High.

POSSIBLE EVENT	Relative Frequency	Expected Severity
Airplane Crash	Low	Moderate
Civil Disorder	Low	High
Dam Failure	Low	High
Earthquake	Low	High
Fires (Major)	Moderate	Moderate
Hazardous Materials Accident	Low	High
Major Storms-Severe Weather	Moderate	High
Cold Weather	Moderate	High
Flood	Moderate	Moderate
High Winds	Low	Moderate
Major Systems Failure	Low	High
Nuclear Event	Low	High
Terrorism	Low	Moderate
Volcanic Activity	Low	Moderate

(SEE APPENDIX J FOR MORE DETAIL)

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II. RESPONSE GUIDELINES FOR E.C.C.

A. Goals and Objectives

For a government agency to provide the best health, safety, and welfare of its citizens, it is to respond to a major emergency situation with the following priorities:

1. Continuity of Government - identifying command personnel and providing them with the means to command.
2. Emergency Management - including fire, rescue and police responding to and caring for involved citizens. (Fatal, injured, homeless or relatives of such persons and volunteer workers.)
3. Citizen information and welfare - media releases, help for people outside the impacted area who are involved (loss of power, etc.).
4. Routine operations of government that can be handled during the emergency, if possible (non-injury accidents, etc.).
5. Preservation of records from fire, water, and theft.
6. To keep the City of Medford's Emergency Management Plan simple and easy to use during an emergency.
7. Integration with Jackson County Emergency Operation Plan as follows:
 - a) The City of Medford's Emergency Management Plan is designed to work with Jackson County's Emergency Operation Plan.
 - b) The City's Emergency Management Plan may refer to certain parts of the County's Emergency Operation Plan.
 - c) Where there is a need for different directions or policies, the Medford Emergency Management Plan will so indicate.

B. Command Concepts

The application of the seven primary command concepts to the management of a major emergency situation is critical. No major emergency/disaster is ever TRULY managed, but if those in charge can apply these concepts, they will be better able to handle the situation.

1. CHANGE PACE. DO NOT attempt to continue to function in the manner used for day-to-day operations. Think DISASTER. Use restraint.
2. Know what is going on. Some decisions will have to be made at once. Make as few as possible until the full nature and magnitude of the emergency becomes apparent.
3. If it isn't broken, don't fix it! Again, observe the responses; how well are departments following their response plans; are things getting done, even if not by the "book."
4. Know the CHAIN OF COMMAND.
5. Work the broad picture. AVOID TRIVIA. COMMAND should have NO specific responsibilities (determining staging areas, plotting, assigning equipment locations or even talking on the radio).
6. Be sure everyone knows what is happening. TALK to each other. Command personnel must share

information on everything from open streets to the full nature of the emergency.

7. DELEGATE. Establish a command structure and use it.

C. Command Location

Key officials; i.e., City Manager, Police Chief, Fire Chief and Public Works Director are not limited to a location during any emergency. The only major criteria is that they work together for decision making and apply the command concepts. However, the nature of any emergency provides some guidelines:

1. Small incident (S.E.R.T. action) - at the scene.
2. Large incident (major fire) - at the scene.
3. Major incident (full block on fire, train wreck) - at the scene with backup in the ECC.
4. Disaster (resources overextended or prolonged major incident) - at the ECC.
5. Planning for the possibility of any incident escalating (lightning storm, wildland fires, winter storm with possible power loss, etc.) - at the ECC.
6. **Emergency Coordination Center LOCATIONS**

The City of Medford's primary ECC is in the City Hall, Lausmann Annex, 200 Ivy Street, second floor and the backup ECC is the Jackson County ECC in the County Building, 10 Oakdale Street, fourth floor.

D. Scope of the ECC

1. Unified Incident Command System Required.

The Unified Incident Command System will be used. The lead agency will be determined by the type of incident.

Unified Coordination Team is a method for all agencies or individuals who have jurisdictional responsibilities at the incident or over the disaster to:

- a. Determine overall objectives for the incident.
- b. Select a strategy to achieve the objectives.
- c. Function under the Unified Administrative Team to coordinate emergency activities at the ECC.

2. Scope Of Emergency Coordination Center (ECC) Authority.

In a major emergency, or if an incident is one part of a city wide disaster, the ECC may be activated and the Emergency Management Command (EMC) may provide an off-scene command structure.

Provisions of the Jackson County Emergency Operations Plan may be initiated to support the City of Medford's response capabilities upon specific request or in accordance with mutual aid agreements.

E. E.C.C. Scope Of Assistance

In a major incident the ECC can provide resources and information to on-scene responders, planning, alerting, warning and watching assistance, communications assistance, public information, an off-scene Public Information Officer (PIO) and other forms of assistance. However, up to a two-hour delay to full operation is expected.

In the absence of mutual aid agreements, a request for assistance/equipment will be made by the Medford City Manager or designee.

F. Medford Emergency Coordination Center

CHAIN OF COMMAND

<u>Level</u>	<u>Description</u>
POLICY	CITY DIRECTION/POLICY
ADMINISTRATIVE	ECC UNIFIED COMMAND TEAM
COORDINATION	COORDINATES OVERALL INCIDENT

G. Primary/Secondary Levels of Command

The THREE primary levels of command that have been found to be most effective in emergency management are:

1. Policy Level.

Policy Level = Policy Decisions by CITY COUNCIL-

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies this responsibility includes encouraging positive support with citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and Federal officials. Additionally, the council will provide elected liaison with the community and other jurisdictions. In the event of a need for a State of Emergency, the Mayor or designee will initiate and terminate the State of Emergency through a Declaration ratified by the Council.

2. Administrative Level.

Administrative Level = CITY MANAGER & STAFF Decisions

The City Manager, Police Chief, Fire Chief, Public Works Director, Parks Director, Water Department, and other departments, as needed, are not an action group, as such, but serve as an oversight team to do long-range administering of policy and planning and to make decisions on situations not covered by pre-planned responses. Planning is needed to stay ahead of the disaster. This level can override the Coordination Level.

The Administrative Level works on a Unified Command structure, yet the City Manager is the final authority in decision making. If the City Manager is not present during an emergency situation, the authority and responsibilities of the City Manager will be assumed by the designee or a Unified Administrative Team made up of City Fire, Police, Water Commission, Public Works and Parks Department Directors and Chiefs with the lead agency in charge.

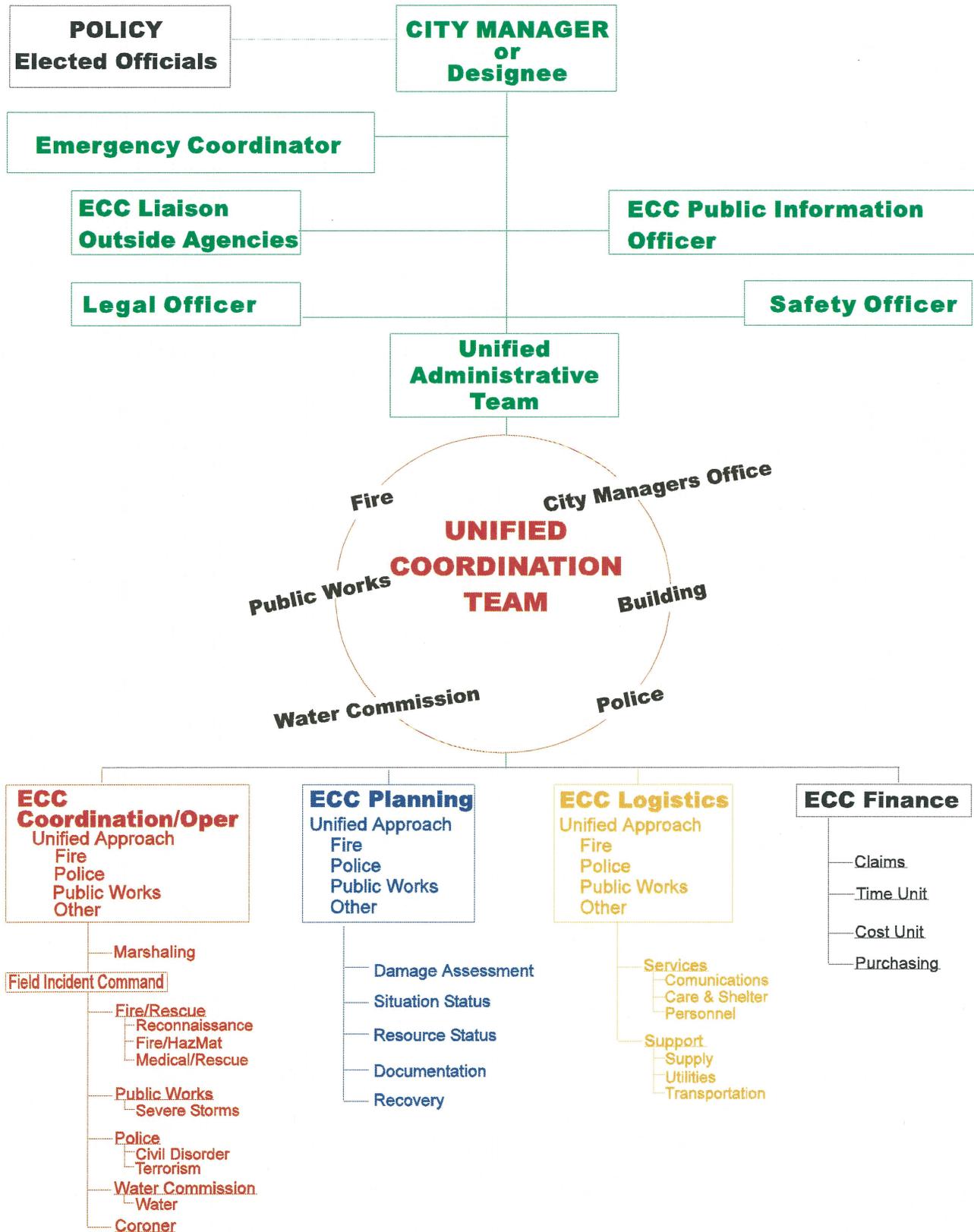
3. Coordination Level.

COORDINATION LEVEL = MID MANAGERS Coordinating Operations

This position will work under a Unified Command situation with a lead agency. Police, fire, public services, water and other command personnel as needed work together to handle specific decisions of incident control and coordinate between departments. (This position is also known as the Operations Level in other organizations).

- a. **DISPATCH/COMMUNICATIONS LEVEL.** Insuring adequate, accurate relay of information to and from the field via any means available (radio, teletype, telephone, courier, etc.).
- b. **FIELD COMMAND LEVEL.** On-scene management of the situation to implement instructions from the ECC and direct the field units controlled by the scene Incident Commander that performs scene operations.
- c. **FIELD OPERATIONS LEVEL.** Decision implementation by emergency personnel under the control of field officers.

EMERGENCY COORDINATING CENTER FLOW CHART



H. Multi Agency Unified Command

The Jackson County Board of Commissioners is ultimately responsible for emergency management operations within the County's jurisdiction. Each city has full authority and responsibility for emergency management operations within their jurisdiction. If a disaster affects more than one city or there is a very serious emergency within a given city, County Emergency Management may be activated, but may restrict its activities to monitoring, coordinating, and providing requested support. During regional or widespread disasters, County and City emergency management organizations may operate under a Unified Incident Command System.

Three situations may prevail where two or more emergency management organizations and/or federal agencies could be working together. These three systems are a city with the county (a traditional system); city, city and county situation; and a city, city, county and federal situation.

1. City/County Situation (Traditional)

It is requested that in a city and county emergency management situation, that coordination be done through a unified incident command system either in the same facilities or with separate facilities through a "liaison" at each center to facilitate coordination and information between the two agencies. It is recognized that the City involved would be responsible for its citizens and political arena, while the County would be the governmental agency that would access the State, Federal and other necessary agencies that were not under an agreement or contract with the City. This traditional system of unified command would be used by the City of Medford Emergency Management and the Jackson County Emergency Management. Both agencies now have a system set up for having a city/county liaison at each Emergency Management Center.

2. City/City/County Situation

In the event several emergency management centers are working on the same disaster, such as the City of Medford, City of Central Point, City of Talent, City of Ashland and the Jackson County emergency management centers, there will be a system of cooperative/unified command used. This is further defined that each City is responsible for its political area in responding, commanding, organizing and generally taking care of its own area responsibilities during the disaster except in case of outside resource request. When the Cities resources are overwhelmed, and they request help from the County or any other out-of-County agency, the Jackson County Emergency Center would become the center to better facilitate the distribution of similarly needed resources for all the Cities and/or coordinate the efforts of the outside agencies. Each City Emergency Management Center would request help from the County Emergency Management Center unless it had prearranged contracts for mutual aid/resources.

3. City/County/Federal/Private Situation

This scenario involves one or more cities, the county, and a Federal agency that has direct control of the event in the situation, such as airplane crash or terrorism events where the NTSB or FBI would be the lead agency. In this situation the immediate response would most likely be the emergency management of the community where the response originated, backed up by the County Emergency Management with the necessary contacts and resources. Then the County would provide the backup or more in-depth concerns to the event, such as media, investigation, logistics, and airline coordination. It is recognized that the NTSB and/or the FBI would have legal authority to fill the position of Lead Agency in these situations with each emergency management center's cooperation.

III. ROLES AND RESPONSIBILITIES FOR ECC

A. City Council-Policy Decisions

The ultimate responsibility for policy, budget, and political direction for the City government is borne by the City Council. During emergencies this responsibility includes encouraging positive support with citizen involvement and citizen assistance, issuing policy statements as needed to support actions and activities of recovery and response efforts, and providing the political contact needed for visiting State and Federal officials. Additionally, the council will provide elected liaison with the community and other jurisdictions. In the event of a need for a State of Emergency, the Mayor or designee will initiate and terminate the State of Emergency through a Declaration ratified by the Council.

B. City Manager-Continuity Of Government /Unified Command

The City Manager, Police Chief, Fire Chief, Public Works Director, Parks Director, Water Department and other departments, as needed, are not an action group, as such, but serve as an oversight team to do long-range administering of policy and planning and to make decisions on situations not covered by pre-planned responses. Planning is needed to stay ahead of the disaster. This level can override the Coordination Level.

If the City Manager is not present during an emergency situation, the authority and responsibilities of the City Manager will be assumed by the designee or a Unified Administrative Team made up of City Fire, Police, Water Commission, Public Works and Parks Department Directors and Chiefs.

Unified Coordination Team is a method for all agencies or individuals who have jurisdictional responsibilities at the incident or over the disaster to:

1. Maintain Continuity of Government
2. Maintain Communications with Council and Public
3. Determine overall objectives for the incident.
4. Select a strategy to achieve the objectives.
5. Function under the Unified Administrative Team to coordinate emergency activities at the E.C.C.

C. Emergency Management Planning Team

Warnings, emergency information, or disaster reports may be received by any of the departments in the city. In all cases, such information will be relayed to the Communications Center and the City Manager. Decisions to respond, implement the disaster plan, activate the City Emergency Coordination Center, or activate the Alternate Emergency Coordination Center will be made by the City Manager or designee.

If the Emergency Coordination Center (or Alternate) is fully activated, the following personnel will report to their assigned station at the Center: City Manager or designee, Police Department Command Personnel, Fire Department Command Personnel, Public Works Command Personnel, Water Commission Command Personnel and Emergency Management Coordinator.

D. Continuity of Government Procedures

In order for any organized emergency response effort to be effective, the people to whom responsibilities have been assigned must not only know their assignments, but they must also be available to carry them out. Emergencies may well happen when some critical personnel are absent from the community, or the emergency may isolate, incapacitate, or eliminate some of those people. To prepare for this contingency, each emergency management position should have a pre-defined sequence of backup personnel capable of taking over in the absence of the person primarily responsible. This section defines such lines of succession for each position that must be filled in the Emergency Coordination Center and for other critical emergency management positions. Each person listed in a line of succession should be aware of and familiar with his potential under this Plan.

City Manager - Absence or vacancy filled by:

1. Deputy City Manager
2. Lead Department Head with primary responsibilities of primary emergency

Mayor - Absence or vacancy filled by:

1. Council President
2. Council Vice President

Police Chief - Absence or vacancy filled by:

1. Deputy Police Chief, Operations
2. Deputy Police Chief, Administration

Fire Chief - Absence or vacancy filled by:

1. Deputy Chief-Operations
2. Deputy Chief- Administration
2. Training Chief

Director of Public Works - Absence or vacancy filled by:

1. City Engineer
2. Operations Manager
3. Administrative Engineer

Emergency Management Coordinator - Absence or vacancy filled by:

1. Fire Chief
2. Fire Marshall

City Attorney - Absence or vacancy filled by:

1. Sr. Assistant City Attorney

Director of Finance - Absence or vacancy filled by:

1. Finance Supervisor
2. Finance Accountant

City Recorder - Absence or vacancy filled by:

1. Deputy City Recorder
2. Executive Assistant, CMO

Municipal Court Administrator - Absence or vacancy filled by:

1. Senior Clerk
2. Clerk

Director of Water Commission - Absence or vacancy filled by:

1. Principal Engineer
2. Operations Superintendent
3. Water Quality Superintendent

Parks and Recreation Director - Absence or vacancy filled by:

1. Recreation Superintendent
2. Parks Superintendent

Planning Director - Absence or vacancy filled by:

1. Senior Planner - Mark Gallagher
2. Senior Planner - Jim Maize

Other Departments - Absence or vacancy filled by:

1. Vacancies will be filled by appointment as necessary.

E. Departmental Responsibilities

1. City Manager/Designee:

Responsible for continuity of government, overall administrative direction of emergency disaster, and dissemination of public information.

- a. Responsible for total operations and the assignment of specific responsibilities as appropriate.
- b. Responsible to keep Council informed of emergency and status.
- c. Responsible for all public information.
- d. Prepares and conducts briefings for City Council and staff.
- e. Available for briefing by department heads and others in command.
- f. Functions out of the Emergency Coordination Center, or the alternate Emergency Coordination Center, where deemed necessary.

2. Fire Department:

Responsible for disaster command coordination, fire fighting response and resources, search and rescue, hazardous materials response, health and medical services and recovery.

- a. Coordinates emergency management/operation functions under City Managers direction.
- b. Handles regular functions of the department in fire fighting.
- c. Acts as Field Commander of the disaster area.
- d. Organizes disaster work in light duty rescue, heavy duty rescue and emergency medical care including triage of patients.
- e. Coordinates public information resources as directed by the City Manager or designee in cooperation with other agencies.
- f. Establishes priorities for debris clearance.
- g. Identifies and manages hazardous materials problems.
- h. Manages and supervises volunteers assisting with these functions.
- i. Coordinates recovery operations.
- j. Provides emergency warning in assigned areas.

3. Police Department:

Responsible for law enforcement, riot and civil disturbances control, evacuations, transportation resources, and liaison for state military support.

- a. Coordinates and conducts evacuation as needed in disasters.
- b. Provides protection for key public officials and facilities, if necessary, during a crisis or disaster situation.
- c. Provides security of the disaster scene and ECC.
- d. Controls all traffic into and out of the disaster area.
- e. Prevents criminal activity.
- f. Provides warning service to designated areas.

- g. Collects and identifies bodies.
- h. Initiates and participates in any investigation of a disaster or unusual occurrence for the purpose of determining possible criminal culpability.
- i. Acts as liaison for military support from state or federal government.

4. **Public Works Department:**

Responsible for public works and engineering activities for disasters, for Recovery operations, and for coordinating fuel and power needs.

- a. Primary responsibility is to open emergency routes to enable fire and police equipment to reach the disaster area.
- b. Works directly with the Fire Department and Building Department to remove debris, secure unstable structures, and gain access to victims.
- c. Provides vehicles and personnel to evacuate records and equipment and/or relocate them, if necessary.
- d. Provides emergency repair to all city owned vehicles (through the Maintenance Department).
- e. Maintains city-owned vehicles/properties in coordination with City Parks and Recreation.
- f. Monitors all city traffic control devices for proper functioning. Supplies police and fire temporary traffic control devices, as needed.
- g. Removes debris in the disaster area. Coordinates plans for trash removal. Coordinates with Building, Planning and Urban Renewal Departments in Recovery phase.
- h. Supplies fuel for emergency vehicles at scene if necessary.
- i. Supplies staff to assist if City Hall relocation is activated.
- j. Serves as liaison for transportation with local, state and federal needs.
- k. Coordinates flood, drainage and sewer problems.
- l. Makes sure Engineering Division coordinates with Building Department on structural integrity for rescue work and for occupancy after a disaster.
- m. Recognizes City Engineer will conduct a Structural Damage Survey for FEMA with the help of the Building Department. (See Appendix E).

5. **Building Department:**

Responsible for structural damage surveys, supports disaster recovery functions and flood way and plain.

- a. Supports PW Engineering in conducting surveys of damaged structure.
- b. Prepares damage reports for the Emergency Coordination Center and the City Manager.
- c. Condemns damaged buildings and post.
- d. Supports recovery functions of disaster.
- e. Coordinates with City Engineer on Structural Damage Survey for FEMA.

(See Appendix E).

6. **Water Commission:**

Responsible for water needs for disaster situations.

- a. Coordinates the restoration of all water utilities.
- b. Maintains records (or has access to records) of the location of water utilities throughout the city.
- c. Coordinates with Public Works on water/sewer utilities breaks.
- d. Provides personnel/apparatus available for disaster.
- e. Assists in providing potable water for emergencies.

7. Emergency Planning Committee (May be assigned to one individual):

Responsible for Emergency Coordination Center, administration work, and emergency coordination with County, State and Federal governments.

- a. Coordinates the operation of the Emergency Coordination Center (and/or the Alternate.)
- b. Responsible for collection, plotting, and dissemination of information for the Emergency Operations Team.
- c. Acquires outside assistance as required from County, State and Federal agencies.
- d. Makes contact with County/State/Federal Emergency Teams.

8. Communications Center:

Responsible for disaster communications and support to State and Federal communication needs.

- a. Responsible for primary disaster notification. Communications Center personnel will activate the ECC when directed by the City Manager.
- b. Handles communications according to established protocols available in the Communications Center.
- c. Provides emergency resource and support information.
- d. Provides communication needs for County, State and Federal agencies.

9. Information Services:

Responsible for disaster information flow.

- a. Provides computer service needs and backs up the Communications needs.
- b. Establishes message service for ECC.
- c. Provides basic maps, GIS information and tax lot information to ECC and Incident Commander.

10. Finance Department:

Responsible for Local, State, Federal funds, and financial records and documents for disaster.

- a. Becomes available to the City Council and City Manager, upon request, to advise on financial matters and emergency allocations.
- b. Maintains records of all disaster expenditures for future State and Federal reimbursement through claims, time unit, purchasing, and cost unit records.
- c. Develops a system for emergency funding, if requested.
- d. Acts as primary contact for State or Federal funds through other departments.
- e. Provides periodic updated summary reports of the disaster to the City Manager and a corresponding analysis of the financial impact on the City.
- f. Serves as part of the Resource Management Team, with Personnel, Parks and Records for coordinating the hours and salary of paid and volunteer personnel.
- g. Procures resources from outside of City agencies in coordination with the Logistics Team.
- h. Maintains a status board in the ECC.
- i. Helps disaster victims understand the procedures and complete paperwork necessary for State and Federal assistance programs.

11. City Human Resources/CMO:

Responsible for maintaining continuity of government, supply staff for disaster functions as needed and at City Manager's request.

- a. Provides technical help to Parks for disaster volunteers.
- b. Keeps records of volunteer assignments and accounts for whereabouts of all volunteers.
- c. Keeps records of staff participation in the disaster response.
- d. Maintains a secretarial/clerk list of helpers for ECC staff and runners.
- e. Serves as part of the Resource Management Team, with Finance, Parks, and Records for coordinating the hours and salary of paid and volunteer personnel.
- f. Backs up the City Recorder duties in his absence.

12. Parks/Recreation Department:

Responsible for volunteer and donation coordination and providing an equipment/personnel backup.

- a. Solicits and logs volunteers, equipment, and donations with staff help from the Water Commission.
- b. Manages relocation centers and related tasks.
- c. Coordinates volunteer recruitment with Human Resources Department and Finance Department.
- d. Coordinates volunteer emergency vehicle permits with Public Works.
- e. Expedites delivery of volunteer goods and services for relief efforts in disaster area, utilizing Planning Department staff.
- f. Establishes volunteer relocation sites, volunteer reporting, and assigns staff members to manage them.
- g. Coordinates volunteer functions with the Fire Department through the Incident Commander of the emergency, who is directly responsible for the incident.
- h. Provides equipment and personnel as requested for back up.
- i. Coordinates field response and recovery efforts with Public Works.
- j. Provides building maintenance functions as needed.

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13. City Recorder:

Responsible for coordinating recording of all disaster documentation needs for City, County, State and Federal requirements.

- a. Transcribes chronological log of all incidents and activities with the help of City Secretarial Staff provided by Human Resources.
- b. Assures the security of all city documents and papers.
- c. Serves as part of the Resource Management Team, with Finance, Parks, and Personnel for coordinating the hours and salary of paid and volunteer personnel.

14. Municipal Court:

Responsible for mass-arrest processing and backing up City Recorder for disaster documentation.

- a. Assists in the processing of mass-arrests, if needed.
- b. Works closely with other members of Emergency Coordination Team to supply support personnel, such as logging incident activities with Records.

15. City Attorney:

Responsible for all legal issues relating to the disaster.

- a. Responds to the Emergency Coordination Center, when requested.
- b. Advises the City Manager and City Council on legal matters and legislation, if requested.

16. Urban Renewal:

Responsible for Support for Recovery of disaster and welfare functions.

- a. Provides help for Disaster welfare and welfare information.
- b. Provides recovery help to Public Works and ECC.

17. Planning Department:

Supports Emergency Coordination Center Command system in Recovery and Planning function.

- a. Provides staff for situation status, reconnaissance, and planning documentation.
- b. Assists Building Department in Recovery and Planning for future needs.
- c. Supports efforts of Parks and Recreation Department in delivery of volunteer goods and services to the incident site.
- d. Provides equipment and personnel to make maps off the map plotter as requested by the E.C. Command Staff.

F. Jackson County Departments

There are some primary functions that occur only with the Jackson County Departments, therefore contacts will need to be made with the following departments for their services:

1. Health Department
2. Coroner's Department
3. Vector Control
4. Criminal Justice
5. Airport
6. Assessors Office
7. Emergency Management
8. Social Services
9. Sheriff
10. Library
11. Water Master

G. City Employees Response To A Disaster

If city employees become aware that there is a major disaster in our area and telephones are not working, they should first secure home base then immediately report to City Hall or the assigned work area as departmental guidelines advise for briefing and assignment.

H. Protection of Vital Records

Each Department or Division of the City of Medford has identified records which are vital to the operation or resumption of City government. Lists of critical documents are to be maintained in each work area. A copy of the list of vital records is stored in the City Records Department at City Hall.

In the Department Procedures developed for each area, every department or Division will provide for an alternate storage facility for certified copies or duplicate originals of all vital records.

The disposition of the duplicate records shall be furnished to the City Records Department for storage.

I. Restoration

The City Manager, with advice from the Emergency Management Planning Team, will determine when a State of Emergency no longer exists and request restoration of normal city functions from the City Mayor or designee. Operations can then be terminated.

IV. ACTIVATION GUIDELINES for ECC

A. ECC Activation Levels

ECC I **Advisory/Monitor Notification**

A situation occurs indicating a watch or warning condition where certain individuals need to be notified, such as a weather watch. Local or mutual/automatic aid capabilities are about to be exceeded, or anticipated to become cumbersome for normal operations. At this level of operations, the incident or situation may be handled at any location that will take care of the problem.

A. **Advisory/Standby Notification**

No action is necessary, only to standby if requested.

B. **Monitoring/Callback Notification**

Monitor at the ECC when necessary; for some departments, a callback may be required.

ECC II **Coordinating Activation**

Need to gear up for possible disaster situation to monitor and prepare for outcome anticipated. **May be coordinating selected events** relating to an emergency. Will need the emergency and functional City departments and agencies involved in the incident or situation at the ECC to coordinate responses. Shall have at least one representative from the County to provide continuity of emergency functions and coherence of Local, State, and Federal governments, and as many City personnel as deemed necessary.

ECC III **Full Activation**

Disaster situation is obvious: All Departments and agencies involved in Disaster as an emergency responder or another function will be represented at the ECC.

B. ECC Activation (By Whom--When--How)

By Whom 1. Any **supervisor** may request activation of the ECC through the following steps:

When 2. Recognize a need for activation, such as:

- **Information received of an impending catastrophic event** to the City of Medford and/or Medford Rural Fire Protection District #2 citizens or property; dam break, etc.
- **Severe weather** conditions about to endanger the City and/or District.
- **Utilities malfunction** that could be or is problematic.
- **Hazardous material** condition that is life and/or health threatening to the area.
- **Terrorism threat** that could exceed resources.
- **Earthquake.**
- **Any other situation** that could place the City of Medford and/or the Medford Rural Fire Protection District #2 in a position threatening life, health and or property beyond those events that would be handled by "normal" emergency response.

How

3. **Contact** Fire/Police Communications Center (CCOM) at **770-4783**.
 - a. **CCOM** page **Emergency Management Coordinator**.
(Sample Page: "Emergency Management Coordinator, call CCOM for information").
 - b. **Emergency Management Coordinator** will contact the initiator.
 - c. **Emergency Management Coordinator** will contact and inform the **City Manager** of incident. The **City Manager will decide** when and at what level the ECC is activated.
 - d. **Activation** of the ECC and the **level of activation** will be given to CCOM by the Emergency Management Coordinator.
 - e. **CCOM** will activate the ECC system and indicate the level of activation and reason for activation. (Sample Page: "ECC is activated at Level 1, Standby; -10 degree cold weather anticipated").
 - f. **All personnel** assigned to the ECC will respond as per their "**Departmental Procedures**".

Fall Back 4. In the event of a major disaster, such as an earthquake, all assigned ECC personnel will automatically respond to the ECC.

Note: See Activation Levels Section IV. A

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C. ECC Use by Emergency Management Coordinator

1. For training operations and staff briefings.
2. For testing with in-house simulated problems to evaluate planning.
3. To be on standby - with minimum personnel so that it can be rapidly activated, such as during a hostage situation or weather watch.
4. For coordination of warnings - during bad weather or other problems involved with community information release.
5. To coordinate multi-agency operations, such as a large fire.
6. For back-up operations - where the incident is being handled on site, but additional help or escalation may be necessary.
7. To be the sole city command center during a major emergency within the City.
8. For activation for Disasters in conjunction with the County/State/Federal.

D. ECC Area Assignments During Activation

Level III - Full Activation

1. Administration Table Positions:

- a. City Manager
- b. Fire Chief
- c. Police Chief
- d. Public Works Director
- e. Water Commission Manager
- f. City Recorder
- g. Planning
- h. **Liaisons:**
 - 1) PP & L (electrical)
 - 2) Avista Natural Gas
 - 3) US West
 - 4) American Red Cross
 - 5) Salvation Army
 - 6) Jackson County
 - a) Public Works
 - b) Health Department
 - 7) Oregon State
 - a) Oregon Emergency Management
 - b) Oregon Fire Marshals Office
 - c) Oregon Department of Transportation
 - d) Oregon State Police
 - e) Oregon Health Department

2. Coordination Positions:

- a. Fire: Deputy Chief
- b. Police: Deputy Police Operations
- c. Public Works: Public Works Supervisor
- d. Water Commission: Operations Superintendent
- e. County Liaison: Fire Training Chief
- f. Logistics: Finance Dept.
- g. Reconnaissance: Planning Dept.
- h. Statistics: Planning Dept.
- i. Others as Needed:

3. Dispatch Position:

- a. Fire: Fire Personnel
- b. Police: Police Personnel
- c. Public Works: Public Works Personnel
- d. Water Commission: Water Commission Personnel
- e. Amateur Radio: ARES/MARS/SHARES
- f. Others as needed:

4. Finance Positions:

- a. Finance: Finance Director
- b. Purchasing: Finance Accounting Supervisor
- Finance Purchasing Agent

- 5. **Public Information Officer:** Deputy City Manager
- 6. **Safety Officer:** To be assigned
- 7. **Citizens Hotline phones:** 774-2335
- 8. **Public Works Hotline for Citizens:** 774-2600

E. ECC Coordination and Rules of Conduct

1. Medford Emergency Operation Center Rules of Conduct

The City of Medford, during an emergency, operates the Medford ECC. Due to the nature of the activities conducted in this center, conduct of personnel must be efficient and professional. The Medford ECC is restricted to official affairs of the City of Medford during a designated emergency or designated use in the Medford Emergency Management Plan. The Medford ECC facilities will be under the command of a designated Fire Department official at all times.

- a. The ECC is restricted to authorized personnel only. An official of the Medford Police Department will be stationed at the entrance to the ECC and will only allow entry to personnel displaying official identification.
- b. The Emergency Management Coordinator or designee is the final authority to whom authorization for a badge to enter the ECC is to be issued.
- c. Only necessary personnel designated by the responsible City Department will be authorized access to the ECC by the Emergency Management Coordinator.
- d. To keep the traffic and congestion down, it is imperative that personnel in the ECC keep to their task and position unless they have business elsewhere.
- e. Due to the compact quarters, it is necessary that talk, and voice and radio traffic be kept at a level that does not disturb other work stations.

F. State of Emergency Declaration Procedure

When an emergency or disaster is so severe that effective response is beyond the capability of the City of Medford alone and state or federal assistance is needed to supplement City response and recovery efforts, the City of Medford may, upon declaring a State of Emergency in the City, request a State of Emergency Declaration from the County of Jackson to be requested of the State.

In turn, if the disaster is so severe that local and state resources are inadequate to effectively handle it, the Governor may request a presidential Emergency or Disaster Declaration. The procedures are described in the State of Oregon Emergency Plan. (See Appendix E).

V. SPECIAL EMERGENCY PROCEDURES AND GUIDELINES

A. Communications Guidelines

Communications is the biggest singular item that can make or break any method of organizing or running a system with people involved. The ECC communications system will predominately be the same as in normal City business, utilizing phones, computers, radios, pagers, notes, and face-to-face conversations as the primary communications with cellular phones, portable radios, written messages, and face-to-face conversations as the backup to failures in the communications system.

The use of a backup generator for the ECC is necessary in the event of a total power failure. This system is in place now and covers CCOM emergency dispatch and the ECC. In the event of a backup generator failure, there will be an emergency lighting and battery system to provide limited, but workable power for continuation of the basic ECC functions.

Communications system and backups are in Appendix D.

B. Damage Assessment Procedures

Damage assessment is critical in the early stages of a major emergency or disaster in order to know where resources are most needed and to document the need for an emergency declaration to secure outside assistance.

The City Engineer or his designee has the responsibility for organizing, calling, and directing the City's Disaster Survey Team. The City Engineer is also responsible for providing copies of damage assessment reports to the City Manager. If an emergency declaration is being filed, the Emergency Management Coordinator shall initiate a request for a State Disaster Declaration which shall be filed through the Jackson County Emergency Management Coordinator to the Oregon Emergency Management.

If a State Disaster Declaration is requested, the Oregon State Disaster Survey Team will be sent to the City to support and verify the damage assessment of the City's Disaster Survey Team. Additionally, if a national disaster declaration is being requested, the Federal Emergency Management Agency (FEMA) will send federal officials to confirm City and State damage assessments. The Emergency Management Coordinator for Medford will coordinate any joint damage assessment activities with State or Federal teams through the Oregon Emergency Management.

City of Medford Disaster Survey Team
Public Works Department (2 members)
PW Natural Gas Company
(Engineering and Street Divisions)
PP&L Electrical Company
Department of Building
Medford Emergency Management Coordinator
Finance Department
A Real Estate Appraiser
County Health Department
US West Telephone Company
Others as needed

C. Departmental Procedures

It is the responsibility of each department in the city to develop departmental procedures to meet the requirements of the Emergency Management Plan. These procedures should be updated regularly and will be used during training activities and tabletop exercises as well as during actual emergencies when the department is involved.

The departmental procedures will provide necessary information to that department for indicating who is designated for what position, how to call back (with phone numbers), indicate special needs, what in-house protocols are to be followed, where to access items or people, recourse available, and other pertinent information for that department.

These procedures are not included here because they change regularly and are primarily departmental in nature. However, copies of individual departmental procedures should be provided to the Emergency Management Planning Committee whenever changes are made. These will be copied and distributed to the members of the Emergency Management Team as well as being located in the Communications Center, Emergency Coordination Center and Alternate Emergency Coordination Center.

D. Evacuation Guidelines

Evacuation of citizens from their homes during an emergency requires a coordinated effort among several agencies, involving two basic activities: the movement of people out of the evacuated area and the temporary relocation of people in shelters and mass care facilities. These two activities are treated separately in the following sections.

The decision to evacuate may be made by the incident commander when a clear and immediate danger to human life or health is identified (for instance, a toxic chemical spill). When the threat to life or health slowly increases over time (for instance, worsening storm conditions and increasing chances of heavy flood damage), the decision to evacuate will be made by the City Manager.

The Medford Police Department will have primary responsibility for evacuation operations, including the house-to-house notification with support from Fire, Public Works, and Parks and Recreation personnel. **(See Appendix H for Details).**

1. Evacuation Level I - Check list - Preparation/Alert Police Command

(See Appendix H for duplicate checklist)

- _____ Direct Command Staff to respond
- _____ Direct Command Staff to notify their assigned personnel
- _____ EVAC Team developed
- _____ Traffic Control/Security Team developed
- _____ Emergency Response team developed
- _____ Identify EVAC resource staging area

2. Evacuation Level II - Checklist for Incident Command Immediate Response

(See Appendix H)

3. Evacuation Level III - Checklist for Incident Command/Support ECC

(See Appendix H)

E. Emergency Management Planning Team Guidelines

The functions of the Emergency Management Planning Team assigned to this position on a permanent or temporary basis are outlined below:

1. Developing, updating, and maintaining the disaster plan and other plans as determined necessary for various types of emergency conditions. This planning is general in nature and does not impact the specific response plans of the individual departments except in providing an outline of the scope of their response.
2. Training in special techniques or supplying such training as needed and/or requested by city departments - radiological, disaster management, ECC operations, ICS, etc.
3. Testing the response of trained personnel in workshops, exercises and field training.
4. Preparing the necessary local, state and federal reports and justifications.
5. Maintaining the Emergency Coordination Center and Alternate ECC.
6. Providing and maintaining necessary supplies and equipment.
7. Providing direct support to officials in times of emergency. Note that no command function is involved unless such function is specifically delegated by a senior governmental official (or in the case of their absence) and then only for the time of the emergency.
8. Serving as liaison among the City, County, State, and Federal agencies during emergency to request aid and provide information about the nature and extent of any incident.

F. Public Information Guidelines

The City Manager's Public Information Officer will be directly responsible for all ECC Media events. Coordination with all related departments, governments, private businesses, individuals involved and any other volunteer or organized agency is imperative to instill a continuity of information and facts so as to maintain integrity for all involved.

1. The media should be provided with as much information as possible without endangering the management of an incident.
2. Two types of information should be released:
 - a. Incident information - what is being done to handle disaster and possible duration.
 - b. Specific information - for the general public relating to hazardous areas, relocation sites, where casualty lists are being compiled, traffic patterns, hot line numbers, sites for emergency food and water, phone lines open for public use, etc.
3. The City Manager's Office will be the primary public information office. There must also be a single spokesperson representing the primary agency of responsibility for minor incidents (Fire Department for a major fire, Police Department for a SERT action, etc.).

For major incidents, disasters, or long term situations and when the ECC is activated, the spokesperson will be the City Manager's Public Information Officer and will be delegated by the City Manager or senior member of the Chain of Command, ie. a Specific Department Head or the Emergency Management Coordinator.

4. Two conditions with different organizational structures must be considered:
 - a. An incident being managed at the scene with or without ECC stand-by. Spokesperson releases information at the scene. If ECC is staffed, they are kept advised.
 - b. If the intensity of the incident increases, command will be switched to the ECC. A spokesperson at the scene will release information about the incident and give a response to information released after clearing with the ECC. A spokesperson at the ECC will release general information (2b above). The **ECC** public relations spokesperson is in charge in all cases.
5. The single spokesperson is emphasized. **HOWEVER**, that person **MUST** work closely and coordinate news releases with all agencies involved - acquiring information from County, State, Federal, private, businesses, police, fire, public services, Red Cross, County ECC, individuals involved, etc.
6. Studies of other disasters indicate that the best media cooperation and support is obtained when the following conditions are met:
 - a. Information is provided readily to the PIO and Media.
 - b. Information is provided by a single source or from a single location.
 - c. Formal briefings are structured with maps, incident overlook, uniformed briefing personnel and/or authority figures, and a willingness to research unanswered questions for the next briefing.
 - d. Briefings are at a fixed time, and the time of the next briefing is announced at the close so media can meet their reporting deadlines. Keep in mind the media's deadlines.
 - e. The Public Information Officer must gather all the information, facts, and direction before the media is approached.
 - f. Coordination of News Releases are done in a cooperative way with all other governments, businesses, and agencies involved in the disaster, to assure proper information gets out.
7. The media can be invaluable -- HELP THEM TO HELP US WITH THE PROBLEM.

G. Resource Management Guidelines

Resource management during an emergency is normally done at the incident command post under the incident command system. In a major emergency or disaster, management of resources deployed to any one incident is still necessary at the incident command post, but it is also necessary at the ECC. At the ECC and under the direction of the Public Works Director, a Resource Management Team will be assembled consisting of at least one representative from the Police, Fire and Water Departments, with support from the Medford Finance Department and Personnel Department.

This team will keep a continuous record of all resources (personnel, materials, supplies, and equipment) available for response efforts and of the incident or staging area to which each is assigned, or any other storage location; the length of time resources have been in or out of use; when they must be rotated off duty; when they will require food, fuel, or maintenance; and other information pertinent to its availability for use in the response effort.

The Resource Management Team will also notify the Administration and Logistics Team, consisting of the City Clerk, Personnel Director, Finance Director and the Purchasing Agent, when new resources will be needed, borrowed, leased, hired, or when other non-City resources are no longer needed.

1. Administration and Logistics

Overall coordination responsibilities include administrative and logistics support to the emergency operation. The City of Medford Finance Department will provide personnel, equipment, and supplies to assist this effort. Time and cost records for all resources committed to the response and management of the emergency will be kept by the Administration and Logistics Unit with periodically updated summary reports provided to the City Manager. A corresponding analysis of the financial impact on the City will be provided with the cost reports.

The second major responsibility of this unit is the procurement of resources from outside of the city agencies. This activity will be closely coordinated with the Resources Management Team. Outside resource needs will be filed by the most quickly available resources first. Relative cost will guide the choice among resources having the same availability, beyond the time it is needed, and will be sacrificed to save expense, except with the authorization of the City Manager. The Administration and Logistics Unit is also responsible for keeping status boards in the ECC up to date.

2. Financial Assistance Operations

Financial assistance operations will be conducted to help disaster victims understand and complete the procedures and paper work necessary to acquire financial assistance from State and Federal disaster assistance programs, if available. This assistance will be provided by personnel from the Medford Finance Department, the Jackson County Emergency Management Agency, and the Federal Emergency Management Agency. Availability of any state or federal assistance depends upon several factors which must be evaluated for the specific circumstances of each disaster.

H. Reporting

Disaster assistance from mutual aid agencies, Jackson County, and State and Federal entities will be enhanced by prompt and thorough reporting of the emergency conditions. This section outlines the notification and reporting processes, emergency declarations, and damage assessment procedures that the City will implement in the event of a major emergency. Accurate incident status summaries are important to decision makers within the incident staff, as well as to assisting agencies and the public. For example, the Fire Service the ICS 209 Incident Status Summary shall be completed as soon as possible after the onset of an emergency and shall be updated at least every 12 hours thereafter. The ICS 209 and other reports shall be prepared by the Planning Section on all level III activations and distributed via phone, radio, LEADS, or hard copy to at least the following:

Jackson County Emergency Management
Incident Commander
Logistics Section Chief
Operations Section Chief

Oregon Emergency Management Division
Public Information Officer
Finance Section Chief

The Public Information Officer may also distribute the Incident Status Summary to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations - at the direction of the Incident Commander. The ICS 209 may also be used by the emergency manager to advise City staff of Level I and II activities.

VI. SPECIFIC EMERGENCY RESPONSES

A. Civil Disturbance - Overview/Assignments

Subject:

Response to manage and control civil disorder activities that present a threat to public safety or property.

Purpose:

To provide a coordinated response by local and state resources to control and manage civil disorder to protect public safety and property.

Scope:

Local law enforcement agencies have primary jurisdiction and will be responsible for initial response and control. Local available personnel, equipment, and technical expertise will be utilized initially to control threat to public safety and property.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCY

Police Department

Will have primary jurisdiction to coordinate response to and control of terrorist activities.

SUPPORT AGENCIES

Jackson County Sheriff's Department

Will provide mutual aid assistance and support as requested.

Grants Pass Department of Public Safety

Will provide mutual aid assistance and support as requested.

Central Point Police Department

Will provide mutual aid assistance and support as requested.

Ashland Police Department

Will provide mutual aid assistance and support as requested.

Emergency Management

Will provide a point of coordination for supplemental assistance as requested.

A. Civil Disturbance - Response Plan

TABLE OF CONTENTS

- 1) Description
- 2) Response Planning
- 3) Information
- 4) Policy
- 5) Instructions To The Public
- 6) Mutual Aid Assistance
- 7) Emergency Service Actions
 - A. Police Department
 - B. Fire Department
 - C. Administration
 - D. Legal Department
 - E. Finance
 - F. ECC Staff
 - Command
 - Planning Section
 - Logistics Section
 - Operations Section
 - Finance Section

Civil Disturbance - Response Plan

1. Description

Civil disturbance may be seen as the continuum of activity ranging from lawful protest, such as strikes against a particular employer, to minor disturbances, to a large hostile disorderly group that are engaged in tumultuous and violent conduct that may pose a serious threat to life and damage to property. As the seat of local government, the employees and the facilities of the City of Medford may also become targets for civil disturbances. In addition, facilities of County, State, and Federal agencies exist within the City which may also become the focus for violent activity.

