



Malynda Wenzl, Mayor

Mariana Valenzuela, Council President
Angel Falconer, Councilor
Donna Gustafson, Councilor

Michael Marshall, Councilor
Karen Martinez, Councilor
Brian Schimmel, Councilor

[TVCTV Livestream](#)

[Zoom Webinar](#) Meeting ID: 850 7572 2488 Passcode: 97116

5:30 - EXECUTIVE SESSION

EXECUTIVE SESSIONS ARE CLOSED TO THE PUBLIC. No formal decisions or actions will be taken. Representatives of the news media may attend, but may not disclose any information discussed. News media representatives can request a link to attend via Zoom by emailing the City Recorder's Office at: mwoods@forestgrove-or.gov

The City Council will convene to hold an executive session: ORS 192.660(2)(d) to conduct deliberations with persons designated by the governing body to carry on labor negotiations.

5:50 - CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

Enterprise Zone

Staff: Jesse VanderZanden, City Manager, Kim Ezell, Assistant City Manager

7:00 - CITY COUNCIL MEETING

A. Call to Order

1. Roll Call
2. Land Acknowledgement
3. Pledge of Allegiance

B. Public Comment: Time provided for anyone wishing to speak to City Council on an item not on the agenda or on the agenda but not scheduled for a public hearing. Comments are limited to 2 minutes unless additional time is granted by the Presiding Officer. The public comment period shall not exceed 30 minutes unless a majority of Councilors present vote to extend the time. Zoom attendees may use the "Raise Hand" option to be called on.

- C. Consent Agenda:** Items under the Consent Agenda are considered routine and will all be adopted with a single motion, without separate discussion. Councilors who wish to remove an item from the Consent Agenda may do so prior to the motion. Any item(s) removed will be discussed and acted upon following the approval of the remaining item(s).

1. Building Activity Report - April 2026

D. Additions/Deletions

1. City Manager
2. Proposed by Councilors

- E. 7:15 Presentations:** The Council will hold questions until the end of each presentation.

1. **Library IGA Update**
Staff: Colleen Winters, Library Director

F. 7:30 Public Hearings, Ordinances, and Resolutions

1. Public Hearing
RESOLUTION 2026-15 CERTIFYING SERVICES PROVIDED BY THE CITY OF FOREST GROVE

RESOLUTION 2026-16 DECLARING CITY'S ELECTION TO RECEIVE STATE REVENUES
Staff: Kim Ezell, Assistant City Manager
2. Public Hearing
RESOLUTION 2026-17 ADOPTING CAPITAL IMPROVEMENTS PROGRAM EXCISE TAX AND REPEALING RESOLUTION 2025-30
Staff: Kim Ezell, Assistant City Manager
3. Public Hearing
RESOLUTION 2026-18 SETTING GENERAL FEES & CHARGES, EFFECTIVE JULY 1, 2026, AND REPEALING RESOLUTION NO. 2025-32
Staff: Jesse VanderZanden, City Manager
4. **RESOLUTION 2026-19 APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA) BETWEEN THE FOREST GROVE SCHOOL DISTRICT AND THE CITY OF FOREST GROVE FOR A SCHOOL RESOURCE OFFICER (SRO) AND AUTHORIZING THE CITY MANAGER TO EXECUTE THE AGREEMENT**
Staff: David Marzilli, Police Chief
5. **RESOLUTION 2026-20 ADOPTING THE CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN**
Staff: Jim Geering, Fire Chief

6. **RESOLUTION 2026-21 RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN THE CITY OF FOREST GROVE AND THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS (IBEW), LOCAL 125, EFFECTIVE JULY 1, 2026, AND EXPIRING JUNE 30, 2029**

Staff: Jesse VanderZanden, City Manager, Emily Guimont, City Attorney

G. 8:00 Council Communications:

1. Councilor Reports
 - a. Mariana Valenzuela (LC, CDBGPAB)
 - b. Angel Falconer (HLB, JWC, CCESC, Chamber of Commerce)
 - c. Donna Gustafson (PAC, RWPCB, WCCCA)
 - d. Michael Marshall (CFC, P&R)
 - e. Karen Martinez (FGRFPD, SCC, FGSCC)
 - f. Brian Schimmel (CCE, EDC, TVHSC)
2. City Manager's Report
3. Mayor's Report (WCCC, R1ACT, MMC, WCC&MG, WCMG, MYAC)

H. 8:30 Adjournment

8:30 - CITY COUNCIL WORK SESSION

No public comment will be taken. The Council will take no formal action.

City Discussion Regarding Federal Activities

Staff: Jesse VanderZanden, City Manager

Americans with Disabilities Act (ADA) Notice: The City is committed to providing equal access to public meetings. Requests for accommodation can be submitted to the City Recorder at least 48 hours before the meeting at: mwoods@forestgrove-or.gov or 503-992-3235



ENTERPRISE ZONE

Jesse VanderZanden | City Manager

Kim Ezell | Assistant City Manager

Work Session May 26, 2026

City of Forest Grove

AGENDA

Purpose

2040 Vision

Background

City's Program

Opportunity Zone

Policy Considerations

PURPOSE

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The purpose of tonight's work session is to consider the Forest Grove/Cornelius Enterprise Zone economic development incentive program. The program expires June 30, 2026.

For context, the work session will also highlight another economic development tool in Forest Grove, the Opportunity Zone. This program expires December 31, 2028.

VISION 2040 PLAN

2040 GOAL AREA: ECONOMY

Goal Statement: We envision a thriving, inclusive Forest Grove community with a vibrant downtown, a diverse economy offering high-paying jobs, and a strong sense of place.

Outcome: Create a balanced and diversified economy comprised of a variety of commercial and industrial businesses offering high-paying job opportunities.



VISION 2040 PLAN



2040 GOAL AREA: ECONOMY

Goal Actions:

- 1.2 Increase volume and diversity of commercial business development
- 1.3 Update the City's Economic Development Strategic Plan
- 1.4 Increase industrial development
- 1.5 Explore the creation of an Economic Improvement District
- 1.6 Strengthen partnerships with local small businesses
- 1.7 Support workforce development programs
- 1.9 Partner with property owners to attract businesses
- 1.10 Incentive programs to support/retain small/local businesses

History of State Enterprise Zone Program

- 1985: Created by the Oregon Legislature
- 1989: Major statutory revisions implementing the framework still used today
- 1993-95: Expanded flexibility and clarified program rules
- 2001-03: Expanded to “E-Commerce” to allow tech infrastructure and data centers
- 2023: Restricted retail fulfillment centers, i.e., Amazon
Established school support fee
Extended program through 2032
Required publication of agreements for 21 days before effective
- 2026: Restricted data centers

History of Forest Grove Enterprise Zone

- 2006: Resolution authorizing the Enterprise Zone Program to June 30, 2016
- 2008: Resolution amending to include Cornelius
- 2016: Resolution extending Program to June 30, 2026
- 2017: Resolution amending to change Cornelius properties
- 2023: Resolution increasing the application fee
- 2024: Resolution implementing the school support fee

WHAT IS AN ENTERPRISE ZONE?

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- A state-sponsored economic development program that gives businesses a property tax exemption for up to 5 years if they meet certain requirements
- The program is designed to attract living wage jobs, encourage new and reinvestment, target specific industries, and increase the long-term tax base
- Enterprise zones do not exempt income and payroll taxes
- Limited to industrial and some commercial businesses, specifically, industrial uses, manufacturing, warehousing, distribution, food processing, and technology (except data centers). Retail businesses are not eligible.
- Administered by local governments and must comply with state requirements
- State law sunsets the Program June 30, 2032, unless the Legislature extends

STATE REQUIREMENTS

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3-Year Abatement State Requirements

Increase full-time, permanent employment by at least one new job or 10%

Have no concurrent job losses within Oregon

Maintain the employment level for the duration of the exemption

Enter a First-Source Hiring Agreement with WorkSource Oregon*

5-year Abatement State Requirements

Meet all the requirements of the 3-year abatement

Receive approval through a written agreement between the firm and the local government

Pay a school support fee of 15%-30% of abated taxes

Average compensation for new hires must be at or above 150% of the county average wage

*A first-source hiring agreement compels the firm to consider Oregon-based, qualified applicants for new jobs before hiring elsewhere

LOCAL REQUIREMENTS

Forest Grove/Cornelius Requirements

For the 3-Year Program:

- Invest at least \$50,000 in building, equipment, machinery, or structures
- Pay all new employees an average of 150% of the minimum wage
- Pay an application fee of one-tenth of one percent of the investment, with a cap of \$50,000
- Increase full-time permanent employment by 1 person or 10% of existing employment
- Maintain increased employment over the abatement period

For the 5-Year Program:

- All of the above, plus:
- Pay a community support fee of 25% of abated property taxes in years 4 and 5
- Pay a school support fee of 15% of abated taxes in years 4 and 5
- Pay all new employees an average of 150% of the average Washington County annual wage
- Enter a first-source hiring agreement

WHAT IS AN ENTERPRISE ZONE?

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Example: Expanding Business

- Business A has 100 employees and \$100 million in assessed buildings, equipment, and machinery. If they expand their business by adding 10% more employees and make a minimum and qualifying investment of \$50,000, they qualify for a property tax exemption on the new investment, however, the existing investment would still be subject to property taxes.

WHAT IS AN ENTERPRISE ZONE?

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Example: New Business

- Business B is starting a new business and will be hiring employees and making an investment. If they hire at least one employee who is paid 150% of the minimum wage and make a minimum qualifying investment of \$50,000, the entire investment will be exempt from property taxes for three years. If they also pay a community support fee of 25%, a school support fee of 15%, and pay employees 150% of the county average annual wage and agree to a first-source hiring agreement, they also qualify for an extended abatement up to 5 years.

- The city receives numerous inquiries about the Enterprise Zone. While not a leading factor, it is an important consideration in selecting a site.
- Enterprise Zones are the leading development tool in the state.
- An Enterprise Zone indicates a community is business-friendly.

Expired Applications

- 14 applications
- 421 jobs created
- \$129m investment

Current Applications

- 2 applications
- 36 jobs created
- \$321m investment

APPLICATION PROCESS

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Application must be submitted prior to any physical work beginning

1. Business applies for a tax abatement to the City
2. A preauthorization conference is held between the firm, the City, and the county tax assessor. The purpose is to inform the firm of their requirements and timelines to initiate the abatement and to identify their points of contact for the City and tax assessor
3. A written summary of the preauthorization conference is added to the application
4. For a 3-year term, if the firm meets all the requirements, the City approves the Enterprise Zone application and forwards it to the County Tax Assessor, who also approves the application
5. For a 5-year agreement, the City presents additional requirements to the firm, and upon the firm's acceptance of the requirements, the application is approved and the agreement is signed by the firm, the City, and the County Tax Assessor and noticed for 21 days

NUMBER

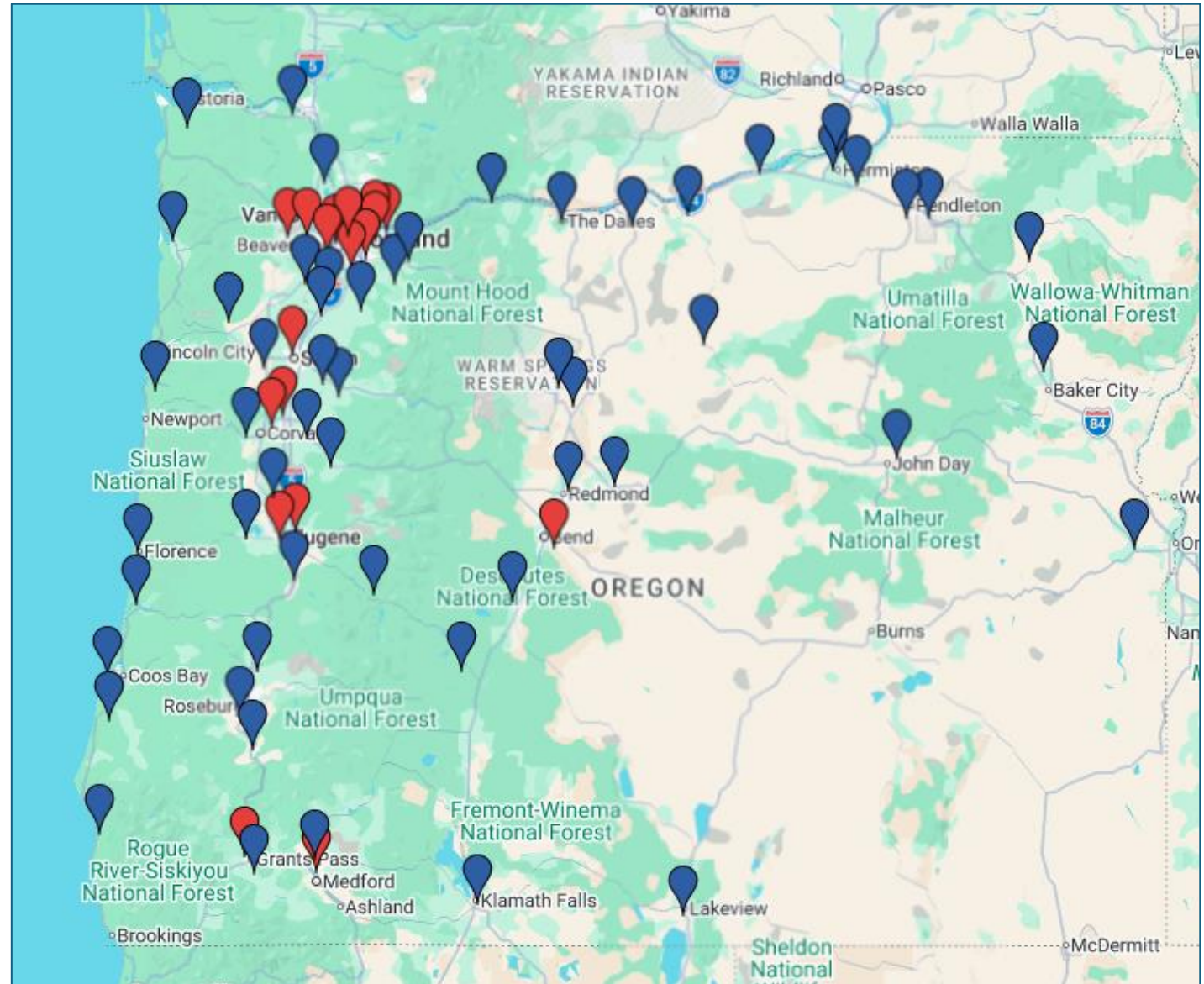
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There are 73 Enterprise Zones in Oregon spanning:

- 35 Counties
- 143 cities
- 15 ports
- 2 tribal lands

There are 7 EZ's in the Metro area:

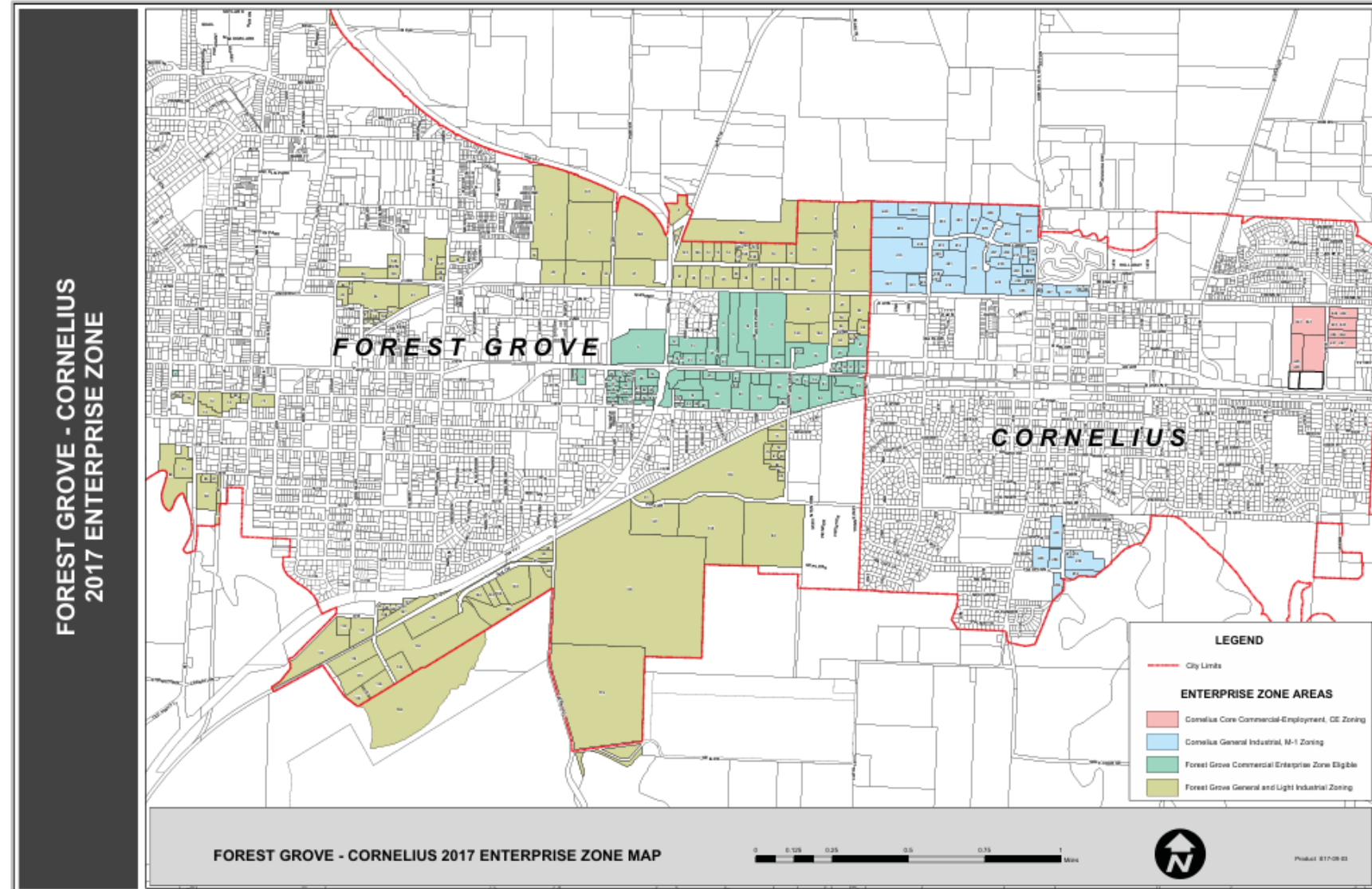
- Hillsboro: expires 6/30/28
- Beaverton: expires 6/30/32
- Portland (2): expires 2030/32
- Clackamas County: expires 6/30/2030 (shared by Gladstone and Milwaukie)
- Gresham: expires 6/30/27
- Troutdale: expires 6/30/29
- Tigard, Lake Oswego, and Oregon City all recently expired



CITY ENTERPRISE ZONE

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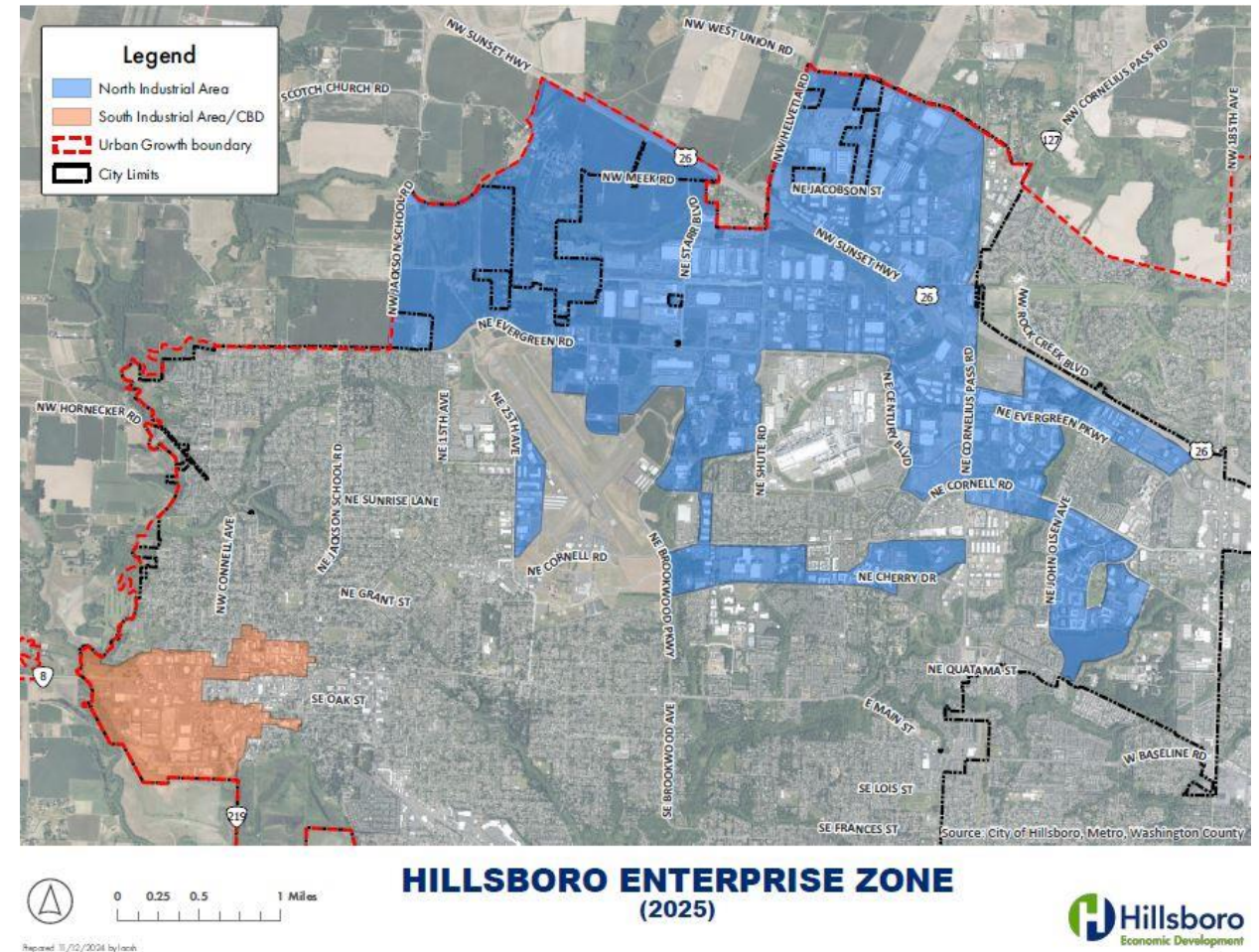
- Total area of 1.15 square miles, or 736 acres
- Cornelius added in 2008 and amended in 2017
- When approved by the State, includes a specific list of all properties in the zone



LOCAL COMPARISON

Hillsboro differences:

- Minimum investment of \$1 million
- 102% of minimum wage (3 year)
- 125% of minimum wage (5 year)
- Community service fee ranges from 0-50% depending on number of jobs

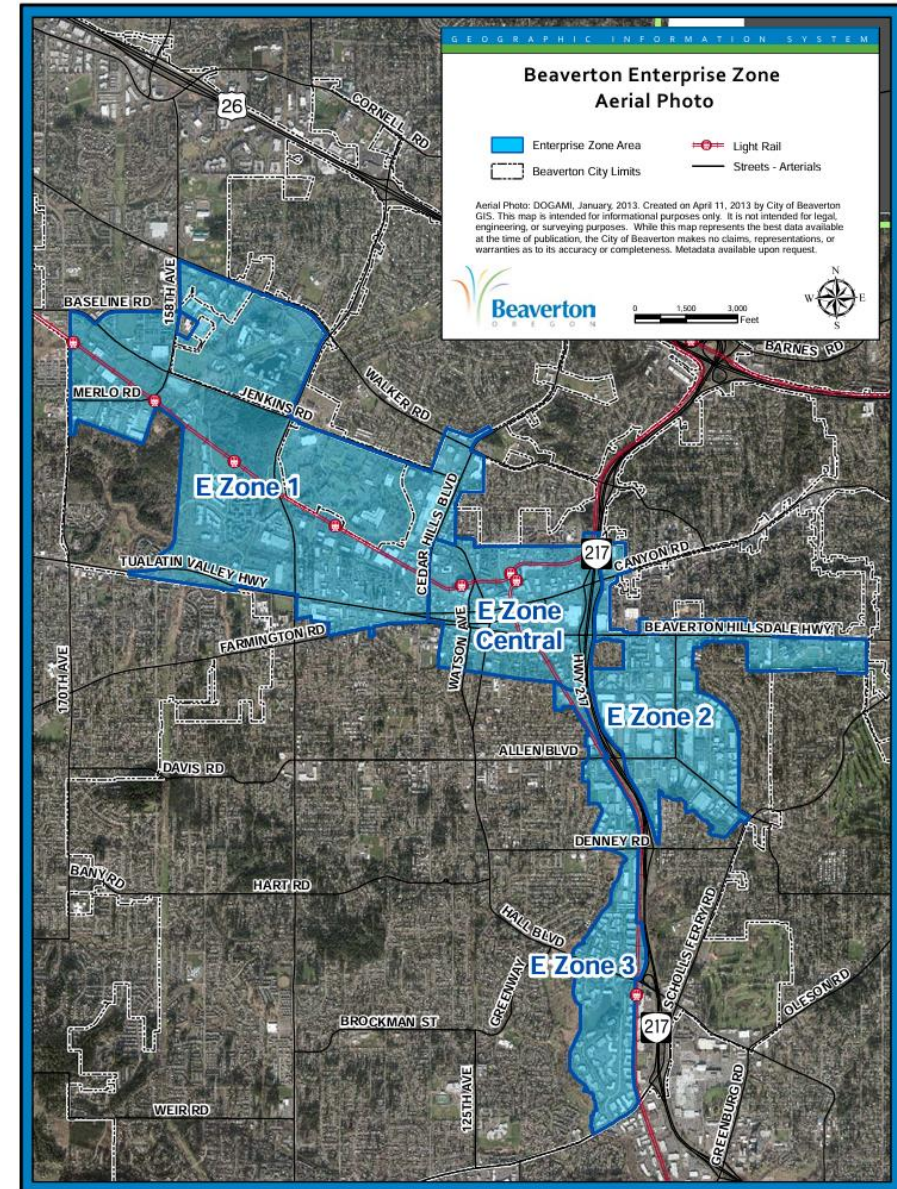


LOCAL COMPARISON

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Beaverton differences:

- Minimum investment of \$1 million
- 175% of Portland minimum wage
- Community service fee of 20%

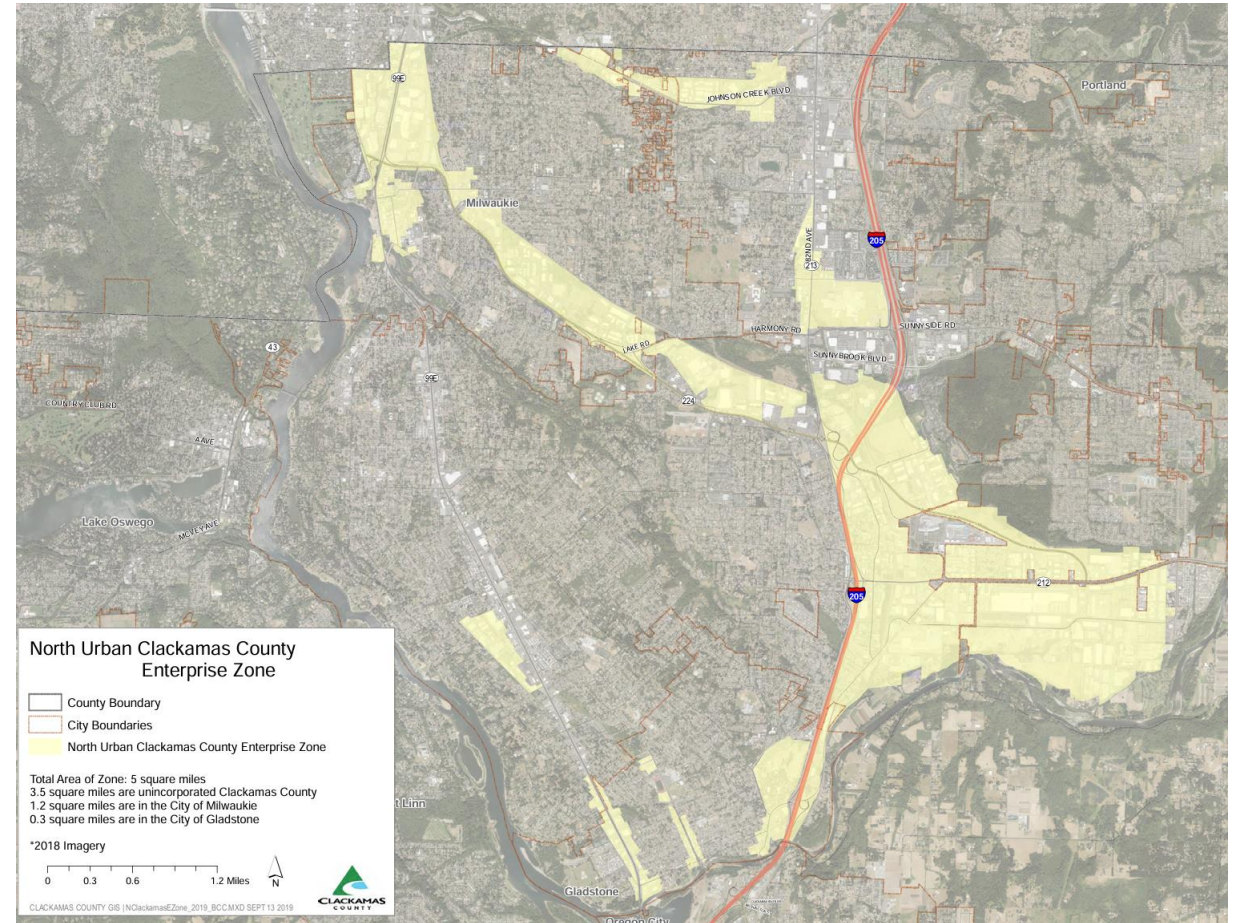


LOCAL COMPARISON

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Clackamas County differences:

- Application fee not capped at \$50,000
- Limited to 3 years; no 5 year option
- Must increase employment by 10%; no numerical requirement



COMMON CRITIQUES

- The tax breaks are too large compared to the jobs created
- Enterprise zones reduce funding for schools and local services
- Companies would have invested anyway
- Large corporations benefit more than small companies
- Environmental or infrastructure concerns

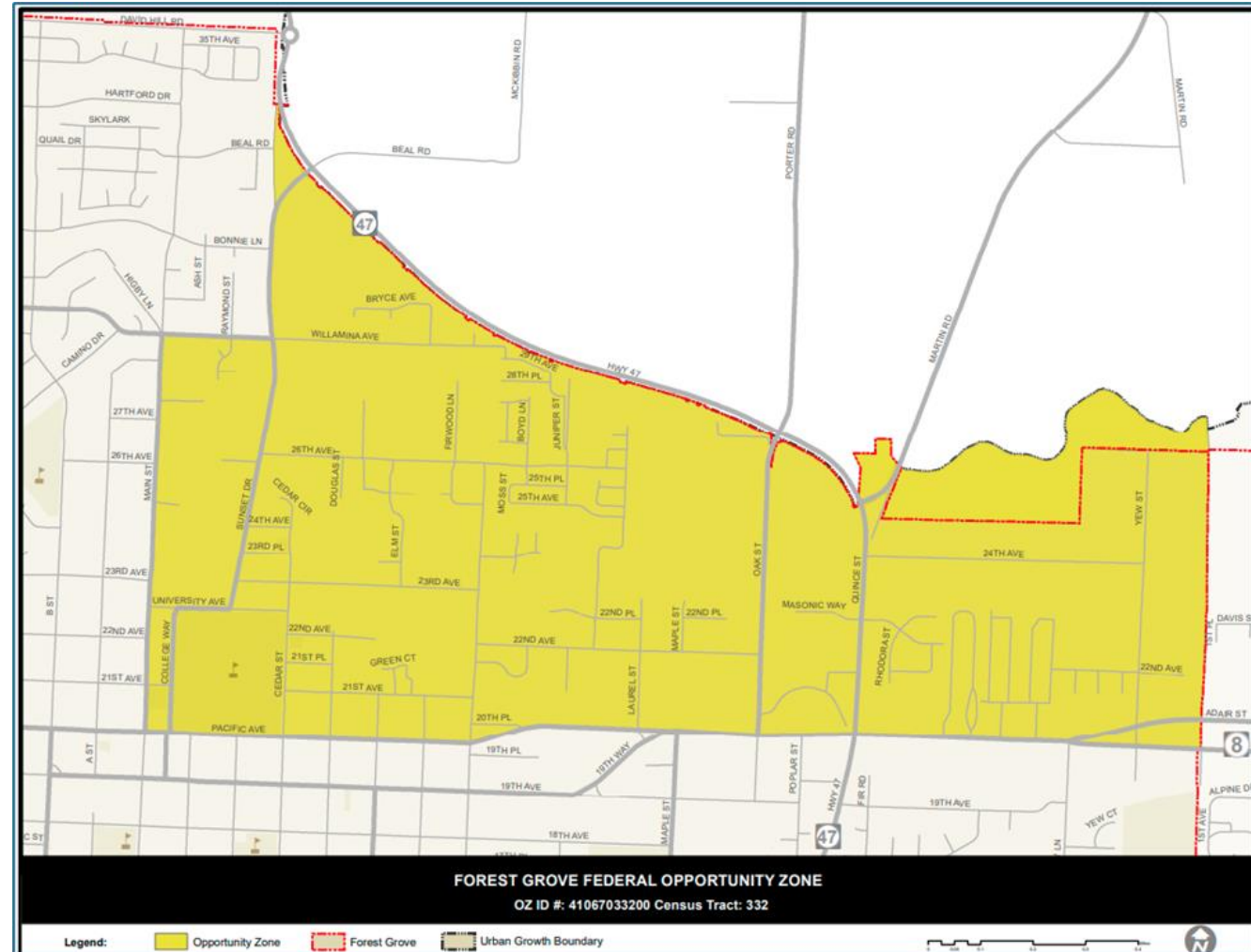
COMMON REASONS TO IMPLEMENT

- Attracts new private investment
- Keeps existing businesses here by incentivizing reinvestment
- Creates jobs and payroll
- Leads to more property taxes once the exemptions expire

OPPORTUNITY ZONES

Forest Grove also has an Opportunity Zone

- Opportunity Zones are federally designated areas based on census tracts designed to channel private investment into distressed communities
- Opportunity Zones offer a deferral or reduction/elimination of capital gains taxes. They do not abate property taxes and may lead to more property taxes as investment increases
- About $\frac{3}{4}$ of the Opportunity zone overlays the Enterprise zone
- Opportunity Zone expires December 31, 2028



OPPORTUNITY ZONES

	Enterprise Zone	Opportunity Zone
Primary Purpose	Encourage businesses to expand or locate in targeted areas through property tax relief	Encourage private investment in economically distressed areas through capital gains tax incentives
Administered By	Local Zone Sponsors and Business Oregon	Federal Program by the US Treasury
Main Incentive	Temporary exemption from local property taxes on new investment	Deferral and potential reduction/elimination of federal capital gains taxes
Type of Tax Benefit	Property tax abatement	Capital gains tax incentive
Benefit Period	3 – 5 years	Tied to holding of investment (5 -10+ yrs)
Geographic basis	Locally designated / approved by state	Federally designated low-income census tracts
Job Requirement	Yes	No
Local Government Contral	Strong	Limited; local governments do not control tax benefits

POLICY QUESTIONS

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Does the City Council want to consider continuing an Enterprise Zone program?

- If yes, staff will guide Council through some policy questions
- If no, the program will expire June 30, 2026. The City can re-apply after June 30, 2026; however, it may require additional application materials compared to a redesignation of the existing program
- The term of the Enterprise Zone is 10 years by statute
- Current state law ends the Enterprise Zone June 30, 2032

POLICY QUESTIONS

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There is discretion for local governments to change the program. Relating provisions of ORS 285C.150 state:

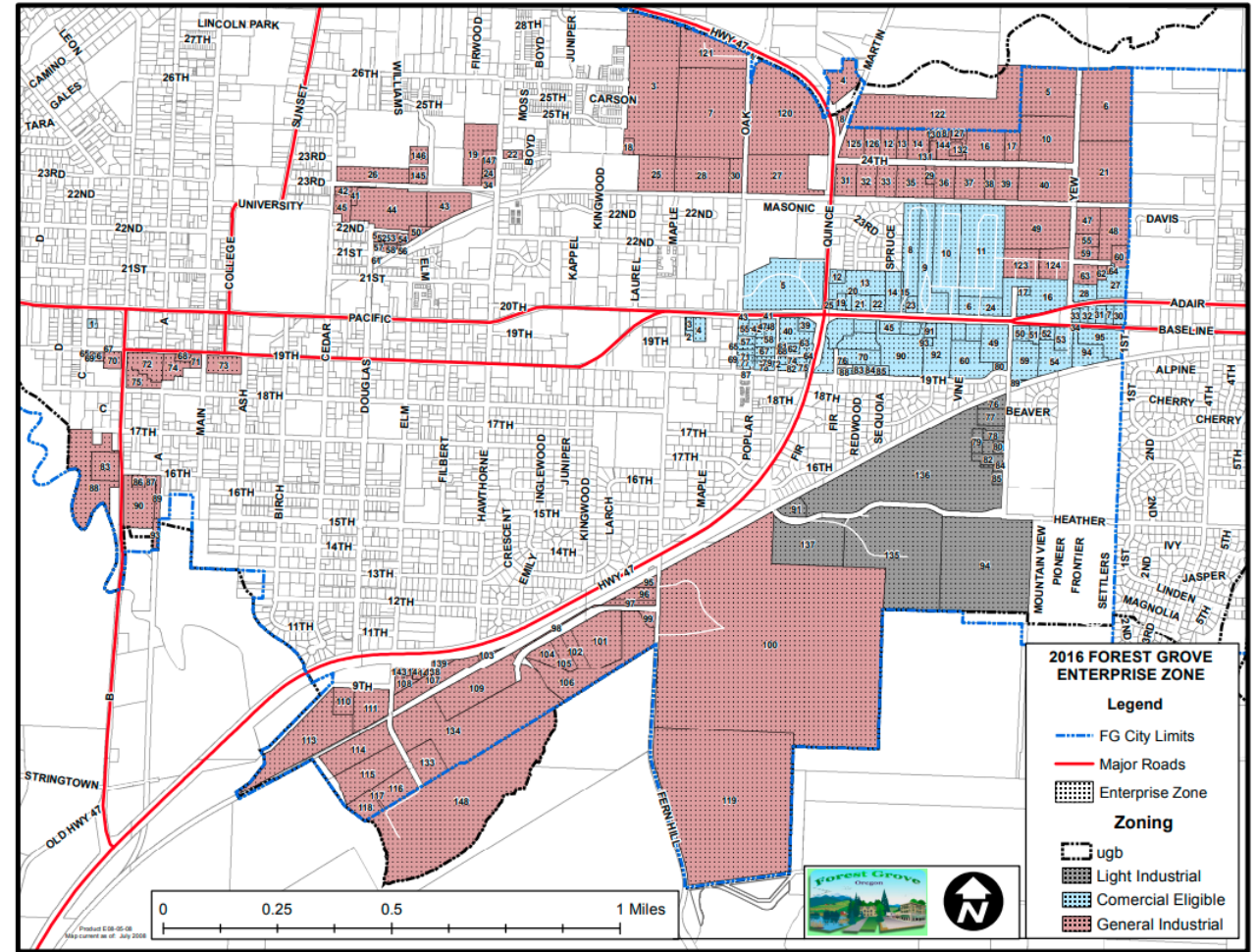
- *The sponsor of an urban enterprise zone may require an eligible business firm seeking authorization under ORS 285C.140 to satisfy other conditions in order for the firm to be authorized*
- *The conditions that a sponsor may impose under this section must be reasonably related to the public purpose of providing opportunities for groups of persons, as defined by the sponsor, to obtain employment, including but not limited to providing training to these groups of persons*
- *Conditions established under this section may be imposed on a firm only if the sponsor has adopted a policy that establishes standards for the imposition of the conditions*

POLICY QUESTION

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Area

- Discretion to change
- Easier to reduce than to add; additions require economic analysis
- Potential considerations:
 - Commercial/Industrial
 - Incentivize certain areas
- Policy Question: should the map be changed?



POLICY QUESTION

27

Duration

- State statute minimum is 3 years and maximum is 5 years
- Cities have discretion to limit to 3 or 5
- All local comparables with EZ's have 3-year programs with extensions to 5 years
- This question will be readdressed at the end of the policy discussion after going through the other criteria
- Policy question: does the city want to offer an extended abatement up to 5 years?

POLICY QUESTION

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Application Fee

- Limited by state law to 1/10 of 1% of the investment
- Local government can place a cap on the amount but cannot change the percentage
- Most fees resemble Forest Grove's of 1/10 of 1% of the investment with a cap of \$50,000, excepting Clackamas which has no cap
- Example: \$100 million investment:
 - No cap: fee would be \$100,000
 - With \$50,000 cap: fee would be \$50,000
- Can have different cap for 3 years than 5 years. For example, a cap of \$100,000 for a 3-year agreement and no cap for a 5-year agreement
- Policy Question: should the \$50,000 cap be changed?

POLICY QUESTION

29

Minimum Investment

- State statute minimum is \$50,000 but does not mandate a maximum
- Forest Grove's is \$50,000 and has not been changed since program inception
- Beaverton and Hillsboro's is \$1 million; some are higher
- The minimum investment can be used to target certain business sectors that require large investment to get started
- A higher amount may discourage reinvestment
- Could have amount for new investment and another amount for reinvestment
- Policy Question: should the minimum investment be changed?

POLICY QUESTIONS

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Number of Jobs

- State statute minimum is 1 employee for new business or 10% of total employees for renewing businesses. No maximum, provided it meets “reasonable requirements”
- Forest Grove, Beaverton, and Hillsboro’s requirements are the same as the state minimum
- City has discretion to implement “reasonable requirements”
 - Can have different requirements for years 1-3 and extended years 4-5. For example, a minimum of 10 jobs for 3 years and a minimum of 25 jobs for 5 years
 - Impacts are different for new investment v. reinvestment
 - The # of employees is applicable to new businesses
 - The % of employees is applicable to existing businesses
 - For example, the city could require all new businesses to hire at least 10 employees and expanding businesses to expand employment by at least 10%
- Policy question: should the number of jobs to qualify be changed?

POLICY QUESTION

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Wages

- The state minimum is minimum wage for years 1-3 years and 150% of the county average annual wage for years 4-5
- Have discretion to go above minimum in all years
- Forest Grove's is:
 - 150% of minimum wage for years 1-3 (approximately \$50,000/year)
 - 150% of county average annual wage for years 4-5 (approximately \$135,000/year)
- Hillsboro and Beaverton's requirements are lower and tied exclusively to minimum wage, ranging from 102% to 175%
- Policy question: should the wages be changed?

POLICY QUESTION

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Community Support Fee

- Statutory maximum of 25%.
- Can apply to all years or no years, provided policy is adopted
- Forest Grove does not have a fee in years 1-3 but has a 25% fee in years 4 and 5
- Beaverton does not have a fee in years 1-3 and has a 20% fee in years 4 and 5
- Hillsboro's fee is tied to jobs: the more jobs, the lower the fee; the lower the jobs, the higher the fee; regardless of the length of abatement. The maximum fees are 33% in years 1-3 and 50% in years 4-5 of the tax abatement program.
- Policy question: should the community fee be changed?

POLICY QUESTION

33

Duration

- State statute minimum is 3 years and maximum is 5 years
- Cities have discretion to limit to 3 or 5
- Hillsboro and Beaverton are 5 years; Clackamas County cities limited to 3 years
- All local comparables with EZ's have 1-3 years programs with extensions to 5 years
- Policy question: does the city want to offer an extended abatement up to 5 years?

POLICY QUESTION

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School Support Fee (only for years 4 and 5)

- State minimum of 15% and maximum of 30% and can only apply in years 4 and 5
- Revenue goes to State of Oregon; not the local school district
- Forest Grove, Hillsboro, and Beaverton all the same at 15%
- The FGSD must consent to the percentage
- Policy question: should the school support fee change?

POLICY QUESTION

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Potential Other Requirements

- Limitation on extensions
- Pre-application requirements, i.e., land use approval
- Local moratorium on specific industrial development
- Other requirements to research?

Thank you!

Monthly Building Activity Report

April-26

2025-2026

Category	Period: April-25		Period: April-26	
	# of Permits	Value	# of Permits	Value
Man. Home Setup				
Accessory Dwelling Unit				
Res 1 & 2 Family New			5	\$2,306,732
SFR Addition & Alt/Repair	29	\$10,894,989	7	\$118,746
MultiFamily New	3	\$34,882		
MultiFamily Alteration/Repair				
Group Care Facility				
Commercial New				
Commerical Addition	3	\$24,509,282		
Commercial Alt/Repair			5	\$230,948
Industrial New	7	\$1,194,131		
Industrial Addition				
Industrial Alt/Repair				
Gov/Pub/Inst (new/add)				
Signs			1	\$19,400
Grading	1	\$1,250		
Demolitions	4		1	
Total	47	\$36,634,534	19	\$2,675,826

Fiscal Year-to-Date

2024-2025		202-2026	
Permits	Value	Permits	Value
451	\$131,225,081	463	\$74,105,320



Library IGA Update

Colleen Winters | Library Director

Presentation: May 26, 2026

City of Forest Grove

AGENDA

Vision 2040 Plan

Purpose

Background

Next Steps

Questions

VISION 2040 PLAN

3



- **2040 GOAL STATEMENT:** Community Connection
- **2040 OUTCOME:** Inclusive and accessible spaces for people of all ages to gather and connect
- **2040 ACTION:** Explore and support external funding opportunities to sustain Library programs and services

PURPOSE

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Update the City Council on the Washington County Cooperative Library Services (WCCLS) efforts to update the funding and governance Intergovernmental Agreements (IGA) with member libraries, including the city of Forest Grove.

This is an update to the April 27 presentation

BACKGROUND

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- **1976:** WCCLS created. Forest Grove an initial member
- **1977:** Tualatin Library joins WCCLS
- **1996:** Garden Home joins WCCLS
- **2006:** 5-year levy passes by 57%
- **2007:** North Plains joins WCCLS
- **2010:** 5-year levy passes by 66%
- **2015:** 5-year levy passes by 69%
- **2016:** Aloha Community Library joins WCCLS
- **2020:** 5-year levy passes by 69%
- **2025:** 5-year replacement levy passes by 59%

BACKGROUND: WCCLS

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- Department of Washington County
- Governed by the Board of Commissioners
 - Appropriates general funds to WCCLS every year
 - Approves the operating levy that also funds WCCLS
- Advisory bodies include:
 - Executive Board: composed of City Managers/Executive Directors who advise the Board of Commissioners, WCCLS staff, and County Administration
 - Library Leadership Group: composed of Library Directors who advise the Executive Board and WCCLS staff.
- Funded by a County General Fund transfer and a voter-approved local option levy.
 - Funding from WCCLS to member library's provides operational funding to hire staff, purchase materials and equipment, and develop programming.
 - Each city also helps fund library operations and cities are responsible for all costs associated with building construction and maintenance.

BACKGROUND: IGAS

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- There are two IGAs for each member
- The IGA is updated periodically, often in conjunction with the operating levy
- The last comprehensive update was in 2016.
- The two IGAs include:
 - Cooperative Governance Agreement
 - This IGA governs how the Cooperative will govern itself including meetings, elections, members, and roles and responsibilities of the Board of Commissioners, WCCLS, Executive Board, and Library Leadership Group
 - This IGA is perpetual unless a member ceases to be a party to the Cooperative Operating Agreement or if three-quarters (3/4) of the members terminate it
 - Cooperative Operating Agreement
 - This IGA governs funding allocations, base service levels, service boundaries, information network services, insurance, and indemnification
 - This IGA is a five-year agreement and tied to the operating levy

PROPOSED REVISIONS: GOVERNANCE IGA ⁸

- Proposed revisions to the Cooperative Governance Agreement:
 - Housekeeping formatting to match Cooperative Operating Agreement
 - Added decision-making framework to clarify decision making
 - The general roles/responsibilities have not changed. Updates clarify:
 - Membership, meeting schedules, election of officers, quorum, and voting
 - Executive Board:
 - Liaison between WCCLS and governing body
 - “strategic leadership, oversight, and accountability” for WCCLS
 - Leadership Group:
 - Liaison between WCCLS and member library
 - “operational leadership and subject matter expertise” for WCCLS
 - WCCLS
 - Liaison between Board of Commissioners, County Administrator, Executive Board and Leadership Group
 - One role that is changing is WCCLS’ intention to centralize collections. The IGA references a transition but does not spell out how it will be done. WCCLS has replaced the first contractor that was hired and changed the scope of the contract.

PROPOSED REVISIONS: OPERATING IGA

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- Proposed revisions to the Cooperative Operating Agreement:
 - Updated language regarding ownership and management of information network
 - Updates term from 2022-2026 to 2026-2031
 - Adds language specifying Base Service Levels:
 - Remain open 45 hours per week, with library staff, including at least one evening and one weekend day per week. Includes exceptions for holidays, construction, etc.
 - Free public access computers with internet access
 - Must have basic use policies in place and provide annual reports to WCCLS
 - Forest Grove already provides all these services
 - Added language documenting service boundaries and service populations
 - Service boundaries based on county voter precincts, city boundaries, travel time and urban planning area agreements
 - Service boundaries cannot be used to deny access to library patrons
 - Forest Grove's service boundary remained the same

PROPOSED REVISIONS: OPERATING IGA

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- Specifies that user fees, i.e., late fees, can be retained by the member library
- Changed the funding formula and amounts for all member libraries
 - The initial funding allocations went up for all member libraries by no less than 5%
 - Forest Grove's allocation increased 24%
 - Regarding County General Fund allocations
 - Existing: "In any year in which Assessed Value increases by 3% or more and the Washington County General Fund transfer to WCCLS is maintained at current levels, Contractors shall each receive an increase of 3% in the following year."
 - Initial Proposed: "Projected County General Fund Transfers are determined through the County's annual budget process."
 - Updated Proposed Language: see following slide

County General Fund

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- At their May 19 work session, the Board approved this revised language:
 - *The County acknowledges the historical importance of General Fund support in the success of the library cooperative. The County is committed to allocation of General Fund in addition to the Local Option Levy revenue to support base service levels, with the understanding that projected County General Fund Transfers are determined through the County's annual budget process.*

IGA PROCESS & NEXT STEPS

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- May 26: Board to authorize sending draft IGA to members for adoption
- May 26-June 30: adoption by member libraries.
- City Council resolution tentatively scheduled June 8
- The Board will sign last
- Funding distribution July 15

QUESTIONS and DISCUSSION

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager

CC: Kim Ezell, Assistant City Manager
Sally Cicerchi, Assistant Finance Director

MEETING DATE: May 26, 2026

SUBJECT TITLE: Resolutions Certifying City Services and State Revenue Sharing

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

2040 VISION PLAN

The State Revenue Sharing Program supports key vision 2040 action plans.

BACKGROUND

In order to receive State Revenue Sharing, the City is required by the State to annually elect to participate in the State Revenue Sharing Program and to certify services. The attached resolutions fulfill the requirement of certifying the services provided by the City and electing to receive state revenues for FY 2026-27. This certification needs to be completed annually even though the City has started doing a biennial budget process.

Before the City can elect to participate in the State Revenue Sharing Program, the City is required to hold two hearings on the use of the funds. The Budget Committee meeting of May 12, 2026, was one of those hearings and the second will occur May 26, 2026, when the Council holds its public hearing. For fiscal year 2026-27, the City is projected to receive \$456,439 in Alcohol Tax revenue, \$15,224 in Cigarette Tax revenue, \$40,505 in State Marijuana Tax revenue, \$301,250 in State Revenue Sharing, and \$2,194,930 in State Gasoline Tax revenue. As required by State law, State Gasoline Tax is distributed 99% to the Street Fund and 1% to the Bikeways and Pedestrian Fund.

FISCAL IMPACT

If the City decided not to accept the State Shared Revenue, the City will have to reduce General Fund expenditures by \$813,418 or use General Fund reserves to make up for the loss of that revenue. In the Street Fund, the city would not receive \$2,194,930 and as a result, road maintenance activities would be heavily curtailed.

RECOMMENDATION

Staff recommends the City Council approve the attached resolutions certifying city services and receiving State Shared Revenue in FY 2026-27.

ATTACHMENTS

- Resolution Certifying Services Provided by the City of Forest Grove
- Resolution Declaring the City's Election to Receive State Revenues

RESOLUTION NO. 2026-15

**RESOLUTION CERTIFYING SERVICES PROVIDED
BY THE CITY OF FOREST GROVE**

WHEREAS, ORS 221.760(1) provides that a city located within a county having more than 100,000 inhabitants shall receive funds under ORS 323.455, 366.785 to 366.820 and 471.805 only if the city provides four or more of the following services:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) One or more Utility Services

WHEREAS, City officials recognize the desirability of certifying the eligibility of the City to receive such funds in accordance with ORS 221.760;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. That the City of Forest Grove hereby certifies that it provides the following municipal services enumerated in Section 1, ORS 221.760:

- (1) Police Protection
- (2) Fire Protection
- (3) Street Construction, Maintenance and Lighting
- (4) Sanitary Sewer
- (5) Storm Sewers
- (6) Planning, Zoning and Subdivision Control
- (7) Municipal Electric and Water Utility Services

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of May, 2026

Malynda H. Wenzl, Mayor

RESOLUTION NO. 2026-16

**RESOLUTION DECLARING THE CITY'S ELECTION
TO RECEIVE STATE REVENUES**

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

Section 1. Pursuant to ORS 221.770, the City hereby elects to receive state revenues for Fiscal Year 2026-27.

Section 2. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah S. Woods, City Recorder

APPROVED By the Mayor this 26th day of May, 2026.

Malynda H. Wenzl, Mayor

I certify that a Public Hearing before the Budget Committee was held May 12, 2026, and a Public Hearing before the City Council was held May 26, 2026, giving citizens an opportunity to comment on use of State Revenue Sharing.

Attested: _____
Mariah S. Woods, City Recorder

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager

CC: Kim Ezell, Assistant City Manager
Sally Cicerchi, Assistant Finance Director

MEETING DATE: May 26, 2026

SUBJECT TITLE: Capital Improvements Program Excise Tax Renewal for FY 2026-27

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

2040 VISION PLAN

The Capital Improvements Program (CIP) Excise Tax supports key vision 2040 action plans.

BACKGROUND

The ordinance that created the Capital Improvements Program (CIP) Excise Tax requires the tax be re-authorized by resolution each fiscal year. The CIP excise tax was initiated in 1990. The City Code restricts the use of the revenue generated by the CIP excise tax to the General Government and Public Safety programs within the Capital Improvements Program. The Code requires the tax to be reviewed on an annual basis by the Budget Committee and be approved each year by the City Council. If the tax is not reauthorized, the City cannot collect the revenue.

Any increase in the CIP Excise Tax cannot exceed five percent in one year and increases added together cannot exceed twenty percent over a five-year period. The tax is not covered by the annual fee adjustment for general fees. The City last increased the tax rate on July 1, 2014. Staff are not proposing any fee increase for the coming fiscal year. The City expects to collect about \$407,000 in revenue from the CIP excise tax in FY 2026-27.

By ordinance, 90% of the excise tax is used to fund public safety capital needs. The City uses these funds for police and fire vehicle replacements. The remaining 10% can be used in General Government Programs. In FY 2026-27, \$372,830 will be transferred to other funds for the purchase of police vehicles and fire apparatus. Other proposed expenditures include: 1) \$60,000 for a remodel of the fire department's lobby; 2) \$65,000 for replacement of the Rogers Parks carousel.

The CIP Excise Tax is accounted for in a separate fund to ensure that the tax proceeds are spent as required by the resolution

FISCAL IMPACT

If the CIP Excise Tax is not renewed, the City will need to find an alternative source of revenue for police vehicles, fire apparatus, and general government programs.

RECOMMENDATION

Staff recommends the City Council approve Resolution 2026-17

ATTACHMENT

- Resolution 2026-17

RESOLUTION NO. 2026-17

**RESOLUTION ADOPTING THE CAPITAL IMPROVEMENTS PROGRAM
EXCISE TAX AND REPEALING RESOLUTION 2025-30**

WHEREAS, the Budget Committee reviewed and the City Council adopted the 2025-2030 Capital Improvements Program (CIP); and

WHEREAS, the City has an ordinance to impose a CIP Excise Tax to fund the Public Safety and General Government programs within the Capital Improvements Program; and

WHEREAS, the City Council recognizes the relationship between quality service delivery and investments in capital equipment and facilities; and

WHEREAS, funding for capital equipment and facilities is necessary to ensure residents of Forest Grove continue to receive quality services in the future.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. Resolution 2025-30 is repealed effective June 30, 2026.

Section 2. The City shall impose a CIP Excise Tax for the purpose of funding the Public Safety and General Government Programs within the CIP, effective July 1, 2026.

Section 3. The tax shall be based on the amount of required revenue in the CIP and is distributed among residential, general service and industrial classes of utility customers. The tax will appear on each utility bill. The CIP Excise Tax shall be fixed as follows:

<u>CLASS</u>	<u>MONTHLY RATE</u>
Residential	\$3.00
Commercial – Single Phase	\$7.50
All Others	\$15.00

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of May, 2026.

Malynda H. Wenzl, Mayor

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager

CC: Jaime Zaik, Executive Assistant

MEETING DATE: May 26, 2026

SUBJECT TITLE: Resolution 2026-18 Setting General Fees & Charges, Effective July 1, 2026

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

ISSUE STATEMENT

City Code Sections 34.01 through 34.03 provide City Council the rationale for setting fees and charges. Section 34.01 states “the philosophy is to base user fees on a cost-of-service so the city will be able to recover the costs associated with delivering a service to an individual or group. By recovering the cost of providing a service, the rest of the community is not subsidizing services benefitting individuals.” Section 34.02 states that licenses, permits, and fees shall be adjusted by Council resolution every year effective July. Section 34.03 states that adjustments should be based on the Portland Consumer Price Index (CPI) or the percentage of the wage adjustment for City employees unless a cost-of-service analysis has been conducted.

Wage increases for FY 26-27 range between 3-4%. The Portland (West Coast) CPI ranged from 2.7% to 3.5% in CY 26. Staff propose raising fees by 3% except in specific cases noted below where a cost-of-service analysis was done. Last year fee amounts were rounded to the nearest quarter dollar to simplify transactions and minimize the need for small change. This trend continues to the half dollar for fees under \$15 and to the whole dollar for fees over \$15. Standard rounding was used to arrive at the final fee. Some fees have remained unchanged, including those set by the State (e.g., liquor licenses) or other agencies such as the Washington County Cooperative Library Services (WCCLS).

ALL DEPARTMENTS

- The Document Copies to Digital Storage fee was deleted, as it is redundant.

ADMINISTRATIVE SERVICES

- Business Licenses: staff propose combining the 0-30 and 31-60 day Temporary Business Licenses into one category of 0-60 days as there are very few temporary licenses between 31-60 days. The proposed fee for the 0-60 day is the same as the 0-30 day fee which is the lower of the two previous fees.
- Liquor Licenses: these fees were inadvertently increased on the fee schedule last year; the higher rates were not charged as the fees are capped by the state. The proposed schedule returns the fees to the state mandated rates.

FIRE

- Motor Vehicle & Fire/Public Safety Incidents: as with last year and the year before, this fee is proposed to remain the same. The fee is under review by Fire to possibly combine or eliminate as it is seldom assessed and difficult to collect.

LIBRARY

- Rogers Room: the cost-of-service for renting this area is increasing due to the proposed purchase of new divider doors in FY 27. Additionally, a comparative analysis of municipal room rental rates found the current fee is significantly below market value. Lastly, it was common for room rentals to have an out-of-city rate. In response, staff are proposing to increase the Rogers Room rental rate 10% and implement an out-of-city rate differential of 30% commensurate with the existing out-of-city differential for all other facility rentals.

LIGHT AND POWER

- Community Auditorium: staff are proposing to add a 30% out-of-city rate differential commensurate with all other facility rentals. Please note this is the only fee with a non-profit / for-profit fee differential. This differs from other facility rental fees. Over the coming year, staff will compare other municipal fee structures and make a recommendation whether to retain the non-profit / for-profit differential, limit the differential to in-city / out-of-city, or to include both differentials for like facilities.

PARKS AND RECREATION

- Pool/Spray Park Rental: the cost-of-service for renting these areas exceeds the existing fee. Additionally, a comparative analysis for pool and spray park rentals was done and the current fee is well below market value. As a result, staff is proposing to increase the pool rental fee by 10%. The out-of-city rate differential remains at 30% above in-city rates.
- Classroom Rental: staff are proposing to add a 30% out-of-city rate differential commensurate with all other facility rentals.
- Parks Facility Rental Light Fee: a cost-of-service study showed the existing fee does not warrant an increase. To achieve whole dollar amounts, staff are proposing to round down the rental light fee from \$61.25/hour to \$61/hour for applicable facilities. Further, staff are proposing an out-of-city rental light fee rate differential of 30% commensurate with all other facility rentals. Staff will do a more in-depth analysis of this year for next year.

FISCAL IMPACT

While the proposed adjustments are expected to increase fee-based revenue, actual revenue will depend on the volume of transactions throughout the fiscal year.

RECOMMENDATION

Staff recommends that City Council adopt the attached resolution.

ATTACHMENTS

- Resolution 2026-18
- Exhibit 1 – Forest Grove General Fees and Charges Schedule

RESOLUTION NO. 2026-18

**RESOLUTION SETTING GENERAL FEES & CHARGES,
EFFECTIVE JULY 1, 2026, AND REPEALING RESOLUTION NO. 2025-32**

WHEREAS, City Code Section 34.02 requires fees and charges to be adjusted in July of each year in accordance with City Code Section 34.03; and

WHEREAS, certain fees and charges were previously set by Resolution 2025-32; and

WHEREAS, staff are proposing a three percent increase (3%) in fees in accordance with the Consumer Price Index and City Code Section 34.03; and

WHEREAS, a duly noticed Public Hearing was held on May 26, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE FOREST GROVE CITY COUNCIL AS FOLLOWS:

Section 1. The fees listed on Exhibit 1 are hereby adopted as of July 1, 2026.

Section 2. Resolution 2025-32 is hereby repealed upon the effective implementation date of the fees in Section 1.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May 2026.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of May 2026.

Malynda H. Wenzl, Mayor

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

*Rates under \$15 are rounded to the nearest half dollar. Rates over \$15 are rounded to the nearest full dollar

*30% difference between In-City and Out-of-City fees

ADOPTED FEES JULY 2025**PROPOSED FEES JULY 2026****ALL DEPARTMENTS**

Digital Storage Device Fee	\$31.00	\$32
Document Copy (1 free copy to victim up to 20 pages)	\$21.50 + \$.10/per page over 10	\$22 + \$.10/per page over 10
Photographs to Digital Device (no charge first 30 photos)	digital storage device fee + \$.90/per photo over 30	digital storage device fee + \$1/per photo over 30
Public Records Request		
Research Fee - City Staff (per hour - no charge first 1/2 hour)	\$77.00	\$79
Research Fee - City Attorney's Office	attorney's hourly billing rate + costs	attorney's hourly billing rate + costs

ADMINISTRATIVE SERVICES

Business Licenses Fees		
First Time Business License Application Fee	\$35.00	\$36
Annual Business License Renewal		
Businesses with 0 to 2.5 full-time equivalents	\$49.00	\$50
Businesses with 3 to 4.5 full-time equivalents	\$69.75	\$72
Businesses with 5 to 10.5 full-time equivalents	\$104.00	\$107
Businesses with 11 to 50.5 full-time equivalents	\$138.00	\$142
Businesses with 51 to 149.5 full-time equivalents	\$184.25	\$190
Businesses with more than 149.50 full-time equivalents	\$346.00	\$356
Temporary/Transient Business License		
First Time Application Fee	\$35.00	\$36
0-60 Days of Operation	\$20.50	\$21
Over 61 Days of Operation	treated as a business	treated as a business
Lien Search	\$34.50	\$36
Liquor License (fees set by State of Oregon)		
Original Application	\$103.00	\$100
Change: Ownership, Location, Privilege Application	\$77.25	\$75
Renewal or Temporary Application	\$36.00	\$35
Special Liquor License Permit	\$20.50	\$20
Reserve Parking (monthly)	\$31.00	\$32

UTILITY BILLING

Convenience Fee for Telephone Payment Execution	\$10.25	\$11
Door Hanger Fee In-City	\$19.00	\$20
Door Hanger Fee Out-of-City	\$38.00	\$39
Failure to Keep Payment Arrangements	\$15.00	\$16
Hydrant Permit Fee	\$67.25	\$69
Meter Tamper/Damage Fee (per meter)	\$270.00 + cost to repair / replace	\$278 + cost to repair / replace
Non-Payment Disconnect Fee (charged at time of disconnect)	\$46.00	\$47
Non-Payment Reconnection Service		
During City Hall Business Hours (charged at time of reconnect)	\$46.00	\$47
After City Hall Business Hours	\$154.50	\$159
Returned Item Processing Fee	\$37.00	\$38
Utility Billing Account Set-Up Fee In-City	\$27.25	\$28
Utility Billing Account Set-Up Fee Out-of-City	\$54.50	\$56
Utility Billing Account Transfer Fee In-City	\$14.50	\$15
Utility Billing Account Transfer Fee Out-of-City	\$29.00	\$30
Utility Bill Inserts	actual cost	actual cost

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

*Rates under \$15 are rounded to the nearest half dollar. Rates over \$15 are rounded to the nearest full dollar

*30% difference between In-City and Out-of-City fees

ADOPTED FEES JULY 2025**PROPOSED FEES JULY 2026****ENGINEERING**

Excavation Permit	\$57.50	\$59
Large Format Copies - Plotter		
24"X36"	\$8.75	\$9
36"X48"	\$17.50	\$18
Permit to Deposit on Streets (per permit)	\$46.00	\$47
Public Improvements Review and Inspection Fees		
Commercial/Industrial	\$153.25 / hour	\$158 / hour
Subdivisions, includes two Public Improvement Plan Reviews	\$267.75 / lot	\$276 / lot
Multi-Family, includes two Public Improvement Plan Reviews	\$64.25 / unit	\$66 / unit
Each additional Subdivision & Multi-Family Public Improvement Plan Review Fee	\$153.25 / hour, minimum of 2 hours	\$158 / hour, minimum of 2 hours
Site Reinspection Fees	\$153.25 / hour, minimum of 1 hour	\$158 / hour, minimum of 1 hour
Recording Fees	Washington County fee + \$18.50	Washington County fee + \$19
Tourist-Oriented Signs	\$147.75	\$152

FIRE

Ambulance Transport Fees and Charges	Per Washington County Rate Schedule	Per Washington County Rate Schedule
CPR Training Fee	\$64.25	\$66
Emergency Response Cost Recovery Fees and Charges	Listed Below:	Listed Below:
Fire/Public Safety Incidents	\$400.00 min. for each fire or public safety incident + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.	\$400 min. for each fire or public safety incident + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will not be charged to mutual aid agencies.
Motor Vehicle Incidents	\$250.00 min. for each vehicle involved + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will only be charged to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.	\$250 min. for each vehicle involved + 15% admin fee and actual costs of supplies and equipment used. After first half-hour, charges will be collected equal to the current State Fire Marshal Standardized Costs in accordance with OAR Chapter 837.130. The fee will only be charged to out-of-area users who at the time of the incident reside outside of the jurisdictions of the City and District and mutual aid agencies.

LIBRARY

Public Copy Service Black & White	\$.10 / page - after first 10 pages	\$.10 / page - after first 10 pages
Public Copy Service Full Color	\$.40 / page - after first 10 pages	\$.50 / page - after first 10 pages
Public Online Printing Black & White	\$.10 / page - after first 10 pages	\$.10 / page - after first 10 pages
Public Online Printing Full Color	\$.40 / page - after first 10 pages	\$.50 / page - after first 10 pages
Rogers Room Rental Fee		<i>In-City</i> <i>Out-of-City</i>
Whole Room (per hour)	\$19.25	\$21 \$28
One Half (Divider Closed (per hour)	\$9.75	\$11 \$14

LIGHT AND POWER

Community Auditorium Rental (per hour)		<i>In-City</i> <i>Out-of-City</i>
Non-Profit / Government	\$54.00 / \$154.50 max	\$56 / \$159 max \$73 / \$207 max
For-Profit	\$75.50 / \$216.25 max	\$78 / \$223 max \$101 / \$290 max
Electric Shut-Off/On After Business Hours	Actual cost	Actual cost
Service Extension Fee	Actual cost	Actual cost
Temporary Power Connection Fee	Actual cost	Actual cost

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

*Rates under \$15 are rounded to the nearest half dollar. Rates over \$15 are rounded to the nearest full dollar

*30% difference between In-City and Out-of-City fees

ADOPTED FEES JULY 2025				PROPOSED FEES JULY 2026	
AQUATICS				In-City	Out-of-City
ASPU - Pacific University (per month)		\$1,735.50		\$1,788	
Classroom Rental (per hour)		\$32.50		\$33	\$43
Lifeguard (per hour)		\$32.50		\$33	
Pool Membership					
12 Month	Family**	\$636.25	\$827.25	\$655	\$852
	Individual	\$321.25	\$417.75	\$331	\$430
	Senior / Disabled / Veteran*	\$195.25	\$253.75	\$201	\$261
9 Month	Family**	\$504.75	\$656.25	\$520	\$676
	Individual	\$255.25	\$331.75	\$263	\$342
	Senior / Disabled / Veteran*	\$154.75	\$201.25	\$159	\$207
6 Month	Family**	\$355.25	\$461.75	\$366	\$476
	Individual	\$179.50	\$233.25	\$185	\$241
	Senior / Disabled / Veteran*	\$109.25	\$142.00	\$113	\$147
3 Month	Family**	\$187.25	\$243.50	\$193	\$251
	Individual	\$94.50	\$122.75	\$97	\$126
	Senior / Disabled / Veteran*	\$57.50	\$74.75	\$59	\$77
Pool Rental (per hour)					
1-60 People		\$177.50	\$230.75	\$195	\$254
61-100 People		\$207.25	\$269.50	\$228	\$296
101-200 People		\$247.50	\$321.75	\$272	\$354
Public and Fitness Swim					
Under 2 Years		\$0.00	\$0.00	\$0.00	\$0.00
2-17 Years		\$5.50	\$7.25	\$6	\$8
18-64 Years		\$7.75	\$10.00	\$8	\$10.50
Senior/Disabled/Veteran*		\$5.50	\$7.25	\$6	\$8
Family**		\$17.00	\$22.00	\$18	\$23
Drop-in Aerobic Fee		\$10.25	\$13.25	\$10.50	\$13.50
Spray Park (per 2 hours)		\$174.50	\$226.75	\$192	\$250

* Senior is defined as a person 65 years or older.

** Family is defined as the immediate "parent-child" family unit, including only the parents(s) or legal guardian(s) and their children by birth, marriage, adoption, or foster that live together in the same household.
No more than two adults per household.

PARKS FACILITIES

Bond Field	Lights (per hour)	\$61.25	\$61.25	\$61	\$79
Lincoln Park Stadium and Turf Field	Lights (per hour)	\$61.25	\$61.25	\$61	\$79
Lincoln Park Practice Soccer Field	Lights (per hour)	\$31.00	\$31.00	\$31	\$40
Park Shelter	Rental (per 2 hours)	\$63.75	\$83.00	\$66	\$86
Sherman Field	Lights (per hour)	\$31.00	\$31.00	\$31	\$40
Thatcher Park Soccer Field	Lights (per hour)	\$61.25	\$61.25	\$61	\$79
Thatcher Park Softball Field #1	Lights (per hour)	\$31.00	\$31.00	\$31	\$40
Thatcher Park Softball Field #2	Lights (per hour)	\$31.00	\$31.00	\$31	\$40

RECREATION

Recreation Programs: defined as recreation services such as activities, courses, classes, and events. Prices set by the Parks and Recreation Director and subject to approval by the City Manager.

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

*Rates under \$15 are rounded to the nearest half dollar. Rates over \$15 are rounded to the nearest full dollar

*30% difference between In-City and Out-of-City fees

ADOPTED FEES JULY 2025**PROPOSED FEES JULY 2026****PLANNING FEES**

Amendment to Map	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Amendment to Text	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Annexation	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Appeal of Administrative Decision	\$250.00 (limit over ORS 227.175(10))	\$250 (limit over ORS 227.175(10))
Appeal of Planning Commission Decision	\$488.50	\$503
Conditional Use	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Development Agreements	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Erosion Control Review	fee schedule set by Clean Water Services	fee schedule set by Clean Water Services
Final Expedited Land Division	\$516.25	\$532
Final Partition	\$516.25	\$532
Final Planned Development	\$2,765.50	\$2,848
Final Subdivision	\$1,210.25	\$1,247
Historic Designation	\$53.50	\$55
Lot Line Adjustment	\$103.75	\$107
Master Plan Adoption or Amendment	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Multi-Family and Commercial Design Review	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Other Type II Actions	\$103.75	\$107
Other Type III Actions	\$206.75	\$213
Plat and Street Vacation	\$2,560.50	\$2,637
Preliminary Expedited Land Division	\$1,689.25	\$1,740
Preliminary Partition	\$1,687.25	\$1,738
Preliminary Planned Development	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Preliminary Subdivision	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Sign Permit	\$103.75 + \$4.75 / sq. ft. (maximum fee of \$2487.50)	\$107 + \$4.75 / sq. ft. (maximum fee of \$2,562)
Site Plan Review		
Non-Residential		
Non-Residential	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Non-Residential Additions	\$1,507.00	\$1,552
Residential		
New Residential - Five or Less Units	\$458.00 + \$161.25/ unit over 1	\$472 + \$166 / unit over 1
New Residential - Six or More Units	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*
Residential Additions and Accessory Structures	\$100.25	\$103
Street Tree Fee	\$489.25	\$504
Variance from Regulations	\$103.75 / hour with a \$3,000 deposit*	\$107 / hour with a \$3,000 deposit*

* plus all incidental costs associated with processing a permit; including, but not limited to, legal notice publication, copying and postage.

POLICE

	\$112.50 first ten minutes of footage + \$94.25 each additional 10 minutes of footage	\$116 first ten minutes of footage + \$97 each additional 10 minutes of footage
Body Camera Footage Public Records Request		
Copies		
Color Photograph Print	\$7.75	\$8
Citation Copy/Officer Notes	\$7.75	\$8
Damage to Boot Immobilizer Fee	\$144.25 + cost to repair / replace	\$149 + cost to repair / replace
Event Security - Officer Reimbursement	\$94.75 per hour + 10% overhead fee (minimum of 4 hours)	\$98 / hour + 10% overhead fee (minimum of 4 hours)
Miscellaneous Permit Fees		
Event Permit	No Fee	No Fee
Temporary Street Closure	\$23.75	\$24
Noise Permit	\$23.75	\$24
Record Check Letter	\$20.50	\$21
Release Impounded / Immobilized Vehicle	\$134.00	\$138
Secondhand Dealer License	\$20.50	\$21

EXHIBIT 1: Forest Grove General Fees and Charges Schedule

*Rates under \$15 are rounded to the nearest half dollar. Rates over \$15 are rounded to the nearest full dollar

*30% difference between In-City and Out-of-City fees

ADOPTED FEES JULY 2025

PROPOSED FEES JULY 2026

SEWER

Residential Sewer Lateral	Actual Cost with \$2,000.00 deposit	Actual Cost with \$2,000 deposit
Sewer Connection Inspection	\$86.50	\$89
Sewer Dye Test	\$117.25	\$121

WATER

Water Connections - Drop In		
3/4" Meter	\$412.00	\$424
1" Meter	\$412.00	\$424
1 1/2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500 deposit
2" Meter	Actual Cost with \$500.00 deposit	Actual Cost with \$500 deposit
3" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
> 4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
Water Connections - Full Service		
3/4" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
1" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
1 1/2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
2" Meter	Actual Cost with \$1000.00 deposit	Actual Cost with \$1,000 deposit
3" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2,000 deposit
4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2,000 deposit
> 4" Meter	Actual Cost with \$2000.00 deposit	Actual Cost with \$2,000 deposit
Water Shut-Off/On After Business Hours	\$231.75 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)	\$239 (if determined to by Public Works to be circumstances beyond control of property owner, fee may be waived)

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager

CC: Dave Marzilli, Police Chief

MEETING DATE: May 26, 2026

SUBJECT TITLE: Resolution for School Resource Officer IGA

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

BACKGROUND

The Forest Grove Police Department and the Forest Grove School District (FGSD) have enjoyed a long-standing working relationship to employ a School Resource Officer (SRO) and SRO program. The SRO program focuses on fostering a positive school climate, promoting school safety by building positive relationships with students and families, and works in partnership with administration in crisis response and safety education. The SRO is responsible for law enforcement activities occurring at the school during school hours. The SRO also investigates crimes against children when appropriate. Except for one year in 2021-2022, the SRO program has been in existence since 1977.

The proposed IGA remains unchanged from the existing IGA except for the term and the wages. The past IGA was for one year from May 2, 2025, to May 1, 2026. The proposed IGA continues the initial term of 1 year and adds two, 1-year extensions, not to exceed three years. The two 1-year extensions would be authorized by the City Manager and the Forest Grove School District Superintendent. The IGA was also updated to reflect current wage rates and includes a 4% increase per year if the IGA is extended to match the increase in the Police labor contract.

FISCAL IMPACT

The fiscal impact remains unchanged and the SRO position is included in the 2025-2027 biennial budget. The IGA states the FGSD will cover 50% of the SRO's salary for the school year or 9 months which equals \$64,060 for FY 25-26 and will increase 4% per year for the length of the IGA.

RECOMMENDATION

Staff recommends the City Council consider and approve the attached resolution.

ATTACHMENTS

- Resolution 2026-19
- Exhibit A: IGA between the City and FGSD regarding an SRO

RESOLUTION NO. 2026-19

**RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT (IGA)
BETWEEN THE FOREST GROVE SCHOOL DISTRICT AND THE CITY OF FOREST
GROVE FOR A SCHOOL RESOURCE OFFICER (SRO) AND AUTHORIZING THE
CITY MANAGER TO EXECUTE THE AGREEMENT**

WHEREAS, the City of Forest Grove desires to enter into an Intergovernmental Agreement (IGA) with the Forest Grove School District; and

WHEREAS, the Parties collaboratively developed an SRO program that focuses on fostering a positive school climate, promoting school safety by building positive relationships with students and families, and works in partnership with administration in crisis response and safety education; and

WHEREAS, ORS 190.010 authorizes the parties to enter this IGA for the performance of any or all functions and activities that a party to the IGA has authority to perform.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1. The City Council of the City of Forest Grove hereby approves the IGA between the Forest Grove School District and the City of Forest Grove relating to the School Resource Officer program, as stated in Exhibit A.

Section 2. The City Manager is hereby authorized to execute the IGA on behalf of the City of Forest Grove.

Section 3. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of May 2026.

Malynda H. Wenzl, Mayor

EXHIBIT A**INTERGOVERNMENTAL AGREEMENT
SCHOOL RESOURCE OFFICER**

Between

FOREST GROVE SCHOOL DISTRICT

And

**THE CITY OF FOREST GROVE THROUGH THE FOREST GROVE POLICE
DEPARTMENT**

This document will serve as the written agreement between the Forest Grove School District and the Forest Grove Police Department. This agreement establishes commitment and support from both institutions. This document also provides a series of guidelines and policies relevant to the performance of the School Resource Officer and will be the guiding document officers, School administrators, City administrators, students and their caregivers looking for structure and accountability. Upon execution by both parties, this Agreement shall be in effect for a one-year initial term from July 1, 2026 through June 30, 2027. This Agreement shall expire at the end of its initial term unless renewed by the parties. The parties may renew this Agreement for no more than two additional one-year terms. The parties must agree to renew this Agreement in writing and no later than thirty calendar days before the expiration of the then-current term. In no event will this Agreement be in effect for more than three years. The guidelines in this document were driven by input from community stakeholders, including caregivers, students, and teachers. Nothing in this Agreement should be construed as limiting or impeding the basic spirit of cooperation, which exists between the participating entities listed above and all community stakeholders.

I. PURPOSE

This Agreement establishes and delineates the mission of the School Resource Officer Program, herein referred to as the SRO Program, as a joint cooperative effort between the Forest Grove Police Department, herein referred to as FGPD, and the Forest Grove School District herein referred to as FGSD. Additionally, the Agreement clarifies roles and expectations and formalizes relationships between the participating entities to foster an efficient and cohesive program that will build a positive relationship between police officers, school staff and students, and promote a safe and positive learning environment.

II. MISSION

The mission of the SRO Program is to foster a positive school climate, promote school safety by building positive relationships with staff, students and families, and work in partnership with administrators in crisis response and safety education. The SRO Program also seeks to reduce crime committed by and against youth in our community. The SRO will use an equity lens to accomplish this mission by supporting safe, secure, culturally responsive and sustaining learning environments for students, teachers, and staff. SROs will establish a trusting channel of communication with students, parents, and teachers and establish regular feedback opportunities. The SROs role is not to enforce school discipline or punish students. Instead, SROs will serve as positive role models to instill in students good judgment and discretion, respect for others and a sincere concern for the school community. SROs will provide information on community resources available to students and parents. Goals and objectives are designed to develop

and enhance rapport between youth, families, police officers, school administrators, and the community in order to promote overall student safety, achievement and access.

III. GOALS OF THE SRO PROGRAM

SRO programs goals include:

1. To be committed and accountable to a positive school climate based on respect for all students, staff, and community members
2. To educate students, staff, and families on relevant civil and law enforcement topics, including what constitutes consent, child abuse and reporting, violence prevention, drug abuse, safe driving, and the potential risks of social media.
3. To strengthen community relationships by creating a safe school environment and providing law enforcement resources with an equity lens to school administrators, teachers, and students.

The SRO Program is designed to fill three overall roles:

1. **Positive School Climate** - The primary role of the SRO is to create a positive school climate through relationship-building and restorative conversations. Officers will engage in various activities in coordination with school administration, teachers, and students. Officers should become acquainted with students and staff in an effort to build a school culture of open communication and trust. Officers will serve as role models. Officers should partner with teachers, staff, and administrators to identify students who may be facing challenges or need additional resources and respond in a manner supportive of the student and their circumstances.
2. **Education** - When possible, the SRO should participate in the school community by becoming a member of the educational team. Officers should represent the law enforcement community with an equity lens to build positive relationships with youth, their families, and school staff. SROs are expected to be proactive in creating and taking advantage of educational situations, and school administrators are encouraged to leverage this resource.
3. **Law Enforcement** - SROs are responsible for the majority of law enforcement activities occurring at schools during school hours. The SRO shall refrain from being involved in the enforcement of student codes of conduct that do not constitute violations of law, except to support staff in maintaining a safe school environment.

The SRO should engage in crime prevention activities that may include foot patrols, monitoring previous crime locations, speaking to stakeholders about crime prevention techniques, analyzing possible crime patterns, investigating crimes, and patrolling campuses.

While law enforcement is the role of SROs, alternatives to arrest should be used whenever possible, and investigations or arrest of students during school hours or at school-sponsored events/activities should be a measure of last resort and must comply with the following Forest Grove School District Policies: Relations with Law Enforcement Agencies (policy KN), Relations with Law Enforcement Agencies (policy KN-AR(1)), Investigations Conducted on District Premises

(policy KN-AR (3)). The SROs' discretion to act remains the same as that of any other police officer.

IV. ORGANIZATIONAL STRUCTURE

A. Composition:

1. FGPD shall provide one (1) School Resource Officer (SRO)
2. Nine months of 0.50 FTE of the average cost of all officers at Step 4 and above. The cost currently for 2026-2027 is \$64,060 to be increased annually by 4% for the length of this agreement.
3. SROs shall be regular sworn officers of the City's Police Department.

B. Officer Recruitment & Selection

FGSD District officials and FGPD shall agree on guidelines for the selection of officers to serve as SROs. The FGPD and FGSD will collaborate on a selection process and the appointment of the SRO.

SROs should meet the following general criteria:

1. **Preference-** Preference will be given to candidates that are bilingual and bi-cultural. Efforts will be made to select SROs that mirror the Forest Grove School District community.
2. **Experience as a police officer and commitment to student and community well-being-** SROs must have a minimum of three years' experience as a patrol officer, be off probationary status, have experience with juvenile justice and working with diverse populations, and creating positive relationships with stakeholders, especially our youth.
3. **Successful performance-** All candidates should have a proven work history as reflected by performance evaluations and supervisory reviews. Applicants must have demonstrated their ability to respectfully and effectively communicate with others. Candidates should be free of significant disciplinary actions.

C. Training Requirements

All SROs shall complete specialized training in addition to their already mandatory training with the police department which will include at a minimum the following:

1. Successful completion of the National Association of School Resource Officers (NASRO) Basic SRO Course at FGPD expense. This course should be completed prior to the end of their first six months of service as an SRO, unless a delay up to 6 months is mutually agreed upon between FGSD and FGPD. Advanced courses should be considered after the first year of service as a SRO.
2. Eight hours annually of diversity, equity, inclusion and anti-bias training by attending district or building level professional development offerings.
3. Three hours of training provided by FGSD Student Services department, specifically on the topics of autism, students who experience challenging behavior, students with co-occurring mental health and developmental and/or behavior disabilities, and best practices when communicating and interacting with students who experience disability.

4. 16 hours of Safety Care training in the officers' first year and eight hours annually each year after- provided by FGSD Student Services Team (note training does not mean certification; SROs are not required to be certified in Safety Care)
5. Four hours of annual Trauma Informed Practices and Collaborative Problem Solving (CPS) either by attending district or building level professional development offerings.
6. The SRO must be trained annually on sexual abuse and misconduct information and reporting as required by ORS 339.400(2) as [linked here](#).

The above-listed training, unless indicated, will be provided by FGSD. When possible, efforts will be made to schedule SRO specific professional development with the SROs and their supervisor to accommodate scheduling needs. It is the expectation that SROs make every effort to attend FGSD provided training when they are scheduled, if a scheduling conflict arises the SRO will notify their supervisor and the trainer as soon as they become aware of the conflict. If the SRO or their supervisor for any reason elect to participate in a community or other nationally recognized training program to fulfill any of the required training hours mentioned above the cost of those training will be the SROs or FGPD's responsibility.

V. OPERATIONAL PROCEDURES

- **Chain of Command-** SROs will adhere to the chain of command prescribed by FGPD. FGPD will appoint one person in a supervisory role to act as liaison with the Superintendent or their designee.
1. **Duties-**The primary duties of the SRO are to help foster a positive school climate, serve as an educational resource, provide a safe and secure learning environment, and serve as a liaison between the school and the police department. Specific daily assignments to accomplish this function will vary. The SRO and school principal or designee will meet on a regular basis to discuss plans and strategies to address specific issues or needs. SROs should never be assigned duties in place of or in lieu of a district employee.
 2. **Uniform-** the SRO will wear the prescribed FGPD uniform of the day including a firearm and body armor. The SRO uniform is agreed to be an identifiable polo shirt with police department logo and officer name displayed, a duty belt, department issued uniform pants, and department issued footwear. Drop holsters and load bearing vests are not preferred wear in the school setting. The police supervisor may allow for exceptions to this guideline at their discretion based on investigatory or policing needs or as required by Oregon law.
 3. **Daily Schedule-** The Superintendent and the Police Chief will monitor the SRO program. Each Principal will designate a contact person for their school to facilitate communication with their assigned SRO.
 4. **Absence/Substitutions-** When the SRO is absent due to court appearances, illness, vacation, training, or other leave, the SRO will notify their assigned school contacts and the Superintendent's liaison. It is the SROs responsibility to report schedule conflicts to their schools and the District's contact as soon as possible. In the SROs absence the District will call 911 in cases involving an emergency and 503-629-0111 in

non-emergency situations. Should the officer's absence last more than five school days, the parties will collaborate to find a staffing solution that meets the spirit of this agreement.

- 5. Special Events** - SROs should assist with supervision of after-school activities as requested and approved by FGSD and their supervisor. Such activities may include:
 1. Supervision at after school activities like sports competitions and school dances
 2. Supervision at high school graduations
 3. Others as identified by FGSD and the FGPD
- 6. Summer/Extended Closure Activities-** SROs may participate in summer or extended closure activities as requested and approved by FGSD and their supervisor. Such activities may include:
 1. Food box delivery
 2. Summer meal distribution
 3. Summer school
 4. Community Outreach
 5. Delivery of training to the school board, staff, students, or parents in collaboration with FGSD staff
 6. Participation in District training opportunities
- 7. Role in Responding to violations of law on FGSD property-** As sworn police officers, once SROs are involved in an investigation of alleged violations of law, they have the following responsibilities.
 1. Abide by all federal, state, and local laws and ordinances.
 2. Report any conflict created by any laws, ordinances, rules, and policies and procedures to the building Principal and their supervisor for resolution.
 3. Perform a thorough investigation and document their findings, and the interviews of all involved parties, according to FGPD procedure.
 4. In accordance with ORS 419B.045, when an investigation of a report of child abuse is conducted on school premises, the school administrator shall first be notified that the investigation is to take place, unless the school administrator is a subject of the investigation.
 5. If the investigation yields that probable cause exists for the arrest of a person, the case should be presented to the District Attorney or Juvenile Department.
- 8. Role in School Policy Violations**
 1. It is the responsibility of the SRO to become familiar with the Student Handbook or Student Code of Conduct, but it is not the SROs responsibility to enforce the rules in these documents. SROs are not school disciplinarians so violations of the student code of conduct or school rules should always be handled by school staff. SROs should not directly intervene unless the situation presents an imminent threat to the health or safety of the student or another person.
 2. The SRO will report school policy violations through the proper channels to be handled by school administrators.
- 9. Data Collection and Reporting**
 1. SROs shall submit a quarterly activity report to the Superintendent, building principals, and their supervisor. reports will be submitted by December 10, March 10, and June 10.

- a. At a minimum that data will include all school related law enforcement calls for service, a log number of presentations/lessons delivered to students, staff or families, the topic(s), and number of participants.
2. The School Board will receive an update report in December and March that will include any data collected for the Superintendent, successes and challenges in meeting the stated goals of the SRO program, and any climate survey data related to the perception of school safety as it relates to the SRO.

10. Release of Student Information

FGSD designates the SROs as "school officials" as provided in the Federal Educational Rights and Privacy Act (FERPA). SROs may be provided access to student educational records maintained by the school district only as needed by the SRO to perform their duties as an SRO under the following limitations:

1. All records are under the "direct control" of the school or district with respect to the use and maintenance of the education record and will not be compiled, maintained, or copied by SROs.
2. Student information is subject to FERPA's use and re-disclosure requirements in 34 CFR § 99.33(a), which provides that the PII from education records may be used only for the purposes for which the disclosure was made not re-disclose, without appropriate consent, PII from education records to outside parties, including other employees of their police department who are not acting as school officials
3. A law enforcement official including an SRO may be granted access to view student records information in the event of an emergency situation threatening the health or safety of a student or other individual and as required by ORS 336.184 and ORS 336.187

11. Role in Locker, Vehicle, Personal, and Other Searches

SROs may perform searches within their scope of law enforcement authority, consistent with FGPD policy, and State and Federal law. SROs may assist administrator's searches if reasonable suspicion exists for the recovery of weapons, drugs, or the fruits of a crime.

12. Limits on Interviews, Arrest, and Investigations on District Premises

1. **Interviews** - Law Enforcement Officials including SROs may participate in the questioning of a student about conduct that could result in criminal charges in compliance with FGSD Policies: Relations with Law Enforcement Agencies (policv KN), Relations with Law Enforcement Agencies (policv KN-AR(I)), Investigations Conducted on District Premises (policv KN-AR n), and Oregon State Law: Investigation conducted on school premises (ORS 419B.045). Parents/guardians should be allowed sufficient time to arrive at school to be present for interview unless the investigation is a report of child abuse.
2. **Arrests** -Extreme discretion should be exercised in the case of incidents involving public order offenses, including disorderly conduct, and fighting that do not involve physical injury or a weapon priority should be to consider these school discipline issues to handled by school administrators
 - a. Building principals should be notified prior to an in-custody arrest of a student when practical. All in custody arrests or Juvenile Department referrals will be conducted in accordance with State and Federal statutes and FGPD policy in

regard to use of force and search and seizure.

- b. The student's parent(s) or guardian(s) shall be notified of his or her arrest as soon as practical.

3. **Investigations on District Premises-** When an administrator is notified that law enforcement, including SROs, would like to interview a student at school for the purpose of an investigation that is not related to abuse of a child, the administrator must request that the investigating official complete FGSD Board Policy from policy KN-AR (3) including providing information below:

- a. Copy of the warrant
- b. Copy of court order
- c. Brief description of exigent circumstance
- d. Name and date of parent that gave consent
- e. Affirm that the interview is not considered a "seizure" pursuant to state and federal law.

Failure to meet one of the five criteria may result in the administrator's refusal to allow the student interview on district property.

13. Involvement in school level meetings

1. SROs are encouraged to participate in their assigned school's Safety Committee meetings.
2. SROs may participate in a restorative circle as part of a re-entry meeting for students returning from expulsion, court ordered placement, or when a student is returning from a suspension.
3. SROs are expected to participate with the Behavioral Safety Response Teams at the school and district level.
4. SROs should participate in Care Team meetings, and Climate and Culture Team meetings to serve as a liaison between the school and resources available in the community to further each team's work and effectiveness.

14. Relationship Building and Classroom Presentations

1. SROs should actively build relationships with students and families they serve by attending at least one PAC/PTAJPTO meeting for each building they serve annually.
2. SROs will familiarize themselves with specialized programs that are offered at our schools.

VI. SCHOOL DISTRICT RESPONSIBILITY

The School Resource Officer program is a partnership between the Forest Grove School District and Forest Grove Police Department. To this end FGSD will have responsibilities as a partner which include:

1. It is the responsibility of the Superintendent to provide the Division Captain and SRO with a schedule of professional development that is available through the district and/or buildings the same day that information is distributed to Certified Staff in the district.
2. Gather feedback annually from students, families/caregivers, SROs, certified staff, classified staff, and administrators on their experience with the SRO program. This feedback will be discussed with FGPD and used to set goals for the SRO program.

3. Create a section on the District web site that hosts the mission and vision of the SRO program. Post data on SRO activities quarterly. That data will include: law enforcement calls for service on school property, number of presentations/lessons delivered to students, staff or families,
4. Include in the student handbook, information about the SRO program and the rights of students with regard to the SRO.
5. The District will communicate to all staff that enforcement of school rules and code of conduct are the responsibility of staff and administrators, not the SRO.
6. Ensuring the SRO has access to active FGSD email accounts.
7. Access to 3-2-1 Insight, and Frontline virtual training platforms.
8. Provide an office with a locking door and law enforcement approved safe at the high school and the middle school.
9. Provide annual training to all administrators on the role of SROs, the IGA, and SRO program goals.
10. Ensure the SRO is not involved in school discipline.
11. Ensure SROs and school staff follow FGSD policies: Relations with Law Enforcement Agencies (policy KN), Relations with Law Enforcement Agencies (policy KN-AR(I)), Investigations Conducted on District Premises KN-AR (3)
12. Provide access to the same language development programs certified staff have access to at the districts expense
13. Providing language translation and interpretation for SRO activities that are not specific to law enforcement matters. SROs must follow the FGSD translation/interpretation request process.
14. Offer training listed in section C of this Agreement that indicates it is provided by FGSD staff.
15. Ensure SRO has access to training calendars and are able to enroll in courses when required by section C of this Agreement.
16. Invite SRO to Behavioral Safety Response Team, building Safety Team, Climate and Culture team, Care Team, Attendance team and re-entry meetings for students who are under state guardianship or court ordered incarceration.
17. Notify the City of Forest Grove Police Department related to any public records or media request related to this agreement or services performed by the SROs.

VII. CRISIS PLANNING

1. SRO will participate in crisis response drills with other law enforcement agencies as part of their ongoing training and preparation as a law enforcement official.
2. SRO will serve on the building level safety committee and will provide knowledge and insight on specific safety and law enforcement topics as they arise.

VIII. REVIEWING THE INTERGOVERNMENTAL AGREEMENT

A. Review

1. This Agreement and the SRO data reports will be reviewed annually in April. This review will be collaborative between FGSD and FGPD with the purpose of reflecting on the progress made towards achieving the set goals identified in section III: Goals of the SRO Program.
2. Upon execution by both parties, this Agreement shall be in effect for a one-year initial term from July 1, 2026 through June 30, 2027. This Agreement shall expire at the end of its initial term unless renewed by the parties. The

parties may renew this Agreement for no more than two additional one-year terms. The parties must agree to renew this Agreement in writing and no later than thirty calendar days before the expiration of the then-current term. In no event will this Agreement be in effect for more than three years.

IX. INSURANCE

FGPD shall maintain insurance acceptable to the District in full force and effect throughout the term of this contract to the extent it is required. Such insurance shall cover risks arising directly or indirectly out of FGPD's activities or work hereunder. Such insurance shall include provisions that such insurance is primary and not contributory insurance with the insurance required hereunder. FGPD shall provide a minimum of 30 days' written notice to the District in cases of cancellation, intent not to renew, or reduction in its coverage by the insurance Company. Insurance carriers must be A.M. Best rating of "A-VII" or better, or equivalent. FGPD will promptly provide Certificates of Insurance at the District's request.

FGPD must meet FGSD's minimum insurance requirements as outlined in the District's Master Vendor Agreement.

It is so agreed

City of Forest Grove - Forest Grove Police Department

Date

Forest Grove School District

Date

STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager
Jim Geering, Fire Chief

MEETING DATE: May 26, 2026

SUBJECT TITLE: Resolution Adopting the City of Forest Grove Emergency Operations Plan

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

2040 VISION PLAN

Adoption of an updated Emergency Operations Plan (EOP) directly addresses Action 2.20 to “Update the City’s emergency preparedness plan in coordination with regional planning efforts.”

BACKGROUND

The City of Forest Grove adopted its first EOP over 40 years ago in 1985. Since that time, it has been updated several times with the most recent updates in 2010 and again in 2014. The update in 2014 included the City of Cornelius under an Intergovernmental Agreement for fire management. With the dissolution of that IGA, the City of Cornelius recently updated and adopted their own EOP in concert with the City of Forest Grove.

The updated Forest Grove EOP provides guidance and procedures for the city to respond to emergency situations resulting from natural disasters, human caused incidents, and other events that overwhelm resources or require a coordinated response. The EOP provides the base framework that defines operational priorities and the method of implementation the city will utilize to guide and support Emergency Management efforts.

Specifically, the EOP describes the roles and responsibilities of elected officials, city departments and personnel when an incident occurs and establishes operating guidelines that support implementation of the national incident management system including adherence to the concepts and principles of the incident command system. The EOP is the principal guide for the city's response to and management of real or potential emergencies and disasters occurring within its designated geographic boundaries.

The proposed updated Forest Grove EOP will ensure clarity in roles, proper oversight, and execution of emergency response in each community. The EOP will be reviewed periodically with a recommended update every five years. The EOP complies with the National Response Framework (NRF) and the framework outlined in the National Incident Management System (NIMS). It also complies with Oregon Revised Statute 401 which governs emergency management and services.

The EOP is composed of three main elements:

The Base Plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities the City will utilize to guide and support emergency management efforts.

The Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the EOP base plan.

The Hazard Planning Annex describes and identifies critical operational functions based on an all-hazard planning approach not described within the EOP base plan and addresses special and unique procedures generated by a particular hazard.

Approval of the updated EOP is a significant step to continuing efforts that ensure the city is prepared for large emergencies, and the Emergency Operations Center (EOC) is operationally ready. Staff will continue these efforts through EOC staff training and EOC preparation. If approved, the EOP will be kept available in the office of the City Recorder, Public Works Director, City Manager, Assistant City Manager, Community Development Director, Police Chief, and Fire Chief.

FISCAL IMPACT

The updated EOP cost \$25,000 and was authorized in the FY 24-25 budget.

RECOMMENDATION

Staff recommend that the City Council approve Resolution 2026-20.

ATTACHMENT

- Emergency Operations Plan

RESOLUTION NO. 2026-20

**RESOLUTION ADOPTING THE CITY OF FOREST GROVE
EMERGENCY OPERATIONS PLAN**

WHEREAS, the Forest Grove City Council recognizes the need to prepare for, respond to, and recover from natural and manmade disasters and has a responsibility to provide for the safety and well-being of its residents and visitors; and

WHEREAS, the Emergency Operations Plan complies with Oregon Revised Statute 401 and is consistent with the National Incident Management System (NIMS) as implemented in the National Response Framework; and

WHEREAS, adoption of the Emergency Operations Plan will supersede the 2014 Emergency Operations Plan, which is shared by the City of Forest Grove and the City of Cornelius; and

WHEREAS, adoption of the 2026 City of Forest Grove Emergency Operations Plan will ensure clarity in roles and execution of emergency response in each community.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE
AS FOLLOWS:**

Section 1. The City Council adopts the City of Forest Grove 2026 Emergency Operations Plan, attached as Exhibit A, and authorizes the City manager to approve the plan by signing the promulgation statement of the Emergency Operations Base Plan.

Section 2. The City Manager is authorized to maintain and amend the Plan as necessary over the next 5-year period.

Section 3. All other former Emergency Operations Plan adoptions inconsistent or conflicting with this resolution are hereby repealed.

Section 4. This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah S. Woods, City Recorder

APPROVED by the Mayor this 26th day of May, 2026.

Malynda H. Wenzl, Mayor



CITY OF FOREST GROVE EMERGENCY OPERATIONS PLAN BASE PLAN 2026



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PREFACE

The City of Forest Grove Emergency Operations Plan (EOP) outlines the basic strategies, assumptions, operational objectives, and mechanisms through which the City will mobilize resources and conduct activities to guide and support emergency management efforts through preparedness, response, recovery, and mitigation. This is an operations-based plan that addresses evacuation; sheltering, post disaster response and recovery; deployment of resources; communications and public information processes. It serves as the foundation for emergency response within the City and delineates coordination before, during, and after an event occurs.

Throughout the EOP, the Federal Emergency Management Agency (FEMA) Comprehensive Preparedness Guide (CPG) 101 fundamentals and the Whole Community approach strategy are utilized. While CPG 101 provides guidance on plan development, the Whole Community approach refers to the collaboration between city staff and a wide range of stakeholders to include community members, vulnerable populations, organizational and community leaders, faith-based and non-profit organizations, the private sector, and government officials.

The concepts presented in the EOP emphasize response operations. Response embodies the actions taken in the immediate aftermath of an incident to save and sustain lives, meet basic human needs, and reduce the loss of property and the effect on critical infrastructure and the environment. Following an incident, an effective response reduces the physical, psychological, social, and economic effects of the incident.

The EOP is a document intended to be read and understood before an emergency occurs. It is designed to outline the activities of all City departments and partner agencies within a citywide emergency system, and it embraces the capabilities and resources in the broader emergency management community.

PROMULGATION OF STATEMENT

The preservation of life and property is an inherent responsibility of all levels of government. As disasters occur in devastating forms at any time, the City of Forest Grove must provide safeguards that will save lives and minimize property damage through planning, preparedness measures, and training.

The scope of this plan and the provisions, policies, and procedures are applicable to all departments, individuals, public and private, and stakeholders that have a role in the coordination and implementation of emergency activities for the City of Forest Grove. This plan was developed in cooperation with city departments, county, and emergency stakeholders.

All department, offices, and employees of the City of Forest Grove shall abide by and cooperate fully with the actions described in this plan when it is executed. Any and all parts of the EOP may be activated based on the specific emergency as decided by the City Manager and/or designee. This plan supports the overall emergency management mission of the City of Forest Grove and supersedes any previous plan(s) promulgated for this purpose.

This promulgation is effective upon its signing and shall remain in full force and effect until amended or rescinded by further promulgation. The revised City of Forest Grove Emergency Operations Plan, 2026 has been reviewed and is hereby approved and promulgated.

Jesse VanderZanden, City Manager

Date Signed

PLAN DISTRIBUTION

Emergency management activities are managed by the City of Forest Grove Fire & Rescue Department (FG F&R). The Fire Department is responsible for establishing, maintaining, and distributing the Forest Grove Emergency Operations Plan (EOP). The Fire Department will ensure the EOP is available to all City departments, Washington County Emergency Management, and other partner organizations as necessary and upon request.

Hard copies are available to view at the City of Forest Grove Emergency Operations Center.

Personnel with a role in executive leadership, coordination and management, and operational implementation of emergency procedures have reviewed this plan as well as their role in responding to an emergency. City departments and partner organizations are encouraged to have digital access to this plan or a printed copy available to them at all times.

A complete list of organizations that received the current version of the plan is available upon request.

RECORD OF CHANGES

Each revision to this Plan must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Full rewrite of document	Chief Jim Geering

PLAN ORGANIZATION

The Emergency Operations Plan (EOP) describes the City of Forest Grove’s methodology, organizational structure, and operational functions for management of emergencies and disasters. This plan sets forth or refers to general policies and strategic guidelines that have been reached in order to integrate all emergency response systems available to the City. There are three components to the Forest Grove Emergency Operations Plan: The Base Plan, Functional Support Annexes, and the Hazard Planning Annex.

This document supersedes previous versions and is always in effect.

Base Plan

The Base Plan describes the fundamental systems, strategies, policies, assumptions, responsibilities, and operational priorities the City will utilize to guide and support emergency management efforts. Essential elements of the Base Plan include:

- A description of the emergency services that are provided by governmental departments and agencies and how resources are mobilized.
- An outline of the methods for carrying out emergency operations and the process for rendering mutual aid.
- An overview of the system for providing public information.
- Emphasis on the need for continuity planning to ensure uninterrupted government operations.

These elements culminate with a comprehensive emergency management concept of operations which outlines the relationships and responsibilities for City government and its departments.

The Emergency Operations Plan is utilized congruently with annexes and supporting documents for the purpose of emergency response.

Functional Support Annexes

Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the Base Plan. Support annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for specific emergency functions. Support Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the City.

