ESF 5 Emergency Management

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1 Introduction: Purpose and Scope

Emergency Support Function 5 provides for direction, control, and management of County and municipal emergency operations and allocation/coordination of resources to support local response and recovery activities. ESF 5 also includes a detailed description of the incident management system and command structure in place for the jurisdiction (inclusive of all types of hazards), as well as designation of primary and alternate County ECC.

2 Policies and Agreements

Marion County and the Willamette Chapter of the American Red Cross. July 31, 1996. The agreement provides for an American Red Cross liaison stationed at the County ECC.

Marion County and Chemeketa Community College. The agreement allows for the use of the Brooks Training Facility, 4910 Brooklake Road NE, Salem, as an alternate ECC.

Marion County and HandsOn Mid-Willamette Valley. This agreement allows for Marion County to request an Emergency Volunteer Center to be opened in an incident that requires volunteer management. The center will be located at Chemeketa Community College, 4000 Lancaster Dr. NE, Salem Building # 48.

Marion County and Chemeketa Community College. This agreement allows for a Regional Joint Information Center to stand up supporting Public Information Officers in a large incident. Located at 4000 Lancaster Dr. NE, Salem Building 9.

3 Situation and Assumptions

3.1 Situation

Marion County government, as outlined in ORS 401.305, is responsible for preparing and maintaining an EOP and an ECC.

3.2 Assumptions

A natural or human-caused emergency or disaster may occur at any time, requiring response capabilities beyond what is normally available to local government.

Utilization of the County EOP does not require activation of the ECC. The need for activation of the ECC will be determined at the time by the EMBD and/or the EMD. Should either individual not be available, the line of succession outlined in the Chapter 2.35 of the Marion County Codes should be followed.

Due to limited County resources, and depending on the scope of the emergency, the County may not be able to meet the requests for emergency response/recovery assistance from other units of local government in Marion County in a major

emergency. At this point, if the County has not already done so, a declaration of emergency or disaster declaration will be prepared, signed by the BOC and forwarded to Oregon Emergency Management opening the door for emergency resource acquisition.

The County is responsible for coordinating the response and recovery activities for a major emergency/disaster in Marion County even when its own resources may be exhausted.

Coordination of emergency response activities between local, State, and Federal levels of government can generally best be accomplished from a single location or ECC.

4 Roles and Responsibilities

LEAD AGENCY

Marion County Emergency Management

SUPPORTING AGENCIES/ENTITIES

Private or Non-governmental Organizations
Willamette Chapter of the American Red Cross
Area Hospitals

City/Special Districts
Local Emergency Management Agencies
Marion County Fire Defense Board

County
Marion County Sheriff's Office
Marion County Health Department

Roles of Marion County Emergency Management during all phases of emergency operations include:

- Develop and maintain the County Comprehensive Emergency Management Plan, including the EOP;
- Coordinate the development, revision, and dissemination of ESF annexes, agency-specific operational procedures, and supporting documentation to the County emergency operations and management plans;
- Offer seminars, exercises, and training courses in emergency management subjects for County personnel and support agencies;
- Maintain and update a Countywide emergency resource list, including copies of supporting intergovernmental and mutual aid agreements

- Review EOPs and standard operating procedures (SOPs);
- Confirm interoperability and available capabilities for communication with local response partners, tribal entities, regional response partners, state government, neighboring jurisdictions, and other support services;
- Activate County ECC, and implement a command and control structure appropriate to the emergency situation at hand; and
- Provide ICS/NIMS training and exercise programs incorporating all response partners;

Roles of ESF Liaisons during all phases of emergency operations include:

- Develop and maintain ESF annexes, agency-specific emergency response plans, and SOPs in accordance with the provisions of this EOP;
- Participate in EM exercises and training programs coordinated by Marion County Emergency Management Division;
- Update and maintain mutual aid agreements and provide copies to the EMD; and
- Activate, deploy, and manage essential personnel during an emergency in order to support tactical and strategic operations.

