

AGENDA**REGULAR CITY COUNCIL MEETING****January 22, 2024****5:30 p.m.****CITY HALL COUNCIL CHAMBER****313 COURT STREET****and****LIVE STREAMED****[https://www.thedalles.org/Live Streaming](https://www.thedalles.org/Live_Streaming)****CHANGES TO ONLINE PARTICIPATION**

Register with the City Clerk no later than 12:00 noon the day of the council meeting.

Email amell@ci.the-dalles.or.us Phone (541) 296-5481 ext. 1119

When registering include: your first & last name, city of residence, and the topic you will address.

1. CALL TO ORDER
2. ROLL CALL OF COUNCIL
3. PLEDGE OF ALLEGIANCE
4. APPROVAL OF AGENDA
5. AUDIENCE PARTICIPATION

During this portion of the meeting, anyone may speak on any subject which does not later appear on the agenda. Up to three minutes per person will be allowed. Citizens are encouraged to ask questions with the understanding that the City can either answer the question tonight or refer that question to the appropriate staff member who will get back to you within a reasonable amount of time. If a response by the City is requested, the speaker will be referred to the City Manager for further action. The issue may appear on a future meeting agenda for City Council consideration.

6. CITY MANAGER REPORT
7. CITY COUNCIL REPORTS
8. CONSENT AGENDA

Items of a routine and non-controversial nature are placed on the Consent Agenda to allow the City Council to spend its time and energy on the important items and issues. Any Councilor may request an item be "pulled" from the Consent Agenda and be considered separately. Items pulled from the Consent Agenda will be placed on the Agenda at the end of the "Action Items" section.

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."

- A. Approval of the January 8, 2024 Regular City Council Meeting Minutes

9. PUBLIC HEARINGS

- A. A Resolution Adopting a Supplemental Budget for Fiscal Year 2023/2024, Making Appropriations and Authorizing Expenditures from and Within Various Funds of The City of The Dalles Adopted Budget.

10. CONTRACT REVIEW BOARD ACTIONS

- A. Award of Contract to Construct W 2nd St Joint Utilities Phase 2 Project

11. ACTION ITEMS

- A. City Council Goal Setting Document Adoption
- B. IGA between the City of The Dalles, Wasco County, and Wasco County District Attorney's Office
- C. Resolution 24-003 A Resolution Formally Adopting a City Evacuation Plan and Authorizing Mandatory Evacuations

12. EXECUTIVE SESSION

- A. Executive Session in accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.
- B. Reconvene to Open Session

13. ADJOURNMENT

This meeting conducted VIA Zoom

Prepared by/
Amie Ell
City Clerk

CITY OF THE DALLES

"By working together, we will provide services that enhance the vitality of The Dalles."



AGENDA STAFF REPORT

AGENDA LOCATION: Item #8

MEETING DATE: January 22, 2024

TO: Honorable Mayor and City Council

FROM: Amie Ell, City Clerk

ISSUE: Approving items on the Consent Agenda and authorizing City staff to sign contract documents.

- A. **ITEM:** Approval of the January 8, 2024 Regular City Council meeting minutes.

BUDGET IMPLICATIONS: None.

SYNOPSIS: The minutes of the January 8, 2024 Regular City Council meeting have been prepared and are submitted for review and approval.

RECOMMENDATION: That City Council review and approve the minutes of the January 8, 2024 Regular City Council meeting minutes.

MINUTES

CITY COUNCIL MEETING
COUNCIL CHAMBER, CITY HALL
JANUARY 8, 2024
5:30 p.m.

LIVE-STREAMED / IN PERSON

PRESIDING: Mayor Richard Mays

COUNCIL PRESENT: Darcy Long, Tim McGlothlin, Rod Runyon, Scott Randall, Dan Richardson

COUNCIL ABSENT: None

STAFF PRESENT: City Manager Matthew Klebes, City Attorney Jonathan Kara, City Clerk Amie Ell, Public Works Director Dave Anderson, Police Chief Tom Worthy, Community Development Director Joshua Chandler, Human Resources Director Daniel Hunter, IT Director David Collins

CALL TO ORDER

The meeting was called to order by Mayor Mays at 5:30 p.m.

ROLL CALL OF COUNCIL

Roll Call was conducted by Interim City Clerk Paula Webb. Councilors Long, McGlothlin, Runyon, Randall, Richardson present. None absent.

PLEDGE OF ALLEGIANCE

Mayor Mays asked Councilor Richardson to lead the Pledge of Allegiance.

Councilor Richardson invited the audience to join in the Pledge of Allegiance.

MINUTES
Regular City Council Meeting
January 8, 2024
Page 2

APPROVAL OF AGENDA

Mayor Mays said an amendment would be made to the agenda moving the Executive Session to Item #5.

It was moved by Long and seconded by Randall to approve the agenda as amended. The motion carried 5 to 0, Long, Randall, McGlothlin, Richardson, Runyon voting in favor; none opposed; none absent.

EXECUTIVE SESSION

In accordance with ORS 192.660(2)(h) to consult with counsel concerning the legal rights and duties of a public body with regard to current litigation or litigation likely to be filed.

Mayor Mays recessed Open Session at 5:37 p.m.

Mayor Mays reconvene Open Session at 6:00 p.m.

Decision: None

PRESENTATIONS PROCLAMATIONS

Historic Landmark Commission 2024 Goals Report

Senior Planner Kaitlyn Cook presented the report. See attached.

Dog River Pipeline: Stronger, Modernized, and in Service

This item was moved to later in the agenda due to technical difficulties.

AUDIENCE PARTICIPATION

Rian Beach thanked council for getting St. Vincent de Paul (SVDP) to the table to work towards a better balance for the Pentland and 3rd Street neighborhood. He encouraged council to involve neighbors of the area surrounding SVDP in parts of future planning and referenced Mid-Columbia Community Action Council as a model for providing services.

MINUTES

Regular City Council Meeting

January 8, 2024

Page 3

CITY MANAGER REPORT

City Manager Matthew Klebes reported;

- Interviews with KGW, Oregon Fox12 and KODL regarding St. Vincent de Paul
- Highlighted services available throughout community with winter weather approaching
 - Mid-Columbia Community Action Council (MCCAC) Annex will offer surge capacity beds for winter weather
 - MCCAC distributing warming bundles
 - In contact with Oregon Department of Human Services and their regional emergency coordinator in partnership with Mid-Columbia Center for Living (MCCFL) and North Central Public Health to determine additional resources State can provide.
- Meeting with MCCFL for street outreach program pilot
 - Expected Council agenda item in February.
- City Council goal setting document being finalized and will be presented at next Council meeting.
- Met with representatives from Sister City organization on long term relationship with Miyoshi City, Japan and plan for upcoming budget cycle
- Distinguished Citizens Award Banquet will be on January 18th starting at 5:30 p.m.

CITY COUNCIL REPORTS

Councilor McGlothlin reported;

- Met with citizens concerning various topics

Councilor Long reported;

- Met with City Manager
- Urban Renewal meeting, discussed updating plan and the future of the agency
 - The next meeting has been moved to January 30th

Councilor Randall reported;

- Tri-County Hazardous Waste Committee meeting
- Historic Landmarks Commission meeting
- QLife board meeting

Councilor Richardson reported;

- Urban Renewal meeting
- Mid-Columbia Economic Development District (MCEDD) board meeting
- Meetings with constituents

MINUTES

Regular City Council Meeting

January 8, 2024

Page 4

- Mid-Columbia Housing Authority meeting

Councilor Runyon reported;

- Met with Mayor
- Met with Andrea Klaas Executive Director of the Port of The Dalles
- Met with City Attorney
- Phone call with City Manager
- Visited Columbia Gorge Veterans Museum
- Responded to citizen calls and letters

CONSENT AGENDA

It was moved by Long and seconded by McGlothlin to approve the Consent Agenda as presented. The motion carried 5 to 0, Long, McGlothlin, Randall, Richardson, Runyon voting in favor; none opposed; none absent.

Items approved on the consent agenda were: 1) The minutes of the December 11, 2023 Regular City Council Meeting.

PUBLIC HEARING

General Ordinance No 24-1405 An Ordinance Amending The Dalles Municipal Code Title 10 (Land Use and Development), Chapter 10.12 (Recreational Vehicle Parks)

Mayor Mays opened the public hearing at 6:25 and asked for the staff report.

Senior Planner Kaitlyn Cook presented the staff report and a presentation. See attached.

Mayor Mays asked for public testimony in favor. There was none.

Mayor Mays asked for public testimony opposed. There was none.

Mayor Mays closed the public hearing at 6:42 and asked for Council discussion.

Runyon asked clarifying questions regarding siting in a 100-year flood plain, shade tree requirements, and notification letter requirements.

Cook re-shared siting map showing flood plains. She said tree requirements did not include specific design plan because each site has different constraints. She said every property owner

MINUTES

Regular City Council Meeting

January 8, 2024

Page 5

within the industrial zone was not notified because no use would be taken away, this land is already zoned commercial for this use and this aligned with requirements of Ballot Measure 56.

Runyon said in addition to residential there is value of industrial, recreational, and commercial land and value change could be triggered by addition of an RV park. He said he was curious why the City had not reached out to property owners in the commercial zones. He spoke with the Andrea Klaas, Director of the Port of The Dalles who said she had no knowledge of this meeting and had not seen any of the materials.

Mayor Mays asked council and staff about the possibility of delaying decision until the next council meeting to allow for Klaas to speak at the next meeting.

Klebes reminded Council that the reason this was being brought to council was because of concerns of RV park applications being submitted for residential neighborhoods. He said if this did not pass tonight then any new applications would still be under those old rules.

Joshua Chandler Director of Community Development said that currently RV parks are allowed under conditional use in industrial zones and this would remove conditional use and instead require a site plan review process. Economic development is not a criteria for either conditional use or a site plans for making a determination. A site plan instead of conditional use would be more streamlined.

Runyon asked what types of business are currently in the commercial recreational zones and if there would be a 30-day window for applications if it was passed tonight.

Chandler said examples included an electrical company, an in-door garden store, and a dog gelato company. He said yes, there would be a 30-day window from the date it would be passed.

Runyon said there needed to be clearer description of the occupancy limitations. The proposed wording allows an RV to move from space to space within the same RV park and he thought this was a problem.

Chandler said it is difficult for the City to regulate the number of days an individual stays at a park. He said limiting to 30 or less days also allows collection of Transient Room Taxes.

Runyon asked if this would affect the possibility of Parks and Recreation District using the Riverfront park as a location for RV to park.

Chandler said if the Parks and Recreation District was going to propose an RV park they would be subject to this.

MINUTES

Regular City Council Meeting

January 8, 2024

Page 6

Richardson said this was a result of several Planning Commission meetings and concerns of RV Park applications in residential zones.

Kara said the public hearing process would have to be started over again if they were to decide to wait to hear testimony. If this occurred they would not be able to use information from this public hearing. This process had begun in July 2023.

Chandler said Ballot Measure 56 requires 40 days of noticing to over 2,000 properties costing between \$1800.00 - \$2000.00. The earliest the process could start over would be March.

Richardson said there is a need for RV spaces for construction workers who are coming to town to work on our infrastructure.

Long said the contention with proceeding was that we did not notice people in the commercial zone, and they would have come to talk with council about not wanting RV parks in their zone. She said RV parks are already allowed in these zones and this ordinance does not change that.

Chandler said RV parks are already allowed in this area and this ordinance makes the process easier. This will not allow RV parks to be in residential zones.

Long asked Runyon to clarify what he was asking for.

Runyon said he didn't care if they were to move forward with the ordinance. He said what he was asking for was that staff contact or notify more experienced people to help give direction for things that are making changes to get more ideas.

Klebes said with the new process streamlines the ability for an RV park to be established on a property, but adjacent property owners will be notified when RV park is proposed and would have the opportunity to appeal an application to the Planning Commission.

Cook added that property owners within 100 feet would be notified through the site plan review application process.

Chandler said that under the current ordinance a person can stay at an RV park for up to a year, this new one shortens the stay in any one site to 30 days.

Mayor Mays asked the Executive Assistant Abby Jara to read the Ordinance title.

Jara read Ordinance 24-1405 by title only.

MINUTES

Regular City Council Meeting

January 8, 2024

Page 7

It was moved by Randall and seconded by Richardson to adopt General Ordinance No. 24-1405, an ordinance approving Zoning Ordinance Amendment No. 109-23 adopting amendments and findings attached herein. The motion carried 4 to 0, Randall, Richardson, Long, McGlothlin voting in favor; Runyon opposed; none absent.

CONTRACT REVIEW BOARD

Authorization to Purchase Emergency Back-Up Generators for City Water System

Public Works Director Dave Anderson presented the staff report.

Mayor Mays asked if the three pump stations have ever lost power.

Anderson said yes but fortunately the duration of the power loss had been short enough that they were able to draw on the reservoirs. He said if there were to be a power outage that extended more than 4, 5, or 6 hours the drop in supply would be greatly felt.

It was moved by Richardson and seconded by McGlothlin to authorize expenditure of funds for the purchase and installation of five emergency back-up generators for the City water system in an amount not to exceed \$842,277.00, contingent upon the award of a Hazard Mitigation Grant in the amount of \$530,635. The motion carried 5 to 0, Richardson, McGlothlin, Long, Randall, Runyon voting in favor; none opposed; none absent.

ACTION ITEMS

Resolution No. 24-001, A Resolution Amending the City Fee Schedule (Effective January 9, 2024)

Kara reviewed the staff report. He said ORS 294.160(1) requires the city to provide an opportunity for anyone who is interested to comment on the city's enactment on any resolution which prescribes a new fee or a fee increase or an increase in the rate or other manner in which the fee is determined or calculated. He said best practice would be for the Mayor to ask if anyone in the audience would like to comment.

Mayor Mays asked if anyone in the audience would like to comment

Rodger Nichols asked for clarification of why the large increase in the water filling rate.

Kara said that the justification for this was the Public Works Department had been made aware people from out of state and non-city residents are coming fill up to take advantage of a price that

MINUTES

Regular City Council Meeting

January 8, 2024

Page 8

was far too low. He said the City looked at surrounding similarly sized jurisdictions such as Goldendale who is charging \$1.00 per gallon.

Public Works Director Dave Anderson added the Goldendale fee included delivery and that is why the City had chosen to charge a quarter of this.

Nichols asked if people would be charged the new \$500 fee when coming in to talk or ask questions in the planning department.

Kara said the fee will not be charged for those types of services. This fee is applied when a written interpretation from the Planning Director is requested that is thorough and concrete enough to be brought to Planning Commission.

Richardson asked Anderson what the volume of customers was that were coming to use our water.

Anderson said there was a customer with a 3,000 gallon tanker coming several times a week for agricultural property. He said there were many 200 and 300 gallon customers. He said primarily they are coming from Washington, all are out of city.

Richardson asked if it would be feasible to have a fee schedule different for those coming outside the city as opposed to residents.

Anderson said it is rare for someone filling to be a resident. The focus on the rate change this year was because of the uptake in the number of customers coming from out of state.

It was moved by McGlothlin and seconded by Long to adopt Resolution No. 24-001, a resolution amending the City Fee Schedule (effective January 9, 2024). The motion carried 5 to 0, McGlothlin, Long, Randall, Richardson, Runyon voting in favor; none opposed; none absent.

PRESENTATIONS PROCLAMATIONS

Dog River Pipeline: Stronger, Modernized, and in Service

Public Works Director Dave Anderson presented. See attached

ADJOURNMENT

Being no further business, the meeting adjourned at 8:03 p.m.

MINUTES
Regular City Council Meeting
January 8, 2024
Page 9

Submitted by/
Amie Ell, City Clerk

SIGNED: _____
Richard A. Mays, Mayor

ATTEST: _____
Amie Ell, City Clerk

City of The Dalles
Historic Landmarks Commission
2024 Goals

Short-Term Goals (1-2 years):

- Update Historic Ordinance and Design Standards to be clear and objective.
- Provide a historic restoration workshop for local homeowners and contractors.
- Encourage the addition of a student representative on the Historic Landmarks Commission.
- Apply for a grant to create a Preservation Plan for The Dalles.
- Create a concept design for historic building plaques.
- Encourage the fabrication and installation of historic plaques throughout the community, including Amotan Field.
- Support the creation of tours of historic properties and the Pioneer Cemetery.
- Provide landscaping, informational signage, and maintenance of the Pioneer Cemetery.
- Encourage the restoration and preservation of the Pioneer Cemetery and establish an inventory available on the City of The Dalles website.
- Encourage the restoration of the upstairs windows of the Waldron-Gitchell Building
- Support the installation of the light capsule art project at the Waldron-Gitchell Building.

Continuous Goals:

- Encourage preservation and re-use of the Waldron-Gitchell Building.
- Collaborate with Main Street and The Dalles Art Center on further downtown restoration project goals.
- Make historic preservation educational and funding resources available online to assist restorers with assessment and other historic preservation needs.
- Provide annual recognition of historic restorations at the annual goal setting meetings.
- Provide onsite acknowledgements for notable restorations.
- Encourage historic restoration for downtown by providing historic background research.
- Encourage the collection and preservation of local history, including irreplaceable oral and written histories.

- Update historic inventories and encourage new nominations to local and national registries.
- Maintain Certified Local Government status.
- Support Historic Preservation Month, local historic preservation, and educational workshops.
- Assist with historic plaque costs and availability.
- Keep the Historic Walking Tour current in all formats.
- Increase communication on all Urban Renewal and Main Street projects, vision and goals.
- Provide optional historic and procedural commissioner trainings.
- Support the Fort Dalles/Anderson Homestead Museum and the Vehicle Storage Display Building.
- Support and advocate for the preservation and continued use of The Dalles High School and Colonel Wright Elementary School.
- Encourage continued preservation and compatible infill of Historic Chinatown.
- Encourage preservation and continued use of Rock Fort by following the adopted Preservation and Maintenance Plan.



DOG RIVER PIPELINE REPLACEMENT PROJECT

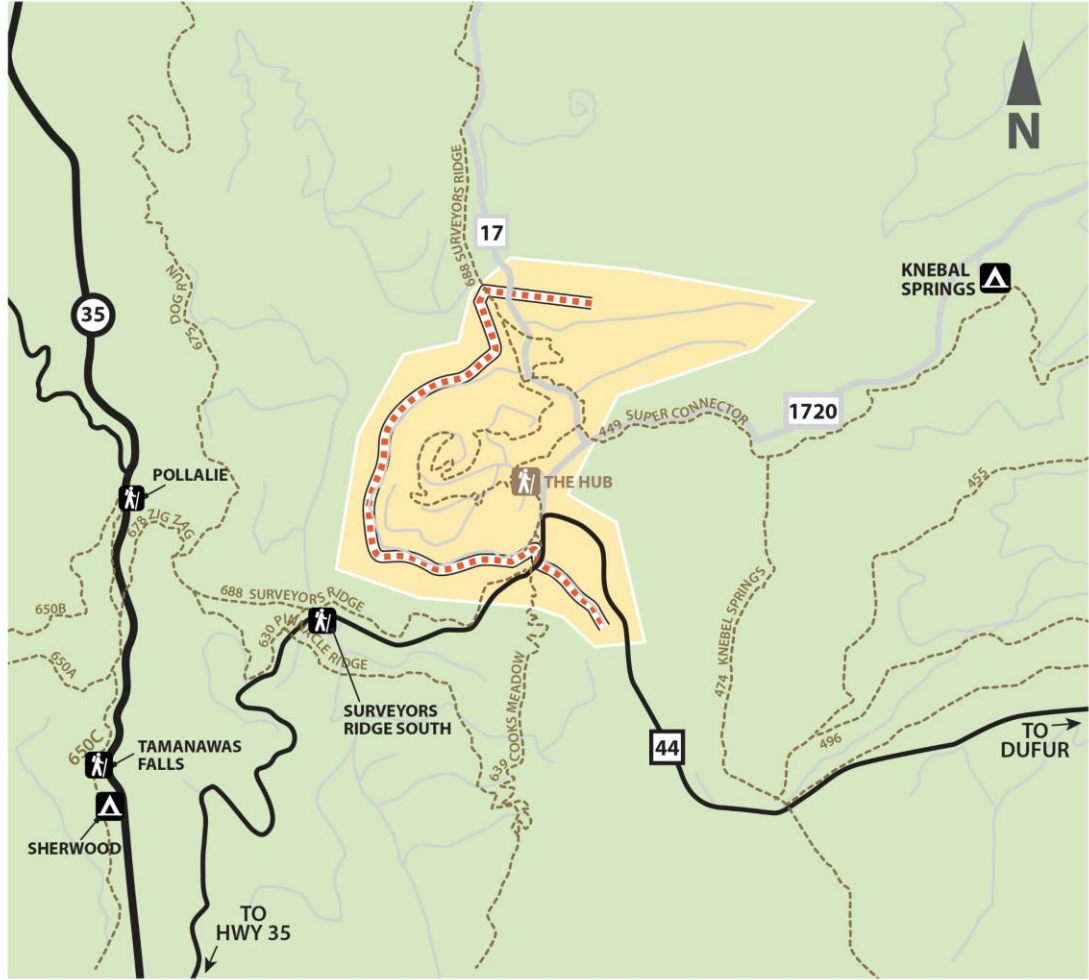
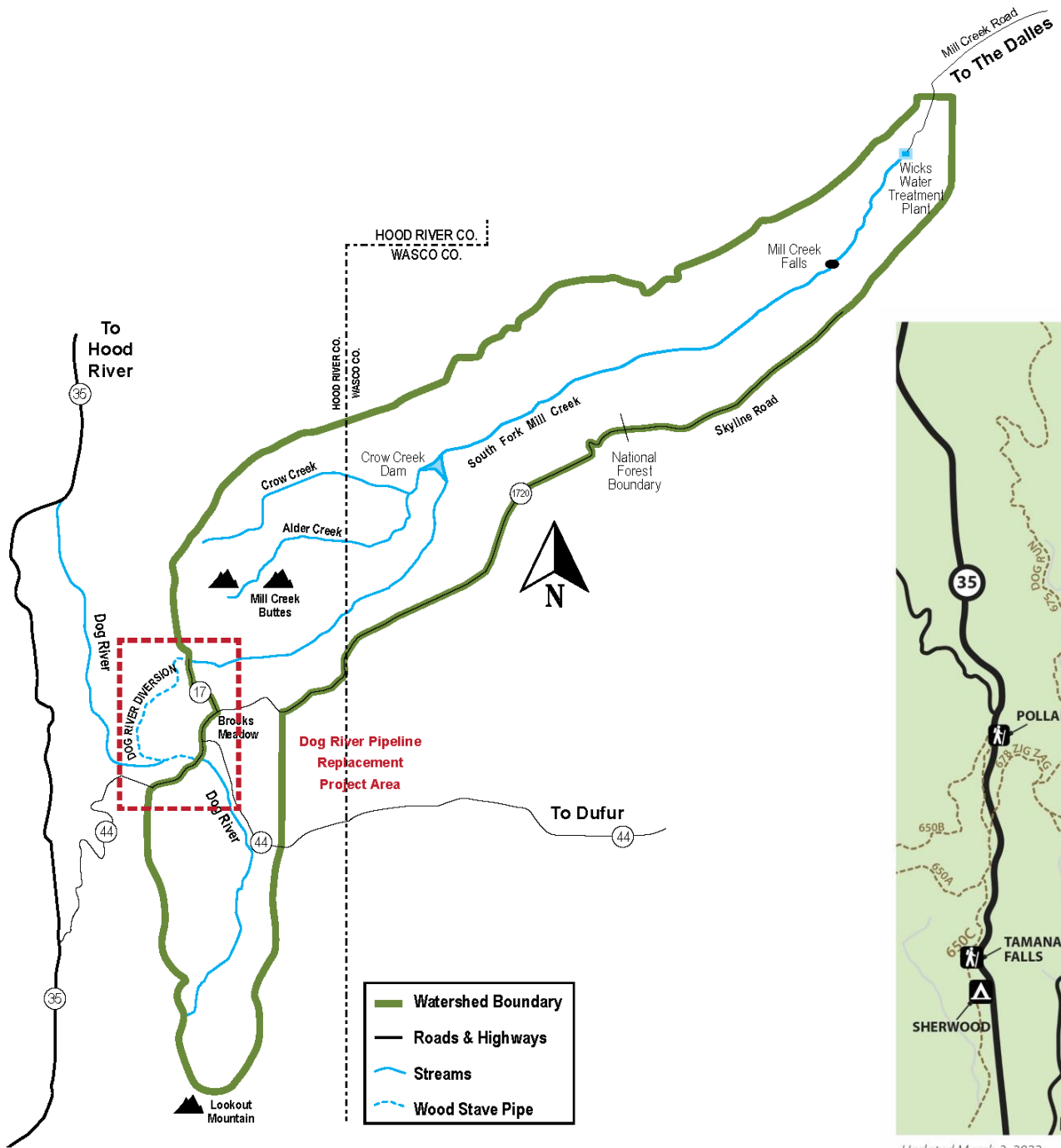
STRONGER, MODERNIZED, AND IN SERVICE