This Plan includes the following Functional Support Annexes:

- **Emergency Services Annex:** Defines operational concepts, responsibilities, and procedures regarding emergency services the City will use when responding to an emergency or disaster.
- **Mass Care and Sheltering Annex:** Addresses both catastrophic and non-catastrophic events requiring mass care and sheltering operations.
- **Critical Infrastructure Annex:** Defines the City's responsibilities for the assessment and restoration of critical infrastructure.
- **Recovery Annex:** Provides an operational overview and organizational framework that will be implemented during all phases of the disaster recovery process.

Hazard Planning Annex

The Hazard Planning Annex describes the situation, specific actions to be taken, and responsible parties for specific hazard types. This document offers a means of extending support annexes to address special and unique response procedures, notifications, protective actions, emergency public information, and other needs generated by a particular hazard. The Annex addresses priorities identified through hazard analysis to meet detailed regulatory requirements associated with specific hazards. This Annex is

prepared to support any document that does not, by itself, give enough information to perform the function adequately based on high-priority hazards.

Supporting Documents

Additional plans and procedures that are developed in support of the EOP, such as mutual aid plans, mitigation plans, City departmental Standard Operating Procedures (SOP) or Standard Operating Guides (SOG), and any related procedures are incorporated by reference and maintained separate from the Base Plan.

Standard Operating Procedures (SOPs)

City departments are required to maintain Standard Operating Procedures and/or department manual for the purposes of tactical direction. SOPs provide the purpose, authorities, duration, and details for the preferred method of performing a single function or a number of interrelated functions in a uniform manner. When developing SOPs, departments should also take into consideration how any activities delineated within the EOP interact with, support, or require support from other departments. SOPs must also ensure inclusionary planning for vulnerable people including those with disabilities and others with access and functional needs. Where supporting plans are inconsistent with the general principles described in the City EOP, this document will supersede supporting plans.

Disclosure and Dissemination Instructions

As an operational plan, this document does not cover response tactics. Tactics are described within the subject or threat-specific plans and procedures that guide detailed response activities created and maintained by the relevant agencies, including plans maintained by Washington County and the Oregon Department of Emergency Management. Such documents are referenced within the text and are listed in the references section. During

the use of this and other plans and procedures, the overall emergency management concepts, policies, and procedures contained in the City EOP remain in place.

Much of this plan is available for public review. However, portions of this document contain sensitive information relevant to the operations of the City in response to emergencies. Request for the dissemination of sensitive documents in the suite of Emergency Operations Plans will be reviewed and authorized by the Fire Chief.

The information included in this document will not be reproduced, in whole or part, or distributed beyond the original addressees without prior written authorization from the Fire Chief.

SECTION 1:

INTRODUCTION

This section defines the purpose, scope, assumptions, and hazards that provide an emergency management framework the City will implement before, during, and after a citywide disaster or event.

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency management in order to mitigate the effects of hazardous events. Emergency plans provide the basis for the City's approach to achieve incident response and recovery goals. The success of these plans depends largely, in part, on the collaboration of City departments and stakeholders responsible for the development and implementation of these plans.

The City views emergency management planning as a continuous process that is linked closely with training and exercises to establish a comprehensive preparedness agenda and culture. The Fire Chief will maintain the EOP through continuous improvement activities, including ongoing involvement of City departments, agencies, and individuals with responsibilities to manage and support a citywide incident.

1.1 Purpose

The Forest Grove Emergency Operations Plan (EOP) provides guidance and procedures for the City to respond to emergency situations within its designated boundaries resulting from natural disasters, human-caused incidents, and other events that overwhelm resources or require a coordinated response. The EOP provides the base framework that defines operational priorities and the method of implementation the City will utilize to guide and support emergency management efforts. Specifically, the EOP describes the roles and responsibilities of City departments and personnel when an incident occurs and establishes a strategy and operating guidelines that support implementation of the National Incident Management System (NIMS), including adherence to the concepts and principles of the Incident Command System (ICS).

This plan is the principal guide for the City's response to, and management of, real or potential emergencies and disasters occurring within its designated geographic boundaries.

Specifically, this plan is intended to:

- Provide an organized system of hazard vulnerability reduction to the community members of and visitors to Forest Grove.
- Develop an enhanced level of awareness relative to emergency preparedness, throughout the population at large.
- Provide the most efficient response and recovery system possible through effective coordination and maximum utilization of all available resources.
- Coordinate with key City departments and stakeholders for the continuance and/or recovery of identified essential functions, which are life safety and critical infrastructure, to a normal state as quickly and effectively as possible after a disaster.
- Maintain a high level of readiness through community outreach and regular emergency training and exercise.
- Reduce the public's vulnerability to recurrent hazards by the promotion of hazard mitigation strategies, particularly in the areas of critical infrastructure, land use, and building codes.

This plan is intended to be used in conjunction with applicable department standard operating procedures and is designed to be read, understood, and tested prior to an emergency.

1.2 Scope

The scope of this plan applies to any extraordinary emergency situation associated with natural or human-caused hazards that generate situations requiring planned, coordinated responses by multiple agencies or jurisdictions. Due to hazard challenges and City resource limitations the EOP focuses on establishing emergency coordination and defines responsibilities for all agencies and individuals, public and private, having roles in emergency preparedness, response, recovery, and mitigation for the City.

City departments and agency roles listed are limited to those applicable to emergency operations support. This plan is intended to be an overview of emergency management and coordination activities implemented by the City and not a detailed tactical document. Each department and agency identified in this EOP is responsible for the development and implementation of department standard operating guides (SOGs) that demonstrate awareness and understanding of policies contained in this plan. During multi-departmental event, each department is responsible for conducting and managing operations based on the services provided to the community.

1.3 Planning Assumptions

The City recognizes that disasters may exhaust local resources. During the development of this Emergency Operations Plan, the following assumptions have been identified for emergency responders:

City Assumptions

- In any disaster, primary consideration is given to the preservation of life. Additionally, time and effort must be given to providing critical life-sustaining needs.
- City departments will mobilize to deliver emergency and essential services under all threats and emergencies.
- City departments and appropriate non-city agencies with regulatory oversight responsibilities will continue in their same roles during all phases of an emergency and will insert themselves into the organizational chain to support emergency efforts.
- An emergency can result in property loss, interruption of essential public services, damage to basic infrastructure, and significant harm to the environment.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event. EOC activation will be determined based on the scope and severity of the event.

- Despite a good faith effort, the City may not have the capabilities or resources to reach every individual in terms of public warning or support.

Operational Assumptions

- Displaced residents will require shelter and social service needs. Sheltering activities might be short-term or long-term depending on the severity of the incident.
- Many residential, commercial, and institutional structures could be damaged, requiring a large Urban Search & Rescue/Heavy Rescue mobilization.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicles and rail corridors could be damaged and/or impassable. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged, causing disruption in landline telephone, cellular telephone, radio, microwave, computer, and other communication services. Re-establishment of communications infrastructure will be critical.
- In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.
- The City will provide reasonable accommodations to constituents seeking and receiving resources.

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities, and interests. This plan aligns with the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.
3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is surrounded by rolling hills, evergreen forests, and vineyards and is near the foothills of the Coastal Mountain Range. The City is located within the watershed of the Tualatin River and is a gateway to the Tillamook Forest to the west.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximate 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet) provides light rail and bus transfer commuter service with stops every 15 minutes via line 57. Connections include Hillsboro, Beaverton, Cornelius, Portland, and east Multnomah County.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County's 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services, housing services, and emergency management. The Board of County Commissioners also serves as the governing body for the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff's Office (WCSO) for public safety and security

- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety
- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness. The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.



It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this plan impacts and is informed by activities conducted before and after any emergency operations take place.

1.8 Hazard Assessment Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

The next section describes the hazards and vulnerabilities the City frequently faces based on levels of probability and severity. The following information provides broad descriptions of the vulnerabilities the City of Forest Grove accounts for, additional details can be found in the Hazard Planning Annex. For additional information on county and state hazards refer to the Washington County Natural Hazard Mitigation Plan, 2023 and the Oregon Natural Hazard Mitigation Plan, 2020.

Severe Weather

Because of its more rural geography, the City tends to experience more frequent and higher magnitude damaging windstorm events. Due to the City's location closer to the mountains on the west side of the county, it typically experiences more frequent and severe winter storm emergencies.

Earthquake

The City could experience earthquakes that originate from the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek Fault Zone. It could also experience liquefaction and coseismal landslides as the result of an earthquake.

Volcano Ash

Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City,

although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Flood

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Landslides

The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Dam Failure

The City of Forest Grove would be impacted if Scoggins Dam were to fail. The dam is located 5.5 miles from Forest Grove. It is a 151-foot-high structure that forms the Henry Hagg Lake. If Scoggins Dam were to fail, areas in the southernmost portion of the City within the established 100-year flood risk area of the Tualatin River may flood. This is not a heavily built environment, and people and structures should not be adversely affected

Drought

Drought typically occurs as a regional event and often affects more than one city and county simultaneously. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Health Epidemic

Pandemic events are one of the greatest risks to public health within the City. Pandemics can stem from a variety of viruses and diseases, the most widespread among them being influenza pandemics due to their rate of occurrence and severity. Depending on the severity, pandemics have the potential to disrupt City services both economically and socially.

Transportation and Industrial Accidents

Transportation and industrial accidents may include major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.

Wildland Fire

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Civil Disorder and Terrorism

This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

Critical Infrastructure Interruption

The City has extensive and complex infrastructure that provide critical services and key resources, such as water, power, sanitation, telecommunications, natural gas, fuel, and other services that residents, commuters, and visitors rely on daily.

A major interruption to some of these services or resources can cause significant personal and economic hardship to many residents. A failure of one critical infrastructure could have a domino effect causing other critical infrastructure to fail. A prolonged interruption and a delayed recovery response to critical infrastructure will pose a significant threat to the health, safety, and property of residents.

A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructure. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the City.

Hazardous Materials

Hazardous materials incidents, although rare in the City, include both fixed

site and transportation related incidents involving hazardous and radiological materials. This hazard also includes drug laboratories.

Utility Failure/Resource Shortage

This hazard includes the shortage or loss of power, water, sewer, or natural gas supplies, as well as shortages of fuel such as oil, gasoline, diesel, and food supplies.

Cyber Security

Cybersecurity related attacks have become not only more numerous and diverse but also more damaging and disruptive. New types of security related incidents emerge frequently. It is the unauthorized infiltration of a jurisdiction's computer systems, networks, or database to gain access to confidential information and control over critical systems.

Additional Hazards and Events

Although not originating within the City's boundaries, the City may be affected by events occurring in other parts of the region or around the United States. In the instance neighboring jurisdictions and partnering agencies experience disruptions to critical services, reliant City communities and agencies will also become impacted.

SECTION 2:

AUTHORITIES AND

AGREEMENTS

This section describes the authoritative laws and government agreements that define the conditions City staff and emergency partners will follow and implement before, during, and after a citywide disaster or event.

Oregon Revised Statutes (ORS) Chapter 401.305 states that “each county of this state shall, and each city may, establish an emergency management agency which shall be directly responsible to the executive officer or governing body of the county or city.” In fulfillment of this provision, the City of Forest Grove maintains an emergency management program. ORS Chapter 401 confers upon the organization a variety of powers and duties associated with planning, EOC establishment and adoption of an incident command structure, vertical and horizontal coordination, emergency declaration, evacuation, and emergency housing support. The organizational and operational concepts set forth in this plan are linked to a wide range of local, state, and federal authorities as identified below.

2.1 Authority to Initiate Action

The following sections describe the authority to initiate and implement critical tasks for the City.

2.1.1 Line of Succession and Delegation of Authority

Some emergencies and disasters may render the City Manager incapable of fulfilling their duties, thereby disrupting normal chain of command and organizational hierarchies. To ensure that leadership, management, and key decision-making authority are maintained and visible, lines of succession and delegations of authority have been established and may be invoked in accordance with standing procedures internal to each affected department.

Table 2: Emergency Line of Succession

Order of Succession	Title
First	City Manager
Second	Assistant City Manager
Third	Police Chief
Fourth	Fire Chief

The City Manager is responsible for pre-identifying staff patterns showing a line of succession in management's absence. All employees should be trained in the protocols and contingency plans required to maintain leadership within the department. The Fire Chief will provide guidance and direction to department heads to maintain the Continuity of Operations Plan (COOP) and Continuity of Government (COG) during an emergency. Department executives are responsible for developing and implementing department COOP/COG plans to ensure continued delivery of vital services during an emergency.

2.1.2 Authority to Issue a Disaster Declaration

A declaration of a State of Emergency by the City is the first step in accessing Federal disaster assistance. The Forest Grove City Council has the legal authority under ORS 401.309 to declare that a local emergency exists.

If a quorum of the Councilors cannot be assembled within a reasonable period of time, this authority is delegated first to the Mayor, then to the Council President, and then to the City Manager. If the City Manager is unable to act due to absence or is incapacitated, the acting City Manager may exercise declaring a local declaration. If in the judgment of the Incident Commander (IC), time does not permit access to authorized designees, the IC can declare a State of Emergency. If the declaration is made by anyone mentioned above other than the City Council, the City Council will convene as soon as practical to ratify the State of Emergency Declaration. The declaration of a local state of emergency must include:

- A description of the situation and existing conditions.
- A delineation of the affected area's geographic boundaries.
- A declaration that all appropriate and available local resources have been expended.
- A request for the type of assistance required.

When an incident occurs, and the City's capabilities are overwhelmed, the City will request resources from the Washington County Emergency Manager

or the Washington County Emergency Operations Center if activated to support the City's response efforts following the submission of a Disaster Declaration.

2.1.3 Authority to Activate the City EOC

The EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed those available in the jurisdiction. The City Manager, Fire Chief, Police Chief, and Public Works Director are authorized to activate the Emergency Operations Center. All other department executives will submit a request to activate the City's EOC via email or telephonic method to the City Manager.

2.1.4 Authority to Evacuate to Shelter-In-Place the Population

Emergencies or disasters may require the evacuation of people from hazard areas to areas of lower risk. During such times, Incident Command may determine that the evacuation of all or part of the community is prudent to minimize loss of life. The City Manager or the Incident Commander (IC) may, if conditions warrant, order an emergency evacuation. Such an order shall be reviewed by the City Council as soon as practically possible.

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, the Incident Commander may choose to direct those in the affected area to shelter-in-place. Sheltering in place restricts affected people to their current locations.

2.1.5 Authority to Issue a Public Health Emergency

In a suspected or confirmed public health emergency, the City Council may request the Washington County Office of Emergency Management to declare a state of emergency from the Washington County Public Health Administrator. The latter may request that the Washington County Court issue an order to implement and enforce isolation and quarantine procedures.

2.2 County Disaster Declaration Process

Washington County Code Chapter 8.36 authorizes the Board of County Commissioners (BCC) to declare an emergency and implement specific emergency measures. Refer to Emergency Services Annex Attachment A to review a sample declaration and emergency measures forms. If State assistance is required, County Code Chapter 8.36 authorizes the BCC to request that the Governor declare a State of Emergency and ask for state assistance.

For large-scale and catastrophic incidents, a Presidential declaration of “emergency” or “major disaster” via the Robert T. Stafford Emergency Relief and Disaster Assistance Act, Public Law 93-288, as amended, allows for federal assistance to be provided to impacted jurisdictions in accordance with the National Response Framework (NRF). County code authorizes the BCC to require mandatory evacuations. State law gives the Sheriff authority to implement and enforce mandatory evacuation orders where it is needed. Other emergency officials (e.g., fire service) may recommend evacuation of threatened or stricken areas but can only enforce mandatory evacuations if specifically allowed in the emergency declaration authorizing them based on the following criteria:

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

2.3 City Authorities

- Forest Grove Municipal Code: Chapter 153: Fire Protection
- Forest Grove Municipal Code: § 17.8.335 Provisions For Flood Hazard Reduction.
- Forest Grove Municipal Code: § 154.02 Erosion Control Plan.
- Forest Grove Municipal Code: § 17.8.350 Critical Facility

- Forest Grove Municipal Code: § 38.03 Determination Of A Severe Weather Event.
- Forest Grove Municipal Code: § 38.04 Severe Weather Shelter Registration.

2.4 County Authorities

- Washington County Ordinance 235, Ordinance Providing Procedures for Declaration of Emergency
- Washington County Code, Chapter 8.36
- Washington County Resolution and Order 84-219 Emergency Management Functions
- Washington County Resolution and Order 95-56 Emergency Management Functions
- Washington County Resolution and Order 05-150 Adopting NIMS
- Emergency Management Cooperative Intergovernmental Agreement

2.5 State Authorities

As noted in ORS Chapter 401, it is declared to be the policy and intent of the Oregon Legislative Assembly that preparations for emergencies and governmental responsibility for responding to emergencies be placed at the local government level.

- A. The state shall prepare for emergencies but shall not assume authority or responsibility for responding to such an event unless the appropriate response is beyond the capability of the city and county in which it occurs, the city or county fails to act, or the emergency involves two or more counties.

The Governor is responsible for the emergency services system within the state of Oregon. The executive officer or governing body of each county or city is responsible for the emergency services system within that jurisdiction.

The Governor may declare an emergency by proclamation at the request of a county governing body or after determining that an emergency has occurred or is imminent. When an emergency is declared, the Governor has very broad authority to exercise police powers, regulate commerce, control transportation, remove debris, and more.

Oregon Department of Emergency Management (ODEM) is responsible for:

- Preparing a statewide emergency management plan.
 - Maintaining a state emergency operations center.
 - Coordinating and facilitating private sector and governmental efforts to prevent, prepare for, respond to, and recover from emergencies.
 - Coordinating exercises and training, planning, preparedness, response, mitigation, and recovery activities with state and local emergency services agencies and organizations.
- B. Pursuant to ORS 433.441, the Governor may declare a public health emergency. Such a declaration gives power to the Oregon Public Health Director to order, authorize, and adopt reporting requirements, diagnostic and treatment protocols, public health measures including temporary isolation and quarantine, and other reasonable administrative actions, and to impose civil penalties for non-compliance.
- C. ORS 431A.015 grants authority to the Oregon Public Health Director to take emergency actions in the absence of a gubernatorial declaration of public health emergency, but with gubernatorial permission. Such actions include coordinating the public health response across jurisdictions and identifying and ordering control measures that mandate enforcement.

-
- D. Under ORS 431.110, the Oregon Health Authority (OHA) has full power in the control of communicable diseases. The local public health authority shall administer and enforce all public health laws of the state (ORS 431.413(1)(a)). The local public health administrator shall act as the agent of the Oregon Health Authority (OHA) in enforcing state public health laws and rules as may be requested by OHA (ORS 431.418(3)(c)).
- E. When the Oregon State Fire Marshal believes that a fire is causing, or may cause, undue jeopardy to life and/or property, the Governor may invoke the Emergency Conflagration Act (ORS 476) and mobilize local firefighting resources. The Oregon Fire Service Mobilization Plan outlines the process and procedures for mobilization and provides a mechanism for reimbursement of costs by the state. The State Fire Marshal can use the plan, without invocation of the Act, for non-fire emergencies; however, cost reimbursement is not provided in these circumstances. Under specific circumstances the State Fire Marshal may defray the cost of immediate response for mutual aid resources without a declaration from the Governor.
- F. ORS 176.785 gives the Governor authority to declare an energy resource emergency. The Governor may:
- Order involuntary curtailments, adjustments, or allocations in the supply and consumption of energy resources applicable to all suppliers and consumers.
 - Modify transportation routes and schedules as necessary to conserve energy resources to the extent permissible under federal law and regulations.
 - Specify the times and manner in which energy resources are supplied or consumed.
 - Prescribe and direct activities promoting the conservation, prevention of waste, and salvage of energy resources.

- G. Under ORS 536.700 to 536.780, the Governor has the authority to declare that a severe, continuing drought exists or is likely to exist and can require state agencies and political subdivisions of the state to implement a water conservation or curtailment plan, or both.

2.6 Federal Authorities

- Comprehensive Preparedness Guide (CPG) 101 (Federal Emergency Management Agency)
- National Response Framework (U.S. Department of Homeland Security)
- National Preparedness Goal (U.S. Department of Homeland Security)
- National Incident Management System (U.S. Department of Homeland Security)
- Local and Tribal NIMS Integration (Federal Emergency Management Agency)
- NIMS Incident Complexity Guide (Federal Emergency Management Agency)
- Federal Continuity Directive 1, Federal Executive Branch National Continuity Program and Requirements (U.S. Department of Homeland Security)
- Continuity Guidance Circular 1 (CGC1) (Federal Emergency Management Agency,)

2.7 Mutual Aid and Intergovernmental Agreements

Mutual aid and mutual assistance are support rendered by one jurisdiction or agency to another. The purpose of mutual aid and mutual assistance is to provide personnel and logistical support to meet the immediate requirements of an emergency when the resources normally available to City departments are insufficient to meet the needs of an event. Oregon State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the

granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection except in the case of fire suppression, pursuant to ORS 476 (the Oregon State Emergency Conflagration Act). Mutual aid agreements to be activated when additional resources are needed are noted below.

Table 3: Washington County Mutual Aid Agreements

TITLE	DESCRIPTION
Inter-County Mutual Aid Agreement (MAA) – Omnibus Agreement 2021 Revision.	This Omnibus Agreement enables signatory counties to provide emergency assistance to each other during times of emergency.
Intergovernmental Agreement (IGA) for Mutual Aid, Mutual Assistance, and Interagency Cooperation Among Law Enforcement Agencies Located in Washington County.	This agreement enables law enforcement agencies within Washington County to provide mutual aid and mutual assistance between and among each other.
IGA for Equipment and Services – Cooperative Public Agencies of Washington County.	This agreement establishes procedures for sharing vehicles, equipment, machinery, and related items and services among signatory agencies primarily in Washington County.
IGA for Provision of Land Development and Building Inspection Services – Washington County and Forest Grove.	This agreement establishes procedures between Washington County and the city of Forest Grove for land use and building inspection services.

TITLE	DESCRIPTION
Oregon Public Works Emergency Response Cooperative Assistance Agreement.	This agreement enables signatory government agencies to provide personnel, equipment, or material as agreed upon during an emergency situation.

Each of these agreements provides a framework for resource sharing and outlines reimbursement, liability, and compensation terms, and most also define the processes and provide the tools necessary to initiate a request and accept an offer of assistance.

2.8 Liability

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

SECTION 3:

CONCEPT OF

OPERATIONS

The City integrates an emergency management approach with defined standard operating procedures to meet Emergency Operations Plan objectives. This section describes the methodology the City will use to meet the needs of the community during a citywide disaster or event.

The City of Forest Grove defines an “incident” as any occurrence or event, natural or human-caused that requires action to protect life, property, and the environment. Incidents can include major disasters, emergencies, or a product of any of the City’s identified hazards. Throughout the EOP, the term “incident” is used broadly to avoid confusion between other terms such as disaster, emergencies, or events.

The four key actions that typically occur during the response to an incident from a tactical and field response level are:

- Gain and Maintain Situational Awareness
- Activate and Deploy Resources
- Coordinate Response Actions
- Demobilize resources

With respect to the Emergency Operations Center (EOC), the actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC focuses on information sharing, resource management, coordinating plans of action, and policy level decision-making.

The National Incident Management System and the National Response Framework provide guidance on how federal, state, and local resources will coordinate efforts during major incidents. In addition, the Emergency Operations Plan for Washington County and the State describe how incident response operations will be conducted at their respective levels in coordination with City efforts.

The National Response Framework doctrine of tiered response emphasizes that response to incidents should be “managed at the lowest jurisdictional level and supported by additional capabilities when needed.” The vast majority of incidents are, in fact, managed locally and do not require deviation from normal, daily operational procedures.

3.1 National Incident Management System (NIMS)

NIMS is a nationwide standardized approach to incident management and response. It establishes a uniform set of processes and procedures emergency responders at all levels of government are required to utilize to conduct response operations. The City staff has the overall responsibility to provide an effective emergency response within the municipal's boundary. The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide on-scene management of an incident and to coordinate response activities between the department and stakeholders.

The City of Forest Grove developed this plan to effectively implement NIMS to assist with supporting essential response staff and personnel to incorporate ICS/NIMS concepts in all facets of an emergency. The City of Forest Grove is required to comply with all directives specified within the National Incident Management System (NIMS) as defined in the Homeland Security Presidential Directive (HSPD) – 5: Management of Domestic Incidents and Presidential Policy Directive – 8: National Preparedness. The City utilizes NIMS for organizing emergency response operations in the field, department operations centers, and the emergency operations center.

3.2 Incident Command System (ICS)

ICS is a standardized management system used for the command, control, and coordination of emergency response operations. It provides a hierarchical structure and a set of procedures and protocols that enable multiple agencies and organizations to work together effectively during incidents or emergencies. ICS is utilized as a unified approach to manage complex incidents.

By implementing the ICS, emergency response agencies improve coordination capabilities and streamline decision-making processes. It provides a standardized framework that allows responders from different

agencies and disciplines to work together seamlessly, ensuring a more efficient and coordinated response to emergencies and incidents.

The key principles of ICS include:

- Common terminology: Using standardized terminology to ensure clear and effective communication among responders.
- Modular organization: Establishing a flexible organizational structure that can be scaled up or down based on the size and complexity of the incident.
- Management by objectives: Setting clear objectives and prioritizing actions based on the overall goals of the incident response.
- Span of control: Ensuring that supervisors have a manageable number of subordinates to effectively oversee and coordinate their activities.
- Incident facilities and locations: Establishing specific facilities and locations, such as an Incident Command Post, to serve as operational bases for managing the response.
- Comprehensive Resource Management: Efficiently and effectively allocating resources, including personnel, equipment, and supplies, to support the response effort.
- Integrated Communications: Establishing a common communication system that enables all responders to communicate effectively and share information in real-time.

3.3 Incident Command Operations

In the context of this plan, response comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging law enforcement, firefighting, public works, public health, and other capabilities; developing and maintaining situational awareness; acquiring and managing resources; coordinating with other response organizations; and informing the public.

When an emergency situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of the EOP. In addition, the EOC may be activated by the City Manager, Fire Chief, Police Chief, Public Works Director, or their designees. All other department executives will submit a request to activate the City's EOC via email or telephonic method to the City Manager. The EOC can be activated without declaration of a local emergency. The Forest Grove EOC activation may involve partial or full staffing, depending on the support required. Concurrently, all involved City departments will implement their respective plans, procedures, and processes and will provide the Fire Chief with the following information:

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

The following section defines the City's response priorities pre, during, and following an incident.

Lifesaving/Protection of Property: Focus on life saving / life sustaining efforts and may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

Employee Safety: Protection of City employees (including dependents) from the effects of a disaster would be the first priority in emergency response. It is expected that employees' families would be sufficiently prepared to be self-reliant after the initial incident for employees to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible. Employee safety protection includes actions taken immediately before, during, and after an event.

Unit Reconstitution: Unit reconstitution is the recall of critical employees (if the incident occurs during non-working hours) and the collection, inventory, temporary repair, and allocation of City assets to provide maximum prompt, sustained operations in response to a disaster. This would include activation of the City EOC for the purpose of coordinating emergency response activities.

Emergency Food and Temporary Housing Plan: Provision of food, water and temporary housing for disaster victims would become an immediate priority and would be coordinated through the City EOC with support from Washington County Emergency Management and the American Red Cross.

Restoration of Infrastructure: Restoration of the City's critical infrastructure (utilities, roads, buildings, etc.) would be a prime concern that would require the coordination of city, county, state, and federal agencies with the private sector.

Statutory Response: This includes provision of a partial or full range of City services beyond those associated with lifesaving, security, and law enforcement during a disaster. Included under statutory response (ORS 401.305) is City support to other units of local government in their assigned missions, e.g., coordinating additional resources, declaring a state of emergency, and requesting county, state, and federal assistance.

Recovery: Key recovery goals include restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency, return regular operating conditions, and provide non-emergency services to the public.

3.4 Incident Complexity and Types

The NIMS Incident Complexity Guide establishes a framework for determining incident complexity to inform emergency preparedness and response. The framework identifies five levels of complexity and arranges them on a scale from 5 to 1 with 5 being the least complex and 1 being the most. Each level is

called a “Type” (i.e., Type 5, Type 4, etc.) and each type is defined by the scope and magnitude of incident impacts and addresses appropriate incident management structures and processes.

An overview of the levels is included below.

Type 5:

Type 5 incidents are daily emergency activities that are manageable by agency field resources without the need for higher-level coordination, such as responding to calls for service regarding injured persons and traffic accidents, small residential or commercial fires, a road blocked by a downed tree or high water, and a drinking water outage affecting only a few customers. Type 5 incidents are not addressed in this plan. However, if multiple Type 5 incidents occur simultaneously and significantly impact City and/or citywide resources, the “incident” may be appropriately considered a Type 4 or 3 incident based on its impacts.

Type 4:

Type 4 incidents are those that are larger in scope and magnitude than those typically occurring on a day-to-day basis but are still manageable by agency field resources without the need for higher-level coordination. The Emergency Operations Center (EOC) or a Department Operations Center (DOC) may be activated to provide support. Warning and public instructions may be required in the immediate area involved. Examples include responding to major structural fires, tactical law enforcement situations, and hazardous material incidents.

Type 3:

Type 3 incidents involve multiple City departments or agencies but still involve a limited area or impact a limited population. The City EOC is activated, and DOC may be activated. Warning and public instructions are typically provided in the immediate area involved, and protective actions (evacuation or sheltering-in-place) are typically limited to the immediate area of the

incident and a short duration. Such incidents can generally be managed with existing department or agency resources, although they may require limited external assistance from other local response agencies or contractors and may demand a higher level of management and coordination. Examples include a winter storm with multiple road closures, a hazardous materials spill requiring the evacuation of a limited area, or a water main break flooding structures and/or causing other significant infrastructure damage. A City emergency may be declared.

Type 2:

Type 2 incidents are typically large in scale and scope (e.g., a major flood or moderate earthquake) and affect a wide area, large population, and/or important facilities. Centralization of department and agency incident management and coordination activities in EOC and DOCs will be required; additionally, a Joint Information Center (JIC) and Joint Field Office (JFO) may be activated to deal with resource, information, and coordination issues. Such situations may require community-wide warning and public instructions; implementation of large-scale protective measures (evacuation or sheltering-in-place); and activation of temporary shelter and mass care operations, possibly for an extended duration. There will be a need for external assistance from other county response agencies and contractors, as well as limited assistance from state or federal agencies.

Type 1:

Type 1 incidents are complex, uncommon events of a scope and magnitude that significantly curtails local government ability to help the public; examples include a major subduction zone earthquake, a pandemic, or a wind-driven wildfire causing extensive evacuations and damage. Such incidents may produce potentially lasting impacts on the population and on critical infrastructures and key resources. They would necessitate intensive community-wide warning and public instruction efforts; implementation of extensive protective measures (evacuation or sheltering-in-place); and

activation of large-scale shelter and mass care operations, potentially for an indefinite duration.

The illustration below defines the incident effect indicators based on the complexity of the emergency (Source: NIMS Incident Complexity Guide, FEMA, June 2021).

Table 4: FEMA Incident Effect Indicators Summary Table

Incident Complexity Level: Incident Effect Indicators Summary										
Type	Resistance to stabilization or mitigation	How long does it take for resources to meet incident objectives?	Effects on population immediately surrounding the incident	Length of incident effects	Evacuations necessary during mitigation	Adverse impact on CIKR	CIKR impact / mitigation measures	Coordination required with elected/ governing officials and stakeholder groups	Do conditions or actions that caused original incident persist?	Probability of cascading event or exacerbation of current incident
5	None	1-2 hours	Minimal	Minimal	Few or none	None	None	Minimal or none	No	None
4	Low	Several to 24 hours	Limited	Up to 24 hours	Few or none	Minimal	Uncomplicated within one operational period	Minimal or none	No	Low to none
3	Moderate	At least 24 hours	Moderate	Several days to over one week	Possible; may require shelter	Threatens, damages, or destroys property	Adverse; multiple operational periods	Some	Possibly	Medium
2	High	Several days	Significant	Several days to two weeks	Possible; may require shelter/ housing for several days to months	Threatens, damages, or destroys property	Destructive; requires coordination over multiple operational periods	Moderate, including political organizations	Possibly	High
1	High	Numerous operational periods	Significant	Two weeks to over a month	May require shelter/ housing for several days to months	Significantly threatens, damages, or destroys property	Highly destructive; requires long-term planning and extensive coordination over multiple operational periods	High, including political organizations	Yes	High

3.5 Emergency Support Functions

Emergency Support Functions (ESF) outline the critical tasks, capabilities, and resources provided by City and Washington County emergency response agencies. ESFs provide the structure for coordinating interdepartmental and interagency support for a City response to an incident. They are a way to group functions that provide support to the City, both for Stafford Act declared disasters and emergency for non-Stafford Act incidents.

At the request of the State, FEMA coordinates direct federal assistance to state and local governments through designated Emergency Support Functions (ESFs).



3.5.1 Emergency Support Functions Assignments

During a major emergency or disaster City departments will respond based on critical tasks, capabilities, and services responsibilities the staff provides to the community. Each City department is aligned with the applicable ESF and is detailed in the Emergency Services Annex. For more detailed department ESF assignments refer to Section 5 in this document.

Emergency Services Annex	
City of Forest Grove ESFs	Scope
ESF 2 – Communications	Restoration telecommunication network

Emergency Services Annex	
City of Forest Grove ESFs	Scope
ESF 4 – Firefighting	Fire Protection
ESF 5 – Information and Planning	Emergency Management
ESF 7 – Resource Support	Resource Management
ESF 9 – Search and Rescue	Lifesaving assistance Search and Rescue
ESF 10 – Hazardous Materials Response	Hazardous material response Environmental safety and cleanup
ESF 13 – Law Enforcement Services	Law Enforcement
ESF 18 – Military Support	Coordination with military services

Mass Care and Sheltering Annex	
City of Forest Grove ESFs	Scope
ESF 6 – Mass Care, Food, and Water	Sheltering Mass Care
ESF 8 – Health and Medical	Public Health Medical
ESF 11 – Agriculture and Animal Protection	Nutritional services Animal health

Mass Care and Sheltering Annex	
City of Forest Grove ESFs	Scope
ESF 15 – Public Information	Emergency Public Information Community relations
ESF 16 – Volunteer and Donation Management	Volunteer coordination Donation Management

Critical Infrastructure Annex	
City of Forest Grove ESFs	Scope
ESF 1 – Transportation	Restoration/recovery of transportation infrastructure
ESF 3 – Public Works	Infrastructure restoration and emergency repair
ESF 12 – Energy	Repair and restoration of energy and utility services and infrastructure
ESF 17 – Cyber and Infrastructure Security	Restoration/recovery of cyber networks Restoration of cyber and infrastructure security

Recovery Annex	
City of Forest Grove ESFs	Scope
ESF 14 – Business and Industry	Private sector recovery Economic recovery

3.6 Community Lifelines Response Framework

Community Lifelines are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the

community. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required (Refer to the Critical Infrastructure Annex for more detailed information). Lifeline response framework provide an outcome-based, survivor-centric frame of reference that assists responders with the following:

- Rapidly determining the scale and complexity of a disaster
- Identifying the severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas
- Developing operational priorities and objectives that focus response efforts on the delivery of these services by the most effective means available
- Communicating disaster related information across all levels of public, private, and non-profit sectors
- Guiding response operations to support and facilitate integration across mission areas

Each lifeline is composed of multiple components and subcomponents that help define the services that make up that lifeline. Components represent the general scope of services for a lifeline.

Figure 1: FEMA Community Lifelines



The City has identified key agencies as part of each lifeline from county, state, and federal organizations. Lifeline status will be reported as part of the situational report process and can be used to provide information for short and long term disaster planning.

The City uses the Lifelines concept to report the status of critical function that have been impacted. The status of the lifeline is triaged using a three color system for simplicity and ease of information sharing. The colors are:

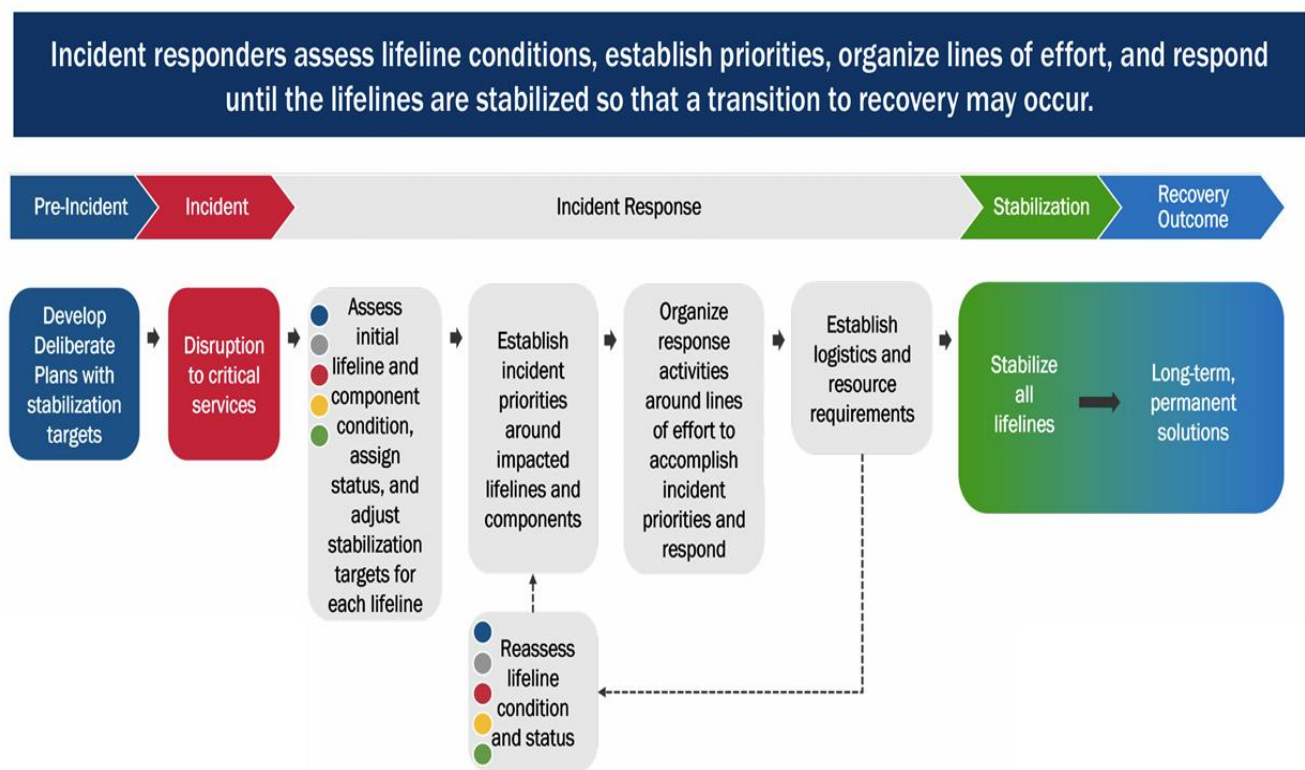
Green – The lifeline is stable.

Yellow – Disruptions exist in the normal operations of the sectors under the lifeline. Solutions have been identified, and a plan of action is in progress.

Red – Services are disrupted; currently seeking solutions.

The illustration below provides a visual of the Lifeline triage assessment that the City will follow to establish priorities and organize tasks to mitigate loss of service to the community.

Figure 2: Lifeline Drive Response



SECTION 4:

DIRECTION,

CONTROL, AND

COORDINATION

This section describes the City's command and coordination structure that will be implemented to support response and recovery efforts. The City has developed this structure to establish the flexibility to expand and contract as the situation changes.

The City of Forest Grove's departments and response partners may have various roles and responsibilities throughout an emergency duration. Therefore, it is particularly important that the City's command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as a situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources.

4.1 Operational Priorities

During a City declared disaster, control is not relinquished to County or State authority but remains with the City for the duration of the event. Some responsibilities may be shared under mutual consent. Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures and priorities. Specific responsibilities are outlined in the Organization and Assignment Section in this document as well as in individual annexes.

During response and recovery, the City's activities are focused on standard operational priorities. Actions taken during a response will be prioritized based on the following:

- Protect human life including the timely dissemination of warning information.
- Save human lives and prevent further injuries.
- Rescue those in immediate danger.
- Maintain the continuity and sustainment of essential government operations.
- Safeguard and maintain critical infrastructure operations.
- Protect public and private property.
- Provide for the needs of survivors and those directly impacted.
- Restore essential services.
- Provide emergency public information.

- Restore normal operations and assist with recovery.

4.2 Critical Tasks

Each department and partnering agency is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies. During any incident affecting the City, there are specific and critical tasks that must be recognized, adhered to, and/or accomplished. These tasks include:

- Ensure the safety of all personnel supporting the operation.
- Provide information prior to, continually during, and after an event to key organizations defined in the City's EOP.
- Reduce public fear and engender trust in the City government by providing accurate and timely information and mitigating or responding to rumors as appropriate. This can be accomplished by consistent messaging via press releases, news media, and social media updates on incidents as they occur.
- Support Critical Infrastructure Key Resources (CIKR) in response efforts where possible.
- Ensure resource coordination with county, state, federal, non-governmental organizations, and private sector response and recovery operations, as required.
- Implement a coordinated operating plan, share reports horizontally and vertically, and ensure collaboration with partners and cooperative agencies.
- Implement Continuity of Operations / Continuity of Government (COOP/COG), as needed.
- Determine and attempt to mitigate the economic impact of an incident, both short and long term.
- Provide for the continuation of essential services.

- Monitor reports of closure and/or cancellation of public events and other large gatherings due to an emergency, which could trigger an overwhelming impact on the city.
- Implement recovery activities to include damage assessment, clean-up, cost assessments, reconstruction, and application for disaster assistance funds, as appropriate.

4.3 Response Organizational Levels

City supported operations are scalable and modular based on the scope and magnitude of event, and the capability to conduct operations. Coordination of response occurs at many levels but always begins in the field at the incident scene. In Citywide incidents, such as a snowstorm, where there is no single incident scene, field operations such as snow plowing, are coordinated through Incident Command Post (ICP) and/or Department Operations Center (DOC), if the EOC is not activated. The following summaries identify the various levels of coordination, which includes field response.

Incident Command Post – Command Level

An Incident Command Post (ICP) is a central location for field-level coordination and response. An ICP is typically located within the vicinity of the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command. Command posts are structured following the Incident Command System and agencies working at the ICP will disseminate information to the City EOC when it is activated and deemed necessary. ICPs are always activated when an emergency event occurs and may receive liaisons from other agencies to support coordination.

Immediate response is accomplished within the area affected by the City and segments of the private sector. First responders arrive at the incident and function within their established field level plans and procedures.

Details on specific activities, techniques, and procedures necessary to accomplish assigned tasks are included in department plans and SOPs. Incident Command is established to direct, order, or control resources by virtue of some explicit legal, agency or delegated authority. Initial actions are coordinated through the on-scene Incident Commander (IC).

City – Field Response Level

Under the command of responsible officials, emergency response personnel and resources at the field level carry out tactical decisions and activities in direct response to an incident or threat. City government is responsible for providing support within the boundaries of their own jurisdictions and are subject to their defined legal authority. City departments and local support agencies will be the first responding resources to any incident and will assume incident command and control of the incident. County agencies will be the first responding resources for any incidents or disasters occurring on unincorporated land managed by the county.

Operations in the field are conducted under an approved incident command organization and documented on the appropriate Incident Action Plan (written or verbal) and led by an Incident Commander or through a Unified Command. For those situations where it is not practical or possible to establish an incident command, units will coordinate their operations through their department, dispatch center or DOC. Departments should avoid issuing conflicting orders to assigned units and instead coordinate through the Incident Commander. When the Emergency Operations Center is activated the EOC Operations Section Chief will work with the EOC Branch Directors to define specific areas of operations and responsibility for each incident command, to promote the safety of the responders, prevent conflict between various operations, and support efficient resource allocation.

County Response Level

The intermediate level of the State's emergency management organization; it encompasses a county's boundaries and all political subdivisions within that

county, including special districts. Washington County serves as the coordination and communication link between city level and state level. In this role, the County coordinates information, resources, and expertise support for the City. Additionally, the City may request regional or state resource support; these requests are coordinated through the Washington County Emergency Operations Center.

State Response Level

Should an incident strain the capability of both the City and the county, resources may be requested and processed at the state level. Requests can be made based on the actual exhaustion of resources, the expectation of additional needs, or the need for specialized resources. The State will prioritize tasks and coordinate State resources in response to requests from the county. The State also coordinates mutual aid among the regions and between the regional and state level. The State serves as the coordination and communication link between the State and the Federal emergency response system. The State may request assistance from other State governments through the Emergency Management Assistance Compact (EMAC) and similar interstate compacts/agreements and coordinates with FEMA when federal assistance is requested. The State operates out of the Emergency Coordination Center (ECC) in Salem when activated. Once deactivated, resource requests will transition to the FEMA Joint Field Office (JFO).

Federal Response Level

Should resources be exhausted at the city, county, and state levels, Federal resources may be requested to assist the City. Federal assistance is requested through the State ECC or the JFO, if one is established.

4.4 City Department Level Response

This plan describes actions implemented during department level response. At these levels, the response to any incident comprises a system made up of

five key components that work together to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions, and coordinate incident-related information.

These components are:

- Facilities (i.e., city facilities)
- Equipment (e.g., resource management systems)
- Personnel (e.g., city staff, department command staff)
- Procedures (e.g., department standard operating procedures)
- Communications (i.e., landline, wireless, and satellite-based voice and data systems).

Coordination of department level response is implemented by the Department Emergency Operations Center (DOC) and coordinated with the City EOC if activated. DOCs operations are dedicated to a single, specific department. No prior approval is required to activate a DOC.

4.5 On-Scene Incident Management

The responding department or organization will manage the initial response to an incident (e.g., Public Works, Police, Fire) and assign an on-scene Incident Commander (IC). The on-scene IC is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene IC may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. After an initial incident assessment, the Fire Chief or Police Chief will notify the City Manager if activating the City EOC is recommended.

4.6 Emergency Executive Team

The Emergency Executive Team (EET) will be comprised of executive-level department representatives or individuals who have been delegated the authority to speak on behalf of their agency.

The EET will provide the executive direction for the following activities:

- Developing incident goals.
- Prioritizing incidents.
- Ensuring agency resource situation status is current.
- Determining specific incident and agency resource requirements.
- Allocating resources to incidents based on priorities.
- Resolving issues of agency overlap.
- Anticipating future agency/regional resource needs.
- Communicating EET direction to the EOC, City departments, and agencies.
- Providing necessary liaisons with other coordinating departments and agencies, as appropriate.

The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing policy guidelines, and providing oversight to ensure effective directives are implemented. The City Manager exercises full authority of all City departments, may organize additional divisions as necessary, provides coordination among executives, and, if necessary, may require emergency service of any City employee or volunteer.

The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during local emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the EET.

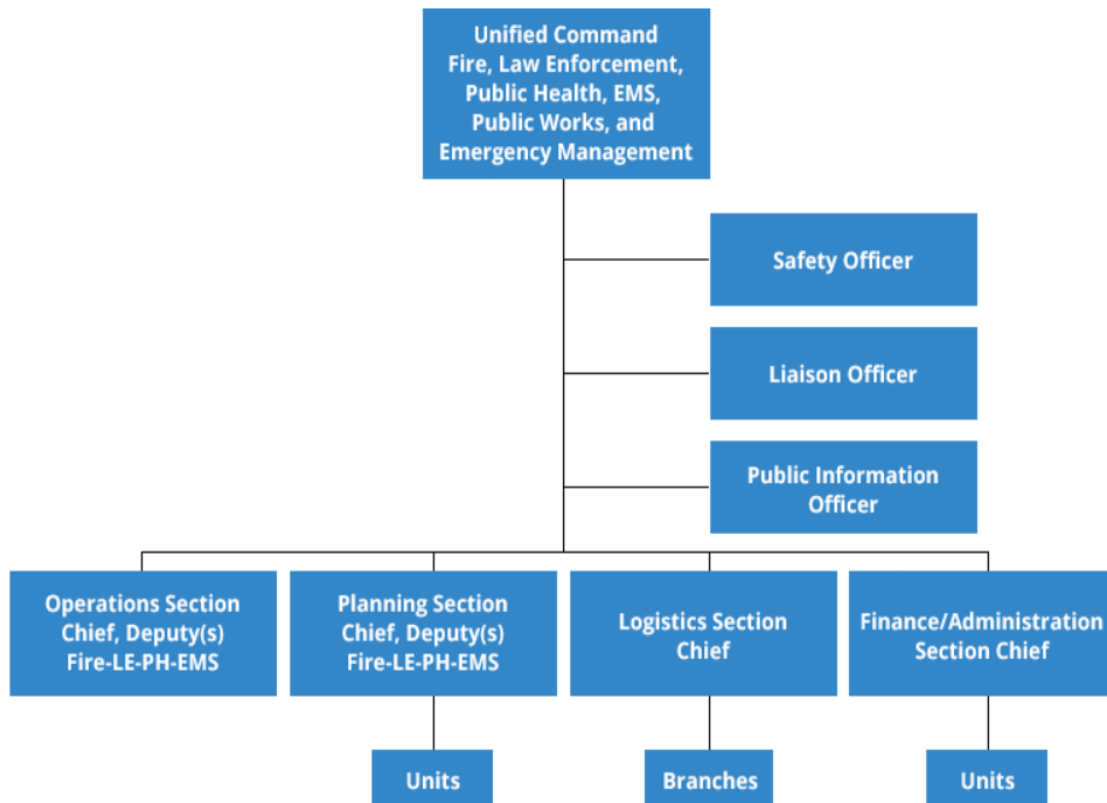
EET policies and strategies will be disseminated by the Incident Commander and the City EOC Manager to the response organization via briefings, action plans, electronic media, or other means as appropriate. The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City Manager's directives for the Incident Management Team to implement. City executives that provide support to City departments will communicate the City Manager's directive to their staff to implement. The City Manager exercises full authority of all City departments, may organize additional divisions as necessary, provides

coordination among executives, and, if necessary, require EET members to implement emergency directives.

4.7 Incident Management Team (IMT) Framework

Response comprises the activities taken during and immediately after an incident to reduce injuries and loss of life, stabilize the situation, and limit property and environmental damage. The City of Forest Grove will deploy a Type 3 All-Hazard Incident Management Team (AHIMT3) to manage major and/or complex incidents requiring a significant number of resources. An AHIMT3 is formed and managed by the City and includes a designated team of trained personnel from different city departments. IMT personnel will be required to successfully complete the FEMA Type 3 AHIMT training program. In the event the City is overwhelmed a partial IMT may be activated deploying only mission critical positions.

Figure 3: Forest Grove Type 3 Incident Management Team Structure



The Incident Management Team (IMT) will be activated by the Incident Commander. The Incident Commander will manage, direct, and resource the IMT. The IMT personnel may be deployed to the Incident Command Post or the City Emergency Operations Center.

The Type 3 AHIMT activities include the following:

- Manage initial action incidents with a significant number of resources.
- Manage incident until control is achieved.
- Manage expanding incidents until transition to a Type 1 or 2 IMT.
- Coordinate with emergency partners for extended incidents.
- Include trained personnel from different departments, organizations, agencies, and jurisdictions.
- Manage the incident until demobilized.

4.8 Emergency Operations Center (EOC)

During response to minor or moderate events, the City will manage the emergency with existing resources. The City EOC may or may not be activated under this scenario. The EOC, actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC provides information sharing, resource management, coordinating plans of action, and policy level decision-making. Personnel that are deployed to the EOC will support on-scene operations.

The City EOC will operate using the ICS functions, principles, and components. The specific purposes of the EOC are to:

- Coordinate and support emergency operations.
- Receive and disseminate warning information.
- Develop emergency policies and procedures.
- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as required.

- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continue analysis and evaluation of all data pertaining to emergency operations.
- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintain contact and coordination with support DOCs, other neighboring government EOCs, County EOC, and the State Emergency Coordination Center (ECC).
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

4.8.1 Emergency Operations Center Lines of Effort

Lines of Effort (LOEs) operate as strategic planning and coordinating elements for the City EOC and do not play an operational role. Roles which may be assigned to LOEs include but are not limited to:

- **Planning and Analysis:** Development of strategic action plans based on situation assessments and resource availability. Planning and analysis include the facilitation of coordination meetings, identification of critical planning issues, and development and dissemination of short, intermediate, and long-term plans.
- **Situation Assessment:** The collection, analysis, and tracking of disaster intelligence specific to the LOE function. Situation assessment includes preparing information and data for City EOC situation reports and common operating pictures and presenting formal and informal briefings as needed.
- **Resource Accountability:** The collection and tracking of information regarding the current status of operational resources, including

specialized teams and personnel. It includes the responsibility for requesting development of appropriate displays for information.

- **Documentation and Record Preservation:** : A compilation of information from the field, City EOC, emergency stakeholders, and subject matter experts to distribute final information products such as reports, plans, and briefing packages.

4.8.2 EOC Activation

The EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed those available in the jurisdiction. The City EOC is activated in accordance with ICS. The EOC may be activated by the City Manager, Assistant City Manager, Fire Chief, Police Chief, Public Works Director, the IC or designees. All other department executives will submit a request to activate the City's EOC via email or telephonic method to the City Manager. The EOC can be activated without declaration of a local emergency. The Forest Grove EOC activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the EOC may be activated:

- A City department has requested activation of the EOC to support emergency operations.
- An incident commander has requested activation of the EOC to support emergency operations.
- The City has declared a local proclamation of emergency.
- The City has requested a Governor's Proclamation of a State of Emergency as defined in Oregon State Statue 401.65.
- An incident threat has or may escalate in severity.
- A threat has impacted the region and interrupts critical services in the City.

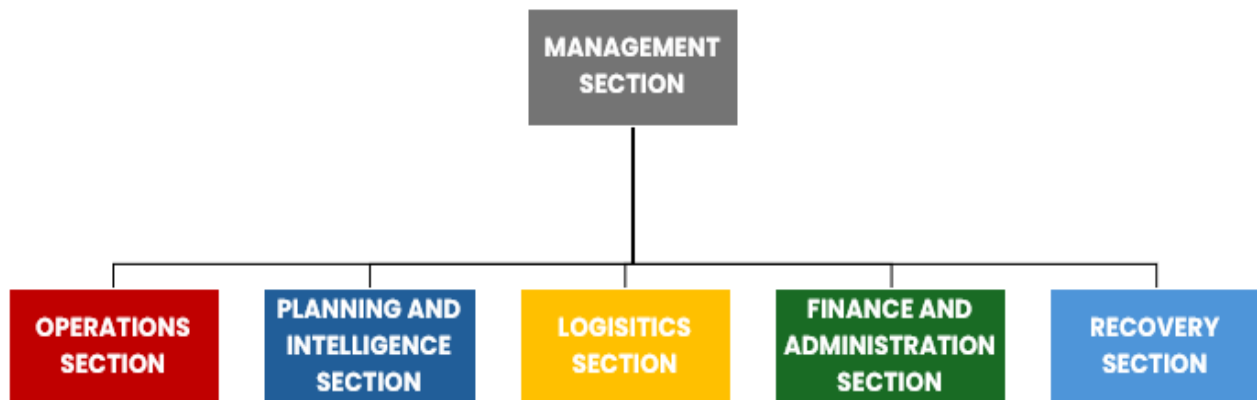
EOC activation is based on the type, severity, and level of resources required to respond. The tables on the next page defines EOC activation trigger levels.

INCIDENT EXAMPLE	LEVEL	EOC ACTIONS	STAFFING
- Severe weather warning - Flood watch - Wildfire affecting specific areas - Department(s) monitoring a situation for potential threat.	LEVEL 3	- Continuous monitoring of warnings and watches. - Check and update all resource/staff lists. - Email/text status of situation, EOC readiness, and EOC personnel potential activation to EET. - EOC maybe be activated virtually.	Fire Chief continues to monitor the situation.
- Major adverse weather events that have caused significant City disruptions. - Two or more large incidents involving two or more departments. - Large, planned events. - Longer term incident – Two or more operational periods. - Any incident where resource demands exceeds available resources.	LEVEL 2	- Activate Level 2 EOC staff - Staffed as situation warrants and liaison to other agencies - Provide status updates to EET and EOC personnel. - Facilitate resource requests. - Identify Incident Number and instruct staff on how to record incident costs. - Develop SitREP documents, Incident Action Plan, and Executive Brief for the EET.	- Management Staff - All section coordinators and deputy coordinators - Technical specialists - Any staff requested by Field Operations.

INCIDENT EXAMPLE	LEVEL	EOC ACTIONS	STAFFING
• Citywide emergency • Three or more departments with heavy resource involvement • Mutual aid resources may not be available for twenty-four hours or more. • Long duration, several days to weeks	LEVEL 1	• Activate the EOC • Provide status updates to EET and EOC personnel. • Facilitate resource requests. • Identify Incident Number and instruct staff on how to record incident costs. • Develop SitREP documents, Incident Action Plan, and Executive Brief for the EET. • Implement recovery actions. • Develop public messaging updates on incident situation and city response.	• Management staff • All section coordinators and deputy coordinators • All branches and units • Liaison representatives as appropriate • Any staff specifically required by the requesting department or EOC Manager

4.8.3 EOC Organization

EOC organization and management is the responsibility of the EOC Manager, or their designee, under the direction of objectives set forth by the Incident Commander. The City EOC is organized into five sections, one for each of the four ICS functions as well as an optional Recovery Section if required.



Each section can be divided into functional Branches and/or Units which are activated as required. EOC Sections, Branches, and Units are activated/deactivated based on the needs of the incident and as determined by their immediate ICS supervisor. EOC staff are organized by ICS sections that are further divided into Branches and Units. Section coordinators are assigned under all activation levels and are a primary point of contact for personnel assigned to the EOC. Branch Directors' and Unit Leaders' primary directives are to coordinate resource requests and disseminate information between Command Posts, DOCs, EOC staff, City departments, and contributing agencies. Incident policies and directives implemented by field and EOC staff are provided by the City Manager's Emergency Executive Team (EET).

EOC MANAGEMENT SECTION

The Management Section directs and manages all sections within the EOC. Management personnel develop, implement, and review strategic decisions pertaining to EOC response. When the need arises, the EOC

Manager may assign additional personnel to serve under the Management Section or other sections as appropriate based on expertise. Additional Management Section staff may include specialist's role seen within the management section includes the Disability and Functional Needs (DAFN) Tech Specialist, who advises management on matters pertaining to DAFN considerations and needs. The EOC Manager is responsible for managing and directing all EOC Sections and staff activated.

EOC OPERATIONS SECTION

The Operations Section ensures that all essential emergency related information and resource requests are received, processed, and internally coordinated within the EOC. Workstations have been established in the Operations Section for the Branch Directors and Unit Leaders, with each City department providing one or more representatives. Branch Directors and Unit Leaders are responsible for providing incoming situation information and resource requests to the EOC from the field or DOCs and ensuring that essential information and results of internal EOC coordination efforts are passed back down to DOCs and the field as appropriate. The Operations Section is managed by the EOC Operations Section Chief with support from partnering agencies.

EOC PLANNING AND INTELLIGENCE SECTION

The Planning and Intelligence Section is responsible for collecting, evaluating, processing, and distributing information about the emergency to all functional elements and agencies in the EOC. The Section will maintain a citywide common operating picture through displays, maintaining current, preparing situation summaries, and EOC action plans. The Planning Section Chief will manage the Section with support from partnering agencies.

EOC LOGISTICS SECTION

The Logistics Section provides resource support to citywide emergency

operations. Logistics obtains and provides essential City personnel, facilities, equipment, supplies not found within the EOC Operations Section and maintains an inventory of designated critical City resources. The Logistics Section will coordinate with departments to process resources obtained through the private sector. The Logistics Section Chief will manage the Section with support from partnering agencies.

EOC FINANCE AND ADMINISTRATION SECTION

The Finance and Administration Section provides general administrative; finance and legal support related to EOC activities. With the support of the Operations and Planning and Intelligence Sections, the Finance section compiles and processes damage assessment cost information. The City Finance Director and/or designee manages the Section.

EOC RECOVERY SECTION

The Recovery Section is responsible for managing and directing recovery operations. Short-term recovery operations include:

- Rapid debris removal and cleanup.
- Systematic and coordinated restoration of Community Lifelines.
- Damage Assessment.
- Delivery and distribution of necessary commodities.

Long-term recovery operations include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Recovery projects, including those that leverage mitigation against future disaster.
- Apply lessons learned to future revisions of emergency plans.

The Recovery Section Chief will manage and direct all staff deployed to support recovery operations.

4.8.4 Field and EOC Coordination

During a disaster or emergency in the City the EOC will activate to support field response operations. Response activities for localized incidents will be coordinated from the EOC and will be activated upon notification of a possible or actual emergency. The EOC will track, manage, and allocate appropriate resources and personnel. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis.

The field and EOC functions are illustrated in the following comparison of Field and EOC ICS Functions.

Table 5: Field Response and EOC Coordination Structure

ICS Functions	Field Response	EOC Coordination
Command/ Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination, and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all City operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning	The collection, evaluation, documentation, and use of information related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all City and activities.

ICS Functions	Field Response	EOC Coordination
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident.	Providing facilities, services, personnel, equipment, and materials requested from the field.
Finance / Administration	Initial financial cost analysis and administrative elements.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident

4.8.5 Emergency Operations Center Locations

PRIMARY EOC

The primary Forest Grove Emergency Operations Center is physically located at:

Forest Grove Fire & Rescue
1919 Ash Street
Forest Grove, Oregon 97116

ALTERNATE EOC

It is possible that the City EOC could be rendered unusable due to damage, lack of access, or other conditions. If the primary EOC is unusable, the Forest Grove Light & Power located at 1818 B Street, Forest Grove, Oregon 97116 is the designated alternative EOC.

If the primary and alternative locations are both unusable, then alternate facilities may have to be established in other City buildings, available commercial spaces, or temporary structures (e.g., tents). To the maximum extent possible, an alternate EOC will include the following capabilities at a level at least equivalent to their primary capabilities:

- Establishment and maintenance of situational awareness/common operating picture, including recognition of indicators and warnings
- Priority setting and operational planning
- Decision-making
- Resource needs analysis, acquisition, allocation, distribution, tracking, and accountability
- Communication, including interoperable communication among response operations as well as external communication with response partners, stakeholders, and the public
- Information collection/reception, analysis, sharing, and dissemination

WASHINGTON COUNTY EMERGENCY OPERATIONS CENTER

If environmental conditions do not allow direction and control functions to be conducted from any of the above facilities, alternate locations will be identified, selected, and announced. The City Manager may request that the Washington County Office of Emergency Management allow the City of Forest Grove direction and control functions to be conducted from County facilities. The location of the Washington County Emergency Operations Center is:

Law Enforcement Center
215 SW Adams Avenue
Hillsboro, Oregon 97123

4.8.6 EOC Demobilization

Once emergency management activities requiring the use of the EOC have concluded, the EOC will be demobilized. The demobilization decision is made by the Incident Commander under recommendation by the EOC Manager and facilitated by the Planning Section Chief. Upon the demobilization decision, the EOC will be shut down and reconstituted to a “warm mode,” available for the next activation. The Fire Chief is responsible to ensure that the EOC is made ready for the next activation.

4.9 Department Operations Centers (DOC)

Department Operations Centers (DOCs) are established and activated by individual departments to coordinate and control actions specific to that department during an emergency event. A DOC is a physical facility or location similar to the City EOC. The DOC is not an incident command post; rather, it is a department-specific coordination center where direction and management decisions are facilitated. The DOC may be activated in coordination with or in lieu of the City EOC, depending on circumstances. If both the EOC and a DOC are activated, the City EOC will summarize reports received from the DOC and forward them to the Emergency Executive Team (EET) and the Incident Commander. If only the DOC is activated, these tasks are the responsibility of the DOC Manager.

City executives may activate a DOC to manage information and resources assigned for their department. If a DOC is activated, a department representative or liaison will be deployed to facilitate information flow between the EOC and the DOC. In a DOC activation, the department executive will appoint such section chiefs and other support staff as available and necessary. The DOC will follow the policies and procedures outlined in their Standard Operations Procedures (SOP).

4.10 Multiagency Coordination

Larger scale emergencies and planned events include one or more responsible jurisdictions and/or multiple departments and agencies. Management personnel from the responsible jurisdictions form a Unified Command and/or a Multiagency Coordination (MAC) Group. Unified Command and MAC Groups provide situation assessments, determine resources requirements, establish a logistical system, and allocate resources. Any affected department may activate their Department Operations Centers (DOCs), and any additional resources needed to support the MAC. Additionally, the County EOC and the Oregon Emergency

Coordination Center and other responding agency EOCs can be activated to support the City's needs.

4.11 Recovery Operations

At some point in the response to a disaster, the focus of operations shift from taking action to protect lives and property to helping impacted areas meet their basic needs, resume self-sufficiency, and return to their pre-existing conditions. This phase, known as recovery, normally begins with short-term efforts to reconstitute government, provide essential public health and safety services (e.g., food, water, shelter), and restore critical infrastructure. Once basic needs are met, recovery becomes more forward looking and project-driven, focusing on activities such as community reconstruction and redevelopment (with emphasis on mitigation and other resilience and sustainability enhancement strategies) and disaster cost recovery. Because disaster recovery can constitute a complex set of processes taking months or even years, long-term recovery activities lie outside the scope of this EOP and is addressed in the Recovery Support Annex. However, initial recovery activities often begin concurrently with the early stages of response, and this EOP provides a strategic-level foundation for the transition from response to recovery.

As soon as incident conditions permit, the City will begin laying the groundwork for recovery. Typically, still working from the EOC, the City will initiate the following short- term recovery activities:

- Damage assessment, including if appropriate, coordinating with the County, Oregon Department of Emergency Management (ODEM) and Federal Emergency Management Agency (FEMA) to deploy Preliminary Damage Assessment (PDA) teams and initiate the Public Assistance and Individual Assistance grant processes.
- Debris removal, including coordinating public works and contractor efforts.

- Infrastructure restoration, including coordinating and supporting the efforts of public and private sector utility organizations, hospitals and other healthcare providers, transportation agencies, and housing authorities.
- Initiating processes necessary to make disaster assistance available to impacted individuals and businesses.

These efforts will provide the information necessary to understand the scope of the disaster's impacts and begin development of a comprehensive roadmap for long-term recovery. Once EOC based response and initial recovery operations are largely complete, recovery operations will transition to a long-term recovery in which the City will work with community-based organizations (CBOs), the Oregon Department of Emergency Management, FEMA Joint Field Office (JFO), and/or satellite FEMA Disaster Recovery Centers (DRCs) on a wide range of long-term efforts necessary to address the full range of the disaster's social, economic, legal, and environmental consequences.

Recovery is both a short-term and a long-term process. In the short-term, emphasis is on the restoration of vital services to the community and identifying and providing basic needs to the public. Long-term recovery restores the community to its normal or new normal state. It is at this point that knowledge gained by the incident is converted to mitigation measures for future hazard risks.

4.11.1 Short-Term Recovery Activities

During the recovery phase of an emergency, the City Manager in consultation with the Emergency Executive Team and Incident Commander will establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will be initiated during the response phase of the emergency once the incident is stabilized.

Short-term recovery activities may include:

- Damage assessment and posting unsafe and/or unusable buildings, roads, or bridges
- Assessment of survivors' needs
- Removal of disaster debris
- Removal of animal and human remains
- Testing drinking water and, if necessary, establishing new or additional drinking water supplies
- Emergency repairs of sanitary sewer and storm drain systems
- Utility infrastructure repairs, i.e., electricity, phone, and natural gas lines and cell phone towers
- Establish security in affected areas
- Reconstitute city services that may have been interrupted by the incident
- Identify short-term housing needs
- Identify community and vulnerable population unmet needs

4.11.2 Long-Term Recovery Activities

Long-term recovery activities are generally conducted by the same resources used for similar activities during non-emergency times.

These activities will be guided by the City Manager's policy decisions and will include:

- Monitoring restoration activities
- Assisting to locate suitable facilities for a disaster recovery center
- Identifying areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies
- Restoration of non-vital government services
- Demolition and reconstruction of damaged areas

4.12 Continuity of Operations

The City of Forest Grove has identified how its departments, divisions, offices, and work units will ensure the continuity of essential government functions when those functions are threatened, degraded, or disrupted. These essential functions include emergency response since emergency operations are a critical service provided by the City.

This section of the Base Plan provides an overview of the key elements of continuity of emergency operations. The focus is only on the City's emergency response capabilities. Detailed continuity information and procedures for other City programs and capabilities are available by department.

4.12.1 Emergency Operations Essential Functions

The primary essential function for emergency operations is direction and control. Continuous leadership of emergency operations ensures that response actions are efficient, coordinated, and properly authorized. This function is described in detail in the Emergency Services Annex.

To ensure the continuity of direction and control, the City must have:

1. Lines of succession for leadership positions if key personnel are unable to carry out their leadership responsibilities.
2. An Emergency Operations Center and if applicable Department Operations Centers from which direction, control, and coordination functions are conducted.
3. The ability to communicate with emergency operations personnel.
4. The ability to procure and deploy critical resources.

4.13 Resource Management Coordination

The City of Forest Grove Emergency Operations Center staff has the authority under emergency conditions to establish priorities for the assignment and use of all City resources. The City may commit all its resources, if necessary, to protect life and property.

The City participates in a number of Intergovernmental Cooperative Assistance Agreements. These agreements are established to provide a framework for coordinating resource requests and sharing resources during an emergency.

During a major emergency, it will be necessary to make difficult choices among competing requests for the same resource. The EOC Operations Section has responsibility for deployment of resources. To assure that the status of resource requests and commitments can be maintained throughout the emergency, the Logistics and Planning sections of the EOC staff will track resources for the City. For additional information refer to Emergency Services Annex for descriptions of section responsibilities.

The Incident Commander has the overall responsibility for establishing resource priorities. In a situation where resource allocations are in dispute, the Incident Commander has the final allocation authority. In the event of a disaster impacting the entire region, additional coordination entities may be established to assist in resource management and allocation.

4.13.1 Emergency Resource Coordination

An on-scene Incident Commander, assisted by staff sufficient for the tasks to be performed, will manage resources assigned to the incident. If City resources are insufficient or inappropriate to deal with an incident, the City may request assistance from other jurisdictions, organized volunteer groups, and/or the state through the Washington County EOC or County Emergency Management.

City Resources

City resources will be managed by an on-scene Incident Commander, a DOC, or the Emergency Operations Center (EOC). The City EOC will provide strategic direction for all City resources and will provide tactical direction to resources not assigned to Fire, Public Works or the Police department, or an on-scene Incident Commander.

Resources from those elements of City government will be tactically managed by their respective Department Operations Centers (DOCs) if activated. The City EOC will also serve as the clearinghouse for resource requests from local responders, coordinate with other responding organizations, and arrange for state and federal resource support if warranted.

County Resources

The City will first use its own resources to respond to emergencies, purchase supplies and portable equipment if necessary, and request assistance if those resources are insufficient. If additional resources are required, the City will:

- Request resources available pursuant to existing mutual aid agreements. However, if limited mutual aid resources exist to meet demands, the Washington County Emergency Operations Center (EOC) will suspend mutual aid requests and begin strategic management of resources countywide.
- Request support via the Washington County EOC.
- Request assistance from volunteer groups or agencies.
- Request assistance from industry or individuals who have resources needed to deal with the emergency. When external agencies respond to a citywide emergency, they will be expected to conform to the guidance and direction provided by the on-scene Incident Commander.

State, Federal, and Other Assistance

If local resources are inadequate to deal with an emergency, the City will contact the County EOC for support who will then request assistance from neighboring counties and/or the state.

The City will request assistance from the County for State assistance on the City's behalf using the declaration of emergency process. State assistance

furnished to local governments is intended to supplement local resources and not substitute for such resources, including mutual aid resources, equipment purchases or leases, or resources covered by emergency service contracts. If resources required to control an emergency are not available within the state, the Governor may request assistance from states signatory to the Emergency Management Assistance Compact, or from the Federal Government through the Federal Emergency Management Agency (FEMA). FEMA has the primary responsibility for coordinating federal disaster assistance.

4.13.2 Mutual Aid Resource

Disasters and incidents can quickly overwhelm City resources, requiring assistance from outside jurisdictions to provide resource support when possible. Mutual aid provides the mechanism for jurisdictions and agencies to assist each other, when possible and agreeable.

The Mutual Aid System is the system that allows for the progressive mobilization of resources to/from emergency response agencies, local governments, county, regions, and the state with the intent of providing adequate resources to requesting agencies. State law (ORS 401.480 and 401.490) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services.

The City of Forest Grove will participate in and maintain mutual aid agreements, both formal and informal, which facilitate bringing additional resources to the scene of an emergency. Each department is responsible for developing those agreements necessary to augment available resources. The following is a quick reference list of mutual aid agreements available to the City. Copies of these mutual aid agreements can be found with the individual departments.

- Washington County local law enforcement agencies to provide back-up law enforcement services.
- Omnibus Inter-County Mutual Aid Agreement (ICMAA)
- Oregon Resource Coordination Assistance Agreement (ORCAA)
- National Emergency Management Assistance Compact (EMAC)
- Oregon Public Works Emergency Response Cooperative Assistance Agreement

4.13.3 Disaster Recovery Center (DRC) Coordination

When a Federal Disaster Declaration is issued, Logistics Section personnel may be called upon to locate a large facility to serve as a Disaster Recovery Center (DRC). FEMA is responsible for operation of the DRC. There, community member can meet with federal/ state/local and volunteer agency representatives to apply for disaster recovery assistance.

A Disaster Recovery Center (DRC) needs to be a readily accessible facility or mobile office where applicants may go for information about FEMA or other disaster assistance programs, or for questions related to their individual situation.

Some of the services that a DRC may provide:

- Guidance regarding disaster recovery.
- Clarification of any written correspondence received.
- Housing Assistance and Rental Resource information.
- Answers to questions, resolution to problems and referrals to agencies that may provide further assistance.
- Status of applications being processed by FEMA.
- Small Business Administration (SBA) program information if there is an SBA Representative at the Disaster Recovery Center site.

4.14 Resource Demobilization

When resources are no longer needed, they must be quickly demobilized. Just as it is difficult to effectively manage the surge of resources that arrive after an incident, it is equally challenging to efficiently identify and out-process the many resources assigned to the incident. Some resources, such as law enforcement teams, are experienced at completing the many steps needed to disengage from the response and return to their home base, while other resources will require an extensive amount of time and energy to demobilize.

Depending on the resource involved, standard procedures for demobilizing field resources or existing department policies and procedures are followed. The EOC Planning Section Chief, through the Demobilization Unit leader, coordinates citywide demobilization issues through City departments. Each department is responsible for all documentation related to their response activities. Though the EOC may be demobilizing, the City recovery process can begin as soon as the incident has stabilized. This could occur prior to the EOC demobilization or during a larger transition to recovery where the EOC has updated resource priorities to support recovery related objectives.

SECTION 5:

ORGANIZATION

AND ASSIGNMENTS

This section describes interdepartmental and interagency assignments that are based on cooperation and the resolution of limited resources before, during, and after a citywide disaster or event.

This plan is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, the City will retain authority throughout the disaster or emergency. Emergency response is built on the concept of layers, in adherence to the principles of ICS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, county, state, and federal support as requested and available.

5.1 City Organization Structure

The Forest Grove City Charter establishes a Council-Manager form of government. The City Council is the policy-making body of the City. They adopt laws and regulations, annual goals and objectives, and budgets that fund a wide range of public services. This form of government vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed, professional City Manager.

The following City departments are primary leads in response and recovery operations:

City Administration provides strategic planning, budget and finance, and development of public policy recommendations to the City Council.

Police services include Operations Division, Administrative Division, and Code Enforcement that conduct law enforcement activities citywide.

Public Works and Engineering provides services for the operation and maintenance of the following public infrastructure: street, water, sanitary sewer, engineering consultation, and surface water management systems. The department also manages and maintains the City's equipment and vehicle fleet.

Community Development assists the City in planning and implementing its current and future development. The department includes the Planning, Building, and Economic Development Divisions. The department also serves

as staff to four Boards and Commissions including the Planning Commission, Community Forestry Commission, and Historic Landmarks Board.

Fire & Rescue provides emergency services including fire suppression, emergency medical response, surface water rescue operations, and hazardous materials incidents.

Additionally, the Fire Department is also responsible for emergency management preparedness, mitigation, response, and recovery efforts for Forest Grove during emergencies, disasters, or disruptions.

Forest Grove Light & Power (FGL&P) is responsible for addressing any interruption to the power supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. FGL&P provides to over 10,000 customers in Forest Grove and the unincorporated area immediately surrounding the City. FGL&P's service territory encompasses approximately 25 square miles with the majority consisting of an urban environment.

5.2 City Department Responsibilities

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the City EOP.
- Address the execution of emergency duties assigned to the department or agency under the EOP.
- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop documents that support EOP implementation including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with the Fire Chief and/or designee to ensure information is reviewed and is consistent with emergency management operations.

5.2.1 Responsibilities During an Emergency

- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the City EOC.
- Facilitate department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the City Public Information Officer (PIO) at the EOC, or through the Joint Information Center (JIC) if one is established for the incident.
- Assist in assessing damage to City owned facilities, properties, or assets, and provide reports to the EOC.
- Identify critical lifeline systems that are damaged and provide mitigative actions for services that are or might be interrupted within the city and to customers who reside outside the city.
- Manage emergent volunteers and donations.

5.2.2 Core Competencies

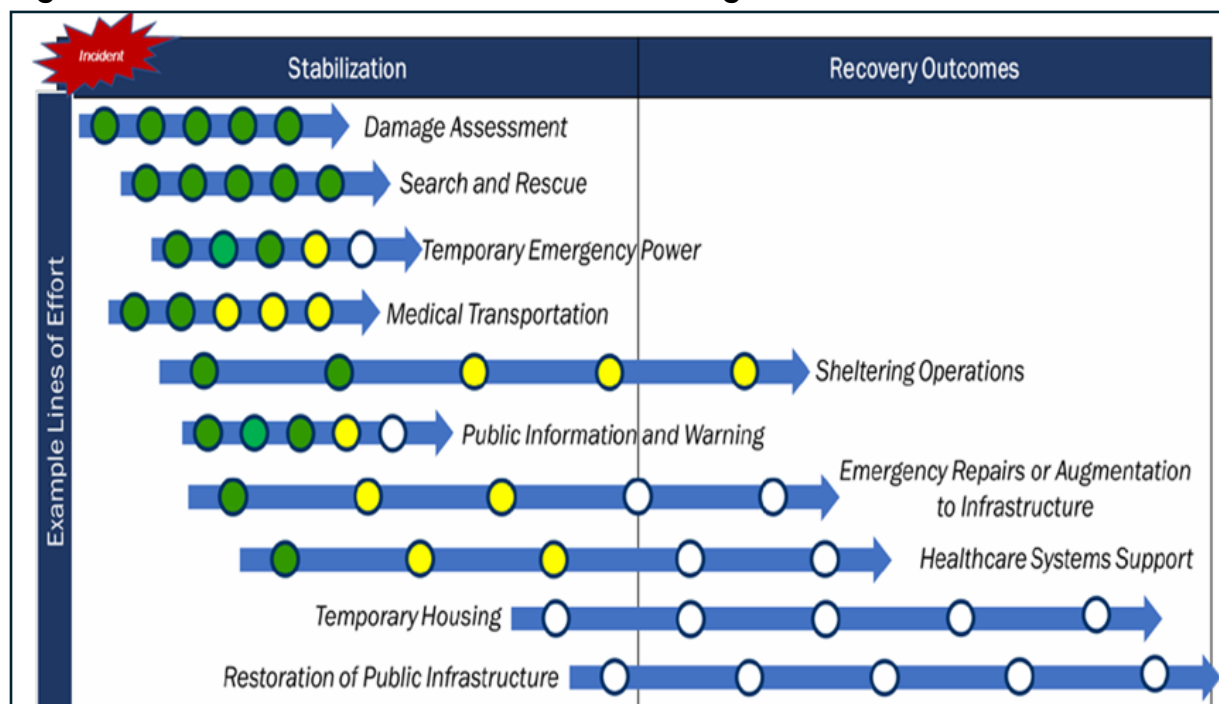
Core competencies are functional areas of expertise, which are implemented at incidents, and relate specifically to tactical operations that are managed by the Operations Section. If more than one department is capable of performing the same tactical operations at an incident, the department responsible for performing the core competency will give tactical direction, by the ranking officer, to the other departments and/or support agencies assisting with the mission.

Response core capabilities describe the grouping of core competencies that can be taken to stabilize the incident and re-establish the lifelines. The City executes lines of effort (LOE) to operationalize the core capabilities for response and recovery planning and operations. Core capabilities executed

by LOEs operationalize the appropriate capability for response and recovery planning and operations.

Regardless of the type, size, or severity of the emergency the City is responsible for stabilizing core services. Successful incident stabilization operations are based on City staff core competencies as illustrated in the figure illustrated on the following page (Source: FEMA Incident Stabilization Guide 2023).

Figure 4: Incident Stabilization Outcome Phasing



5.3 Emergency Assignments

The next section defines City and emergency partners roles and assignments during response and recovery operations.

5.3.1 Emergency Executive Team (EET)

The Emergency Executive Team (EET) is responsible for informing policy and direction for response and recovery personnel to implement during a citywide incident. The purpose of the EET is to assist the City Manager in developing

emergency directives, developing guidelines, and providing oversight to response and recovery operations.

The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during citywide emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed response under the direction of the City’s Incident Management Team (IMT). The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City Manager’s directives for the Incident Management Team to implement. City executives will communicate the City Manager’s directive to their staff to implement. The City Manager will advise the City Council to ensure continuity of governance. City of Forest Grove Emergency Executive Team members include:

Emergency Executive Team

City Manager – Chair

Assistant City Manager

Police Chief

Fire Chief

Public Works Director

Light and Power Director

Community Development Director

Human Resources Director

Library Director

Parks and Recreation Director

Finance Director

Department	Core Competencies	Function/ESF
Mayor / City Council	• Develop or update emergency city law or regulation. • Declare a State of Emergency to be ratified by City Council. • Act on emergency funding needs and authorize emergency expenditures. • Ensure continuity of governance. • Authorize delegation of authority as needed.	Continuity of Governance
Administration – City Manager/Asst. City Manager	• Issue emergency declaration and invoke emergency orders. • Convene and direct the Emergency Executive Team. • Act as a Single-Point-Contact for the Mayor and City Council. • Ensure continuity of operations of City provided services. • Oversee response and recovery policies and directives. • Oversee the City's financial recovery	Continuity of Operations ESF #14 – Business Industry
Administration – City Attorney	• Provide legal advice to City departments in matters relating to evaluating government and community planning processes. • Provide legal advice to City departments, as needed. • Prosecute violations of executive orders and other laws related to a declared emergency.	ESF #5 – Information Planning

Department	Core Competencies	Function/ESF
Administration – City Recorder	• Staff support for EOC Planning Section / Documentation Unit. • Coordinate City Manager’s communication with City Council. • Documents Emergency Executive Team meeting discussion. • Serves as custodian of EOC and disaster related records.	ESF #5 – Information Planning
Administration – Communication	• Develop internal and external communication materials for press releases and public messaging. • Coordinate with community partners to collect emergency information to provide to the Emergency Executive Team. • Coordinate with City contractors where public engagement is involved.	ESF #15 – Public Information

Department	Core Competencies	Function/ESF
Forest Grove Police Department (FGPD)	• Department executive serves as a member of the Executive Emergency Team. • Provide security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including prevention of civil disorder/unrest. • Maintain an orderly flow of traffic in, out, and around all areas affected by a disaster. • Identify, manage evacuation routes, direct evacuees to evacuation location, and escort emergency vehicles. • Responsible for the continuity of jail operations following a disaster. • Responsible for the maintenance of information flow within the FGPD and through the EET to ensure internal organization of continuity of operations. • Provide staff to the City's EOC.	ESF #13 – Law Enforcement

Department	Core Competencies	Function/ESF
Public Works Department – Operations	• Department executive serves as a member of the Executive Emergency Team. • Provide staff to the City's EOC. • Provide access for first responders during disaster recovery. • Perform safety inspection of bridges, tunnels, bulkheads, and hillside properties and slopes. • Supply resources to support hazardous spill response. • Deliver and place barricades. • Assist in full and partial street closures and detour routes. • Furnish sand/sandbags. • Clear obstructed public right of ways. • Repair and restore operations to damaged street lighting systems. • Provide assistance to Police and Fire during evacuations and in developing and maintaining emergency routes. • Conduct initial damage/safety assessment of infrastructure. • Manage debris removal operations. • Designate alternate routes and prepare special traffic control plans. • Coordinate transportation services for the public displaced from normal travel routes and facilities.	ESF #1– Transportation ESF #3 – Public Works ESF #17 – Cyber & Infrastructure Security

Department	Core Competencies	Function/ESF
Public Works – Engineering	• Provide access to vital records (such as City infrastructure plans). • Perform damage assessment on City facilities and assets. • Prepare special maps and Geographic Information System (GIS) analysis of disaster areas. • Design and implement remedial measures. • Provide geotechnical engineering support for road conditions affecting the City’s right of way. • Conduct damage assessments on City owned assets. • Develop plans for temporary shoring or repairs to maintain transportation right of way, if necessary. • Provide engineering recommendations for damaged City assets.	ESF #3 – Public Works
Public Works – Water & Wastewater	• Assess and restore water and wastewater conveyance systems. • Conduct industry damaged assessment to document regulation compliance, personnel safety, and environmental issues.	ESF #3 – Public Works

Department	Core Competencies	Function/ESF
Community Development Department – Building Division	• Provide staff to the City’s EOC. • Identify occupancy fitness of structurally damaged primary City buildings by evaluating the safety of all essential city facilities for the continuation of the city operations post incident. • Vacate and post buildings and portions of buildings or areas as unsafe or safe for occupancy and determine imminent and potential hazards on private property. • Notify other agencies and individuals of damage assessment inspection results, including structural condition of buildings or sites. • Document damage to City facilities to support restoration and FEMA reimbursement. • Conduct regular business operations including plan check, permit issuance, inspection of new construction projects, and code enforcement activities at a level that the emergency permits. • Determine post-disaster resources available for the safety and damage assessment of City buildings. • Analyze building code provisions based on the extent of damage to structures and develop • Provide recommendations for code changes.	ESF #3 – Public Works

Department	Core Competencies	Function/ESF
Community Development Department – Planning Division	• Participate and coordinate with other City departments in the recovery strategy. • Provide maps and zoning information about disaster areas, resources, and potential relocation sites. • Process and expedite Conditional Use Permits, Zone modifications, and other approval processes in response to the disaster. • Expedite modifications to the City’s General Plan where necessary.	ESF #3 – Public Works
Administration – Economic Development	• Coordinate opportunities for economic growth. • Mobilize cash to support recovery operations, including communication with financial services providers, managing inflows and outflows from the banking institutions. • Create and expand partnerships with recruitment and training facilities to prepare and support new job and workers. • Conduct long-term portfolio management of all properties financed.	ESF #3 – Public Works ESF #5 – Information Planning ESF #14 – Business Industry ESF #15 – Public Information

Department	Core Competencies	Function/ESF
Parks & Recreation Department	• Department executive serves as a member of the Executive Emergency Team. • Provide predetermined facility support to first responders – assessing use of Parks facilities for locating incident command posts, bases, camps, helicopter landing pads, staging areas and / or rest and recovery areas. • Assess predetermined facilities and coordinate with the EOC to determine whether sites may be used for staging, points of distribution, evacuation, mass care sites, or alternate city facilities. • Where Parks facilities are adjacent to hospitals and as appropriate, working with public health officials to provide triage area outside hospital emergency rooms. • Provide a framework for coordinating and utilizing emergent volunteers. • Perform damage assessment on parks facilities. • Conduct disaster debris clean up and management of parks and recreation sites. • Reassign personnel and resources for emergency response and recovery.	ESF #3 – Public Works ESF #16 – Volunteer & Donations

Department	Core Competencies	Function/ESF
Administration - Finance Department	• Department executive serves as a member of the Executive Emergency Team • Ensure accurate financial records are maintained for reimbursement purposes. • Track, analyze, approve, and report fiscal activities in support of emergency and recovery operations. • Establish Incident Tracking Number for personnel, materials, equipment, etc. to account for all disaster related costs. • Compile preliminary financial damage assessment of City buildings/structures • Compile cost recovery reports. • Forecast economic impacts on city revenues. • Support the EOC and other incident management activities. • Facilitate City reimbursement documentation with FEMA officials.	ESF #5 – Information Planning

Department	Core Competencies	Function/ESF
Information Systems Department	• Provide and/or restore emergency communication and information processing services to City departments. • Restore communications and information processing services. • Provide EOC technical support. • Manage and direct cyber security attack response operations.	ESF #2 – Communication ESF #17 – Cyber & Infrastructure Security
Library Department	• Department executive serves as a member of the Executive Emergency Team • Coordinate donations management. • Support public information with PIO and Joint Information Center. • Support the Parks and Recreation department with volunteer management. • Oversee sheltering for evacuees with the American Red Cross.	ESF #6 – Mass Care, Food, and Water ESF #16 – Volunteer & Donations

Department	Core Competencies	Function/ESF
Light & Power	• Department executive serves as a member of the Executive Emergency Team. • Staff Public Works Branch Utilities Unit in City EOC. • Support public information with the PIO and JIC/JIS. • Coordinate restoration of electrical power and repairs to infrastructure. • Mobilize crews for emergency response. • Establish alternate power supply as needed. • Make necessary service repairs to restore power service. • Begin recovery and mitigation activities to permanently repair power infrastructure (i.e., generation facilities and structures, transmission lines, and power distribution systems). • Provide support to other City departments as needed. • Coordinate the release of public information in accordance with the City's crisis communications plan. • Support the City with equipment, personnel, etc., as appropriate. • Provide mutual aid assistance to other electric utilities.	ESF #3 – Public Works ESF #12 – Energy ESF #17 – Cyber & Infrastructure Security

Department	Core Competencies	Function/ESF
Administration - Human Resources Department	• Department executive serves as a member of the Executive Emergency Team. • Register convergent volunteers for disaster volunteer work. • Designate assembly points for volunteer personnel. • Dispatch volunteers to assembly points, emergency command posts or other locations. • Assess staffing needs. • Negotiate staffing contracts. • Assist with onboarding new staff and contract personnel.	ESF #7 – Resource Support ESF #16 – Volunteer & Donations

5.4 Forest Grove Fire & Rescue

Forest Grove Fire & Rescue is comprised of twenty-one line firefighters, with seven each assigned to a 48/96 schedule (A-A-B-B-C-C), they are supported by approximately fifteen volunteers. Administration includes a Fire Chief, two Division Chiefs (Operations & Life Safety), a Deputy Fire Marshal, a Logistics Technician, and an Administrative Assistant who are all responsible for the day to day efforts of the fire department.

The Forest Grove Fire Station responds to first due calls in the City of Forest Grove, as well as across the unincorporated rural communities of Dilley, Verboort, Roy, Greenville, Kansas City, Gales Creek, Glenwood, and Fernhill.

FIRE DEPARTMENT ASSIGNMENTS

Forest Grove Fire & Rescue is responsible for organizing, integrating, and coordinating the operations of all fire fighting forces through mutual aid for response to major emergencies/disasters and serving as the fire services representative for the City of Forest Grove by providing the following actions:

- Provide fire prevention and suppression, emergency medical aid, prevention, and inspection in order to prevent loss of life, loss of property, and damage to the environment.
- Inspect damaged areas for fire hazards.
- Provide hazardous materials spills containment, planning, and coordination.
- Provide emergency response and incident command according to District SOPs.
- Establish and enforce fire prevention codes.
- Assist law enforcement personnel with evacuation operations
- Serve as the alternate City warning point, receiving warning information.
- Disseminate information and mobilize Fire staff, as necessary.
- Provide support to law enforcement and operations emergency response as requested.

- Safeguard essential district records.
- Maintain internal notification/call rosters.
- Develop and maintain mutual aid agreements.
- Provide a representative to the City EOC.
- Actively participate in the emergency planning process.
- Inspect shelters for fire hazards.
- Prepare and maintain supporting SOPs and annexes.

Forest Grove Emergency Management Assignments:

Forest Grove Fire & Rescue is responsible for directing and supervising emergency management activities include:

- Coordinating mitigation, planning, preparedness, response, and recovery activities.
- Coordinate EOC activation readiness and responsibilities.
- Provide support to the EET.
- Facilitate Alert and Warning to staff.
- Prepare residents and businesses
- Implement critical emergency recovery functions.
- Identify and support recovery functions, in consultation with the City Manager and with support from other City departments.
- Provide pertinent information related to all hazards to relevant City departments.
- Support the Finance and Administration Section in collecting documentation for reimbursement.

Forest Grove Emergency Management Assignments

Forest Grove Fire & Rescue is responsible for directing and supervising emergency management activities include:

- Coordinating mitigation, planning, preparedness, response, and recovery activities.
- Coordinate EOC activation readiness and responsibilities.
- Provide support to the EET.

- Facilitate Alert and Warning to staff.
- Prepare residents and businesses
- Implement critical emergency recovery functions.
- Identify and support recovery functions, in consultation with the City Manager and with support from other City departments.
- Provide pertinent information related to all hazards to relevant City departments.
- Support the Finance and Administration Section in collecting documentation for reimbursement.

5.5 External Stakeholders Roles and Responsibilities

For certain functions, the City of Forest Grove is dependent on the resources external stakeholders provide to meet the needs of its residents. The City relies on the following agencies to provide appropriate disaster/emergency related services.

5.5.1 Clean Water Services

Clean Water Services (CWS) is an ORS 451 county service district that provides wastewater conveyance and treatment and stormwater management services to urbanized Washington County.

Clean Water Services provides regional services for wastewater and stormwater management

- Support storm water management in coordination with the City.
- Support hazardous materials response in coordination with fire agencies.
- Coordinate maintenance and repair of Clean Water Services (CWS) owned facilities.
- Coordinate CWS utility response, recovery, and restoration operations.

5.5.2 Joint Water Commission (JWC)

The JWC Water Treatment Plant is the primary drinking water supplier in Washington County, and is responsible for treating, transmitting, and storing potable water. Following an incident that damages the Plant or conveyance system the City may need to implement curtailment protocol. Curtailment protocol provides measured restrictions for a sufficient amount of water to City residents based on whether JWC cannot meet one or more of the City's needs through negotiation and sharing of resources.

JWC will do the following to ensure a coordinated response in a curtailment trigger situation:

- Provide member agencies with information about the status of Water Treatment Plant capacity limitations, individual agency ownership percentages, and agencies' current demands on capacity.
- Provide member agencies with information about the status of source water availability and releases from stored water.
- Provide member agencies with information about the current physical and chemical water quality parameters, as well as notify member agencies when water quality parameters exceed decided upon trigger levels relevant to operational decisions.
- Provide a forum for negotiation of alternative or shared supply sources between JWC members.

5.5.3 Washington County

Washington County has significant emergency response capabilities when considering the resources of the County, cities, special districts, intergovernmental and non-governmental organizations, the private sector, state and federal agencies, and other organizations with resources in or immediately available to the county. The sections that follow provides a high level summary of those functional capabilities. The County's incident response personnel consist of County staff and existing volunteer groups who

routinely respond to emergencies or who have been trained to respond in certain roles or functions. These personnel include:

- Washington County Sheriff's Office (WCSO) patrol and Department of Land Use and Transportation (DLUT) road operations staff.
- Public health, environmental health, human services, and housing services staff.
- County communicators.
- Staff trained to conduct external damage assessment activities.
- Staff assigned to conduct or support continuity of operations functions.
- Volunteer groups including the Medical Reserve Corps (MRC), Amateur Radio.
- Emergency Service (ARES), and WCSO search and rescue volunteers.

Washington County maintains several incident response facilities and entities that can be activated to manage, coordinate, and/or support incident operations. The County also maintains or interacts with dispatch facilities that are critical to emergency response operations. The County may also participate in one or more countywide and regional Multi-Agency Coordination (MAC) entities to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies.

County Emergency Operations Center – The County EOC is the location where the coordination of information and resources to support field, DOC, and local agency EOC incident management activities take place. The EOC is located in the Law Enforcement Center training rooms at 215 SW Adams Avenue in Hillsboro.

Department of Land Use and Transportation Department Operations Center (LUT DOC) – The LUT DOC is used to manage, support, and coordinate the department's incident response activities. It is linked closely to LUT's dispatch center, which is responsible for the dispatch of and communication with LUT's road operations resources. The DOC will typically be activated for larger incidents with substantial public impacts. When activated concurrently with

the County EOC, the DOC focuses on the management of department operations and resources and coordinates situation status, resource support,

Washington County Sheriff's Office Department Operations Center (WCSO

DOC) – The WCSO DOC is used to manage, support, and coordinate the Sheriff's incident response activities. The DOC will typically be activated for incidents with significant law enforcement involvement (e.g., criminal activity, investigations, and intelligence collection and sharing). When activated concurrently with the County EOC, the DOC focuses on the management of Sheriff's Office operations and resources and coordinates situation status, resource support, and public information with the EOC. The WCSO DOC is located in the Law Enforcement Center at 215 SW Adams Avenue in Hillsboro.

Washington County Joint Information System (JIS) / Joint Information

Center (JIC) – The JIS operates virtually across the County to integrate overarching incident information and public affairs into a cohesive structure designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The JIC is a facility in which personnel coordinate incident-related public information activities, and it serves as the central point of contact for the news media. Public information officials from all participating agencies can coordinate efforts through the JIS or co-locate at the JIC.

County Public Inquiry Center (PIC) – The County PIC provides a resource for the public to inquire about incident impacts, operations, and guidance and volunteer their services.

Washington County Consolidated Communications Agency (WCCCA) –

WCCCA provides public safety answering point (9-1-1) and communications (dispatch and associated operations) services for law enforcement, fire-rescue, and emergency medical services in Washington County. It also maintains the countywide public safety radio system and provides emergency alerts and notifications to the public using the State's community

notification system (i.e., Everbridge), the Wireless Emergency Alerts (WEA) system, and the Emergency Alert System (EAS).

Washington County Multi-Agency Coordination Group (WashCo MACG) –

The WashCo MACG consists of senior executives from local governments who are members of the Emergency Management Cooperative (EMC) of Washington County. The group can convene to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies and public messaging.

Expanded Dispatch – The County’s local fire agencies can implement this capability to provide a structure and procedure for optimizing fire and rescue resource management during large incidents and major emergencies. This option may be exercised when demand for fire resources exceeds system capacity and incident prioritization may be necessary, but EOC activation is not needed. This may be the case when a localized fourth or fifth alarm fire requires mutual aid support from outside the county to suppress the fire and/or backfill and provide coverage for local fire stations. Expanded dispatch is a function of the Washington County Fire Defense Board, which is a coalition of the local fire agency chiefs. This function is supported by WCCCA.

5.5.4 Regional Entities

- **Regional Multi-Agency Coordination System (R-MACS)** – The R-MACS includes several MAC Groups that can convene to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies and public messaging. They include the:
 - **Regional MAC Group (Regional MACG)** – The regional MAC Group consists of the emergency managers or other senior executives from the five Portland metropolitan region counties.
 - **Regional Public Health Multi-Agency Coordination Group (PH MACG)** – The PH MACG consists of the county public health administrators and

health officers (or their designees) from Clackamas, Multnomah, Washington, and Clark counties.

- **Regional Health–Medical Multi–Agency Coordination Group (H–M MACG)**– The H–M MACG may consist of hospital administrators (or their designees), county public health administrators and health officers (or their designees), and community clinic representatives.
- **Regional Animal Multi–Agency Coordination Group (Animal MACG)** – The Animal MACG consists of the animal control/services managers from the five–county Portland metropolitan region.
- **Regional Joint Information System (R–JIS) / Joint Information Center (R–JIC)** – The RJIS and R–JIC operate in the same way as the Washington County JIS and JIC described above but do so across the five–county Portland metropolitan region. Either capability can be activated to support the public communications needs of the regional MAC entities.

5.5.5 State

Under the provisions of ORS 401.035, the Governor has broad responsibilities for the direction and control of all emergency activities in a State–declared emergency. The Oregon Department of Emergency Management (ODEM) is delegated authority by ORS 401.052 to 401.092 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization. Responsibility for conducting ESFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation. Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

- **Emergency Management Assistance Compact (EMAC)**– is an interstate agreement that addresses a wide range of government services including public works and law enforcement. EMAC law states that through EMAC, States can share all available resources in their State with other EMAC member States.
- **Oregon Resource Coordination Assistance Agreement (ORCAA)** – the State may request assistance from other EMAC member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resource (employees, services, equipment, and supplies) of an EMAC member jurisdiction may be made available to another member jurisdiction.
- **Pacific Northwest Emergency Management Arrangement (PNEMA)**– is an arrangement that crosses international borders. The arrangement allows for resources to be shared between the states and provinces in the Pacific Northwest, similar to mutual aid under the Emergency Management Assistance Compact (EMAC).

5.5.6 Federal

Federal response partners are typically requested by ODEM in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating resources at the federal level follow the Oregon Comprehensive Emergency Management Plan and, if necessary, the National Response Framework.

5.5.7 Voluntary Organizations and Volunteers

The City recognizes the value and importance of organizations that perform voluntary services in the community and works closely with many of them. These organizations have resources which can augment emergency response and recovery efforts.

Affiliated volunteers within the City and the County are crucial to ensure effective response and recovery roles and services are fulfilled. City departments mobilize their affiliated volunteers to perform specific tasks and may be sworn-in by their commanding response agency as needed. The City is also reliant on the Washington County Community Emergency Response Team (CERT) for assistance.

Moreover, trained volunteers may also be solicited through the State Emergency Registry of Volunteers in Oregon, the Medical Reserve Corps (MRC), and the Oregon Voluntary Organizations Active in Disaster.

5.5.8 American Red Cross

The American Red Cross (ARC) coordinates with the City to provide basic human needs and services to the community after a disaster occurs. The ARC assesses humanitarian needs at the field level and coordinates with the community impacted to determine overall service needs. The ARC's congressional charter requires them to "maintain a system of domestic and international disaster relief." For this reason, when the City EOC is activated, the American Red Cross is represented within the Operations Section, Mass Care Branch. Initial communications and aid requests between the ARC and the City's function via the duty officer system. The ARC representative within the EOC will share information between the City and American Red Cross disaster relief operations. The American Red Cross also utilizes its own mutual aid processes when the local region can no longer provide resources to expand or continue services. For further details refer to the Mass Care and Sheltering Annex.

The agency supports mass care operations with the appropriate departments and agencies. The ARC may provide the following support when disaster thresholds specified by the ARC are met:

- Emergency Sheltering
- Disaster Assessment
- Mobile Feeding

- Distribution of Emergency Supplies
- Reunification
- Health/Mental/Spiritual Care
- Recovery Casework
- Liaisons/PIOs

5.5.9 Private Sector and Non-Governmental Organizations

Private sector organizations can be vital partners during an emergency response and may provide support to the City through pre-existing agreements or just-in-time service. Private sector requests for support abide by any existing Memorandum of Understanding (MOU) in place. Whether an existing MOU is in place or not, documentation of private sector support should be filed with the Documentation Unit to track support for reimbursement and other needs. Private sector support is coordinated by the Logistics Branch. Community Based Organizations (CBOs) are available to give assistance with sheltering, feeding, and other issues, as necessary. Communication and coordination with these agencies will flow through the City EOC.

SECTION 6:

COMMUNICATION

AND INFORMATION

This section provides an overview of communication and information coordination policies and procedures as it pertains to emergency operations. For more extensive information on communications support procedures and interoperable communications plans, refer to the Emergency Services Annex.

The City utilizes redundant modes of communication to ensure situational awareness is maintained. The City will notify other levels of government of natural or human-caused emergencies that affect the City in accordance with existing laws, protocols, or when county, state and/or federal assistance is requested or anticipated. To meet this responsibility, the City is equipped with several telephone, data, and radio systems. Some of these systems are used on a day-to-day basis; others are available for use in an emergency, as conditions require. Multiple communication channels will be used to maintain communication with other levels of government and to ensure the City can quickly respond to any developing emergencies.

A public warning and broadcast system is established for the City to provide emergency information and instructions during a pending or actual emergency incident or disaster. The Emergency Services Annex provides detailed information regarding how these systems are accessed, managed, and operated during an incident. Emergency notification procedures are established for each City department, and call-down lists are updated and maintained through each individual agency. External partners can be activated and coordinated through the City EOC.

6.1 Incident Awareness

The City may be alerted to an incident requiring some level of response (e.g., monitoring, low-level coordination, or activation of the EOP and one or more incident response facilities and entities) through several different means, including:

- Instantaneous event (e.g., significant earthquake; tornado).
- Notification of a developing or occurring incident from Washington County Consolidated Communications Agency (WCCCA).
- Notification of a developing weather event from the National Weather Service (NWS).
- Notification received through information sharing systems/groups including the Health Alert Network (HAN), Joint Terrorism Task Force

(JTTF), and TITAN (Terrorism Intelligence and Threat Assessment Network) Fusion Center.

- Notification through one or more national alerting systems including the National Warning System (NAWAS), Emergency Alert System (EAS), and National Terrorism Alerting System (NTAS).
- National or international public health monitoring (e.g., novel disease outbreak; expanding epidemic).
- Notification from a neighboring city, a county department or office, or the state.
- Call from the public.

6.2 Alert and Notification System

Emergency officials constantly monitor events and the environment to identify specific threats and increase awareness level of emergency personnel and the community when a threat is approaching or imminent. Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once an emergency occurs. Readiness activities may include:

- Briefing department executives and emergency agencies.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Precautionary activation of the EOC.

The City has integrated the use of multi modal communications to include effective and accessible communication platforms to reach the community and maintain situational awareness. Within the City, the use of traditional, social, and web-based media, printed publications, in person communications, and mass email distributions messaging are regularly deployed. The County also provides radio operators through the Washington

County Amateur Radio Emergency Services (ARES) to support communication between the County EOC and the City EOC.

6.2.1 Emergency Alert System

The National EAS consists of linked broadcast stations and governmental communication systems that provide emergency alert and warning to the public. All participating television and radio stations will rebroadcast the information given to the primary station.

WCCCA has a public alerting system, also known as a community notification system. The system enables the agency to send emergency messages with information and/or instructions via email, landline telephone, cellular phone, and Voice over Internet Protocol (VoIP) phone.

6.2.2 Other Methods of Alert

Mobile Public Address Systems

- Police patrol vehicles are equipped with mobile public address systems that may be used for alert and warning.
- Fire engines, ambulances, and all command staff cars are equipped with mobile public systems.