2. Response Planning

Planning and preparedness for civil disturbances is primarily the responsibility of the Police Department. This includes coordinating the annual review of this annex with Emergency Management. All other departments will be expected to maintain their own services to the best of their ability and to assist the Police Department as requested.

If city services are threatened and/or disrupted, a Unified Command may be established between the Departments.

3. Information

Information concerning acts of civil disturbance may come from a variety of sources, including normal law enforcement activities, special investigations, other law enforcement agencies, the media, informants, or the direct statements of organizations or persons intending to engage in such activities.

Information received concerning potential civil disorder activities will be distributed to the following personnel:

- Police Chief
- Fire Chief
- Public Works Director
- City Manager
- Medford 911 Center
- Parks Director
- Water Commission
- Finance Director
- Information Services Director

Depending upon the content of the message, it may be distributed via hard copy to the person's mailbox or immediately by phone. Additional distribution is at the discretion of the above personnel.

4. Police

Each incident of civil disturbance differs from the rest and requires flexibility on the part of responding agencies. Response may vary from the simple monitoring of information and activity to offensive crowd control management tactics by deploying Medford's Crowd Control Management (CMT) Team. As in other emergencies, the strategy and tactics for such incidents are the responsibility of the Incident Commander. City Code, Regulations of Persons and Property, establishes the authority of the City to establish emergency regulations to protect the community.

5. Instructions to the Public

Instructions and information for the public are the responsibility of the Police Department. In addition, the Department will provide information and guidance to the ECC Public Information function during ECC activation.

6. Mutual Aid Assistance:

Mutual aid assistance offered by the Medford Police Department to other law enforcement agencies under the provisions of this plan shall be limited to CMT, SWAT, K-9, and assistance in district patrols.

7. Emergency Service Actions

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of civil disturbance. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks from City departments and ECC staff, which are not listed.

A. Police Department

Pre-incident or warning:

- ___ 1. Establish, staff, and maintain the Crowd Control Management Team (CMT) which shall serve as the Department's primary tactical organization to respond to acts of civil disorder.
- ___ 2. Identify those persons and facilities within the City which are likely to be the targets of violence and make recommendations to improve security as necessary.
- ___ 3. Establish and maintain necessary mutual aid agreements to support law enforcement activities.
- ___ 4. Monitor activities of persons or organizations with avowed violent intentions.
- ___ 5. Advise suspected targets and other City Departments of what steps and actions should be taken to safeguard lives and property.
- ___ 6. Determine readiness of staff and equipment. Provide necessary protective equipment, weapons, and other resources.
- ___ 7. Assess current staffing and shifts. Recall and assign additional personnel as necessary.
- ___ 8. Alert field personnel of impending situation; keep personnel and potential targets apprised of new information.
- ___ 9. Assess security of personnel and resources operating out of City Hall. Reinforce as necessary.
- ___ 10. Consider the need for facilities and staff to deal with mass arrests.

..... Incident Response

- ___ 1. Assume incident command.
- ___ 2. Upon receipt of warning, notify Emergency Management Staff according to standard alert and warning sequence.
- ___ 3. Consider activation of the ECC.
- ___ 4. Assess the situation for potential violence or property damage, casualties, and requirements for rescue or evacuation, etc. Keep City Administrator and other Departments informed.
- ___ 5. Keep information on conditions up to date. Keep public and other departments informed of changed conditions which will affect City operations.
- ___ 6. Respond to and control incidents according to Department standard operating guidelines. Priority operations include:
 - a. Protection of responders and public.
 - b. Protection of mobile City response resources.
 - c. Protection of City facilities.
- ___ 7. Establish traffic and crowd control. Maintain perimeters; patrol evacuated areas as staffing permits.
- ___ 8. ECC Activation - Brief staff on current conditions, capabilities, and activities. Pass overall incident

command to City Administrator if requested.

- ___ 9. Provide protective action information and guidance to public information functions.
- ___ 10. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___ 11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 12. ECC activation - Maintain expenditure and time records for Finance function.
- ___ 13. Maintain Unit Log of major decisions and actions taken.

..... Recovery

- ___ 1. Release excess personnel and equipment.
- ___ 2. Complete required paperwork and reports.
- ___ 3. Participate in critique.

B. Fire Department

Active Civil Disturbances Response Procedures

Warning:

- 1. Command and Control
 - a. Consider recall of personnel, especially command level
 - b. Establish multiple staging areas
 - c. Dispatch within its geographical area is the responsibility of the Area Command Post
 - d. Ensure that Tac Team leaders document
 - e. Establish command post and staging within police controlled perimeters or outside the impact area
- 2. Relocate and Redeploy Resources in Tactical Teams
 - a. Form Tac Teams at predetermined staging locations
 - b. Staging should be commanded by chief officer
 - c. Consider a Medical Tac Team for safety personnel only
 - d. Use teams only for impact area, not routine incidents in other areas of city
 - e. Do not split Tac Teams
- 3. Area Command Post
 - a. Control all assigned resources responding in geographical area
 - b. Identify Command Post by location
- 4. Personnel Safety
 - a. Recall members to locations outside impact area

5. Facilities

- a. Take reserve apparatus if vacating station is necessary.
- b. Encourage police or military to use as staging areas

6. Emergency Operations

- a. Discontinue red lights and siren
- b. Respond only with police or military escort
- c. Use trucks only where safe, tiller person or manned ladder pipes are considerations
- d. Modify firefighting tactics
- e. Individual units in impact area, when notified of tac alert, immediately to staging area or if committed and cannot leave, request police support
- f. Relief of members should take place at base so members can be escorted in or out of impact area by police or military

B. Dam Failure - Overview/Assignments

Subject:

Control of the results of a dam failure in order to reduce the effects of water release.

Purpose:

To provide a coordinated response by local resources to minimize the adverse effects on public health, safety and the environment resulting from an uncontrolled release of water from a dam or reservoir. "Emigrant Dam" of the Bureau of Reclamation is the primary threat to the City of Medford.

Scope:

Program assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to evacuate and reduce the impact of the sudden water release of a dam.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.

- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control, and necessary communications.

Fire Department

Has primary responsibility for life safety and the rescue of victims caught by the release of water.

Public Works Department

Is responsible for coordinating available resources for preparation, response, and recovery efforts and shall be responsible for clearance and restoration of the roads and utility system, debris removal, and mitigation measures within the City.

SUPPORT AGENCIES

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a flood incident.

Bureau of Reclamation

Responsible for the preparation of dam control and notification.

Talent Irrigation District

Responsible for the management of Emigrant Dam and notification of failure or potential failure to SORC.

Southern Oregon Regional Communications (SORC)

Responsible to notify all down-stream communities of potential or complete dam failure. Directly responsible in notifying the Medford Communications System (CCOM).

B. Dam Failure - Response Plan

SITUATION

One major and two minor dams are situated in the Medford area and drain into the Bear Creek or Rogue River basin. The dams are:

1. Emigrant Lake (Direct threat to the City of Medford)
2. Lost Creek Lake (Indirect threat to City of Medford's waste water system)
3. Willow Lake (although this is no threat, it is the Medford Water Commission's lake)

The release of water from a dam would constitute a major hazard to life, general health, and property from the point of release to the edge of Medford and would impact heavily on cities to the north and south.

DAM CONDITIONS

If early warning of a potential dam failure incident is necessary, the condition will be determined as follows:

RESPONSE LEVEL I “Get Ready” stance

Level I means involved organizations need to “get ready” for emergency response activities. Nothing significant really needs to be done for Response Level I except to stay aware of the event after it is detected and observe and analyze it for possible action. Nothing serious has developed yet, but indications are that something definitely IS happening that could progress into a potentially significant threatening event if it continues or intensifies.

Notification will be given to Southern Oregon Regional Communications (SORC) who will notify the Medford Communications (CCOM) immediately.

RESPONSE LEVEL II “Get Set” stance

Declaration of Response Level II means that involved organizations should “Get Set!” because conditions are now more serious than those experienced in Response Level I, but are still less serious than those that would be experienced in Response Level III.

It also means that conditions COULD worsen that WOULD require an evacuation if not brought under control effectively. However, an actual evacuation is NOT YET required by developing emergency conditions.

Upon notification that Response Level II has been declared, local emergency management officials and response agencies should mobilize response resources and position them at staging areas out of flood inundation areas.

Notification will be given to Southern Oregon Regional Communications (SORC) who will notify the Medford Communications (CCOM) immediately.

RESPONSE LEVEL III “GO!!” stance

Declaration of Response Level III means involved organizations must “GO!!” (Initiate evacuation) as this is the most dangerous response level.

Declaration and implementation of Response Level III means the situation is extremely serious. For Response Level III, one or more of the following emergency conditions will be present:

- (1) THE DAM IS IN DANGER OF IMPENDING FAILURE, AND IT HAS BEEN DETERMINED THAT THE DAM WILL DEFINITELY FAIL.**
- (2) THE DAM IS ACTUALLY BEGINNING TO FAIL.**
- (3) THE DAM HAS FAILED.**

Declaring this response level means populations at risk are in **IMMINENT DANGER** and that evacuation of populations at risk in all or a part of the dam failure flood inundation area are **REQUIRED**.

In the conditions outlined above, the allowable time for evacuation along Bear Creek throughout the affected area will vary widely from approximately 90-120 minutes (an earthquake or spill of Emigrant).

Fixed time frames can be established for Medford since residential areas are not in immediate proximity to Emigrant Reservoir.

The decision to implement warning and evacuation procedures will be made on-scene with predetermined plans support by county and state assistance, as needed. The Oregon Emergency Management, acting for the Office of the Governor, will be the coordinator between all state agencies and the ECC.

Warning

As time permits, the ECC will release media information relating to the areas in danger, evacuation routes, and relocation sites. Radio and television stations are an excellent source of warning information.

Mobile units will enter the areas, as safety permits, to use portable public address systems and house-to-house contact to warn residents.

Except in unannounced collapse incidents, warning will begin as close to the dam as possible and work down and out from the location. The City of Medford has the responsibility of the Medford Rural Fire Protection District #2 from Phoenix north to the City of Medford border. Special attention to high hazard areas with heavy population or invalid citizens will be specially considered in the overall evacuation process.

In unannounced collapse incidents, warning will be as close to the head water surface as possible without endangering emergency personnel.

RESPONSE LEVEL III would require the immediate response of the people living in the threatened area. Immediate evacuation would be essential due to the nature of the incident and the lower location of residences.

RESPONSE LEVEL II may allow for additional time, depending on when the dam's condition becomes a serious enough threat to warrant evacuation.

Purposes

The purpose of this Addendum to the Medford's Disaster Plan is to highlight the areas that would be affected by such a disaster and localize notification and evacuation procedures. This includes Medford Rural Fire Protection District #2 from Phoenix to Medford.

Response of city officials and assignment of responsibilities are a part of the Disaster Plan.

Initiation

The emergency evacuation actions outlined in this plan will be put into effect in accordance with the authority invested in the officials in the Chain of Command and Emergency Activation sections of the Medford Emergency Management Plan.

Upon notification by the dam owner or the official representative, state officials, or through any agency that an incident could or has occurred at one or more of the dams impacting the City, the Emergency Coordination Center (ECC) or the Alternate ECC will be immediately activated by assigned personnel.

An individual will be asked by the City Manager to respond to the dam to determine the type of incident unless collapse has already occurred. They will determine the Category of the incident and advise the ECC of actions to be taken. The City Manager will be advised immediately, as well as the Jackson County Sheriff's Department, Jackson County Emergency Management, Oregon State Police, and Oregon Emergency Management.

Evacuation

Residents west of the river should be urged to evacuate west to high ground west of the railroad extended. Residents east of the river should be urged to evacuate east to high ground east of Crater Lade Avenue extended. Keep in mind pedestrians and the homeless.

Security

A double perimeter of security should be established. An outer perimeter to stop traffic on all access roads and a flexible interior perimeter along the boundaries of the flood water.

Relocation

Although most evacuees will probably seek to go to the homes of friends or relatives not in the involved area, relocation sites will be established. Coordinate with the American Red Cross for evacuation sites.

Plans for evacuation sites as well as contact numbers will be available through American Red Cross.

Implementation

Specific implementation of all disaster related responses from supplying emergency water to search, rescue, and recovery activities will follow the City Disaster Plan.

Summary

On-going evaluations of the dams in this area are the responsibility of:

Emigrant Lake Dam--Bureau of Reclamation and Talent Irrigation District

Lost Creek Dam--Corps of Engineers

C. Earthquake - Overview/ Assignments

Subject:

Response to and recovery from an earthquake.

Purpose:

To provide a coordinated response by local resources for the mitigation, preparation, response, and recovery efforts to earthquakes.

Scope:

Response will include actions taken through the application of equipment, manpower, and technical expertise to respond to the effects of an earthquake.

The primary threat of an earthquake to the Rogue Valley will be from the subductive fault line (8-9 Richter) off shore of Oregon and/or local earthquakes both of which may provide a Richter Scale of 5-6 within the Valley. This, in turn, could create utility outages, fires, health problems, rescues, and transportation problems.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities. Emergency Management Planning Team will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Will be responsible for the coordination of suppression of fires, rescue of victims and restoring of services.

Department of Public Works

Is responsible for providing equipment and manpower to control cleaning and removal of debris resulting from an earthquake and repair and restoration of sewer and infrastructure.

Medford Water Commission

Will be responsible for the restoration of water services.

SUPPORT AGENCIES

Police Department

Shall be responsible for necessary evacuation, orderly evacuations to shelters areas, provide needed transportation, and provide for protection of property, traffic control, and necessary communications as needed.

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from a earthquake incident.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of the earthquake.

Building Safety Department

Will assess damage, provide reports, and direct the safety of property for entry.

C. Earthquake - Response Plan

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Appendix A - Incident Stabilization Sequence

Appendix B - Mercalli and Richter Scales

Appendix C - Limited Entry Form

Appendix D - Incident Action Plan

C. Earthquake - Response Plan

1. Description

The City of Medford lies within the geographical area bordering on the Cascadia subduction zone. This zone, where the Pacific plate is being submerged beneath the North American plate, is part of a larger subduction system which includes the seismically active and extremely hazardous San Andreas fault and Alaskan earthquake zones. Recent studies indicate that the Pacific Coast could also be subject to great earthquakes (in excess of 8.0 on the Richter scale) as a result of proximity to this subduction zone. In addition, fault zones existing in the Ashland area may produce localized earthquakes of up to 6.0 on the Richter scale. The Ashland area may also suffer shocks as the result of major quakes in surrounding areas.

In addition to structural damage to bridges, buildings, utilities, and communications systems, an earthquake of 6.0-8.0 on the Richter scale may be expected to result in:

- A. Additional natural/environmental emergencies, such as floods and landslides.
- B. Industrial/technological emergencies, such as fires, explosions, and hazardous materials incidents.
- C. Disruption of vital services, such as water, sewer, power, gas, and transportation.
- D. Damage to and disruption of emergency response facilities, resources, and systems.
- E. Civil and political emergencies, such as looting.

F. Dam failure on the Emigrant Reservoir.

2. Earthquake Planning

Earthquake planning in all phases is primarily the responsibility of the Fire Department. This includes coordinating the annual review of this addendum with City Department Heads. In the event of activation, a Unified Command may be assumed by Police, Fire, Public Works, Water Commission, and the City Administrator depending upon the severity of the incident. All other departments will be expected to maintain their own services to the best of their ability and to assist emergency services as requested.

3. Continuity of Government

A worst-case earthquake scenario assumes that the quake would happen at night when key staff are at home, that road systems would be damaged, and that all communications systems, except radio and cellular telephone, would be inoperable for the first few hours following the shock. In that event, City government will be vested in the Shift Commanders for Police and Fire until ranking officers and other City officials are able to report for duty. The Commanders should establish a unified command in the Emergency Coordination Center (ECC), if undamaged, and direct response until relieved by the ECC staff. Since normal paging and call-back systems may be inoperative, Police, Fire, Public Works, Water Commission and Administration personnel identified as ECC staff should automatically respond to the ECC after ensuring the safety of their families. The Emergency Alert System may also be used to notify essential personnel to report for duty. ECC staffing should take place under the assumption that those personnel who must commute into Medford may encounter severe obstructions and delays.

Unified Command may also be established among affected jurisdictions in order to assure more efficient management of scarce resources. In this event, the Command and General Staff may co-locate with other jurisdictions in the best surviving ECC or EOC facility. On-scene control will be delegated to Operations personnel.

Overhead Command and General Staff management teams may be requested from the US Forest Service via the Jackson County Sheriff's Office.

4. Damage Assessment and Incident Stabilization

Damage assessment will take place in two phases: 1) the initial assessment, to determine general impact and damage to vital facilities and resources and provide a brief overview of impact on citizens and businesses; and 2) subsequent, in-depth, assessments to determine the full extent of damage and the financial implications for disaster declarations and disaster assistance. Priorities in the initial assessment will be the restoration of emergency response direction and control capability, and the saving of lives. The initial assessment will take place under the direction of the Administrative Planning Section with assistance from Coordination. Priorities in the second phase will be to estimate damages, restore public services, and facilitate disaster assistance. Phase two assessment will take place under the direction of the Finance Section. The City does not have the resources to restore private residences or businesses.

A. Initial Damage Assessment

An aerial survey of the City should be performed as soon as possible after the initial shock. The results of this survey will facilitate further damage assessment on the ground. City Building Department will direct damage assessment on vital facilities.

The initial damage assessment should be augmented by "windshield" surveys and citizen reports in order to provide an estimate of numbers of private homes and businesses affected. This survey should be completed as soon as possible, since it will provide the supporting documentation for a disaster declaration and establish a base for the secondary assessment process. City Building Department has the authority to condemn a structure as unsafe for occupation following an earthquake.

An assessment of damage to utilities and an evaluation of the immediate needs of the population, especially water and sanitation services, should be accomplished as soon as possible. Potable water is a

major concern following an earthquake. Power and gas for heating may also be extremely important, depending upon the season.

B. Secondary Assessment

The ECC Finance Section should begin gathering dollar figures associated with the damage to support requests for disaster declarations and assistance. Finally, those resources and facilities which will be vital to the economic recovery of the City should be surveyed. These include area hospitals, shelters, RV Mall, Manor, financial institutions, and major employers.

C. Helicopter Reconnaissance

Timberland Services, 2275 Dead Indian Memorial Road, 488-2880, is available for aerial reconnaissance services on a fee basis. (See Appendix A, Incident Stabilization Sequence.)

5. Earthquake Information

Due to the sudden onset of earthquakes, it is unlikely that the City of Medford would receive warning of such an event.

6. Instructions to the Public

Providing instruction to the public is the responsibility of the Public Information Officer in the ECC. Such instructions may include guidelines for returning to homes, shelter accommodations, sanitation, and where and how to report damages. The normal alert and warning systems of telephone, media, and the Emergency Alert System may be limited following a major earthquake; it may be necessary to augment these systems with mobile public address systems and door to door contact.

7. Emergency Service Actions

A severe earthquake can create the need for long periods of repair and restoration and may necessitate the commitment of personnel, equipment, materials, and supplies for long periods after the quake itself. The following are checklists of tasks which may need to be accomplished in response to and recovery from an earthquake. They should not be considered all-inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City department and ECC staff.

A. Building DepartmentImpact

- ___ 1. Support Incident command.
- ___ 2. Staff Planning Function in ECC.
- ___ 3. Assess damage to Department resources and communications systems.
- ___ 4. Assess the earthquake situation with respect to forecasted after-shocks, damage to vital response resources, and emergency communications capabilities, utilities, and other property. Keep City Manager and other departments advised.
- ___ 5. Assign City engineers and building inspectors to perform damage assessment according to priorities established above. Recommend relocation of ECC activities if necessary.
- ___ 6. Condemn structures judged unsafe.
- ___ 7. Maintain documentation of structures condemned.

- ____ 8. Keep information on conditions up to date. Keep public and other departments informed of changes in conditions which will affect City Operations.
- ____ 9. Respond to and control incident according to Department standard operating guidelines. Priority operations include:
 - a. Search and rescue (under direction of Fire Department).
 - b. Restoration or relocation of vital City resources.
 - c. Assess the integrity of sewer, water, and gas lines.
 - d. Removal of debris from arterial (first) and collector (as soon as possible) streets.
 - e. Coordinate with commercial garbage service providers to limit accumulation of food-type garbage as first priority, followed by general debris removal and trash collection.
 - f. Coordinate maintenance of solid waste collectors. Provide portable sanitation facilities and potable water to stricken neighborhoods.
 - g. Coordinate with Jackson County on the establishment of temporary morgues as necessary.
 - h. Coordinate with Health officials to provide health and sanitation inspections of the area.
- ____ 10. Assist Police Department in limiting travel into the affected area as required. Cordon hazardous areas and reroute traffic on an area basis as required.
- ____ 11. Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
- ____ 12. ECC activation - Brief staff on current conditions, capabilities, and activities. Pass overall incident command to City Administrator if requested.
- ____ 13. Provide protective action information and guidance to Public Information Officer.
- ____ 14. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ____ 15. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ____ 16. ECC activation - Maintain expenditure and time records for Finance Section.
- ____ 17. Maintain Unit log of major decisions and actions taken.

..... **Recovery**

- ____ 1. Provide personnel to lead damage assessment teams
- ____ 2. Release excess personnel and equipment.
- ____ 3. Assist in the compilation of damage estimates of structures, utilities, roads, and bridges, etc. to support requests for disaster assistance.
- ____ 4. Assign personnel to monitor and direct the long-term recovery process.
- ____ 5. Complete required paperwork and reports.

_____6. Participate in critique.

B. Fire Department IMPACT
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_____1. Establish communications with field units.

_____2. Assess damage to department resources and communications systems and to water delivery systems.

_____3. Participate in aerial damage assessment - determine the extent of fire and hazardous materials involvement.

_____4. Assign Operations Section Chief. Direct search and rescue according to priorities established above and according to departmental standard operating guidelines. **The priority during this phase is to restore the City's emergency response capability and then to implement life-saving measures. Fires and hazardous materials incidents which are not life threatening take a lower priority than search and rescue.**

_____5. Consider the department's capability to maintain medical response.

_____6. Consider activation of the ECC.

_____7. Assess staffing:

Search and rescue following a severe earthquake may require the commitment of all department personnel, including CERT volunteers.

Consider staffing stations with additional EMTs to handle walk-in injured. Augment administrative staff to respond to direct calls for assistance.

_____8. Determine alternate source of water for fire suppression if the City system has been damaged.

_____9. Keep information on conditions up to date. Utilize appropriate access routes as conditions change. Keep other departments informed of changes in use of such routes.

_____10. As personnel become available, coordinate with Police and cooperating agencies to set up patrols in evacuated areas for protection of property and detection of fire. Such patrols have a lower priority than search and rescue.

_____11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

_____12. ECC activation - Provide Planning Section with list of resources committed to the incident, and available to be assigned.

_____13. ECC activation - Maintain time and expenditure reports for Finance Function.

_____14. Maintain unit log of decisions made and actions taken.

..... **Recovery**

_____1. Assist in inspections and damage assessment as requested.

____ 2. Complete necessary paperwork and reports.

____ 3. Participate in critique.

C. Police Department.....IMPACT
--

____ 1. Assess damage to department resources and communications systems.

____ 2. Assess staffing. Consider the activation of reserves and Explorers. Augment Dispatch staff to respond to direct calls for assistance.

____ 3. Coordinate with Fire and Public Works Operations to develop evacuation and emergency access routes to the affected area.

____ 4. Assist in search and rescue.

____ 5. Consider activation of the ECC .

____ 6. Keep information on conditions up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of change in use of such routes.

____ 7. Maintain communication with field units.

____ 8. Limit travel into affected area as required. Cordon hazardous areas as necessary. Reroute traffic on an area basis as required.

____ 9. Maintain perimeters and patrol evacuated areas as necessary.

____ 10. Assist other departments as requested.

____ 11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

____ 12. ECC activation - Maintain time and expenditure reports for Finance Function.

____ 13. ECC activation -Provide Planning Section with list of resources committed to the incident and available for assignment.

____ 14. Maintain unit log of decisions made and actions taken.

..... **Recovery**

____ 1. Assist in damage assessment as requested.

____ 2. Complete necessary paperwork and reports.

____ 3. Participate in critique.

D. Public Works.....IMPACT

- ___ 1. Assess impact to emergency response and communications capability. Assist in developing and implementing alternative communications systems as necessary.
- ___ 2. Consider activation of the ECC.
- ___ 3. Consider activation of HAM radio and 4-Wheel drive clubs if appropriate.
- ___ 4. Keep information on conditions up to date. Keep public and other departments informed.
- ___ 5. Establish and maintain reporting and coordination contact with cooperating jurisdictions, state, and volunteer agencies.
- ___ 6. Assist departments as requested.
- ___ 7. ECC activation - Assume ECC position as assigned by Command.
- ___ 8. ECC activation - Brief staff on current conditions, capabilities, and activities.
- ___ 9. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___ 10. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 11. ECC activation - Maintain expenditure and time records for Finance Section.
- ___ 12. Maintain unit log of major decisions and actions taken.

..... **Recovery**

- ___ 1. Assist in assessment of damages.
- ___ 2. Provide coordination point for disaster recovery activities and agencies.
- ___ 3. Complete necessary paperwork and reports.
- ___ 4. Participate in critique.
- ___ 5. Revise and update Emergency Plan as indicated.

E. AdministrationIMPACT

- ___ 1. Assess staffing. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- ___ 2. Consider activation of the ECC.
- ___ 3. City Manager - Consider assuming overall Incident Command. Keep Mayor and City Council advised of emergency conditions.
- ___ 4. Assess staffing:

Augment switchboard and administrative staff to respond to direct calls for assistance.

- ____ 5. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ____ 6. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ____ 7. ECC activation - Maintain expenditure and time records for Finance Section.
- ____ 8. Maintain Unit log of major decisions and actions taken.

..... **Recovery**

- ____ 1. Oversee preparation of requests for federal disaster assistance if necessary.
- ____ 2. Complete required reports and paperwork.
- ____ 3. Participate in critique.

E. Legal Department.....IMPACT

- ____ 1. Assess staffing. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.
- ____ 2. Provide support to other departments and ECC as requested.

..... **Recovery**

- ____ 1. Complete required reports and paperwork.
- ____ 2. Participate in critique.

F. Finance Department.....IMPACT

- ____ 1. Assess staffing. Consider the need for additional personnel. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules. Consider augmenting administrative staff to respond to direct requests for assistance.
- ____ 2. Assign personnel to staff the Finance Section in the ECC. Begin supporting documentation for a disaster declaration and assistance as indicated by the severity of the incident. Consider requesting a technical assistant from FEMA to begin the secondary assessment process.
- ____ 3. Assign staff as necessary to provide thorough and efficient financial tracking.

..... **Recovery**

- ____ 1. Organize and assign personnel to secondary damage assessment process.
- ____ 2. Schedule appointments between managers of damaged businesses and facilities and FEMA/State Damage Assessment Teams.
- ____ 3. Assign personnel to provide long-term financial tracking of the disaster recovery process and to administer disaster assistance funding.

- ____4. Provide monetary figures necessary to support a request for disaster declaration.
- ____5. Complete necessary reports and paperwork.
- ____6. Participate in critique.

8. Emergency Command Center Staff - Administrative

- ____1. Provide overall incident strategy and management.
- ____2. Assess ECC staffing. Activate Sections as appropriate.
- ____3. Establish Unified Command structure as appropriate.
- ____4. Provide liaison with cooperating or assisting agencies and jurisdictions not part of the unified command structure.
- ____5. Establish and maintain contact with the media, provide public and protective action information, and alert and warning bulletins as appropriate. Initiate City employee status reporting process as outlined in Section V-H, Reporting.
- ____6. Assign Safety Officers to monitor overall safety of incident operations.
- ____7. If earthquake conditions hamper or overload response capabilities, determine priorities and cost restrictions on the basis of criteria outlined in Section I-C, Administrative Overview, Policy Statements, and Incident Stabilization Sequence on previous pages. In addition, consider the number of lives that may be saved, risk to response personnel, accessibility to the scene, and the amount of time to accomplish the mission.
- ____8. Establish a system for citizens to report damages.
- ____9. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Emergency Management (see Section IV-F, Reporting).
- ____10. Consider the need for a written Incident Action Plan.
- ____11. Maintain log of major decisions and actions taken.

For more detailed instructions for the Command Staff, see Section II, III, & IV, City of Medford Emergency Management Plan.

Planning Section

- ____1. Assess the earthquake situation with respect to areas affected, damage to response and communications systems, utilities, and other property, casualties, requirements for rescue or evacuation, etc. Keep Command, Coordination, and other Sections advised. Establish a schedule for requesting updated weather and after-shock information. Assist the Command staff in evaluation of reports and overall conditions to determine whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be acquired and E.C. staffing increased.

- _____2. Assess Staffing: Consider activation of the Community Emergency Response Team, CERT, (if not self-activated) Staff the Situation Unit appropriately to handle the influx of damage reports.
- _____3. Develop and keep up-to-date information on conditions of routes, damage, and status of relief efforts.
- _____4. Keep other E.C. staff informed, both at planning meetings and as significant events arise.
- _____5. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state agencies.
- _____6. Gather lists and display resources committed to the incident, and those available for assignment. Ensure that all responding personnel, including volunteers, Reserves, and Explorers are checked into and out of the incident.
- _____7. Evaluate the overall community situation, augment weather reports with other reports to maintain a continuing assessment of the situation.
- _____8. Map incident. City maps which may be useful in this effort include sewer, water, storm drain, and neighborhood 1/4 section maps. All can be duplicated by Engineering or Information Services.
- _____9. Conduct planning meeting.
- _____10. Develop and reproduce written incident action plan if directed to do so by Command.
- _____11. Establish check-in points for citizens wishing to assist, organized volunteer agencies, and other responding resources. Provide list of available resources to Coordination and other Sections.
- _____12. Maintain log of major decisions and actions.

For more detailed instructions for the Planning Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

Logistics

- _____1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- _____2. Attend planning meeting.
- _____3. Receive and process requests for outside assistance.
- _____4. Determine needs of Red Cross and other human services for transportation, communications, etc. Assist as possible.
- _____5. Assess adequacy of communications systems. Consider activation of HAM communications or requesting additional cellular phones and stand-alone radio support.
- _____6. Assess adequacy of transportation resources. Consider activation of 4-wheel clubs and/or National Guard.

- ____ 7. Assess adequacy of incident facilities. Consider additional activations if necessary. These may include medical assessment facilities, Disaster Application Centers, and temporary morgues.
- ____ 8. Assess general resource needs of the incident. Resources which may be required in response to a major earthquake include search dog teams, potable water, heavy rescue teams, field hospitals, heavy equipment, generators, lighting equipment, etc.
- ____ 9. Coordinate with Finance Section for needed funds.
- ____ 10. Provide Planning and Operations Sections with status reports and estimated times of arrival of outstanding resource requests.
- ____ 11. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

Coordination/Operations

- ____ 1. Assess earthquake situation scope and impact.
- ____ 2. Attend planning meeting and define tactics to meet overall strategy.
- ____ 3. Deploy resources to meet defined strategy. Perform search and rescue, clear roads, repair facilities, etc. according to established priorities.
- ____ 4. Keep Planning, Logistics, and Finance apprised of resource requirements. Request additional resources through Logistics.
- ____ 5. Assist Planning Section in initial damage assessment.
- ____ 6. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, utility companies, and assisting jurisdictions.
- ____ 7. Consider the need to activate additional operational branches, such as Medical, Law Enforcement, and Air Operations.

For more detailed instructions for the Coordination Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

Finance

- ____ 1. If conditions warrant, gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section and advise as necessary.
- ____ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept. Since the ability of the City to survive the financial impact of the disaster may depend upon federal reimbursement for expenditures, timely and accurate record keeping is essential.
- ____ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- ____ 4. Organize, deploy, and supervise secondary damage assessment teams. Coordinate secondary

damage assessment activities with Federal/State teams.

- ____ 5. Oversee preparation of necessary damage and funding reports.
- ____ 6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- ____ 7. Attend planning meetings.
- ____ 8. Maintain log of decisions made and actions taken.

INCIDENT STABILIZATION/RESTORATION SEQUENCE

Facilities

- ECC, 911 Center, Schools, Colleges, Grocery Stores
- Hospitals
- Fire Stations
- Red Cross Shelters
- Water Treatment Plant - City Shops
- Nursing Homes

Energy

- Power to fuel pumps - Heating/cooking
- Power to ECC
- Power to City Computers
- Power to Water Treatment Plant
- Power to Shelters
- Power to Hospitals

Communication

- EBS Radio Station Phones on essential circuits
- Data lines
- ECC Communications services

Transportation

- Primary arterial and buses/routes, freight service, ambulances, collector streets, private autos
- Evacuation assistance

Personnel

- Workers essential to recovery actions

Water

- Potable water, Industrial processes
- Fire Suppression, Sanitation

THE PRIORITIES REFLECTED IN THIS DIAGRAM ARE GENERAL GUIDELINES FOR RETURNING THE CITY TO OPERATIONAL AND ECONOMIC NORMALCY

Later priorities include:

- Banking facilities
- Insurance Firms
- Food
- Pharmaceuticals

MARCEL AND RICHTER SCALES

The modified Marcel and Richter scales are methods for measuring earthquakes. The Marcel scale measures the intensity of an earthquake and gives a rough idea of the amount and types of damage that may result at each level. The Richter scale measures magnitude or the amount of energy released from an earthquake, but makes no direct estimate of damages. Each level or point in the Richter scale is 10 times more powerful than the previous point. For example, a six point earthquake is ten times more powerful than a five, and 100 times more powerful than a four.

Damage caused by an earthquake is affected by soil and rock type and distance from the epicenter, as well as the quake's magnitude.

MODIFIED MARCEL INTENSITY SCALE

1. Not felt, except by a very few under specially favorable circumstances.
2. Felt by only a few persons, especially on upper floors of buildings. Delicately suspended objects may swing.
3. Felt quite noticeably indoors, especially on upper floors of buildings, but may not be recognized as an earthquake. Standing motor cars may rock slightly. Vibration like passing of truck.
4. During the day, felt indoors by many; outdoors by few. At night, some awakened. Dishes, windows, doors disturbed, walls make creaking sound. Sensation like heavy truck striking building. Standing motor cars rocked noticeably.
5. Felt by nearly everyone; if at night, many awakened. Some dishes, windows, etc. broken. Some cracked plaster. Unstable objects overturned. Disturbance of trees, poles, and other tall objects sometimes noticed. Pendulum clocks may stop.
6. Felt by all. Some heavy furniture moved; a few instances of fallen plaster or damaged chimneys. Damage slight.
7. Damage negligible in buildings of good design and construction; slight to moderate in well-built ordinary structures; considerable in poorly built or badly designed structures. Some chimneys broken. Noticed by people driving motor cars.
8. Damage slight in specially designed structures, considerable damage or partial collapse in ordinary substantial buildings, great damage in poorly built structures. Panel walls thrown out of frame structures. Chimneys, factory stacks, columns, monuments, and walls toppled. Heavy furniture overturned. Some evidence of ground movement; changes in well water. Persons driving motor cars disturbed.
9. Considerable damage in specially designed structures; well-designed frame structures thrown out of plumb. Great damage and partial collapse in substantial buildings. Buildings shifted off foundations. Ground cracked conspicuously. Underground pipes broken.
10. Some well-built wooden structures destroyed. Most masonry and frame structures destroyed. Foundations and ground badly cracked. Rails bent. Landslides on river banks and steep slopes. Shifted sand and mud. Water washes over stream and lake banks.
11. Few masonry structures remain standing. Bridges destroyed. Broad fissures in ground. Underground pipelines completely out of service. Earth slumps and slips in soft ground.
12. Damage total. Waves seen on ground surfaces. Lines of sight and level distorted. Objects thrown upward into air.

The following table illustrates the approximate relationships between magnitude (Richter scale) and intensity (Marcel), and the approximate radius of perceptibility:

Magnitude Expected, Intensity, Approximate Radius, (Richter) (Marcel) of Perceptibility

Magnitude Expected	Marcel Measurement	Approximate Radius
3	I-III	15 Miles
4	IV-V	30 Miles
5	VI-VI	170 Miles
6	VIII-IX	125 Miles
7	X-XI	250 Miles
8	XII	450 Miles

These relationships are approximate. An earthquake of 6 on the Richter scale could result in a Marcel measurement either below or above the VIII-IX range, depending upon depth of focus, distance from the epicenter, and soil and rock types.

LIMITED ENTRY

OFF LIMITS TO UNAUTHORIZED PERSONNEL

WARNING:

This structure has been damaged on (Date) _____
and its safety is questionable. (Time) _____

Enter only at own risk. After-shocks or other events may result in death. This facility was inspected under emergency conditions for:

RESTRICTIONS ON USE: _____
(Jurisdiction)

___ Entry for emergency purposes only on the date and time noted

___ Other

Facility Name and Address: Inspector ID/Agency:

Do Not Remove this Placard until Authorized by Governing Authority

D. Fires - Overview/Assignments

Subject:

Control of urban fires: fire suppression assistance is made available through local agreements and Oregon Fire Marshal Wildland Fires assistance.

Purpose:

To provide a coordinated response by local and state resources for fire service; to provide assistance in controlling major urban or wildland fires.

Scope:

Assistance will include actions taken through the application of equipment, manpower, and technical expertise to control and suppress fires that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid agreements with other local governments, private industry, and established recognized standards of fire fighting methods.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement, encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Request Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency from City Council.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCY

Fire Department

Has primary responsibility for control and suppressing fires within the City and Rural Fire Protection District.

SUPPORT AGENCIES

The following agencies will provide needed assistance as requested by the Medford Fire Department.

Fire Service Agencies/Agreements:

- a. Automatic\Mutual Aid Contract with Rogue Valley Fire Department
- b. Oregon State Conflagration Act.
- c. Oregon Department of Forestry.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a flood incident.

Police Department

Will provide for evacuation, traffic control, and other requested support. CCOM will provide communications support.

Emergency Management Coordinator

Will provide coordination support as requested.

D. Fire Emergency - Response Plan

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5. Suppression Assistance
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 - D. Emergency Management
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D. Large Fire Emergency Response Plan

1. Description

The City of Medford has the potential to experience both large structural and urban/wildland interface fires. Such fires may arise as isolated incidents or be caused by other emergencies, such as earthquakes. In addition, they may be complicated by the presence of hazardous materials and extreme weather conditions. This addendum shall provide information and guidance in the event of fourth alarm or greater fires.

2. Fire Response Planning

Planning and preparedness for structural and wildland interface fire in all phases of emergency management is the responsibility of the Fire Department. Remaining City Departments are responsible for planning to maintain their own operations and services during fire incidents and for supporting the Fire Department as requested.

Extreme fire activity may require the reduction or discontinuation of EMS response by the Medford Fire Department.

Duties and responsibilities listed under the ECC checklist are the responsibility of the Fire Department unless the ECC staffing pattern as described in Sections II, III, & IV City of Medford Emergency Management Plan is activated. The Emergency Management Committee is responsible for coordinating the annual review of this document with City Management.

3. Shelter, Social Services

If temporary lodging and food for evacuees are needed due to a fire, the American Red Cross will activate and manage shelter operations and publish information to the public concerning location of said shelters.

- A. American Red Cross -- 779-3773
See Appendix O - Sheltering and Feeding.

4. Emergency Transportation

Sources for emergency transportation include RVTD, Medford School District, Medford Senior Services, 4-wheel drive clubs, and under a declared emergency, the National Guard.

See Appendix L-Resource List/Contracts for information.

5. Suppression Assistance

Additional resources which may be required, to respond to a large fire, may be obtained through automatic and mutual aid agreements and/or Rogue Valley Task Force System assistance. These agreements are developed and maintained by the Fire Department. Extremely large incidents or incidents which involve more than one fire burning at one time may require the implementation of the State Conflagration Act through the Fire Department.

The Rogue Valley Fire Chiefs Task Force response system may be activated by request through County Fire defense Chief Randy Iverson through SORC at 776-7206. SORC may also be contacted on the south county fire frequency.

The Northwest Interagency Coordination Center (NICC) provides centralized coordination and dispatching of all wildland agency fire resources in Washington and Oregon. Policy makers for the primary agencies which are represented at the NICC can be reached at the office numbers listed below:

Resources available through wildland agencies include aerial retardants, communications equipment, engines, infrared detection, trained crews, and ICS overhead team personnel. See Appendix L-Resources List/Contracts or call the above agencies.

6. Fire Information

The Fire Department, or ECC Information Officer when activated, is responsible for the timely issuance of fire warnings and information to the public and for the notification of City Emergency Management staff via Medford 911 Center. In the event of an evacuation, warning may be delegated to the Police Department as part of the evacuation process. In the event of a natural disaster which could increase the chances of fire or during periods of extremely hot, dry, and windy weather, additional public information briefings will be conducted.

7. Fire Weather

Timely and accurate weather forecasting is vital to fire suppression efforts. During the summer months, the National Weather Service provides detailed daily fire weather forecasts to wildland fire agencies. In addition, the National Weather Service can provide special, incident-specific weather forecasts or on-site forecasting to aid fire personnel. When requesting a special weather forecast, be ready to provide the information requested on the Special Weather Forecast Request form (Form D):

During periods of extreme weather, the Jackson County Emergency Management Office works with the National Weather Service to disseminate weather bulletins. Unless requesting a spot-weather forecast for a current incident, requests for local weather information should be routed to Jackson County Emergency Management.

8. Emergency Service Actions

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from a major structural or wildland fire emergency. They should not be considered all-inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City Department and ECC staff.

A. Fire Department.....WARNING

- ____ 1. Assess staffing. Increase personnel during periods of increased risk as necessary.
- ____ 2. Review status and location of equipment, fuel, and other essential supplies.
- ____ 3. Consider repositioning equipment if current location could become cut off or if staging equipment closer to high risk areas would be more effective.
- ____ 4. Check auxiliary generators and other power, lighting, and communications equipment.
- ____ 5. Determine fire readiness of vehicles and equipment. Provide wildland equipment, hose, Nomex, etc. as necessary.
- ____ 6. Consider activation of CERT Volunteers.
- ____ 7. Conduct wildland suppression training for Department personnel.
- ____ 8. Alert field personnel and fire stations. Consider providing daily fire weather briefings during periods of extreme fire danger.

..... Impact

- ____ 1. Assume Incident Command.
- ____ 2. Assess the fire situation, including a determination of affected areas. Obtain information, such as current and predicted speed and direction of wind, resources committed and available, etc.
- ____ 3. Notify Dispatch of fire emergency. Request activation of appropriate emergency management staff.
- ____ 4. Maintain communications with operating units and fire station personnel.

- _____ 5. Keep information on access routes up to date. Request the assistance of the Police Department and Public Works Operations in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.
- _____ 6. Consider activation of the ECC.
- _____ 7. Establish and maintain contact with mutual aid cooperators and other fire agencies. In the case of wildland fire, consider requesting a representative of the US Forest Service from the Rogue River National Forest to provide liaison with federal wildfire resources, such as aerial retardants. Although under current agreements, such resources are not available except through the activation of the Conflagration Act, liaison on scene or at the ECC may facilitate such assistance when time is of the essence.
- _____ 8. Consider activation of the Conflagration Act. See Fire Departmental Procedures.
- _____ 9. Consider reducing or discontinuing EMS response.
- _____ 10. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
- _____ 11. Provide public information and direction.
- _____ 12. Coordinate scene control with the Police Department. Allow no one in the fire area except authorized emergency personnel and properly escorted press.
- _____ 13. Establish and maintain communication with the ECC if activated. Provide situation updates on a periodic basis and as major changes occur.
- _____ 14. Establish containment and control of the fire according to Department standard operating guidelines.
- _____ 15. ECC Activation: Activate and staff appropriate Command and General Staff positions. Brief staff on current conditions, capabilities, and activities.
- _____ 16. ECC Activation: Pass overall incident command to the City Manager if requested.
- _____ 17. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____ 18. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available to be assigned.
- _____ 19. ECC Activation: Maintain time and expenditure reports for Finance Section.
- _____ 20. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- _____ 1. Release excess personnel and equipment.
- _____ 2. Resume EMS response (if discontinued).
- _____ 3. Complete necessary paperwork and reports.

_____ 4. Conduct critique.

B. Public Works.....WARNING

_____ 1. Review status and location of equipment, fuel, sand and gravel, etc., for use during and after the fire. Report location and status of graders, backhoes, and bladed equipment to Fire Department.

_____ 2. Check auxiliary generators, and other power, lighting, and communications equipment.

_____ 3. Assess staffing.

_____ 4. Alert field personnel of impending situation.

_____ 5. So far as is practical, put personnel and equipment on alert and keep in communication with operating and alerted crews.

..... Impact

_____ 1. Consider activation of the ECC.

_____ 2. Assist Fire and Police Departments in planning evacuation and access routes, traffic and scene control, fireline construction, and other activities as requested.

_____ 3. ECC Activation: Assume/staff ICS positions as requested by Command.

_____ 4. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

_____ 5. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available to be assigned.

_____ 6. ECC Activation: Maintain time and expenditure reports for Finance Section.

_____ 7. Maintain Unit Log of decisions made and actions taken.

..... Recovery

_____ 1. Release excess personnel and equipment.

_____ 2. Complete required paperwork and reports.

_____ 3. Participate in critique.

C. Police Department.....WARNING

_____ 1. Upon receipt of warning from Fire Department (or upon notification that an incident has occurred without warning), notify appropriate Emergency Management Staff as directed.

_____ 2. Review status and location of personnel, equipment, fuel, vehicles, and other essential supplies for use during and after the incident.

_____ 3. Check auxiliary generators and other power, lighting, and communications equipment.

_____ 4. Assess staffing. Consider the activation of Reserves and Explorers.

_____5. Alert field units.

..... Impact

_____1. Keep information on condition of evacuation access routes up to date. Utilize appropriate routes as conditions change. Keep public and other departments informed as conditions change.

_____2. Maintain communication with field units.

_____3. Develop scene and traffic control plans with Fire Department. Limit travel into fire area as required. Cordon hazardous areas as necessary. Reroute traffic on an area basis as required.