The Dalles City Council – January 8, 2024
Dave Anderson, Public Works Director

BACKGROUND

- Original 3.5-mile wooden pipeline constructed in 1913
- Located on lands administered by the US Forest Service
- Transports water from Dog River to South Fork Mill Creek
- Transported water is stored in Crow Creek Reservoir
- Currently supplies about 54% of City's annual water supply
- Was leaking up to 1 MGD at Springtime high flows





Updated March 3, 2022

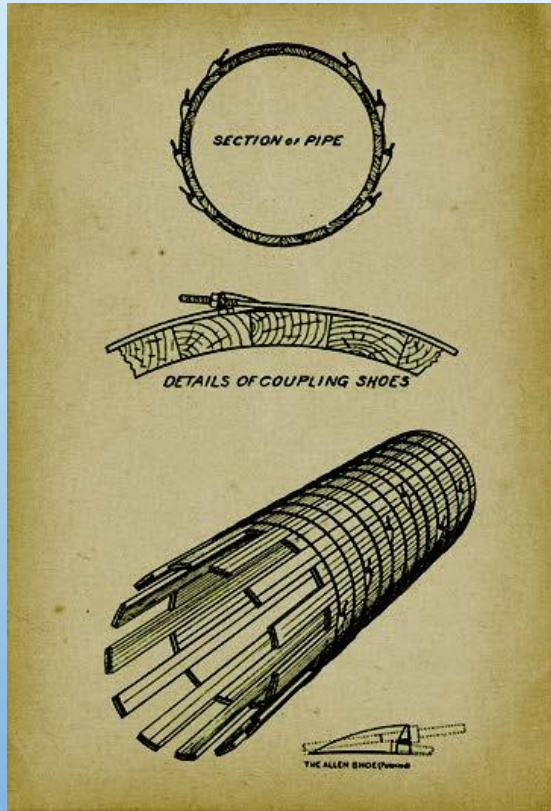
ORIGINAL CONSTRUCTION



Joe Knebel, c. 1913

- 20-inch diameter wood stave pipe
- Douglas fir staves wrapped with galvanized wire, coated with tar
- Hand-dug ditch
- Generally very shallow installation

WOODEN PIPELINE

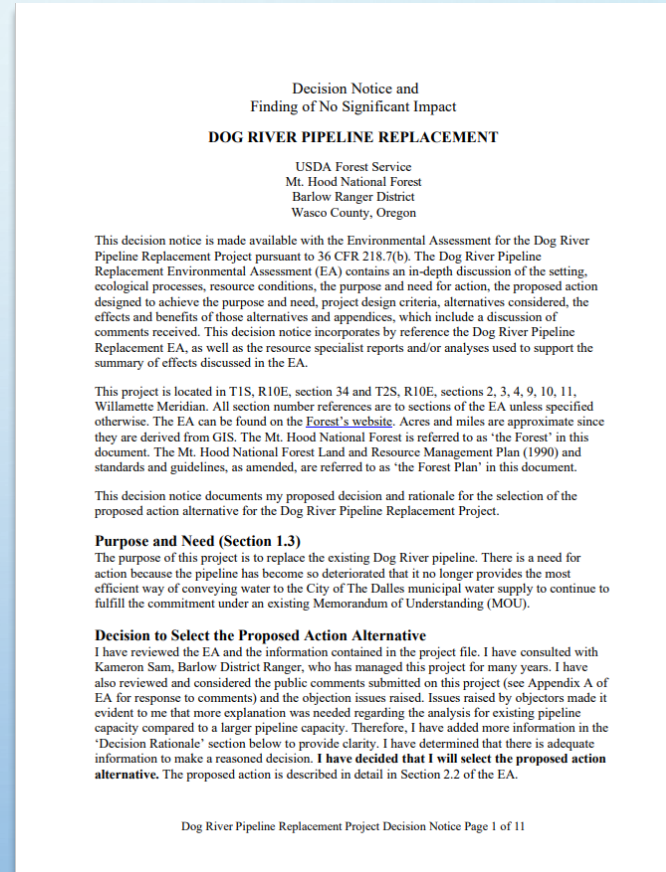


OLD INTAKE AND OUTFALL



PROJECT HISTORY

- 1997 - Need for project identified in Forest Service Watershed Assessment
- 2008 - Conceptual design completed
- 2010 - Proposed Action submitted to Forest Service for NEPA analyses
- City conducted surveys for Northern Spotted Owls for 11 years
- 2018 – Received Preliminary Assessment
- 2020 – Received Final Decision from Forest Service authorizing the project
- 2021 – Project design completed



PROJECT FUNDING

- Project budget of \$13.6M
- Funding from:
 - City water utility rates and SDCs
 - Oregon Water Resources Dept grant - \$1M
 - Business Oregon Infrastructure Finance Authority Safe Drinking Water Revolving Fund low interest and forgivable loan (\$580K forgiven, \$7.45M at 1% for 30 years)



PROJECT CONSTRUCTION

- Project ground-breaking July 18, 2022
- Season 1 of construction - 2022
 - Cleared trees from pipeline corridor
 - Installed about 5700 feet of 30-inch diameter HDPE pipe
 - Work shut down for 3 days due to fire restrictions



April 8, 2022



July 7, 2022









business
oregon

biz.oregon.gov

When you play Oregon Lottery games, you help fund projects like this one. Made possible through local, public, and private funds.



















October 31, 2022

PROJECT CONSTRUCTION

- Season 2 of construction - 2023
 - Installed about 14,550 feet of 30-inch diameter HDPE pipe
 - Installed fish-friendly culvert on Brooks Meadow Creek
 - Removed and reset historic diversion cabin
 - Constructed new intake and fishway
 - Work shut down for 3 days and reduced to half-days for 4 weeks due to fire restrictions



































October 14, 2023



PROJECT CONSTRUCTION

- Season 3 of construction - 2024
 - Installation of fish screens, handrails and walkways
 - Installation of water flow monitoring systems
 - Removal of temporary intake systems
 - Clean-up
 - Estimated 60 days to complete



PROJECT SUMMARY

- Over 25 years in development
- 8 service, land lease and procurement contracts related to construction
- Over 1000 pages of permits with 6 state and federal agencies
- Increased capacity of pipeline from 8 MGD to 17 MGD
- Installed fish passage systems
- Will install fish screening systems in 2024
- Installed fish-friendly culvert on Brooks Meadow Creek



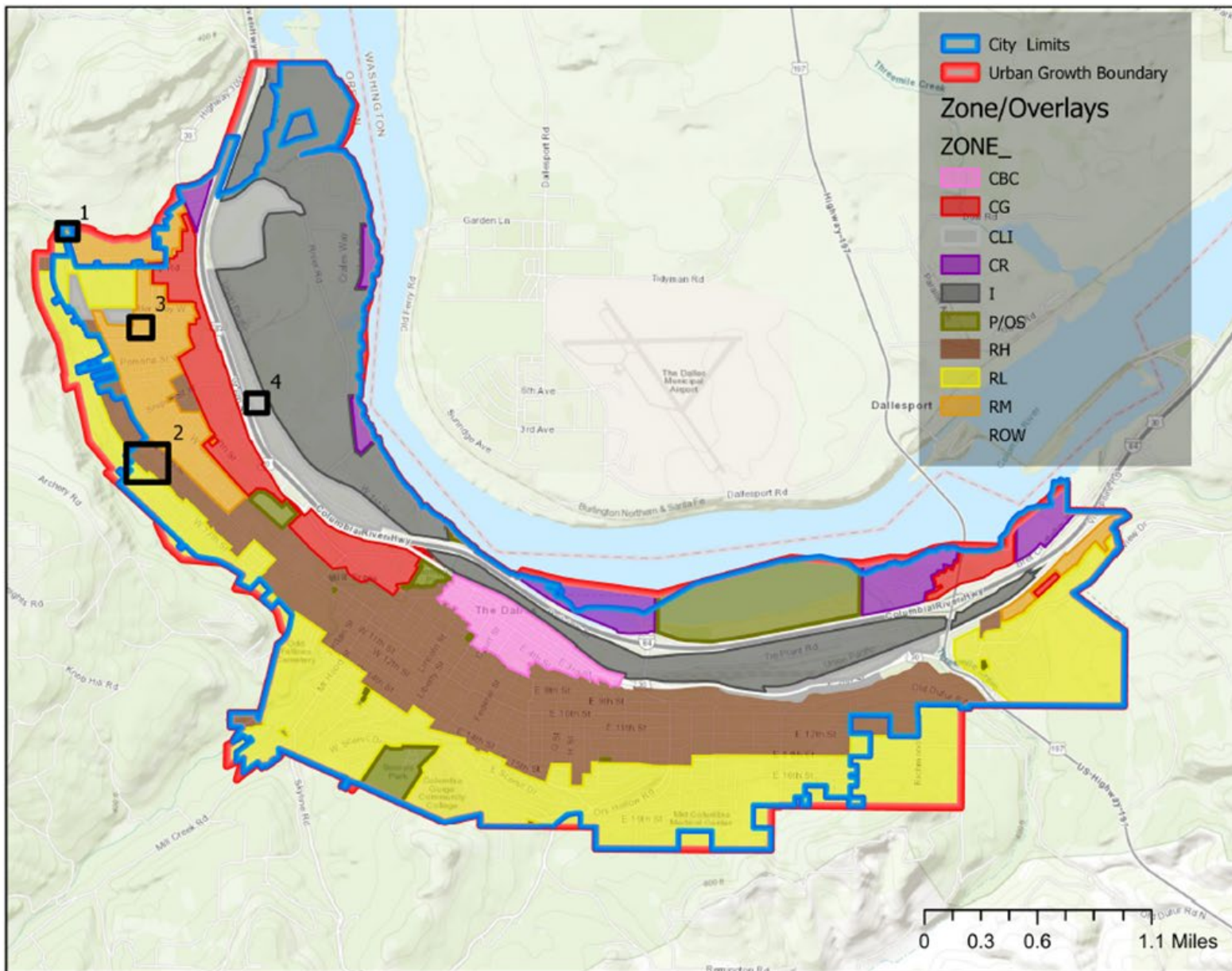
City of The Dalles City Council

MONDAY, JANUARY 8, 2023 | 5:30 PM



RV Park Zoning Ordinance Amendment Background & Comments

Locations of RV Parks in The Dalles



Site 1: 3821 W. 10th St.



Site 2: 2514 W. 10th St.



Site 3: 905 Heritage Loop



Site 4: 2510 W. 2nd St.



Proposed Amendments- Park Operations

- i. Orderly appearance and remain free of litter, junk, and refuse.
- ii. On-site 24/7 Park Host
- iii. Operational Hours & Quiet Hours
- iv. No outside storage of materials or equipment.
- v. Noise consistent with TDMC Section 5.08.020.
- vi. External Generators prohibited

Proposed Amendments- Zoning

- A. No RV parks are allowed in residential zones.
- B. Recreational vehicle parks are permitted outright in the CG (General Commercial), CR (Recreational Commercial), CLI (Commercial Light Industrial) and Industrial zones.

Proposed Amendments- Development Standards

Environmental hazards

RV Spacing

Park Access

Park Screening

Site Surfacing

Non-Recreational Vehicle Parking

Requirement

Pedestrian Circulation

Utilities

Lighting

Refuse Collection

Overnight Stays

ORS 197.493 Placement and occupancy of recreational vehicle

ORS 197.493 prohibits local governments from imposing limitations on occupancy of a recreational vehicle under the following conditions:

(A) located in a manufactured dwelling park, mobile home park or recreational vehicle park;

(B) Occupied as a residential dwelling; and

(C) Lawfully connected to water and electrical supply systems and a sewage disposal system...

City of The Dalles Comprehensive Plan

Goal #1. Citizen Involvement

Goal #2. Land Use Planning

Goal #5: Open Spaces, Scenic And Historic Areas, And Natural Resources.

Goal #9: Economic Development

Oregon Administrative Rules 918-650 Recreational Vehicle Parks and Organizational Camps



Questions?



AGENDA STAFF REPORT

AGENDA LOCATION: Item # 9A

MEETING DATE: January 22, 2024

TO: Honorable Mayor and City Council

FROM: Angie Wilson, Finance Director

ISSUE: Resolution No. 24-002 Adopting a Supplemental Budget for Fiscal Year 2023/2024, Making Appropriations and Authorizing Expenditures from and within Various Funds of the City of The Dalles Adopted Budget.

BACKGROUND: Oregon Budget Law recognizes that after the beginning of the fiscal year, changes in appropriations in the budget sometimes become necessary, and so allows for those changes via supplemental budgets and budget amendments. Supplemental budgets add funds to existing budgets, while budget amendments move already budgeted funds between categories of the same fund without adding to the fund's total budget.

A Public Hearing is required for any supplemental budget that changes a fund by more than 10%. The proposed supplemental budget is more than 10% of the operating budget of either of the affected funds, so a Public Hearing is required.

A notice of the Supplemental Budget is required to be published, and that notice was scheduled to be printed in The Columbia Gorge News on Wednesday, January 10, 2024.

Resolution No. 24-002 is for a Supplemental Budget for various Public Works Funds.

1) The City's Street Fund (005) has realized an additional \$227,852 in Beginning Fund Balance, with \$177,852 to be allocated to W. 6th Street bridge study. After the 23/24 budget was prepared, the City received a notice from ODOT to replace the bridge rather than repair. \$50,000 to be allocated to Equipment Shelter. The shelter was originally budgeted in the 22/23 Fiscal year, but did not get completed. This would be a carryover previously approved project; and,

2) Water Fund (051) has realized an additional \$939,859 in Beginning Fund Balance, with a proposed allocation for a \$12,800 to be used for an inspection on the on the Clearwell. Clearwell #1 was last painted in 1994 and the roof has some leaks. \$77,059 is needed for the Wicks residence. The residence has had

no interior maintenance in over 30 years. We are anticipating replacing carpets/flooring, interior painting, replacing non-functioning wall heaters, possible plumbing repairs and repair the collapsed deck. \$50,000 is allocated to the equipment shelter #1 that was originally budgeted in the FY22/23 that did not get completed and it was a previously approved project. \$800,000 is allocated to transfer to the Water Reserve Fund for future capital projects; and,

3) City's Water Capital Reserve Fund (053) has realized additional revenue in Beginning Fund Balance of \$1,100,039, with a \$59,778 increase in the Mitigation Grant-FEMA. The City has also applied for a New Drinking Water Provider Partnership Grant of \$150,000 and transfers in from the Water Fund of \$800,000. Proposed allocations of \$150,000 for a Watershed Forest Management Plan that staff recommends undertaking development of for the Watershed before the Public Works Director retires. Also- , City is required to update is Water Management and Conservation Plan in the amount of \$31,700 in FY23/24 and \$2,450 for the updated plan to be reviewed by Oregon Water Resources Department. Proposed allocations for \$50,000 for a City match for a project in partnership with US Forest Service and Oregon Dept. of Forestry to reduce fire fuel loadings on lands owned by the City in the Watershed. Prices of emergency back-up generators budgeted in FY23/24 to be purchased with FEMA grant have increased since the budget was prepared and we are asking for an additional \$214,467 and an additional \$250,000 for painting of the Garrison Reservoir. Proposed allocations of \$1,411,200 for the Dog River Pipeline that are carry overs from FY22/23 that were unspent to complete the project; and,

4) City's Wastewater Fund (055) has realized an additional \$390,536 in Beginning Fund Balance, with proposed allocations of \$325,536 for carry over funds from FY22/23 to complete construction of new sewer main on E 9th St. once conflicts with underground fiber-optic line are resolved. \$50,000 for the equipment shelter that was originally budgeted in FY22/23 but not completed. Carry over is previously an approved project. \$15,000 increases funding for Wastewater Treatment Plant systems repairs if needed; and,

5) The City's Sewer Special Reserve Fund (56) has realized an additional \$526,532 in Beginning Fund Balance with proposed allocations of \$263,266 adding funding for West 2nd St. Sanitary Phase 2 project to accommodate inflation and \$263,266 adding funding for West 2nd Storm Phase 2.; and,

6) The Sewer Plant Construction Fund (57) has realized an additional \$135,339 in Beginning Fund Balance, with proposed allocation \$135,339 adds available funding for future Waste Water Treatment Plant improvement project; and,

7) The Special Assessment Fund (036) has realized an additional \$66,407 in Beginning Fund Balance, with proposed allocations of \$66,407 for additional sidewalk rehab commercial projects. The \$50,000 that was originally budgeted for the FY23/24 has already been spent.

BUDGET IMPLICATIONS: The Supplemental Budget Resolution No. 24-002 increases the Street Fund budget by \$227,852; the Water Fund by \$939,859; the Sewer Plant Construction Fund by \$135,339; the Water Capital Reserve Fund by \$2,109,817; the Wastewater Fund by \$390,536; the Sewer Special Reserve Fund by \$526,532; the Special Assessment Fund by \$66,407.

COUNCIL ALTERNATIVES:

- A. **Staff Recommendation:** *Move to Adopt Resolution No. 24-002 Adopting a Supplemental Budget for Fiscal Year 2023/2024, Making Appropriations and Authorizing Expenditures within Various Funds of The Dalles Adopted Budget.*
- B. Council may choose to decline to make any changes to the adopted budget at this time.

RESOLUTION NO. 24-002

A RESOLUTION ADOPTING A SUPPLEMENTAL BUDGET FOR FISCAL YEAR 2023/2024, MAKING APPROPRIATIONS AND AUTHORIZING EXPENDITURES FROM AND WITHIN VARIOUS FUNDS OF THE CITY OF THE DALLES ADOPTED BUDGET.

WHEREAS, the City's Street Fund (005) has realized an additional \$227,852 in Beginning Fund Balance, with \$177,852 to be allocated to W. 6th Street bridge study. After the 23/24 budget was prepared, the City received a notice from ODOT to replace the bridge rather than repair. \$50,000 to be allocated to Equipment Shelter. The shelter was originally budgeted in the 22/23 Fiscal year, but did not get completed. This would be a carryover previously approved project; and,

WHEREAS, Water Fund (051) has realized an additional \$939,859 in Beginning Fund Balance, with a proposed allocation for a \$12,800 to be used for an inspection on the on the Clearwell. Clearwell #1 was last painted in 1994 and the roof has some leaks. \$77,059 is needed for the Wicks residence. The residence has had no interior maintenance in over 30 years. We are anticipating replacing carpets/flooring, interior painting, replacing non-functioning wall heaters, possible plumbing repairs and repair the collapsed deck. \$50,000 is allocated to the equipment shelter #1 that was originally budgeted in the FY22/23 that did not get completed and it was a previously approved project. \$800,000 is allocated to transfer to the Water Reserve Fund for future capital projects; and,

WHEREAS, City's Water Capital Reserve Fund (053) has realized additional revenue in Beginning Fund Balance of \$1,100,039, with a \$59,778 increase in the Mitigation Grant-FEMA. The City has also applied for a New Drinking Water Provider Partnership Grant of \$150,000 and transfers in from the Water Fund of \$800,000. Proposed allocations of \$150,000 for a Watershed Forest Management Plan that staff recommends undertaking development of for the Watershed before the Public Works Director retires. Also, City is required to update is Water Management and Conservation Plan in the amount of \$31,700 in FY23/24 and \$2,450 for the updated plan to be reviewed by Oregon Water Resources Department. Proposed allocations for \$50,000 for a City match for a project in partnership with US Forest Service and Oregon Dept. of Forestry to reduce fire fuel loadings on lands owned by the City in the Watershed. Prices of emergency back-up generators budgeted in FY23/24 to be purchased with FEMA grant have increased since the budget was prepared and we are asking for an additional \$214,467 and an additional \$250,000 for painting of the Garrison Reservoir. Proposed allocations of \$1,411,200 for the Dog River Pipeline that are carry overs from FY22/23 that were unspent to complete the project; and,

WHEREAS, City's Wastewater Fund (055) has realized an additional \$390,536 in Beginning Fund Balance, with proposed allocations of \$325,536 for carry over funds from FY22/23 to complete construction of new sewer main on E 9th St. once conflicts with

underground fiber-optic line are resolved. \$50,000 for the equipment shelter that was originally budgeted in FY22/23 but not completed. Carry over is previously an approved project. \$15,000 increases funding for Wastewater Treatment Plant systems repairs if needed; and,

WHEREAS, the City’s Sewer Special Reserve Fund (56) has realized an additional \$526,532 in Beginning Fund Balance, with proposed allocations of \$263,266 adding funding for West 2nd St. Sanitary Phase 2 project to accommodate inflation and \$263,266 adding funding for West 2nd Storm Phase 2.; and,

WHEREAS, the Sewer Plant Construction Fund (57) has realized an additional \$135,339 in Beginning Fund Balance, with proposed allocation \$135,339 adds available funding for future Waste Water Treatment Plant improvement project; and,

WHEREAS, the Special Assessment Fund (036) has realized an additional \$66,407 in Beginning Fund Balance, with proposed allocations of \$66,407 for additional sidewalk rehab commercial projects. The \$50,000 that was originally budgeted for the FY23/24, has already been spent.

Summary of Supplemental Budget-Line Item Detail				
Fund	Resource	Amount	Requirement	Amount
Street Fund (005)	Additional Beginning Fund Balance	227,852	Public Works Department Program	227,852
	Total New Resources	227,852	Total New Requirements	227,852
	Total New Street Public Works Program Requirements			3,675,142
	New Total all Fund 005 Resources	4,716,388	New Total All Fund 005 Expenditures	4,716,388

Fund	Resource	Amount	Requirement	Amount
Water Fund (051)	Additional Beginning Fund Balance	939,859	Public Works Department Program	939,859
	Total New Resources	939,859	Total New Requirements	939,859
	Total New Water Public Works Program Requirements			5,009,434
	New Total all Fund 051 Resources	7,511,916	New Total All Fund 051 Expenditures	7,511,916
Water Capital Reserve Fund (053)				
Fund	Resource	Amount	Requirement	Amount
Water Capital Reserve Fund (053)	Additional Beginning Fund Balance	1,100,039	Public Works Department Program	2,109,817
	Increase in Mitigation Grant-FEMA	59,778		
	New Drinking Water Provider Partnership Grant	150,000		
	Transfers in Water Utility Fund	800,000		
	Total New Resources	2,109,817	Total New Requirements	2,109,817
	New Water Capital Reserve Public Works Department			11,509,603
	New Total all Fund 053 Resources	12,286,170	New Total All Fund 053 Expenditures	12,286,170

Fund	Resource	Amount	Requirement	Amount
Waste Water Fund (055)	Additional Beginning Fund Balance	390,536	Public Works Department Program	390,536
	Total New Resources	390,536	Total New Requirements	390,536
	Total New Waste Water Public Works Department			4,837,356
	New Total all Fund 055 Resources	7,075,144	New Total All Fund 055 Expenditures	7,075,144

Fund	Resource	Amount	Requirement	Amount
Sewer Special Reserve Fund (056)	Additional Beginning Fund Balance	526,532	Public Works Department Program	526,532
	Total New Resources	526,532	Total New Requirements	526,532
	Total New Sewer Reserve Fund Public Works Department			4,056,237
	New Total All Fund 056 Resources	4,063,400	New Total All Fund 056 Expenditures	4,063,400
Fund	Resource	Amount	Requirement	Amount
Sewer Plant Construction Fund (057)	Additional Beginning Fund Balance	135,339	Public Works Department Program	135,339
	Total New Resources	135,339	Total New Requirements	135,339
	Total New Sewer Plant Construction Fund Public Works Department			3,334,859
	New Total All Fund 057 Resources	3,735,593	New Total All Fund 057 Expenditures	3,735,593
Fund	Resource	Amount	Requirement	Amount
Special Assessment Fund (036)	Additional Beginning Fund Balance	66,407	Special Assessment Department Program	66,407
	Total New Resources	66,407	Total New Requirements	66,407
	Total New Special Assessment Fund			546,585
	New Total All Fund 036 Resources	662,133	New Total All Fund 036 Expenditures	662,133

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL AS PRESENTED ABOVE:

Section 1. The City Council hereby adopts the Supplemental Budget for FY 23/24, increasing revenues and making appropriations as follows.