Direction of these assets shall be the responsibility of the IC through the Law Enforcement and Fire Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

Door-to-Door Alert

This type of alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency. Direction of this procedure shall be the responsibility of the IC through the Operations Section Chief and the Law Enforcement Branch Director, with input and support from the Planning and Logistics Sections.

News Release

Should time allow, alert and warning information will be released to the media for distribution.

6.3 Notification Systems

Communication, information collection, and alert and warning systems for the City include, but are not limited to:

- Wireless Emergency Alert (WEA) / Integrated Public Alert and Warning System (IPAWS) alerts to all cell phones in a specific geographic area
- IPAWS compliant Emergency Mass Notification System
- Press releases distributed via the Public Information Officer (PIO)
- Direct notification (door to door)
- Hi-Low sirens installed on police vehicles. These sirens are ONLY used during evacuations.
- Alert FM for notifications through FM radio stations
- The City or the Washington County main website
- City social media accounts
- Alert and Warning messaging for hearing and sight impaired (TTD and TDY) and translation services for different languages service.
- Emergency alerts to those registered in the Special Needs Awareness Program (SNAP) provided by Oregon Department of Human Services.
- Washington County Alert System
- OR Alert (Oregon Alert)
- Public Alert (WCCCA)
- FlashAlert
- Genesys Systems

6.4 Receiving Emergency Notifications

Responding departments may be alerted about an incident by the public, through 9-1-1, first responding agency or, FlashAlert. Following an alert, department executives will notify the Emergency Executive Team members

who will notify their staff. Emergency notifications originating from official points of contact from other levels of government, including federal, state, county, are forwarded to the City EOC.

Communication strategies may also differ from department to department during events. Some City departments frequently utilize emergency communications equipment depending on City roles and functions. Other departments may only utilize emergency communications strategies as needed or when their DOCs are activated.

6.4.1 Hazard Notification Process

The City will follow the procedures defined in the Early Warning and Notification section in the Emergency Services Annex. All public information resources and procedures ensure that notifications are communicated following the Whole Community framework. The City employs various communication systems for both internal and external messaging for a detailed list of communication methods refer to the Emergency Services Annex.

The following list includes services and agencies that provide notifications and warnings based on impact probability and consequences to the City and community; these include:

Severe Weather/Flood/Landslide:

- The National Weather Service is responsible for the timely issuance of weather warnings to the public.
- Law Enforcement Data System (LEDS) include hazard notification to law enforcement.

Dam Failure

The U.S. Bureau of Reclamation (BOR) is responsible for maintaining a Scoggins Dam Emergency Action Plan (EAP) which is intended to save lives and reduce property damage in the event of flooding caused by large releases from or failure of Scoggins Dam. The EAP assigns responsibility to

Tualatin Valley Irrigation District (TVID) to provide timely notifications to local authorities of developing conditions as they occur.

Volcanic Event:

The U.S. Geological Survey (USGS) staff conduct research on many aspects of active volcanism, respond to dangerous volcanic activity in many parts of the world, and maintain a close watch over volcanoes in Washington, Oregon, and Idaho. Legislation passed by Congress in 1974 made the Geological Survey the lead Federal agency responsible for providing reliable and timely warnings of volcanic hazards to state and local authorities.

Wildfire:

When conditions warrant, the local office of the National Weather Service will issue a red flag warning to communities that may be affected by the hazard.

Wildfire Outages and Public Safety Power Shutoff (PSPS)

A PSPS notification may be sent to the public when an electric service proactively turns off power to reduce the risk of wildfire when conditions threaten our ability to safely operate the grid. The Washington County Emergency Management webpage provides regular messaging on the status of a PSPS.

Hazardous Materials Handlers / Release Notifications

In accordance with state law (ORS 466.635; ORS 824.088) and federal law (OAR 345-60-030), handlers, any employees, authorized representatives, agents, or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the Oregon Emergency Response System (OERS). The purpose of the Oregon Emergency Response System (OERS) is to coordinate and manage state resources in response to natural and technological emergencies and civil unrest involving multi-jurisdictional cooperation between all levels of government and the private sector.

County Notifications

Washington County uses public alerts and the Genesys System to provide critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

State Notification:

OR-Alert is a statewide alerts, warnings, and notifications (AWN) systems, enabling real-time sharing of hazard information across Oregon's 36 counties and tribal governments. This technology also allows county emergency managers to access notification tools including FEMA's Integrated Alerts and Warnings System (IPAWS) which is capable of issuing messaging to all cell phones in a geographic area.

Federal Notification:

- Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency through [Wireless Emergency Alerts](#), to radio and television via the [Emergency Alert System](#).
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using , and on the [National Oceanic and Atmospheric Administration's Weather Radio](#).

6.5 Staff Notification Process

City department executives manage staff notification messaging to alert personnel of a pending or the status of an event. Notification and mobilization of City personnel are selected through department maintained call-down lists and may be alerted based on the type of

event that occurs. Once an emergency has occurred, Field Incident Commander(s) and the EOC will establish communications.

To ensure the City maintains reliable and effective communications among responders and local government agencies during an emergency the following tasks are necessary:

- Washington County Consolidated Communications Agency (WCCCA) and the City of Forest Grove Police and Fire Department are responsible for notifying the public. Disseminate emergency public information, as requested.
- Receive and disseminate warning information to the public and key City and County officials.
- Establish and maintain emergency communications systems.
- Coordinate the use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC, once activated.
- Prepare and maintain supporting SOPs and annexes.

6.6 Emergency Public Information

The City Manager is the official spokesperson for the City. All departments will coordinate the development and dissemination of information to the general public, government offices and news media through multiple formats to ensure the widest distribution. The City will provide public communication that is timely, accurate, and accessible on multiple formats. Information regarding the incident's cause, size and current status will be communicated to the public, responders, and additional stakeholders (both directly affected and indirectly affected) on a scheduled basis. Additionally, the City will ensure public information is coordinated and integrated across departments, jurisdictions, agencies, the private sector,

and non-governmental organizations (NGOs). During an emergency or significant incident, the City will provide information to the public about:

- What has happened;
- What actions City emergency response agencies have taken; and
- What the public needs to know and do in response to an emergency or significant incident such as evacuation or sheltering locations.

6.6.1 Field Level Operations

Field level operations regarding emergency public information distribution are in affect when operations regarding an incident occur without an activation of the EOC and/or JIC. Field-level incidents will be smaller in size and scope in comparison to EOC/JIC-level incidents and thus operations will be planned accordingly.

Protocol for Releasing Information

The Incident Commander will determine what information available is suitable for public release. Such information will then be released by the Public Information Officer (PIO). All information distributed, which may be crafted by Assistant PIOs appointed by the PIO, will be reviewed, and approved by the Incident Commander prior to dissemination.

At this level, information will be directly distributed from the field, as no EOC or JIC operations will be activated.

The PIO in the field will:

- Obtain briefings from the Incident Commander.
- Assess the need for any public alerts, warnings, and media advisories.
- Notify the media of any door-to-door notifications.
- Utilize multi-modal warning and notification systems to include social media, traditional media, text, voice and email alerts, captioned videos and formal/ informal community or social networks.
- Have messages reviewed by the Incident Commander.

- Obtain approval for information to be released from Incident Commander.
- Maintain a log and electronic copies of all previously released public alerts, warnings, and media advisories.

For additional information refer to the Emergency Services Annex Emergency Public Information Release Protocol section.

6.7 Forest Grove Communication System

Radio Systems

The City of Forest Grove has mobile radios in every marked vehicle. In addition, a number of hand-held units and charging stations are distributed throughout the City. The channels and frequencies vary from radio to radio.

City Telephone System

During normal business hours, all calls coming into the City are directed to each department.

Dispatch

Day-to-day dispatch responsibilities for the City of Forest Grove Police Department is contracted through the Washington County Consolidated Communications Agency (WCCCA). WCCCA was established to provide 9-1-1 service and public safety communications for police, fire, and emergency medical service for the City of Forest Grove and participating jurisdictions.

WCCCA operates 24 hours a day, seven days a week, answering 9-1-1 and non-emergency calls from residents of Washington County and dispatches for 10 police agencies and 6 fire agencies. The Agency's area of responsibility covers 824 square miles and provides services for a population of 609,235.

The Police Department

The Police Department serves as the formal alert and warning and emergency message distribution point for the City of Forest Grove. Emergency messages may be received via radio, telephone, or Law

Enforcement Data System (LEDS) and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the City, such as information on the movement of hazardous materials or weather alerts will be distributed to the Police Department and the Fire Department.

It is the responsibility of the City Manager, in consultation with the Incident Commander, to determine what further notifications should be made and actions taken in response to the message. After normal working hours, the Police Department will use the City's contact list to communicate with staff. Once contact with the responding department's representative is made, it is the responsibility of that employee to determine and to activate the appropriate departmental response and which further contacts must be made. Each responding department will develop and maintain emergency contact call out lists or call tree to augment the emergency call out lists.

6.8 County Data Systems

The County will coordinate and support the City by implementing the following data systems; these include:

- WebEOC is the County's critical information management system. It is used by the County EOC and many of the county's local governments to share incident related situation and resources status information. The system is vendor-hosted but maintained and configured by the County.
- The State of Oregon's emergency information management system is used by the EOC to share incident-related situation status information and submit resource requests.
- The County also maintains a satellite uplink/downlink system that can be used in an emergency to support limited data transmission and reception.

SECTION 7: ANALYSIS, REPORTING, AND PLANNING

This section describes the methodology the City will implement to collect, analyze, and disseminate incident information to support decision making and emergency planning.

The EOC is responsible for gathering timely, accurate, accessible, and consistent information during an emergency. Information is gained from field-level responders, inspections of infrastructure and facilities, windshield surveys to acquire damage assessments and human impact, and status calls and situation reports from other agencies at all levels of government. Information may also be collected from social media, calls from the community, and other public reports.

7.1 Data Assessment Process

Information collection priorities are dependent on the event and driven by immediate resource needs. Essential information will be collected by the EOC from the appropriate sections, DOCs, and field command posts. The EOC will then utilize the information management platform to provide a current common operating picture, long term strategies, and disseminate or archive information pertaining to an event. Long-term collection and information dissemination strategies are also dependent on the type of event that occurs. The Planning Section within the EOC maintains and updates a list of essential stakeholders who receive situation reports and other essential information. Some commonly collected examples of essential information may include:

- Weather conditions and upcoming forecasts
- Status of the responding agencies and of the overall incident
- New or ongoing response objectives and operational needs
- Impacts and/or threats to life safety, property, and the environment
- Community lifeline impacts
- Evacuation information, points, shelters, Points of Distribution, populations, etc.
- Impacts to departmental continuity of operations
- Damage assessment data
- Road closures
- Essential City service impacts

7.1.1 Sensitive Information Protocols

All information collected will follow proper protocols and procedures as it relates to fatality management, response and recovery operations, and City standard operating procedures. Prior to the sharing of any information, sensitive data will be reviewed and vetted by following proper EOC procedures/protocols. The EOC Manager, or their designee, will approve situation reports before they are disseminated. When the EOC is not activated, the Fire Chief will approve and disseminate information based on security protocols.

For additional information refer to the Emergency Services Annex attachment documents.

7.2 Rapid Assessment Reports

Rapid Assessment Reports are used during the first two hours of an emergency to provide an initial picture of the scope and magnitude of the situation. The Planning Section Chief is responsible for collecting and collating the data from each report into the Incident Action Plan (IAP) and the Executive Brief.

7.2.1 Critical Lifelines and Infrastructure Report

The City has identified key agencies as part of each Lifeline. Lifeline status will be reported as part of the situation report process and can be used to provide information to inform EOC Situational Report (SitREP) and for short and long-term disaster planning. The Public Works department is responsible for developing the status of critical lifelines and infrastructure for the Planning Section to include in the SitREP and for the Incident dashboard. For further detail regarding critical lifelines and infrastructure refer to the Critical Infrastructure Annex.

7.2.2 Damage Assessment Report

Damage assessment is conducted by the Public Works department in the following three phases:

Rapid Assessment: Conducted immediately after impact, provides the Incident Commander with information to assess the situation and determine resource needs.

Initial Damage Assessment: Provides supporting information to Washington County for the City's state of emergency declaration. Whenever a request for state assistance is contemplated, an Initial Damage Assessment is coordinated by the City EOC with the County. The County EOC will request pertinent information from the City EOC Planning Section to include in the assessment.

Preliminary Damage Assessment: An in-depth analysis of long-term effects and costs of the emergency and is done with the combined efforts of local, state, federal agencies, and the American Red Cross.

Logistics may be asked to arrange lodging, office space, document reproduction services, etc., for state and federal damage assessment teams. For additional details refer to the Emergency Services Annex.

7.3 EOC Reports

The EOC Planning Section produces the following reports and plans when the EOC is activated. The following section describes each document.

7.3.1 Common Operating Picture

Each department is responsible for determining, within their area of responsibility, what the impacts are on the community and their ability to continue to provide services. For example, through an assessment, a department may determine that one of its buildings has been evacuated. By itself, this information does not paint a complete picture; what services were

provided by units housed within the evacuated building; or are there specialized resources that are now inaccessible.

An assessment of what has happened can take many forms depending on the nature of the incident. Daily, responders utilize their training and experience to rapidly assess incidents they respond to (so called “routine” emergencies). In contrast, during the response to a major incident this may be more difficult, the initial assessment will likely be incomplete due to initial conditions present; communication systems may be inoperable or overloaded, responders may not be able to access the most heavily impacted areas or pressing life safety issues may limit how much time responders can devote to conducting a detailed assessment.

Once the EOC is activated, assessments provided by City departments and other jurisdictions are consolidated into various situation reports which are disseminated widely. Further, more specialized assessments, evaluations and inspections will be conducted as response transitions to recovery.

The Planning Section is responsible for the collection and organization of incident damage information and ensures the data is recorded, analyzed/vetted, reported, displayed, and disseminated to EOC staff and partners. It is recognized that in a catastrophic incident, even conducting assessments may not be possible until sufficient resources can be mobilized and brought to the incident scene. Department assessment inform the Incident Situation Reports (SitREP) that is included in the Incident Commander brief to the Emergency Executive Team.

7.3.2 Incident Situation Reports (SITREP)

Situation Reports are brief narratives that present a concise picture of the emergency situation and are prepared for specific time periods. At the beginning of an emergency response, the SITREP will be developed daily by the Planning Section Chief for the Incident Commander to brief the Executive Emergency Group. EOC and Planning staff will determine appropriate times

for submitting data and issuing Situation Reports. SITREP development uses the following tiered structure across all levels of the response:

Level 1 Disaster Incident: Emergency Executive Team SitREP includes executive-level information summarizing the situation, condition, critical impacts, actions, and limiting factors for each lifeline.

- Current Situation: Includes the most pertinent information in each stage of response.
- Lifeline (Infrastructure) Condition: Is based on the underlying components, and is informed by situational awareness reports, impact assessments, and conversing with partners across public, private, and non-profit sectors.
- Additional Products may Include: Response Maps, Public Information Status Report, Staff Status report, the Emergency Operations Center (EOC) Status Report, and overall posture including Emergency/Disaster Declarations.

Level 2 Major Incident: Emergency Executive Team SitREP identifies the status, impact, actions, limiting factors, and estimated time to condition change and re-establishment requirements for response directives as well as an overall resource picture.

This document provides greater detail than Level 1 based on information received as part of the information collection process. For smaller events, a Level 1 SITREP may be utilized over a Level 2 if there are limited City damage/impacts.

Level 3 Minor incident: Department Leadership SitREP serves as a formalized process for collecting and analyzing event information to assess potential escalation and/or monitor community statuses and impacts.

- It also serves as the basis for compiling Level 2 and Level 1 reports.
- The Information Collection Process incorporates status reports as well as field, branch, and/or division reports
- GIS products.

- Charts, graphs, and other supplemental materials to support the potential and/or probability of an incident escalation.

7.3.3 Incident Action Plan (IAP)

The Incident Action Plan (IAP) provides clear direction that includes a comprehensive list of the tactics, resources, and support needed to accomplish the objectives. The various steps in the process, executed in sequence, provides a comprehensive response. These steps support the accomplishment of objectives within a specified time. The Incident Action Plan (IAP) is the framework that decision makers communicate their expectations and provide clear guidance to those managing the incident. The IAP is developed by the Planning Section and includes the following actions:

- Informs incident personnel of the incident objectives for the operational period, the specific resources that will be applied, actions taken during the operational period to achieve the objectives, and other operational information (e.g., weather, constraints, limitations, etc.).
- Informs partners, EOC staff, and volunteer organizations the objectives and operational activities planned for the coming operational period.
- Identifies work assignments and provides a roadmap of operations during the operational period to help individuals understand how their efforts affect the success of the operation.
- Shows how specific supervisory personnel and various operational elements fit into the organization.
- Often provides a schedule of the key meetings and briefings during the operational period.

7.4 Supplemental Reports

Hazardous Materials Spill Reporting – If the City is responsible for reporting the release of hazardous materials of a type or quantity to state and federal agencies. If the party responsible for a reportable spill cannot be located, the

on-scene Incident Commander will ensure that the required report(s) are made.

Initial Emergency Report – This short, verbal report should be prepared and transmitted by the Emergency Operations Center (EOC) to Washington County Emergency Management or to the Washington County EOC when an on-going emergency incident appears likely to worsen and assistance may be needed from other local governments or the state.

Situation Report – A daily (or more frequent) situation report should be prepared and distributed by the Emergency Operations Center during major emergencies or disasters. Use ICS-209L-1 Incident Status form.

7.5 Information Management

During a complex incident, the amount of information available has the potential to overwhelm any information management process or system. Thousands of separate datum are collected, analyzed, developed, and disseminated every operational period. The most effective means for maintaining situational awareness, common operating picture and problem solving is to provide multiple methods of communicating; these include:

- The Incident Commander provides daily briefs to the Emergency Executive Team.
- The EOC Manager briefs the entire EOC staff on the situation.
- The EOC Operation Section conducts “stand up” meetings with EOC Branch Directors to coordinate actions and information several times during the operational period.
- The EOC Planning Section Chief facilitates planning meetings, as part of the EOC planning cycle where information is shared.
- EOC Department Representatives meet throughout the operational period as needed.

Incident information management is provided to City staff, partnering agencies, and community members utilizing several methods; these include:

Department Operations Center (DOC) – Department Public Information Officers (PIO's) will collect, analyze, develop, and release timely, accurate, and important, Department-level public information with the IC's approval to the public and media, e.g., road closure information.

Emergency Operations Center (EOC) – When the EOC is activated, City PIO's will collect, analyze, develop, coordinate, and release timely, accurate, and important public information with the IC's approval to the public and media. Coordination of media releases will be made with City EOC.

Joint Information System (JIS) – If this function is needed to assist Public Information Officers (PIOs) in the performance of their tasks, Washington County may activate a JIS to collect, coordinate, and disseminate timely, accurate, and approved public information messages. A JIS may be managed at the County EOC, regional EOC if activated, or a location near the impacted area.

City Public Information Center. Under the direction of the PIO provides emergency information and recommended actions to the public in support of DOC/EOC coordinated operations. It also provides functions as a call-center fielding public inquiries regarding the incident.

7.6 Method of Information Sharing

Given the large number of potential, and at times overlapping, incident scenarios and missions, it is impossible and unwise to develop a rigid doctrine. City departments are required to share as much information between departments and emergency partners. Once the EOC is activated, information sharing about operations will continue between departments while also sharing with the EOC. The benefit of information regarding operations that are currently underway or anticipated is vital for several reasons:

- It promotes unity of effort and prevents conflicts between various operations.

- It contributes to a safer response.
- Since no commander or supervisor can have a complete understanding of all the impacts, sharing operational information facilitates a way for everyone to gain a better picture of the situation.
- At minimum, information should be shared with the department responsible for leading the tactical response in the field.

7.6.1 Information Dissemination

Rapid information will be shared to and from deployed field units, City departments, county, and other entities via direct communication when necessary, including telephone, email, or radio. Daily, non-urgent information will be shared via Situation Reports or via the City's website. Disinformation will be immediately corrected by the Public Information Officer and all media and social outlets as well as internal communication to City staff will be updated.

SECTION 8:

ADMINISTRATION,

LOGISTICS, AND

FINANCE

This section describes standard administrative and financial policies and procedures to ensure accurately tracking and accounting for disaster costs to support response and recovery activities.

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code created by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will provide the EOC Finance Section Chief with procedures for monitoring spending, recording, and collecting financial documentation as part of the incident reimbursement process.

8.1 Administration and Finance

Expenditure reports should be submitted to the Logistics Section and managed through the Section Chief (Finance Director, or designee) to identify budgetary shortfalls. The Logistics Section will support procurement issues related to personnel; both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement process.

8.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust

department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The Finance Section Chief will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Director.

8.2.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance in a timely manner.

8.2.2 Incident Cost Reporting

All departments participating in response and recovery activities will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards whenever possible)
- Personnel costs, including overtime and food costs.
- Equipment operations cost.

- Cost of leased or rented equipment.
- Cost of contract services to support emergency operations.
- Cost of specialized supplies expended for emergency operations.
- Cost of personnel and equipment obtained through mutual aid or other agreement.
- Cost of providing support to outside resources (e.g., county, state, and/or federal teams).

These records may be used to recover costs from the party responsible or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the county, state, and/or the federal government.

8.2.3 Consumer Protection Process

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney for review.

8.3 Logistics

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center.

Resource requests and emergency/disaster declarations must be submitted by the City Manager to the County Emergency Manager according to provisions outlined under ORS Chapter 401. All assistance requests are to be made through County Emergency Management via the County EOC. County Emergency Management processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire District Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the act.

8.3.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC, when activated, and will firstly be managed by the Operations Section and its activated branches. Resource sharing amongst responding agencies is accomplished to ensure readily available resources managed by the City are utilized before seeking additional means of procurement.

Logistics Section

If the Operations Section is unable to procure a resource, the request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already

under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill requests through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

8.4 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are

required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 9:

PLAN DEVELOPMENT

AND MAINTENANCE

This section describes policies and procedures the City will utilize to ensure this Plan is regularly reviewed and updated.

This Plan has been developed to describe city-wide response functions and capabilities and is to be used by each department to develop their own Standard Operating Procedures (SOPs) specifically for their department to direct tactical operations. When developing SOPs, each department is to take into consideration all the activities identified in this Plan related to their own department, as well as how those activities interact with, support, or require support from other departments. Departments must ensure that updates to their SOPs are inclusive of planning for people with disabilities and others with access and functional needs. If, at any time, any department identifies a conflict between their responsibilities described in this Plan and how they relate to or support another department's listed activities, the solution will be immediately reported to the Fire Chief.

9.1 Plan Maintenance

If, at any time, a department, agency, or stakeholder changes, develops, or amends any policy, procedure, or operation that will change or affect the contents of this Plan, that entity is to immediately notify the Fire Chief

Periodic revisions will occur in alignment with planning cycle and as updates are identified through real-world events, training, and exercises. The Fire Chief will facilitate the changes. Such corrections are to be reflected within the Record of Changes in this document.

City Department Planning Responsibilities.

All City departments/divisions have the same common tasks in terms of developing, updating, reviewing, and maintaining this plan:

- Direct selected personnel to participate in reviewing updated policies and procedures.
- Direct selected personnel to participate in the development of operating guidelines to implement assigned duties within this plan.

- Direct selected permanent personnel to participate in training and in exercising the plan to ensure preparedness. (Permanent employees include on-call staff, but not seasonal or temporary staff.)
- Establish internal lines of succession of authority.
- Protect Department vital records, materials, facilities, and services.
- Develop Department-specific inventories of resources that might be needed and available in an emergency.
- Develop and maintain mutual aid agreements to augment resources.

9.2 Plan Review Cycle

The following plan review cycle will be followed by the City departments to ensure the entire plan is reviewed bi-annually. The Fire Chief is responsible for coordinating this review, under the direction of the City Manager and with the assistance of other subject matter experts. The entire Plan and all Annexes will be reviewed every 2 years and revised every 5 years.

9.3 Training and Exercise

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

Training will include participation in basic classroom presentations covering the National Incident Management System (NIMS) and Incident Command System (ICS) in addition to training related to specific positions within the EOC. Incident management training requirements may change from year-to-year as specified in the Fiscal Year NIMS Implementation Objectives published by the Department of Homeland Security and FEMA.

Training and exercises will be evaluated by participants and observers. Following each exercise an After-Action review will be conducted to determine need to change specific elements of the plan as required. City departments and agencies shall support emergency management by allowing selected personnel to participate in ongoing disaster training and education programs as well as annual exercises of this plan.

9.4 After Action Report (AAR)

An After Action Report (AAR) compiles information related to operations by all responders including City and external partners, for event analysis. AARs often form the basis of the City's efforts to improve response and recovery processes through the preparedness concepts of planning, organizing, equipping, training, exercising and evaluation. Following each event or exercise, After Action assessments will recommend changes, as required, to specific sections/elements of the plan.

The Fire Chief is responsible for organizing and conducting a critique following the conclusion of any incident or exercise involving EOC activation. The critique will entail both written and verbal input from appropriate participants. An AAR will be developed when an activation meets one of the following criteria:

- An event necessitates an EOC Level II activation or above.
- The City declares a local emergency.
- At the discretion of the City Manager.

SECTION 10: AUTHORITIES AND FOUNDATIONAL DOCUMENTS

10.1 Authorities

FEDERAL

Homeland Security Presidential Directive 5: Management of Domestic Incidents (Bush, 2003)

Presidential Policy Directive 8: National Preparedness (Obama, Presidential policy directive/PPD-8: National preparedness, 2011)

Public Law 113-2 The Sandy Recovery Improvement Act of 2013 (United States 113th Congress, 2013)

Public Law 107-296 The Homeland Security Act of 2002 (United States 107th Congress, 2002)

Public Law 109-295 The Post-Katrina Emergency Management Reform Act (United States 109th Congress, 2007)

Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (Federal Emergency Management Agency, 2019)

Federal Civil Defense Act of 1950, PL 81-950 as amended

The Disaster Relief Act of 1974, PL 93-288 as amended

Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707

Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended

STATE

Oregon Administrative Rules Chapter 104 Oregon Emergency Management Department (Oregon Military Department)

Oregon Revised Statutes (ORS) 279B.080 Emergency Procurements (Oregon State Legislature, 2019)

ORS 294.481 Authorization to Receive Grants or Borrow or Expend Money to Respond to Public Emergency (Oregon State Legislature, 2019)

ORS 401 Emergency Management and Services (Oregon State Legislature, 2019) and (Oregon State Legislature, 2020)

ORS 402 Emergency Mutual Assistance Agreements (Oregon State Legislature, 2019)

ORS 403 Public Safety Communications System (Oregon State Legislature, 2019)

ORS 404 Search and Rescue (Oregon State Legislature, 2019)

ORS 431 State and Local Administration and Enforcement of Health Laws (Oregon State Legislature, 2019)

ORS 433 Disease and Condition Control, Mass Gatherings, and Indoor Air (Oregon State Legislature, 2019)

ORS 476 State Fire Marshal and Protection from Fire Generally (Oregon State Legislation, 2019)

ORS 477 Fire Protection of Forests and Vegetation (Oregon State Legislation, 2019)

COUNTY

- Washington County Ordinance 235, Ordinance Providing Procedures for Declaration of Emergency
- Washington County Code, Chapter 8.36
- Washington County Resolution and Order 84-219 Emergency Management Functions
- Washington County Resolution and Order 95-56 Emergency Management Functions
- Washington County Resolution and Order 05-150 Adopting NIMS
- Emergency Management Cooperative Intergovernmental Agreement

CITY

- Forest Grove Municipal Code: Chapter 153: Fire Protection
- Forest Grove Municipal Code: § 17.8.335 Provisions For Flood Hazard Reduction.
- Forest Grove Municipal Code: § 154.02 Erosion Control Plan.
- Forest Grove Municipal Code: § 17.8.350 Critical Facility
- Forest Grove Municipal Code: § 38.03 Determination Of A Severe Weather Event.
- Forest Grove Municipal Code: § 38.04 Severe Weather Shelter Registration.

VOLUNTEER, QUASI-GOVERNMENTAL

American National Red Cross Federal Charter

10.2 Foundational Documents

CRISIS RESPONSE AND DISASTER RESILIENCE 2030 (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2012)

FDOC 104-008-1: A WHOLE COMMUNITY APPROACH TO EMERGENCY MANAGEMENT (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2011)

FEMA ADMINISTRATOR'S INTENT: F.Y. 2015-2019 (FUGATE, 2013)

FEMA INCIDENT MANAGEMENT AND SUPPORT KEYSTONE (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2011)

FEMA PUBLICATION 1: WE ARE FEMA (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2019)

FEMA STRATEGIC PLAN 2018-2022 (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2018)

NATIONAL DISASTER HOUSING STRATEGY (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2009)

NATIONAL DISASTER RECOVERY FRAMEWORK 2ND EDITION (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2016)

NATIONAL INCIDENT MANAGEMENT SYSTEM 3RD EDITION (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2017)

NATIONAL PREPAREDNESS GOAL 2ND EDITION (DEPARTMENT OF HOMELAND SECURITY, 2015)

NATIONAL RESPONSE FRAMEWORK 4TH EDITION (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2019)

DISASTER RECOVERY REFORM ACT (DRRA) ANNUAL REPORT (FEDERAL EMERGENCY MANAGEMENT AGENCY, 2019)

OREGON DEPARTMENT OF EMERGENCY MANAGEMENT, EMERGENCY OPERATIONS PLAN, 2018

ADA DEFINITION [DISABILITY](https://adata.org/faq/what-definition-disability-under-ada#:~:text=The%20ADA%20defines%20a%20person,not%20currently%20have%20a%20disability.)[HTTPS://ADATA.ORG/FAQ/WHAT-DEFINITION-DISABILITY-UNDER-ADA#:~:TEXT=THE%20ADA%20DEFINES%20A%20PERSON,NOT%20CURRENTLY%20HAVE%20A%20DISABILITY.](https://adata.org/faq/what-definition-disability-under-ada#:~:text=The%20ADA%20defines%20a%20person,not%20currently%20have%20a%20disability.)

AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED.
[HTTP://WWW.ADA.GOV/PUBS/ADA.HTM](http://www.ada.gov/pubs/ada.htm)

DEVELOPING AND MAINTAINING EMERGENCY OPERATIONS PLANS.
COMPREHENSIVE PREPAREDNESS GUIDE (CPG) 101, VERSION 3.0, 2021.
[DEVELOPING AND MAINTAINING EMERGENCY OPERATIONS PLANS](#)
[COMPREHENSIVE PREPAREDNESS GUIDE \(FEMA.GOV\)](#)

DATA SOURCE: 2021 US CENSUS BUREAU [CENSUS.GOV | U.S. CENSUS BUREAU](#)
[HOMEPAGE](#)

WASHINGTON COUNTY EMERGENCY OPERATIONS PLAN, 2024

WASHINGTON COUNTY HAZARD MITIGATION PLAN, 2023

SECTION 11:

ACRONYMS AND

TERMINOLOGY

11.1 Acronyms

AAR	After Action Report
AHIMT	All Hazard Incident Management Team
ARC	American Red Cross
BOR	Bureau of Reclamation
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CC	Community Commercial
CERT	Community Emergency Response Team
CIKR	Critical Infrastructure Key Resources
City	City of Forest Grove
COG	Continuity of Government
COOP	Continuity of Operations Plan
County	Washington County
DEQ	Oregon Department of Environmental Quality
DOGAMI	Oregon Department of Geology and Mineral Industries
DSHS	Department of Social and Health Services
EAS	Emergency Alert System
ECC	Oregon Emergency Coordination Center
EET	Emergency Executive Team
EMAC	Emergency Management Assistance Compact
EMP	State of Oregon Emergency Management Plan
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operations Plan

ESF	Emergency Support Function
FA	Functional Annex
FEMA	Federal Emergency Management Agency
FGF&R	Forest Grove Fire & Rescue
FGPD	Forest Grove Police Department
HazMat	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IDA	Initial Damage Assessment
LEDS	Law Enforcement Data System
MACS	Multi-Agency Coordination System
MOU	Memorandum of Understanding
FGPD	Forest Grove Police Department
NGO	Nongovernmental Organization
NIMS	National Incident Management System
NOAA	National Oceanic and Atmospheric Administration
NRC	National Response Center (NRC)
NRF	National Response Framework
NTSB	National Transportation Safety Board
OAR	Oregon Administrative Rules
ODA	Oregon Department of Agriculture

ODOT	Oregon Department of Transportation
ODEM	Oregon Department of Emergency Management
OEM	Office of Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statutes
OSP	Oregon State Police
ORS	Oregon Revised Statutes
PIO	Public Information Officer
PNEMA	Pacific Northwest Emergency Management Arrangement
SA	Support Annex
SITREP	Situation Report
SOG	Standard Operating Guidance
SOP	Standard Operating Procedure
State	State of Oregon (governing body)
TCC	Town Center Core (TCC),
TCT	Town Center Transition (TCT)
UC	Unified Command
USDA	United States Department of Agriculture
USDOT	United States Department of Transportation
WCCCA	Washington County Consolidated Communications Agency

11.2 Terminology

Access Control Point: Designated sites identifying critical locations that can be used to control egress and ingress into a certain area.

Actual Event: A disaster (natural or human-caused) that has warranted action to protect life, property, environment, public health, or safety. Natural disasters include earthquakes, hurricanes, tornadoes, floods, etc.; human-caused (either intentional or accidental) incidents can include chemical spills, terrorist attacks, explosives, biological attacks, etc.

Acute Exposure: Exposures that occur for relatively short periods of time, generally hours to 1-2 days.

Acutely Toxic Chemicals: Chemicals that can cause both severe short and long-term health-effects after a single, brief exposure (short duration). These chemicals can cause damage to living tissue, impairment of the central nervous system, severe illness or, in extreme cases, death when ingested, inhaled, or absorbed through the skin.

After Action Report: The After Action Report documents the performance of exercise-related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Agency Representative: A person assigned by a primary, assisting, or cooperating State, local, or tribal government agency or private entity that has been delegated authority to make decisions affecting that agencies or organization's participation in incident management activities following appropriate consultation with the leadership of that agency.

Agency: A division of government with a specific function offering a particular kind of assistance. In ICS, agencies are defined either as jurisdictional (having statutory responsibility for incident management) or as assisting or cooperating (providing resources or other assistance).

All Hazards: Any incident caused by terrorism, natural disasters, or any CBRNE accident. Such incidents require a multi-jurisdictional and multi-functional response and recovery effort.

All Hazard Incident Management Team: A multi-agency/multi-jurisdictional team used for extended incidents. It is formed and managed at the local, state, or tribal level and includes a designated team of trained personnel from different departments, organizations, agencies, and jurisdictions.

Allocation: The process of designating where evacuees or shelterees would go for protective shelter, temporary lodging, or feeding.

Area Command (Unified Area Command): An organization established (1) to oversee the management of multiple incidents that are each being handled by an ICS organization or (2) to oversee the management of large or multiple incidents to which several Incident Management Teams have been assigned. Area Command has the responsibility to set overall strategy and priorities, allocate critical resources according to priorities, ensure that incidents are effectively managed, and ensure that objectives are met and strategies followed. Area Command becomes Unified Area Command when incidents are multi-jurisdictional. Area Command may be established at an emergency operations center facility or at some location other than an incident command post.

Area Warning Center: The public safety agency communication facility having responsibility for warning jurisdictions within a designated area.

Assessment: The evaluation and interpretation of measurements and other information to provide a basis for decision making.

Assignments: Tasks given to resources to perform within a given operational period that are based on operational objectives defined in the IAP.

Assistant: Title for subordinates of principal Command Staff positions. The title indicates a level of technical capability, qualifications, and responsibility

subordinate to the primary positions. Assistants may also be assigned to unit leaders.

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

Audit: Formal examination of an Organization's or individual's accounts; a methodical examination and review.

Available Resources: Resources assigned to an incident, checked in, and available for a mission assignment, normally located in a Staging Area.

Branch: The organizational level having functional or geographical responsibility for major aspects of incident operations. A branch is organizationally situated between the section and the division or group in the Operations Section, and between the section and units in the Logistics Section. Branches are identified by the use of Roman numerals or by functional area.

Capability Assessment (CA): A formal measurement of current capabilities against standards and criteria that have been established as necessary to perform basic emergency management functions.

Capability and Hazard Identification Plan (CHIPS): A process implemented by the federal government (FEMA) that identifies the potential hazards that could affect a jurisdiction, the status of their capabilities to meet those hazards and their plans for addressing identified capability shortfalls.

Chain-of-Command: A series of command, control, executive, or management positions in hierarchical order of authority.

Check-In: The process through which resources first report to an incident. Check-in locations include the incident command post, Resources Unit, incident base, camps, staging areas, or directly on the site.

Chemical Transportation Emergency Center (CHEMTREC): Located in Washington, D.C., this facility, sponsored by the chemical industry, provides 24-hour assistance in dealing with chemical transportation emergencies.

Chief: The ICS title for individuals responsible for managing the following functional sections: Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established as a separate section).

City: When capitalized, refers to the governing body of the City of Forest Grove.

Civil Defense Emergency: An Emergency declared by the President of the United States or Congress pursuant to applicable federal law finding that an attack upon the United States has occurred or is anticipated and that national safety requires the invocation of the emergency authority provided for by civil law.

Command: The act of directing, ordering, or controlling by virtue of explicit statutory, regulatory, or delegated authority.

Command Staff: In an incident management organization, the Command Staff consists of the Incident Commander; the special staff positions of Public Information Officer, Safety Officer, Liaison Officer; and other positions as required, who report directly to the Incident Commander. They may have an assistant or assistants, as needed.

Common Operating Picture: A broad view of the overall situation as reflected by situation reports, aerial photography, and other information or intelligence.

Communications Unit: An organizational unit in the Logistics Section responsible for providing communication services at an incident or an EOC. A Communications Unit may also be a facility (e.g., a trailer or mobile van) used to support an Incident Communications Center.

Congregate Care Facility: Facilities, to include public and private buildings, in reception areas that may be used to lodge and accommodate evacuees. Generally, assigned space is approximately 40 square feet per person.

Contingency Plan: A document developed to identify and catalog all the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

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

Coordinate: To advance systematically an analysis and exchange of information among principals who have or may have a need to know certain information to carry out specific incident management responsibilities.

Corrective Action: Improved procedures that are based on lessons learned from actual incidents or from training and exercises.

Corrective Action Plan: A process implemented after incidents or exercises to assess, investigate, and identify and implement appropriate solutions to prevent repeating problems encountered.

Crisis Relocation: The concept designed to move populations from areas at high risk areas to lower risk and to provide for their well-being (i.e., congregate care housing, feeding, etc.).

Critical Infrastructure: Systems and assets, whether physical or virtual, so vital to the United States that the incapacity or destruction of such systems and assets would have a debilitating impact on security, national economic security, national public health or safety, or any combination of those matters. (Department of Homeland Security, National Response Plan, December 2004, pg. 64.)

Community Shelter Plan (CSP): A document (normally published in map-form) that enables a local government to give its people the answers to questions, “Where do I go for shelter?” and “What do I do?” when the warning sounds. The CSP designates specific shelters to be used by people working or living in specific areas of the community, thus allocating the people to the

best available fallout protection. It is part of the Emergency Management Plan and is sometimes referred to as The In-Place Shelter Plan.

County: When capitalized, refers to the governing body of Washington County.

Disaster Application Center (DAC): A location established in a disaster area which houses all federal, state, and local agencies that deal directly with the needs of the individual victim. DACs are established only after a Presidential Declaration.

Decontamination: The reduction or removal of contaminating radioactive or chemical material from a structure, area, object, or person.

Deputy: A fully qualified individual who, in the absence of a superior, can be delegated the authority to manage a functional operation or perform a specific task. In some cases, a deputy can act as relief for a superior and, therefore, must be fully qualified in the position. Deputies can be assigned to the Incident Commander, General Staff, and Branch Directors.

Direction and Control: The control group in the EOC during the emergency operation consists of the Chief Executive (Mayor/City Manager, etc.), the deputy, chiefs of the emergency operating services and any supporting staff such as communications controller, public information officer, and legal advisor as deemed necessary.

Disaster: The occurrence or imminent threat of widespread or severe damage, injury or loss of life or property resulting from any natural or human-caused cause including fire, flood, earthquake, wind, storm, wave action, oil spill, or other water contamination, radioactive activity, epidemic, air contamination, blight, draught, infestation, explosion, riot, hostile military or paramilitary action, other public calamity requiring emergency action.

Disciplines: A group of personnel with similar job roles and responsibilities. (e.g., law enforcement, firefighting, HazMat, EMS).

Dispatch: The ordered movement of a resource or resources to an assigned operational mission or an administrative move from one location to another.

Division: The partition of an incident into geographical areas of operation. Divisions are established when the number of resources exceeds the manageable span of control of the Operations Chief. A division is located within the ICS organization between the branch and resources in the Operations Section.

Drill: A supervised instruction period aimed at testing, developing, and maintaining skills in a particular operation. A drill is often a component of an exercise.

EBS – Emergency Broadcast System: A network of broadcast stations and interconnecting facilities which have been authorized by the Federal Communications Commission to operate in a controlled manner during a war, state of public peril or disaster, or other national emergency – as provided by the Emergency Broadcast System Plan.

Essential Elements of Information (EEI). A standard information requirement that provides context, informs decision making, and contributes to analysis. EEIs can inform status, impacts, actions, and limiting factors for lifelines, components, or subcomponents.

Emergency Management Assistance Compact: The Emergency Management Assistance Compact is an interstate mutual aid agreement that allows states to assist one another in responding to all kinds of natural and human-caused disasters. It is administered by the National Emergency Management Association.

Emergency Operations Centers: The physical location at which the coordination of information and resources to support domestic incident management activities normally takes place. An EOC may be a temporary facility or may be located in a more central or permanently established facility, perhaps at a higher level of organization within a jurisdiction. EOCs may be organized by major functional disciplines (e.g., fire, law enforcement,

and medical services), by jurisdiction (e.g., Federal, State, regional, County, City, tribal), or some combination thereof.

Emergency Operations Plan: The “steady state” plan maintained by various jurisdictional levels for responding to a wide variety of potential hazards.

Emergency Protection Actions (Radiological): Measures taken after a release of radioactive materials to prevent or minimize radiation exposures to persons in the threatened area. Examples of emergency protection actions are area access control, evacuation, in-house shelter, decontamination, and respiratory protection.

Emergency Public Information: Information that is disseminated primarily in anticipation of an emergency or during an emergency. In addition to providing situational information to the public, it also frequently provides directive actions required to be taken by the general public.

Emergency Response Provider: Includes state, local, and tribal emergency public safety, law enforcement, emergency response, emergency medical (including hospital emergency facilities), and related personnel, agencies, and authorities. See Section 2 (6), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002). Also known as Emergency Responder.

Emergency: Absent a Presidential declared emergency, any incident(s), human-caused or natural, that requires responsive action to protect life or property. Under the Robert T. Stafford Disaster Relief and Emergency Assistance Act, an emergency is any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and to protect property and public health and safety, or to lessen or avert the threat of a catastrophe in any part of the United States.

Emergency Executive Team (EET): Is responsible for providing policy and direction to the City Manager for response and recovery personnel to implement.

Emergency Medical Technician (EMT): An individual who has completed the required training and is licensed by the State of Oregon to perform emergency basic life support functions.

Emergency Operations Center (EOC): The site from which civil government officials (municipal, county, state, and federal) exercise direction and control in an emergency or disaster.

Emergency Public Information (EPI): Information, which is disseminated before, during and/or after an emergency which instructs and transmits direct orders to the public via the news media.

Evacuation Recommendation: A recommendation made by a presiding official to all or part of the population to evacuate from a stricken or threatened area, considered necessary for the preservation of life or other disaster mitigation response or recovery.

Evacuation: Organized, phased, and supervised withdrawal, dispersal, or removal of civilians from dangerous or potentially dangerous areas, and their reception and care in safe areas.

Evacuees, Spontaneous: Persons who might leave an area in periods of intense crisis in response to a real or feared threat whether or not they are advised to.

Evaluation: The process of observing and recording exercise activities, comparing the performance of the participants against the objectives, and identifying strengths and weaknesses.

Event: A planned, non-emergency activity. ICS can be used as the management system for a wide range of events, e.g., parades, concerts, or sporting events.

Exercise: An activity designed to promote emergency preparedness, test or evaluate emergency operations plans, procedures or facilities, train personnel in emergency response duties, and demonstrate operational capability. There are three specific types of exercises:

A. Tabletop Exercise: An activity in which elected and appointed officials and key agency staff are presented with simulated emergency situations without time constraints. It is usually informal, in a conference room environment, and designed to elicit constructive discussion by the participants as they attempt to examine and then resolve problems based on existing emergency operating plans. The purpose is for participants to evaluate plans and procedures and to resolve questions of coordination and assignment of responsibilities in a non-threatening format and under minimum stress.

B. Functional Exercise: An activity designed to test or evaluate the capability of an individual function or complex activity within a function. It is applicable where the activity is capable of being effectively evaluated in isolation from other emergency management activity. (Example) A Direction and Control Functional Exercise: An activity designed to test and evaluate the centralized emergency operations capability and timely response of one or more units of government under a stress environment. It is centered in an EOC or interim EOC and simulates the use of outside activity and resources.

C. Full Scale Exercise: A full-scale exercise is intended to evaluate the operational capability of emergency management systems in an interactive manner over a substantial period of time. It involves the testing of a major portion of the basic elements existing within emergency operations plan and organizations in a stress environment. This type of exercise includes the mobilization of personnel and resources, and the actual movement of emergency workers, equipment, and resources required to demonstrate coordination and response capability.

Expedient Shelter: Any shelter constructed in an emergency or crisis period on a crash basis by government, individuals, or single families.

Facility Survey (PPP) Survey: A listing of facilities which have a capability to lodge and feed evacuees.

Fallout Shelter: A habitable structure, facility, or space (public or private) used to protect its occupants from radioactive fallout. Space is allocated at 10 square feet per person.

Fallout, Radioactive: The process of phenomenon of the fallback to the earth's surface of particles contaminated with radioactive materials from a cloud of this matter formed by a nuclear detonation. The term is also applied in a collective sense to the contaminated particulate matter itself. The early (or local) fallout is defined, somewhat arbitrarily, as those particles which reach the earth within 24 hours after a nuclear explosion. The delayed (or worldwide) fallout consists of the smaller particles which ascend into the upper troposphere and into the stratosphere and are carried by winds to all parts of the earth. The delayed fallout is brought to earth mainly by rain or snow.

Federal: Of or pertaining to the Federal Government of the United States of America.

Federal Coordinating Officer (FCO): Responsible for the coordination of all federal disaster assistance efforts in the affected area. He works closely with the State Coordinating Officer (SCO) to assure effective implementation of assistance programs. The FCO is located in the Disaster Field Office.

Federal Preparedness Funding: Funding designated for developing and/or enhancing State, Territorial, local, and tribal preparedness capabilities. This includes all funding streams that directly or indirectly support Homeland Security initiatives, e.g., Center for Disease Control and Health Resources and Services Administration preparedness funds.

Federal Emergency Management Agency (FEMA): The federal agency charged with development of an Integrated Emergency Management System and with supporting emergency management and disaster assistance efforts at all levels of government.

Fixed Facility: A plant site where handling/transfer, processing, and/or storage of chemicals is performed.

Full Emergency Conditions: An incident involving a severe hazard or a large area which poses an extreme threat to life and property and will probably require a large scale evacuation, or an incident requiring the expertise or resources of county, state, federal or private agencies/organizations.

Function: Function refers to the five major activities in ICS: Command, Operations, Planning, Logistics, and Finance/Administration. The term "function" is also used when describing the activity involved, e.g., the planning function. A sixth function, Intelligence, may be established, if required, to meet incident management needs.

General Staff: A group of incident management personnel organized according to function and reporting to the Incident Commander. The General Staff normally consists of the Operations Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief.

Governor's Authorized Representative: The person named by the governor in the federal-stated agreement to execute on behalf of the state all necessary documents for disaster assistance following the declaration of an emergency or major disaster, including certification of application for public assistance.

Governor's Proclamation – State of Disaster: The Governor, by executive order or proclamation, may declare a state of disaster if the governor finds a disaster has occurred or that the occurrence or threat of disaster is imminent.

Group: Established to divide the incident management structure into functional areas of operation. Groups are composed of resources assembled to perform a special function not necessarily within a single geographic division. Groups, when activated, are located between branches and resources in the Operations Section.

Groups, Institutionalized: Persons who reside in public and private group quarters of a varied nature rather than households. this includes hospital, nursing homes, orphanages, colleges, universities, and correctional facilities.

Residents generally lack household possessions or transportation or require special care and custody.

Hazard Analysis: In the context of HAZMAT planning, use of a simplified vapor dispersion model which looks at the movement of toxic or explosive vapors over distance at a concentration level of concern to determine whether the amount of chemical at a facility or in a transport container poses a threat to the surrounding community, requiring more detailed analysis and planning.

Hazard Mitigation Plan: A written plan that describes coordinated hazard mitigation planning and implementation measures to accomplish the prevention or reduction of the adverse impact of natural and human-caused hazards.

Hazard: A potential event or circumstance which presents a threat to life and/or property.

Hazard: Something that is potentially dangerous or harmful, often the root cause of an unwanted outcome.

Hazardous Materials (HAZMAT): Substances which, if released in an uncontrolled manner (i.e., spilled), can be harmful to people, animals, property, and/or the environment.

Homeland Security Exercise and Evaluation Program (HSEEP): A capabilities- and performance-based exercise program that provides a standardized policy, methodology, and language for designing, developing, conducting, and evaluating all exercises. Homeland Security Exercise and Evaluation Program also facilitates the creation of self-sustaining, capabilities-based exercise programs by providing tools and resources such as guidance, training, technology, and direct support. For additional information please visit the Homeland Security Exercise and Evaluation Program toolkit at <http://www.hseep.dhs.gov>.

Host Area: Those surrounding cities and counties that have been designated or assigned to receive residents from designated military, industrial, or

population centers to reduce the vulnerability of the population to the effects of nuclear attack.

IEMS – Integrated Emergency Management System: A concept that applies mitigation, preparedness, response, and recovery activities to all-hazards in a local/state/federal partnership.

Improvement Plan: The After Action Report documents the performance of exercise-related tasks and makes recommendations for improvements. The Improvement Plan outlines the actions that the exercising jurisdiction(s) plans to take to address recommendations contained in the After Action Report.

Incident Action Plan: An oral or written plan containing general objectives reflecting the overall strategy for managing an incident. It may include the identification of operational resources and assignments. It may also include attachments that provide direction and important information for managing the incident during one or more operational periods.

Incident Command Post: The field location at which the primary tactical-level, on-scene incident command functions are performed. The ICP may be collocated with the incident base or other incident facilities and is normally identified by a green rotating or flashing light.

Incident Command System: A standardized on-scene emergency management construct specifically designed to provide for the adoption of an integrated organizational structure that reflects the complexity and demands of single or multiple incidents, without being hindered by jurisdictional boundaries. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It is used for all kinds of emergencies and is applicable to both small and large, complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.

Incident Commander: The individual responsible for all incident activities, including the development of strategies and tactics and the ordering and the release of resources. The IC has overall authority and responsibility for conducting incident operations and is responsible for the management of all incident operations at the incident site.

Incident Management Team: The IC and appropriate Command and General Staff personnel assigned to an incident.

Incident Objectives: Statements of guidance and direction necessary for selecting appropriate strategy(s) and the tactical direction of resources. Incident objectives are based on realistic expectations of what can be accomplished when all allocated resources have been effectively deployed. Incident objectives must be achievable and measurable, yet flexible enough to allow strategic and tactical alternatives.

Incident: An occurrence or event, naturally or human-caused, that requires an emergency response to protect life or property. Incidents can, for example, include major disasters, emergencies, terrorist attacks, terrorist threats, wildland and urban fires, floods, hazardous materials spills, nuclear accidents, aircraft accidents, earthquakes, hurricanes, tornadoes, tropical storms, war-related disasters, public health and medical emergencies, and other occurrences requiring an emergency response.

Incident-Specific Hazards: Anticipated events that may or may not occur that require coordinated response to protect life or property, e.g., pandemic flu, avian flu, etc.

Initial Action: The actions taken by those responders first to arrive at an incident site.

Initial Response: Resources initially committed to an incident.

Intelligence Officer: The intelligence officer is responsible for managing internal information, intelligence, and operational security requirements supporting incident management activities. These may include information

security and operational security activities, as well as the complex task of ensuring that sensitive information of all types (e.g., classified information, law enforcement sensitive information, proprietary information, or export-controlled information) is handled in a way that not only safeguards the information but also ensures that it reaches those who need it to perform their missions effectively and safely.

Interagency: An organization or committee comprised of multiple agencies.

Interoperability & Compatibility: A principle of NIMS that holds that systems must be able to work together and should not interfere with one another if the multiple jurisdictions, organizations, and functions that come together under NIMS are to be effective in domestic incident management. Interoperability and compatibility are achieved through the use of such tools as common communications and data standards, digital data formats, equipment standards, and design standards. (Department of Homeland Security, National Incident Management System; March 2004, 55.)

Inventory: An itemized list of current assets such as a catalog of the property or estate, or a list of goods on hand.

Joint Information Center (JIC): A location established by the state and federal government subsequent to a Presidential Disaster Declaration. These centers have the dual role of collecting damage information relating to the private (individual) sector and serving as a referral center to help individuals in getting available assistance to meet immediate needs.

Joint Information System (JIS): Integrates incident information and public affairs into a cohesive organization designed to provide consistent, coordinated, timely information during crisis or incident operations. The mission of the JIS is to provide a structure and system for developing and delivering coordinated interagency messages; developing, recommending, and executing public information plans and strategies on behalf of the IC; advising the IC concerning public affairs issues that could affect a response

effort; and controlling rumors and inaccurate information that could undermine public confidence in the emergency response effort.

Jurisdiction: A range or sphere of authority. Public agencies have jurisdiction at an incident related to their legal responsibilities and authority.

Jurisdictional authority at an incident can be political or geographical (e.g., City, County, tribal, State, or Federal boundary lines) or functional (e.g., law enforcement, public health).

Key Personnel: Those officials of local government and other agencies and organizations who have primary functional responsibilities under this plan.

Key Worker: An individual whose skills or services are required to continue operation of vital facilities and activities that will provide goods and services to the relocated population and host county residents or ensure continuance of the nation's production capabilities and preservation of the economic system.

Law Enforcement Data System (LEDS): An electronic message switching system network providing landline and teletype communications to federal, state, and local law enforcement agencies.

Lessons Learned: Knowledge gained through operational experience (actual events or exercises) that improve performance of others in the same discipline.

Liaison Officer: A member of the Command Staff responsible for coordinating with representatives from cooperating and assisting agencies.

Liaison: A form of communication for establishing and maintaining mutual understanding and cooperation.

Lifeline: A common method that responders use to assess whether critical lifesaving and life sustaining services are disrupted, and, if so, which core capabilities are required to provide those services. A lifeline enables the continuous operation of critical government and business functions and is essential to human health and safety or economic security.

Local Government: A County, municipality, City, town, township, local public authority, school district, special district, intrastate district, council of governments (regardless of whether the council of governments is incorporated as a nonprofit corporation under State law), regional or interstate government entity, or agency or instrumentality of a local government; an Indian tribe or authorized tribal organization, or in Alaska a Native village or Alaska Regional Native Corporation; a rural community, unincorporated town or village, or other public entity. See Section 2 (10), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Lodging Facilities: Public or private buildings in designated reception areas that may be used to lodge and care for evacuees. Generally, assigned space is approximately 40 square feet per person. The facility may or may not meet criteria for designation as a protective or fallout shelter.

Logistics Section: The section responsible for providing facilities, services, and material support for the incident.

Logistics: Providing resources and other services to support incident management.

Major Disaster: As defined under the Robert T. Stafford Disaster Relief and Emergency Assistance Act (42 U.S.C. 5122), a major disaster is: “any natural catastrophe (including any hurricane, tornado, storm, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, or drought), 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 under this Act to supplement the efforts and available resources of States, tribes, local governments, and disaster relief organizations in alleviating the damage, loss, hardship, or suffering caused thereby.”

Management by Objective: A management approach that involves a four-step process for achieving the incident goal. The Management by Objectives

approach includes establishing overarching objectives; developing and issuing assignments, plans, procedures, and protocols; establishing specific, measurable objectives for various incident management functional activities and directing efforts to fulfill them, in support of defined strategic objectives; and documenting results to measure performance and facilitate corrective action.

Mitigation: The activities designed to reduce or eliminate risks to persons or property or to lessen the actual or potential effects or consequences of an incident. Mitigation measures may be implemented prior to, during, or after an incident. Mitigation measures are often informed by lessons learned from prior incidents. Mitigation involves ongoing actions to reduce exposure to, probability of, or potential loss from hazards. Measures may include zoning and building codes, floodplain buyouts, and analysis of hazard-related data to determine where it is safe to build or locate temporary facilities. Mitigation can include efforts to educate governments, businesses, and the public on measures they can take to reduce loss and injury.

Mobile Assistance Team: Personnel from federal, state, local and private relief agencies which conduct meetings throughout an affected area to immediately aid victims or refer victims to where assistance may be available.

Mobilization: The process and procedures used by all organizations—state, local, and tribal—for activating, assembling, and transporting all resources that have been requested to respond to or support an incident.

Multiagency Coordination Entity: A multiagency coordination entity functions within a broader multiagency coordination system. It may establish the priorities among incidents and associated resource allocations, de-conflict agency policies, and provide strategic guidance and direction to support incident management activities.

Multiagency Coordination Systems: Multiagency coordination systems provide the architecture to support coordination for incident prioritization,

critical resource allocation, communications systems integration, and information coordination. The components of multiagency coordination systems include facilities, equipment, emergency operation centers (EOCs), specific multiagency coordination entities, personnel, procedures, and communications. These systems assist agencies and organizations to fully integrate the subsystems of the NIMS.

Multi-jurisdictional Incident: An incident requiring action from multiple agencies that each have jurisdiction to manage certain aspects of an incident. In ICS, these incidents will be managed under Unified Command.

Mutual-Aid Agreements: Arrangements between organizations, either public or private, for reciprocal aid and assistance in case of a disaster too great to be dealt with unassisted.

National Disaster Medical System: A cooperative, asset-sharing partnership between the Department of Health and Human Services, the Department of Veterans Affairs, the Department of Homeland Security, and the Department of Defense. National Disaster Medical System provides resources for meeting the continuity of care and behavioral health services requirements of the ESF 8 in the National Response Framework.

National Incident Management System: A system mandated by HSPD-5 that provides a consistent nationwide approach for state, local, and tribal governments; the private-sector, and nongovernmental organizations to work effectively and efficiently together to prepare for, respond to, and recover from domestic incidents, regardless of cause, size, or complexity. To provide for interoperability and compatibility among State, local, and tribal capabilities, the NIMS includes a core set of concepts, principles, and terminology. HSPD-5 identifies these as the ICS; multiagency coordination systems; training; identification and management of resources (including systems for classifying types of resources); qualification and certification; and the collection, tracking, and reporting of incident information and incident resources.

National Response Framework: A guide to how the United States conducts all-hazards incident management. It is built upon flexible, scalable, and adaptable coordinating structures to align key roles and responsibilities across the nation. It is intended to capture specific authorities and best practices for managing incidents that range from the serious but purely local, to large-scale terrorist attacks or catastrophic natural disasters. The National Response Framework replaces the former National Response Plan.

National: Of a nationwide character, including the State, local, and tribal aspects of governance and policy.

National Warning System (NAWAS): A nationwide, dedicated telephone warning system. This system operates on the federal, state, and local levels. When an enemy attack is confirmed by the North American Aerospace Defense Command, a warning is disseminated to all warning points on the system.

Non-Governmental Organization: An entity with an association that is based on interests of its members, individuals, or institutions and that is not created by a government but may work cooperatively with government. Such organizations serve a public purpose, not a private benefit. Examples of Non-Governmental Organizations include faith-based charity organizations and the American Red Cross.

No-Notice Events: An occurrence or event, natural or human-caused, that requires an emergency response to protect life or property (i.e., terrorist attacks and threats, wildland and urban fires, floods, hazardous materials spills, nuclear accident, aircraft accident, earthquakes, hurricanes, tornadoes, public health, and medical emergencies etc.)

National Shelter Survey (NSS): Computer listing of facilities which provide protection from radioactive fallout.

On-Scene Command Post: Facility at a safe distance from an accident site, where the incident commander, responders and technical representatives

can make response decisions, deploy workforce and equipment, maintain liaison with media, and handle communications.

Operational Period: The time scheduled for executing a given set of operation actions, as specified in the Incident Action Plan. Operational periods can be of various lengths, although usually not over 24 hours.

Operations Planning: The process of determining the need for application of resources and determining the methods of obtaining and committing these resources to fill the operational needs.

Operations Section: The section responsible for all tactical incident operations. In ICS, it normally includes subordinate branches, divisions, and/or groups.

Personnel Accountability: The ability to account for the location and welfare of incident personnel. It is accomplished when supervisors ensure that ICS principles and processes are functional and that personnel are working within established incident management guidelines.

Protection Factor (Nuclear Attack) (PF): Ratio of outside radiation to that experienced inside a fallout shelter, i.e., a person inside a PF 40 Shelter would receive only 1/40th of the radiation from outside the shelter.

Plain Language: Common terms and definitions that can be understood by individuals from all responder disciplines. The intent of plain language is to ensure the clear and accurate communication of information during an incident.

Planning: A method to developing objectives to be accomplished and incorporated into an EOP.

Planning Meeting: A meeting held as needed prior to and throughout the duration of an incident to select specific strategies and tactics for incident control operations and for service and support planning. For larger incidents, the planning meeting is a major element in the development of the IAP.

Planning Section: Responsible for the collection, evaluation, and dissemination of operational information related to the incident, and for the preparation and documentation of the IAP. This section also maintains information on the current and forecasted situation and on the status of resources assigned to the incident.

Plume: A vapor cloud formation associated with HAZMAT which has shape and buoyancy.

Population Protection Planning (PPP): A process which provides for the development, exercising, maintenance, and improvement of plans to cope with the effects of natural disasters, technological hazards, and nuclear attack.

Preparedness Organizations: The groups that provide interagency coordination for domestic incident management activities in a non-emergency context. Preparedness organizations can include all agencies with a role in incident management, for prevention, preparedness, response, or recovery activities. They represent a wide variety of committees, planning groups, and other organizations that meet and coordinate to ensure the proper level of planning, training, equipping, and other preparedness requirements within a jurisdiction or area.

Preparedness: The range of deliberate, critical tasks and activities necessary to build, sustain, and improve the operational capability to prevent, protect against, respond to, and recover from domestic incidents. Preparedness is a continuous process. Preparedness involves efforts at all levels of government and between government and private-sector and nongovernmental organizations to identify threats, determine vulnerabilities, and identify required resources. Within NIMS, preparedness is operationally focused on establishing guidelines, protocols, and standards for planning, training and exercises, personnel qualification and certification, equipment certification, and publication management.

Preplanned Event: A preplanned event is a non-emergency activity. ICS can be used as the management system for events such as parades, concerts, or sporting events, etc.

Presidential Emergency Declaration: Is issued when the President has decided that a catastrophe, in any part of the United States, requires federal emergency assistance to supplement state and local efforts to save lives and protect property, public health and safety or to avert or lessen the threat of a catastrophe.

Presidential Major Disaster Declaration: Is issued when, in the determination of the President, a catastrophe caused damage of sufficient severity and magnitude to warrant federal assistance under PL 93-288 as amended by PL 100-707 or subsequent legislation, above and beyond emergency services provided by the federal government to supplement the efforts and available resources of states, local governments, and other relief organizations in alleviating the damage, loss, hardship, or suffering as a result of the catastrophe.

Prevention: Actions to avoid an incident or to intervene to stop an incident from occurring. Prevention involves actions to protect lives and property. It involves applying intelligence and other information to a range of activities that may include such countermeasures as deterrence operations; heightened inspections; improved surveillance and security operations; investigations to determine the full nature and source of the threat; public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and, as appropriate, specific law enforcement operations aimed at deterring, preempting, interdicting, or disrupting illegal activity and apprehending potential perpetrators and bringing them to justice.

Private Sector: Organizations and entities that are not part of any governmental structure. It includes for-profit and not-for-profit organizations,

formal and informal structures, commerce and industry, and private voluntary organizations.

Processes: Systems of operations that incorporate standardized procedures, methodologies, and functions necessary to provide resources effectively and efficiently. These include resource typing, resource ordering and tracking, and coordination.

Protective shelter: Any shelter with the capability to protect individuals, animals, or equipment from the effects of hazards such as tornadoes, blast, fire, initial radiation, and fallout. Some additional terms associated with protective shelters are:

Public Safety Power Shutoff: Electric company proactively turn off power to reduce the risk of wildfire when conditions threaten our ability to safely operate the grid. It is a last-resort safety measure to protect people, property, and public spaces.

Public Information Officer (PIO): A member of the Command Staff responsible for interfacing with the public and media or with other agencies with incident-related information requirements.

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

Publications Management: The publications management subsystem includes materials development, publication control, publication supply, and distribution. The development and distribution of NIMS materials is managed through this subsystem. Consistent documentation is critical to success because it ensures that all responders are familiar with the documentation used in a particular incident regardless of the location or the responding agencies involved.

Qualification and Certification: This subsystem provides recommended qualification and certification standards for emergency responder and

incident management personnel. It also allows the development of minimum standards for resources expected to have an interstate application. Standards typically include training, currency, experience, and physical and medical fitness.

Radio Amateur Civil Emergency Services (R.A.C.E.S.): Radio communications services conducted by volunteer license amateur radio operators providing emergency radio communications to local, regional, or state emergency management organizations.

Reception and Care Survey (RAC): A listing of facilities which have the capability to lodge and feed evacuees.

Radiological Emergency: A radiological/nuclear incident which requires immediate action to save lives, to protect public health, to preserve property, or to reduce or avoid an increase in the threat resulting from the incident.

Radiological Monitoring: The use of detection equipment to determine the levels of radiation or the presence and concentration of radioactive contamination to include the planning and data collection necessary to the task.

Radiological Protection: The organized effort, through warning, detection and preventive or remedial measures, to minimize the effect of nuclear radiation on people and resources.

Reception Area: A specified area designated for reception and care of evacuees that is unaffected by the disaster or hazard, or in the case of possible nuclear attack is relatively unlikely to experience direct weapons effects (blasts of 2psi or more, heat, and initial nuclear radiation).

Recovery Plan: A plan developed by a state, local, or tribal jurisdiction with assistance from responding Federal agencies to restore the affected area.

Recovery: The development, coordination, and execution of service and site restoration plans; the reconstitution of government operations and services; individual, private sector, nongovernmental, and public assistance programs

to provide housing and to promote restoration; long-term care and treatment of affected persons; additional measures for social, political, environmental, and economic restoration; evaluation of the incident to identify lessons learned; post-incident reporting; and development of initiatives to mitigate the effects of future incidents.

Resource Management: Efficient incident management requires a system for identifying available resources at all jurisdictional levels to enable timely and unimpeded access to resources needed to prepare for, respond to, or recover from an incident. Resource management under NIMS includes mutual aid agreements; the use of special state, local, and tribal teams; and resource mobilization protocols.

Resource Typing Standard: Categorization and description of response resources that are commonly exchanged in disasters through mutual aid agreements. The FEMA/NIMS Integration Center Resource typing definitions provide emergency responders with the information and terminology they need to request and receive the appropriate resources during an emergency or disaster.

Resource Typing: Resource typing is the categorization of resources that are commonly exchanged through mutual aid during disasters. Resource typing definitions help define resource capabilities for ease of ordering and mobilization during a disaster. [Resource Typing - National Resource Hub - Preparedness Toolkit \(fema.gov\)](https://www.fema.gov/emergency-preparedness/toolkit)

Resources List: A current list of all resources (equipment, personnel, supplies) which can be used by emergency services in response to local disaster or emergencies.

Resources Unit: Functional unit within the Planning Section responsible for recording the status of resources committed to the incident. This unit also evaluates resources currently committed to the incident, the effects additional responding resources will have on the incident, and anticipated resource needs.

Resources: Personnel and major items of equipment, supplies, and facilities available or potentially available for assignment to incident operations and for which status is maintained. Resources are described by kind and type and may be used in operational support or supervisory capacities at an incident or at an EOC.

Response: Activities that address the short-term, direct effects of an incident. Response includes immediate actions to save lives, protect property, and meet basic human needs. Response also includes the execution of emergency operations plans and of mitigation activities designed to limit the loss of life, personal injury, property damage, and other unfavorable outcomes. As indicated by the situation, response activities include applying intelligence and other information to lessen the effects or consequences of an incident; increased security operations; continuing investigations into nature and source of the threat; ongoing public health and agricultural surveillance and testing processes; immunizations, isolation, or quarantine; and specific law enforcement operations aimed at preempting, interdicting, or disrupting illegal activity, and apprehending actual perpetrators and bringing them to justice.

Safety Officer: A member of the Command Staff responsible for monitoring and assessing safety hazards or unsafe situations and for developing measures for ensuring personnel safety.

Scalability: The ability of incident managers to adapt to incidents by either expanding or reducing the resources necessary to adequately manage the incident, including the ability to incorporate multiple jurisdictions and multiple responder disciplines.

Section: The organizational level having responsibility for a major functional area of incident management, e.g., Operations, Planning, Logistics, Finance/Administration, and Intelligence (if established). The section is organizationally situated between the branch and the Incident Command.

Shelter Manager: A pre-trained individual selected by their local coordinator who provides for internal organization, administration, and operation of a shelter facility.

Situation Report (SITREP): A report that provides timely, clear, and concise understanding of the impacts, response actions, and issues associated with the incident to decision makers.

Span of Control: The number of individuals a supervisor is responsible for, usually expressed as the ratio of supervisors to individuals. (Under NIMS, an appropriate span of control is between 1:3 and 1:7.)

Special Populations: Concentrations of people in one area or building for a special purpose or in certain circumstances (e.g., deaf, disabled, homebound persons, schools, hospitals, nursing homes, orphanages, shopping centers, etc.)

Stafford Act: This Act constitutes the statutory authority for most Federal disaster response activities especially as they pertain to FEMA and FEMA programs.

Staging Area (SA): A pre-selected location having large parking areas and cover for equipment, vehicle operators, and other personnel such as a major shopping area, schools, etc. The SA provides a base for coordinated emergency operations, assembly of persons to be moved by public transportation to reception jurisdictions, a rally point for mutual aid, and a debarking area for returning evacuees.

Staging Area: Location established where resources can be placed while awaiting a tactical assignment. The Logistics Section manages Staging Areas.

Standing Operating Procedures (SOP): A steady and continuous reference to those procedures which are unique to a situation, and which are used to accomplishing specialized functions.

Standardization: A principle of NIMS that provides a set of standardized organizational structures (such as the ICS, multi-agency coordination systems, and public information systems) as well as requirements for processes, procedures, and systems designed to improve interoperability among jurisdictions and disciplines in various area, including: training; resource management; personnel qualification and certification; equipment certification; communications and information management; technology support; and continuous system improvement. (Department of Homeland Security, National Incident Management System; March 2004, 2.)

State: When capitalized, refers to the governing body of Oregon.

State Coordinating Officer (SCO): The person appointed by the Governor to serve as the on-scene representative for the Office of Emergency Management and to work in concert with the Federal Coordinating Officer in administering state and federal assistance to disaster victims.

State Emergency Management Plan: State plan which is designated specifically for state-level response to emergencies or major disasters, and which sets forth actions to be taken by the state and local governments, including those for implementing federal disaster assistance.

Strategic: Strategic elements of incident management are characterized by continuous long-term, high-level planning by organizations headed by elected or other senior officials. These elements involve the adoption of long-range goals and objectives, the setting of priorities, the establishment of budgets and other fiscal decisions, policy development, and the application of measures of performance or effectiveness.

Strategy: The general direction selected to accomplish incident objectives set by the IC.

Strike Team: A set number of resources of the same kind and type that have an established minimum number of personnel.

Supporting Technologies: Any technology that may be used to support the NIMS is included in this subsystem. These technologies include orthophoto mapping, remote automatic weather stations, infrared technology, and communications, among various others.

Task Force: Any combination of resources assembled to support a specific mission or operational need. All resource elements within a Task Force must have common communications and a designated leader.

Technical Assistance: Support provided to state, local, and tribal jurisdictions when they have the resources but lack the complete knowledge and skills needed to perform a required activity (such as mobile home park design and hazardous material assessments).

Terrorism: Under the Homeland Security Act of 2002, terrorism is defined as activity that involves an act dangerous to human life or potentially destructive of critical infrastructure or key resources and is a violation of the criminal laws of the United States or of any State or other subdivision of the United States in which it occurs and is intended to intimidate or coerce the civilian population or influence a government or affect the conduct of a government by mass destruction, assassination, or kidnapping. See Section 2 (15), Homeland Security Act of 2002, Pub. L. 107-296, 116 Stat. 2135 (2002).

Threat: An indication of possible violence, harm, or danger.

Tools: Those instruments and capabilities that allow for the professional performance of tasks, such as information systems, agreements, doctrine, capabilities, and legislative authorities.

Traffic Control Points: Places along evacuation routes that are staffed by law enforcement officials to direct and control movement to and from the area being evacuated.

Training: Specialized instruction and practice to improve performance and lead to enhanced emergency management capabilities.

Triage: System of assigning priorities of medical treatment to the injured and/or ill on the basis of urgency and chance of survival.

Tribal: Any Indian tribe, band, nation, or other organized group or community, including any Alaskan Native Village as defined in or established pursuant to the Alaskan Native Claims Settlement Act (85 stat. 688) [43 U.S.C.A. and 1601 et seq.], that is recognized as eligible for the special programs and services provided by the United States to Indians because of their status as Indians.

Type: A classification of resources in the ICS that refers to capability. Type 1 is generally considered to be more capable than Types 2, 3, or 4, respectively, because of size; power; capacity; or, in the case of incident management teams, experience and qualifications.

Unified Area Command: A Unified Area Command is established when incidents under an Area Command are multi-jurisdictional.

Unified Command: An application of ICS used when there is more than one agency with incident jurisdiction or when incidents cross political jurisdictions. Agencies work together through the designated members of the UC, often the senior person from agencies and/or disciplines participating in the UC, to establish a common set of objectives and strategies and a single IAP.

Unit: The organizational element having functional responsibility for a specific incident planning, logistics, or finance/administration activity.

Unity of Command: The concept by which each person within an organization reports to one and only one designated person. The purpose of unity of command is to ensure unity of effort under one responsible commander for every objective.

Upgradable Shelter: Shelter space obtained by taking actions to improve fallout protection in existing facilities and spaces; usually accomplished by adding mass overhead and to walls through use of earth and other materials to establish a protection factor of PF40 or better.

Volunteer: For purposes of NIMS, a volunteer is any individual accepted to perform services by the lead agency, which has authority to accept volunteer services, when the individual performs services without promise, expectation, or receipt of compensation for services performed. See, e.g., 16 U.S.C. 742f(c) and 29 CFR 553.101.

Vulnerability (or Risk): The degree to which people, property, and the environment, or social and economic activity are impacted due to injury, damage, disruption, or loss of life.

Vulnerable Zone: An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern.

Washington County Amateur Radio Emergency Services (ARES): Radio communications services conducted by volunteer license amateur radio operators in Washington County, providing emergency radio communications to local, regional, or state emergency management organizations.

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EMERGENCY SERVICES

ANNEX

2026



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ANNEX DEVELOPMENT AND MAINTENANCE

Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the EOP Base Plan. Support annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for complex emergency functions. Support Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the City.

The Emergency Services Annex describes response functions and capabilities employed by City departments and support agencies during a citywide incident.

City department policies align with the City's Emergency Operations Plan by implementing Standard Operations Procedures (SOPs) defined in this Annex. When developing SOPs, each department is to take into consideration how emergency operations relate to the services they provide, and how those activities interact with, support, or require support from other departments identified within this plan.

All policies, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to ensure policies are consistent with current municipal code.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Every other year, a formal review of this document will be conducted by departments and agencies that are identified within the Annex. The Fire Chief, or designee will lead the Annex review process. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes and disseminated to authorized individuals.

RECORD OF CHANGES

Each revision to this Plan must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Full rewrite of document	Chief Jim Geering

SECTION 1: INTRODUCTION

It is the responsibility of government to undertake an ongoing comprehensive approach to emergency services response in order to manage hazardous events. The City of Forest Grove defines an “incident” as any occurrence or event, natural or human-caused that requires action to protect life, property, and the environment. Incidents can include major disasters, emergencies, or a product of any of the City’s identified hazards. Throughout this Annex, the term “incident” is used broadly to avoid confusion between other terms such as disaster, emergencies, or events. The four key actions described in this document define response to an incident as: (1) Gain and Maintain Situational Awareness; (2) Activate and Deploy Resources; (3) Coordinate Response Actions; and (4) Demobilize.

1.1 Purpose

This Annex focuses on major emergencies or disasters when the City’s Emergency Operations Center (EOC) or a Joint Information Center (JIC) is established or activated. Organizations, operational concepts, responsibilities, and procedures regarding emergency services capabilities are defined within this Annex.

The Annex has been developed to meet the following objectives:

- Provide emergency services concept of operations and identify roles and responsibilities for each appropriate department within the City of Forest Grove.
- Define emergency services methodologies and procedures necessary for the rapid response and notification of City departments and the public in the event that requires emergency service deployment.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate any adverse impact.
- Ensure consistency with county, state, and federal government emergency response plans and operations.

This Annex can be used in conjunction with other plans designed for the protection of the population. This Annex is applicable to all locations and to all agencies, organizations, and personnel with responsibilities related to emergency services within the scope of this document.

1.2 Scope

This document is applicable to the City of Forest Grove departments with emergency services responsibilities and essential resources. Of particular importance to this document are:

- City departments with emergency public safety functions.
- City departments that have routine interaction with the public on a regular basis.
- City departments performing emergency public safety or other critical services.

This Annex outlines the process for responding to, communicating, coordinating, and integrating emergency service activities during an emergency or disaster situation. This Annex also details the coordination between the Field and the Public Information Officer (PIO) for disseminating information during an EOC activation and coordinating with the Joint Information Center (JIC). This Annex only applies within the jurisdictional boundaries of the City of Forest Grove.

1.3 Planning Assumptions

This Annex was created to integrate the concepts and structure defined by NIMS, the National Incident Management System, and the Incident Command System (ICS). Only departments that have a response role or a role closely supporting emergency operations will be included in this document.

The planning assumptions are limited to those applicable to this function and are as follows:

- A disaster may occur at any time with little or no warning, and response and/or recovery needs may exceed the capabilities of government

entities, the private sector, and nonprofit organizations in the affected areas.

- In any disaster, primary consideration is first given to the preservation of life, then incident stabilization and property preservation. Additionally, time and effort must be given to providing critical life sustaining needs.
- In a catastrophic incident, damage control and disaster relief will be required from government entities, and non-governmental organizations, and the private sector.
- The City EOC may or may not be activated in support of an event. EOC activation will be determined based on the scope and scale of the event.
- City departments and appropriate non-city agencies with regulatory oversight responsibilities will continue in their same roles during all phases of an emergency and will insert themselves into the organizational chain to support emergency services efforts.
- In some instances, the consequences of a disaster along with terrain, and the geographical area, may impact the effectiveness of notification systems.
- The City will provide reasonable accommodations to constituents seeking and receiving resources.
- Residential, commercial, and institutional structures could be damaged, requiring a large Urban Search & Rescue/Heavy Rescue mobilization.
- Residents could be displaced, requiring shelter and social service needs.
- Sheltering activities could be short-term or long-term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies, electrical power, natural gas distribution systems and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure, vehicle, and rail corridors could be damaged and in limited operation. Re-establishment of transportation

infrastructure will be critical.

- Communications infrastructure could be damaged, causing disruption in land-line telephone, cellular telephone, radio, television, internet, and other communication services. Re-establishment of communications infrastructure will be critical.
- The public will demand updates and information regarding the situation.
- All resources will be available, and operations will be conducted as expected. In some cases, however, resources may not be available. In which case people will adapt accordingly.
- Many resources critical to the disaster recovery process may be scarce, and competition to obtain such resources may be significant. Participation from many outside agencies and organizations will be needed throughout the recovery phases.
- Voluntary organizations within and beyond the region will play a major role throughout the affected areas by providing supplies and services.

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities,

and interests. This plan aligns with the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.
3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is surrounded by rolling hills, evergreen forests, and vineyards and is near the foothills of the Coastal Mountain Range. The City is located within the watershed of the Tualatin River and is a gateway to the Tillamook Forest to the west.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximate 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet) provides light rail and bus transfer commuter service with stops every 15 minutes via line 57.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County’s 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services, housing services, and emergency management. The Board of County Commissioners also serves as the governing body for the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff’s Office (WCSO) for public safety and security
- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety
- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness.

The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.

It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this plan impacts and is informed by activities conducted before and after any emergency operations take place.



1.8 Hazard Assessment Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

The next section describes the hazards and vulnerabilities the City frequently faces based on levels of probability and severity. The following information provides broad descriptions of the vulnerabilities the City of Forest Grove accounts for, additional details can be found in the Hazard Planning Annex. For additional information on county and state hazards refer to the

Washington County Natural Hazard Mitigation Plan, 2023 and the Oregon Natural Hazard Mitigation Plan, 2020.

Severe Weather

Because of its more rural geography, the City tends to experience more frequent and higher magnitude damaging windstorm events. Due to the City's location closer to the mountains on the west side of the county, it typically experiences more frequent and severe winter storm emergencies.

Earthquake

The City could experience earthquakes that originate from the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek Fault Zone. It could also experience liquefaction and coseismic landslides as the result of an earthquake.

Volcano Ash

Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City, although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Flood

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Landslides

The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Dam Failure

The City of Forest Grove would be impacted if Scoggins Dam were to fail. The dam is located 5.5 miles from Forest Grove. It is a 151-foot-high structure that forms the Henry Hagg Lake. If Scoggins Dam were to fail, areas in the southernmost portion of the City within the established 100-year flood risk

area of the Tualatin River may flood. This is not a heavily built environment, and people and structures should not be adversely affected

Drought

Drought typically occurs as a regional event and often affects more than one city and county simultaneously. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Health Epidemic

Pandemic events are one of the greatest risks to public health within the City. Pandemics can stem from a variety of viruses and diseases, the most widespread among them being influenza pandemics due to their rate of occurrence and severity. Depending on the severity, pandemics have the potential to disrupt City services both economically and socially.

Transportation and Industrial Accidents

Transportation and industrial accidents may include major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.

Wildland Fire

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Civil Disorder and Terrorism

This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

Critical Infrastructure Interruption

The City has extensive and complex infrastructure that provide critical services and key resources, such as water, power, sanitation, telecommunications, natural gas, fuel, and other services that residents, commuters, and visitors rely on daily.

A major interruption to some of these services or resources can cause significant personal and economic hardship to many residents. A failure of one critical infrastructure could have a domino effect causing other critical infrastructure to fail. A prolonged interruption and a delayed recovery response to critical infrastructure will pose a significant threat to the health, safety, and property of residents.

A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructure. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the City.

Hazardous Materials

Hazardous materials incidents, although rare in the City, include both fixed site and transportation related incidents involving hazardous and radiological materials. This hazard also includes drug laboratories.

Utility Failure/Resource Shortage

This hazard includes the shortage or loss of power, water, sewer, or natural gas supplies, as well as shortages of fuel such as oil, gasoline, diesel, and food supplies.

Cyber Security

Cybersecurity related attacks have become not only more numerous and diverse but also more damaging and disruptive. New types of security related incidents emerge frequently. It is the unauthorized infiltration of a jurisdiction's computer systems, networks, or database to gain access to confidential information and control over critical systems.

Additional Hazards and Events

Although not originating within the City's boundaries, the City may be affected by events occurring in other parts of the region or around the United States. In the instance neighboring jurisdictions and partnering agencies experience disruptions to critical services, reliant City communities and agencies will also become impacted.

SECTION 2: CONCEPT OF OPERATIONS

It is the policy of the City of Forest Grove to safeguard life and property by making maximum use of all available resources, public and private, to minimize the effects of natural or human-caused emergencies. Oregon Revised Statutes (ORS) 401.305 and 401.335 gives the City the responsibility and authority to direct activities that will allow the City to mitigate, prepare for, respond to, and recover from emergencies or major disasters. All City departments have the same common tasks to support emergency services activities; by:

- Providing personnel to participate in the development of operating guidelines to implement assigned duties within this Annex.
- Providing personnel with training and the capacity to exercise this Annex.
- Establishing internal lines of succession of authority.
- Protecting department vital records, materials, facilities, and services.
- Notifying department personnel of impending emergencies.
- Assigning personnel to the EOC.
- Developing and maintaining mutual aid agreements to augment resources and department-specific inventories of resources that might be needed and available to them in an emergency.
- Ensuring that departmental Standard Operating Procedures (SOPs) are developed and maintained to utilize and interface with the City's Emergency Operations Plan (EOP) and this Annex.

This plan is aligned with the National Response Framework doctrine that emphasizes tiered incident response that should be “managed at the lowest jurisdictional level and supported by additional capabilities when needed.” The vast majority of incidents are, in fact, managed locally and do not require deviation from normal, daily operational procedures.

2.1 Incident Management Systems

National Incident Management System (NIMS) is a nationwide standardized approach to incident management and response. It establishes a uniform set of processes and procedures emergency responders at all levels of government are required to utilize to conduct response operations.

Incident Management System (ICS) is a standardized management system used for the command, control, and coordination of emergency response operations. It provides a hierarchical structure and a set of procedures and protocols that enable multiple agencies and organizations to work together effectively during incidents or emergencies. ICS is utilized as a unified approach to manage complex incidents.

The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide on-scene management of an incident and to coordinate response activities between the department and stakeholders.

2.2 Incident Command Operations

In the context of this plan, response comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging law enforcement, firefighting, public works, public health, and other capabilities; developing and maintaining situational awareness; acquiring and managing resources; coordinating with other response organizations; and informing the public.

When an emergency situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex.

The following section defines the City's response priorities pre, during, and following an incident.

Lifesaving/Protection of Property: Focus on life saving / life sustaining efforts and may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

Employee Safety: Protection of City employees (including dependents) from the effects of a disaster would be the first priority in emergency response. It is expected that employees' families would be sufficiently prepared to be self-reliant after the initial incident for employees to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible. Employee safety protection includes actions taken immediately before, during, and after an event.

Unit Reconstitution: Unit reconstitution is the recall of critical employees (if the incident occurs during non-working hours) and the collection, inventory, temporary repair, and allocation of City assets to provide maximum prompt, sustained operations in response to a disaster. This would include activation of the City EOC for the purpose of coordinating emergency response activities.

Emergency Food and Temporary Housing Plan: Provision of food, water and temporary housing for disaster victims would become an immediate priority and would be coordinated through the City EOC with support from Washington County Emergency Management and the American Red Cross.

Restoration of Infrastructure: Restoration of the City's critical infrastructure (utilities, roads, buildings, etc.) would be a prime concern that would require the coordination of city, county, state, and federal agencies with the private sector.

Statutory Response: This includes provision of a partial or full range of City services beyond those associated with lifesaving, security, and law enforcement during a disaster. Included under statutory response (ORS 401.305) is City support to other units of local government in their assigned missions, e.g., coordinating additional resources, declaring a state of emergency, and requesting county, state, and federal assistance.

Recovery: Key recovery goals include restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency, return regular operating conditions, and provide non-emergency services to the public.

2.3 Incident Complexity and Types

The NIMS Incident Complexity Guide establishes a framework for determining incident complexity to inform emergency preparedness and response. The framework identifies five levels of complexity and arranges them on a scale from 5 to 1 with 5 being the least complex and 1 being the most. Each level is called a “Type” (i.e., Type 5, Type 4, etc.) and each type is defined by the scope and magnitude of incident impacts and addresses appropriate incident management structures and processes. An overview of the levels is included below.

Type 5:

Type 5 incidents are daily emergency activities that are manageable by agency field resources without the need for higher-level coordination, such as responding to calls for service regarding injured persons and traffic accidents, small residential or commercial fires, a road blocked by a downed tree or high water, and a drinking water outage affecting only a few customers. Type 5 incidents are not addressed in this plan. However, if multiple Type 5 incidents occur simultaneously and significantly impact City and/or citywide resources, the “incident” may be appropriately considered a Type 4 or 3 incident based on its impacts.

Type 4:

Type 4 incidents are those that are larger in scope and magnitude than those typically occurring on a day-to-day basis but are still manageable by agency field resources without the need for higher-level coordination. The Emergency Operations Center (EOC) or a Department Operations Center (DOC) may be activated to provide support. Warning and public instructions may be required in the immediate area involved. Examples include responding to

major structural fires, tactical law enforcement situations, and hazardous material incidents.

Type 3:

Type 3 incidents involve multiple City departments or agencies but still involve a limited area or impact a limited population. The City EOC is activated, and DOC may be activated. Warning and public instructions are typically provided in the immediate area involved, and protective actions (evacuation or sheltering-in-place) are typically limited to the immediate area of the incident and a short duration. Such incidents can generally be managed with existing department or agency resources, although they may require limited external assistance from other local response agencies or contractors and may demand a higher level of management and coordination. Examples include a winter storm with multiple road closures, a hazardous materials spill requiring the evacuation of a limited area, or a water main break flooding structures and/or causing other significant infrastructure damage. A City emergency may be declared.

Type 2:

Type 2 incidents are typically large in scale and scope (e.g., a major flood or moderate earthquake) and affect a wide area, large population, and/or important facilities. Centralization of department and agency incident management and coordination activities in EOC and DOCs will be required; additionally, a Joint Information Center (JIC) and Joint Field Office (JFO) may be activated to deal with resource, information, and coordination issues. Such situations may require community-wide warning and public instructions; implementation of large-scale protective measures (evacuation or shelter-in-place); and activation of temporary shelter and mass care operations, possibly for an extended duration. There will be a need for external assistance from other county response agencies and contractors, as well as limited assistance from state or federal agencies.

Type 1:

Type 1 incidents are complex, uncommon events of a scope and magnitude that significantly curtails local government ability to help the public; examples include a major subduction zone earthquake, a pandemic, or a wind-driven wildfire causing extensive evacuations and damage. Such incidents may produce potentially lasting impacts on the population and on critical infrastructures and key resources. They would necessitate intensive community-wide warning and public instruction efforts; implementation of extensive protective measures (evacuation or sheltering-in-place); and activation of large-scale shelter and mass care operations, potentially for an indefinite duration.

2.4 Response Organizational Levels

Coordination of response occurs at many levels but always begins in the field at the incident scene. In Citywide incidents, such as a snowstorm, where there is no single incident scene, field operations such as snow plowing, are coordinated through Incident Command Post (ICP) and/or Department Operations Center (DOC), if the EOC is not activated. The following summaries identify the various levels of coordination, which includes field response.

Incident Command Post – Command Level

An Incident Command Post (ICP) is a central location for field-level coordination and response. An ICP is typically located within the vicinity of the incident and obtains information directly from responders in the field. Emergency responders utilize the ICP to convey information between incident responders and other levels of command. Command posts are structured following the Incident Command System and agencies working at the ICP will disseminate information to the City EOC when it is activated and deemed necessary. ICPs are always activated when an emergency event occurs and may receive liaisons from other agencies to support coordination.

City – Field Response Level

Under the command of responsible officials, emergency response personnel and resources at the field level carry out tactical decisions and activities in direct response to an incident or threat. City government is responsible for providing support within the boundaries of their own jurisdictions and are subject to their defined legal authority. City departments and local support agencies will be the first responding resources to any incident and will assume incident command and control of the incident. Immediate response is accomplished within the affected area by the City and segments of the private sector. First responders arrive at the incident and function within their established field level plans and procedures.

County Response Level

The intermediate level of the State's emergency management organization; it encompasses a county's boundaries and all political subdivisions within that county, including special districts. Washington County serves as the coordination and communication link between city and state level. In this role, the County coordinates information, resources, and expertise support for the City. Additionally, the City may request regional or state resource support; these requests are coordinated through the Washington County Emergency Operations Center.

State Response Level

Should an incident strain the capability of both the City and the County, resources may be requested and processed at the state level. Requests can be made based on the actual exhaustion of resources, the expectation of additional needs, or the need for specialized resources. The State will prioritize tasks and coordinate State resources in response to requests from the County. The State also coordinates mutual aid among the mutual aid regions and between the regional and state level. The State also serves as the coordination and communication link between the State and the Federal emergency response system.

Federal Response Level

Should resources be exhausted at the City, County, and State levels, Federal resources may be requested to assist the City. Federal assistance is requested through the State ECC or the JFO, if one is established.

2.5 City Department Level Response

This Annex describes actions implemented during department level response. At these levels, the response to any incident comprises a system made up of five key components that work together to support incident management policies and priorities, facilitate logistics support and resource tracking, inform resource allocation decisions, and coordinate incident-related information.

These components are:

- Facilities (i.e., city facilities)
- Equipment (e.g., resource management systems)
- Personnel (e.g., city staff, department command staff)
- Procedures (e.g., department standard operating procedures)
- Communications (i.e., landline, wireless, and satellite-based voice and data systems).

Coordination of department level response is implemented by the Department Emergency Operations Center (DOC) and coordinated with the City EOC if activated. DOCs operations are dedicated to a single, specific department. No prior approval is required to activate a DOC

2.6 On-Scene Incident Management

The responding department or organization will manage the initial response to an incident (e.g., Public Works, Police, Fire Department) and assign an on-scene Incident Commander (IC). The on-scene IC is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene IC may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. After an initial incident

assessment, the on-scene IC will notify the City Manager if activating the City EOC is recommended.

2.7 Emergency Executive Team

The Emergency Executive Team (EET) will be comprised of executive-level department representatives or individuals who have been delegated the authority to speak on behalf of their agency. The EET will serve as a policy-making authority in the City's response and will provide the executive direction in the following:

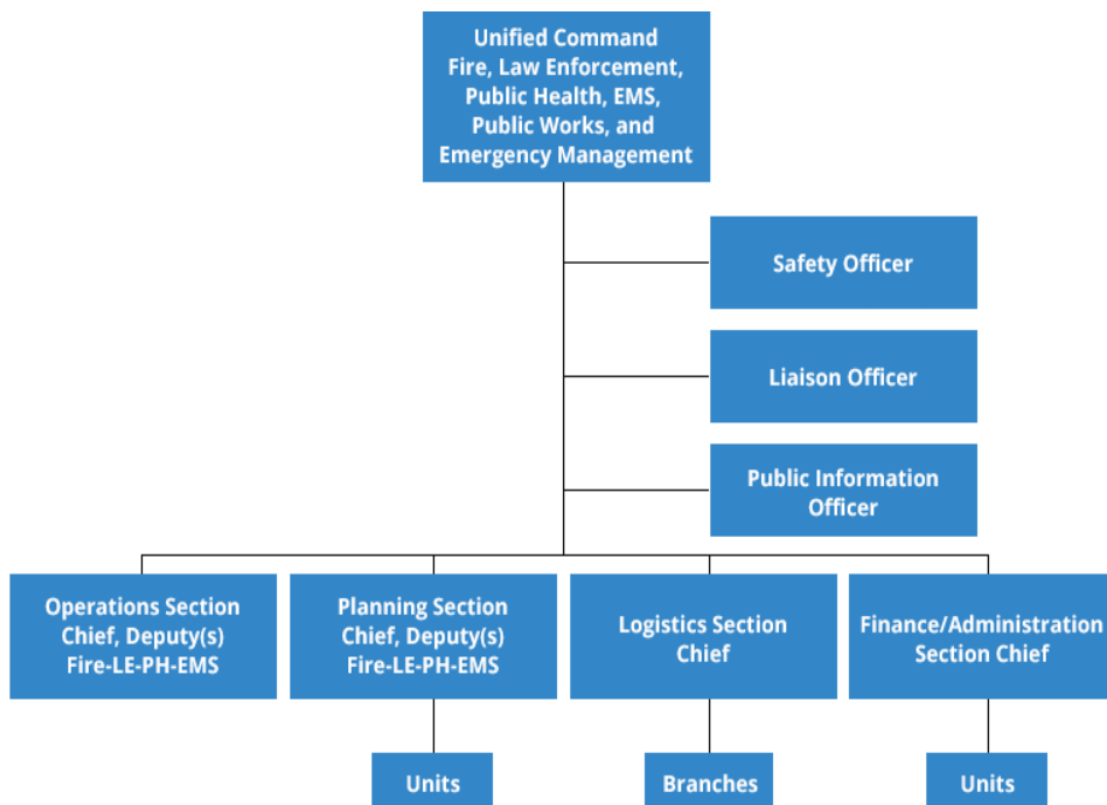
- Developing incident goals.
- Prioritizing incidents.
- Ensuring agency resource situation status is current.
- Determining specific incident and agency resource requirements.
- Allocating resources to incidents based on priorities.
- Resolving issues of agency overlap.
- Anticipating future agency/regional resource needs.
- Communicating EET direction to the EOC, City departments, and agencies.
- Providing necessary liaisons with other coordinating departments and agencies, as appropriate.

The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing policy guidelines, and providing oversight to ensure effective directives are implemented. The City Manager exercises full authority of all City departments, may organize additional divisions as necessary, provides coordination among executives, and, if necessary, may require emergency service of any City employee or volunteer. The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during local emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the EET.

2.8 Incident Management Team (IMT) Organization

Response comprises the activities taken during and immediately after an incident to reduce injuries and loss of life, stabilize the situation, and limit property and environmental damage. The City of Forest Grove will deploy a Type 3 All-Hazard Incident Management Team (AHIMT3) to manage major and/or complex incidents requiring a significant number of resources. An AHIMT3 is formed and managed by the City and includes a designated team of trained personnel from different city departments. IMT personnel will be required to successfully complete the FEMA Type 3 AHIMT training program. In the event the City is overwhelmed a partial IMT may be activated deploying only mission critical positions.

Figure 1: Forest Grove Type 3 Incident Management Team Structure



The Incident Management Team (IMT) will be activated by the Incident Commander. The Incident Commander will manage, direct, and resource the IMT. The IMT personnel may be deployed to the Incident Command Post or the

City Emergency Operations Center. The Type 3 AHIMT activities include the following:

- Manage initial action incidents with a significant number of resources.
- Manage incident until control is achieved.
- Manage expanding incidents until transition to a Type 1 or 2 IMT.
- Coordinate with emergency partners for extended incidents.
- Include trained personnel from different departments, organizations, agencies, and jurisdictions.
- Manage the incident until demobilized.

2.9 Emergency Support Functions

Emergency Support Functions (ESF) outline the critical tasks, capabilities, and resources provided by City and Washington County emergency response agencies.



ESFs provide the structure for coordinating interdepartmental and interagency support for a City response to an incident. They are a way to group functions that provide support to the City, both for Stafford Act declared disasters and emergency for non-Stafford Act incidents. At the request of the State, FEMA coordinates direct federal assistance to state and local governments through designated Emergency Support Functions (ESFs). During a major emergency or disaster City departments will respond based on critical tasks, capabilities, and services responsibilities the staff provides to the community. Each City department is aligned with the applicable Emergency Support Function and is detailed in the City's EOP. Refer to Section 4 in this document for additional ESF assignments.

Forest Grove Emergency Services Annex	
EMERGENCY SUPPORT FUNCTIONS	SCOPE
ESF 2 – Communications	Restoration telecommunication network
ESF 4 – Firefighting	Fire Protection
ESF 5 – Information and Planning	Emergency Management
ESF 7 – Resource Support	Resource Management
ESF 9 – Search and Rescue	Lifesaving assistance Search and Rescue
ESF 10 – Hazardous Materials Response	Hazardous material response Environmental safety and cleanup
ESF 13 – Law Enforcement Services	Law Enforcement
ESF 18 – Military Support	Coordination with military services

2.10 Emergency Operations Center (EOC)

During response to minor or moderate events, the City will manage the emergency with existing resources. The City EOC may or may not be activated under this scenario. The EOC, actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC provides information sharing, resource management, coordinating plans of action, and policy level decision-making. Personnel that are deployed to the EOC will support on-scene operations.

EOC Lines of Effort (LOEs) operate as strategic planning and coordinating elements for the City EOC and do not play an operational role. EOC roles which may be assigned to LOEs include but are not limited to:

- **Planning and Analysis:** Development of strategic action plans based on situation assessments and resource availability. Planning and analysis include the facilitation of coordination meetings, identification of critical planning issues, and development and dissemination of short, intermediate, and long-term plans.
- **Situation Assessment:** The collection, analysis, and tracking of disaster intelligence specific to the LOE function. Situation assessment includes preparing information and data for City EOC situation reports and common operating pictures and presenting formal and informal briefings as needed.
- **Resource Accountability:** The collection and tracking of information regarding the current status of operational resources, including specialized teams and personnel. It includes the responsibility for requesting development of appropriate displays for information.
- **Documentation and Record Preservation:** A compilation of information from the field, City EOC, emergency stakeholders, and subject matter experts to distribute final information products such as reports, plans, and briefing packages.

2.10.1 EOC Activation

The EOC is activated to support field operations when an emergency requires additional resources, or when requested resources exceed those available in the jurisdiction. The City EOC is activated in accordance with ICS. The EOC may be activated by the City Manager, Fire Chief, Police Chief, Public Works Director, or their designees. All other department executives will submit a request to activate the City's EOC via email or telephonic method to the City Manager. The EOC can be activated without declaration of a local emergency. The Forest Grove EOC activation may involve partial or full staffing, depending on the support required. The following list depicts the circumstances when the EOC may be activated:

- A City department has requested activation of the EOC to support emergency operations.
- An incident commander has requested activation of the EOC to support emergency operations.
- The City has declared a local proclamation of emergency.
- The City has requested a Governor's Proclamation of a State of Emergency as defined in Oregon State Statute 401.65.
- An incident threat has or may escalate in severity.
- A threat has impacted the region and interrupts critical services in the City.

The EOC will coordinate resources and communications between the Washington County EOC and the DOCs, neighboring jurisdiction's EOCs, and the State's ECC. Detailed responsibilities and checklists for section and unit positions are documented fully in Section 4 of this document.

2.10.2 EOC Activation Triggers

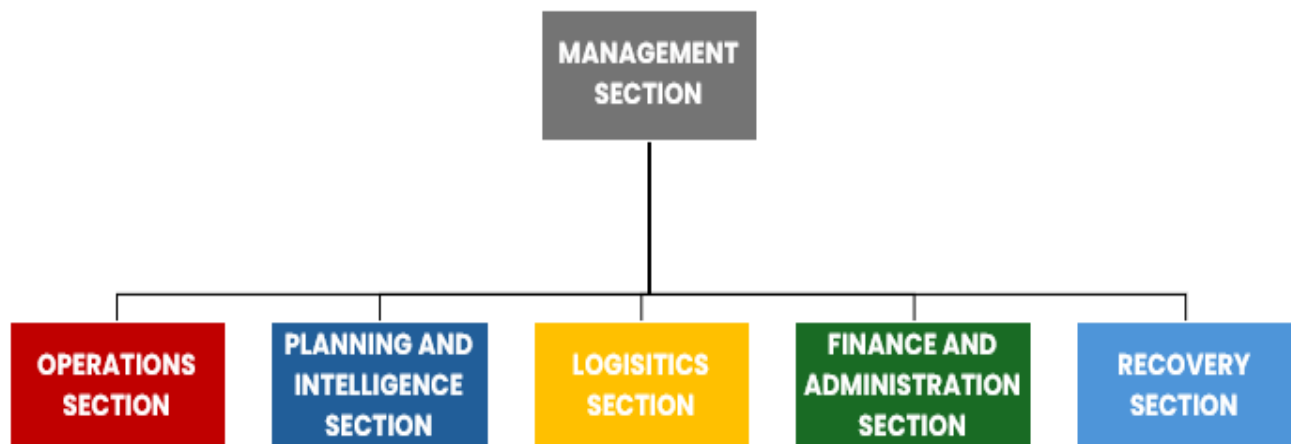
EOC activation is based on the type, severity, and level of resources required to respond. The tables on the next page describes the EOC activation trigger levels based on incident type and severity with the corresponding response actions.

INCIDENT EXAMPLE	LEVEL	EOC ACTIONS	STAFFING
• Severe weather warning • Flood watch • Wildfire affecting specific areas • Department(s) monitoring a situation for potential threat.	LEVEL 3	• Continuous monitoring of warnings and watches. • Check and update all resource/staff lists. • Email/text status of situation, EOC readiness, and EOC personnel potential activation to EET.	Fire Chief continues to monitor the situation.
• Major adverse weather events that have caused significant City disruptions. • Two or more large incidents involving two or more departments. • Large, planned events. • Longer term incident – Two or more operational periods. • Any incident where resource demands exceeds available resources.	LEVEL 2	• Activate Level 2 EOC staff • Staffed as situation warrants and liaison to other agencies • Provide status updates to EET and EOC personnel. • Facilitate resource requests. • Identify Incident Number and instruct staff on how to record incident costs. • Develop SitREP documents, Incident Action Plan, and Executive Brief for the EET.	• Management Staff • All section coordinators and deputy coordinators • Technical specialists • Any staff requested by Field Operations.

INCIDENT EXAMPLE	LEVEL	EOC ACTIONS	STAFFING
• Citywide emergency • Three or more departments with heavy resource involvement • Mutual aid resources may not be available for twenty-four hours or more. • Long duration, several days to weeks	LEVEL 1	• Activate the EOC • Provide status updates to EET and EOC personnel. • Facilitate resource requests. • Identify Incident Number and instruct staff on how to record incident costs. • Develop SitREP documents, Incident Action Plan, and Executive Brief for the EET. • Implement recovery actions. • Develop public messaging updates on incident situation and city response.	• Management staff • All section coordinators and deputy coordinators • All branches and units • Liaison representatives as appropriate • Any staff specifically • required by the requesting department or EOC Manager

2.10.3 EOC Organization

EOC organization and management is the responsibility of the EOC Manager, or their designee, under the direction of objectives set forth by the Incident Commander. The City EOC is organized into five sections, one for each of the four ICS functions as well as an optional Recovery Section if required. Each section can be divided into functional Branches and/or Units which are activated as required. EOC Sections, Branches, and Units are activated/deactivated based on the needs of the incident and as determined by their immediate ICS supervisor. EOC staff are organized by ICS sections that are further divided into Branches and Units. Section coordinators are assigned under all activation levels and are a primary point of contact for personnel assigned to the EOC. Branch Directors' and



Unit Leaders' primary directives are to coordinate resource requests and disseminate information between Command Posts, DOCs, EOC staff, City departments, and contributing agencies. Incident policies and directives implemented by field and EOC staff are provided by the City Manager's Emergency Executive Team (EET).

