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## ESF 5 – Emergency Management

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# ESF 5 – Emergency Management

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## ESF 5. Emergency Management

ESF 5 Tasked Agencies	
<b>Primary Agencies</b>	Klamath County Emergency Management Agency
<b>Supporting Agencies/Entities</b>	Klamath County Human Resource Manager Klamath County Treasurer
<b>Adjunct Agencies</b>	Oregon Emergency Management

## 1 Purpose and Scope

Emergency Support Function (ESF) 5 provides for direction, control, and management of county and municipal emergency operations, as well as allocation and coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction, as well as designation of primary and alternative county Emergency Operation Center(s) (EOC).

## 2 Policies and Agreements

The following policies and agreements are currently in place:

- None at this time.

## 3 Situation and Assumptions

### 3.1 Situation

The Klamath County Emergency Operations Center has been designated as the support to Incident Command Posts (ICPs) and the base for all emergency management organization activities.

### 3.2 Assumptions

The response activities presented are applicable to all emergency situations and will provide adequate direction for proper emergency management.

## 4 Roles and Responsibilities

### 4.1 General

When an emergency situation arises and it is determined that the normal organization and functions of County government are insufficient to effectively meet response requirements, the Emergency Manager may activate and implement all or part of the County Emergency Operations Plan, as noted in the Basic Plan, to support ICP's. In addition, the Emergency Manager may partially or fully activate and staff the County Emergency Operations Center based on an emergency's type, size, severity, and anticipated duration. The Board of County Commissioners (BOCC) has the authority to appoint an Incident Commander (IC). Concurrently, all involved County emergency services will implement their respective plans, procedures, and processes and will provide the Klamath County Emergency Manager with the following information:

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

When the County Emergency Management Organization is implemented in response to an emergency, a County Commissioner—as the representative of the Board of County Commissioners (BOCC) will work with the Emergency Manager and the EOC Team at the designated EOC to coordinate the community’s response. The usual response to an incident whose management exceeds the capacity of the normal organization will be to implement ICS by appointing an Incident Commander (IC) who reports to the BOCC. Command flows from the BOCC to the IC.

In addition, the BOCC, the IC and/or the Emergency Manager may recommend the establishment of the Emergency Operations Center. This is a place where a number of support functions, not command functions, may be located.

The other Commissioners and department heads, continuing in their role of managing County government, should report to the Commissioners Conference room or the Courthouse Conference room to oversee the continuance/restoration of other critical County services.

During emergency operations, the EOC staff may be organized in a number of ways. The BOCC will appoint an Emergency Operations Center Manager who will determine the organization.

## **5 Concept of Operations**

### **5.1 General**

Coordination of activities will insure that all tasks are accomplished with little duplication of effort.

### **5.2 Phases of Emergency Management**

#### **5.2.1 Mitigation and Prevention**

- Develop ICS and EOC capability;
- Provide adequate communications capabilities.

#### **5.2.2 Preparedness**

- Instruct officials on ICS and EOC operations.
- Stock adequate food and water supplies.

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- Stock adequate administrative supplies.
- Maintain a constant schedule of testing, maintaining, and repairing equipment to insure an advanced state of readiness.

**5.2.3 Response**

- Activate the EOC as needed.
- Implement ICS
- Initiate response activity.

**5.2.4 Recovery**

- Continue response operations as needed.
- Begin recovery activities.
- Demob by Releasing unnecessary personnel and other resources and deactivate the EOC, an ICS responsibility.

**5.3 Execution**

- The County Emergency Manager will assume initial responsibility for coordination of operations/actions.
- The Emergency Manager may recommend the BOCC implement ICS by appointing an IC and assisting in the preparation of a Delegation of Authority.
- The EOC will be activated upon direction of the BOCC, County Emergency Manager or request of the IC.
- The Incident Commander will determine the level of staffing required based on the situation and will alert the appropriate personnel, agencies, and organizations.
- Emergency operations will be conducted by government forces augmented as required by trained auxiliaries, volunteer groups, and forces supplied through mutual aid agreements. State and/or Federal support will be requested if a disaster situation so dictates.
- Communications equipment in the Incident Command Post and/or EOC will be used to receive information, disseminate instructions, and coordinate emergency operations.
- The County Emergency Manager will maintain contact with the ICS Command Post at the various incident scenes in addition to the activation of the EOC. The Command Posts will maintain close contact and coordination with the EOC.

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- Heads of agencies, departments, and organizations are responsible for emergency functions assigned to their activity as outlined in the appropriate annex to the emergency management plan.
- The EOC may operate on a 24-hour basis during the emergency and the staff may be required to work 12-hour shifts.
- The County Emergency Manager will notify the Oregon Emergency Management Office in Salem (1-800-452-0311) upon activation of the EOC due to an emergency or disaster.

**5.4 Emergency Operations Center**

Command and Control is the responsibility of the IC and will be managed at the Incident Command Post. Various other response activities may be coordinated from the EOC, which is located in the Klamath Falls Police Station at Shasta Way in Klamath Falls or the County Public Health building at 403 Pine Street in Klamath Falls. The EOC will be activated upon notification of a possible or actual emergency or as otherwise deemed necessary by the BOCC, IC or Emergency Manager. EOC responsibilities and activation procedures are addressed in this portion of the EOP and in the Basic Plan, Section 4.4, Incident Management.

During emergency operations and upon activation, the EOC staff will be responsible for assembling and for managing a number of functions, some of which are outlined below.