Section 2. This Resolution shall become effective upon adoption by the City Council and shall remain in effect until receipt and acceptance of the FY 23/24 audit report.

PASSED AND ADOPTED THIS 22ND DAY OF JANUARY, 2024.

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 22ND DAY OF JANUARY, 2024.

SIGNED:

ATTEST:

Richard A. Mays, Mayor

Amie Ell, City Clerk



AGENDA STAFF REPORT

AGENDA LOCATION: Item #10A

MEETING DATE: January 22, 2024

TO: Honorable Mayor and City Council

FROM: Dale McCabe, PE, City Engineer

ISSUE: Recommendation for Award of West 2nd Street Utility Improvements – Phase 2, Contract No. 2024-001

BACKGROUND: The City of The Dalles Public Works Department advertised for bids for the West 2nd Street Utility Improvements – Phase 2, Contract No. 2024-001. The scope of work for the project was stated as follows: “The work to be performed shall consist of furnishing all materials, labor and equipment necessary in the installation of approximately 2,226 lineal feet of sanitary sewer pipe and 1,823 lineal feet of storm drain pipe. Work will also consist of constructing manholes and all other appurtenances. All work will be conducted in accordance with the contract documents.”

City Engineering Staff has performed modeling of the existing sanitary sewer main lines from the Port area all the way to the City’s Wastewater Treatment Plant Facility. To be able to adequately accommodate possible new and expanding developments in the area and the projected additional flow amounts, the sanitary sewer line located along the W 2nd Street corridor needs to be upsized.

The Phase 1 portion of this project was constructed in the spring of 2018. That project consisted of constructing a new 18” water main, upsizing over a mile of sanitary sewer main and installing over a mile of storm water main in W 2nd Street from the cul-de-sac (north of Hostetler Street) to a point located adjacent to the property frontage in front of the PUD substation property (just north of the D21 bus shelter property). The Phase 2 project, this project, will consist of completing the upsizing and construction of a new sanitary sewer main and a new storm water main line from the termination point of the Phase 1 project, over to the Webber Road/ Union Pacific Rail Road (UPRR) crossing. Also, as part of this Phase 2 project, the existing sanitary sewer main and the storm water

main that are currently serving this area, will be relocated from their current pipeline locations within the UPRR Right-of-Way to the Right-of-Way of W 2nd Street, where the City will have jurisdictional control and ownership and have adequate access to for continued operation and maintenance of the new lines.

The bid opening for this contract was held on January 9, 2024 at 2:00 pm for which we received two responsive bids. The bids received were as follows:

1. Ajax Northwest, LLC., in the amount of \$2,149,783.00
2. Crestline Construction, in the amount of \$2,465,575.00

The bids were reviewed by City staff to make sure that the proper material was submitted and the bids were deemed complete.

BUDGET IMPLICATIONS: Within Fund 56, the Sewer Special Reserve Fund, lines 056-5600-000.76-30 and .76-40, \$1,284,124.00 and \$1,199,765.00 are budgeted for the sanitary sewer main and the storm water main, respectively. If approved, \$1,061,263.00 and \$1,088,520.00 would be spent from these allocations. There are adequate funds budgeted for this project.

COUNCIL ALTERNATIVES:

1. ***Staff Recommendation: Move to authorize the City Manager to enter into contract with Ajax Northwest, LLC., for the West 2nd Street Utility Improvements – Phase 2, Contract No. 2024-001, in an amount not to exceed \$2,149,783.00.***
2. Request that staff provide additional information in response to questions raised by City Council.
3. Deny authorization to proceed with the contract.



AGENDA STAFF REPORT

AGENDA LOCATION: Item #11A

MEETING DATE: January 22, 2024

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, City Manager

ISSUE: 2024 City Council Goal Setting Documentation Adoption

BACKGROUND: On November 17, 2023, The Dalles City Council and staff leadership team met for a goal setting retreat where they focused on the following outcomes:

- Build a shared understanding of the community and organizational context to inform the goals;
- Set policy level goals aligned with the City's vision and available resources; and,
- Provide a team building experience to strengthen the partnership between Council and staff.

SSW Consulting facilitated the retreat and led the team through a series of activities and discussions that resulted in two-year goals to guide the organization.

Prior to the Council retreat, SSW Consulting conducted outreach interviews with each City Councilor and gathered input from the leadership team via an online survey to gather information on the opportunities and challenges ahead for the organization and community. The conversations and feedback helped to design an agenda that supported a productive and engaging retreat to achieve shared outcomes.

The summary report has been included with this memorandum for Council review and action. The report provides an overview of the process and the resulting goals and actions that were set in alignment with the City's vision.

BUDGET IMPLICATIONS: None.

COUNCIL ALTERNATIVES:

- 1. Staff Recommendation: *Move to adopt the 2024 City Council Goal Setting Documentation.***
2. Move to adopt the goals as amended.
3. Move to decline adoption at this time and provide further Council direction at a future date.



City of
The Dalles
OREGON

The Dalles 2024 City Council Goals

January 22, 2024



SSW CONSULTING

MISSION

By working together, we will provide services that enhance the vitality of The Dalles.



VISION

A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system.



GOALS

- **Livability**
- **Housing Supply**
- **Houselessness**
- **Fiscal Sustainability**
- **Infrastructure**



GOAL: LIVABILITY

ENHANCE THE LIVABILITY IN THE DALLES THROUGH IMPROVED SAFETY SERVICES AND PLACES TO CONNECT AND GATHER

1.1 Aggressively recruit and retain police officers by evaluating market conditions and Department resources to remain competitive and ensure proper staffing to allow the Neighborhood Enforcement Action Team (NEAT), Mid-Columbia Narcotics Team (MINT) and Traffic assignment to all be active

1.2 Evaluate technology/software and other tools to increase efficiency of all Departments and enhance existing services to the community

1.3 Review and update animal control ordinance and contract with local shelter for comprehensive animal control services

1.4 Advance the work on the City's downtown plaza in partnership with the Urban Renewal Agency by finalizing the plaza's intended purpose, usability, and amenities

1.5 Maintain funding for sidewalk rehabilitation and ADA replacement programs

1.6 Expand efforts to foster more community engagement, education, and participation in local government by evaluating how often the City should conduct programs such as the Local Government Academy and improving inclusivity



GOAL: HOUSING SUPPLY

BE LEADERS IN EXPANDING THE CITY'S HOUSING SUPPLY AND DIVERSITY OF OPTIONS

2.1 In alignment with Mid-Columbia Housing, identify legislative asks/support and have CM/Mayor/Council President submit letters of support and/or submit legislative testimony

2.2 Engage and partner with Mid-Columbia Housing to support long term affordable/attainable housing developments through funding, infrastructure, or property development

2.3 Complete Housing Production Strategy and incorporate results into future Goal setting processes

2.4 Continually evaluate a tiered approach to System Development Charges (SDC) by both the City and by the Parks and Rec District to foster development of diverse housing options

2.5 Complete infrastructure projects that support denser housing development in alignment with Master Plans



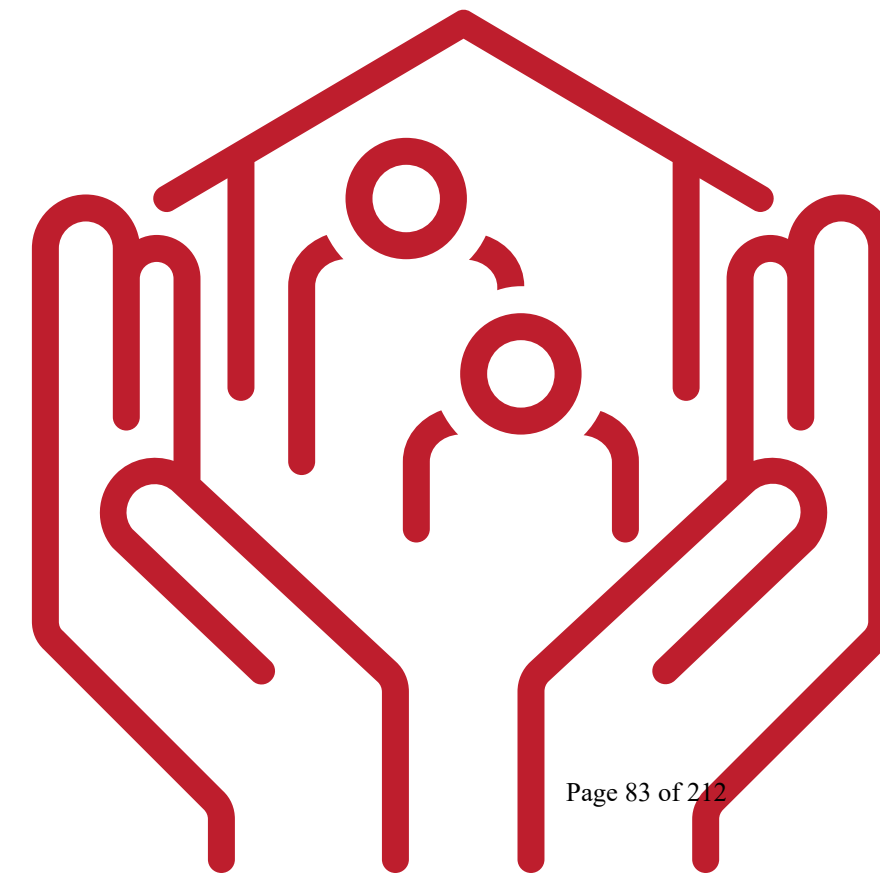
GOAL: HOUSELESSNESS

MITIGATE THE IMMEDIATE IMPACTS OF HOUSELESSNESS ON THE COMMUNITY AND IMPROVE ACCESS TO WRAPAROUND SERVICES FOR PEOPLE EXPERIENCING HOUSELESSNESS

3.1 In alignment with Mid-Columbia Community Action Council, identify legislative asks/support and have City Manager, Mayor/Council President submit letters of support and/or submit legislative testimony

3.2 Consistently tag and abate camps and other debris within the ROW or on public property. Encourage and support private property owners in abating issues as well as partnering with other agencies (ODOT, UPRR etc.)

3.3 Provide funding support to programs such as Mid-Columbia Center for Living street outreach response efforts in partnership with Mid-Columbia Community Action Council, and others to improve access and entry into medical and behavioral health services



GOAL: HOUSELESSNESS

MITIGATE THE IMMEDIATE IMPACTS OF HOUSELESSNESS ON THE COMMUNITY AND IMPROVE ACCESS TO WRAPAROUND SERVICES FOR PEOPLE EXPERIENCING HOUSELESSNESS

3.4 Strengthen regional partnership by staff and Council participating in housing summits, town halls, and other opportunities around housing, mental, and other wraparound services

3.5 Continue to pro-actively inform the community around updates, strategies, projects, and resources through City Council presentations, social media, toolkits, website

3.6 Evaluate and determine if and how the City can provide funding or other support for new alternative services.

3.7 Invite community partners to present to the City Council and community on recent successes, upcoming/ongoing projects, and challenges



GOAL: FISCAL SUSTAINABILITY

ACHIEVE FISCAL SUSTAINABILITY IN THE NEAR AND LONG-TERM THROUGH PLANNING AND POLICY DEVELOPMENT

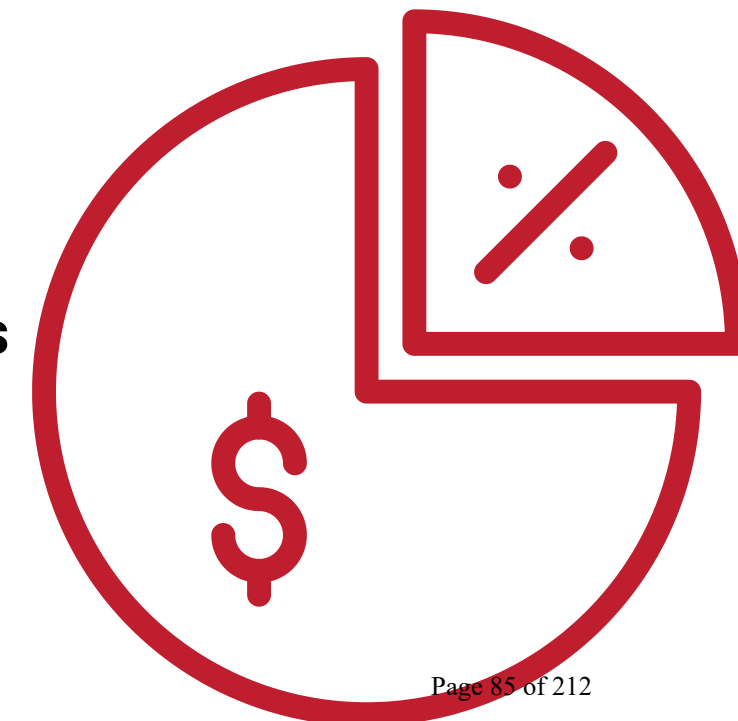
4.1 Facilitate discussion/work session with Council to prepare a resolution or other clear policy guidance on allocation process of Google Revenue

4.2 Facilitate discussion/work session with Council to evaluate tourism goals and how Transient Room Tax (TRT) can be allocated to achieve identified goals resulting in amending/replacing existing TRT ordinance

4.3 Maintain an unappropriated ending fund balance equal to 4 months operating and 10% contingency

4.4 Finalize new IGA with Wasco County Library District

4.5 Facilitate discussion/work session with Council about entering into franchise agreements with entities that utilize City rights-of-way



GOAL: INFRASTRUCTURE

DEVELOP A LONG-TERM PLAN THAT SUPPORTS SUSTAINABLE INFRASTRUCTURE THAT MEETS THE CURRENT AND FUTURE COMMUNITY NEEDS

5.1 Complete a City-wide Facility Master Plan including City owned public infrastructure and buildings

5.2 Prioritize adequate funding to support the completion of projects in each of the City's Public Works Master Plans

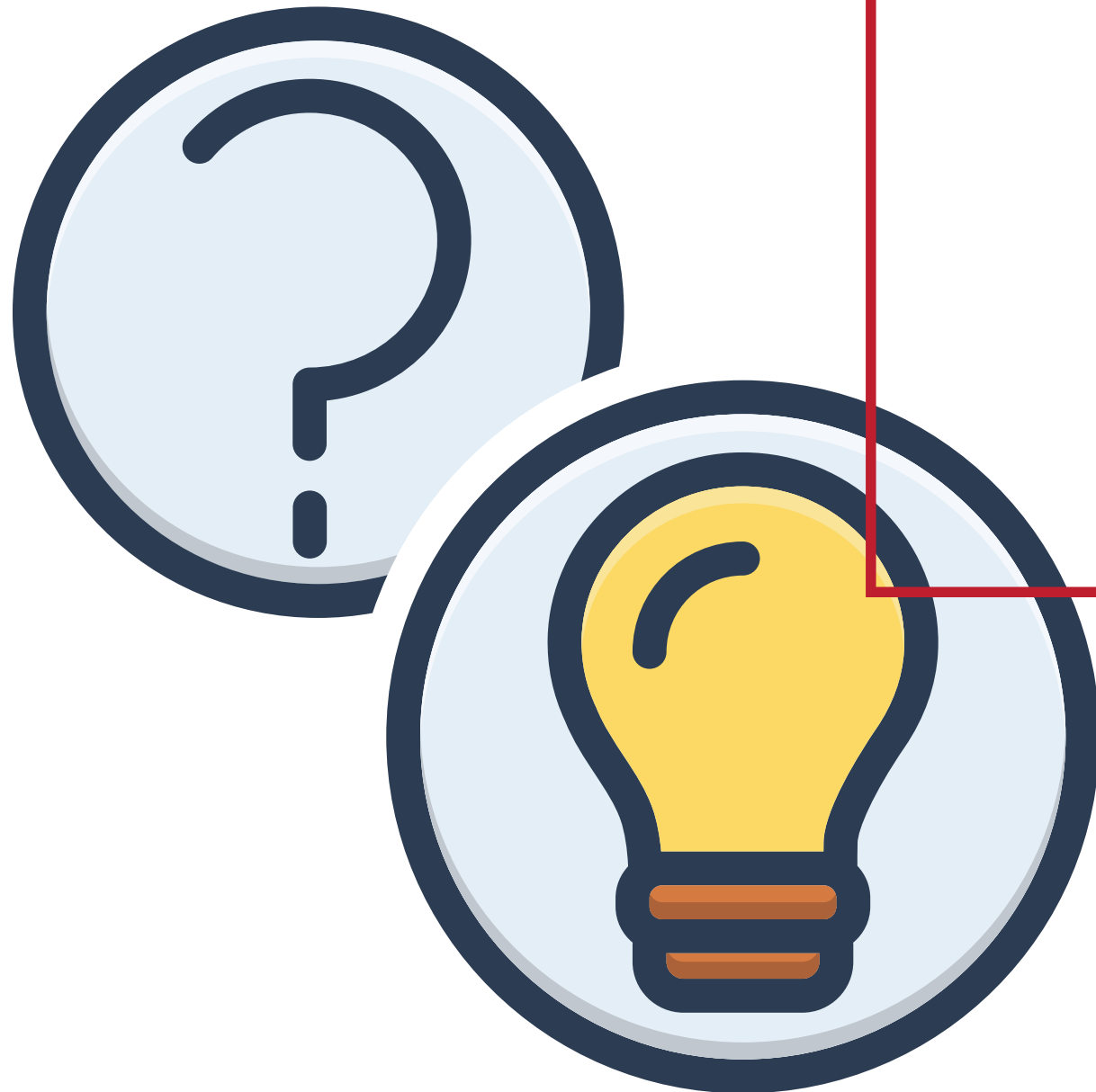


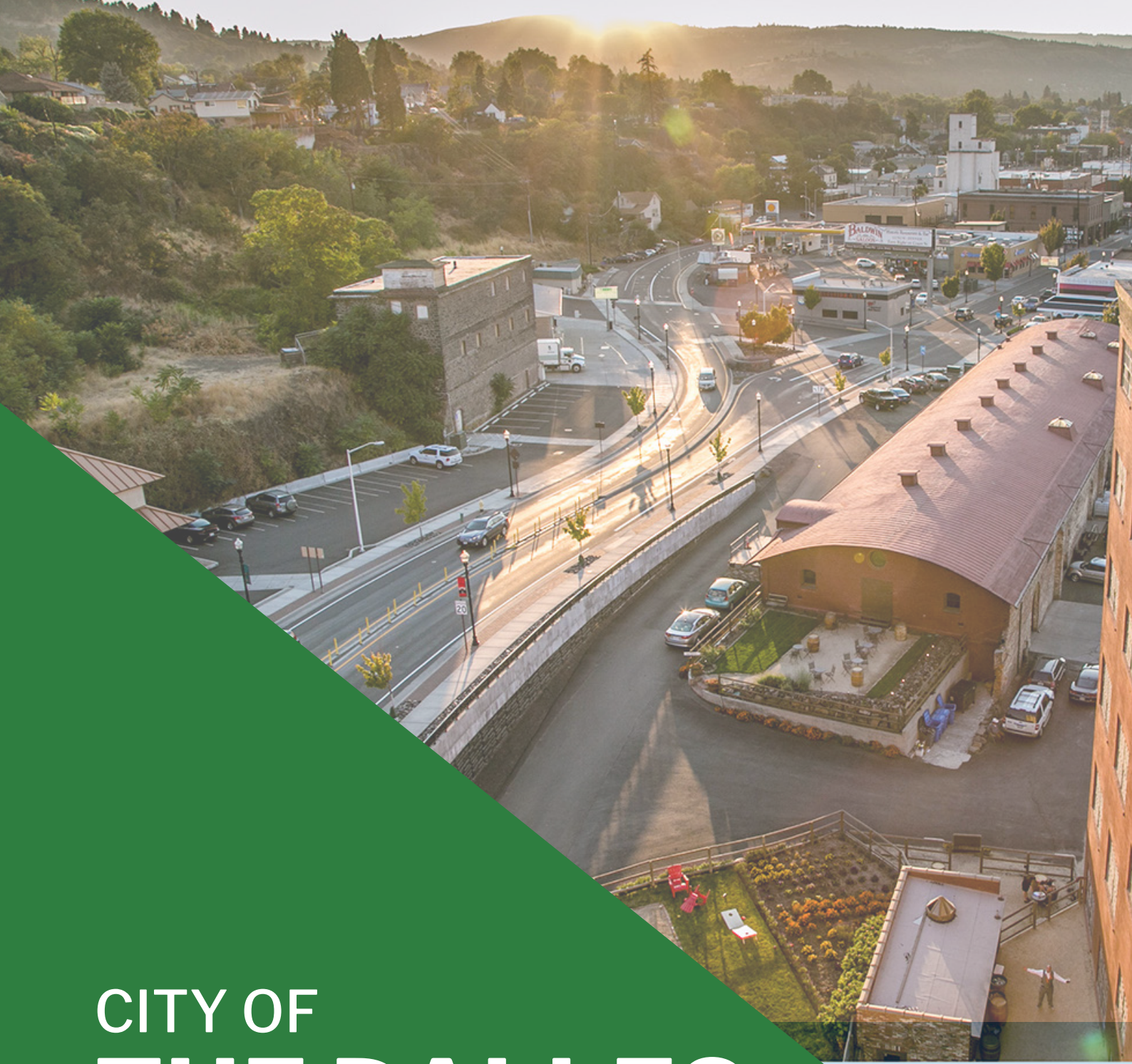
NEXT STEPS

- **Council action**
- **Implementation**
- **Quarterly updates + Council direction**
- **Annual reporting + refinement**

QUESTIONS + DISCUSSION

THANK YOU!





CITY OF THE DALLES

2023 City Council Retreat



TABLE OF CONTENTS

01 | Introduction

02 | The Dalles Team

03 | Mission + Vision

07 | Environmental Scan

10 | 2023-2025 City Council Priorities

11 | 2023-2025 Goals

12 | Goal Implementation Framework

INTRODUCTION

The City of the Dalles is pleased to present the summary of their November 2023 Council Retreat. The City Council and leadership team met on November 17, 2023, to better understand the current community and organizational context; and identify and prioritize goals to guide the organization over the next two years.

The City hired SSW Consulting, a professional facilitation and strategic planning firm, to guide the process and support the team in achieving the following outcomes during the retreat:

- Build a shared understanding of the community and organizational context to inform the goals
- Set policy level goals aligned with the City's vision and available resources
- Provide a team building experience to strengthen the partnership between Council and staff

Prior to the Council retreat, SSW Consulting conducted outreach interviews with each City Councilor and gathered input from the leadership team via an online survey to gather information on the opportunities and challenges ahead for the organization and community. The conversations and feedback helped to design an agenda that supported a productive and engaging retreat to achieve shared outcomes.

Together, staff and Council shared input on the community and organizational context, considered the current staff capacity, City budget and financial outlook, and community needs to craft clear and measurable goals. The engagement and participation of the Council and staff was appreciated, and the team looks forward to working together to advance these goals in alignment with the community's vision.