EOC MANAGEMENT SECTION

The Management Section directs and manages all sections within the EOC. Management personnel develop, implement, and review strategic

decisions pertaining to EOC response. When the need arises, the EOC Manager may assign additional personnel to serve under the Management Section or other sections as appropriate based on expertise. Additional Management Section staff may include specialist's role seen within the management section includes the Disability and Functional Needs (DAFN) Tech Specialist, who advises management on matters pertaining to DAFN considerations and needs. The EOC Manager is responsible for managing and directing all EOC Sections and staff activated.

EOC OPERATIONS SECTION

The Operations Section ensures that all essential emergency related information and resource requests are received, processed, and internally coordinated within the EOC. Workstations have been established in the Operations Section for the Branch Directors and Unit Leaders, with each City department providing one or more representatives. Branch Directors and Unit Leaders are responsible for providing incoming situation information and resource requests to the EOC from the field or DOCs and ensuring that essential information and results of internal EOC coordination efforts are passed back down to DOCs and the field as appropriate. The Operations Section is managed by the EOC Operations Section Chief with support from partnering agencies.

EOC PLANNING AND INTELLIGENCE SECTION

The Planning and Intelligence Section is responsible for collecting, evaluating, processing, and distributing information about the emergency to all functional elements and agencies in the EOC. The Section will maintain a citywide common operating picture through displays, maintaining current information, preparing situation summaries, and EOC action plans. The Planning Section Chief will manage the Section with support from partnering agencies.

EOC LOGISTICS SECTION

The Logistics Section provides resource support to citywide emergency operations. Logistics obtains and provides essential City personnel, facilities,

equipment, supplies not found within the EOC Operations Section and maintains an inventory of designated critical City resources. The Logistics Section will coordinate with departments to process resources obtained through the private sector. The Logistics Section Chief will manage the Section with support from partnering agencies.

EOC FINANCE AND ADMINISTRATION SECTION

The Finance and Administration Section provides general administrative finance and legal support related to EOC activities. With the support of the Operations and Planning and Intelligence Sections, the Finance section compiles and processes damage assessment information. The City Finance Director and/or designee manages the Section.

EOC RECOVERY SECTION

The Recovery Section is responsible for managing and directing recovery operations. Short-term recovery operations include:

- Rapid debris removal and cleanup.
- Systematic and coordinated restoration of Community Lifelines.
- Damage Assessment.
- Delivery and distribution of necessary commodities.

Long-term recovery operations include:

- Coordinated delivery of social and health services.
- Improved land use planning.
- Recovery projects, including those that leverage mitigation against future disaster.
- Apply lessons learned to future revisions of emergency plans.

The Recovery Section Chief will manage and direct all staff deployed to support recovery operations.

2.10.4 Field and EOC Coordination

During a disaster or emergency in the City the EOC will activate to support field response operations. Response activities for localized incidents will be

coordinated from the EOC and will be activated upon notification of a possible or actual emergency. The EOC will track, manage, and allocate appropriate resources and personnel. During large-scale emergencies, the EOC will become the seat of government for the duration of the crisis.

The field and EOC functions are illustrated in the following comparison of Field and EOC ICS Functions.

Table 2: Field Response and EOC Coordination Structure

ICS FUNCTIONS	FIELD RESPONSE	EOC COORDINATION
Command/ Management	Command is responsible for the directing, ordering, and/or controlling of resources.	Management is responsible for facilitation of overall policy, coordination, and support of the incident.
Operations	The coordinated tactical response of all field operations in accordance with the Incident Action Plan.	The coordination of all City operations in support of the response to the emergency in accordance with the EOC Action Plan.
Planning	The collection, evaluation, documentation, and use of information related to the incident.	Collecting, evaluating, and disseminating information and maintaining documentation relative to all City activities.
Logistics	Providing facilities, services, personnel, equipment, and materials in support of the incident.	Providing facilities, services, personnel, equipment, and materials requested from the field.
Finance / Administration	Initial financial cost analysis and administrative elements.	Responsible for coordinating and supporting administrative and fiscal consideration surrounding an emergency incident

2.10.5 Staff Notification and Mobilization

Once the decision to activate the City EOC has been made, the EOC Manager or designee is responsible for the initial request for assistance from departments and agencies for EOC operations. City staff will be notified of activation through direct phone calls.

After EOC IMT staff have assessed the situation, a new staffing level may be established, and the Personnel Unit, if assigned, will be responsible for scheduling, notification, and tracking. Some emergencies may require emergency services staff to self-deploy. In the event of an emergency in which telephone service is interrupted, IMT personnel should ensure the safety of their families and then report to the EOC.

2.10.6 Emergency Operations Center Locations

PRIMARY EOC

The primary Forest Grove Emergency Operations Center is physically located at:

Forest Grove Fire & Rescue
1919 Ash Street
Forest Grove, Oregon 97116.

ALTERNATE EOC

It is possible that the City EOC could be rendered unusable due to damage, lack of access, or other conditions. If the primary EOC is unusable, the Forest Grove Light & Power location at 1818 B Street, Forest Grove, Oregon 97116 is the designated alternative EOC.

If the primary and alternative locations are both unusable, then alternate facilities may have to be established in other City buildings, available commercial spaces, or temporary structures (e.g., tents). To the maximum extent possible, an alternate EOC will include the following capabilities at a level at least equivalent to their primary capabilities:

- Establishment and maintenance of situational awareness/common operating picture, including recognition of indicators and warnings.

- Priority-setting and operational planning.
- Decision-making.
- Resource needs analysis, acquisition, allocation, distribution, tracking, and accountability.
- Communication, including interoperable communication among response operations as well as external communication with response partners, stakeholders, and the public.
- Information collection/reception, analysis, sharing, and dissemination.

WASHINGTON COUNTY EMERGENCY OPERATIONS CENTER

If environmental conditions do not allow direction and control functions to be conducted from any of the above facilities, alternate locations will be identified, selected, and announced. The City Manager may request that the County Office of Emergency Management allow the City of Forest Grove direction and control functions to be conducted from County facilities. The location of the Washington County Emergency Operations Center is:

Law Enforcement Center
215 SW Adams Avenue
Hillsboro, Oregon 97123

2.10.7 EOC Demobilization

Once emergency management activities requiring the use of the EOC have concluded, the EOC will be demobilized. The demobilization decision is made by the Incident Commander under recommendation by the EOC Manager. Upon the demobilization decision, the EOC will be shut down and reconstituted to a “warm mode,” available for the next activation. The Fire Chief is responsible to ensure that the EOC is made ready for the next activation.

2.11 Recovery Operations

At some point in the response to a disaster, the focus of operations shift from taking action to protect lives and property to helping impacted areas meet

their basic needs, resume self-sufficiency, and return to their pre-existing conditions. This phase, known as recovery, normally begins with short-term efforts to reconstitute government, provide essential public health and safety services (e.g., food, water, shelter), and restore critical infrastructure. Once basic needs are met, recovery becomes more forward-looking and project-driven, focusing on activities such as community reconstruction and redevelopment (with emphasis on mitigation and other resilience and sustainability enhancement strategies) and disaster cost recovery. Because disaster recovery can constitute a complex set of processes taking months or even years, long-term recovery activities lie outside the scope of this Annex and is addressed in the Recovery Support Annex.

As soon as incident conditions permit, the City will begin laying the groundwork for recovery. Typically, still working from the EOC, the City will initiate the following short-term recovery activities:

- Damage assessment, including if appropriate, coordinating with the County, Oregon Department of Emergency Management (ODEM), and the Federal Emergency Management Agency (FEMA) to deploy Preliminary Damage Assessment (PDA) teams and initiate the Public Assistance and Individual Assistance grant processes.
- Debris removal, including coordinating public works and contractor efforts.
- Infrastructure restoration, including coordinating and supporting the efforts of public and private sector utility organizations, hospitals and other healthcare providers, transportation agencies, and housing authorities.
- Initiating processes necessary to make disaster assistance available to impacted individuals and businesses.

SECTION 3: DIRECTION, CONTROL, AND COORDINATION

This Annex may be activated when the City proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that has been identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

The City of Forest Grove's staff and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the City's command structure be established to support response and recovery efforts and maintain a significant amount of flexibility to expand and contract as a situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources.

3.1 Operational Priorities

During a City declared disaster, control is not relinquished to County or State authority but remains with the City for the duration of the event. Some responsibilities may be shared under mutual consent. Most City departments have emergency functions in addition to their normal duties. Each department is responsible for developing and maintaining its own emergency management procedures and priorities. Specific responsibilities are outlined in Section 4 in this document as well as in individual annexes.

During response and recovery, the City's activities are focused on standard operational priorities. Actions taken during a response will be prioritized based on the following:

- Protect human life including the timely dissemination of warning information.
- Save human lives and prevent further injuries.
- Rescue those in immediate danger.

- Maintain the continuity and sustainment of essential government operations.
- Safeguard and maintain critical infrastructure operations.
- Protect public and private property.
- Provide for the needs of survivors and those directly impacted.
- Restore essential services.
- Provide emergency public information.
- Restore normal operations and assist with recovery.

3.2 Critical Tasks

Each department and partnering agency is responsible for ensuring that critical staff are identified and trained at a level enabling effective execution of existing response plans, procedures, and policies. During any incident affecting the City, there are specific and critical tasks that must be recognized, adhered to, and/or accomplished. These tasks include:

- Ensure the safety of all personnel supporting the operation.
- Provide information prior to, continually during, and after an event to key organizations defined in the City's EOP.
- Reduce public fear and engender trust in the City government by providing accurate and timely information and mitigating or responding to rumors as appropriate. This can be accomplished by consistent messaging via press releases, news media, and social media updates on incidents as they occur.
- Support Critical Infrastructure Key Resources (CIKR) in response efforts where possible.
- Ensure resource coordination with county, state, federal, non-governmental organizations, and private sector response and recovery operations, as required.
- Implement a coordinated operating plan, share reports horizontally and vertically, and ensure collaboration with partners and cooperative agencies.
- Implement Continuity of Operations / Continuity of Government (COOP/COG), as needed.

- Determine and attempt to mitigate the economic impact of an incident, both short and long term.
- Provide for the continuation of essential services.

3.3 Authority to Initiate Emergency Actions

The City Manager has the ultimate authority and responsibility for the management and control of City resources during an emergency. On a day-to-day basis, this authority is delegated to the Police, Public Works, and Fire Department, who have the power to establish control of an emergency incident through the on-scene Incident Command structure. The City Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident.

When, in the judgment of the Incident Commander, a state of emergency exists within the City of Forest Grove, and there is not sufficient time for the City Council to convene or the City Manager is unavailable, the City's next in line of succession will declare a state of emergency. The declaration will authorize specific emergency powers and will exist for the period set forth in the declaration. The City Council will convene as soon as practical to ratify the State of Emergency declaration. The State of Emergency Declaration may be extended by the City Council for additional periods of time, as necessary. The declaration of an emergency nullifies leaves and vacations as deemed necessary by the City Manager. Refer to Attachment A to review declaration form.

The following list describes tasks that require authorization to initiate:

- The City Manager may reassume the duties of overall Incident Command if, in the City Manager's judgment, emergency response will be enhanced by this action. Operational control of the scene will remain with the lead agency.
- Responsibility for coordination of emergency activities with the County, State, and private organizations has been delegated to the Fire Chief.
- The Washington County Health & Human Services Department is delegated direction and control during health epidemic emergencies.

- Forest Grove Light & Power is delegated direction and control during power failure emergencies.
- The Incident Commander will approve and direct all public information being distributed from the field during an incident, regardless of whether the EOC is activated.
- During Field operations, the PIO in the Field has the authority to initiate actions regarding Public Information Officer (PIO) duties and the messaging of the incident.
 - In the EOC, the lead agency PIO has the authority to initiate actions regarding PIO duties. The PIO in the Field during an EOC activation remains responsible for initiating Field activities. If the EOC is activated all public information distribution will be approved by the EOC Manager before dissemination.
 - In a JIC activation, the PIO in the EOC will manage the JIC and has the authority to assign duties to Assistant PIOs and release information with the approval of the EOC Manager should the EOC be activated.

3.4 Incident Awareness

The City may be alerted to an incident requiring some level of response (e.g., monitoring, low-level coordination, or activation of the EOP and one or more incident response facilities and entities) through several different means, including:

- Instantaneous event (e.g., significant earthquake; tornado).
- Notification of a developing or occurring incident from Washington County Consolidated Communications Agency (WCCCA).
- Notification of a developing weather event from the National Weather Service (NWS).
- Notification received through information sharing systems/groups including the Health Alert Network (HAN), Joint Terrorism Task Force (JTTF), and Oregon TITAN (Terrorism Intelligence and Threat Assessment Network) Fusion Center.

- Notification through one or more national alerting systems including the National Warning System (NAWAS), Emergency Alert System (EAS), and National Terrorism Alerting System (NTAS).
- National or international public health monitoring (e.g., novel disease outbreak; expanding epidemic).
- Notification from a neighboring city, a County department or office, or the State.
- Call from the public.

3.5 Early Warning and Notification

Emergency officials constantly monitor events and the environment to identify specific threats and increase awareness level of emergency personnel and the community when a threat is approaching or imminent. Sufficient warning provides the opportunity for response agencies to increase readiness, which are actions designed to increase an agency's ability to effectively respond once an emergency occurs. Readiness activities may include:

- Briefing department executives and emergency agencies.
- Reviewing plans and procedures.
- Preparing and disseminating information to the community
- Updating resource lists.
- Testing systems such as warning and communications systems.
- Precautionary activation of the EOC.

The City has integrated the use of multi-modal communications to include effective and accessible communication platforms to reach the community and maintain situational awareness. Within the City, the use of traditional, social, and web-based media, printed publications, in person communications, and mass email distributions messaging are regularly deployed. The County also provides radio operators through the Washington County Amateur Radio Emergency Services (ARES) to support communications between the County EOC and the City EOC.

3.5.1 Emergency Alert System

The National EAS consists of linked broadcast stations and governmental communication systems that provide emergency alert and warning to the public. All participating television and radio stations will rebroadcast the information given to the primary station.

WCCCA has a public alerting system, also known as a community notification system. The system enables the agency to send emergency messages with information and/or instructions via email, landline telephone, cellular phone, and Voice over Internet Protocol (VoIP) phone. Refer to Attachment B in this document to review the EAS message form.

3.5.2 Other Methods of Alert

Direction of these assets will be the responsibility of the IC through the Law Enforcement Branch Director, with input and support from the Planning, Logistics, and Operations Sections.

Mobile Public Address Systems

- Police patrol vehicles are equipped with mobile public address systems that may be used for alert and warning.
- Fire engines, ambulances, and all command staff cars are equipped with mobile public systems.

Door-to-Door Alert

This type of alert may be necessary in the event of a rapidly emerging incident that poses a clear threat to public safety. Residents will be directed to temporary shelter depending upon the weather and the expected duration of the emergency.

Direction of this procedure will be the responsibility of the IC through the Operations Section Chief and the Law Enforcement Branch Director, with input and support from the Planning and Logistics Sections.

News Release

Should time allow, alert and warning information will be released to the media for distribution.

3.6 Notification Systems

Communication, information collection, and alert and warning systems for the City include, but are not limited to:

- Wireless Emergency Alert (WEA) / Integrated Public Alert and Warning System (IPAWS) alerts to all cell phones in a specific geographic area
- IPAWS compliant Emergency Mass Notification System
- Press releases distributed via the Public Information Officer (PIO)
- Direct notification (door to door)
- Hi-Low sirens installed on police vehicles. These sirens are ONLY used during evacuations.
- Alert FM for notifications through FM radio stations
- The City website or the Washington County main website
- City social media accounts
- Alert and Warning messaging for hearing and sight impaired (TTD and TDY) and translation services for different languages service provided by Washington County and/or the Oregon Department of Emergency Management.
- Emergency alerts to those registered in the Special Needs Awareness Program (SNAP) provided by Oregon Department of Human Services.
- Washington County Alert System
- OR Alert (Oregon Alert)
- Public Alert (WCCCA)
- FlashAlert
- Genisys System

3.7 Receiving Emergency Notifications

Responding departments may be alerted about an incident by the public, through 9-1-1, first responding agency or, FlashAlert. Following an alert,

department executives will notify the Emergency Executive Team members who will notify their staff. Emergency notifications originating from official points of contact from other levels of government, including federal, state, county, are forwarded to the City EOC.

Communication strategies may also differ from department to department during events. Some City departments frequently utilize emergency communications equipment while other departments may only utilize emergency communications strategies as needed or when their DOCs are activated.

3.7.1 Hazard Notification Process

The City will follow the procedures defined in the Early Warning and Notification section in the Emergency Services Annex. All public information resources and procedures ensure that notifications are communicated following the Whole Community framework.

The following list includes services and agencies that provide notifications and warnings based on impact probability and consequences to the City and community; these include:

Severe Weather/Flood/Landslide:

- The National Weather Service is responsible for the timely issuance of weather warnings to the public.
- Law Enforcement Data System (LEDS) include hazard notification to law enforcement.

Dam Failure

The U.S. Bureau of Reclamation (BOR) is responsible for maintaining a Scoggins Dam Emergency Action Plan (EAP) which is intended to save lives and reduce property damage in the event of flooding caused by large releases from or failure of Scoggins Dam. The EAP assigns responsibility to Tualatin Valley Irrigation District (TVID) to provide timely notifications to local authorities of developing conditions as they occur.

Volcanic Event:

The U.S. Geological Survey (USGS) staff conduct research on many aspects of active volcanism, respond to dangerous volcanic activity in many parts of the world, and maintain a close watch over volcanoes in Washington, Oregon, and Idaho. Legislation passed by Congress in 1974 made the USGS the lead agency responsible for providing reliable and timely warnings of volcanic hazards to state and local authorities.

Wildfire:

When conditions warrant, the local office of the National Weather Service will issue a red flag warning to communities that may be affected by the hazard

Wildfire Outages and Public Safety Power Shutoff (PSPS)

A PSPS notification may be sent to the public when an electric service proactively turns off power to reduce the risk of wildfire when conditions threaten our ability to safely operate the grid. The Washington County Emergency Management webpage provides regular messaging on the status of a PSPS.

Hazardous Materials Handlers / Release Notifications

In accordance with state law (ORS 466.635; ORS 824.088) and federal law (OAR 345-60-030), handlers, any employees, authorized representatives, agents, or designees of handlers will, upon discovery, immediately report any release or threatened release of hazardous materials to the Oregon Emergency Response System (OERS). The purpose of the Oregon Emergency Response System (OERS) is to coordinate and manage state resources in response to natural and technological emergencies and civil unrest involving multi-jurisdictional cooperation between all levels of government and the private sector.

County Notifications

Washington County uses the Everbridge Alert System to provide critical information quickly in a variety of situations, such as severe weather,

unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

State Notification:

OR-Alert is a statewide alerts, warnings, and notifications (AWN) systems, enabling real-time sharing of hazard information across Oregon's 36 counties and tribal governments. This technology also allows county emergency managers to access notification tools including FEMA's Integrated Alerts and Warnings System (IPAWS) which is capable of issuing messaging to all cell phones in a geographic area.

Federal Notification:

- Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency through [Wireless Emergency Alerts](#), to radio and television via the [Emergency Alert System](#).
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using , and on the [National Oceanic and Atmospheric Administration's Weather Radio](#).

3.8 Staff Notification Process

City department executives manage staff notification messaging to alert personnel of a pending or the status of an incident. Notification and mobilization of City personnel are selected through department maintained call-down lists and may be alerted based on the type of event that occurs. Once an emergency has occurred, Field Incident Commander(s) and the EOC will establish communications. To ensure the City maintains reliable and effective communications among responders and local government agencies during an emergency the following tasks are necessary:

- Washington County Consolidated Communications Agency (WCCCA) and the City of Forest Grove Police Department are responsible for notifying the public. Disseminate emergency public information, as requested.
- Receive and disseminate warning information to the public and key City and County officials.
- Establish and maintain emergency communications systems.
- Coordinate the use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC, once activated.
- Prepare and maintain supporting SOPs and annexes.

3.9 Emergency Public Information

The City Manager is the official spokesperson for the City. All departments will coordinate the development and dissemination of messaging to the general public, government offices and news media through multiple formats to ensure the widest distribution. The City will provide public communication is timely, accurate, and accessible on multiple formats. Information regarding the incident's cause, size and current status will be communicated to the public, responders, and additional stakeholders (both directly affected and indirectly affected) on a scheduled basis. Additionally, the City will ensure public information be coordinated and integrated across departments, jurisdictions, agencies, the private sector, and Non-Governmental Organizations (NGOs). During an emergency or significant incident, the City will provide information to the public about:

- What has happened,
- What actions City emergency response agencies have taken, and
- What the public needs to know and do in response to an emergency or significant incident such as evacuation or sheltering locations.

3.9.1 Field Level Operations

Field level operations regarding emergency public information distribution are in affect when operations regarding an incident occur without an activation of the EOC and/or Joint Information Center (JIC). Field-level incidents will be smaller in size and scope in comparison to EOC/JIC-level incidents and thus operations will be planned accordingly.

Protocol for Releasing Information

The Incident Commander will determine what information available is suitable for public release. Such information will then be released by the PIO. All information distributed, which may be crafted by Assistant PIOs appointed by the PIO, will be reviewed, and approved by the Incident Commander prior to dissemination.

At this level, information will be directly distributed from the field, as no EOC or JIC operations will be activated. The PIO in the field will:

- Obtain briefings from the Incident Commander.
- Assess the need for any public alerts, warnings, and media advisories.
- Notify the media of any door-to-door notifications.
- Utilize multi-modal warning and notification systems to include social media, traditional media, text, voice and email alerts, captioned videos and formal/ informal community or social networks.
- Ensure messages are reviewed by the Incident Commander.
- Obtain approval for information to be released from Incident Commander.
- Maintain a log and electronic copies of all previously released public alerts, warnings, and media advisories.

For additional information refer to Attachment B in this document.

3.10 Forest Grove Communication System

Radio Systems

The City of Forest Grove has mobile radios in every marked vehicle. In addition, a number of hand-held units and charging stations are distributed throughout the City. The channels and frequencies vary from radio to radio.

City Telephone System

During normal business hours, all calls coming into the City are directed to each department.

Dispatch

Day-to-day dispatch responsibilities for the City of Forest Grove Police Department is contacted through Washington County Consolidated Communications Agency (WCCCA). WCCCA was established to provide 9-1-1 service and public safety communications for police, fire, and emergency medical service for the City of Forest Grove and participating jurisdictions.

WCCCA operates 24 hours a day, seven days a week, answering 9-1-1 and non-emergency calls from residents of Washington County and dispatches for 10 police agencies and 6 fire agencies. The Agency's area of responsibility covers 824 square miles and provides services for a population of 609,235.

The Police Department

The Police Department serves as the formal alert and warning and emergency message distribution point for the City of Forest Grove. Emergency messages may be received via radio, telephone, or Law Enforcement Data Systems (LEDS) and will be distributed according to departmental procedures. Messages that affect the overall emergency preparedness of the City, such as information on the movement of hazardous materials or weather alerts, will be distributed to the Police and Fire Departments. It is the responsibility of the City Manager, in consultation with the Incident Commander, to determine what further notifications should be made and actions taken in response to the message. After normal working hours, the Police Department will use the City's contact list to communicate with staff. Once contact with the responding department's representative is made, it is the responsibility of that employee to determine and to activate the appropriate departmental response and which further contacts must be

made. Each responding department will develop and maintain emergency contact data to augment the City's call-out list.

3.11 County Data Systems

The County will coordinate and support the City by implementing the following data systems; these include:

- WebEOC is the County's critical information management system. It is used by the County EOC and many of the county's local governments to share incident-related situation and resources status information. The system is vendor-hosted but maintained and configured by the County.
- The State of Oregon's emergency information management system is used by the EOC to share incident-related situation status information and submit resource requests.
- The County also maintains a satellite uplink/downlink system that can be used in an emergency to support limited data transmission and reception.

SECTION 4: ORGANIZATION AND ASSIGNMENTS

This Annex is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, the City will retain authority throughout the disaster or emergency.

Emergency response is built on the concept of layers, in adherence to the principles of ICS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, county, state, and federal support as requested and available.

4.1 Organization Overview

The Forest Grove City Charter establishes and provides for a Council-Manager form of City government. The City Council is the policy-making body of the City. They adopt laws and regulations, annual goals and objectives, and budgets that fund a wide range of public services. This form of government vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed, professional City Manager.

The following City departments and special districts are primary leads in response and recovery operations:

City Administration provides strategic planning, budget and finance, and development of public policy recommendations to the City Council.

Police conduct law enforcement activities citywide to include services provided by the Operations Division, Administrative Division, and Code Enforcement.

Public Works and Engineering provides services for the operation and maintenance of the following public infrastructure: street, water, sanitary sewer, engineering consultation, and surface water management systems. The department also manages and maintains the City's equipment and vehicle fleet.

Community Development assists the City in planning and implementing its current and future development. The department includes the Planning,

Building, and Economic Development divisions. The department also serves as staff to four Boards and Commissions including the Planning Commission, Community Forestry Commission, and Historic Landmarks Board.

Fire & Rescue provides emergency services including fire suppression, emergency medical response, surface water rescue operations, and hazardous materials incidents.

Additionally, the Fire Department is also responsible for emergency management preparedness, mitigation, response, and recovery efforts for Forest Grove during emergencies, disasters, or disruptions.

Forest Grove Light & Power (FGL&P) is responsible for addressing any interruption to the power supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. FGL&P provides to over 10,000 customers in Forest Grove and the unincorporated area immediately surrounding the City. FGL&P's service territory encompasses approximately 25 square miles with the majority consisting of an urban environment.

4.2 City Department Responsibilities

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the City's emergency plans.
- Address the execution of emergency duties assigned to the department or agency under the EOP.
- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop attachments that support implementation of this Annex including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with the Fire Chief to ensure information is reviewed and is consistent with emergency management operations.

4.2.1 Responsibilities During and Emergency

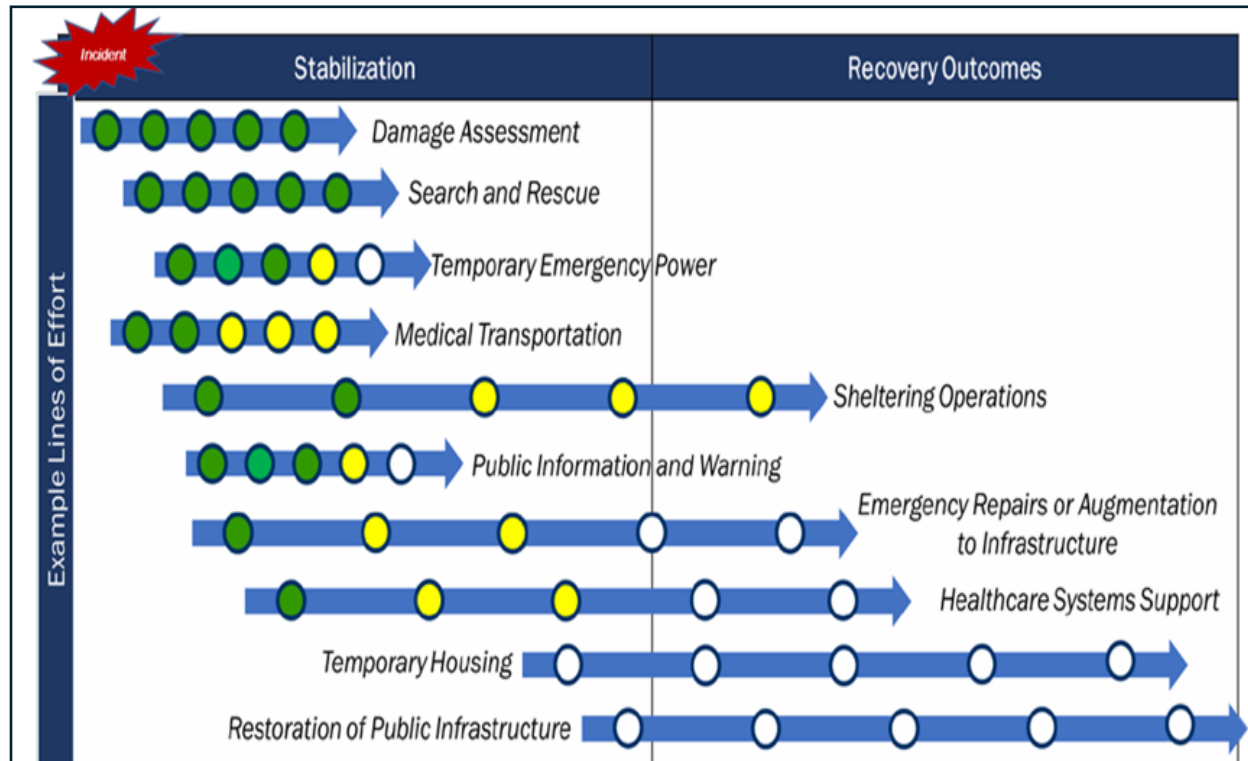
- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the City EOC.
- Facilitate department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the City Public Information Officer (PIO) at the EOC, or through the JIC if one is established for the incident.
- Assist in assessing damage to City owned facilities, properties, or assets, and provide reports to the EOC.
- Identify critical lifeline systems that are damaged and provide mitigative actions for services that are or might be interrupted.

4.2.2 Core Competencies

Core competencies are functional areas of expertise, which are implemented at incidents, and relate specifically to tactical operations that are managed by the Operations Section. If more than one department is capable of performing the same tactical operations at an incident, the department responsible for performing the core competency will give tactical direction, by the ranking officer, to the other departments and/or support agencies assisting with the mission. Core capabilities execute Lines of Effort (LOE) to operationalize the appropriate capability for response and recovery planning and operations.

Successful incident stabilization operations are based on City staff core competencies as illustrated in the Figure below (Source: FEMA Incident Stabilization Guide 2023).

Figure 2: Incident Stabilization Outcome Phasing



4.3 Emergency Assignments

The next section defines City and emergency partners roles and assignments during response and recovery operations.

4.3.1 Emergency Executive Team (EET)

The Emergency Executive Team (EET) is responsible for providing policy and direction for response and recovery personnel to implement during a citywide incident. The purpose of the EET is to assist the City Manager in developing emergency directives, developing policy guidelines, and providing oversight to response and recovery operations.

The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during citywide emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed response under the direction of the City's Incident Management Team (IMT). The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City

Manager's directives for the Incident Management Team to implement. City executives will communicate the City Manager's directive to their staff to implement. The City Manager will advise the City Council to ensure continuity of governance.

City of Forest Grove Emergency Executive Team members include:

**Emergency
Executive
Team**

City Manager – Chair

Police Chief

Public Works Director

Light & Power Director

Fire Chief

Community Development Director

City Recorder

Finance Director

Human Resources Director

Economic Development Coordinator

Library Director

Information System Manager

Parks & Recreation Director

Department	Core Competencies	Function/ESF
Mayor / City Council	• Develop or update emergency city law or regulation. • Declare a State of Emergency. • Act on emergency funding needs.	Continuity of Governance
Administration – City Manager	• Issue emergency declaration and invoke emergency orders. • Convene and direct the Emergency Executive Team. • Act as a Single-Point-Contact for the Mayor and City Council. • Ensure continuity of operations of city provided services. • Oversee response and recovery policies and directives. • Oversee the City’s financial recovery	Continuity of Operations ESF #14 – Business Industry
Administration – City Attorney	• Provide legal advice to City departments in matters relating to evaluating government and community planning processes. • Provide legal advice to City departments, as needed. • Prosecute violations of executive orders and other laws relative to a declared emergency.	ESF #5 – Information Planning
Administration – City Recorder	• Staff support for EOC Planning Section / Documentation Unit. • Coordinate City Manager’s communication with City Council. • Documents Emergency Executive Team meeting discussion • Serves as custodian of EOC and disaster related records.	ESF #5 – Information Planning

Department	Core Competencies	Function/ESF
Administration – Communication	• Develop internal and external communication materials for press releases and public messaging. • Coordinate with community partners to collect emergency information to provide to the Emergency Executive Team. • Coordinate with City contractors where public engagement is involved.	ESF #15 – Public Information
Forest Grove Police Department (FGPD)	• Department executive serves as a member of the Executive Emergency Team. • Provide security in disaster areas, as well as the actual policing functions normally associated with law enforcement activities, including prevention of civil disorder/unrest. • Maintain an orderly flow of traffic in, out, and around all areas affected by a disaster. • Manage evacuation routes, directing evacuees to an evacuation center and escorting emergency vehicles. • Responsible for the continuity of jail operations following a disaster. • Responsible for the maintenance of information flow within the FGPD and through the EET to ensure internal organization of continuity of operations. • Provide staff to the City’s EOC.	ESF #13 – Law Enforcement

Department	Core Competencies	Function/ESF
Public Works Department – Operations	• Department executive serves as a member of the Executive Emergency Team. • Provide staff to the City’s EOC. • Provide access for first responders during disaster recovery. • Perform safety inspection of bridges, tunnels, bulkheads, and hillside properties and slopes. • Supply resources to Fire Department to support hazardous spill response. • Assist in full and partial street closures and detour routes. • Furnish sand/sandbags. • Clear obstructed public right of ways. • Repair and restore operations to damaged street lighting systems. • Provide assistance to Police and Fire during evacuations and in developing and maintaining emergency routes. • Conduct initial damage/safety assessment of infrastructure. • Manage debris removal operations. • Designate alternate routes and prepare special traffic control plans, • Coordinate transportation services for the public displaced from normal travel routes and facilities, • Develop emergency travel routes.	ESF #1– Transportation ESF #3 – Public Works

Department	Core Competencies	Function/ESF
Public Works – Engineering	• Provide access to vital records (such as City infrastructure plans). • Perform damage assessment on City facilities and assets. • Prepares special maps and Geographic Information System (GIS) analysis of disaster areas. • Designs and implements remedial measures. • Provide geotechnical engineering support for road conditions affecting the City's right of way. • Conduct damage assessments on City owned assets. • Develop plans for temporary shoring or repairs to maintain transportation right of way, if necessary. • Provide engineering recommendations for damaged City assets.	ESF #3 – Public Works
Public Works – Wastewater	• Restoration of wastewater conveyance system, Watercrest Road Water Treatment Plant, and pump stations. • Provide analysis for possible contaminants in the Plant. • Conduct industry damaged assessment to document regulation compliance, personnel safety, and environmental issues.	ESF #3 – Public Works

Department	Core Competencies	Function/ESF
Community Development Department – Building Division	• Provide staff to the City’s EOC. • Identify occupancy fitness of structurally damaged primary City buildings by evaluating the safety of all essential city facilities for the continuation of the city operations post incident. • Vacate and post buildings and portions of buildings or areas as unsafe or safe for occupancy and determine imminent and potential hazards on private property. • Notify other agencies and individuals of damage assessment inspection results, including structural condition of buildings or sites. • Document damage to City facilities to support restoration and FEMA reimbursement. • Conduct regular business operations including plan check, permit issuance, inspection of new construction projects, and code enforcement activities at a level that the emergency permits. • Determine post-disaster resources available for the safety and damage assessment of City buildings. • Analyze building code provisions based on the extent of damage to structures and develop • Provide recommendations for code changes.	ESF #3 – Public Works

Department	Core Competencies	Function/ESF
Community Development Department – Planning Division	• Participate and coordinate with other City departments in the recovery strategy. • Provide maps and zoning information about disaster areas, resources, and potential relocation sites. • Process and expedite Conditional Use Permits, Zone modifications, and other approval processes in response to the disaster. • Expedite modifications to the City’s General Plan where necessary.	ESF #3 – Public Works
Community Development Department – Economic Development	• Coordinate opportunities for economic growth. • Mobilize cash to support recovery operations, including communication with financial services providers, managing inflows and outflows from the banking institutions. • Create and expand partnerships with recruitment and training facilities to prepare and support new job and workers. • Conduct long-term portfolio management of all properties financed.	ESF #3 – Public Works ESF #5 – Information Planning ESF #15 – Public Information

Department	Core Competencies	Function/ESF
Parks & Recreation Department	• Department executive serves as a member of the Executive Emergency Team. • Provide predetermined facility support to first responders – assessing use of Parks facilities for locating incident command posts, bases, camps, helicopter landing pads, staging areas and / or rest and recovery areas. • Assess predetermined facilities and coordinating with the EOC to determine whether sites may be used for staging, points of distribution, evacuation, mass care sites, or alternate city facilities. • Where Parks facilities are adjacent to hospitals and as appropriate, working with public health officials to provide triage area outside hospital emergency rooms. • Provide a framework for coordinating and utilizing emergent volunteers. • Perform damage assessment on parks facilities. • Conduct disaster debris clean up and management of parks and recreation sites. • Reassign personnel and resources for emergency response and recovery.	ESF #3 – Public Works ESF #16 – Volunteer & Donations

Department	Core Competencies	Function/ESF
Finance Department	• Department executive serves as a member of the Executive Emergency Team • Ensure accurate financial records are maintained for reimbursement purposes. • Track, analyze, approve, and report fiscal activities in support of emergency and recovery operations. • Establish Incident Tracking # for personnel, materials, equipment, etc. to account for all disaster related costs. • Compile preliminary financial damage assessment of City buildings/structures • Compile cost recovery reports. • Forecast economic impacts on city revenues. • Support the EOC and other incident management activities. • Facilitate City reimbursement documentation with FEMA officials.	ESF #5 – Information Planning
Information Systems Department	• Provide and/or restore emergency communication and information processing services to City departments. • Restore communications and information processing services. • Provide EOC technical support. • Manage and direct cyber security attack response operations.	ESF #2 – Communication ESF #17 – Cyber & Infrastructure Security

Department	Core Competencies	Function/ESF
Library Department	• Department executive serves as a member of the Executive Emergency Team • Coordinate donations management. • Support public information with PIO and Joint Information Center. • Support the Parks and Recreation department with volunteer management. • Oversee sheltering for evacuees with the American Red Cross.	ESF #6 – Mass Care, Food, and Water ESF #16 – Volunteer & Donations
Human Resources Department	• Department executive serves as a member of the Executive Emergency Team • Register convergent volunteers for disaster volunteer work. • Designate assembly points for volunteer personnel. • Dispatch volunteers to assembly points, emergency command posts or other locations. • Assess staffing needs. • Negotiate staffing contracts • Assist with onboarding new staff and contract personnel	ESF #7 – Resource Support ESF #16 – Volunteer & Donations

Department	Core Competencies	Function/ESF
Light & Power	• Department executive serves as a member of the Executive Emergency Team • Support EOC management. • Support public information with the PIO and JIC/JIS. • Coordinate restoration of electrical power and repairs to infrastructure. • Support the debris removal process. • Support damage assessment activities. • Support traffic and access control activities. • Support fire services in fire suppression activities. • Support fire services in heavy rescue activities. • Implement County Emergency Management Cooperative Regional Utility Coordination Plan, as appropriate. • Support the City with equipment, personnel, etc., as appropriate • Liaison to all communication providers • Provide mutual aid assistance to other electric utilities	ESF #3 – Public Works ESF #12 – Energy

4.4 Forest Grove Fire & Rescue Department

Forest Grove Fire & Rescue is comprised of twenty-one line firefighters, with seven each assigned to a 48/96 schedule (A-A-B-B-C-C), they are supported by approximately fifteen volunteers. Administration includes a Fire Chief, two Division Chiefs (Operations & Life Safety), a Deputy Fire Marshal, a Logistics Technician, and an Administrative Assistant who are all responsible for the day to day efforts of the fire department.

The Forest Grove Fire Station responds to first due calls in the City of Forest Grove, as well as across the unincorporated rural communities of Dilley, Verboort, Roy, Greenville, Kansas City, Gales Creek, Glenwood, and Fernhill.

FIRE DEPARTMENT ASSIGNMENTS

Forest Grove Fire & Rescue is responsible for organizing, integrating, and coordinating the operations of all fire fighting forces through mutual aid for response to major emergencies/disasters and serving as the fire services representative for the City of Forest Grove by providing the following actions:

- Provide fire prevention and suppression, emergency medical aid, prevention, and inspection in order to prevent loss of life, loss of property, and damage to the environment.
- Inspect damaged areas for fire hazards.
- Provide hazardous materials spills containment, planning, and coordination.
- Provide emergency response and incident command according to District SOPs.
- Establish and enforce fire prevention codes.
- Assist law enforcement personnel with evacuation operations
- Serve as the alternate City warning point, receiving warning information.
- Disseminate information and mobilize Fire staff, as necessary.
- Provide support to law enforcement and operations emergency response as requested.
- Safeguard essential district records.
- Maintain internal notification/call rosters.
- Develop and maintain mutual aid agreements.
- Provide a representative to the City EOC.
- Actively participate in the emergency planning process.

- Inspect shelters for fire hazards.
- Prepare and maintain supporting SOPs and annexes.

Forest Grove Emergency Management Assignments:

Forest Grove Fire & Rescue is responsible for directing and supervising emergency management activities include:

- Coordinating mitigation, planning, preparedness, response, and recovery activities.
- Coordinate EOC activation readiness and responsibilities.
- Provide support to the EET.
- Facilitate Alert and Warning to staff.
- Prepare residents and businesses
- Implement critical emergency recovery functions.
- Identify and support recovery functions, in consultation with the City Manager and with support from other City departments.
- Provide pertinent information related to all hazards to relevant City departments.
- Support the Finance and Administration Section in collecting documentation for reimbursement.

4.5 Washington County

Washington County has significant emergency response capabilities when considering special districts, intergovernmental and non-governmental organizations, the private sector, state and federal agencies, and other organizations with resources in or immediately available. The sections that follow provide a high level summary of those functional capabilities. The County's incident response personnel consist of County staff and existing volunteer groups who routinely respond to emergencies or who have been trained to respond in certain roles or functions. These personnel include:

- Washington County Sheriff's Office (WCSO) patrol and Department of Land Use and Transportation (DLUT) road operations staff.
- Public health, environmental health, human services, and housing services staff.
- County communicators.

- Staff trained to conduct external damage assessment activities.
- Staff assigned to conduct or support continuity of operations functions.
- Volunteer groups including the Medical Reserve Corps (MRC), Amateur Radio.
- Emergency Service (ARES), and WCSO search and rescue volunteers.

Washington County maintains several incident response facilities and entities that can be activated to manage, coordinate, and/or support incident operations. The County also maintains or interacts with dispatch facilities that are critical to emergency response operations. The County may also participate in one or more countywide and regional Multi-Agency Coordination (MAC) entities to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies.

County Emergency Operations Center – The County EOC is the location where the coordination of information and resources to support field, DOC, and local agency EOC incident management activities take place. The EOC is located in the Law Enforcement Center training rooms at 215 SW Adams Avenue in Hillsboro.

Department of Land Use and Transportation Department Operations Center (LUT DOC) – The LUT DOC is used to manage, support, and coordinate the department’s incident response activities. It is linked closely to LUT’s dispatch center, which is responsible for the dispatch of and communication with LUT’s road operations resources. The DOC will typically be activated for larger incidents with substantial public impacts. When activated concurrently with the County EOC, the DOC focuses on the management of department operations and resources and coordinates situation status, resource support,

Washington County Sheriff’s Office Department Operations Center (WCSO DOC) – The WCSO DOC is used to manage, support, and coordinate the Sheriff’s incident response activities. The DOC will typically be activated for incidents with significant law enforcement involvement (e.g., criminal activity, investigations, and intelligence collection and sharing). When activated concurrently with the County EOC, the DOC focuses on the management of Sheriff’s Office operations and resources and coordinates situation status, resource support, and public information with the EOC. The WCSO DOC is located in the Law Enforcement Center at 215 SW Adams Avenue in Hillsboro.

Washington County Joint Information System (JIS) / Joint Information Center (JIC)

– The JIS operates virtually across the county to integrate overarching incident information and public affairs into a cohesive structure designed to provide consistent, coordinated, accurate, accessible, timely, and complete information during crisis or incident operations. The JIC is a facility in which personnel coordinate incident-related public information activities, and it serves as the central point of contact for the news media. Public information officials from all participating agencies can coordinate efforts through the JIS or co-locate at the JIC.

County Public Inquiry Center (PIC) – The County PIC provides a resource for the public to inquire about incident impacts, operations, and guidance and volunteer their services.

Washington County Consolidated Communications Agency (WCCCA) – WCCCA provides public safety answering point (9-1-1) and communications (dispatch and associated operations) services for law enforcement, fire-rescue, and emergency medical services in Washington County. It also maintains the countywide public safety radio system and provides emergency alerts and notifications to the public using the State’s community notification system (i.e., Everbridge), the Wireless Emergency Alerts (WEA) system, and the Emergency Alert System (EAS).

Washington County Multi-Agency Coordination Group (WashCo MACG) – The WashCo MACG consists of senior executives from local governments who are members of the Emergency Management Cooperative (EMC) of Washington County. The group can convene to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies and public messaging.

Expanded Dispatch – The County’s local fire agencies can implement this capability to provide a structure and procedure for optimizing fire and rescue resource management during large incidents and major emergencies. This option may be exercised when demand for fire resources exceeds system capacity and incident prioritization may be necessary, but EOC activation is not needed. This may be the case when a localized fourth or fifth alarm fire requires mutual aid support from outside the County to suppress the fire and/or backfill and provide coverage for local fire stations. Expanded dispatch is a function of the Washington

County Fire Defense Board, which is a coalition of the local fire agency chiefs. This function is supported by WCCCA.

4.5.1 Regional Entities

- **Regional Multi-Agency Coordination System (R-MACS)** – The R-MACS includes several MAC Groups that can convene to share incident information, prioritize response efforts, allocate scarce resources, and coordinate policies and public messaging. They include the:
 - **Regional MAC Group (Regional MACG)** – The regional MAC Group consists of the emergency managers or other senior executives from the five Portland metropolitan region counties.
 - **Regional Public Health Multi-Agency Coordination Group (PH MACG)** – The PH MACG consists of the county public health administrators and health officers (or their designees) from Clackamas, Multnomah, Washington, and Clark counties.
 - **Regional Health-Medical Multi-Agency Coordination Group (H-M MACG)** – The H-M MACG may consist of hospital administrators (or their designees), county public health administrators and health officers (or their designees), and community clinic representatives.
 - **Regional Animal Multi-Agency Coordination Group (Animal MACG)** – The Animal MACG consists of the animal control/services managers from the five-county Portland metropolitan region.
 - **Regional Joint Information System (R-JIS) / Joint Information Center (R-JIC)** – The RJIS and R-JIC operate in the same way as the Washington County JIS and JIC described above but do so across the five-county Portland metropolitan region. Either capability can be activated to support the public communications needs of the regional MAC entities.

4.6 State

Under the provisions of ORS 401.035, the Governor has broad responsibilities for the direction and control of all emergency activities in a State-declared emergency. The Oregon Department of Emergency Management (ODEM) is delegated

authority by ORS 401.052 to 401.092 to coordinate all activities and organizations for emergency management within the State and to coordinate in emergency matters with other states and the federal government.

Under the direction and control of department heads, agencies of State government represent the State emergency operations organization.

Responsibility for conducting ESFs is assigned by the Governor to the department best suited to carry out each function applicable to the emergency situation.

Some State agencies may call upon their federal counterparts to provide additional support and resources following established procedures and policies for each agency.

- **Emergency Management Assistance Compact (EMAC)**– is an interstate agreement that addresses a wide range of government services including public works and law enforcement. EMAC law states that through EMAC, States can share all available resources in their State with other EMAC member States.
- **Oregon Resource Coordination Assistance Agreement (ORCAA)** – the State may request assistance from other EMAC member jurisdictions to prevent, mitigate, respond to, or recover from an emergency or disaster, or in concert with exercises. Any resource (employees, services, equipment, and supplies) of an EMAC member jurisdiction may be made available to another member jurisdiction.
- **Pacific Northwest Emergency Management Arrangement (PNEMA)** – is an arrangement that crosses international borders. The arrangement allows for resources to be shared between the states and provinces in the Pacific Northwest, similar to mutual aid under the Emergency Management Assistance Compact (EMAC).

4.7 Federal

Federal response partners are typically requested by ODEM in the event that State resources become limited or specialized services are needed. In most instances, federal resources become available following a formal declaration of emergency by the Governor. Thus, procedures and policies for allocating and coordinating

resources at the federal level follow the Oregon Comprehensive Emergency Management Plan and, if necessary, the National Response Framework.

4.8 Voluntary Organizations and Volunteers

The City recognizes the value and importance of organizations that perform voluntary services in the community and works closely with many of them. These organizations have resources which can augment emergency response and recovery efforts.

Affiliated volunteers within the City and the County are crucial to ensure effective response and recovery roles and services are fulfilled. City departments mobilize their affiliated volunteers to perform specific tasks and may be sworn in by their commanding response agency as needed. The City is also reliant on the Washington County Community Emergency Response Team (CERT) for assistance.

Moreover, trained volunteers may also be solicited through the State Emergency Registry of Volunteers in Oregon, the Medical Reserve Corps (MRC), and the Oregon Voluntary Organizations Active in Disaster.

4.8.1 American Red Cross

The American Red Cross (ARC) coordinates with the City to provide basic human needs and services to the community after a disaster occurs. The ARC assesses humanitarian needs at the field level and coordinates with the community impacted to determine overall service needs. The ARC's congressional charter requires them to "maintain a system of domestic and international disaster relief." For this reason, when the City EOC is activated, the American Red Cross is represented within the Operations Section, Mass Care Branch. Initial communications and aid requests between the ARC and the City's function via the duty officer system. The ARC representative within the EOC will share information between the City and American Red Cross disaster relief operations. The American Red Cross also utilizes its own mutual aid processes when the local region can no longer provide resources to expand or continue services. For further details refer to the Mass Care and Sheltering Annex.

The agency supports mass care operations with the appropriate departments and agencies. The ARC may provide the following support when disaster thresholds specified are met:

- Emergency Sheltering
- Disaster Assessment
- Mobile Feeding
- Distribution of Emergency Supplies
- Reunification
- Health/Mental/Spiritual Care
- Recovery Casework
- Liaisons/PIOs

4.9 Private Sector and Non-Governmental Organizations

Private sector organizations can be vital partners during an emergency response and may provide support to the City through pre-existing agreements or just-in-time service. Private sector requests for support abide by any existing Memorandum of Understanding (MOU) in place. Whether an existing MOU is in place or not, documentation of private sector support should be filed with the Documentation Unit to track support for reimbursement and other needs. Private sector support is coordinated by the Logistics Branch. Community Based Organizations (CBOs) are available to give assistance with sheltering, feeding, and other issues, as necessary. Communication and coordination with these agencies will flow through the City EOC.

SECTION 5: ADMINISTRATION, FINANCE, AND LOGISTICS

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code developed by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

5.1 Administration and Finance

Expenditure reports should be submitted to the Logistics Section and managed through the Section Chief (Finance Director, or designee) to identify budgetary shortfalls. The Logistics Section will support procurement issues related to personnel; both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement process.

5.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The Financial Section / City Finance Director will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

5.2.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance prior to finalization.

5.2.2 Incident Cost Reporting

All departments participating in response and recovery activities will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards whenever possible)
- Personnel costs, including overtime and food costs.
- Equipment operations cost.
- Cost of leased or rented equipment.
- Cost of contract services to support emergency operations.
- Cost of specialized supplies expended for emergency operations.
- Cost of personnel and equipment obtained through mutual aid or other agreement.
- Cost of providing support to outside resources (e.g., county, state, and/or federal teams).

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the county, state, and/or the federal government.

5.2.3 Consumer Protection Process

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney for review.

5.3 Resource Management

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center. Resource requests are submitted from the City EOC to the County Emergency Manager according to provisions outlined under ORS Chapter 401.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the deployment of resources.

5.3.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC, when activated, and will firstly be managed by the Operations Section and its activated branches. If the Operations Section is unable to procure a resource, the request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section, fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

5.3.2 Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City Department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if

an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

5.3.3 Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill them through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

5.4 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 6: ATTACHMENTS

Attachment A: Declaration of State of Emergency

To: _____,
Washington County Office of Emergency Management

From: _____,
City of Forest Grove, Oregon

At _____ (time) on _____ (date), a/an _____
_____ (description of
emergency incident or event type) occurred in the City of Forest Grove,
threatening life, and property. The current situation and conditions are:

The geographic boundaries of the emergency are:

WE DO HEREBY DECLARE THAT A STATE OF EMERGENCY NOW EXISTS IN THE CITY
OF FOREST GROVE AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND
ITS NECESSARY AND AVAILABLE RESOURCES. WE RESPECTFULLY REQUEST THAT
THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA"
AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM
STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: _____

Title: _____ Date & Time: _____

*This request may be passed to the County via radio, telephone, or fax. The
original signed document must be sent to the County Emergency
Management Office, with a copy placed in the final incident package.*

Attachment B: Sample EAS Message Format

EVACUATION

The City of Forest Grove is involved in a/an ____ emergency. A State of Emergency has been declared.

The Incident Commander and Forest Grove City Manager are requesting the immediate evacuation of the area between ____ on the east, on the west, ____ on the north, ____ on the south due to ____.

Please take medications and personal hygiene supplies with you and evacuate to a point ____ by traveling ____.

Failure to evacuate may result in life-threatening endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help in evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at (503) 992-3200.

SHELTER IN PLACE

The Incident Commander and Forest Grove City Manager are urging citizens for the area between ____ on the east, ____ on the west, ____ on the north, and ____ on the south to take the following protective actions due to _____.

Stay indoors with all windows closed.

Failure to follow these instructions may result in damage to _____. Please refer to the City of Forest Grove website [Forest Grove, OR | Official Website](#) for further details.

Attachment C: Guidelines for Release of Information to Media

The following guidelines will be used in evaluating and releasing information concerning the incident:

1. Accurate information will be provided to the media. Facts that can be confirmed should be released as soon as possible. If little information is available, the following statement should be issued:

"We are aware that an (incident/accident) involving (type of incident) occurred at approximately (time), in the vicinity of (general location). Emergency crews are responding, and we will have additional information available as we are able to confirm it. We will hold a briefing at (location) and will alert the media at least 1/2 hour prior to the briefing. At this time, the briefing is the only place where officials authorized to speak about the incident and confirmed information will be available. Thank you for your assistance."

2. Emergency information dissemination should be restricted to approved, specific, and verified information concerning the incident, and should include:
 - a) Nature and extent of emergency occurrence.
 - b) Impacted or potentially affected areas of the City.
 - c) Advice on emergency safety procedures, if any.
 - d) Activities being conducted by the City to combat the hazardous conditions or mitigate the effects.
 - e) Procedures for reporting emergency conditions to the EOC.
3. Information concerning the incident should be consistent for all members of the media.
4. Information should be presented in an objective manner.
5. Rumor control is vital during emergency operations. Sensitive or critical information must be authorized and verified before release.

Unconfirmed rumors or information from unauthorized sources may be responded to in the following manner:

"We will not confirm _____ until we have been able to check out the information through authorized sources. Once we have confirmed information, we will release it to all members of the press at the same time."

6. Information that media representatives often request includes:
 - a) Emergency: What is it?
 - b) Location: Where is it?
 - c) Time: When did it occur? How long will it last?
 - d) Fatalities: Are there any? How many?
 - e) Injuries: Are there any? How many? What is the nature of the injuries?
 - f) Injured: Where are they being treated? Where can family members call to get information?
 - g) Involved agencies: What agencies responded? How many? What level of involvement do they have?
7. Do not release information that might hinder emergency response, prejudice the outcome of an investigation, or pose a further threat to public safety.

Examples include:

- a) Personal conjecture about the course of the emergency or the conduct of response.
- b) Opinions about evidence, or a suspect or defendant's character, guilt, or innocence.
- c) Contents of statements used in alibis, admissions, or confessions.
- d) References to the results of various tests and examinations.
- e) Statements that might jeopardize the testimony of witnesses.
- f) Demeaning information/statements.

- g) Information that might compromise the effectiveness of response and recovery.
- 8. In an incident involving fatalities, the names of the victims or the cause of death will not be released without authorization from the District Attorney's and Medical Examiner's office.
- 9. Confidential information is not to be released. This includes home phone numbers of City personnel, volunteer emergency workers, and any unpublished fire stations and City telephone numbers.
- 10. Public information briefings, releases, interviews, and warnings will be logged and tape-recorded. Copies will become part of the final incident package.
- 11. Do not commit to firm briefing times unless it is certain these times can be kept.

Attachment D: Guidelines for Working with the Media

This document serves as a checklist for City Departments to utilize when working with the media.

- The media is an ally in keeping the public informed of what is happening in the community.
- The media is part of the emergency planning process – the media is utilized in awareness campaigns.
- The media is used to assist with the following tasks:
 - Reduce panic
 - Prepare for action
 - Alert and warn the public
- Create and maintain a media contact list. Personal contacts with local media allow leverage in coverage.
- Meet with the media before an emergency to explain various departmental policies, procedures, and tactics.
- Department Executives and Public Information Officers must be prepared for questions at all times.
- Monitor the information being circulated in order to prepared for media inquiries and interviews.
- Contact the media through a variety of means:
 - Telephone or personal contact
 - News release
 - Briefings
 - Media advisories
 - Radio public service
 - Service announcements
 - Audio clips
 - Spot announcements
 - Television releases
 - Interviews

Attachment E: Incident Fact Sheet to Prepare for News Conference

ONLY print information in the fact sheet that can be released to the general public. Death tolls will not be released unless fatalities have been confirmed by the coroner's office and approved by the Incident Commander.

1. **PIO:** The name of the public information officer assigned to this situation. This may or may not be the same person preparing the form.
2. **LOCATION:** The physical location of the media release point. Examples include the Command Post, EOC, JIC, Office, etc.
3. **DATE:** The date of release.
4. **TIME:** Time of release.
5. **RELEASE:** Initial / Update / Final
6. **INCIDENT NAME:** Every incident is given a name.
7. **INCIDENT NUMBER:** Every incident is given a number for reference purposes.
8. **INCIDENT COMMANDER:** Every incident has an incident commander, the individual in charge of the response to the situation at hand.
9. **JURISDICTIONS INVOLVED:** List all cities, counties, states, etc. involved in the situation.
10. **TYPE OF INCIDENT:** List general type of incident – flood, fire, earthquake, etc.
11. **AREA INVOLVED IN INCIDENT:** Indicate the type of area involved in the incident – river flood basin, neighborhood, etc.
12. **DATE/TIME BEGAN:** Approximate time and date the incident began to unfold. When it was first reported or declared to be an emergency situation.
13. **ESTIMATED DATE / TIME SITUATION WILL BE CONTAINED:** The official time estimated that the situation will be under control (estimated).

14. **GEOGRAPHIC AREA OF INVOLVEMENT:** The actual borders of the situation. Use streets, roads, highways, city boundaries, etc.
15. **PERCENT OF CONTAINMENT:** Relates to fires or floods. Give description if applicable.
16. **CONTROL DECLARED:** Relates primarily to wildfires. Give date and time the situation is under control.
17. **CURRENT THREATS:** List things that are being watched out for and attempts that are being made to prevent damage or injury.
18. **CURRENT PROBLEMS / POTENTIAL THREATS:** What special problems are currently being faced (wind, heavy rain, access problems, equipment shortages, etc)?
19. **ESTIMATED LOSS VALUE / CURRENT:** Estimated value of lost or damaged property, structures, equipment, etc.
20. **INJURIES:** List number and types of injuries.
21. **DEATHS:** List number and types of deaths.
22. **COOPERATING AGENCIES:** List all cooperating agencies participating in the response.

Attachment F: Writing Emergency Bulletins and Media Releases

The following information should be applied during both EOC and non-EOC activations.

During an emergency, disaster or significant incident, information will be released using City bulletins, media advisories and information releases. City bulletins are used to disseminate and provide information to City departments and to the public on the City's website and social media sites. Advisories and releases are disseminated to advise the media about upcoming events, updates on significant incidents and information on emergencies and disasters. Individuals with disabilities and others with access and functional needs are reached through representatives who are contacted at the immediate onset of a disaster.

1. Writing Bulletins/ Advisories/ Releases:
2. Cover what has happened, what the City is doing and what the City wants residents to do. Use information cleared for release in the fact sheet.
3. Use one-inch margins. Print only on one side of the paper and use official Department release headers and formatting.
4. All documents will be numbered for tracking purposes.
5. Bulletins are to be dated and to include time of release.
6. Include a contact person.
7. Insert "For immediate release" on advisories and releases.
8. Multi-paged documents need to have numbered pages.
9. Insert "more" at the bottom of continued pages.
10. Insert "####" after the last paragraph.
11. Get the release out as soon as possible - make sure you have received proper review and approvals.
12. Follow-up documents will contain new information.

13. Keep an electronic and hard copy file of all released information so you can refer back to it when needed.
14. Remember media deadlines – write them down.
15. Use email and Internet to disseminate information when possible. All emailed documents will be in PDF format.
16. Remember that advisories and releases may generate requests for phone interviews, video sessions, audiotape sessions and news conferences.
17. Clearly identify those quoted in releases by name and title. Keep the quotes short and avoid any technical jargon.
18. Develop a comprehensive mailing list for the bulletins/advisories/releases.
19. Have all background information related to the incident prepared – so that when questions come up, you are ready.

Attachment G: Sample of Media Release

MEDIA RELEASE

Date:

Time:

Press Release #: _____

Type of Incident: _

Location: _____

Date:

Time:

Narrative details about

incident:

For further information, please contact _____ at

_____.

Attachment H: Sample Media Statement

Date:

Time:

Press Release #: _____

Type of Incident: _

Location: _____

Date:

Time:

Narrative details about

incident:

Normal City of Forest Grove activities have been temporarily suspended. Please do not contact the City of Forest Grove unless you have emergency-related business.

If you need emergency medical aid or fire or law enforcement assistance, please call 9-1-1.

If you need information about the current emergency, please call (503)XXX-XXXX. We expect to resume normal operations by ____.

Thank you for your cooperation.

Attachment I: Emergency Executive Team Briefing Agenda

The Emergency Executive Team (EET) is responsible for providing policy direction on these issues. The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing policy guidelines, and providing oversight to ensure response directives are implemented. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the City Manager.

The EET Incident Agenda will include briefings from all Executives in the following order:

Emergency Executive Team	City Manger - Opening remarks
	Incident Commander (Incident Brief)
	Police Chief
	Public Works Director
	Light & Power Director
	Fire Chief
	Community Development Director
	City Recorder
	Finance Director
	Human Resources Manager
	Library Director
	Economic Development Coordinator
	Information System Manager
	Parks & Recreation Director

Attachment J: Sample Incident Situation Status Brief

BRIEFING DATE AND TIME:

ATTENDEES:

SITUATION STATUS

1. Initial Assessment of Incident
 - a) Cause and extent of damage
 - b) Forecasts (threat projection, cascading effects, Hazardous Materials footprint)
 - c) Casualty estimates
 - d) Helicopter/airplane fly-over w/video
2. Assessment of damage (Initial Damage Assessment Reports, gathered by Plans/Intelligence Section)
 - a) Government - county/cities
 - b) Residential
 - c) Business (downtown/shopping malls)
 - d) Industrial
3. Critical infrastructure damage and restoration schedule
 - a) Critical transportation routes (highways, rail, airport)
 - b) Utilities (power, water, natural gas)
 - c) Hospitals and mortuaries
 - d) Prisons and jails
 - e) Food and agriculture
4. Status of communications systems and restoration schedule
 - a) 9-1-1 centers and interagency radio systems
 - b) Telephones
 - c) Commercial radio

RESOURCE STATUS

5. Outline EOC Management assignments (using the Incident Command System) for both current and on-coming shift. Include date/time of EOC activation and when shift changes occur.
 - a) Incident Commander
 - b) Command Staff
 - Liaison (Intergovernmental)
 - Public Information Officer
 - Safety Officer
 - c) General Staff
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
6. Current public safety response, capability, and need for assistance beyond mutual assistance:
 - a) Transportation (emergency support)
 - b) Communications
 - 9-1-1 centers and interagency radio systems
 - Telephones
 - Commercial radio and television
 - c) Public Works/Engineering (public assets and private construction companies)
 - d) Firefighting
 - e) Law Enforcement
 - f) Intelligence and Planning
 - g) Mass Care
 - h) Service and Support
 - i) Health and Medical Services
 - j) Search and Rescue

- k) Hazardous Materials (public assets and private companies with Hazardous Materials teams)
 - l) Food and Water (delivery needs/resources)
 - American Red Cross
 - School cafeterias
 - Jail cooking capability
 - Grocery stores and restaurants
 - m) Energy
 - n) Public Safety
 - o) Damage Assessment
 - p) Evacuation
 - q) Shelters (needs and supply)
 - Number of established/locations
 - Number of people sheltered by location/total
 - Problems encountered
 - r) Volunteers
7. Insurance claims procedures and response – establishment of Disaster Recovery Centers
 8. Need for Declaration of Emergency Disaster by City Council
 - a) National Guard Assistance
 - b) Financial assistance (County/State/Federal)
 - c) Other State agency resources (people or equipment not available through mutual aid agreements)
 9. Critical contacts established
 - a) City Departments
 - b) County and other Cities
 - c) Oregon Emergency Management/Federal Emergency Management Agency
 - d) Oregon Department of Transportation

- e) Elected Officials (Governor, State and Federal Representatives and Senators, Mayors, Adjacent County Commissioners or City Council members, Board of Commissioners)
 - f) Media Sources
10. Documentation – videotaping, logs, photos, minutes, and tapes of meetings

STRATEGIC RESPONSE PLAN

11. Need for evacuation and action being taken by police, fire, public works, and the Emergency Alert System, provision for vandalism protection for evacuated areas
12. Summary
- a) Major actions to be taken and priorities established
 - b) Establish timelines and responsibilities
 - c) Schedule meetings for next 8–12 hours (EOC, EET, Department)
 - d) Schedule of news release and location (schedule for last one, next one)
13. Continuing Concerns

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**MASS CARE AND
SHELTERING
ANNEX
2026**



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ANNEX DEVELOPMENT AND MAINTENANCE

Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the EOP Base Plan. Support annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for complex emergency functions. Support Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the city.

The Mass Care and Sheltering Annex describes the functions and capabilities employed by City departments and support agencies to provide basic care and sheltering needs for displaced populations during a citywide incident.

City department policies align with the City's Emergency Operations Plan by implementing Standard Operations Procedures (SOPs) defined in this Annex. When developing SOPs, each department is to take into consideration how emergency operations relate to the services they provide, and how those activities interact with, support, or require support from other departments identified within this plan.

All policies, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to ensure policies are consistent with current municipal code.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Every other year, a formal review of this document will be conducted by departments and agencies that are identified within the Annex. The Fire Chief or designee will lead the Annex review process. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes and disseminated to authorized individuals.

RECORD OF CHANGES

Each revision to this Annex must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Full rewrite of document	Chief Jim Geering

SECTION 1: INTRODUCTION

Any natural or human-caused disaster may cause the displacement of people. It is challenging to accurately predict the location, frequency, and scale of an emergency or disaster. It is also difficult to determine the number of individuals that will need sheltering assistance before, during, and after an incident. It is possible, however, to plan and manage the mass care support and procedures needed to reduce the adverse impact of a threatened or actual event within the City.

This Annex identifies the needed and available mass care capabilities and resources for caring for and sheltering displaced people. It also describes how the City requests these resources from Washington County to mobilize and respond to a mass care and sheltering incident.

1.1 Purpose

The purpose of this Annex is to define procedures the City will employ to coordinate sheltering and mass care operations with Washington County and the American Red Cross (ARC). This Annex establishes a standardized approach within shelter planning and operations efforts that will enable the City to utilize Washington County and American Red Cross capabilities, reduce duplication of efforts or the over-use of limited resources, and increase operational efficiency for the City's mass care and shelter mission.

This Annex has been developed to meet the following objectives:

- To provide a coordinated mass care and sheltering system compliant with National Incident Management System (NIMS), Incident Command System (ICS), City, County, State, and Federal laws.
- To coordinate City mass care and sheltering operations with Washington County and the American Red Cross.

This Annex can be used in conjunction with other plans designed for the protection of the population.

1.2 Scope

This Annex is applicable to Forest Grove City departments with emergency services and mass care and sheltering responsibilities. The outlined procedures can be used during incidents requiring basic care and shelter support for a few displaced community members up to a catastrophic event for large, displaced populations throughout the City.

The operations described in this Annex are designed to be scalable and align with Washington County's mass care and sheltering approach. The services described in this Annex are based on the Washington County Memorandum of Understanding (MOU) with the American Red Cross Cascade Region which outlines authorities, roles, and responsibilities for sheltering during a disaster.

1.3 Planning Assumptions

This document applies to all primary and support agencies involved in developing and implementing mass care and shelter operations for the City. This document is designed to integrate local, regional, state, and national agencies/organizations into the response. Planning assumption include:

- In any disaster, primary consideration is first given to the preservation of life, then incident stabilization and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- In a catastrophic incident, damage control and disaster relief will be required from the county, state and federal government, non-governmental organizations, and the private sector.
- Residents could be displaced, requiring shelter and social service needs. Sheltering activities could be short term or long term depending on the severity of the incident.
- Service animals and emotional support animals must remain with their owners.
- Vital infrastructure such as potable water supplies, electrical power, natural gas distribution systems and sewer services could be

compromised. Re-establishment of these vital resources will be critical for mass care and sheltering operations.

- Communications infrastructure could be damaged, causing disruption in landline telephone, cellular telephone, radio, television, internet, and other communication services. Re-establishment of communications infrastructure will be critical for mass care and sheltering operations..
- Although the majority of people seek shelter with family and friends in hotels/motels, the remainder will seek shelter in designated congregate care facilities. The City anticipates that approximately 10% of the affected population will seek shelter.
- All resources will be available, and operations will be conducted as expected. The percentage of the affected population that seeks congregate care is dependent on the size, scope, and nature of the incident.
- Mutual aid assistance from unaffected jurisdictions and from state and federal emergency agencies may be available.
- In a major disaster, mass care operations will require an influx of resources from outside the area to be fully operational. Availability of external resources from unaffected jurisdictions, the state, and the federal government will depend on transportation infrastructure, and access to affected areas and areas providing mass care.
- The duration and scope of county, state, and federal involvement will be proportional to the situation's severity and the assistance needed. Government and Emergency Management Assistance Compact (EMAC) resources will be extremely limited due to high demand the first few days following a disaster in which there has been widespread damage to access/transportation infrastructure and to suppliers.
- Schools will be used as temporary shelter-in-place sites for the student population when schools are directly impacted by an incident/event.
- Infrastructure in a major disaster will be affected, which will impact mass care operations.

- It is likely that spontaneous mass care services such as feeding and sheltering activities will occur throughout the City without coordination or knowledge of the Incident Commander or City Manager.
- Some displaced residents will converge in public parks and open spaces as an alternative to using indoor mass care shelters due to distrust of building integrity in the event of major earthquakes and aftershocks.

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities, and interests. This plan aligns with the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.

3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximate 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east-west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet) provides light rail and bus transfer commuter service with stops every 15 minutes via line 57.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County's 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services, housing services, and emergency management. The Board of County Commissioners also serves as the governing body for

the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff's Office (WCSO) for public safety and security
- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety
- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness. The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.



It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident

management rather than on program management. That said, this plan impacts and is informed by activities conducted before and after any emergency operations take place.

1.8 Hazard Assessment Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

The next section describes the hazards and vulnerabilities the City frequently faces based on levels of probability and severity. The following information provides broad descriptions of the vulnerabilities the City of Forest Grove accounts for, additional details can be found in the Hazard Planning Annex. For additional information on county and state hazards refer to the Washington County Natural Hazard Mitigation Plan, 2023 and the Oregon Natural Hazard Mitigation Plan, 2020.

Severe Weather

Because of its more rural geography, the City tends to experience more frequent and higher magnitude damaging windstorm events. Due to the City's location closer to the mountains on the west side of the county, it typically experiences more frequent and severe winter storm emergencies.

Earthquake

The City could experience earthquakes that originate from the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek Fault Zone. It could also experience liquefaction and coseismal landslides as the result of an earthquake.

Volcano Ash

Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City, although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Flood

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Landslides

The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Dam Failure

The City of Forest Grove would be impacted if Scoggins Dam were to fail. The dam is located 5.5 miles from Forest Grove. It is a 151-foot-high structure that forms the Henry Hagg Lake. If Scoggins Dam were to fail, areas in the southernmost portion of the City within the established 100-year flood risk area of the Tualatin River may flood. This is not a heavily built environment, and people and structures should not be adversely affected.

Drought

Drought typically occurs as a regional event and often affects more than one city and county simultaneously. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Health Epidemic

Pandemic events are one of the greatest risks to public health within the City. Pandemics can stem from a variety of viruses and diseases, the most widespread among them being influenza pandemics due to their rate of

occurrence and severity. Depending on the severity, pandemics have the potential to disrupt City services both economically and socially.

Transportation and Industrial Accidents

Transportation and industrial accidents may include major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.

Wildland Fire

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Civil Disorder and Terrorism

This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

Critical Infrastructure Interruption

The City has extensive and complex infrastructure that provide critical services and key resources, such as: water, power, sanitation, telecommunications, natural gas, fuel, and other services that residents, commuters, and visitors rely on daily.

A major interruption to some of these services or resources can cause significant personal and economic hardship to many residents. A failure of one critical infrastructure could have a domino effect causing other critical infrastructure to fail. A prolonged interruption and a delayed recovery response to critical infrastructure will pose a significant threat to the health, safety, and property of residents.

A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructure. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the City.

Hazardous Materials

Hazardous materials incidents, although rare in the City, include both fixed site and transportation related incidents involving hazardous and radiological materials. This hazard also includes drug laboratories.

Utility Failure/Resource Shortage

This hazard includes the shortage or loss of power, water, sewer, or natural gas supplies, as well as shortages of fuel such as oil, gasoline, diesel, and food supplies.

Cyber Security

Cybersecurity related attacks have become not only more numerous and diverse but also more damaging and disruptive. New types of security related incidents emerge frequently. It is the unauthorized infiltration of a jurisdiction's computer systems, networks, or database to gain access to confidential information and control over critical systems.

Additional Hazards and Events

Although not originating within the City's boundaries, the City may be affected by events occurring in other parts of the region or around the United States. In the instance neighboring jurisdictions and partnering agencies experience disruptions to critical services, reliant City communities and agencies will also become impacted.

SECTION 2: CONCEPT OF OPERATIONS

The City of Forest Grove is subject to a variety of natural, technological, and human-caused incidents that may result in the need for the public to evacuate their place of residence and seek shelter. In a disaster, people can be displaced from their homes for a variety of reasons. Their homes could be destroyed, and no longer habitable, essential services such as water and heat might not be working, access to the home might be cut off, or people may have had to evacuate their area. It is the policy of the City of Forest Grove to safeguard life and property by making maximum use of all available resources, public and private, to minimize the effects of natural or human-caused emergencies.

This section establishes a single and effective shelter strategy the City will coordinate and implement to deliver mass care and shelter services for displaced persons.

2.1 Mass Care and Sheltering Policy

The term “mass care” refers to a wide range of humanitarian activities that provide life-sustaining support to individuals and families who are temporarily displaced or otherwise impacted by a disaster or emergency that disrupts their ability to provide for their basic needs. Mass care services begin as soon as a disaster is imminent or occur and continue through the recovery phase. In general, mass care services include sheltering, feeding, distribution of emergency supplies, reunification, and health services.

It is the City’s policy to not sanction or refer survivors to shelter and feeding operations that are not managed by the City, County, or American Red Cross (ARC). Until the ARC arrives on the scene of an emergency, the City will manage and coordinate all shelter and mass care activities. In cooperation with available volunteer disaster assistance organizations, the City will make available shelter and lodging for people displaced from their residences. The ARC and other private disaster assistance organizations will be called upon to provide management and support of shelters for the displaced population and to care for their needs by organizing shelter teams, providing services

necessary to support the sheltered population, registration, and other basic life sustaining assistance.

It is not the intent of the City to supplant the Red Cross as the primary provider and coordinator of emergency housing, sheltering, and feeding services; however, the City is not relieved of its obligation for the welfare of its citizens in times of emergencies, as outlined in Chapter 401 of the Oregon Revised Statutes.

2.2 Incident Command Framework

In the context of this plan, response comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging law enforcement, firefighting, public works, public health, and other capabilities; developing and maintaining situational awareness; acquiring and managing resources; coordinating with other response organizations; and informing the public.

When a mass care and sheltering situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex.

The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide on-scene management of an incident and the coordination of response activities between the department and stakeholders.

2.2.1 Incident Management Systems

When a mass care and sheltering situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex.

The National Incident Management System and the National Response Framework provide guidance on how federal, state, and local resources will coordinate efforts during major incidents. In addition, the Emergency

Operations Plan for Washington County and the State describe how incident response operations will be conducted at their respective levels in coordination with City efforts.

The National Response Framework doctrine of tiered response emphasizes that response to incidents should be “managed at the lowest jurisdictional level and supported by additional capabilities when needed.” The vast majority of incidents are, in fact, managed locally and do not require deviation from normal, daily operational procedures.

2.3 Mass Care and Shelter Strategy

Sheltering operations are coordinated initially through the City until the Red Cross arrives. Planning for sheltering operations is assigned to the Emergency Operation Center (EOC) Mass Care Branch that operates under the EOC Operations Section. Under the supervision of the Mass Care Branch the City will coordinate sheltering for the displaced population. When the EOC is not activated the Library Department will manage sheltering services.

The City provides the oversight of the sheltering effort to support the Red Cross. Specific supporting agencies may or may not be present in the EOC, but the Mass Care Branch Director will be in regular communication through emails, conference calls, and/or meetings. For additional information regarding partners that may be involved in sheltering refer to Section 4 in this document.

The City may form a Shelter Task Force to develop a sheltering strategy, and coordinate and oversee the sheltering effort. For a larger event requiring county, regional and/or state coordination, sheltering task forces may be formed at any of those levels as well, in which case the City would appoint a shelter representative to participate in any appropriate task force. It is likely that additional partners on a state or national level will be added such as Oregon Department of Emergency Management, Administration for Children and Families (ACF), Federal Emergency Management Agency (FEMA), and Oregon Voluntary Agencies Active in Disasters agencies. Task Forces may coordinate in person, through conference calls, online or by any means that

enable the group to communicate and work together under the circumstances.

The responding department or organization will manage the initial response to an incident (e.g., Public Works, Police, Fire Department) and assign an on-scene Incident Commander (IC). The on-scene IC is responsible for performing or directing such duties as enforcing emergency measures and designating emergency areas. During the initial response, the on-scene IC may establish an Incident Command Post and may assume the responsibilities of Command Staff until delegated. After establishing ICS, the on-scene IC will notify the City Manager or the Fire Chief and request City EOC activation.

2.4 Emergency Executive Team

The Emergency Executive Team (EET) is comprised of executive-level department representatives or individuals who have been delegated the authority to speak on behalf of their department/agency.

The EET will serve as an executive authority for the City's response and will provide direction in the following:

- Developing incident goals.
- Prioritizing incidents.
- Ensuring agency resource situation status is current.
- Determining specific incident and department resource requirements.
- Allocating resources to incidents based on priorities.
- Resolving issues of department overlap.
- Anticipating future department resource needs.
- Communicating EET direction to the EOC, staff, and agencies.
- Providing necessary liaisons with other coordinating departments and agencies, as appropriate.

The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing guidelines, and providing oversight to ensure effective directives are implemented. The EET is authorized to enforce rules, orders, regulations, and directives to protect life

and property during local emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the EET.

EET policies and strategies will be disseminated by the Incident Commander and the City EOC Manager to the response organization via briefings, action plans, electronic media, or other means as appropriate.

The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City Manager's directives for the Incident Management Team to implement. City executives that provide support to City departments will communicate the City Manager's directive to their staff to implement.

The City Manager exercises full authority of all City departments, may organize additional divisions as necessary, provides coordination among executives, and, if necessary, require EET members to implement emergency directives.

2.5 Incident Management Team (IMT) Organization

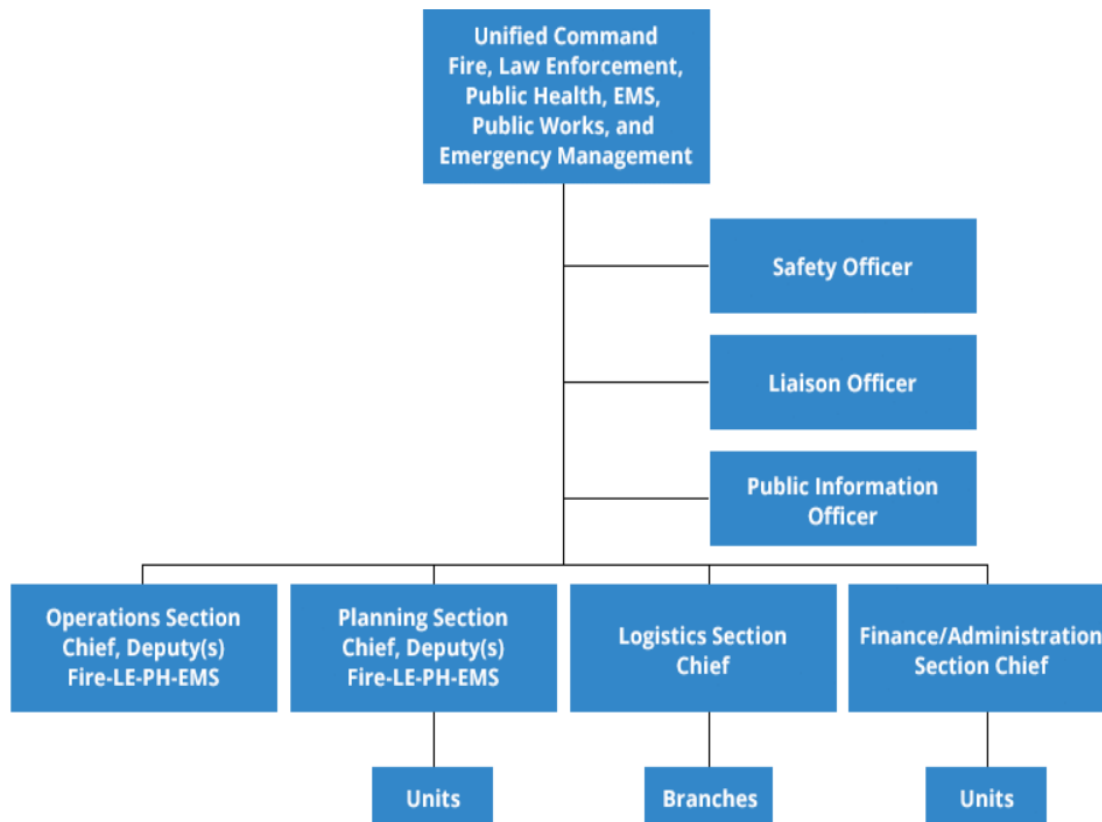
Response comprises the activities taken during and immediately after an incident to reduce injuries and loss of life, stabilize the situation, and limit property and environmental damage.

The City of Forest Grove will deploy a Type 3 All-Hazard Incident Management Team (AHIMT3) to manage major and/or complex incidents requiring a significant number of resources.

An AHIMT3 is formed and managed by the City and includes a designated team of trained personnel from different city departments. IMT personnel will be required to successfully complete the FEMA Type 3 AHIMT training program.

In the event the City is overwhelmed a partial IMT may be activated deploying only mission critical positions.

Figure 1: Forest Grove Type 3 Incident Management Team Structure



The Incident Management Team (IMT) will be activated by the Incident Commander. The Incident Commander will manage, direct, and resource the IMT. The IMT personnel may be deployed to the Incident Command Post or the City Emergency Operations Center.

The Type 3 AHIMT activities include the following:

- Manage initial action incidents with a significant number of resources.
- Manage incident until control is achieved.
- Manage expanding incidents until transition to a Type 1 or 2 IMT.
- Coordinate with emergency partners for extended incidents.
- Include trained personnel from different departments, organizations, agencies, and jurisdictions.
- Manage the incident until demobilized.

2.6 Emergency Support Functions

Emergency Support Functions (ESF) outline the critical tasks, capabilities, and resources provided by City and Washington County emergency response agencies. ESFs provide the structure for coordinating interdepartmental and interagency support for a City response to an incident. They are a way to group functions that provide support to the City, both for Stafford Act declared disasters and emergency for non-Stafford Act incidents.

At the request of the State, FEMA coordinates direct federal assistance to state and local governments through designated Emergency Support Functions (ESFs).

2.6.1 Emergency Support Functions Assignments

During a major emergency or disaster City departments will respond based on critical tasks, capabilities, and services responsibilities the staff provides to the community. Each City department is aligned with the applicable ESF and is detailed in the City's EOP. Refer to Section 4 in this document for additional ESF assignments.

Mass Care & Sheltering Annex	
EMERGENCY SUPPORT FUNCTIONS	SCOPE
ESF 6 – Mass Care, Food, and Water	Sheltering and Mass Care
ESF 8 – Health and Medical	Public Health Medical
ESF 11 – Agriculture and Animal Protection	Nutritional services Animal health
ESF 15 – Public Information	Emergency Public Information Community relations
ESF 16 – Volunteer and Donation Management	Volunteer coordination Donation Management

2.7 Emergency Operations Center (EOC)

During response to minor or moderate events, the City will manage the emergency with existing resources. The City EOC may or may not be activated under this scenario. The EOC, actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC provides information sharing, resource management, coordinating plans of action, and policy level decision-making. Personnel that are deployed to the EOC will support on-scene operations.

EOC Lines of Effort (LOEs) operate as strategic planning and coordinating elements for the City EOC and do not play an operational role. EOC roles which may be assigned to LOEs include but are not limited to:

- **Planning and Analysis:** Development of strategic action plans based on situation assessments and resource availability. Planning and analysis include the facilitation of coordination meetings, identification of critical planning issues, and development and dissemination of short, intermediate, and long-term plans.
- **Situation Assessment:** The collection, analysis, and tracking of disaster intelligence specific to the LOE function. Situation assessment includes preparing information and data for City EOC situation reports and common operating pictures and presenting formal and informal briefings as needed.
- **Resource Accountability:** The collection and tracking of information regarding the current status of operational resources, including specialized teams and personnel. It includes the responsibility for requesting development of appropriate displays for information.
- **Documentation and Record Preservation:** A compilation of information from the field, City EOC, emergency stakeholders, and subject matter experts to distribute final information products such as reports, plans, and briefing packages.

2.7.1 Emergency Operations Center Locations

PRIMARY EOC

The primary Forest Grove Emergency Operations Center is physically located at:

Forest Grove Fire & Rescue
1919 Ash Street
Forest Grove, Oregon 97116.

ALTERNATE EOC

It is possible that the City EOC could be rendered unusable due to damage, lack of access, or other conditions. If the primary EOC is unusable, the Forest Grove Light & Power location at 1818 B Street, Forest Grove, Oregon 97116 is the designated alternative EOC.

If the primary and alternative locations are both unusable, then alternate facilities may have to be established in other City buildings, available commercial spaces, or temporary structures (e.g., tents). To the maximum extent possible, an alternate EOC will include the following capabilities at a level at least equivalent to their primary capabilities:

- Establishment and maintenance of situational awareness/common operating picture, including recognition of indicators and warnings.
- Priority-setting and operational planning.
- Decision-making.
- Resource needs analysis, acquisition, allocation, distribution, tracking, and accountability.
- Communication, including interoperable communication among response operations as well as external communication with response partners, stakeholders, and the public.
- Information collection/reception, analysis, sharing, and dissemination.

WASHINGTON COUNTY EMERGENCY OPERATIONS CENTER

If environmental conditions do not allow direction and control functions to be conducted from any of the above facilities, alternate locations will be identified, selected, and announced. The City Manager may request that the County Office of Emergency Management allow the City of Forest Grove direction and control functions to be conducted from County facilities. The location of the Washington County Emergency Operations Center is:

Law Enforcement Center
215 SW Adams Avenue
Hillsboro, Oregon 97123

SECTION 3: DIRECTION, CONTROL, AND COORDINATION

The City Manager has the ultimate authority and responsibility for the management and control of City resources during an emergency. On a day-to-day basis, this authority is delegated to the Police, Public Works, and Fire Department who have the power to establish control of an emergency incident through the on-scene Incident Command structure. The City Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident.

In smaller events, the decision to open a shelter will be made at the field level and in accordance with existing plans and protocols. In larger events the decision to open one or more shelters will be made by the City Manager in consultation with the Emergency Executive Team (EET) and Incident Commander.

3.1 Initial Response Strategy

Washington County is the lead agency for mass care and sheltering operations for the City. The City's Library and Parks & Recreation staff will coordinate operations with the County. The American Red Cross Cascades Region will serve as the primary support agency responsible for operating shelter facilities according to the roles stipulated in the Washington County Memorandum of Understanding (MOU) between the County and American Red Cross (ARC).

The City will determine the initial strategy for activation as soon as it is anticipated that shelters may be needed. In the initial hours of an incident the City will activate pre-identified Red Cross shelters and provide basic care until such time as the Red Cross arrives on scene. The process of activating and managing shelters is even more complicated if there is damage to the City's infrastructure, communications, and buildings. If infrastructure is damaged the Public Works Department will work with Washington County to rapidly

screen shelter facilities for their expected safety and usability. The initial response strategy includes:

- The City closely coordinating shelter planning with the American Red Cross, and the Washington County EOC and neighboring jurisdictions.
- Ideally, the American Red Cross will be able to coordinate shelter operations and keep the City apprised of the number of people sheltered and any unmet needs or additional assistance that is needed. In disasters where the Washington County EOC is activated, the American Red Cross will report to Washington County, assess the county as a whole and determine where their assistance is needed most. In this case, the City may need to support shelters with partial Red Cross assistance (e.g., the Red Cross providing meals) or independently.
- For complex sheltering situations where a shelter task force is formed or state or national assistance is requested, the County will be the lead and represent the City on statewide shelter task force.
- The Washington County Animal Shelter is the lead for the City on animal sheltering needs.

3.2 Type of Shelter Facilities

Upon firm establishment of the need to pursue sheltering as a form of protective action for an at-risk or affected population, the Mass Care and Shelter Unit will collaborate with Washington County and the ARC to determine the type of shelter facility that will operationally serve as a best-fit solution to address the City's identified shelter needs.

Using the ARC shelter plan or list of shelter facilities, the Mass Care and Shelter Unit will determine the actual and operational shelter capability with regard to activating and staffing the following types of facilities:

Personal Care Site

Provides limited services (warming/cooling assistance, food, and water [including special dietary needs], access and functional needs services, electricity or charging stations, etc.). Personal care site operations do not

include overnight accommodation or dormitory services. The number of individuals using a personal care site and the information gathered from these individuals help decision makers determine whether a local overnight shelter is needed.

Local-Initiated Overnight Shelter

Provides access and functional needs services, full dietary, and dormitory services, for a single community.

Local-Initiated Regional Shelter

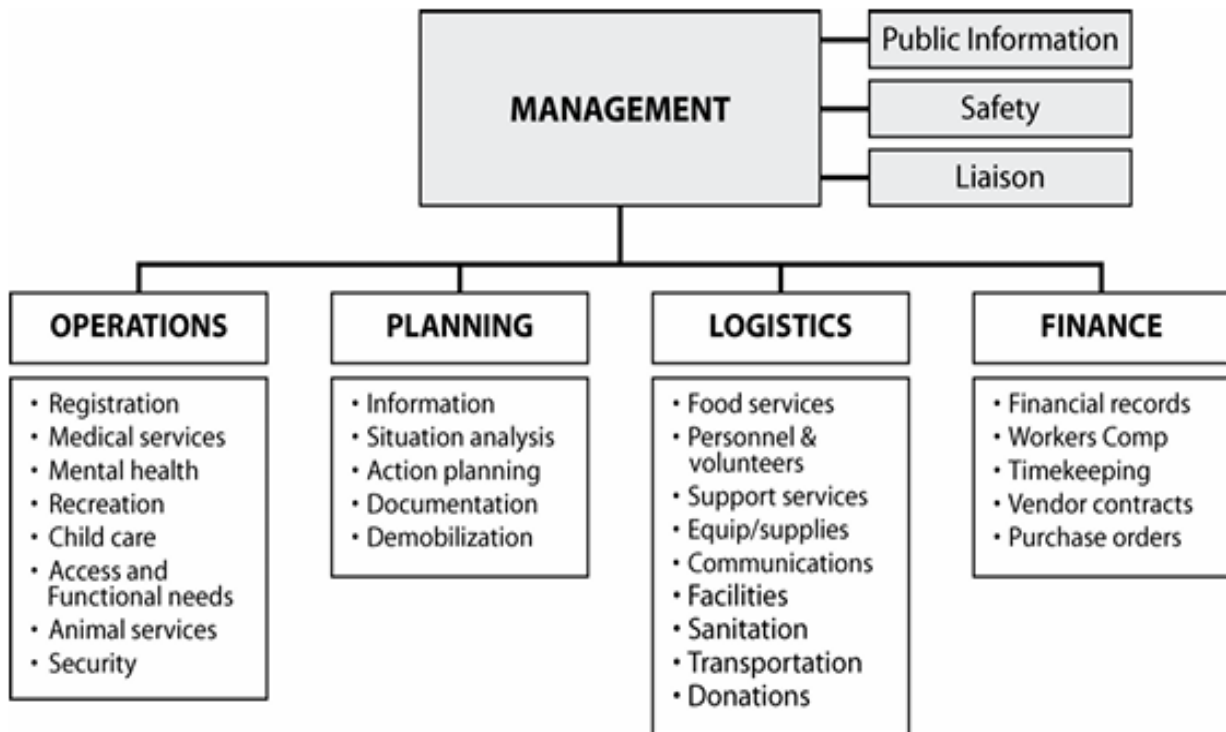
Provides access and functional needs services, full dietary, and dormitory services for multiple communities. This occurs when several communities come together and provide shelter services for multiple communities. This can be through the use of memoranda of understanding (MOU)/memoranda of agreement (MOA) to form shelters that support multiple local communities and share costs/resources but are run independent of the county/state initiated regional shelters.

3.3 Shelter Management Framework

Shelters are generally open for the length of time needed to support the affected population, ranging from a few days to several weeks, depending on the severity of the event. In a catastrophic situation, such as the 2011 tsunami in Japan, shelters may need to be open for months. There are a variety of ways to approach sheltering. There could be a single small shelter, multiple shelters, a larger mega-shelter, soft-sided shelters (most likely to occur after an earthquake), consolidation of shelters, etc.

The shelter strategy must balance the needs of people who are displaced with the available resources, as well as the cost of the solution. The City and their partners work together on a sheltering strategy relying heavily on the expertise of the American Red Cross and Washington County. Shelters will be managed based on the Red Cross management organization illustrated on the following page.

Figure 2: Red Cross Shelter Management Organizational Structure



3.3.1 Sheltering in Place

If sufficient time is not available to evacuate and/or the nature of the incident makes evacuation unsafe, Incident Command may choose to direct those in the affected area to shelter in place. Sheltering in place restricts affected people to their current locations. Other restrictions may also be necessary if a decision is made to shelter in place, the Red Cross can also assist in distributing food and other emergency supplies to affected persons.

3.4 Shelter Management Models

Multiple agencies manage shelters during a disaster, including the American Red Cross (ARC). Other agencies may be managing a shelter in cooperation with ARC, with or without receiving ARC support, or they may be managing a shelter completely independently. The following three shelter management models are used in ARC documentation.

1. **Independently Managed Shelters:** Independently managed shelters are managed by an independent organization without operational support from the ARC. Independent shelters include those sometimes referred to as pop-up, ad hoc, or spontaneous shelters.
2. **Partner-Managed Shelters:** Partner-managed shelters are managed by partners, following ARC principles, in cooperation with the ARC. Partner shelters are often supported by the ARC through human and material resources and subject matter expertise; therefore, “ARC Supported” shelters are now included as partner-managed shelters.
3. **ARC Managed Shelters:** ARC managed shelters are managed by the ARC in cooperation with a variety of partners. Partners include facility owners and other agencies that provide niche services, supplies and equipment, or staff who are willing to participate as ARC workers to help the population within the shelter.

ARC Shelter Terms Center

A “Center” is a place that provides comfort, food, water, and information without sleeping services. Centers are typically open only during the day but are sometimes opened at night while situations are assessed to determine sheltering needs. Centers are entered into the National Sheltering System (NSS) while they are open, but population is not recorded. Below are three types of centers:

- **Cooling Center** – A cooling center is a center that is set up in response to a warm weather event that rises to the level of a disaster. If sleeping accommodations are provided for clients, the cooling center is transitioned to a shelter.
- **Evacuation Center** – An evacuation center is a center that is set up to provide a safe haven during an evacuation, large storm, or “pre-notice” incident. If sleeping accommodations are provided for clients, the evacuation center is transitioned to an evacuation shelter.
- **Warming Center** – A warming center is a center that is set up in response to a cold weather event that rises to the level of a disaster. If

sleeping accommodations are provided for clients, the warming center is transitioned to a shelter.

3.5 Shelter Activation

Actual shelter activation will occur at the established time set forth by the Incident Commander. The EOC Manager will notify the Library Director or designee to deploy to the EOC to assume the role of Mass Care Branch Director and begin assigning staff. The Mass Care Branch will immediately begin implementing the following actions:

- ☐ Determine City shelter needs.
- ☐ Determine type of facility to activate to meet shelter need.
- ☐ Determine specific facility to activate based on impact of incident.
- ☐ Notify the County to request Red Cross manage shelters in the City.
- ☐ Staff and open City shelter.
- ☐ Notify public of City shelter activation.
 - Location of shelter
 - Time when shelter will be available to the public
 - Transportation services available to assist public to the shelter
 - Services available at the shelter
- ☐ Operate City shelter.

Upon completion of staff and equipment mobilization at the shelter facility, a designated shelter manager will manage all facets of the shelter operation until the Red Cross arrives. Shelter residents seeking shelter will either self-present or arrive via transportation assistance to the shelter facility. As shelter residents arrive, they will be processed via a shelter registration and intake area where their additional and/or specific needs will be further noted. Information concerning the emergency status, services located at the shelter, and/or other relevant information will be passed along to shelter residents as they are processed. During shelter operations, activity will continue to be monitored by all shelter staff on an ongoing basis. Any gaps in services or equipment will be monitored, noted, and addressed through appropriate mutual aid channels. Shelter staff will continue to update shelter residents of

the status of the emergency and when shelter residents will be able to transition back to their homes.

3.6 Shelter Registration and Intake Processing

Using the FEMA [Shelter Field Guide FEMA P-785](#) shelter operations guide and based on the type of facility selected to be activated, registration and intake functions will include:

1. Registration:

- ☐ Set up and implement the shelter registration and intake area equipment and support using predetermined staffing models.
- ☐ Receive and process shelter residents as they self-present at the shelter location.
- ☐ Triage any medical, functional needs, law enforcement-specific language, animal/pet, and/or other identified needs and assess for any communicable diseases.
- ☐ Provide media and public information to shelter residents so they remain informed of the current emergency and the types of services that are available at the shelter location.
- ☐ Integrate law enforcement services into the registration and intake area as needed/required.
- ☐ Conduct a resource gap analysis and request additional mass care/emergency resources or support as needed and identified via the registration and intake processing.
- ☐ Create a space on the registration form to record the date residents depart as well as their relocation address.
- ☐ Place completed registration information in a secure folder to ensure resident confidentiality

For a template of the Red Cross Intake Form refer to Attachment C in this document.

2. Conduct an Initial Health and Mental Health Screening

Conduct an initial health and mental health screening with each family member by asking if they:

- Are ill or injured?
- Require medication?
- Have dietary restrictions?
- Have mobility or accessibility concerns or functional support requirements?
- Have missing or deceased family member(s) due to this disaster?

3. Identify Unaccompanied Minors

Unaccompanied minors such as children separated from their parents during the disaster may come to emergency shelters. When unaccompanied minors are identified in the registration process:

- Notify local law enforcement immediately.
- Designate a member of the shelter staff to accompany the minor until custody can be transferred to the appropriate authorities.

4. Shelter Residents Whose Legal Status Affects Their Placement In

Shelters Housing Registered sex offenders, parolees and persons with restraining orders are examples of those who may be a component of the dislocated population following a disaster. State and local laws vary regarding how they are required to identify themselves and where they will be housed following a disaster. Check with local law enforcement officials to determine what local statutes require concerning the sheltering of these kinds of residents.

5. Privacy and Information Sharing

All resident information should be stored in a secure area.

- Create protocols for storing and sharing resident information while maintaining confidentiality.
- Limit access to resident information to staff who need the information to perform their job functions.
- Do not disclose resident information unless one of the following applies:
 - Resident has consented to the disclosure in writing.
 - A valid subpoena, court order, or warrant is presented.

- This will avert an imminent threat to the health or safety of the shelter residents or the community.
- It is required by law.

3.7 Shelter Staffing

Circumstances may require two 12-hour shifts that would require less staff. The decision about shift duration will be made by the Shelter Manager based on volunteer availability and the needs of the shelter. Increased communication is extremely important when running nine-hour shifts, as the staff will not see the same workers as they change shifts. Many of these tasks have shifting levels of activity. For example, during opening and closing, registration may require higher staffing numbers to efficiently process clients. During slower times, registration personnel could be moved to work at the help desk. Shifting personnel is appropriate and can help to cover different tasks when necessary.

In certain situations, a shelter might have to be opened with minimal staff. In these situations, at least four individuals should be available to open the shelter. These include the following:

- Shelter Manager
- Dormitory Worker
- Registration Worker
- Disaster Health Services Worker

Plan for future shift schedules and the associated staff requirements; two examples of popular and effective schedules are as follows:

Two shifts of twelve hours – (this requires less staff)

7:00 am to 7:30 pm

7:00 pm to 7:30 am

Three shifts of nine hours – (this requires more staff but is easier on volunteers)

7:00 am to 4:00 pm

3:00 pm to 12:00 am

11:00 pm to 8:00 am

3.8 Shelter Safety and Security

Public safety or security personnel are responsible for ensuring the safety and security of individuals in and around a shelter site. This includes disaster survivors and staff. In addition to the traditional law enforcement issues that arise with any large gathering and at large venues, shelter site safety and security personnel will face additional issues. Volunteers can perform some security functions such as traffic control in order to release law enforcement personnel to focus on other responsibilities. Security personnel should be present at all City supported shelters.

Public safety for mass care operations is the responsibility of the Forest Grove Police Department (FGPD), Washington County Sherriff's Office (WCSO), private or contract security and, in some instances, volunteers. More than one agency or organization may be involved in supporting these shelter site functions but will be coordinated through the Law Enforcement (LE) Branch in the EOC (if activated) and provide a consistent security presence to address the needs of the event. Public safety responsibilities include, but not limited to:

- Implement and oversee public safety and security operations in and surrounding a mass care site.
- Coordinate with site management for site security needs.
- Coordinate with local law enforcement and/or private or contract security officers for security personnel, shift schedules (regular time and overtime), and specific skill sets (e.g., traffic control).
- Coordinate traffic control plans with the EOC Transportation Branch.
- Manage and control security of a mass care or shelter site environment, shelter population and staff, and assets and supplies stored at critical staging areas.

If the EOC is activated:

The Operations Section Chief will inform the law enforcement of the shelter location and any general concerns (e.g., issues with the evacuating population). The LE Branch will determine who to send to provide security. Security resources may include WCSO, National Guard, or private security. The LE Branch Director will notify the appropriate patrol officers that a shelter has opened in their area.

If the EOC is not activated:

The Red Cross Shelter Manager will notify the Forest Grove Police Chief of security needs and concerns at the shelter site. The Forest Grove Police Chief will coordinate resources to appropriately provide a suitable level of security at the shelter site.

3.9 Shelter Traffic Management

The Forest Grove Public Works Department is responsible for executing the traffic management plan to address ingress, egress, and access of transportation modes and traffic around the facility or site. The Forest Grove Police Department will inform the Public Works regarding evacuation route decisions for the traffic management plan. The Fire Department will be responsible for fire suppression and medical response along the evacuation route(s) to the shelter.

The traffic management plan will be site and incident specific and may be changed based on the needs or situation at the facility. Shelter traffic management plans should include information regarding the following:

- Control of an outer perimeter, including surrounding streets leading to the facility designated arrival and drop-off points
- Ingress/egress areas and alternate emergency routes
- Disaster survivor arrival and departure
- Supplies, deliveries, and personnel
- Redirection to donation sites
- Volunteer Groups

- Parking for transportation modes
- Checkpoints for redirection to other locations of unauthorized people (e.g., self-disaster survivors and media personnel)
- Tow truck services for obstructing cars (pre-staged or on call)
- Vehicle traffic and vehicle directional signage.
- Medical response
- Fire response

3.10 Shelter Transportation

Reception centers, safe areas, and shelter sites will require regular access and communication with transportation resources throughout an incident. The range of transportation needs will cover movement of people from safe areas/reception centers to shelters; from shelters to various assistance resources and housing; non-urgent medical transportation to treatment facilities, and transportation of disaster survivors back to their residences.

Sheltering-related issues for City transportation considerations during a mass care event include:

- The Shelter Transportation Unit, managed by the EOC Mass Care and Shelter Branch, will be the first point of contact for any transportation needs identified for an operational period during an event.
- Public information regarding availability of and access to transportation will be the responsibility of the Joint Information Center (JIC) and will be released in accordance with the Emergency Services Annex procedures.
- Accessible transportation will be provided for shelter residents when necessary.
- Transportation resource information will be developed by the EOC Shelter Transportation Unit and facilitated by Red Cross shelter staff on site.
- The City will utilize Washington County CareOregon's Ride to Care for all non-emergency medical transportation.

Transportation needs may exceed available City resources at any point during the incident. The City EOC Shelter Transportation Unit will be the central point for determining transportation needs and will coordinate with the Logistics Section to resolve resource issues. In many cases, individuals displaced by a major emergency may bring their pets with them to a shelter or reception center. Service animals and emotional support animals for people with disabilities and others with access and functional needs are required to be transported with individuals. Washington County Animal Services will be the responsible City agency to work with transportation agencies for transporting animals.