5 Concept of Operations

5.1 Introduction

The County's Emergency Coordination Organization consists of the ECC team and a Policy Group. During a Countywide or multi-jurisdictional emergency, the overall response by local government in Marion County would be coordinated by the County's ECC team from the ECC, located at Marion County Public Works on Silverton Road or at the alternate ECC at Chemeketa Community College in Brooks.

A Policy Group made up of the County BOC and selected officials oversee the emergency management response to the situation. The Policy Group provides policy guidance and direction as needed to meet the goals of effectively responding to a major emergency or disaster and assisting the citizens of Marion County in recovering from its effects.

The County's department directors are responsible for managing their departments' response to the situation. Directors will work from their own departments and will coordinate with and assist the ECC and the Policy Group, as necessary. Department heads, under the direction of the BOC, are responsible for

the continuation and/or restoration of services provided by County government, in addition to ensuring that an appropriate level of response by County government to the emergency is occurring.

5.2 Emergency Coordination Center Team

This team is made up of the EMD; the ECC Director, Command, and general staff; and resource coordinators/liaisons from key County departments and agencies involved in the emergency response activity. **The team's response is organized and managed through the use of NIMS/ ICS**. ICS position checklists are provided for the ECC staff in Appendix 6, ECC Staff Checklists, to this annex.

This group is responsible for the readiness, activation, and operation of the ECC during a major emergency or disaster. The EMD, in collaboration with the EMBD, is responsible for the activation of the ECC, as may be necessary or desirable.

The ECC team will direct and coordinate, from a single location, the County's response to requests for additional resources and measures to protect life and property beyond normal emergency response capabilities.

The primary objective of the ECC team is to establish communications with the Policy Group and the County's emergency responders and other units of local and State government. Further, the ECC gathers data and information; determines immediate priorities; and identifies, coordinates, and dispatches resources in responding to a major emergency/disaster (see Appendix 1, ECC Purpose and team Objectives). The ECC team has the responsibility for coordination and liaison with city, County, State, and Federal officials, including media relations and public information, in dealing with an immediate response or recovery for a major emergency.

5.3 Policy Group

The Policy Group, chaired by the EMBD, is composed of the County's BOC, Chief Administrative Officer, EMD, Sheriff, Fire Defense Board Chief, and other key department heads/staff (as determined by the BOC, based on the type of emergency). The Policy Group oversees the emergency management response to a major emergency or disaster, providing policy guidance and direction and declaring a State of Emergency, as necessary. (NOTE: Any member of the BOC, the EMD, or the Sheriff, following the "Succession of Authority" as outlined in Section 4 of the County's Emergency Ordinance, has the authority to declare a State of Emergency.)

During the operation of the ECC, the EMBD/EMD may serve as the representative of the Policy Group to work at the ECC as a liaison with the ECC team. They will keep the Policy Group informed and call for a meeting of the group, as needed. In addition, they will have the responsibility for establishing

and maintaining communications with elected officials at the local, State, and Federal level.

5.4 Emergency Coordination Center Management

5.4.1 Emergency Management Director

The County's EMD functions as a member of the Policy Group, liaison between Policy Group and ECC, and is responsible for the readiness, activation, operation, and de-activation of the ECC.

5.4.2 Emergency Coordination Center Staff

The ECC Director is responsible for organization, supervision, and operation of the ECC. The ECC Director is assisted by a core group of the ECC team, made up of the representatives of departments and agencies that would be involved in most emergency management responses (law enforcement, public works, fire, American Red Cross, etc). The ECC Director is also responsible for keeping the EMBD and EMD informed.

Personnel assigned to ICS command and general staff positions as members of the ECC team, along with the EMD, form the management staff for the ECC.