THE DALLES TEAM

City Council

Mayor Richard Mays
Councilor Position #1 Timothy McGlothlin
Councilor Position #2 Darcy Long
Councilor Position #3 Scott Randall
Councilor Position #4 Dan Richardson
Councilor Position #5 Rod Runyon

City Team

City Manager Matthew Klebes
City Attorney Jonathan Kara
City Clerk Amie Ell
Community Development Director Joshua Chandler
Human Resources Director Daniel Hunter
IT Director David Collins
Finance Director Angie Wilson
Public Works Director Dave Anderson
Police Chief Tom Worthy
Library Director Jeff Wavrunek
Airport Manager Jeff Renard



Mayor Richard Mays



Councilor Position #1
Timothy McGlothlin



Councilor Position #2
Darcy Long



Councilor Position #3
Scott Randall



Councilor Position #4
Dan Richardson



Councilor Position #5
Rod Runyon

MISSION + VISION



By working together, we will provide services that enhance the vitality of The Dalles.



A community that has involved citizens of all ages, strong local collaboration, green spaces, a revitalized downtown, efficient government, is a commercial hub, honors our cultural diversity, has a proactive education system, has compatible neighborhoods, a far ranging transportation system, and a comprehensive medical system.

COMMUNITY VISION

In 2021 the City completed a community-wide visioning plan with the goal of creating a shared vision and create an actionable roadmap for the future. The community focus areas were taken into consideration as Council and staff outlined goal themes and priorities for the next 1-2 years.

Community Focus Areas

				
ENHANCING EDUCATION	CREATING ECONOMIC VITALITY	PROVIDING RECREATION & OPEN SPACE	STRENGTHENING & SUSTAINING COMMUNITY LIFE	IMPROVING GOVERNANCE & INFRASTRUCTURE

ENVIRONMENTAL SCAN

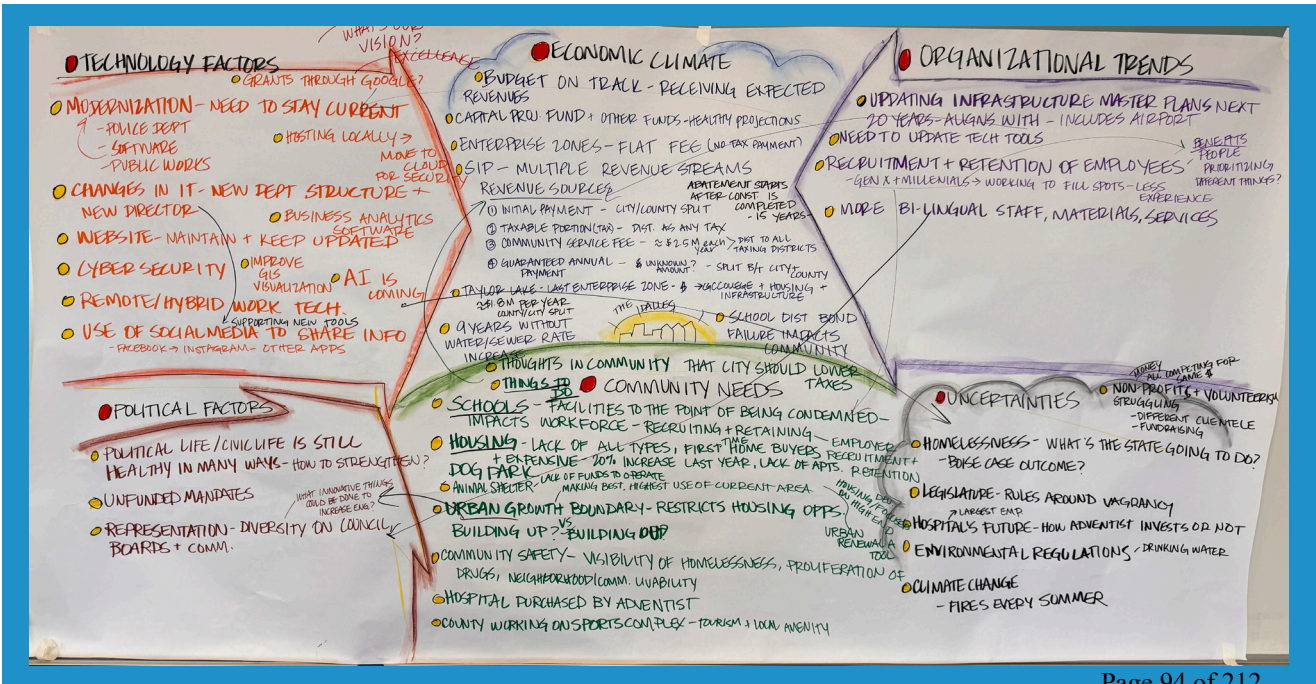
Revenue Source Update

City Manager, Matthew Klebes, kicked-off the Council retreat with a presentation on the City's financial outlook. This served as a refresher for Council and staff, and provided important context regarding the revenues associated with new developments including Google facilities.

Revenue Source	Calculation	Receiving Entities
Initial Payment	One Time \$3 million payment	Split between City and County
Taxable Portion (Tax)	Dependent on investment level \$50/\$100 million will be taxed	County Port Parks Library Fire Soil & Water 4H Ext City URA D21 CGCC ESD
Community Service Fee (CSF)	25% of total Tax savings/\$2.5 million max	County Port Parks Library Fire Soil & Water 4H Ext City URA D21 CGCC ESD
Guaranteed Annual Payment (GAP)	50% of Full Tax=Tax+CSF+GAP 60% of Full Tax=Tax+CSF+GAP	Split between City and County

Environmental Scan

To identify goals and priorities for the next 1-2 years, Council and staff participated in an environmental scan exercise to orient the team around the current context facing the organization and community. The purpose of the environmental scan is to gather relevant information to determine the future direction of the organization. The scan builds a shared understanding of the current organizational and community needs, trends, political factors, economic climate, and uncertainties, to help inform the development and prioritization of future goals. The scan describes "where we currently are," before considering "where we want to go."



Political Factors

- Political/ civic life is still healthy in many ways
 - How can we strengthen?
- Unfunded mandates from the state
- Representation- diversity on Council, Boards + Commissions
 - What innovative things could be done to increase diverse engagement?

Economic Climate

- Budget on track - receiving expected revenues
- Capital Project Fund + other funds - healthy projections
- Enterprise zones - flat fee
- SIP - multiple revenue streams
- Taylor Lake - last enterprise zone \$ - Columbia Gorge Community college + housing infrastructure
- 9 years without water/sewer rate increase
- School district bond failure impacts the community

Organizational Trends

- Updating infrastructure master plans for the next 20 years
 - Ensure these plans align with + include airport
- Need to update technology tools
- Recruitment + retention of employees
 - Gen X + Millennials working to fill vacancies
 - Benefits - people not prioritizing benefits
- More bilingual staff, materials, services, etc.

Technology Factors

- Modernization - need to stay current
 - Police + Public Works
 - Software updates
- Changes in IT - new department structure + director
- Website - maintain + keep updated
- Cybersecurity

Technology Factors Cont.

- Upgrade/update + utilize technology
 - Utilize Instagram + other applications other than just FaceBook
 - Prepare for AI use
- Move to cloud storage for security
- Grants for utilizing Google partnerships

Uncertainties/ Challenges

- Artificial Intelligence (AI)
- Homelessness - What is the state going to do? What is the Governor going to do?
 - Boise case will determine a shift in handling homelessness
- State legislature creating rules and laws that keep cities from making their communities safe and livable
- Hospital as the largest employer- it's future/ sustainability is a large community issue
- Environmental regulations - drinking water
- Climate Change - the fire risk in the Gorge
- Non-profit + volunteer organizations are struggling financially + have a different clientele
 - All of the same non-profits are seeking funding from the same pool of resources - it's competitive

Community Needs

- Community discussions of City lowering taxes
- Schools/Facilities to the point of being condemned impacts the workforce - recruiting/retaining
- Housing - lack of all types including apartments, high rates for first time home buyers
- Animal Shelter - lack of funds to operate shelter



2023-25 CITY COUNCIL PRIORITIES

Building on the environmental scan exercise and Community Vision focus areas, Council and staff worked in small groups to develop goal focus areas that would address the needs and priorities of the organization and community for the next 1-2 years. The small groups presented the results of their discussions to the larger team while SSW organized the ideas according to themes.

The following themes emerged:

- **City workforce**
- **Livability**
- **Increase housing supply + options**
- **Houselessness**
- **Fiscal sustainability + planning**
- **Modernize technology**
- **Economic development**
- **Long-term infrastructure planning**

Once goal themes were identified, the team worked together to generate actions to accomplish each goal area. Once the idea mapping was complete, it was clear to both staff and Council that taking on 8 goal areas was unrealistic with the current staff capacity and City budget. The team then participated in a prioritization exercise and resulting in five goal areas to direct the work of the organization.

- **Livability**
- **Increase housing supply + options**
- **Houselessness**
- **Fiscal sustainability + planning**
- **Long-term infrastructure planning**

It is important to clarify that the work from the three goal areas that were not prioritized, are still ongoing bodies of work. The **City Workforce** goal area action items are being folded into the day-to-day operations of the organization. The **Modernize Technology** actions are partially underway as the new IT Director established an IT work plan. The **Economic Development** action items were consolidated and continue to be a major component of the City's ongoing work. Resources have been dedicated to better utilize the tools we have to support and expand our economy as well as identifying new tools that would support The Dalles' economic development goals. The City's new economic development officer within the Community Development department is focused on the following projects and programs: Urban Renewal, Airport Development, Brownfield Program, maximizing tools such as Enterprise Zones, and Main Street/Downtown Revitalization.

Following the retreat, City staff further refined the strategies and assigned project leads to support an accountable implementation structure. As staff begins implementation, they will develop work plans which will outline performance measures, timelines, cost estimates, and potential partners to further support transparency and accountability.

GOALS

LIVABILITY

Enhance the livability in The Dalles through improved safety services and places to connect and gather

HOUSING SUPPLY

Be leaders in expanding the City's housing supply and diversity of options

HOUSELESSNESS

Mitigate the immediate impacts of houselessness on the community and improve access to wraparound services for people experiencing houselessness

FISCAL SUSTAINABILITY

Achieve fiscal sustainability in the near and long-term through planning and policy development

INFRASTRUCTURE

Develop a long-term plan that supports sustainable infrastructure that meets the current and future community needs

LIVABILITY

ENHANCE THE LIVABILITY IN THE DALLES THROUGH IMPROVED SAFETY SERVICES AND PLACES TO CONNECT AND GATHER

ACTION

LEAD

1.1 Aggressively recruit and retain police officers by evaluating market conditions and Department resources to remain competitive and ensure proper staffing to allow the Neighborhood Enforcement Action Team (NEAT), Mid-Columbia Narcotics Team (MINT) and Traffic assignment to all be active

City Manager, Police + Human Resources

1.2 Evaluate technology/software and other tools to increase efficiency of all Departments and enhance existing services to the community

IT

1.3 Review and update animal control ordinance and contract with local shelter for comprehensive animal control services

Police + Legal

1.4 Advance the work on the City's downtown plaza in partnership with the Urban Renewal Agency by finalizing the plaza's intended purpose, usability, and amenities

Community Development, City Manager + Economic Development

1.5 Maintain funding for sidewalk rehabilitation and ADA replacement programs

Public Works

1.6 Expand efforts to foster more community engagement, education, and participation in local government by evaluating how often the City should conduct programs such as the Local Government Academy and improving inclusivity

City Clerk

HOUSING SUPPLY

BE LEADERS IN EXPANDING THE CITY'S HOUSING SUPPLY AND DIVERSITY OF OPTIONS

ACTION

LEAD

2.1 In alignment with Mid-Columbia Housing, identify legislative asks/support and have CM/Mayor/Council President submit letters of support and/or submit legislative testimony	City Council + City Manager
2.2 Engage and partner with Mid-Columbia Housing to support long term affordable/attainable housing developments through funding, infrastructure, or property development	City Manager
2.3 Complete Housing Production Strategy and incorporate results into future Goal setting processes	Planning
2.4 Continually evaluate a tiered approach to System Development Charges (SDC) by both the City and by the Parks and Rec District to foster development of diverse housing options	Planning
2.5 Complete infrastructure projects that support denser housing development in alignment with Master Plans	Public Works

HOUSELESSNESS

MITIGATE THE IMMEDIATE IMPACTS OF HOUSELESSNESS ON THE COMMUNITY AND IMPROVE ACCESS TO WRAPAROUND SERVICES FOR PEOPLE EXPERIENCING HOUSELESSNESS

ACTION

LEAD

3.1 In alignment with Mid-Columbia Community Action Council, identify legislative asks/support and have City Manager, Mayor/Council President submit letters of support and/or submit legislative testimony	Council + City Manager
3.2 Consistently tag and abate camps and other debris within the ROW or on public property. Encourage and support private property owners in abating issues as well as partnering with other agencies (ODOT, UPRR etc.)	Police, Codes + Facilities
3.3 Provide funding support to programs such as Mid-Columbia Center for Living street outreach response efforts in partnership with Mid-Columbia Community Action Council, and others to improve access and entry into medical and behavioral health services	Council, City Manager + Police
3.4 Strengthen regional partnership by staff and Council participating in housing summits, town halls, and other opportunities around housing, mental, and other wraparound services	Council + City Manager
3.5 Continue to pro-actively inform the community around updates, strategies, projects, and resources through City Council presentations, social media, toolkits, website	City Manager, City Clerk + PIO
3.6 Evaluate and determine if and how the City can provide funding or other support for new alternative services.	Council + City Manager
3.7 Invite community partners to present to the City Council and community on recent successes, upcoming/ ongoing projects, and challenges	Council + City Manager

FISCAL SUSTAINABILITY

ACHIEVE FISCAL SUSTAINABILITY IN THE NEAR AND LONG-TERM THROUGH PLANNING AND POLICY DEVELOPMENT

ACTION

LEAD

4.1 Facilitate discussion/work session with Council to prepare a resolution or other clear policy guidance on allocation process of Google Revenue	City Council + City Manager
4.2 Facilitate discussion/work session with Council to evaluate tourism goals and how Transient Room Tax (TRT) can be allocated to achieve identified goals resulting in amending/replacing existing TRT ordinance	City Council + City Manager
4.3 Maintain an unappropriated ending fund balance equal to 4 months operating and 10% contingency	City Manager + Finance
4.4 Finalize new IGA with Wasco County Library District	City Council, City Manager + Library
4.5 Facilitate discussion/work session with Council about entering into franchise agreements with entities that utilize City rights-of-way	City Council, City Manager, Public Works + Legal

INFRASTRUCTURE

DEVELOP A LONG-TERM PLAN THAT SUPPORTS SUSTAINABLE INFRASTRUCTURE THAT MEETS THE CURRENT AND FUTURE COMMUNITY NEEDS

ACTION

LEAD

5.1 Complete a City-wide Facility Master Plan including City owned public infrastructure and buildings

Facilities

5.2 Prioritize adequate funding to support the completion of projects in each of the City's Public Works Master Plans

City Council + City Manager

IMPLEMENTATION + PROGRESS REPORTING

Following the Council retreat, City leadership and SSW Consulting created an implementation and progress reporting plan to support accountability and ongoing communication between Council, city staff, and the community. This process includes determining project leads and tracking progress over the next 1-2 years.

Each quarter, staff will present status updates on the goals and actions to the Council. These presentations will include progress updates, challenges and/or opportunities, as well as requests for Council direction as necessary. Annually, Council will convene with staff to assess the progress of the goal areas and actions and refine as necessary. An annual report will be prepared to share with the community.



City of The Dalles

541-296-5481

TheDalles.org

313 Court Street
The Dalles, OR 97058

Prepared by **SSW Consulting**
Sara Singer Wilson, Principal/Owner
Ashley Sonoff, Associate
Sasha Konell, Engagement Strategist



SSW CONSULTING



AGENDA STAFF REPORT

AGENDA LOCATION: Item #11B

MEETING DATE: January 10, 2024

TO: Honorable Mayor and City Council

FROM: Matthew Klebes, City Manager

ISSUE: Consideration of Existing IGA between the City of The Dalles, Wasco County, and the Wasco County District Attorney's Office

BACKGROUND:

At its May 13, 2019, regular meeting, the City Council adopted Resolution No. 19-010 to authorize the transfer of jurisdiction for certain criminal misdemeanor offenses from the City's municipal court to Wasco County Circuit Court. The City retained, and continues to provide, services related to traffic infractions.

Resolution No. 19-010 also authorized the execution of an Intergovernmental Agreement (IGA) between the City of The Dalles, Wasco County, and the Wasco County District Attorney's Office for the provision of criminal prosecution services. This IGA was executed in June 2019.

This IGA initially committed the City of The Dalles to provide an annual payment to Wasco County starting in FY 19/20 of \$80,000.00. This amount increases 3% annually resulting in the most recent payment of \$92,743.26 in FY 23/24. These funds were provided, "to assist the County with the additional costs of prosecution of misdemeanor criminal charges with the Wasco County Circuit Court" and mitigate the impact of transitioning services from municipal court to the Wasco County District Attorney's Office.

Per Oregon law and as detailed in the IGA, district attorneys have the responsibility and prosecutorial discretion for prosecution of misdemeanor cases. ORS 8.660 requires the district attorney of each Oregon county to both (1) attend the terms of all courts (including municipal courts) having jurisdiction of public offenses within the district attorney's county and (2) conduct all prosecutions for such offenses on behalf of the State

of Oregon.

Over the past 5 years, the City has provided a total of \$424,730 in funds to Wasco County to mitigate court transition impacts and to assist in the additional costs of prosecution of misdemeanor criminal charges. However, long-term, Oregon law indicates the provision of these services is already the responsibility and duty of the District Attorney and the City is not required to provide such funding.

Staff conducted outreach and research of jurisdictions in Oregon to identify other cities that provide funds to assist the work of their relevant district attorney's office. Staff was unable to identify **any** other Oregon city that provides similar funding to their relevant District Attorney's office.

Considering (1) it has been 5 years since the City ended full municipal court services, (2) the City has provided funding each of those years to assist with the prosecution of local misdemeanor criminal charges, and (3) the City is not required to provide such funding (and appears to be the only city in Oregon to do so) staff is seeking City Council direction on whether or not this IGA should remain in force.

On December 5, 2023, the City of The Dalles, Wasco County, and the Wasco County District Attorney's Office executed the first amendment to the IGA which revised the amount of written notice any party must give to terminate the IGA from on hundred eighty (180) to one hundred fifty (150) days.

Under this amendment, if the City Council elects to terminate the IGA, the City must provide written notice of intent by February 1, 2024. If the City does not provide said notice by then, the IGA will remain in effect until June 30, 2025 and without future action will continue.

BUDGET IMPLICATIONS:

The initial payment under the IGA was \$80,000 with a 3% annual increase. Below is a summary of all payments made to date:

• FY 19/20:	\$80,000.00
• FY 20/21:	\$82,400.00
• FY 21/22:	\$84,872.00
• FY 22/23:	\$87,418.16
• <u>FY 23/24</u>	<u>\$90,040.70</u>
Total:	\$424,730.86

If Council elects to terminate the IGA, the City's General Fund will no longer have to provide an annual payment and will not be budgeted. These resources can then be used by various Departments funded by the General Fund.

If Council elects to allow the IGA to remain in effect, the payment for FY24/25 will be \$92,741.93 and is further subject to additional 3% increase each year the IGA remains in effect.

COUNCIL ALTERNATIVES:

1. **Staff recommendation:** *Move to direct the City Manager to provide a notice of intent to terminate pursuant to Section 4 of the IGA between the City of The Dalles, Wasco County, and the Wasco County District Attorney's Office for the Provision of Criminal Prosecution Services.*
2. Decline formal action and provide additional direction to staff.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF THE DALLES, WASCO COUNTY, AND
THE WASCO COUNTY DISTRICT ATTORNEY'S OFFICE
FOR THE PROVISION OF CRIMINAL PROSECUTION SERVICES**

This Agreement is made this 5th day of June, 2019, by and between the City of The Dalles, a municipal corporation of the State of Oregon, hereinafter referred to as the "CITY", and Wasco County, a political subdivision of the State of Oregon formed under the Oregon Constitution and ORS Chapter 203, hereinafter referred to as the "COUNTY"; and the Wasco County District Attorney, hereinafter referred to as "DISTRICT ATTORNEY".

WHEREAS, the State of Oregon has declared it to be a matter of statewide concern to promote intergovernmental cooperation for the purpose of furthering economy and efficiency in local government; and

WHEREAS, the legislature has given general authority for intergovernmental agreements by units of local government pursuant to the provisions of ORS 190.101 et. seq; and

WHEREAS, pursuant to Chapter V, Section 23(7) of the City Charter, the City Council adopted Resolution No. 19-010 on the 13th day of May, 2019, transferring certain functions associated with misdemeanor criminal cases in the Municipal Court to the Wasco County Circuit Court; and

WHEREAS, the DISTRICT ATTORNEY has responsibility for prosecution of misdemeanor cases filed in the Wasco County Circuit Court; and

WHEREAS, the CITY has presented a proposal to Wasco County to provide compensation to assist the COUNTY with the additional costs of prosecution of misdemeanor criminal charges in the Wasco County Circuit Court by the DISTRICT ATTORNEY, as a result of the adoption by the CITY of Resolution No. 19-010; and

WHEREAS, the City has reflected evidence of its good faith intent to consider this Agreement to be long term in nature by including a line item in the City's proposed 2019-2020 budget for compensation to be paid pursuant to this Agreement; and

WHEREAS, the DISTRICT ATTORNEY acknowledges the intent of this Agreement is to have the DISTRICT ATTORNEY assume prosecution of the criminal misdemeanor cases to be transferred from the Municipal Court to the Wasco County Circuit Court, subject to the DISTRICT ATTORNEY'S exercise of prosecutorial discretion;

NOW, THEREFORE, IN CONSIDERATION OF THE RECITALS ABOVE, THE PARTIES AGREE AS FOLLOWS:

Section 1. County and District Attorney Duties. In consideration of the compensation to be paid to the COUNTY under Section 2, the COUNTY agrees to provide funding for prosecution services to be provided by the DISTRICT ATTORNEY'S office of misdemeanor criminal offenses which have been prosecuted previously in the CITY Municipal Court. CITY,

COUNTY and DISTRICT ATTORNEY understand and agree the COUNTY shall have the discretion to determine how the funds provided by CITY under Section 2 shall be expended in accordance with COUNTY budget procedures, and that the DISTRICT ATTORNEY shall have prosecutorial discretion to determine what cases are prosecuted by the DISTRICT ATTORNEY'S Office.

Section 2. City's Duties. Beginning on July 1, 2019, CITY shall pay COUNTY the sum of eighty thousand and no/dollars (\$80,000). Said sum shall be paid annually each year that this Agreement remains in effect.

Section 3. Increase in Compensation. Beginning with the term which commences on July 1, 2020, the amount of compensation paid by the CITY pursuant to Section 2 of this Agreement shall be increased by three percent (3%). This additional increase in compensation shall continue to apply during any renewal term of this Agreement.

Section 4. Term. The initial term of this Agreement shall commence upon July 1, 2019, and shall continue until June 30, 2020. Thereafter, this Agreement will be renewed on an annual basis with the term that begins on July 1, 2020, unless any one of the parties provides written notice of intent to terminate this Agreement at least one hundred eighty days (180) days prior to June 30th of each year thereafter. This Agreement may also be terminated at any time by mutual agreement of all the parties.

Section 5. Status as Independent Contractor. In the performance of the work duties and obligations required of the DISTRICT ATTORNEY'S Office under this Agreement, it is mutually understood and agreed that said office is at all times acting and performing as an independent contractor. No relationship of employer/employee is created by this Agreement. The CITY shall neither have, nor exercise, any control over the methods by which the DISTRICT ATTORNEY'S Office shall perform its work and functions. The sole interest and responsibility of the CITY is to assure the services covered by this Agreement shall be performed and rendered in a competent, efficient, and satisfactory manner. The COUNTY and DISTRICT ATTORNEY'S Office shall not have any claims under this Agreement against the CITY for vacation pay, sick leave, retirement benefits, Social Security benefits, worker's compensation benefits, unemployment or other employee benefits of any kind.