3.11 Shelter Communications

The Forest Grove Library staff will manage sheltering activities until the EOC Shelter Unit is staffed. Once staffed the EOC Shelter Unit will provide messaging to the ARC Shelter Manager for shelter residents. The ARC Shelter Manager is responsible for ensuring clear, and concise up to date information for all shelter residents. This includes daily briefings, bulletin boards and access to information on community services. Additionally, Shelter Managers will ensure that communication within the shelter is clear and accessible to include, oral, signage, Braille, registration and intake process, television (captioning), telephone and internet accessibility.

Within shelter sites, communication to residents will be implemented in the following ways:

- Red Cross assigns personnel to disseminate information to shelter residents. This information will be vetted by the EOC Shelter Unit Manager and/or designee and must be processed into a clear, accessible, and concise message to be delivered to shelter residents.
- The Public Information Officer will coordinate regularly with the Shelter Manager if communication to the public is required.
- Bulletin boards will be displayed in key traffic areas throughout shelters to display relevant information.
- Bulletin board information will be regularly updated and relevant.

- Information will be accessible to support people with disabilities and others with access and functional needs and placed in multiple locations.
- Auxiliary aids and services necessary to meet the communication needs of all persons in the shelter will be made available. All information will be in accessible formats for people with disabilities and others with access or functional needs. Information support in a shelter includes but is not limited to:
 - Translators for other languages and sign language interpreters
 - Use of pictograms
 - Way-finding guidance for individuals who are blind or have low vision when they cannot see posted signage for transportation resources and activities
 - Specific briefings to individuals who have difficulty understanding group announcements or head of household meeting
 - Signs in large print, Braille, or pictograms.
 - Assistance in filling out or reading forms.

The primary communications link between shelter facilities and the EOC will be landline and wireless telephone. If telephones cannot be used or are overloaded, law enforcement personnel or Washington County Amateur Radio Emergency Services will provide radio assistance. Shelter facility managers will monitor communications systems to ensure operability.

3.12 Shelter Reporting

The EOC Shelter Unit will receive reports from the ARC Shelter Manager. The ARC Shelter Manager will report shelter status to the EOC Shelter Unit every operational period. The Mass Care and Shelter Branch Director will brief the Emergency Executive Team on the status of the shelter(s).

The Shelter Status Report will include, at a minimum, the following information for each shelter:

- Shelter site name

- Location (street name, number, cross street, zip code)
- Estimated capacity
- Number of people sheltered (sleeping over) during reporting period
- Total number of people sheltered to-date
- Number of new registrations during the reporting period (normally the last 24 hours)
- Shelter manager's name
- Phone number, radio frequency or any other contact method
- Current facility status (open, closed, stand-by)
- Meals fed in past 24 hours
- Animal shelter co-located (if applicable)
- Summary of critical support needs including functional needs support services.

If a shelter nears maximum capacity, the ARC Shelter Manager will notify the City EOC Shelter Unit of "full" status. The ARC Shelter Manager will also provide shelter status information that includes accessibility barriers and affiliated corrective actions, resource requirements for people with disabilities and others with access and functional needs and unmet needs.

For every operational period, the Red Cross will compile situation status reports for each shelter and feeding site and forward them to the City EOC Mass Care Branch Director.

3.13 Shelter Feeding Operations

The Forest Grove Library staff will manage sheltering activities until the EOC Shelter Unit is staffed. Once staffed the EOC Shelter Unit will coordinate with the ARC shelter feeding operations. Site operations and feeding operations will be managed by the ARC staff. The ARC Shelter Manager will be responsible for providing the EOC Shelter Unit with a daily count of meals prepared and distributed, the number of fixed and mobile feeding sites/routes, and the projected number of meals required.

In addition, uncooked food products, quantity consumption rates and resupply requests will be coordinated with onsite logistics planning efforts for future meal plans. Any supply or logistics issues, or significant anticipated changes, will be reported to the EOC Shelter Unit immediately. The ARC Shelter Manager will provide the EOC Mass Care Branch Director with feeding situation report every operations period. Private contractors that provide food services will report the same information to the ARC Manager to include it in the EOC Mass Care Branch Director's briefing.

Food and other supplies necessary for sheltering will be requested by the EOC Shelter Unit to the EOC Logistics Section ensure that adequate supplies are available when needed. If the Red Cross is unable to procure food for the shelter population the City will establish food contracts. Mass food contracts will be negotiated by the City Manager and managed by the ARC. Additionally, the ARC also maintains pre-disaster agreements for food purchases during a disaster with a variety of retail, wholesale, and fast food companies.

3.14 Case Management Operations

Shelter case management is provided by the American Red Cross. The ARC Shelter Manager will brief the EOC Shelter Unit Manager on case management issues that may impact the sheltering operations. Personal/Family disaster information will be collected at the shelter sites. Red Cross staff utilizes human resources to assist residents in shelters throughout the sheltering support process. Disaster survivors may need assistance working with the on-line resources, telephone accessed services, and case management. As transition to recovery progresses, the emphasis on these support services increases.

As transition to recovery occurs and shelters close and programs are reduced, dependence on accessing the Federal programs may increase. Coordination with Washington County Health and Human Service, FEMA's Voluntary Agency Liaisons (VALs), Federal Disaster Recovery Centers (DRCs), Red Cross Safe and Well Programs, and access to Long Term Recovery services/programs will be critical during transition to recovery. In a declared

event, FEMA will set up programs to assist the community with the transition from sheltering to long term housing. Directing disaster victims to federal programs through public education and other voluntary organizations will be a key role in transition to recovery.

3.15 Health and Medical Support

Individuals in mass care settings will require support for health and medical needs. The Washington County Health and Human Services Department is the primary support department for this service. Washington County is responsible for providing medical resources to support health and medical activities such as, prescription medications, medicine administration, clinic support, managing Alternate Care Sites (ACS), and medical staff.

3.16 Animal Shelter Operations

Animal owners are responsible for the basic care and sheltering of their pets and small animals, including exotic animals, during a major disaster or emergency. If an evacuation warning is released for an approaching emergency or disaster, it is assumed that owners of pets and service animals will take the necessary precautions to protect and care for their animals. If owners are unable to provide for the care and needs of their pets and service animals, Washington County Animal Services will provide assistance through available resource as outlined in the Pets Evacuation and Transportation Standards Act of 2006 (PETS) and FEMA Disaster Assistance Policy (DAP) 9523.19.

3.16.1 Animal Shelter Activation

The Incident Commander (IC) will request the City EOC notify the Washington County Emergency Management Manager or the County EOC that animals require evacuation and sheltering. The City EOC Shelter Unit Manager will coordinate with the County Animal Services Liaison to manage the evacuation, care and sheltering of small and large animals. The following tasks will be provided by the Washington County Animal Services department; these include:

- Support the IC objectives involving small and large animals' evacuation, care, and sheltering for the City.
- Identify and prepare temporary emergency small and large animal shelters for the City.
- Coordinate with the City EOC, if activated, to request the Washington County Land Use and Transportation Department to establish traffic control at the temporary emergency animal shelters sites if needed. If the City EOC is not activated, the City EOC Shelter Unit Manager will contact the County Emergency Management Manager to make arrangements.
- Determine what supplies are needed at the temporary shelters.
- Demobilize temporary animal shelters when all animals have been reunited with their owners and/or other arrangements have been provided.

3.17 Demobilization of Shelters

Shelters will remain operational until such time that the community has recovered and is able to accept survivors back into individual housing or until shelter residents have secured alternate temporary housing. The demobilization of shelters is the responsibility of Red Cross and will be coordinated by the EOC Shelter Unit. Resources and assets assigned to shelters will be returned to their respective owners, contracts will be closed out and documentation will be filed with each responding agency/organization.

3.18 Transition to Recovery

Transition to recovery after the initial event, housing, feeding, bulk distribution, and City services will be taxed to their fullest extent. Recovery planning begins as soon as the disaster occurs. Whether through shelters, or other mass care venues, transition to recovery will need to be forefront in the activities of response personnel throughout the event. A major disaster may significantly reduce the supply of available housing. Shelters may need to maintain

operations for an extended period of time until adequate interim, temporary or long-term housing is found for remaining occupants. The City will work in close partnership with the Red Cross, Washington County Emergency Management, Oregon Department of Emergency Management, U.S. Department of Housing and Urban Development (HUD) and FEMA among others, to meet the housing needs of shelter residents.

SECTION 4: ORGANIZATION AND ASSIGNMENTS

This Annex is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, the City will retain authority throughout the disaster or emergency. Emergency response is built on the concept of layers, in adherence to the principles of ICS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, county, state, and federal support as requested and available.

4.1 Organization Overview

The Forest Grove City Charter establishes a provides for a Council-Manager form of City government. The City Council is the policy-making body of the City. They adopt laws and regulations, annual goals and objectives, and budgets that fund a wide range of public services. This form of government vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed, professional City Manager.

The following City departments and special districts are primary leads in response and recovery operations:

City Administration provides strategic planning, budget and finance, and development of public policy recommendations to the City Council.

Police conduct law enforcement activities citywide to include services provided by the Operations Division, Administrative Division, and Code Enforcement.

Public Works and Engineering provides services for the operation and maintenance of the following public infrastructure: street, water, sanitary sewer, engineering consultation, and surface water management systems. The department also manages and maintains the City's equipment and vehicle fleet.

Community Development assists the City in planning and implementing its current and future development. The department includes the Planning, Building, and Economic Development divisions. The department also serves

as staff to four Boards and Commissions including the Planning Commission, Community Forestry Commission, and Historic Landmarks Board.

Fire & Rescue provides emergency services including fire suppression, emergency medical response, surface water rescue operations, and hazardous materials incidents.

Additionally, the Fire Department is also responsible for emergency management preparedness, mitigation, response, and recovery efforts for Forest Grove during emergencies, disasters, or disruptions.

Forest Grove Light & Power (FGL&P) is responsible for addressing any interruption to the power supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. FGL&P provides to over 10,000 customers in Forest Grove and the unincorporated area immediately surrounding the City. FGL&P's service territory encompasses approximately 25 square miles with the majority consisting of an urban environment.

4.2 City Department Responsibilities

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the City's emergency plans.
- Address the execution of emergency duties assigned to the department or agency under the EOP.
- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop attachments that support implementation of this Annex including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with the Fire Chief to ensure information is reviewed and is consistent with emergency management operations.

4.2.1 Responsibilities During and Emergency

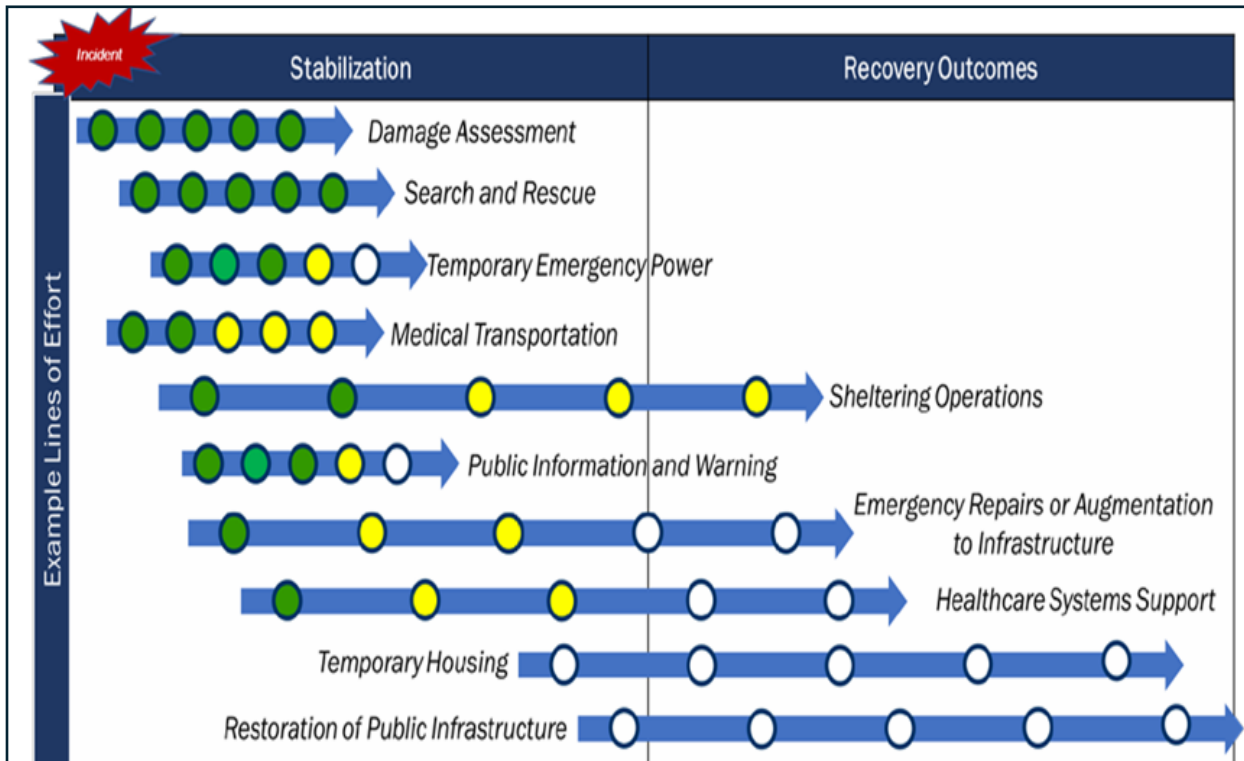
- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the City EOC.
- Facilitate department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the City Public Information Officer (PIO) at the EOC, or through the JIC if one is established for the incident.
- Assist in assessing damage to City owned facilities, properties, or assets, and provide reports to the EOC.
- Identify critical lifeline systems that are damaged and provide mitigative actions for services that are or might be interrupted.

4.2.2 Core Competencies

Core competencies are functional areas of expertise, which are implemented at incidents, and relate specifically to tactical operations that are managed by the Operations Section. If more than one department is capable of performing the same tactical operations at an incident, the department responsible for performing the core competency will give tactical direction, by the ranking officer, to the other departments and/or support agencies assisting with the mission. Core capabilities execute Lines of Effort (LOE) to operationalize the appropriate capability for response and recovery planning and operations.

Successful incident stabilization operations are based on City staff core competencies as illustrated in the Figure below (Source: FEMA Incident Stabilization Guide 2023).

Figure 3: Incident Stabilization Outcome Phasing



4.3 Emergency Assignments

The next section defines City and emergency partners roles and assignments during response and recovery operations.

4.3.1 Emergency Executive Team (EET)

The Emergency Executive Team (EET) is responsible for providing policy and direction for response and recovery personnel to implement during a citywide incident. The purpose of the EET is to assist the City Manager in developing emergency directives, developing policy guidelines, and providing oversight to response and recovery operations.

The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during citywide emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed response under the direction of the City's Incident Management Team (IMT). The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City

Manager's directives for the Incident Management Team to implement. City executives will communicate the City Manager's directive to their staff to implement. The City Manager will advise the City Council to ensure continuity of governance.

City of Forest Grove Emergency Executive Team members include:

**Emergency
Executive
Team**

City Manager - Chair

Police Chief

Public Works Director

Light & Power Director

Fire Chief

Community Development Director

City Recorder

Finance Director

Human Resources Director

Economic Development Coordinator

Library Director

Information System Manager

Parks & Recreation Director

4.4 Mass Care and Shelter Preparedness Checklist

The Library Director and or designee is responsible for implementing the mass care and shelter preparedness. The following checklist defines actions that are required to prepare for activating and overseeing mass care and shelter operations for the City.

- ☐ Ensure phone lists are maintained by individual departments and agencies of their partners and staff; the City Administration maintains an EOC Call Out List that includes all departments; and the Library maintains a contact list for shelter partners.
- ☐ Ensure Red Cross shelter kits, shelter forms, and checklists are available at the EOC and digitally accessible on the City's shared drive.
- ☐ Ensure the ADA Checklist for Emergency Shelters is available at the EOC and digitally accessible on the City's shared drive. The American Red Cross also conducts an independent functional needs assessment of facilities prior to their use as a Red Cross shelter.
- ☐ Ensure the EOC has a current list of approved Red Cross shelters at the EOC and digitally accessible on the City's shared drive.
- ☐ Ensure a copy of the Shelter Communication Toolkit at Community Centers are available at the EOC and digitally accessible on the City's shared drive.
- ☐ Ensure staff is trained on Red Cross shelter procedures and management.
- ☐ Coordinate with the Red Cross and the County Emergency Manager to ensure common understanding of policies and procedures when implementing mass care and shelter services.
- ☐ Maintain a cadre of staff trained in the Incident Command System (ICS), American Red Cross Sheltering procedures, and access and functional needs for general population shelters.

Partner Preparedness Responsibilities:

- The American Red Cross maintains shelter site facility data in the American Red Cross National Shelter System (NSS) of any facility that has a "Statement of Agreement for Use of Facility" with the Red Cross. This includes many city-owned buildings, such as community centers.

- FEMA maintains the FEMA National Shelter System (NSS) on the internet that synchronizes with the Red Cross NSS. Access to FEMA NSS is maintained by the County ESF 6 Coordinator and the County Emergency Manager.
- Washington County maintain the County Shelter Plan which includes procedures for animal sheltering, and it is kept at the EOC.
- Guidelines for event venue shelters are outlined in the Mega-Shelter Planning Guide, which is produced and maintained by the American Red Cross.

4.5 Mass Care Branch Director Response Checklist

The Library Director and or designee is responsible for managing mass care and shelter services for the City. The Library Director and/or designee will report to the EOC and assume the role of Mass Care Branch Director.

- ☐ Report to the EOC, if requested, to coordinate mass care, shelter, food, and related support services for the City.
- ☐ Notify the County Emergency Manager that sheltering services are required.
- ☐ Direct and manage Mass Care Branch staff.
- ☐ Assesses whether there is the potential for people to need shelter. If available, obtain preliminary information on people impacted, such as number of people displaced, and whether there are injuries, access or functional needs, pets or service animals, children, or elderly.
- ☐ Assess whether the facility would be safe and offer basic needs. If a critical item is missing, such as water, work with the Public Works Department to determine whether there is a work around to the missing item. Request a structural inspection through the Public Works Department, if needed.
- ☐ Brief the Emergency Executive Team
- ☐ Ensure the Incident dashboard is current.
- ☐ Prepare demobilization of staff for the Planning Section.
- ☐ Resolve Branch resource request issues.

4.6 Shelter Manager Checklist

Managing human resources is a key responsibility for shelter managers. Managers should develop a staffing plan that does the following:

- ❑ Defines the number of personnel required to manage and support the activities at the shelter site.
- ❑ Ensures adequate supervision, span of management control and individual support for all shelter workers.
- ❑ Coordinates and resources adequately enough to cover management and services on a 24-hour basis.
- ❑ Document any personnel issues, problems, or concerns.
- ❑ Establish a chart of shelter shifts and days off.
 - In the event that the shelter is within a large operation, there will likely be a Sheltering activity manager at the operation headquarters.
 - Submit a copy of the schedule to the Mass Care Branch Director and maintain one at the shelter(s).
 - It is advisable to create a schedule that extends at least three days in advance. – If the shelter closes, people who have been scheduled can be called and their assignments cancelled.
 - Ensure that a supervisor stands in for the shelter manager on his/her day off or for any absence from the shelter for any length of time (staff meeting at headquarters, for example)
 - It is advisable to use a system for charting these days off that can be easily changed. Post-it Notes or similar supplies could be used for this purpose.
- ❑ Submit shelter reports to the Mass Care Branch Director
- ❑ Identify how many workers will be needed. The number of staff depends on several factors. These could include:
 - Safety of the facility.
 - Number of shelter residents.
 - Demographics of shelter residents (elderly, client resources, etc.).
 - Length of shelter operation.
 - Lay-out of the dormitory.
 - Availability of volunteers.

On occasion, properties are deemed uninhabitable after a disaster. Generally, these properties have a red (or other bright color) tag placed on them to indicate that they are not habitable. “Red tagging” occurs if, after inspections of the property, the local government determines that the property is uninhabitable. If

this occurs, the shelter population may increase. Anticipate a change in shelter population if “red tagging” of properties occurs. It is not advisable to staff a shelter shift with less than one shelter supervisor, two shelter staff and one health services worker even if the population is small and orderly.

4.7 City Department Shelter Assignments

The following section describes the mass care and shelter assignments for each department. For additional information for the Library Department’s assignment refer to Sections 4.3 and 4.4 in this document.

4.7.1 City Administration

- Initiates emergency declarations.
- Negotiates and administers leased buildings and land for potential shelters as needed.
- Ensure City Council is briefed on shelter and housing unmet needs.
- Provides information about temporary housing resources, as available.

4.7.2 Fire Department

- As the situation warrants, assigns EMS assets to larger disaster shelters.
- Review the Fire Safety Plans of facilities that have been identified as shelters.
- Assess identified shelters Fire Safety Plans prior to resident’s occupancy.

4.7.3 Police Department

- Mobilizes law enforcement personnel and material resources to fulfill the police mission of security at shelter locations.
- Establishes traffic control related to mass care operations
- Develops and implements the evacuation strategy.
- The death of a shelter resident could occur. Anytime a death occurs in a shelter, the Forest Grove Police Department (FGPD) will be contacted to respond and conduct an investigation and provide security over the body. FGPD will be responsible for contacting the Washington County Medical Examiner and Coroner Office.

4.7.4 Public Works Department

- Develop the Shelter Traffic Management Plan.

- Provide the Police Department with traffic equipment to assist with evacuation and shelter traffic plan.
- Deploy building and maintenance personnel as necessary to ameliorate any plumbing, electrical, elevator, carpentry, roofing, locksmith, heating, and air conditioning issues in shelters, (except for proprietary department of recreation and parks facilities).
- Provides services and equipment requested directly by the Incident Commander during activations or facilitate when the EOC is not activated.

4.8 County Mass Care and Shelter Assignments

Although the City has no authority to assign responsibilities to the County, many departments are the primary agency responsible for providing certain services to the City of Forest Grove. Those County departments are listed below, along with the provided services required for mass care and sheltering operations.

4.8.1 Washington County Emergency Management

Washington County Emergency Management will:

- Coordinate crisis counseling for disaster survivors.
- Coordinate shelter operations to provide for temporary housing for displaced populations.
- Coordinate with the City to register evacuees to support Washington County Public Health's outreach services for survivors.
- Assess current and projected health care needs for the County in coordination with emergency stakeholders.
- Acquire and deploy mass care and sheltering resource requests from the City.

4.8.2 Washington County Health & Human Services

Health & Human Services provide health and medical support, mental health support, medical or disability related resources and public health support/assessment to shelter residents.

Responsibilities include:

- Coordinating mental and behavioral health needs for City shelter residents in coordination with the Mass Care Branch.
- Provides disease surveillance, control measures, and environmental health support in a mass shelter environment.
- Washington County Outreach Program will coordinate social services and shelter staffing support.
- Issuance of durable medical equipment and consumable medical supplies will be coordinated through the Mass Care Branch in the County EOC.
- Acute medical issue that require immediate transportation to a hospital will be facilitated by the Fire Department.
- Provides crisis counseling at the shelters by request.

4.8.3 Washington County Animal Services

Washington County Animal Services will:

- Provide small animal shelter at local Animal Shelter facilities.
- Provide a mobile animal shelter at a Mass Care shelter.
- Determine and request animal medical food needs and resources at sites.
- Evacuate and shelter small and large animals at designated facilities.
- Inform communities of available animal services.
- Provide assistance to support service animals.
- Maintain communication with City EOC.
- Coordinate with volunteers on evacuations and sheltering of animals.
- Notify the EOC Public Relations Officer of where animals can be taken for temporary care and sheltering.

4.9 State Mass Care and Shelter Assignments

Various State of Oregon Departments have primary or support responsibilities for providing certain services to the City. The following is a list of mass care and sheltering responsibilities by State Department:

Oregon Department of Emergency Management coordinates state government resources to fulfill mutual aid requests or support emergency operations during a state of emergency or a local emergency.

Oregon Department of Human Services is responsible for coordinating the distribution of life-sustaining goods and services, including hydration, feeding, sheltering, reunification, and distribution of emergency supplies. Additional services include:

- When an emergency happens, ODHS coordinates help for people to find food and shelter, and to meet other basic needs.
- ODHS may provide direct support to local EOCs during their activation.
- ODHS manages a network of mass care warehouses to support and coordinate mass care services during an incident.
- ODHS maintains a statewide 211 contract to support the sharing of public information.
- ODHS conducts assessments and stabilizes nursing homes, assisted living, adult foster care, and other types of ODHS-regulated and licensed facilities.

Oregon Department of Agriculture develops plans for evacuation and sheltering of animals, including companion and service animals.

Oregon Department of Fish and Wildlife Provides feed for livestock shelter operations.

4.10 Federal Mass Care and Shelter Assignments

The Federal Emergency Management Agency supports emergency management throughout the nation by providing tools, resources, and guidance to support state and local emergency management systems. When an emergency occurs that exceeds or is anticipated to exceed resources located within the state, the federal government will implement the National Response Framework (NRF) to access resources to ensure coordination with all response partners.

4.11 Non-Governmental Organizations

4.11.1 American Red Cross

The American Red Cross (ARC) coordinates with the City to provide basic human needs and services to the community after a disaster occurs. The ARC assesses humanitarian needs at the field level and coordinates with the community impacted to determine overall service needs. The ARC's

congressional charter stipulates organization will “maintain a system of domestic and international disaster relief.” For this reason, when the City EOC is activated, the American Red Cross is represented within the Operations Section, Mass Care Branch. Initial communications and aid requests between the ARC and the City’s function via Emergency Management staff. The ARC representative within the EOC will share information between the City and American Red Cross disaster relief operations. The American Red Cross also utilizes its own mutual aid processes when the local region can no longer provide resources to expand or continue services such as:

- Develop and maintain plans, procedures, and policies for establishing, managing, and operating a feeding and sheltering system to meet the needs created by a major disaster.
- Develop and maintain MOUs with local governments to define and clarify roles and responsibilities in preparing for and responding to disasters.
- Participate in the annual training exercises conducted by the City Emergency Management Program to test the Emergency Operations Plan (EOP).
- Implement the response actions outlined in the MOU with the City, as necessary.
- Evaluate the direct or indirect effects of the hazard on available shelter resources.
- Provide specific resource requirements, including feeding support, clothing, and bedding supplies, emergency registration of people, and trained shelter management volunteers.
- Coordinate activities with voluntary organizations active in disaster, faith-based organizations, other social service agencies, and local, state, and federal government to provide emergency food and shelter.
- Assist the City in determining post-emergency needs for long-term emergency temporary housing, as requested.
- Prepare a report on the condition of shelter facilities and make arrangements for returning to normal use.
- Compile record of emergency expenditures.
- Critique the provision of shelters for people displaced from their residences and institute reforms, as required.

4.11.2 Oregon Voluntary Organization Active in Disaster (ORVOAD)

Consisting of voluntary organizations with disaster relief roles, ORVOAD, assist in post-disaster clean-up; shelter and mass care; food and water; transportation; child and animal care; disaster welfare inquiry; counseling; building repair; warehousing and disbursement of donations, such as clothing, building materials, money; and the provision and management of volunteers.

SECTION 5: ADMINISTRATION, FINANCE, AND LOGISTICS

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code developed by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

5.1 Administration and Finance

Expenditure reports should be submitted to the Logistics Section and managed through the Section Chief (Finance Director, or designee) to identify budgetary shortfalls. The Logistics Section will support procurement issues related to personnel; both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement process.

5.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The Financial Section / City Finance Director will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

5.2.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance prior to finalization.

5.2.2 Incident Cost Reporting

All departments participating in response and recovery activities will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards whenever possible)
- Personnel costs, including overtime and food costs.
- Equipment operations cost.
- Cost of leased or rented equipment.
- Cost of contract services to support emergency operations.
- Cost of specialized supplies expended for emergency operations.
- Cost of personnel and equipment obtained through mutual aid or other agreement.

- Cost of providing support to outside resources (e.g., county, state, and/or federal teams).

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the county, state, and/or the federal government.

5.2.3 Consumer Protection Process

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney for review.

5.3 Resource Management

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center. Resource requests are submitted from the City EOC to the County Emergency Manager according to provisions outlined under ORS Chapter 401.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the deployment of resources.

5.3.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC, when activated, and will firstly be managed by the Operations Section and its activated branches. If the Operations Section is unable to procure a resource, the

request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section, fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

5.3.2 Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City Department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

5.3.3 Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill them through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

5.4 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 6: ATTACHMENTS

Attachment A: Evacuation and Shelter-In-Place Public Message

EVACUATION

The City of Forest Grove is involved in a/an _____emergency. A State of Emergency has been declared.

The Incident Commander and Forest Grove City Manager are requesting the immediate evacuation of the area between ____on the east, on the west, ____on the north, __on the south due to ____.

Please take medications and personal hygiene supplies with you and evacuate to a point ____by traveling_____.

Failure to evacuate may result in life-threatening endangerment. The American Red Cross is opening shelters for those affected by the evacuation at _____. If you need help in evacuating your home, please signal emergency workers by placing a white cloth on your front door or calling the City at (503) 992-3200.

SHELTER IN PLACE

The Incident Commander and Forest Grove City Manager are urging citizens for the area between ____on the east, ____on the west, ____on the north, and on the south to take the following protective actions due to _____.

Stay indoors with all windows closed.

Failure to follow these instructions may result in damage to _____. Please refer to the City of Forest Grove website [Forest Grove, OR | Official Website](#) for further details.

Attachment B: City of Forest Grove Shelter Ordinance

The purpose of this [Chapter 38](#) is to allow charitable organizations in the Town Center Core (TCC), Town Center Transition (TCT) and Community Commercial (CC) zoning districts to operate on-site severe weather shelters. (Ord. 2019-11, passed 9-23-2019)

§ 38.02 DEFINITIONS.

For the purpose of this chapter, the following definitions will apply unless the context clearly indicates or requires a different meaning.

CHARITABLE ORGANIZATION. A 501(c)(3) non-profit organization whose primary objective is philanthropy and social well-being (e.g., charitable, educational, religious, or other activities serving the public interest or common good).

SEVERE WEATHER.

- (1) A period of two or more days where temperatures are forecasted by the National Weather Service (National Oceanic and Atmospheric Administration) or actually reach 32 degrees Fahrenheit or below;
- (2) Snow accumulation exceeding or expected to exceed three inches in depth;
- (3) A heat index of 95 degrees or above; or
- (4) Other conditions deemed severe enough to present a substantial threat to life or health.

SEVERE WEATHER SHELTER. A building or portion thereof that is operated by a charitable organization and that provides temporary shelter during a severe weather event.

(Ord. 2019-11, passed 9-23-2019)

§ 38.03 DETERMINATION OF A SEVERE WEATHER EVENT.

The City Manager, or designee, is responsible for determining a severe weather event as defined in § [38.02](#). The City Manager, or designee, will

consult with the Washington County Department of Housing Services when determining a severe weather event. The City Manager, or designee, is also responsible for determining when a severe weather event has concluded. The City Manager, or designee, will immediately notify the City Council, city police department, fire department and County Department of Housing Services upon making a determination of a severe weather event and will include a list of known severe weather shelters.

(Ord. 2019-11, passed 9-23-2019)

§ 38.04 SEVERE WEATHER SHELTER REGISTRATION.

- (A) A charitable organization that seeks to provide an emergency weather shelter will register with the city on forms provided by the city. The City Manager, or designee, will maintain a current list of registered charitable organizations. The City Manager may limit the duration of the registration or require periodic updating or re-registration in order to ensure the list remains reasonably accurate.
- (B) A charitable organization that is registered as a severe weather shelter may operate a severe weather shelter during the time of the severe weather event as determined by the City Manager under § [38.03](#). At such time as the City Manager, or designee, determines the severe weather event has concluded, the charitable organization will cease providing the shelter services.
- (C) The city will provide the list of registered charitable organizations to emergency service providers, such as the County Department of Housing Services, police and fire departments, other emergency response agencies and to social service organizations serving the homeless as identified by the city.

(Ord. 2019-11, passed 9-23-2019)

Attachment C: Red Cross Shelter Dormitory Registration Form

Shelter Dormitory Registration Form Instructions

Use the *Shelter Dormitory Registration Form* to collect information about clients who are staying in the shelter dormitory. Complete the *Shelter Dormitory Registration Form* as completely as possible during initial registration. Registration forms are stored securely in the registration area during a shelter operation. Information from this form is not released to anyone but the client without the client's permission, except under exceptional circumstances. When the shelter is closing, give all copies of the *Shelter Dormitory Registration Form* to the shelter manager for proper disposition according to current record retention policies.

This job tool should be used in conjunction with the following doctrine:

- Sheltering Standards and Procedures
- Job Tool: Operating a Shelter

Complete this form following the steps below:

1. Enter the first date the form was used.
2. Consult with the shelter manager to identify the "DR Number" and the "Shelter Name/Location."
3. Make the following OBSERVATIONS:
 - a. Does the client or a family member appear to be in need of immediate medical attention, too overwhelmed or agitated to complete registration, or a threat to themselves or others?
 - o If YES, STOP the registration process and do one of the following:
 - If situation is critical, call 9-1-1, and notify health services and the shelter manager.
 - Contact health services and/or mental health worker on site.
 - If no health or mental health resource on site, direct concern to shelter manager.

- If NO, continue the registration process.
- b. Does the client have a service animal, use a wheelchair/walker, or demonstrate any other circumstance where it appears they may need help in the shelter?
 - If YES, acknowledge their need and offer assistance. This may include contacting a health services worker. Contact shelter manager for additional support when needed.
- 4. Ask the following QUESTIONS:
 - a) Is there anything you or a member of your family needs right now to stay healthy while in the shelter? If not, is there anything you know you will need in the next 6-8 hours?
 - b) Do you/family member have a health, mental health, disability, or other condition about which you are concerned?
 - If YES to either question, continue registration process, and do the following:
 - Identify what assistance the client needs. Acknowledge their need and offer assistance.
 - If their need is medical or mental health, or you need help providing assistance to the client:
 - Contact health or mental health services worker on site;
 - If no health or mental health workers on site, contact shelter manager for follow-up;
 - If the shelter manager is not available, or if the shelter manager instructs you to, list clients who have a “yes to the Shelter Manager.
- 5. Complete the Household Information section:
 - a) List the last name of the family’s head of household or the last name provided by the head of household that will be used to identify the family.

- b) Enter the number of individuals in each age group being registered as part of this family. If additional family members arrive later, add them to the same registration form.
 - c) Enter the family's pre-disaster address.
 - d) If the family is moving to a different city after the disaster, list post-disaster address (if known).
 - e) Enter the primary contact phone number for the family.
 - f) Enter an alternate contact phone number for the family.
 - g) Enter the primary email address to contact the family.
 - h) List the primary language spoken by the family.
 - i) If the primary language spoken by the family is not English, list any family members registered in the shelter who do speak English. Family members who speak English may be able to translate for non-English speaking family members.
 - j) Enter the method of transportation used to get to the shelter. Examples: public transportation, private vehicle, walked, dropped off. This information is useful in planning if clients will need transportation to appointments, planning for transportation when the shelter shuts down, and security patrols in the parking lot.
 - If the client is parking a personal vehicle in the shelter parking lot, enter the license plate number and state. This is helpful when security is patrolling the lot for safety.
6. Complete the Individual Family Members section:
- a) If there are more than 6 family members, list additional family members on the back of the registration form or on an additional sheet of paper attached to this form.
 - b) Enter the family member's name.
 - c) Enter the family member's age.
 - d) This is helpful for demographic reporting and for planning age-appropriate services and activities within the shelter.
 - e) Enter the family member's gender: "M" for male or "F" for female.

- f) This is helpful when demographic reporting is required and for planning gender-appropriate services and activities within the shelter.
 - g) Enter the date that the family member arrived at the shelter for the first time.
 - h) If the shelter is using cot numbers, enter the cot assigned to the member once assignments are made.
 - This is often done after initial registration. If cot numbers are not assigned, this field is left blank.
 - i) Enter whether or not the family member wants to help in the shelter: “Y” for yes or “N” for no.
 - j) Assure clients that volunteering to work in the shelter is not a requirement. If they do want to volunteer, connect them with the shelter manager, staff services, or the person assigned to event-based volunteers within the shelter.
 - k) Enter the date that the family member leaves the shelter for the last time.
 - l) If this client is leaving temporarily, use a temporary marking system to indicate that they are not at the shelter.
 - m) Enter any notes requested by the operation regarding client departure. This often includes the address where the client is going to be staying and/or other post-disaster contact information.
7. Have the client initial yes or no to each statement:
- Someone in the household is required by law to register with a state or local government agency.
 - Clients may ask what this question means. If they do not know what it means, it is likely that they do not have to register.
 - If they answer “yes,” discreetly contact the shelter manager. The shelter manager talks to the client privately to understand the nature of the registration requirement.

- If they answer “no,” but continue to ask about what this question means, explain briefly and without elaboration that there are a number of reasons why an individual might need to register with a government agency, and for the safety and dignity of all clients, the shelter manager handles those situations confidentially.
 - Someone in the household is a veteran or active military.
 - If they answer yes, refer them to available veteran and military resources
 - I agree to have my information shared with other agencies providing disaster relief services.
 - For example, another non-government agency may have disaster relief assistance that would benefit the client, or FEMA may be providing individual assistance in a large disaster.
8. Have the client sign to acknowledge that the family has read the any shelter policies and/or shelter information.
9. Print your name or sign legibly in case there is a need to follow up with any questions.

Shelter Dormitory Registration Form

Date:

Incident#

Shelter Name/Location:

Observations:

1. Does the client or a family member appear to be in need of immediate medical attention, appear too overwhelmed or agitated to complete registration, or a threat to themselves or others?
2. Does the client have a service animal, use a wheelchair/walker, or demonstrate any other circumstance where it appears they may need help in the shelter?

Questions:

1. Is there anything you or a member of your family needs right now to stay healthy while in the shelter? If not, is there anything you know you will need in the next 6-8 hours?
2. Do you/family member have a health, mental health, disability, or other condition about which you are concerned?

HOUSEHOLD INFORMATION

Family Name (Last Name):		# Family members registered: 0-3yrs: 3-7yrs: 8-12yrs: 13-18yrs: 19-65yrs: 65+yrs:	
Pre-disaster Address:		Post-disaster Address (if different):	
Primary Phone:	Other Phone:	Email:	
Primary Language:		If Not English, Family Member Present Who Speaks English:	
Method of Transportation:		If Personal Vehicle, Lic. Plate #/State (for security purposes only):	

INDIVIDUAL FAMILY MEMBER INFORMATION (for additional names, use back of page)

Name (Last, First)	Age	Gender (M/F)	Arrival Date	Rm./Cot	Volunteer? (y/n)	Departure Date	Departure Notes:

☐ Yes ☐ No Someone in the household is required by law to register with a state or local government agency.

☐ Yes ☐ No Someone in the household is a veteran or active military.

☐ Yes ☐ No I agree to have my information shared with other agencies providing disaster relief services.

By signing here, I acknowledge that the information on this form is accurate, I have initialed the three statements above, and I have read/been read and understand the any and all shelter information.

Signature: _____

Date: _____

Shelter Worker Name/Signature: _____

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**CRITICAL
INFRASTRUCTURE
ANNEX
2026**



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ANNEX DEVELOPMENT AND MAINTENANCE

Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the EOP Base Plan. Support annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for complex emergency functions. Support Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the City.

The Critical Infrastructure Annex describes the functions and capabilities employed by City departments and support agencies to respond to, assess, and restore damage to critical infrastructure following a citywide incident.

City department policies align with the City's Emergency Operations Plan by implementing Standard Operations Procedures (SOPs) defined in this Annex. When developing SOPs, each department is to take into consideration how emergency operations relate to the services they provide, and how those activities interact with, support, or require support from other departments identified within this plan.

All policies, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to ensure policies are consistent with current municipal code.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Every other year, a formal review of this document will be conducted by departments and agencies that are identified within the Annex. The Fire Chief, or designee will lead the Annex review process. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes and disseminated to authorized individuals.

RECORD OF CHANGES

Each revision to this Plan must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Complete rewrite of document	Chief Jim Geering

SECTION 1: INTRODUCTION

The City of Forest Grove maintains extensive complex infrastructures that provide residents, commuters, and visitors with critical services, such as, water, power, sanitation, natural gas, fuel, telecommunications, and other vital resources. Each day, dozens of minor interruptions to these services occur across the City as a result of equipment failures, traffic accidents, and other natural and human-caused events. While inconvenient for those directly involved, the majority of these interruptions pass without posing a significant threat to public health or safety.

In contrast, a major interruption to some of these services or resources can cause significant personal and economic hardship for a large sector of the population. A failure of one critical infrastructure can potentially have a domino effect causing other critical infrastructures to fail as well. For example, a severe disruption to the power supply can affect the water pressure caused by inoperable pumps, thus contaminating the City's water supply. A prolonged interruption and a delayed recovery response to critical infrastructures in the City will pose a significant threat to the health, safety, and property of its community members.

A newly emerging danger is that of intentional human-caused disruptions to telecommunications infrastructures. Cyber infiltration incidents from state-sponsored groups and non-state actors are increasing in both reoccurrence rates and severity. All utilities rely on computer, internet, and telecommunication networks to control the distribution of key resources. Damage to any of these infrastructures can result in the inability to distribute critical resources for an indefinite period of time.

1.1 Purpose

This Annex details the City's responsibilities for the restoration of damaged or failed critical infrastructure. This Annex is applicable to all locations and City departments, private sector, and personnel with critical infrastructure responsibilities. Organizational operational concepts, responsibilities, and procedures regarding critical infrastructure capabilities are defined within this Annex.

The Annex has been developed to meet the following objectives:

- Provide a concept of operations and list of responsibilities for personnel that manage response operations for the City's critical infrastructure systems.
- Define methodologies and procedures necessary for rapid notification of City departments and the public if critical infrastructure is impacted or fails.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate compounding impact or total system failure.
- Ensure consistency with county, state, federal, and neighboring governments' critical lifeline and infrastructure response plans and operations.
- Identify pre-event, response, and recovery actions that can realistically be performed by City departments in order to mitigate potential system impacts.
- Ensure City plans, procedures, and liaisons contacts are coordinated and up to date with private sector infrastructure service providers.

1.2 Scope

The scope of this Annex is defined by the policies and procedures utilized pre, during, and post incident that effect or may impact the City's critical infrastructure systems. This Annex presents the types of adverse experiences caused by a disruption to critical infrastructure. The management of resulting emergencies will be handled similar to any other event, whether it is related to a critical infrastructure failure or a secondary impact.

This Annex is applicable to Forest Grove City departments with critical infrastructure responsibilities and essential resources. Of particular importance to this document are:

- City departments with primary public safety functions.
- City departments that have routine interaction with the public on a regular basis.
- City departments performing critical infrastructure services.
- City departments that support public safety functions.
- City departments that provide infrastructure related services or resources.

1.3 Planning Assumptions

This Annex was created to integrate the concepts and structure defined by NIMS, the National Incident Management System, and the Incident Command System (ICS). Only departments that have a response role or a role closely supporting response to restore damage to critical infrastructure will be included in this document.

The planning assumptions for this Annex are as follows:

- In any disaster, primary consideration is given to the preservation of life. Additionally, time and effort must be given to providing critical life-sustaining needs.
- In a catastrophic incident, damage control and disaster relief will be required from the State and Federal government, other local government, and private organizations.
- The City Emergency Operations Center (EOC) may or may not be activated in support of an event. EOC activation will be determined based on the scope and scale of the event.
- Vital infrastructure such as potable water supplies, electrical power, natural gas, and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure could be damaged and in limited operation. Vital vehicle and rail corridors could be damaged and impassible. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged, causing disruption in land-line telephone, cellular telephone, radio, microwave, computer, and other communication services. Re-establishment of communications infrastructure will be critical.
- An event may occur at any time with little or no warning, and response and/or recovery needs may exceed the capabilities of government entities, the private sector, and nonprofit organizations in the affected areas.
- Disruption of critical infrastructure systems will disproportionately impact people with disabilities and others with access and functional needs.

- Many resources critical to the disaster recovery process may be scarce, and competition to obtain such resources may be significant. Participation from many outside agencies and organizations will be needed throughout the recovery phases.
- Private sector entities will play a significant role in the repair of critical infrastructure. These entities will provide the primary workforce for much of the infrastructure recovery phase.
- Voluntary organizations within and beyond the region will play a major role throughout the affected areas by providing supplies and services.

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities, and interests. This plan aligns with the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.

3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is surrounded by rolling hills, evergreen forests, and vineyards and is near the foothills of the Coastal Mountain Range. The City is located within the watershed of the Tualatin River and is a gateway to the Tillamook Forest to the west.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximate 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet) provides light rail and bus transfer commuter service with stops every 15 minutes via line 57.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County's 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services,

housing services, and emergency management. The Board of County Commissioners also serves as the governing body for the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff's Office (WCSO) for public safety and security
- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety
- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness. The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.

It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather



than on program management. That said, this plan impacts and is informed by activities conducted before and after any emergency operations take place.

1.8 Hazard Assessment Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

The next section describes the hazards and vulnerabilities the City frequently faces based on levels of probability and severity. The following information provides broad descriptions of the vulnerabilities the City of Forest Grove accounts for, additional details can be found in the Hazard Planning Annex. For additional information on county and state hazards refer to the Washington County Natural Hazard Mitigation Plan, 2023 and the Oregon Natural Hazard Mitigation Plan, 2020.

Severe Weather

Because of its more rural geography, the City tends to experience more frequent and higher magnitude damaging windstorm events. Due to the City's location closer to the mountains on the west side of the county, it typically experiences more frequent and severe winter storm emergencies.

Earthquake

The City could experience earthquakes that originate from the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek Fault Zone. It could also experience liquefaction and coseismic landslides as the result of an earthquake.

Volcano Ash

Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City, although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Flood

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Landslides

The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Dam Failure

The City of Forest Grove would be impacted if Scoggins Dam were to fail. The dam is located 5.5 miles from Forest Grove. It is a 151-foot-high structure that forms the Henry Hagg Lake. If Scoggins Dam were to fail, areas in the southernmost portion of the City within the established 100-year flood risk area of the Tualatin River may flood. This is not a heavily built environment, and people and structures should not be adversely affected

Drought

Drought typically occurs as a regional event and often affects more than one city and county simultaneously. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Health Epidemic

Pandemic events are one of the greatest risks to public health within the City. Pandemics can stem from a variety of viruses and diseases, the most widespread among them being influenza pandemics due to their rate of occurrence and severity. Depending on the severity, pandemics have the potential to disrupt City services both economically and socially.

Transportation and Industrial Accidents

Transportation and industrial accidents may include major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.

Wildland Fire

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Civil Disorder and Terrorism

This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

Critical Infrastructure Interruption

The City has extensive and complex infrastructure that provide critical services and key resources, such as water, power, sanitation, telecommunications, natural gas, fuel, and other services that residents, commuters, and visitors rely on daily.

A major interruption to some of these services or resources can cause significant personal and economic hardship to many residents. A failure of one critical infrastructure could have a domino effect causing other critical infrastructure to fail. A prolonged interruption and a delayed recovery response to critical infrastructure will pose a significant threat to the health, safety, and property of residents.

A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructure. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the City.

Hazardous Materials

Hazardous materials incidents, although rare in the City, include both fixed site and transportation related incidents involving hazardous and radiological materials. This hazard also includes drug laboratories.

Utility Failure/Resource Shortage

This hazard includes the shortage or loss of power, water, sewer, or natural gas supplies, as well as shortages of fuel such as oil, gasoline, diesel, and food supplies.

Cyber Security

Cybersecurity related attacks have become not only more numerous and diverse but also more damaging and disruptive. New types of security related incidents emerge frequently. It is the unauthorized infiltration of a jurisdiction's computer systems, networks, or database to gain access to confidential information and control over critical systems.

Additional Hazards and Events

Although not originating within the City's boundaries, the City may be affected by events occurring in other parts of the region or around the United States. In the instance neighboring jurisdictions and partnering agencies experience disruptions to critical services, reliant City communities and agencies will also become impacted.

1.9 Infrastructure Overview

Utility lifelines are resources the public relies on daily such as electricity, fuel, and communication lines. If these lifelines fail or are disrupted, essential services for the community can become severely impaired. Utility lifelines are closely related to physical infrastructures, like dams and power plants, as they transmit the power generated from these facilities. Refer to Attachment D for a list of infrastructure systems in Forest Grove.

Potable Water

Potable water is water that is safe to drink or use with minimal risk of physical harm in the short or long term. In partnership with the Joint Water Commission the Forest Grove Water Treatment Plant provides water from the City-owned 4,225-acre watershed.

The Forest Grove Water Division is responsible for addressing any interruption to the potable water supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. The Division is responsible for the maintenance and repair of approximately 430,000 linear feet of water main serving over 7,000+ customers.

During a citywide response selected Public Works Department staff will deploy to the City's EOC to manage the Water System Unit which operates under the Public Works Branch of the Operations Section.

Electricity

The loss of electricity due to a disruption of critical infrastructure will shut down several vital services that Forest Grove community members rely on for survival: the storage and preservation of food, communications, street and housing lighting, heat generation, life sustaining equipment, and numerous other requirements for living.

Forest Grove Light & Power (FGL&P) is responsible for addressing any interruption to the power supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. FGL&P provides to over 10,000 customers in Forest Grove and the unincorporated area immediately surrounding the City. FGL&P's service territory encompasses approximately 25 square miles with the majority consisting of an urban environment.

During a citywide response selected Forest Grove Light & Power staff will deploy to the City's EOC to manage the Power System Unit operating under the Public Works Branch of the Operations Section.

Wastewater Collection and Treatment

Wastewater collection and treatment is defined as the safe collection and processing of household, business, and industrial liquid and commercial waste through wastewater system infrastructure and treatment facilities. Loss or disruption of the wastewater collection system and treatment system can result in serious public health issues for the City of Forest Grove.

The Forest Grove Water Resource Recovery Facility, located on Fern Hill Road in Forest Grove, is a nationally acclaimed, state-of-the-art facility serving Washington County residents in the cities of Forest Grove, Cornelius, and Gaston. The Forest Grove Water Resource Recovery Facility is one of the most complex treatment facilities in the Pacific Northwest. The Forest Grove facility treats an annual average of 7 million gallons of used water each day. During wetter months,

the system conveys excess flows through preliminary processes before sending the water to the Rock Creek facility.

During a citywide response selected Public Works Department staff will deploy to the City's EOC to manage the Wastewater System Unit which operates under the Public Works Branch of the Operations Section.

Wastewater Conveyance and Stormwater Management

Clean Water Services (CWS) is an ORS 451 county service district that provides wastewater conveyance and treatment and stormwater management services to the City. CWS is responsible for 875 miles of the nearly 1,900 miles of public sewer pipes within the CWS service area and 44 pump stations routed to one of its four water resource recovery/wastewater treatment facilities at Durham (located in Tigard), Rock Creek (located in Hillsboro), Hillsboro, and Forest Grove. These pipelines are divided into the "Regional" system of larger diameter lines, pump stations and associated force mains, and siphons under the Tualatin River, and the "Local" system of smaller diameter lines and related infrastructure outside of the larger cities. Fernhill is part of more than 700 acres in Forest Grove owned by Clean Water Services for water resources management.

CWS liaison(s) will coordinate with the City EOC's Wastewater System Unit Lead operating under the Public Works Branch of the Operations Section.

Natural Gas

Natural gas is defined as the system for the production and delivery of pressurized natural gas energy for household and commercial use. Loss or disruption of the system can result in serious public safety and health problems including the inability to heat water, homes, and businesses and to enable gas powered appliances to function.

One of the major pipeline facility that provides services to the Forest Grove area is a high-pressure natural gas feeder line owned and operated by Northwest Natural Gas Company. The feeder line route enters Forest Grove along Porter Road / Oak Street and ends just north of Highway 8. Natural Gas providers are responsible for operating and maintaining the natural gas system for its customers in Forest Grove, including City facilities. Providers are responsible for addressing any

interruption to the natural gas system including assessment of damage, repair, restoration of services.

Natural gas distributors Liaison(s) will be available and/or present in the EOC Natural Gas System Unit operating under the Public Works Branch of the Operations Section.

Information Technology and Telecommunications

Information technology and telecommunications are defined as voice, data, and radio systems used to process and exchange information. They include, but are not limited to, landline and wireless telephone services, computer connectivity, Internet services, and public safety radio and audio visual display systems. Loss or disruption of information technology and telecommunications systems can seriously impact overall public safety in the City, specifically with respect to 9-1-1 emergency telephone services and related radio dispatch systems. Disruption could also impact all City functions that require telephone, data network, and/or Internet connection services.

The Washington County Consolidated Communications Agency (WCCCA) formed in 1985, under the authority of Oregon Revised Statutes (ORS) 190 provides services to the City. WCCCA operates 24 hours a day, seven days a week, answering 9-1-1 and non-emergency calls from residents of Washington County and dispatches for 10 police agencies and 6 fire agencies. The Agency's area of responsibility covers 824 square miles and provides services for a population of 609,235.

The City of Forest Grove Information Technology Department manages the City's data systems and server rooms. The Information Technology Department also manages multiple connections to City systems and applications operating in the cloud, as well as interfaces with major tele-utilities such as AT&T, Verizon, T-Mobile, Sprint, etc. who provide services to community members on a contractual basis. Information Technology Department staff will deploy to the City's EOC to manage the Telecommunication Unit that operates under the Public Works Branch of the Operations Section.

Roadways and Bridges

Loss or disruption of roadways and bridges could have a serious impact on public safety, public transportation, and commercial transit in the City of Forest Grove.

Transportation highway and street system for use by motor vehicles and other related transit systems are maintained by multiple agencies. Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north.

The City Public Works Department and the Oregon Department of Transportation manage extensive networks of streets, highways, and bridges to facilitate emergency services response after a disaster. The Forest Grove Street Department is responsible for repairing and maintaining approximately 78 miles of City streets and related infrastructure components of traffic signals, signs, and pavement markings.

Roadway ownership and maintenance responsibilities of the various depending on the conveyance system. Highway 47 / Quince Street and Highway 8 / Pacific Avenue are state highways and under ODOT jurisdiction. Pacific Avenue is under City of Forest Grove jurisdiction west of Highway 47. The remaining roadways are under the jurisdiction of Washington County or the City of Forest Grove (City of Forest Grove Transportation Plan, 2014; pg. 37).

Forest Grove Public Works Street Department is responsible for ensuring that City streets are accessible and passable in emergencies and crisis situations, especially for public safety first responder vehicles and personnel. The responsibility also extends to debris removal and repair/restoration of City streets as a recovery function. Public Works will provide staff to manage the City's Road Unit that operates under the Public Works Branch of the Operations Section.

Rail Conveyance System

A train derailment can either be a minor mishap that merely causes a delay in rail traffic, or a major incident that creates mass casualties, environmental damage, necessitates evacuations, or blocks roads.

The Portland and Western rail alignment begins in Forest Grove near 21st Avenue and Douglas Street and travels along the 23rd Avenue alignment, parallel to Pacific Avenue, continuing east through the industrial zoned properties north of TV Highway. This railroad right-of-way is owned by the Oregon Department of Transportation. The Portland and Western southern alignment transverses the

entire city parallel to the southern portion of Highway 47 along the east side, then continues east along TV Highway.

Forest Grove Fire & Rescue is the lead agency for a train derailment response.

SECTION 2: CONCEPT OF OPERATIONS

When this Annex is activated, all activities and resources in support of infrastructure services will be coordinated by the City Incident Management Team (IMT). The Forest Grove Public Works Department is the lead agency for infrastructure operations and solid waste (debris) management.

Public Works will focus on restoring vital lifeline systems to the community, with an emphasis on critical roads. Public Works will also place emphasis on supporting law enforcement, fire, search and rescue, evacuation, and traffic control capabilities. Other infrastructure operational priorities will be:

- Damage assessment.
- Stabilization of damaged public and private structures to facilitate search and rescue and/or protect the public's health and safety.
- Identification and labeling of uninhabitable/unsafe structures.
- Coordination of the closure and repair of transportation infrastructure.
- Repair and restoration of damaged public systems (e.g., wastewater, potable, and storm water systems).
- Coordination with utility restoration operations (power, water, gas, telecommunications).
- Prioritization of efforts to restore, repair, and mitigate City owned infrastructure.

If available Public Works will use local contractors initially to supplement its emergency response capabilities, escalating unmet needs through the City EOC and/or mutual aid partners. The Washington County Land Use & Transportation Department will assist with larger debris management issues for the City.

2.1 Incident Command Framework

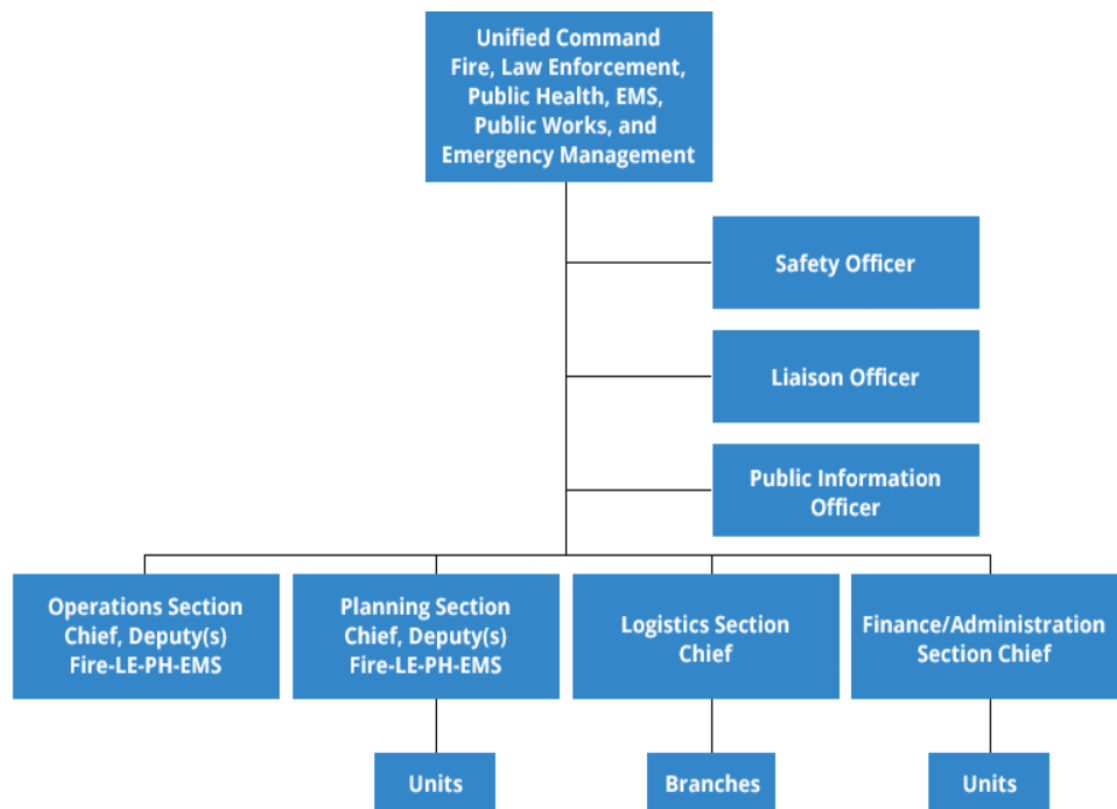
In the context of this plan, response comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging law enforcement, firefighting, public works, public health, and other capabilities; developing and maintaining situational awareness; acquiring and managing resources; coordinating with other response organizations; and informing the public. When an emergency situation arises, and it is determined

that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex. The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide on-scene management of an incident and the coordination of response activities between the department and stakeholders.

2.2 Incident Management Team (IMT) Organization

Response comprises the activities taken during and immediately after an incident to reduce injuries and loss of life, stabilize the situation, and limit property and environmental damage. The City of Forest Grove will deploy a Type 3 All-Hazard Incident Management Team (AHIMT3) to manage major and/or complex incidents requiring a significant number of resources. An AHIMT3 is formed and managed by the City and includes a designated team of trained personnel from different city departments. IMT personnel will be required to successfully complete the FEMA Type 3 AHIMT training program. In the event the City is overwhelmed a partial IMT may be activated deploying only mission critical positions.

Figure 1: Forest Grove Type 3 Incident Management Team Structure



The Incident Management Team (IMT) will be activated by the Incident Commander. The Incident Commander will manage, direct, and resource the IMT. The IMT personnel may be deployed to the Incident Command Post or the City Emergency Operations Center.

The Type 3 AHIMT activities include the following:

- Manage initial action incidents with a significant number of resources.
- Manage incident until control is achieved.
- Manage expanding incidents until transition to a Type 1 or 2 IMT.
- Coordinate with emergency partners for extended incidents.
- Include trained personnel from different departments, organizations, agencies, and jurisdictions.
- Manage the incident until demobilized.

2.3 Emergency Support Functions

Emergency Support Functions (ESF) outline the critical tasks, capabilities, and resources provided by City and Washington County emergency response agencies. ESFs provide the structure for coordinating interdepartmental and interagency support for a City response to an incident. They are a way to group functions that provide support to the City, both for Stafford Act declared disasters and emergency for non-Stafford Act incidents.

At the request of the State, FEMA coordinates direct federal assistance to State and local governments through designated Emergency Support Functions (ESFs).

2.3.1 Emergency Support Functions Assignments

During a major emergency or disaster City departments will respond based on critical tasks, capabilities, and services responsibilities the staff provides to the community. Each City department is aligned with the applicable Emergency Support Function and is detailed in the City's EOP.

Critical Infrastructure Annex	
EMERGENCY SUPPORT FUNCTIONS	SCOPE
ESF 1 – Transportation	Restoration/recovery of transportation infrastructure
ESF 3 – Public Works	Infrastructure restoration and emergency repair
ESF 12 – Energy	Repair and restoration of energy and utility services and infrastructure
ESF 17 – Cyber and Infrastructure Security	Restoration/recovery of cyber networks Restoration of cyber and infrastructure security

2.4 Emergency Operations Center (EOC)

During response to minor or moderate events, the City will manage the emergency with existing resources. The City EOC may or may not be activated under this scenario. The EOC, actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC provides information sharing, resource management, coordinating plans of action, and policy level decision-making. Personnel that are deployed to the EOC will support on-scene operations. The City EOC will operate using the ICS functions, principles, and components. The specific purposes of the EOC are to:

- Coordinate and support emergency operations.
- Receive and disseminate warning information.
- Develop emergency policies and procedures.
- Collect intelligence from, and disseminate information to, the various EOC representatives, and, as appropriate, to county and state agencies, the military, and federal agencies.
- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as required.

- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continue analysis and evaluation of all data pertaining to emergency operations.
- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency.
- Maintain contact and coordination with support DOCs, other neighboring government EOCs, County EOC, and the State Emergency Coordination Center (ECC).
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

The EOC will coordinate resources and communications between the Washington County EOC and the Department Operations Centers (DOCs), neighboring jurisdiction's EOCs, and the State's ECC. Detailed responsibilities and checklists for section and unit positions are documented fully in the Emergency Services Annex.

2.5 Receiving Emergency Notifications

The City will follow the procedures defined in the Early Warning and Notification section in the Emergency Services Annex. All public information resources and procedures ensure that notifications are communicated following the Whole Community framework. The City employs various communication systems for both internal and external messaging for a detailed list of communication methods refer to the Emergency Services Annex.

The following list includes services and agencies that provide notifications and warnings based on impact probability and consequences to the City and community; these include:

Severe Weather/Flood/Landslide:

- The National Weather Service is responsible for the timely issuance of weather warnings to the public.
- Law Enforcement Data System (LEDS) include hazard notification to law enforcement.

Dam Failure

The U.S. Bureau of Reclamation (BOR) is responsible for maintaining a Scoggins Dam Emergency Action Plan (EAP) which is intended to save lives and reduce property damage in the event of flooding caused by large releases from or failure of Scoggins Dam. The EAP assigns responsibility to Tualatin Valley Irrigation District (TVID) to provide timely notifications to local authorities of developing conditions as they occur.

Volcanic Event:

The U.S. Geological Survey (USGS) staff conduct research on many aspects of active volcanism, respond to dangerous volcanic activity in many parts of the world, and maintain a close watch over volcanoes in Washington, Oregon, and Idaho. Legislation passed by Congress in 1974 made the USGS the lead agency responsible for providing reliable and timely warnings of volcanic hazards to state and local authorities.

Wildfire:

When conditions warrant, the local office of the National Weather Service will issue a red flag warning to communities that may be affected by the hazard.

Wildfire Outages and Public Safety Power Shutoff (PSPS)

A PSPS notification may be sent to the public when an electric service proactively turns off power to reduce the risk of wildfire when conditions threaten our ability to safely operate the grid. The Washington County Emergency Management webpage provides regular messaging on the status of a PSPS.

Hazardous Materials Handlers / Release Notifications

In accordance with state law (ORS 466.635; ORS 824.088) and federal law (OAR 345-60-030), handlers, any employees, authorized representatives, agents, or designees of handlers will, upon discovery, immediately report any release or threatened release of hazardous materials to the Oregon Emergency Response System (OERS). The purpose of the Oregon Emergency Response System (OERS) is to coordinate and manage state resources in response to natural and technological emergencies and civil unrest involving multi-jurisdictional cooperation between all levels of government and the private sector.

County Notifications

Washington County uses public alerts and Genisys systems to provide critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

State Notification:

OR-Alert is a statewide alerts, warnings, and notifications (AWN) systems, enabling real-time sharing of hazard information across Oregon's 36 counties and tribal governments. This technology also allows county emergency managers to access notification tools including FEMA's Integrated Alerts and Warnings System (IPAWS) which is capable of issuing messaging to all cell phones in a geographic area.

Federal Notification:

- Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency through [Wireless Emergency Alerts](#), to radio and television via the [Emergency Alert System](#).
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using , and on the [National Oceanic and Atmospheric Administration's Weather Radio](#).

2.6 Staff Notification Process

City department executives manage staff notification messaging to alert personnel of a pending or the status of an event. Notification and mobilization of City personnel are selected through department maintained call-down lists and may be alerted based on the type of event that occurs. Once an emergency has occurred, Field Incident Commander(s) and the EOC will establish communications.

To ensure the City maintains reliable and effective communications among responders and local government agencies during an emergency the following tasks are necessary:

- Washington County Consolidated Communications Agency (WCCCA) and the City of Forest Grove Police and Fire Department are responsible for notifying the public. Disseminate emergency public information, as requested.
- Receive and disseminate warning information to the public and key City and County officials.
- Establish and maintain emergency communications systems.
- Coordinate the use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC, once activated.
- Prepare and maintain supporting SOPs and annexes.

2.7 Emergency Public Information

The City Manager is the official spokesperson for the City. All departments will coordinate the development and dissemination or messaging to the general public, government offices and news media through multiple formats to ensure the widest distribution. The City will provide public communication that is timely, accurate, and accessible on multiple formats. Information regarding the incident's cause, size and current status will be communicated to the public, responders, and additional stakeholders (both directly affected and indirectly affected) on a scheduled basis. Additionally, the City will ensure public information be coordinated and integrated across departments, jurisdictions, agencies, and organizations. During an emergency or significant incident, the City will provide information to the public about:

- What has happened?
- What actions City emergency response agencies have taken.
- What the public needs to know and do in response to an emergency or significant incident such as evacuation or sheltering locations.
- Providing information about future outreach.

2.8 Community Lifeline Framework

Lifelines are the most fundamental services in the community that, when stabilized, enable all other aspects of society to function. The integrated network of assets, services, and capabilities that provide lifeline services are used day-to-day to support the recurring needs of the community and enable all other aspects of society to function. When disrupted, decisive intervention (e.g., rapid re-establishment or employment of contingency response solutions) is required to stabilize the incident (Refer to Attachment A for Lifeline Response Guidance).

Lifeline response framework provide an outcome-based, survivor-centric frame of reference that assists responders with the following:

- Rapidly determining the scale and complexity of a disaster
- Identifying the severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas
- Developing operational priorities and objectives that focus response efforts on the delivery of these services by the most effective means available
- Communicating disaster related information across all levels of public, private, and non-profit sectors
- Guiding response operations to support and facilitate integration across mission areas.

In the immediate aftermath of a disaster, post-incident response activities can occur simultaneously with recovery efforts to stabilize Community Lifelines. As recovery occurs, the City's response activities begin transitioning to recovery operations. To facilitate this transition, the City uses the Community Lifeline framework to ensure continuity of operations between response and recovery and help avoid major disruption of critical infrastructure systems impacted by the event. Community lifelines enable the continuous operation of critical government and business functions and are essential to human health and safety or economic security. These services are organized and aligned to one of seven lifelines: (1) Safety and Security; (2) Food, Water, Shelter; (3) Health and Medical; (4) Energy; (5) Communications; (6) Transportation; and (7) Hazardous Materials.

The following table describes each lifeline and associative services that must be restored fundamental services to the community members, emergency stakeholders, and businesses.

Table 2: Community Lifeline Descriptions

LIFELINES	COMPONENTS	DESCRIPTION
	1. Law Enforcement/Security 2. Fire Services 3. Search and Rescue 4. Government Service 5. Community Safety	Law enforcement and government services, as well as the associated assets that maintain communal security provide search and rescue and firefighting capabilities and support public safety. Includes impending risks to impacted communities, public infrastructure, and city facilities security concerns.
	1. Food 2. Water 3. Shelter 4. Agriculture	Support systems that enable the sustainment of human life, such as food retail and distribution networks, water treatment, transmission and distribution systems, housing, and agriculture resources.
	1. Medical Care 2. Public Health 3. Patient Movement 4. Medical Supply Chain 5. Fatality Management	Infrastructure and service providers for medical care, public health, patient movement, fatality management, behavioral health, veterinary support, and the medical industry.

LIFELINES	COMPONENTS	DESCRIPTION
	1. Power Grid 2. Fuel	Electricity service providers and generation, transmission, and distribution infrastructure, as well as gas and liquid fuel processing, and delivery systems.
	1. Infrastructure 2. Responder 3. Alerts, Warnings, and Messages 4. Finance 5. 911 and Dispatch	Infrastructure owners and operators or broadband internet, cellular and landline telephone networks, cable services, satellite communications services, and broadcast networks (radio/television). These systems encompass diverse modes of delivery, often intertwined but largely operating independently.
	1. Highway/Roadway 2. Mass Transit 3. Railway 4. Aviation 5. Maritime	Multiple modes of transportation that often serve complementary functions and create redundancy, adding to the resilience in overall transportation network and intermodal systems.
	1. Facilities 2. HAZMAT, Pollutants, Contaminants	Systems that mitigate threats to public health or the environment. This includes facilities that generate or store hazardous substances, as well as all specialized conveyance assets and capabilities to identify, contain, and remove pollutants, contaminants, oil, or other hazardous materials and substances.

SECTION 3: DIRECTION, CONTROL, AND COORDINATION

This Annex may be activated when the City proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that the City has identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

Some portions of this Annex, such as the initial response, go into effect immediately following an event that requires critical infrastructure response coordination. The remainder of this Annex is only activated when the incident grows in scope to a point where activation of the EOC is warranted.

In advance of or simultaneous with the activation of this Annex, departments will also activate their Standard Operating Procedures (SOPS) and review applicable procedures in the employee handbook with staff.

3.1 Authority to Initiate Emergency Actions

The City Manager has the ultimate authority and responsibility for the management and control of City resources during an emergency. On a day-to-day basis, this authority is delegated to the Police, Fire, and Public Works Department who have the power to establish control of an emergency incident through the on-scene Incident Command structure. The City Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident.

When, in the judgment of the Incident Commander, a state of emergency exists within the City of Forest Grove, and there is not sufficient time for the City Council to convene or the City Manager is unavailable, the City's next in line of succession will declare a state of emergency. The declaration will authorize specific emergency powers and will exist for the period set forth in the declaration. The City Council will convene as soon as practical to ratify the State of Emergency declaration. The State of Emergency Declaration may be extended by the City Council for additional periods of time, as necessary. The declaration of an emergency nullifies leaves and vacations as deemed necessary by the City Manager.

The following list describes tasks that require authorization to initiate:

- The City Manager may re-assume the duties of overall Incident command, if in the City Manager's judgment, emergency response will be enhanced by this action. Operational control of the scene will remain with the lead agency.
- Responsibility for coordination of emergency activities with the county, state, and private organizations has been delegated to the Fire Chief.
- The Washington Health and Human Services Department has delegated direction and control during health epidemic emergencies.
- Forest Grove Light & Power is delegated direction and control during power failure emergencies.
- Forest Grove Public Works Department is delegated direction and control during emergencies that involve wastewater, water, and road conveyance systems. This includes traffic control systems, sewer systems, and telecommunication networks.
- The Incident Commander will approve and direct all public information being distributed from the field during an incident, regardless of whether the EOC is activated.
 - During Field operations, the PIO in the Field has the authority to initiate actions regarding public information officer duties and the messaging of the incident.
 - In the EOC, the PIO from the lead agency has the authority to initiate actions regarding PIO duties. The PIO in the Field during an EOC activation remains responsible for initiating Field activities. Due to the activation of the EOC, all sheltering public information will be approved by the EOC Manager before dissemination.

3.2 Community Lifeline Response

The City has identified key agencies as part of each lifeline from county, state, and federal organizations. Lifeline status will be reported as part of the situational report process and can be used to provide information for short and long term disaster planning.

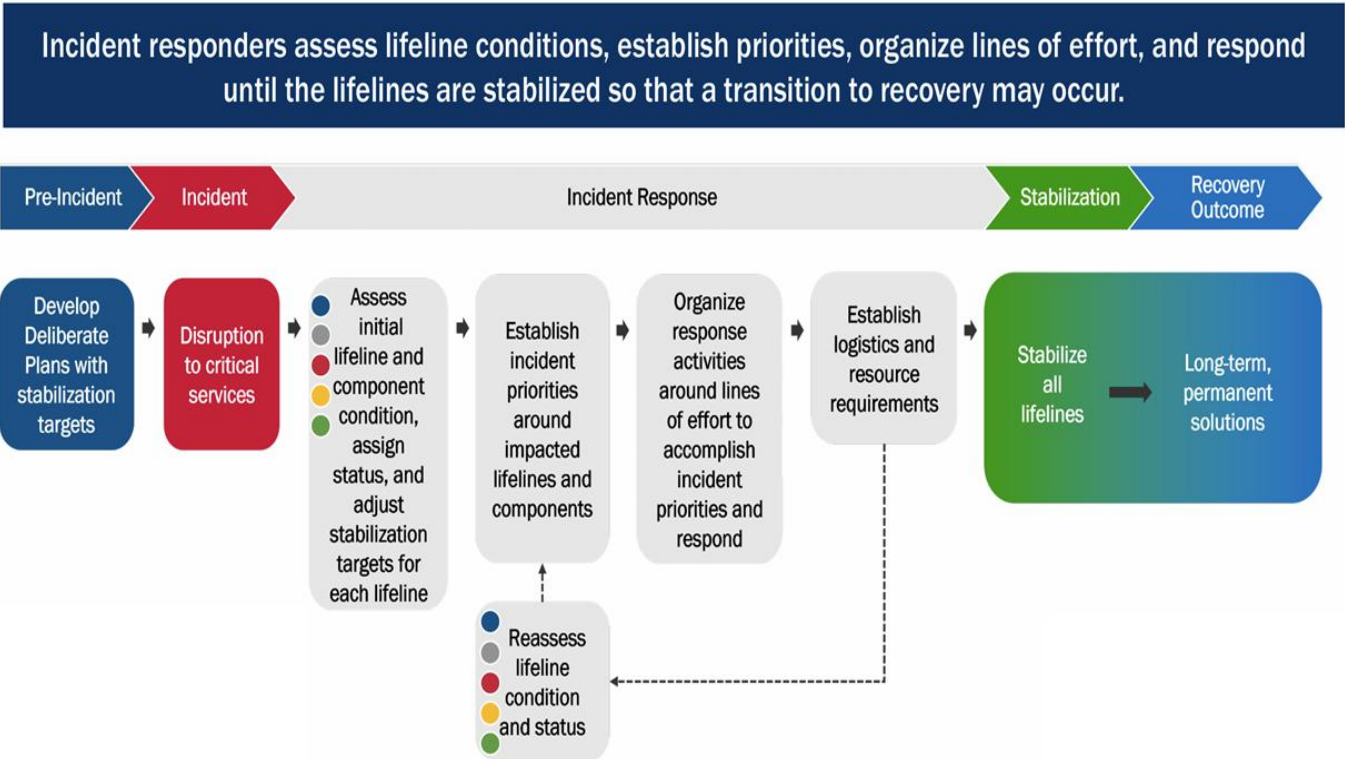
The City uses the Lifelines concept to report the status of critical function that have been impacted. The status of the lifeline is triaged using a three color system for simplicity and ease of information sharing. The colors are:

Green – The lifeline is stable.

Yellow – Disruptions exist in the normal operations of the sectors under the lifeline. Solutions have been identified, and a plan of action is in progress.

Red – Services are disrupted; currently seeking solutions.

Figure 2: Community Lifeline Drive Response



3.3 Forest Grove Critical Infrastructure Network

Utility lifelines are the resources that the public relies on daily such as electricity, fuel, and communication lines. If these lines fail or are disrupted, the essential functions of the community can become severely impaired. Utility lifelines are closely related to physical infrastructures, like dams and power plants, as they transmit the power generated from these facilities.

The next section describes the City’s critical infrastructure systems and the City departments and/or agencies responsible for restoring services.

CITY FACILITIES INFRASTRUCTURE

PRIMARY: FOREST GROVE PUBLIC WORKS

- City Hall, Forest Grove City Auditorium
- Forest Grove Aquatics Center
- One police station
- Two fire stations
- Forest Grove Public Works Shop
- 13 city parks
- 5 historical properties

LIGHT AND POWER INFRASTRUCTURE

PRIMARY: FOREST GROVE LIGHT & POWER

- Forest Grove Light and Power facilities
- Forest Grove Light and Power Transmission System,

WATER AND WASTEWATER INFRASTRUCTURE

PRIMARY: FOREST GROVE PUBLIC WORKS

SUPPORT: JOINT WATER COMMISSION

CLEAN WATER SERVICES

- Forest Grove Water Treatment Plant/Reservoir
- Forest Grove City Watershed and Transmission Lines
- Clean Water Services Forest Grove Water Resource Recovery Facility
- Joint Water Commission Forest Grove Water Treatment Facility
- Clear Creek Watershed
- Gales Creek
- Scoggins Reservoir
- Henry Hagg Lake
- Tualatin River
- Forest Grove Wetlands

ROADWAYS INFRASTRUCTURE

PRIMARY: FOREST GROVE PUBLIC WORKS

PRIMARY: OREGON DEPARTMENT OF TRANSPORTATION

There are approximately 77.6 miles of roadway within the City of Forest Grove. The street network includes Oregon Highway 8 (Tualatin Valley Highway), Oregon Highway 47 (Nehalem Highway) and county arterials and collectors, city arterial, collectors, local/neighborhood streets.

The Oregon Department of Transportation (ODOT) manages highways into and through the City of Forest Grove including State Highways 18 and 47. Roadways that are prone to flooding include the following:

- Highway 47 – Outside of city limits and controlled by the Oregon Department of Transportation
- Dairy Creek Bridge on Highway 8 – Outside of city limits and controlled by the Oregon Department of Transportation
- Stringtown Road – Outside of city limits, is prone to flooding, and contributes to access issues
- Magnolia Street
- Mountain View Lane
- Fern Hill Road
- Settlers Loop

COMMUNICATION INFRASTRUCTURE

PRIMARY: FOREST GROVE ADMINISTRATION

SUPPORT: FOREST GROVE PUBLIC WORKS DEPARTMENT

Infrastructure owners and operators of broadband internet, cellular and landline telephone networks, cable services, satellite communications services, and broadcast networks (radio/television). These systems encompass diverse modes of delivery, often intertwined but largely operating independently. City administration with the support of the Emergency Operations Center will manage the restoration of the communication infrastructure through contractual services.

ENVIRONMENTAL INFRASTRUCTURE

PRIMARY: FOREST GROVE PARKS AND RECREATION

PRIMARY: FOREST GROVE PUBLIC WORKS

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

- Lincoln Park
- Rogers Park/Anna & Abby's Yard
- Thatcher Park
- Stites Park
- Bard Park
- Forest Glen Upper
- Forest Glen Lower
- Hazel Sills
- Joseph Gale
- Knox Ridge
- Reuter Farms
- Talisman

3.4 Transition from Response to Recovery

When stabilization of the lifelines is achieved, the focus of the mission shifts beyond the lifeline components and expands to include elements critical to recovery. The outcome driven recovery model drives an approach that emphasizes permanent and resilient recovery solutions for the community. Focusing on recovery outcomes provides opportunities for incorporating and integrating programs and agencies to achieve broader recovery goals.

Recovery operations and support are active throughout all phases of the disaster life cycle. In the days and weeks following an incident, the focus of disaster operations is on the immediate support of critical services and stabilization of disaster impacted areas. The efforts of recovery partners may be limited in early phases of disaster operations, during which the focus is on lifeline stabilization.

Once lifelines have been stabilized, the focus of the mission and support shifts to outcome driven recovery.

After lifeline stabilization, critical services may still be at risk of destabilizing, especially in the early days, weeks, and months after a disaster. Without these essential functions, progress in recovery may be limited. It is also important to note that not all lifelines will reach stabilization at the same time and not all components will be needed in recovery. The expansion of support from recovery partners may start sooner in some lifeline components than in others. The integration between lifelines and recovery outcomes will be dependent on the specific lifeline and disaster conditions. The essential elements of information that inform all levels about the condition of each component and subcomponent in the lifeline feed the understanding of recovery as well. They provide perspective for recovery operations and an important reminder for response to bring in and communicate with partners as soon as possible.

The Emergency Operations Center Recovery Section is responsible for managing and implementing the recovery mission for the City of Forest Grove.

SECTION 4: ORGANIZATION AND ASSIGNMENTS

This Annex is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, the City will retain authority throughout the disaster or emergency.

Emergency response is built on the concept of layers, in adherence to the principles of ICS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, county, state, and federal support as requested and available. Assignments described below are based on ICS principles and terminology.

4.1 Organization Overview

The Forest Grove City Charter establishes a Council-Manager form of government. The City Council is the policy-making body of the City. They adopt laws and regulations, annual goals and objectives, and budgets that fund a wide range of public services. This form of government vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed City Manager.

The following City departments and special districts are primary leads in response and recovery operations:

City Administration provides strategic planning, budget and finance, and development of public policy recommendations to the City Council.

Police provide security in disaster areas in an around damaged infrastructure, policing functions, and maintain orderly flow of traffic in areas affected by the event.

Public Works provides services for the operation and restoration of the following public infrastructure: street, water, sanitary sewer, and surface water management systems.

Community Development assists the City in planning and implementing current and future development associated with the restoration and recovery of City facilities and damaged infrastructure.

Fire & Rescue provides emergency services including fire suppression, emergency medical response, surface water rescue operations, and hazardous materials incidents.

Forest Grove Light & Power is responsible for the restoration of electric services to the community.

4.2 City Department Responsibilities

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the City EOP.
- Address the execution of emergency duties assigned to the department or agency under the EOP.
- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop attachments that support EOP implementation including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with Police and Fire to ensure information is reviewed and is consistent with emergency operations.

4.2.1 Responsibilities During and Emergency

- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the City EOC.
- Facilitate department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the City Public Information Officer (PIO) at the EOC, or through the JIC if one is established for the incident.
- Assist in assessing damage to City owned facilities, properties, or assets, and provide reports to the EOC.

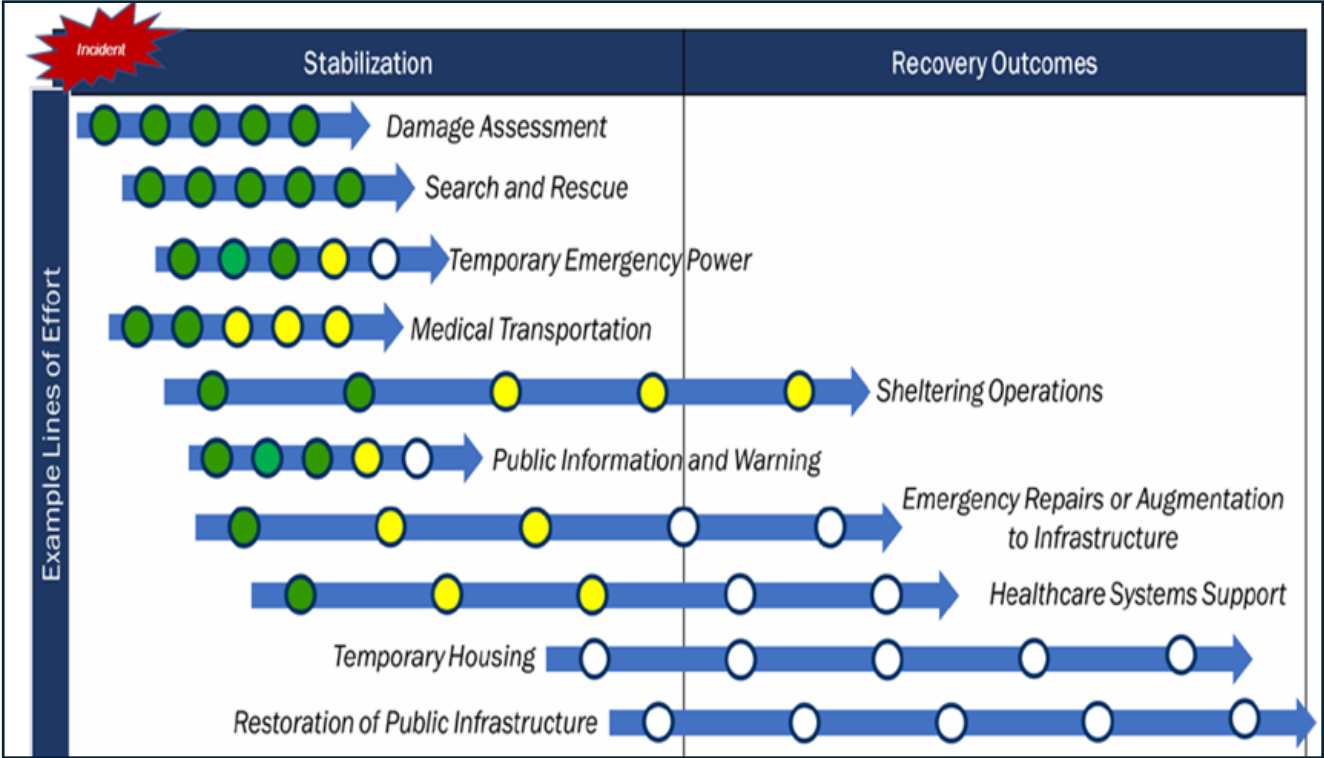
- Identify critical lifeline systems that are damaged and provide mitigative actions for services that are or might be interrupted.

4.2.2 Core Competencies

Core Competencies are functional areas of expertise, which are implemented at incidents, and relate specifically to tactical operations that are managed by the Operations Section. If more than one department is capable of performing the same tactical operations at an incident, the department responsible for performing the Core Competency will give tactical direction, by the ranking officer, to the other departments and/or support agencies assisting with the mission.

Response core capabilities describe the grouping of core competencies that are utilized to stabilize the incident and re-establish the lifelines. The City executes Lines of Effort (LOE) to operationalize the core capabilities for response and recovery planning and operations. Core capabilities executed by LOEs operationalize the appropriate capability for response and recovery planning and operations. Successful incident stabilization operations are based on City staff core competencies as illustrated in the Figure below (Source: FEMA Incident Stabilization Guide 2023).

Figure 3: Incident Stabilization Outcome Phasing



4.3 City Infrastructure Response Assignments

Each City Department will support stabilization activities for critical infrastructure. The following section describes department level response activities.

4.3.1 Public Works

Department Command and Control

- Public Works Branch Director will determine the response and recovery objectives to be achieved during each operational period.
- Public Works Branch Director will establish/maintain communications between the EOC and Field Operations
- All field status reports will be received in the EOC.
- The coordinator for the Public Works Mutual Aid is the Roads Supervisor.

Reconnaissance and Information Gathering

1. Fact Gathering

- Establish continuous communications link with all offices for possible reassignment of staff.
- Verify lines of communication between management staff and other City departments.
- Identify critical facilities/functions dependent on water distribution.

2. Assessment

- Complete State and Federal "Initial Damage Estimate" (IDE) and "Preliminary Damage Assessment" (PDA) forms as required and email to the City Manager.
- Establish alternate water supply as needed.
- Maintain inventory of work locations with backup power
- Complete the Initial Damage Assessment
- Evaluate overflowing untreated sewage and water to streets.
- Identify critical facilities/functions dependent on natural gas, compressed natural gas (CNG), and liquid natural gas (LNG).
- Assess damage to wastewater collection and treatment systems.

- Assess the scope of water interruption and potential hazards or operational problems.
- Assess damage to water system facilities and infrastructure (i.e., storage, aqueduct, treatment facilities, pumping stations, and water distribution lines).
- Perform communication equipment check of all handheld radios and base stations. Assess the impact and establish continuous communications link with all offices using available means of communication.
- Contact Department personnel in potentially affected areas and reassign to alternate offices, as necessary.
- Procure, distribute, and restock emergency supplies.

3. Information Sharing

- Conduct briefings for key personnel on emergency operations tactical plans.
- Distribute emergency Incident timesheets and instruct staff on reporting work hours.
- Verify lines of communication between management, staff, and other government agencies.
- Gather and disseminate information on issues such as concentrated areas of damage, road closures, high-risk security areas, etc.

Incident Stabilization

1. Incident Response

- Staff Emergency Operations Center (EOC) as needed.
- Activate the Department's Operation Center (DOC).
- Coordinate with Engineering for repair of wastewater collection and treatment systems.
- Make necessary service repairs to restore water service.
- Begin recovery and mitigation activities to permanently repair Water System facilities and infrastructure (i.e., storage, aqueduct, treatment facilities, pumping stations, and water distribution lines).

- Request supplies of water and portable restrooms at Incident Command Post, City facilities, and shelters.
- Procure, distribute, and restock flashlights for .
- Contact City personnel in potentially affected areas and advise.
- Place essential Department personnel on standby for overtime assignments.
- Obtain additional communication equipment from EOC and distribute as necessary (radio, cell phones, etc.).
- Conduct building Inspection of structures for safety assessment pursuant to State ATC20 protocols. A summary of safety assessment information will be provided to the EOC.
- All Safety Assessment information will be transmitted to the EOC or Incident Commander as needed.
- Assess security needs for personnel and offices in the affected areas.
- Consider reassigning department personnel in affected areas to alternate offices.
- Gather and disseminate information on issues such as concentrated areas of damage, road closures, high security areas, etc.
- Assess Transition to Recovery/Demobilization for Public Works operations.
- Assign personnel to document and log events for After Action Report.

Initial Recovery

1. Initial Recovery Operations

- Maintain emergency generators and fuel supplies, along with mobile fueling resources.
- Assign Infrastructure Restoration Coordinator, if applicable.
- Compile all necessary documents and apply for all reimbursable expenses to appropriate governmental agencies Federal Emergency Management Agency (FEMA), Oregon Department of Emergency Management (ODEM).
- Provide temporary or emergency water services as required.

- Restore those water facilities which affect the greatest number of persons.
- Strive to maintain water services for police facilities, fire facilities hospitals, wastewater & solid waste facilities, and to life support customers.
- Prepare an After Action Report
- Activate data entry system for documentation and reporting of safety assessment information.
- Demobilization of department resources.
- Restock and replace emergency supplies used.
- Deactivate the DOC.
- Debrief all participating staff.

Department Command and Control

- Provide information to employees on obtaining financial assistance.
- Prepare after action report/post incident.

Documentation

1. Record Keeping

- Secure copies of all rental equipment charges, materials and copies of all field documentation charged to work order(s) used in the emergency, for tracking full cost recovery and future invoicing for seeking reimbursement from the Oregon Department of Emergency Management and/or the Federal Emergency Management Agency (FEMA). Utilize ICS 213 and 214 forms to document resource requests and daily activities.

3. Time Keeping

- Proper documentation will be any forms used by the City's Finance Department and the EOC that document disaster related tasks performed such as (Rapid Screening Inspection Form, Emergency Inspection Request forms, etc.); the amount of time spent the disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and

timesheets for any disaster related contract services used; and any other documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

Financial Reporting

All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Finance Section at regularly scheduled intervals. All collected documentation will be stored in accordance with the City's Finance Department procedures and general accounting practices.

- Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The City Finance Director is responsible for coordinating disaster grants and assistance following disasters. Reimbursement through the Federal Emergency Management Agency (FEMA) and the Oregon Department of Emergency Management (ODEM) is dependent on complete and accurate documentation of all disaster related work and expenses.
- Critical documents that are generated during an emergency response that are needed for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:
 - Signed daily timesheets, civil service classifications, hours, base hourly rates, and applicable fringe benefits for labor.
 - Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or services.
 - Usage records with dates, hours, and rates for equipment.
 - Inventory depletion records for stock material usage.
 - Contract documentation for services and material
 - Staff contracts
 - Temporary critical infrastructure or mobile equipment due to loss of network infrastructure.

4.3.2 Public Works – Engineering

Department Command and Control

- Establish and maintain communications between the EOC and field level operations.
- Review mutual aid agreements and standing contracts. Reach out to stakeholders, as necessary.

Reconnaissance and Information Gathering

1. Fact Gathering
 - Identify critical facilities/functions dependent on water distribution.
 - Identify critical facilities/functions dependent on power.
2. Assessment
 - Assess the scope of water/power interruption and potential hazards or operational problems.
3. Information Sharing
 - Advise EET of critical operations dependent on water distribution.
 - Establish contact and liaison with County Public Works, EOC, other jurisdictions and outside agencies.

Incident Stabilization

1. Incident Response
 - Staff EOC as needed.
 - Assess damage to bridges.
 - Assess damages to sewer and storm drain systems
 - Provide recommendations to the EOC regarding infrastructure restoration.
2. Ongoing Information Gathering, Assessment and Sharing
 - Assessment of operational capabilities will be continuously updated.
 - Continue pre-identified modes of information gathering and reporting.
3. Assess Transition to Recovery/Demobilization
 - Document time, labor, and equipment use.
 - Determine the gaps in response activities related to departmental roles and responsibilities.

Initial Recovery

1. Initial Recovery Operations

- Develop Infrastructure Recovery Plan for the City based on engineering needs and requirements.
- Allocate resources and personnel according to established priorities.
- Determine any potential infrastructure long-term recovery needs and seek mutual aid assistance if necessary.

2. Ongoing Information Gathering, Assessment and Sharing

- Assessment of operational capabilities will be continuously updated.
- Continue pre-identified modes of information gathering and reporting.

3. Demobilization of Department resources

- Determine intervals or timelines for demobilization of resources and personnel.
- Communicate demobilizations and demobilization plans to relevant Departments and the EOC.

Documentation

1. Record Keeping

- Secure copies of all rental equipment charges, materials and copies of all field documentation charged to work order(s) used in the emergency, for tracking full cost recovery and future invoicing for seeking reimbursement from the Oregon Department of Emergency Management and/or the Federal Emergency Management Agency (FEMA). Utilize ICS 213 and 214 forms to document resource requests and daily activities.
- Engineering is responsible for maintaining the City's engineering records. Hard and electronic copies are maintained in Engineering offices and servers. Electronic copies are also maintained with the Information Technology.

2. Time Keeping

- Proper documentation will be any forms used by the City's Finance Department and the EOC that document disaster related tasks performed such as (Rapid Screening Inspection Form, Emergency

Inspection Request forms, etc.); the amount of time spent the disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and timesheets for any disaster related contract services used; and any other documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

Financial Reporting

All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Finance Department at regularly scheduled intervals. All collected documentation will be stored in accordance with the City's Finance Department procedures and general accounting practices

4.3.3 Public Works – Roads and Transportation System

Reconnaissance and Information Gathering

1. Fact Gathering
 - Identify need for debris removal.
2. Assessment
 - Assess damage to City streets to ensure first responder and infrastructure restoration crew access.
 - Develop and share situational awareness regarding street closures and traffic re-routing with the EOC.
 - Inform employees of the impact of street closures and deploy resources as needed.
 - Prioritize critical intersections.
3. Information Sharing
 - Advise EET of critical operations dependent on roadway damage and closures.
 - Establish contact and liaison with ODOT
 - Ensure continuous communication with the EOC providing status reports.
 - Provide verbiage to the City's Public Information Officer of roadway status.

Incident Stabilization

1. Incident Response

- Staff EOC as needed.
- Assess and document damage to streets.
- Clear roadways of debris.
- Create alternate traffic routes.
- Coordinate repair of streets.
- Utilize alternate work sites if needed
- Support City departments as requested.
- Establish contact and liaison with County DLUT and US Army Corps of Engineers.

2. Ongoing Information Gathering, Assessment and Sharing

- Update status reports to the EOC.
- Monitor reports from County DLUT.
- Monitor media, social networks, and field reports.

3. Assess Transition to Recovery/Demobilization

- Document time, labor, and equipment use.
- Review Mutual Aid Plan/ activate as required.

Initial Recovery

1. Initial Recovery Operations

- Restore normal operations.
- Provide coordination restoration assistance to City departments upon request.
- Develop Transportation System Damage Assessment and Restoration Plan.
- Monitor debris removal on all roadways.
- Coordinate with the County and ODOT (for debris removal of routes) to determine appropriate routes for Public Works crews and service personnel.
- Provide equipment and personnel available to assist in downed tree removal, restoring access to facilities, and maintaining areas secure for utility restoration crews.

2. Ongoing Information Gathering, Assessment and Sharing
 - Monitor reports from County DLUT.
 - Monitor media, social networks, and field reports.
 - Monitor EOC reports.
 - Assess restoration costs and brief the Emergency Executive Team
3. Demobilization of Department/Agency Resources
 - Monitor Mutual Aid Contracts.
 - Prepare after action report/post incident.

Documentation

1. Record Keeping
 - Complete Daily Time Worksheets.
 - Obtain project number for the incident.
 - Use of FEMA Summary Record Forms.
 - Track all labor, equipment, materials, rental, and contract work, as well as the supporting documents.
 - Create a separate file for the incident, along with corresponding Project Worksheet.
 - Utilize ICS 213 and 214 forms to document resource requests and daily activities.
2. Time Keeping
 - Proper documentation will be any forms used by the City's Finance Department and the EOC that document disaster related tasks performed (Rapid Screening Inspection Form, Emergency Inspection Request forms, etc.); the amount of time spent the disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and timesheets for any disaster related contract services used; and any other documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

Financial Reporting

All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Finance Department at regularly scheduled

intervals. All collected documentation will be stored in accordance with the City's Finance Department procedures and general accounting practices

4.3.4 Information Technology – Communication System

Department Command and Control

- Procedures for DOC activation are detailed in the IT Department Emergency Plan; copies reside in the EOC.

Reconnaissance and Information Gathering

1. Fact Gathering

- Request supervisors to poll and report networks that are impacted.
- Verify back-up systems are operational, and files have been backed up.
- Verify availability of critical files from offsite locations in the event files are not available locally.
- Contact vendors and verify ability to provide support.

2. Assessment

- Test and restore as necessary: data center, communications infrastructure, voice, and data systems, and business systems according to predefined order.
- Ensure staff document the nature and the extent of the damage.
- Identify and brief on status of networks critical to City departmental operations.

3. Information Sharing

- Provide network damage and/or impacts to the system to the City Manager.

Incident Stabilization

1. Incident Response

- Provide the EOC with technical and communications support.
- Provide communications support for incident command posts, including assistance establishing alternate EOC locations.
- Activate the Department Cyber Response Plan if applicable.

- Organize IT personnel into response team(s) as required for incident(s) response.
 - Dispatch response team(s) to incident(s) in order to repair and/or maintain network and data/business systems.
2. Ongoing Information Gathering, Assessment and Sharing
 - Continue to apprise the City Manager and the EOC of relevant information as it is gathered and assessed in order to make informed decisions.
 3. Assess Transition to Recovery/Demobilization
 - Maintain operability of the City's computer systems.
 - Maintain liaison with vendors to assist in recovery and operations of systems.
 - Provide information technology mutual aid pursuant to any established agreements.

Initial Recovery

1. Initial Recovery Operations
 - Restore technology systems to normal operations.
 - Provide support to recovery operations conducted by other departments.
2. Ongoing Information Gathering, Assessment and Sharing
 - Continue to apprise the City Manager and the EOC of relevant information as it is gathered and assessed in order to make informed decisions.
3. Demobilization of Department resources
 - Direction to demobilize IT resources located in the EOC facility will be received by EOC Manager and/or Incident Commander.

Documentation

1. Record Keeping
 - IT staff will supply additional work orders as needed for accurate tracking of work performed associated with emergency operations.

- Existing record keeping systems/documents used to accurately track work performed.
- Utilize ICS 213 and 214 forms to document resource requests and daily activities.

2. Time Keeping

- Proper documentation will be any forms used by the City's Finance Department and the EOC that document disaster related tasks performed such as (Rapid Screening Inspection Form, Emergency Inspection Request forms, etc.); the amount of time spent the disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and timesheets for any disaster related contract services used; and any other documentation as determined necessary by the Department, the City, or reimbursing agencies such as FEMA.

Financial Reporting

All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Finance Department at regularly scheduled intervals. All collected documentation will be stored in accordance with the City's Finance Department procedures and general accounting practices.

- Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The City Finance Director is responsible for coordinating disaster grants and assistance following disasters. Reimbursement through the Federal Emergency Management Agency (FEMA) and the Oregon Department of Emergency Management (ODEM) is dependent on complete and accurate documentation of all disaster related work and expenses.
- Critical documents that are generated during an emergency response that are needed for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:

- Signed daily timesheets, civil service classifications, hours, base hourly rates, and applicable fringe benefits for labor.
- Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or services.
- Usage records with dates, hours, and rates for equipment.
- Inventory depletion records for stock material usage.

4.3.5 Forest Grove Light & Power

Department Command and Control

- Disseminate information to line management for their prompt use in keeping staff informed of the nature of the emergency, the impact of the emergency on department operations and services to customers, as well as the plans for and progress made in restoration.
- Develop policies and/or procedures for coping with the emergency situation, where such policies and/or procedures are not directly related to electric operating-type matters
- Identify and recruit labor and other resources for allocation to department operating-type business units engaged in responding to the emergency, as well as to other City emergency response organizations.

Reconnaissance and Information Gathering

1. Fact Gathering
 - Identify critical facilities/functions dependent on power.
 - Determine the scope and damage to the Systems
2. Assessment
 - Assess damage to power system facilities and infrastructure (i.e., generation plants, distribution plants, distribution lines).
3. Information Sharing
 - Advise the Emergency Executive Team (EET) of critical operations dependent on power distribution.

- Develop and brief the Emergency Executive Team on damage to power systems and restoration assessment.
- Assist City Public Information Officer with verbiage for public messaging and press briefing.
- Advise staff of current operating status.

Incident Stabilization

1. Incident Response

- Mobilize crews for emergency response.
- Staff EOC.
- When necessary, shut down utilities in the incident area to prevent burst pipes, fires, or other compounding problems that may be created by a slide.
- Make necessary repairs to restore power.
- Begin recovery and mitigation activities to permanently repair power system facilities and infrastructure (i.e., generation facilities and structures, transmission lines, and power distribution systems).
- Provide support to other City departments as needed.
- Coordinate the release of public information in accordance with the City's crisis communications plan.

2. Ongoing Information Gathering, Assessment and Sharing

- Provide utility status information to the EOC.

3. Assess Transition to Recovery/Demobilization

- Information regarding the demobilization of resources will be communicated from the field to the City EOC prior to execution.
- Facilitate situational status briefings to identify the ability to transition from recovery to demobilization as resources are no longer needed for response/recovery will be transitioned back into routine service.

Initial Recovery

1. Initial Recovery Operations

- Develop a Power Damage Assessment and Restoration Plan for the City.
 - Provide temporary or emergency power services as required.
 - Restore power facilities which affect the greatest number of persons.
 - Strive to maintain power services for police facilities, fire facilities hospitals, wastewater & solid waste facilities, and to life support customers.
 - Assign Restoration Coordinator.
 - Coordinate documentation with FEMA, State, and other entities.
 - Initiate consideration of fast-track repair permit ordinance.
 - Expedite plan check and permitting process.
 - Form Long Term Reconstruction task force, as necessary.
2. Ongoing Information Gathering, Assessment and Sharing
- Provide public information regarding locations and hours of operation for offices that have been relocated as well as those operating normally.
 - Work with the media to keep the public informed of the status of the restoration of basic services.
3. Demobilization of Department/Agency Resources
- The demobilization of the resources and personnel from the incident is a team effort involving all personnel from the respective System that is working on the incident. It is the responsibility of the Planning Section Chief to ensure that a systematic plan is established and implemented by the Demobilization Unit.
 - Information regarding the demobilization of resources will be communicated from the field to the City EOC, as appropriate.

Documentation

1. Record Keeping
- Documentation should be started in the early stages of an emergency. Depending upon the situation, different types of documentation provide the source documents or database for the

After Action Report. Documentation should not be restricted to reports or forms used exclusively by the planning function but should include materials from the entire organization. Ideally, key components of this database, such as time-keeping procedures, should be identified as part of pre-incident planning. They should then be used during an actual event. There are many types of documentation. Some recommended types include:

- Action Plans developed to support operational period activities
- Forms used in Incident Command Systems Emergency Operation Centers
- Activity Logs
- Written messages
- Situation Reports
- Public Information and media reports
- Utilize ICS 213 and 214 forms to document resource requests and daily activities.
- Initial / Preliminary Damage Assessment forms

2. Time Keeping

- Proper documentation of disaster related tasks performed will be provided to the Finance Department. Documents such (Rapid Screening Inspection Form, Emergency Inspection Request forms, etc.); the amount of time spent the disaster related task (daily time sheets, mileage statements, etc.); invoices or receipts for the purchase of disaster related supplies; invoices and timesheets for any disaster related contract services used; and any other documentation as determined necessary by reimbursing agencies such as FEMA and Oregon Department of Emergency Management.

Financial Reporting

All disaster-related documents will be reviewed for completeness and accuracy by data entry staff and then sent to Finance Department at regularly scheduled

intervals. All collected documentation will be stored in accordance with the Finance Department procedures and general accounting practices.