_____4. Consider activation of the ECC.

_____5. Coordinate alert, warning, and evacuation planning with the Fire Department and Public Information Officer.

_____6. Conduct evacuations according to Department standard operating guidelines.

_____7. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

_____8. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

_____9. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available to be assigned.

_____10. ECC Activation: Maintain time and expenditure reports for Finance Section.

_____11. Maintain Unit Log of decisions made and actions taken.

..... Recovery

_____1. Release excess personnel and equipment.

_____2. Complete necessary paperwork and reports.

_____3. Participate in critique.

D. Emergency Management.....WARNING

____ 1. Upon receipt of warning, determine severities and probabilities involved. Assist in alerting staff and public as requested.

..... Impact

____ 1. Establish contact with assisting social service agencies, such as the American Red Cross.

____ 2. Assess communications needs. Consider activation of HAM radio club.

____ 3. Assess the need for ground support. Alert School Bus Services, RVTD, and 4-Wheel drive clubs as necessary.

____ 4. Establish and maintain reporting and resource management contact with cooperating jurisdictions and state agencies.

____ 5. Consider activation of the ECC.

____ 6. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

____ 7. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

____ 8. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available to be assigned.

____ 9. ECC Activation: Maintain time and expenditure reports for Finance Section.

____ 10. Maintain Unit Log of decisions made and actions taken.

..... Recovery

____ 1. Release excess personnel and equipment.

____ 2. Complete necessary paperwork and reports.

____ 3. Participate in critique.

____ 4. Revise and update Emergency Plan as indicated.

E. City ManagerWARNING

____ 1. Assess staffing. Notify City Manager.

..... Impact

____ 1. Consider Activation of the ECC.

____ 2. City Manager: Consider assuming incident command.

- ____ 3. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.
- ____ 4. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for resources, etc.
- ____ 5. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available.
- ____ 6. ECC Activation: Maintain time and expenditure reports for Finance Section.
- ____ 7. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ____ 1. Release excess personnel and equipment.
- ____ 2. Complete necessary paperwork and reports.
- ____ 3. Participate in critique.

F. Legal DepartmentWARNING

- ____ 1. Assess Staffing.

..... Impact

- ____ 1. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.
- ____ 2. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for resources, etc.
- ____ 3. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available.
- ____ 4. ECC Activation: Maintain time and expenditure reports for Finance Section.
- ____ 5. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ____ 1. Release excess personnel and equipment.
- ____ 2. Complete necessary paperwork and reports.
- ____ 3. Participate in critique.

G. Finance Department.....WARNING

_____ 1. Assess staffing.

..... Impact

_____ 1. Evaluate the need for augmented financial tracking in support of the incident.

_____ 2. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

_____ 3. ECC Activation: Provide Logistics Section with list of outstanding or en-route requests for resources, etc.

_____ 4. ECC Activation: Provide Planning Section with list of resources committed to the incident and those available.

_____ 5. Maintain Unit Log of decisions made and actions taken.

..... Recovery

_____ 1. Assist in damage assessment.

_____ 2. Complete necessary paperwork and reports. Provide monetary figures necessary to support a request for disaster declaration.

_____ 3. Participate in critique.

H. ECC Staff

All tasks listed below remain the responsibility of the Fire Department unless the ECC staffing pattern is activated.

Command

_____ 1. Provide overall incident strategy and management.

_____ 2. Establish Unified Command structure as appropriate.

_____ 3. Provide liaison with cooperating/assisting jurisdictions and agencies not part of the unified command structure.

_____ 4. Establish and maintain contact with the media; provide public information, alerting and warning as appropriate.

_____ 5. Keep Mayor and City Council briefed on incident status and activities.

_____ 6. Monitor overall safety of incident operations.

_____ 7. If fire conditions hamper or overload response capabilities, determine priorities on the basis of criteria outlined in Section II, III, & IV City of Medford Emergency Management Plan. In addition, consider the number of lives that may be saved, accessibility to the scene, and the amount of time to accomplish the mission.

- _____ 8. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Department of Emergency Services (see Appendix E Declaration).
- _____ 9. If conditions warrant, request activation of the State Conflagration Act.
- _____ 10. Maintain log of major decisions and actions.

For more detailed instructions for the Command Staff see Section II, III, & IV Medford Emergency Management Plan.

Planning Section

- _____ 1. Assess the fire situation, including a determination of affected areas. Obtain information, such as current and predicted wind speed and direction, temperature, relative humidity, etc. Ensure that Coordination Section receives timely fire weather forecasts.
- _____ 2. Alert Public Information Officer and Incident Commander of facilities at risk from the fire. Assist in the determination of areas which should be evacuated or alerted to the incident.
- _____ 3. With the assistance of the Law Enforcement and Public Works Branches, develop and keep up-to-date information on conditions of access and evacuation routes, fire damage, and status of suppression and relief efforts.
- _____ 4. Keep other ECC staff informed both at planning sessions and as significant events arise.
- _____ 5. Establish and maintain reporting contact with cooperating jurisdictions and state agencies.
- _____ 6. Gather lists and display resources committed to the incident and those available for assignment.
- _____ 7. Evaluate overall community situation and augment weather reports with other reports to allow a continuing assessment of the situation. An evaluation of all reports should be the basis for decisions on whether local forces can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be requested and ECC staffing increased.
- _____ 8. Conduct strategy and planning sessions.
- _____ 9. Prepare and distribute written incident action plan as directed by Command.
- _____ 10. Maintain log of major decisions and actions taken.

For more detailed instructions for the Planning Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Logistics Section

- _____ 1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- _____ 2. Attend strategy and planning sessions.
- _____ 3. Receive and process requests for additional resources.
- _____ 4. Determine needs of incident for social service organizations, such as the American Red Cross. Work with agencies to ensure that mutual needs for communications, security, transportation, etc.

are met.

- _____ 5. Assess adequacy of communications. Consider activation of HAM radio or other communications support.
- _____ 6. Assess adequacy of ground support, including transportation, bulk fueling, etc.
- _____ 7. Assess adequacy of incident facilities. Determine needs of ECC and on-scene staff, including feeding and sleeping areas.
- _____ 8. Provide Planning and Operations Sections with status reports and estimated times of arrival for outstanding resource requests.
- _____ 9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Coordination Section

- _____ 1. Assess fire situation, scope, and Impact.
- _____ 2. Attend strategy and planning session and define tactics to meet overall strategy.
- _____ 3. Deploy resources to meet defined strategy. Contain and control fire, perform rescue, etc. according to standard operating guidelines.
- _____ 4. Establish and maintain coordination among response agencies, including Police, Public Works, and cooperating/assisting jurisdictions.
- _____ 5. Establish and maintain adequate staging area to support incident operations.
- _____ 6. Keep Planning, Logistics, and Finance Sections apprised of resource requirements. Request additional resources through Logistics.
- _____ 7. Consider the need to activate additional operational branches such as Medical, Law Enforcement, Public Works, and Air Operations.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Finance Section

- _____ 1. If conditions warrant, gather supporting documentation for declaration of emergency. Provide information to Command and Planning Sections.
- _____ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are being kept.
- _____ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- _____ 4. Organize, deploy, and supervise damage assessment teams (duty may be shared with Planning Section).

- _____ 5. Oversee preparation of necessary damage and funding reports.
- _____ 6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- _____ 7. Attend strategy and planning sessions.
- _____ 8. Maintain log of decisions made and actions taken.

For more detailed instructions for the Finance Section, see Section II, III, & IV City of Medford Emergency Management Plan.

E. Hazardous Materials- Overview/Assignments

Subject:

Control of hazardous materials; accident response; disposal and monitoring of such hazardous materials that may threaten public safety or health.

Purpose:

To provide a coordinated response by local resources to minimize the adverse effects on public health, safety, and the environment resulting from an uncontrolled release of or exposure to hazardous materials.

Scope:

Program assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to contain, supervise, cleanup, dispose of, and/or contract the effects of hazardous materials that have become a threat to the public.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies, this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Request a Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency from City Council.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Has primary responsibility for hazardous material incidents which includes the Region 8 response team's area (Josephine and Jackson Counties).

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control, and necessary communications.

SUPPORT AGENCIES

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from a fire incident.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a fire incident.

Oregon Fire Marshal's Office

Will be responsible for backup material, technical support, and manpower resources to handle the containment of hazardous material spills and to minimize hazards to the public.

E. Hazardous Materials - Response Plan

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E. Hazardous Materials - Response Plan

1. Description

The City of Medford contains a number of thoroughfares over which hazardous materials may enter the City. These include I-5, State Highways 62 & 99, and Central Pacific Railroad. All hazard classes of materials may

be expected on these routes.

In addition, there are a number of fixed sites where hazardous materials are stored or produced, such as fuel and LPG storage tanks and manufacturing sites.

This section contains hazard-specific operational procedures for emergency response to all types of hazardous materials incidents. In order that this section be consistent with Oregon's Oil and Hazardous Materials Emergency Response Plan, emergency response to transportation accidents involving radioactive materials is also considered in this addendum. This addendum also defines the notification process for hazardous materials emergencies.

Appendices to this addendum include evacuation plans for sites that have been identified as potentially hazardous due to the possibility of air or smoke born contamination.

A) Types of Emergency

The actual severity of an incident is dependent on the amount of material spilled, the location, the nature of the material, and the potential for exposure. Thus a spill involving a large quantity of a material could be classified as the least severe type of emergency if the involved material poses no health, physical safety, or environmental threat and can be handled by one agency. On the other hand, a small spill of an extremely toxic material or in a sensitive location might require the coordinated response of all levels of government and would be classified as the most severe type of incident.

For the purposes of this plan, levels of incident severity are defined as follows:

1) Level 1 Haz Mat

An incident which is out of the ordinary and in which little or no hazardous materials are released. The public health and safety are not immediately threatened, but the potential may exist for the incident to escalate.

A Level 1 Haz Mat emergency will be handled within the normal organization and procedures of the Fire Department, and while reporting may be required, does not require the activation of this addendum.

2) Level 2 Haz Mat

An incident which results in the local release of hazardous materials. The health and safety of workers, responders, and the general public may be threatened if protective actions are not taken. A probable environmental impact exists.

A Level 2 Haz Mat emergency may require response by more than one agency and may require the partial activation of this addendum.

3) Level 3 Haz Mat

An incident resulting in a large release of oil or hazardous materials creating a serious environmental, health, or safety threat and which may cause a need for sheltering or relocation of a majority of the affected population.

A Level 3 Haz Mat emergency requires the coordinated efforts of several or all levels of government to save the lives and protect the property of the population. A major emergency requires the activation of this addendum.

2. Hazardous Materials Response Planning

Planning, preparedness, and response to hazardous materials incidents is the responsibility of the Medford Fire Department.

Fire Department standard operating guidelines, augmented by this addendum as necessary, remain in effect

for hazardous materials and radiological incidents. The Fire Chief has the overall responsibility for ensuring compliance with City Ordinances and with State and Federal statutes. Planning responsibilities are delegated to the Department's Fire Prevention, and Emergency Response Divisions and include training and maintaining readiness for hazardous materials and radiological incidents, as well as the annual review of this addendum with City Department Heads.

AN EXCEPTION TO "LEAD AGENCY" RESPONSIBILITY IN HAZARDOUS MATERIALS RESPONSE IS DRUG LABS. IF THE INCIDENT INVOLVES A DRUG LAB, THE MEDFORD POLICE DEPARTMENT OR OTHER LAW ENFORCEMENT AGENCY IS THE "LEAD AGENCY," AND THE FIRE DEPARTMENT AND HM-8 WILL PROVIDE TECHNICAL ASSISTANCE AND ADVICE.

3. Technical Assistance

A) Facility Response Plans

The City of Medford Fire Department, in accordance with City Ordinance and Title III of the Superfund Amendments and Reauthorization Act of 1986 (SARA), receives and maintains current copies of response plans for facilities which use and store reportable quantities of hazardous materials within the City limits. Facility response plans must include:

- Designated Facility Emergency Coordinator.
- Site plans indicating location of hazardous materials.
- Methods for determining the occurrence of a release.
- Notification procedures.
- Description and locations of available emergency equipment.
- Site evacuation plans.

B) Fire Department Response Pre-plans

Facilities which pose a significant threat are identified in Department response Pre-plans. Pre-plans include:

- Detailed information about the site
- Special hazards and precautions
- Approach and evacuation routes
- Fire flow information

Pre-plans, combined with current weather conditions and evacuation planning information contained in the appendices of this plan, are used to determine populations at risk and the extent of needed evacuations. Each piece of fire apparatus contains copies of facility-specific Pre-plans for target facilities; complete copies of facility response plans are found in the library of Fire Headquarters.

C) Hazardous Materials Response Team (HM 8)

The City of Medford participates with Jackson County Fire District 5 and the City of Ashland in the operation of HM 8. The unit is staffed by personnel from all three jurisdictions. The team consists of entry personnel, back-up entry personnel, resource center staff, liaison, medical personnel, and a team leader. HM 8 contains protective equipment for A-level (fully encapsulated) response, sophisticated detection and chemical analysis tools, and plugging and diking materials. It also contains an extensive reference library and can access computerized data bases. The response vehicle is equipped with cellular phone, law enforcement, EMS, public works, and fire radios.

Containment of the hazardous material is the responsibility of the Hazardous Materials Response Team. Neutralization beyond the capability of HM 8 and the actual clean-up is to be performed by a clean-up response firm requested by the party responsible for the spill. If a spiller cannot be identified, a clean-up firm will be called by the Oregon Department of Environmental Quality.

City personnel will not request the services of clean-up response firms without permission, in

advance, of the Incident Commander. HM 8 and its personnel serve as a technical resource to the Incident Commander; its staff will not assume command of an incident within the City of Medford unless staff is Medford personnel and under normal situations assumption of Incident Command is part of that person's job description.

HM 8 is dispatched through normal Fire Dispatch procedures.

D) State Fire Marshal's Office
The Office of the Oregon Fire Marshal has compiled a summary of all companies and hazardous substances that were reported for the City of Medford. This report is available through the Medford Fire Marshal.

E) Oregon Emergency Response System (OERS) (See Appendix - Telephone Lists).

24 hour notification point and technical assistance from state agencies, including, but not limited to:

1. Oregon State Health Division (distribution and testing of radiological monitoring equipment, radiation control, drinking water, and environmental specialists).
 - a. Regional Radiation Technical Assistance (RRTA's) Response to radiological emergencies will be handled by an appropriately trained and protected hazardous materials unit. Both HM 8 personnel trained as RRTAs. Additional RRTAs may be obtained through the Health Division.
2. Oregon Department of Environmental Quality (biologists, chemists, and environmental specialists).
3. Oregon Department of Energy.
4. Oregon State Police
5. Oregon Department of Fish and Wildlife
6. State Fire Marshal's Office
The Fire Marshal may provide such technical assistance as industrial hygienists and information from the Department's chemical data base.
7. Oregon State Highway Division
Additional information about state agencies and their roles in hazardous materials incidents may be found in addendum O of the State Emergency Response Plan.

G) Poison Control Center-(See Appendix - Telephone Lists) 24 hour toxicological information and medical treatment advice.

H) National Response Center-(See Appendix - Telephone Lists).

24 hour technical assistance from federal agencies may include U.S. Coast Guard, U.S. Environmental Protection Agency, and others, depending upon the type of incident.

I) CHEMTREC-(See Appendix - Telephone Lists).

24 hour chemical information assistance for hazardous materials emergencies.

J) American Railroad Bureau of Explosives-(See Appendix - Telephone Lists).

24 hour assistance for incidents involving railroads.

K) CAMEO

HM 8 has a computer-aided spill response program called CAMEO. The program has the capability to research chemicals, including appropriate response tactics, protective clothing, etc. and can do basic plume dispersal analyses.

A. Provide Fire Dispatch with the information below via radio or telephone (911):

1. Your name, title, or other significant identification, the telephone number or radio channel on which you can be reached, and your location (make sure the location to which you retreat is safe). Stay at that location until the response agencies arrive.
2. Type of incident; type, quantity and name of substance spilled or released (if known); number of people contaminated, injured, or killed.
3. The exact location and time of incident occurrence (if known) and any actions taken to contain or control the spill or release.
4. How the incident occurred (if known) and the name of any body of water affected by the spill or release.
5. Request the Fire Department and a hazardous materials unit.

B. The person responsible for the spill must report the incident to Oregon Emergency Response System (OERS) and SORC (See Appendix - Telephone Lists).

C. Fire Dispatch will dispatch the appropriate level of response.

D. Upon dispatch, HM 8 will notify the following:

OERS
State Fire Marshal

In the event HM 8 is unable to respond to a hazardous materials incident, the Incident Commander is responsible for ensuring that the above notifications have been made.

5. Emergency Procedures

- A. The first public safety official on scene will assume incident command. That person will:
1. Assess situation.
 2. Initiate reporting process - request the assistance of the Fire Department and HM 8.
 3. Initiate actions to protect responders and public.
 4. Relinquish incident command upon the arrival of the lead response agency.
- B. The lead response agency (Police Department for drug labs, Fire for all other hazardous materials incidents) shall:
1. Assume incident command upon arriving on scene.
 2. Establish an appropriate incident command post, clearly mark it, and notify responding resources of location. The Incident Commander should remain at the Command Post.
 3. Be in charge of and responsible for all on-scene emergency operations.
 4. Determine appropriate level of Hazardous Materials Response Plan activation as described on pages E-II/E-III.
 5. Request appropriate resources to manage the incident.
- C. Other local emergency response agencies will provide resources and support to the lead local emergency response agency and shall be under the direction of the Incident Commander and the established incident organization.
- D. The Incident Commander (IC) will initiate an appropriate unified command structure if more than one level of government or more than one jurisdiction has legal authority over the incident. If appropriate, the IC will also appoint a Liaison Officer to coordinate with assisting agencies not part of the Unified Command.
- E. If the Emergency Center (ECC) is activated, strategic direction and control will come from Command in the ECC. On scene tactical responsibility will remain with the Operations Section Chief.
- F. Incident command will remain at the City level until the response phase is over unless:
1. City resources are overwhelmed, and the Incident Commander requests one of the other jurisdictional coordinators to assume command.
 2. The incident occurs in areas of federal jurisdiction (Rogue National Forest), in which case the federal on scene commander may assume Incident Command upon arrival at the incident.
 3. If necessary, Oregon statute grants the Governor the authority to assume command of emergency operations (ORS 401.115).

6. Check Lists for On-Scene Operations

The following check lists are not all-inclusive and must be augmented with Departmental Orders and Operational Guidelines.

A. Initial Responders-lead agency

1. Provide for personnel safety
 - a. Approach from upwind and upgrade
 - b. Observe from a safe distance-use binoculars
 - c. Use appropriate personal protective equipment
 - d. Consciously avoid committing personnel and equipment to an unsafe situation
 - e. Avoid contact with materials, fumes, dust, etc.
 - f. Eliminate or avoid ignition sources (smoking, do not use highway flares. Vehicles can also be ignition sources, so avoid driving into the scene or leaving motors running until substance has positively been identified)
2. Assume Incident Command
 - a. Receive briefing from previous Incident Commander
 - b. Notify Fire Dispatch and incoming units of hazards of the identity and location of Command.
 - c. Activate and assign appropriate functions
3. Rescue injured persons only if able to do so safely.
Identify all persons who may have been exposed to the material.
4. Isolate area.
Establish and enforce perimeters at a safe distance.
5. Identify Substance
 - a. Examine shipping papers or ID numbers, **if it is possible to do so safely.**
 - b. Examine placards/labels, **if it is possible to do so safely.**
 - c. Interview driver, conductor, pilot, etc of vehicle involved.
 - d. Refer to DOT Guidebook or Firefighter's Handbook of Hazardous Materials. (Always use more than one reference).
 - e. Determine if larger evacuation is necessary.
6. Notification and Technical Assistance
 - a. Ensure that notifications to Fire Dispatch, OERS, and the National Response Center have been made. Provide additional information as it becomes available, including:
 - Identity and location of Command
 - Name of material released
 - Shipper/manufacturer
 - Container type (truck, rail car, etc.)
 - Placard/Label/Shipping paper information
 - Amount of product released
 - Estimated amount remaining
 - Threats to population, environment
 - Direction, height, color, odor of vapor clouds or plumes (**only if readily apparent**)
 - Characteristics of substance (liquid, gas, solid, color, smell, etc. **only if readily apparent**)
 - Weather conditions
 - Local terrain
 - Personnel at the scene
 - b. Request appropriate assistance.

B. Incident Commander

1. Assess personnel safety
 - a. Level of protective equipment.
 - b. Location of personnel and equipment - ensure at least one ambulance or rescue is on scene to support incident operations (required under OSHA 1910.12) if someone is contaminated or injured or has the potential to become contaminated or injured.
 - c. Location of perimeters.
 - d. Evacuation distances.
 - e. Closure of airspace.
2. Establish Incident Command
 - a. Receive briefing from current Incident Commander before assuming command.
 - b. Clearly identify yourself as commander to both on and off-scene personnel
 - c. Make sure command post is in a safe location
 - d. Brief subordinates
 - e. Establish unified command, if appropriate, with agencies on scene.
 - f. Identify lead state agency, if any.
 - g. Assign Safety Officer (required by law).
 - h. Assign additional staff as necessary.
3. Assess the Hazard
 - a. Confirm known information
 - b. Assess threat to population and environment, consider:
 - time of day
 - wind and weather conditions
(National Weather Service)
 - location of incident
 - threat to unprotected population
 - properties of hazardous materials
 - determine downwind, downstream, and down-slope exposures
 - identify and eliminate ignition sources
 - utilize appropriate detection equipment and research tools
4. Notification and technical assistance
 - a. Ensure that appropriate notifications have been made.
 - b. Provide incident updates to Fire Dispatch, Medford ECC (if activated), Jackson County Emergency Management, and OERS.
5. Consider activation of the ECC and determine appropriate level to activate the ECC.
6. Determine incident organization. Fill Command and General Staff positions as necessary (consider safety and span of control).
7. Assign Liaison Officer to coordinate with assisting agencies as appropriate.

8. Assign personnel to the following areas as needed:
 - a. Evacuation
 - b. Rescue
 - c. Crowd and traffic control
 - d. Containment
 - e. Fire suppression
 - f. Public Information
 - g. Staging area
 - h. Communications
 - i. Safety
 - j. Decontamination
9. Evaluate and revise perimeter as necessary.
 - a. Use tape, rope, fire hose, etc.
 - b. Leave a margin of error.
10. Establish area for medical treatment.
11. Incident Management.
 - a. Develop incident objectives and action plan according to Department guidelines.
 - b. Oversee incident operations.
 - c. Pass Command to higher ranking officers or the City Administrator, as appropriate.
 - d. Ensure adequate incident documentation.
12. Decontamination
 - a. Establish and enforce decontamination procedures.
13. Demobilize the incident according to Department guidelines.

C. Hazardous Materials Response Team

1. Obtain briefing from Incident Commander.
2. Assess situation.
3. Provide technical expertise to Incident Commander:
 - a. Assess or establish hazard and evacuation/isolation zones.
 - b. Confirm identity of material.
 - c. Ensure safety of personnel.
 - d. Recommend appropriate protective actions for public.
4. Develop action plan following team procedures for roles and responsibilities.
5. Monitor exposure.
6. Contain material according to team guidelines.
7. Await state and federal responders (if applicable).
8. Establish decontamination area.
9. Decontaminate all equipment and personnel before they leave the containment area.
10. Provide suitable packaging and disposal of those items which cannot be decontaminated.

11. Ensure that the operation is safely terminated.

Containment of the material is the responsibility of HM 8; clean-up is the responsibility of the spiller, or in the absence of a responsible party, the Oregon Department of Environmental Quality. HM 8 members will not request the services of clean-up companies.

Detailed information on tactical guidelines can be found in Fire Department operations manuals.

D. Police Department

1. Obtain briefing from Incident Commander. Determine:
 - a. Location of outer perimeter - especially locations of major intersections which may be used for traffic control.
 - b. Areas already evacuated.
 - c. Areas threatened.
 - d. Information to be given those being warned or evacuated.
 - e. Criteria for admittance to the outer perimeter.
 - f. Officer safety information.
2. Brief staff on safety procedures.
3. Establish outer perimeter. Use rope, barricades, vehicles, etc. Avoid flares if product is unknown or if combustible or flammable chemicals are present.
4. Request additional assistance as needed.
5. Enforce perimeter. Reroute pedestrians and vehicles around perimeter. Keep unauthorized persons out of restricted areas.
6. Evacuate areas at risk according to Department guidelines. If a major evacuation is needed, or if evacuees will need to be away from their homes for a long period of time, contact Emergency Management or the American Red Cross to begin shelter arrangements.
7. Reopen evacuated areas and release perimeter at the direction of the Incident Commander.
8. Keep Incident Commander apprised of activities.

MEDFORD POLICE ARE TRAINED TO THE AWARENESS LEVEL ONLY AND DO NOT HAVE THE PROTECTIVE EQUIPMENT TO PERFORM EVACUATIONS IN HAZARDOUS ATMOSPHERES.

E. Public Works Operations

1. Obtain briefing from Incident Commander. Determine:
 - a. Need for special equipment or supplies.
 - b. Need for assistance in establishing and maintaining the perimeter.
 - c. Potential impact to water and sewer system.
 - d. Need for technical expertise.
 - e. Personnel safety information.
2. Assist as requested.
3. Protect water and sewer systems from product if action can be taken safely. Coordinate activities with Command.

MEDFORD PUBLIC WORKS EMPLOYEES ARE TRAINED TO THE AWARENESS LEVEL ONLY AND DO NOT HAVE THE PROTECTIVE EQUIPMENT TO PERFORM TASKS IN HAZARDOUS ATMOSPHERES.

F. Medical Services/Health Officers

1. At incident scene:
 - a. Receive briefing from Incident Commander.
 - b. Determine health threats.
 - c. Handle casualties according to department SOP's for personal protection.
 - d. Coordinate actions with Incident Commander and other response agencies present.
2. Investigate toxic levels of materials involved (coordinate with toxicologist at Medical Resource Hospital).
3. Seek antidote options (coordinate with toxicologist at Medical Resource Hospital).
4. Confirm location of perimeters and established triage areas.
5. Coordinate with hospitals involved. Advise them of the arrival of contaminated victims.
6. Ensure no etiological (bacterial, viral, etc) agents are involved.
7. Coordinate with Red Cross Reception and Care Coordinator and Logistics Section Chief regarding medical services required by evacuees.
8. Decontaminate personnel and equipment as required.
9. Help question and examine responding personnel for signs of exposure. Treat as required.
10. Work with HM 8 Medical Officer, County Health Officer, State Health Division, Medical Resource Hospital, and Department of Environmental Quality to address environmental health/sanitation impacts.
11. Contact the Central Pacific Railroad Police Department:
(See Appendix - Telephone Lists)

G. Utilities

1. Cut off power, gas, etc. as requested.
2. Coordinate activities with Incident Commander.

Check Lists for ECC Staff

Command

- _____ 1. Provide overall incident strategy and management.
- _____ 2. Establish Unified Command structure as appropriate.
- _____ 3. Provide liaison with cooperating/assisting agencies and jurisdictions not part of the unified command structure.
- _____ 4. Establish and maintain contact with the media, provide protective action information and alert and warning as appropriate.
- _____ 5. Monitor overall safety of incident operations.
- _____ 6. If incident conditions hamper or overload response capabilities, determine priorities on the basis of criteria outlined in Section Overview, Policy Statements. In addition, consider the number of lives that may be saved, accessibility to the scene, and the amount of time required to accomplish the mission.
- _____ 7. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Office of Emergency Management (see Appendix - E declaration).
- _____ 8. Consider the need for a written Incident Action Plan.
- _____ 9. Consider the possibility of critical incident stress and the need for debriefings for all response personnel.
- _____ 10. Keep Mayor and City Council advised of incident status and control activities.
- _____ 11. Maintain log of major decisions and actions.

For more detailed instructions for the command Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Planning Section

- _____ 1. Obtain briefing from Incident Commander. Assess the situation with respect to areas impacted, damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep Command and other Sections advised. Establish a schedule for requesting updated incident information.
- _____ 2. Establish contact with "at risk" facilities and provide contact point for citizen requests for assistance (this duty may be shared with Public Information).
- _____ 3. Develop and keep up-to-date information on conditions of routes, damage, and status of relief efforts.
- _____ 4. Keep other ECC staff informed, both at planning sessions and as significant events arise.

- _____ 5. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state and federal agencies.
- _____ 6. Gather lists and display resources committed to the incident and those available for assignment.
- _____ 7. Evaluate overall community situation and augment incident reports with other reports to maintain a continuing assessment of the situation. An evaluation of all reports should be the basis for decisions on whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be acquired and ECC staffing increased.
- _____ 8. Conduct planning and strategy sessions.
- _____ 9. Organize, deploy, and supervise damage assessment teams (coordinate with Safety Officer and Operations to make sure entry is done safely).
- _____ 10. Develop and reproduce written Incident Action Plan if directed to do so by Command.
- _____ 11. Maintain log of major decisions and actions.

For more detailed instructions for the Planning Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Logistics Section

- _____ 1. Obtain briefing from Incident Commander.
- _____ 2. Establish and maintain coordination with cooperating jurisdictions.
- _____ 3. Receive and process requests for outside assistance.
- _____ 4. Determine if Red Cross and other human services have need for transportation, communications, etc. Assist as possible.
- _____ 5. Assess adequacy of communications systems. Consider activation of HAM communications.
- _____ 6. Assess adequacy of transportation resources. Consider activation of RVTD or other bus resources.
- _____ 7. Assess adequacy of incident facilities. Consider additional activations if necessary.
- _____ 8. Provide Planning and Operations Sections with status reports and estimated times of arrival of outstanding resource requests.
- _____ 9. Provide liaison with other incident facilities as activated; these may include, but not be limited to shelters and temporary morgues.
- _____ 10. Ensure adequate site lighting to support security and perimeter maintenance.
- _____ 11. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Coordination Section

- _____ 1. Assess incident scope and impact.
 - _____ 2. Attend Planning and Strategy sessions, define tactics to meet overall strategy.
 - _____ 3. Deploy resources to meet defined strategy. Suppress fires, secure scene, perform evacuations, rescue, and medical services according to established priorities and standard operating guidelines.
 - _____ 4. Keep Planning, Logistics, and Finance Sections apprised of activities and resource requirements. Request additional resources through Logistics.
 - _____ 5. Monitor condition of response personnel. Provide Rehabilitation as necessary.
 - _____ 6. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, and cooperating agencies, and state and federal agencies.
 - _____ 7. Consider the need to activate additional operational branches, such as Medical, Law Enforcement, and Air Operations.
 - _____ 8. Instruct field personnel in providing incident updates and information to ECC staff.
 - _____ 9. Document decisions made-actions taken on unit log.
- For more detailed instructions for the Operations Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Finance Section

- _____ 1. If conditions warrant, gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section.
- _____ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- _____ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- _____ 4. Oversee preparation of necessary damage and funding reports.
- _____ 5. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- _____ 6. Maintain Unit Log of decisions made and actions taken.

E. Hazardous Materials

EMERGENCY COORDINATION CENTER ADDITIONAL Info.

A serious incident where hazardous materials are spilled or leaking in a fixed facility or on a vehicle parked or moving through the area.

1. Use access and activation lists to set up the ECC.
2. Call for necessary staffing depending on the incident.
3. Attempt to identify the material involved from shipping lists, hazard numbers, etc. (This may be done in the field, but support may also be needed in the ECC to call poison control, OARS, or ChemTreck; use reference manuals or contact local chemists).
4. Secure wind and weather information from the National Weather Service, NAWAS, or NOAA Weather Radio.
5. Determine the area involved. (Tank car, building, field, etc.)
6. Determine the area that has been or must be cordoned off.
7. If the area is being evacuated, establish a relocation site and send a city staff member to manage the site.
8. Compile and release press information.
9. Identify the location of the Command Post.
10. Keep the state ECC advised of the situation and related actions.
11. Determine the staging area where support or reinforcement personnel are to report.
12. Contact the Medford/Jackson County Airport Tower to close the air space over the incident, if necessary. To be coordinated through the County Emergency Management Coordinator.

Media Information

1. Confirm that there has been a hazardous materials incident.
2. Citizen precautions that should be taken, if needed.
3. Relocation Site, if one has been established.
4. Area that is being evacuated, if appropriate.
5. Where the media are to report for information i.e., the City Hall or some field location out of the incident site and out of the Command Area.
6. Where and when update information will be available.

F. Health and Medical Services - Overview/Assignment

Subject:

Control of health and medical assistance is made available through local agreements.

Purpose:

To provide a coordinated response by local and state resources for health and medical service
To provide assistance in controlling major health and medical disaster situations.

Scope:

Assistance will include actions taken through the application of equipment, manpower, and technical expertise to control and stabilize medical and health problems that have or threaten to become disasters. Provision of such services will be in accordance with mutual aid agreements with other local governments, private industry, and established recognized standards of medical and health methods.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Request Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency from City Council.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Has primary responsibility for control of health and medical situations within the City and Rural Fire Protection District.

Jackson County Emergency Management and Health and Human Services

The Jackson County Department of Human Services provides emergency medical, health, and welfare services to all citizens within Jackson County. Any health related situations need to be coordinated closely with the City and Jackson County Health and Human Services and Emergency Management.

SUPPORT AGENCIES

The following agencies will provide needed assistance as requested by the Medford Fire Department.

Fire Service and Private Agencies/Agreements:

- a. Automatic\Mutual Aid Contract with Rogue Valley Fire Department.
- b. Mercy Flights and other ambulance Companies.
- c. Hospitals.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a HazMat incident.

Police Department

Will provide for evacuation, traffic control, and other requested support. CCOM will provide communications support.

Emergency Management Coordinator

Will provide coordination support as requested.

F. Health And Medical Services

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 - A. Jackson County
 - B. State of Oregon
3. Emergency Medical Services
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4. Temporary Morgue Services

F. Health And Medical Services - Response Plan

1. Description

The Medford Fire Department shares responsibility for the delivery of medical services with Medford Fire Department. The Fire Department staffs one advanced life support (ALS) rescue, backed up with EMT personnel and First Responders. All suppression personnel are at least First Responder qualified.

2. Health Services

A. Jackson County

The Jackson County Department of Human Services provides emergency medical, health, and welfare services to all citizens within Jackson County. Contact with the Department during a major emergency will be through Jackson County Emergency Management, or the County Emergency Operations Center (if activated). Telephone numbers for specific county services are found in Appendix O - Telephone Lists.

A description of some of Jackson County services are as follows:

1. Communicable disease control, including:
 - a. Upon request, screening shelter residents and visitors for communicable diseases.
 - b. Establishing and monitoring isolation space.
 - c. Providing staff and supplies for immunizations as directed by the medical officer.
 - d. Providing advice on sanitation measures for emergency food and water.
 - e. Monitoring garbage and waste disposal.
2. The Department of Human Services will request emergency medical, health, and welfare services not available in the County from the Oregon Departments of Health or Human Resources.
3. Private ambulance companies will provide emergency medical transportation (this may be augmented by Fire Department resources if available).
4. The Jackson County Emergency Operations Center will be the primary location for coordination and control of Department of Human Services emergency operations on a county-wide basis. The City of Medford will activate its municipal ECC for localized emergency management. The Medford ECC will integrate its emergency management functions with those of the Jackson County ECC, if activated.
5. Telephone, HAM and business radio, and the Emergency Broadcast System via Television and Cable stations will be used to coordinate emergency Human Services. Telephone will be the primary communications medium, if available.
6. Emergency public information concerning health services will be coordinated by the County Administrator's Public Information Officer in cooperation with the Medford PIO.

B. State of Oregon

The Oregon Department of Human Resources is the agency responsible for coordinating the activities of the state's social service agencies. The Department of Human Resources includes the following two divisions which may play a major role in disaster assistance:

1. Adult and Family Services

Provides low income assistance including cash payments, medical coverage, food stamps, day care, and job placement assistance.

2. Health Division

The Health Division is the lead state agency for all radiation emergencies other than transportation accidents. The agency provides radiation monitoring expertise, detection equipment, and training.

The agency also provides such health services as immunization and vector control.

3. **Emergency Medical Services**

A. Activation:

1. Medford Fire Department

The primary responsibilities of the Medford Fire Department are fire suppression and rescue. Although the Department does provide both ALS and BLS service on a daily basis, a major event may require the reduction or discontinuation of this service.

2. Mass Casualty Incidents

During an incident which involves multiple injuries, emergency medical services are coordinated through a regional Mass Casualty Incident Plan (MCI), which includes all area hospitals, rescue units, and ambulances in the Southern Oregon area.

- a. The MCI Plan is coordinated through the designated Regional Emergency Hospital (Rogue Valley Medical Center), and uses a dedicated emergency medical communications network, the Hospital Emergency Administrative Radio (HEAR) system.
- b. The MCI is activated by an event (Multiple Vehicle Accident, explosion, etc.) in which five or more victims are involved, or a potential situation, (fire, aircraft difficulty, etc) in which ten or more victims may be involved. The first responding or reporting agency (fire, police, ambulance), is requested to notify Emergency Medical Services Communications who will notify the Regional Emergency Hospital by telephone. The Regional Emergency Hospital will then perform an all call (all-hospital notification and bed inventory) as judged appropriate by the emergency physician. If medical triage is deemed necessary, appropriate routing of patients from the scene will be performed via the HEAR system.

If at all possible, all injured responders should be transported to a single hospital to expedite on-the-job injury paperwork and to ensure continued contact and support to injured employees.

- c. Command and control of an MCI within the City of Medford will be established and maintained through the Medford Incident Command organization.
- d. The Rogue Valley Medical Center will open and staff the Patient Locator System to track victims of an MCI. In the event of an MCI in Medford, ECC Public Information staff should establish contact with the Patient Locator System as soon as is practical. Pre-established phone number for the Patient Locator System is: 770-4144
- e. Helicopter Transportation, Mercy Flights Ambulance, and Timberland Services
These agencies are available for limited medical patient evacuation on a fee basis.

3. National Disaster Medical System (NDMS)

Medford participates in the Greater Portland Area portion of the National Disaster Medical System (NDMS). The NDMS is a federally sponsored network of communities with hospitals and emergency response teams ready to provide medical assistance during a national mass casualty incident. In the event of a major mass casualty incident, patients would be transported from the devastated area to one or more NDMS reception cities. Upon arrival, patients would be triaged and sent to area hospitals.

5. Temporary Morgue Services

Although the City of Medford has privately owned mortuaries, temporary morgues may be necessary in the event of an incident which results in either damage to these facilities or numbers of fatalities which exceed their capabilities. Identification of victims may be a long and complicated process. Facilities which might be used as temporary morgues include school gymnasiums, armories, refrigerated truck vans, or other secure, air conditioned buildings. Facilities should provide:

- A. A receiving entrance protected from public view.
- B. A plainly marked general information area, easily accessible, and where it will not interfere with free passage to the operational area.
- C. Waiting room and public restrooms
- D. Separate rooms for interviews with individuals seeking missing persons.

- E. Private viewing rooms for identification purposes.
- F. Telephone area and personnel adequate to handle incoming and outgoing calls.
- G. Provisions for the press.
- H. Provisions for the clergy.

In addition to the above, the facility should provide work spaces with the following provisions:

- A. Storage space for bodies.
- B. 220 volt AC current for X-ray equipment.
- C. Tables for examination.
- D. Running water.
- E. Good ventilation.
- F. Good lighting.

Organizations and agencies which may provide services to help manage a temporary morgue operation include:

- American Red Cross
- Jackson County Medical Examiner
- Litwiller-Simonsen Funeral Home
- Conger-Morris Funeral Home
- Hillcrest Memorial
- Perl/Siskiyou Funeral Service
- Abby Funeral
- Rogue Valley Funeral Alternatives

- G. Contact needs to be made with the County Medical Examiner to coordinate Morgue Services. **Depending on the disaster, such as, an airplane accident where the FAA or NSTB will handle the morgue situations.**

G. Major Systems Failure - Overview/Assignments

Subject:

Control of major systems failure incidents that may threaten public safety or health.

Purpose:

To provide a coordinated response by local resources to minimize the adverse effects on public health, safety, and the environment resulting from major systems failure, such as power outages, gas disruptions, phone failures, water shortages, etc.

Scope:

Program assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to supervise, counter the affects, and help restore

normal life back to the citizens, especially where it may have become a threat to the public.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Request a Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency from City Council.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Has primary responsibility for rescue, fires, emergency medical responses for the citizens, and direct emergency response to failure of utilities consequences.

Public Works Department

Responsible for providing equipment and manpower to help bring continuity of government back, help utilities to bring disruptions to an end, and maintain city buildings and other assistance as needed.

SUPPORT AGENCIES

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control and necessary communications.

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from an interruption of utilities or other incidents as needed.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a weather incident.

G. Major Systems Failure Response Plan

EMERGENCY COORDINATION CENTER

This could include a power, gas, or other utility failure that would affect major population. The ECC might be staffed (minimum) to help dispatch with calls and/or call in additional manpower for traffic control. The primary problem will be communication with the utilities and citizens of Medford. The ECC should be staffed at a level II or III to assist dispatch and call for resources. Personnel responding should bring food, clothing, and be prepared for an extended stay if the situation looks to remain.

Conditions can escalate into a major disaster situation if there is a total major phone, gas, or power failure.

1. Use access and activation lists to set up and staff the ECC.
2. Secure emergency food supplies as soon as possible for at least 72 hours.
3. Have someone from building maintenance check the emergency generator.
4. Start calls for 4-wheel drive and over snow machines that may be needed.
5. Contact the Amateur Radio Emergency Service to see which radio operators are available to set up emergency nets.
6. If there are utility failures, set up relocation sites and staff them with city personnel.
7. Set up a "hot line" to handle citizen calls.
8. Compile and release press information.

Media Information

1. Confirm that a police action is taking place in the area.
2. Where the media are to report for information, i.e. the City Hall or some field location out of the incident and Command area.
3. Where update information will be available and when.
3. Advise media of the area constituting the "crime scene" as "inner perimeter" with the warning that the area represents a considerable hazard to anyone who enters.

G. Energy Shortages-Response Plan

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1. Description
2. Emergency Response Planning
3. Levels of Implementation
 - A. Alert
 - B. Mild
 - C. Moderate
 - D. Serious
4. Emergency Actions
 - A. Alert
 - B. Mild
 - C. Moderate
 - D. Serious

G. Energy Shortage Specific Response Plan

1. Description

This plan addresses a shortage or interruption of vehicle fuel, heating oil, or natural gas. Disruptions of electrical power are addressed in Severe Weather.

Medford's supply of fuel, heating oil, or natural gas may be affected by international conditions or as a result of a major natural or technological emergencies, such as earthquakes or periods of unusually cold or hot weather. The moment at which a reduction in supply becomes an emergency or requires specific action is difficult to pinpoint, conditions may be exacerbated by panic buying, hoarding, or the season in which the crisis occurs.

Short of declarations of emergency by either the Governor of the State of Oregon or by the President of the United States, the fuel supply of the United States is designed to respond to market conditions. Under the Governor's Energy Resource Emergency Powers, the Governor of the State of Oregon may "order involuntary curtailment, adjustments, or allocations in the supply and consumption of energy resources applicable to all suppliers and consumers."

2. Emergency Response Planning

Planning for energy emergencies is primarily the responsibility of the Pacific Power, City Manager, and the City Department Heads.

Activation and implementation of conservation measures shall be at the direction of and coordinated by the City Administrator and the City Management Team. It is not likely that an energy shortage in itself would require the activation of the Emergency Management Organization.

3. Levels of Implementation

A. Alert

A reasonable likelihood exists for supply difficulties in the near future. Public response could include hoarding and panic buying, which could temporarily drive demand up, creating gas lines, etc. before the price could adjust to balance the market.

B. Mild

Supply reductions are managed by minor alterations in behavior and the price disincentive. Special needs, such as low-income and elderly persons heating with oil should be addressed.

C. Moderate

Supply reductions are managed by voluntary conservation actions. Productivity can be maintained, but

some lifestyle changes (primarily related to the use of private automobiles) will be necessary. The potential economic impact is substantial.

D. Serious

Significant changes in lifestyle may be necessary as heating and transportation fuels become too expensive to be used.

Many business activities will be forced to shut down or drastically alter their operations because of the price and/or scarcity of petroleum products.

Prior to this level, the market serves as an acceptable controller of the supply reduction. Successful response at this level may require governmental intervention.

4. Emergency Actions

A. Alert

1. All departments should review this plan and should develop departmental plans to reduce fuel consumption. These plans should address:
 - a. Personnel who commute in City-owned vehicles
 - b. Use of alternate methods for transportation to meetings, etc.
 - c. Identification and prioritization of activities which require fuel.
 - d. Identification of activities which can be reduced, combined, or eliminated to conserve fuel.
 - e. Encouragement of ride sharing.
 - f. Identification of alternative fuels, such as propane, methanol, etc.
 - g. Keep City vehicle tanks at full capacity at all times.
2. Preparation of public-service announcements promoting conservation, including reducing thermostats at home, weatherization, ride-sharing, use of public transit, and consolidation of errand running.
3. Establishment of contact with Jackson County Emergency Management to ensure effective plan coordination and public information.

B. Mild

1. Encourage employee ride-sharing.
2. Consider restricting use of City-owned vehicles to duty officers for commuting.
3. Provide fuel conservation information through City electronic mail and public media sources. Encourage the use of mass transit and ride sharing.
4. Provide information on low-income and elderly heating assistance.
5. Contact local service station operators to determine supply, demand, and coordination issues.
6. Report actions taken to Oregon Department of Energy and other agencies as requested.
7. Reduce Department/City usage by 10% through reduction of training requiring fuel, carpooling or use of public transportation to meetings, and reduction or elimination of non-critical activities.

C. Moderate

1. Activate City ride-share program. Ride-share coordinator will serve as contact point for coordinating personnel carpools.
2. Restrict commuting with City vehicles to emergency service duty officers.
3. Attempt to reduce City/Departmental fuel consumption by 20% through reduction of training requiring fuel, carpooling or use of public transportation to meetings, and reduction or elimination of non-critical activities.
4. Continue to provide public information on conservation, weatherization, enhancements of public transportation schedules, etc. Encourage CERT Teams and other organizations to check on neighbors who might experience difficulty due to lack of heating oil, gasoline, etc.
5. Continue reporting of actions taken, shortages experienced, and specific problems to Oregon Department of Energy.
6. Reduce heat/air-conditioning in City buildings.
7. Keep City vehicle tanks at full capacity at all times.