Section 6. Non-appropriation. The obligation of each party to perform their duties under this Agreement is conditioned upon the party receiving funding, appropriations, limitation, allotment, or other expenditure authority sufficient to allow the party, in the exercise of its reasonable administrative discretion, to meet its obligations under this Agreement.

Section 7. Notices. Any notice required to be given under this Agreement or required by law shall be in writing and delivered to the parties at the following addresses:

CITY OF THE DALLES
City Manager
313 Court Street
The Dalles, OR 97058

WASCO COUNTY
Administrative Officer
511 Washington Street
The Dalles, OR 979058

DISTRICT ATTORNEY
Wasco County District Attorney
511 Washington Street
The Dalles, OR 97058

Section 8. Applicable Laws. The law of the State of Oregon shall be used in construing this Agreement and enforcing the rights and remedies of the parties.

Section 9. Merger. There are no other undertakings, promises or Agreements, either oral or in writing, other than that which is contained in this Agreement. Any amendments to this Agreement shall be in writing and executed by both parties.

IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement on the respective dates shown below.

CITY OF THE DALLES

WASCO COUNTY

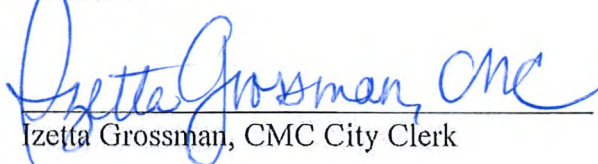
By: 
Julie Krueger, City Manager

By: 
Steven D. Kramer, Commission Chair

Date: 6-6-19


Date: June 5, 2019

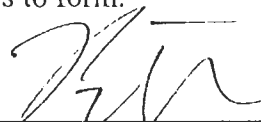
ATTEST:


Izetta Grossman, CMC City Clerk

Approved as to form:

Approved as to form:


Gene E. Parker, City Attorney


Bradley V. Timmons, Wasco County
Counsel

Date: 6-6-19

Date: June 5, 2019

WASCO COUNTY DISTRICT ATTORNEY


Eric Nisley, District Attorney

Date: 6-5-19

**FIRST AMENDMENT TO
INTERGOVERNMENTAL AGREEMENT BETWEEN
THE CITY OF THE DALLES, WASCO COUNTY AND
THE WASCO COUNTY DISTRICT ATTORNEY'S OFFICE
FOR THE PROVISION OF CRIMINAL PROSECUTION SERVICES**

This FIRST AMENDMENT TO AGREEMENT FOR THE PROVISION OF CRIMINAL PROSECUTION SERVICES ("First Amendment") is entered into by and between the CITY OF THE DALLES ("City"), WASCO COUNTY ("County") and the WASCO COUNTY DISTRICT ATTORNEY'S OFFICE ("District Attorney").

WHEREAS, Parties entered into an Intergovernmental Agreement ("IGA") for the provision of certain criminal misdemeanor prosecution services on June 5, 2019; and

WHEREAS, the Parties mutually desire to amend the term of the IGA.

NOW, THEREFORE, in consideration of the terms and provisions set forth in this First Amendment, the Parties agree:

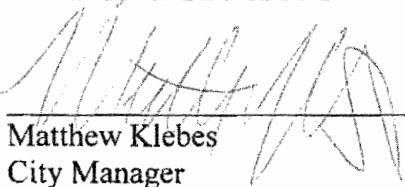
1. The text of IGA Section 4 shall be revised to read:

Section 4. Term. The initial term of this Agreement shall commence upon July 1, 2019, and shall continue until June 30, 2020. Thereafter, this Agreement will be renewed on an annual basis with the term that begins on July 1, 2020, unless any one of the parties delivers written notice of intent to terminate this Agreement at least one hundred fifty days (150) days prior to June 30th of each year thereafter. This Agreement may also be terminated at any time by mutual agreement of all the parties.


2. Except as modified by this First Amendment, the terms and conditions of the IGA shall remain in full force and effect.

DATED this 5th of December 2023.

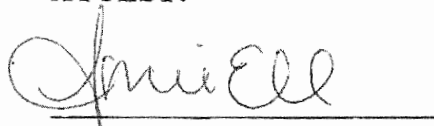
CITY OF THE DALLES


Matthew Klebes
City Manager

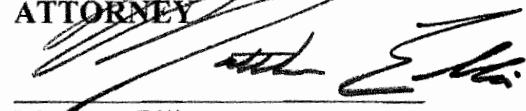
WASCO COUNTY


Tyler Stone
Administrative Officer

ATTEST:


City Clerk

**WASCO COUNTY DISTRICT
ATTORNEY**


Matthew Ellis
District Attorney



AGENDA STAFF REPORT

AGENDA LOCATION: # 11C

MEETING DATE: February 12, 2024

TO: Honorable Mayor and City Council

FROM: Daniel Hunter, Risk Manager

ISSUE: City of The Dalles Evacuation Plan Update

BACKGROUND: The current evacuation plan dated April 2014 was administratively adopted. That plan has insufficient detail and was not adopted by Council Resolution. The proposed plan was drafted to incorporate detail needed for staff and the public to take action in an emergency.

Oregon Revised Statute 401.309(2) authorizes local governments to mandate evacuations in the event of an emergency provided such evacuation plans are adopted by resolution or ordinance.

I would like to acknowledge and thank the following people and organizations for their assistance in drafting the updated plan.

Sheridan McClellan, Wasco County Emergency Manager
Lane Magill, Wasco County Sheriff
Bob Palmer, Fire Chief, Mid-Columbia Fire and Rescue
Tom Worthy, Police Chief, City of The Dalles
Dave Anderson, Public Works Director, City of The Dalles
David Mills, Street Division Manager, City of The Dalles
Jonathan Kara, City Attorney, City of The Dalles
Betzy Domsic, Paralegal, City of The Dalles
Jaime Solars Rathmell, GIS Analyst, Wasco County
Joshua Chandler, Community Development Director, City of The Dalles
Laura Matzer, Executive Director, Columbia Gorge Discovery Center
Bob Wood, Calvary Baptist Church
Stacy Todd, Regional Coordinator, Oregon Department of Emergency Management
Sean McCormick, Deputy Chief of State Affairs, Oregon Military Department
Russell Gibson, Director of Government and Legislative Affairs, Oregon National Guard

To facilitate incorporation of maps and routes for the City of The Dalles, the map was separated into three different sectors: North/West, Central and East. The maps include evacuation route identification and are attached to the plan. In addition, evacuation signage has been identified and costs for those will be included in the FY24/25 Budget.

Other attachments to the plan include checklists also including in the current Emergency Operations Plan. These checklists are also referenced at the end of the plan as Annexes.

The Evacuation Plan will be displayed prominently on the City web site. Physical copies will be provided to agencies who will help coordinate evacuations, along with City Departments.

COUNCIL ALTERNATIVES:

1. **Staff recommendation: *Move to Adopt Resolution 24-003 A Resolution Formally Adopting a City Evacuation Plan and Authorizing Mandatory Evacuations.***
2. Provide instruction to staff on possible alternatives to being back to Council at a future meeting.
3. Decline

EVACUATION PLAN

CITY OF THE DALLES
JANUARY 2024



CITY OF THE DALLES EVACUATION PLAN

INDEX

SECTION 1: PLAN SUMMARY

SUBSECTION 1.1: EVACUATION ROUTES

SUBSECTION 1.2: CARE FACILITY EVACUATIONS

SECTION 2: PURPOSE AND SCOPE

SECTION 3: POLICIES AND AGREEMENTS

SECTION 4: SITUATION AND ASSUMPTIONS

SECTION 5: ROLES AND RESPONSIBILITIES

SECTION 6: EVACUATION ACTIONS BY PHASE OF EMERGENCY MANAGEMENT

SUBSECTION 6.1: PREPAREDNESS

SUBSECTION 6.2: RESPONSE

SUBSECTION 6.3: RECOVERY

SUBSECTION 6.4: MITIGATION

SECTION 7: CONCEPT OF OPERATIONS

SUBSECTION 7.1: GENERAL

SUBSECTION 7.2: EVACUATION/TRANSPORTATION PROCEDURES

SUBSECTION 7.3: EVACUATION OF SPECIALIZED FACILITIES

SUBSECTION 7.4: ESCALATION PROCESS

SUBSECTION 7.5: ADVANCED PLANNING

SECTION 8: SUPPORTING PLANS AND PROCEDURES

ATTACHMENTS

ATTACHMENT 1 – NORTH/WEST SECTOR MAP

ATTACHMENT 2 – CENTRAL SECTOR MAP

ATTACHMENT 3 – EAST SECTOR MAP

ATTACHMENT 4 – CITY WIDE MAP

ATTACHMENT 5 – CHECKLIST (EOP Annexes)

1. Plan Summary

The purpose of this plan is to identify personnel, organizations, assets, routes and facilities available in the event of an evacuation. See The Dalles-Wasco County Emergency Operations Plan for specific Emergency Support Functions. Annexes (checklists) from that plan are included at the end of this plan for convenience.

In the event an evacuation within City limits is necessary, the decision to evacuate resides with the City Manager. If the City Manager is not immediately available, the Chief of Police will issue the evacuation notice. Notice shall be communicated through the Public Information Officer at the City and Wasco County, with Citizen Alert notice coordinated through the Wasco County Emergency Management and 911 Dispatch.

Evacuations involving areas in the Urban Growth Area or resulting from incidents outside of City limits will reside with the Unified Command. If the Wasco County Sheriff or designee determines evacuation is needed and in their best judgement, time does not allow conference of Unified Command the Sheriff will issue an evacuation notice in coordination with the City Manager and Chief of Police.

Evacuation instructions will be communicated via Citizen Alert and relayed to the City and County Public Information Officers for broadest distribution.

Evacuation routes are identified on the maps included with this plan (attachments 1-2-3). Due to the complex arrangement and orientation of the City's geography, the maps are divided into three sectors (North/West, Central and East).

NORTH/WEST: Areas north and west of Cherry Heights Road

CENTRAL: Areas between Cherry Heights Road and Dry Hollow Rd, including Brewery Grade Overpass.

EAST: Areas east of Dry Hollow Rd, including Brewery Grade overpass.

Intracity shelter sites are used when complete evacuation of the City is unnecessary or not prudent and when a danger is limited to one sector of the City. The Shelter sites may also be used as rally points where people or resources will be brought for broader use or final evacuation. This includes smaller bus transport of mobility limited residence to board larger vehicles for final evacuation. The shelter/rally points are identified below by sector.

NORTH/WEST: Wahtonka School and Columbia Gorge Discovery Center

CENTRAL: The Dalles Middle School, and State Office Building parking lot 5th and Court/Union (rally point only)

EAST: Calvary Baptist Church

In the event of an evacuation across the Columbia River is determined most advantageous, The Dalles Airport shall be used as a Rally point with limited shelter capability (no living facilities).

Shelter sites outside of the City include the Dufur High School, Maupin High School and Wasco County Fairgrounds to the South. Sherman County Fairgrounds to the East and Hood River County Fairgrounds to the West. Agreements are in place through Wasco County with neighboring Counties or neighboring Counties and the American Red Cross. Coordinate with Wasco County

Emergency Management if these shelter sites are needed.

1.1 Evacuation Routes (Maps Attached)

The North/West Sector evacuation routes are:

- Interstate 84 (I-84) East or West to adjoining Counties, route to County Fairgrounds or Red Cross shelter.
- Highway 30 West to Mosier joining I-84 West to Hood River
- 7 Mile Hill Road to Mosier joining I-84 West to Hood River
- 10th Street West/North to Chenowith to 7 Mile Hill or Hwy 30 or I-84. East/South to Mount Hood to Skyline.

The Central Sector evacuation routes are:

- Mount Hood/Mill Creek Road to Skyline, East 10th Street, Dry Hollow Road, Highway 30 and I-84.

The East Sector evacuation routes are:

- I-84, Highway 197, East 10th Street and Dry Hollow Road.

In the North/West Sector, highway and interstate routes will be determined by the incident type and location. In the event of an incident blocking or requiring traffic be directed north or west, 7 Mile Hill Road shall also be use.

That route will be West 10th Street to Chenowith Road to 7 Mile Hill Road. Follow 7 Mile Hill Road to State Road then 3rd Street in Mosier to Interstate 84 West. It may be necessary to block turn off at March Cut Off to avoid traffic congestion in Mosier due to west bound traffic on Highway 30.

When west or north bound evacuations are not advisable, West 10th Street to Mount Hood Road shall be utilized in addition to Interstate 84 East. The route is Mount Hood Road to Skyline Road to Onley Road to Dry Hollow Road to 3 Mile Road to Steele Road to 5 Mile Road to Hwy 197. Going South on 3 Mile to Steele rather than North to Dry Hollow avoids congestion at Dry Hollow on the river side of the ridge. Highway 197 will either be taken north to Interstate 84 East or Highway 197 South to Dufur, Maupin or Wasco County Fairgrounds.

In the Central Sector, on the North side the routes are Interstate 84 East or West, Highway 30 East to Highway 197 and East 10th Street to Highway 197. On the South side Cherry Heights and Mount Hood to Mill Creek Market Road as well as Dry Hollow Road are the routes.

Mount Hood will go to Skyline Road to Onley Road to Dry Hollow Road to 3 Mile Road to Steele Road to 5 Mile Road to Hwy 197. Going South on 3 Mile to Steele rather than North to Dry Hollow avoids congestion at Dry Hollow on the river side of the ridge. Highway 197 will either be taken north to Interstate 84 East or Highway 197 South to Dufur, Maupin or Wasco County Fairgrounds.

Dry Hollow Road travel to 3 Mile County Road to Steele Road to 5 Mile Road to Highway 197. Highway 197 will either be taken north to Interstate 84 East or Highway 197 South to Dufur, Maupin or Wasco County Fairgrounds.

In the East Sector evacuation routes are Interstate 84 (I-84), Highway 197, east 10th

Street and Dry Hollow Road. On East 10th Street going east to Old Dufur Road, to Freemont Street, to Highway 197. On Dry Hollow Road travel to 3 Mile County Road to Steele Road to 5 Mile Road to Highway 197.

In the East Sector, Interstate 84 (I-84) access will be at Brewery Grade off Highway 30 and at the Highway 197 interchange.

1.2 Care Facility Evacuations

Each specialized facility has its own evacuation plan. Specialized facilities are also covered in Section 7.3 if this plan. When an evacuation of one of these facilities is necessary, coordinate through the facility Administrator.

Care facilities in The Dalles have existing evacuation plans and agreements in place. Each facility has at least one local alternate facility and at least one alternate outside of Wasco County. Facilities also have agreements in place for transport. Facilities, their evacuation sites and alternates are not delineated here for security purposes.

2. Purpose and Scope

This plan is a companion to the City of The Dalles Emergency Operations Plan (EOP) and Continuity of Operations Plan (COOP). The Wasco County Emergency Management Functional Annex 1 (FA1) through the relevant Support Annex (SA) focuses on transportation plans, procedures, and resources needed to evacuate people (including special needs populations) and animals (including pets, service animals, and potentially livestock) from a disaster area to an emergency sheltering location. The specific Incident Annex (IA) is determined by the type of Emergency as defined in Section 1.4.4 of The Dalles/Wasco County Emergency Operations Plan. In addition, City departments are responsible for developing, maintaining and exercising their respective service annexes (See: Section 3.2.2 City Emergency Operations Plan).

The scope of this plan includes all people and animals within the Urban Growth Boundary (UGB) of The City of The Dalles. Support beyond the UGB may be necessary and will follow the relevant mutual aid agreement.

3. Policies and Agreements

Current policies and agreements are delineated as follows:

Mandatory evacuation authority does not exist in Oregon. However, authority does exist to control access to and from a disaster area, the movement of persons, and the occupancy of premises in the area following a disaster.

Wasco County has agreements in place with American Red Cross, Sherman County and Hood River County. In addition, Wasco County has agreements with School District 21 for school shelter use. The City of The Dalles has entered into agreements with Calvary Baptist Church and Columbia Gorge Discovery Center for Shelter and rally point purposes.

This evacuation plan is developed in coordination with The Dalles Public Works and Police Department, Wasco County Sheriff's Office, Wasco County Emergency Manager and Mid-Columbia Fire & Rescue. The City Continuity of Operations Plan and Emergency Operations Plan are both accessible via the City Intranet.

4. Situation and Assumptions

In the event coordination through Oregon Emergency Management (OEM) is needed for sheltering, several questions must be answered ahead of time to speed up the evacuation. Before contacting OEM for assets, the following information is needed:

- Total number of people needing shelter?
- Anticipated duration of need (Overnight will require kitchen, space for beds, ADA restrooms)?
- What if any medical assistance is there?
- What is the clean air requirement if any?
- Is there small animal accommodation needs, for how many?
- What are the parking needs?

Several emergency situations might require an evacuation of part or all of City of The Dalles. Small-scale, localized evacuations might be needed due to a flash flood, hazardous-materials accident, major fire, or transportation accident. Mass evacuation could be required in the event of an earthquake or terrorist attack.

Additionally, evacuation planning is mandated for site-specific hazards, such as chemical facilities.

It is assumed the public will understand official information related to evacuation received by them. Most of the public will act in its own interest and evacuate dangerous areas when advised to do so by local government authorities. However, some individuals may refuse to evacuate. It is also assumed most evacuees will use private transportation means; however, transportation may have to be provided for some evacuees.

Time constraints, route limitations, and hosting facilities capabilities to accommodate evacuees could significantly stress and deplete local resources. Support agencies/entities will provide available resources in support of evacuation, but their capacity to lend services and supplies may change throughout the duration of an incident.

Emergency coordinators and assigned liaisons are designated according to the nature of the incident and follow National Disaster Recovery Framework. Designated emergency coordinators and assigned liaisons are responsible for updating the status of available resources and capabilities through the Wasco County Emergency Operation Center (EOC). It is assumed all non-emergency functions will be suspended city-wide until the community has resumed normal operating systems and functions. The transportation requirements of essential workers, supplies, and equipment are a complicating factor during evacuation. Personnel will continue to work at essential jobs even as emergency relocation takes place. Their commuting routes may conflict with the flow of evacuating residents, and traffic control will be provided as needed within the impacted area(s). Crowd and traffic control may be accomplished using traffic signals, roadblocks and barricades, detours signing, electronic surveillance, and public information and instructions. Risk-area residents who cannot arrange for private transportation will be provided with transportation by city and private transportation carriers: vehicles may include commuter vans, public transit, school busses, and other commercial carriers. If local resource availability is inadequate, additional resources shall be requested by Wasco County Emergency Management

using Oregon Emergency Operations Portal.

5. Roles and Responsibilities

All emergency operations and information will be coordinated through the City Manager of the City of The Dalles, the Wasco County EOC and command staff. For more specific information on Emergency Support Functions (ESF), see The Dalles-Wasco County Emergency Operations Plan. Local and county law enforcement agencies will provide support to Public Works; Emergency Management, transportation departments, and other staff to accomplish the following essential tasks during evacuation:

Planning for and identifying high-hazard areas and numbers of potential evacuees, including the number of people requiring transportation to reception areas (including special needs populations);

- Coordinating transportation needs for special populations
- Identifying emergency traffic routes and setting up City wide checkpoints (a status report should be provided to City Manager when the majority of the evacuees have passed through checkpoints)
- Communication with the Public will be routed through the City Public Information Officer and Wasco County Public Information Officer
- Confirming and managing locations of staging areas and pick-up points for evacuees requiring public transportation
- Coordinating transportation services, equipment, and personnel using emergency routes
- Providing leadership guidance on commuting arrangements for essential workers during the evacuation period
- Proposing locations of roadblocks and patrols for evacuation movement, and
- Providing patrols and safety measures in the evacuated area and for reassignment of personnel during the evacuation period.

6 Evacuation Actions by Phase of Emergency Management

6.1 Preparedness

- Evaluate evacuation populations and resource requirements for areas surrounding potential high-risk facilities or areas.
- Identify special population groups needing special assistance during evacuation: senior citizens, handicapped, and other special needs populations.
- Evaluate and establish evacuation routes, identify congestion points, areas under construction and repair, etc.
- Identify, evaluate and develop shelter requirements and plans based on known hazards; correct deficiencies as appropriate.
- Develop and distribute public education materials on evacuation/shelter-in-place preparation, plans, and procedures/guidelines.

- Develop and test emergency plans and procedures/guidelines.
- Participate in emergency management training and exercises.

6.2 Response

Law enforcement and fire department will probably be first on the scene. The fire chief, police chief, sheriff, or their designee may be required to determine if an area needs to be evacuated if there is time-if not, the first responder will have to make that decision and should take immediate steps to ensure the safety and well-being of the public. North Central Public Health District can assist with evacuation of elderly, mobility limited, nursing homes and Mass Care shelters. Items to be considered for evacuation include:

- Identification of substance (if hazardous);
- Extent of the flood, spill, fire, or damage;
- Weather conditions;
- Area to be evacuated;
- Evacuation routes, their capacities and susceptibilities to hazards;
- The availability and readiness of shelters;
- Modes of transportation for evacuees and for those unable to provide their own transportation;
- The location of special needs populations in the hazard area and whether evacuation could prove more hazardous to them than the initial hazard.
- If time allows, the Mayor and City Council should be contacted to advise them of the decision of the City Manager.
- Identify hazard areas and affected populations, including those areas that may be impacted if the incident escalates or conditions change.
- Identify the instructions to be given to evacuees. Include specific information about the risk, the actions that they need to take, and the possible risks of non-compliance.
- Direct persons at risk to evacuate or to take shelter or remain inside, as appropriate to the emergency situation.
- Identify evacuation routes, their capacities, and vulnerability to the hazard.
- Designate centrally located pickup point or bus routes for persons without private automobiles or other means of transportation.
- Establish traffic control points.
- Establish and maintain access control points.
- Establish reception centers where evacuees may be sent, screened, and registered prior to moving to shelters.
- Provide for the evacuation of the handicapped, elderly, and other special-needs groups.

- Provide evacuees with instructional materials showing evacuation routes, reception centers, parking facilities, lodging, food services, and medical treatment facilities if such materials are available.
- Activate mass care shelters that can provide emergency sheltering and feeding of large numbers of evacuees and provide security for them.
- If shelter(s) cannot be set up immediately, in time to receive the evacuees, reception centers or safe areas that provide some measure of protection should be identified.
- Set up medical aid stations within evacuation area(s).
- Coordinate security to evacuated areas to prevent looting and other unauthorized actions. Security personnel must be dressed in appropriate protective gear.
- Leave people alone who refuse to follow evacuation instructions until all who are willing to leave have been provided for. Then, time permitting, attempt to persuade them to evacuate.
- Evacuate those persons, initially sheltered to safer areas or mass care shelters as soon as it is prudent to do so.
- Secure food, water, milk, livestock feed and control when possible.
- Provide health advisories or directives as appropriate.
- Communicate plans and procedures/guidelines with all responders involved.
- Keep the public informed about emergency conditions, evacuation routes, destinations and other vital information.
- Monitor evacuation efforts and provide continuous direction to evacuation assistance personnel.

6.3 Recovery

- Initiate the return of evacuees when it is safe to return to evacuated areas. The decision to allow evacuees to return to their homes shall be the responsibility of the Unified Command.
- The Planning Section may help develop a return plan for evacuees.
- Reestablish traffic control points to facilitate a smooth return.
- Help coordinate transportation for the return home of the elderly, handicapped, and special needs groups and for those evacuees having no transportation of their own.
- Continue public information activities.
- Maintain access control over areas unsafe for use.
- Reevaluate the status of evacuees who cannot be returned to their homes and help coordinate for their continued support as appropriate.
- Establish Disaster Application Center, if appropriate.
- Participate in post-event debriefing to evaluate the evacuation process.

- Update plans and procedures/guidelines based on critiques and lessons learned during an actual event.