- Financial documentation and cost tracking is an important element of any emergency plan. Certain costs may be eligible for Federal or State reimbursement. The City Finance Director is responsible for coordinating disaster grants and assistance for following disasters. Reimbursement through the Federal Emergency Management Agency (FEMA) is dependent on complete and accurate documentation of all disaster related work and expenses.
- Critical documents that are generated during an emergency response that are needed for cost recovery are the responsibility of the divisions to archive and protect. Cost recovery documentation includes the following:
 - Signed daily timesheets, hours, base hourly rates, and applicable fringe benefits for labor.
 - Quantities, descriptions, purchase orders, invoices/vouchers, and payment records for materials or contracted services.
 - Usage records with dates, hours, and rates for equipment.
 - Inventory depletion records for stock material usage.

4.4 Washington County Assignments

Although the City has no authority to assign responsibilities to County, many departments are the primary agency responsible for providing certain services to the City of Forest Grove. Those County departments are listed, along with the services they are responsible for providing for all hazard events. The list below does not include services provided by mutual aid agencies.

Washington County Office of Emergency Management is responsible for coordinating County departments to support the City's response and recovery operations. In the event an incident extended past City borders, or if the incident exhausts City resources, the County EOC will be activated to support larger-scale mass care and sheltering activities. The Oregon Department of Emergency Management also coordinates requests for resources and is the agency responsible for requesting state activation and resources as needed.

Washington County Department of Land Use & Transportation coordinates infrastructure repair and restoration projects with the Forest Grove Public Works Department when the location or source of the damage involves both jurisdictions. Examples of interjurisdictional emergency projects may include debris removal, road repair, bridge repair, wastewater, and water conveyance system damage.

Washington County Health & Human Services is responsible for directing and managing public health, mass prophylaxis, environmental, and mental health response and recovery operations.

Washington County Sheriff's Office (WCSO) coordinates with the Forest Grove Police Department to conduct evacuation, traffic control, resource augmentation, and implement security for shelter and mass care operations.

4.5 State of Oregon Assignments

Although the City has no authority to assign responsibilities to State agencies and organizations, many provide primary or support services to the City. Those who provide services are listed below, along with the services they are responsible for providing in a debris flow incident. The list below does not include services provided by mutual aid agencies.

Oregon Department of Emergency Management (ODEM) protects lives and property in Oregon by effectively preparing for, preventing, responding to, and recovering from threats, hazards, and emergencies. At the jurisdiction's requests and when deemed appropriate, ODEM can become the coordinating entity between agencies and establish a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Additionally, ODEM may provide financial support for extraordinary eligible costs associated with response and recovery operations.

Oregon Department of Transportation (ODOT) is responsible for highway, bridge, and rail transportation planning, construction, and maintenance. ODOT aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement. If roads within the ODOT's jurisdiction need to be closed off and traffic diverted ODOT personnel will place roadblocks and traffic diversion signs in the area. ODOT is responsible for restoring all conveyance and infrastructure systems in their jurisdiction.

Oregon Department of Geology and Mineral Industries (DOGAMI) is the State of Oregon's geologic agency tasked with providing scientific information and services about Oregon's geology, seismology, and mineral resources. DOGAMI has performed extensive mapping through their Landslide Inventory Map Series, which show the locations and characteristics of past landslides. These maps can delineate potential slope stability problem areas. DOGAMI actively works with ODEM during and immediately following slide incidents and would potentially work with the City following major slides within City boundaries.

Oregon State Fire Marshal (OSFM) coordinates fire service resource mobilization to any incident beyond local fire service capabilities necessary to protect life, property, and the environment throughout Oregon.

4.6 Federal Assignments

Although the City has no authority to assign responsibilities to federal agencies, many have primary or support responsibility for providing certain services to the City of Forest Grove. Those agencies are listed in the following, along with the services they are responsible for providing during a hazardous incident.

Federal Emergency Management Agency (FEMA)

In large incidents that exhaust Local and State resources, FEMA is the lead federal agency for consequence management. If an incident extends beyond local and state response capabilities, FEMA will coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander. FEMA also provides individual assistance directly to individuals at FEMA Disaster Recovery Centers.

U.S. Bureau of Reclamation (USBOR)

The BOR EAP guides dam operating personnel and BOR field and regional office personnel in identifying, monitoring, responding to, and/or mitigating problems

involving dam failure, potential dam failure, large inflows and releases, and other serious conditions. Tualatin Valley Irrigation District (TVID) monitors and controls the amount of water stored behind the dam according to BOR regulations. These regulations provide safety for those below the dam and maximize water storage capacity for use throughout the year.

The BOR is responsible for:

- Providing onsite monitoring of conditions at Scoggins Dam.
- Providing timely and accurate notifications to Washington County 911 and others during emergency situations at the dam.
- Providing subsequent notification to local authorities to assist them in making timely and accurate decisions regarding their warning and evacuation responsibilities, accompanied by appropriate emergency public information.

U.S. Army Corps of Engineers (USACE)

The U.S. Army Corps of Engineers (USACE) responds to natural disasters and other emergencies in order to provide engineering expertise to local and state governments in support of FEMA. USACE has specialty capabilities to assist in certain circumstances having to do with providing potable water and auxiliary power.

4.7 Non-Governmental Organizations Assignments

The City recognizes the value and importance of organizations that perform voluntary services in their community and works closely with many of them. These organizations have resources which can augment emergency response and recovery efforts.

Affiliated volunteers within the City and the County are crucial to ensure effective response and recovery roles and services are fulfilled. City departments mobilize their affiliated volunteers to perform specific tasks and may be sworn in by their commanding response agency as needed. The City is also reliant on the Washington County Community Emergency Response Team (CERT) for assistance.

Moreover, trained volunteers may also be solicited through the State Emergency Registry of Volunteers in Oregon, the Medical Reserve Corps (MRC), and the Oregon Voluntary Organizations Active in Disaster.

4.8 External Stakeholders Roles and Responsibilities

For certain functions, the City of Forest Grove is dependent on the resources external stakeholders provide to meet the needs of its residents. The City relies on the following organizations to provide disaster/emergency related services.

4.8.1 Clean Water Services

Clean Water Services (CWS) is an ORS 451 county service district that provides wastewater conveyance and treatment and stormwater management services to urbanized Washington County.

Clean Water Services provides regional services for wastewater and stormwater management

- Support storm water management in coordination with the City.
- Support hazardous materials response in coordination with fire agencies.
- Coordinate maintenance and repair of Clean Water Services (CWS) owned facilities.
- Coordinate CWS utility response, recovery, and restoration operations.

4.8.2 Joint Water Commission (JWC)

The JWC Water Treatment Plant is the primary drinking water supplier in Washington County, and is responsible for treating, transmitting, and storing potable water. Following an incident that damages the Plant or conveyance system the City may need to implement curtailment protocol. Curtailment protocol provides measured restrictions for a sufficient amount of water to City residents based on whether JWC cannot meet one or more of the City's needs through negotiation and sharing of resources.

JWC will do the following to ensure a coordinated response in a curtailment trigger situation:

- Provide member agencies with information about the status of Water Treatment Plant capacity limitations, individual agency ownership percentages, and agencies' current demands on capacity.
- Provide member agencies with information about the status of source water availability and releases from stored water.

- Provide member agencies with information about the current physical and chemical water quality parameters, as well as notify member agencies when water quality parameters exceed decided upon trigger levels relevant to operational decisions.
- Provide a forum for negotiation of alternative or shared supply sources between JWC members.

4.9 Private Sector

Although the City has no authority to assign responsibilities to other organizations, many have primary or support responsibility for providing certain services to the City of Forest Grove. Those who provide services are listed in the following, along with the services they are responsible for providing in the event of a critical infrastructure disturbance.

Natural Gas

The City will coordinate with natural gas providers to ensure restoration of services to the community.

Private Telephone Service Providers/Carriers

The City will coordinate with private telephone utility service providers/carriers under contract (e.g., AT&T, Verizon, Sprint, T-Mobile, and Time Warner). They coordinate requests for restoration of City telecommunication services and maintenance in the event of a critical infrastructure interruption.

SECTION 5: ADMINISTRATION, FINANCE, AND LOGISTICS

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code created by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will provide the EOC Finance Section Chief with procedures for monitoring spending, recording, and collecting financial documentation as part of the incident reimbursement process.

5.1 Administration and Finance

Expenditure reports should be submitted to the Logistics Section and managed through the Section Chief (Finance Director, or designee) to identify budgetary shortfalls. The Logistics Section will support procurement issues related to personnel; both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement process.

5.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The Finance Section Chief will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Director.

5.2.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance in a timely manner prior to finalization.

5.2.2 Incident Cost Reporting

All departments participating in response and recovery activities will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards whenever possible)
- Personnel costs, including overtime and food costs.
- Equipment operations cost.
- Cost of leased or rented equipment.
- Cost of contract services to support emergency operations.
- Cost of specialized supplies expended for emergency operations.
- Cost of personnel and equipment obtained through mutual aid or other agreement.
- Cost of providing support to outside resources (e.g., county, state, and/or federal teams).

These records may be used to recover costs from the party responsible or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the county, state, and/or the federal government.

5.2.3 Consumer Protection Process

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney for review.

5.3 Logistics

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center.

Resource requests and emergency/disaster declarations must be submitted by the City Manager to the County Emergency Manager according to provisions outlined under ORS Chapter 401. All assistance requests are to be made through County Emergency Management via the County EOC. County Emergency Management processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire District Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the act.

5.3.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC,

when activated, and will firstly be managed by the Operations Section and its activated branches. Resource sharing amongst responding agencies is accomplished to ensure readily available resources managed by the City are utilized before seeking additional means of procurement.

Logistics Section

If the Operations Section is unable to procure a resource, the request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill requests through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section

when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

5.4 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 6: ATTACHMENTS

Attachment A: Community Lifeline Response Guidance

The condition of each lifeline depends on the capability of the underlying components, and is informed by situational awareness reports, impact assessments, and conversation with partners across the public, private, and non-profit sectors.

Apply the following questions and understanding the incident is critical in determining the condition of a lifeline and components:

- Did the incident disrupt services to survivors provided by component capabilities?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there limiting factors that have worsening impacts to the community? If so, to what extent are they limiting services?
- Are there contingency response solutions in place? How long until emergency repairs are completed?
- When can permanent repairs begin?
- Did the incident create a surge demand exceeding component capabilities

Lifeline components can be analyzed using six assessment categories that capture essential information for response decision-makers

Table 3: Lifeline Impact Assessment Matrix

CATEGORIES	DESCRIPTION
Component	Identify the component
Status (What?)	Summarize the root cause(s) of disruption to lifelines services

CATEGORIES	DESCRIPTION
Impacts (So What?)	Explain the disaster impacts to specific communities, disaster survivors, and response operations. Detail how the survivor experience or response operation will improve if this component is addressed. Specify the impacted areas and population totals
Actions (Now What?)	Describe the actions that are being taken to address the disrupted services. Summarize the most critical actions being taken across the whole community
Actions (Now What?)	Describe the actions that are being taken to address the disrupted services. Summarize the most critical actions being taken across the whole community
Estimated Time to Status Change and Re-establishment Requirements (When?)	Provide current component condition or an estimated timeframe for when a change in condition is expected

Attachment B: Emergency Executive Team Incident Briefing

Agenda

The Emergency Executive Team (EET) is responsible for providing policy direction on these issues. The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing policy guidelines, and providing oversight to ensure response directives are implemented. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the EET.

The EET Incident Agenda will include briefings from all Executives in the following order:

Emergency Executive Team	City Manager - Chair
	Police Chief
	Public Works Director
	Light & Power Director
	Fire Chief
	Community Development Director
	City Recorder
	Finance Director
	Human Resources Director
	Economic Development Coordinator
	Library Director
	Information System Manager
	Parks & Recreation Director

Attachment C: Sample Incident Situation Status Brief

BRIEFING DATE AND TIME:

SITUATION STATUS

1. Initial Assessment of Incident
 - a) Cause and extent of damage
 - b) Forecasts (threat projection, cascading effects, Hazardous Materials footprint)
 - c) Casualty estimates
 - d) Helicopter/airplane fly-over w/video
2. Assessment of damage (Initial Damage Assessment Reports, gathered by Plans/Intelligence Section)
 - a) Government - county/cities
 - b) Residential
 - c) Business (downtown/shopping malls)
 - d) Industrial
3. Critical infrastructure damage and restoration schedule
 - a) Critical transportation routes (highways, rail, airport)
 - b) Utilities (power, water, natural gas)
 - c) Hospitals and mortuaries
 - d) Prisons and jails
 - e) Food and agriculture
4. Status of communications systems and restoration schedule
 - a) 9-1-1 centers and interagency radio systems
 - b) Telephones
 - c) Commercial radio

RESOURCE STATUS

5. Outline EOC Management Structure Assignments (using the Incident Command System) for both current and on-coming shift. Include date/time of EOC activation and when shift changes occur.
 - a) Policy Group County Liaison
 - b) Incident Commander
 - c) Command Staff
 - Liaison (Intergovernmental)
 - Public Information Officer
 - d) General Staff
 - Operations Section Chief
 - Planning Section Chief
 - Logistics Section Chief
 - Finance Section Chief
6. Current public safety response, capability, and need for assistance beyond mutual assistance:
 - a) Transportation (emergency support)
 - b) Communications
 - 9-1-1 centers and interagency radio systems
 - Telephones
 - Commercial radio and television
 - c) Public Works/Engineering (public assets and private construction companies)
 - d) Firefighting
 - e) Intelligence and Planning
 - f) Mass Care
 - g) Service and Support
 - h) Health and Medical Services
 - i) Search and Rescue
 - j) Hazardous Materials (public assets and private companies with Hazardous Materials teams)

- k) Food and Water (delivery needs/resources)
 - American Red Cross
 - School cafeterias
 - Forest Service trucks – State and Federal contract
 - Jail cooking capability
 - Grocery stores and restaurants
 - For response workers
 - l) Energy
 - m) Public Safety
 - n) Damage Assessment
 - o) Evacuation
 - p) Shelters (needs and supply)
 - Number of established/locations
 - Number of people sheltered by location/total
 - Problems encountered
 - q) Volunteers
7. Insurance claims procedures and response – establishment of Disaster Recovery Centers
 8. Need for Declaration of Emergency Disaster by City Council
 - a) National Guard Assistance
 - b) Financial assistance (County/State/Federal)
 - c) Other State agency resources (people or equipment not available through mutual aid agreements)
 9. Critical contacts established
 - a) City Departments
 - b) County and other Cities
 - c) Oregon Emergency Management/Federal Emergency Management Agency
 - d) Oregon Department of Transportation

- e) Elected Officials (Governor, State and Federal Representatives and Senators, Mayors, Adjacent County Commissioners or City Council members, Board of Commissioners)
- f) Media

10. Documentation – videotaping, logs, photos, minutes, and tapes of meetings

PROPOSED 12-HOUR STRATEGIC RESPONSE PLAN

- 11. Need for evacuation and action being taken by police, fire, public works, and the Emergency Alert System, provision for vandalism protection for evacuated areas
- 12. Summary
 - a) Major actions to be taken and priorities established
 - b) Establish timelines and responsibilities
 - c) Schedule meetings for next 8–12 hours (EOC, Policy Group, Department)
 - d) Schedule of news release and location (schedule for last one, next one)
- 13. Continuing Concerns

Attachment D: City of Forest Grove Critical Facility and Asset Inventory

Name of Infrastructure, Facility, or Resource	Type of Asset	Address
Forest Grove City Auditorium	Infrastructure or Facility	1915 Main Street
Forest Grove City Hall	Infrastructure or Facility	1924 Council Street
Forest Grove Police Station	Infrastructure or Facility	2101 Pacific Avenue
Forest Grove Fire Station (Fire Station 4)	Infrastructure or Facility	1919 Ash Street
Gales Creek Fire Station (Fire Station 7)	Infrastructure or Facility	52155 NW Old Wilson River Road
Forest Grove Public Works Shop	Infrastructure or Facility	2551 23rd Avenue
Forest Grove Light and Power Shop	Infrastructure or Facility	1818 B Street
Forest Grove Light and Power Transmission System	Infrastructure or Facility	1818 B Street
Forest Grove Aquatics Center	Infrastructure or Facility	2300 Sunset Drive
Forest Grove Water Treatment Plant/Reservoir	Infrastructure or Facility	501 Watercrest Road
Forest Grove City Watershed and Transmission Lines	Infrastructure or Facility	Clear Creek – Oregon Coast Range
Forest Grove School District Buildings	Infrastructure or Facility	Numerous locations
Clean Water Services Forest Grove Water Resource Recovery Facility	Infrastructure or Facility	1345 Fernhill Road

Name of Infrastructure, Facility, or Resource	Type of Asset	Address
Joint Water Commission Forest Grove Water Treatment Facility	Infrastructure or Facility	1924 Council Street
Frontier Communications Switch Center	Infrastructure or Facility	College Way, 9th, and 20th
Waste Management Forest Grove Transfer Station	Infrastructure or Facility	1525 B Street
Pacific University and Associated Campus Buildings	Infrastructure or Facility, Cultural Resource, and Historical Property	2043 College Way
Jennings McCall Center Assisted Living Facility	Infrastructure or Facility	2300 Masonic Way
Wynwood of Forest Grove Retirement Community	Infrastructure or Facility	3110 19th Avenue
Forest Grove Rehabilitation and Care Center	Infrastructure or Facility	3900 Pacific Avenue
The Grove and The Gardens	Infrastructure or Facility	2112 Oak Street
The Elms Retirement Center	Infrastructure or Facility	2030 Elm Street
Marquis Forest Grove Post Acute Rehab	Infrastructure or Facility	3300 19th Avenue

Name of Infrastructure, Facility, or Resource	Type of Asset	Address
Marquis Vintage Suites	Infrastructure or Facility	3336 19th Avenue
Forest Grove Beehive Assisted Living	Infrastructure or Facility	2122 Hawthorne Street
Hawthorne House Memory Care	Infrastructure or Facility	2635 21st Avenue
Forest Villa Senior Apartments	Infrastructure or Facility	2131 Quince Street
The Homestead Senior Community	Infrastructure or Facility	4300 Settlers Loop
Gales Creek Camp	Infrastructure or Facility	59425 NW Cedarbrook Lane
Forest Grove Parks System	Natural Resource	Numerous locations
Clark Historic District	Historical Property	Residential blocks in Forest Grove
Painters Woods Historic District	Historical Property	Residential blocks in Forest Grove
Walker Naylor Historic District	Historical Property	Residential blocks in Forest Grove
A.T. Smith House	Historical Property	South end of Elm Street
First Church of Christ, Scientist	Historical Property	1904 Pacific Avenue

Source: Washington Natural Hazard Mitigation Plan, 2023

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RECOVERY ANNEX

2026



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ANNEX DEVELOPMENT AND MAINTENANCE

Functional Support Annexes are utilized to describe and identify paramount operational functions for emergency purposes not described within the EOP Base Plan. Support annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for complex emergency functions. Support Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the City.

The Recovery Annex describes the functions and capabilities employed by City departments and support agencies to support and optimize recovery following a citywide incident.

City department policies align with the City's Emergency Operations Plan by implementing Standard Operations Procedures (SOPs) defined in this Annex. When developing SOPs, each department is to take into consideration how emergency operations relate to the services they provide, and how those activities interact with, support, or require support from other departments identified within this plan.

All policies, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to ensure policies are consistent with current municipal code.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Every other year, a formal review of this document will be conducted by departments and agencies that are identified within the Annex. The Fire Chief, or designee will lead the Annex review process. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes and disseminated to authorized individuals.

RECORD OF CHANGES

Each revision to this Plan must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Full rewrite of document	Chief Jim Geering

SECTION 1: INTRODUCTION

An incident on any scale will impact the City on many levels. It is vital that the City not only can recover to pre-disaster conditions but also provide the resources and support that can help the community build sustainable and resilient systems to effectively move forward. Recovery is not an isolated mission to be engaged only during post-disaster conditions. Effective recovery post-disaster involves the coordination and concurrent efforts of all mission areas.

This Recovery Functional Support Annex provides a scalable, collaborative, and operation-based recovery framework that is consistent with the City of Forest Grove emergency management structure and state and federal recovery and emergency management guidelines, specifically the National Disaster Recovery Framework (NDRF).

The Annex provides effective and expeditious recovery activities that incorporate input from City departments and many outside agencies and organizations that have a defined role in at least one of the six areas of recovery as defined by the NDRF. The responsibility of recovery rests with the City of Forest Grove and only extends to Washington County, the State of Oregon, and the federal government when the need for resources, personnel, and coordination support exceed the capabilities of the City.

Although the government cannot direct recovery efforts for individuals, families, and businesses, the City can stimulate recovery by stabilizing the community, facilitating the restoration of services, reducing obstacles, and providing financial assistance. This document seeks to lay the foundation for a common understanding of the roles and responsibilities of City departments and community stakeholders necessary to ensure effective recovery. As such, this Annex delineates recovery responsibilities and activities into Recovery Support Functions (RSFs) in accordance with the NDRF.

The six RSFs are:

- Community Planning and Capacity Building
- Economic Recovery
- Health and Social Services
- Housing

- Infrastructure Systems
- Natural and Cultural Resources

1.1 Purpose

The City of Forest Grove Recovery Annex provides an operational overview and organizational framework that will be implemented during all phases of the disaster recovery process. The Annex details City government's responsibilities for a managed post-disaster recovery which bridges the transition from response operations outlined in the Emergency Operations Plan (EOP) and other supporting documents. This Annex is applicable to all locations and to all City departments, agencies, organizations, and personnel with recovery function responsibilities. Organizations, operational concepts, responsibilities, and procedures involved in requesting, identifying, acquiring/procuring, mobilizing, deploying, tracking, and demobilizing resources required to support disaster management are defined within this Annex. In addition, this Annex addresses policies that promote short-term, intermediate, and long-term, all-hazards disaster recovery processes among all stakeholders.

1.2 Scope

Comprehensive community recovery addresses decision-making and functional operation utilizing six Recovery Support Functions (RSFs). This Annex identifies the roles and responsibilities by RSF for City staff, emergency stakeholders, the public, private, non-profit, and faith-based organizations. The plan may be scaled as needed to support minor, major, and catastrophic level incidents requiring inter-governmental, inter-jurisdictional, and public/private sector coordination.

Key departments to the success of recovery operations are:

- City departments with emergency public safety functions.
- City departments having routine interaction with the public.
- City departments that have identified responsibilities under existing City, county, state, or federal laws to support recovery operations.
- City departments having responsibility for physical resource (i.e., personnel, equipment, facilities, supplies, etc.) support or financial support.

- City departments that directly or indirectly support mass care and/or housing needs.
- City departments that directly or indirectly responsible for economic development and recovery.
- City departments that directly or indirectly responsible for infrastructure restoration.

Only departments that have a response role or a role closely supporting recovery function will be included in this document. Recovery operations may require additional City departments, agencies, and emergency stakeholders that are not identified in this Annex.

1.3 Planning Assumptions

The planning assumptions for this Annex are as follows:

- In any disaster, primary consideration is first given to the preservation of life, then incident stabilization and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- Catastrophic disaster scenarios will change nearly all facets of everyday life. Almost nothing will operate the same as before the event. These scenarios are very different from the changes that occur in large emergency situations and produce far greater impacts on residents, businesses, and government.
- Response activities and short-term and long-term recovery activities will occur concurrently at different rates, which may create tension and a competitive demand for resources. This dynamic will be exacerbated when there are secondary hazards (e.g., aftershock to an earthquake) and/or inadequate processes for prioritizing needs.
- Responder families may need additional support to ensure staff can report to work, work in a safe environment, and have the ability to concentrate on their work during the recovery phase, especially if impacted by the incident.
- Residents could be displaced, requiring shelter and social service needs. Sheltering activities could be short term or long term depending on the severity of the incident.

- Vital infrastructure such as potable water supplies, electrical power, natural gas distribution systems and sewer services could be compromised. Re-establishment of these vital resources will be critical.
- Transportation infrastructure, vehicle, and rail corridors could be damaged and in limited operation. Re-establishment of transportation infrastructure will be critical.
- Communications infrastructure could be damaged, causing disruption in land-line telephone, cellular telephone, radio, television, internet, and other communication services. Re-establishment of communications infrastructure will be critical.
- Many resources critical to the disaster recovery process may be scarce, and competition to obtain such resources may be significant. Participation from many outside agencies and organizations will be needed through the recovery phases.
- Private-sector entities will play a significant role in the repair of critical infrastructure. These entities will provide the primary workforce for much of the infrastructure recovery.
- Voluntary organizations within and from beyond the region will play a major role throughout the affected areas by providing supplies and services.

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities, and interests. This plan aligns with

the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.
3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is surrounded by rolling hills, evergreen forests, and vineyards and is near the foothills of the Coastal Mountain Range. The City is located within the watershed of the Tualatin River and is a gateway to the Tillamook Forest to the west.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximate 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet)

provides light rail and bus transfer commuter service with stops every 15 minutes via line 57.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County's 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services, housing services, and emergency management. The Board of County Commissioners also serves as the governing body for the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff's Office (WCSO) for public safety and security
- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety
- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness. The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.

It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this plan impacts

and is informed by activities conducted before and after any emergency operations take place.



1.8 Hazard Assessment Overview

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage, agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to a wide range of hazards that threaten communities, businesses, government, and the environment.

The next section describes the hazards and vulnerabilities the City frequently faces based on levels of probability and severity. The following information provides broad descriptions of the vulnerabilities the City of Forest Grove accounts for,

additional details can be found in the Hazard Planning Annex. For additional information on county and state hazards refer to the Washington County Natural Hazard Mitigation Plan, 2023 and the Oregon Natural Hazard Mitigation Plan, 2020.

Severe Weather

Because of its more rural geography, the City tends to experience more frequent and higher magnitude damaging windstorm events. Due to the City's location closer to the mountains on the west side of the county, it typically experiences more frequent and severe winter storm emergencies.

Earthquake

The City could experience earthquakes that originate from the Cascadia Subduction Zone, Portland Hills Fault Zone, and Gales Creek Fault Zone. It could also experience liquefaction and coseismic landslides as the result of an earthquake.

Volcano Ash

Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City, although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Flood

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Landslides

The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Dam Failure

The City of Forest Grove would be impacted if Scoggins Dam were to fail. The dam is located 5.5 miles from Forest Grove. It is a 151-foot-high structure that forms the Henry Hagg Lake. If Scoggins Dam were to fail, areas in the southernmost portion of the City within the established 100-year flood risk area of the Tualatin River may

flood. This is not a heavily built environment, and people and structures should not be adversely affected

Drought

Drought typically occurs as a regional event and often affects more than one city and county simultaneously. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Health Epidemic

Pandemic events are one of the greatest risks to public health within the City. Pandemics can stem from a variety of viruses and diseases, the most widespread among them being influenza pandemics due to their rate of occurrence and severity. Depending on the severity, pandemics have the potential to disrupt City services both economically and socially.

Transportation and Industrial Accidents

Transportation and industrial accidents may include major automobile or airplane crashes, train derailments, or accidents that happen within industrial complexes that endanger lives and property.

Wildland Fire

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Civil Disorder and Terrorism

This hazard includes riot, protests, demonstrations, and strikes, as well as acts of terrorism.

Critical Infrastructure Interruption

The City has extensive and complex infrastructure that provide critical services and key resources, such as: water, power, sanitation, telecommunications, natural gas, fuel, and other services that residents, commuters, and visitors rely on daily.

A major interruption to some of these services or resources can cause significant personal and economic hardship to many residents. A failure of one

critical infrastructure could have a domino effect causing other critical infrastructure to fail. A prolonged interruption and a delayed recovery response to critical infrastructure will pose a significant threat to the health, safety, and property of residents.

A newly emerging danger is that of intentional human-made disruptions to telecommunications infrastructure. Damage to electricity-generating facilities and transmission lines could also impact systems throughout the City.

Hazardous Materials

Hazardous materials incidents, although rare in the City, include both fixed site and transportation related incidents involving hazardous and radiological materials. This hazard also includes drug laboratories.

Utility Failure/Resource Shortage

This hazard includes the shortage or loss of power, water, sewer, or natural gas supplies, as well as shortages of fuel such as oil, gasoline, diesel, and food supplies.

Cyber Security

Cybersecurity related attacks have become not only more numerous and diverse but also more damaging and disruptive. New types of security related incidents emerge frequently. It is the unauthorized infiltration of a jurisdiction's computer systems, networks, or database to gain access to confidential information and control over critical systems.

Additional Hazards and Events

Although not originating within the City's boundaries, the City may be affected by events occurring in other parts of the region or around the United States. In the instance neighboring jurisdictions and partnering agencies experience disruptions to critical services, reliant City communities and agencies will also become impacted.

SECTION 2: CONCEPT OF OPERATIONS

Response activities are characterized as those immediate efforts necessary to save lives, protect property, and protect public health and safety. Response activities begin at the time of the incident and generally conclude when immediate threats have been eliminated, public-safety agencies are no longer conducting widespread life-safety missions, mutual aid resources return to their respective jurisdictions, and displaced individuals and families have been sheltered.

Recovery activities may be initiated concurrently with or shortly after the commencement of response operations, even while immediate life-saving activities are in progress. It is advantageous to initiate recovery activities as soon as possible. Recovery activities are scalable, depending on the nature, scope and scale of the event, the City may activate some or all of the recovery guidelines.

2.1 Recovery Management Framework

In the context of this plan, recovery comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging government staff; acquiring and managing resources; coordinating with other recovery organizations; and informing the public of progress. When an emergency situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet recovery requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex.

The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to manage and coordinate recovery activities between the City and emergency stakeholders.

2.2 Emergency Support Functions

Emergency Support Functions (ESF) outline the critical tasks, capabilities, and resources provided by City and Washington County emergency response agencies. ESFs provide the structure for coordinating interdepartmental and interagency support for a City response to an incident. They are a way to group

functions that provide support to the City, both for Stafford Act declared disasters and emergency for non-Stafford Act incidents.

At the request of the State, FEMA coordinates direct federal assistance to State and local governments through designated Emergency Support Functions (ESFs).

2.2.1 Emergency Support Functions Assignments

During a major emergency or disaster City departments will respond based on critical tasks, capabilities, and services responsibilities the staff provides to the community. Emergency Support Function #14 will be activated simultaneously with response operations.

Recovery Annex	
EMERGENCY SUPPORT FUNCTIONS	SCOPE
ESF 14 – Business and Industry	Private sector recovery Economic recovery

2.3 Recovery Framework

The following section describes the recovery framework the City will utilize to restore the community.

2.3.1 Short-Term Recovery Phase

Focus: Stabilizing **Timeline:** Up to one month

The key objectives of short-term recovery are to restore the community to a functioning, if not pre-disaster, state. Pressure on the City will be immense to resume essential services and pay prompt attention to residents’ needs and requests. Emergency repairs and minor reconstruction may occur during short-term recovery. Generally speaking, recovery that takes place while the Emergency Operations Center (EOC) is activated and primarily focused on coordinating response activities is considered short-term recovery. Short term recovery activities may include extended and expanded mass care services, identifying affected damaged infrastructure and lifelines, taking action to expedite permitting processes, requesting private sector entities delay payment requirements, and addressing temporary housing and business space needs.

During the recovery phase of an emergency, the City Manager has the final authority to establish priorities for recovery activities and the allocation of resources to support them. Some activities, such as damage assessment, will most likely begin during the response phase of the emergency once the incident is stabilized.

Short-term recovery activities may include:

- Damage assessment and posting of unsafe and unusable buildings, roads, or bridges.
- Assessment of survivors' immediate needs.
- Removal of disaster debris.
- Removal of human and animal remains.
- Testing of drinking water and, if necessary, establishing new or additional drinking water supplies.
- Emergency repairs of sanitary, sewer, and storm drainage systems.
- Repair of utility lines such as electricity and natural gas.
- Establishing security in affected areas.

2.3.2 Intermediate Recovery Phase

Focus: Rebuilding **Timeline:** Up to 18 months

During the intermediate recovery phase, activities focus on the transition from short term to long term recovery phases. During this period, the EOC will shift from response focused activities toward demobilization and activation of the Long-Term Recovery Group (LTRG). Intermediate phase activities may include coordinating with the county for resources and developing communications on long-term objectives, continuing to execute response phase missions, and ensuring that adequate resources are available to complete long-term recovery objectives. Intermediate recovery continues short-term recovery activities through to long-term recovery phase.

2.3.3 Long-Term Recovery Phase

Focus: Revitalizing **Timeline:** 18 months or more

Long-term recovery includes reconstruction of damaged or destroyed social, economic, natural, and built environments. The overarching focus of long-term

recovery will be on building safely and wisely, reducing future hazards, and optimizing community improvements. All efforts will guide the affected community toward self-sufficiency, sustainability, and resilience. Long-term recovery may commence early in the recovery process and may continue on for weeks, months, or years. Generally, recovery will transition from short-term when the EOC is primarily coordinating recovery activities to long-term when the EOC is demobilized/deactivated.

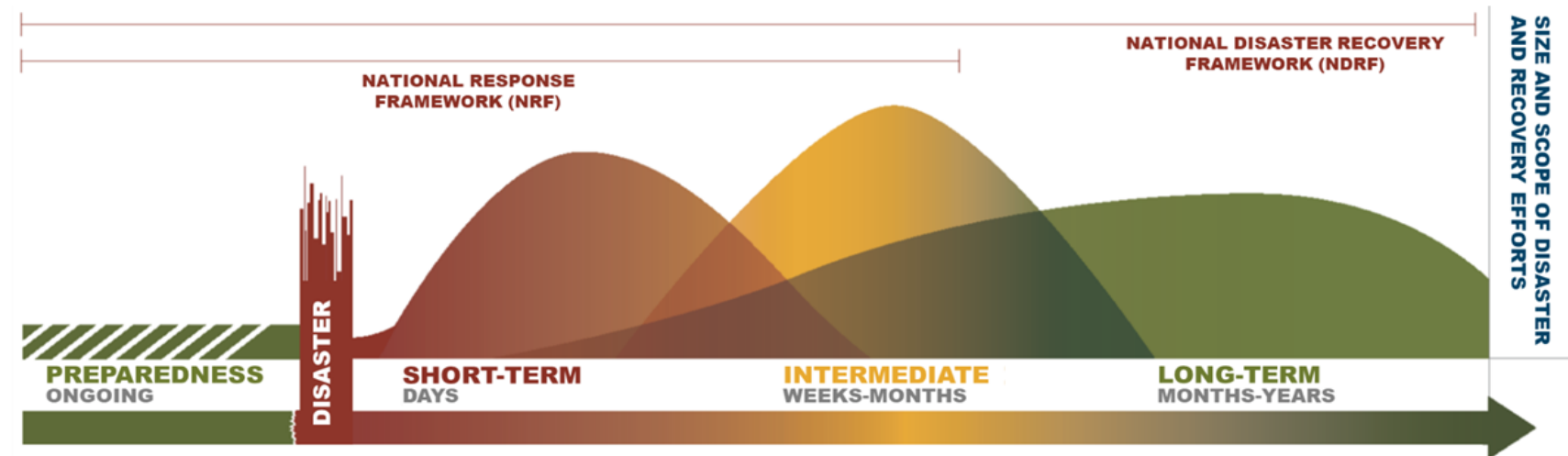
Long-term recovery activities may include assisting the affected population with financial assistance through local assistance centers, coordinating housing to place residents into stable interim or permanent housing, determining transportation restoration and resiliency, establishing the community's rebuilding and resiliency goals, and permanently re-establishing services. As the recovery process moves forward, recovery efforts may begin to demobilize from citywide to disaster-affected neighborhoods. This demobilization of resources should not indicate to the affected community that the recovery process is over. It is important to prepare recovery teams to carry on the recovery process and make the transition as smooth as possible. This preparation begins immediately, so when resources are demobilized, the City is prepared to manage long-term recovery.

Long-term recovery activities may include:

- Restoration of non-vital government service.
- Demolition and reconstruction of damaged areas.
- Monitoring restoration activities.
- Establishing, in coordination with the Federal government, a Disaster Recovery Center, if necessary.
- Identifying areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies.

In addition, to the above activities City departments will implement continuity of operations procedures for each division, unit, and program until services to the community are stabilized.

Figure 1: Recovery Continuum



SHORT-TERM

- Health and safety needs beyond rescue
- Assessment of damages
- Restoration of basic infrastructure
- Mobilization of recovery organizations and resources
- Restarting and restoring essential services for recovery decision-making

INTERMEDIATE

- Return of individuals, families, critical infrastructure, and essential government or commercial services to a functional temporary or pre-disaster state
- Regional priorities, strategies, goals, and decision-making
- Risk assessment for remediation decision-making, including considerations for long-term human and environmental health monitoring
- Regional prioritization of area and facility recovery
- Characterization of extent of contamination
- Decontamination of contaminated items, areas, and facilities
- Site-specific remediation and restoration (characterization, decontamination, clearance), and reoccupation
- Waste management

LONG-TERM

- Continue remediation and restoration to meet clearance, restoration, and reoccupancy goals
- Complete redevelopment and revitalization of the impacted area
- Rebuild or relocate damaged or destroyed social, economic, natural, and built environments
- Move to self-sufficiency, sustainability, and resilience
- Continue waste management

2.4 Critical Recovery Tasks

When an incident occurs, the City's Recovery staff is responsible for ensuring that appropriate data on disaster impacts are captured for use in recovery program implementation and for future hazard mitigation activities. This includes estimates of the time and costs associated with repairing damage, restoring services, and returning economic stability after an incident. Documenting recovery data should begin as soon as possible during the response phase.

The recovery and mitigation phases of a large-scale incident in which the City EOC is activated would generally involve several steps that occur or begin during the response phase. The implementation of all actions listed below may or may not be necessary during the recovery phase. The selection and timing of activities may be influenced by the needs, severity, and consequences of the incident; some of the actions may occur simultaneously with response while others may not be necessary due to post incident activities.

The following list describes the critical tasks the City will implement post-disaster, these include:

- Identify personnel that will manage recovery operations.
- Convene the core recovery planning team, identified pre-disaster, which will oversee disaster recovery process and activities to reduce recovery risk and increase resilience.
- Develop a unified approach to making investments in resilient infrastructure to enable communities to withstand the effects of a disaster, respond effectively, recover quickly, adapt to changing conditions, and manage future disaster risk.
- Complete an initial recovery planning process that provides an overall strategy for recovery, including operational and tactical level approaches.
- Address all recovery core capabilities and integrate socioeconomic, demographic, accessibility, and risk assessment considerations in recovery planning processes and strategies.
- Identify achievable, tangible community based recovery actions and activities that support the community's identified recovery goals.
- Coordinate planning efforts across jurisdictional boundaries.

The City will organize recovery activities using the National Disaster Recovery Framework Recovery Support Functions (RSF), 2016 structure.

2.5 Recovery Support Functions (RSF) Overview

Recovery Support Functions (RSFs) comprise the National Disaster Recovery Framework's (NDRF) coordinating structure for key functional areas of assistance. The RSF objective is to facilitate the identification, coordination, and delivery of community needed to supplement recovery resources and efforts by the City. An additional objective is to encourage and complement investments and contributions by the business community, individuals, and volunteers. These RSF activities assist communities with accelerating the process of recovery, redevelopment, and revitalization. The following section defines and describes each Recovery Support Function core mission. Section 3 in this document defines RSF assignments for City departments responsible for recovery activities.

2.5.1 Community Planning and Capacity Building RSF

The Community Planning and Capacity Building RSF unifies and coordinates expertise and assistance programs from across government entities as well as nongovernment partners to aid the City in building capabilities to effectively manage and engage the whole community in the recovery planning process. Increased community relations programs and public announcements lessen adverse public reaction. Being open with known facts of the emergency and emergency operations engenders public support and reduces criticism. The City will provide information to community members, leaders, and supporters, and will involve them in the recovery process. The following community planning and capacity building issues may impact recovery and will be considered:

- The type and extent of damage will impact the different ways in which critical infrastructure can be enhanced, improved, and strengthened.
- Current building and infrastructure standards, as well as potential repair and building options, can be evaluated, and reassessed to create safer conditions and improve the City. Additionally, the City will monitor building permits and ensure that appropriate accessible building requirements are met.

- Stakeholders may need to meet regularly to determine existing agreements or partnerships that could be accessed or leveraged.
- Communicating recovery plans early and often to legislators, policymakers, politicians, and the public can increase cooperation and speed recovery. Communications should include information about the status of reconstruction and rebuilding processes and plans.

2.5.2 Economic Recovery RSF

Economic Recovery is the ability to return economic and business activities (including agricultural) to a state of health and develop new economic opportunities that result in a sustainable and economically viable community. Economic recovery for local businesses and City government is critical to ensure long term sustainability, access to life-sustaining goods (including disability-related goods and services), and continuity of private-sector and government services. Rental housing providers are key to sustained housing and economic recovery and will be included in housing and economic decisions. Businesses may need assistance promptly after a disaster to rebuild and reopen. City departments and partner agencies will conduct, manage, facilitate, and support activities to connect affected businesses with state or federal recovery programs. After a disaster, the City may need to develop new economic opportunities with the goal of creating sustainable, economically viable communities. The City will utilize county, state, and federal expertise as well as the private sector to revitalize the economic base for the community. Key economic activities encourage re-investment and may include the following:

- Workforce development.
- Job creation and retention.
- Entrepreneurial and business development.
- Equal opportunity.

2.5.3 Health and Social Services RSF

The Health and Social Services RSF outlines the City's framework to support locally led recovery efforts to address public health, health care facilities, and essential social service's needs. Displaced individuals in need of housing will also need health and mental services support.

Prioritizing overarching health and social service functions towards restoration will be a constant theme throughout the recovery period. Health and social services will be restored as quickly as possible to meet ongoing and emerging post-disaster community needs, and efforts will be made to reconnect displaced populations. The City will work with County services to protect the mental, behavioral, and physical health of the general population as well as response and recovery workers from the longer-term effects of a post-disaster environment. Social recovery activities address needs related to disaster recovery assistance, housing assistance, animal services, health services, social services, and community involvement. To assist in the overall well-being of the community the following health and social services issues may impact recovery and will be considered:

- Plans to cope with population and workforce stress from rebuilding efforts will need to be coordinated with the County.
- County health will provide a representative to the Long Term Recovery Group (LTRG) to coordinate local efforts toward health service restoration.
- Temporary facilities that were intended to operate for a short period will continue to need to be inspected.
- Continuous inspection of temporary housing and nontraditional sheltering for accessibility will need to be conducted.
- The City may request from the State assistance in conducting a community unmet needs assessment.
- Identifying individuals and facilitate the process of getting essential resources needed for the residents in shelters that have access and functional needs. These may include durable medical equipment (DME), consumable medical supplies (CMS), prescribed medications, or a person to assist with essential activities of daily living.
- Transitioning from temporary buildings to permanent structures as quickly as possibly can facilitate faster and stronger recovery.
- The City may request County support for reunification of families of the decedents, provide mental health services, and collect ante mortem data for victim identification.

- Cultural and religious stakeholders will be integrated into mass fatality plans to ensure appropriate handling of remains.
- Animals, both domestic pets and livestock, may be displaced and need long-term sheltering.

2.5.4 Housing RSF

The Housing RSF coordinates and facilitates the delivery of resources to implement housing solutions that effectively support the needs of the whole community and contribute to its sustainability and resilience. A community's housing stock is important infrastructure, and recovery will be significantly limited if most displaced residents cannot return to their homes. Housing assistance will consider the different potential populations that could be displaced, including homeless individuals, undocumented individuals, people with disabilities, and others with access and functional needs.

The economic loss of prolonged population displacement, including lost tax revenue, compounds the problems incurred during the recovery process. Residents may be displaced to temporary or emergency housing as their permanent housing is evaluated, assessed, or repaired. The following housing issues may impact recovery and will be considered:

- Available permanent housing options will be identified as soon as possible to prevent people from having to be moved from shelter to interim/temporary housing to permanent housing.
- Integrating Housing and Urban Development (HUD) and FEMA into Housing RSF plans.
- Housing functions will also be coordinated with the mass care function within the Health and Social Service RSF.
- Open spaces in parks that already have sewer and water infrastructure in place may be considered for temporary housing programs, if necessary.
- Equal access to temporary housing and temporary housing programs for people with disabilities and others with access and functional needs will be ensured.
- Identifying temporary large group housing can facilitate rapid closure of emergency shelters.

- Long-term housing reconstruction and relocation strategies, including available and affordable housing, will be developed.
- Identifying the potential availability of building supplies and suppliers early on and developing strategies about how to resupply will expedite recovery.
- All types of equipment and supplies, which may include assistive devices for housing modifications needed by people with disabilities and others with access and functional needs will be considered.
- Developed temporary housing resources may serve long-term purposes; developing manufactured housing infrastructure to convert into a permanent resource such as single family housing may be considered.

2.5.5 Infrastructure Systems RSF

The Infrastructure Systems RSF works to efficiently facilitate the restoration of infrastructure systems and services to support a viable, sustainable community and improves resilience to and protection from future hazards.

Critical infrastructure function supports critical facilities and resources. Critical infrastructure is essential to comprehensive recovery and community redevelopment and impacts every other aspect of recovery. As such, infrastructure system restoration is one of the top recovery priorities.

Depending on the scope and type of the incident, building assessment activity may continue throughout both short and long-term recovery phases. There may be significant demand for plan review, code interpretation, and construction inspection. If additional building inspectors are needed, the City may request the county to assist in providing safety assessment officials. During recovery, City departments and partner agencies will facilitate and support building assessment activities.

The following infrastructure issues may impact recovery and will be considered:

- Ensure the approval process to safely reopen food, restaurant, and cold-storage facilities is efficiently streamlined.
- Cooperative agreements with the private sector on supply chains and production facilities will expedite recovery.

- Permitting and fee requirements for fuel providers should be identified, and possible ways to expedite processes so as to increase fuel and energy availability determined.
- Adequate water supply to healthcare facilities is essential for daily operations.
- It is essential to identify available resources to maintain, store, and distribute potable water. For example, existing production and distribution systems may be altered to produce potable water (e.g., soda and beer production companies).
- Local or regional water boards/commissions can coordinate to ensure resources are being used to expedite potable water restoration.
- Debris may impact and clog drainage systems. Alternative waste management methods may be necessary.
- Supply lines may be impacted, and new supply lines may need to be established.
- If complete relocation is required, necessary support facilities will need to be determined, relocated, or “linked” in some way.
- Long-term rezoning may be necessary if a hazardous materials facility is affected.
- People with disabilities and others with access functional needs may be more adversely impacted by the loss of critical infrastructure. The speed with which these services are restored can affect the ability of some people to maintain their independence and health and remain safe during the recovery process. In particular, restoration of power, water and public access will be critical.

2.5.6 Natural and Cultural Resources RSF

The Natural and Cultural Resources RSF facilitates the integration of the City’s capabilities to support the protection of natural and cultural resources and historic properties. This RSF focuses on the recovery actions to preserve, conserve, rehabilitate, and restore them consistent with post-disaster community priorities and in compliance with applicable environmental and historical preservation laws.

The City will make every effort to preserve historic, cultural, and natural aspects of community heritage through the recovery process. The City and partner agencies will work jointly to conduct, manage, facilitate, or support activities to address environmental concerns and to preserve and/or rebuild historical sites. Damage assessment teams will work with historic preservation officers to determine the extent of damage to historical sites. The City will also coordinate with the Oregon State Historic Preservation Office (SHPO) and the Oregon Department of Agriculture.

The following natural and cultural resources issues may impact recovery and will be considered:

- The City Council will consider environmental and historical regulations, as well as and the requirements of environmental and historic preservation laws.
- Water supply, water quality, and air quality are high priority areas that will impact natural resources.
- Procedures for hazardous materials identification, demolition, and abatement may need to be developed if near a heritage site.
- A regular process for reevaluating impacts and conducting ongoing assessments for long-term issues will mitigate long-term impacts to natural and cultural resources.
- Hazard evaluation teams, with the assistance of cooperating government agencies, may be deployed for detailed identification and evaluation of natural and toxic hazards.
- Assessments may be done to ensure that proper vector control safeguards and approaches are being followed.
- Identifying and monitoring potential vector-borne human and/or animal diseases from the compromised natural properties.
- Air quality control may need to be monitored. Many of the resources and systems to do so are in the private sector.
- The identification of bodies of waters and trustee maintenance and ownership may expedite recovery.

- Opportunities and constraints to avoid, protect, or restore surface waters will be identified and may impact recovery.
- Various permits are required for certain activities affecting surface waters. Impacts to surface waters may need to be mitigated and monitored.
- Laboratories that perform groundwater sampling and analysis may need to be identified and engaged in the recovery process.
- Sensitive, threatened, or endangered species and their habitats may be impacted by the incident.
- A database of personnel and resources that can support collection, restoration and assessment of specialty resources may help with recovery efforts.
- An inventory of City natural and cultural resources and the impact of the incident will be considered.
- Public and private associations and organizations may have similar natural and cultural resources and could support recovery operations.
- City sites on the National Historic Register may have unique requirements and needs during the recovery phase.

2.6 Activation of Recovery Functions

If the EOC is activated, the City Manager, in consultation with the Emergency Executive Team, will assess the situation and determine the appropriate time to initiate recovery. Recovery activities may be initiated concurrently with or shortly after the commencement of response operations, even while immediate life-saving activities are in progress. This Annex may go into effect immediately following any significant incident and is applicable throughout the recovery continuum.

While the EOC is activated, coordinating recovery is the secondary focus (as compared to EOC sections, branches, and units may coordinate response and recovery activities simultaneously response). Each section, branch, and/or unit may transition from response coordination to recovery coordination at different times. City department's involvement in response activities, providing capabilities, available resources, and recovery priorities will drive that transition process. While the Annex is scalable and the level of recovery activities may vary, several factors

can be used by the City Manager and/or the EOC Manager to determine whether to activate some or all of the RSFs.

The EOC Manager will activate the applicable Recovery Support Function Branches under the Recovery Section. The Recovery Section Chief will establish strategies, priorities, policies for recovery activities, ensure that appropriate staffing and organizations are in place for recovery and recommend activation of the Recovery Annex.

Other considerations when determining whether the Recovery Annex should be activated include:

- An incident that is anticipated to require recovery activities (e.g., earthquake of a designated magnitude).
- The incident may be of a long duration.
- The number or anticipated number of casualties (injuries or fatalities).
- The amount, or projected amount, of damage in scope, area, or monetary terms.

SECTION 3: ORGANIZATION AND ASSIGNMENTS

The City's Recovery staff coordinates and prioritizes recovery activities on behalf of all City departments and partner agencies. City departments will support and implement this Annex in accordance with the activities described herein. While some recovery activities may predominantly fall under the jurisdiction of Washington County, City departments and partner agencies maintain support and/or coordination responsibilities.

3.1 Recovery Organization Structure

Roles and responsibilities of the individual agencies, organizations, and stakeholders are detailed below by Recovery Support Function.

3.1.1 Local Disaster Recovery Manager

Based on the National Disaster Recovery Framework, the role of the Local Disaster Recovery Manager (LDRM) is to organize, coordinate and advance the recovery at the local level. The experience and skill set of the LDRM should include a strong basis in community development and a good knowledge of the Forest Grove's demographics.

The primary role of the LDRM is to manage and coordinate the redevelopment and building of community. The LDRM will work with the City Manager and the City Recovery Coordinator to ensure effective mobilization of resources to affected areas. The City Manager (if the EOC is not activated) and the EOC Manager will designate the LDRM to lead disaster recovery activities for the City. Additionally, the LDRM can convene and direct other City departments to perform recovery operations and missions. The LDRM can be City staff or contracted personnel.

The LDRM responsibilities include:

- Lead the creation of the City's Long Term Recovery Group and coordinate the activities of recovery-dedicated organizations and initiatives.
- Lead the development of the community recovery visions, priorities, resources, capability, and capacity.
- Lead the development of recovery plans and ensure that they are publicly supported, actionable and feasible based on available funding and capacity.

- Develop an integrated and accessible recovery communication strategy.
- Communicate recovery priorities to the City based on community discussion group recommendations
- Collaborate with the City, stakeholders, and supporters, such as businesses and nonprofit communities, to raise financial support for the community recovery, leverage the resources where possible and resolve potential duplication of assistance.
- Work closely with the recovery leadership at all levels to ensure a well-coordinated, timely and well-executed recovery.
- Develop and implement recovery progress measures and communicate adjustments and improvements to applicable stakeholders and authorities.

3.1.2 Long-Term Recovery Group

As the Emergency Operations Center focus transitions from response to recovery, EOC responders and agencies will also have recovery mission assignments. The LDRM will lead the transition to Long-Term recovery and the creation of the Long Term Recovery Group (LTRG). LTRG will consist of assigned departments and other community based organizations (CBOs), faith based organizations (FBO), Non-Governmental Organization (NGO), and Voluntary Organizations Active in Disaster (VOAD) agency representatives.

LTRG roles and responsibilities include:

- Develop the Community Unmet Needs Assessment.
- Work with City agencies and relevant stakeholder organizations to keep information on recovery efforts current.
- Review priorities for action implementation on a regular basis during post-disaster phases to adjust as conditions warrant.
- Identify and prioritize long-term needs and projects according to the goals and priorities of the reconstruction projects identified through community discussion.
- Support the City in facilitating public community meeting on recovery activities.

3.2 City Administration Recovery Assignments By RSF

COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	ECONOMIC RECOVERY	ECONOMIC RECOVERY	ECONOMIC RECOVERY
• Conduct public hearings about resources needed for rebuilding. • Provide coping methods for City staff to assist with emotionally intense community interactions during the recovery process.	• Maintain and track all costs associated with recovery expenditures, personnel, and labor. • Ensure City departments produce timely documentation for financial aid or expenditure for reimbursement. • Coordinate opportunities for economic growth.	• Mobilize cash to support recovery operations, including communication with financial services providers, managing inflows and outflows from the banking institutions. • Track costs and recovery from City and non-City funding sources. • Prosecute any unlawful activities of contractors and other persons, including environmental, labor, land use, fraud violation. • Research and apply for disaster recovery grant opportunities.	• Oversee the application and coordination process of State and Federal public assistance program(s) on behalf of all City departments. • Revise the Forest Grove Strategic Plan to include recovery goals. • Review current bond and loan packaging for new opportunities to assist recovery through Federal-supported assistance programs.	• Create and expand partnerships with recruitment and training facilities to prepare and support new job and workers. • Conduct long-term portfolio management of all properties financed. • Document all disaster related worker's compensation claims incurred by City staff.

HEALTH AND SOCIAL SERVICES	HOUSING	HOUSING	HOUSING
• Work with potential for-profit private-sector partners to restore services. • Oversee the coordination of the Individual Assistance Programs, documentation, records, and sub-grant reports. • Coordinate with the Washington County Health & Human Services to support health and social services for community members and staff. • Identify long-term housing reconstruction and relocation strategies	• Provide legal advice to City departments in matters relating to evaluating housing planning processes. • Seek housing and community development related recovery and reconstruction funding from state and federal sources. • Provide legal advice to City departments in matters relating to housing financial assistance.	• Facilitate the re-housing of displaced households that have gathered in informal, potentially unsafe, non-traditional settings, such as public parks. • Identify available housing options as soon as possible to prevent people from having to be moved from shelter to interim/temporary housing to permanent housing. • Identify the availability of building supplies and suppliers during the response phase to expedite the re-building process.	• Prosecute any unlawful activities related to housing and fraud violations committed by contractors and other persons. • Review interim and long-term policies and actions that address the correction of illegal occupancies and construction within reasonable limits. • Identify existing and projected shortage of adequate low and moderate housing for disaster survivors.

INFRASTRUCTURE RECOVERY	NATURAL AND CULTURAL RESOURCES
• Facilitate infrastructure restoration policy through City Council process. • Facilitate cooperative agreements with the private sector on supply chains and production facilities will expedite recovery. • Facilitate permitting and fee requirements for fuel providers and consider possible ways to expedite processes so as to increase fuel and energy availability. • Provide adequate water supply to healthcare facilities is essential for daily operations. • Ensure available resources to maintain, store, and distribute potable water. • Identify alternative waste management methods that may be necessary. • Provide a Supply Line Plan and/or strategy to utilize surrounding airports, railroads, and roads to re-established supply routes for the recovery process. • Provide additional support to ensure infrastructure recovery staff work in a safe environment. • Facilitate long-term zoning recovery changes for residential, commercial, and hazardous material facilities.	• Develop procedures to support City recovery operations for natural resources and cultural assets. • Ensure water supply, water quality, and air quality are high priority areas for all impacted City natural resources. • Ensure the Debris Management Plan, developed by City Public Works includes removing debris from natural resources areas and cultural assets. • Identify bodies of water and trustee maintenance and ownership to expedite natural resource restoration and recovery. • Establish an inventory of natural and cultural resources of the type of damage and the restoration needs. • Identify public and private associations and organizations that may have similar natural and cultural resources that could assist with restoration and recovery efforts.

3.3 Emergency Management Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	COMMUNITY PLANNING & CAPACITY BUILDING	COMMUNITY PLANNING & CAPACITY BUILDING
• Identify personnel that will manage and implement the RSFs. • Establish, implement, and manage the Long Term Recovery Group (LTRG). • Serve as the Long Disaster Recovery Manager until the position is filled. • Develop and disseminate informational bulletins to City departments and press releases to the media. • Become familiar with the nuances of the affected community by reviewing census demographic data and identify agencies and organizations that work with, serve, or represent the constituencies in the affected community.	• Coordinate with the Community Development Department and Engineering to determine if modifications will be made to the EOC or alternate EOCs given the impact of the disaster. • Coordinate citywide collection, analysis, and distribution of recovery assistance services. • Support implementation of the community's proposed recovery actions. • Ensure services are available physically accessible for people with disabilities functional needs. • Develop the Long-Term Recovery Plan.	• Support City departments and agencies with coordination of logistical and communications needs for temporary housing services. • Coordinate temporary housing programs with county, state, and federal agencies, as needed. • Coordinate restoration of the City Emergency Operations Center. • Coordinate public recovery meetings with the City Council and community members to discuss the City's strategies of rebuilding. • Facilitate gathering unmet needs data from the community to inform the Long-Term Recovery Plan for the City.

ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES	HOUSING	HOUSING
• Coordinate public assistance programs, specifically departmental reporting of information. • Track costs for and support the EOC Finance Department with the reimbursement process.	• Coordinate with Washington County Health & Human Services Department to assist with community health and social services unmet needs.	• Provide information to renters and rental property owners about resources, rights, and responsibilities related to housing matters. • Provide accessible public information on housing and community topics. • Participate and coordinate with other City departments as well as existing affordable housing providers, tenant advocates, faith-based organizations, and other NGOs to identify temporary and long-term land use/reuse strategies to facilitate housing accommodations.	• Conduct outreach to displaced tenants and tenant advocates with information about recovery and rehousing resources. • Coordinate with local, state, and federal governments and private-sector partners to identify, apply for, and offer permanent housing resources for displaced residents.

INFRASTRUCTURE RECOVERY	NATURAL AND CULTURAL RESOURCES
• Work with Building Inspectors to evaluate any damage to the EOC and determine whether it is safe to continue operations. • Coordinate any repair and restoration of the EOC physical facility and communications systems.	• Coordinate environmental recovery operations in concert with applicable City departments and any county, state, or federal agencies, as needed.

3.4 Community Development – Building Division Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	COMMUNITY PLANNING & CAPACITY BUILDING	COMMUNITY PLANNING & CAPACITY BUILDING
Review and update procedures and criteria for post-event fast track review of repair permits, including temporary use and building permit processes, standard appeals time limits, batching of recovery-related land use and building permits, and referral of permit appeals to the City Council on recovery and reconstruction, as appropriate.	- Provide and enhance, as necessary, computer information systems to support fast-track permit review procedures. - Determine imminent and potential hazards on private property. - Impose emergency building regulations. - Attend community meetings, if requested, to discuss the department's recovery activities and policies with survivors.	- Ensure compliance with disaster-related applicable ordinance and land use regulations. - Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes. - Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes.

ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES	HOUSING	HOUSING
Inspect City and private buildings and create a potentially hazardous building inventory.	Support City health and social recovery operations if requested.	- Review criteria for contractual agreements for emergency demolition with the private sector. - Implement procedures for demolishing structures considered to be unsafe for habitation and declared an imminent hazard with owner. - Develop emergency building provisions for temporary commercial use with appropriate time and use limitations. - Prepare implementation processes and enforce ordinances. - Expedite modifications to the City's General Plan, to ensure accommodation of replacement housing.	- Review contractual agreements, using the approved bid process, with private contractors for emergency demolition, lot cleaning, barricading, and/or securing property. - Reassess the seismic survivability of public and private buildings. - Provide inspection of buildings and structures to determine imminent and potential hazards to persons and property. - Provide safety inspections for all City facilities. - Deploy safety assessment inspection teams, with assistance from cooperating entities for detailed identification and recordation of structural damage.

INFRASTRUCTURE RECOVERY	NATURAL AND CULTURAL RESOURCES
• Provide inspection services of structures used by utilities, if requested. • If needed and requested through mutual aid, conduct safety assessments of schools and alternate locations.	• Coordinate environmental recovery operations. • Verify and manage special clearances for a building that has been deemed a historical monument to preserve the integrity of the structure.

3.5 Community Development – Planning Division Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES
• Coordinate analysis of devastated areas to provide recommendations for redevelopment. • Lead discussion with other departments about rebuilding in devastated areas. • Participate in public hearings about resources needed and available for rebuilding and how to access those resources. • Identify needed modifications to existing community plans, specific plans, zone code, in response to disaster. • Evaluate project applications for needed modifications due to disaster. • Determine need to modify or eliminate fees to expedite building process.	• Identify streets or routes that would be significant in aiding the economic recovery of the City. • Provide maps and zoning information about disaster areas and identify potential suitable relocation areas for businesses affected by disaster.	• Provide maps indicating location of existing schools and health resources, as needed. • Identify potential locations for the relocation of schools and health resources, as needed. • Expedite conditional use permits and/or modifications to community plans, specific plans, or the zoning code, as needed to accommodate the establishment of school and health resource facilities.

HOUSING	INFRASTRUCTURE RECOVERY	NATURAL AND CULTURAL RESOURCES
• Provide maps and zoning information to facilitate assessment of potential replacement housing. • Identify locations for housing impacted by disaster. • Review and update procedures and criteria for post-event fast track review of repair permits, including temporary use and building permit processes, standard appeals time limits, batching of recovery-related land use and building permits, and referral to permit appeals.	• Support City infrastructure recovery if requested.	• If working on recovery and reconstruction programs, ensure historic review is conducted in accordance with funding source requirements and consultant contracts. • Verify and manage special clearances for a building that has been deemed a historical monument to preserve the integrity of the structure.

3.6 Police Department Recovery Assignments

Community Planning & Capacity Building	Economic Recovery	Health and Social Services	Housing	Infrastructure Systems	Natural and Cultural Resources
• Maintain an orderly flow of traffic in, out and around all areas affected by disasters, specifically providing ingress and egress for emergency vehicles. • Provide security at shelter locations during recovery. • Identify community policing procedures that require updating in the aftermath of the incident and during recovery operations.	• Follow established procedures for securing funding and financial assistance.	• Follow established procedures to support recovery operations. • Inform personnel and constituents to crisis counseling and peer support programs.	• Provide sheltering services and facilities with additional security, depending on availability of personnel. • Enforce applicable real estate laws and housing issues that arise between renters and landlords.	• As necessary or requested, provide security at critical infrastructure during recovery. • Follow the outlined procedures for restoration of facilities, equipment, and records.	• Follow established procedures to support recovery operations.

3.7 Engineering Department Recovery Assignments

Community Planning & Capacity Building	Economic Recovery	Health and Social Services	Housing	Infrastructure Systems	Natural and Cultural Resources
• Provide geotechnical engineering support for road conditions affecting the City's right of way. • Conduct damage assessments on City owned assets. • Develop plans for temporary shoring or repairs to maintain transportation right of way, if necessary.	• Provide engineering recommendations for damaged City assets to promote revitalization activities.	• Identify engineering issues prior to the placement of FEMA long term housing units.	• Determine the survivability of structures and properties and develop a prioritized list of those requiring retrofitting. • Determine if modifications can be made to reduce future impact following a disastrous event.	• Analyze assessments to identify possible areas of improvement when rebuilding facilities and structures. • Review structural integrity, accessibility and conduct primary assessments of City facilities to determine compromised safety and the ability to function at reduced or normal levels.	• If working on recovery and reconstruction programs, ensure historic review is conducted in accordance with funding source requirements and consultant contracts.

3.8 Public Works Department Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES	HOUSING
- Assist with procurement of needed materials and supplies from City warehouses and suppliers, provide construction and repair support, perform fleet maintenance. - Lead discussion with other departments about rebuilding in devastated areas.	- Maintain all records, administer payments, and monitor debris contracts on all emergency debris removal contracts - Participate and coordinate with damage assessment analysis of devastated areas and provide initial recommendations for redevelopment.	Determine if infrastructure can support recovery operations for rebuilding damaged businesses.	Implement damage assessment and restoration actions for City critical lifelines associated with public and social health services.	- Identify roadways are available to temporary and long term housing locations. - If roadways to shelters or long term housing require restoration develop alternate routes.

INFRASTRUCTURE RECOVERY

- Direct field work and enforce compliance with contract specifications and requirements.
- Maintain all records and administer payments on all emergency reconstruction contracts for public infrastructure.
- Coordinate deployment of barricades, k-rails, and other safety devices for road closures for debris removal operations.
- Identify those streets or routes that would be significant in aiding the economic recovery of the City, which may have been closed due to a major disaster.
- Implement the priority opening list for those essential primary streets that have been closed.
- Administer all debris removal contracts and work orders issued by the City.
- Manage field coordination between City staff and private contracted personnel.
- Assess damages and building repairs of all City infrastructure systems.
- Conduct damage assessment of the wastewater facility.
- Coordinate and resolve sewage spills.
- Restore and repair damaged street lighting infrastructure.
- Coordinate with Community Development to design and construct temporary and/or permanent access routes for emergency access to disaster victims.
- Coordinate emergency clearance of debris to enable reconnaissance of the damaged areas and passage for recovery operations.
- Develop the Infrastructure Damage Assessment Restoration Plan for the City Manager.
- Participate in public hearings about resources needed and available for rebuilding and how to access those resources.
- Identify needed modifications to existing community plans, specific plans, zone code, in response to disaster.
- Evaluate project applications for needed modifications due to disaster.

INFRASTRUCTURE RECOVERY

- Implement detour routes as required to quickly regain any lost roadway capacity.
- Develop and submit application for Federal Highway Administration Emergency Relief programs for assistance on damaged roadways.
- Identify agreements necessary to leverage providers and ensure eligibility for reimbursement.
- Review the ability to temporarily secure unsafe areas until permanent repairs can be made and/or temporary repairs can be made to restore reduced or normal functionality.
- Provide construction related support activities, including damage evaluation and repairs to the City Manager.
- Conduct damage assessments of the collection system including the pumping plants by performing preliminary visual inspection of sewer flow.
- Coordinate emergency clearance of debris to enable reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, property protection and health and safety.
- Deploy to the problem area, in conjunction with cleanup workers, to work on coordinating traffic control, barricading, containment, cleanup, disposal and enforcement of the waste site.
- Determine need to modify or eliminate fees to expedite process in response to disaster.
- Evaluate and recommend actions concerning hazardous waste, air quality, recycling, and other environmental services.
- Manage the transportation, disposal, and cleanup of debris and decomposition by-products.
- Ensure all local, state, and federal regulations and requirements with regards to hazardous substances, specifically regarding storage of hazardous materials, spill prevention, and storm water pollution.

INFRASTRUCTURE RECOVERY / NATURAL AND CULTURAL RESOURCES

- Provide necessary environmental clearances and continuing environmental oversight (inspection/monitoring and enforcement) for landfills and temporary staging, storage, reduction, recycling, and processing sites for large amounts of debris.
- Identify and maintain a list of potential sites for temporary staging, storage, reduction, recycling, and processing of disaster debris.
- Evaluate each potential site for the maximum tonnage limit required for the response and recovery effort.
- Stabilize and preserve historical components at historic City facilities in compliance with historical site preservation and restoration standards and specifications.
- Enforce compliance with zone requirements during any restoration performed in the public rights-of-way under contract.
- Enforce compliance with environmental requirements as pertains to debris and recycling activities related to the Debris Management.
- Monitor recycling and waste hauling on these contracts.
- Manage the handling and hazardous waste/materials that are abandoned or spilled on sidewalks, alleys, and storm drains.
- Identify those streets or routes that would be significant in aiding the recovery of the City, which may have been closed due to a major disaster. These streets could include those that provide access to natural and cultural resources.

3.9 Parks & Recreation Department Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES	INFRASTRUCTURE SYSTEMS	NATURAL AND CULTURAL RESOURCES
• Activate one or more recreation centers in support of community involvement through public meetings, as necessary and requested. Recreation centers will be selected from the approved facility selection list.	• Host job creation and retention programs for the City. • Maintain accurate records of all expenditures, damages, resource and staff allocations, and equipment that are committed to disaster-recovery efforts.	• Activate services or classes that supports mental health programs during recovery. • Provide programs for children at the recreation centers.	• Repair and restore roads on dedicated City park land. • Restore City owned recreation and park areas. • Restore information and communications with the community and staff. • Provide parks and recreation center damage and recovery actions data to the Public Works Department to include in the Damage Assessment and Restoration Plan for the City Manager.	• Survey the environmentally sensitive and natural resource areas managed by the City to determine the extent of damage to these areas, if any, and coordinate needed restoration activities.

3.10 Water and Power Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES	HOUSING
• Determine utility needs for water and power. • Determine repairs and replacements necessary to support rebuilding. • Communicate water and power related unmet needs to the City. • Determine utility needs for water and power. • Determine repairs and replacements necessary to support rebuilding.	• Establish work orders (and corresponding budget jobs) for the restoration work. • Collect information, including location, scope, category, and cost estimate of response and damages. • Coordinate with City on long-term recovery planning.	• Use City department disaster reimbursement policy and protocol to assemble audit-ready packages for expenditures associated with emergency and disaster recovery and restoration	• Work with other City departments in the recovery process.	• Assess damage to all existing home and business meters and delivery systems.

INFRASTRUCTURE RECOVERY

- Assist in rebuilding safely and wisely, reducing future hazards and optimizing community improvements.
- Evaluate infrastructure failures and rebuild using the best engineering practices to reduce future hazards.
- Work with other City departments in the rebuilding process.
- Provide temporary and/or emergency utilities services while working to restore water and power facilities which affect the greatest number of persons.
- Assign an Infrastructure Restoration Coordinator.
- Deploy patrol and trouble crews throughout the City and along major transmission routes to locate interruptions in power and work to make repairs to restore service as safely and quickly as possible.
- Transfer customer load to alternative sources.
- Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- Manage system load upon deficiencies.
- Work with government entities to facilitate the restoration of utilities immediately following a disaster.
- Perform damage assessment of essential facilities and equipment through emergency engineering inspections.
- Continue water data gathering and documentation.
- Provide temporary water service connections.
- Provide resources (equipment, materials, vehicles, and labor) to set up and distribute emergency water supplies to the public.

INFRASTRUCTURE RECOVERY

- Damage reports will be made upon inspection and will assign damage rating scores based on safety hazard to personnel, system reliability, system hazard and personnel safety, and unusable facility due to damage. Inspections will also comment on extent of damage and description of damage.
- Restore those power facilities which affect the greatest number of persons.
- Maintain power services for police facilities, fire facilities (including hydrants), hospitals, wastewater, and solid waste facilities and to life support customers.
- Damage cost estimates will be provided as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
- Maintain water supply to the distribution system for fire suppression and customer needs.
- Restore those water facilities which affect the greatest number of persons.
- Maintain and restore water quality.
- Conduct damage assessment and reporting of water facilities.
- Prevent or minimize property damage.
- Repair water facilities.

NATURAL AND CULTURAL RESOURCES

- Assist in rebuilding safely and wisely, reducing future hazards and optimizing community improvements.
- Evaluate failures of infrastructure and rebuild using the best engineering practices to reduce future hazards. The evaluation and redesign would be tasked to the respective engineering division of each system.
- Work with other City departments in the rebuilding process.

3.11 Information Technology Recovery Assignments

COMMUNITY PLANNING & CAPACITY BUILDING	ECONOMIC RECOVERY	HEALTH AND SOCIAL SERVICES
• Prepare project proposals and budget packages to improve and strengthen City information and communication infrastructure • Maintain updated recovery plans that include input from IT contractors and maintenance vendors to support various technologies. • Disseminate information to City Departments regarding IT capabilities and services. • Provide IT Support to City departments in conducting activities to engage the community through public meetings. • Monitor and support departments in website modifications as they post recovery information to ensure accessibility of information.	• Provide subject matter expertise to help departments recover electronic records and re-establish on-line presence to assist with survivors' needs. • Provide cost recommendations to the City Manager for network systems restoration. • Work with other City departments in the recovery process.	• Work with other City departments in the recovery process.

HOUSING	INFRASTRUCTURE SYSTEMS	NATURAL AND CULTURAL RESOURCES
• Enhance computer information systems to support fast-track permit review procedures. • Set up computer systems for the Recovery facilities (Building Recovery Center; Disaster Recovery Center etc...)	• Provide subject matter experts to help departments with infrastructure and/or technology processes, as directed by the City Manager. • Restore wide area computer networks communications systems. • Test/restore all necessary operations systems, servers, applications, and databases. • Restore City's backup data. • Provide ongoing technical assistance in implementing backup EOC locations.	• Follow established procedures to support recovery operations.

3.12 Forest Grove Fire & Rescue

- Increase access to personnel and constituents to crisis counseling and peer support programs.
- Assist the Public Works Department to perform ‘windshield’ surveys for damaged housing, infrastructure, and City facilities.
- Perform immediate damage assessments of fire department facilities and critical infrastructure within each fire station.
- Pre-identify fire station and other critical facilities that require generators to continue operating during power outages in a major incident. Identify which facilities have a generator, which ones would need one and what type they can hook up and what the collective maintenance requirements are.
- Consider that Fire staff may be displaced from their homes and work locations and may need housing assistance and support.
- Consider a housing and shelter plan for employees.
- Initiate actions by individual unit, section, and battalion commanders to recover and protect all essential facilities, equipment, and records.
- Record and track all recovery-related expenditures through internal recording and tracking procedures.
- Develop social initiatives to promote economic growth, including Fire department recruitment efforts.

3.13 Washington County

Although the City of Forest Grove has no authority to assign responsibilities to the County, many departments are the primary agency responsible for providing recovery services.

County 211

- Provides a comprehensive listing of more than 4,100 agencies consisting of nonprofit organizations and other emergency management and assistance partners, which provide more than 49,000 programs and services, such as human services, community-based services, and referrals for long-term disaster assistance to affected populations, specifically disproportionately impacted populations.

- Provides professional community resource advisors to assist callers with critical issues dealing with healthcare, substance abuse, domestic violence, shelter, food, legal and financial assistance, programs for children and seniors, and different types of mental health services.

Washington County Health and Human Services

- Provides behavioral health, developmental disabilities, and public health services to all residents of Washington County.
- Provides trauma-sensitive services for individuals and family members following a traumatic incident.
- Implements procedures for solid waste and recycling for debris removal operations.

Washington County Office of Emergency Management

- Directs the American Red Cross, Civil Air Patrol, and other agencies in conducting a windshield survey of damage and to develop initial situational awareness regarding incident consequences.
- Conducts an Initial Damage Assessment (IDA), which may be done concurrently with a windshield survey, if it appears that State or Federal assistance may be required, and the data is needed to support a formal disaster declaration. Compile loss data and develop an IDA Report for the Oregon Department Emergency Management Department (ODEM) and Federal agencies.
- Conducts a joint Post-Damage Assessment (PDA) with local, State, and federal damage assessors to substantiate the need for a Presidential Declaration, to identify the location and extent of damage, to determine the impact of the disaster on communities, to identify the capability of state and local government to deal with the disaster, and to determine the type(s) of federal assistance needed.
- Documents all disaster response costs in coordination with all County departments, other governmental agencies, and other jurisdictions.

- Transmits requests for State assistance to ODEM once it is sufficiently clear that the emergency has exceeded the County's response capabilities. This request can be included within the County's declaration of emergency.
- Coordinates emergency management activities with state, regional, tribal, and private partners through established liaison roles and operating relationships.
- Disseminates damage reporting contact information as soon as feasible to expedite the collection of property damage data for the private sector.
- Collaborates with other involved jurisdictions to establish a Joint Information Center (JIC).
- Provides written notification of briefings to all units of local government and special service districts, of the date, time, location for applicants on available disaster assistance and the eligibility requirements.
- Coordinates financial assistance process between recipients and ODEM/FEMA as needed throughout the recovery period.
- Determines the need to request the opening of Disaster Recovery Centers in strategic locations within or near the affected area(s).
- Assesses the need to provide long-term emergency housing to disaster survivors.

Washington County Department of Land Use and Transportation

- Activates inspection teams to survey and evaluate damage sustained by County roads and bridges, with highest priority given to critical routes, bridges, and facilities.
- Coordinates all activities with the County EOC, through the EOC Public Works Coordinator.
- Participates in the PDA process, if needed, and assist in the preparation of Damage Survey Reports, which are required to obtain federal funding for both emergency repairs and permanent work.

Washington County Housing Services

- Coordinates with the County OEM and the American Red Cross in identifying long-term emergency housing for disaster survivors.

- Activates inspection teams to survey and evaluate the extent of damage to County owned buildings, with highest priority given to buildings that are critical to public safety and continuity of government.
- Coordinates all activities with the County EOC, including providing a liaison for the EOC staff.
- Ensures that building access by both employees and the public is restricted for buildings determined to be structurally unsafe or at risk.
- Estimates approximate costs of restoration.

3.14 State

Although the City has no authority to assign responsibilities to State of Oregon, resources many state departments have primary or support responsibility for providing certain services to the City. State of Oregon recovery operations include the following objectives:

- Develop an initial Community Planning and Capacity Building Recovery Action Plan and provide an overall strategy and timeline for community planning.
- Develop an Economic Recovery Action Plan and identify potential obstacles to fostering stabilization of impacted communities.
- Ensure that community recovery plans incorporate economic revitalization and remove governmental obstacles to post-disaster economic sustainability.
- Collaborate with impacted areas to create a sustainable and vibrant economy within the specified timeframe.
- Restore basic health and social services functions.
- Identify critical areas of need for health services, including services for populations with access and functional needs.
- Develop the Health Services Recovery Action Plan for impacted communities.
- Assess preliminary housing impacts and needs, identify available options for temporary housing, and plan for long-term housing

- Ensure that community housing recovery plans continue to address interim housing needs, assess options for long-term housing, and define a timeline for achieving a resilient, accessible, and sustainable housing market.
- Restore and sustain essential services (public and private) to maintain community functionality.
- Implement measures to protect and stabilize records and culturally significant documents, objects, and structures.
- Assess impacts to natural and cultural resources and identify needed protections during stabilization through recovery.
- Complete an assessment of affected natural and cultural resources and develop a timeline for addressing these impacts in a sustainable and resilient manner.

3.15 Federal

Various Federal agencies, such as the Federal Emergency Management Agency (FEMA) have primary or support responsibility for providing mass care and sheltering support services to the City, these include:

- US Small Business Administration: Physical disaster and economic injury disaster loans.
- US Army Corps of Engineers: Assistance with mitigation, response, and recovery, particularly dealing with flood hazards. Programs include:
 - After the Flood: immediate and short-term recovery resources (Army Corps of Engineers).
 - Rehabilitation Program: Repairing flood control structures that have been damaged or destroyed.
 - District Flood Plain Management Services Program: Preventative work prior to predicted unusual flooding with general technical services, planning assistance, and public education materials.
- Federal Highway Administration Emergency Relief Program: Assists with the cost of repairing roads and bridges on federal aid highways, and non-federal aid roads on federal lands, which have been damaged by natural hazards or catastrophic failure.

3.16 Non-Governmental Organizations

3.16.1 American Red Cross

Although the City has no authority to assign responsibilities to NGOs, many NGOs have primary or support responsibilities for providing certain services to the City of Forest Grove. Those NGOs are listed below, along with the services they are responsible for providing in the recovery phase.

- Assist during the recovery process by providing sheltering services and temporary housing.
- Determine the most effective service delivery strategies for meeting client needs based on the culture, economy, and geography of the affected region and the scope of the disaster relief operation.
- Integrate efforts of the national NGOs that provide mass care services.

3.16.2 Salvation Army

- Advise the City on best practices for coordinating in-kind, unsolicited, and solicited donations following a major disaster. This includes identifying items to be solicited, advertising the need through the use of traditional and social media, and collecting, distributing, warehousing, and reporting of donations.
- Accept in-kind donations on behalf of the City.
- Serve the needs of disaster survivors at Local Assistance Center(s).
- Conduct inventory on existing resources as well as solicited in-kind donations.
- Provide disaster emergency assistance vouchers usable at Salvation Army permanent locations and temporary disaster-related Forest Grove pop-ups.

3.17 External Stakeholders Roles and Responsibilities

For certain functions, the City of Forest Grove utilizes external resources stakeholders provide to meet the needs of its residents. The City relies on the following organizations to provide appropriate disaster/emergency related services.

3.17.1 Clean Water Services

Clean Water Services (CWS) is an ORS 451 county service district that provides wastewater conveyance and treatment and stormwater management services to urbanized Washington County. CWS provides wastewater and stormwater management services with a watershed-based approach to regulatory compliance utilizing nature-based solutions with partners to meet the regulatory requirements for the utility.

Clean Water Services provides regional services for wastewater and stormwater management

- Support storm water management in coordination with the City.
- Support hazardous materials response in coordination with fire agencies.
- Coordinate maintenance and repair of Clean Water Services (CWS)-owned
- Facilities.
- Coordinate CWS utility response, recovery, and restoration operations.

3.17.2 Joint Water Commission (JWC)

The JWC Water Treatment Plant is the primary drinking water supplier in Washington County, and is responsible for treating, transmitting, and storing potable water.

Curtailment response that provides sufficient water to all JWC partners may be achievable without the need for individual partner agencies to impose voluntary or mandatory restrictions on their customers. Measures that impact customers will only need to be implemented if JWC partners cannot meet one or more partners' needs through negotiation and sharing of resources.

JWC will do the following to ensure a coordinated response in a curtailment trigger situation:

- Provide member agencies with information about the status of Water Treatment Plant capacity limitations, individual agency ownership percentages, and agencies' current demands on capacity.
- Provide member agencies with information about the status of source water availability and releases from stored water.

- Provide member agencies with information about the current physical and chemical water quality parameters, as well as notify member agencies when water quality parameters exceed decided upon trigger levels relevant to operational decisions.
- Provide a forum for negotiation of alternative or shared supply sources between JWC members.

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SECTION 4: ADMINISTRATION, FINANCE, AND LOGISTICS

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code developed by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

4.1 Administration and Finance

Expenditure reports should be submitted to the Logistics Section and managed through the Section Chief (Finance Director, or designee) to identify budgetary shortfalls. The Logistics Section will support procurement issues related to personnel, both volunteer and paid. In addition, copies of expense records and all supporting documentation should be submitted for filing Federal Emergency Management Agency (FEMA) Public Assistance reimbursement process.

4.2 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.
- The Financial Section / City Finance Director will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

4.2.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance prior to finalization.

4.2.2 Incident Cost Reporting

All departments participating in response and recovery activities will maintain detailed records of their costs for emergency operations to include:

- Purchases (should be made with City-owned Purchase cards whenever possible)
- Personnel costs, including overtime and food costs.
- Equipment operations cost.
- Cost of leased or rented equipment.
- Cost of contract services to support emergency operations.
- Cost of specialized supplies expended for emergency operations.
- Cost of personnel and equipment obtained through mutual aid or other agreement.

- Cost of providing support to outside resources (e.g., county, state, and/or federal teams).

These records may be used to recover costs from the responsible party or insurers or as a basis for requesting financial assistance for certain allowable response and recovery costs from the county, state, and/or the federal government.

4.2.3 Consumer Protection Process

Consumer complaints regarding alleged unfair or illegal business practices might occur in the aftermath of a disaster. Such complaints will be referred to the City Attorney for review.

4.3 Resource Management

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center. Resource requests are submitted from the City EOC to the County Emergency Manager according to provisions outlined under ORS Chapter 401.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the deployment of resources.

4.3.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC, when activated, and will firstly be managed by the Operations Section and its activated branches. If the Operations Section is unable to procure a resource, the

request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section, fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

4.3.2 Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City Department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

4.3.3 Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill them through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

4.4 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 5: ATTACHMENTS

Attachment A: Federal Assistance without Presidential Declaration

In many instances, emergency response and other types of disaster assistance may be obtained from the federal government without a Presidential Declaration of a major disaster or an emergency. Federal establishments, particularly military installations located in or near the disaster area, may provide immediate lifesaving assistance, and other federal agencies may be able to aid under their own statutory authorities. Assistance may be obtained from federal agencies by request through the Oregon Department of Emergency Management Department (ODEM), as described below.

Search and Rescue

The US Coast Guard or National Guard units may assist search and rescue operations, evacuate disaster survivors, and transport supplies and equipment. The US Army Corps of Engineers (USACE) can respond to emergencies in all states and territories to assist with disaster response and recovery (Army Corps of Engineers). Under Public Law 84-99, USACE can directly respond to state and local flooding or coastal disasters and can support with flood response to protect, repair, and restore certain flood-control works that are threatened, damaged, or destroyed by a flood, and search and rescue operations. They also have authority to assist states for a 10-day period, subject to specific criteria (Army Corps of Engineers).

Fire Suppression Assistance

The Stafford Act authorizes the President to provide assistance, including grants, equipment, supplies, and personnel, to a state for the suppression of a forest or grassland fire on public or private lands that threatens to become a major disaster (Federal Emergency Management Agency, 2019). The Governor, or authorized representative of a state, must request assistance through the Federal Emergency Management Agency (FEMA) Regional Director, whose assistance should support the request with detailed information regarding the nature of the threat and the federal assistance needed.

Health and Welfare

The US Department of Health and Human Services (HHS) may help the state and local welfare agencies without a Presidential Declaration under section 319 of the Public Health Services (PHS) Act (Department of Health and Human Services, 2019). The PHS Act can aid states and local communities in emergency health and sanitation measures. The Food and Drug Administration may use Medical Countermeasures (MCMs) to support state and local partners' public health preparedness and response efforts (Food and Drug Administration).

Department of Defense Pre-declaration Emergency Assistance

The Stafford Act authorizes the President to use personnel and equipment of the Department of Defense to remove debris or provide temporary restoration of essential public facilities and services in the aftermath of an incident that may ultimately qualify as a major disaster or emergency (Federal Emergency Management Agency, 2019). The Governor, or authorized representative, must request such assistance through the FEMA Regional Director and should support the request with a finding that such work is essential for the preservation of life and property. Once the work is authorized, the work may only be carried out for a period not to exceed 10 days.

Emergency Loans for Agriculture

The Farmers Home Administration may make emergency loans to farmers, ranchers, and agriculturists in areas designated as eligible by the Secretary of Agriculture or the Administrator of Farmers Home Administration.

Disaster Loans for Homeowners and Business

The Small Business Administration can provide both direct and bank-participation disaster loans to qualified homeowners and businesses to repair or replace damaged or destroyed private property (Small Business Administration). Economic injury loans can help small companies suffering economic losses as the result of a disaster.

Federal Aid Highway Program

The Federal Highway Administration of the Department of Transportation can help restore roads and bridges on the Federal Aid System (Federal Highway Administration).

Emergency Conservation Program

The USDA State Director may designate areas that are eligible for the Emergency Conservation Program of the Agricultural Stabilization and Conservation Service. Their program provides cost-sharing grants to rehabilitate farmlands damaged by natural hazards (Farm Service Agency).

Tax Refunds

The Internal Revenue Service can assist individuals in applying for casualty losses resulting from natural hazards (Internal Revenue Service, 2021).

Attachment B: Public Assistance Programs

Title/Authority	Description	Provider	Declaration Required?
Oregon Disaster Assistance Payment ODAP FactSheet.pdf (oregon.gov)	Oregon Legislature approved SB 892, which established the framework for a unique forgivable disaster loan program for Oregon's farmers and ranchers recovering from natural disasters in 2021.	State	No
Federal Highway Administration (FHWA) Emergency Relief Program	Under the Emergency Relief Program, the FHWA provides assistance to the Oregon Department of Transportation (ODOT) and local governments for damage to roads, bridges, and other facilities on the federal-aid system.	State	Yes
Fire Management Assistance Grant (FMAG) Program	Available to state, tribal and local governments for the mitigation, management, and control of fires on publicly or privately owned forests or grasslands, which threaten such destruction as would constitute a major disaster. major disaster" exists. The Fire Management Assistance declaration process is initiated when a State submits a request.	Federal	No

Title/Authority	Description	Provider	Declaration Required?
FEMA Public Assistance Grant Program	FEMA provides State agencies, local governments, tribal governments, and certain private nonprofit entities with federal grants to cover eligible disaster recovery work typically on a cost-share basis. In accordance with the Stafford Act, the federal cost share is a minimum of 75 percent with the applicant. Eligible costs must be associated with: • Debris removal. • Emergency work necessary to save lives, protect public health and safety, and protect property. • Restoration of damaged facilities, including buildings, equipment, and infrastructure and also to pre-disaster design, function, and capacity. Implementation of cost-effective hazard mitigation measures during repairs to damaged facilities to reduce the risk of future damage to those facilities. Federal declaration is required.	Federal/State	Yes

Title/Authority	Description	Provider	Declaration Required?
U.S. Army Corps of Engineers (USACE) Rehabilitation and Inspection Program	Under the Rehabilitation and Inspection Program, the USACE provides assistance for flood fighting, emergency repair, and repairs to damaged facilities. USACE provides this assistance for levees and other flood control works that meet pre-disaster criteria for participation in the program. A Presidential declaration is required. Under the Flood Control and Coastal Emergency Act (PL 84-99), the USACE has authority to supplement state and local entities in flood fighting urban and other non-agricultural areas under certain conditions. PL 84- 99 also authorizes USACE to provide emergency water support and drought assistance in certain situations and allows for "advance measures" assistance to prevent or reduce flood damage or the imminent threat of unusual flooding.	Federal	Yes
U.S. Department of Housing and Urban Development (HUD) Community	The HUD Community Development Block Grants may be requested by state, local, and tribal governments for recovery purposes.	Federal	Yes

Attachment C: Individual Assistance Programs

Title/Authority	Description	Provider
Crisis Counseling Assistance & Training Program	Supplemental funding to assist disaster impacted individuals and communities in recovering from major disasters through the provision of community based outreach and psychological educational services.	Federal
Disaster Case Management Program	A time limited process that promotes partnership between a case manager and a disaster survivor to assess and address a survivor's verified disaster caused unmet needs through a disaster recovery plan.	Federal
Disaster Legal Services	Legal aid through an agreement with the Young Lawyers Division of the American Bar Association for survivors affected by a Presidentially declared major disaster who qualify as low income.	Federal
Disaster Unemployment Assistance (Federal) (State)	Unemployment benefits and reemployment assistance services for eligible survivors. Services are the responsibility of the U.S. Department of Labor and administered by state, territorial, tribal, and local government officials in the affected area(s). DUA is only available to eligible survivors who are not eligible for regular state unemployment insurance.	Federal/State

<u>Title/Authority</u>	Description	Provider
Individuals and Households Program (IHP)	The IHP provides financial assistance and direct services for eligible individuals and households affected by a disaster who have uninsured or underinsured necessary expenses and serious needs.	Federal
Non-Governmental Organizations Assistance	Many NGOs (e.g., American Red Cross, Salvation Army, etc.) provide recovery assistance to individuals, families, and community organizations following an emergency/disaster incident. This may include assistance for essential-need items like shelter, food, clothing, or housing reconstruction. Home VOAD Oregon (orvoad.org) Oregon VOAD provide valuable IA resources during the recovery phase of any incident. There are no minimum thresholds nor requirements for an emergency to be proclaimed/declared before NGOs can provide IA support.	NGO
Other Needs Assistance (ONA)	ONA provides financial assistance for eligible needs that are not housing related, including personal property, transportation, moving/storage, medical/dental, childcare, funeral/burial, and other miscellaneous assistance.	Federal

Title/Authority	Description	Provider
US Department of Agriculture (USDA) Assistance	The USDA provides low interest loans to farmers, ranchers, and aqua culturists for physical and/or crop production losses in areas designated a disaster by the Secretary of Agriculture. As a result, the SBA may also provide economic injury disaster loans to small non-farm businesses, small agricultural cooperatives, and most private nonprofit organizations of any size.	Federal
US Small Business Administration (SBA) Loans	The SBA provides low interest disaster loans to homeowners, renters, businesses, and certain private nonprofit organizations in declared disaster areas. Loans may be made for uninsured physical damage to homes, businesses, and other properties, or for economic losses. As a result of a Presidential disaster declaration, SBA may implement its disaster loan programs. SBA Disaster Loans are available without a Presidential disaster declaration with an SBA Administrative (Agency) declaration. SBA's disaster loan program available for businesses of all sizes (including private non-profit organizations), homeowners and renters for physical damages.	Federal

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HAZARD PLANNING

ANNEX

2026



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ANNEX DEVELOPMENT AND MAINTENANCE

This Annex describes and identifies critical operational functions based on an all-hazard planning approach not described within the EOP Base Plan. Annexes are not stand-alone documents but rather build upon the Base Plan and provide additional details for complex emergency functions. Annexes describe the specific roles, responsibilities, duties, and actions City departments, emergency partners, non-governmental organizations, public and private organizations will implement within the City.

City department policies align with the City's Emergency Operations Plan by implementing Standard Operations Procedures (SOPs) defined in this Annex. When developing SOPs, each department is to take into consideration how emergency operations relate to the services they provide, and how those activities interact with, support, or require support from other departments identified within this plan.

All policies, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this Annex. Before implementing this Annex, confirm that the processes, procedures, and protocols are unchanged. If necessary, before implementing, modify the Annex to ensure policies are consistent with current municipal code.

This Annex is to be corrected immediately upon notification or observation of any operational errors or conflicts. Every other year, a formal review of this document will be conducted by departments and agencies that are identified within the Annex. The Fire Chief or designee will lead the Annex review process. Upon completion of such formal review, all corrections to the document will be reflected within the Record of Changes and disseminated to authorized individuals.

RECORD OF CHANGES

Each revision to this Annex must be recorded. The record contains the date, location, and brief description of the correction, as well as who requested or performed such changes. Once changes have been made and all affected parties are notified, a summary of the correction and how it impacts the Plan will be forwarded to the City Manager for approval at the next Emergency Executive Team (EET) meeting. The correction will remain temporarily in effect until such time that the change can officially be approved or denied.

Table 1: Record of Changes

DATE OF CHANGE	SECTION / PAGE	DESCRIPTION OF CHANGE	CHANGED BY
2/12/2014	All	Plan developed	M. Kinkade
8/25/2022	All	Plan updated	Chief Jim Geering
5/2026	All	Complete rewrite of document	Chief Jim Geering

SECTION 1: INTRODUCTION

Disasters occur as a predictable interaction among three broad systems: natural, the built environment, and social. What is not predictable is exactly when hazards will occur or the extent to which they will affect the community. Information addressed in this document is developed in cooperation and with input from the City departments with primary response or support responsibilities and from appropriate non-City agencies with identified activities related to response and recovery operations.

1.1 Purpose

This document is developed in support of the City of Forest Grove Emergency Operations Plan (EOP) and accompanying Functional Annexes to address special and unique procedures generated by a particular hazard. Information describe in this document is applicable to City departments with response responsibilities and other departments with essential resources. The Annex has been developed to meet the following objectives:

- Provide a concept of operations and list of responsibilities for personnel that manage response operations for the City by hazard.
- Define methodologies and procedures necessary for rapid notification of City departments and the public based on a defined hazard.
- Identify actions that can realistically be accomplished within a few hours to a few days to mitigate compounding impact or total system failure.
- Ensure consistency with county, state, federal, and neighboring governments' critical lifeline and infrastructure response plans and operations.
- Identify pre-event, response, and recovery actions that can realistically be performed by City departments in order to mitigate potential system impacts.

- Ensure that City plans, procedures, and liaisons contacts are coordinated and up to date based on the applicable hazard.

1.2 Scope

The scope of this Annex is defined by the policies and procedures utilized pre, during, and post hazard that effect or may impact the City. This Annex presents the types of adverse experiences caused by specific hazards. The management of resulting emergencies will be handled similar to any other event, whether it is related to a specific hazard event or a secondary impact.

Only departments that have a response responsibilities or a role actively supporting the specific hazard will be included in this document. Information contained in this document is applicable to all locations and to all agencies, organizations, and personnel with hazard specific responsibilities within the City. This Annex is applicable to Forest Grove City departments with response and recovery responsibilities. Of particular importance to this document are:

- City departments with primary public safety functions.
- City departments that have routine interaction with the public on a regular basis.
- City departments performing critical infrastructure services
- City departments that support public safety functions.
- City departments that provide infrastructure related services or resources.

1.3 Planning Assumptions

This document was created to integrate the concepts and structure defined by NIMS, the National Incident Management System, and the National Incident Command System (ICS). All city, state, and federal processes, procedures, and protocols reflected or referenced in this document were current as of the date of approval of this document. The planning assumptions for this Annex are as follows:

- In any disaster, primary consideration is first given to the preservation of life, then incident stabilization and property preservation. Additionally, time and effort must be given to providing critical life-sustaining needs.
- Catastrophic disaster scenarios will change nearly all facets of everyday life. Almost nothing will operate the same as before the event. These scenarios are vastly different from the changes that occur in large emergency situations and produce far greater impacts on residents, businesses, and government.
- Response, short-term and long-term recovery activities will occur concurrently at different rates, which may create tension and a competitive demand for resources. This dynamic will be exacerbated when there are secondary hazards (e.g., aftershock to an earthquake) and/or inadequate processes for prioritizing needs.
- In a catastrophic incident, damage control and disaster relief will be provided at all levels of government, non-governmental organizations, and the private sector.
- Residents could be displaced, requiring shelter and social service needs. Sheltering activities could be short term or long term depending on the severity of the incident.
- Vital infrastructure such as potable water supplies, electrical power, natural gas distribution systems and sewer services could be compromised.
- Large-scale movement of populations may be necessary. Non-impacted jurisdictions may become 'host' to displaced populations.
- Power outages may occur during extreme heat periods due to the increased use of air conditioning and the subsequent overloading of the electrical delivery system.
- Many resources critical to the disaster recovery process may be scarce, and competition to obtain such resources may be significant..

1.4 Whole Community Approach

The Whole Community Approach, overall, is intended to increase individual preparedness, prompt engagement with vital community partners, and enhance community resiliency and security.

The Federal Emergency Management Agency (FEMA) provides a strategic framework to guide all members of the emergency management community as they determine how to integrate the Whole Community Approach and related concepts into their daily practices. FEMA's guidance and this plan are not intended to be all-encompassing or offer specific actions that require adoption of certain protocols. Instead, the Whole Community Approach is acknowledged as a standard by which the public, emergency management representatives, organizational and community leaders, and government officials can understand and assess the needs of their communities, then determine the best ways to organize and strengthen resources, capacities, and interests. This plan aligns with the Whole Community Approach by using the community resiliency framework key factors:

1. The ability of first responder agencies (i.e., fire, law, emergency medical services) to divert from their day-to-day operations to the emergency effectively and efficiently.
2. The strength and inclusivity of the emergency management system and organizations within the region, to include the Emergency Operations Center, mass notification systems, emergency public information system, etc.
3. The civil preparedness of community members, businesses, and community organizations.
4. Collaborate with vulnerable communities to identify potential unmet needs that may impact life saving measures and recovery.

1.5 Situation Overview

With an extensive prior history of establishment, the City of Forest Grove was incorporated in 1872. The City of Forest Grove is located on the western edge

of the Portland metropolitan area and the Willamette Valley in central Washington County. Forest Grove is bordered by the City of Cornelius on the east, and the two cities partner on many governmental operations. The City has a total area of 5.88 miles, of which 0.14 square miles is water.

Forest Grove is a thriving community located in the heart of Washington County, one of the fastest-growing counties in the state. Home to approximately 29,351 persons, the population of the City has grown approximately 25% since 2010. Based on the 2020 population, the density of residents is 4,572 people per square mile (U.S. Census 2020).

Critical transportation routes in Forest Grove include Oregon Route 8, known locally as the Tualatin Valley Highway (TV Highway), the primary east–west highway. Highway 47 runs north and south on the eastern side of the City and connects with Highway 26 to the north. The Tri-County Metropolitan Transit District (TriMet) provides light rail and bus transfer commuter service with stops every 15 minutes via line 57.

1.6 County Organization Overview

Washington County is a home rule county in the state of Oregon. It is governed by a five member Board of County Commissioners (the Board) and managed by a County Administrator selected by the Board. The County's 2,000+ employees are organized into departments and offices that focus on functional activities such as law enforcement, land use and transportation, health and human services, housing services, and emergency management. The Board of County Commissioners also serves as the governing body for the Washington County Public Health Authority and the Washington County Housing Authority. County offices and departments with significant responsibilities for public-facing emergency operations include:

- Washington County Sheriff's Office (WCSO) for public safety and security
- Department of Land Use and Transportation (DLUT) for road, bridge, and building safety

- Department of Health and Human Services (DHHS) for public and environmental health, human services, emergency medical services, medical examiner, solid waste management, and animal control.
- Housing Services Department for housing, shelter, and care.

1.7 All Hazard Planning

The EOP adheres to the emergency management principle of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. All-hazard planning requires an increased level of mission preparedness and readiness. The increasing frequency and complexity of all-hazard incidents places unprecedented demands on City services. All-hazard responses represent some of the most difficult and complex challenges to public safety.



It should be noted that this is an emergency operations plan rather than a comprehensive emergency management plan, as its emphasis is on incident management rather than on program management. That said, this plan impacts and is informed by activities conducted before and after any emergency operations take place.

1.8 Hazard Analysis

A hazard represents an event or physical condition that has the potential to cause fatalities, injuries, property damage, infrastructure damage,

agricultural losses, damage to the environment, interruption of business, or other types of harm or loss. Vulnerability indicates the level of exposure of human life and property to damage from natural and human caused hazards. The City of Forest Grove is vulnerable to the effects of natural, human-caused, and technological hazards. The City's geological and topographical features make it vulnerable to several significant natural hazards, including severe weather, drought, earthquakes, floods, landslides, and wildfires.

1.8.1 Natural Geological and Meteorological Hazard Overview

The Washington County Natural Hazard Mitigation Plan (NHMP), 2023 identifies and characterizes natural hazards that may occur in the City. The NHMP provides detailed research by subject matter experts to describe potential occurrences and vulnerabilities by hazard. Technological and human-caused hazards are also referenced in this section.

Natural - Geological

- Earthquake
- Volcano

Natural - Meteorological

- Ice Storms/Winter Storms/Sleet
- Extreme Heat and Cold
- River and/or Urban Flooding
- High/Shear Winds
- Severe Thunderstorms and Lightning
- Tornadoes
- Wildfires / Urban fires
- Drought
- Snow

The table on the next page illustrates the City of Forest Grove's hazard vulnerability and threat overview (Washington County NHMP, 2023).

Table 2: City of Forest Grove Hazard Analysis Matrix

Natural Hazard	History	Vulnerability	Maximum Threat	Probability	Score
Dam failure	Low	Medium	Medium	Low	83
Drought	High	High	Medium	High	186
Earthquake: Cascadia (3– 5-minute event)	Low	High	High	Medium	201
Earthquake: Crustal (1-minute event)	Low	High	High	Medium	201
Extreme heat	Medium	Medium	Medium	Medium	148
Flooding, including channel migration and streambed erosion	Low	Low	Low	Low	48
Landslide	Medium	Medium	Low	Medium	118
Volcanic ash	Low	Medium	Medium	Low	99
Wildland fire	High	High	High	High	240
Windstorm, including tornado	High	High	High	High	240
Winter storm	High	High	High	High	240

DAM FAILURE

The City of Forest Grove would be impacted if the Scoggins Dam were to fail. Scoggins Dam and its reservoir, Henry Hagg Lake, are located on Scoggins Creek approximately eight miles south of Forest Grove.



The dam is a 151 foot-high, zoned earth fill structure that is 2,700 feet long at the crest and contains 4 million cubic yards of material. Normal capacity of Henry Hagg Lake is 53,640 acre-feet, with a water surface elevation of 303.50 feet or “full pool”. However, inundation mapping is based on a total release in excess of 62,000 acre feet. The actual volume of water behind Scoggins Dam will vary throughout the year with the highest volumes of water being expected from late spring through early summer.

The inundation area includes unincorporated areas of Washington County and Clackamas County as well as several cities in both counties, most notably Gaston, Forest Grove, Cornelius, Hillsboro, Tigard, Tualatin, Rivergrove, King City, and West Linn. Recent studies of Scoggins Dam indicate it is located on an inactive seismic fault and is in an area that could be affected by a Cascadia Subduction Zone earthquake event. The Scoggins Dam is rated as a medium threat based on the potential of failure and the expected loss of life if the dam fails (Washington County NHMP, 2023; pg. 17).

Vulnerabilities

Failures of some dams can result in loss of life and damage to property, infrastructure, and the natural environment. The impacts to the City of Forest Grove built environment, critical facility, infrastructure, and natural environment vulnerabilities to a dam failure event include:

- Critical infrastructure and facilities, including Forest Grove City Auditorium, the Forest Grove Light and Power Transmission System, the Forest Grove City Watershed and Transmission Lines, 12 public school buildings and facilities, Pacific University, and associated campus buildings, 13 city parks, 12 assisted living and retirement communities, and 5 historical areas or properties.

- The Clean Water Services Forest Grove Water Resource Recovery Facility is in the potential dam failure impact area. This facility provides wastewater treatment for the cities of North Plains, Banks, the western region of Hillsboro, the southeastern portion of Cornelius, and the northwestern portion of Forest Grove. The facility cleans approximately 4 million gallons of wastewater on an average day.
- The Joint Water Commission Water Treatment Plant could be vulnerable to flooding created by a Scoggins Dam failure event. The plant could be vulnerable to higher-than-normal water levels and damage to infrastructure due to debris flows, which could lead to changes in the amount of water available for use.
- Critical transportation infrastructure, including State Highways 8 and 47, arterial roads, TriMet services, and GroveLink, may be vulnerable. Stringtown Road, though outside of city limits, is prone to flooding (from both natural and urban flooding sources as well as dam failure) and contributes to access issues.