- The Emergency Manager, under the direction of the Board of Commissioners or as he or she deems necessary, will activate the EOC. He or she, unless another is designated as EOC Manager, will assume responsibility for all operations and direction and control of the EOC.
- The Emergency Manager will determine the level of staffing required and will alert the appropriate personnel, agencies, and organizations.
- Activate if requested by the IC, existing mutual aid agreements with other jurisdictions and response partners to provide emergency assistance and resources per Section 1.4.2 of the EOP-Unmet Needs Escalation.
- The IC will establish an on-scene incident command post (ICP) and maintain close contact and coordination with the EOC.
- Heads of departments and organizations are responsible for emergency functions assigned to their activities, as outlined in their respective annexes.
- The EOC may operate on a 24-hour basis, rotating on 12-hour shifts, unless otherwise amended by the EOC Manager.

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- The Emergency Manager will immediately notify the State Emergency Management office (800-452-0311) upon activation. Periodic updates will be made as the situation requires.
- Each EOC staff member will have a designated alternate (assigned prior) in case absence or operational activities preclude presence. This ensures continuity of operations and a smooth transition during shift changes and prevents any unforeseen breakdowns in the process.

Specific functions are detailed in the Basic Plan and various ESF and Incident Annexes (IA).

**5.4.1 Primary Emergency Operations Center**

All tactical and strategic operations occurring at the incident(s) will be coordinated and communicated through the County IC to track, manage, and allocate appropriate resources and personnel. In such a situation, the Klamath County EOC will operate as a support function which may include Multi-Agency Coordination System (MACS), serving as the central node for vertical and horizontal coordination. The primary EOC is the Klamath Police Station or the Klamath County Health Department, located in 2<sup>nd</sup> floor Conference Room at 403 Pine Street, in Klamath Falls. The County also has several Mobile Command Centers that provide good Incident Command Post (ICP) facilities.

All persons entering the EOC will be required to check in at the Security Desk located at the main entrance. Appropriate security will be established to identify personnel who are authorized to be present.

**5.4.2 Alternative Emergency Operations Center**

Should the primary EOC become unusable, emergency operations will continue with a reduced staff at a location determined by the County Emergency Manager.

In general, criteria for an alternative EOC include:

- Sufficient working area, which includes operations room, communications room, and even shower facilities if available.
- All communication equipment necessary for conducting emergency operations.
- Backup emergency generator and a 14-day supply of fuel.
- Sufficient food and water for the designated EOC staff will be provided for duration of disaster.

**5.4.3 Agency Emergency Operations Centers**

Other agencies may activate and staff individual Agency Operations Center facilities for various types of emergencies. For example, if a biological incident such as pandemic influenza occurs, the Klamath County Health Department's Agency

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Operations Center may be activated and will coordinate closely with the Klamath County EOC. In all cases, however, the County IC will be responsible for Command and Control and the EOC will serve as the central point for such things as coordinating response agencies, resource requests and tracking, and public information.

**5.4.4 Integrated On-Scene ICS Command Post**

During emergency operations it may be necessary to set up an on-scene command post (ICP) to coordinate response activities at the scene. The IC, appointed by the BOCC works from the ICP. ICS Mobile Command Post may be used.

**5.5 Reports and Records**

Appendix A of the Basic Plan includes sample disaster/emergency declarations, requests for assistance, and message forms. Use of the ICS forms found in Appendix B of the Basic Plan is mandatory. These forms cover nearly every aspect of ICS and provide a means for efficient shift change and documenting event action, expenditures, etc. for possible reimbursement through FEMA. Forms, reports, and logs for immediate consideration include:

**5.5.1 Declaration of Local Emergency/Disaster**

Based on local ordinances and state statutes, a local declaration can allow a city or Klamath County governing body flexibility in managing resources under emergency conditions. For additional guidance, see the Emergency Declaration Guidelines For Local Elected And Appointed Officials at:

[http://www.oregon.gov/OMD/OEM/docs/library/decl\\_guide\\_oct\\_2008.pdf](http://www.oregon.gov/OMD/OEM/docs/library/decl_guide_oct_2008.pdf)

**5.5.2 Operational Situation Report**

These reports are compiled daily and forwarded to the State Office of Emergency Management to keep state officials informed about the current status of operations.

**5.5.3 Incident Action Plan**

The IAP (ICS Forms 202-207) includes the overall incident objectives and strategies established by the IC. The Planning Section is responsible for developing and documenting the IAP. In the case of UC, the IAP must adequately address the overall incident objectives, mission, operational assignments, and policy needs of each jurisdictional agency. This planning process is accomplished with productive interaction between jurisdictions, functional agencies, and private organizations. The IAP also addresses tactical objectives and support activities for one operational period, generally 12 to 24 hours. The IAP also contains provisions for continuous incorporation of "lessons learned" as identified by incident management personnel as activities progress.

**5.5.4 Duty Officer Log**

A record of major events during EOC operations will be compiled by a member of the support staff under the direction of the EOC Manager.

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**5.5.5 Security Log**

A record of all persons entering and leaving the EOC will be maintained by the security personnel at the entrance.

**6 Direction and Control**

See Chapter 5 of the Basic Plan for a discussion of the Incident Command System structure utilized by Klamath County for Incident Management.

**7 Supporting Plans and Procedures**

The following plans and procedures are currently in place:

- National Response Framework, ESF 5 – Emergency Management
- State of Oregon Emergency Operations Plan, ESF 5 – Emergency Management
- State of Oregon, 2008. Emergency Declaration Guidelines For Local Elected And Appointed Officials

**8 Appendices**

None at this time.

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