6.4 Mitigation

- Identify areas that are likely to be evacuated in a disaster (i.e. flood plains, areas near hazardous materials, plume zone for fixed hazmat facility, etc.).
- Discourage development in hazard zones, particularly residential development in flood plains, unless prescribed protections are constructed.
- Adjust building codes as necessary to insure adequate standards for construction of buildings that may be used for shelters, or which may be located in high-risk hazardous areas.
- Develop a public information program to increase citizen awareness of reasons for possible evacuation, routes to travel, availability of transportation, reception locations, appropriate food, clothing and other essential items to pack when evacuating, etc.
- Provide training to personnel on the Incident Command System and evacuation procedures/guidelines, including working as a member of an evacuation team.
- Develop and maintain standard operating procedures/guidelines to include a recall roster for essential and/or off-duty personnel.
- Develop and maintain standard operating procedures/guidelines to include an evacuation notification roster for the City Council and Department heads.
- Seek improvement to preplanned evacuation routes if needed.
- Enhance warning systems to increase warning times and reduce the need for hasty evacuations.
- Participate in evacuation training exercises.
- Identify population groups who may require special assistance during evacuation.
- Coordinate emergency preparedness planning activities and training.
- Identify traffic capacity estimates for potential evacuation routes.
- Identify potential mass care facilities and shelters.

7 Concept of Operations

7.1 General

The transportation function is organized around the designated Incident Commander, who has overall authority. The Incident Management Team directs and controls the evacuation of unincorporated areas of the City. The evacuation of individuals within a city's jurisdictional boundaries is the responsibility of the City Manager in coordination with the Wasco County Incident Management Team. The Wasco County Emergency Manager serves as a planning coordinator between the agencies identified in this plan.

Executive direction, incident control, and any ensuing evacuation and transportation of equipment, supplies, and response personnel will be conducted via the Wasco County

EOC and on-scene command posts.

7.2 Evacuation/Transportation Procedures

Defining the area to be evacuated will be determined by officials recommending the evacuation based on the advice of appropriate advisory agencies. In the case of hazardous materials incident/accidents, evacuation information is available in the Department of Transportation [*North American Emergency Response Guidebook*](#), Oregon Emergency Management, as well as provided by the Chemical Transportation Emergency Center, which can be accessed at (800) 424-9300. In all cases, the hazardous situation will be continually monitored in case changing circumstances (such as wind shifts) require redefinition of the actual or potential affected area. The command authority will ensure the evacuation area is defined in terms clearly understandable by the general public and that this information is provided to the lead Public Information Officer (PIO) for rapid dissemination.

The primary evacuation mode is anticipated to be in private vehicles. Actual evacuation movement efforts will be conducted by the law enforcement agencies. Evacuation routes will be selected by law enforcement officials at the time of the evacuation decision. Movement instructions will be part of the warning and subsequent public information releases. If at all possible, two-way traffic will be maintained on all evacuation routes to allow continued access for emergency vehicles. Law enforcement communications will coordinate use of wrecker services needed to clear disabled vehicles. Traffic control devices such as signs and barricades will be provided by the Public Works Department.

To aid in coordinating evacuation activities, the Wasco County EOC will be activated and staffed according to the situation at hand. Evacuation instructions and information for the public will be coordinated through the lead PIO, with support from the public information network and Wasco County Emergency Manager. Information and instructions to the public will be disseminated using media partners, door-to-door contacts, sirens, Citizen Alert, reverse 911 calls, and public address system.

The City Police Department coordinates resources through the Wasco County EOC as necessary and prioritizes security needs. They assist with traffic control and work closely with City Public Works. The Police Chief (or designee) serves on the command staff at the Wasco County EOC during an incident.

The City Public Works Department and the City Police Department manage emergency transportation routes, identify road hazards, implement road closures, and maintain mapping capabilities and equipment. Staff and resources are assigned to support emergency evacuation and essential transportation routes. The Public Works Director (or designee) will also maintain a position on the command staff of the Wasco County EOC during an incident. Depending on the incident type, additional liaisons and sub-functions may be necessary to support various transportation-related tasks for the duration of the response.

7.3 Evacuation of Specialized Facilities, Including Hospitals

Facilities expected to require special planning and resources to carry out evacuations include hospitals, day-care centers, prisons, care facilities for the handicapped or

disabled, and nursing homes. All such facilities within the evacuation area will be warned of the emergency situation. All special facilities located in predetermined hazard areas will be identified by facility name, address, phone number, and contact person(s), along with any unique support requirements. Evacuation of a specialized facility will be coordinated with the facility administrator.

7.4 Escalation Process

The process of furnishing emergency transportation services during a major emergency involves two series of actions:

Essential immediate transportation needs are identified, and actions taken to provide for persons in the hazard area.

Future continuing transportation needs and capabilities are estimated, and actions are taken to obtain needed resources. Such transportation support would likely involve movement of supplies and equipment rather than people.

In most local disasters, transportation requirements can be satisfied by using private vehicles, school and church buses, and various local, government-owned vehicles. If needs cannot be met locally, additional assets are requested through mutual aid with neighboring jurisdictions and/or through county and state assistance.

Appropriate private sector agreements, along with mutual aid agreements with neighboring jurisdictions, will be invoked as required. Implementation of agreements will be coordinated through the Wasco County EOC. All agreement requests will be reviewed by the City Manager.

Records will be maintained on the use of all privately-owned equipment to include the date equipment was acquired, whether or not operating personnel were furnished with the equipment, the date equipment/personnel was returned to the owner, and remarks on any damage or repair to the vehicle. These records will be used to determine possible reimbursement to the owner and will be kept until a final decision is made by The City of The Dalles City Council concerning the disposition of disaster claims. Document management during an emergency will be accomplished through the Finance Department of The City of The Dalles.

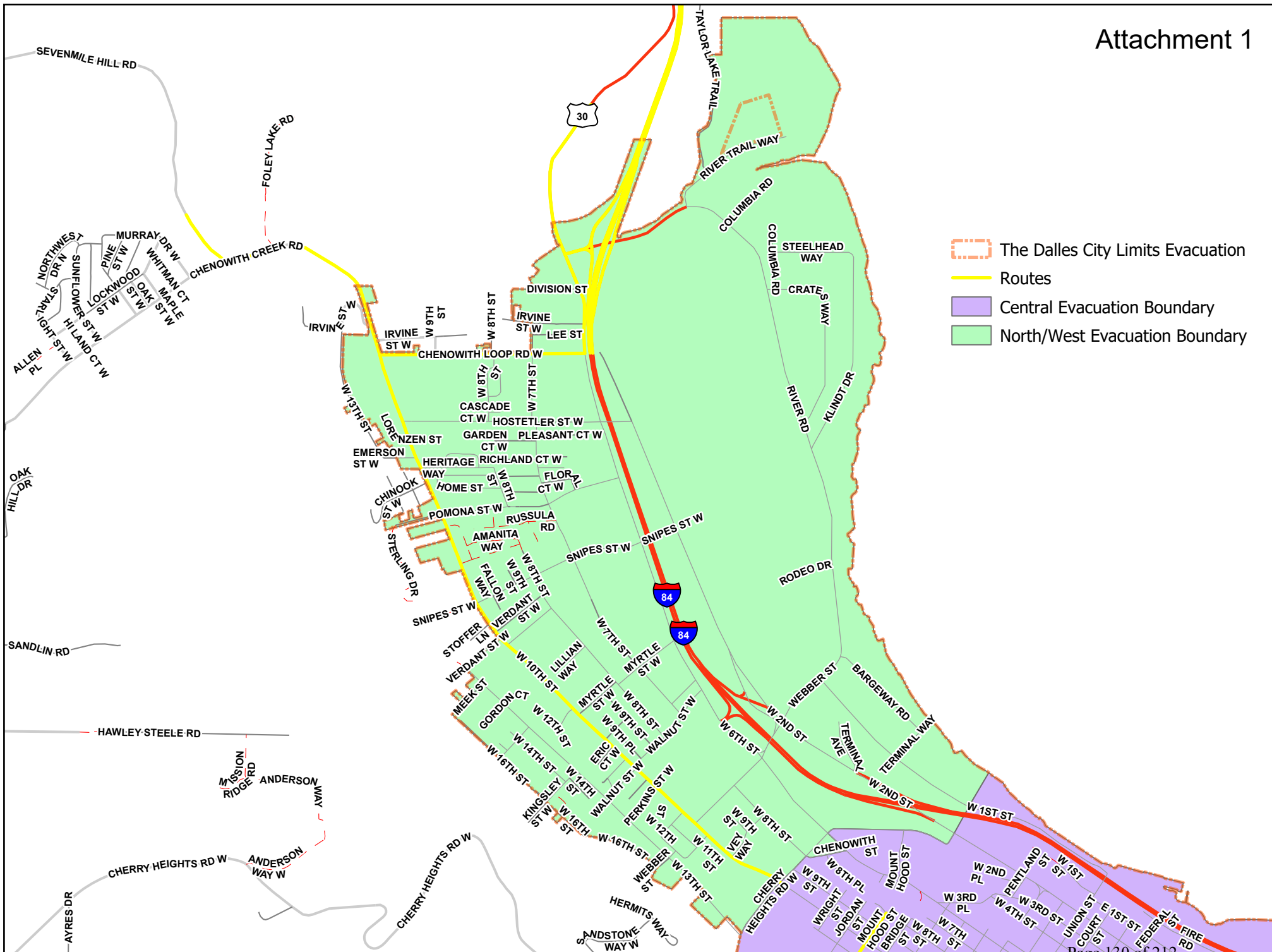
7.5 Advanced Planning

Several factors must be considered when planning for evacuation and corresponding transportation needs. These include the hazard's characteristics, magnitude, intensity, spread of onset, and duration. These significant elements will determine the number of people to be evacuated, the potential need for response personnel and supplies, and the time and distance of travel necessary to ensure safety. Other important facts include the availability of evacuation/emergency routes, their capacities, and their vulnerability to the hazard. Transportation modes are also significant, and provision must be made for individuals unable to supply their own transportation.

8 Supporting Plans and Procedures






- City of The Dalles/Wasco County Emergency Operations Plan
- City of The Dalles Continuity of Operations Plan

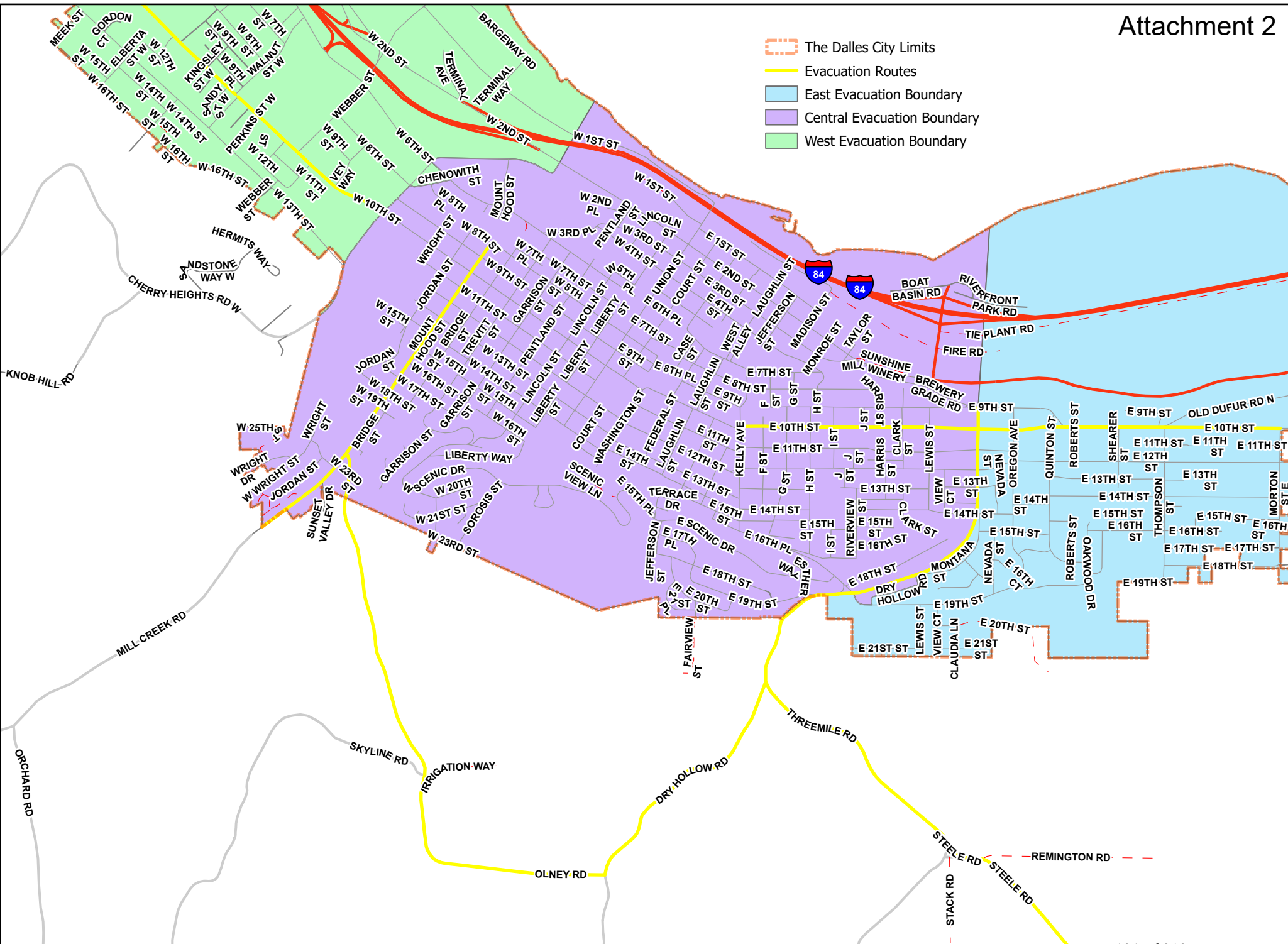
- ESF 1 - Transportation
- ESF 3 - Public Works and Engineering
- ESF 5 - Emergency Management
- ESF 13 - Public Safety and Security
- Wasco County Animals in Disaster Plan
- Wasco County Public Information Plan
- Wasco County At-Risk Registration Policy and Procedures
- State of Oregon Emergency Operations Plan, ESF 1 - Transportation
- National Response Framework, ESF 1 - Transportation

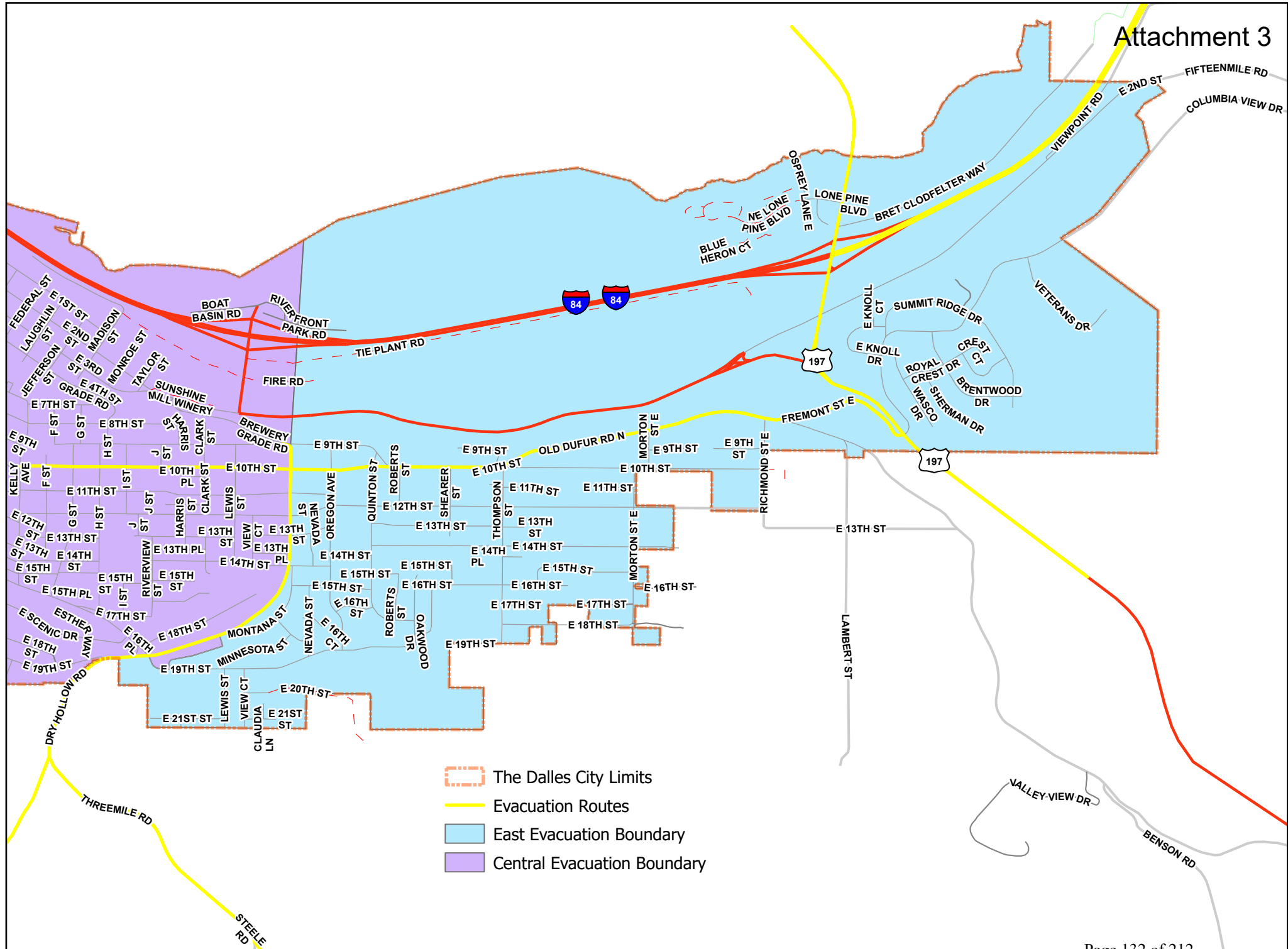


- The Dalles City Limits Evacuation
- Routes
- Central Evacuation Boundary
- North/West Evacuation Boundary

North/West Evacuation Boundary

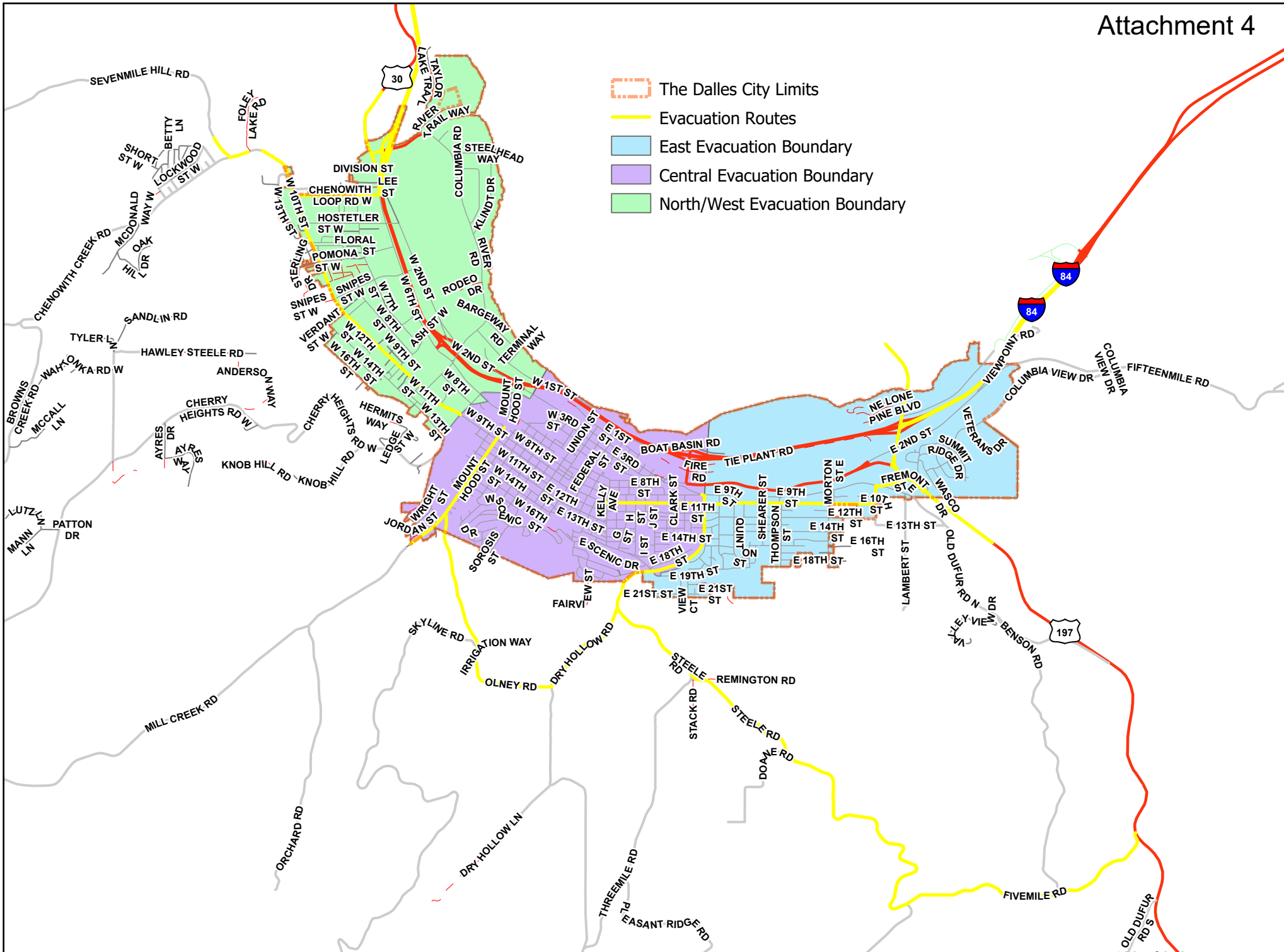
-  The Dalles City Limits
-  Evacuation Routes
-  East Evacuation Boundary
-  Central Evacuation Boundary
-  West Evacuation Boundary





- The Dalles City Limits
- Evacuation Routes
- East Evacuation Boundary
- Central Evacuation Boundary





- The Dalles City Limits
- Evacuation Routes
- East Evacuation Boundary
- Central Evacuation Boundary
- North/West Evacuation Boundary

The Dalles Evacuation Boundary



1

IA 1 – Drought

THIS PAGE LEFT BLANK INTENTIONALLY

IA 1. Drought

Note: Ultimate responsibility for providing water service to the citizens lies with the local water districts. Each jurisdiction is responsible for its own water supplies and maintenance of facilities. Assistance from the County and State will be provided in the form of personnel and equipment, as requested by the affected area.

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to drought, including the City EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate alternative sources of drinking water in case of drought or other water shortage event.	
	<input type="checkbox"/> Conduct pre-incident planning related to drought and determine vulnerabilities in various drinking water systems.	
	- Prepare scripts to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City and County Emergency Managers.	
	<input type="checkbox"/> Participate in drought preparedness activities, seeking understanding of interactions with participating agencies in a drought scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the EOC.	
	<input type="checkbox"/> Identify local contractors and vendors that could assist during a drought and develop MOUs with those private businesses.	
	<input type="checkbox"/> Inform City and County Emergency Managers of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the local planning commission to ensure that new construction does not increase hazards or vulnerability threat.	
	<input type="checkbox"/> Ensure that city maps of water mains, valves, and public sewer systems are up-to-date and accessible.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> When deemed necessary, activate the EOP when drought and other water shortage incidents pose a threat.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The County EOC may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by drought.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	- Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify command staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among local and county EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for drought and/or water shortage operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific Standard Operating Procedures</i>	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Repair and restore essential services and vital systems as required.	
	<input type="checkbox"/> Secure assistance from private contractors/vendors as needed.	
	<input type="checkbox"/> Provide emergency power as needed to maintain service to the community.	
	<input type="checkbox"/> Initiate curtailment procedures if shortages or overload conditions appear imminent.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in the JIC and designate a lead PIO for the jurisdiction.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (<i>recurring</i>).	
	- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public.	
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	

Drought Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 of the City EOP</i>
	<input type="checkbox"/> Make recommendations to city and county governments regarding changes in planning, zoning, and building codes/ordinances to lessen the impact of future drought or water shortage emergencies.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, agency operations centers, and command posts.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

2

IA 2 – Earthquake

THIS PAGE LEFT BLANK INTENTIONALLY

NOTE: This annex also includes landslides as a secondary hazard.