DROUGHT

A drought is a period of drier than normal conditions creating hydrologic imbalance, shortage of precipitation adversely affecting crops, or a period of below-average water in streams and lakes, reservoirs,



aquifers, and soils. Drought is currently a cyclic part of the climate of Oregon, occurring in both summer and winter, with an average recurrence interval between 8 and 12 years. Short-term, seasonal events are more frequent, while long-term events are less frequent.

Due to the wet weather pattern, significant droughts are typically uncommon in Washington County; however, agriculture drought can occur with relative frequency. The City has multiple water provision and treatment facilities and has land used for agriculture and therefore may be impacted by drought.

Vulnerabilities

All populations, economies, structures, improved property, critical facilities and infrastructure, historical properties and cultural resources, and natural environments in the City are vulnerable to drought. This includes:

- People in the City with preexisting health conditions, those without access to clean water, children, pregnant women, and older adults.
- Those who are employed in water dependent sectors, such as agriculture and recreation, may experience a reduction in income.
- Water supply sources of the upper Tualatin River and its tributaries.
- Critical infrastructure and facilities, including Forest Grove City Auditorium, the Forest Grove Water Treatment Plant/Reservoir, the Forest Grove City Watershed and Transmission Lines, the Clean Water Services Forest Grove Water Resource Recovery Facility, the Joint Water Commission Forest Grove Water Treatment Facility, 12 public school buildings and facilities, Pacific University and associated campus buildings, 13 city parks, 12 assisted living and retirement communities, and 5 historical areas or properties.
- Critical transportation infrastructure, including State Highways 8 and 47, arterial roads, TriMet services, and GroveLink.
- Other critical infrastructure, including communication structures and emergency generators.
- Natural environments and historical, mature landscaping and trees located throughout the City.

EARTHQUAKE

There are five faults within Washington County: Tualatin–Sherwood; Oatfield; Costco; Gales Creek; and the 30–mile Portland Hills Fault that are confirmed as active. The Washington County Hazard Analysis for the City Forest Grove rated the earthquake hazard as low in terms of history, moderate in terms of vulnerability and probability, and high in terms of



maximum threat. The City's probability of an earthquake occurring is rated medium, representing that one incident is likely to occur within 35 to 75 years. Earthquakes generated by volcanic activity in Oregon's Cascade Range are possible, but likewise unpredictable. The greatest earthquake threat to the City is posed by the Cascadia Subduction Zone (CSZ). The City is susceptible to deep intraplate events within the CSZ, ruptures of the CSZ, and shallow crustal events within the North American Plate.

The extent of loss of life and damage from future earthquakes, any quake that occurs within the City, Washington County, or at the Cascadia Subduction Zone that generates high mercalli intensity is expected to cause widespread damage to public and private facilities, mass casualties, and significant disruption of lifeline services. While earthquakes have not been experienced frequently in the City, the maximum threat would have widespread and long-lasting impacts.

Vulnerabilities

All populations, economies, structures, improved property, critical facilities and infrastructure, historical properties and cultural resources, and natural environments in the City are vulnerable to earthquakes. These include:

- Critical infrastructure and facilities, including city hall, Forest Grove City Auditorium, Forest Grove Aquatics Center, one police station, two fire stations, the Forest Grove Public Works Shop, Forest Grove Light and Power, the Forest Grove Light and Power Transmission System, the Forest Grove Water Treatment Plant/Reservoir, the Forest Grove City Watershed and Transmission Lines, the Clean Water Services Forest Grove Water Resource Recovery Facility, the Joint Water Commission Forest Grove Water Treatment Facility, 12 public school buildings and facilities, Pacific University and associated campus buildings, 13 city parks, 12 assisted living and retirement communities, and 5 historical areas or properties.

- Public schools in the City with a high probability of collapse rating include Forest Grove High School, Neil Armstrong Middle School, and Tom McCall Upper Elementary East and West Campuses.
- Some buildings at Pacific University are not retrofitted.
- The police station and one fire station are not retrofitted. City hall is in the process of being retrofitted.
- Underground infrastructure, such as pipelines and utility lines, buildings, and roads, are vulnerable to damage from liquefaction due to the type of soil in the City.
- Buildings with a very high or high probability of collapse rating include residential and commercial buildings constructed prior to 1990 and unreinforced masonry buildings.
- The City's downtown corridor is a major business and tourist center. Loss of this area would be devastating to the Forest Grove economy. The buildings are extremely vulnerable due to their age and the potential for an earthquake in the area. Most are unreinforced masonry buildings. Liquefaction is also likely in much of downtown Forest Grove in a major earthquake event.
- Buildings in relatively high liquefaction-susceptible areas along Dairy Creek, Gales Creek, and the Tualatin River are at higher risk of damage from coseismic liquefaction-induced ground deformation.
- Critical transportation infrastructure, including State Highways 8 and 47, arterial roads, TriMet services, and GroveLink.
- Several bridges have been identified by the City as vulnerable to earthquakes, and if impacted, could isolate large portions of the community and limit access to emergency services and basic supplies. This includes Dairy Creek Bridge on Highway 8, which is not seismically retrofitted.
- There are facilities that store hazardous materials within the City, which can become a secondary hazard during or after an earthquake.
- Equipment at the City's police and fire stations, the Public Works Shop, and utility facilities.

- Other critical infrastructure, including communication structures and emergency generators.

SEVERE WEATHER

Severe weather in Forest Grove typically occurs in the winter and spring. Winter storms are sometimes accompanied by flooding and winter storms (ice, freezing rain, and snow). Other severe weather events that may accompany windstorms, including thunderstorms, hail, lightning strikes, and tornadoes are generally negligible for Forest Grove.



Damage from high winds in the City generally have resulted in downed utility lines, and trees usually limited to several localized areas. Electrical power can be out anywhere from a few hours to several days.

Winter storms (Snow/Ice)

Severe winter storms can consist of rain, freezing rain, ice, snow, cold temperatures, and wind. They originate from troughs of low pressure offshore that ride along the jet stream during fall, winter, and early spring months. Severe winter storms affecting the City typically originate in the Gulf of Alaska or in the central Pacific Ocean. These storms are most common from November through March.

Extreme heat

The City experiences extreme heat events from time to time as a result of natural variability. Synoptic conditions that drive extreme heat events in the Pacific Northwest include, upper-level ridges or large areas of high atmospheric pressure and strong offshore flows. The National Weather Service issues heat warnings when the heat index exceeds given local thresholds.

Windstorm

The City is susceptible to damaging windstorm events. In general, higher elevations experience stronger winds than areas in low-lying valley floors. On October 29, 2018, multiple homes and farms were damaged by a tornado. Windstorms in the City usually occur in the winter from October to March, and their extent is determined by their track, intensity (the air pressure gradient they generate), and local terrain. Summer thunderstorms may also bring high winds along with heavy rain and hail.

Vulnerabilities

- Injuries or deaths.
- Displaced population in need of sheltering.
- Downed trees, power lines, and damaged property caused by event.
- Delayed emergency response times.
- Stranded travelers due to ice, snow, and transportation impacts.
- Disruption of essential infrastructure systems, such as power systems, public utilities, telecommunications, and transportation routes.
- Power outages and transportation disruptions can also negatively impact populations.
- Delayed emergency response times due to debris, blocked transportation routes, and damaged infrastructure and vehicles.
- Critical transportation infrastructure, including State Highways 8 and 47, arterial roads, TriMet services, and GroveLink.
- Bridge infrastructure is vulnerable to thermal expansion of bridge joints and paved surfaces and deterioration of steel, asphalt, protective cladding, coats, and sealants.
- Other critical infrastructure, including communication structures and emergency generators.
- Plants, animals, ecosystems, and natural environments are vulnerable to high rates of mortality due to excessive cold, winds, and heat.

FLOODING

Flooding results when rain and snowmelt create water flow that exceeds the carrying capacity of rivers, streams, channels, ditches, and other watercourses.

The primary types of flooding that occur in

Washington County are riverine floods and urban floods. In addition, any low-lying area has the potential to flood, and dam failure can cause flooding in inundation zones.



In a 2021 report the Oregon Department of Geology and Mineral Industries (DOGAMI) analyzed natural hazards from floods and channel migration zones for 225 river miles in Washington County (DOGAMI, 2021, O-21-15; et al). The study area included the main stem of the Tualatin River, seven tributaries to the Tualatin River (Beaver Creek, Beaverton Creek, Dairy Creek, Fanno Creek, Gales Creek, McKay Creek, and Rock Creek) and two tributaries to Dairy Creek (East Fork Dairy Creek and West Fork Dairy Creek). These rivers flow through wetlands and forested, agricultural, and urbanized lands, including the communities of Gaston, Forest Grove, Hillsboro, Beaverton, Tigard, and Tualatin. Channel migration can undermine buildings, roads, levees, and other infrastructure; it can rapidly redirect flooding to new areas, erode land, cut off evacuation routes to the City during a flood, and, in rare cases, endanger lives (Washington Natural Hazard Mitigation Plan, 2023; pg. 72).

The City experiences localized flooding typically from October through April; however, historically, it has not been significant or severe.

Vulnerabilities

- Flood waters can create significant public health concerns, such as the spread of infectious diseases, exposure to chemicals, hazardous materials, and debris, and water quality issues.
- Toxins and pathogens, such as viruses and bacteria, are transported along with contaminated sediments and floating debris.
- Floods can impact governmental, private, and personal economics.

- Properties within flooded areas may experience major impacts or be destroyed. The level of damage is dependent on the structure type, proximity to the flooding source, the velocity of the inundation water, amounts of debris in the flood water, longevity of the flood, and total depth of the flood.
- Household wastes into water systems to contamination of community water supplies and wildlife habitats with extremely toxic substances.
- Industrial or agricultural chemicals and wastes, solid wastes, raw sewage, and common household chemicals comprise most hazardous materials spread by flood waters that pollute the environment.

LANDSLIDE

Landslides are downhill or lateral movements of rock, debris, or soil mass. The term is used for varying phenomena, including mudflows, mudslides, debris flows, rock falls, rockslides, debris avalanches, debris slides, and slump-earth flows.



Portions of the cities of Beaverton, Tigard, Hillsboro, Forest Grove, and the unincorporated area of Washington County are exposed to landslide hazards. Areas in terrain with moderate to steep slopes or at the base of steep hillsides may be exposed to landslides. While these areas are highly prone to landslides, most of the populated areas are outside these zones because most of the buildings are on the relatively flat ground towards the center of the Tualatin Valley. The northwestern portion of Forest Grove is highly susceptible to damage from landslides.

Landslides can affect utility services, transportation systems, and critical lifelines. Communities may suffer immediate damages and loss of service. Utilities, including potable water, wastewater, telecommunications, natural gas, and electric power, are essential to service community needs. Loss of electricity has the most widespread impact on other utilities and on the whole

community. Natural gas pipes may also be at risk of breakage from landslide movements.

Vulnerabilities

The potential impacts of and vulnerabilities to a landslide event are identified below. The type, magnitude, and extent of these can vary based on the scale of the event.

- Portions of the City of Forest Grove are exposed to landslide hazards. Areas in terrain with moderate to steep slopes or at the base of steep hillsides may be exposed to landslides. While these areas are highly prone to landslides, most of the populated areas are outside these zones because most of the buildings are on the relatively flat ground toward the center of the Tualatin Valley.
- Areas of concern include Council Creek, Jobs Ditch, Nature's Ridge, and David Hill. Residential development in these areas may be vulnerable.
- Critical infrastructure and facilities, including Forest Grove City Auditorium, the Forest Grove Light and Power Transmission System, the Forest Grove Water Treatment Plant/Reservoir, the Forest Grove City Watershed and Transmission Lines, the Clean Water Services Forest Grove Water Resource Recovery Facility, the Joint Water Commission Forest Grove Water Treatment Facility, 12 public school buildings and facilities, 13 city parks, 12 assisted living and retirement communities, and 1 historical property.
- Critical transportation infrastructure, including State Highways 8 and 47, arterial roads, TriMet services, and GroveLink.

Per DOGAMI, there are 13 buildings with a total value of \$4,202,000 at very high susceptibility to landslide exposure, 578 buildings with a total value of \$178,395,000 at high susceptibility to landslide exposure, and 1,135 buildings with a total value of \$303,306,000 at moderate susceptibility to landslide exposure. Additionally, a community risk profile completed by DOGAMI shows 1,817 residents may be potentially displaced due to a very high or high susceptibility landslide scenario (DOGAMI, 2022, O-22-04; et al).

VOLCANIC ASH

Adams, Mount Rainier, and the Newberry Crater areas. All these volcanoes are known or suspected to be active, and most have geological records that indicate past histories of explosive eruptions with large ash releases. The extent of ashfall and the specific consequences from an event can vary depending on the height attained by the eruption column and the atmospheric conditions at the time of the eruption.



Volcanic activity is possible from mountains near the City. It is anticipated that ashfall from a volcanic eruption has the potential to impact the City, although the scale and types of impacts and vulnerabilities may differ depending on which volcano erupts, the level of eruption, and the wind direction during and after eruption.

Vulnerabilities

- Indirect injuries and deaths, such as those sustained during ash cleanup operations or in traffic accidents.
- Short-term health effects, including respiratory effects.
- Widespread public health issues stemming from failing or damaged infrastructure, such as lack of clean water and sanitation. This includes public water systems that rely on outdoor reservoirs.
- The need to shelter individuals to protect them from poor air quality, including houseless persons and persons displaced from their residences due to poor residential air filtration systems.
- Delayed emergency response times due to decreased visibility and increased traffic hazards.
- Extended operational hours of City staff and resources needed for response to the event.
- Economic impacts to governments, including reduced future revenues, increased costs resulting from response activities, and increased future costs resulting from recovery and cleanup activities.

- Industries can experience commerce losses from power interruptions, damaged buildings and assets, and road closures. Industries can also sustain direct losses to buildings, personnel, and other vital equipment.
- Personal and household economic impacts from loss of income, increased medical costs, and property damage that may not be covered by insurance.
- Damage to the built environment, including residential, public, and private buildings.
- Disruption of essential infrastructure systems, such as power systems, public utilities, drainage systems, telecommunications, and transportation routes.
- Downed or damaged power lines can lead to wildfires.
- Damage to crops, livestock, vegetation, parks, and natural systems.

WILDLAND FIRE

A wildland fire is a type of wildfire that spreads through consumption of vegetation. Wildfires occur in areas with large amounts of flammable vegetation, and a suppression response may be required to limit impacts of uncontrolled burning. They often begin unnoticed, spread quickly, and are usually signaled by dense smoke that may be visible and cause health impacts for miles around.



The City has not been directly impacted by a wildland fire event since the update of the 2023 NHMP. However, in September 2014 the Scoggins Creek wildfire, located six miles west of Forest Grove, burned 211 acres and forced some home evacuations. Additionally, in September 2020, multiple wildfires occurred concurrently in the county, outside the county, and outside the state, and the City experienced significant smoke from the fires. The Air Quality Index around the City was between 199 and 317, with particulate matter 2.5 micrometers or smaller (PM_{2.5}).

Although the City of Forest Grove could experience a wildland–urban interface event, historically it is more likely to be affected by smoke and poor air quality due to wildland fires outside its boundaries.

Vulnerabilities

Given the dynamic nature of wildland fires, all populations, economies, structures, improved property, critical facilities and infrastructure, historical properties and cultural resources, and natural environments in the City are vulnerable to this hazard. This includes:

- People in the City with chronic lung problems and other preexisting health conditions, children, pregnant women, and older adults.
- Populations without access to private transportation.
- First responders and other personnel working directly on fire protection, suppression, and patrols or near a wildfire can experience burns, smoke exposure, heat-related impacts such as heat stroke, heat exhaustion, dehydration, physical fatigue, mental health challenges, injuries, and death.
- Critical infrastructure and facilities, including the Forest Grove City Auditorium, one fire station, the Forest Grove Light and Power Transmission System, the Forest Grove Water Treatment Plant/Reservoir, the Forest Grove City Watershed and Transmission Lines, the Clean Water Services Forest Grove Water Resource Recovery Facility, the Joint Water Commission Forest Grove Water Treatment Facility, 12 public school buildings and facilities, Pacific University and associated campus buildings, 13 city parks, 12 assisted living and retirement communities, and 5 historical areas or properties.
- Drinking water sources, food supplies and availability, and access to medical resources or care may also be impacted by wildfire and can cause health impacts on a large scale.
- Homes, businesses, and infrastructure adjacent to the wooded areas near the outskirts of the City.

Per analysis of the Oregon State University–Extension Service Fire Program and Wildland Fire Associates dataset, there is one building with a total value of \$250,000 at high risk of wildland fire exposure and 1,017 buildings with a total value of \$310,077,000 at low wildland fire exposure risk (DOGAMI, 2022; O-22-04; et al).

1.8.2 Biological Hazards Overview

Biological hazards will be directed and managed by the Washington Health and Human Services Department. For further information refer to the Washington County Emergency Operations Plan. The Oregon NHMP, 2020 categories biological hazards as:

- Anthrax
- Severe Acute Respiratory Syndrome
- Pandemic Disease
- Botulism
- Toxins

1.8.3 Human Caused – Accidental Overview

Forest Grove Fire & Rescue will direct and manage hazardous materials release operations with the assistance of Tualatin Valley Fire & Rescue. The City of Forest Grove Public Works Department is responsible for managing and directing infrastructure failure. For further detail refer to the Critical Infrastructure Annex.

The Oregon NHMP, 2020 categories human caused – accidental hazards as:

- Mass Casualty
- Explosion/Fire
- Transportation Accident
- Building Collapse
- Energy/Utility/Power Failure
- Air/Water Contamination
- Hazardous Materials Incident

1.8.4 Human Caused – Intentional Overview

The City of Forest Grove Police Department (FGPD) will direct and manage human-caused intentional incidents as these hazards are criminal in execution. Human-caused intentional response plans are secured in the Police Department reference library. Forest Grove Fire & Rescue will direct and manage Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE) operations with the assistance of Tualatin Valley Fire & Rescue. The Forest Grove Police Department will lead the criminal investigation. The Public Works Department will conduct damage assessments for critical infrastructure that has been intentionally sabotaged to assist the FGPD with the criminal investigation.

The Oregon NHMP, 2020 categories human caused – intentional hazards as:

- Disgruntled Employee
- Sabotage to critical infrastructure
- Civil Disturbance
- Active Shooter
- Terrorist Use of Chemical, Biological, Radiological, Nuclear, and High-Yield Explosive (CBRNE)
- Cyber Security Attack

Cyber security attacks on government entities have recently become more prevalent. The Forest Grove Information Systems (IS) department will manage a cyber security incident that causes loss of service and access to servers for the City. The IS Department will collect data on the incident to assist the FGPD with the criminal investigation.

SECTION 2: CONCEPT OF OPERATIONS

In the context of this Annex, response comprises the various processes and activities the City will undertake with its partners in reaction to an incident, including leveraging law enforcement, firefighting, public works, public health, and other capabilities; developing and maintaining situational awareness; acquiring and managing resources; coordinating with other response organizations; and informing the public. When an emergency situation arises, and it is determined that the normal organization and functions of City government are insufficient to effectively meet response requirements, any department executive, or designee, has the authority to initiate and implement all or part of this Annex.

The City uses the National Incident Management System (NIMS) and the Incident Command System (ICS) to provide on-scene management of an incident and the coordination of response activities between the department and stakeholders.

2.1 Incident Management Team (IMT) Organization

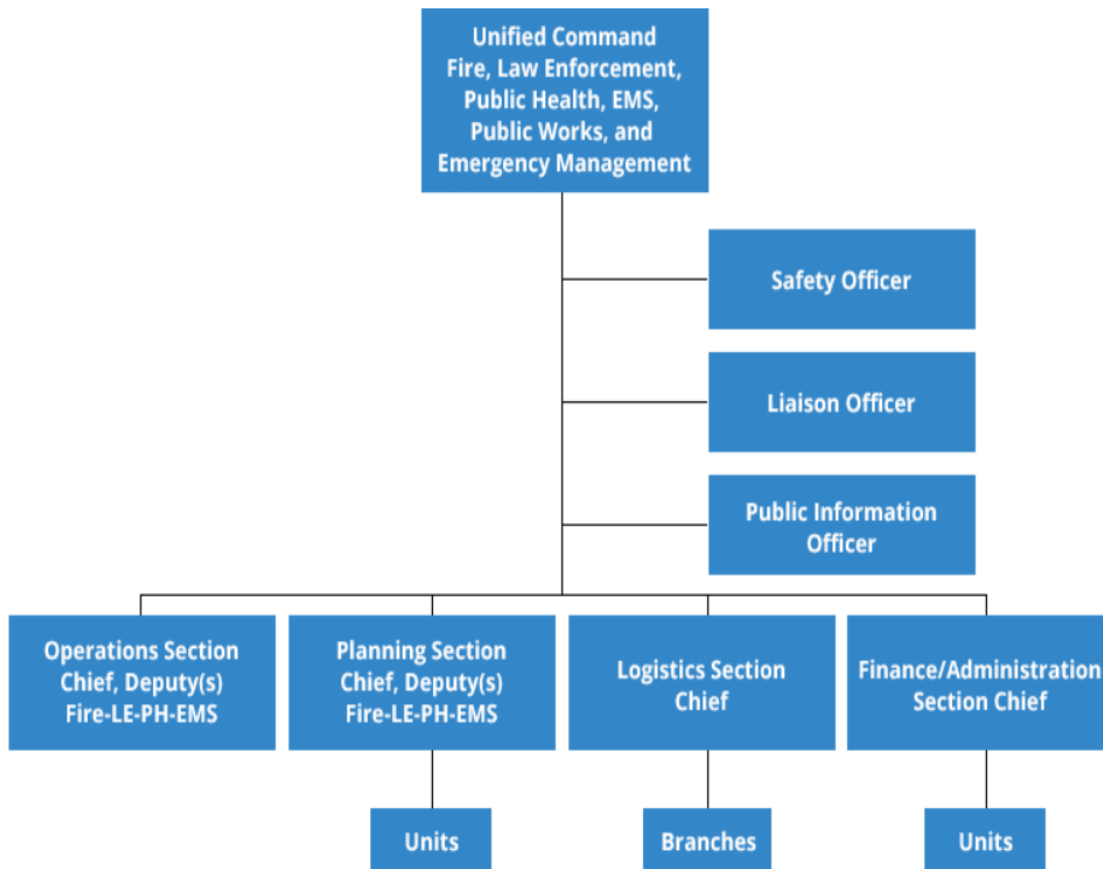
Response comprises the activities taken during and immediately after an incident to reduce injuries and loss of life, stabilize the situation, and limit property and environmental damage.

The City of Forest Grove will deploy a Type 3 All-Hazard Incident Management Team (AHIMT3) to manage major and/or complex incidents requiring a significant number of resources. An AHIMT3 is formed and managed by the City and includes a designated team of trained personnel from different city departments.

IMT personnel will be required to successfully complete the FEMA Type 3 AHIMT training program.

In the event the City is overwhelmed a partial IMT may be activated deploying only mission critical positions.

Figure 1: Forest Grove Type 3 Incident Management Team Structure



2.2 Hazard Assessment Phase

This phase occurs when pre-identified stakeholder departments (public safety and critical infrastructure) assess the current hazard data and take precautionary measures to ensure response capability or take immediate mitigation measures. These pre-identified departments will also provide the initial elements of the City's situational awareness by providing impact assessments from the hazard conditions, or if there was no warning time, initial field observations or critical infrastructure assessments.

This phase will involve convening and briefing the Emergency Executive Team (EET) members and scheduling future conference video/calls. Immediately following a hazard warning or occurrence, pre-identified departments will immediately perform certain pre-planned functions. The Hazard Assignment

Section in this plan describes the roles for all pre-determined departments based on specific hazard response and recovery responsibilities. City Departments will follow the policies and procedures as outlined in their individual Department Emergency Plan regarding the release, recall, or assignment of personnel in an emergency situation.

2.3 Hazard Response Phase

This plan will be implemented when an incident occurs that is beyond the control of the initial first responding departments or overwhelms City resources to warrant activation. The City Manager or delegated authority will direct implementation of this plan based on intelligence/hazard information, recommendations from the Emergency Executive Team, and the Incident Commander. In advance of or simultaneous with the City Emergency Services Annex activation, City departments and outside agencies with such plans, will also activate their departmental response plans.

Public safety departments will begin to prioritize calls for service, concentrating on response efforts with life preservation/life safety as a primary response action and property conservation as a secondary response action. City departments will initiate personnel accountability, including determining the release, recall, or position reassignment. City departments will take safety precautions for personnel, and begin life safety, evacuation, and rescue activities as well as other initial response operations.

During this phase, the City's Public Works Department will coordinate with the Community Development Department to deploy building inspectors to assess structural damages and geotechnical experts to work with Engineering to determine slope stability. Other City departments, outside agencies, non-governmental organizations (NGOs), subject matter experts, and private sector entities may be requested to provide support for this operation if needed. Specific response adjustments will be made at the time, based upon incident requirements.

An automatic activation of this plan follows a disaster or event that the City has identified in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety. Some or all portions of this plan, such as departmental initial response actions, go into effect immediately following a hazard event. The remainder of phased actions is only activated when the incident grows in scope to a point where activation of the EOC is warranted.

2.4 Hazard Threat Monitoring

Monitoring the City's threat level of hazards is dependent on whether the hazard is natural, accidental, or intentional human caused. The following section describes the agencies and organizations that provide monitoring and warning services to the City.

Human Caused – Intentional Hazard Threat Monitoring

The Forest Grove Police Department utilizes the Oregon TITAN Fusion Center to provide resources, expertise, and information to the City with the goal of maximizing the ability to detect, prevent, investigate, and respond to criminal and terrorist activity.

The Oregon Fusion Center communicate, cooperate, and coordinate with law enforcement agencies and with the federal government by:

- Contributing information to ongoing federal and national-level terrorist risk assessments and complete statewide, regional, or site specific and topical threat, risk, and vulnerability assessments
- Disseminating federally generated alerts, warnings, and notifications bulletins regarding time sensitive threats, situational awareness reports, common operating picture, and analytical products.
- Gathering, processing, analyzing, and disseminating locally generated information, such as Suspicious Activity Reports.

- Protecting civil liberties and privacy interests of American citizens throughout the intelligence process keying in on behaviors and not race, sex, religion, gender, etc.

Human Caused – Accidental Hazard Threat Monitoring

The American Society of Civil Engineers (ASCE) conduct an annual report card of all infrastructure systems in the United States. The ASCE examines current infrastructure conditions and needs, assigns grades, and makes recommendations for how to improve. The Oregon Department of Transportation (ODOT) is responsible for monitoring the infrastructure issues for possible accidental failure of the system. ODOT communicates the annual assessment results and recommends mitigation measures for City's infrastructure systems that have been deemed at a high risk of failure.

Geological Hazard Threat Monitoring

- U.S. Geological Survey (USGS) monitors and reports on earthquakes, assesses earthquake impacts and hazards, and conducts targeted research on the causes and effects of earthquakes.
- Pacific Northwest Seismic Network monitors earthquake and volcanic activity across the Pacific Northwest.
- The ShakeAlert System monitors a network of 1,675 sensors installed across Oregon, Washington, and California that continuously record ground motion. It relies on a dense network of seismic monitoring stations to detect earthquakes moments after they begin so alerts can reach people before they feel shaking. In the Pacific Northwest, these sensors are part of the Pacific Northwest Seismic Network.

Meteorological Hazard Threat Monitoring

- The National Weather Service monitors metrological systems and predicts severe weather.
- National Oceanic and Atmospheric Administration (NOAA) monitors metrological systems and predicts severe weather.

2.5 Hazard Notification and Warning

The City will follow the procedures defined in the Warning and Notification sections in the Emergency Services Annex. All public information resources and procedures ensure that notifications are communicated following the Whole Community framework. The City employs various communication systems for both internal and external messaging for a detailed list of communication methods refer to the Emergency Services Annex.

The following list includes services and agencies that provide notifications and warnings based on impact probability and consequences to the City and community; these include:

Severe Weather/Flood/Landslide

- The National Weather Service is responsible for the timely issuance of weather warnings to the public.
- Law Enforcement Data System (LEDS) include hazard notification to law enforcement.

Dam Failure

The U.S. Bureau of Reclamation (BOR) is responsible for maintaining a Scoggins Dam Emergency Action Plan (EAP) which is intended to save lives and reduce property damage in the event of flooding caused by large releases from or failure of Scoggins Dam. The EAP assigns responsibility to Tualatin Valley Irrigation District (TVID) to provide timely notifications to local authorities of developing conditions as they occur.

Volcanic Event

The U.S. Geological Survey (USGS) staff conduct research on many aspects of active volcanism, respond to dangerous volcanic activity in many parts of the world, and maintain a close watch over volcanoes in Washington, Oregon, and Idaho. Legislation passed by Congress in 1974 made the Geological Survey the lead Federal agency responsible for providing reliable and timely warnings of volcanic hazards to state and local authorities.

Wildfire

When conditions warrant, the local office of the National Weather Service will issue a red flag warning to communities that may be affected by the hazard.

Wildfire Outages and Public Safety Power Shutoff (PSPS)

A PSPS notification may be sent to the public when an electric service proactively turns off power to reduce the risk of wildfire when conditions threaten our ability to safely operate the grid. The Washington County Emergency Management webpage provides regular messaging on the status of a PSPS.

Hazardous Materials Handlers / Release Notifications

In accordance with state law (ORS 466.635; ORS 824.088) and federal law (OAR 345-60-030), handlers, any employees, authorized representatives, agents, or designees of handlers shall, upon discovery, immediately report any release or threatened release of hazardous materials to the Oregon Emergency Response System (OERS). The purpose of the Oregon Emergency Response System (OERS) is to coordinate and manage state resources in response to natural and technological emergencies and civil unrest involving multi-jurisdictional cooperation between all levels of government and the private sector.

County Notifications

Washington County uses public alerts and Genisys systems to provide critical information quickly in a variety of situations, such as severe weather, unexpected road closures, missing persons and evacuations of buildings or neighborhoods.

State Notification

OR-Alert is a statewide alerts, warnings, and notifications (AWN) systems, enabling real-time sharing of hazard information across Oregon's 36 counties and tribal governments. This technology also allows county emergency managers to access notification tools including FEMA's Integrated Alerts and

Warnings System (IPAWS) which is capable of issuing messaging to all cell phones in a geographic area.

Federal Notification

- Emergency Alert System (EAS) is a national public warning system that requires radio and TV broadcasters, cable TV, wireless cable systems, satellite and wireline operators to provide the President with capability to address the American people within 10 minutes during a national emergency through [Wireless Emergency Alerts](#), to radio and television via the [Emergency Alert System](#).
- The Integrated Public Alert & Warning System (IPAWS) is FEMA's national system for local alerting that provides authenticated emergency and life-saving information to the public through mobile phones using , and on the [National Oceanic and Atmospheric Administration's Weather Radio](#).

2.6 Staff Notification Process

City department executives manage staff notification messaging to alert personnel of a pending or the status of an event. Notification and mobilization of City personnel are selected through department maintained call-down lists and may be alerted based on the type of event that occurs. Once an emergency has occurred, Field Incident Commander(s) and the EOC will establish communications.

To ensure the City maintains reliable and effective communications among responders and local government agencies during an emergency the following tasks are necessary:

- Washington County Consolidated Communications Agency (WCCCA) and the City of Forest Grove Police Department are responsible for notifying the public. Disseminate emergency public information, as requested.

- Receive and disseminate warning information to the public and key City and County officials.
- Establish and maintain emergency communications systems.
- Coordinate the use of all public and private communication systems necessary during emergencies.
- Manage and coordinate all emergency communication operated within the EOC, once activated.
- Prepare and maintain supporting SOPs and annexes.

2.7 Emergency Public Information

The City Manager is the official spokesperson for the City. All departments will coordinate the development and dissemination or messaging to the general public, government offices and news media through multiple formats to ensure the widest distribution. The City will provide public communication that is timely, accurate, and accessible on multiple formats. Information regarding the incident's cause, size and current status will be communicated to the public, responders, and additional stakeholders (both directly affected and indirectly affected) on a scheduled basis. Additionally, the City will ensure public information be coordinated and integrated across departments, jurisdictions, agencies, and organizations. During an emergency or significant incident, the City will provide information to the public about:

- What has happened?
- What actions City emergency response agencies have taken.
- What the public needs to know and do in response to an emergency or significant incident such as evacuation or sheltering locations.
- Providing information about future outreach.

SECTION 3: DIRECTION, CONTROL, AND COORDINATION

This Annex may be activated when the City proclaims a local emergency, or if there is an automatic activation. An automatic activation follows a disaster or event that the City has identified, in advance, as one that requires an immediate response. Disasters requiring automatic activation are those events that pose an immediate threat to public safety.

Some portions of this Annex, such as the initial response, go into effect immediately following an event that requires citywide response coordination. The remainder of this Annex is only activated when the incident grows in scope to a point where activation of the Emergency Operations Center (EOC) is warranted.

In advance of or simultaneous with the activation of this Annex, departments will also activate their Standard Operating Procedures (SOPS) and review applicable procedures in the employee handbook with staff.

3.1 Authority to Initiate Emergency Actions

The City Manager has the ultimate authority and responsibility for the management and control of City resources during an emergency. On a day-to-day basis, this authority is delegated to the Police, Public Works, and Fire Department who have the power to establish control of an emergency incident through the on-scene Incident Command structure. The City Manager has the authority to involve any or all City personnel in the response to a disaster or other emergency incident.

When, in the judgment of the Incident Commander, a state of emergency exists within the City of Forest Grove, and there is not sufficient time for the City Council to convene or the City Manager is unavailable, the City's next in line of succession will declare a state of emergency.

- The declaration will authorize specific emergency powers and will exist for the period set forth in the declaration.

- The City Council will convene as soon as practical to ratify the State of Emergency declaration.
- The State of Emergency Declaration may be extended by the City Council for additional periods of time, as necessary.
- The declaration of an emergency nullifies leaves and vacations as deemed necessary by the City Manager.

The following list describes tasks that require authorization to initiate:

- The City Manager may re-assume the duties of overall Incident command, if in the City Manager's judgment, emergency response will be enhanced by this action. Operational control of the scene will remain with the lead agency.
- Responsibility for coordination of emergency activities with the county, state, and private organizations has been delegated to the Fire Chief.
- The Washington Health and Human Services Department is delegated direction and control during health epidemic emergencies.
- Forest Grove Light & Power is delegated direction and control during power failure emergencies.
- Forest Grove Public Works Department is delegated direction and control during emergencies that involve wastewater, water, and road conveyance systems. This includes traffic control systems, sewer systems, and telecommunication networks.
- The Incident Commander will approve and direct all public information being distributed from the field during an incident, regardless of whether the EOC is activated.
 - During Field operations, the PIO in the Field has the authority to initiate actions regarding public information officer duties and the messaging of the incident.
 - In the EOC, the PIO in the EOC from the lead agency has the authority to initiate actions regarding PIO duties. The PIO in the Field during an EOC activation remains responsible for initiating

Field activities. Due to the activation of the EOC, all sheltering public information will be approved by the EOC Manager before dissemination.

3.2 Emergency Operations Center (EOC)

During response to minor or moderate events, the City will manage the emergency with existing resources. The City EOC may or may not be activated under this scenario. The EOC, actions and activities are strategic in nature and facilitate coordination in support of field operations. The EOC provides information sharing, resource management, coordinating plans of action, and policy level decision-making. Personnel that are deployed to the EOC will support on-scene operations.

The City EOC will operate using the ICS functions, principles, and components. The specific purposes of the EOC are to:

- Coordinate and support emergency operations.
- Receive and disseminate warning information.
- Develop emergency policies and procedures.
- Collect intelligence from, and disseminate information to, the various EOC representatives, and, as appropriate, to county and state agencies, military, and federal agencies.
- Prepare intelligence/information summaries, situation reports, operational reports, and other reports as required.
- Maintain general and specific maps, information display boards, and other data pertaining to emergency operations.
- Continue analysis and evaluation of all data pertaining to emergency operations.
- Control and coordinate, within established policy, the operational and logistical support of departmental resources committed to the emergency.

- Maintain contact and coordination with support DOCs, other neighboring government EOCs, County EOC, and the State Emergency Coordination Center (ECC).
- Provide emergency information and instructions to the public, making official releases to the news media and the scheduling of press conferences, as necessary.

3.3 Community Lifeline Response

Community Lifelines are the integrated network of assets, services, and capabilities that are used day-to-day to support the recurring needs of the community. When disrupted, decisive intervention (e.g., rapid service re-establishment or employment of contingency response solutions) is required (Refer to the Critical Infrastructure Annex for more detailed information).

Figure 2: FEMA Community Lifelines



Lifeline response framework provide an outcome-based, survivor-centric frame of reference that assists responders with the following:

- Rapidly determining the scale and complexity of a disaster
- Identifying the severity, root causes, and interdependencies of impacts to basic, critical lifesaving and life-sustaining services within impacted areas
- Developing operational priorities and objectives that focus response efforts on the delivery of these services by the most effective means available
- Communicating disaster related information across all levels of public, private, and non-profit sectors
- Guiding response operations to support and facilitate integration across mission areas.

Each lifeline is composed of multiple components and subcomponents that help define the services that make up that lifeline. Components represent the general scope of services for a lifeline. The City has identified key agencies as part of each lifeline from county, state, and federal organizations.

The City uses the Lifelines concept to report the status of critical function that have been impacted. The status of the lifeline is triaged using a three color system for simplicity and ease of information sharing. The colors are:

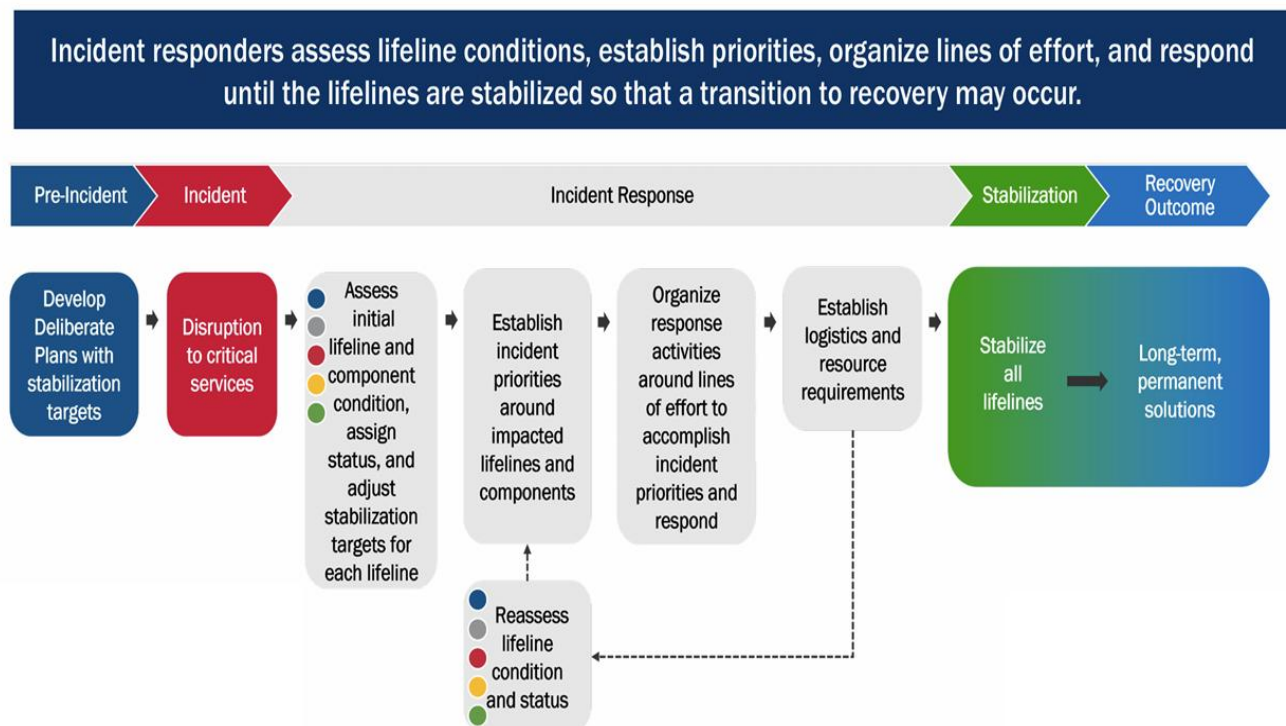
Green – The lifeline is stable.

Yellow – Disruptions exist in the normal operations of the sectors under the lifeline. Solutions have been identified, and a plan of action is in progress.

Red – Services are disrupted; currently seeking solutions.

The illustration below provides a visual of the Lifeline triage assessment that the City will follow to establish priorities and organize tasks to mitigate loss of service to the community.

Figure 3: Community Lifeline Drive Response



3.4 Transition from Response to Recovery

When stabilization of the lifelines is achieved, the focus of the mission shifts beyond the lifeline components and expands to include elements critical to recovery. The outcome driven recovery model drives an approach that emphasizes permanent and resilient recovery solutions for the community. Focusing on recovery outcomes provides opportunities for incorporating and integrating programs and agencies to achieve broader recovery goals.

Recovery operations and support are active throughout all phases of the disaster life cycle. In the days and weeks following an incident, the focus of disaster operations is on the immediate support of critical services and stabilization of disaster impacted areas. The efforts of recovery partners may be limited in early phases of disaster operations, during which the focus is on lifeline stabilization. Once lifelines have been stabilized, the focus of the mission and support shifts to outcome driven recovery.

After lifeline stabilization, critical services may still be at risk of destabilizing, especially in the early days, weeks, and months after a disaster. Without these essential functions, progress in recovery may be limited. It is also important to note that not all lifelines will reach stabilization at the same time and not all components will be needed in recovery. The expansion of support from recovery partners may start sooner in some lifeline components than in others. The integration between lifelines and recovery outcomes will be dependent on the specific lifeline and disaster conditions. The essential elements of information that inform all levels about the condition of each component and subcomponent in the lifeline feed the understanding of recovery as well. They provide perspective for recovery operations and an important reminder for response to bring in and communicate with recovery partners as soon as possible.

The Emergency Operations Center Recovery Section is responsible for managing and implementing the recovery mission for the City of Forest Grove.

3.4.1 Short-Term Recovery

The key objectives of short-term recovery are to stabilize the situation, ensure continuity of essential government services, and restore services related to health/safety, implement critical infrastructure recovery plans, and implement community/economic restoration. These include restoration of vital services such as water, electricity, natural gas, sewer services, communications, and support for restoration of homes, jobs, services, and critical facilities.

Additional short-term recovery efforts include extending sheltering operations for displaced residents, including transition and relocation into short-term or intermediate to long-term temporary housing. Successful citywide recovery is dependent on systematic planning for the restoration of services, housing, and economic vitality. The City will assist in rebuilding safely and wisely, which will reduce future hazards and optimize community improvements. For more details refer to the Recovery Annex.

3.4.2 Long-Term Recovery

Long-term recovery activities may include supporting the affected population with financial resources through local assistance centers, placing residents into stable interim or permanent housing, determining transportation restoration and resiliency, establishing the community's rebuilding and resiliency goals, and permanently re-establishing services. As the recovery process moves forward, recovery efforts may begin to demobilize from disaster affected communities. This demobilization of resources should not indicate to the affected community that the recovery process is over. It is important to prepare recovery teams to carry on the recovery process and make the transition as smooth as possible. This preparation begins immediately, so when resources are demobilized, the City is prepared to manage long-term recovery.

Long-term recovery activities may include:

- Restoration of non-vital government service.

- Demolition and reconstruction of damaged areas.
- Monitoring restoration activities.
- Establishing, in coordination with the Federal government, a Disaster Application Center, if necessary.
- Identifying areas to improve and implement changes (such as building codes, emergency plan, training deficiencies, etc.) that could mitigate damage in future emergencies.

3.5 Debris Removal

Prioritization of debris removal during the response phase will be coordinated by the EOC Operations Section. Response efforts are first directed to activities that protect lives, public health, and safety, such as search and rescue, evacuations and sheltering, firefighting, utility restoration, and clearing roads of hazards (i.e., debris and electrical hazards). The major emphasis during the initial response phase is to push debris from the traveled way to the curb to open emergency evacuation routes and roadways to critical facilities and affected neighborhoods.

Once the incident has been stabilized the City Public Works department will manage debris removal operations. The Public Works Department will deploy Damage Assessment Teams to assess and map the types and the locations of the debris after a disaster. Public Works will also manage contractors and contracts to facilitate debris removal and long term recovery operations. Other City departments, outside agencies, NGOs, and private sector entities can be requested to provide support if needed.

SECTION 4: ORGANIZATION AND ASSIGNMENTS

This Annex is based on the premise that all disasters or emergencies begin and end locally. Unless specifically delegated, the City will retain authority throughout the disaster or emergency.

Emergency response is built on the concept of layers, in adherence to the principles of ICS and NIMS. This plan is designed to manage incidents at the local level, with assistance provided from partner agencies, neighboring jurisdictions, county, state, and federal support as requested and available.

4.1 Organization Overview

The Forest Grove City Charter establishes a provides for a Council-Manager form of City government. The City Council is the policy-making body of the City. They adopt laws and regulations, annual goals and objectives, and budgets that fund a wide range of public services. This form of government vests policy authority in a volunteer City Council, and administrative authority for day-to-day operations in an appointed, professional City Manager.

The following City departments and special districts are primary leads in response and recovery operations:

City Administration provides strategic planning, budget and finance, and development of public policy recommendations to the City Council.

Police conduct law enforcement activities citywide to include services provided by the Operations Division, Administrative Division, and Code Enforcement.

Public Works and Engineering provides services for the operation and maintenance of the following public infrastructure: street, water, sanitary sewer, engineering consultation, and surface water management systems. The department also manages and maintains the City's equipment and vehicle fleet.

Community Development assists the City in planning and implementing its current and future development. The department includes the Planning,

Building, and Economic Development divisions. The department also serves as staff to four Boards and Commissions including the Planning Commission, Community Forestry Commission, and Historic Landmarks Board.

Fire & Rescue provides emergency services including fire suppression, emergency medical response, surface water rescue operations, and hazardous materials incidents.

Additionally, the Fire Department is also responsible for emergency management preparedness, mitigation, response, and recovery efforts for Forest Grove during emergencies, disasters, or disruptions.

Forest Grove Light & Power (FGL&P) is responsible for addressing any interruption to the power supply system including assessment of damage, repair, restoration of services, coordination of mutual aid and private sector contracts. FGL&P provides to over 10,000 customers in Forest Grove and the unincorporated area immediately surrounding the City. FGL&P's service territory encompasses approximately 25 square miles with the majority consisting of an urban environment.

4.2 City Department Responsibilities

On an ongoing basis, each department will:

- Develop necessary plans and procedures for emergency operations that support the implementation of the City's emergency plans.
- Address the execution of emergency duties assigned to the department or agency under the EOP.
- Assign emergency responsibilities and authorities for emergency duties by assigned position.
- Develop attachments that support implementation of this Annex including internal policies, procedures, and tools, such as checklists.
- Maintain a current Continuity of Operations (COOP) Plan.
- Coordinate with the Fire Chief to ensure information is reviewed and is consistent with emergency management operations.

4.2.1 Responsibilities During and Emergency

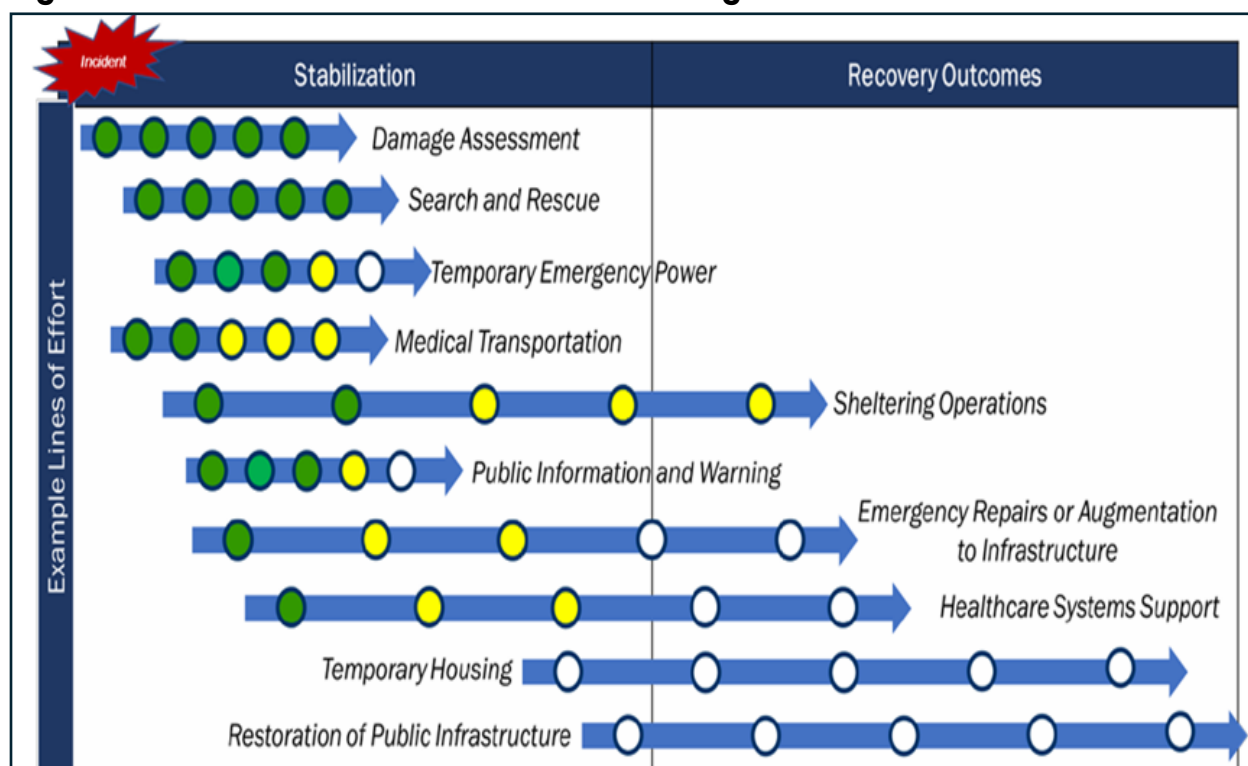
- Activate and implement the department's emergency plans, where applicable.
- Deploy requested staff to the City EOC.
- Facilitate department requests for assistance, operational status, and situation updates to the EOC.
- Log emergency actions and expenses incurred, including personnel time, and report costs in a timely manner to the EOC for possible reimbursement.
- Coordinate the release of departmental emergency public information through the City Public Information Officer (PIO) at the EOC, or through the JIC if one is established for the incident.
- Assist in assessing damage to City owned facilities, properties, or assets, and provide reports to the EOC.
- Identify critical lifeline systems that are damaged and provide mitigative actions for services that are or might be interrupted.

4.2.2 Core Competencies

Core competencies are functional areas of expertise, which are implemented at incidents, and relate specifically to tactical operations that are managed by the Operations Section. If more than one department is capable of performing the same tactical operations at an incident, the department responsible for performing the core competency will give tactical direction, by the ranking officer, to the other departments and/or support agencies assisting with the mission. Core capabilities execute Lines of Effort (LOE) to operationalize the appropriate capability for response and recovery planning and operations.

Successful incident stabilization operations are based on City staff core competencies as illustrated in the Figure below (Source: FEMA Incident Stabilization Guide 2023).

Figure 4: Incident Stabilization Outcome Phasing



4.3 All-Hazard Emergency Management Assignments

This section describes City department services provided to the community and stakeholders and assigns responsibilities based on the hazard.

ADMINISTRATION

- ☐ City Manager – Assess the feasibility and desirability of releasing non-essential personnel.
- ☐ City Manager – Ensure department executives have implemented procedures to inform personnel whether or not to report to work.
- ☐ City Manager – Convene the Emergency Executive Team (EET).

Incident Stabilization

- ☐ City Manager – Decide whether to activate the EOC.
- ☐ City Manager – Assess the need for declaration of emergency.
- ☐ City Manager – Ensure the Mayor and City Council are apprised of the situation.

- ☐ City Manager – Ensure the Public Work Department completes the Initial Damage Assessment.
- ☐ City Manager – Ensure the Initial Damage Assessment is emailed to the Washington County Emergency Manager.
- ☐ City Manager – Coordinate with department executives staff deployment to the EOC if the EOC is understaffed.
- ☐ City Manager – Coordinate contracts that require additional administrative review such as contracts that have a high dollar amount or bargaining groups re-negotiation
- ☐ Finance Director – Maintain expenditures and time records for the City.
- ☐ Public Information Officer – Prepare internal and external communications and messaging for staff, community members, and media.

Recovery

- ☐ Participate in post-incident analysis.
- ☐ Implement recovery tasks defined in the Recovery Annex.
- ☐ Coordinate with the County OEM and the County Community Development Housing Authority Division to identify long-term emergency housing for disaster survivors.
- ☐ Conduct an Unmet Needs Assessment to determine community needs.
- ☐ Assess housing needs and develop a Master Housing Plan.
- ☐ Conduct rent stabilization ordinance discussion, investigate, and prevent illegal evictions, and provide information on landlord and tenant rights.
- ☐ Utilize contractor to provide Fair Housing services.
- ☐ Track re-housing of individuals and families.
- ☐ Assess housing recovery progress.

EMERGENCY MANAGEMENT

- ☐ Direct staff in collecting and consolidating ongoing reconnaissance information from field units, the ICP, and other available information sources.
- ☐ The Fire Chief will establish a citywide conference call with the Emergency Executive Team and other agencies to coordinate incident briefings.
- ☐ Work with other departments to determine the scope of the incident and its impact on City functions and facilities, as well as community members, businesses using the Whole Community framework.
- ☐ In coordination with other EOC sections, develop impact estimates.
- ☐ Ensure the Initial Damage Assessment report is provided to the Washington County Emergency Manager.
- ☐ Ensure the Disaster Declaration is provided to the Washington County Emergency Manager.
- ☐ Facilitate information sharing between City departments

Incident Stabilization

- ☐ Coordinate and execute the processes to activate the City Emergency Operations Center (EOC).
- ☐ Ensure resource requests from field units have been assessed, prioritized, and forwarded to the Logistics Section for acquisition.
- ☐ When necessary, coordinate operations with emergency service organizations in other jurisdictions.
- ☐ Monitor, record, evaluate, and assess information obtained by Fire, Police, and Public Works departments during initial response to anticipate future emergency management needs from the departments.
- ☐ Communicate with the County Emergency Manager incident status.
- ☐ Ensure that all City staff assigned to the incident are completing their daily ICS 214 forms and delivering them to the Finance Section.

- ☐ Continuously improve situational awareness by evaluating and disseminating information from field operations and relevant stakeholders.
- ☐ Ensure department executives are using the applicable disaster code, created by Finance, for all documentation, purchases, timekeeping, and incident costs.

Recovery

- ☐ Determine key incident thresholds and measurements that will affect City department's ability to begin demobilization and shift focus to recovery efforts.
- ☐ Draft key objectives of short-term recovery to restore homes, jobs, services, and facilities both quickly and efficiently.
- ☐ Evaluate long-term recovery needs and facilitate resource coordination between stakeholders.
- ☐ Work with Fire and Police to coordinate re-entry plans and information.
- ☐ Collect and archive all incident data.
- ☐ Provide coordination point for disaster recovery activities and agencies.
- ☐ Coordinate the development of the Long Term Recovery Group.
- ☐ Coordinate with the Planning Section Chief the demobilization of resources and personnel; determine intervals or timelines; and communicate plans to relevant departments.
- ☐ Determine a plan and time period in which assets will be relinquished and restoration to normal activity will occur. Reductions of resources may coincide with restoration of public services and lifting of temporary safety restrictions.
- ☐ Conduct a hotwash and coordinate the publications of an After Action Report and Improvement Plan.
- ☐ Update EOC policies and procedures based on the After Action Report and Improvement Plan recommendations.

4.4 Dam Failure Assignments

4.4.1 Forest Grove Emergency Operations Center

Upper River Command: Forest Grove Fire, Forest Grove Police, and the WCSO will endeavor to establish Unified Command at the Forest Grove Fire Station, if available. The EOC should consider the following:

- ☐ Develop an evacuation plan including the extent of the area to be evacuated.
- ☐ Activate appropriate alert and warning system(s) through WCCCA (i.e., EAS, CNS, and WEA) and press releases, social media, and direct implementation of the evacuation plan.
- ☐ Determine and map the area affected by the evacuation order or directive. Identify special needs facilities, evacuation routes, security perimeters, congregation points, assembly areas, and shelters.
- ☐ Direct life-saving operations as needed.

Incident Stabilization

- ☐ Develop and implement a strategy for securing the evacuation area and establishing access controls to restrict entry.
- ☐ Designate neighborhood congregation points for evacuees who need transportation to assembly areas and/or shelters. Request specialized transportation resources.
- ☐ Arrange transportation for groups or individuals requiring assistance or special considerations to evacuate (such as residents of adult living facilities, physically challenged people, and/or children in schools).
- ☐ Document and track resources assigned to the evacuation activities including personnel, transportation vehicles and facilities.
- ☐ Coordinate with the Portland National Weather Service and the Northwest River Forecast Center on flood-related information and forecasts during response and recovery operations.

Recovery

- ☐ After the emergency event has ended, coordinate the following activities with the Washington County EOC:
 - Advise the public and the media of the termination of the evacuation directive and the lifting of the security perimeter (as appropriate).
 - Provide the information necessary to facilitate an orderly return to the evacuated area including any special constraints, conditions, or health and safety concerns for return.

4.4.2 Police Department

- ☐ Establish Unified Command (UC) with Washington County Sheriff's Office at the Forest Grove Fire Station
- ☐ Provide situation assessment to the City EOC.
- ☐ Determine the extent of the area to be evacuated and implement an evacuation plan.
- ☐ Coordinate with WCCCA to activate appropriate alert and warning systems (i.e., EAS, Community Notification System (CNS), Wireless Emergency Alert (WEA), press releases, social media, and mobile public address equipment).
- ☐ Stage and brief personnel who have been assigned to conduct evacuation operations, including mutual aid resources.
- ☐ Assign a representative to manage the Police Branch in the City EOC.

Incident Stabilization

- ☐ Implement evacuation if time and resources allow.
- ☐ Assist, as needed, with traffic control.
- ☐ Assist, as needed and as time and resources allow, in local notifications (e.g., mobile public address equipment).
- ☐ Assist, as needed and as resources allow, in evacuating special needs populations.

- ☐ The department will work in conjunction with the WCSO and the Fire Department to monitor areas that are threatened by a dam/reservoir failure emergency.

Recovery

- ☐ Implement actions to provide security for and control access to evacuated areas.
- ☐ Provide security for key facilities as resources allow.
- ☐ Provide security for shelter and mass care operations as resources allow.

4.4.3 Fire Department

- ☐ Provide situation assessment to the City EOC.
- ☐ Provide alert and warning to residents of the City and fire protection area in the inundation area via mobile public address systems, if possible.
- ☐ All commanders will establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a dam/reservoir failure disaster is to accomplish the following overarching priorities:
 - Life Safety
 - Incident Stabilization
 - Preservation of Property
- ☐ Information sharing based on staff observations will be forwarded to the City EOC, concerning the following situations:
 - Structural Damage: Buildings and bridges. Assess any evacuation needs.
 - Physical Rescue: Problem evaluation, technical assistance required.
 - Hazardous Materials: Life threatening incidents, product, potential, evacuation needs.
 - Water Supply: Broken mains, and dry system.

- Access Routes: Impassable streets or essential routes that can be cleared.
- Utilities: Area wide disruption of telephone service, power outages, gas leaks.
- ☐ Assign a representative to manage the Fire Branch in the City EOC.

Incident Stabilization

- ☐ In efforts to locate trapped victims, the Fire Department will implement standardized search and rescue operations and request specialized Urban Search & Rescue resources for complex operations.
- ☐ Fire Department will record locations where victims are found. Dead bodies will not be moved prior to arrival of the coroner, unless absolutely necessary.
- ☐ Request needed light and heavy rescue equipment, lighting, and personnel.
- ☐ In cooperation with Washington County Fire Defense Board, the Fire Department will utilize helicopters for transporting specialized personnel and equipment as needed.
- ☐ Record observed damage to City facilities.

Recovery

- ☐ Determine priorities with regards to recovery operations.
- ☐ Continue to provide and manage any needed supplies or equipment.
- ☐ Ensure sufficient resources are on scene to accomplish District priorities and tasks set forth in the City's Recovery Plan.

4.4.4 Public Works

- ☐ Provide situation assessment to the City EOC.
- ☐ Assist with determining the appropriate evacuation and detour routes.
- ☐ Assist with traffic control by providing barricades and/or personnel.
- ☐ During any warning phase, pre-position resources near bridges to monitor and be ready to close them immediately should signs of damage or failure be exhibited.

- ☐ Provide signage to designate evacuation and detour routes.
- ☐ Maintain clear evacuation routes by removing debris and other obstructions.
- ☐ Provide public information on road closures.
- ☐ Conduct post-incident road and bridge inspections.
- ☐ Conduct post-incident inspections of flooded structures.
- ☐ Assign a representative to manage the Public Works Branch in the City EOC.
- ☐ Coordinate with the Washington County Department of Lane Use and Transportation.

Incident Stabilization

- ☐ Sanitation
 - Will conduct remote assessment of sewer flow and pumping capability and provide a status report to division manager.
 - Conduct a visual inspection of all operating systems and provide a status report to division manager, if in an affected area.
- ☐ Street Services and Street Lighting
 - Will assess its capability to assist with life support operations and provide a preliminary status report to the Public Works Director.
 - Assist Police by barricading and marking areas with electrical hazards.
- ☐ Engineering
 - Mobilize bridge and tunnel inspection teams in the affected area.
 - Prepare to staff EOC with Geographic Information Systems (GIS) mapping and Public Works support.
- ☐ Water
 - Restore those water facilities which affect the greatest number of persons.
 - Maintain and restore water quality.
 - Repair water facilities.
 - Continue water data gathering and documentation.

- ☐ Arrange for emergency fencing, shoring, and repair of City facilities as required to ensure public safety.
- ☐ Notify the public when the City will shut down utilities in an incident area to prevent burst pipes, fires, or other compounding problems that may be created by a dam/reservoir failure.
- ☐ Prevent or minimize property damage.
- ☐ Determine the gaps in response activities related to departmental roles and responsibilities.

Recovery

- ☐ Maintain communication systems in working order.
- ☐ If necessary, consider fast-track repair permit ordinance.
- ☐ Provide equipment and personnel to assist in removing downed trees from de-energized electric lines.
- ☐ Identify and ensure the logistical operations of alternate work locations.
- ☐ Form safety assessment teams.
- ☐ Restore access to facilities.
- ☐ Maintain secure areas for utility restoration crews.
- ☐ Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections and consistent with operating requirements.
- ☐ Assess the capacity to demobilize resources engaged in response operations and support.
- ☐ Assess latent impact on recovery operations.
- ☐ Develop a Debris Management strategy and ensure that personnel and resources are in place to assist in transferring and temporarily storing debris if necessary.

4.4.5 Parks & Recreation

- ☐ Deploy inspection teams to gather information on damage and debris to City Parks and facilities

- ☐ Determine impact of dam/reservoir failure on City properties and structures.
- ☐ Determine which nearby park facilities may be used as incident command staging areas or as shelters.
- ☐ Provide situation assessment to the City EOC.

Incident Stabilization

- ☐ Perform evacuations of affected recreation facilities in accordance with the policies and procedures outlined in the City of Forest Grove Mass Care and Sheltering Annex.
- ☐ Provide resource information and resources to other departments (e.g., tractors, trucks, light towers) via the EOC.
- ☐ Conduct assessment of operational capabilities.
- ☐ Ensure situational awareness and mapping of damaged City parks and recreational areas are completed.
- ☐ Complete damage assessments to critical infrastructure and Department facilities; and assess response capability.

Recovery

- ☐ Account for all Parks & Recreation personnel and volunteers assigned to the incident.
- ☐ Remove debris at parks and recreation facilities.
- ☐ Continue to assist the City in sheltering of all affected by the incident.

4.4.6 Forest Grove Light & Power

- ☐ Establish protocol to check the status of critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage, and functionality, and then prioritizing repair work for assignments.

Incident Stabilization

- ☐ Implement emergency response plans including damage assessment and call out of all key personnel needed for restoration of services.
- ☐ Deploy identified staff to the City EOC to manage the Utilities Unit.

- ☐ Maintain communication links with the EOC.
- ☐ Identify and ensure the logistical operations of alternate work locations, if needed.
- ☐ Gather and disseminate information on high-risk areas, road closures, and concentrated areas of damage for repair teams.
- ☐ Form safety assessment teams.
- ☐ Activate staff for command and management in the coordination of energy services response for restoration of power supply, which includes the distribution systems, generation facilities, transmission facilities and power purchasing infrastructure.
- ☐ Assign a Restoration Coordinator.
- ☐ Deploy patrol and trouble crews along the major transmission routes into the City to locate trouble problems and work to make repairs and restore service as safely and quickly as possible.
- ☐ Transfer customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.
- ☐ Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for infrastructure restoration crews.
- ☐ Manage system load upon deficiencies.
- ☐ Work with government entities and the private sector to facilitate the restoration of utilities immediately following the event.
- ☐ Secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Develop Damage Reports upon inspection and shall assign damage rating scores based on safety hazard to Forest Grove Light & Power personnel, system reliability, and damage to facilities. Inspections will also comment on extent of damage and description of damage.
- ☐ Restore power facilities that affect the greatest number of persons.

- ❑ Strive to maintain power services for police facilities, fire facilities (including hydrants), hospitals, wastewater, and solid waste facilities, if they are in an affected area.
- ❑ Ensure that facilities have reliable logistical support, services, and infrastructure systems.
- ❑ Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility would be impacted by the same

Recovery

- ❑ Provide damage cost estimates to the City Manager as requested by governmental authorities for the purpose of seeking State and/or Federal disaster assistance.
- ❑ Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections and consistent with operating requirements.
- ❑ Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.

4.5 Severe Weather Assignments

4.5.1 Public Works

- ☐ Review the status and location of equipment, fuel, sand, and other related materials for use during and after the storm.
- ☐ Check generators and other power, lighting, and communications equipment.
- ☐ Determine the operational readiness of staff and resources.
- ☐ Provide emergency equipment, as necessary.
- ☐ Assess the feasibility of releasing non-essential personnel.
- ☐ Implement procedure for advising personnel whether or not to report to work.
- ☐ Alert utility crews and contracted services of the impending situation.
- ☐ As far as is practical, place personnel and equipment on standby, and keep in communication with operating and standby crews.
- ☐ Assess potential trouble spots, high risk facilities, and other locations where large numbers of people may be congregated, (e.g., steep hills, low spots, schools, and care facilities).

Incident Stabilization

- ☐ Implement the Snow and Ice Response Plan, if applicable.
- ☐ Ensure the Emergency Executive Team (EET) is briefed on status of Public Works response, issues that may impact the City, and resource requests that require City coordination.
- ☐ Assume Incident Command and respond to and manage the incident according to department SOPs.
- ☐ Assess the 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.

- ☐ Deploy barricades and personnel to incident or area around incident to assist with blocking streets to direct and control traffic.
- ☐ Utilize appropriate routes as conditions change.
- ☐ Update information on conditions of routes up to date.
- ☐ Ensure City department executives are informed of road conditions and access.
- ☐ Initiate communication with high risk facilities to determine needs.
- ☐ Limit travel into the storm area as required. Coordinate access control with the Police Department.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Emergency Operations Center (EOC) activation: Brief the staff on current conditions, capabilities, and activities. Pass overall incident command to the City Manager, if requested.
- ☐ EOC Activation: Provide the Planning Section with list of resources deployed in response to the incident.
- ☐ EOC Activation: Provide the Logistics Section with list of outstanding or enroute requests for additional resources.
- ☐ EOC Activation: Maintain expenditure and time records for the Finance Section.

Recovery

- ☐ Implement Debris Management Plan.
- ☐ Release excess personnel and equipment.
- ☐ Restore equipment and supplies to pre-incident status.
- ☐ Participate in post-incident analysis.

4.5.2 Fire Department

- ☐ Review the status and location of equipment, fuel, and other essential supplies for use during and after the storm.

- ☐ Check auxiliary generators and other power, lighting, and communications equipment for Fire facilities.
- ☐ Determine operational readiness of vehicles.
- ☐ Provide emergency equipment, as necessary.
- ☐ Consider activation of volunteers.
- ☐ Alert field personnel and fire stations.

Incident Stabilization

- ☐ Respond to incident based on department SOPs and emergency plans.
- ☐ Maintain communications with operating units and fire station personnel.
- ☐ Ensure the Emergency Executive Team (EET) is briefed on status of Fire response, issues that may impact the City, and resource requests that require City coordination.
- ☐ Ensure staff is informed of road condition and access.

Recovery

- ☐ Release excess personnel and equipment.
- ☐ Restore equipment and supplies to pre-incident status.
- ☐ Participate in post-incident analysis.

4.5.3 Police Department

- ☐ Upon receipt of severe weather (via LEDS) public safety impact, notify the City Manager, Public Works Director, and Fire Chief.
- ☐ Review the status and location of equipment, fuel, vehicle chains, and other essential supplies for use during and after the storm.
- ☐ Check auxiliary generators and other power, lighting, and communications equipment for Police facilities.
- ☐ Assess the feasibility of releasing non-essential personnel, as advised by the City Manager.
- ☐ Implement procedure for advising personnel whether or not to report for duty.

Incident Stabilization

- ☐ Respond to incident based on department SOPs and emergency plans.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Identified staff report to the EOC.
- ☐ Keep information on conditions of routes up to date. Utilize appropriate routes as conditions change. Keep other departments informed of changes in such routes.
- ☐ Ensure staff is informed of road condition and access.

Recovery

- ☐ Release excess personnel and equipment.
- ☐ Restore equipment and supplies to pre-incident status.
- ☐ Participate in post-incident analysis.

4.5.4 Forest Grove Light & Power

- ☐ Disseminate information to line management in order to keep staff informed of the nature of the emergency, the impact of the emergency on department operations and services to customers, and the plans for and progress made in restoration.
- ☐ Establish protocol to check the status of critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage, and functionality, and then prioritizing repair work for assignments.

Incident Stabilization

- ☐ Arrange for emergency fencing, shoring, and repair of damaged lines to ensure employee and public safety.
- ☐ If necessary, initiate consideration of fast-track repair permit ordinance.
- ☐ As available, provide equipment and personnel to assist in removing downed trees from de-energized electric lines.
- ☐ Maintain secure areas for utility restoration crews.

- ☐ Implement Public Safety Power Shutoff (PSPS) protocols, if required.
- ☐ Coordinate with the City EOC to validate information, craft and disseminate internal and external information, broadcast, and print, regarding service interruptions and progress of restoration efforts.
- ☐ Maintain power services for police facilities, fire facilities, hospitals, wastewater & solid waste facilities, and customers.

Recovery

- ☐ Activate staff for command and management in the coordination of power system response for restoration of power supply, which includes the distribution system, generation facilities, transmission facilities and power purchasing infrastructure.
- ☐ Assign a Restoration Coordinator.
- ☐ Deploy patrol and trouble crews throughout the City and along major transmission routes into the City to locate trouble problems and work to make repairs and restore service as safely and quickly as possible.
- ☐ Transfer customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.

4.6 Landslide Assignments

4.6.1 Police Department

- ☐ Determine the size of the incident, and the potential scope of impacted area.
- ☐ Determine field resources and perimeter control.
- ☐ Provide information to the EOC as it is received from field personnel.

Incident Stabilization:

- ☐ Coordinate with Fire to monitor areas threatened by unusual occurrence.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Inform the Public Works Department where to deploy barricades and personnel to assist with blocking streets to direct and control traffic.
- ☐ Identify any areas that may need to be evacuated.
- ☐ Facilitate evacuation consistent with guidelines, policies, and procedures indicated in the City's Emergency Services Annex.
- ☐ Open major ingress/egress routes for emergency vehicles
- ☐ If necessary, establish a perimeter around the affected areas and structures.
- ☐ Develop a security plan for the interior and exterior of the evacuated areas as needed.
- ☐ If necessary, establish crowd control and crowd management response around the impacted area.
- ☐ Provide security for sheltering, temporary distribution centers, and other emergency facilities as appropriate.
- ☐ Assess the potential need for ongoing perimeter control and roadway closures.
- ☐ As control is established in the involved area, resources assigned to incidents may be reduced; however, there may remain an obligation to

assist and support other City departments and agencies working in the area on response and recovery aspects.

Recovery:

- ☐ Oversee residential re-entry by assisting in the removal of barricades and opening roadways up again when the situation has been deemed safe.
- ☐ Once the initial incident has stabilized, attention will be directed toward restoring policing services citywide.
- ☐ Oversee any ongoing security concerns
- ☐ Determine gaps in response activities related to departmental roles and responsibilities.
- ☐ Assess latent excessive rainfall to the landslide or debris flow in patrol areas that may impact officer safety.

4.6.2 Public Works

- ☐ Monitor weather and deploy inspection staff to evaluate the potential of landslides, mudslides, or debris flows.
- ☐ Complete the Initial Damage Assessments and provide the report to the City Manager and the Fire Chief.

Incident Stabilization:

- ☐ Debris removal following a slide incident will follow City protocols and standard procedures.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Road personnel are responsible for debris clearance on transportation routes and debris deposited along or immediately adjacent to public rights-of-way.
- ☐ Public Works will make provisions for debris removal, if the incident requires, the department will work with the Fire Department to make provisions for the removal of hazardous materials.

- ☐ Road personnel will barricade and mark roadways with identified debris or electrical hazards.
- ☐ Road personnel will assess damages to street lighting systems.
- ☐ Sanitation will conduct remote assessment of sewer flow and pumping capability, and provide a status report to Public Works Director
- ☐ Wastewater treatment facility will conduct visual inspections of all operating systems and provide status report to the Public Works Director if impacted by the event.

Recovery:

- ☐ Develop a list of needed repairs and establish repair priorities.
- ☐ Allocate resources and personnel according to established priorities.
- ☐ Restock and replace emergency supplies as needed.
- ☐ Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
- ☐ Materials and temporary traffic controls will remain in place until roadways and other transportation facilities are completely repaired.

Engineering Division

- ☐ Determine imminent and potential hazards on affected City properties.
- ☐ Assess environmental information (weather, wind, time, etc.) that may affect the incident and factor into the Incident Action Plan.
- ☐ Assess potential consequences of the event in terms of location, severity, and amount of damage.
- ☐ Evaluate the vulnerabilities of down-slope structures and work with the Police Department to determine potential evacuation areas.
- ☐ Establish engineering inspection priorities.

Incident Stabilization:

- ☐ Identify and prioritize critical functions, including emergency inspection response and recovery functions, and permit issuances.

- ☐ Engineering will assist in developing damage assessments for City structures.

Recovery:

- ☐ Engineering is responsible for geotechnical services, including soil saturation and soil stability studies for all City restoration projects.
- ☐ Provide preliminary recommendations for City facilities restoration based on best practices.

4.6.3 Community Development – Building Division

- ☐ Determine imminent and potential hazards on City facilities.
- ☐ Assess potential consequences of the event in terms of location, severity, and amount of damage to City facilities.
- ☐ Establish building inspection priorities.

Incident Stabilization:

- ☐ Identify and prioritize critical functions, including emergency response and recovery functions, inspections, and permit issuances.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ If necessary, impose emergency building regulations that can be adopted through ordinances after the event to expedite the recovery process or mitigate future problems.
- ☐ Designated inspection staff will continue to inspect buildings and structures to determine imminent and potential hazards.
- ☐ Coordinate with geologists and geotechnical specialists to aid in geological and structural assessments at the incident.
- ☐ Provide assistance to other departments and agencies as needed.
- ☐ Notify the EOC and other agencies and relevant stakeholders of safety assessment inspection results as needed.

Recovery:

- ❑ Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes if necessary.
- ❑ Inspectors shall evaluate structures with the following questions in mind:
 - If no corrective physical action is performed on the site, will the building, structure, earth, or mechanical equipment fail, collapse, explode, or combust?
 - If a failure, collapse, explosion, or fire occurs, will it present an imminent, extreme, and immediate hazard or danger to life, limb, health, or safety?
- ❑ Upon evaluation, inspectors shall determine whether to vacate, barricade, remove, or demolish structures considered to be unsafe for habitation and declare an imminent hazard with proper notification to the owner.
- ❑ Notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. The Building Division will notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. For buildings that have been “red tagged” or deemed to be unsafe to enter, the Public Works Department shall place some type of barrier well in advanced of the entrance of the structure to provide people who are blind or low vision with a physical barrier to alert them. Barrier or scene tape used by police and fire to mark an area closed to the public is an example of an approved barrier.

4.6.4 Parks And Recreation

- ❑ Determine impact of debris flows on City park properties and structures.
- ❑ Remove debris if City facilities will be used as incident command staging areas or as shelters.
- ❑ Provide information to the EOC as it is received from field personnel.

- ☐ Evaluate the potential need of shelter use and shelter social service functions.
- ☐ Account for all personnel.
- ☐ Employee work locations must be deemed safe prior to continuing to utilize the location.
- ☐ Assess available workforce and operational capability.
- ☐ Provide situational status to the EOC.

Incident Stabilization:

- ☐ Provide personnel to perform disaster worker functions to other departments (e.g., evacuation teams, traffic control).
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Ensure situational awareness and mapping of damage is completed to all City parks and recreation areas.
- ☐ If necessary, work with other agencies to determine procedures for accepting, storing, and redistributing donated supplies to the affected populations.

Recovery:

- ☐ Continue to facilitate sheltering of all residents and individuals affected by the incident.
- ☐ Develop a damage assessment report on all City parks and recreation areas damage.

4.6.5 Forest Grove Light & Power

- ☐ Following an incident, maintain established protocol to check the status of internal critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage and functionality, and then prioritizing repair work for assignments.
- ☐ Coordinate with the City's Public Information Officer to validate information, craft, and disseminate information, and release

information regarding service interruptions and progress of restoration efforts. All communications regarding service interruptions will follow City guidelines and protocols.

Incident Stabilization:

- ☐ Deploy staff to the EOC as requested.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Arrange for emergency fencing, shoring, and repair of damaged power infrastructure as required to ensure public safety.
- ☐ When necessary, shut down utilities in the incident area to prevent burst pipes, fires, or other compounding problems that may be created by a slide.
- ☐ If necessary, initiate consideration of fast-track repair permit ordinance.
- ☐ As available, provide equipment and personnel to assist in removing downed trees from de-energized electric lines.
- ☐ Identify and ensure the logistical operations of alternate work locations if needed.
- ☐ Form safety assessment teams
- ☐ Maintain secure areas for utility restoration crews.
- ☐ Provide temporary or emergency power services as required.
- ☐ Restore energy services

Recovery:

- ☐ Information regarding the demobilization of resources will be communicated from the field to the City EOC as appropriate
- ☐ Identify the system's ability to transition from recovery to demobilization as resources are no longer needed for response/recovery can then be transitioned back into routine service.
- ☐ Assign a Restoration Coordinator.

- ☐ Provide equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- ☐ Work with appropriate government entities and the private sector to facilitate the restoration of utilities immediately following a disaster.
- ☐ Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Identify and ensure the logistical operations of alternate work locations if needed.
- ☐ Restore power affecting the greatest number of persons.

4.6.6 Fire Department

- ☐ Information shall be forwarded to the EOC and relevant stakeholders concerning the following situations:
 - Fires: Actively occurring or potential fires due to severed pipes and utilities.
 - Observed damage to structures and/or infrastructure.
 - Hazardous Materials: Life threatening incidents, product, potential, evacuation needs.
 - Access Routes: Impassable streets and essential routes that can be readily cleared for safe access.
 - Utilities: Area wide disruption of water, sewage, telephone service, power outages, gas leaks.
 - Other Situations: Identify problems requiring Fire Department assistance or situations affecting City operations.

Incident Stabilization:

- ☐ Assist in the safe evacuation of residents.
- ☐ Primary efforts will be preserving life, conducting necessary search and rescue efforts, coordinating, and assisting with any evacuations.

- ☐ If hazardous materials released because of a landslide or debris flow incident, respond to the incident.
- ☐ Tape off the incident area and secure the perimeter as necessary to prevent unauthorized individuals from the scene.
- ☐ Assess latent impact of excessive rainfall to the landslide or debris flow area on response operations.

Recovery:

- ☐ Determine the gaps in response activities related to departmental roles and responsibilities.
- ☐ Assess the capacity to de-escalate resources engaged in response operations and support.

4.7 Flood Assignments

4.7.1 Public Works

- ☐ Deploy teams to assess staffing, infrastructure, and utilities.
- ☐ Each Manager will conduct an assessment of workforce and operational capability; and provide a report to their designated supervisor.
- ☐ Managers will assess and notify effected personnel to remove department and personal vehicles/equipment from buildings and parking structures as needed.
- ☐ Send representative to the EOC
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.

Incident Stabilization

Sanitation

- ☐ Conduct remote assessment of sewer flow and pumping capability and provide a status report to division manager.
- ☐ Sewage treatment plants will conduct a visual inspection of all operating systems and provide a status report to division manager.

Street Services and Street Lighting

- ☐ Assess the department's capability to assist with support operations and provide a preliminary status report to the Public Works Director
- ☐ Assist first responding agencies by barricading and marking areas with electrical hazards.
- ☐ Work with departments to identify locations to be controlled, closed, or barricaded.
- ☐ Assist FGPD with traffic route planning and staffing key traffic control points.
- ☐ Deploy barricades and personnel to the incident or the area around the incident to assist with blocking streets and controlling traffic.

- ☐ Mobilize emergency transportation resources to transport emergency workers, evacuate citizens, and expedite emergency operations.
- ☐ Prepare and enforce special traffic control plans in areas around the incident.

Recovery

- ☐ Establish recovery goals and determine priorities.
- ☐ Ensure personnel and resources are in place to assist in transferring and temporarily storing debris if necessary.
- ☐ Develop a list of needed repairs and establish repair priorities.
- ☐ Allocate resources and personnel according to established priorities.
- ☐ Restock and replace emergency supplies as needed.
- ☐ Determine any potential long-term recovery needs and seek mutual aid assistance if necessary.
- ☐ Restore water facilities that affect the greatest number of persons.
- ☐ Maintain and restore water quality.
- ☐ Restore damaged traffic control devices.
- ☐ Develop and maintain emergency travel routes.
- ☐ Materials and temporary traffic controls will remain in place until the completion of repairs to roadways and other transportation conveyance systems.

Engineering Division

- ☐ Mobilize City facilities inspection teams in the affected area.
- ☐ Prepare to staff EOC with Geographic Information Systems (GIS) mapping to support public works and first responding agencies.

Incident Stabilization

- ☐ Provide engineers for damage assessment.
- ☐ Perform safety evaluation.
- ☐ Enter inspection and safety evaluation data.
- ☐ Prepare damage reports.

- ☐ Follow insurance protocols for permits, requests for inspections, and insure expedite of permits for flood-damaged properties.
- ☐ Process ordinances needed to address changes to current codes to expedite the abatement of hazardous condition.
- ☐ Establish procedures to secure and repair damaged properties.
- ☐ Establish procedure to expedite plan check and permit issuance on damaged buildings.

4.7.2 Community Development – Building Division

- ☐ Assist with preliminary damage assessment operations
- ☐ Provide information on areas of damage, road closures, and high risk security areas and communicate to the Operations Chief in order to inform inspectors and safety teams.
- ☐ Initiate inspection teams to develop situational awareness. Inspection teams can be utilized as availability and conditions permit. This may be the only source of reporting structural damage.
- ☐ Conduct surveys along the pre-established map route or through windshield surveys within each neighborhood. This may vary due to time of day or existing conditions.

Incident Stabilization

- ☐ Impose emergency building regulations.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Provide support staff as needed for phones and data entry.
- ☐ Account and prepare a report of inspectors and engineers who are ready for deployment.
- ☐ Staff the EOC, if requested.
- ☐ Conduct inspection and safety evaluation data.
- ☐ Prepare damage reports.
- ☐ Evaluate resources and staffing needs.

- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Gather information and establish a list of damaged buildings in affected areas for the purpose of directing damage assessment operations.
- ☐ Notify the EOC and other agencies of safety assessment inspection results.
- ☐ Gather and tabulate statistics on post-emergency response capabilities, activities/findings including type of construction, extent, and estimated cost of damages.
- ☐ Perform safety evaluations of buildings and “drive-by” triage-type windshield surveys.

Recovery

- ☐ Assess the capacity to de-escalate resources engaged in response operations and support.
- ☐ Determine the gaps in response activities related to departmental roles and responsibilities.
- ☐ Assess latent impact of the flooding on operations and recovery.
- ☐ Support by recommending change/update building code provisions based on the extent of damage to structures and develop recommendations for code changes.
- ☐ Notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. The Building Division will notify City residents and patrons of the evaluated safety assessment by placing color placard at the main entrance of the building. For buildings that have been “red tagged” or deemed to be unsafe to enter, the Public Works Department shall place some type of barrier well in advanced of the entrance of the structure to provide people who are blind or low vision with a physical barrier to alert them. Barrier or scene tape used by police and fire to mark an area closed to the public is an example of an approved barrier.

4.7.3 Parks And Recreation

- ☐ Deploy inspection teams to gather information.
- ☐ Determine flood impact on City properties and structures managed by Parks and Recreation.
- ☐ Determine which nearby facilities may be used as incident command staging areas or as shelters.
- ☐ Evaluate the potential need of shelter use and shelter social service functions.

Incident Stabilization

- ☐ Perform evacuations of affected recreation facilities in accordance with the policies and procedures outlined in Emergency Services Annex.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Report to EOC Operations Section.
- ☐ Assess whether Parks and Recreation land and/or facilities can be used as shelters.
- ☐ Provide resource information and resources to other departments (e.g., tractors, trucks, light towers) via the EOC.
- ☐ Provide personnel to perform disaster service worker functions to other departments (e.g., evacuation teams, traffic control).
- ☐ Provide situation assessment to the EOC.

Recovery

- ☐ Provide the DOC with further assessment of damage to critical facilities and resources.
- ☐ Remove debris at designated sheltering facilities and other Parks and Recreation managed sites.
- ☐ Develop short and long term restoration assessment for impacted Parks and Recreation managed sites.

4.7.4 Police Department

- ☐ FGPD will determine the size of the incident and the potential scope of the impacted area. This assessment will be used to determine field resources and perimeter control.
- ☐ FGPD will assess the potential need of personnel to respond to the incident.
- ☐ FGPD will establish communications between field officers and Incident Command to report damages.

Incident Stabilization

- ☐ Coordinate with the Fire and Public Works staff to monitor areas that are threatened by urban flooding.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Conduct evacuations within the City.
- ☐ Determine the ingress/egress routes for emergency vehicles and evacuation routes
- ☐ If necessary, establish a perimeter around the affected areas and structures.
- ☐ Develop a security plan for the interior and exterior of the evacuated areas as needed.
- ☐ If necessary, establish crowd control and crowd management techniques.
- ☐ Provide security for sheltering, temporary distribution centers, and other emergency facilities as appropriate.

Recovery

- ☐ Assess the potential need for ongoing perimeter control and roadway closures.
- ☐ As control is established in the involved area, department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City departments and agencies working in the area in necessary law enforcement roles.

- ☐ Once the initial incident has stabilized, attention should be directed toward restoring public services.
- ☐ FGPD will oversee residential re-entry by assisting in the removal of barricades and opening roadways up again when the situation has been deemed safe.
- ☐ Oversee any ongoing security concerns.

4.7.5 Fire Department

- ☐ Ensure hazard information is transmitted through channels to the proper command level for compilation, evaluation, and action.
- ☐ Initial information reports will originate from field resources to the on-duty Battalion Chief as a result of the preliminary assessment in the immediate area by radio/status check

Incident Stabilization

- ☐ Subsequent information reports will require in-depth reconnaissance of each geographic area of responsibility, from the ground and air.
- ☐ Battalion Chiefs shall, as necessary, initiate reconnaissance patrols to develop situational awareness. Helicopters, vehicles, foot patrols, and amateur radio systems can be utilized as availability and existing conditions permit. This may be the only source of reporting fires, structural damage, rescue/medical needs, flooded areas, stranded residents, abandoned animals, and swift water rescue needs.
- ☐ Reconnaissance will be conducted along the pre-established map route within each company district. This may vary due to time of day or existing conditions.
- ☐ Conduct vehicle "windshield" survey of impacted neighbors and report back to the Incident Commander.

Recovery

- ☐ Observed damage to City facilities should be documented with photographs and other reports.
- ☐ Determine priorities with regards to recovery operations.

- ☐ Continue to provide and manage any needed supplies or equipment.
- ☐ Ensure sufficient resources are on scene to accomplish Department priorities and tasks set forth in the City's Recovery Plan.

4.7.6 Forest Grove Light & Power

- ☐ Conduct Initial Damage Assessment and report it to the Public Works Director by:
 - Information from employees assigned to conduct windshield surveys, safety inspections of specific facilities, systems, and other areas.
 - Information from the Control Centers that monitor critical infrastructure for power systems.
 - Community members or customers reporting system damage to customer service representatives at department offices.
- ☐ Maintain established protocol to check the status of critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage and functionality, and then prioritizing repair work for assignments.

Incident Stabilization

- ☐ Implement emergency response plans including damage assessment and call out of all key personnel needed for restoration of services.
- ☐ Restore power facilities that affect the greatest number of persons.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Maintain communication systems in working order.
- ☐ Deploy staff to the City EOC as requested.
- ☐ Establish and maintain communication links with the EOC.
- ☐ Systems issue emergency communications equipment as secondary devices to employees with specific functional and operational responsibilities according to Department emergency plans.
- ☐ Identify and ensure the logistical operations of alternate work locations, if needed.

- ☐ Gather and disseminate information for staff safety on high-risk areas, road closures, and concentrated areas of damage.
- ☐ Assign a Restoration Coordinator.
- ☐ Deploy patrol and trouble crews throughout the City and along major transmission routes into the City to locate power problems and work to make repairs and restore service as safely and quickly as possible.
- ☐ Transfer customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.
- ☐ Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- ☐ Manage system load deficiencies.
- ☐ Secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections and consistent with operating requirements.
- ☐ Damage Reports will be made upon inspection and shall assign damage rating scores based on safety hazard City personnel, system reliability, and damage to the facility.
- ☐ Notify the EOC if Forest Grove L&P will be shutting down utilities in an incident area to prevent burst pipes, fires, or other compounding problems that may be created by flooding due to dam/reservoir failure.
- ☐ If necessary, consider fast-track repair permit ordinance.
- ☐ Restore access to facilities.
- ☐ Maintain secure areas for utility restoration crews.

Recovery

- ☐ Develop Damage Reports upon inspection and assess safety hazard to personnel safety, system reliability, system hazard, and facility

accessibility. Inspections will also comment on extent of damage, description of damage, and restoration duration.

- ☐ Develop damage cost estimates as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
- ☐ Facilitate an investigation of the structure failure and restoration of utilities immediately following an incident.
- ☐ Secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Ensure that the alternate facility is not in the same immediate geographical area as the primary facility, thereby reducing the likelihood that the alternate facility would be impacted by the same incident that impacts the primary facility.

4.8 Earthquake Assignments

4.8.1 Community Development – Building Division

- ☐ Surveys shall be conducted along the pre-established map route or through windshield surveys within each neighborhood. This may vary due to time of day or existing conditions.
- ☐ All reports shall be directed to the Incident Commander who will monitor these reports to maintain situational status and will forward data to appropriate staff for data input.
- ☐ Gather information and establish a list of damaged buildings in affected areas and forward it to the Incident Command and Public Works Director to include it in the Initial Damage Assessment Report.

Incident Stabilization

- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Coordinate with Code enforcement to impose emergency building regulations.
- ☐ Provide inspection teams to assess damaged city facilities.
- ☐ Staff the EOC.
- ☐ Prepare damage reports for the Preliminary Damage Assessment Report.
- ☐ Perform safety evaluations of buildings and “drive-by,” triage-type windshield surveys.

Recovery

- ☐ Gather and tabulate statistics on post-emergency response capabilities, activities/findings including type of construction, extent, and estimated cost of damages.
- ☐ Analyze building code provisions based on the extent of damage to structures and develop recommendations for code changes.

4.8.2 Public Works

- ☐ Deploy teams to assess staffing, infrastructure, and utilities.
- ☐ Complete the Initial Damage Assessment for the City Manager
- ☐ Brief the Emergency Executive Team on critical damage assessment information.
- ☐ Determine City owned facilities available to support incident operations.
- ☐ Determine City owned facilities that are safe to relocate staff.
- ☐ Debrief department staff.

Incident Stabilization

- ☐ Assess damage to department resources and communication systems.
- ☐ Assess the earthquake situation with respect to aftershock forecasts, damage to vital response resources and emergency communications capabilities, utilities and other property, casualties, requirements for rescue or evacuation.
- ☐ Mobilize road and bridge inspection teams.
- ☐ Respond to and control the incident according to Standard Operating Procedures (SOPs).
- ☐ Assist the Police Department in limiting travel into the affected area, as required. Cordon hazardous areas, and re-route traffic as required.
- ☐ Coordinate inspections of electric, gas, and water systems with appropriate utilities and agencies.
- ☐ Organize, deploy, and supervise secondary damage assessment teams. Condemn structures judged unsafe and document action.
- ☐ Brief staff on current conditions, capabilities, and activities.
- ☐ Provide the Planning Section with a list of resources deployed in response to the incident.
- ☐ Provide the Logistics Section with a list of outstanding or en route requests for additional supplies, resources, etc.
- ☐ Maintain expenditure and time records for the Finance Section.

Sanitation

- ☐ Conduct remote assessment of sewer flow and pumping capability and provide a status report to the Public Works Director.
- ☐ Conduct visual inspection of all sewage treatment plant operating systems and provide a status report to the Public Works Director.

Street Services and Street Lighting

- ☐ Assess roadway damage, impact usage, and alternative routes for first responder operations.
- ☐ Provide a preliminary roadway damage and alternative route status report to Public Works Director.
- ☐ Barricading and marking areas with electrical hazards.
- ☐ Begin initial assessment of downed trees and power lines and report this information to the Incident Commander and EOC.

Engineering

- ☐ Provide engineers for safety assessment and plan checks.
- ☐ Perform safety evaluation.
- ☐ Enter inspection and safety evaluation data and prepare damage reports.
- ☐ Follow protocols for issuance of permits, requests for inspections, and expediting issuance of permits for earthquake damaged properties.
- ☐ Process ordinances needed to address changes to current codes to expedite the abatement of hazardous condition.
- ☐ Establish procedures to secure and repair damaged properties.
- ☐ Establish procedure to expedite plan check and permit issuance on damaged buildings.

Recovery

- ☐ Prepare damage reports.
- ☐ Establish procedures to secure and repair damaged properties.

- ☐ Gather and tabulate statistics on post-emergency response capabilities, activities/findings including type of construction, extent, and estimated cost of damages.
- ☐ Assess latent impact of earthquake on operations and recovery.
- ☐ Release excess personnel and equipment according to the demobilization plan.
- ☐ Assist in compiling a damage assessment of City owned structures, utilities, roads, and bridges to support requests for Federal disaster assistance.
- ☐ Assign personnel to monitor and direct the long-term recovery process.
- ☐ Complete the Preliminary Damage Assessment.

4.8.3 Parks And Recreation

- ☐ Deploy inspection teams to gather information.
- ☐ Determine impact on city properties and structures managed by Parks and Recreation.
- ☐ Determine which nearby facilities may be used as incident command staging areas or as shelters.
- ☐ Evaluate the potential need of shelter use and shelter social service functions.

Incident Stabilization

- ☐ Perform evacuations of affected recreation facilities in accordance with the policies and procedures outlined in Emergency Services Annex
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Report to EOC Operations Section.
- ☐ Assess whether Parks and Recreation land and/or facilities can be used as shelters.
- ☐ Provide resource information and resources to other departments (e.g., tractors, trucks, light towers) via the EOC.
- ☐ Provide personnel to perform disaster service worker functions to other departments (e.g., evacuation teams, traffic control).

- ☐ Provide situation assessment to the EOC.

Recovery

- ☐ Provide the EOC with further assessment of damage to critical facilities and resources.
- ☐ Remove debris at designated sheltering facilities and other Parks and Recreation managed sites.
- ☐ Develop short and long term restoration assessment for impacted Parks and Recreation managed sites.

4.8.4 Police Department

The Police Department has the ultimate responsibility to manage No-Notice Unusual Occurrence. A No-Notice Unusual Occurrence is defined as an incident that takes place, generally unexpectedly and without design. It may include emergency situations that result from a disaster, both natural and human caused. The role of the Police Department during a No-Notice Unusual Occurrence is to ensure staff coordinates with emergency partners to respond effectively and in compliance with all laws.

- ☐ Provide the EOC with a personnel status report, damage assessment to police facilities, City damage assessment via patrol windshield survey.
- ☐ Conduct briefings to the Emergency Executive Team and brief department staff.

Incident Stabilization

- ☐ Assess damage to department resources and communications systems.
- ☐ Assess staffing needs. Consider activation of volunteer resources and mutual aid agreements.
- ☐ Coordinate with Fire and Public Works to develop evacuation and emergency access routes to the affected areas.
- ☐ Assist with search and rescue activities.
- ☐ Keep information on conditions up to date. Utilize appropriate routes as conditions change.

- ☐ Maintain communication with field units.
- ☐ Limit travel into the affected area as required. Cordon off hazardous areas, as necessary. Reroute traffic on an area basis as required.
- ☐ Maintain perimeters and patrol evacuated areas, as necessary.
- ☐ Assist other responders as requested.
- ☐ Maintain time and expenditure reports for the Finance Section.
- ☐ Provide the Planning Section with list of resources committed to the incident and available for assignment.
- ☐ Provide the Logistics Section with list of outstanding or en route request for additional supplies, resources, etc.

Recovery

- ☐ Deployment reduction will coincide with the removal of temporary regulations and the restoration of regular policing services.
- ☐ Access status of law enforcement protection resources to ensure involved areas continue to be monitored.
- ☐ Interior patrols will be maintained even after community members are allowed limited access into closed areas to prevent looting problems.

4.8.5 Information Technology

- ☐ Test and restore as necessary repeater sites, public safety communications infrastructure as well as systems potentially affected by the seismic event.
- ☐ Ensure staff document nature and extent of City network systems damage.
- ☐ Test and restore as necessary business systems according to predefined order.

Incident Stabilization

- ☐ Provide EOC technical support and communications support.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.

- ☐ Provide communications support for incident command posts, including assistance in bringing up alternate EOC locations.
- ☐ Maintain operability of the City's computer systems.
- ☐ Maintain liaison with vendors to assist in recovery & operations of systems.
- ☐ Provide information technology mutual aid pursuant to established agreements.

Recovery

- ☐ Restore technology systems to normal operation.
- ☐ Provide support to recovery operations conducted by other departments.
- ☐ Demobilize IT resources located in the EOC facility.
- ☐ Collect all outstanding financial records such as timekeeping documents and receipts and provide to Finance.

4.8.6 Fire Department

- ☐ Reconnaissance shall be conducted along the pre-established map route within each company district. This will vary due to time of day or existing conditions.
- ☐ Stations will move vehicles out of apparatus bay to pre-designated staging area and conduct visual assessment of station.
- ☐ Stations will conduct vehicle "windshield" survey of the City and report assessment to the Fire Chief.
- ☐ Identify alternative facilities to relocate staff.

Incident Stabilization

- ☐ Activate Response Plan.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Field commanders shall consider the following:
 - Immediate life loss potential, conflagration potential, essential service occupancies, and public health hazards.

- Emphasize "quick knock down" tactics. Fires will be extinguished as quickly as possible, and companies will not engage in extended salvage and overhaul operations so as to remain available for other emergency duties.
- Salvage and overhaul should be de-emphasized or eliminated.
- In a mass fire incident following a seismic event, consider perimeter control. Utilize existing fire breaks and protect exposures. Heavy tractors to construct fire break shall be considered.
- Underground high-pressure gas and petroleum pipelines severed by earthquake could cause fire and life hazards in any area of the City. Consider ruptured storage tanks, container breakage in storage facilities, and transportation mishaps. Flammable liquids or toxic chemicals could be in the streets, harbor, and inside structures. Toxic gases/products may permeate an area.
- Patrol for fire reporting and perimeter observation of fire areas.
- Provide assistance to the Public Works Director and Safety Officer regarding unsafe areas identified during the windshield survey.
- Establish communications with field units.
- Assess damage to department resources. Obtain a damage report on water supply lines from Public Works.
- Participate in aerial damage assessment if air support is available.
- Determine the extent of fire and hazardous materials involvement.
- Direct structural search and rescue according to department SOPs.
- Maintain communications with operating units and fire personnel.
- Assess staffing needs and make adjustments as needed.
- Determine alternate sources of water for fire suppression if the City system has been damaged.
- Keep up to date information on conditions. Utilize appropriate access routes as conditions change.
- Coordinate patrols in evacuated areas with police and cooperating agencies for protection of property and prevention of fire. Such patrols have a lower priority than search and rescue.

Recovery

- ☐ Assist in City recovery operations.
- ☐ Assist in inspections and damage assessment as requested.

4.8.7 Forest Grove Light & Power

- ☐ Conduct Initial Damage Assessment and report it to the Public Works Director using the following data sources:
 - Information from employees assigned to conduct windshield surveys, safety inspections of specific facilities, systems, and other areas.
 - Damage reports of power critical infrastructure systems damage or potential failure.
 - Community members/customers reporting damage to customer service representatives.
- ☐ Maintain established protocol to check the status of critical infrastructure and equipment. Actions include forming safety assessment teams, assessing infrastructure for damage and functionality, and prioritizing repair work for assignments.

Incident Stabilization

- ☐ Implement emergency response plans including damage assessment and call out of all key personnel needed for restoration of services.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Restore power services that affect the greatest number of persons.
- ☐ Identify alternative facilities to relocate staff.
- ☐ Deploy staff to the City EOC as requested.
- ☐ Establish and maintain communication links with the EOC.
- ☐ Systems issue emergency communications equipment as secondary devices to employees with specific functional and operational responsibilities according to Department emergency plans.
- ☐ Identify and ensure the logistical operations of alternate work locations, if needed.

- ☐ Gather and disseminate information on high-risk areas, road closures, and concentrated areas of damage.
- ☐ Assign a Restoration Coordinator.
- ☐ Deploy patrol and trouble crews throughout the City and along the Department's major transmission routes into the City to locate trouble problems and work to make repairs and restore service as safely and quickly as possible.
- ☐ Transfer customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.
- ☐ Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- ☐ Manage system load upon deficiencies.
- ☐ Work with appropriate City, County, State, and Federal entities to facilitate the restoration of utilities immediately following a disaster.
- ☐ Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Perform damage assessment of essential facilities and equipment through emergency engineering inspections. Inspections will be commensurate with the availability of personnel for inspections and consistent with operating requirements.
- ☐ Damage Reports will be made upon inspection and shall assign damage rating scores based on safety hazard City personnel, system reliability, and damage to the facility.
- ☐ Notify the EOC if Forest Grove L&P will be shutting down utilities in an incident area to prevent burst pipes, fires, or other compounding problems that may be created by the seismic event.
- ☐ If necessary, consider fast-track repair permit ordinance.
- ☐ Restore access to facilities.
- ☐ Maintain secure areas for utility restoration crews.

Recovery

- ☐ Develop Damage Reports upon inspection and assign damage rating scores based on safety hazard to personnel safety, system reliability, system hazard, and facility accessibility due to damage. Inspections will also comment on extent of damage and description of damage.
- ☐ Develop damage cost estimates as requested by governmental authorities for the purpose of seeking State and/or Federal Disaster assistance upon approval of senior management.
- ☐ Work with appropriate Local, State, and Federal entities to facilitate the investigation of the structure failure and restoration of utilities immediately following an incident.
- ☐ Attempt to secure assistance in accordance with existing contracts and agreements to meet reserve requirements, as necessary.
- ☐ Ensure that the alternate facility is not in the same immediate geographical area as the primary facility.

4.9 Wildfire Assignments

4.9.1 Fire Department

- ☐ Information shall be forwarded to the EOC concerning the following situations:
 - Fires: Actively occurring or potential fires due to severed pipes and utilities.
 - Observed damage to structures and/or infrastructure.
 - Hazardous Materials: Life threatening incidents, product, potential, evacuation needs.
 - Access Routes: Impassable streets and essential routes that can be readily cleared for safe access.
 - Utilities: Area wide disruption of water, sewage, telephone service, power outages, gas leaks.
 - Other Situations: Identify problems requiring Fire Department assistance or situations affecting City operations.

Incident Stabilization

- ☐ Implement Fire Response Plan
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ All commanders shall establish operational priorities based on problem assessment and availability of resources, considering that the overall objective during a major brush fire is to accomplish the following overarching priorities:
 - #1 Life Safety
 - #2 Incident Stabilization
 - #3 Preservation of Property

Recovery

- ☐ Determine priorities with regards to recovery operations.
- ☐ Continue to provide and manage any needed supplies or equipment.

- ☐ Ensure sufficient resources are on scene to accomplish District priorities and tasks set forth in action plan.
- ☐ Continuously improve situational awareness by assessing the available information from both field units and the EOC.
- ☐ Update the EOC on status of fire mop up activities.
- ☐ Establish plans for demobilizing resources and personnel.
- ☐ Fire Department Finance will submit FEMA reimbursement documentation to the FEMA Public Assistance official for processing.

4.9.2 Information Technology

- ☐ Test and restore as necessary City communications infrastructure affected by the fire.
- ☐ Ensure staff document nature and extent of damage.
- ☐ Test and restore as necessary business systems according to predefined order.

Incident Stabilization

- ☐ Provide EOC technical support and communications support.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Provide communications support for incident command posts, including assistance in bringing up alternate EOC locations.
- ☐ Maintain operability of the City's network systems.
- ☐ Maintain liaison with vendors to assist in recovery & operations of systems.
- ☐ Provide information technology mutual aid pursuant to established agreements.

Recovery

- ☐ Restore technology systems to normal operation.
- ☐ Provide support to recovery operations conducted by other departments.
- ☐ Demobilize IT resources located in the EOC facility.

- ☐ Collect all outstanding department timekeeping records and provide to Finance.
- ☐ Collect all outstanding financial records such as receipts and provide to Finance.

4.9.3 Police Department

- ☐ Work with Fire Department (when they are on scene or when they arrive on scene) to:
 - Ensure that an updated situation estimate has been communicated to EOC if activated.
 - Determine size of the involved area (actual and potential).
 - Determine apparent direction of the fire.
 - Identify type of area (business, residential, hillside, etc.).
 - Identify any areas that may need to be evacuated.