5.4.3 Interaction with Incident Command System

NIMS ICS will be used as the organizational structure to manage the ECC's response activities for the purpose of enhancing the ability to interface with the emergency response agencies that routinely use ICS and the various ICPs that may be established in the field or at other remote sites during the incident. It is not intended that the County ECC try to assume incident command responsibilities for all of the separate incidents that may occur as the result of a major emergency/disaster, nor does it have authority to do so.

The function of the ECC is to coordinate the flow of communications between the different operating agencies and different levels of government and the public, and is also responsible for identifying resources to meet requests for assistance and to allocate those resources as priorities may dictate. Accordingly, personnel assigned to the Operations Section of the ECC will be more involved in serving as a liaison with local government agencies and field units and coordinating the identification and delivery of resources rather than the traditional duties of directing the operational response. Command decisions that may be necessary will be performed in a cooperative style, consistent with principles of the Unified Command System.

5.5 Emergency Coordination Center Staffing

The overall ECC team is composed of the following support staff, in addition to the management staff described above. The ECC Coordinator is responsible for ensuring that all positions are staffed, including management positions, once direction is provided by the ECC Director on the necessary staffing level. The ECC Director is responsible for organization, supervision, and operation of the

ECC. In addition, the ECC Director is responsible for keeping the EMBD and the EMD informed.

5.5.1 Administrative Support

The basic administrative support for the ECC will be provided by the Public Works Department and supplemented by trained personnel from other departments and agencies, and will work under the direction of the ECC Coordinator. Volunteers will work under the Volunteer Coordinator. This basic support will include ensuring that the ECC has the necessary office supplies and equipment at all times and staff available to serve as call takers and status board/message recorders.

5.5.2 Communications Support

Communications support will consist of maintenance of the current system and an emergency backup system. The Public Works Communications Section will be responsible for maintaining the public safety radio system for the ECC. The ARES group will be available to provide a backup system, utilizing amateur radio frequencies if needed. They will also serve as radio operators for the ECC radio room and the Mobile ECC.

5.5.3 Security

Establishing ECC security checkpoints will be the responsibility of the Sheriff's Office (see Appendix 7, ECC Security Procedure).

5.5.4 American Red Cross

In accordance with the existing interagency agreement, the American Red Cross, Willamette Chapter will provide a representative to work with the County ECC in meeting local government requests for emergency sheltering and feeding for the public. The American Red Cross may also provide initial damage assessment assistance.

5.5.5 Liaison Assignments

Depending on the emergency situation, cities and/or utilities may assign a representative to work in the County ECC for liaison purposes. The person assigned would work with their functional coordinator counterpart; e.g., a Salem Police Department representative would work with the ECC's Law Enforcement Coordinator in the Operations Section. The County will also assign liaisons to city ECCs, as dictated by the need.

The larger the disaster, the more critical it will be to have appropriate liaison representatives to assist in the coordination and communications.

5.6 ECC Activation and De-Activation

5.6.1 Notification

The EMD, or designated members of the ECC Management Staff, may receive direct notification of an emergency situation or, if after hours, through Marion County 9-1-1 Centers. A determination is then made for the appropriate response

to the warning message (see also the Hazard Response Annex, Appendices 1 and 2 for Marion County Emergency Management Incident Response Checklists to assist in activating the ECC).

The EMD or designee is responsible for providing a recommendation to the EMBD or designee for the activation of the ECC. In the event of a catastrophic disaster, the EMD and/or EMBD have the authority to immediately activate the ECC.

The level of activation may vary with the situation, e.g., the ECC team may be put on "standby," indicating that the ECC may be opened at a later time or activated with a limited staff, as determined by the EMD, until full staffing is needed.

5.6.2 Activation Guidelines

The following are general guidelines for determining the appropriate response to pending or actual emergency situations. However, these guidelines may or may not meet every situation, and there may be instances of less magnitude or seriousness where it may be desirable to utilize the EOP or activate the ECC. For example, 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 the activation of the ECC to better coordinate the flow of information and damage assessment.