An earthquake of 5 or greater on the Richter Scale may or may not cause widespread damage, but it is a situation that would warrant activating the EOC to better coordinate the flow of information and damage assessment.

Initially, the lead agencies for earthquake response will be the Police Department and Mid-Columbia Fire and Rescue. After the initial assessment to determine the extent of damage, injury, and loss of life, the ICS/Operations section lead may transition to Mid-Columbia Fire and Rescue. As emergency response transitions from rescuing casualties to recovery of deceased victims, the Public Works Department may be expected to assume the role of lead department in the ICS/Operations section for the City's earthquake response. The Public Works Department efforts in this response and early recovery phase of the disaster are likely to concentrate on reestablishing public infrastructure facilities.

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to earthquakes and other seismic activity, including the EOP and supporting procedures and plans.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to earthquakes.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to earthquakes.	
	- Prepare map(s) and script to be used on local television station(s) for emergency broadcast. Include release instructions.	
	- Prepare radio messaging to be used by local radio stations for emergency broadcast.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as needed.	
	<input type="checkbox"/> Participate in earthquake preparedness activities, seeking understanding of interactions with participating agencies in an earthquake scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated, and establish a pre-event duty roster allowing for 24/7 operational support for the County and City EOCs.	
	<input type="checkbox"/> Ensure that earthquake response equipment and personnel inventories are updated. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform the Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Work with planning department and local planning commissions to establish appropriate infrastructure protection measures in landslide-prone areas.	
	- Implement seismic inspection procedures on a regular basis and incorporate improvements to structures, while also updating appropriate mitigation plans.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	
RESPONSE PHASE	<input type="checkbox"/> Activate the EOP when earthquake and/or seismic incidents pose threats.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. The City and/or the County EOC may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the Incident Commander, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by earthquake, also being cognizant of aftershocks.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies.	
	- Identify local, regional, State, and Federal agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing.	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the jurisdiction.	<i>ICS Form 209: Incident Status Summary.</i>
	- Notify Command Staff, support agencies, adjacent jurisdictions, ESF leads/coordinators, and liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
- Dedicate time during each shift to preparing for shift change briefings.	<i>Incident Action Plan</i>	

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Confirm or establish communications links among local and County EOCs, other agency operations centers, and the State ECC. Confirm operable phone numbers and verify the functionality of alternate communications resources.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, tribal, State, and Federal agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
	<input type="checkbox"/> Implement local plans and procedures for earthquake operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs	<i>Local, agency, and facility-specific Standard Operating Procedures</i>
	<input type="checkbox"/> Conduct and obtain current damage reports and determine the affected area (<i>recurring</i>).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (<i>recurring</i>). Evacuation activities will be coordinated through County EOP ESF 1 – Transportation; ESF 5 – Emergency Management; ESF 6 Mass Care, Emergency Assistance, Housing, and Human Services; and ESF 15 – Public Information and External Affairs.	
	<input type="checkbox"/> Determine the need for additional resources and request them as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in the JIC and designate a lead PIO for the jurisdiction.	

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	- Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and lead PIO prior to dissemination to the public.	
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private-sector partners, as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	

Earthquake/Seismic Activity Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 – Demobilization Plan</i>
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct and/or coordinate cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 of the City EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize EOCs, agency operations centers, and command posts.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)		

THIS PAGE LEFT BLANK INTENTIONALLY

3

IA 3 – Major Fire

THIS PAGE LEFT BLANK INTENTIONALLY

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Manager and Mid-Columbia Fire and Rescue.	
	<input type="checkbox"/> Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major fire scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>Basic Plan of the City EOP and agency/company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting fire services agencies.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	<input type="checkbox"/> Determine the scope and extent of the fire (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209-Incident Status Summary</i>
	<input type="checkbox"/> Notify Command staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings.	<i>Incident Action Plan overview</i>
	<input type="checkbox"/> Confirm or establish communications links among City EOC, County EOC, and other agency operations centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP</i>	

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> The Mid-Columbia Fire and Rescue Fire Chief directs resources for fires within the City. In the event of multiple fire agencies responding to the incident, the Fire Defense Board Chief, acting as the Fire Services Coordinator, will be integrated into the Operations Section of the County EOC. <i>(Note: At the time of this writing, the MCFR Fire Chief is currently the Wasco County Fire Defense Board Chief. A State Fire Marshal Deputy would be an alternative if this becomes necessary. Direction of resources can also be delegated to an MCFR Division Chief if this is necessary.)</i>	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Implement local plans and procedures for fire operations.	<i>Agency-specific SOPs</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the fire <i>(recurring)</i> .	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities <i>(recurring)</i> .	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels <i>(recurring)</i> .	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for a local or countywide disaster/emergency declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Invoke the Conflagration Act, as applicable	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both current and potential needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task fire forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts <i>(recurring)</i> .	
	<input type="checkbox"/> Public information focusing on fire prevention, control, and suppression will be reviewed by the Fire Chief (or designee). Information will be approved for release by the Incident Commander and Lead PIO prior to dissemination to the public.	<i>FA 1 of the City EOP</i>

Major Fire Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a Situation Report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with the private sector partners as needed.	
RECOVERY/ DEMOBILIZATION	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>FA 1 of the City EOP and agency recovery plans</i>
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

THIS PAGE LEFT BLANK INTENTIONALLY

4

IA 4 – Flood (including Dam Failure)

IA 4. Flood (including Dam Failure)

THIS PAGE LEFT BLANK INTENTIONALLY

IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to flood events.	
	<input type="checkbox"/> Coordinate the City's preparedness activities, seeking understanding of interactions with participating agencies in flooding scenarios.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Contact supporting emergency response agencies to review and determine whether major developments have arisen that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Annually review and update the EOP and SOPs, as needed.	<i>City EOP, Annexes, and agency-specific SOPs</i>
	<input type="checkbox"/> Review flood-prone areas.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting State and Federal Disaster Assistance.	<i>Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Ensure that supplies, such as communications devices and sandbags, are prepared and ready for use. This includes primary and alternate communications and warning systems.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify and review local contractor lists to see who may provide support specific to flood response.	
	<input type="checkbox"/> Review, revise, and, where necessary, establish mutual aid agreements with other City agencies and private contractors relevant to multiple agency response to floods.	
RESPONSE PHASE	<input type="checkbox"/> The City Manager will provide overall guidance for the deployment of resources.	
	<input type="checkbox"/> Activate mutual aid agreements.	
	<input type="checkbox"/> Activate the City EOC and implement appropriate staffing plans. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities.	<i>City Basic Plan, agency and company-specific plans</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support, including specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>SOPs and command structure for City EOC, Incident Action Plan</i>
	<input type="checkbox"/> Submit requests for disaster/emergency declaration, as applicable.	<i>City Basic Plan</i>
	<input type="checkbox"/> Coordinate the evacuation of the affected area, if necessary. Assign appropriate agency liaisons to the City EOC, as the situation requires.	<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Support Search and Rescue operations by coordinating resource requests outside of the jurisdiction.	<i>FA 1 of the City EOP</i>	

IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Request the Red Cross to activate sheltering plans and open/staff shelters, if needed.	<i>American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Participate in JIC. Formulate emergency public information messages and media responses using “one voice, one message” concepts.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activities, completion of personnel tasks, incoming and outgoing messages, and the names of those sending and receiving them. These should be documented in EOC logbooks.	<i>Existing ICS and EOC forms, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Begin damage assessments in coordination with the Public Works Department and County/local government.	<i>FA 3 of the City EOP</i>
	<input type="checkbox"/> Assist with coordinating Public Works activities, such as debris removal from: <ul style="list-style-type: none"> ▪ Storm drains ▪ Bridge viaducts ▪ Main arterial routes ▪ Public rights-of-way ▪ Dams (via established liaisons at the City EOC) ▪ Other structures, as needed 	<i>FA 3 of the City EOP</i>
	<input type="checkbox"/> Contact local contractors for support, if necessary. Establish contact with private sector partners and/or dam operators (if the flood is associated with dam failure or malfunction).	
	<input type="checkbox"/> Coordinate with City Police Departments, County Sheriff’s Office, and other local police departments to provide law enforcement to affected areas (curfew enforcement, road closures, security, etc.).	<i>FA 1 of the City EOP</i>
	Collect and chronologically file records and bills generated during the incident in order to ensure timely submittal of documents for reimbursement.	
RECOVERY PHASE	<input type="checkbox"/> Monitor secondary hazards associated with floods (landslides, contamination, damage to bridges/roads, impacts to utility lines/facilities) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC. Deactivate mutual aid resources as soon as possible.	<i>FA 1 of the City EOP, ICS Form 221 – Demobilization Plan</i>
	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored.	<i>FA 1 of the City EOP and agency-specific recovery plans</i>
	<input type="checkbox"/> Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	

IA 4. Flood (including Dam Failure)

Flood Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> Offer recommendations to City government and Public Works departments for changes in planning, zoning, and building code ordinances. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in AARs and critiques. Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov). 	

IA 4. Flood (including Dam Failure)

THIS PAGE LEFT BLANK INTENTIONALLY

5

IA 5 – Severe Weather (including Landslides)

IA 5. Severe Weather (including Landslides)

THIS PAGE LEFT BLANK INTENTIONALLY

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, applicable response plans pertaining to severe weather and landslides, including the City EOP and supporting procedures/plans.	
	<input type="checkbox"/> Monitor weather and flood reports.	
	<input type="checkbox"/> Pre-designate evacuation routes and alternate routes for areas vulnerable to landslides or other hazards relating to severe weather.	
	<input type="checkbox"/> Conduct pre-incident planning for sheltering and evacuation related to severe weather and landslides.	
	<ul style="list-style-type: none"> ▪ Prepare map(s) and scripts for use by local television station(s) during emergency broadcasts. Include release instructions. 	
	<ul style="list-style-type: none"> ▪ Prepare radio messages for use by local radio stations during emergency broadcasts. Include release instructions. 	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City Emergency Manager in coordination with lead agencies and coordinators.	
	<input type="checkbox"/> Participate in City and County severe weather and landslide preparedness activities, seeking understanding of interactions with participating agencies in a severe weather scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	
	<input type="checkbox"/> Ensure that landslide and flood response equipment and personnel inventories are current for the City. Test and maintain response and communications equipment. Keep a stock of necessary response supplies.	
	<input type="checkbox"/> Inform the City and County Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Work with the County planning department to establish appropriate infrastructure protection measures in landslide/flood-prone areas.	
	<input type="checkbox"/> Provide public safety information and educational programs regarding emergency preparedness and response.	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Activate the City EOP when severe weather and/or landslides incidents pose threats to the City.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. City and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Ensure that action is taken to protect personnel and emergency equipment from possible damage by severe weather, landslides, or floodwaters.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify supporting agencies as well as the City Council.	
	<ul style="list-style-type: none"> ▪ Identify local, County, and regional agencies/entities that may be able to mobilize resources to support local response efforts and EOC staffing. 	
	<input type="checkbox"/> Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Obtain status of impacts within the City.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify Command Staff, support agencies, adjacent jurisdictions, agency leads/coordinators, and liaisons of any situational changes. 	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among local and County EOCs and other agency operations centers. Confirm operable phone numbers and verify the functionality of alternate communications resources.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, and regional agencies/entities that may be affected by the incident. Notify them of the status.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if the scope of the incident so dictates.	
<input type="checkbox"/> Implement local plans and procedures for severe weather, landslide, and/or flood operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Local, agency, and facility-specific SOPs</i>	

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Obtain current and forecasted weather to project potential damage and determine the affected area (recurring).	
	<input type="checkbox"/> Determine the need to conduct evacuations and sheltering activities (recurring).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (recurring).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for an emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms; FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registering mutual aid and other first responders as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC and designate a lead PIO for the City.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	<input type="checkbox"/> Public information will be reviewed by the Incident Commander (or designee). Information will be approved for release by the Incident Commander and Lead PIO before dissemination to the public.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC and individual personnel activities (recurring). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop situation reports (recurring). At regular intervals, the EOC staff will assemble a situation report.	
	<input type="checkbox"/> Develop and update the IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>

IA 5. Severe Weather (including Landslides)

Severe Weather Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).	
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the Incident Commander and/or the Safety Officer.	
RECOVERY/DEMobilIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	
	<input type="checkbox"/> Once the threat to public safety is eliminated, conduct cleanup and recovery operations.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOCs, agency operations centers, and command posts.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

6

IA 6 – Volcano

THIS PAGE LEFT BLANK INTENTIONALLY

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and develop exercises relevant to volcanic events.	
	<input type="checkbox"/> Provide information and training on volcano-hazard response to emergency workers and the public. <ul style="list-style-type: none"> ▪ Implement a public outreach program on volcano hazards. ▪ Review public education and awareness requirements. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in a volcano scenario.	
	<input type="checkbox"/> Ensure that contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Familiarize staff with requirements for requesting County, State, and Federal Disaster Assistance.	<i>County EOP, Stafford Act, FEMA guidance, and Oregon EMP</i>
	<input type="checkbox"/> Inform the City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	RESPONSE PHASE	<input type="checkbox"/> Activate the City EOC and establish Incident or Unified Command, as appropriate. Contact appropriate private partners to assign liaisons to the EOC for coordination of specific response activities. Staffing levels vary with the complexity and needs of the response.
<input type="checkbox"/> Activate and implement the City EOP.		
<input type="checkbox"/> Notify supporting agencies. <ul style="list-style-type: none"> ▪ Identify local, regional, and State agencies that may be able to mobilize resources and staff to the City EOC for support 		
<input type="checkbox"/> Provide local warnings and information and activate appropriate warning/alert systems.		<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Support a Regional Coordination Center, if necessary.		
<input type="checkbox"/> Participate in a JIC and provide a PIO to represent the City. <ul style="list-style-type: none"> ▪ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). 		<i>FA 1 of the City EOP</i>
<input type="checkbox"/> Initiate and coordinate local emergency declarations or requests for assistance from mutual aid partners, County, State, and/or Federal resources. If applicable, submit request for local disaster/emergency declaration following established County procedures.		

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203-Organization Assignment List</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	<i>ICS Form 209-Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and State ECC; confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>Incident Action Plan</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure if scope of response increases.	
	<input type="checkbox"/> Obtain current and forecasted weather to project potential spread of ash, fires, and/or gases (<i>recurring</i>).	
	<input type="checkbox"/> Determine need to conduct evacuations and sheltering activities (<i>recurring</i>). Request that the Red Cross activate and implement local sheltering plans.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Coordinate evacuation of affected areas, if necessary. Assign appropriate ESF liaisons to the City and/or County EOCs, as the situation requires. The following emergency functions may provide lead roles during various phases of evacuation: <ul style="list-style-type: none"> ▪ ESF 1 - Transportation ▪ ESF 2 - Emergency Telecommunications and Warning ▪ ESF 13 - Public Safety and Security ▪ ESF 15 - Emergency Public Information 	<i>FA 1 of the City EOP, County EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request them as necessary through the City EOC (<i>recurring</i>).	<i>FA 1 of the City EOP</i>

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Develop plans and procedures for registration of task forces/strike teams as they arrive on scene and receive deployment orders.	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>ICS Resource Tracking forms and EOC forms</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending /receiving, them should be documented as part of the EOC log.	<i>Existing EOC forms/templates</i>
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular periodic intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement elements of the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners as needed.	<i>ICS Form 202 – Incident Objectives</i>
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to volcano/earthquake response are communicated to the Incident Commander and/or Safety Officer.	

Volcano Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Activate and implement applicable mitigation plans, community recovery procedures, and continuity of operations/government plans until normal daily operations can be completely restored. Deactivate/demobilize the City EOC.	<i>FA 1 of the City EOP and agency-specific recovery</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Monitor secondary hazards associated with volcano eruption and/or significant activity (e.g. landslides, fires, contamination, damage to infrastructure, impacts to utility lines/facilities, and air quality issues) and maintain on-call personnel to support potential response to these types of hazards.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

7

IA 7 – Hazardous Materials (Accidental Release)

IA 7. Hazardous Materials (Accidental Release)

THIS PAGE LEFT BLANK INTENTIONALLY

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by the City Emergency Manager and Mid-Columbia Fire and Rescue.	
	<input type="checkbox"/> Participate in City and County preparedness activities, seeking understanding of interactions with participating agencies in HazMat scenarios.	
	<input type="checkbox"/> Ensure that emergency contacts lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
RESPONSE PHASE	<input type="checkbox"/> In most incidents, the local fire district will initially respond, assume initial Incident Commander responsibilities, and request activation/deployment of the HazMat Team.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify 911 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protective equipment requirements. 	
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including monitoring first responders in accordance with all applicable guidance. 	
	<input type="checkbox"/> Provide support for implementation of applicable Geographic Response Plans established by the Oregon Department of Environmental Quality to guide activities throughout the duration of the incident.	<i>Northwest Area Contingency Plan (NWACP)</i>
	<input type="checkbox"/> Ensure that proper containment methods have been implemented by the first responders until HazMat response teams arrive.	
	<input type="checkbox"/> Establish access control to the incident site through local law enforcement agencies.	
<input type="checkbox"/> If the situation warrants, request activation of the City or County EOCs via the Incident Commander through the City Manager.	<i>FA 1 of the City EOP</i>	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate the City EOC, coordinate response activities among agency operations centers and Incident Command Posts, and establish Incident or Unified Command as appropriate. Staffing levels vary with the complexity and needs of the response.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> If applicable, establish immediate gross decontamination capability for response personnel and victims.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Notify HazMat supporting agencies.	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources to the City EOC for support. 	
	<input type="checkbox"/> Contact the Oregon Emergency Response System at 1-800-452-0311 for technical assistance and support in requesting the regional HazMat Team. <i>Note: The primary regional HazMat response team is located in Gresham.</i>	<i>OERS is available 24 hours a day.</i>
	<input type="checkbox"/> Assign liaisons to the City EOC representing government agencies, private entities (e.g., railroad companies, chemical manufacturers, etc.), and other stakeholders.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> <input type="checkbox"/> Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, County EOC, and the State ECC. Confirm operable phone numbers and backup communication links.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, State, and Federal agencies that may be affected by the incident. Notify them of the status.	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> For incidents occurring on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. 	<i>ESF 11 Annex of the County EOP</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <input type="checkbox"/> A lead PIO will be designated by the Incident Commander. The PIO will issue information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies. All information disseminated by the PIO must be approved by the Incident Commander before it is released to the public. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by incident. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Implement local plans and procedures for HazMat operations. Implement agency-specific protocols and SOPs. Ensure that copies of all documents are available to response personnel. <ul style="list-style-type: none"> <input type="checkbox"/> For responses requiring assistance from the Oregon Department of Environmental Quality Regional Response Team, refer to the Geographic Response Plan applicable to the incident site and support procedures according to the Northwest Area Contingency Plan. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Obtain current and forecasted weather to project potential spread of the plume (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Based upon the incident's size, type of chemical/substance, and weather projections, establish hot, warm and cold zones and determine a location for an on-site staging and decontamination. Re-evaluate as the situation changes. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Establish a victim decontamination and treatment area(s). 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable. 	<i>Basic Plan of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used. 	<i>ICS Resource Tracking Forms FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop plans and procedures for registering regional HazMat teams as they arrive on the scene and receive deployment orders. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Participate in the JIC, as needed. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Formulate emergency public information messages and media responses using "one message, many voices" concepts (<i>recurring</i>). 	<i>FA 1 of the City EOP</i>

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the lead PIO before dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> ❑ Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks. 	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<ul style="list-style-type: none"> ❑ Record all incoming and outgoing messages (<i>recurring</i>). All messages and names of those sending and receiving them should be documented as part of the EOC log. 	
	<ul style="list-style-type: none"> ❑ Develop and deliver situation reports (<i>recurring</i>). At regular intervals the Planning Section (Resource and Situation Unit Leaders) will assemble a Situation Report. 	
	<ul style="list-style-type: none"> ❑ Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes. 	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<ul style="list-style-type: none"> ❑ Implement objectives and tasks outlined in the IAP (<i>recurring</i>). 	
	<ul style="list-style-type: none"> ❑ Coordinate with private sector partners, as needed. Notification of the shipper is critical to the successful outcome of a hazardous materials release. 	
	<ul style="list-style-type: none"> ❑ Ensure that all reports of injuries, deaths, and major equipment damage due to HazMat incidents are communicated to the Incident Commander and Finance Officer. 	
	<ul style="list-style-type: none"> ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City EOC, the responsible party (if known), and the Oregon Department of Environmental Quality. 	
RECOVERY/ DEMobilizATI ON PHASE	<ul style="list-style-type: none"> ❑ Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> ❑ Consider long-term environmental decontamination and remediation needs and coordinate tasks with the appropriate State agencies and/or private-sector partners. 	
	<ul style="list-style-type: none"> ❑ Release mutual aid resources as soon as possible. 	
	<ul style="list-style-type: none"> ❑ Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan. 	
	<ul style="list-style-type: none"> ❑ Deactivate/demobilize the City EOC. 	

IA 7. Hazardous Materials (Accidental Release)

Hazardous Materials Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

IA 7. Hazardous Materials (Accidental Release)

THIS PAGE LEFT BLANK INTENTIONALLY

8

IA 8 – Public Health Incident

THIS PAGE LEFT BLANK INTENTIONALLY

IA 8. Public Health Incident

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Have personnel participate in training and exercises, as determined by City and County Emergency Manager and/or the NCPHD.	
	<input type="checkbox"/> Participate in preparedness activities, seeking understanding of interactions with participating agencies in a public health emergency scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support.	
	<input type="checkbox"/> Engage the other county public health departments, Oregon Department of Human Services, Centers for Disease Control and Prevention, and FEMA in public health planning and preparedness activities to ensure that lines of communication and roles/responsibilities are clear across the participating entities.	
	<input type="checkbox"/> Inform the Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Monitor and report the presence of contagious infections within the City.	
	<input type="checkbox"/> Evaluate the ability of existing health care facilities to handle public health emergencies.	
	<input type="checkbox"/> Maintain medical supplies and equipment.	<i>Hospital Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with Environmental Health to ensure drinking water quality.	<i>Water District Standard Operating Procedures</i>
	<input type="checkbox"/> Coordinate with Environmental Health to provide safe wastewater and sewage disposal.	<i>Water District Standard Operating Procedures</i>
RESPONSE PHASE	<input type="checkbox"/> The NCPHD will initially respond, assume initial Incident Commander responsibilities, and determine the level of EOC activation necessary to manage the public health threat.	
	<input type="checkbox"/> Determine the type, scope, and extent of the public health incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> ▪ Notify 911 dispatch, support agencies, adjacent jurisdictions, ESF coordinators, and liaisons of the situation. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of incident. If possible, characterize the public health threat and determine appropriate personal protection equipment requirements. 	