Incident Stabilization

- ☐ Facilitate evacuation consistent with guidelines indicated in the Mass Care and Sheltering Annex
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Open major ingress/egress routes for emergency vehicles.
- ☐ Identify Department personnel required and location of Staging Area. (Emphasize number of people, not units.).
- ☐ Assess communication equipment for department personnel at the Incident Command Post and Emergency Operations Center.
- ☐ As control is established in the involved area, the Department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City departments and agencies working in the area in whatever law enforcement role that is necessary.

Recovery

- ☐ Once order is established, attention should be directed toward restoring public services.

- ☐ Re-establish communication if disrupted.
- ☐ Continue perimeter control to keep unauthorized vehicles and pedestrians out of closed areas, in accordance with direction from the Incident Commander/Unified Commander.
- ☐ Continue to maintain the ingress/egress routes for emergency vehicles.
- ☐ Deployment reduction should coincide with the removal of temporary regulations and the restoration of public service.
- ☐ Care should be exercised in the withdrawal of law enforcement resources to ensure involved areas are protected.
- ☐ Some emergencies present special problems because of a greater potential for looting; therefore, interior patrols should be maintained even after citizens are allowed limited access into closed areas.

4.9.4 Parks And Recreation

- ☐ Provide situation assessment if fire is on Parks and Recreation land.
- ☐ Account for all in office and field personnel.

Incident Stabilization

- ☐ Emergency response is based on collaboration with Fire Department Command,
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Assist the Police Department with evacuation
- ☐ Report to EOC Operations Section.
- ☐ Provide resource information and resources to other departments (e.g., tractors, trucks, light towers) via the EOC.
- ☐ Provide personnel to perform disaster service worker functions to other departments (e.g., evacuation teams, traffic control).
- ☐ Determine the gaps in response activities related to the department's roles and responsibilities:
- ☐ Monitor the area for hot embers that will reignite long after the fire is over.

Recovery

- ☐ Initiate report to the City Manager relative to all casualties, damage, losses, expenditures incurred on City parks and recreation land.
- ☐ Provide the EOC with further assessment of damage to critical facilities and resources.
- ☐ Re-establish department communications if interrupted.
- ☐ Determine short and long term recovery restoration operations for impacted Parks and Recreation facilities and landscape.

4.9.5 Public Works

- ☐ Conduct windshield surveys conducted by staff in the field to report damage to the EOC
- ☐ Conduct department roll call for employee accountability and initiate emergency call out rosters when necessary.

Incident Stabilization

- ☐ Mobilize personnel and material resources to assist first responding departments.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Deploy personnel to the City EOC when required.
- ☐ Install and maintain alternate traffic control devices
- ☐ Develop and maintain emergency travel routes

Recovery

- ☐ Assess infrastructure for damage, functionality, and prioritizes repair work.

4.9.6 Forest Grove Light & Power

- ☐ Conduct Initial Damage Assessment and report it to the Public Works Director.
- ☐ Provide alternative work locations for displaced personnel.

Incident Stabilization

- ☐ Communicate with the Incident Commander any issues with loss of power for response operations.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Implement department response plans.
- ☐ Maintain power services for police facilities, fire facilities (including hydrants), hospitals, wastewater, and solid waste facilities.
- ☐ Provide the City Public Information Officer with information regarding service interruptions and progress of restoration efforts.
- ☐ Deploy patrol and trouble crews along the major transmission routes into the City to locate trouble problems and work to make repairs and restore service as safely and quickly as possible.
- ☐ Transfer customer load to alternative sources and curtailment of customer load based on the demands of the emergency event.

Recovery

- ☐ Assign a Restoration Coordinator
- ☐ Support restoration efforts by providing equipment or personnel as available to assist in removing downed trees from de-energized electric lines, restoring access to facilities by utility personnel and equipment, and maintaining areas secure for utility restoration crews.
- ☐ Manage system load upon deficiencies.
- ☐ Work with appropriate local, state, and federal entities to facilitate the restoration of utilities immediately.
- ☐ Restore those power facilities which affect the greatest number of persons.

4.10 Volcanic Event Assignment

4.10.1 Public Works

- ☐ Increase warehouse stock of items likely to be in high demand.
- ☐ Evaluate fleet maintenance needs.
- ☐ Update resource lists.
- ☐ Establish an interagency coordination/communication plan.
- ☐ Assume Incident Command.
- ☐ Provide public information regarding appropriate preparedness activities.

Incident Stabilization

- ☐ Assess damage to department resources and communication system.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Assess the volcanic activity with respect to wind forecasts, expected ash volume, and damage to vehicles, the water supply, utility distribution systems, city facilities for HVAC systems and roadways.
- ☐ Respond to and control the incident according to department SOPs.
- ☐ Assist the Police Department in traffic control as required.
- ☐ Coordinate inspections of pumps, valves, reservoirs, etc. as well as other utility system components as appropriate.
- ☐ Identify needs for alternative water supplies, if necessary.

Recovery

- ☐ Release excess personnel and equipment according to the demobilization plan.
- ☐ Assist in the compilation of damage assessment of City owned equipment, utilities, roads, etc. to support requests for Federal disaster assistance.
- ☐ Assign personnel to monitor and direct the long-term recovery process.

4.10.2 Fire Department

- ☐ Increase warehouse inventories for items that are likely to be in high demand.
- ☐ Establish interagency coordination/communication plan.

Incident Stabilization

- ☐ Establish communications with other City departments.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Monitor the City for latent fire events due to volcanic debris.
- ☐ Assess damage to department resources.
- ☐ Identify public health and safety issues with which the fire department can assist.
- ☐ Keep up to date information on fire conditions.
- ☐ Identify and brief the Emergency Executive Team and Incident Commander regarding inaccessible roadways and changes in fire conditions.

4.10.3 Police Department

- ☐ Assess staffing needs. Consider activation of volunteer resources and mutual aid agreements.
- ☐ Coordinate with the Forest Grove Fire Department and Public Works to clear and identify emergency access routes as quickly as possible.
- ☐ Establish a traffic control plan.
- ☐ Assist other responders as requested.

Incident Stabilization

- ☐ Facilitate evacuation consistent with guidelines indicated in the Mass Care and Sheltering Annex.
- ☐ Conduct briefings to the Emergency Executive Team and debrief department staff.
- ☐ Open major ingress/egress routes for emergency vehicles.

- ☐ Identify Department personnel required and location of Staging Area. (Emphasize number of people, not units).
- ☐ Assess communication equipment for department personnel at the Incident Command Post and Emergency Operations Center.
- ☐ As control is established in the involved area, the Department resources assigned to incidents may be reduced; however, there remains an obligation to assist and support other City departments and agencies working in the area in whatever law enforcement role that is necessary.

Recovery

- ☐ Once order is established, attention should be directed toward restoring public services.
- ☐ Re-establish communication if disrupted.
- ☐ Continue perimeter control to keep unauthorized vehicles and pedestrians out of closed areas, in accordance with direction from the Incident Commander/Unified Commander.
- ☐ Continue to maintain the ingress/egress routes for emergency vehicles.
- ☐ Deployment reduction should coincide with the removal of temporary regulations and the restoration of public service.
- ☐ Care should be exercised in the withdrawal of law enforcement resources to ensure involved areas are protected.
- ☐ Some emergencies present special problems because of a greater potential for looting; therefore, interior patrols should be maintained even after citizens are allowed limited access into closed areas.

4.11 Washington County Assignments

Although the City has no authority to assign responsibilities to County departments, many County departments are the primary agency responsible for providing certain services to the City of Forest Grove. Those County departments are listed, along with the services they are responsible for providing for all hazard events. The list below does not include services provided by mutual aid agencies.

Washington County Office of Emergency Management is responsible for coordination between the City and the County. Washington County OEM coordinates agency resources to support the City's response and recovery operations. In the event an incident extended past City borders, or if the incident exhausts City resources, the County EOC will be activated to support larger-scale incident activities. The Oregon Department of Emergency Management also coordinates requests for resources and is the agency responsible for requesting State activation and resources as needed.

Washington County Department of Land Use & Transportation coordinates infrastructure repair and restoration projects with the Forest Grove Public Works Department when the location or source of the damage involves both jurisdictions. Examples of interjurisdictional emergency Public Works projects may include debris removal, road repair, bridge repair, wastewater, and water conveyance system damage.

Washington County Health & Human Services is responsible for directing and managing public health, mass prophylaxis, environmental, and mental health response and recovery operations.

Washington County Sheriff's Office (WCSO) coordinates with Forest Grove Police Department to conduct evacuation, traffic control, resource augmentation, and implement security for shelter and mass care operations.

Clean Water Services (CWS) is an ORS 451 County Service District that provides wastewater conveyance and treatment and stormwater management services to the City.

4.12 State of Oregon Assignments

Although the City has no authority to assign responsibilities to State agencies and organizations, many provide primary or support services to the City. Listed below are agencies that provide emergency services to the City. The list below does not include services provided by mutual aid agencies.

Oregon Department of Emergency Management (ODEM) protects lives and property in Oregon by effectively preparing for, preventing, responding to, and

recovering from threats, hazards, and emergencies. At the jurisdiction's requests and when deemed appropriate, ODEM can become the coordinating entity between agencies and establish a Disaster Recovery Center (DRC) in lieu of a Local Assistance Center (LAC). Additionally, ODEM may provide financial support for extraordinary eligible costs associated with response and recovery operations.

Oregon Department of Transportation (ODOT) is responsible for highway, bridge, and rail transportation planning, construction, and maintenance. ODOT aids in pre-planning, road management, and traffic control and routing. These tasks are also managed in cooperation with Local law and State law enforcement. If roads within the ODOT's jurisdiction need to be closed off and traffic diverted ODOT personnel will place roadblocks and traffic diversion signs in the area. ODOT is responsible for restoring all conveyance and infrastructure systems managed by the State.

Oregon Department of Geology and Mineral Industries (DOGAMI) is the State of Oregon's geologic agency tasked with providing scientific information and services about Oregon's geology, seismology, and mineral resources. DOGAMI has performed extensive mapping through their Landslide Inventory Map Series, which show the locations and characteristics of past landslides. These maps can delineate potential slope stability problem areas. DOGAMI actively works with ODEM during and immediately following slide incidents and would potentially work with the City following major slides within City boundaries.

Oregon State Fire Marshal (OSFM) coordinates fire service resource mobilization to any incident beyond local fire service capabilities necessary to protect life, property, and the environment throughout Oregon.

4.13 Federal Assignments

Although the City has no authority to assign responsibilities to Federal agencies, many have primary or support responsible for providing certain services to the City of Forest Grove. Those agencies are listed below, along

with the services they are responsible for providing during a hazardous incident.

Federal Emergency Management Agency (FEMA)

In large incidents that exhaust Local and State resources, FEMA is the lead Federal agency for consequence management. If an incident extends beyond local and state response capabilities, FEMA will coordinate consequence management activities including measures to alleviate damage, loss, hardship, or suffering caused by the incident; to protect public health and safety; to restore essential government services; and to provide emergency assistance. FEMA would implement the Federal Response Plan, cooperating with State and Local emergency response agencies. Final authority to make decisions on-scene regarding the consequences of the incident (rescue and treatment of casualties, protective actions for the affected community) rests with the local Incident Commander. FEMA also provides individual assistance directly to individuals at FEMA Disaster Recovery Centers.

U.S. Bureau of Reclamation (USBOR)

The BOR EAP guides dam operating personnel and BOR field and regional office personnel in identifying, monitoring, responding to, and/or mitigating problems involving dam failure, potential dam failure, large inflows and releases, and other serious conditions. Tualatin Valley Irrigation District (TVID) monitors and controls the amount of water stored behind the dam according to BOR regulations. These regulations provide safety for those below the dam and maximize water storage capacity for use throughout the year.

The BOR agency is responsible for:

- Providing onsite monitoring of conditions at Scoggins Dam.
- Providing timely and accurate notifications to Washington County Consolidated Communications Agency (WCCCA) and communications dispatch during emergency situations at the dam.
- Providing subsequent notification to local authorities to assist them in making timely and accurate decisions regarding their warning and

evacuation responsibilities, accompanied by appropriate emergency public information.

U.S. Army Corps of Engineers (USACE)

The U.S. Army Corps of Engineers (USACE) responds to natural disasters and other emergencies in order to provide engineering expertise to local and state governments in support of FEMA. USACE has specialty capabilities to assist in certain circumstances having to do with providing potable water and auxiliary power.

4.14 Non-Governmental Organizations Assignments

The City recognizes the value and importance of organizations that perform voluntary services in their community and works closely with many of them. These organizations have resources which can augment emergency response and recovery efforts.

Affiliated volunteers within the City and the County are crucial to ensure effective response and recovery roles and services are fulfilled. City departments mobilize their affiliated volunteers to perform specific tasks and may be sworn-in by their commanding response agency as needed. The City is also reliant on the Washington County Community Emergency Response Team (CERT) for assistance.

Moreover, trained volunteers may also be solicited through the State Emergency Registry of Volunteers in Oregon, the Medical Reserve Corps (MRC), and the Oregon Voluntary Organizations Active in Disaster.

Northwest Oregon Red Cross Cascade Region

Although the City has no authority to assign responsibilities to NGOs, many NGOs have primary or support responsible for providing certain services to the City of Forest Grove; they include:

- Assisting during the recovery process by providing mass care services.
- Staffing the Red Cross position in the City EOC Mass Care Branch.

- Determining the most effective service delivery strategies for meeting client needs based on the culture, economy, and geography of the affected region and the scope of the disaster relief operation.
- Integrating efforts of the national NGOs that provide mass care services.

Each City Department will support stabilization activities for critical infrastructure. The following section describes department level response activities.

SECTION 5: ADMINISTRATION, FINANCE, AND LOGISTICS

Adherence to standard administrative and financial procedures is critical to ensure resources and funding to support response and recovery activities are accurately tracked and accounted for. Standard administrative and financial practices also support proper cost accounting to obtain any reimbursement provided through disaster assistance programs.

Each department is required to have documented internal administrative procedures to track expenditures. City departments track expenditures for incident activities using the disaster code developed by the Finance Director. Departments are required to track all expenditures specifically related to an incident including personnel costs such as straight and overtime payroll costs and expenditures. Responding departments are also required to have in place, documented internal administrative procedures for requesting, fulfilling, and tracking internal resource requests, department to department (DOC-to-DOC) resource requests, field to department (Field-to-DOC) and department to EOC (DOC-to-EOC).

The City Finance Director will develop a method for collecting financial documentation from departments as needed for submission as part of the City's reimbursement application process.

5.1 Emergency Fiscal Management

During an emergency, the City is likely to find it necessary to redirect City funds in order to effectively respond to the incident. The authority to adjust department budgets and funding priorities rests with the City Council. If an incident in the City requires major redirection of City fiscal resources, the following actions will be implemented:

- The City Council will meet in emergency session to decide how to respond to the emergency funding needs.

- The Financial Section / City Finance Director will track expenditures related to an incident.
- The City Finance Director will develop a budget adjustment document for the City Manager to present to the City Council.
- In order to facilitate tracking of financial resources committed to the incident and to provide the necessary documentation, an emergency charge code for all incident-related personnel time, losses, and purchases will be established by the Finance Section.

5.1.1 Agreements and Contracts

Should local resources prove to be inadequate during an incident, requests for assistance will be made to other local jurisdictions, other agencies, and industry in accordance with existing mutual-aid agreements, contracts, and agreements and contracts concluded during or prior to the incident. Such assistance may include equipment, supplies, or personnel. All agreements will be entered into by authorized officials and should be in writing whenever possible.

The City Manager will be informed of all incident based agreements and contracts request for assistance prior to finalization.

5.2 Resource Management

During the initial stages of an incident, resource procurement processes are managed at the field incident response level. Each responding agency maintains, deploys, and procures resources specific to department operations. However, once an incident requires resources outside the department or responding agency, resource requests are elevated to the Emergency Operations Center.

Resource requests and emergency/disaster declarations must be submitted by the City Manager to the County Emergency Manager according to provisions outlined under ORS Chapter 401. All assistance requests are to be made through County Emergency Management via the County EOC. County

Emergency Management processes subsequent assistance requests to the State.

In the case of emergencies involving fires threatening life and structures, the Conflagration Act (ORS 476.510) can be invoked by the Governor through the Office of State Fire Marshal. This act allows the State Fire Marshal to mobilize and fund fire resources throughout the State during emergency situations. The Forest Grove Fire Chief and the Washington County Fire Defense Board Chief assess the status of the incident(s) and, after determining that all criteria have been met for invoking the Conflagration Act, will notify the State Fire Marshal via Oregon Emergency Response system (OERS). The State Fire Marshal will review the information and notify the Governor, who authorizes the deployment of resources.

5.2.1 EOC Resource Request Process

If a responding City department in the field cannot procure a resource through their own departmental processes, the request will be submitted to the City EOC, when activated, and will firstly be managed by the Operations Section and its activated branches. If the Operations Section is unable to procure a resource, the request is sent to the Logistics Section on the condition the request is not for contracted services. The Logistics Section, fulfills commodity, facility, personnel, technology, and ground transportation requests so long as the request specifications meet fulfillment requirements (i.e., an adequate funding source, the requesting department, date needed by, delivery information, etc.). The EOC Logistics Section will then work to acquire the resource through City warehouses, departments, and vendors.

Request for contracted services

During an emergency, City departments may have to meet urgent needs by procuring resources to supplement existing goods and services already under City contract. In the instance the request is for contracted services, the request is sent to the appropriate City Department that already has a contract for that service in place. The requesting Department will “piggyback” requests for services off of the existing contract. However, if the

request necessitates services outside existing service contracts, the City Manager, Finance Director, and City Attorney, will collaborate to determine if an existing service contract requires amendment or a new one should be developed to meet the needs of the request.

Donations Management

Management of donations will be facilitated through the Logistics Section Donation Management Unit. The EOC will implement the donation management process by identifying resource needs and working to fulfill them through collaboration with the appropriate City department and vetted NGO or private sector business. When specific donation items are needed to meet needs, the EOC Donation Management Unit will coordinate with the Joint Information Center or the lead Public Information Officer (PIO) to communicate with the public. The Unit will facilitate management of such items. Coordination of donated goods occurs between EOC Management and the Logistics section when requests for donations, volunteers and other appropriate requests are made. The EOC will coordinate with Logistics safety engineers to ensure resources procured follow safety requirements.

5.3 Documentation and Timekeeping

During an emergency situation or incident, it is important to keep a record of staff assignments and costs related to the response to and recovery from the emergency/incident. Each department has their own internal processes for ensuring proper documentation of actions, incident specific cost tracking, personnel time keeping, and record retention of these documents. In accordance with standard cost accountability practices for unique events and human-caused and/or natural disasters, all City departments are required to document their financial costs of labor, materials, and equipment in addressing the event. Each City department operates their respective accounting practices within City's guidelines, Oregon Revised Statue 401, and the Federal Code of Regulations Title 44 of the Stafford Act to maximize potential reimbursement eligible costs and minimize ineligible costs.

SECTION 6: ATTACHMENTS

Attachment A: Hazardous Material Spill Response

PURPOSE

To provide a standard by which companies trained to the "First Responder Operations" level and Incident Commanders trained to the "On Scene Incident Commander" level respond to hazardous materials incidents.

PROCEDURE

1. Incident Commander

- A. All identified Hazardous Materials spill incidents require an Incident Commander trained to the "On Scene Incident Commander" level as described in the *HazMat/WMD Response* protocol under "Special Operations".
 - i. Establish Command.
 - ii. Contact Hazmat Team.
 - iii. Contact RP and have them remain with Command.
- 2. Make necessary contacts to PD, public works, etc.
 - A. In unknown spills involving liquids or dry products the on scene Company Officer is "Command" until product is identified as hazardous. IC is retained until a qualified "On scene Incident Commander" relieves them of Command.

2. Company Functions

- B. While enroute to the scene: Obtain available information from dispatch, MDT, or caller regarding:
 - i. Fixed facility vs. transportation vehicle.
 - ii. Indications of abandoned container, deliberate release, or accidental release.
 - iii. Type of product; liquid, solid.

- iv. Best approach; Uphill, upwind, upstream.
- v. Any agency on scene for contact information.
- vi. Approach scene with caution; be aware of escape routes, secondary devices, position apparatus headed away from the incident at a safe distance.

C. Upon Arrival:

- i. Establish Command and give size-up from a safe distance (cold zone).
- ii. Make contact with RP if possible.
- iii. 111. Gather product information (shipping papers, labels, product ID, color, etc.)
- iv. Determine if HazMat Team notification is required.
- v. If no information available use Guide #111
- vi. Isolate and deny entry to area.

Attachment B: Chemical Spill Response

HAZARDOUS MATERIALS CHEMICAL SPILL RESPONSE

PURPOSE

To establish a procedure for response to an intentional release of a hazardous chemical.

PROCEDURE

1. Approach

- A. Approach the scene from the uphill and upwind direction.
- B. Look for any signs of any unusual conditions such as large vapor cloud or unusual smoke color.
- C. Consider the possibility of secondary devices.
- D. Consider contacting the Hazmat Team and Law Enforcement.

2. Arrival– Scene Size Up

- A. Perform from a safe distance.
- B. Any indications of chemical involved (e.g., containers).
- C. Type of Occupancy
 - i. Chemical manufacturing, use, or storage.
 - ii. Enclosed office building or assembly area.
 - iii. Open area such as a park or stadium.
- D. Estimated number of patients.
 - i. Symptoms.
 - ii. Non-Ambulatory/Ambulatory.
 - iii. Does anyone look out of place or suspicious?
- E. Environment
 - Is the chemical spreading to other areas?

3. Scene Control

- A. Isolate and deny entry. Use the Emergency Response Guidebook
- B. Control victims involved.
 - i. Separate into symptomatic and non-symptomatic.
 - ii. Consider using pre-connect for patients with burning reaction or liquid exposure.
 - iii. If no reaction and liquid on clothing, consider dry decon.
 - iv. If multiple symptomatic patients, consider setting up mass decontamination.
 - v. Consider risk vs. benefit for rapid entry and patient assessment.

4. Safety

- A. PPE
 - i. Consider the use of SCBAs.
 - ii. Do not enter an enclosed area without SCBA.
 - iii. Do not attempt to plug or patch leaks.
 - iv. Avoid contact with or exposure to any chemicals.

KEY CONSIDERATIONS

- Contact Hazmat Team.
- Contact Law Enforcement if suspicious circumstances.
- Approach scene with caution and perform size up from safe distance.
- Avoid any contact with products that may be involved.
- Use PPE and SCBA as a precaution.
- Maintain awareness of people and items that seem suspicious.

Attachment C: Severe Weather Procedures

CITY OF FOREST GROVE MUNICIPAL CODE CHAPTER 38: SEVERE WEATHER

The purpose of this [Chapter 38](#) is to allow charitable organizations in the Town Center Core (TCC), Town Center Transition (TCT) and Community Commercial (CC) zoning districts to operate on-site severe weather shelters.

- 1) A period of two or more days where temperatures are forecasted by the National Weather Service (National Oceanic and Atmospheric Administration) or actually reach 32 degrees Fahrenheit or below;
- 2) Snow accumulation exceeding or expected to exceed three inches in depth;
- 3) A heat index of 95 degrees or above; or
- 4) Other conditions deemed severe enough to present a substantial threat to life or health.

§ 38.02 DEFINITIONS

SEVERE WEATHER SHELTER: A building or portion thereof that is operated by a charitable organization and that provides temporary shelter during a severe weather event. (Ord. 2019-11, passed 9-23-2019)

§ 38.03 DETERMINATION OF A SEVERE WEATHER EVENT.

The City Manager, or designee, is responsible for determining a severe weather event as defined in § [38.02](#). The City Manager, or designee, shall consult with the Washington County Department of Housing Services when determining a severe weather event. The City Manager, or designee, is also responsible for determining when a severe weather event has concluded. The City Manager, or designee, shall immediately notify the City Council, city police department, fire department and County Department of Housing Services upon making a determination of a severe weather event and shall include a list of known severe weather shelters. (Ord. 2019-11, passed 9-23-2019)

§ 38.04 SEVERE WEATHER SHELTER REGISTRATION.

- A. A charitable organization that seeks to provide an emergency weather shelter shall register with the city on forms provided by the city. The City Manager, or designee, shall maintain a current list of registered charitable organizations. The City Manager may limit the duration of the registration or require periodic updating or re-registration in order to ensure the list remains reasonably accurate.
- B. A charitable organization that is registered as a severe weather shelter may operate a severe weather shelter during the time of the severe weather event as determined by the City Manager under [§ 38.03](#). At such time as the City Manager, or designee, determines the severe weather event has concluded, the charitable organization shall cease providing the shelter services.
- C. The city shall provide the list of registered charitable organizations to emergency service providers, such as the County Department of Housing Services, police and fire departments, other emergency response agencies and to social service organizations serving the homeless as identified by the city. (Ord. 2019-11, passed 9-23-2019)

Attachment D: Winter Road Operations

Winter Road Operations

Flooding, wind, freezing rain, snow. The advent of another Pacific Coast winter threatens to create dangerous driving conditions and concern about access to work, school, and business.

This guide informs roadway users about City of Forest Grove's winter storm response plans, and it provides tips for motorists and residents to help keep themselves safe.

Who to call?

- To request help or report a road hazard:
- Life-threatening: emergency response – 911
- Hazardous road conditions: non-emergency response – 503.629.0111
- State highways: Oregon Department of Transportation (ODOT)
503.229.5002
- All City of Forest Grove Streets: Public Works – 503.992.3258
- All other roads in unincorporated urban and rural Washington County:
- Road Operations-During business hours 503.846.7623 or wc-roads@co.washington.or.us

Priorities

The City of Forest Grove is committed to maintaining our street system to ensure the safety of all roadway users and operating the street department in a cost effective and environmentally responsible manner.

The City's street department maintains about 76 miles of roadway from urban arterials to dead- end gravel roads. The City does not have sufficient operational resources to inspect all roadways for weather-related hazards either during, after, or in anticipation of a storm, and may not have resources to correct all known hazardous conditions.

To make the best use of our resources, we identified priority routes (see the winter operations map) that provide access to critical facilities, emergency services and highways. After these priority routes are taken care of, the remaining arterials and collectors will be serviced. Residential and local access streets will be serviced only when arterial and collector routes have been cleared and maintained.

Operations Plan

Response

Weather forecasts issued by the National Weather Service or other reporting agencies are considered to determine an appropriate response to a storm or other emergency event.

If an event develops during regular working hours (Monday through Friday, 7 a.m. to 4:30 p.m.), the Operations Supervisor will dispatch personnel and equipment as needed, under the direction of the Operations Superintendent. If an event develops outside regular working hours, the on-call personnel are responsible to notify the Operation Supervisor for calling in additional staff and equipment and to consider special circumstances. The Operations Supervisor has discretion to consider the prudent use of public resources, and apparent degree of potential hazard in making special exceptions to plans and guidelines. During extended events, Street Operations may operate on a 24-hour basis.

Flooding

High water warning signs are posted when water covers part of a traffic lane, but the hazard can be avoided without creating a danger to traffic. Road Closure barricades are set up when traffic lanes in one direction are covered with water or when water is flowing across the roadway creating dangerous driving conditions.

Ice and Snow

In the past when icy conditions are forecasted, the Oregon Dept. of Transportation has applied anti-icing materials to problematic areas of

Pacific Avenue and 19th Avenue for the City. This only applies when they had the available resources to assist us. The City in turn sands and reclaims the sand from portions of the state highways where City streets intersect the State highways as City forces are typically first on the scene. Recently the City has purchased a 300 gallon capacity Ice Control Distributor and will be applying anti-icing liquids to our arterials and some collector streets when appropriate. Not having to rely on ODOT, we should be able to expand our coverage. City streets with other factors such as hills, shaded areas etc. will be considered on a as needed basis. Road surface, humidity, air temperature, moisture, weather, and other factors are considered prior to anti-icing applications.

Non-toxic non-corrosive chemical anti-icing agents approved by the Pacific Northwest Snow-fighters, including Magnesium Chloride or Calcium Magnesium Acetate effectively reduce the freezing point of snow and ice, which helps to prevent ice from forming and bonding, and may reduce the need for sanding and reclamation.

When ice and snow cause streets to become slippery, the streets may be sanded to improve traction. A clean, finely graded crushed aggregate, or anti-skid material, is mechanically spread at intersections, curves, on hills and other problem areas, at the discretion of the Operations Supervisors. Sanding does not melt ice or snow.

Snowplows are not dispatched until after snowfall has stopped or until approximately two- inches (2") of snow has accumulated. Snowplows are usually kept off of priority routes during peak hours to avoid congestion and visibility problems. Road closure barricades are set up when street conditions are extremely hazardous.

Road Closure

Barricades are set up when street conditions are extremely hazardous.

Motorist / Resident tips

Make sure your vehicle is properly maintained and equipped for winter driving situations. Tire chains may be appropriate in some situations.

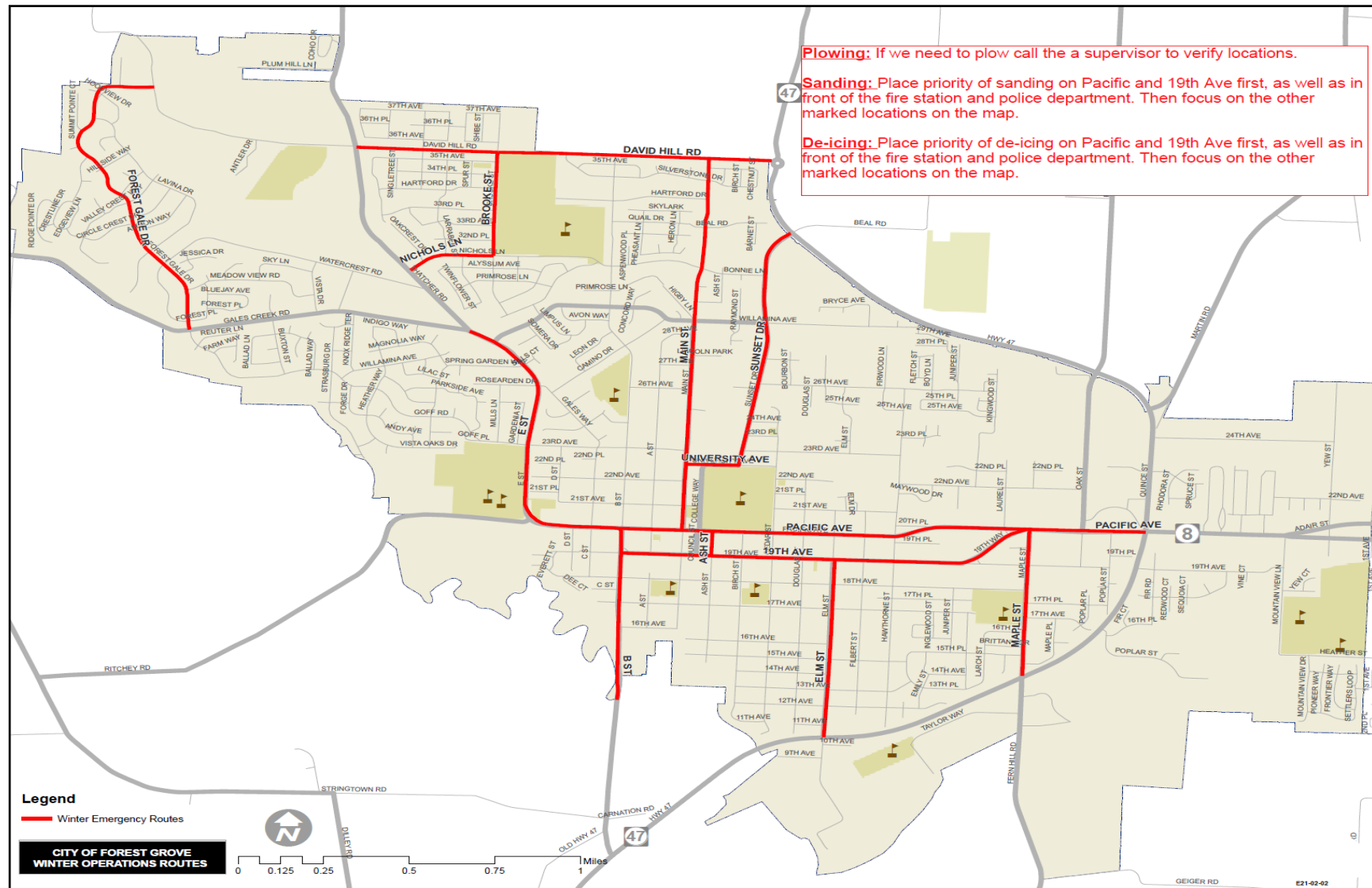
Exercise caution and drive with care. Driving at the posted speed may not be safe at all times.

Please respect road closures. Heavy equipment may be operating, bridges and culverts may be out of service, water over roadways and other hazardous conditions may exist. Road closures are for everyone's safety and apply to all road users – motorist, pedestrians, and bicycles. It is unlawful to move or drive around a road closure barricade.

If possible, please remove parked vehicles and other property from the public street and right-of-way to assist in the snow removal effort.

City employees may assist stranded motorist by contacting law enforcement or other emergency personnel. City employees will not attempt to remove or extract vehicles.

Map 1: City of Forest Grove Snow Operations Map



Attachment E: Emergency Executive Team Overview

The Emergency Executive Team (EET) is comprised of executive-level department representatives or individuals who have been delegated the authority to speak on behalf of their department/agency.

The EET will serve as an executive authority for the City's response and will provide direction in the following:

- Developing incident goals.
- Prioritizing incidents.
- Ensuring agency resource situation status is current.
- Determining specific incident and department resource requirements.
- Allocating resources to incidents based on priorities.
- Resolving issues of department overlap.
- Anticipating future department resource needs.
- Communicating EET direction to the EOC, staff, and agencies.
- Providing necessary liaisons with other coordinating departments and agencies, as appropriate.

The purpose of the EET is to assist the City Manager in the formulation of emergency recommendations, developing guidelines, and providing oversight to ensure effective directives are implemented. The EET is authorized to enforce rules, orders, regulations, and directives to protect life and property during local emergencies. Under citywide emergency conditions, the City shifts from department focus to a centralized managed citywide response under the direction of the EET.

EET policies and strategies will be disseminated by the Incident Commander and the City EOC Manager to the response organization via briefings, action plans, electronic media, or other means as appropriate. The Incident Commander, in consultation with Command and General staff personnel, will develop tactical direction based on the City Manager's directives for the Incident Management Team to implement. City executives that provide support to City departments will communicate the City Manager's directive to

their staff to implement. The City Manager exercises full authority of all City departments, may organize additional divisions as necessary, provides coordination among executives, and, if necessary, require EET members to implement emergency directives.

SECTION 7: HAZARD DEFINITIONS

Aftershock

An earthquake of similar or lesser intensity that follows the main earthquake.

Bedrock

The solid rock underlying gravel, sand, silt, etc.; any solid rock exposed at the surface of the earth or overlain by unconsolidated material.

Closed-basin flooding

Occurs when a lake has no outlet or a relatively small outlet. Seasonal rainfall and storm systems can cause the lake level to rise faster than it can empty. Floodwaters in closed-basin lakes accumulate over long periods of time and may stay for weeks, months, or years.

Crustal Earthquake

The uppermost 0-19 miles of the earth's crust is brittle enough to produce crustal earthquakes close to a 7.0 Magnitude event. Aftershocks usually occur.

Dam

Any artificial barrier, together with appurtenant works, which does or may impound or divert water, and which:

- Is or will be 25 feet or more in height from the natural bed of the stream or watercourse at the downstream toe of the barrier, or from the lowest elevation of the outside limit of the barrier, as determined by the department, if it is not across a stream channel or watercourse, to the maximum possible water storage elevation
- Has or will have an impounding capacity of 50 acre-feet or more.

Debris basin

Sometimes referred to as a catch basin – a large, excavated basin into which a debris flow runs or is directed, and where it quickly dissipates its energy and

deposits its load. Abandoned gravel pits or rock quarries can often be incorporated.

Debris flows

A common type of fast-moving landslide. These landslides generally occur during periods of rainfall or snow melt.

Earthquake

Seismic vibrations produced when a fault in the earth's crust ruptures or breaks, causing movement or slippage of the rocks along the fault.

Earthquake is a term used to describe both sudden slip on a fault, and the resulting ground shaking and radiated seismic energy caused by the slip, or by volcanic or magmatic activity, or other sudden stress changes in the earth.

Earthquake Hazard

Anything associated with an earthquake that may affect the normal activities of people. This includes surface faulting, ground shaking, landslide, liquefaction, tectonic deformation, tsunamis, and seiches.

Earthquake Risk

The probable building damage, and number of people that are expected to be hurt or killed if a likely earthquake on a particular fault occurs.

Excessive Cold

What constitutes extreme cold, and its effects can vary across different areas of the country. In regions relatively unaccustomed to winter weather, near freezing temperatures are considered "extreme cold." Whenever temperatures drop decidedly below normal and as wind speed increases, heat can leave the body more rapidly. Extreme cold is a dangerous situation that can bring on health emergencies in susceptible people, such as those without shelter or who are stranded, or who live in a home that is poorly insulated or without heat (Centers for Disease Control and Prevention Definition).

Excessive Heat Warning

An Excessive Heat Warning is issued within 0–36 hours of when dangerous conditions will happen. There is a high degree of certainty that the event will occur, or it is already occurring. Warnings may be issued even if an excessive heat watch is not issued in advance. Excessive Heat Watch An Excessive Heat Watch is issued 12–72 hours in advance when dangerous heat is possible. There may be some uncertainty about the onset, extent, or severity of the heat event.

Extratropical Cyclone

A cyclone in the middle and high latitudes often being 2000 kilometers in diameter and usually containing a cold front that extends toward the equator for hundreds of kilometers.

Fault

A break in the earth's crust which ruptures during an earthquake, allowing the two sides of the fault to slip past each other. The slippage may range from less than an inch to more than 30 feet in a severe earthquake.

Fire Following Earthquake

Fires that ignite in the aftermath of an earthquake as a result of cascading effects from seismic-induced damage to buildings and other infrastructure systems. Of these fires, it has been estimated that gas-related ignitions account for 25% of the total number of ignitions.

Fire Fuel

Fuel feeds a fire by providing energy and can be anything from live or dead plant materials to structures, like homes. Fire behavior is dependent on certain fuel characteristics – type, amount (loading), availability, and arrangement.

There is a variety of fuel types out in the forest:

- Ground fuels include organic matter such as peat, duff, and decomposing roots.

- Surface fuels are fuels on the ground such as needles, grasses, moss, lichens, forbs, shrubs, twigs, branches, tree trunks, and other herbaceous material.
- Ladder fuels convey flames from the surface level up into the crown. Examples of ladder fuels are tall shrubs, small and medium-trees, and low-hanging limbs.
- Crown fuels are foliage and small branches of the forest canopy.

Fire Mop-Up

Describes the hard physical labor process of extinguishing or removing burning material near control lines down to the mineral soil, felling fire damaged trees, and cooling ash pits to make a fireline less likely to escape or to reduce residual smoke. This is followed up by 'cold-trailing' with the back of one's hand along the ground near the fireline to make sure no heat remains. On a typical fire crews will 'mop-up' to the extent necessary to minimize the likelihood of the fire moving into unburned areas outside of the edge of the fireline.

Flash flooding

Is the rapid flooding of low-lying areas, usually caused by intense rainfall and can flood an area in less than six hours. Freeze Warning

Issued during the growing season when surface temperatures are expected to drop below freezing over a large area for an extended period of time, regardless of whether or not frost develops.

Freeze Watch

A Freeze Watch is issued when there is a potential for significant, widespread freezing temperatures within the next 24 to 36 hours. Temperature drops below freezing usually occur starting in the autumn running through the end of the growing season. It is marked by the occurrence of first widespread freeze.

Frost Advisory

A Frost Advisory is issued when the minimum temperature is forecast to be 33 to 36 degrees on clear and calm nights during the growing season.

Geologic hazard

A geologic condition, either natural or human-caused, that poses a potential danger to life and property.

Hazardous Weather Outlook

A narrative statement frequently issued on a routine basis, describing potential hazardous weather and hydrologic information of concern, occurring in the next one to seven days.

Heat Advisory

A Heat Advisory is issued within 12–24 hours of moderately dangerous heat is about to happen. Lesser impact than a warning event level, however, heat illness may still occur if precautions are not taken.

Heat Risk Forecast

Provides a color and numeric value that places forecast heat for a specific location into an appropriate level of heat concern, along with identifying groups potentially most at risk at that level.

High Wind Warning

A High Wind Warning is issued for sustained winds of 40 to 73 mph (≥ 35 kts) occurring for at least one hour, or anticipated gusts exceeding ≥ 58 mph (≥ 50 kts).

Landslide

A mass movement of soil, mud, earth, debris, and/or rock down a slope. Landslide is a general term that describes a wide variety of processes that result in the downward and outward movement of materials. The materials may move by falling, toppling, sliding, spreading, or flowing.

Liquefaction

A process by which water-saturated sediment temporarily loses strength and acts as a fluid when exposed to strong seismic shaking. The shaking causes the grains to lose grain-to-grain contact, so the sediment tends to flow. Liquefaction is most likely in loose sandy soil with a shallow water table.

Lower Plate Earthquake

Earthquakes that originate at a depth between 28 and 37 miles below the earth's crustal layer and can produce up to a 7.5 Magnitude event. Such earthquakes typically lack aftershocks.

Magnitude

The amount of energy released during an earthquake. An increase of one full point on a magnitude scale represents about a 3-fold increase in the energy released. Therefore, an earthquake measuring magnitude 6.0 is about 30 times more powerful than one measuring 5.0.

Mercalli Scale

A scale of earthquake intensity based on observed effects and ranging from I (detectable only with instruments) to XII (causing almost total destruction).

Mudflow

A river of liquid and flowing mud on the surface of normally dry land areas, as when earth is carried by a current of water. Mudflows are characterized by fine grained earth material and a high degree of fluidity and are the fastest and wettest type of flow. Mudslide is an imprecise but popular term commonly used in place of mudflow by the public and the media.

Plate Convergence

Earth plates come together, destroying crust, and recycling it back into the interior of the earth as one plate dives under another.

Reservoir

Any reservoir which contains or will contain the water impounded by a dam.

Richter Scale

A logarithmic scale for indicating the magnitude of earthquakes using data from a seismograph: each step represents a magnitude that is about 10 times greater than the preceding step, with 1 indicating a disturbance detectable only by instruments and 7 one that can cause major damage to buildings.

River and stream flooding

Triggered by heavy rains, melting snows, and storm surge. River and stream flooding can also occur when a dam breaks, producing effects similar to flash flooding in minutes.

Slump

A landslide where material moves in a block. Slumps are often the result of removed buttressing earth at the foot of a slope or thorough wetting.

Slurry

A highly fluid mixture of water and finely divided material.

Subduction Zone Earthquake

A subduction zone earthquake occurs where two lithospheric plates come together, one riding over the other. The lithosphere is the outer solid part of the earth, including the crust and uppermost mantle. Subduction zone earthquakes have occurred off of Chile in 1960; a similar quake off Alaska in 1964 measured 9.2, and the 2004 quake that generated the catastrophic Indian Ocean tsunami had a Magnitude of 9.1.

Thunderstorms

A storm produced by a cumulonimbus cloud and accompanied by lightning and thunder.

Tornado

Tornadoes are the most violent storms on earth. While the City has experienced tornadoes, such storms represent a relatively low risk for most areas. Wind speeds in tornadoes range from values below that of hurricane

speeds to more than 300 miles per hour. Unlike hurricanes, which produce wind speeds of similar values over relatively widespread areas (when compared to tornadoes), the maximum winds in tornadoes are often confined to extremely small areas and vary substantially over short distances, even within the funnel itself. Tornadoes are measured by the Fujita Tornado Scale which classifies tornadoes by intensity categories (F0–F12) based on the maximum winds occurring within the funnel.

Wildland Urban Interface (WUI)

The (WUI) is the area where human development and the natural world meet or intermingle.

The condition of each lifeline depends on the capability of the underlying components, and is informed by situational awareness reports, impact assessments, and conversation with partners across the public, private, and non-profit sectors.

Apply the following questions and understanding the incident is critical in determining the condition of a lifeline and components:

- Did the incident disrupt services to survivors provided by component capabilities?
- What is the extent of the disruption and impact on response and survivors?
- Has a solution to the disruption been identified?
- Has that solution been converted into a plan of action?
- Has that plan of action been resourced?
- Are there limiting factors that are worsening impacts to the community? If so, to what extent are they limiting services?
- Are there contingency response solutions in place? How long until emergency repairs are completed?
- When can permanent repairs begin?
- Did the incident create a surge demand exceeding component capabilities

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STAFF REPORT TO CITY COUNCIL

TO: City Council

FROM: Jesse VanderZanden, City Manager
Emily Guimont, City Attorney

MEETING DATE: May 26, 2026

SUBJECT TITLE: Resolution 2026-21 Adopting the Collective Bargaining Agreement between the City and the International Brotherhood of Electrical Workers, effective July 1, 2026, through June 30, 2029

ACTION REQUESTED: ☐ Ordinance ☐ Order ☒ Resolution ☐ Motion ☐ Informational

BACKGROUND

The current labor agreement between the City of Forest Grove and the International Brotherhood of Electrical Workers (IBEW) expires June 30, 2026. The parties have reached tentative agreement on a collective bargaining agreement, which is attached as Exhibit A. It has been ratified by the International Brotherhood of Electrical Workers Local 125 members and needs Council approval prior to becoming effective. The substantive collective bargaining agreement modifications are as follows:

- Three year agreement.
- Wage increases were bargained for all classifications covered by the agreement on July 1 of each year of the contract as follows:
 - July 1, 2026: 10% wage increase for all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification; and a 4% wage increase for all other classifications.
 - July 1, 2027 – 5.0% wage increase for all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification; and a 3.5% general wage increase for all other classifications.
 - July 1, 2028 – 5.0% for all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification; and 3.0% general wage increase for all other classifications.
- Union members will be enrolled in the Line Construction Benefit Fund (“LINECO”) for medical, vision and dental insurance coverage effective January 1, 2027. The plan offered by LINECO is significantly less expensive than the City’s current health insurance plans and the Union and City will split the cost savings 60/40 respectively. The Union’s savings will be split evenly

between the covered members and contributed to their VEBA accounts. The cost savings or increases will be evaluated each year per a method included in the CBA.

FISCAL IMPACT

The monetary terms of the agreement are within the parameters established by City Council.

RECOMMENDATION

Staff recommends the City Council adopt the attached resolution authorizing the City Manager to execute the collective bargaining agreement outlined in Exhibit A made between the parties for the term July 1, 2026, through June 30, 2029.

ATTACHMENT/S:

- Resolution 2026-21
- Exhibit A: Collective Bargaining Agreement between the City of Forest Grove and the International Brotherhood of Electrical Workers

AGREEMENT

BETWEEN

CITY OF FOREST GROVE

AND

**INTERNATIONAL BROTHERHOOD
OF ELECTRICAL WORKERS
LOCAL 125**

JULY 1, 2026 THROUGH JUNE 30, 2029

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AGREEMENT

The CITY OF FOREST GROVE, Oregon, hereinafter referred to as “the City”, and LOCAL 125 OF THE INTERNATIONAL BROTHERHOOD OF ELECTRICAL WORKERS, hereinafter referred to as “the Union”, hereby mutually establish and agree upon the working conditions and wage schedule hereinafter set forth covering those employees listed in Article 30 and employed by the City of Forest Grove Light and Power Department.

The City and the Union have a common and sympathetic interest in the electrical industry; therefore, a working system and harmonious relations are desirable to improve the relationship between the Employer and the Union. All shall benefit by continuous peace and by adjusting any differences by rational common-sense methods. To these ends, this Agreement is made.

ARTICLE 1 **RECOGNITION**

1.1 The City recognizes the Union as the sole and exclusive collective bargaining agent for the purpose of establishing wages, hours of work, benefits and conditions of employment for all regular electrical worker employees of the City, excluding supervisory and confidential employees, and employees presently represented in any other bargaining unit.

1.2 For the purposes of this Agreement:

- a. ELECTRICAL WORKER: Is defined as all classifications set-forth in Article 30.
- b. REGULAR FULL-TIME EMPLOYEE: Is defined as any employee who is regularly scheduled to perform work for 40 hours per week.
- c. REGULAR PART-TIME EMPLOYEE: Is defined as any employee who is regularly scheduled to work more than 600 hours in a calendar year, but less than 40 hours per week.
- d. TEMPORARY EMPLOYEE: Is defined as any employee who is employed for a limited period, not to exceed six months in a twelve-month period for a full-time employee, or 600 hours in a calendar year for a part-time employee.
- e. SUPERVISORY EMPLOYEE: Is defined as in Oregon Revised Statutes 243.650 (23).
- f. CONFIDENTIAL EMPLOYEE: Is defined as in Oregon Revised Statutes 243.650 (6).

1.3 It is recognized that supplementary written Agreements which have been signed by appropriate representatives from the City and the Union may exist regarding points not covered in this Agreement and it is the intent that they be and remain in force until otherwise terminated or changed by mutual agreement.

1.4 Gender-specific terms are not intended to be discriminatory but are the historical terms used to describe certain positions.

ARTICLE 2

DURATION OF AGREEMENT

✍ **2.1** This Agreement shall remain in full force and effect from upon ratification, up to and including June 30, 2029, and thereafter until terminated by at least sixty (60) days' notice, in writing, by either party to the other.

2.2 This agreement may be amended or modified by mutual agreement between the parties hereto, without notice of termination by either party.

ARTICLE 3

MANAGEMENT RIGHTS

3.1 The Union recognizes the right of the City to manage its affairs, in accordance with its responsibilities, expressed powers, inherent authority, and the City Charter and that, except to the extent expressly abridged by provisions of this Agreement, management functions are not subject to negotiations. These functions include, but are not limited to, directing the activities of the department; determining levels of service and methods of operation, including subcontracting and introduction of new equipment; the right to hire, lay-off, transfer and promote; to discipline or discharge for cause; to determine the work schedules and assign work; to develop employment policies and procedures and any other such rights not specifically referred to in this agreement.

3.2 Unless directly contradicted by the terms of this Agreement or a mandatory subject for bargaining, all employment policies of the City are specifically incorporated herein by reference.

ARTICLE 4

UNION SECURITY AND PAYROLL DEDUCTION

4.1 Membership or non-membership in the Union shall be the individual choice of employees covered by this Agreement. The Union shall be the holder of all records regarding employee membership status in the Union and any disputes about employee membership status shall be resolved by the Union. The City will deduct from a Union member's pay and remit monthly to the Business Manager of IBEW Local 125 the normal and usual dues, fees, and assessments uniformly required of its members. The Union will notify the City in writing of the monthly amount of Union dues, fees, and assessments. Employees who are not members of the Union may voluntarily agree to pay representation fees to the Union as specified in a written payroll deduction authorization between the Union and the employee.

4.2 Any employee who is a member of the Union or who has applied for membership, shall sign and deliver to the Union, who shall forward to the City, a written payroll deduction authorization authorizing and consenting to the deduction of dues, fees, costs, charges, and assessments for membership in the Union. The Union shall also forward to the City the written payroll deduction authorization of any Employee who is not a member of the Union but who has voluntarily agreed to pay representation fees to the Union. A written payroll deduction authorization may be revoked or changed only in the manner and at the time specified in the authorization. The City will adhere to all provisions in the written authorizations discussed above.

The City shall refer bargaining unit employees to the Union for answers to questions about payroll deduction authorization.

4.3 The Union will indemnify, defend, and hold the City harmless against any claims made and against any suit instituted against the City as a result of any action taken pursuant to the provisions of Sections 4.1 and 4.2. This includes all costs associated with the claim, including attorney fees, court costs, and similar. In the event any determination is made by the highest court having jurisdiction that this Article is invalid, the Union shall be solely responsible for any reimbursement to affected employees.

4.4 The Union shall assist the City by referring skilled workers to the City when requested.

4.5 The City shall designate bulletin board space for posting of official Union notices.

ARTICLE 5

EMPLOYEE RIGHTS

5.1 The City and the Union agree there shall be no discrimination with regard to the hiring or tenure of the employees by reason of race, color, religion, sex, pregnancy, citizenship, age, marital status, physical disability, mental disability, veteran's status, medical condition, sexual orientation, genetics, political affiliation or national origin, or on the basis of membership in any other protected class. Discrimination on the basis of relationship, mental or physical handicap are prohibited, except in the instance of valid occupational qualification and under the provisions of the Americans with Disabilities Act. The City and the Union agree further that there shall be no discrimination against any employee due to membership or non-membership in the Union or because of an activity in which the employee may engage in on behalf of the Union, provided such activity does not interfere with the employee's performance of work assignments.

5.2 The City shall give all employees ten (10) working days' notice of lack of work.

5.3 Employees appointed as Acting Superintendent shall be paid at the Line Foreman rate of pay. Employees shall not be appointed as Acting Superintendent while concurrently serving as Shop Steward.

ARTICLE 6

STRIKE AND LOCKOUT

6.1 The Union agrees that during the term of this Agreement its membership shall not engage in any strike, work stoppage, slowdown or interruption of services, and the City agrees not to engage in any lockout.

6.2 Disputes between the Union and the City shall be resolved by arbitration in the same manner as set forth in Article 20.

ARTICLE 7
DISCHARGE, SUSPENSION, WARNING

7.1 New employees may be terminated within the twelve-month (12) probationary period without cause.

7.2 Employees are subject to discipline for just cause. Disciplinary action or measures shall be limited to the following: oral reprimand, written reprimand, demotion, suspension, reduction of pay, or discharge.

7.3 Oral reprimands shall not be subject to the grievance procedure. Written reprimands may be processed through the grievance steps and may proceed to arbitration.

7.4 If the City has reason to reprimand an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

ARTICLE 8
PAID TIME AND HOURS OF WORK

8.1 WORK SCHEDULES – Three (3) work schedules are recognized under this Agreement: a 5-8 work schedule, a 9/80 work schedule, and a 4-10 work schedule; with an unpaid lunch period of thirty (30) minutes or one (1) hour midway through the shift depending on their work schedule. Each employee shall also be allowed a rest break not to exceed fifteen (15) minutes, approximately midway in each half shift, the time of which shall count as time worked. Management will determine where breaks are taken. Any employee required to work overtime at the conclusion of the employee's regular shift shall have the option of a meal period of at least thirty (30) minutes, but not to exceed one (1) hour upon having completed the first one and one-half (1.5) hours of overtime work. At the discretion of the Light and Power Director and based on the needs of the City and services to the public, the following work schedules shall be available:

8.2 5-8 WORK SCHEDULE – The standard workweek shall consist of five (5) consecutive eight (8) hour workdays, Monday through Friday. Hours of work will normally start between 7:00 a.m. and 8:00 a.m. and end between 3:30 p.m. and 5:00 p.m.

8.3 4-10 WORK SCHEDULE – The workweek shall consist of four (4) consecutive ten (10) hour workdays, Monday through Thursday or Tuesday through Friday by mutual agreement between the City and Shop Steward. Hours of work will normally start between 7:00 a.m. and 7:30 a.m. and end between 5:30 p.m. and 6:00 p.m. with an unpaid thirty (30) minute lunch period midway through the shift.

 **8.4 9/80'S WORK SCHEDULE** – 9-80's are considered a work schedule and shall be determined at the discretion of the Department Director and based on the needs of the City and services to the public. Alternate workweek schedules are defined as seven (7) consecutive calendar days beginning and ending on designated days and times.

Examples include, but are not limited to: 1) a defined workweek beginning at 12:01 p.m. on Monday and ending the following Monday at 12:00 Noon; or 2) a defined workweek beginning at 11:31 a.m. Friday and ending on the following Friday at 11:30 p.m. The Light and Power

Director shall designate which schedule employees are authorized to work, including staggering which days off employees will have based on the needs of the department.

8.5 Changes in the normal hours of work for the summer and/or winter months work schedule may be approved by mutual agreement between the City and the Shop Steward. The Shop Steward shall obtain concurrence from the Union.

8.6 REST PERIOD – When an employee reports for overtime work four (4) hours or more before the beginning of their regular shift, and works uninterrupted into their regular shift, they shall be paid at the overtime rate until relieved. If an employee works six (6) or more hours within the fifteen-and-one-half (15.5) hours preceding their regular scheduled start time, and has not received an eight and one half (8.5) hour unpaid rest period, the employee will be given the option to remain on duty for the duration of their regular shift at the overtime rate or be relieved for the duration of their regular shift at the employee's straight time rate. Before leaving work, the employee will notify the Supervisor of the employee's preference. If the employee requests their paid rest period, the City will, in its sole judgment, approve or deny the employee request based on operational requirements of the City as determined by the Light and Power Director.

8.7 OVERTIME – Work in excess of (8) eight hours on a 5-8 schedule or ten (10) hours on a 4-10 schedule per day or forty (40) hours in any workweek, shall be considered overtime. Work in excess of nine (9) hours on a normally scheduled nine (9) hour shift, or more than eight (8) hours on a normally scheduled eight (8) hour shift while on a 9/80's work schedule shall be considered overtime. Hours worked in excess of forty (40) hours in any designated workweek shall be considered overtime, but hours of work for which daily overtime is allowed shall not be included in computing weekly overtime. Overtime, computed to the nearest quarter hour, shall be compensated at two (2) times the regular rate of pay. A minimum of two (2) hours plus one-half (½) hour drive time will be paid for all scheduled and unscheduled after-hours work, except work contiguous to the end of the regular shift which shall be compensated at two times (2x) the regular rate of pay for the time actually worked. More than one (1) callout in a two (2) hour period shall be treated as a single callout. Employees shall be paid at the overtime rate for all time worked outside of their regular shift or workday and for all time worked on holidays, in addition to their holiday pay. Overtime must be pre-approved except in an emergency or while on standby. Overtime will be kept equitable within classification and based on a twelve (12) month rolling accumulation and posted for each pay period.

8.8 Employees will be compensated for time actually worked or a minimum of one-half (½) hour at the overtime rate if they are called outside of normal work hours when not in a standby duty status and they resolve the issue.

- a. If the call requires the employee to be called out to respond, the one-half (1/2) hour of pay under this section will not be paid, but the employee will receive callout pay in accordance with Section 8.7 above.
- b. If the employee does not answer the call, does not resolve the issue, or refuses to respond to the incident that initiated the call, if appropriate, the employee will not receive the one-half (½) hour of pay under this section.

8.9 When emergency response conditions occur, attempts will be made to contact all required personnel per the standby duty or overtime equitability list. When all attempts have been exhausted and emergency response personnel are still needed due to life or property being in danger, management may declare a mandatory emergency response condition and require personnel to respond within a reasonable time.

8.10 COMPENSATORY TIME – All overtime worked shall be paid or the employee shall receive compensatory time-off based upon mutual agreement and the Department Head's determination of Department needs. Compensatory time-off shall be scheduled by mutual agreement of the employee and the supervisor based on the needs of the department. Under mutual aid work conditions, all overtime worked shall be paid and will not be eligible to be banked as compensatory time-off with the exception of probationary employees. Under normal circumstances compensatory time off requests need to be initiated a minimum of three (3) days prior to the requested date. Compensatory time-off accumulation shall be capped at forty-eight (48) hours.

8.11 The overtime pay of any employee called from home for overtime work shall be time worked plus one-half (½) hour for travel time.

8.12 Non-mandatory/voluntary attendance at conferences, conventions, or training session attendance, which are paid at City expense, will be paid at the regular rate, not to exceed eight (8) hours on a 5-8 schedule, nine (9) hours on a 9/80 schedule or ten (10) hours on a 4-10 schedule in a workday. The City has the right to change the regular workday schedule for training purposes.

 **8.13** MUTUAL AID – When a Mutual Aid situation has been declared, and bargaining unit employees are sent to other utilities to provide mutual aid, bargaining unit employees will be paid overtime for all hours worked. Hours worked begin upon the departure of any bargaining unit employee from the City of Forest Grove for the purpose of traveling to the utility needing mutual aid in order to provide assistance, and end upon the return of the Bargaining Unit employee. Bargaining Unit employees will be compensated at the overtime rate for all work hours, not including a rest period as referenced in Section 8.6 of this Agreement.

ARTICLE 9

PAID MEALS

9.1 Employees working one and one-half (1.5) hours of overtime contiguous to their regular shift, and up to or through a designated mealtime, and any other overtime worked which continues into or through a designated mealtime, shall be paid for appropriate meals. The midnight meal shall be paid at the dinner rate. Amounts distributed for meals shall be paid through payroll and will be included in the employee's taxable income pursuant to IRS regulations. Under normal circumstances employees shall not be required to work more than six (6) hours without a meal. In the event an employee is required by management to work more than six (6) hours without a meal break, they shall be paid for one (1) hour at the straight time rate in addition to their compensation for time worked. When employees are scheduled to work outside their normal shift, they shall not be required to supply themselves more than one (1) meal within a twenty-four (24)-hour period.

9.2 MEAL PERIODS/MEAL ALLOWANCES – Designated mealtimes for the purposes of Article 9 are defined as 6:30 to 7:00 a.m. for breakfast and shall be paid at the rate of ten dollars (\$10.00), Noon to 12:30 p.m. for lunch at the rate of fifteen dollars (\$15.00), 6:00 to 6:30 p.m. for dinner at the rate of thirty dollars (\$30.00), and Midnight to 12:30 a.m. for the midnight meal at the rate of thirty dollars (\$30.00). Meal breaks, if taken, during designated mealtimes, are one-half (½) hour, and shall be considered unpaid time.

9.3 When conditions imposed upon the City require that work be performed during the designated noontime lunch period, the Foreman may advance the designated noontime lunch period one (1) hour or delay it one (1) hour. If such delay of the noontime lunch period still results in employees working through their adjusted meal period, they shall be paid for one (1) hour at the straight time rate in addition to their compensation for time worked.

ARTICLE 10

HOLIDAYS

10.1 OBSERVED HOLIDAYS – Employees covered by this Agreement shall receive the following paid holidays: New Year's Day, Martin Luther King Jr. Presidents' Day, Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, day after Thanksgiving, Christmas Day and two (2) personal holidays. Personal holidays shall be credited at the beginning of each calendar year and shall be prorated to the nearest hour for newly hired employees, and scheduled with the approval of the supervisor, and used within the calendar year. Employees on vacation when a legal holiday occurs shall be entitled to holiday pay or an extra day vacation. Holiday pay shall be based on eight (8) hours for full-time employees. Employees who are working a 9/80's schedule who are normally scheduled to work more than eight (8) hours on a paid holiday shall use other appropriate paid leave to supplement holiday pay for the additional hours.

10.2 Personal holiday hours of eight (8) hours or less as of December 31 of each year shall be carried over into the next year.

10.3 When a holiday falls on a Sunday, it shall be observed on the following Monday. When a holiday fall on a Saturday, it shall be observed on the previous Friday.

10.4 HOLIDAYS ON 4-10 SCHEDULE – Employees assigned to a 4-10 schedule shall be reassigned to a 5-8 schedule on any week that includes a paid legal holiday, not to include personal holidays.

ARTICLE 11

VACATION

11.1 All employees who have completed six (6) full months of continuous service shall be allowed vacation time in accordance with the following schedule:

<u>Years of Continuous Service</u>	<u>Hours per Month</u>	<u>Days Per Year</u>
0 mos. – 2 yrs	6.67	10
2-5 yrs	8.00	12
5-10 yrs	10.00	15
10-15 yrs	13.34	20
15-25 yrs	16.67	25
26 yrs	17.34	26
27 + yrs	18.00	27

11.2 Vacation accrual shall be calculated on a monthly basis beginning with the employee's date of employment. If an employee is hired in the middle of the month, vacation accrual shall be pro-rated for the first month of employment. Vacation time shall accrue during all hours of employment at straight time (not including overtime), vacation time, recognized holidays, used sick leave and time off chargeable to an occupational disability.

11.3 Employees are encouraged to take vacation time on a yearly basis and vacation accrual shall not exceed 45 days (360 hours) without the approval of the City Manager.

11.4 Upon termination of employment, an employee who has not taken accrued vacation and who has been continuously employed for at least twelve (12) calendar months shall be entitled to vacation compensation, not to exceed 45 days (360 hours).

11.5 Vacations may be taken with the prior approval of the Director or their designee. Under normal circumstances leave requests need to be initiated a minimum of three (3) business days prior to the request date.

11.6 Employees may not take vacation time in increments of less than one-quarter (1/4) hour.

ARTICLE 12

APPROVED ABSENCE

12.1 SICK LEAVE – Employees shall accrue sick leave at the rate of eight (8) hours for each month of service. Sick leave may be accrued to a maximum of fourteen hundred (1400) hours. For purposes of the sick leave conversion at retirement from the Defined Benefit Plan, the cap shall remain at one thousand (1000) hours. Once an employee's sick leave accrual reaches one thousand (1000) hours, the cash equivalent of two (2) hours of sick leave accrued will automatically be paid into the employee's VEBA account each month as long as the employee's accrued sick leave balance remains at the one thousand (1000) hours after the two hours are paid into the employee's VEBA account. (See Article 25 for more information on the VEBA)

When employees are terminated, all accrued sick leave credits shall be canceled. If an employee leaves employment for reasons other than retirement and is rehired within 180 days, the employee's previously accrued sick leave balance at the time of termination of employment will be restored.

Employees shall be eligible to use their sick leave hours for the following reasons:

- For an employee's mental or physical illness, injury or health condition, need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition or need for preventive medical care (every effort shall be made to schedule medical/dental appointments outside of normal working hours).
- For care of a family member with a mental or physical illness, injury or health condition, care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition or care of a family member who needs preventive medical care. For the purpose of this article, family member is defined in accordance with ORS 659A.150 as the spouse of an employee, the biological, adoptive or foster parent or child of the employee, the grandparent or grandchild of the employee, a parent-in-law of the employee or a person with whom the employee was or is in a relationship of in loco parentis.
- Any other purpose covered by the Oregon Family Leave Law (ORS 659A.159).
- For a purpose specified in Oregon's Domestic Violence, Sexual Assault or Stalking.
- Leave Law (ORS 659A.272).
- In the event of a public health emergency, including but not limited to:
 - (a) Closure of the employee's place of business, or the school or place of care of the employee's child, by order of a public official due to a public health emergency;
 - (b) A determination by a lawful public health authority or by a health care provider that the presence of the employee or the family member of the employee in the community would jeopardize the health of others, such that the employee must provide self-care or care for the family member; or
 - (c) The exclusion of the employee from the workplace under any law or rule that requires the employer to exclude the employee from the workplace for health reasons.

Employees taking time off for doctor or dentist appointments during working hours shall have such time charged against their sick leave accumulation. The City may request a doctor's release to return to work if the City can reasonably articulate its need for the release. Employees falsifying their claim for sick leave shall be liable for disciplinary action by the City. When an employee must be away from the job because of illness in the immediate family, such time off may be charged against sick leave time on an hourly basis. If the absence becomes prolonged, such time off may be charged against accumulated vacation. Employees must keep their department head informed as to their status to qualify under this provision.

12.1.1 For employees covered by the City's Defined Benefit Plan, upon retirement, an employee's accrued, unused sick leave shall be converted to the employee's retirement account to be withdrawn in a lump sum or in the form of a monthly annuity. The conversion amount to be credited at retirement shall be based on the following table:

<u>Sick Leave Hours</u>	<u>Conversion at Retirement</u>
Up to 700	50%
701-775	55%
776-850	60%
851-925	65%
926-1000	70%

For employees covered by Oregon Public Retirement System (PERS), sick leave conversion will be in accordance with PERS rules.

12.2 FUNERAL LEAVE – Whenever a death shall occur in an employee's immediate family or household, including grandparents, grandchildren, and in-laws, a leave of absence not to exceed 40 working hours, with full pay, shall be granted. Up to four (4) hours of paid leave shall be given to an employee acting as pallbearer for anyone not listed above. Funeral leave is intended for the purpose of attending the funeral and/or attending to the affairs of the deceased.

Oregon Family Leave Act (OFLA) BEREAVEMENT LEAVE (unpaid). Employees may request additional time off (up to 2 weeks in total) as allowed by the state OFLA provisions effective January 1, 2014. Bereavement Leave taken under the provisions of Section 12.2, will be combined and credited against the employee's 12 weeks of family leave allowed under OFLA. All of the rules for requesting, accounting for and accruing OFLA leave as incorporated into the City of Forest Grove Employee Handbook will apply.

12.3 JURY DUTY – All regular employees who are called for jury duty or subpoenaed as a witness in a case for which they are not a party shall be entitled to receive full pay for such time off, if they endorse their checks for such services over to the City.

12.4 LEAVE OF ABSENCE WITHOUT PAY – All regular full-time employees may be granted a leave of absence without pay upon written application to the Director, providing such leave does not impair the functions of the department. Leave for longer than one (1) month must be approved by the City Manager.

12.5 Regular full-time employees in the service of the City shall maintain their place on the seniority list while on leave for good cause or while under transfer to some other department or on Union full-time appointment for a period not to exceed one (1) year.

ARTICLE 13
PROBATIONARY PERIOD

13.1 All original and re-employment appointments shall be made for a probationary period of twelve (12) months. The probationary period shall be deemed a part of the examining process for determining the qualifications of the employee for regular full-time employee status. A probationary employee may be dismissed or demoted, and shall not have recourse to the grievance procedures.

13.2 An employee promoted to a higher paying classification shall serve a probationary period of six (6) months. The City may return the probationary employee to the former job during the probationary period without recourse to the grievance procedure.

ARTICLE 14
INDUSTRIAL ACCIDENT

14.1 The City shall provide Workers' Compensation insurance in accordance with the requirements of the State of Oregon. Employees who sustain an injury or illness compensable by Workers' Compensation and who are unable to perform their normal duties as a result of such injury or accident shall be compensated by the City's insurance carrier for the period of time loss. The difference between the Workers' Compensation payments and the employee's regular straight-time wages, less any payroll deductions, shall be paid by the City for a period of sixty-five workdays. Whenever an employee receives a check from the City's insurance carrier, the employee shall report the amount and the period, which it represents to the City's payroll department. If an employee is off work beyond the sixty-five (65) day period as a result of a work injury, accrued days of leave may be used on a pro rata basis to supplement the employee's insured disability income until leave is exhausted.

14.2 Both parties agree to the principle that during the period that the employee receives compensation from both the insurance carrier and the City, the employee shall suffer no financial penalty nor should the employee have a financial advantage as regards employee's regular pay, referred to in Section 14.1, by being on disability status.

14.3 It is in the mutual interest of the parties to return an injured employee to work as soon as practicable. When possible, the City shall provide limited duty assignments within the department for injured employees. With the concurrence of the attending physician, an injured employee shall return to work in the limited duty assignment if work is available, until such time as the employee is released for normal duties. Such limited duty assignment is intended to be temporary in nature and not a permanent assignment.

ARTICLE 15
SAFETY

15.1 All work under this Agreement shall be performed according to the Oregon Occupational Safety and Health Code. If the Oregon Occupational Safety and Health Code does not cover a specific work situation, the National Electric Safety Code shall apply when appropriate. This Agreement shall apply when its terms exceed the requirements of the safety codes.

15.2 It is the responsibility of the City and employees to comply with all state safety regulations set forth in Section 15.1.

15.3 The determination as to the safety of any operation shall initially be made by the Foreman and/or Working Foreman on the job. When in the opinion of the Foreman, the work assigned to a crew cannot be done safely because of the manpower and equipment available, the Foreman may reject the job. If any dispute arises because of such a decision by a Foreman, the City and the Union shall jointly hold a hearing on the matter as soon thereafter as time permits.

15.4 The City shall hold one safety meeting per month. The City and members shall establish a safety committee to investigate all accidents, unsafe conditions and actions as they occur.

ARTICLE 16

CLOTHING AND TOOLS

16.1 Protective clothing, including qualified raingear determined to be personal protective equipment by the City, shall be furnished to all employees whenever and wherever it shall be necessary for health and safety reasons as dictated by State or Federal law. The City shall provide an allowance to employees annually for the purchase of clothing that meets the City's criteria for safety and operational necessity (New employees will receive a pro-rated amount). The City's intent is to provide an allowance of up to \$600.00 for all classifications within the Bargaining Unit. All purchases must be approved by the City. Fifty percent (50%) or less of unused portions of the allowance can carry over to the next year, with a maximum of \$300.00. Personal use of City reimbursed clothing is not allowed. If an employee voluntarily or involuntarily terminates employment while on probation, all city-supplied clothing must be returned to the City prior to the employee's final day of employment. If an employee does not return any clothing, the employee will be issued an invoice for the value of the unreturned items.

16.1.1 Upon ratification, the City agrees to reimburse employees who are employed in the Journeyman Lineman, Journeyman Tree Trimmer, and Apprentice Lineman classifications and whose job responsibilities require climbing an annual allowance of up to three hundred dollars (\$300.00) for the purchase or rebuild of boots. All other employees will be allowed reimbursement of up to two hundred dollars (\$200.00) for the purchase or rebuild of boots annually.

Employees may elect to carry over the equivalent dollar amount of the annual boot allowance to the next calendar year only. For example, an employee who receives a three hundred dollar (\$300.00) annual boot allowance may carry that amount over to the next calendar year and spend up to six hundred dollars (\$600.00) that year. Under no circumstance will an employee receive reimbursement for more than twice their annual boot allowance in a two (2) year period.

16.2 The City shall furnish replacement tools as they are lost, stolen or worn out. All equipment purchased by the City will be stored on City property. If an employee voluntarily or involuntarily terminates employment while on probation, all city-supplied tools must be checked back into the City prior to the employee's final day of employment. If an employee does not return any tool, the employee will be issued an invoice for the value of the unreturned items.

16.3 The City shall provide work gloves as needed and shall be stored on City property.

16.4 Employees requiring prescription lenses shall be reimbursed up to three hundred twenty-five dollars (\$325.00) once every two (2) years for prescription safety glasses. Employees shall be required to present receipts for prescription safety glasses to receive reimbursement and will be stored on City property. Safety glasses will be replaced at City expense if the safety glasses are damaged while an employee is performing regular job duties. The City shall purchase and provide safety glasses for those employees who do not require prescription glasses.

ARTICLE 17

SENIORITY

17.1 Seniority is hereby defined to mean the length of continuous service with the City within the bargaining unit. Seniority is a factor for management to consider when making decisions on employee promotion, layoffs, or other employee requests. When management determines that all other factors are equal, seniority shall be the determining factor.

17.2 As opportunities for promotion occur within positions represented by IBEW, they shall be advertised for bid on the bulletin board of the Light and Power office for a minimum of five (5) business days. Employees requesting consideration must submit application materials pursuant to the terms of the bid listing.

In the event that there are less than three (3) qualified employees who submit a written application by the deadline listed for a bid, the City may, at its sole discretion, open the bid for outside application (either within the City or open to the public).

It is mutually understood and agreed by the parties hereto that, because of the City's management responsibilities, the City must be the final judge of the employee's qualifications for employment and promotion. The City may rely on the employment application, examinations of knowledge, skill, and/or ability, records of past performance, and/or other documentation contained in the employee's personnel file to determine suitability for promotion. Employees shall have the right to a meeting with the City on any differences of opinion as to their qualification to be considered to fill a new position or vacancy in classifications covered by this Agreement.

If the City promotes one of the top three (3) senior employees who submitted a bid application, such selection shall not be subject to the grievance procedure.

Promotional appointments shall comply with the language contained in Section 13.2 regarding return of probationary employees to their former position during the six (6) month probationary period without recourse to the grievance procedure.

17.3 When employees are laid off because of lack of work, they shall maintain their seniority rights during the layoff period for time equivalent to their length of service, but not to exceed one (1) year.

ARTICLE 18
OUTSIDE EMPLOYMENT

18.1 It is agreed that no employee under this Agreement shall perform gainful outside employment, unless such outside work receives the prior approval of the Director and is compatible with the employee's City duties, in no way detracts from the efficiency of the employee in City duties, presents no conflict of interest with City affairs, in no way discredits City employment, and does not take preference over extra duty required by City employment.

ARTICLE 19
WORKING RULES – MISCELLANEOUS PROVISIONS

19.1 The Union recognizes the right of the City to establish reasonable rules and regulations for the safe, sanitary and efficient conduct of the City's business, and reasonable penalties for the violation of such rules and regulations. All employees shall continue to comply with the presently published rules, except in those areas superseded by this Agreement. Changes or additions to such rules shall be furnished to the Union, at the time of issuance, and such changes or additions shall be subject to review under the grievance procedure if the Union objects to said rules as violations of this Agreement within thirty (30) days after issuance.

19.2 STANDBY – Department employees may be required to be on call in a standby status for the purpose of responding to customer outages or emergencies pertaining to the Light and Power Department and the City's electric utility system during weekends and/or holiday periods; or for utility disconnects or reconnects on weeknights.

19.2.1 Standby duty shall be performed by journeyman linemen, or apprentices who have reached a stage of their apprenticeship where they can work on primary-voltage conductors and apparatus. Standby duty for utility disconnects and/or reconnects may be assigned to employees in the meter reader or utility worker classifications. Work assignments for standby shall be made on a rotating basis from week to week.

19.2.2 Qualified journeyman lineman standby crews, as defined in Section 19.2.1 above, shall be compensated at the rate of two (2) hours on the overtime schedule per person per standby day. Compensation for standby duty shall be for Saturdays, Sundays, and holidays only. Employees who have weekend standby duty shall be expected to be in a standby status from the close of regular work on Friday to the beginning of regular work on Monday. The City agrees to compensate employees assigned to standby duty four (4) hours on the overtime schedule per person per holiday.

Meter readers or utility workers who are assigned to standby duty by their supervisor will receive one-fourth (¼) of an hour of their overtime rate per person for every four (4) hour period of standby duty. An employee who is unable to report to work or cannot be located shall forfeit standby pay. In the event standby crews are called to work, they shall receive additional compensation at the overtime rate for time actually worked.

19.2.3 The operations supervisor shall be notified, when practicable, when additional personnel are necessary for emergency work.

19.2.4 Employees assigned to stand-by duty shall be provided with a pager or other communication device and shall be expected to respond in a timely manner when contacted. They shall be required to be available to receive emergency calls during time periods outside of their normal working hours. Failure to be available or to respond while on stand-by shall result in a loss of stand-by pay.

19.3 NIGHT WORK – When Journeymen are sent out at night to perform repair work which requires working on energized primary equipment or climbing off the ground, not less than two (2) Journeymen shall be required, except for re-fusing transformers and lines.

 **19.4** CONSTRUCTION/HIGH TIME – All framing and erection of poles or towers and stringing of wires shall be done by Journeyman Linemen assisted by Helpers, as required. Substation structures shall be set by Substation Journeymen or Journeyman Linemen and their apprentices. All employees working eighty (80) feet above the ground or higher shall be paid at the rate of double-time (2X) while working at such height. This shall exclude roofs where no exceptional hazards exist and/or aerial man lifts.

19.5 UNDERGROUND – The installation of underground electrical systems when performed by regular qualified employees of the City shall be performed with not more than two (2) Helpers to every Journeyman Lineman. The connection, termination, and maintenance of underground systems shall be performed under applicable rules set forth in the Oregon Occupational Safety and Health Code and the National Electrical Safety Code.

19.6 TREE TRIMMING AND BRUSH CUTTING – Tree trimming and brush cutting shall be performed in accordance with the State of Oregon Occupational Safety and Health Code.

19.6.1 After trees are trimmed from primary areas, or brush is cut from under energized lines, the limbs or brush may be chipped or hauled away by qualified employees.

19.7 APPRENTICE LINEMEN OR APPRENTICE METERMEN – The City may employ in each branch of the Electrical Workers' Trade one (1) Apprentice for each two (2) Journeymen, including Line Foremen, Line Working Foremen, Metermen, Working Foremen and other premium classifications as Journeymen, provided, that with the consent of the Union, the foregoing limitations may be suspended or modified when the need for training additional skilled employees exists. An Apprentice shall work under the direct supervision of a Journeyman.

 **19.7.1** No Apprentice shall be permitted to work on live wires, apparatus and/or equipment operated at voltages in excess of 750 volts until the fifth six-month period of the apprenticeship or as otherwise permitted by the applicable apprenticeship standard.

19.7.2 An Apprentice Meterman shall work under the direct supervision of a Journeyman Meterman and may perform other work as assigned.

19.8 LAYOUT OF WORK – On jobs having a Foreman, employees are not to take directions, orders, or accept the layout of any job from anyone except the Foreman.

19.9 Where the work of an outside employee involves two or more classifications on the same day, the outside employee shall be paid at the higher rate of pay for actual time worked in

that higher classification. No Foreman shall, at the same time, perform or supervise work for more than one (1) crew except, however, when two (2) or more crews are combined for a specified job, the Director or Superintendent shall designate one (1) of the Foremen to be in charge of the job, with no reduction in pay for either Foreman.

19.10 Supervisors and employees outside of the Bargaining Unit shall not handle tools and do that class of work required of a Journeyman except: a) when life or property is in danger and there are no other qualified persons available to do the work, b) when necessary to check the work of others, or c) when necessary to train others.

19.11 SPANISH LANGUAGE FLUENCY PREMIUM PAY

19.11.1 Level I: The City shall designate positions that shall be eligible to receive one hundred fifty dollars (\$150.00) per month for full-time employees and a pro-rated amount for part-time employees as a Spanish language fluency premium.

The City will use the following criteria when designating eligible positions:

1. Positions require public contact and continued eliciting and explaining information in Spanish, or those that are in a work location where there is a demonstrated need for Spanish language translation in providing services to the public; and
2. The City shall have the right to limit the number of positions eligible for the Spanish-language premium based on actual need.

19.11.2 Level II: Subject to approval by the Department Director, employees who hold positions which either have limited public contact, and/or may have high public contact but do not require continued eliciting and explaining information in Spanish shall be eligible to receive fifty dollars (\$50.00) per month for full-time employees and a pro-rated amount for part-time employees as a Spanish language premium.

19.11.3 In order to begin receiving either Spanish language fluency premium outlined in Sections 19.11.1 or 19.11.2 above, employees must:

1. Make request in writing to immediate supervisor to receive Spanish premium pay and receive written approval from Department Director;
2. Demonstrate fluency in speaking and reading Spanish as evidenced by a testing process and at a competency level determined by the City;
3. Pass future Spanish fluency tests to maintain premium on schedule set by the City, but no more frequently than annually.

19.11.4 Employees who are eligible for Spanish language fluency premium pay will begin receiving the premium the first of the month following all the conditions in Section 19.11.3 above being met.

ARTICLE 20
GRIEVANCE PROCEDURES

20.1 For the purpose of this Agreement, a grievance is defined as a dispute about the meaning or interpretation of a particular clause of this Agreement, or an alleged violation of this Agreement, or of the laws governing the relationship between the City and employee or unlawful supervisorial action which reasonably could be interpreted to endanger the job of an employee or the benefits arising there from.

20.2 Any dispute which arises between the parties during the term of this Agreement shall be handled as follows:

STEP 1 The Steward shall, on behalf of the aggrieved party, present the grievance in writing to the Superintendent within ten (10) working days of its occurrence, not including the day of occurrence or the day upon which the employee became aware of the occurrence. The dispute shall be discussed by the Superintendent, Steward, and the Employee. The Superintendent shall make every effort to reach a satisfactory conclusion within five (5) working days.

STEP 2 If no agreement is reached at Step 1, the employee, groups of employees, or Shop Steward shall present their grievance, in writing, to the Director within ten (10) working days of the response to Step 1. This grievance is to be signed by the grievant. Copies of the written grievance shall also be submitted to the City Manager and the Union Business Manager setting forth:

- (a) the nature of the grievance and the circumstances from which it arose,
- (b) remedy or correction the City or Union requested to make, and
- (c) the Section or Sections of the Agreement, if any, relied upon or claimed to have been violated.

The City and the Union shall endeavor wherever practicable to settle any grievance at this point, such "Settlement Agreement" to be signed by both parties and copies thereof to be furnished to the City Manager and the Union Business Manager. If, however, the employee and the Director do not settle such grievance directly within ten (10) working days after its presentation by the employee, then steps hereafter shall apply. Time frames herein may be extended by mutual agreement.

STEP 3 If no agreement is reached as provided in Step 2, the Union Business Manager or their authorized representative shall submit the grievance, in writing, to the City's authorized representative or representatives within ten (10) working days from the response at Step 2. The Union and the City shall meet to consider the grievance and may call and present witnesses to testify at such meeting and each shall pay all costs of the appearance of any witnesses so called by it. The time frames herein may be extended by mutual agreement.

20.3 If no agreement is reached through the process outlined in Step 3, an arbitrator may be selected at the request of either party to arbitrate the particular grievance. The arbitrator shall be selected jointly by the City and the Union and is to be chosen from a list of five (5) arbitrators

residing in Oregon supplied by either the Public Employee Relations Board, State of Oregon, or the Office of the Federal Mediation and Conciliation Service, by lot or mutual agreement. The City and the Union shall each alternatively strike from this list, one (1) name at a time, until only one (1) name remains on the list.

Two (2) days shall be allowed for the striking of each name. The initial striking shall be determined by lot. The name of the arbitrator remaining on the list shall be accepted by both parties.

20.4 During the process of the grievance procedure, there shall be no strike or lockout. The arbitrator shall interpret this Agreement, determine if it has been violated, and determine awards, restitution, and corrective action. The arbitrator shall pass on the admissibility of the evidence. Each of the parties hereto shall provide all books, records, documents, or any other material which, in the opinion of the arbitrator, is relevant to the issue in dispute. The arbitrator's decision shall be final and binding on both parties, but the arbitrator shall have no power to alter, modify, amend, add to or detract from the terms of this Agreement. Neither party to the dispute shall seek judicial review. Should either party fail to promptly proceed with the steps of this grievance procedure or fail or refuse to abide by the decision of the arbitrator, the other party shall be free to take whatever action it deems necessary. The fee of the arbitrator and their incidental expenses shall be borne equally by the parties. Each party shall be responsible for costs of presenting its own case to and in arbitration.

ARTICLE 21

AGENTS OF THE UNION

21.1 Whenever agents of the Union shall visit the place of employment, they shall make their presence known to the Supervisors and Director and shall not interfere with any employee in the performance of their work.

ARTICLE 22

SAVINGS CLAUSE

22.1 Whenever it shall be found that any portion of this Agreement is in violation of any City, State or Federal law, such portion of the Agreement shall become invalid, and the remainder of the Agreement shall remain in effect. The City and the Union agree to negotiate substitute provisions for those Articles that may be in question.

ARTICLE 23

SUBCONTRACTING

23.1 Nothing contained in this Agreement shall act as a bar to the City being able to subcontract out portions of work now being performed under this Agreement when such action would enhance the efficiency of operations or when technological advances make it feasible to do so, provided that the work subcontracted does not result in layoffs.

ARTICLE 24
SCOPE OF AGREEMENT

24.1 The City and the Union shall not be bound by any requirement not specifically stated in this Agreement. The City and the Union are not bound by any unwritten past practices of the City or the Union, unless such past practices or understandings are specifically stated or referred to in this Agreement.

24.2 The Union and the City agree that this Agreement is intended to cover all matters affecting wages, rates of pay, hours, grievance procedures, working conditions, and all terms and conditions of employment and similar or related subjects and that, during the term of this Agreement, neither the City nor the Union shall be required to negotiate on any further matter affecting these or any other subjects not specifically set forth in this Agreement.

ARTICLE 25
HEALTH AND WELFARE

 **25.1** From July 1, 2026, to December 31, 2026, the City shall provide medical, dental, and vision insurance benefits to the employee and their dependents comparable to Regence Copay Plan F, PPP, Rx 4 medical insurance, CIS Dental Plan II dental insurance, and VSP vision insurance through the CIS Trust. The City shall also offer Kaiser Copay Plan B medical, prescription, vision, and dental insurance as an alternative to Regence. The City agrees to contribute to the employee's health insurance coverage an amount equal to ninety-five percent (95%) of the Regence medical and vision premium costs and ninety-five percent (95%) of the Kaiser medical and vision premium cost. The City's dental plan premium contribution for full-time employees shall be set at ninety-five percent (95%) of the full premium cost of the Dental II dental plan premium cost.

Effective January 1, 2027, the City will offer medical, dental, and vision health insurance benefits to employees only through the Line Construction Benefit Fund ("LINECO"). The City shall contribute to the employees' health insurance coverage an amount equal to ninety-five percent (95%) of the LINECO medical, vision, and dental premium costs.

The City's premium for part-time employees shall be fifty percent (50%) of the caps established for full-time employees.

The City has established a medical savings account Voluntary Employees' Beneficiary Association (hereinafter VEBA) plan, under Section 501(c) (9) of the Internal Revenue Code for each employee of the Union who is eligible for, and enrolls in, one of the City's Health Insurance Plans. The City shall make contributions to each employee's account on the date the initial change to the new insurance plan is made, and on January 1 of each year thereafter, based on their medical elections as outlined below:

Effective January 1, 2024:

Employee only:	\$905 annually
Employee plus one:	\$1,810 annually
Employee plus two or more:	\$2,715 annually

For each LINECO plan year, if the City's 95% premium contribution amount for the LINECO medical, vision, and dental premium costs is less than the premium contribution amount that the City would have paid if the bargaining unit members had been enrolled in the CIS plans offered by the City at that time, then the City shall pay 60% of the difference between the City's LINECO premium contribution amount and the CIS premium contribution amount to bargaining unit members, in equal amounts, as monthly contributions to the members' VEBA accounts. This contribution shall be in addition to the annual VEBA contributions established above.

For the purposes of this Article, the CIS premium contribution amount that the City would have paid if bargaining unit members had been enrolled in the CIS plans offered by the City at that time shall be calculated as follows:

1. For each member of the bargaining unit enrolled in LINECO, the City shall identify which tier of coverage the member would have been enrolled in for all CIS plans offered by the City at that time, based on the member's LINECO enrollment and the CIS Dental II premium rate.
2. Then, for that member, the City shall determine the average total premium cost of the CIS plans offered by the City at that time, excluding any high deductible or nontraditional plan design, by averaging the premium cost for the identified tier of each CIS plan that City offers at that time. Then, the City shall calculate its average CIS premium contribution amount for that member by reducing that average total premium cost by 5%.
3. The City shall add up the total average CIS premium contribution amount for each member and compare that sum to the City's total premium contribution amount for each member participating in LINECO.

(An example will be incorporated by MOU into the CBA.)

The City shall perform this calculation within two months following LINECO's and CIS's publication of premium amounts for the following plan year. If this calculation shows that the City's premium contribution amount under LINECO exceeds the premium contribution amount that the City would have paid if bargaining unit members were enrolled in the CIS plans offered by the City at that time, then the City, at its sole discretion, may choose to discontinue offering health insurance benefits through LINECO and offer health insurance benefits only through CIS insurance plans offered by the City at that time.

If LINECO changes from a composite premium structure to a tiered premium structure, the City and Union agree to reopen Article 25 to negotiate the change.

 **25.2** Upon retirement from the City service, employees may elect to continue their group medical insurance coverage at their expense in accordance with the terms of whatever plan they are enrolled in.

25.3 Both the employee and the City will contribute to Paid Leave Oregon at the percentages established in ORS 657b.150. The City will not pick up the employee's portion.

 **25.4** If the City forms a committee to review and provide recommendations to the City regarding health insurance benefits, the City shall invite the Union to provide an authorized representative to sit on the committee.

ARTICLE 26
LONG TERM DISABILITY INSURANCE

26.1 The City shall provide long-term disability insurance, which after a ninety (90)-day waiting period provides a maximum of sixty-six and two-thirds percent (66 $\frac{2}{3}$ %) of basic monthly salary up to a maximum of \$5,000 per month up to age 65 or until the employee is able to return to work. Premium costs shall be paid in full by the City.

ARTICLE 27
RETIREMENT PLAN

27.1 The City shall afford members participation in one of the following retirement programs based on eligibility as outlined below:

- A. The City of Forest Grove Defined Benefit Retirement Plan for all regular, full-time employees employed before the effective date of the Oregon PERS coverage agreement outlined in B. below. After six (6) months of full-time regular employment, employees covered by this Agreement are required to participate in the retirement system. The City shall pay the employees' portion of the contribution. The City shall endeavor to ensure total contributions to the retirement plan meet actuarial requirements. Employees who terminate prior to being eligible for vesting rights shall receive one single payment pursuant to Article XII (12) of the City of Forest Grove Retirement Plan.
- B. Oregon Public Employee's Retirement System (PERS) for all employees hired on or after the effective date of the Oregon PERS coverage agreement. The City shall pay the employee's contribution to that Plan. Retirement benefits will be determined by PERS.

- R **27.2** An employee eligible to receive disability retirement under the City's Defined Benefit Plan who is also receiving Workers' Compensation, shall have their retirement benefit reduced by the amount of the workers' compensation. Under no circumstances shall an employee's compensation from disability retirement and workers' compensation exceed the employee's average monthly earnings as of the date of disability.

Disability benefits for employees covered by PERS will be in accordance with PERS rules.

ARTICLE 28
LIFE INSURANCE

28.1 The City shall provide life insurance in an amount equal to an employee's annual salary rounded to the nearest thousand dollars. Premium costs shall be paid in full by the City.

ARTICLE 29
DEFERRED COMPENSATION

29.1 Employees shall have the option of participating in a deferred compensation plan sponsored by the City. The deferred compensation plan shall be of no direct cost to the City and employee participation shall be voluntary.

29.2 The City shall offer to the bargaining unit any IRS tax deferred plans it offers to other City employees.

ARTICLE 30

CLASSIFICATION AND WAGES

 **30.1** Wage increases for classifications will be effective July 1, 2026, or upon ratification, whichever is later. All other terms will be effective at time of adoption or as stipulated in the CBA.

Effective July 1, 2026, or upon ratification, whichever is later, all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification will receive a wage increase of 10%.

Effective July 1, 2026, or upon ratification, whichever is later, the following classifications will receive a wage increase of 4%: Project Design Technician classifications, Warehouse Worker classifications, Mechanic classifications, and Meter Reader classifications.

Effective July 1, 2027, all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification will receive a wage increase of 5%.

Effective July 1, 2027, the following classifications will receive a wage increase of 3.5%: Project Design Technician classifications, Warehouse Worker classifications, Mechanic classifications, and Meter Reader classifications.

Effective July 1, 2028, all employees employed in a Journeyman level classification and all bargaining unit classifications whose wage rates are tied by percentage to the Journeyman Lineman classification will receive a wage increase of 5%.

Effective July 1, 2028, the following classifications will receive a wage increase of 3%: Project Design Technician classifications, Warehouse Worker classifications, Mechanic classifications, and Meter Reader classifications.

HOURLY RATE EFFECTIVE:	7/1/25	7/1/26	7/1/27	7/1/28
CLASSIFICATION	<u>3.5%</u>	<u>10%</u>	<u>5%</u>	<u>5%</u>
General Foreman – 117% ¹	75.16	82.67	86.80	91.14
Line Foreman – 115% ¹	73.88	81.26	85.32	89.59
Line Working Foreman – 110% ¹	70.66	77.73	81.61	85.69
Foreman – Upgrade Pay – 110% ¹	70.66	77.73	81.61	85.69
Meter Relay Foreman – 113% ¹	72.59	79.85	83.83	88.03
Meterman Working Foreman – 110% ¹	70.66	77.73	81.61	85.69
Lead Substation				
Meter Relay Technician – 107% ¹	68.74	75.61	79.38	83.35
Lead Meter Relay Technician – 107% ¹	68.74	75.61	79.38	83.35
Serviceman – 105% ¹	67.45	74.19	77.90	81.80
Journeyman Lineman Estimator – 100% ¹	64.24	70.66	74.19	77.90
Journeyman Lineman	64.24	70.66	74.19	77.90
Journeyman Meterman – 100% ¹	64.24	70.66	74.19	77.90

Lineman / Meterman / Substation Meter/Relay Tech				
Apprentice, 7 th – 90% ¹	57.82	63.59	66.77	70.11
Apprentice, 6 th – 84% ¹	53.96	59.35	62.32	65.44
Apprentice, 5 th – 80% ¹	51.39	56.53	59.35	62.32
Apprentice, 4 th – 76% ¹	48.82	53.70	56.38	59.20
Apprentice, 3 rd – 73% ¹	46.90	51.58	54.16	56.87
Apprentice, 2 nd – 70% ¹	44.97	49.46	51.93	54.53
Apprentice, 1 st – 65% ¹	41.76	45.93	48.22	50.64
Pre-Apprentice Lineman / SMR Technician – 65% ¹	41.76	45.93	48.22	50.64
Groundman – 65% ¹	41.76	45.93	48.22	50.64
Journeyman Estimator – 90% ¹	57.82	63.59	66.77	70.11
Apprentice, 7 th – 90% ⁵	52.04	57.23	60.09	63.10
Apprentice, 6 th – 84% ⁵	48.57	53.42	56.09	58.89
Apprentice, 5 th – 80% ⁵	46.26	50.87	53.42	56.09
Apprentice, 4 th – 76% ⁵	43.94	48.33	50.75	53.28
Apprentice, 3 rd – 73% ⁵	42.21	46.42	48.74	51.18
Apprentice, 2 nd – 70% ⁵	40.47	44.51	46.74	49.08
Apprentice, 1 st – 65% ⁵	37.58	41.33	43.40	45.57
Journeyman Tree Trimmer Foreman	57.82	63.60	66.78	70.12
Journeyman Tree Trimmer	51.38	56.52	59.35	62.32
Apprentice, 4 th – 90% ²	46.24	50.87	53.42	56.09
Apprentice, 3 rd – 84% ²	43.16	47.48	49.85	52.35
Apprentice, 2 nd – 80% ²	41.10	45.22	47.48	49.86
Apprentice, 1 st – 76% ²	39.05	42.96	45.11	47.36

HOURLY RATE EFFECTIVE:	7/1/2025	7/1/26	7/1/27	7/1/28
CLASSIFICATION	<u>3.5%</u>	<u>4%</u>	<u>3.5%</u>	<u>3%</u>
Project Designer	50.81	52.84	54.69	56.33
Project Design Technician, 7 th – 90% ⁴	45.73	47.56	49.22	50.70
Project Design Technician, 6 th – 84% ⁴	42.68	44.39	45.94	47.32
Project Design Technician, 5 th – 80% ⁴	40.65	42.27	43.75	45.06
Project Design Technician, 4 th – 76% ⁴	38.62	40.16	41.56	42.81
Project Design Technician, 3 rd – 70% ⁴	35.57	36.99	38.28	39.43
Project Design Technician, 2 nd – 65% ⁴	33.03	34.35	35.55	36.61
Project Design Technician, 1 st – 60% ⁴	30.49	31.70	32.81	33.80
Mechanic, After 4 years	38.16	39.69	41.08	42.31
Mechanic, After 3 years	36.94	38.42	39.76	40.95
Mechanic, After 2 years	35.69	37.12	38.42	39.57
Mechanic, After 1 year	34.21	35.58	36.83	37.93
Mechanic, After 6 months	32.37	33.66	34.84	35.89
Mechanic, Start	30.50	31.72	32.83	33.81
Sr. Warehouse Worker – 107% ³	44.37	46.15	47.76	50.20
Warehouse Worker, Thereafter	41.47	43.13	44.64	45.98
Warehouse Worker, After 6 months	37.32	38.81	40.17	41.38
Warehouse Worker, Start	33.18	34.51	35.72	36.79
Meter Reader, Thereafter	35.65	37.08	38.38	39.53
Meter Reader, After 6 months	30.25	31.46	32.56	33.54
Meter Reader, Start	25.54	26.56	27.49	28.31

¹All percentages reflect a percentage of the Journeyman Lineman's rate of pay.

²All percentages reflect a percentage of the Journeyman Tree Trimmer rate of pay.

³All percentages reflect a percentage of the Warehouse Worker, Thereafter rate of pay.

⁴All percentages reflect a percentage of the Project Designer rate of pay.

⁵All percentages reflect a percentage of the Journeyman Estimator rate of pay.

30.2 Each employee shall be paid at one (1) of the steps of the range prescribed for their classification. Employee performance shall be evaluated in writing in a format prescribed by the City. Performance evaluations shall be conducted after six (6) months and one (1) year of employment, and on an annual basis thereafter. Merit raises may be granted based on the evaluation of work performance. Whenever an employee is appointed to a position in a higher classification, they shall receive at least the nearest higher salary in the new salary range. The merit and promotional salary increases shall be instituted at the beginning of the next pay period following completion of required service or notice of promotion.

30.3 Apprentices, as part of their apprenticeship completion, will take the IBEW Local 125 Journeyman exam.

30.4 GENERAL FOREMAN – Is a supervising employee under that direction of the director who: (a) is a qualified experienced Journeyman Lineman; (b) plans, schedules, and supervises the work of the line crews, and others as assigned, in the day-to-day operation, maintenance, and construction of the City's transmission and distribution facilities. The General Foreman will also be required to perform other duties as assigned for which they are qualified.

The General Foreman will be required to take supervisory outage calls from the City answering/dispatch service during off hours and approve dispatch of crews of outage work as necessary. Normal pay rates per Article 8 referencing no response needed calls will apply, except all related calls will be treated as one call.

A General Foreman's regular work schedule shall be agreed to by the City. However, it is understood that they will be expected to work overtime as needed to fulfill job responsibilities. Normal overtime and call time rates per Article 8 apply for these responsibilities. However, standby will not be offered or allowed for this position. The General Foreman will be placed at the bottom of the overtime list and called last regardless of the amount of overtime hours accumulated.

Since the General Foreman position is for the purpose of directing City line crews work on City equipment, the General Foreman will not be allowed to go to the assistance of other utilities for "mutual aid" unless they are the last to be sent and then only with prior management approval.

The General Foreman may be required to engage in the manual work of the trade. Regular Foreman positions and upgrades will not be foregone by others when this occurs. Temporary upgrades to General Foreman for vacation and sick relief will be at management's discretion. If a temporary upgrade is needed, the City may assign an employee per Article 17. A General Foreman is not required to hire, fire, or discipline employees.

30.5 SERVICE RECOGNITION – In order to recognize years of service to the City and community, the City shall provide the following longevity program based on years of service as effective upon ratification of the agreement:

1 – 5 years of service – Employees will be credited with \$500 toward a lump sum VEBA contribution for each completed year of service through five years of service payable when they reach five years of service, not to exceed \$2,500. This benefit will be forfeited if the employee leaves the City's employment before the employee has completed five years of service.

6 – 10 years of service – Employees will be credited with \$1,000 toward a lump sum VEBA contribution for each completed year of service 6-10 years of service payable when they reach 10 years of service, not to exceed \$5,000. This benefit will be forfeited if the employee leaves the City's employment before the employee has completed 10 years of service.

11+ years of service – Employees will receive an annual \$1,000 lump sum VEBA contribution on their anniversary date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement this _____
day of _____, 2026.

IBEW LOCAL 125

CITY OF FOREST GROVE

Travis Eri
Business Manager

Jesse VanderZanden
City Manager

 Indicates language change

R Indicates renumbering of section, no language change

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MEMORANDUM OF UNDERSTANDING

IMPLEMENTATION OF THE VEBA PROGRAM

During negotiations between the City of Forest Grove and the International Brotherhood of Electrical Workers (IBEW) Local 125, the parties discussed implementation of the Voluntary Employees' Beneficiary Association (hereinafter VEBA) Program. The parties discussed that the program shall be implemented for current employees using the following method:

- **Employees with less than five (5) years of service** will get credited with \$500 toward a lump sum VEBA payment for each year worked for the City, payable when the employee reaches 5 years of service. This benefit will be forfeited if the employee leaves the City's employment before the employee has completed 5 years of service. For example, if the employee has three years of service, the employee will be credited with \$1500 toward a VEBA contribution, and then begin receiving \$500 credits on each anniversary date thereafter.
- **Employees with five (5) years of service or more** will receive a \$2,500 lump sum VEBA contribution within 30 days upon adoption of the CBA and then credited with \$1000 toward a lump sum VEBA payment for each year of service between 6 and 9 years, payable when the employee reaches 10 years of service. For example, if an employee has 7 years of service when the CBA is adopted, the employee will receive the \$2500 lump sum VEBA contribution and then credited with \$2000 toward the \$5000 benefit payable at 10 years. If the employee leaves service before the employee's 10-year anniversary date, the employee keeps the \$2500 payment and forfeits any additional VEBA amounts credited to the employee.
- **Employees with ten (10) years of service or more** will receive the \$5,000 lump sum VEBA contribution within 30 days upon adoption of the CBA. Thereafter, employees will receive a \$1000 VEBA lump sum contribution on their anniversary date. Employees are not entitled to the \$2,500 VEBA contribution for 5 years of service, nor any retroactive \$1,000 contributions. For example, if an employee has 13 years of service when the CBA is adopted, the employee will receive only the \$5000 lump sum VEBA contribution. On the employee's next anniversary date, the employee will start receiving the \$1000 per year VEBA contribution.

IBEW LOCAL 125

Travis Eri
Business Manager

CITY OF FOREST GROVE

Jesse VanderZanden
City Manager

RESOLUTION NO. 2026-21

**RESOLUTION AUTHORIZING EXECUTION OF A LABOR AGREEMENT BETWEEN
THE CITY OF FOREST GROVE AND THE INTERNATIONAL BROTHERHOOD OF
ELECTRICAL WORKERS (IBEW), LOCAL 125,
EFFECTIVE JULY 1, 2026, AND EXPIRING JUNE 30, 2029**

WHEREAS, representatives of the City of Forest Grove and International Brotherhood of Electrical Workers (IBEW) have met in good faith and negotiated a labor agreement between both parties effective July 1, 2026, through June 30, 2029; and

WHEREAS, the labor agreement provides for certain compensation and fringe benefit adjustments.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY OF FOREST GROVE AS FOLLOWS:

Section 1: The City Manager is authorized to execute the attached labor agreement (Exhibit A) between the City of Forest Grove and IBEW.

Section 2: The compensation plan contained in this agreement is approved, effective July 1, 2026, and expiring June 30, 2029.

Section 3: The fringe benefits contained in this agreement are approved, effective July 1, 2026, and expiring June 30, 2029.

Section 4: This resolution is effective immediately upon its enactment by the City Council.

PRESENTED AND PASSED this 26th day of May, 2026.

Mariah Woods, City Recorder

APPROVED by the Mayor this 26th day of May, 2026.

Malynda H. Wenzl, Mayor