D. Serious

1. Eliminate non-essential fuel use.
2. State and/or Federal intervention may be implemented if Oregon Department of Energy determines that the shortage is more than 10% of the required supply, and/or the shortage threatens the availability of essential services, transportation, or operation of the economy.
3. Assist in implementation of alternate day or even/odd fuel sales, mandatory thermostat and space-heating reductions, and other conservation measures as requested.

H. Nuclear Emergency -Overview/Assignments

Subject:

Response to and recovery from a nuclear emergency.

Purpose:

To provide a coordinated response by local resources for the mitigation, preparation, response and recovery efforts to nuclear emergencies.

Scope:

Response will include actions taken through the application of equipment, manpower, and technical expertise to respond to the effects of a nuclear emergency.

The primary threat of a nuclear emergency to the Rogue Valley could be devastating. If a nuclear device exploded at or to the west of the Rogue Valley, fallout and normal effects from the device would be the primary problems. If a device exploded east of the Rogue Valley, a different and less threatening set of circumstances would occur.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.
- c. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

CITY MANAGER WITH A UNIFIED COMMAND of the following, but not limited to:

Information Services

Will be responsible for the coordination of basic communications, computer problems, and the evaluation of any computer situations that may be a cause of alarm or failure.

Fire Department

Will be responsible for the coordination of suppression of fires, rescue of victims, and restoring of services.

Department of Public Works

Is responsible for providing equipment and manpower to set up signs and directions at critical intersections in the event traffic signal power fails.

Police Department

Shall be responsible for necessary evacuation, orderly evacuations to shelters areas, provide needed transportation, and provide for protection of property, traffic control, and necessary communications as needed.

Medford Water Commission

Will be responsible for the restoration of water services.

SUPPORT AGENCIES

Jackson County Emergency Management

Will be the primary agency responsible for coordinating the overall requests of supplies and equipment needed to support the continuity of normal functions.

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from the incident.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of the weather.

H. Nuclear Emergency - Response Plan

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 - Finance Section

H. Nuclear Emergency - Response Plan

The prospect of protecting a population from the risk of nuclear emergency is a daunting one. Although the City of Medford believes that the risk of nuclear emergency is statistically very small, it is difficult to conceive of a disaster which would have more serious and long-reaching effects on citizens or the ability of the City to continue as a viable government. The plan devised by the City of Medford takes no political stand on the preparedness issue, but attempts to provide a realistic assessment of risk according to current planning guidance, to determine City capability given that risk, and to define a plan of action to guide City government in the event that preparation for imminent nuclear emergency becomes necessary.

This plan addresses a nuclear or terrorist emergency only. Nuclear emergencies arising from transportation accidents are addressed in the Annex VI. F., Hazardous Materials. Hereafter in this document, a nuclear emergency may be referred to as "emergency".

1. Description

Many factors affect the validity of assumptions concerning the effects of a nuclear emergency. Among them are enemy targeting priorities, weapon size and design, height of burst, and the delivery system accuracy and reliability. In addition, effects can be altered by such things as weather conditions, time of year, topography, and methods and materials used in local building construction. In view of these facts, several assumptions have been made in the development of this plan:

- A. The FEMA guidance as provided in the Nuclear Emergency Planning Basis-1990 Final Project Report (US GPO, 1987 719-953/60059) is accurate in its assessment of weapons effects in the Medford area.
- B. The plan is predicated on the assumption that City officials will receive, at a minimum, 48 hours advanced warning prior to emergency.

Three main types of potential weapons effects are identified by NAPB-90:

1. Direct effects from blast over pressure generated by the explosion of a nuclear weapon.
2. The potential thermal and secondary blast-ignited fire risk created by the combined effects of blast over pressure damage and the thermal pulse or fireball of a weapon.
3. The fallout risk from radiation generated by surface-burst weapons.

Due to the City of Medford's proximity to a target and its resulting risk ratings (see below), blast over pressure and fire risks are of primary concern. Because projected emergency effects are not severe, and the City has the resources with which to protect the population and respond to post-emergency needs, "Sheltering in Place" is judged to be a viable option for the City of Medford. "Secondary" effects, such as radioactive fallout, electro-magnetic pulse (EMP), and nuclear winter, while of concern to survivors, become academic as relates to the City's capability to remain a viable political entity and will not be considered in this plan.

According to the NAPB-90 guidance, the entire Jackson County area, including all of the City of Medford, is in a "Very Low Direct Effects Risk Area" (P.A. 288). According to the document, "In a Very Low Direct Effects Risk Area, death or severe injury from blast over pressure is unlikely, however, specially constructed protection against the blast wave and initial radiation will improve survivability. Survivors in this area might also face probably fatal fires generated by the thermal pulse of the weapon, as well as damage-caused ignitions from ruptured gas and electric lines... while blast effects could be mitigated through specially constructed blast shelters, shelter occupants would also require protection from highly debilitating, if not lethal, levels of ionized radiation (neutron and gamma rays) produced at the instant of the weapon detonation. This initial radiation is extremely more difficult to protect against than fallout radiation produced by the fission reaction of the weapon" (p. 21).

As relates to fire danger, the City also falls within a "Very Low Risk Area) existing in areas as defined above.

"Survivors in these areas would not likely perish should any fires occur, since search and rescue, evacuation, and fire fighting are considered intact and available."

2. Nuclear Emergency Planning

Planning for a nuclear emergency shall be the shared responsibility of the Police and Fire Departments. Review of this plan shall take place bi-annually. In the event of activation, Command will be assumed by the City Administrator, and responsibility for Operations shall be shared by the Police and Fire Departments.

Planning phases:

Mitigation: political mitigation of the threat is beyond the ability of the City of Medford to accomplish. Mitigation of the physical threats of emergency, while theoretically possible in the area of blast and fallout shelters, would require a dedication of resources that the City feels is unwarranted considering the statistical likelihood of an event and the severity of effects should one actually occur.

Preparedness: will be limited to the development and dissemination of this plan, which will concentrate on the actions needed to evacuate the City. The City will also test this annex through participation in State exercises.

Response: the City of Medford has no capability to respond to a nuclear incident as outlined in the NAPB-90.

Recovery: capability is also limited given the ability of the City government to survive the identified effects of a nuclear emergency. Efforts shall be made to preserve City records and resources assuming that repopulation of the affected area will be possible within five years of the event.

3. Continuity of Government

In the event of activation of this plan, City Government will be vested in the Command and General Staff of the ECC under the direction of the City Manger. All non-essential personnel will be released to evacuate the area once vital tasks have been accomplished. Vital tasks for each City Department are addressed under Departmental Responsibilities.

During a period of increased readiness, an agreement should be negotiated with a jurisdiction judged unlikely to sustain direct emergency effects to receive and store vital City records and to receive and shelter evacuating citizens. Responsibility for these activities may be shared with Jackson County, the State of Oregon, and the Federal government.

Once relocated, City officials will be responsible for maintaining the continuity of government and those governmental functions possible under the conditions of relocation.

4. Shelter, Social Services

The City of Medford can guarantee no continuation of shelter or social services under the conditions of nuclear emergency as defined in NAPB-90. Such resources as the City is able to relocate shall be made available to assist jurisdictions in relocation areas.

5. Sanitation and Emergency Services

The City of Medford can guarantee no continuation of sanitation and emergency services under conditions of nuclear emergency as defined in NAPB-90. Sanitation and emergency services will be of major concern to those citizens who have been able to relocate. Local medical resources, emergency response, and sanitation resources will be encouraged to relocate as many of their assets as possible to relocation areas to support refugees.

6. Emergency Transportation

Even though it is anticipated that considerable spontaneous evacuation will occur via private vehicle, the City of Medford cannot guarantee adequate transportation for all citizens evacuating under the conditions of NAPB-90. All evacuating citizens will be encouraged to leave with private vehicles. For institutionalized citizens, or those without private transportation, emergency transportation assets include Medford area school and contract school buses, RVTB, and the National Guard. Transportation assets will be at a premium and must be closely coordinated with the City of Medford and Jackson County. Public transportation shall leave from Southern Oregon State College.

7. Evacuation

Interstate 5 and State Highways 62, 99 and 238 are designated as the major evacuation routes under this plan. Actual evacuation plans may vary according to time of year and road conditions, estimated amount of evacuation traffic, and the availability of necessary support services along each route.

Parallel routes will be identified and maintained for essential west-bound traffic during the evacuation. It is likely that a large percentage of the population of the City of Medford and Jackson County will also evacuate along these routes. Evacuation planning must be closely coordinated with these jurisdictions.

The development and implementation of evacuation plans are the responsibility of the Police Department or the Law Enforcement Branch of Coordination in the ECC.

8. Emergency-related Information

Alert, warning, and emergency-related information is the responsibility of the Federal government and will be disseminated through the media and the use of the Emergency Alert System.

9. Instructions to the Public

City Management is responsible for providing nuclear emergency-related information to the public upon request. This may include relocation options and information on the construction and stocking of home shelters. In the event of activation of this plan, such instruction will become the responsibility of the Public Information function in the ECC.

10. Emergency Service Actions

Emergency service actions are divided into two periods, an indefinite period of increasing international tension, which, it is felt, could culminate in a nuclear confrontation, and the 48-hour period following the warning that such a confrontation is likely. Repopulation of the area could be delayed for as long as five years following an emergency; recovery instructions are based upon the five-year maximum impact. The following are checklists of tasks which may need to be accomplished during these periods. They should not be considered all-inclusive; some tasks may not need to be accomplished, unlisted tasks may be required. The checklists are divided according to City department and ECC staff.

A. Fire Department

..... Increasing international tension

- _____ 1. Keep personnel briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.
- _____ 2. Assess staffing. Increase personnel during periods of increased risk if necessary.
- _____ 3. Review status and location of equipment, fuel, and other essential supplies.

- _____4. Consider repositioning equipment if current location could become cut off, or if staging equipment close to high risk areas would be more effective.
- _____5. Check auxiliary generators and other power, lighting, and communications equipment.
- _____6. Consider relocation readiness of vehicles and equipment, perform necessary maintenance.
- _____7. Consider activation of CERT volunteers.
- _____8. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of fire service up to twelve hours prior to estimated impact.
 - d. Relocation and staging of fire resources.
 - e. Packaging and transportation to the relocation point of vital department records.
 - f. Evacuation plans for essential personnel upon discontinuation of ECC operations.

.....Warning 48 Hours

- _____1. Assign personnel to ECC.
- _____2. E.C.C. activation - Brief staff on current conditions, capabilities, and activities.
- _____3. E.C.C. activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____4. E.C.C. activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____5. E.C.C. activation - Maintain expenditure and time records for Finance Section.
- _____6. Package and transport vital Department records to relocation site.
- _____7. Release non-essential personnel.
- _____8. Keep essential personnel advised of planning effort and time-line for City evacuation.

.....Warning 36 Hours

- _____1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

..... Warning 24 Hours

- ____ 1. Secure Fire Stations.
- ____ 2. Stage apparatus at Station 4.
- ____ 3. Disconnect and package portable portions of communications systems for transport to relocation point.
- ____ 4. Confirm staging and regrouping point and procedures upon reaching the relocation point. Appoint personnel to oversee evacuation process and Staging upon arrival.

..... Warning 12 Hours

- ____ 1. Terminate fire and medical service.
- ____ 2. Notify the public, State Fire Marshal, and other appropriate agencies of termination of service.
- ____ 3. Implement evacuation plan.
- ____ 4. Evacuate ECC.
- ____ 5. Regroup at relocation point.
- ____ 6. Report to officials in charge of relocation area.
- ____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radioactivity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process. Fire Department personnel assigned to recovery should include those trained in radiological monitoring.

B. Police Department

..... Increasing international tension

- ____ 1. Keep personnel briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.
- ____ 2. Assess staffing. Increase personnel during periods of increased risk if necessary.
- ____ 3. Review status and location of equipment, fuel, and other essential supplies.
- ____ 4. Consider repositioning equipment if current location could become cut off, or if staging equipment close to high risk areas would be more effective.
- ____ 5. Check auxiliary generators and other power, lighting, and communications equipment.

- _____6. Coordinate review or development of area evacuation plans with adjoining law enforcement agencies, especially Medford Police Department, Jackson County Sheriff's Office, and the law enforcement organizations of the host jurisdiction.
- _____7. Consider relocation-readiness of vehicles and equipment; perform necessary maintenance.
- _____8. Consider activation of CERT volunteers and Explorers.
- _____9. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of police service up to twelve hours prior to estimated impact.
 - d. Relocation and staging of police resources.
 - e. Packaging and transportation to the relocation point of vital department records.
 - f. Assignment of personnel to assist in managing the general evacuation effort.
 - g. Packaging and transportation of Department-owned weapons and ammunition.
 - h. Evacuation plans for essential personnel upon discontinuation of ECC operations.

.....Warning 48 Hours

- _____1. Assign personnel to ECC.
- _____2. ECC activation - Brief staff on current conditions, capabilities, and activities.
- _____3. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____4. ECC activation-Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____5. ECC activation-Maintain expenditure and time records for Finance Section.
- _____6. Package and transport vital Department records to relocation site.
- _____7. Release non-essential personnel upon completion of necessary tasks.
- _____8. Keep essential personnel advised of planning effort and timeline for City evacuation.
- _____9. Implement City evacuation plan. Coordinate evacuation activities with adjacent jurisdictions and reception areas.
- _____10. Activate Department evacuation plan.

.....Warning 36 Hours

_____ 1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

..... Warning 24 Hours

_____ 1. Assess City evacuation process. Adjust staffing of field personnel as appropriate.

_____ 2. Confirm staging and regrouping point and procedures upon reaching the relocation point. Appoint personnel to oversee staging upon arrival.

_____ 3. Disconnect and package portable portions of communications systems for transport to relocation point.

..... Warning 12 Hours

_____ 1. Terminate police service.

_____ 2. Notify the public, State Police, and other appropriate agencies of termination of service.

_____ 3. Implement evacuation plan.

_____ 4. Evacuate ECC.

_____ 5. Regroup at relocation point.

_____ 6. Report to officials in charge of relocation area.

_____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radio-activity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process.

C. Public Works/Water Commission/Parks & Recreation

..... Increasing international tension

_____ 1. Keep personnel briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.

_____ 2. Assess staffing. Increase personnel during periods of increased risk if necessary.

_____ 3. Review status and location of equipment, fuel, and other essential supplies.

_____ 4. Consider repositioning equipment if current location could become cut off, or if staging equipment close to high risk areas would be more effective.

_____ 5. Check auxiliary generators and other power, lighting, and communications equipment.

_____ 6. Review or develop water and sewage treatment plant shut-down procedures.

- _____7. Consider relocation readiness of vehicles and equipment and perform necessary maintenance.
- _____8. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of water, sewage, and road maintenance service up to twelve hours prior to estimated impact.
 - d. Relocation and staging of Public Works resources.
 - e. Packaging and transportation to the relocation point of vital department records.
 - f. Assignment of personnel to maintain evacuation routes.
 - h. Evacuation plans for essential personnel upon discontinuation of ECC operations.

..... Warning 48 Hours

- _____1. Assign personnel to ECC.
- _____2. ECC activation - Brief staff on current conditions, capabilities, and activities.
- _____3. ECC activation-Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____4. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____5. ECC activation - Maintain expenditure and time records for Finance Section.
- _____6. Package and transport vital Department records to relocation site.
- _____7. Release non-essential personnel upon completion of necessary tasks.
- _____8. Keep essential personnel advised of planning effort and timeline for City evacuation.

..... Warning 36 Hours

- _____1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

..... Warning 24 Hours

- _____ 1. Assess City evacuation process. Adjust staffing of field personnel as appropriate.
- _____ 2. Confirm staging and regrouping point and procedures upon reaching the relocation point. Appoint personnel to oversee staging upon arrival.
- _____ 3. Disconnect and package portable portions of communications systems for transport to relocation point.

..... Warning 12 Hours

- _____ 1. Terminate Department services. Secure facilities.
- _____ 2. Notify the public and appropriate agencies of termination of service.
- _____ 3. Implement Department evacuation plan.
- _____ 4. Evacuate ECC.
- _____ 5. Regroup at relocation point.
- _____ 6. Report to officials in charge of relocation area.
- _____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radioactivity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process.

D. Executive Departments

..... Increasing international tension

- _____ 1. Keep personnel, Mayor, and City Council briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.
- _____ 2. Assess staffing. Increase personnel during periods of increased risk if necessary.
- _____ 3. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of Administration service up to twelve hours prior to estimated impact.
 - d. Packaging and transportation to the relocation point of vital department records.

e. Evacuation plans for essential personnel upon discontinuation of ECC operations.

..... Warning 48 Hours

- ____ 1. Assign personnel to ECC.
- ____ 2. ECC activation - Brief staff on current conditions, capabilities, and activities.
- ____ 3. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ____ 4. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ____ 5. ECC activation - Maintain expenditure and time records for Finance Section.
- ____ 6. Package and transport vital Department records to relocation site.
- ____ 7. Release non-essential personnel upon completion of necessary tasks.
- ____ 8. Keep essential personnel advised of planning effort and timeline for City evacuation.

..... Warning 36 Hours

- ____ 1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

..... Warning 24 Hours

- ____ 1. Confirm staging and regrouping point and procedures which will be followed upon reaching the relocation point. Appoint personnel to oversee staging upon arrival.
- ____ 2. Disconnect and package portable portions of communications systems for transport to relocation point.

..... Warning 12 Hours

- ____ 1. Terminate Department services. Secure facilities.
- ____ 2. Notify the public and appropriate agencies of termination of service.
- ____ 3. Implement Department evacuation plan.
- ____ 4. Evacuate ECC.
- ____ 5. Regroup at relocation point.
- ____ 6. Report to officials in charge of relocation area.
- ____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual

nuclear emergency occurred, what levels of radio-activity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process.

E. City Manager's Office

..... Increasing international tension

- _____ 1. Keep department heads and emergency management staff briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.
- _____ 2. Implement Increased Readiness Reporting as directed by Jackson County or Oregon Emergency Management Division.
- _____ 3. Evaluate evidence of population movement, including spontaneous evacuation, increased purchase of fuel, foodstuffs, and increased absenteeism at school and in the workplace.
- _____ 4. Make personal preparedness literature available to the public upon request.
- _____ 5. Coordinate development of relocation plans with State and County Emergency Managers.

..... Warning 48 Hours

- _____ 1. Report to the ECC. Notify Jackson County of activation.
- _____ 2. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____ 3. ECC activation-Provide Logistics Section with list of outstanding or enroute requests for additional supplies, resources, etc.
- _____ 4. ECC activation-Maintain expenditure and time records for Finance Section.
- _____ 5. Provide Command/PIO with personal preparedness information for the public.
- _____ 6. Package and transport program records to relocation site.

..... Warning 36 Hours

- _____ 1. Assist in coordination of City evacuation, routes for personnel, and departure schedules.

..... Warning 24 Hours

- _____ 1. Confirm staging and regrouping point and procedures to be followed upon reaching the relocation point.

..... Warning 12 Hours

- _____ 1. Assist in securing ECC facilities.
- _____ 2. Package and transport ECC communications equipment and evacuation documentation to the relocation point.
- _____ 3. Notify Jackson County and State EMD of termination of ECC activities.
- _____ 4. Evacuate ECC.
- _____ 5. Report to officials in charge of relocation area.
- _____ 6. Assist host jurisdiction as requested

Recovery Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radio-activity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance to provide management for the recovery process.

F. Human Resources

..... Increasing international tension

- _____ 1. Keep personnel, Mayor, and City Council briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.
- _____ 2. Ensure that computer backup of vital City records is up-to-date, and that hard-copy vital records are properly packaged for transportation.
- _____ 3. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of Management Services operations up to twelve hours prior to estimated impact.
 - d. Packaging and transportation to the relocation point of vital department records, including City personnel and fiscal records, as well as portable portions of the City data processing system.
 - e. Evacuation plans for essential personnel upon discontinuation of ECC operations.

..... Warning 48 Hours

- _____ 1. Assign personnel to ECC.
- _____ 2. ECC activation - Brief staff on current conditions, capabilities, and activities.
- _____ 3. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____ 4. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____ 5. ECC activation - Maintain expenditure and time records for Finance Section.

_____ 6. Package and transport vital Department records to relocation site.

_____ 7. Release non-essential personnel upon completion of necessary tasks.

..... Warning 36 Hours

_____ 1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

Warning 24 Hours:

_____ 1. Confirm staging and regrouping point and procedures which will be followed upon reaching the relocation point. Appoint personnel to oversee staging upon arrival.

_____ 2. Disconnect and package portable portions of communications systems for transport to relocation point.

..... Warning 12 Hours

_____ 1. Terminate Department services. Secure facilities.

_____ 2. Notify the public and appropriate agencies of termination of service.

_____ 3. Implement Department evacuation plan.

_____ 4. Evacuate ECC.

_____ 5. Regroup at relocation point.

_____ 6. Report to officials in charge of relocation area.

_____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radio-activity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process.

G. Legal Department

..... Increasing international tension

_____ 1. Keep personnel briefed on situation and planning efforts. Consider providing daily briefings during periods of extreme tension.

- _____ 2. Develop Department relocation plan based on 48-hour warning. Issues that should be considered include:
 - a. Allowing time for personnel to arrange for the evacuation and safety of their families.
 - b. Identification and release of non-essential personnel.
 - c. Maintenance of Legal services up to twelve hours prior to estimated impact.
 - d. Packaging and transportation to the relocation point of vital department records, including legal library.
 - e. Evacuation plans for essential personnel upon discontinuation of ECC operations.
- _____ 3. Provide legal guidance to City Council and staff in the process of shutting down City services and operations.

..... Warning 48 Hours

- _____ 1. Assign personnel to ECC.
- _____ 2. ECC activation-Brief staff on current conditions, capabilities, and activities.
- _____ 3. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- _____ 4. ECC activation-Provide Logistics Section with list of outstanding or enroute requests for additional supplies, resources, etc.
- _____ 5. ECC activation-Maintain expenditure and time records for Finance Section.
- _____ 6. Package and transport vital Department records to relocation site.
- _____ 7. Release non-essential personnel upon completion of necessary tasks.

..... Warning 36 Hours

- _____ 1. Finalize priorities for Department evacuation, routes for equipment and personnel, and departure schedule.

..... Warning 24 Hours

- _____ 1. Confirm staging and regrouping point and procedures which will be followed upon reaching the relocation point. Appoint personnel to oversee staging upon arrival.

..... Warning 12 Hours

- _____ 1. Terminate Department services. Secure facilities.
- _____ 2. Notify the public and appropriate agencies of termination of service.
- _____ 3. Implement Department evacuation plan.
- _____ 4. Evacuate ECC.

- _____ 5. Regroup at relocation point.
- _____ 6. Report to officials in charge of relocation area.
- _____ 7. Assist host jurisdiction as requested.

..... Recovery

Planning for re-entering the City of Medford depends upon several factors, among them, whether an actual nuclear emergency occurred, what levels of radio-activity remain, and the condition of vital City services, such as water, streets, sewer, and power. It should be expected that the preparation process for returning the general population to their homes may take several weeks to months. The ECC staff should be activated several months in advance of re-entry to provide management for the recovery process.

H. Emergency Coordination Center Staff

All tasks listed below remain the combined responsibility of the Fire and Police Departments unless the ECC staffing pattern is activated.

Administration

- _____ 1. Provide overall incident strategy and management.
- _____ 2. Assess ECC staffing. Activate Sections as appropriate.
- _____ 3. Establish Unified Command structure as appropriate.
- _____ 4. Provide liaison with cooperating or assisting agencies and jurisdictions not part of the unified command structure.
- _____ 5. Establish and maintain contact with the media, provide public and protective action information, and alert and warning bulletins as appropriate.
- _____ 6. Monitor overall safety of incident operations.
- _____ 7. If evacuation conditions hamper or overload response capabilities, determine priorities and cost restrictions on the basis of criteria outlined in Section I-Administrative Overview, Policy Statements, and Incident Stabilization Sequence on previous pages. In addition, consider the number of lives that may be saved, risk to response personnel, accessibility to the scene, and the amount of time to accomplish the mission.
- _____ 8. Declare the existence of a local emergency and submit request for formal declaration to Jackson County Emergency Management (See Appendix E of City of Medford Emergency Management Plan.)
- _____ 10. Consider the need for a written Incident Action Plan.
- _____ 11. Direct the implementation of the City evacuation plan.
- _____ 12. Advise Mayor and City Council of situation and actions taken.
- _____ 13. Maintain log of major decisions and actions taken.

For more detailed instructions for the Command Staff, see Section II, III, & IV, City of Medford Emergency Management Plan.

Planning Section

- _____ 1. Assess the situation. Obtain information, such as current and predicted weapons deployment, number of spontaneous evacuations, remaining population that will need assistance in leaving the area, and evacuation or sheltering activities of other affected jurisdictions.
- _____ 2. Assist the Command staff in evaluation of reports and overall conditions to determine whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment and supplies should be acquired and ECC staffing increased. Ensure that ECC and on-scene personnel receive timely status updates.
- _____ 3. Develop and keep up-to-date information on conditions of access and evacuation routes and status of reception areas.
- _____ 4. Keep other ECC staff informed, both at planning meetings and as significant events arise.
- _____ 5. Establish and maintain contact with cooperating jurisdictions and state agencies.
- _____ 6. Gather lists and display resources committed to the incident, and those available for assignment. Ensure that all responding personnel, including volunteers, are checked into and out of the incident.
- _____ 7. Evaluate overall community situation, augment evacuation reports with other reports to maintain a continuing assessment of the situation.
- _____ 8. Map evacuation routes. City maps can be duplicated by Information Services or Engineering.
- _____ 9. Conduct planning meeting.
- _____ 10. Develop and reproduce written incident action plan if directed to do so by Command.
- _____ 11. Maintain log of major decisions and actions.

For more detailed instructions for the Planning Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

Logistics

- _____ 1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- _____ 2. Attend planning meeting.
- _____ 3. Receive and process requests for outside assistance.
- _____ 4. Determine needs of Red Cross and other human services for transportation, communications, etc. Assist as possible.
- _____ 5. Assess adequacy of communications systems. Consider activating HAM communications, or requesting additional cellular phones and stand-alone radio support.
- _____ 6. Assess adequacy of transportation resources. Consider activation of 4 wheel clubs and/or National Guard.

- _____7. Assess adequacy of incident facilities. Consider additional activations if necessary.
- _____8. Provide Planning and Coordination Sections with status reports and estimated times of arrival of outstanding resource requests.
- _____9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

Coordination

- _____1. Assess evacuation situation.
- _____2. Attend planning meeting and define tactics to meet overall strategy.
- _____3. Deploy resources to meet defined strategy. Establish evacuation routes, report on cleared areas, citizens who refuse to evacuate, etc.
- _____4. Keep Planning, Logistics, and Finance apprised of resource requirements. Request additional resources through Logistics.
- _____5. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, and assisting jurisdictions.
- _____6. Establish and maintain adequate staging area to support incident operations.
- _____7. Consider the need to activate additional operational branches, such as Medical, Law Enforcement, and Air Operations.

For more detailed instructions for the Operations Section, see Section II, III, & IV, City of Medford Emergency Management Plan and Departmental standard operating guidelines.

Finance

- _____1. Gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section, advise as necessary.
- _____2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept. Since the ability of the City to survive the financial impact of the disaster may depend upon federal reimbursement for expenditures, timely and accurate record keeping is essential.
- _____3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- _____4. Organize, deploy, and supervise secondary damage assessment teams. Coordinate secondary damage assessment activities with Federal/State teams.
- _____5. Oversee preparation of necessary damage and funding reports.
- _____6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- _____7. Attend planning meetings.

_____8. Maintain log of decisions made and actions taken.

For more detailed instructions for the Finance Section, see Section II, III, & IV, City of Medford Emergency Management Plan.

I-1. Severe Weather / Storms - Overview/Assignments

Subject:

Response to and recovery from damage created by major storms and/or severe weather, such as snowstorms, ice storms, cold weather, hot weather, etc.

Purpose:

To provide a coordinated response to the effects of storm damage and coordination of resources to provide for the necessary recovery efforts.

Scope:

Program assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to control and reduce the effects of major storms which threaten lives and property; to provide for coordinated recovery efforts to alleviate damage created by such storms.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Has primary responsibility for protecting lives from electrical hazards, rescue concerns, freezing weather, high heat and fires that may be caused by severe weather. Provide for emergency medical response for high exposed victims to the severe weather, including heat, cold and the loss of basic needs.

Public Works Department

Responsible for providing equipment and manpower to remove snow or debris and open City arterial as rapidly as possible. Other assistance will be provided as needed.

Emergency Management Coordinator

Will provide a point of coordination for response and recovery efforts as necessary.

SUPPORT AGENCIES

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control and necessary communications.

Local Utility Companies: PP&L Electrical/Avista Natural Gas

Will be contacted for repair work.

Mercy Flights Ambulance

Has primary responsibility for protecting lives from medical concerns, freezing weather, and transporting victims to hospitals due to the elements of the severe weather. Provide for emergency medical response for high exposed victims.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a storm.

Building and Safety Department

Assessing damage and providing reports of such to ECC.

I. Severe Weather - Response Plan

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Appendix A: Incident Action Plan

I. Severe Weather - Response Plan

1. Description

The City of Medford is not prone to a wide range of storms, however, emergency planning must include all reasonable weather potentials. Particularly common are high winds and periods of extreme cold and heat. Less frequent, but not unknown incidents of severe weather include Siskiyou Mountains snow or ice storms, which create very hazardous driving conditions and may lead to power outages.

The primary focus of this annex is on winter storms, however, the information and guidelines established may also be used for other incidents of severe weather.

2. Severe Weather Response Planning

Planning and preparedness for severe weather incidents are primarily the responsibility of the Public Works and Fire Department. Remaining City Departments are responsible for planning to maintain their own operations and services during periods of extreme weather, and for supporting the lead agencies as requested.

Duties and responsibilities listed under the ECC checklist are the responsibility of the Fire Department and Public Works.

3. Shelter, Social Services

If temporary lodging is needed due to a severe storm, the American Red Cross will activate, publish information to the public concerning location, and manage shelter operations.

City employees will not approve, support, or refer citizens to any shelters which are not managed by the American Red Cross.

A. Assistance Organizations

1. The Medford Senior Center can assist in locating and contacting individual elderly citizens who may need assistance during winter storms, or periods of extreme heat and cold. (See Appendixes: Telephone List for contacts).
2. The Jackson County Health and Human Services Department also provides support to citizens who may need extra assistance during extreme weather. This support includes both crisis intervention and long term support and provides an interface with such services as home delivered and congregate meals, in-home services, and alternative care. Emergency access to these services should be coordinated through Jackson County Emergency Management. (See Appendixes: Telephone List for contacts).
3. Rogue Valley Council of Governments (RVCOG) may also provide an emergency contact point for the City during an emergency. RVCOG may have information on the general condition of citizens in their areas, especially those who may be hardest hit by weather conditions. (See Appendixes: Telephone List for contacts).

4. Emergency Transportation

Sources for emergency transportation include RVTD, Medford Schools, 4-Wheel drive clubs, snowmobile clubs, and under a declared emergency, the National Guard. (See Appendix: Telephone Lists).

5. Power Outages

Response to the loss of commercial power will be provided by Pacific Power; City Hall, Lausmann Annex, Service Center, Water Department, Waste Water Treatment Plant all have emergency power (see list of high-risk facilities on following page). In addition, the City has generators stored at the Public Works Shop. During the conditions projected for area winter storms, it should be possible for City facilities to continue operations on emergency power for 7-10 days.

6. High Risk Facilities

Although some of the following facilities have emergency generators, some do not have auxiliary heat or air conditioning sources and may require assistance during weather emergencies. Contact should be made with these establishments to ensure proper assistance, and priority should be given them in the restoration of power.

7. Telephone Outages

Response to the loss of phone service will be provided by US West. If the interruption to phone service promises to be lengthy, alternative communications, such as CB and HAM radio organizations may be needed. See Appendix: Telephone Lists for emergency phone numbers for telephone and power companies.

8. Snow and Ice Removal

Snow and ice removal from City and residential streets is the combined responsibility of the City of Medford and Jackson County. Care should be taken to ensure that snow and ice removal efforts are coordinated. City and County Snow removal maps are maintained by Public Works Operations.

9. Winter Weather Information

Warning responsibility

The National Weather Service is responsible for the timely issuance of weather warnings to the public, including the approach of winter storms.

During periods of extreme weather, the Jackson County Emergency Management Office works with the National Weather Service to disseminate weather bulletins. In addition, weather updates are published to local governments through LEDS. Unless requesting a spot weather forecast for a current, localized incident, requests for local weather information should be routed to the National Weather Service Medford. (See Appendix: Telephone List).

10. Emergency Service Actions

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from a severe weather incident. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City Department and ECC staff.

A. Public Works Department

.....Warning

- ___ 1. Review status and location of equipment, fuel, sand, and gravel, etc. for use during and after the storm.
- ___ 2. Check generators and other power, lighting, and communications equipment.
- ___ 3. Determine storm readiness of vehicles. Provide emergency equipment as necessary.
- ___ 4. Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report to work.
- ___ 5. Alert field personnel of impending situation.
- ___ 6. So far as is practical, put personnel and equipment on stand by, and maintain communication with operating and stand by crews.

.....Impact

- ___ 1. Assume incident command.
- ___ 2. Assess the storm situation, including a determination of affected areas. Obtain information, such as current and predicted speed and direction of wind, precipitation, barometric readings, estimated duration of conditions, etc.
- ___ 3. Consider activation of the ECC.
- ___ 4. Keep information on conditions of routes up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of changes in use of such routes.
- ___ 5. Respond to and control incident according to Department standard operating guidelines.
- ___ 6. Limit travel into the storm area as required. Coordinate access control with Police Department.
- ___ 7. ECC activation - Brief staff on current conditions, capabilities, and activities. Pass overall incident command to City Manager if requested.
- ___ 8. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___ 9. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional resources.

___10. ECC activation - Maintain expenditure and time records for Finance Section.

___11. Maintain Unit Log of major decisions and actions taken.

.....Recovery

___1. Release excess personnel and equipment.

___2. Complete required paperwork and reports.

___3. Participate in critique.

B. Fire Department

..... Warning

___1. Assess feasibility of releasing non-essential personnel as directed by the City Manager. Establish procedure for advising personnel whether or not to report for duty.

___2. Review status and location of equipment, fuel, and other essential supplies for use during and after the storm.

___3. Consider repositioning equipment if current location could become cut off.

___4. Check auxiliary generators and other power, lighting, and communications equipment.

___5. Determine storm readiness of vehicles. Provide emergency equipment as necessary.

___6. Consider activation of CERT volunteers.

___7. Alert field personnel and fire stations.

..... Impact

___1. Maintain communications with operating units and fire station personnel.

___2. Keep information on conditions of routes up-to-date. Utilize appropriate snow routes as conditions change. Keep other departments informed of changes in such routes.

___3. Consider activation of the ECC.

___4. Assist other departments as requested.

___5. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional resources.

___6. ECC activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.

___7. ECC activation - Maintain time and expenditure reports for Finance Section.

___8. Maintain unit log of decisions made and actions taken.

.....Recovery

___ 1. Complete necessary paperwork and reports.

___ 2. Participate in critique.

C. Police Department

.....Warning

___ 1. Upon receipt of warning (via LEDS), notify Fire, Police and Public Works Department heads, and City Manager. Further notification is the responsibility of the above personnel or their designees.

___ 2. Review status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the storm.

___ 3. Check auxiliary generators and other power, lighting, and communications equipment.

___ 4. Assess the feasibility of releasing non-essential personnel as advised by the City Manager. Establish procedure for advising personnel whether or not to report for duty. Unless specific instructions are given to the contrary, all City personnel are expected to report for work.

___ 5. Consider the activation of Reserves and Explorers.

___ 6. Alert field units.

.....Impact

___ 1. Keep information on condition of routes up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of change in use of such routes.

___ 2. Maintain communication with field units.

___ 3. Limit travel into storm area as required. Coordinate traffic control with Public Works Operations. Reroute traffic on an area basis as required. Coordinate traffic management with Jackson County Public Works and the Oregon State Police. Incident Communications network as appropriate.

___ 4. Consider activation of the ECC.

___ 5. Assist other departments as requested.

___ 6. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

___ 7. ECC activation - Provide Planning Section with list of resources committed to the incident and those available for assignment.

___ 8. ECC activation - Maintain time and expenditure reports for Finance Section.

___ 9. Maintain unit log of decisions made and actions taken.

..... Recovery

___ 1. Complete necessary paperwork and reports.

___ 2. Participate in critique.

D. Public Works (Lead Agency)

.....Warning

- ___ 1. Determine predicted severity and duration of event. Advise Emergency Management staff. Consider level of activation necessary to deal with incident.

..... Impact

- ___ 1. Assess the storm situation. Obtain information, such as current and predicted speed and direction of wind, precipitation, barometric pressure, estimated duration of conditions, etc.
- ___ 2. Establish contact with "at-risk facilities".
- ___ 3. Determine status of Medford Schools.
- ___ 4. Consider activation of HAM radio, 4-wheel drive, and snowmobile units.
- ___ 5. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state agencies.
- ___ 6. Consider activation of the ECC.
- ___ 7. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___ 8. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 9. ECC activation - Maintain expenditure and time records for Finance Section.
- ___ 10. Maintain unit log of major decisions and actions taken.

.....Recovery

- ___ 1. Assist in assessment of damage.
- ___ 2. Provide coordination point for disaster recovery activities and agencies.
- ___ 3. Complete necessary paperwork and reports.
- ___ 4. Participate in critique.
- ___ 5. Revise and update Emergency Plan as indicated.

E. Administration

..... Warning

- ___ 1. Assess feasibility of releasing non-essential personnel. Establish procedure for advising personnel whether or not to report for duty. Unless specific instructions are given to the contrary, all City personnel are expected to report for work.

..... Impact

- ___ 1. Consider activation of the ECC.
- ___ 2. City Manager - Consider assuming overall incident command. Keep Mayor apprised of emergency activities.
- ___ 3. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___ 4. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional resources.
- ___ 5. ECC activation - Maintain expenditure and time records for Finance Section.
- ___ 6. Maintain unit log of major decisions and actions taken.

..... Recovery

- ___ 1. Complete required reports and paperwork.
- ___ 2. Participate in critique.

F. Personnel Department

..... Warning

- ___ 1. Assess feasibility of releasing non-essential personnel as advised by the City Manager. Devise procedure for informing personnel whether or not to report for work.

..... Impact

- ___ 1. Support other Departments and ECC as requested.
- ___ 2. Evaluate the need for augmented financial tracking in support of the incident.
- ___ 3. Assign staff as necessary to provide thorough and efficient financial tracking.

..... Recovery

- ___ 1. Assist in damage assessment.
- ___ 2. Provide monetary figures necessary to support a request for disaster declaration.
- ___ 3. Complete necessary reports and paperwork.
- ___ 4. Participate in critique.

G. ECC Staff

.....Command

- ___ 1. Provide overall incident strategy and management.
- ___ 2. Establish Unified Command structure as appropriate.
- ___ 3. Provide liaison with cooperating/assisting jurisdictions not part of the unified command structure and Jackson County Emergency Management.
- ___ 4. Establish and maintain contact with the media, provide public information, alert and warning as necessary.
- ___ 5. Keep Mayor and City Council apprised of incident conditions and activities.
- ___ 6. Monitor overall safety of incident operations.
- ___ 7. If storm conditions hamper or overload response capabilities, determine priorities on the basis of criteria outlined in Sections I, II, III, IV and V of the Emergency Management Plan. In addition, consider the number of lives that may be saved, accessibility to the scene, and the amount of time to accomplish the mission.
- ___ 8. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Emergency Management.
- ___ 9. Maintain log of major decisions and actions taken.

For more detailed instructions for the Command Staff, see Section II, III, & IV City of Medford Emergency Management Plan.

Planning Section:

- ___ 1. Assess the storm situation, including a determination of affected areas. Obtain information, such as current and predicted speed and direction of wind, precipitation, barometric pressure, and estimated duration of conditions.
- ___ 2. Establish contact with "at-risk" facilities.
- ___ 3. Determine status of Medford Schools.
- ___ 4. Develop and keep up-to-date information on conditions of routes, storm damage, and status of relief efforts.
- ___ 5. Keep other ECC staff informed; both at planning sessions and as significant events arise.
- ___ 6. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state agencies.
- ___ 7. Gather lists and display resources committed to the incident and those available for assignment.
- ___ 8. Evaluate overall community situation. Augment weather reports with other reports to maintain a continuing assessment of all reports. These considerations should be the basis for decisions on whether local forces can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be tapped and ECC staffing increased.
- ___ 9. Conduct planning session.
- ___ 10. Assign and supervise primary damage assessment teams.
- ___ 11. Maintain log of major decisions and actions taken.

For more detailed instructions for the Planning Section, see Section II, III, & IV City of Medford Emergency

Management Plan.

Logistics

- ___1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- ___2. Attend Planning session.
- ___3. Receive and process requests for outside assistance.
- ___4. Determine needs of Red Cross and other social or human service organizations for such assistance as transportation, snow removal, communications, etc. Assist as possible.
- ___5. Assess adequacy of transportation resources. Consider activation of 4-wheel drive and snowmobile clubs.
- ___6. Assess adequacy of communications systems. Consider activation of HAM communications.
- ___7. Assess adequacy of incident facilities. Consider child-care center, sleeping areas, etc.
- ___8. Provide Planning and Operations Sections with status reports and ETAs of outstanding resource requests.
- ___9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Operations

- ___1. Assess storm situation, scope, and impact.
- ___2. Attend Planning session and define tactics to meet overall strategy.
- ___3. Deploy resources to meet defined strategy. Clear roads, repair facilities, etc. according to Departmental operating guidelines.
- ___4. Keep Planning, Logistics and Finance Sections apprised of resource requirements. Request additional resources through Logistics.
- ___5. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, and cooperating/assisting jurisdictions.

For more detailed instructions for the Operations Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Finance

- ___1. If conditions warrant, gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section.
- ___2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- ___3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- ___4. Organize, deploy, and supervise secondary damage assessment teams.
- ___5. Oversee preparation of necessary damage and funding reports.
- ___6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- ___7. Attend Planning session.
- ___8. Maintain log of decisions made and actions taken.

For more detailed instructions for the Finance Section, see Section II, III, & IV City of Medford Emergency Management Plan.

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I-2. Severe Weather / Floods - Overview/Assignments

Subject:

Mitigation and control of potential and actual floods through the application of preventative and flood response measures.

Purpose:

To provide a coordinated response by local resources for the mitigation, preparation, and recovery efforts to flood situations.

Scope:

Program assistance under this function shall include actions taken through the application of mitigation measures, technical expertise, equipment, and manpower to reduce the impact and response to flood situations.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies, this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Public Works Department

Is responsible for coordinating and planning local preparation and response to flood conditions. The Director shall further coordinate use of available resources for preparation, response, and recovery efforts and shall be responsible for clearance and restoration of the roads and utility system, debris removal from City property and rights-of-way, and mitigation measures within the City.

Fire Department

Fire has primary responsibility for removal of victims stranded in flood waters.

Police Department

Shall be responsible for necessary evacuation, security of property, traffic control, and necessary communications.

SUPPORT AGENCIES

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from a flood incident.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a flood incident.

I. 1. FLOODS IN MEDFORD - Response Plan

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 - A. Community and Economic Development
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I. 1. FLOOD - Response Plan

1. Description

The City of Medford has a history of slow-rise flooding along Medford and Bear Creeks. Some flash flooding from heavy down pour may occur on Lone Pine Creek and Larson Creek. In addition, a portion of the City borders along Elk Creek tributary to the West in an uncontrollable flooding situation. Localized flooding may be caused by failure of drainage systems due to plugging up by debris.

The City is a participant in the National Flood Insurance Program and conducts its land development in accordance with the guidelines established by that program. Flood insurance rate maps which show the anticipated levels of a hundred-year flood event (100 year flood plain) are maintained by the Building Safety Department.

2. Flood Response Planning

Planning and preparedness for flood incidents is the responsibility of the Public Works Department. This planning includes coordinating the bi-annual review of this document with City Management. Remaining City departments are responsible for planning to maintain their own operations and services during periods of flooding and for supporting Public Works Department as requested.

The City is responsible for all drainage ways in the Drainage Utility District that are under contract which are not controlled tributaries designated as Waters of the State, such as Bear Creek and parts of Larson Creek and Lone Pine Creek. The City will assist property owners, if available, for clearing debris.

3. Shelter

If temporary lodging is needed due to flooding, the American Red Cross will activate, publish information concerning shelters, and manage shelter operations.

See Appendix O.- Housing, Shelter and Human Services.

4. Sanitation and Health

Of major concern during periods of flooding is the contamination of potable water supplies and the disruption of sanitary services. Often flooding is accompanied by the deaths of farm animals and difficulty in disposing of carcasses in a sanitary manner. These problems rapidly develop into a major health crisis. Efforts should be made early in the emergency to ensure adequate potable water for the population. Sources for potable water include the National Guard and other private and public sources. Portable toilets should also be considered. It may also be necessary to immunize the population against a variety of illnesses associated with impure water. The lead agency in such an event is the Jackson County Health Division.

See Appendix L.-Resource Lists.

5. Emergency Transportation

Sources for emergency transportation include Medford area school buses, or contract buses, 4-wheel drive clubs, and under a declared emergency, the National Guard. Helicopter transportation services are available through Timberland Services on a fee basis.

See Appendix P. - Telephone Lists.

6. Power Outages

Response to the loss of commercial power will be provided by Pacific Power. Auxiliary power capabilities exist at the City Hall, Fire Stations, Waste Water Treatment Plant and the Service Center. In addition, the City owns a trailer-mounted generator stored at the Service Center.

7. Telephone Outages

Response to the loss of phone service will be provided by US West. If the interruption to phone service promises to be lengthy or widespread, alternative communication such as cellular phone or HAM radio organizations can be used to establish contact with the public and government facilities.

8. Debris Removal

Removal of flood-deposited debris from City streets is the combined responsibility of the Public Works Department and Jackson County. Care should be taken to ensure that debris removal efforts are coordinated. Removal of debris from City facilities is the responsibility of the Public Works Department. Removal of debris from private property is the responsibility of the property owner. A variety of service organizations may be available to assist the City in flood control and private landowners in cleanup.

See Appendix L. - Resources.