Level	Description	Response
LEVEL 1: Advisory	A situation is in progress, or has occurred, that is beyond the day-to-day emergency incident but is confined to a small area or population and does not appear to pose a continuing threat to life or property or to be beyond the capabilities of the responding agencies.	This is basically an "awareness" or information only response and may or may not require monitoring for possible escalation. Further action or distribution of the information to other members of the emergency management organization would not normally be required for most advisories.

Level	Description	Response
LEVEL 2: Alert	A situation is in progress, or has occurred, that is a special emergency incident involving a large area or population and that poses a continuing threat to life or property and may require protective actions or additional resources beyond the capabilities of the responding agencies.	The EMD or designee should evaluate the situation to determine the level of response (standby, utilization of the EOP without ECC activation, or activation of ECC on a limited basis). The EMD will then make a recommendation to the BOC Chairman who, in turn, will inform the Policy Group of the level of response. The EMD will, as necessary, make the appropriate notifications.
LEVEL 3: Major Emergency	A situation is in progress, or has occurred, involving a large area or population, that has caused significant human or economic loss and continues to pose an immediate threat requiring protective actions and additional resources.	All ECC staff are to contact or report to the ECC as soon as they become aware of a major emergency situation, without waiting for notification. The EMD will inform the BOC Chairman of the activation of the ECC who, in turn, will inform the Policy Group of the planned response. Members of the ECC management staff who have not reported to the ECC will be contacted to ensure that they are aware of the need to activate the ECC.

5.6.3 Demobilization Guidelines

Each situation will need to be evaluated to determine the need for continued operation of the ECC after the emergency response phase of the incident has been completed. The decision process should begin with the ECC Director and management staff considering factors, as outlined below, and include a formulation of a recommendation for the Policy Group.

If city EOCs are continuing their emergency response operations, the County ECC should remain open, preferably with only minimal staffing, to coordinate activities between the State and local levels. Another option may be to assign an Emergency Management Coordinator to work as an on-site liaison at the city ECC. The need to remain open or to maintain a liaison should be closely monitored by the EMD.

During the initial phase of the recovery period following a major disaster, it may be desirable to continue to operate the County ECC during the day with limited

staffing to facilitate the dissemination of information regarding disaster relief programs available for the public and local government. This alternative should be weighed against the option of immediately requiring the EMD and staff to handle the recovery phase as part of their daily responsibilities, which is the ultimate goal.

If there is no longer a need to coordinate response activities or the flow of information from a city ECC to the State OEM, the ECC should be closed as soon as possible, with the County EMD assuming responsibility for coordinating follow-up recovery activities for the disaster during the normal work day.

The EMBD or the designated successor, as outlined in the Basic Plan section of the EOP, has the final approval authority for activation and closure of the ECC. Once the decision has been made to limit hours and/or staff or close the ECC, the information needs to be disseminated to the same agencies that were notified of its activation.

5.7 Emergency Coordination Center Facilities

Marion County has two pre-designated locations to serve as ECCs. Both the primary and backup sites are equipped with the emergency communications equipment necessary to gather and distribute information and coordinate response activities. Both buildings have emergency generators capable of providing power during an outage.

The primary site is located at the County Department of Public Works, 5155 Silverton Road NE. The current site of the ECC is in Building 1. The backup site is at Chemeketa Community College, Regional Training Facility, 4910 Brooklake Road, Salem.

The County also has a mobile ECC (van) that gives the option of using other sites as alternative ECC's. The Sheriff's Office Mobile Command Vehicle could also be utilized.

6 Supporting Plans and Procedures

A list of current and future intergovernmental and mutual aid agreements for Marion County is provided in ESF 7, Resource Support.