IA 8. Public Health Incident

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<input type="checkbox"/> Ensure that area hospitals have been notified.	<i>HOSCAP</i>
	<input type="checkbox"/> Once the public health threat has been characterized, determine the appropriate methods needed to minimize the spread of disease through collaboration with other county public health departments and the Oregon State Public Health Department.	
	<ul style="list-style-type: none"> ▪ If the pathogen or agent requires laboratory analysis, NCPHD may request analytical assistance from the Oregon State Public Health Laboratory. 	
	<ul style="list-style-type: none"> ▪ If animal health and vector control is required, these services are to be requested through Emergency Manager or from Extension Services. 	
	<ul style="list-style-type: none"> ▪ Coordinate sanitation activities and potable water supply provisions. 	
	<ul style="list-style-type: none"> ▪ Determine the need for emergency disease control stations and, if deemed necessary, implement such stations. 	
	<input type="checkbox"/> If quarantine is in place, establish access control to the area through local law enforcement agencies.	
	<input type="checkbox"/> Collect and report vital statistics.	
	<input type="checkbox"/> Plan for transportation of mass casualties to suitable care facilities and mass fatalities to suitable emergency morgue facilities.	<i>ATAB 6</i>
	<ul style="list-style-type: none"> ▪ Implement the collection, identification, storage, and disposition of deceased victims in a mass fatality situation. 	<i>NCPHD MFI Plan</i>
	<input type="checkbox"/> If necessary, conduct a damage assessment for public health facilities and systems.	
	<input type="checkbox"/> Hospital conducts an inventory of its Health Resources and Services Administration cache. If more health resources are needed, requests for these supplies should be made through the County EOC.	<i>Oregon HPP Region 6</i>
	<input type="checkbox"/> Activate the County EOC, coordinate response activities among agency operations centers and Incident Command Post, and establish Incident or Unified Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>

IA 8. Public Health Incident

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Notify all other supporting agencies of the response, requesting additional support as necessary.	
	<ul style="list-style-type: none"> ▪ Identify local, regional, State, and Federal agencies that may be able to mobilize resources to the County EOC for support. 	
	<input type="checkbox"/> Assign a liaison to other County EOCs to facilitate resource requests.	
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to prepare for shift change briefings. 	<i>Incident Action Plan</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, other EOCs, and the State ECC. Confirm operable phone numbers and backup communication links.	
	<input type="checkbox"/> The County Emergency Manager, in collaboration with the NCPHD, designates a County PIO representative. The PIO will issue public health information individually or through the JIC, if established, in coordination with appropriate local, regional, and State agencies.	
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure, as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for public health emergencies. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	
	<input type="checkbox"/> Determine the need for implementing evacuation and sheltering activities (<i>recurring</i>). Evacuation assistance should be coordinated among ESF 1 – Transportation, ESF 5 – Emergency Management, ESF 6 – Mass Care, Emergency Assistance, Housing, and Human Services, and ESF 15 –Public Information and External Affairs.	
	<input type="checkbox"/> Establish treatment area(s).	
	<input type="checkbox"/> Determine the need for additional resources, and request as necessary through appropriate channels (<i>recurring</i>).	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	

IA 8. Public Health Incident

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Establish a JIC, as needed.	
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>).	
	<ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and the PIO prior to dissemination to the public and/or media partners. 	
	<ul style="list-style-type: none"> ▪ Develop and disseminate public information programs regarding personal health and hygiene. 	
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Coordinate with private-sector partners as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries and deaths due to a public health emergency are communicated to the County EOC for transmittal to the NCPHD as soon as it is available.	
	<input type="checkbox"/> For handling of fatalities, coordination between the NCPHD and County EOC is needed for medical examiner services.	

Public Health-Related Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the County EOC.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	

THIS PAGE LEFT BLANK INTENTIONALLY

9

IA 9 – Terrorism

THIS PAGE LEFT BLANK INTENTIONALLY

Background Information

This annex can be applied to incidents involving Weapons of Mass Destruction (WMD) and Chemical, Biological, Radiological, Nuclear and Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The City Police department has the lead role in terrorism crisis management within the City and the County Sheriff's Office elsewhere in the county. The lead agencies for the State and Federal government are Oregon State Police (OSP) and the Federal Bureau of Investigations (FBI).

The laws of the United States assign primary authority to State and local governments to respond to the consequences of terrorism; the Federal government provides assistance as required. The City and County EOCs typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the North Central Public Health District (NCPHD) will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. The Oregon Office of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) are the State and Federal consequence management leads.

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to terrorism response, including the City EOP and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by City Emergency Manager.	
	<input type="checkbox"/> Participate in City, County, regional, State, and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the City EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	
	<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for the City and for the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment, etc.).	
	<input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
SURVEILLANCE PHASE (BIO ONLY)	<input type="checkbox"/> Activate Incident/Unified Command upon recommendation from the City Police Department. Unified Command may consist of County, regional, State, and Federal crisis management and consequence management agencies.	
	<input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When necessary, send fire, HazMat, law enforcement, public health, and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.	
	<input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site- and agent-specific health and safety plan.	
	<input type="checkbox"/> Assess the situation/confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard ICS forms may be necessary.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.	
	<input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.	
	<input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?	
	<input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Maintain communication between field response crews, local/County EOCs, Regional EOC, and State ECC, as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Gather additional information. Include photographs and video recording.	
	<input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies.	
	<input type="checkbox"/> Determine if any advisories should be issued to the public.	
	<input type="checkbox"/> If an explosive device is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	<input type="checkbox"/> Be cognizant of any secondary devices that may be on site.	
	<input type="checkbox"/> Be cognizant that CBRNE agents may be present.	
	<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
	<input type="checkbox"/> Activate the City EOP.	
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Establish an ICP near the incident location. The Incident Command Post should be located uphill and upwind of the incident location.	
	<input type="checkbox"/> Notify supporting agencies (dependent on the type of incident) and the City Council.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Identify local, County, regional, and/or State agencies that may be able to mobilize resources to the EOC for support.	
	<input type="checkbox"/> Determine the type, scope, and extent of the terrorism incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
<input type="checkbox"/> Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/public safety answering points, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.		
<input type="checkbox"/> Verify that the hazard perimeter and hazard zone security have been established.		

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> ▪ Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance. 	
	<ul style="list-style-type: none"> ▪ Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Determine whether the threat level for the affected area should be elevated and inform appropriate agencies. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Disseminate appropriate warnings to the public. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes. 	
	<ul style="list-style-type: none"> ▪ Dedicate time during each shift to preparing for shift change briefings. 	<i>Incident Action Plan</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the City EOC, the County EOC, and State ECC. Confirm operable phone numbers and backup communication links. 	<i>FA 1 of the City EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status. 	
	<ul style="list-style-type: none"> ▪ Notification to the OSP and the FBI is required for all terrorism incidents. 	
	<ul style="list-style-type: none"> ▪ If an incident occurs on State highways, ensure that ODOT has been notified. 	
	<ul style="list-style-type: none"> ▪ Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> ▪ If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), NCPHD, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation. 	<i>ESF 11 Annex to the County EOP</i>
	<ul style="list-style-type: none"> <input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident. 	

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement local plans and procedures for terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>County Terrorism Response Plan</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential HazMat vapor plumes (<i>recurring</i>). <ul style="list-style-type: none"> ▪ Note: Vapor plume modeling support may be obtained through regional HazMat teams and/or through State, and/or Federal environmental protection agencies. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (<i>recurring</i>). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. <ul style="list-style-type: none"> ▪ Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for and activate emergency medical services (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (<i>recurring</i>).	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers of both potential and current needs.	
	<input type="checkbox"/> Coordinate resource access, deployment, and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures, and communications. Track resources as they are dispatched and/or used.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Participate in a JIC.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (<i>recurring</i>). <ul style="list-style-type: none"> ▪ Public information will be reviewed and approved for release by the Incident Commander and lead PIO before dissemination to the public and/or media partners. 	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (<i>recurring</i>). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>

Terrorism Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (<i>recurring</i>). At regular intervals, the EOC staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Coordinate with private sector partners, as needed.	
	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.	
RECOVERY/ DEMOBILIZATION PHASE	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.	<i>FA 1 and FA 4 of the City EOP</i>
	<input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the City, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the Environmental Protection Agency may be necessary.	
	<input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.	<i>FA 4 of the City EOP</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the EOC.	
	<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.	
	<input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.	
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

10

IA 10 – Transportation Accidents

IA 10. Transportation Accidents

THIS PAGE LEFT BLANK INTENTIONALLY

IA 10. Transportation Accidents

Two major types of transportation accidents are considered in this incident annex: air and rail. Motor vehicle accidents that occur on roadways within the City would not normally constitute a major emergency under the Emergency Operations Plan (EOP), unless hazardous materials or mass casualties/fatalities complicate the incident. Those contingencies are covered in other annexes. Fire Services and Law Enforcement will assume initial command if the transportation accident involves a fire and/or casualties and to secure the incident site. The Federal Aviation Administration (FAA) has the authority and responsibility to investigate all accidents involving aircraft. The National Transportation Safety Board (NTSB) has the authority and responsibility to investigate accidents involving all aircraft and selected rail accidents. It is NTSB policy to be on the scene of a major accident as soon as possible. In minor aircraft accidents, the FAA may respond to the scene instead of the NTSB. The Department of Defense has the authority to investigate any accident involving military aircraft.

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by City Emergency Manager.	
	<input type="checkbox"/> Participate in City preparedness activities, seeking understanding of interactions with participating agencies in a major transportation incident scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are current and establish a pre-event duty roster allowing for 24/7 operational support to the City EOC.	
	<input type="checkbox"/> Inform City Emergency Manager of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.).	
	<input type="checkbox"/> Arrange for personnel to participate in necessary training and exercises, as determined by the City Emergency Manager and Mid-Columbia Fire and Rescue.	
	<input type="checkbox"/> Assess the City's transportation infrastructure (e.g. roads, bridges, and traffic control devices) and implement an emergency transportation route plan.	
	<input type="checkbox"/> Develop alternate routes based on assessment of hazard threats to transportation infrastructure and based on input from the County EOC, ODOT, and other road owners.	
RESPONSE PHASE	<input type="checkbox"/> Notification of the occurrence of a transportation incident will come through the 911 Communications Center or observance by field personnel.	
	<input type="checkbox"/> Conduct a scene assessment to determine the appropriate level of emergency medical, transportation, and HazMat response. Based on the location of the accident, mass casualty and/or evacuation procedures may be required.	<i>ICS Form 209: Incident Status Summary</i>
	<input type="checkbox"/> Determine the type, scope, and extent of the HazMat incident (<i>recurring</i>). Verify reports and obtain estimates of the area that may be affected.	<i>IA 4. Hazardous Material Incident Annex</i>

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Develop alternate routes based on assessment of damages to city transportation infrastructure and based on input from the City EOC, ODOT, and other road owners. Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> City personnel should not attempt to remove accident-related debris from the accident area except as necessary to facilitate fire suppression, rescue, and emergency medical care.	
	<input type="checkbox"/> The Police Department has the authority to secure the crash site to maintain the integrity of the accident site (after fire suppression and victim rescue operations are complete).	
	<input type="checkbox"/> Contact the NTSB prior to removing deceased victims or moving aircraft wreckage. Call: NTSB Safety Office 425-227-2000 (24 hrs)	
	<input type="checkbox"/> For railroad accidents, the IC should contact the railroad company's emergency response center, as well as the NTSB prior to removing any victims or wreckage.	
	<input type="checkbox"/> Coordinate the collection, storage, and disposition of all human remains and their personal effects from the crash site.	
	<input type="checkbox"/> Activate the City EOC and establish Incident Command or Unified Command, as appropriate. Staffing levels vary with the complexity and needs of the response.	
	<input type="checkbox"/> If appropriate, the IC (or designee) will activate the ENS by contacting the Wasco County Dispatch Center to initiate a public warning message. Radio and television stations will copy the message and interrupt regular programming for the emergency broadcast and the Citizens Alert System can be activated.	
	<input type="checkbox"/> Develop work assignments for ICS positions (<i>recurring</i>).	<i>ICS Form 203: Organization Assignment List</i>
	<input type="checkbox"/> Identify local, regional, and/or State agencies that may be able to mobilize resources and staff to the City EOC for support.	
	<input type="checkbox"/> Notify supporting emergency response agencies, ODOT, NTSB, and FAA if the accident involves an aircraft.	
	<input type="checkbox"/> Notify Command Staff, support agencies, adjacent jurisdictions, coordinators, and/or liaisons of any situational changes.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Confirm or establish communications links among the City EOC, the County EOC, and other agency operations centers, as applicable. Confirm operable phone numbers and verify functionality of alternative communication equipment/channels.	
	<input type="checkbox"/> Ensure that all required notifications have been completed. Consider other local, County, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.	
	<ul style="list-style-type: none"> <input type="checkbox"/> For incidents occurring on State highways, ensure that the ODOT has been notified. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas. 	
	<ul style="list-style-type: none"> <input type="checkbox"/> If agricultural areas and livestock are potentially exposed or impacted, notify local extension services (Oregon State University), Oregon Department of Agriculture, and the State Veterinarian. 	<i>ESF 11 Annex of the County EOP</i>
	<input type="checkbox"/> Appoint a PIO to formulate emergency public information messages and media responses utilizing "one message, many voices" concepts (<i>recurring</i>).	
	<input type="checkbox"/> Public information focusing on transit access points, control, and traffic control will be reviewed by the Chief of Police (or designee). Information will be approved for release by the Incident Commander and Lead PIO prior to dissemination to the public.	
	<input type="checkbox"/> Participate in JIC.	
	<input type="checkbox"/> Allow the airline or agency affected by the accident to confirm casualties and to notify the next of kin via prescribed methodology.	
	<input type="checkbox"/> Advise the County EOC and ODOT of road restrictions and resource/support needs.	
	<input type="checkbox"/> Coordinate provision of up-to-date information to friends and family of victims. Consideration should be given to keeping all such people in a central location, protected from the press, and where information can be provided as it becomes available.	
	<input type="checkbox"/> Support the removal of debris in coordination with, or under the direction of, investigative agencies such as the Transportation Security Administration, NTSB, and FBI.	
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Basic Plan of the City EOP</i>
	<input type="checkbox"/> If necessary, determine the need to conduct evacuations and sheltering activities.	

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Coordinate with the Red Cross to provide Shelter and Family Referral Services through the EOC.	
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels.	
	<input type="checkbox"/> Develop an IAP (<i>recurring</i>). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Implement objectives and tasks outlined in the IAP (<i>recurring</i>).	
	<input type="checkbox"/> Record all EOC and individual personnel activities (<i>recurring</i>). All assignments, person(s) responsible, and actions taken should be documented in logbooks.	<i>EOC Planning Section Position Checklist, ICS Form 214 – Unit Log</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (<i>recurring</i>). All messages, and the names of those sending and receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Produce situation reports (<i>recurring</i>). At regular periodic intervals, the EOC staff will assemble a Situation Report.	<i>ICS Form 209: Incident Status Summary</i>
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to fire response are communicated to the Incident Commander and/or Safety Officer.	
	<input type="checkbox"/> Coordinate with the Red Cross to assist families affected by the transportation incident	
	<input type="checkbox"/> Ensure an orderly demobilization of emergency operations in accordance with current demobilization plans.	<i>ICS Form 221 - Demobilization Plan</i>
	<input type="checkbox"/> Release mutual aid resources as soon as possible.	
	<input type="checkbox"/> If necessary, provide critical incident stress management to first responders.	
	<input type="checkbox"/> Conduct post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.	
	<input type="checkbox"/> Deactivate/demobilize the City EOC.	
	<input type="checkbox"/> Implement revisions to the City EOP and supporting documents based on lessons learned and best practices adopted during response.	
<input type="checkbox"/> Correct any response deficiencies reflected in the Improvement Plan.		

IA 10. Transportation Accidents

Transportation Accidents		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (www.llis.gov)	

THIS PAGE LEFT BLANK INTENTIONALLY

11

IA 11 – Utility Failure (Electric)

IA 11. Utility Failure (Electric)

THIS PAGE LEFT BLANK INTENTIONALLY

IA 11. Utility Failure (Electric)

Notation: Most major power failures are the result of other incidents such as winter storms, tornados, etc. You should refer to the specific cause event checklist

Utility Failure (Electric) Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
PRE-INCIDENT PHASE	<input type="checkbox"/> Coordinate with local electric utilities for information affecting local jurisdictions, obtain historical information on average outages and extended outages. Gather emergency contact information from each utility that provides service.	
	<input type="checkbox"/> Coordinate with schools, daycare centers, nursing homes, rest homes, hospitals, etc. in proper precautions and emergency actions prior to a major power failure. Encourage the purchase and installation of emergency generators.	
	<input type="checkbox"/> Coordinate with local planning boards and inspections departments regarding building codes and code enforcement to minimize damages that might occur from a prolonged power failure.	
	<input type="checkbox"/> Conduct hazard analysis of vital facilities and the impact of a major power failure on one or more of those facilities. Encourage such facilities to incorporate stand by generators in their respective emergency plan.	
	<input type="checkbox"/> Coordinate with local broadcast media to ensure timely and accurate Emergency Alert System activation.	
	<input type="checkbox"/> Procure or produce information pamphlets for distribution to the public with assistance from utilities, such as "What to do When the Lights Go Out."	
	<input type="checkbox"/> Ensure the public is informed to contact their electric utility to report outages.	
	<input type="checkbox"/> Determine the availability of shelters and obtain shelter agreements if the Red Cross has not.	
	<input type="checkbox"/> Coordinate with the Red Cross, public agencies and/or the Salvation Army for shelter operations, as appropriate.	

IA 11. Utility Failure (Electric)

Utility Failure (Electric) Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
RESPONSE PHASE	<input type="checkbox"/> Establish Incident Command.	
	<input type="checkbox"/> Identify immediate action or response requirements.	
	<input type="checkbox"/> Immediately carry out those action requirements necessary to preserve life and or property, including the deployment of required resources.	
	<input type="checkbox"/> Activate the EOC as appropriate.	
	<input type="checkbox"/> Organize or establish the EOC, based on operational procedures.	
	<input type="checkbox"/> Issue alert and warning based on procedure and as warranted.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Establish communications with responding agencies.	
	<input type="checkbox"/> Through communications with responding agencies determine as quickly as possible:	
	- General boundary of the affected area.	
	- The general extent of power or other utility disruption.	
	- Immediate needs of response forces or utilities.	
	- Estimated time of repair or duration of outage.	
	- Estimated population affected.	
	<input type="checkbox"/> Evaluate overall situation.	
	<input type="checkbox"/> Communicate with National Weather Service for forecast information for estimated duration of outage/failure.	
	<input type="checkbox"/> Establish communications with the state.	
	<input type="checkbox"/> Establish communications with and request a liaison from electric and gas utilities as appropriate.	
	<input type="checkbox"/> Establish ongoing reporting from the response forces and utilities.	
	<input type="checkbox"/> Coordinate with the Red Cross (or designated lead agency) the opening of appropriate number of shelters in the appropriate areas, based on shelter procedure.	
	<input type="checkbox"/> On order, evacuate effected areas using available response forces.	
	<input type="checkbox"/> Conduct first staff briefing as soon as practical after EOC activation.	
	<input type="checkbox"/> Activate or establish rumor control through the PIO.	
	<input type="checkbox"/> Establish a schedule for briefings.	
<input type="checkbox"/> Brief City/County/agency/utility executives.		
<input type="checkbox"/> Provide PIO with updated information.		
<input type="checkbox"/> Provide response forces with updated information, as appropriate.		

IA 11. Utility Failure (Electric)

Utility Failure (Electric) Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Release causal information, via the PIO as soon as practical.	
	<input type="checkbox"/> If appropriate, participate in a JIC with the utility.	<i>FA 1 of the City EOP</i>
	<input type="checkbox"/> Issue action guidance as appropriate.	
	<input type="checkbox"/> Establish 24/7 duty roster for the EOC and or command post.	
	<input type="checkbox"/> Develop and post any required maps or diagrams.	
	<input type="checkbox"/> Activate an events log.	
	<input type="checkbox"/> Review and follow resource procurement procedure.	
	<input type="checkbox"/> Inventory additional resources that may be used or called upon for use.	
	<input type="checkbox"/> Activate formal resource request procedure and resource tracking.	
	<input type="checkbox"/> Coordinate all resource requests being forwarded to the state.	
	<input type="checkbox"/> Activate financial tracking plan coordinated by the Finance Officer.	
	<input type="checkbox"/> Activate damage assessment and follow damage assessment procedure.	
	<input type="checkbox"/> Develop a 12 hour incident action plan outlining actions that must be accomplished in the next 12 hours.	<i>ICS Form 202 – Incident Objectives, ICS Form 203 – Organization Assignment List, ICS Form 204 – Assignment List, ICS Form 205 – Incident Radio Communications Plan, ICS Form 206 – Medical Plan, Safety Message, Incident Map</i>
	<input type="checkbox"/> Conduct a "second shift" or relieving shift briefing.	<i>ICS Form 209-Incident Status Summary</i>
<input type="checkbox"/> Discuss with and present to your relief, the incident action plan for the next 12 hours.		
RECOVERY/ DEMobilIZATION PHASE	<input type="checkbox"/> Gather damage assessment information (public, housing, business) from damage assessment teams.	
	<input type="checkbox"/> Gather information from utilities regarding potential for additional immediate or prolonged outages.	
	<input type="checkbox"/> Obtain information from the Red Cross regarding number of sheltered and support necessary for continued operation.	<i>FA 2 Annex of the City EOP and American Red Cross Shelter Plans</i>
	<input type="checkbox"/> Obtain from the Red Cross an estimated duration period for continued shelter operations, if any.	
	<input type="checkbox"/> Assess citizen/community needs for individual assistance and or public assistance.	

IA 11. Utility Failure (Electric)

Utility Failure (Electric) Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Activate local unmet needs committee if appropriate.	
	<input type="checkbox"/> Gather financial information from the Finance Officer.	
	<input type="checkbox"/> As appropriate, gather additional information to include:	
	- Personnel that responded and the time involved in the response.	
	- Time sheets or time logs.	
	- Supplies used.	
	- Contracts issued.	
	- Purchase orders issued.	
	- Additional expenditures.	
	- Damages to public buildings, equipment, utilities, etc.	
	- Loss of life of any public servant.	
	- Documents regarding economic impact.	
	<input type="checkbox"/> Develop or generate reports for the following, as appropriate:	
	- FEMA.	
	- State.	
	- Local elected officials.	
	- County executives.	
	- Others requiring or requesting reports.	
	<input type="checkbox"/> Coordinate recovery organizations, including Federal and State agencies and private or volunteer relief organizations.	
	<input type="checkbox"/> Establish donations management based on policy and procedure.	
	<input type="checkbox"/> Local power outages are unlikely to lead to a Presidential declaration of disaster, however, if a Presidential declaration of disaster is made, file "Request for Public Assistance" to apply for assistance as soon as possible with the proper State or Federal agency.	
	<input type="checkbox"/> Ensure that public officials are made aware of the assistance application process, if applicable.	
	<input type="checkbox"/> Ensure the general public is made aware, through the PIO, of the assistance application process, if applicable.	
	<input type="checkbox"/> Perform an incident critique as soon as possible with all possible response organizations.	
	<input type="checkbox"/> Review agency and self-performance.	
	<input type="checkbox"/> Review and correct any weaknesses of the plan.	

IA 11. Utility Failure (Electric)

Utility Failure (Electric) Incident Checklist		
Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Implement hazard mitigation or modify hazard mitigation plan accordingly.	
	<input type="checkbox"/> Brief elected officials with updated information and disaster recovery progress.	

IA 11. Utility Failure (Electric)

THIS PAGE LEFT BLANK INTENTIONALLY

RESOLUTION NO. 24-003

A RESOLUTION FORMALLY ADOPTING A CITY EVACUATION PLAN AND AUTHORIZING MANDATORY EVACUATIONS

WHEREAS, the City of The Dalles has an evacuation plan dated April 2014; and

WHEREAS, the City wishes to update that plan and provide further detail;

WHEREAS, Oregon Revised Statute 401.309(2) authorizes local government to adopt a mandatory evacuation plan to safeguard the public by resolution or ordinance;

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

Section 1. Evacuation Plan. The City Evacuation Plan dated January 2024 is adopted as the official evacuation plan of the City of The Dalles. In the event of an emergency necessitating evacuation of all or some of the City of The Dalles, the City Manager is authorized to take action as outlined in the plan to safeguard the public.

Section 2. Mandatory Evacuations. In the event evacuations are necessary, the City Council of the City of The Dalles resolves that said evacuation will be mandatory as provided under ORS 401.309.

Section 3. Effective Date. This Resolution shall be effective upon adoption by the City Council and approval of the Mayor.

PASSED AND ADOPTED THIS 22nd DAY OF JANUARY, 2024

Voting Yes, Councilors: _____
Voting No, Councilors: _____
Absent, Councilors: _____
Abstaining, Councilors: _____

AND APPROVED BY THE MAYOR THIS 22nd DAY OF JANUARY, 2024

SIGNED:

ATTEST:

Richard Mays, Mayor

Amie Ell, City Clerk