9. Flood Information

The National Weather Service's River Forecast Centers and the River District Offices are responsible for alerting and warning the public when rainfall or melting snow is enough to cause rivers to overflow their banks.

See Appendix P. - Telephone Lists for Medford Weather Bureau.

Watch indicates that there is a possibility for flooding conditions.

Warning indicates that there has been saturated ground, long-term raining is probable, and/or a severe convection is possible within a 6-hour period.

Flood Warnings are forecasts of impending floods and are distributed to the public by radio and television and through local government. The warning message tells the expected severity of flooding (minor, moderate, or major), the affected river, and when and where flooding will begin.

Flash Flood Warnings are the most urgent type of flood warning issued and are also transmitted to the public over radio, television, and by other signals depending upon local need. Due to terrain in the Medford area, it is not likely that the City will suffer from flash floods.

In addition to direct warning via weather radio or broadcast media, flood warnings may also be received via LEDS in Dispatch. Such warnings will be distributed to Emergency Management Staff according to guidelines outlined in Section II-B, Alert and Warning.

10. Instructions to the Public

The Public Works Department will develop and provide appropriate instructions to the public concerning actions to protect life and property (this responsibility may be shared with Emergency Management and other members of the Command and General Staff in the event of an ECC opening). In addition, the department will provide information and guidance to the ECC Public Information function during ECC activation.

11. Emergency Service Actions

A large-scale flood, while unlikely within the City of Medford, can create the need for long periods of repair and restoration. This may necessitate personnel, equipment, materials, and supplies remaining at the scene for long periods after the flood waters have receded. The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from a flood. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City department and ECC staff.

A. Public Works Department

..... Warning

- ___1. Upon receipt of warning via LEADS or National Weather Service Radio, determine height of affected waterways at normal stage; at what height flooding will occur; areas that may be affected by the rising flood waters; and areas that need to be evacuated. Coordinate development of evacuation and emergency access plans with Police and Fire Departments or with the Planning Section if the ECC is activated.
- ___2. Advise the public of what steps and actions are to be taken to safeguard their lives and property. Inform the public of the current situation and actions being taken by the City to handle the emergency.
- ___3. Review status and location of equipment, fuel, sand and gravel, etc., for use during and after the flood.
- ___4. Check auxiliary generators and other power, lighting, and communications equipment.
- ___5. Determine readiness of vehicles. Provide appropriate emergency equipment.
- ___6. Assess current staffing and shifts. Recall and assign additional personnel as necessary. Unless specific instructions are given to the contrary, all City personnel are expected to report for work.
- ___7. Alert field personnel of the impending situation.
- ___8. So far as is practical, put personnel and equipment on standby and keep in communication with operating and standby crews.
- ___9. Assign personnel to patrol dikes and levees.
- ___10. Review arterial and collector streets likely to be affected. Determine priorities for maintenance and debris clearance; develop alternative traffic routes.

..... Impact

- ___1. Assume incident command.
- ___2. Consider activation of the ECC.
- ___3. Assess the flood situation with respect to forecasts, areas flooded, damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep City Manager and other departments advised.
- ___4. Keep information on conditions up to date. Keep public and other departments informed of changed conditions which will affect City operations.
- ___5. Respond to and control incident according to Department standard operating guidelines. Priority operations include:
 - a. Search and rescue.
 - b. Relocation of vital City resources.
 - c. Clearance of arterial streets first of mud and debris then collector streets as rapidly as possible.
 - d. When structures permit, pump water out of basements and lower floors (depending upon the

availability of resources); The City may be unable to assist private home and business owners.

- e. Coordinate with commercial garbage collectors to limit accumulation of food-type garbage as a first priority, followed by general trash collection.
- f. Coordinate maintenance of solid waste collectors.
- g. Coordinate with Health officials to provide health and sanitation inspections of the area.

- ___6. Coordinate with the Police Department to limit travel into the flood area, to cordon hazardous areas, and to reroute traffic.
- ___7. Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
- ___8. ECC Activation - Brief staff on current conditions, capabilities, and activities. Pass overall incident command to City Administrator if requested.
- ___9. Provide protective action information and guidance to public information function.
- ___10. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___12. ECC activation-Maintain expenditure and time records for Finance function.
- ___13. Maintain Unit Log of major decisions and actions taken.

..... Recovery

- ___1. Provide personnel to assist in damage assessment.
- ___2. Release excess personnel and equipment.
- ___3. Complete required paperwork and reports.
- ___4. Participate in critique.

B. Fire Department

..... Warning

- ___1. Alert field personnel and fire stations.
- ___2. Assess current staffing and shifts. Consider assignment of additional personnel. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- ___3. Review status and location of boats and other rescue equipment, fuel, and other essential supplies for use during and after the flood.
- ___4. Consider repositioning equipment if current location could become cut off.
- ___5. Check auxiliary generators and other power, lighting, and communications equipment.

- ___6. Determine readiness of vehicles. Provide appropriate emergency equipment.
- ___7. Consider activation of CERT volunteers.
- ___8. Coordinate with Police and Public Works to develop evacuation and emergency access routes.

..... Impact

- ___1. Assist in search and rescue.
- ___2. Consider activation of the ECC.
- ___3. Maintain communications with operating units and fire station personnel.
- ___4. Keep information on conditions up-to-date. Utilize appropriate access routes as conditions change. Keep other departments informed of changes in use of such routes.
- ___5. Coordinate with Police and cooperating agencies to set up patrols in evacuated areas for protection of property and prevention of fire.
- ___6. Assist other departments as requested.
- ___7. ECC Activation-Brief staff on current conditions, capabilities, and activities.
- ___8. Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___9. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___10. ECC activation - Maintain time and expenditure reports for Finance function.
- ___11. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ___1. Assist in inspections and damage assessment as requested.
- ___2. Complete necessary paperwork and reports.
- ___3. Participate in critique.

C. Police Department

..... Warning

- ___1. Upon receipt of warning, notify Emergency Management Staff according to standard alert and warning sequence.
- ___2. Alert field units.
- ___3. Review status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the flood.
- ___4. Check auxiliary generators and other power, lighting, and communications equipment.

- ___5. Assess staffing and shifts. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- ___6. Consider the activation of reserves and Explorers.
- ___7. Coordinate with Fire and Public Works Operations to develop evacuation and emergency access routes to the affected area.

..... Impact

- ___1. Consider activation of ECC.
- ___2. Keep information on conditions up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of change in the use of such routes.
- ___3. Maintain communication with field units.
- ___4. Limit travel into flood area as required. Cordon hazardous areas as necessary. Re-route traffic on an area-basis as required.
- ___5. Maintain perimeters and patrol evacuated areas as necessary and as staffing permits.
- ___6. Assist other departments as requested.
- ___7. ECC Activation - Brief staff on current conditions, capabilities, and activities.
- ___8. Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___9. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___10. ECC activation - Maintain time and expenditure reports for Finance function.
- ___11. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ___1. Assist in inspections and damage assessment as requested.
- ___2. Complete necessary paperwork and reports.
- ___3. Participate in critique.

D. Emergency Management

..... Warning

- ___1. Upon receipt of flood warning, alert Emergency Management staff, Public Works Operations, Police and Fire Chiefs, and the City Manager.
- ___2. Alert facilities located within the potential impact area.

..... Impact

- ___1. Assess the flood situation with respect to forecasts, areas flooded, damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep City Manager and other departments advised.
- ___2. Consider activation of the ECC.
- ___3. Determine status of schools within the City of Medford.
- ___4. Consider activation of HAM radio, 4-wheel drive and snowmobile units, and/or the National Guard if appropriate.
- ___5. Keep information on conditions up-to-date. Keep public and other departments informed.
- ___6. Establish and maintain reporting and coordinate contact with cooperating jurisdictions, state, and volunteer agencies.
- ___7. ECC activation - Brief staff on current conditions, capabilities and activities.
- ___8. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___9. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___10. ECC activation - Maintain expenditure and time records for Finance Section.
- ___11. Maintain unit log of major decisions and actions taken.

..... Recovery

- ___1. Assist in assessment of damages.
- ___2. Provide coordination point for disaster recovery activities and agencies.
- ___3. Complete necessary paperwork and reports.
- ___4. Participate in critique.
- ___5. Revise and update Emergency Plan as indicated.

E. City Manager

..... Warning

- ___ 1. Assess staffing. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.

..... Impact

- ___ 1. Consider activation of the ECC.
- ___ 2. City Administrator - Consider assuming overall incident command.
- ___ 3. ECC activation - Brief staff on current conditions, capabilities and activities.
- ___ 4. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___ 5. ECC activation-Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 6. ECC activation-Maintain expenditure and time records for Finance Section.
- ___ 7. Maintain unit log of major decisions and actions taken.

..... Recovery

- ___ 1. Oversee preparation of requests for state and federal disaster assistance, if necessary.
- ___ 2. Complete required reports and paperwork.
- ___ 3. Participate in critique.

F. Legal Department

..... Warning

- ___ 1. Assess staffing. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

..... Impact

- ___ 1. Provide support to other departments and ECC as requested.
- ___ 2. Participate in critique.

G. Management Services

..... Warning

- ___ 1. Assess staffing. Consider the need for additional personnel. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

..... Impact

- ___ 1. Support other Departments and ECC as requested.
- ___ 2. Evaluate the need for augmented financial tracking in support of the incident.
- ___ 3. Assign staff as necessary to provide thorough and efficient financial tracking.

..... Recovery

- ___ 1. Assist in damage assessment.
- ___ 2. Provide monetary figures necessary to support a request for disaster declaration.
- ___ 3. Complete necessary reports and paperwork.
- ___ 4. Participate in critique.

H. Emergency Center/Emergency Coordination Center Staff

Command

- ___ 1. Provide overall incident strategy and management.
- ___ 2. Establish unified command structure as appropriate.
- ___ 3. Provide liaison with cooperating/assisting jurisdictions not part of the unified command structure.
- ___ 4. Establish and maintain contact with the media, provide public and protective action information, and alert and warn as appropriate.
- ___ 5. Monitor overall safety of incident operations.
- ___ 6. If flood conditions hamper or overload response capabilities, determine priorities and cost restrictions on the basis of criteria outlined in Section Overview, Policy Statements. In addition, consider the number of lives that may be saved, accessibility to the scene, and the amount of time to accomplish the mission.
- ___ 7. If conditions warrant, declare the existence of a local emergency, and submit request for formal declaration to Jackson County Department of Emergency Services (see Appendix E).
- ___ 8. Consider the need for a written Incident Action Plan.

___9. Advise Mayor and City Council on situation and actions taken.

___10. Maintain log of major decisions and actions.

For more detailed instructions for the Emergency Management, see Section II, III, & IV.

Planning Section

___1. Assess the flood situation with respect to forecasts, areas flooded, damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep Command and other Sections advised. Establish a schedule for requesting updated weather and flood information.

___2. Determine status of schools within the City of Medford.

___3. Develop and keep up-to-date information on conditions of routes, flood damage, and status of relief efforts.

___4. Keep other ECC staff informed both at planning session and as significant events arise.

___5. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state agencies.

___6. Gather lists and display resources committed to the incident and those available for assignment.

___7. Evaluate overall community situation and augment weather reports with other reports to maintain a continuing assessment of the situation. An evaluation of all reports should be the basis for decisions on whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be acquired and ECC staffing increased.

___8. Conduct planning session.

___9. Develop and reproduce written Incident Action Plan if directed to do so by Command.

___10. Organize, deploy, and supervise primary damage assessment teams.

___11. Maintain log of major decisions and actions.

For more detailed instructions for the Planning, see Section II, III, & IV

Logistics Section

___1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.

___2. Attend planning sessions.

___3. Receive and process requests for outside assistance.

___4. Determine needs of Red Cross and other human services for transportation, communications, etc. Assist as possible.

___5. Assess adequacy of communications systems. Consider activation of HAM communications.

___6. Assess adequacy of transportation resources. Consider activation of 4-wheel and snowmobile clubs.

- ___7. Assess adequacy of incident facilities. Consider additional activations if necessary.
- ___8. Provide Planning and Operations Sections with status reports and estimated times of arrival of outstanding resource requests.
- ___9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II-A Emergency Organization.

Operations Section

- ___1. Assess flood situation, scope, and impact.
- ___2. Attend planning session and define tactics to meet overall strategy.
- ___3. Deploy resources to meet defined strategy. Clear roads, repair facilities, etc., according to established priorities.
- ___4. Keep Planning, Logistics, and Finance Sections apprised of resource requirements. Request additional resources through Logistics.
- ___5. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, and cooperating/assisting jurisdictions.
- ___6. Consider the need to activate additional operational branches, such as Medical, Law Enforcement, and Air Operations.
- ___7. Maintain Unit log of actions taken and decisions made.

For more detailed instructions for the Operations, see Section II, III, & IV.

Finance Section

- ___1. If conditions warrant, gather supporting documentation or declaration of emergency. Provide information to the Command Staff and Planning Section.
- ___2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- ___3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- ___4. Organize, deploy, and supervise secondary damage assessment teams.
- ___5. Oversee preparation of necessary damage and funding reports.

I-3. Severe Storms / High Wind Storms - Overview/Assignments

Subject:

Response to and recovery from damage created by high winds.

Purpose:

To provide a coordinated response to the effects of storm damage and coordination of resources to provide for the necessary recovery efforts.

Scope:

Program assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to control and reduce the effects of major storms which threaten lives and property.

To provide for coordinated recovery efforts to alleviate damage created by such storms.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies, this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Has primary responsibility for protecting lives from electrical hazards and fires that may be caused by high wind.

Public Works Department

Responsible for providing equipment and manpower to remove debris and open City arterials as rapidly as possible. Other assistance will be provided as needed.

Emergency Management Coordinator

Will provide a point of coordination for response and recovery efforts as necessary.

SUPPORT AGENCIES

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control, and necessary communications.

Local Utility Companies: PP&L Electrical / Avista Natural Gas

Will be contacted for repair work.

American Red Cross

Will provide for the temporary placement of displaced persons as a result of a storm.

Building and Safety Department

Assessing damage and providing reports of such to ECC.

I. HIGH WIND - Response Plan

EMERGENCY COORDINATION CENTER

Unless there is serious damage, wires down, trees down, etc., the ECC will not be staffed. For major incidents, it may not be possible to establish field command posts and command should be from the ECC. As damage increases, the ECC should be fully staffed. This problem is generally not of long duration and damage assessment will be a major factor.

1. Use access and activation lists to set up the ECC.
2. Identify damage areas as rapidly as possible.
3. Have coordination personnel allocate emergency response units (consider that mutual aid may not be possible if the winds cover a large area).
4. If major damage, establish relocation and emergency care sites and staff with city personnel.
5. Compile and release press information.
6. Call for necessary heavy equipment and utilities to assist in accessing emergency sites.

Media Information

1. Relocation and Emergency Care sites.
2. Sites for emergency communications for citizens, if needed.
3. Requests for outside aid, if needed.

J. Terrorism - Overview/Assignments

Weapons of Mass Destruction, chemical, biological, barricade, and hostage incidents

Subject:

Response to and control of terrorist activities that present a threat to public safety or property.

Purpose:

To provide a coordinated response by local, state, and federal resources to combat the threat of terrorism to public safety and property.

Scope:

Local law enforcement agencies have primary jurisdiction and will be responsible for initial response and control. Local available personnel, equipment, and technical expertise will be utilized initially to control threat to public safety and property.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is born by the City Council. During emergencies, this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCY

Police Department

Will have primary jurisdiction to coordinate response to and control of terrorist activities.

SUPPORT AGENCIES

Jackson County Sheriff's Department

Will provide mutual aid assistance and support as requested.

Grants Pass Department of Public Safety

Will provide tactical support when requested.

Oregon State Police

Will provide tactical, operational, investigative, and forensic support when requested.

Central Point Police Department

Will provide mutual aid assistance and support as requested.

Ashland Police Department

Will provide mutual aid assistance and support as requested.

Federal Bureau of Investigation

Has the primary responsibility, at the federal level, for terrorism response and will assist local authorities as requested.

Emergency Management

Will provide a point of coordination for supplemental assistance as requested.

J. TERRORISM - Response Plan

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 - Planning Section
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Attachments:

- A. Terrorism and The Mail
- B. Bomb Threats
- C. Tactical Alert

J. TERRORISM - Response Plan

1. Description

Terrorism may be seen as the two extremes of a continuum of activity ranging from lawful protest, such as strikes against a particular employer, through sabotage of governmental facilities, to the taking of hostages or assassination to the use of weapons of mass destruction that include bombs, nuclear devices, biological weapons, and chemical weapons. As the seat of local government, the employees and the facilities of the City of Medford may become targets for acts of terrorism. In addition, facilities of County, State, and Federal agencies exist within the City which may also become the focus for violent activity. Finally, persons or organizations determined to disrupt normal activities may attempt to damage or destroy such vital services as phone, electricity, water, or natural gas.

2. Response Planning

Planning and preparedness for terrorism is primarily the responsibility of the Police Department. This includes coordinating the annual review of this addendum with Emergency Management. All other departments will be expected to maintain their own services to the best of their ability and to assist the Police Department as requested.

A successful terrorist attack, such as a bombing, may not be recognized as such until after initial attack by the Fire Department. In this event, Command would be transferred to the Police Department after fire and rescue concerns have been handled, or Unified Command may be established between the Departments.

3. Information

Information concerning acts of terrorism may come from a variety of sources, including normal law enforcement activities, special investigations, other law enforcement agencies, the media, informants, or the direct statements of organizations or persons intending to engage in such activities.

Information received concerning potential terrorist activities will be distributed to the following personnel:

Police Chief	Fire Chief
Public Works Director	City Manager
Medford 911 Center	Parks Department Director
Finance Director	Information Services Director
Water Commission	Building Department Director

Depending upon the content of the message, it may be distributed via hard copy to the person's mailbox or immediately by phone. Additional distribution is at the discretion of the above personnel.

4. Policy

Each incident of terrorism differs from the rest and requires flexibility on the part of responding agencies. Response may vary from the simple monitoring of information and activity to offensive Special Weapons and Tactics (SWAT) activities. As in other emergencies, the strategy and tactics for such incidents is the responsibility of the Incident Commander. City Code, Regulations of Persons and Property, establishes the authority of the City to establish additional emergency regulations designed to further protect lives and property while the emergency exists.

5. Instructions to the Public

Instructions and information for the public is the responsibility of the Police Department. In addition, the Department will provide information and guidance to the ECC Public Information function during ECC activation.

6. Mutual Aid Assistance:

Mutual aid assistance offered by the Medford Police Department to other law enforcement agencies under the provisions of this plan shall be limited to SWAT, K-9, and assistance in district patrols.

7. Emergency Service Actions

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from incidents of terrorism. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City department and ECC staff.

A. Police Department

..... Pre-incident or Warning

- ___ 1. Establish, staff, and maintain Special Weapons and Tactics (SWAT), which shall serve as the Department's primary tactical organization to respond to acts of terrorism.
- ___ 2. Identify those persons and facilities within the City which are likely to be the targets of violence and make recommendations to improve security as necessary.
- ___ 3. Establish and maintain necessary mutual aid agreements to support law enforcement activities.
- ___ 4. Monitor activities of persons or organizations with avowed violent intentions.
- ___ 5. Advise suspected targets and other City Departments of what steps and actions should be taken to safeguard lives and property.
- ___ 6. Determine readiness of staff and equipment. Provide necessary protective equipment, weapons, and other resources.
- ___ 7. Assess current staffing and shifts. Recall and assign additional personnel as necessary. Unless specific instructions are given to the contrary, all City personnel are expected to report for work. Consider the use of qualified Fire Department Fire and Arson Investigators to augment staff.
- ___ 8. Alert field personnel of impending situation; keep personnel and potential targets apprised of new information.
- ___ 9. Assess security of personnel and resources operating out of City Hall. Reinforce as necessary.

- ___ 10. Provide security for other City facilities. This may include, but not be limited to Fire Stations, Public Works Facilities, City Hall, Civic Centers, Water Reservoirs, Sewage Treatment Plant, and related equipment.
- ___ 11. Provide security for elected officials, City Command staff, and personnel specifically identified as targets.
- ___ 12. Assist as able in providing security for non-City facilities which may be potential targets.
- ___ 13. Consider the need for alternative and support facilities.

..... Incident Response

- ___ 1. Assume incident command.
- ___ 2. Upon receipt of warning, notify Emergency Management Staff according to standard alert and warning sequence.
- ___ 3. Consider activation of the ECC.
- ___ 4. Assess the situation for potential for violence or property damage, casualties, requirements for rescue, hostage negotiation, or evacuation, etc. Keep City Administrator and other Departments informed.
- ___ 5. Keep information on conditions up-to-date. Keep public and other departments informed of changed conditions which will affect City operations.
- ___ 6. Respond to and control incident according to Department standard operating guidelines. Priority operations include:
 - a. Protection of responders and public.
 - b. Protection of mobile City response resources.
 - c. Protection of City facilities.
- ___ 7. Establish traffic and crowd control. Maintain perimeters; patrol evacuated areas as staffing permits.
- ___ 8. ECC Activation - Brief staff on current conditions, capabilities, and activities. Pass overall incident command to City Administrator if requested.
- ___ 9. Provide protective action information and guidance to public information function.
- ___ 10. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.
- ___ 11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 12. ECC activation-Maintain expenditure and time records for Finance function.
- ___ 13. Maintain Unit Log of major decisions and actions taken.

..... Recovery

- ___ 1. Release excess personnel and equipment.
- ___ 2. Complete required paperwork and reports.
- ___ 3. Participate in critique.

B. Fire Department

..... Warning

- ___ 1. Alert field personnel and fire stations.
- ___ 2. Assess current staffing and shifts. Consider assignment of additional personnel. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- ___ 3. Review status and location of equipment, fuel, and other essential supplies for use during and after the emergency.
- ___ 4. Consider repositioning equipment if current location could become cut off.
- ___ 5. Check auxiliary generators and other power, lighting, and communications equipment.
- ___ 6. Determine readiness of vehicles. Provide appropriate emergency equipment.
- ___ 7. Consider activation of volunteers and Explorers.
- ___ 8. Coordinate with Police and Public Works to develop evacuation and emergency access routes.
- ___ 9. Reassign qualified Fire and Arson Investigators to Police Department as requested.

..... Incident Response

- ___ 1. Assist in search and rescue.
- ___ 2. Consider activation of the ECC.
- ___ 3. Maintain communications with operating units and fire station personnel.
- ___ 4. Keep information on conditions up-to-date.
- ___ 5. Coordinate with Police and cooperating agencies to provide fire suppression and emergency medical services; assist in rescue operations as requested.
- ___ 6. Assist other departments as requested.
- ___ 7. ECC Activation - Brief staff on current conditions, capabilities, and activities.
- ___ 8. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 9. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.

___ 10. ECC activation-Maintain time and expenditure reports for Finance function.

___ 11. Maintain Unit Log of decisions made and actions taken.

..... Recovery

___ 1. Release unnecessary personnel and equipment.

___ 2. Complete necessary paperwork and reports.

___ 3. Participate in critique.

C. Public Works Divisions

..... Warning

___ 1. Alert field units and Department facilities.

___ 3. Review status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the emergency. Consider relocation of vital resources if there is a possibility of becoming cut off.

___ 4. Check auxiliary generators and other power, lighting, and communications equipment.

___ 5. Assess staffing and shifts. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.

___ 6. Coordinate with Police and Fire to develop evacuation and emergency access routes to the affected area.

___ 7. Assess security of department facilities and City infrastructure. Enhance as necessary.

..... Incident Response

___ 1. Consider activation of ECC.

___ 2. Keep information on conditions up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed of change in the use of such routes.

___ 3. Maintain communication with field units.

___ 4. Provide fencing and barricade materials; assist in traffic control and rescue operations as requested.

___ 5. Assist other departments as requested.

___ 6. ECC Activation - Brief staff on current conditions, capabilities, and activities.

___ 7. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

___ 8. ECC activation - Provide Planning Section with list of resources deployed in response to the incident.

___ 9. ECC activation - Maintain time and expenditure reports for Finance function.

___ 10. Maintain Unit Log of decisions made and actions taken.

..... Recovery

___ 1. Complete necessary paperwork and reports.

___ 2. Participate in critique.

D. Community Development Functions

..... Warning

___ 1. Assist in planning as requested.

..... Incident Response

___ 1. Consider activation of the ECC.

___ 2. Consider activation of HAM radio, 4-wheel drive or other transportation units, and/or the National Guard if appropriate.

___ 3. Keep information on conditions up-to-date. Keep public and other departments informed.

___ 4. Establish and maintain reporting and coordinate contact with cooperating jurisdictions, state and volunteer agencies.

___ 5. ECC activation - Brief staff on current conditions, capabilities and activities.

___ 6. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.

___ 7. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

___ 8. ECC activation-Maintain expenditure and time records for Finance Section.

___ 9. Maintain unit log of major decisions and actions taken.

..... Recovery

___ 1. Complete necessary paperwork and reports.

___ 2. Participate in critique.

___ 3. Revise and update Emergency Plan as indicated.

E. Administration

..... Warning

- ___ 1. Assess staffing. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.
- ___ 2. Keep Mayor and Council apprised of situation.

..... Incident Response

- ___ 1. Consider activation of the ECC.
- ___ 2. Activate implementation of the Medford Emergency Code by Incident Commander. Request confirmation of activation by Mayor and Council through declaration of local emergency.
- ___ 3. City Administrator - Consider assuming overall incident command.
- ___ 4. ECC activation - Brief staff on current conditions, capabilities and activities.
- ___ 5. ECC activation - Provide Planning Section with list of resources deployed in response to the incident and those available for assignment.
- ___ 6. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 7. ECC activation-Maintain expenditure and time records for Finance Section.
- ___ 8. Maintain unit log of major decisions and actions taken.

..... Recovery

- ___ 1. Oversee preparation of requests for state and federal disaster assistance, if necessary.
- ___ 2. Complete required reports and paperwork.
- ___ 3. Participate in critique.

F. Legal Department

..... Warning

- ___ 1. Assess staffing. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

..... Incident Response

- ___ 1. Provide support to other departments and ECC as requested.

..... Recovery

- ___ 1. Complete necessary paperwork and reports.
- ___ 2. Participate in critique.

G. Finance Department

..... Warning

- ___ 1. Assess staffing. Consider the need for additional personnel. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

..... Incident Response

- ___ 1. Support other Departments and ECC as requested.
- ___ 2. Evaluate the need for augmented financial tracking in support of the incident.
- ___ 3. Assign staff as necessary to provide thorough and efficient financial tracking.

..... Recovery

- ___ 1. Provide monetary figures necessary to support a request for disaster declaration.
- ___ 2. Complete necessary reports and paperwork.
- ___ 3. Participate in critique.

H. Emergency Coordination Center Staff

Command

- ___ 1. Provide overall incident strategy and management.
- ___ 2. Establish unified command structure as appropriate.
- ___ 3. Provide liaison with cooperating/assisting jurisdictions not part of the unified command structure.
- ___ 4. Establish and maintain contact with the media, provide public and protective action information, and alert and warning as appropriate.
- ___ 5. Monitor overall safety of incident operations.
- ___ 6. If conditions hamper or overload response capabilities, determine priorities and cost restrictions on the basis of criteria considering the number of lives that may be saved, accessibility to the scene, and the amount of time to accomplish the mission.
- ___ 7. Activate those portions of the City emergency code required to manage the incident.
- ___ 8. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Emergency Management .
- ___ 9. Consider the need for a written Incident Action Plan.
- ___ 10. Advise Mayor and City Council on situation and actions taken.
- ___ 11. Maintain log of major decisions and actions.

For more detailed instructions for Command and the Command Staff, see Section II-A Emergency Management Organization.

Planning Section

- ___ 1. Assess the situation with respect to forecasts, areas affected, damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep Command and other Sections advised. Establish a schedule for requesting updated incident information.
- ___ 2. Keep other ECC staff informed both at planning sessions and as significant events arise.
- ___ 3. Establish and maintain reporting contact with cooperating jurisdictions and state agencies.
- ___ 4. Gather lists and display resources committed to the incident and those available for assignment.
- ___ 5. Evaluate and maintain a continuing assessment of the situation. An evaluation of all reports should be the basis for decisions on whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be acquired and ECC staffing increased.
- ___ 6. Conduct planning session.
- ___ 7. Develop and reproduce written Incident Action Plan if directed to do so by Command.
- ___ 8. Maintain log of major decisions and actions.

For more detailed instructions for the Planning Section, see Section ***, Emergency Organization.

Logistics

- ___ 1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- ___ 2. Attend planning sessions.
- ___ 3. Receive and process requests for outside assistance.
- ___ 4. Assess the needs of the American Red Cross and other human service agencies for assistance in security, transportation, communications, etc. Assist as possible.
- ___ 5. Assess adequacy of communications systems. Consider activation of HAM communications.
- ___ 6. Assess adequacy of transportation resources. Consider activation of 4-wheel and other transportation resources.
- ___ 7. Assess adequacy of incident facilities. Consider additional activations if necessary.
- ___ 8. Provide Planning and Operations Sections with status reports and estimated times of arrival of outstanding resource requests.
- ___ 9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II-A, Emergency Organization.

Operations

- ___ 1. Assess incident situation, scope, and impact.
- ___ 2. Attend planning session and define tactics to meet overall strategy.
- ___ 3. Deploy resources to meet defined strategy and according to established priorities.
- ___ 4. Keep Planning, Logistics, and Finance Sections of resource requirements. Request additional resources through Logistics.
- ___ 5. Establish and maintain coordination among response agencies, including Fire, Public Works, and cooperating/assisting jurisdictions.
- ___ 6. Consider the need to activate additional operational branches such as Medical and Air Operations.
- ___ 7. Maintain Unit log of actions taken and decisions made.

For more detailed instructions for the Operations Section, see Section ***, Emergency Organization and Departmental standard operating guidelines.

Finance

- ___ 1. If conditions warrant, gather supporting documentation for declaration of emergency. Provide information to the Command Staff and Planning Section.
- ___ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept.
- ___ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- ___ 4. Oversee preparation of necessary damage and funding reports.

J-2. Terrorism And The Mail

One often used method of terrorism against governmental entities is the letter or parcel bomb. The following indicators, alone or in combination, may signal the presence of a bomb:

- *Foreign Mail, Airmail, And Special Deliveries*
- *Restrictive Markings, such as "Confidential," Or "Personal"*
- *Excessive Postage*
- *Hand-Written Or Poorly Typed Addresses*
- *Incorrect Titles*
- *Titles, but No Names*
- *Misspellings of Common Words*
- *No Return Address*
- *Excessive Weight*
- *Rigid Envelope*
- *Lopsided or Uneven Envelope*
- *Protruding Wires or Tinfoil*
- *Excessive Securing Materials such as String, Tape, Etc.*

If you suspect that a package may contain a bomb, DO NOT OPEN IT! Clear the area and call 911. Try to note the appearance of the person delivering the package.

Keep this checklist close to the phone

Questions to Ask the Caller:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Information about the call:

Caller:
 Sex _____ Approximate Age _____ Length of Call _____

Caller's Voice:

Calm _____ Nasal _____ Angry _____ Stutter _____ Excited _____ Lisp _____ Slow _____ Raspy _____
 Rapid _____ Deep _____ Soft _____ Loud _____ Ragged _____ Clearing Throat _____ Laughter _____
 Deep Breathing _____ Crying _____ Cracking Voice _____ Normal _____ Disguised _____
 Distinct Accent _____ Slurred _____ Familiar _____ Other _____

Background Sounds:

Street Noises _____ Factory Noises _____ Voices _____ PA System _____ Animal Noises _____ Clear _____
 Music _____ Static _____ Local _____ House Noises _____ Long Distance _____ Booth _____ Other _____
 (Explain if Other) _____

Threat Language:

Exact Wording of Threat:

Well spoken (educated) _____ Incoherent _____ Taped _____
 Foul _____ Irrational _____ Message read by Threat Maker _____

Remarks _____

Number at which call was received _____ Date _____ Time _____
 Name of person receiving the call _____

IF YOU RECEIVE A BOMB THREAT, CALL 9-1-1 !!!

A. TWO PHASES

Phase 1 - Preparatory action taken prior to an anticipated incident. May be declared by Fire Chief or designee based on information from Police Department or other reliable source. May exist for a period of several days.

1. Command and Control
 - a. Tac Teams - Suppression and Medical, fairly easy to protect with two car police escort.
 - b. Pre deploy - should coincide with geographic area of tac alert.
2. Personnel Safety
 - a. Take turnouts and uniform home when relieved.
 - b. Use direct routes avoiding known problem areas commuting to and from work.
 - c. On duty, curtail all outside non-emergency activity.
3. Facilities
 - a. Security watch
 - b. Department disseminate latest information to stations
 - c. Monitor radio and television
 - d. No visitors in station
 - e. Cover windows
 - f. Close doors completely before responding
 - g. Use buddy system answering doors and in all situations involving public contact
4. Emergency Operations
 - a. Limit inside lights
 - b. Wear body armor
 - c. Clearly dress like firefighters
 - d. Assess area prior to entering
 - e. Place apparatus to shield members from traffic and spectators and allow clear direct egress
5. Police Coordination
 - a. Hold planning meetings
 - b. Develop radio/communication plan
 - c. Assign fire department chief officer as liaison

Phase 2 - Following considerations are in addition to Phase 1 considerations. Active Civil Disturbance.

1. Command and Control
 - a. Consider recall of personnel, especially command level
 - b. Establish multiple staging areas
 - c. Area Command Post responsible for dispatching within its geographical area
 - d. Tac Team leaders must document
 - e. Establish command post and staging within police controlled perimeters or outside the impact area
2. Relocate and Redeploy
 - a. Form Tac Teams at predetermined staging locations
 - b. Staging should be commanded by chief officer
 - c. Consider a Medical Tac Team for safety personnel only
 - d. Use only for impact area, not routine incidents in other areas of city
 - e. Do not split Tac Teams

3. Area Command Post
 - a. Controls all assigned resources responding in geographical area
 - b. Identify Command Post by location
4. Personnel Safety

Recall members to locations outside impact area
5. Facilities
 - a. If vacating station is necessary, take reserve apparatus
 - b. Encourage police or military to use as staging areas
6. Emergency Operations
 - a. Discontinue use of red lights and sirens
 - b. Respond only with police or military escort
 - c. Place apparatus only where safe
 - d. Modify firefighting tactics
 - e. Individual units in impact area when notified of tac alert should immediately go to staging area or if committed and cannot leave, request police support
 - f. Relief of members should take place at base so members can be escorted in or out of impact area by police or military
7. Police Coordination
 - a. Two police or military units with each Tac Team
 - b. Exchange radios or have police ride with chief officer to facilitate communications
8. EMS Operations
 - a. Patient care modalities may be restricted or abbreviated
 - b. Provide patient care en-route rather than on scene
 - c. Form medical Tac Team
 - d. Handling dead bodies must be a consideration
 - e. Establish safe transportation policies
9. Media Interface
 - a. A designated press area staffed by PIOs should be provided outside impact area
 - b. Press inside impact area allowed if not interfering with operations
 - c. PIOs should use cellular or land based phones when requesting information from operational units

K. Transportation Accidents Overview/Assignments

Subject:

Response to potential or actual aircraft or railroad accidents, cleanup, and public safety measures.

Purpose:

To provide a coordinated response by local, state, county, and federal resources to minimize the adverse effects on public health, safety, and property resulting from an aircraft or railroad accident.

Scope:

Assistance under this function shall include actions taken through the application of available personnel, equipment, and technical expertise necessary to prevent or minimize the effects of an aircraft or train accident.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies this responsibility is expanded to include:

- a. Citizen involvement encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Will be responsible for control of fire and related hazards and assisting with treatment of the injured.

Medford - Rogue Valley International Airport

Will be responsible for Crash Rescue fire fighting with aircraft.

Police Department

Will respond, maintain control, evacuate as required, and provide public safety measures.

SUPPORT AGENCIES

Jackson County Emergency Management

Will provide all necessary morgue contacts for the County and the effected airlines.

American Red Cross

Will provide assistance through AIR Team (Aviation Incident Response Team) in accordance with the "Aviation Disaster Family Assistance Act of 1996".

Federal Aviation Administration (FAA)

Will be responsible for any aircraft accidents involving military planes.

National Transportation Safety Board (NTSB)

Will investigate non-military airplane accidents.

Central Pacific Railroad

Will handle railroad problems within Medford.

K. Transportation Accidents Response Plan

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 - C. Logistics
 - D. Operations
 - E. Finance

Appendix A: Incident Action Plan

1. Description

Two major types of transportation accidents will be considered in this annex: air and rail. Transportation accidents which occur on roadways within the City of Medford would not normally constitute a major emergency under this plan unless the accident was complicated by hazardous materials or mass casualties or fatalities. Those contingencies are covered under Hazardous Materials Incidents and Health and Medical Services.

A. Aircraft Accidents

The City of Medford lies under the West Coast flight path between San Francisco and Portland International Airports. The Rogue Valley International- Medford Airport conducts commuter and cargo flights over the City of Medford.

B. Rail Accidents

Central Pacific Railroad operates a north-south rail line which transports cargo between the Southern Oregon area and Northern California. This railway passes through the City of Medford.

2. Transportation Accident-Response Planning

Planning and preparedness for major transportation incidents is primarily the responsibility of the Fire Department. This planning includes coordinating the bi-annual review of this document with City management. Response to such incidents will require close coordination with the Police Department to ensure that efficient scene control and search and rescue takes place. Remaining City departments are responsible for planning to maintain their own operations and services during such incidents and for supporting the Fire Department as requested. Duties and responsibilities listed under the ECC checklists remain the responsibility of the Fire Department unless the ECC full-staffing pattern is activated.

3. Interagency Coordination

The National Transportation Safety Board (NTSB) is responsible for accident investigations on all aircraft and selected accidents involving surface transportation. The FAA may assist the NTSB in accident investigation. Public-use aircraft are those aircraft used by government entities. Investigations of accidents involving public-use aircraft are normally conducted by the agency operating the aircraft. Coordination of the incident with these agencies is vital. None of the investigative agencies have the authority to direct emergency services during the rescue phase, but they may direct the removal of bodies and debris. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor accidents, the FAA may respond to the scene instead of the NTSB.

It is vital that the Incident Commander contact the NTSB prior to removing deceased victims or moving aircraft wreckage. This can be accomplished by contacting any FAA facility or directly with the National Transportation Safety Board, (See Appendix: Telephone List).

4. Debris Removal and Scene Security

Removal of accident-related debris from the impact area, except as necessary to facilitate rescue, should not be attempted by Medford personnel without clear direction from the appropriate authority. Accident investigation is highly dependent upon the preservation of the accident scene which should be maintained in as close to impact condition as possible. Removal of debris will ordinarily be accomplished by or under the direction of, investigative agencies, such as the NTSB or FAA. Scene security is of extreme importance and shall take place under the direction of the Police Department.

When responding to and securing the scene of a transportation accident, the following steps should be considered:

- A. If bodies must be removed prior to the arrival of investigators, attempt to identify the victim and mark the position in which the body was found. The location and position of bodies may be valuable clues to the cause of the accident. Assign a photographer to document accident scene and the location of bodies prior to their removal.
- B. Mark cuts or tears in metal or other materials made in order to rescue victims to differentiate them from those which were the result of the accident.
- C. Protect the scene from "souvenir" hunters. This may require lighting the scene at night to ensure a secure perimeter.

5. Transportation Accident Information

Local airport authorities will notify the City of Medford 911 Center in the event that an aircraft approaching is experiencing difficulty. Incidents involving aircraft which have already crashed will be reported through normal response channels.

Notification of a rail accident will come either from dispatch organizations, first responders, or Central Pacific Railroad officials.

Other Contacts:

- Portland International Airport
- San Francisco International Airport
- Rogue Valley International Airport
- Southern Pacific Yardmaster

6. Instructions to the Public

Instructions to the public will be highly incident specific. Necessary evacuations will take place under the direction of the Police Department. The Fire Department will provide up-to-date information on the overall incident to the Public Information Officer.

Special care should be taken to provide up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location where they can be protected from the press, and where information can be provided as it becomes available. These services will usually take place under the direction of other entities, such as the airline in the event of an air disaster or by Central Pacific Railroad, in the event of a rail accident; however, the Public Information Officer should expect calls from the relatives, press, and concerned citizens and may be requested to assist in providing information.

7. Emergency Service Actions

The following are checklists of tasks which may need to be accomplished in preparation for, response to, and recovery from transportation accidents. They should not be considered all inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks which are not listed. The checklists are divided according to City department and ECC staff.

A. Fire Department

..... Warning

- ___ 1. Alert field personnel and fire stations.
- ___ 2. Assess current staffing and shifts. Consider assignment of additional personnel. Unless specific instructions are given to the contrary, all City personnel are expected to report for work according to normal schedules.

- _____3. Review status and location of equipment, fuel, and other essential supplies for use during and after the response.
- _____4. Consider repositioning equipment if current location could become cut off or if relocation could speed response.
- _____5. Check auxiliary generators and other power, lighting, and communications equipment.
- _____6. Consider activation of CERT volunteers.
- _____7. Coordinate with Police and Public Works to develop evacuation and emergency access routes.

.....Impact

- _____1. Assume Incident Command (consider the establishment of unified command if indicated).
- _____2. Establish and enforce use of perimeters to ensure efficient and controlled access to the scene and staging areas to maximize utilization of incoming resources.
- _____3. Provide fire suppression according to department standard operating guidelines. Utilize Airport Crash Rescue.
- _____4. Perform search and rescue.
- _____5. Provide medical aid according to standard operating guidelines and the provisions of the Mass Casualty Plan.
- _____6. Notify NTSB.
- _____7. Consider activation of the ECC.
- _____8. Keep information up-to-date. Utilize appropriate access routes as conditions change. Keep other departments informed of changes in use of such routes.
- _____9. Coordinate with Police and cooperating agencies to ensure secure inner and outer perimeters to provide safe distances that have been established and are being maintained.
- _____10. Light scene as necessary.
- _____11. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____12. ECC activation - Provide Planning Section with list of resources committed to the incident and available to be assigned.
- _____13. ECC activation - Instruct field personnel to provide incident updates and resource status reports as scheduled.
- _____14. ECC activation - Maintain time and expenditure reports for Finance Section.
- _____15. Pass overall incident command to the City Administrator if appropriate.
- _____16. ECC activation - Maintain unit log of decisions made and actions taken.

..... Recovery

- ____1. Assist in debris removal, scene restoration, inspections, and damage assessment as requested.
- ____2. Complete necessary paperwork and reports.
- ____3. Participate in critique.

B. Police Department

.....Warning

- ____1. Upon receipt of warning, notify Emergency Management, or if absent, the following personnel: Fire Chief, Police Chief, Public Works Director, and City Administrator. Further notification is the responsibility of the above personnel or their designees.
- ____2. Alert field units.
- ____3. Review status and location of equipment, fuel, and other essential supplies for use during and after the incident. Consider relocation of resources if relocation would speed response.
- ____4. Check auxiliary generators and other power, lighting, and communications equipment.
- ____5. Assess staffing and shifts.
- ____6. Consider the activation of reserves and explorers.
- ____7. Coordinate with Fire and Public Works to develop evacuation and access plans to the affected area.

.....Impact

- ____1. Consider activation of the ECC.
- ____2. Maintain communications with field units.
- ____3. Limit travel into impacted area as required. Cordon hazardous areas as necessary. Reroute traffic on an area basis as required.
- ____4. Establish and maintain perimeter according to departmental guidelines and instructions of the incident commander.
- ____5. Assist other departments as requested.
- ____6. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ____7. ECC activation - Provide Planning Section with list of resources committed to the incident and available to be assigned.
- ____8. ECC activation - Instruct field personnel to provide incident updates and resource status reports as scheduled.
- ____9. ECC activation - Maintain time and expenditure reports for Finance Section.
- ____10. ECC activation - Maintain unit log of decisions made and actions taken.

.....Recovery

- ____1. Assist in damage assessment as requested.
- ____2. Complete necessary paperwork and reports.
- ____3. Participate in critique.

C. Community Development Department
--

..... Warning

- ____1. Alert field units.
- ____2. Review status and location of equipment, fuel, etc. for use during and after the incident.
- ____3. Check auxiliary generators and other power, lighting, and communications equipment.
- ____4. Assess current staffing and shifts. Recall and assign additional personnel as necessary. Unless specific instructions are given to the contrary, all City personnel are expected to report to work according to normal schedules.
- ____5. Review arterial and collector streets likely to be affected. Determine priorities for maintenance and debris clearance; assist in the development of alternative traffic routes.

..... Impact

- ____1. Consider the activation of the ECC.
- ____2. Assess the incident situation with respect to damage to utilities and other property, casualties, requirements for rescue or evacuation, etc.
- ____3. Keep information on conditions up-to-date. Keep other departments informed of changes in conditions which will affect City operations.
- ____4. Assist in traffic and crowd control as requested.
- ____5. Coordinate inspections of damaged electric, gas, and water systems with appropriate utilities and agencies.
- ____6. ECC activation - Brief staff on current conditions, capabilities, and activities.
- ____7. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ____8. ECC activation - Provide Planning Section with list of resources committed to the incident and available to be assigned.
- ____9. ECC activation - Instruct field personnel to provide incident updates and resource status reports as scheduled.
- ____10. ECC activation - Maintain time and expenditure reports for Finance Section.
- ____11. ECC activation - Maintain unit log of decisions made and actions taken.

..... Recovery

- ___1. Assist in damage assessment as requested.
- ___2. Release excess personnel and equipment.
- ___3. Complete necessary paperwork and reports.
- ___4. Participate in critique.

D. EMERGENCY Management

.....Warning

- ___1. Upon receipt of warning, determine who should be advised and how based on impact of projected incident. Alert Emergency Management staff, Public Works Operations, Police, Fire, and the City Administrator.

.....Impact

- ___1. Assess the incident situation with respect to damage to utilities and other property, casualties, requirements for rescue or evacuation, etc. Keep City Administrator and other departments advised.
- ___2. Consider activation of the ECC.
- ___3. Determine status of facilities within the impacted area.
- ___4. Consider activation of HAM radio if appropriate.
- ___5. Keep information up to date. Keep other departments informed.
- ___6. Establish and maintain reporting and coordination contacts with cooperating jurisdictions, state, and volunteer agencies.
- ___7. ECC activation - Brief staff on current conditions, capabilities, and activities.
- ___8. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___9. ECC activation - Provide Planning Section with list of resources committed to the incident and available to be assigned.
- ___10. ECC activation - Instruct field personnel to provide incident updates and resource status reports as scheduled.
- ___11. ECC activation - Maintain time and expenditure reports for Finance Section.
- ___12. ECC activation - Maintain unit log of decisions made and actions taken.