7 Appendices

Appendix 1 Marion County ECC Purpose and Team Objectives

Appendix 2 Marion County ECC Structure (ICS Chart)

Appendix 3 ECC Message Flow

Appendix 4 Initial Damage Assessment Report

Appendix 5	Agenda for Incident Briefing; Planning P
Appendix 6	ECC Set-up for Activation
Appendix 7	Security Plan
Appendix 8	Checklist for the Emergency Management Director and Coordinator

Appendix 1
EMERGENCY COORDINATION CENTER
PURPOSE AND TEAM OBJECTIVES

I. PURPOSE

The purpose of the Marion County ECC is to serve as the focal point for gathering and distributing information, managing and allocating resources, and coordinating multi-jurisdictional response activities in a major emergency or disaster.

II. ECC TEAM OBJECTIVES

The focus of the ECC team will be communicating, coordinating, prioritizing, and allocating resources in an effort to reduce the effects of major emergencies/disasters on life, property, and the environment. ECC team objectives are to:

A. Gather data and information regarding the results/continued threat of the incident to make situation reports, assess damages, and determine losses.
- Establish communications with cities, 9-1-1 centers, the EAS (Radio/TV), American Red Cross, fire districts, state agencies, adjoining counties, schools, hospitals, and utilities.
- Publicize a telephone number as soon as possible for citizens to report damage.
- Make site visits/over flights to obtain first-hand assessments.

B. Provide timely reports on data and information collected.
- Maintain communications and liaison efforts with other governmental entities (cities, OEM/FEMA).
- Ensure that the County's Policy Group is kept fully informed.
- Appoint a PIO to ensure timely news releases for the media and public.

C. Communicate and coordinate with the County's Department Directors, who will be responsible for directing County departments' response to the emergency/disaster and continuing/restoring critical governmental infrastructure services.
- Maintain an awareness of County response activities and the commitment of current resources.
- Establish communications with field ICs/department heads and coordinate response activities, as appropriate.

D. Coordinate evacuation and sheltering activities, as required by the incident.
- Assist field ICs in determining evacuation requirements (area to be evacuated, evacuation routes, transportation needed, and destination sites), as may be necessary.