..... Recovery

- ___ 1. Assist in damage assessment as requested.
- ___ 2. Provide coordination point for disaster recovery activities and agencies.
- ___ 3. Complete necessary paperwork and reports.
- ___ 4. Participate in critique.
- ___ 5. Revise and update Emergency Plan as indicated.

E. Administration

..... Warning

- ___ 1. Assess staffing. Unless specific instructions are given to the contrary, all City personnel are expected to report for work on normal schedules.

..... Impact

- ___ 1. Consider activation of the ECC.
- ___ 2. City Administrator-Consider assuming overall incident command.
- ___ 3. ECC activation-brief staff on current conditions, capabilities, and activities.
- ___ 4. ECC activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___ 5. ECC activation - Provide Planning Section with list of resources committed to the incident and available to be assigned.
- ___ 6. ECC activation - Maintain time and expenditure reports for Finance Section.
- ___ 7. ECC activation - Maintain unit log of decisions made and actions taken.

..... Recovery

- ___ 1. Assist in damage assessment as requested.
- ___ 2. Complete necessary paperwork and reports.
- ___ 3. Participate in critique.

F. Personnel Services

..... Warning

- ___ 1. Assess staffing. Consider the need for additional personnel. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

.....Impact

- ___ 1. Support other Departments and ECC as requested.
- ___ 2. Evaluate the need for augmented financial tracking in support of the incident; staff the Finance Section accordingly.
- ___ 3. Provide thorough and efficient financial tracking as required by the needs of the incident.

..... Recovery

- ___ 1. Assist in damage assessment.
- ___ 2. Provide monetary and damage assessment figures necessary to support a request for disaster declaration.
- ___ 3. Complete necessary reports and paperwork.
- ___ 4. Participate in critique.

G. Legal Department

.....Warning

- ___ 1. Assess staffing. Unless specifically advised otherwise, all City personnel are expected to report for work according to normal schedules.

.....Impact

- ___ 1. Provide support to other departments and ECC as requested.

..... Recovery

- ___ 1. Complete required reports and paperwork.
- ___ 2. Participate in critique.

8. ECC Staff

Command

- ___ 1. Provide overall incident strategy and management.
- ___ 2. Assess ECC staffing. Activate Sections as appropriate.
- ___ 3. Establish Unified Command structure as appropriate.
- ___ 4. Provide liaison with cooperating or assisting agencies and jurisdictions not part of the unified command structure.
- ___ 5. Establish and maintain contact with the media, provide public and protective action information, and alert and warn as appropriate.

- _____ 6. Assign Safety Officers to monitor overall safety of incident operations. Consider the possibility of critical incident stress and the need for debriefings for all response personnel.
- _____ 7. If emergency conditions hamper or overload response capabilities, determine priorities and cost restrictions on the basis of criteria outlined in Overview, Policy Statements, and Incident Stabilization Sequence on previous pages. In addition, consider the number of lives that may be saved, risk to response personnel, accessibility to the scene, and the amount of time to accomplish the mission.
- _____ 8. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Emergency Management (see Appendix E Declaration).
- _____ 9. Consider the need for a written Incident Action Plan.
- _____ 10. Maintain log of major decisions and actions taken.

B. Planning Section

- _____ 1. Assess the emergency situation with respect to areas affected, damage to response and communications systems, utilities, and other property, casualties, requirements for rescue or evacuation, etc. Keep Command, Operations, and other Sections advised. Assist the Command staff in evaluation of reports and overall conditions to determine whether local resources can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be acquired and ECC staffing increased.
- _____ 2. Assess Staffing
- _____ 3. Develop and keep up-to-date information on conditions of routes, damage, and status of relief efforts.
- _____ 4. Keep other ECC staff informed both at planning meetings and as significant events arise.
- _____ 5. Establish and maintain reporting and coordination contact with cooperating jurisdictions and state agencies.
- _____ 6. Gather lists and display resources committed to the incident and those available for assignment. Ensure that all responding personnel, including volunteers, are checked into and out of the incident.
- _____ 7. Evaluate overall community situation and augment weather reports with other reports to maintain a continuing assessment of the situation.
- _____ 8. Map incident. City maps which may be useful in this effort include neighborhood 1/4 section maps. Maps can be duplicated by Engineering.
- _____ 9. Conduct planning meeting.
- _____ 10. Develop and reproduce written incident action plan if directed to do so by Command.
- _____ 11. Establish check-in points for citizens wishing to assist for organized volunteer agencies, and for other responding resources. Provide list of available resources to Operations and other Sections.
- _____ 12. Maintain log of major decisions and actions.

For more detailed instructions for the Planning Section, see Section 2-A Emergency Organization.

C. Logistics Section

- _____ 1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- _____ 2. Attend planning meeting.
- _____ 3. Receive and process requests for outside assistance.
- _____ 4. Determine needs of Red Cross and other human services for transportation, communications, etc. Assist as possible.
- _____ 5. Assess adequacy of communications systems. Consider activation of HAM communications or requesting additional stand-alone support.
- _____ 6. Assess adequacy of transportation resources. Consider activation of 4-wheel clubs and/or National Guard.
- _____ 7. Assess adequacy of incident facilities. Consider additional activations if necessary. These may include medical assessment facilities, Disaster Application Centers, and temporary morgues.
- _____ 8. Ensure adequate site lighting to support security and perimeter maintenance.
- _____ 9. Provide liaison with other incident facilities as activated. These may include, but are not limited to, shelters and temporary morgues and Jackson County ECC.
- _____ 10. Provide Planning and Operations Sections with status reports and estimated times of arrival of outstanding resource requests.
- _____ 11. Maintain log of decisions made and actions taken.

D. Operations Section

- _____ 1. Assess incident situation, scope, and impact.
- _____ 2. Attend planning meeting and define tactics to meet overall strategy.
- _____ 3. Deploy resources to meet defined strategy. Suppress fire, perform search and rescue, provide medical services according to established priorities.
- _____ 4. Keep Planning, Logistics, and Finance apprised of resource requirements. Request additional resources through Logistics.
- _____ 5. Assist Planning Section in initial damage assessment.
- _____ 6. Establish and maintain coordination among response agencies, including Police, Fire, Public Works, Utility companies, and assisting jurisdictions.
- _____ 7. Consider the need to activate additional operational branches such as Medical, Law Enforcement, and Air Operations.

E. Finance Section

- _____ 1. If conditions warrant, gather supporting documentation for Declaration of Emergency. Provide information to Command Staff and Planning Section, advise as necessary.
- _____ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are kept. Since the ability of the City to survive the financial impact of the disaster may depend upon federal reimbursement for expenditures, timely and accurate recordkeeping is essential.
- _____ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- _____ 4. Organize, deploy, and supervise secondary damage assessment teams. Coordinate secondary damage assessment activities with Federal/State teams.
- _____ 5. Oversee preparation of necessary damage and funding reports.
- _____ 6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- _____ 7. Attend planning meetings.
- _____ 8. Maintain log of decisions made and actions taken.

L. Volcanic Eruption - Overview/Assignments

Subject:

Response and recovery to possible volcanic eruptions, particularly along the Cascade Mountains and Mount McLoughlin.

Purpose:

To provide a coordinated response to the effects of any volcanic eruption.

Scope:

Response will include actions taken through the application of equipment, manpower, and technical expertise to respond to the effects of volcanic eruption.

The primary threat to the Rogue Valley will be the active volcanoes along the eastern Cascade Mountains. Ash and solid debris could create utility outages, fires, health problems, and transportation problems.

Responsibility/Assistance:

City Council

The primary responsibility for general City government is borne by the City Council. During emergencies, this responsibility is expanded to include:

- a. Citizen involvement: encouraging positive support and citizen assistance.
- b. Policy statements to be issued as needed to support actions and activities of recovery and response efforts.

City Manager

The primary responsibility for the day-to-day operations of the City is borne by the City Manager. During emergencies, this responsibility is expanded to include:

- a. Chief Executive in charge of response and recovery activities.
- b. Public Information Officer (PIO) for all media releases.
- c. Intergovernmental contact with managers of other political entities for coordination and cooperation.
- d. Formal Declaration of Emergency and related ordinances and resolutions required during a state of emergency.
- e. Intergovernmental contact with other political entities.

Emergency Management Planning Team

Will provide support and advice to the City Manager as requested.

LEAD AGENCIES

Fire Department

Primary responsibility for rescue, fire fighting, and hazardous material incidents which includes the Region 8 response team's area, (Josephine and Jackson Counties).

Emergency Management Coordinator

Will work with the City Manager to coordinate response, relief, and recovery from effects of a volcanic emergency.

Public Works Department

Responsible for providing equipment and manpower to control clearing and removal of ash and debris.

Police Department

Shall be responsible for necessary evacuation, protection of property, traffic control, and necessary communications.

Medford Water Commission

Will work with the City Manager to coordinate response, relief, and recovery from effects of a volcanic emergency impacting the water system.

SUPPORT AGENCIES

Jackson County Health Department

Will provide all necessary medical advice and response to the health needs arising from a fallout of ash.

American Red Cross

Will provide for the temporary placement of displaced persons.

Public Information Officer

Will be responsible for the release of accurate information to the public and media. All efforts will be used to control panic.

State of Oregon Emergency Management

Will provide additional help and coordinate resources with FEMA and the federal government.

D. Volcanic Eruption-Response Plan

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D. Volcanic Eruption -Response Plan

1. Description

The City of Medford has the potential to experience volcanic eruption from Mount McLoughlin. Such eruptions will arise as isolated incidents or be caused by other emergencies, such as earthquakes. In addition, extreme weather conditions may complicate the situation. The prevailing winds would normally carry the volcanic dust toward the east. However, residue from the eruption, due to our close proximity to the volcanic action and the natural change of wind direction, either at low levels or in the winds aloft, will cause hot or cold ash to fall most anywhere. Anticipation of ash accumulation must be removed and the possibilities of fires from hot embers is a reality. An event called "Nuee Ardante" very hot gasses with ash and poisonous gases, can follow a valley down from the mountain to a city, such as from Mount McLoughlin down highway 140 to Medford. Evacuation ahead of time must take place before this event happens. The water system for Medford could be impacted by volcanic action at Big Butte Spring. Special consideration needs to be taken care of in this instance. This addendum shall provide information and guidance in the event of volcanic eruptions.

2. Volcanic Eruption Response Planning

Planning and preparedness for volcanic eruption in all phases of emergency management is the responsibility of the Fire Department. Remaining City Departments are responsible for planning to maintain their own operations and services during fire incidents and for supporting the Fire Department as requested.

Duties and responsibilities listed under the ECC checklist are the responsibility of the Fire Department unless the ECC staffing pattern as described in Sections II, III, & IV City of Medford Emergency Management Plan is activated. The Emergency Management Committee is responsible for coordinating the annual review of this document with City Manager.

3. Shelter and Social Services

If temporary lodging and food for evacuees are needed, the American Red Cross will activate and publish information to the public concerning location and management of shelter operations.

See Appendix J & O for Sheltering and Telephone lists.

4. Emergency Transportation

Sources for emergency transportation include RVTD, Medford School District, Medford Senior Services, 4-wheel drive clubs, and under a declared emergency, the National Guard.

See Appendix J-Resource List/Contracts for information.

5. Additional Assistance

Additional resources which may be required to respond to clean up ash and extinguish fires may be obtained through automatic and mutual aid agreements. These agreements are developed and maintained by the Fire Department, Police Department, and the Public Works. Extremely large incidents may require the implementation of the State Conflagration Act (Appendix A) for fire.

See Appendix O for Telephone Lists.

Resources available through wildland agencies include aerial retardants, communications equipment, engines, infrared detection, and trained crews and ICS overhead team personnel. See Appendix J-Resources List/Contracts or call the above agencies.

6. Fire Information

The Fire Department, or ECC Information Officer when activated, is responsible for the timely issuance of warnings and information to the public and for the notification of City Emergency Management staff via Medford 911 Center. In the event of an evacuation, warning may be delegated to the Police Department as part of the evacuation process..

7. Weather Information

Timely and accurate weather forecasting is vital to knowing where the plume of the volcano is covering and if fire suppression efforts will be needed. The National Weather Service provides detailed daily volcanic and fire weather forecasts as needed. In addition, the National Weather Service can provide special, incident-specific weather forecasts or on-site forecasting to aid fire personnel. When requesting a special weather forecast, be ready to provide the information requested on the Special Weather Forecast Request form (Form D):

During periods of extreme weather, the Jackson County Emergency Management Office works with the National Weather Service to disseminate weather bulletins. Unless requesting a spot weather forecast for a current incident, requests for local weather information should be routed to Jackson County Emergency Management.

8. Emergency Service Actions

The following are checklists of tasks that may need to be accomplished in preparation for, response to, and recovery from a major volcanic eruption emergency. They should not be considered all-inclusive; some emergencies will not require that all tasks be accomplished, others will require tasks that are not listed. The checklists are divided according to City Department and ECC staff.

A. Fire Department

..... Warning

- ___ 1. Assess staffing. Increase personnel during periods of increased risk as necessary.
- ___ 2. Review status and location of equipment, fuel, and other essential supplies.
- ___ 3. Consider repositioning equipment if current location could become cut off or if staging equipment closer to high risk areas would be more effective.

- ___4. Check auxiliary generators and other power, lighting, and communications equipment.
- ___5. Determine fire readiness of vehicles and equipment. Provide wildland equipment, hose, Nomex, etc. as necessary.
- ___6. Consider activation of CERT Volunteers.
- ___7. Conduct wildland suppression training for Department personnel.
- ___8. Alert field personnel and fire stations. Consider providing daily fire weather briefings during periods of extreme fire danger.

.....Impact

- ___1. Assume Incident Command.
- ___2. Assess the fire situation, including a determination of affected areas. Obtain information, such as current and predicted speed and direction of wind, resources committed and available, etc.
- ___3. Notify Dispatch of fire emergency. Request activation of appropriate emergency management staff.
- ___4. Maintain communications with operating units and fire station personnel.
- ___5. Keep information on access routes up to date. Request the assistance of the Police Department and Public Works Operations in establishing and maintaining access and evacuation routes. Utilize appropriate routes as conditions change. Keep other departments informed of changes in the use of such routes.
- ___6. Consider activation of the ECC.
- ___7. Establish and maintain contact with mutual aid cooperators and other fire agencies. In the case of wildland fire, consider requesting a representative of the US Forest Service from the Rogue River National Forest to provide liaison with federal wildfire resources, such as aerial retardants. Although under current agreements such resources are not available except through the activation of the Conflagration Act, liaison on scene or at the ECC may facilitate such assistance when time is of the essence.
- ___8. Consider activation of the Conflagration Act. See Fire Departmental Procedures.
- ___9. Consider special needs for EMS response due to ash and breathing difficulties.
- ___10. Establish and maintain contact with the National Weather Service to ensure adequate forecasting support. Make sure on-scene personnel receive all weather information on a timely basis.
- ___11. Provide public information and direction.
- ___12. Coordinate scene control with the Police Department. Allow no one in the fire area except authorized emergency personnel and properly escorted press.
- ___13. Establish and maintain communication with the ECC if activated. Provide situation updates on a periodic basis and as major changes occur.
- ___14. Establish containment and control of the fires according to Department standard operating guidelines.
- ___15. ECC Activation - Activate and staff appropriate Command and General Staff positions. Brief staff on

current conditions, capabilities, and activities.

- ___16. ECC Activation - Pass overall incident command to the City Manager, if requested.
- ___17. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- ___18. ECC Activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.
- ___19. ECC Activation - Maintain time and expenditure reports for Finance Section.
- ___20. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ___1. Release excess personnel and equipment.
- ___2. Resume EMS response (if discontinued).
- ___3. Complete necessary paperwork and reports.
- ___4. Conduct critique.

B. Public Works

..... Warning

- ___1. Review status and location of equipment, fuel, sand and gravel, etc., for use during and after the fire. Report location and status of graders, backhoes, and bladed equipment to Fire Department.
- ___2. Check auxiliary generators and other power, lighting, and communications equipment.
- ___3. Assess staffing.
- ___4. Alert field personnel of impending situation.
- ___5. So far as is practical, put personnel and equipment on alert and keep in communication with operating and alerted crews.

..... Impact

- ___1. Consider activation of the ECC.
- ___2. Assist Fire and Police Departments in planning evacuation and access routes, traffic and scene control, fire line construction, and other activities as requested.
- ___3. ECC Activation - Assume/staff ICS positions as requested by Command.
- ___4. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

- _____ 5. ECC Activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.
- _____ 6. ECC Activation - Maintain time and expenditure reports for Finance Section.
- _____ 7. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- _____ 1. Release excess personnel and equipment.
- _____ 2. Complete required paperwork and reports.
- _____ 3. Participate in critique.

C. Police Department

..... Warning

- _____ 1. Upon receipt of warning or upon notification that an incident has occurred without warning, from Fire Department, notify appropriate Emergency Management Staff as directed.
- _____ 2. Review status and location of personnel, equipment, fuel, vehicles, and other essential supplies for use during and after the incident.
- _____ 3. Check auxiliary generators and other power, lighting, and communications equipment.
- _____ 4. Assess staffing. Consider the activation of Reserves and Explorers.
- _____ 5. Alert field units.

..... Impact

- _____ 1. Keep information on condition of evacuation of access routes up-to-date. Utilize appropriate routes as conditions change. Keep public and other departments informed as conditions change.
- _____ 2. Maintain communication with field units.
- _____ 3. Develop scene and traffic control plans with Fire Department. Limit travel into fire area as required. Cordon hazardous areas as necessary. Reroute traffic on an area basis as required.
- _____ 4. Consider activation of the ECC.
- _____ 5. Coordinate alert and warning and evacuation planning with the Fire Department and Public Information Officer.
- _____ 6. Conduct evacuations according to Department standard operating guidelines.
- _____ 7. ECC Activation - Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.
- _____ 8. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.
- _____ 9. ECC Activation - Provide Planning Section with list of resources committed to the incident and those

available to be assigned.

___10. ECC Activation - Maintain time and expenditure reports for Finance Section.

___11. Maintain Unit Log of decisions made and actions taken.

..... Recovery

___1. Release excess personnel and equipment.

___2. Complete necessary paperwork and reports.

___3. Participate in critique.

D. Emergency Management

..... Warning

___1. Upon receipt of warning, determine severities and probabilities involved. Assist in alerting staff and public as requested.

..... Impact

___1. Establish contact with assisting social service agencies, such as the American Red Cross.

___2. Assess communications needs. Consider activation of HAM radio club.

___3. Assess the need for ground support. Alert School Bus Services, RVTD, and 4-Wheel drive clubs as necessary.

___4. Establish and maintain reporting and resource management contact with cooperating jurisdictions and state agencies.

___5. Consider activation of the ECC.

___6. ECC Activation - Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

___7. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for additional supplies, resources, etc.

___8. ECC Activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.

___9. ECC Activation - Maintain time and expenditure reports for Finance Section.

___10. Maintain Unit Log of decisions made and actions taken.

..... Recovery

___1. Release excess personnel and equipment.

___2. Complete necessary paperwork and reports.

___3. Participate in critique.

____ 4. Revise and update Emergency Plan as indicated.

E. Administration

..... Warning

____ 1. Assess staffing. Notify City Manager.

..... Impact

____ 1. Consider Activation of the ECC.

____ 2. City Manager: Consider assuming incident command.

____ 3. ECC Activation: Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

____ 4. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for resources, etc.

____ 5. ECC Activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.

____ 6. ECC Activation - Maintain time and expenditure reports for Finance Section.

____ 7. Maintain Unit Log of decisions made and actions taken.

..... Recovery

____ 1. Release excess personnel and equipment.

____ 2. Complete necessary paperwork and reports.

____ 3. Participate in critique.

F. Legal Department

..... Warning

____ 1. Assess Staffing.

..... Impact

____ 1. ECC Activation - Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.

____ 2. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for resources, etc.

- ___3. ECC Activation - Provide Planning Section with list of resources committed to the incident and those available to be assigned.
- ___4. ECC Activation - Maintain time and expenditure reports for Finance Section.
- ___5. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ___1. Release excess personnel and equipment.
- ___2. Complete necessary paperwork and reports.
- ___3. Participate in critique.

G. Finance Department

..... Warning

- ___1. Assess staffing.

..... Impact

- ___1. Evaluate the need for augmented financial tracking in support of the incident.
- ___2. ECC Activation - Assume/staff ICS positions as requested by Command. Brief staff on current conditions, capabilities, and activities.
- ___3. ECC Activation - Provide Logistics Section with list of outstanding or en-route requests for resources, etc.
- ___4. ECC Activation - Provide Planning Section with list of resources committed to the incident, and those available to be assigned.
- ___5. Maintain Unit Log of decisions made and actions taken.

..... Recovery

- ___1. Assist in damage assessment.
- ___2. Complete necessary paperwork and reports. Provide monetary figures necessary to support a request for disaster declaration.
- ___3. Participate in critique.

H. ECC Staff

All tasks listed below remain the responsibility of the Fire Department unless the ECC staffing pattern is activated.

Command

- ___ 1. Provide overall incident strategy and management.
- ___ 2. Establish Unified Command structure as appropriate.
- ___ 3. Provide liaison with cooperating/assisting jurisdictions and agencies not part of the unified command structure.
- ___ 4. Establish and maintain contact with the media; provide public information, alert, and warning as appropriate.
- ___ 5. Keep Mayor and City Council briefed on incident status and activities.
- ___ 6. Monitor overall safety of incident operations.
- ___ 7. If fire conditions hamper or overload response capabilities, determine priorities on the basis of criteria outlined in Section II, III, & IV City of Medford Emergency Management Plan. In addition, consider the number of lives that may be saved, accessibility to the scene, and the amount of time to accomplish the mission.
- ___ 8. If conditions warrant, declare the existence of a local emergency and submit request for formal declaration to Jackson County Department of Emergency Services (see Appendix E. Declaration).
- ___ 9. If conditions warrant, request activation of the State Conflagration Act.
- ___ 10. Maintain log of major decisions and actions.

For more detailed instructions for the Command Staff see Section II, III, & IV Medford Emergency Management Plan.

Planning Section

- ___ 1. Assess the fire situation, including a determination of affected areas. Obtain information, such as current and predicted wind speed and direction, temperature, relative humidity, etc. Ensure that Coordination Section receives timely fire weather forecasts.
- ___ 2. Alert Public Information Officer and Incident Commander of facilities at risk from eruption, fire, or other emergencies. Assist in the determination of areas which should be evacuated or alerted to the incident.
- ___ 3. With the assistance of the Law Enforcement and Public Works Branches, develop and keep up-to-date information on conditions of access and evacuation routes, ash damage, fire damage, and status of suppression and relief efforts.
- ___ 4. Keep other ECC staff informed both at planning sessions and as significant events arise.
- ___ 5. Establish and maintain reporting contact with cooperating jurisdictions and state agencies.
- ___ 6. Gather lists and display resources committed to the incident and those available for assignment.

- ___7. Evaluate overall community situation, augment weather reports with other reports to allow a continuing assessment of the situation. An evaluation of all reports should be the basis for decisions on whether local forces can meet requirements, whether mutual aid is feasible, and whether additional emergency personnel, equipment, and supplies should be requested and ECC staffing increased.
- ___8. Conduct strategy and planning sessions.
- ___9. Prepare and distribute written incident action plan as directed by Command.
- ___10. Maintain log of major decisions and actions taken.

For more detailed instructions for the Planning Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Logistics Section

- ___1. Establish and maintain coordination with cooperating jurisdictions. Determine procedure for requesting additional resources.
- ___2. Attend strategy and planning sessions.
- ___3. Receive and process requests for additional resources.
- ___4. Determine needs of incident for social service organizations, such as the American Red Cross. Work with agencies to ensure mutual needs for communications, security, transportation, etc. are met.
- ___5. Assess adequacy of communications. Consider activation of HAM radio or other communications support.
- ___6. Assess adequacy of ground support, including transportation, bulk fueling, etc.
- ___7. Assess adequacy of incident facilities. Determine needs of ECC and on-scene staff, including feeding and sleeping areas.
- ___8. Provide Planning and Operations Sections with status reports and estimated times of arrival for outstanding resource requests.
- ___9. Maintain log of decisions made and actions taken.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Coordination Section

- ___1. Assess fire situation, scope and impact.
- ___2. Attend strategy and planning session and define tactics to meet overall strategy.
- ___3. Deploy resources to meet defined strategy. Contain and control fire, perform rescue, etc. according to standard operating guidelines.

- _____ 4. Establish and maintain coordination among response agencies, including Police, Public Works, and cooperating/assisting jurisdictions.
- _____ 5. Establish and maintain adequate staging area to support incident operations.
- _____ 6. Keep Planning, Logistics, and Finance Sections apprised of resource requirements. Request additional resources through Logistics.
- _____ 7. Consider the need to activate additional operational branches, such as Medical, Law Enforcement, Public Works, and Air Operations.

For more detailed instructions for the Logistics Section, see Section II, III, & IV City of Medford Emergency Management Plan.

Finance Section

- _____ 1. If conditions warrant, gather supporting documentation for declaration of emergency. Provide information to Command and Planning Sections.
- _____ 2. Assess financial tracking needs of the incident. Provide staff and procedures to assure adequate financial records are being kept.
- _____ 3. Obtain detailed data on property damage and local financial resources expended in support of the incident.
- _____ 4. Organize, deploy, and supervise damage assessment teams (duty may be shared with Planning Section).
- _____ 5. Oversee preparation of necessary damage and funding reports.
- _____ 6. Assist Logistics in determining sources of additional resources. Process procurement paperwork as necessary.
- _____ 7. Attend strategy and planning sessions.
- _____ 8. Maintain log of decisions made and actions taken.

For more detailed instructions for the Finance Section, see Section II, III, & IV City of Medford Emergency Management Plan.

1. **First person** on the ECC Committee or Records personnel to arrive will perform the following:
 - a. **Acquire keys** for the ECC Coordination room 269. **ECC keys are in fire department's front counter drawer marked "ECC KEYS"**.
 - b. **Open ECC supply cabinet in room 269** and locate **ECC floor plan (First cupboard in credenza on top of Coordination phone box)** to arrange the furniture, tables, phones, and material as needed for each activation level. Follow the sequence from Level I on through each level as needed.

Level I --Monitoring Activation - Coordination in room 269

- Place tables and furniture for Coordination level only. (Usually in proper position.)
- Extend phone cables for Coordination Table and connect phones to designated labeled cable ends, red colored numbers (like numbers are under phone receiver and bottom), and match other phone cable ends with wall connections, white background numbers. (Duck tape to floor, tape is in right drawer of credenza).
- Set up recorder and weather computers (two positions), recorder computer in small cabinet in Citizens Hotline room 267 and Weather computer in shelves/cupboard at southeast corner of ECC. Place Easel and chart at Coordination East wall (found in fire department area).
- Position Resource T-card holders on East wall, find in cabinet by weather computer southeast corner, white on top, canvas on bottom.
- Place writing material, files, and resources on table next to each phone.
- Place the position name plates on the appropriate tables, place two files per assigned position as indicated on the ECC floor plan.

Level II --Coordinating Activation - Coordination room 269 and Dispatch in room 258

- Do the same as above for Level I, along with the following:
- Open Dispatch room 258 cupboards and set up chairs/push back table.
- Extend Dispatch phones, computers and turn on. (Look for master switch in lower cabinets for computers and radios).
- Put maps on walls, large area map on West wall (Normally there or in storage room).

Level III --Full Activation - Administration, Citizens Hotline, Coordination & Dispatch-- (Administration rooms 151 & 157, Citizens Hotline room 267).

- Do the same as above for Level I & II, along with the following:
- Place tables and chairs for Administration room 151 & 157. (Usually in position).
- Extend phone cables (In small cabinet at northeast corner, keys to cabinet in fire counter drawer marked "ECC keys") and as above, connect designated phones to Administration Table cables. (Duck tape to floor).
- Place special maps on West wall tack board (found in fire storage next to ARES computer).
- Setup Citizens Hotline in room 267 with phones as indicated on floor plan. (Phones are in ECC cabinet, first cupboard). (On each citizens hotline phone, depress third button down on left column, marked "CAMP ON", Red light indicates phone is capable to access role over).

2. **ONLY designated personnel will access the ECC (have sign-in sheet readily accessible).**
3. **After arrival of the City Manager and staff, the decision will be made if additional notification of necessary personnel is needed.**

This Plan has been approved by the City Manager of the City of Medford as directed in the City of Medford Ordinance No. 1999 - 126, Chapter 12, EMERGENCY POWERS. The responsibilities of local, state, federal and private agencies outside the jurisdiction of the City of Medford are established under state and federal statutes and mutual aid agreements.

1. CITY OF MEDFORD

- a. City Charter
Establishes the City of Medford, its government, and responsibilities.
- b. City Charter
Authorizes the City Council to regulate the City's Water Utility.
- c. City Ordinance No. 1999 - 126
Establishes the office and powers of the City Manager's Emergency Management responsibilities, Declaration of emergency responsibilities, authority of City Manager, Regulations of persons and property, additional powers of emergency, and termination of State of Emergency.

2. STATE OF OREGON

- a. Oregon Constitution
- b. Emergency Management and Services, ORS 401.015-401.990.

3. UNITED STATES FEDERAL GOVERNMENT

- a. Federal Civil Defense Act of 1950
- b. Presidential Executive Order No. 11490 dated 10/28/69, as amended.
- c. Disaster Relief Act of 1970 (Public Law 91-606).
- d. Disaster Relief Act of 1974 (Public Law 93-606).
- e. Presidential Executive Order No. 11796 dated 7/15/74, as amended.
- f. Code of Federal Regulations, Title 24, Chapter XXII, Part 2205, dated 10/1/79.
- g. Stafford Act: The Robert T. Stafford Act, (Public Law 93-288, as amended).
- h. Aviation Disaster Family Assistance Act of 1996.

Available at ECC (updated)

I. ACTIVATION OF ECC

- A. Alpha Page is initiated to all members of the ECC Team.
- B. Members of the ECC Team that do not carry a pager will be notified either by telephone or by persons arriving at the ECC, and as time permits.

Telephone notification required:

City Manager - Mike Dyal
Deputy City Manager – Bill Hoke
Public Works Director - Cory Crebbin
City Engineer – Larry Beskow
Parks and Recreation Director – Brian Sjothun
Parks and Recreation Supervisor – Bruce Galloway
Fire Chief- Dave Bierwiler
Police Chief- Randy Schoen
Water Commission Manager – Larry Raines
I/S Director – Doug Townsend
Director Building Safety - Chris Reising
City Recorder – Glenda Owens

- II. Emergency Coordination Center (ECC) set up.
- III. Dispatchers called back to staff ECC Dispatcher Center. (ECC Dispatch can operate with one dispatcher, if absolutely necessary, but staffing of two is preferred.)
- IV. Any less than immediate emergency incidents should be processed by the ECC. Emergency incidents (life threatening or immediate severe threat to property) should be processed through CCOM, whether related to the incident or not.
- V. The ECC will communicate with RVCCOM by means of systems, if necessary. They are as follows:
 - Radio
 - Telephone
 - Office Outlook E-mail
 - Written message, transferred by "runners"
 - Cell Phone
 - Amateur Radio Emergency Services
- A. Citizens Information Phone Bank
 - 1. An information phone bank will be set up to answer questions regarding the incident. This non-emergency number will be broadcast over the media sources (television, radio, internet).
 - 2. The informational phone bank may be staffed with volunteers or non-essential personnel. The informational phone bank will be at the ECC or service center.
 - 3. The nature of the emergency may require that RVCCOM restrict activities to those directly involved in the disaster or those which involve immediate threat to life. At that time, any inquiries or non-emergency reports should be politely deferred until the emergency has passed. The decision to take such action will be that of the Incident Commander.

- B. Radio Communications
 - 1. RVCCOM and the Incident Commander are responsible for the management of radio frequencies during the emergency. Either may require that the frequency be restricted to all but incident-related traffic.
 - 2. Communications between the ECC and RVCCOM by radio should be restricted, unless there is no other effective means to communicate.
- C. Telephones
 - 1. Volunteers and amateur radio groups will identify trained personnel to serve as Incident Dispatchers, Message Center personnel, and Informational Phone Bank representatives.
 - 2. All Communications points shall be furnished the phone numbers of the ECC function positions and the name of the person staffing those positions by logistics Section, Service Branch, Communications Unit Leader.
 - 3. Phone lines will be designated to maintain communications between the ECC, RVCCOM, and communications points. The phone numbers of these lines will not be released to the public and will not be utilized by other entities or ECC staff for any other purpose.
 - 4. Cell phones may also be used to maintain communications between the ECC, RVCCOM, and communication points.
- D. Electronic Mail
 - 1. The Medford LAN may be used to transmit non-emergency information between the ECC, RVCCOM, and communications points. This mode of communication is generally best suited for lengthy lists of areas requiring service, detailed narratives of conditions, etc.
 - 2. It should be stressed that emergency information should not be transmitted through this system.
- E. Message "runners"
 - 1. Should the other means of communications fail or prove to be less than adequate, consideration is given to using non-essential personnel and/or volunteers to hand carry written messages between communications points, the ECC, and RVCCOM. To be provided by Police Department by Community Service Officer's (CSO) or Explorer Scouts.
 - 2. Forms are available at the ECC for the sender, the receiver, and the incident function position to document.

VI. Public Information

- A. General information calls shall be referred to the phone number of the Information Phone bank.
- B. The Information Staff will strive to satisfy requests for general information with prepared statements released in a timely manner and updated on a regular basis.
- C. The Public Information Officer will provide all communications points with a standard statement about the incident and provide updates as the incident evolves. All information must be approved by Command.

VII. Total Phone Failure Contingency Plan

- A. Should the phone system fail entirely, a plan to staff selected locations with non-essential personnel that are well versed in radio procedure shall be initiated. These personnel shall receive reports of emergencies or need for service from the public, who respond to the fire station. The information is then relayed by radio to the ECC or RVCCOM.

- B. This plan shall be well advertised to the public as a matter of advance disaster preparedness.
- C. Should the situation escalate and become more prolonged, it may be necessary to staff local school buildings with similar personnel to relay emergency calls for service by radio.

VIII. Total Radio Failure Contingency Plan

- A. Trained groups of amateur radio volunteers and citizen-band radio groups may be utilized to transmit information in case of public safety radio system failure.

In case of total public safety radio system failure, a plan to staff selected locations with trained amateur radio or citizen-band (CB) personnel shall be initiated. These personnel shall receive reports of emergencies or need for service from the public. The information is then relayed by radio to another amateur radio contact in ECC or RVCCOM.

- B. This plan shall be well advertised to the public as a matter of advance disaster preparedness.
- C. Should the situation escalate and become more prolonged, it may be necessary to staff local school buildings with similar personnel to relay emergency calls for service.

Declaration (Emergency Powers) Reporting and Damage Assessment

Disaster assistance from mutual aid agencies, Jackson County, and State and Federal entities will be enhanced by prompt and thorough reporting of the emergency conditions. This section outlines the notification and reporting processes, emergency declarations, and damage assessment procedures that the City will implement in the event of a major emergency.

1. Reporting

Accurate incident status summaries are important to decision makers within the incident staff, as well as to assisting agencies and the public. An Incident Status Summary shall be completed as soon as possible after the onset of an emergency and shall be updated at least every 12 hours thereafter. The Incident Status Summary shall be prepared by the Planning Section on all level III activations and distributed via phone, radio, LEDS, or hard copy to at least the following:

Jackson County Emergency Management
Oregon Emergency Management Division
Incident Commander
Public Information Officer
Logistics Section Chief
Finance Section Chief
Operations Section Chief

The Public Information Officer may also distribute the Incident Status Summary to the media, the public, assisting agencies, adjacent jurisdictions, and volunteer organizations at the direction of the Incident Commander.

The Incident Status Summary may also be used by the emergency manager to advise City staff of Level I and II activities.

2. Emergency Declarations**A. Declaration of Local Emergency**

A declaration of emergency by the City of Medford is the first step in accessing state and federal disaster assistance. The Medford City Council has the legal authority under Medford Municipal Code Chapter 12, to declare that a Local Emergency exists. When the Mayor determines that a state of emergency exists, the Mayor shall make a written declaration to that effect and within 24 hours call a special meeting of the City Council to ratify the declaration of emergency. If a quorum of the council is not available, then as soon as a quorum can be assembled. If the Mayor for any reason is unable or unavailable to perform these duties, then the duties shall be performed in the following order of succession:

- a. City Council President;
- b. City Council Vice President; and
- c. City Council members in order of seniority in office.

The declaration by the Mayor of a state of emergency shall state the nature of the emergency, designate the geographical boundaries of the area subject to the emergency procedures, state the duration of time during which the area so designated shall remain an emergency area, and state any special regulations imposed as a result of the state of emergency.

If County, State, or Federal assistance is needed, it must also declare that all appropriate and available local resources have been expended and contain a request to the Governor for the type of assistance required (if needed). The Command and General Staff have the following responsibilities in the declaration process:

Operations: Identify necessary resources and outline special powers needed to respond to the emergency.
Assist in initial damage assessment.

Planning: Provide situation and resource summaries and initial and preliminary damage assessments.

Logistics: Compile Resource requests

Finance: Assist in preliminary damage assessment and coordinate damage survey activities.

Command: Present package to City Council.

The State of Emergency Form (Attachment B) will be used to document the declaration of a state of emergency.

B. County/State Disaster Declarations

In order for the City of Medford to receive federal disaster funding and to activate certain state and federal resources to support the emergency, the local declaration of emergency must be communicated to the Governor of the State of Oregon. The State of Oregon has the option of declaring a State of Emergency, and activating only state resources in support of the incident **or** of declaring a State of Emergency and beginning negotiations with FEMA for a Federal Disaster Declaration.

Medford's request for a declaration must be processed through Jackson County Emergency Management to the State Emergency Management Division.

Jackson County may add its support to the request, request that additional areas or services be included, or pass the request through without comment, but may **not** decline to process the request.

Jackson County will pass the request through to the State within one hour of receiving it from the City. If the County will not be able to comply with this time frame, the request may be presented directly to the State Emergency Management Division with notice to the County of action taken.

The request for a disaster declaration will be documented using the Local Emergency Declaration Form (Attachment B) and should be accompanied by a current Incident Status Summary. The declaration may be communicated via radio, teletype, or telephone, but must be followed up with a hard copy to Jackson County Emergency Management and the State Emergency Management Division.

The request for a disaster declaration and assistance does not indicate the surrender of Command responsibility and authority.

C. Federal Disaster Declarations

The Federal Government may declare an incident either an "emergency," or a "major disaster." When the President of the United States declares either condition to exist, various resources of the federal government are available to respond to the emergency and disaster funding is made available for recovery.

Certain federal agencies have disaster responsibilities which can be activated short of a federal disaster declaration.

The Governor of the State of Oregon, with the assistance of the Emergency Management Division, will prepare and forward a request for a Presidential declaration of an emergency or a major disaster to FEMA Region 10, who will in turn, present it to the President.

Current legislation defines "Emergency" as:

"... any human caused or natural event or circumstances causing or threatening loss of life, injury to person or property, human suffering or financial loss, and includes, but is not limited to, fire, explosion, flood, severe weather, earthquake, spills or releases of oil or hazardous material, contamination, disease, civil disturbance, terrorism, riot, or the interruption of essential public services..."

In addition, a "major disaster" is defined as:

"...any natural catastrophe...or, regardless of cause, any fire, flood, or explosion, in any part of the United States, which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance...to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss or suffering..."

3. Damage Assessment

Damage assessment is conducted in three phases: initial damage assessment, preliminary damage assessment, and damage survey reports development. The initial assessment provides information on which to base response and is supplemented by the preliminary assessment with supporting information for the disaster declaration. Both are the responsibility of the local government; the secondary damage assessment and the damage survey reporting process are in-depth analyses of long term effects and costs of the emergency and are done with the combined efforts of local, state, and federal agencies.

A. Initial Damage Assessment

Organization and supervision of the initial damage assessment is the responsibility of the Planning Section with supporting fiscal documentation from Finance. Efficient accomplishment of this task will require major assistance from all departments and available volunteer resources. Record keeping, especially of expenditures, should be started very early in the incident. The Finance Section will assign a charge code to which all incident-related expenditures will be coded. The initial damage assessment should begin as soon as possible after the impact of the emergency and should be conducted using the following priorities:

Priority 1 - Public Safety and Restoration of Vital Services

1. ECC, Fire Stations, Police Department, portions of City Hall, other city buildings, Hospital.
2. Hazardous occupancy industry, and natural gas pipeline.
3. Bridges and overpasses.
4. Shelters.
5. Major businesses and schools
6. Telephone and radio communications systems.
7. Power, natural gas, water, and sewer systems.

Each facility should be analyzed on structural integrity and safety, functional capability, and estimated cost to repair or replace. Attachment C-Preliminary Damage Assessment Assignments identifies facilities and infrastructure by Branch.

Priority 2 - Assessment of damage to support emergency or major disaster declaration.

An estimate of numbers of private dwellings and businesses affected by the incident will be needed to support the request for a State or Federal declaration. A "windshield" survey (a cursory, "drive-by" damage assessment) should be made at the same time as the more detailed survey required for priority 1 facilities.

1. Private homes, multiple family dwellings.
2. Businesses.

Once completed, damage found should be documented on the "Notice of Interest" form, Attachment E, and forwarded to Jackson County Emergency Management and Oregon Emergency Management.

B. Preliminary Damage Assessment

The initial damage assessment should provide the basis for subsequent assessment activities; the preliminary damage assessment builds upon that information to provide supporting documentation for State and Federal disaster assistance. Assessment activities shall be directed and supervised by the Planning Section, with cost information provided by the Finance Section. The Section should plan to perform the following tasks:

1. Complete Forms 1 and 2, Preliminary Damage Assessment Worksheet and the "Public Entity" column, **only** of the Preliminary Damage Assessment Report-Public Facilities (Attachments F and G).
2. Assign personnel to State and Federal Damage Assessment Teams. The Section should arrange appointments with managers/owners of affected facilities in order to facilitate the process. The State/Federal teams will complete the FEMA forms 90-80 and 90-81, Preliminary Damage Assessment summary, and the Individual Assistance Summary Form (Attachment H). Although the City is not responsible for completing these forms, personnel assigned to teams should be familiar with the information gathered on them.
3. Provide current cost (Finance) and damage assessment (Planning) information to the other members of the Command and General Staff.

C. Damage Survey Reports Development

The damage survey reports process is the primary responsibility of the State and Federal representatives on the Damage Assessment teams and is the third phase of the damage assessment process. During this phase, detailed evaluations of the fiscal and social impacts of each project are developed and documented.

1. Document expenditures in response to events for which a declaration has been granted using the appropriate Project Documentation Form (Attachment H). Prices provided on the FEMA price list (Attachment I) may be used to estimate costs. If the City of Medford can document actual costs, these should be used to develop accurate cost estimates.

4. Employee Welfare Survey

The Public Information function will assign personnel to determine the welfare of the families of on-duty emergency staff (the function may be assisted by other ECC staff, time and workload permitting). To facilitate this process, the City has been divided into four divisions. Attachment D contains addresses and home phone numbers, by division, of all City employees who live within the City of Medford, Staff will make every effort to assess the status of families living outside the City, but resources to make positive determinations may be limited.

5. Support Services

A. Police Community Affairs Unit and Fire Department

The Police Community Affairs Unit and the Fire Department is organized to use Neighborhood Watch Association Captains and CERT program to assist in both primary and secondary assessment. Information gathered via this process will be reported to the Planning Section, and may be used to allocate resources,

as well as to focus assessment activities on the area of greatest impact.

B. Disaster Application Centers (DACs)

The Logistics Section may be called upon to arrange for a large facility to serve as a Disaster Application Center (DAC), where citizens can meet with federal/ state/local and volunteer agency representatives to apply for disaster assistance. Appropriate facilities include schools, churches, and community centers. Advertising of these facilities will be coordinated by the Public Information Officer through the Joint Information Center (if activated) located in the Federal/State Disaster Field Office.

Federal, state, local, and volunteer agencies may provide or accept applications for the following services through the Disaster Application Center:

1. Temporary housing for disaster victims whose homes are uninhabitable as a result of a disaster.
2. Essential repairs to owner-occupied residences in lieu of temporary housing, so that families can return to their damaged homes.
3. Disaster unemployment and job-placement assistance for those unemployed as a result of a Major Disaster.
4. Disaster loans to individuals, businesses, and farmers for refinancing, repair, rehabilitation, or replacement of damaged real and personal property not fully covered by insurance.
5. Agricultural assistance payments, and technical assistance, and federal grants for the purchase or transportation of livestock.
6. Information on the availability of food stamps and eligibility requirements.
7. Individual and family grants to meet disaster-related expenses and other needs of those adversely affected by major disasters when they are unable to meet such needs through other means.
8. Legal counseling to low-income families and individuals.
9. Tax counseling concerning various disaster-related tax benefits.
10. Consumer counseling and assistance in obtaining insurance benefits.
11. Crisis counseling and referrals to mental health agencies to relieve disaster-caused mental health problems.
12. Social Security assistance for recipients or survivors, such as death or disability benefits or monthly payments.
13. Veteran's assistance, such as death benefits, pensions, insurance settlements, and adjustments to home mortgages held by the Veteran's Administration if a VA-insured home has been damaged.
14. Other specific programs and services as appropriate to the disaster.

C. Other Duties

Logistics may also arrange office space, document reproduction services, etc. for State and Federal Damage Assessment Teams.

D. Federal Mobile Homes

If federal mobile homes are to be provided for use as emergency shelter, Logistics may assist in choosing siting and site preparation consistent with Medford's local comprehensive land use plan.

E. Departmental Support

1. Public Works will provide engineers to lead damage-assessment teams.
2. All other departments will make available unassigned personnel to assist with damage assessment.
3. Additional support may be available from Jackson County Assessment and Taxation, County Engineers, etc.

As City Mayor for the City of Medford, I have determined that a state of emergency exists and therefore make the following declaration under the authority granted in Medford Municipal Code Chapter 12:

- A. The nature of the emergency is:
- B. The geographical boundaries of the area subject to emergency controls are:
- C. The duration of time the area above shall remain an emergency area is continuous until further notice is given.

Special regulations imposed as a result of the state of emergency are:

1. Exercise all police powers vested in the City by the Oregon Constitution, city charter, and city ordinances in order to reduce the vulnerability of the city to loss of life, injury to persons or property, human suffering, and financial loss resulting from emergencies, and to provide for recovery and relief assistance for the victims of emergencies.
2. Direct any department of the city to utilize and employ city personnel or individuals appointed by the manager, equipment, and facilities for the performance of any activities designed to prevent or alleviate actual or threatened damage due to the emergency and may direct the departments to provide services and equipment to federal, state, or local agencies to restore any services in order to provide for the health and safety of the citizens of the city.
3. Designate persons to coordinate the work of public and private relief agencies operating in such area.
4. Request the aid and assistance of any state or other public or quasi-public agencies in the performance of duties and work attendant upon the emergency conditions in such area.
5. Clear or remove, from publicly or privately owned land or water, debris and wreckage which may threaten public health or safety or public or private property. In exercising this responsibility, the city manager may:
 - a. Accept funds from the federal government, the state of Oregon, or other public or private organizations for the purpose of removing debris or wreckage from publicly or privately owned land or water; and
 - b. Provide to the state of Oregon or others permission for removal of such debris or wreckage from publicly or privately owned land or water.
6. Redirect city funds for emergency use and suspend standard city procurement procedures.
7. Order the evacuation of persons.
8. Accept or borrow funds from or passed through by the state of Oregon for temporary housing for disaster victims.
9. Enter into purchase, lease, or other arrangements with any agency of the United States or the state of Oregon, Jackson County Housing Authority, or private owners for temporary housing units to be occupied by disaster victims.
10. Apply to the federal and state government, or request the state to apply on the city's behalf, for grants and loans and to receive, on behalf of the city, such grants and loans.

11. Determine the financial resources required to restore or resume the city's governmental functions and to certify the same to the state of Oregon or the federal government.
12. The following additional measures are ordered as being necessary for the protection of life or property or for the recovery from the emergency:

Dated this _____ day of _____, 20____, at the time of _____ am/pm.

Gary H. Wheeler, City of Medford Mayor

A RESOLUTION RATIFYING THE DECLARATION OF EMERGENCY MADE BY THE CITY MAYOR AND ASSUMING ADDITIONAL EMERGENCY POWERS DURING THE EMERGENCY.

The City Of Medford Resolves As Follows:

SECTION 1. The City Mayor has determined that a state of emergency exists in the City of Medford. We, the City Council, ratify that determination and adopt those statements made by the Mayor in his declaration which is attached to this resolution.

SECTION 2. Additional specific emergency powers delegated to the Mayor or authorized for the duration of the emergency shall be:

The foregoing resolution was READ and DULY ADOPTED at a special meeting of the City Council of the City of Medford on the _____ day of _____, 1994.

_____, City Recorder

SIGNED and APPROVED this _____ day of _____, 199____.

_____, Mayor

REQUEST TO THE GOVERNOR
OF THE STATE OF OREGON
FOR DECLARATION OF STATE OF EMERGENCY¹

TO: _____, Governor, State of Oregon, and the Jackson County Board of Commissioners
FROM: _____, City of Medford.

At _____ (time) on _____ (date), _____ (emergency incident or event) occurred in Medford threatening life and property.

The current situation and conditions are:

The geographic boundaries of the emergency are: City limits of the City of Medford.

The City of Medford, by and through its Mayor as ratified by the City Council and Mayor, has determined that a state of emergency now exists in the city, and that the city has expended all appropriate and available resources. The city requests that the Governor of the State of Oregon declare a state of emergency for the geographical area within the city limits of the City of Medford as provided for in Oregon Revised Statutes Chapter 401 and provide appropriate support from state agencies and the federal government together with the following forms of assistance¹:

Signed _____ Date

¹ For example: direct state agencies to utilize and employ state personnel, equipment and facilities; provide temporary housing during emergency; advance, lend or pass through funds available, etc.

**PRELIMINARY DAMAGE ASSESSMENT ASSIGNMENTS
BRANCH I**

1. **City Buildings**
 - Electrical Damage
 - Damage to Water Supply
 - Sewer Damage
 - Structural Damage
 - Miscellaneous
2. **Hospitals**
 - Electrical Damage
 - Damage to Water Supply
 - Sewer Damage
 - Structural Damage
 - Miscellaneous
3. **Care Centers**
 - Electrical Damage
 - Damage to Water Supply
 - Sewer Damage
 - Structural Damage
 - Miscellaneous
4. **Rogue Valley Manor**
 - Electrical Damage
 - Damage to Water Supply
 - Sewer Damage
 - Structural Damage
 - Miscellaneous
5. **Medford School District Facilities**
 - Electrical Damage
 - Damage to Water Supply
 - Sewer Damage
 - Structural Damage
 - Miscellaneous
6. **High Tension Power Lines**
7. **Emmigrant Reservoir**
 - Structural Integrity
 - Fill level
 - Power
8. **Roads/Bridges**
 - A. Hwy 62/ 99 / I-5 Overpasses**
 - Clear of Debris
 - Structural Damage
 - B. Bear Creek Bridges/Overpasses**
 - Clear of Debris
 - Structural Damage
 - C. McAndrews Street Overpass**
 - Clear of Debris
 - Structural Damage

Unexpected emergencies may require City employees to remain on duty without the opportunity to return home to check on their families. The Welfare Unit within the Logistics Section will assign personnel to make contact by phone or in person to on duty personnel families, and relay status back to the Emergency Center. Welfare Unit staff will ensure that the status of the families of on-duty personnel is relayed to the employee. In addition, the Public Information Officer will establish a number for family members to call to get information or leave messages for on-duty personnel.

Medford 911 center maintains a comprehensive list of all city employees, their addresses, and dependents.

HOME PHONE NUMBERS AND ADDRESSES ARE PRIVILEGED INFORMATION AND NOT TO BE RELEASED TO THE MEDIA OR TO THE PUBLIC WITHOUT PRIOR APPROVAL

1. Emergency Management Planning Team
 - a. Priorities
 - b. Model Sequence of Events
 - c. Warning Time Available
 - d. No Warning Time
 - e. First Response
 - f. Security and Traffic
 - g. Reconnaissance
 - h. Triage and Emergency Care
 - i. Plotting and Dispatch
 - j. Identification
 - k. Rescue
 - l. Marshaling/Staging
 - m. Communications
 - n. Evacuation
 - o. Relocation
 - p. Records
 - q. Coordination
 - r. Support of the Rescue Workers
 - s. Air Operations
 - t. Transportation
 - u. Media
 - v. Outside Aid
 - w. Support
 - x. Fatalities
2. Emergency Alert Message
3. Emergency Public Information Action Checklist for Public Information Officer
4. Evacuation I - Action Checklist for Preparation/Alert Police Command
5. Evacuation II - Action Checklist for Incident Command Immediate Response
6. Evacuation III - Checklist for Incident Command - Support ECC
7. Evacuation of High Risk Areas
7. Hazardous Materials First Response Action Checklist for First Responders
8. Health/Environment Response Action Checklist for Health Department
9. Radiological Accident - Action Checklist

1. EMERGENCY MANAGEMENT PLANNING

Priorities

1. Continuity of Government
2. Immediate Disaster Area Response
3. Impacted Disaster Area Response
4. Routine responses as possible

Model Sequence of Events

- A. Nature and Scope of the Disaster
- B. Secure Access to Area
- C. Identify Incident Commander
- D. Establish Command Post(s), Plot Area, Communications and Triage
- E. Establish Staging Area
- F. Establish Relocation Sites
- G. Establish Media Relations & Locations and Briefing Location(s)
- H. Determine additional assistance needed
- I. Delegate and assign - AS NEEDED - individuals for the specific functions below. In a major disaster, each function listed must be the responsibility of a separate individual.
 - Plot: Griding & Dispatch of Recon/Rescue Teams
 - Designate recorders for: (a) Communications; (b) Manpower; (c) Victims; (d) Mission Log.
 - Rescuer Support: food, water, shelter, etc.
 - Supply: all forms of supply & equipment
 - Media Relations: at CP and at ECC
 - Staging Area Management
 - Security Supervision: each ring
 - Evacuation coordination
 - Relocation site(s) management
 - Triage supervision and emergency care coordination
 - Transportation coordination and supervision
 - SitStats: situation at hand now
 - ReStats: resource needs, planning

Warning Time Available

- Activate the ECC and/or Alternate ECC
- Nature of announcement - be specific
- Radio and TV announcements by a city official
- Activate EAS warning
- Grid danger area with mobile PA units
- Evacuate area - specify relocation site(s)
- Close area with roadblocks, barriers, etc.
- House-to-house notice to remaining people

No Warning Time

- Activate ECC and/or Alternate ECC
- Presume the worst
- Call for mutual aid
- Call in off-duty personnel

First Response

- SECURE THE AREA
- Identify nature and scope of the disaster
- Establish Command Post (CP) & advise location
- Start reconnaissance teams as soon as possible
- Recorders on duty - plot and grids
- Advise media as time permits
- Establish triage locations
- Assign individuals immediately for:
 - Incident Commander
 - Communications Officer
 - Triage Officer
 - Staging Area Officer
 - Transportation Officer
 - Landing Zone Officer
 - Relocation Site Officer
 - Media Coordinator
 - Sitstats
 - Restats
- Establish Landing Zones
- Establish Traffic Flow Patterns

Security and Traffic

- Immediate area
- Command Post
- Inner Perimeter
- Outer Perimeter
- Staging Area
- Ambulance and Emergency Vehicle traffic flow patterns
- Parking for Emergency Vehicles
- Routine Traffic Flow Patterns

Reconnaissance

- Assess critical victims
- Identify structural hazards
- Identify utility hazards
- Identify special hazards - chemicals, etc.
- Determine access routes into disaster area
- Determine manpower & special equipment needs
- Assess potential number of victims
- Assess size of disaster and need for secondary command post(s)
- Relay information to the Command Post

Triage and Emergency Care

- Advise hospitals and clinics
- Immediate triage in the disaster area
- Secondary triage outside the disaster area
- Tertiary triage stations at building for minor injuries, ambulatory patients and to log injured
- Pool and classify all equipment and supplies arriving with emergency units
- Verify landing zone as functional - assign landing zone officer(s)
- Confirm routes to hospitals
- Establish which hospitals are to receive victims

Plotting and Dispatch

- Inspect area
- Grid area for assignments
- Plot input from reconnaissance teams
- Assign teams for rescue
- Note area assigned and time
- Note names of team members

Identification

- May be tags, arm bands, signs, etc.
- Incident Commander
- Area Officers (Triage, staging, etc.)
- Workers
- Media
- Victims

Rescue

- Surface victims
- Partially trapped
- Selective removal of fully trapped
- Total area search for all victims
- Search outside area for victims who may have wandered off

Marshaling/Staging

- Marshaling will be for ECC parking/use of resources and Staging for on scene staging.
- Select a large site
- Staging Officer for all responders
- Announce staging site widely
- Announce where volunteers are to report
- Facilities at staging site should include water, restrooms shelter and food
- Log news of rescuers, teams, units, volunteers, etc.
- Adequate parking is needed
- Supply and equipment storage - back up

Communications

- Assign single functions to specific frequencies:
 - i.e., Fire - the recon, rescue, command function
 - Police - security, traffic function
 - Ambulance - victim information and destination
 - Public Services - support operations
 - Amateur Radio - victim identification
- Each frequency represented at CP
- Determine if command is to be at CP or - if disaster is too large - at ECC
- Set up hot line for citizens (city hall numbers)
- Provide additional personnel to help dispatchers
- Use another radio emergency service and citizens band teams for specific tasks - staging to CO, relocation to CP, supply requests, transportation coordination, etc.

Evacuation

- Determine area to be evacuated
- Determine direction of evacuation
- Announce relocation center sites
- Coordinate evacuation as much as possible

Relocation

- Site selection
- Announce sites
- Staff Center to reassure and advise
- Utilities at the centers
- Feeding at centers - church groups, etc.
- Telephone connections
- Radio communications with the ECC

Records

- Possible need to relocate city records
- Persons rescued
- Victim destinations
- Area searches
- Those entering disaster area
- Expenditures
- Critical decisions and communications
- Valuables removed from the scene

Coordination

- Police, Fire, Public Services Departments, public service companies, and other agencies involved working TOGETHER
- Make sure that all mutual aid response, volunteer response, and off-duty response is coordinated - generally through the staging area
- All radio communications of the above agencies together at the CP and/or ECC

Support of the Rescue Workers

- Feeding
- Shelter
- Equipment and supplies
- Rotation of the workers
- Ministers and priests needed
- Safe cache for workers gear (kits, bedrolls, etc.)
- Rest area when not in the disaster area
- Psychological support personnel

Air Operations

- Establish an air boss
- Establish communications network (radio frequencies, ground contacts, etc.)
- Close air space
- Landing zones established with ground controllers
- Roads cleared for fixed-wing landings

Transportation

- Shuttles from staging to CP - bus, vans, etc.
- Transport to hospitals - any vehicle
- Special use of postal vehicles
- Transport of ambulatory evacuees

Media

- Briefing area and photo area
- Pool access to some restricted areas
- Maximum disclosure possible
- Announced times for briefings
- Advise areas restricted to the press

Outside Aid

- Mutual aid personnel
- Military support
- Couriers and other communicators
- Jackson County Search & Rescue units
- Urban Search & Rescue
- American Red Cross and Salvation Army
- FBI body identification team (United Airlines has a body identification Team)
- MANY others

Support

- Establish supply depot
- Heavy equipment needs
- Medical needs
- Hardware and lumber needs
- Food and clothing
- Cots and shelter
- Body bags
- Portable telephones
- Portable generators and lighting
- Barricades
- Wind and weather information

Fatalities

- Coordination with coroner's office
- Establish temporary morgue(s)
- Refrigerator trucks
- Continuous update information on hot line
- As much information to media as possible
- Hazardous areas
- Security areas
- Relocation sites
- Where casualty lists are being compiled
- Traffic patterns
- Hot line numbers
- Sites for emergency food and water

2. Emergency Alert Message

The City of Medford is experiencing a _____ situation.
(Hazardous Material, Emergency)

Describe the Situation:

The affected area is bounded on the:
(Enter the street names)

North _____

South _____

East _____

West _____

The status of the _____ is expected to _____
(name the situation) (increase, decrease, stay the same)
_____ the next _____ hours.
(for or in) (# hours)

Residents of the area are requested to _____ and stay tuned to their
(stay in their homes, prepare to evacuate)
station for further information.

All City departments are actively dealing with the situation at this time.

3. Emergency Public Information

ACTION CHECKLIST FOR PUBLIC INFORMATION OFFICER

- Establish information center near, but separate from incident command or ECC.
- Establish outside lines of communication.
- Clear news releases with proper authority to ensure accuracy.
- Provide immediate specific information to endangered public to lessen dangers to life and property.
- Provide media with description of threat and actions being taken to combat effects.
- Set up interviews of officials for media.
- If event prolonged, set up schedule of briefings and interviews.
- Issue bulletins on significant changes in situation.
- Coordinate information activities with other participating agencies to avoid duplications and confusing releases.
- Keep records for future use.

4. Evacuation Level I – Checklist

EVACUATION LEVEL I CHECKLIST FOR PREPARATION/ALERT POLICE COMMAND

- Direct Command Staff to respond
- Direct Command Staff to notify their assigned personnel
- Develop EVAC Team
- Develop Traffic Control/Security Team
- Develop Emergency Response team
- Identify EVAC resource staging area

5. Evacuation Level II - Checklist

EVACUATION LEVEL II - CHECKLIST FOR INCIDENT COMMAND IMMEDIATE RESPONSE

- Use Evacuation Level I - Checklist
- Notify Police Command Staff -Lieutenants and above
- Define Limits of Evacuation Area
- Choose evacuation routes out of area
- Select warning method(s) (public address, door-to-door, EAS)
- Obtain necessary equipment and personnel
- Request transportation for evacuees (RVTD or Laidlaw)
- Implement warning and conduct evacuation
- Provide security for evacuated area
- Notification checklist thru CCOM 770-4783
 - City Manager - 774-2000 (See Appendix J)
 - Police/Watch Commander - 770-4784 (CCOM)
 - Fire - 770-4784 (CCOM)
 - Public Works - 744-2600 or 770-4784
 - Emergency Management - 770-4784 (CCOM)
 - Emergency Alert System (See Appendix H)
 - Activate ECC - 770-4784 (CCOM)

6. Evacuation Level III

CHECKLIST FOR INCIDENT COMMAND/SUPPORT ECC

- Use Evacuation Level II Checklist
- Choose assembly points out of danger of area to gather evacuees
- Dispatch personnel to manage assembly points
- Establish communications between incident command, ECC, and assembly points
- Estimate number of evacuees
- Choose evacuation shelter through Red Cross, if needed, and notify owners and/or operator
- Arrange for needed transportation
- Contact news media to advertise location of assembly points and evacuation shelters
- Identify triage area location
- Notify the American Red Cross, the Salvation Army, and others as needed to open centers
- Frequency identification by ECC at level II, by Watch Commander at Level III

7. Hazardous Materials First Response

ACTION CHECKLIST FOR FIRST RESPONDERS

- Evaluate situation - do not commit forces to an unknown danger.
- Consider wind and topography in approach to incident. Try to identify hazardous substance.
- Set command post and support staging area a safe distance upwind and uphill.
- Establish a hazard zone with controlled access.
- Perform rescue if possible, without endangering rescuers.
- Direct evacuation if needed (see evacuation checklist).
- Prevent further release or spread of hazardous substance to extent possible.
- Get names and addresses of individuals exposed to hazardous substance.
- Contact owner/shipper for clean up if known (notification checklist).
- Police (774-2200) or (770-4784)
- Fire (774-2300) or (770-4784)
- Chemtrec (If chemical advice needed 1-800-424-9300)
- Health Department (774-8206)
- Emergency Management (774-2300) or (770-4784)
- City Manager (774-2000)

8. Health/Environmental Response

ACTION CHECKLIST FOR HEALTH DEPARTMENT

- Assist in identifying unknown spilled materials.
- Advise incident commander on health hazards and required special precautions.
- Evaluate hazard to surrounding residents. Look for possible secondary hazards to community.
- Advise chief executives of actions needed to protect community.
- Notify the State Division of Environmental Protection of the spill.
- Supervise and coordinate emergency medical resources for spills involving human exposure.
- Supervise clean up, salvage, decontamination, and disposal of hazardous waste materials.
- Collect and analyze data on symptoms of exposed victims.
- Obtain and analyze specimens from those exposed to determine extent of exposure.
- Inspect and monitor health aspects of evacuation centers (if applicable).

9. Radiological Accident Action Checklist

ACTION CHECKLIST FOR RADIOLOGICAL ACCIDENT

- Isolate hazard area and deny entry.
- Keep upwind avoiding smoke, fumes, and dust.
- Enter the spill area only to save life limiting entry to shortest possible time; use protective clothing if available.
- If injured victims are in area of high-level radiation, evacuate them to safe area upwind before stabilizing; decontaminate victim or secure possible decontamination of other areas.
- Check spill area with radiation survey meter as soon as possible.
- If survey meter is not immediately available, keep unnecessary people at least 150 feet upwind until radiation authorities arrive and direct otherwise.
- Check all people and equipment with a radiation survey instrument for radioactive contamination to avoid spread of radioactive material.
- If victims were transported before decontamination, then all transports and areas of contamination must be checked and decontaminated.
- Do not eat, drink, or smoke in the incident area, or use food or drinking water that may have been in contact with radioactive material.
- Insure that any helicopter lands far enough away to prevent the down wash from spreading contamination.
- Do not handle, use, or remove from the incident any material, equipment, or other items suspected of being radioactively contaminated unless released by the radiation monitoring team.

To help communications, the following has been placed in the ECC for access:

1. Telephones with preprogrammed numbers within and without the ECC system.
2. Computers with preprogrammed software, E-mail within the City, and Internet.
3. Pager access through the computer to contact most City personnel and outside agencies. Most pager numbers are preprogrammed.
4. Cell phones to backup a telephone outage.
5. A written note system with NCR pages will be used to maintain the documentation of events during normal work and as a backup to electrical communication failure, especially with an outage of the electrical system.
6. In the main ECC telephone area, there will be a 20-channel Dictaphone to record phone and radio conversations.
7. Mobile and portable radios will be used to access the field and maintain communications with the rolling equipment with capability of battery backup.
8. Portable radios will be used as a last resort to mobile radios for field communications.
9. A radio frequency list has been established in order to keep communications for emergency and business traffic separated. The list of frequency use is on the following page with Fire Command Tac 5 for all ECC Administrative use and Fire Command Tac 6 for all ECC Coordinators use. **It is imperative that these frequencies be used only when the ECC is activated at a Level II or III. These are fire department frequencies and cannot be used on a regular basis by any other agency, other than fire, unless a disaster type situation is in progress.**
10. Amateur Radio will be a part of the system and often is the last and only means of contact.

EAS Procedure

Emergency Alert System (EAS)

For emergency broadcasting of public information that needs to get to the general public to alert them of impending disaster or provide information to have citizens take immediate measures to avert death or health problems. **This system may be accessed only by the Emergency Management Coordinator, PIO, or designee.** A phone call is made to KBOI at (541) __See Telephone List__. Ask to activate the EAS and provide emergency information. They will call back a phone number and request an Identification. All pre-assigned personnel will know in advance what the answer will be to acquire access. The information must be specific and make message no longer than 2 minutes. This generic link will be sent out over several participating media television and radio stations at once. After that, direct line or FAX contacts need to be made for additional information (See appendix J for details). In the event of a telephone failure, the Jackson County Emergency Operations Center, or SORC, can be contacted to get EAS information out over a radio system.

GUIDELINES

Evacuation of citizens from their homes during an emergency requires a coordinated effort among several agencies, involving two basic activities: the movement of people out of the evacuated area and the temporary relocation of people in shelters and mass care facilities. These two activities are treated separately in the following sections.

The decision to evacuate may be made by the incident commander when a clear and immediate danger to human life or health is identified (for instance, a toxic chemical spill). When the threat to life or health slowly increases over time (for instance, worsening storm conditions and increasing chances of heavy flood damage), the decision to evacuate will be made by the City Manager.

Public notice of an evacuation will be distributed as described in the earlier sections, Emergency Warning and Emergency Public Information. The Medford Police Department will have primary responsibility for evacuation operations including the house-to-house notification, with support from Fire, Public Works, and Parks and Recreation personnel.

1. Evacuation Level I**CHECKLIST FOR
PREPARATION/ALERT POLICE COMMAND**

- Direct Command Staff to respond
- Direct Command Staff to notify their assigned personnel
- Develop EVAC Team developed
- Develop Traffic Control/Security Team
- Develop Emergency Response team
- Identify EVAC resource staging area

2. Evacuation Level II

**CHECKLIST FOR
INCIDENT COMMAND IMMEDIATE RESPONSE**

- Use Evacuation Level I - Checklist
- Notify Police Command Staff - Lieutenants and above
- Define Limits of Evacuation Area
- Choose evacuation routes out of area
- Select warning method(s) (public address, door-to-door, EAS)
- Obtain necessary equipment and personnel
- Request transportation for evacuees. (RVTD or Laidlaw)
- Implement warning and conduct evacuation
- Provide security for evacuated area
- Notification checklist, thru CCOM 770-4783

<input type="checkbox"/>	City Manager	774-2000 (See Appendix J)
<input type="checkbox"/>	Police/Watch Commander	770-4783 (CCOM)
<input type="checkbox"/>	Fire	770-4783 (CCOM)
<input type="checkbox"/>	Public Works	744-2600 or 770-4783 (CCOM)
<input type="checkbox"/>	Emergency Management	770-4783 (CCOM)
<input type="checkbox"/>	Emergency Alert System (See Appendix H)	
<input type="checkbox"/>	Activate ECC	770-4783 (CCOM)

3. Evacuation Level III

CHECKLIST FOR INCIDENT COMMAND/SUPPORT ECC

- Use Evacuation Level II Checklist
- Choose assembly points out of danger of area to gather evacuees
- Dispatch personnel to manage assembly points
- Establish communications between incident command, ECC, and assembly points
- Estimate number of evacuees
- Choose evacuation shelter through Red Cross, if needed, and notify owners and/or operator
- Arrange for needed transportation
- Contact news media to advertise location of assembly points and evacuation shelters
- Identify triage area location
- Notify the American Red Cross, the Salvation Army, and others as need to open centers
- Frequency identification by ECC at level II, by Watch Commander at Level III
- Call High Risk areas (See check off list Appendix B-6)

4. Movement Operations

Movement of evacuees is expected to be accomplished mostly by the use of private vehicles, but some public transportation assistance is likely to be needed. Public transportation may be provided by Rogue Valley Transportation District or Laidlaw. Based on pre-disaster demographic studies of the City of Medford and coordination with Jackson County and the State of Oregon, the Medford Police Department will determine the amount of public transportation needed given the evacuation area. The Emergency Management Coordinator will notify the RVT, and Laidlaw if needed, of the needs and coordinate the number, capacity, and times of availability of buses, truck, etc. with the Medford Police Department to establish a schedule for the deployment of public transportation resources. The direction, control, and routing of evacuation traffic will be the responsibility of the Medford Police Department which may request assistance from other departments and/or agencies.

The Emergency Management Coordinator, Jackson County Health Department, Jackson Emergency Management, Rogue Valley Council of Governments, and the local Health Institutions will coordinate with the Medford Police Department to ensure adequate evacuation warning and assistance to the institutionalized, an living-at-home sick, physically and mentally handicapped, aged, and non-English speaking persons.

Vehicle repair and maintenance along the evacuation route will be coordinated by the Medford Public Works Department, relying as much as possible on resources of local tow truck operators and mechanics. Medford Police Department will also designate and equip, as necessary, rest, refueling, and comfort stations along evacuated routes.

The responsibilities described above are the same for the initial evacuation and returning people to their homes after the need for evacuation is over.

5. Problem Areas

Areas that might be considered problematic in the event of a partial or total evacuation of the City are the following:

- Providence and Rogue Valley Medical Center Hospitals and surrounding offices
- Nursing Homes and Foster Homes (Three Fountains Nursing, Medford Rehab., etc.)
- Senior Citizens Institutions (Rogue Valley Manor, Fountain Plaza, Horton Plaza, etc.)
- Motels and Hotels
- The specific problems will most likely be the availability of mass transportation. The movement of invalid or semi-invalid people should also be considered

6. Evacuation Routes

When considering evacuation routes, streets that can carry a large volume of traffic should be used. This is applicable whether the evacuation of the area is partial or total.

North/South Routes To Be Considered

Highway 99
I-5
Biddle Avenue
Central Avenue
Riverside Avenue
Crater Lake Avenue
Foothills Road

East/West Streets To Be Considered

Highway 62 or Crater Lake Highway	Jacksonville Road
Barnett Road	Stage Road
McAndrews Road	Beall Road
Jackson Street	Main Street
10th Street	Hillcrest Road

7. Staging or Assembly Areas

The facilities listed below should be considered for the use of Staging or *Marshaling Area, as a result of a partial evacuation of the City:

*North High School	*Airport Shopping Center (Costco, Walmart)
South High School	*Armory, National Guard
Hedrick Middle School	Bear Creek Plaza
McLoughlin Middle School	Blackbird Shopping Center
*Griffin Creek Elementary School	*Fire Station #4
Hoover Elementary School	*South Gate Shopping Center
Howard Elementary School	Harry and David Corp
Jackson Elementary School	*Winco Shopping Center
Kennedy Elementary School	Medford Center
Lincoln Elementary School	*Rogue Valley Mall
Lone Pine Elementary School	South Gate Shopping Center
Oak Grove Elementary School	

Outside the City, Staging Areas will be coordinated with the Jackson County Emergency Management.

8. Mass Care and Shelter Operations

In evacuations not requiring relocation outside of the metropolitan area, many evacuees are expected to find food and shelter with friends and relatives rather than at a public mass care facility. However, mass care facilities will be needed for the balance of the evacuated population. The greater the percent of the population evacuated, the greater is the percent of the evacuated population that will seek public food and shelter facilities. In the event of enemy attack, the entire population not effectively relocated prior to the imminent threat of blast or fall-out, can be expected to seek public shelters.

Mass care and shelter locations will depend on the nature and location of the emergency causing the evacuation. Likely locations are schools, the Armory, churches, and private meeting halls or any large building with available floor space and adequate toilet facilities.

Mass care and shelter facilities will be located and operated by the American Red Cross under the direction of the American Red Cross. The American Red Cross will establish facilities as mass care centers for provision of social services to evacuees. The Red Cross will provide food, shelter and clothing as needed and will be assisted by other volunteer groups. The National Guard can provide kitchen units and crews to assist with feeding operations, as well as the Salvation Army.

The number of shelters selected, the number of people housed at each, and the management arrangements for each will be determined according to the established standard operating procedures of the Red Cross. Administrative, managerial, and clerical support will be arranged as needed through the American Red Cross.

Incoming evacuees will be directed to parking areas for their vehicles and, if necessary, shuttled to the shelter facility. There, they will be registered and provided information on the operation of the shelter. Priority parking or public transportation will be provided for critical emergency response personnel staying at shelters.

The Emergency Management Coordinator and the American Red Cross will maintain and select special shelter facilities from the list of buildings suitable for sheltering the sick and the handicapped. If possible, the Emergency Management Coordinator will arrange for shelter facilities for emergency response workers and their families within an easy commute of the disaster area.

The American Red Cross will maintain radio an/or telephone communications with the ECC, where its representative will coordinate its activities with those of other agencies supporting the shelter and mass care operations. This communication link will also provide shelter facilities with information on the status of the emergency and the progress of response efforts. This information will be provided to the sheltered evacuees in the most timely and widely distributed manner possible at each shelter facility. Information will also be disseminated at each shelter facility, identifying the location of all Disaster Assistance Centers and the services and potential financial assistance available there for disaster victims.

The following special shelter considerations must be addressed, in addition to those identified above, in the event of an imminent nuclear attack:

1. When applicable, stocking blast and/or fall-out shelters with food, water, radiological monitoring equipment, radiological and conventional medical supplies, and other supplies necessary to support capacity occupancy for a fourteen-day period. This will be directed by the Emergency Management Coordinator, coordinated with the Jackson County Emergency Management and conducted by personnel placed at the site. All shelters identified in the national facility survey will be stocked first and known upgradeable facilities will be stocked as time and resources permit.
2. Upgrading shelters not on the list of national facility survey shelters, but stocked as described above.
3. Marking blast and fall-out shelters for easy public identification.
4. Assigning personnel to each stocked shelter facility.

The Federal Response Plan establishes, in a Presidentially declared disaster, the means and methods of how the various Federal agencies will interact with the State and its jurisdictions and delineates by Emergency Support Functions, the various major areas of response and recovery activity. It serves as the foundation for further development of detailed headquarters and regional plans and procedures to implement Federal response activities in a timely manner to support State and response activities.

A. Purpose

The Plan establishes an architecture for a systematic, coordinated, and effective Federal response. The purpose of the Plan is to:

1. Establish fundamental assumptions and polices.
2. Establish a concept of operation that provides an interagency coordination mechanism to facilitate the immediate delivery of Federal Response assistance.
3. Incorporate the coordination mechanisms and structure of other appropriate Federal plans and responsibilities into the overall response.
4. Assign specific functional responsibilities to appropriate Federal departments and agencies.
5. Identify actions that participating Federal departments and agencies will take in the overall Federal response in coordination with the affected State.

B. Scope

1. The Plan applies to all Federal government departments and agencies which are tasked to provide response assistance in a disaster or emergency situation. It describes Federal actions to be taken in providing immediate response assistance to one or more affected states.
2. Under the Plan, a state means any State of the United States, the District of Columbia, Puerto Rico, the Virgin Islands, Guam, American Samoa, the Trust Territory of the Pacific Islands, the Commonwealth of the Northern Mariana Islands, the Federated States of Micronesia, or the Republic of the Marshall Islands.
3. Response assistance includes those actions and activities which support State and local government efforts to save lives, protect public health and safety, and protect property. The identified actions and activities in the Plan, carried out under the ESFs are based on existing Federal agency statutory authorities or on specific functional mission assignments made under the provision of P. L. 93-288, as amended and as identified in the ESF Annexes to the Plan.
4. The Plan does not specifically address recovery assistance, including the provision of temporary housing, loans and grants to individuals, business loans and grants to local and State government entities provided under disaster assistance programs of FEMA and currently with response activities.
5. In some instances, a disaster or emergency may result in a situation which affects the national security of the United States. For those instances, appropriate national security authorities and procedures will be utilized to address the national security requirements of the situation.

A. Identified Medford Hazards

The following hazards are discussed in order of event magnitude as determined by the following criteria:

Event history: Is based on level 2 or higher activations per 100 years. A high rating is given for 4 or more occurrences in the past 100 years, moderate for 2-3 occurrences, and low for 1 or none.

Vulnerability: Is based on the percentage of population or property affected by the incident. High vulnerability affects more than 10%, moderate vulnerability affects 1-10%, and low vulnerability affects less than 1% of population and property.

Maximum Threat: Is also based on the percentage of population or property affected. A high maximum threat affects more than 25% of the population, moderate 5-25%, and low less than 5%.

Probability: Is based on the likelihood of another occurrence within a specified period of time. A high probability incident can be expected once within a ten-year period, a medium probability once within fifty years, and low once in one hundred years.

1. **EARTHQUAKE**: This hazard includes earthquakes themselves, as well as associated hazards such as landslides and rockfalls. Although Medford has a history of small earthquakes, actual damage and response has been slight. Recent evaluation of the earthquake potential in the Rogue Valley indicates that earthquake potential has been underestimated, and that the area may experience a "great" earthquake (in excess of 9 on the Richter scale).

History	Low (10 points)	
Vulnerability	Moderate (50 points)	
Maximum Threat	High (100 points)	
Probability	Moderate (35 points)	Total 195 points

2. **MAJOR STORM-SERVERE WEATHER**: Weather extremes with a history of occurrence in Medford include windstorms, snow and ice storms, and periods of extreme heat and cold.

History	High (2 points)	
Vulnerability	High (50 points)	
Maximum Threat	High (100 points)	
Probability	High (14 points)	Total 166 points

3. **UTILITY FAILURE**: This hazard includes the shortage or loss of power for periods in excess of 24 hours and shortages of fuels, such as oil, gasoline, and diesel.

History	Moderate (15 points)	
Vulnerability	Moderate (25 points)	
Maximum Threat	High (100 points)	
Probability	Moderate (25 points)	Total 165 points

4. **HAZARDOUS MATERIALS:** Hazardous materials incidents include fixed site and transportation-related incidents involving hazardous and radiological materials. Also included in this hazard are drug labs.

History	High (2 points)	
Vulnerability	Moderate (35 points)	
Maximum Threat	High (50 points)	
Probability	High (42 points)	Total 129 points

5. **FLOOD:** Medford has several small streams which are subject to slow-rise flooding. These include Larson Creek, Lazy Creek, Bear Creek, Elk Creek Terrain and Low Pine Creek. In addition, the Emigrant Reservoir at Ashland, if failed, could take approximately 2 hours to reach Medford and flood the area from approximately Riverside and the railroad tracks to West of Crater Lake Avenue extended.

History	Low (20 points)	
Vulnerability	Moderate (10 points)	
Maximum Threat	Moderate (30 points)	
Probability	Moderate (56 points)	Total 116 points

6. **CIVIL DISTURBANCE/TERRORISM:** This hazard includes riots, protests, demonstrations, and strikes, as well as acts of terrorism.

History	Low (2 points)	
Vulnerability	Moderate (30 points)	
Maximum Threat	Moderate (30 points)	
Probability	Moderate (42 points)	Total 104 points

7. **TRANSPORTATION:** Transportation accidents may include major automobile or airplane crashes or train derailments.

History	Low (2 points)	
Vulnerability	Moderate (30 points)	
Maximum Threat	Moderate (30 points)	
Probability	Moderate (42 points)	Total 104 points

8. **FIRE:** Most fires are handled easily through automatic aid without activation of the State Conflagration Act or Rogue Valley Mutual Aid plan. In addition, the City faces the threat of wildland/urban interface fires from large areas of undeveloped property within and adjacent to the City limits.

History	Low (8 points)	
Vulnerability	High (50 points)	
Maximum Threat	High (10 points)	
Probability	High (49 points)	Total 72 points

9. VOLCANO: This hazard includes the ash fall that might result from an eruption of Mt. Shasta. In addition, Mt. McLaughlin is also considered to be potentially active.

History	Low (2 points)	
Vulnerability	Low (25 points)	
Maximum Threat	Moderate (30 points)	
Probability	Moderate (7 points)	Total 64 points

10. NUCLEAR INCIDENT: Includes the detonation, by accident or deliberate launch, of nuclear weapons or release during transportation.

History	Low (2 points)	
Vulnerability	Low (2 points)	
Maximum Threat	Low (2 points)	
Probability	Low (7 points)	Total 13 points

To be constructed with adoption of area PIO Teams

(County Resource Manual - updated material)

Organization & Assignment

All disaster mitigation activities will be coordinated through the local Emergency Management Planning Team, as are the disaster preparedness planning activities. Each agency is responsible for mitigation activities related to the area in which it has response and management responsibilities. These mitigation responsibilities are:

1. City of Medford City Council
The Medford City Council is responsible for passing City health and safety codes, building codes, flood plain zoning, and zoning of industrial activity, all of which effect the likelihood of or the expected magnitude of potential emergencies or disasters.
2. City of Medford City Manager
The Medford City Manager, as Public Information Officer (PIO), is responsible for preparing and disseminating public information to assist the citizens of Medford in being prepared in the event of a major emergency or disaster. This responsibility may be delegated and it includes:
 - a. Preparing and disseminating emergency public information describing the hazards anticipated for Medford, the emergency management procedures for dealing with them and what individuals can do to be prepared for them, and to reduce the burden of public response personnel if they occur:
 - b. Preparing similar materials for the media:
 - c.
 - 1) Encouraging media coverage of and participation in disaster training exercises, and prearranging media assistance with actual emergency warning and other information
 - 2) Preparing and disseminating information for non-English speaking and visually impaired people
 - 3) Preparing information for dissemination in times of national threats or use of weapons of mass destruction (for all segments of the population)
 - 4) Preparing information for dissemination to workers at critical facilities.
1. City of Medford Emergency Management Coordinator
The Emergency Management Coordinator is responsible for coordinating related mitigation efforts of different agencies and assisting agencies to acquire state and/or federal assistance for these efforts.
2. City of Medford Fire Department
The Medford Fire Department enforces fire safety and hazardous materials handling ordinances is responsible for emergency medical, and conducts fire prevention inspections and educational programs. It is responsible for recommendations to the City Council and for new or revised fire safety, hazardous materials handling ordinances, and emergency medical procedures within the City.
3. City of Medford Police Department
The Medford Police Department is responsible for enforcing City codes and ordinances and providing security to City facilities and employees.

4. **City of Medford Water Commission**
The Medford Water Commission is responsible for the acquirement of future water sources, distribution systems, system security and maintenance of the water systems.
5. **City of Medford Public Works Department**
The Medford Public Works Department is responsible for maintenance of and debris clearance from channels, storm drains, culverts, and other flood control facilities in the city monitoring flood weather conditions to generate the earliest possible notification of potential flooding; and construction of flood control projects for the City; and scheduling road maintenance to minimize the detrimental effects on potential emergency and/or evacuation traffic.
6. **City of Medford Finance Department**
The Medford Finance Department will assist other agencies to solicit and administer outside financial support for local emergency mitigation projects.
7. **City of Medford Human Resources Department**
The Medford Human Resources Department is responsible for maintaining complete up-to-date personnel resource lists.
8. **City of Medford Building and Safety Department**
The Medford Building and Safety Department is responsible for recommending revisions to the Flood Plain Control Document, building safety inspections, and earthquake building inspections.
9. **City of Medford Planning Department**
The City of Medford is responsible for writing the City Comprehensive Plan;, developing the Land Use Codes to reduce the risks of hazards, and mapping GIS and flood plains.

Revised on 02/08/00 (7)

Organization & Assignment

The overall responsibility for maintaining an up-to-date plan is borne by the Emergency Management Coordinator and exercised through the Emergency Management Planning Team.

Each agency with emergency response or management responsibilities is responsible for keeping those sections of the plan that relate to it up-to-date. This will be done through, but not solely by, their representatives on the planning team.

The team will also determine changes in the assignment of responsibilities. Each agency is also responsible for maintaining their own effective and up-to-date departmental procedures, call-up lists, mutual aid agreements, training programs, and local maps and charts required for effective operations.

Additional, more specific, planning responsibilities are listed for individual agencies as follows:

1. City of Medford Council
The Medford City Council reviews and approves all changes to ordinances and resolutions involving safety and protection of the City.
2. City of Medford City Manager
The City Manager has the primary planning responsibility for the completeness and effectiveness of the Plan and approves all changes to the Plan, direction, and control of emergency public information before they become effective. The City Manager may delegate elements of this responsibility.
3. City of Medford Emergency Management Coordinator
The Emergency Management Coordinator is responsible for the coordination of all emergencies planning activity, including the following:
 - a. Scheduling and setting the agenda for planning team meetings
 - b. Maintaining a list of all holders of this Plan and ensuring that each receives a copy of all authorized changes, and the current version of the Record of Changes showing all changes subsequent to the last complete printing of the Plan
 - c. Initiating periodic reviews of the Plan
 - d. Coordinating the development by the planning team of a prioritized list of personnel equipment and supplies needed by City agencies to effectively carry out their emergency response and management responsibilities under this Plan and submitting this list to the City Manager
 - e. Establishing, maintaining and identifying resources needed for shelter or other operations in an emergency
 - f. Taking the lead role in planning and conducting integrated disaster training exercises to test the effectiveness of this Plan (with support from the County Emergency Management and State Emergency Management)
 - g. Integrating individual agency resources lists to form a single, comprehensive community resource list.

4. **City of Medford Building and Safety Department**
The Medford Building and Safety Department has the primary responsibility to determine the safety of occupants of effected structures and the structural ability of a structure to perform as designed. Review and control the areas of the Flood Plan in reference to building in the flood plain and determining flood plain locations. Also, must determine the need to evacuate, condemn, secure, or abate effected structures.
5. **City of Medford Public Works**
The Medford Public Works Department has the primary responsibility for the completeness and effectiveness of dealing with flood and the evacuation movement operations of traffic that pertain to it.
6. **City of Medford Fire Department**
The Medford Fire Department has the primary responsibility for the completeness and effectiveness of fire, medical, rescue, hazardous materials emergencies, and emergency facilities.
7. **City of Medford Police Department**
The Medford Police Department has the primary responsibility of the completeness and effectiveness of evacuation, security, and law enforcement.
8. **City of Medford Finance Department**
The Medford Finance Department has responsibility for coordinating with Jackson County on all state and federal disaster assistance programs available to both the City and its individual citizens and businesses. They will coordinate the availability of the instructions and necessary forms for applying for each of them. They will also design and print forms for keeping records necessary for the disaster management operations in the ECC.
9. **Private Organizations**
The American Red Cross, local emergency medical service companies, and other private or public entities are welcome to participate in the emergency planning activity related to their areas of capability or responsibility in emergencies.
10. **City of Medford Planning Department**
The City of Medford Planning Department is responsible for preparation of maps for the ECC.
11. **Jackson County Emergency Management**
The Jackson County Emergency Management is welcome and encouraged to participate in emergency planning activities related to coordinating and maintaining a direct communication on all emergency/disaster aspects.

Revised on 02/08/00 (8)

Sheltering, Feeding, Human Services

1. Description

Sheltering and feeding citizens during a disaster is the task of the American Red Cross. It is the policy of the City of Medford not to sanction or refer citizens to shelter and feeding operations which are not managed by the American Red Cross.

Besides sheltering and feeding, the Red Cross can perform a variety of other valuable emergency services. These include additional support for disaster victims, health services, coordination of other volunteer organizations, and assistance to local governments in damage assessment. For more information on the services of the Rogue Valley Chapter of The American Red Cross, call 779-3773 or 1-800-433-9285.

Red Cross aid is an outright gift. It is provided by voluntary contributions from the American people. All Red Cross disaster help is free.

Additional human services may be provided by the Jackson County Departments of Health and Community Services.

2. Sheltering and Feeding

A. American Red Cross Contracted Shelters

The American Red Cross will provide shelter staff, logistical support, and communications. In addition, the Red Cross will manage evacuee registration and provide basic medical services to shelter residents. **The Red Cross can provide quarantine for carriers of infectious diseases, but cannot provide decontamination for hazardous materials or radiological emergencies. This duty remains with the Incident Management staff (Hazardous Materials).**

The Red Cross has agreements with approximately 30 businesses and schools in Medford. **Only the American Red Cross can activate these agreements.** Medford incident management staff may request that a shelter be opened by calling the Rogue Valley Chapter of The American Red Cross at 779-3773 or 1-800-433-9285.

Prior to the opening of a shelter, it may be necessary to provide temporary accommodations for evacuees. See Evacuation for information on temporary reception areas. At the end of this section is a listing of all Oregon Red Cross approved shelters within the City of Medford.

Pets are not allowed in Red Cross shelters due to Health Department regulations. However, the American Red Cross will help coordinate with Jackson County and the American Humane Association to arrange for food and sheltering of animals during disasters. Evacuees should provide food and water for pets prior to leaving their homes. Jackson County Animal Control may be able to provide limited shelter for threatened small animals.

B. Emergency Response Personnel

1. ECC Staff

Arrangements for the feeding and sheltering of ECC staff is the responsibility of the Logistics Section of the ECC staff. As space allows, ECC staff will be fed and sleeping quarters assigned at motels. City cooking facilities and limited sleeping areas are available at City fire stations.

2. Response Personnel

Insofar as is practical, response personnel will be released to their homes or stations to sleep. If returning home is not practical, space may be arranged in a shelter within commuting distance of the hazardous area.

The City of Medford may establish purchase agreements with local restaurants; these may be used to provide sack lunches and dinners.