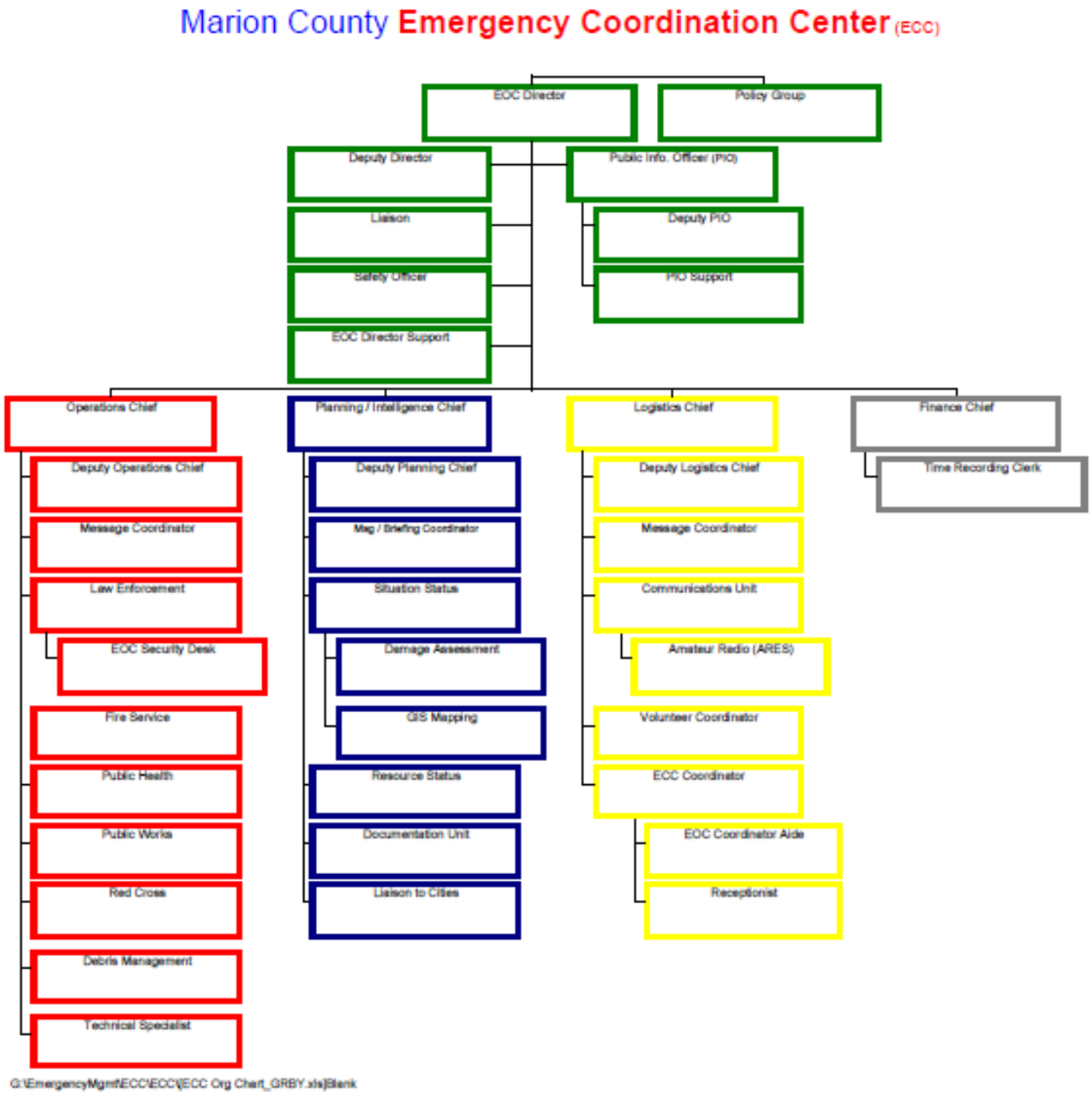
- Work with the American Red Cross liaison to ensure that needed sheltering and feeding is provided.

E. Coordinate the identification, prioritization, and allocation of additional resources as requested by County departments and other responding agencies.
- Provide supplemental personnel, equipment, and/or material for emergency response, as resources allow.
- Utilize volunteers for support activities, as needed.