The American Red Cross will feed disaster workers in their feeding and shelter operations, as well as provide coffee and snacks to on-scene personnel.

3. Families of City Response Personnel

In the event of an extended incident involving a major City shelter operation, consideration may be given to sheltering the families of response personnel together. This will facilitate keeping families informed and will improve the morale of City employees. The Logistics Section shall be responsible for making such arrangements as assigned through Parks and Recreation through each Department in the City. The Santo Center will be assigned to giving families of Employees a shelter during the disaster if they are not able to stay at home.

4. Fallout Shelters

There are no fully equipped or maintained public fallout shelters within the City of Medford.

3. Jackson County Human Services

The Jackson County Departments of Health Services and Community Services provide emergency medical, health, and welfare services to all citizens within Jackson County. **Contact with these Departments during a major emergency will be through Jackson County Emergency Management liaison personnel.**

A. Emergency medical, health and welfare services (Health and Medical Services for more information on medical and health services offered by the Department), including:

Risk Management	Sheriff
Animal Control	Watermaster
Building	Vector Control
Community Services	Emergency Management
Health Department	

Ambulances:

- Mercy Flights Ambulance
- Rogue Ambulance
- Rogue River Ambulance
- Care Ambulance

Hospitals:

Rogue Valley Medical
Providence Medical
Ashland Community

- B. The Jackson County Emergency Center will be the primary location for coordination and control of Department of Human Services emergency operations. For localized emergencies or extreme environmental conditions, the County Health Officer or the County Administrator may authorize other locations. A request for another location may be made by the Incident Commander or City Administrator.
- C. Telephone, radio, and the Emergency Broadcast System will be used to coordinate emergency Human Services. Telephone will be the primary communications medium, if available.
- D. Emergency public information concerning emergency health services will be coordinated by the County Administrator's Public Information Officer.
- E. Non-government organizations, agencies, and institutions will be requested to provide their own administrative and logistical support except for assistance agreed upon and approved by the Director of the Department of Human Services.

4. Other Human Service Agencies

United Way Information and Referral
(See Appendixes: Telephone Lists)

ECC TELEPHONE LIST		
Agency:	Telephone Number:	Contact Name:
Agriculture Department (State)	779-0802	
Ambulances: Ashland Ambulance Mercy Flights	482-2770 Emergency-SORC 779-1019 Office	
American Red Cross (Jackson County)	779-3773	
Army Corp of Engineers	776-3573	
Ashland, City of	482-3211	
Avista Utilities (PW Natural Gas)	772-5281	
Bureau of Land Management (BLM)	770-2200 or 231-6894	
Bureau of Reclamation (US)	482-2266	
Cell Phone Company	857-0600	
Central Point, City of	664-3321	
Chemtrek (24 hours)	800-424-9300	
Civil Air Patrol	779-8281	
Coast Guard (U.S.) Local National Response Center	503-240-9310	
Conservation and Natural Resources (State)	503-986-4700	
Department of Transportation - Oregon (ODOT) Salem Office	503-225-3426	
Department of Transportation - Oregon (ODOT) Medford Office	776-6004	
Department of Environmental Quality (DEQ)	774-8207	
Department of Forestry, Oregon (ODF)	664-1213	
EMERGENCY ALERT SYSTEM (KOBI)	772-6117	
Emergency Management, Oregon (OEM)	503-378-0911	
Emergency Management, Jackson County	774-6821	
Emergency Response System- Oregon State (OERS)	1-800-452-0311	
Energy Department (U.S.)	800-437-2744	
Enid Rankin Senior Center	772-2273	
Environmental Protection (Jackson County)	800-424-4372	
Environmental Protection Agency (24 hrs)	503-326-3250	
Federal Aviation Administration (FAA)	541-664-0239	
Federal Bureau of Investigation (FBI) - Medford	773-2942	
Federal Bureau of Investigation (FBI) - Portland Off.	503-224-4181	

ECC TELEPHONE LIST		
Agency:	Telephone Number:	Contact Name:
Federal Emergency Mgmt Agency (FEMA)(Disaster Assistance)	776-7338	
Fire Agencies-Primary: Oregon Fire Marshal Oregon Department of Forestry US Forest Service Regional Office Bureau of Land Management Northwest Interagency Coordination Center	378-3473 664-3328 858-2200 770-2200 294-7405	
Fire Marshal (State)	471-2861	
Fire Marshall, Oregon State, Medford Office	776-6114	
Forest Service (U.S.F.S.)	858-2200	
Geological Survey (U.S.)Medford Office-Water Resources Division FAX:	503-251-3265 776-4256 776-4257	
Ham Radios	770-6752	Bob Deuel
Hazmat Team	776-7206 (SORC)	
Health Division (Oregon State) (24-hour Telephone)	503-731-4024 503-731-4030	
Health Department (Jackson County) After Hours – SORC Pager	776-7354 776-7206 858-8269	
Helicopter Services: Timberland Services Mercy Flights Erickson Aircrane Co.	488-2880 779-4211 664-0239	
Hospitals: Providence Medford Medical Center Rogue Valley Medical Center	732-5000 608-4900	
Human Resources Department (State)	776-6060	
Insurance Division (State of Oregon)	503-947-7980	
Jackson County Health Dept.	826-5400	
Jackson County: Administration Animal Control Emergency Management Environmental Health Food Handlers Certification Health Department Medical Examiner Risk Management Sheriff Vector Control	774-6035 776-7036 or 776-7035 774-6821 776-7316 776-7316 776-7354 776-7206 773-7363 776-7132 826-2199	

ECC TELEPHONE LIST		
Agency:	Telephone Number:	Contact Name:
Watermaster	776-7056	
KOBI / EMERGENCY ALERT SYSTEM (EAS)	772-6117	
Laidlaw Bus Co.	772-5261	
Military Department (State)	776-6057	
Mines, Bureau of (US)	703-787-1000	
Morgue Operations: Abby Funeral Hillcrest Memorial Litwiller-Simonsen Funeral Home Perl/Siskiyou Rogue Valley Funeral Alternatives	773-7117 773-6162 482-2816 779-3677 770-6505	
Motor Vehicles Department, Oregon State (DMV)	776-6025	
National Guard	776-6057	
National Park Service	202-208-4747	
National Response Center (U.S. Coast Guard)	800-438-8724	
National Weather Service (Medford)	773-1067	
Oregon, State of Department of Transportation-ODOT Department of Environmental Quality-DEQ Department of Forestry-ODF Department of Motor Vehicles-DMV Emergency Management Emergency Management System – OERS Environmental Protection Agency-EPA Fire Marshal-OSFM Health Department-Oregon Police-OSP Fish and Wildlife-Oregon	503-225-3426 or 776-6004 774-8207 664-1213 or 664-3328 776-6025 503-378-0911 503-378-6377 or 800-452-0311 800-424-4372 776-6114 503-731-4000 776-6111 826-8774	

ECC TELEPHONE LIST		
Agency:	Telephone Number:	Contact Name:
Customer Service/Inquiries (Toll Free)	888-221-7070	
Outage Hotline (Toll Free)	877-548-3768	
Local Contacts:		
Medford Operations Center Service	Office: 858-3290	
Dispatchers Desk	Fax: 776-5474	
Monte Mendenhall	Office: 1-866-808-0197	
Regional Community Manager	Cell: 840-4237	
Lee Compton	Office: 776-5490	
Operations Manager	Cell: 944-1566	
Tony Nielsen	Office: 776-5421	
Operations Manager	Cell: 944-7729	
Chris Kastella	Office: 776-5453	
Estimating/Construction Manager	Cell: 944-7737	
Debi Wright	Office: 776-5462	
Metering/Meter Reading	Cell: 944-7084	
Parking Center		
Poison Control Center	800-452-7165	
Public Health Laboratory (Oregon State)	503-229-5882	
PW Natural Gas (Avista Utilities)	772-5281	
Railroads:		
Central Oregon Pacific Railroad	541-673-6458	
Railroad Dept.-State	503-986-4321	
Rogue Valley Transit District (RVTD)	779-2877	
Salvation Army	773-7335	
School District (Jackson County)	776-8580	
Small Business Administration	776-4220	
US West Repair:		
9-1-1 Center Lines	800-357-0911	
Business Repair	800-603-6000	
Residential Repair	800-244-1111	
Weather Service- National	773-1067	

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In-Service Training (Updated 2/11/2014)

Training Program	F/T Parks & Building Maintenance	F/T Recreation	F/T Administration	Seasonal or P/T Parks & Building Maintenance	Seasonal or P/T Recreation
Loss Prevention Plan Awareness	New Hire	New Hire	New Hire	New Hire	New Hire
Safety Committee	New Hire	New Hire	New Hire	New Hire	New Hire
Tool Safety	New Hire and as procedures change			New Hire and as procedures change	
Vehicle Safety	New Hire	New Hire	New Hire	New Hire	New Hire
12 Passenger Van Training	If Driving	If Driving	If Driving	If Driving	If Driving
Fuel System Training	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle	New Hire if driving City Vehicle
Bobcat	As Required for job			As Required for job	
Trailer Towing Training	As Required for job	As Required for job	As Required for job	As Required for job	As Required for job
Chipper	As Required for job			As Required for job	
Billy Goat Vacuum	As Required for job			As Required for job	
Mowers	As Required for job			As Required for job	
Tractors	As Required for job			As Required for job	
Aerial Platforms	As Required for job			As Required for job	
Forklift Training	As Required for job			As Required for job	
Employee Training Manual	New Hire	New Hire	New Hire	New Hire	New Hire
Aquatic Employee Training Manual					
Asbestos Awareness	Annual	Annual	Annual	Annual	Annual
Personal Protective Equipment	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job
Respiratory Protection	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job	Annual if required to use for job
Injury Reporting	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change	New Hire and as procedures change
Ladder Safety	New Hire	New Hire		New Hire	
Lock Out Tag Out	New Hire and Annual	New Hire and annual	New Hire and annual	New Hire and annual	New Hire and annual
Hearing Conservation	Annual - Risk Manager Administers				
Hot Works	As needed before use			As needed before use	
Industrial Equipment	New Hire and as needed			New Hire and as needed	
Filtering Face Pieces	New Hire			New Hire and as needed	
Fire Extinguisher	New Hire and Annual	New Hire and annual	New Hire and annual	New Hire and annual	New Hire and annual
Hazard Communication	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years	New Hire and every 3 years
Excavation Safety	As needed			As needed	
Fall Protection	New Hire and every 3 years	New Hire and every 3 years			New Hire and every 3 years
Ergonomics	Upon Request	Upon Request	Upon Request	Upon Request	Upon Request
AED	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years	New Hire and every 2 years
Bloodborn Pathogens	New Hire and Annual	New Hire and annual	New Hire and annual	New Hire and annual	New Hire and annual
Confined Space	As needed before entry			As needed before entry	
Electrical	New Hire if part of job requirement			New Hire if part of job requirement	
Emergency Action Plan & Security	New Hire and as updated	New Hire and as updated	New Hire and as updated	New Hire and as updated	New Hire and as updated
Illness & Injury Prevention	New Hire	New Hire	New Hire	New Hire	New Hire
Equipment Supply or Reorder Procedures	New Hire	New Hire	New Hire	New Hire	New Hire
City Computer System	As Needed	As Needed	New Hire	As Needed	As Needed
Department Software	As Needed	As Needed	New Hire	As Needed	As Needed
CAPRA Awareness Overview	New Hire	New Hire	New Hire	New Hire	New Hire
Electrical Licensing	As Required for job				
Pesticide Applicators Licensing	As Required for job				
Backflow Inspector	As Required for job				
Aquatics Operator	As Required for job	As Required for job			
Playground Inspector	As Required for job				
Arborist Certification	As Required for job				
CPR	If Required	If Required	If Required	If Required	If Required
First Aid Supplies	New Hire	New Hire	New Hire	New Hire	New Hire
Security Training	Annual	Annual	Annual	Annual	Annual
NIMS (National Incident Management System)	As Required	As Required	As Required		

Parks and Recreation Department
CONFINED SPACE PROGRAM

Frequently Asked Questions

What is a Confined Space?

A confined space is a space that is large enough for a human to enter, has limited means of entry or exit, and is not designed for continuous human occupancy. A Permit Required Confined Space also has the following characteristics; hazardous atmosphere potential, engulfment hazards, converging sidewalls that taper off to a smaller cross section, or any other recognized hazards.

What potential hazards could be in a Confined Space?

Confined spaces may contain many potential hazards such as electrical, chemical, thermal, mechanical, or biological. Certain spaces may also have fall hazards, water build-up, or even insects or snakes. Commonly, the major hazards in a confined space are the atmospheric conditions including oxygen deficiencies, carbon monoxide, hydrogen sulfide, or flammable gases.

How do I know if the air quality is acceptable prior to entering a space?

Atmospheric testing shall be completed for all confined space work prior to entry. If the gas detector sounds an audible alarm, entry shall not occur. If the alarm sounds while in the space, immediate evacuation of the space is required. No person shall enter any space that has unacceptable air conditions until the air has been ventilated and brought back within the acceptable entry conditions.

Can I enter a confined space without receiving any training?

Employees are not allowed to enter any confined spaces without proper training. If you are asked to make an entry prior to receiving the formal training, stop what you are doing and talk to your supervisor. Do not enter the space.

Parks and Recreation Department
CONFINED SPACE PROGRAM

PURPOSE

This program is designed to keep Medford Parks and Recreation personnel safe as they may be required to enter confined spaces in the performance of their duties.

OBJECTIVE

To provide a uniform policy and procedure to be followed by all personnel in order to perform the confined space entry in a safe manner.

EXECUTION

City of Medford Confined Space Policy

The following procedures shall be strictly adhered to when entering a “Confined Space” and should be used in conjunction with “Lockout/Tagout Rules”.

- Read and follow Confined Space Entry Procedures.
- Only those persons having approved training may be involved in any capacity with a confined space entry.
- Only those entry supervisors having approved training have authority to sign and otherwise approve a Confined Space Entry Permit.
- All spaces which are not engineered for occupancy are considered “Permit Required Confined Spaces”.
- All entry permits must be on the standard permit form. All areas of the permit must be completely filled out and reviewed by all entrants.
- Permits may remain valid for a period not to exceed 10 hours.
- Before each entry of an ongoing permit, all persons involved must review all permit items.
- All required PPE shall be in place before entry begins.
- Maintenance co-workers shall be notified of an “Entry in Progress” and be placed on alert in case of an emergency requiring assistance.

Confined Space Entry Procedures

The following procedures were developed to protect employees from the hazards of entry into confined spaces. For specific requirements, see 29 CFR 1910 and OAR 437 Division 2, J (1910.141). A confined space is a space that has limited openings for entry and exit or has little or no natural ventilation, or is not designed for continuous worker occupancy.

Confined Space Entry Permit:

Before entering any confined space, a Confined Space Entry Permit form must be completed and signed by an appropriate entry supervisor.

All entry permits shall be on a City of Medford permit form.

The entry permit that authorizes entry to a confined space shall identify:

- The permit space to be entered;

- The purpose of the entry;
- The date and the authorized duration of the entry permit;
- The personnel, by name, entering the permit space; personnel shall read and sign the permit;
- The personnel, by name, currently serving as attendants; personnel shall read and sign the permit;
- Name of individual serving as entry supervisor and space for supervisor's signature;
- The hazards of the permit space to be entered;
- The measures used to isolate the permit space and to eliminate or control permit space hazards before entry. (Those measures can include the lockout or tagging of equipment and procedures for purging, ventilating, and flushing permit spaces);
- The acceptable entry conditions;
- The results of initial and periodic hazardous atmosphere tests performed, including the names or initials of the testers and an indication of when the tests were performed;
- The rescue and emergency services that can be summoned, and the means (such as the equipment to use and the numbers to call) for summoning those services;
- The communication procedures used by authorized entrants and attendants to maintain contact during the entry;
- Equipment, such as personal protective equipment, testing equipment, communications equipment, alarm systems, and rescue equipment, to be provided;
- Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety;
- Any additional permits, such as for hot work, which have been issued to authorize work in the permit space;
- Before each entry of an ongoing permit, all persons involved must review all permit items.

The COM Confined Space Checklist must be completed before entry can be authorized.

Protective Equipment:

Utilization of the following is required:

Use gas detectors before entering any confined space or any area with potential for flammable atmosphere, toxic gases, oxygen deficiency or enrichment. The space shall be monitored continuously for as long as it is occupied.

If the use of self-contained breathing apparatus (SCBA) is required to enter the space, Entry is prohibited. Entry into flammable atmospheres is prohibited, (Eliminate the hazard prior to entry). Always work in teams of three at a minimum. (See Authorized Attendant);

- Testing and monitoring equipment;
- Ventilating equipment if needed to obtain acceptable entry conditions;
- Communications equipment;

- Personal protective equipment as needed;
- Lighting equipment (explosion proof if potentially flammable atmosphere) needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
- Barriers and shields as required;
- Equipment such as ladders needed for safe ingress and egress by authorized entrants;
- Rescue and emergency equipment;
- Other equipment necessary for safe entry into and rescue from permit spaces. Comply with “Lockout/Tagout” rules and requirements.

Authorized Attendant(s)/Rescue:

Always work in teams of three at a minimum and utilize an authorized attendant. An authorized attendant shall be assigned to remain on the outside of the confined space and be in constant contact (visual or speech) with the workers inside. The authorized attendant shall not have any other duties but to serve as an attendant and know who should be notified in case of emergency. The authorized attendant shall not enter a confined space.

Always get assistance if problems develop.

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space. Retrieval systems shall meet the following requirements:

- a) Each authorized entrant shall use a full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.
- b) The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.

The COM Operations employees have not been provided adequate training to provide rescue that requires entry into a confined space. If rescue requires entry, call 911.

Duties of Authorized Entrants:

Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure; (see Section VI)

Properly use equipment;

Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;

Alert the attendant whenever:

- c) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation, or

- d) The entrant detects a prohibited condition; and
- Exit from the permit space as quickly as possible whenever:
- e) An order to evacuate is given by the attendant or the entry supervisor,
 - f) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
 - g) The entrant detects a prohibited condition, or serious safety hazard,
 - h) An evacuation alarm is activated.

Duties of Attendants:

Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure; (see Section VI)

Is aware of possible behavioral effects of hazard exposure in authorized entrants;

Continuously maintains an accurate count of authorized entrants in the permit space and ensures that the means used to identify authorized entrants accurately identifies who is in the permit space;

Remains outside the permit space during entry operations until relieved by another attendant;

Communicates with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space Verifies that rescue services are available, (911) and the means for summoning are operable;

Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the authorized entrants to evacuate the permit space immediately under any of the following conditions;

- i) If the attendant detects a prohibited condition;
- j) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
- k) If the attendant detects a situation outside the space that could endanger the authorized entrants; or
- l) If the attendant cannot effectively and safely perform all the duties required.

Summon emergency rescue services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;

Takes the following actions when unauthorized persons approach or enter a permit space while entry is underway:

Warn the unauthorized persons that they must stay away from

- m) the permit space;
- n) Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
- o) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space;

Performs non-entry rescues as specified by the employer's rescue procedure; and

Performs no duties that might interfere with the attendant's primary duty to monitor and

protect the authorized entrants.

Duties of Entry Supervisors:

Knows the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure; (see Section VI)

Verifies, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;

Terminates the entry and cancels the permit as required.

Verifies that rescue services are available and that the means for summoning them are operable, additional help, 911 communication.

Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations.

Determines whenever responsibility for a permit space entry operation is transferred, and at intervals dictated by the hazards and operations performed within the space that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

Notification:

COM Operations personnel will be notified of an "Entry in Progress", the location of the entry, and be placed on alert in case of an emergency requiring a rescue team.

Confined Space Entry Checklist:

Do not enter a confined space until you have completed every question, and have determined the space to be safe.

Have the hazard analysis and entry procedures been reviewed for the space?

Are gas meters properly calibrated?

Has the confined space atmosphere been tested?

Is Oxygen at least 19.5% and less than 23.5%?

Are toxic, flammable or oxygen displacing gases or vapors present?

Will the atmosphere be continuously monitored while occupied by entrants? Remember, atmospheric changes occur due to the work procedure or the product stored. The atmosphere may be safe when you enter, but it can quickly change!

Has or should the space be cleaned before entry?

Has the space been ventilated before entry?

Will ventilation continue during entry?

Is the air intake for the ventilation system located away from toxic, explosive, or combustible sources?

If atmosphere was found unacceptable and ventilated, was it retested?

Has the space and all related equipment been isolated from other systems?

Has all electrical systems and equipment been locked out and tagged out?

Have disconnects been used where possible?
Has mechanical equipment been blocked, chocked, and disengaged where necessary?
Have all lines which are under pressure or otherwise in use been isolated and blanked or bled?
Is special PPE required?
Is special equipment required, (i.e. rescue)?
Are special tools required, (i.e. spark proof)?
Have all persons involved had COM Operations approved training?
Will the attendant be able to maintain line of sight with the entrants?
Are safety lines, lights, and other safety equipment in good condition and operating properly?
Are two-way radio communications (cell phones for Operations) working and in place for the attendant and all entrants?
Will an evaluation of "Hot Work" need to be done? (i.e. Will welding, cutting, grinding, or any type of work involving ignition sources need to be done in or around the space?)
If an emergency occurs, are all rescue systems in place?
Is MSDS information available and has it been reviewed?

Example of Confined Space Entry Permit: (See attached)

II. Employee Training:

General:

Training shall be provided so that all COM maintenance employees, who work with confined spaces, acquire the understanding, knowledge, and skills necessary for the safe performance of their duties.

The COM shall certify that the training has been accomplished. The certification shall contain each employee's name, the signatures or initials of the trainers, and the dates of training.

Training shall be provided to each affected employee:

- a) Before the employee participates in confined space activity;
- b) Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained;

Training for authorized entrants shall include:

- c) Knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- d) Proper use of equipment;
- e) Methods of communicating with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space;
- f) Methods of alerting the attendant whenever:
 - (1) The entrant recognizes any warning sign or symptom

- of exposure to a dangerous situation, or
 - (2) The entrant detects a prohibited condition; and
- g) Exiting from the permit space as quickly as possible whenever:
 - (1) An order to evacuate is given by the attendant or the entry supervisor,
 - (2) The entrant recognizes any warning sign or symptom of exposure to a dangerous situation,
 - (3) The entrant detects a prohibited condition, or
 - (4) An evacuation alarm is activated.

Training for authorized attendants shall include:

- h) Knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- i) Awareness of possible behavioral effects of hazard exposure in authorized entrants;
- j) Continuously maintaining an accurate count of authorized entrants in the permit space and ensuring that the means used to identify authorized entrants accurately identifies who is in the permit space;
- k) Remaining outside the permit space during entry operations.
- l) Communicating with authorized entrants as necessary to monitor entrant status and to alert entrants of the need to evacuate the space;
- m) Monitoring activities inside and outside the space to determine if it is safe for entrants to remain in the space.
- n) Ordering the evacuation of the permit space immediately under any of the following conditions;
 - (1) If the attendant detects a prohibited condition;
 - (2) If the attendant detects the behavioral effects of hazard exposure in an authorized entrant;
 - (3) If the attendant cannot effectively and safely perform all the duties;
- o) Summoning emergency services as soon as the attendant determines that authorized entrants may need assistance to escape from permit space hazards;
- p) Taking the following actions when unauthorized persons approach or enter a permit space while entry is underway:
 - (1) Warn the unauthorized persons that they must stay away from the permit space;
 - (2) Advise the unauthorized persons that they must exit immediately if they have entered the permit space; and
 - (3) Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the

permit space;

- q) Performing non-entry rescue.
- r) Performing no duties that might interfere with the attendant's primary duty to monitor and protect the authorized entrants.

Training for authorized entry supervisors shall include:

- s) Knowledge of the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure;
- t) Verifying, by checking that the appropriate entries have been made on the permit, that all tests specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
- u) Terminating the entry and canceling the permit as required;
- v) Verifying that rescue services are available, (911) and that the means for summoning them are operable;
- w) Removing unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
- x) Determining that entry operations remain consistent with terms of the entry permit and that acceptable entry conditions are maintained.

III.

IV. Rescue and Emergency Services

Non-entry Rescue:

To facilitate non-entry rescue, retrieval systems or methods shall be used whenever an authorized entrant enters a permit space, Retrieval systems shall meet the following requirements:

Each authorized entrant shall use a chest or full body harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head. Wristlets may be used in lieu of the chest or full body harness if the employer can demonstrate that the use of a chest or full body harness is infeasible or creates a greater hazard and that the use of wristlets is the safest and most effective alternative.

The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel.

Emergency Services

If rescue requires entry, call 911.

V. Atmospheric Testing and Forced Air Ventilation

Before an employee enters a confined space, the internal atmosphere shall be tested, with a calibrated direct-reading instrument, for the following conditions in the order given:

- a) Oxygen content,
- b) Flammable gases and vapors, and

- c) Potential toxic air contaminants.

There may be no hazardous atmosphere within the space whenever any employee is inside the space.

Continuous ventilation shall be used as follows:

- d) An employee may not enter the space until the ventilation has eliminated any hazardous atmosphere;
- e) Ventilation shall be so directed as to ventilate the entire confined space and shall continue until all employees have left the space;
- f) Ventilation shall be from a clean source and may not increase the hazards in the space.

The atmosphere within the space shall be continuously monitored to ensure that the continuous ventilation is preventing the accumulation of a hazardous atmosphere.

If a hazardous atmosphere is detected during entry:

- g) Each employee shall leave the space immediately;
- h) The space shall be evaluated to determine how the hazardous atmosphere developed; and

Measures shall be implemented to protect employees from the

- i) hazardous atmosphere before any subsequent entry takes place.

VI. Hazards Information

General:

The most common hazards that potentially could be encountered at confined space sites include the following: mechanical, electrical, fire, explosion, flooding, engulfment, oxygen deficiency, and exposure to toxins.

Signs and Symptoms:

Review Material Safety Data Sheet (MSDS) information if potential exists for exposure to any specific chemicals.

Oxygen Deficient Atmospheres:

- Less than 19.5% oxygen by volume.
- Causes: displacement by other gases, bacterial decay, chemical reactions that use oxygen (e.g. rusting, absorption), combustion (e.g. burning, welding).

<u>O₂ Level</u>	<u>Symptoms</u>
15 - 19%	Loss of muscular coordination could impede self-rescue
12 - 14%	Rapid breathing and pulse. Impaired judgment coordination
10 - 12%	Further increase in respiration/ pulse
8 - 10%	Fainting, nausea, vomiting, blue lips

6 - 8%	4-5 minutes of exposure = recovery with treatment 6 minutes = 50% fatal. 8 minutes = 100% fatal
0 - 6%	Coma in 45 seconds or less. Death.

Do not ventilate with pure oxygen to raise oxygen levels because O₂ levels higher than 23.5% will increase fire danger.

Toxic Atmospheres

Causes: Bacterial decay, compounds stored in space, substances (cleaners, solvents) brought into space, work done within and adjacent to space.

Toxin

Symptoms

Carbon Monoxide	Headache, confusion, nausea, tendency to stagger, heart palpitations, unconsciousness. Death.
Carbon Dioxide	Reduced hearing ability, increased blood pressure/pulse, headache, shortness of breath, and unconsciousness. Death.
Hydrogen Sulfide	Eye and respiratory irritation, paralysis of breathing, response unconsciousness. Death.
Methane	Shortness of breath, unconsciousness. Death.

Combustible/Flammable Atmospheres

- Greater than 10% of LEL (Lower Explosive Limit).
- Combustible dust (sawdust, grain dust, coal dust, wood chips, mists of flammable fluids). Any amount that obscures vision at a distance of five feet or greater.
- Oxygen enriched - Oxygen levels above 23.5%

Most explosions/fires occur at point and time of entry.

Common Gases/Vapors

Lighter than air: Carbon Monoxide, Hydrogen, Helium, Methane, and Acetylene

Heavier than air: Carbon dioxide, Argon, Propane, Hydrogen Sulfide, Butane,

Nitrogen, Mercaptans, Chlorine.

Heat-Related Disorders

Heat Rash:	Red skin rash caused by infection of plugged sweat glands.
Heat Exhaustion:	Heavy sweating, fatigue, possible disorientation.
Heat Cramps:	Muscle cramps caused by a loss of body salts.
Heat Stroke:	LIFE-THREATENING CONDITION , Sweating stops, paleness or red/spotted skin, confusion or possible loss of consciousness, high body temperature.
First Aid:	Remove victim from hot environment and cool down with moist cloths and fanning (do not apply ice). Administer fluids if victim is conscious and will accept them. Contact emergency rescue teams.

DO NOT give aspirin, medication, alcohol, or stimulants (caffeine/cigarettes). Do not leave victim alone.

Causes of Fatalities in Confined Spaces:

- Hazardous atmospheres (oxygen deficient, toxic, combustible)
- Engulfment (burial, submersion into particulates or fluids)
- Struck by falling objects
- Heat stress exposure
- Electrocution
- All others
- **Confined Space Entry Permits**

General:

The rule of thumb for when a permit is required is “If in doubt, fill it out”.

The hazards of the space must be identified, along with the hazard control measures. Specific hazards associated with the work should be identified according to the task being performed and control measures for those hazards added to the permit before it is authorized.

ADMINISTRATION & LOGISTICS

The Operations division supervisor in charge of the confined space entry shall be responsible for verifying the entry permit and any other required documents are appropriately filed.

COMMAND & CONTROL

Entry Supervisor

Before entering any confined space, a Confined Space Entry Permit form must be completed and signed by an appropriate entry supervisor.

CITY OF MEDFORD PARKS AND RECREATION CONFINED SPACE ENTRY PERMIT
 All Copies of Permit to Remain at Job Site until Job is Completed

Location and Description of Confined Space: _____

DATE: _____

Purpose of Entry: _____ ENTRY TIME: _____

EXIT TIME: _____

Entry Supervisor: _____ Initials: _____

Authorized Entrants: _____ Initials: _____

Authorized Entrants: _____ Initials: _____

Attendants/Standby: _____ Initials: _____

Attendants/Standby: _____ Initials: _____

Potential Hazards	Hazard Measures/Controls
H2S, LOW OXYGEN, EXPLOSIVE	TESTING METER/ MONITOR
SHARPS	USE GLOVES, PROTECTIVE CLOTHING
RAW SEWAGE	BOOTS,RAIN GEAR
OVERHEAD	HARD HAT/ ESCAPE HARNESS/ LIFE LINE

Special Requirements	Yes	No	Special Requirements	Yes	No
Lock Out - De-energize			Escape Harness		
Lines Broken - Capped or Blanked			Tripod Emergency Escape Unit		
Purge - Flush and Vent			Lifelines		
Ventilation			Fire Extinguishers		
Secure Area			Lighting		
Breathing Apparatus			Protective Clothing		
Resuscitator - Inhalator			Respirator		

Equipment Requirements	(List)
Personal Protective Equipment (PPE)	
Lock Out/Tag Out	
SCBA Respirator/Ventilation	
Testing/Monitoring	
Communication/Radio	
Lighting	
Rescue	
Other	

Test To Be Taken *	P.E.L.**	Yes	No	Date							
% of Oxygen	-19.5% +21%										
% of L.E.L.***	Any % over 10										
Carbon Monoxide	50 ppm										
Hydrogen Sulfide	10 ppm										

* Valid for one 8-hour turn only **P.E.L. Permissible Entry Level ***L.E.L. Lower Explosion Level

LAST DATE METER CALIBRATED: _____

NAME OF TESTER _____

Note: Continuous/periodic tests shall be established before beginning job. Any questions pertaining to test requirements, contact Entry Supervisor.

Instruments Used	Type	I.D. No.
NEOTRONICS		

Ambulance/Fire/Rescue: 911

Any and all confined spaced entry shall be in accordance with the Public Works Operations Confined Space Entry Procedures.

Entry Supervisor Authorization: _____ SIGNATURE: _____ DATE _____

Confined Space Entry Checklist: REQUIRED READING PRIOR TO ENTRY

- Do not enter a confined space until you have completed every question, and have determined the space to be safe.
- Is entry necessary? Have the hazard analysis and entry procedures been reviewed for the space?
- Are gas meters properly calibrated? Has the confined space atmosphere been tested?
- Is Oxygen at least 19.5% and less than 23.5%?
- Are toxic, flammable or oxygen displacing gases or vapors present?
- Will the atmosphere be continuously monitored while occupied by entrants? Remember, atmospheric changes occur due to the work procedure or the product stored. The atmosphere may be safe when you enter, but it can quickly change!
- Has or should the space be cleaned before entry? Has the space been ventilated before entry? will ventilation continue during entry?
- Is the air intake for the ventilation system located away from toxic, explosive, or combustible sources? If atmosphere was found unacceptable and ventilated, was it retested?
- Has the space and all related equipment been isolated from other systems?
- Has all electrical systems and equipment been locked out and tagged out? Have disconnects been used where possible? Has mechanical equipment been blocked, chocked, and disengaged where necessary?
- Have all lines which are under pressure or otherwise in use been isolated and blanked or bled?
- Is special PPE required?
- Is special equipment required, (i.e. rescue)? Are special tools required, (i.e. spark proof)?
- Are SCBA's on the work site and have all safety checks been performed?
- Can space be entered by an entrant or rescuer with a SCBA donned?
- Have all persons involved had COM Operations approved training?
- Will the attendant be able to maintain line of sight with the entrants?
- Are safety lines, lights, and other safety equipment in good condition and operating properly?
- Are two-way radio communications between Operations, the attendant and all entrants working and in place?
- Will an evaluation of "Hot Work" need to be done? (i.e. Will welding, cutting, grinding, or any type of work involving ignition sources need to be done in or around the space?)
- If an emergency occurs, are all rescue systems in place?

Parks and Recreation Department
BLOODBORNE PATHOGEN
Exposure Control Plan

Frequently Asked Questions

What are bloodborne pathogens (BBP)?

Bloodborne pathogens are microorganisms that are capable of causing severe illness or death when transmitted from an infected individual to another through contact with blood or certain body fluids.

How could a person be exposed to BBP?

Exposure to BBP occurs in many ways. Needle stick injuries are the most common means of exposure for health care workers, but BBP can also be transmitted through contact with: eyes, nose, and mouth or through broken skin.

What are the most common forms of BBP?

The most common illnesses caused by BBP are: Hepatitis B (HBV), Hepatitis C (HCV), and AIDS from Human Immunodeficiency Virus (HIV).

How can I protect myself from BBP's?

Personal Protective Equipment (PPE) helps prevent occupational exposure to infectious materials. PPE is considered appropriate only if it prevents blood or other potentially infectious material (OPIM) from passing through or reaching the employee's work clothes, street clothes, skin, eyes, mouth, or other mucous membranes under normal conditions of use.

What do I do if I think I have been exposed to a BBP?

If you think you have been exposed to BBP's, report it to your supervisor or designee immediately. Your supervisor or designee should begin an investigation and contact Risk Management at 541-774-2039 for assistance or further instructions.

Parks and Recreation Department
BLOODBORNE PATHOGEN
Exposure Control Plan

Parks and Recreation has made a commitment to the prevention of incidents or accidents that can result in employee injury or illness. This exposure control plan is an element of our safety and health program in compliance with OR-OSHA *Bloodborne Pathogens, OAR437-02-1910.1030*, requirements. Each city department has the authority and responsibility to ensure that all elements of the exposure plan are in place. A copy of this plan is available to all employees at each department's office.

PURPOSE

The purpose and goal(s) of this exposure plan is to eliminate or minimize employee occupational exposure to blood or other potentially infectious materials (OPIM), identify employees occupationally exposed to blood or OPIM in the performance of their regular job duties, provide information and training to employee exposed to blood and OPIM, and comply with OR-OSHA *Bloodborne Pathogen* standard, *OAR437-02-1910.1030*.

EXPOSURE DETERMINATION

Employees subject to the OR-OSHA bloodborne pathogens standard are those who are reasonably expected to have skin, eye, mucous membrane, or parenteral contact with blood and/or any body fluids that are contaminated with blood resulting from the performance of their assigned duties. Although Good Samaritan acts are not covered under the bloodborne pathogens standard, it is our policy to provide evaluation and treatment of employees who sustain exposure to blood or OPIM who assist an injured employee but are not required to.

Each department is responsible to develop and maintain an **Employee at risk** chart listing job classifications and associated tasks identifying employees at risk of exposure to blood or other potentially infectious materials (OPIM). Exposure determinations are made without regard to use of personal protective equipment (PPE).

Sample Employees at Risk Chart

Job Classification

Custodians

Task or Procedure

Clean up spilled blood or OPIM
Decontamination of work surfaces
Empty biological trash cans

Lifeguard

Clean up spilled blood or OPIM
Decontamination of work surfaces
Empty biological trash cans
Cleanse and bandage of cuts, and other open wounds
Cardiopulmonary resuscitation

General Office Workers
(employees with limited field activity)

Clean up spilled blood or OPIM

COMPLIANCE METHODS

Universal Precautions

Universal Precautions is an approach to infection control in which all human blood and other potentially infectious materials are handled as if they were known to be infectious for bloodborne pathogens. Consider difficult or impossible to identify body fluids as potentially infectious.

Engineering and Work Practices Controls

Use the following controls to eliminate or minimize occupational exposure.

Sharps

Employees who are not trained in sharps disposal should contact the police department for assistance in disposing of the object. While waiting for assistance secure the area around the sharp so that no one will come in contact with it.

Employees who have been trained in sharps disposal should place contaminated needles and other sharp objects in a sharps container. Replace containers routinely and do not allow overfilling. When moving containers of contaminated sharps, close containers to prevent spillage or protrusion of contents.

Work practices

Clean up blood spills or body fluids as soon as possible. Use disposable absorptive materials, such as paper towels or gauze pads, to soak up the fluids. Clean the area with chemical germicides or a 1:10 solution of liquid bleach. Place absorptive towels pads, and other material used to mop up spills in plastic bags or designated, labeled containers and treat as biohazardous waste.

Employees must wash their hands upon removal of gloves and other protective gear. In an emergency, if soap and water are not immediately available, use disposable antiseptic towelettes or germicidal gels to clean hands after removing gloves. Employees must wash their hands with soap and water as soon as possible.

Employees may not eat, drink, smoke, apply cosmetics or lip balm, or handle contact lenses where occupational exposure can occur.

Personal Protective Equipment (PPE)

PPE is provided at no cost to employees. Employees receive training in its use, maintenance, and disposal annually.

Storage area

Each department or facility stores and maintains an inventory of sufficient bloodborne protective gear. Take supplies, including PPE, as needed to the location of injured person. Supplies include disposable gloves; eye protection; first aid supplies; plastic bag and tie; antiseptic towelettes; disposable absorptive material for cleaning up spilled blood; rubber gloves; and bleach solutions or germicides.

PPE use and disposal

Employees engaging in activities that may involve direct contact with blood, OPIM, contaminated objects, mucous membranes, or open wounds must wear disposable gloves made of vinyl or latex. Use reusable gloves to clean up spill areas. Disinfect reusable gloves with diluted liquid bleach or germicides after use.

Wear face shields or goggles with disposable surgical masks whenever splashes, spray, or splatters of blood droplets, or OPIM may be generated and eye, nose, or mouth contamination can be reasonably anticipated.

Use resuscitation devices, which minimize contact with mucous membranes, to perform cardiopulmonary resuscitation.

Remove used personal protective equipment at the exposure location as soon as feasible to avoid contamination of other work areas. Place in a biohazard container or in a plastic bag with a biohazard label. PPE must not be taken from the worksite.

Housekeeping

Maintain the first aid area in a clean and sanitary condition. Employees who have received bloodborne pathogen training and who have been included under the exposure plan can clean up spills and work surfaces.

Inspect all biohazardous waste receptacles and decontaminate weekly or immediately upon visible contamination.

Use chemical germicides or solutions of 5.24% sodium hypochlorite (liquid bleach) diluted 1:10 with water for cleaning. Chemical germicides approved for use as hospital disinfectants and effective against HIV can also be used.

Broken glassware or glass items must not be picked up directly with the hands. Use mechanical means, such as a brush and dust pan, tongs, or forceps. Handle as a biohazardous waste. Decontaminate equipment used to pick up glassware with 1:10 bleach solution or an approved germicide.

Contaminated laundry

Handle clothing visible contaminated with blood using disposable gloves. Minimize the time spent handling clothing. Bag clothing as close as possible to where it was used. Place clothing in a bag that prevents soak through and/or leakage of fluids to the exterior; place a biohazard label on the bag.

Labels and Signs

Affix warning labels to bags or use red biohazard bags to dispose of hazardous waste.

Hepatitis B vaccine

The hepatitis B vaccine is offered, at no cost to Public Works, Waste Water Treatment Plant, Police and Fire department employees who have potential exposure within their regular job assignments. The hepatitis B vaccine is offered, at no cost to any employee that has been exposed, within 10 working days.

Employees who have potential exposure to bloodborne pathogens but decline to take the vaccination must sign a declination statement. Employees who initially decline can still receive the vaccination should they decide at a later date to accept. Previously vaccinated new hires must provide a vaccination record that includes the vaccination dates. Employees must sign a declination statement if the vaccination record is not available and revaccination is declined or not appropriate.

Asante Health Systems retains vaccination records in the employees medical record file.

Exposure incident and post-exposure evaluation and follow-up

An exposure incident to bloodborne pathogens is defined as an eye, mouth, other mucous membrane, non intact skin, or parenteral contact with blood or other potentially infectious materials that results from the performance of an employee's duties. It is our policy to include Good Samaritan acts performed by an employee at the work site.

Whenever an exposure occurs, wash the contaminated skin immediately with soap and water. Immediately flush contaminated eyes or mucous membranes with copious amounts of water. Medically evaluate exposed employees as soon as possible after the exposure incident in order that post exposure prophylaxis, if recommended, can be initiated promptly.

The medical evaluation is to include the route(s) of exposure and the exposure incident circumstances; identification and documentation of the source individual, where feasible; exposed employee blood collection and testing of blood for HBV and HIV serological status; post-exposure prophylaxis, where indicated; counseling; and evaluation of reported illnesses. Source test results and identity will be disclosed to the exposed employee according to applicable laws and regulations concerning disclosure and confidentiality.

Asante Health Systems provides hepatitis B vaccinations, medical evaluations and post-exposure follow-up after an exposure incident. Asante Health System's telephone number is (541)789-4236. A copy of the bloodborne pathogen standard has been provided to the clinic.

Information provided to the health care professional

The Human Resources Department is responsible to ensure that the Asante Health System's health care professional evaluating the employee after an exposure incident receives the following information:

- A description of the employee's duties as they relate to the exposure incident
- Documentation of the route(s) and circumstances of exposure
- The results of the source individual's blood testing, if available

- Medical records relevant to the appropriate treatment of the employee, including vaccination status are maintained by the health care provider.

Health care professional's written opinion

The health care provider will provide the employee with a copy of the health care professional's written opinion within 15 days after completion of the evaluation.

The health care professional's written opinion(s) for the hepatitis B vaccination will be limited to whether the HBV is indicated for the exposure if the employee has received the vaccination.

The health care professional's written opinion for the post exposure evaluation will be limited to the following information:

- Whether the employee was informed of the evaluation results
- Whether the employee was told about medical conditions resulting from exposure to blood or OPIM that may require further evaluation or treatment.

Training and training records

All employees who have occupational exposure to bloodborne pathogens receive training on epidemiology, symptoms, and mode of transmission of bloodborne pathogen diseases. In addition, the training program will include the following topics:

- An explanation of activities and tasks that may involve exposure to blood and OPIM
- How appropriate engineering controls, work practices, and PPE will prevent or reduce exposure
- The basis for the selection of PPE; the types, use, locations, removal, handling, decontamination, and disposal procedures
- Hepatitis B vaccine information including that the vaccine is provided at no cost, the benefits of being vaccinated and methods of administration
- Employer responsibilities for post exposure evaluation and medical follow-up; how and who to contact should an exposure incident occur
- An explanation of the signs and hazard labels
- How to review or obtain a copy of the exposure control plan and the standard

The department will ensure training is provided to employees at the time of initial assignment to tasks in which occupational exposure may occur. Training is repeated every 12 months or sooner when there are new tasks or changes to the existing procedures/tasks. Training records are maintained at the City departments for three years and include the date(s) and content of the training program, name and qualifications of the trainer(s), and names and job titles of the attendees.

Record keeping

Medical records for employees with occupational exposure to bloodborne pathogens include the employee's name, Social Security number, and hepatitis vaccination status, including dates of hepatitis B vaccination and any medical records relative to the employee's ability to receive the vaccination. Medical records are kept by the health care provider for the duration

of employment plus 30 years in accordance with OR-OSHA's *Access to Employee Exposure and Medical Records* standard, *OAR437-02-1910.1020*. Medical records are strictly confidential. Employees must sign a written consent for disclosure.

In the event of an exposure incident, the following records will be kept by the health care provider in the employee's medical file:

1. The results of any examination, medical testing, and follow-up procedures.
2. A copy of the treating physician's written opinion to the employer.
3. A copy of all information provided by the employer to the health care professional regarding the exposure incident.

Record any needle stick, mucous membrane, or skin contact with blood or body fluids contaminated with blood or OPIM requiring medical treatment (e.g., gamma globulin, globulin, hepatitis B immune globulin, hepatitis B vaccine, etc.) in the OSHA 300 log. In addition, record any contaminated sharp injuries, including needle sticks on the sharps injury log. Retain these records for five years.

In accordance with City of Medford Administrative Regulation 85-6 a Supervisor's Injury/Disease Analysis Report must be filled out anytime there is a possible exposure.

Plan evaluation and review

Each department is to review the exposure control plan and update at least annually and whenever necessary to reflect new or modified tasks and procedures that affect occupational exposure. Each department is responsible review the plan annually with its employees.

HEPATITIS B VACCINATION DECLINATION STATEMENT

The following statement of declination of hepatitis B vaccination must be signed by an employee who chooses not to accept the vaccine. The statement can only be signed by the employee following appropriate training regarding hepatitis B, hepatitis B vaccination, the efficacy, safety, method of administration, and benefits of vaccination, and that the vaccine and vaccination are provided free of charge to the employee. The statement is not a waiver; employees can request and receive the hepatitis B vaccination at a later date if they remain occupationally at risk for hepatitis B.

Declination Statement

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine at no charge to myself. However I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee Signature

Witness

Name

Address

City/State/Zip

Date

Confidential: Place in employee personnel file