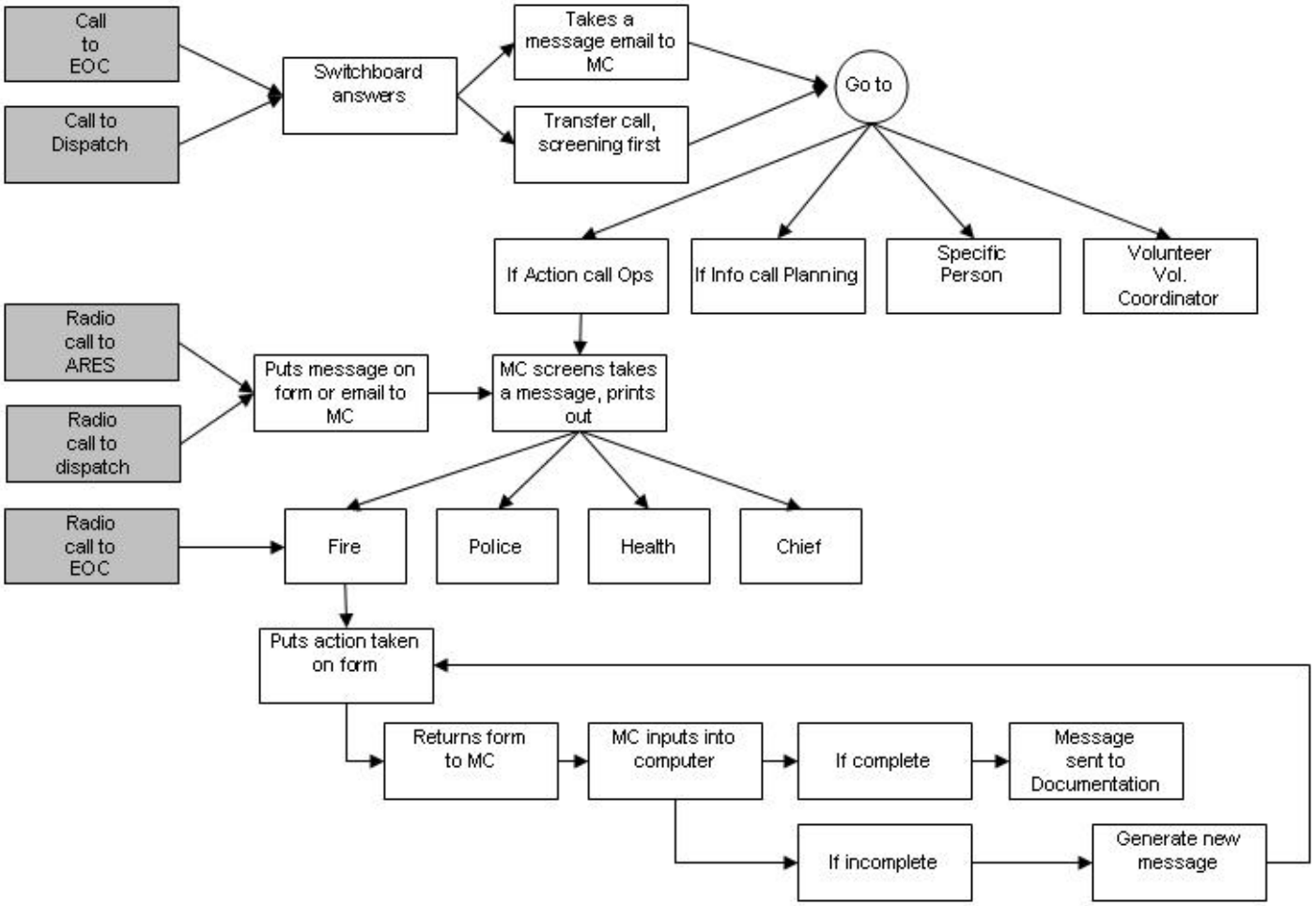
F. Ensure that proper cost accounting occurs for emergency response activities by all local agencies and County departments (to qualify for state and/or Federal funding assistance).

G. Determine when County resources are exhausted and recommend that a State of Emergency be declared and State and/or Federal assistance requested.
- Assist other units of local government in the emergency declaration process, as appropriate.
- Ensure that specific information regarding the extent of damage, injuries/loss of life and type of assistance needed is contained in the request to the Governor.

Appendix 2
MARION COUNTY ECC STRUCTURE
(ICS ORGANIZATION CHART)



Appendix 3
ECC MESSAGE FLOW



Appendix 4

INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

Complete green areas of form

OERS INCIDENT #

OERS 24 hr line 1-800-452-0311

JURISDICTION:
COUNTY:

NAME OF REPORTING OFFICIAL:

TITLE:

EMAIL:

TELEPHONE:

FAX:

DATE - TIME OF THIS REPORT:

DATE - TIME OF START OF EVENT:

ECC ACTIVATED: DATE: TIME:

ECC CLOSED: DATE: TIME:

LOCAL EMERGENCY DECLARED: DATE: TIME:

TYPE OF EMERGENCY:

DESCRIBE THE GEOGRAPHIC BOUNDARIES (and attach map, if possible):

DEATHS: **INJURIES:** **POP. STILL AT RISK:**

CURRENT SITUATION AND EXISTING CONDITIONS:

IMPACTS OF THE DISASTER TO THE JURISDICTION:
IDENTIFY/DESCRIBE CONDITIONS THAT CONSTITUTE A HEALTH/SAFETY HAZARD TO THE GENERAL PUBLIC:
DESCRIBE THE POPULATION ADVERSELY AFFECTED, DIRECTLY OR INDIRECTLY, BY THE LOSS OF PUBLIC FACILITIES OR DAMAGES:
WHAT ECONOMIC ACTIVITIES ARE ADVERSELY AFFECTED BY THE LOSS OF PUBLIC FACILITIES OR DAMAGE?:
ACTIONS TAKEN/RESOURCES COMMITTED:
ASSISTANCE REQUESTED:

INITIAL DAMAGE ASSESSMENT SUMMARY REPORT FORM

OERS INCIDENT #
0
OERS 24 hr line 1-800-452-0311

JURISDICTION	0	**NAME OF REPORTING OFFICIAL:**	0
COUNTY:	0	**TITLE:**	0
EMAIL:	0		
TELEPHONE:	-	**FAX:**	-

HOUSING COSTS & LOSS	**#**	**$$s**	**COMMENTS**
Destroyed:			
Major damage:			
Minor damage:			
Affected habitable:			
"Second" homes:			
Personal property (not included above):			
Cost & loss estimate for housing:	**0**	**$0**	

BUSINESS COSTS & LOSS	**#**	**$$s**	**COMMENTS**
Destroyed:			
Major damage:			
Minor damage:			
Business interrupted:			
Cost & loss estimate for business:	**0**	**$0**	

PRIVATE NONPROFIT (PNP) COSTS & LOSS	**#**	**$$s**	**COMMENTS**
Destroyed:			
Major damage:			
Minor damage:			
Service interrupted:			
Cost & loss estimate for PNPs:	**0**	**$0**	

AGRICULTURE COSTS & LOSS	**#**	**$$s**	**COMMENTS**
Crop loss (acres/$$s):			
Equipment lost/damaged:			
Livestock lost:			
Out-buildings damaged:			
Cost & loss estimate for agriculture:		**$0**	

INFRASTRUCTURE

CITYCITIES COSTS & LOSS	#	$$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System			
Non-Federal Aid System			
D. Water control facilities:			
E. Public buildings/equipment:			
Insured			
Uninsured			
F. Public utility systems:			
G. Parks and other:			

Cost & loss estimate for city/cities: 0 $0

SPECIAL DISTRICTS COSTS & LOSS	#	$$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System			
Non-Federal Aid System			
D. Water control facilities:			
E. Public buildings/equipment:			
Insured			
Uninsured			
F. Public utility systems:			
G. Parks and other:			

Cost & loss estimate for special district(s): 0 $0

STATE FACILITIES COSTS & LOSS	#	$$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			
Federal Aid System			
Non-Federal Aid System			
D. Water control facilities:			
E. Public buildings / equipment:			
Insured			
Uninsured			
F. Public utility systems:			
G. Parks and other:			

Cost & loss estimate for state facilities: 0 $0

COUNTY FACILITIES COSTS & LOSS	#	$$s	COMMENTS
A. Debris removal:			
B. Protective measures:			
C. Transportation system damage:			

Federal Aid System			
Non-Federal Aid System			
D. Water control facilities:			
E. Public buildings / equipment:			
Insured			
Uninsured			
F. Public utility systems:			
G. Parks and other:			

Cost & loss estimate for county facilities: **0** **$0**

TOTALS - ALL GOVERNMENTS	**#**	**$$s**	**COMMENTS**
A. Debris removal:	0	$0	
B. Protective measures:	0	$0	
C. Transportation system damage:			
Federal Aid System	0	$0	
Non-Federal Aid System	0	$0	
D. Water control facilities:	0	$0	
E. Public buildings / equipment:			
Insured	0	$0	
Uninsured	0	$0	
F. Public utility systems:	0	$0	
G. Parks and other:	0	$0	

Jurisdiction total for all infrastructure: **0** **$ -**

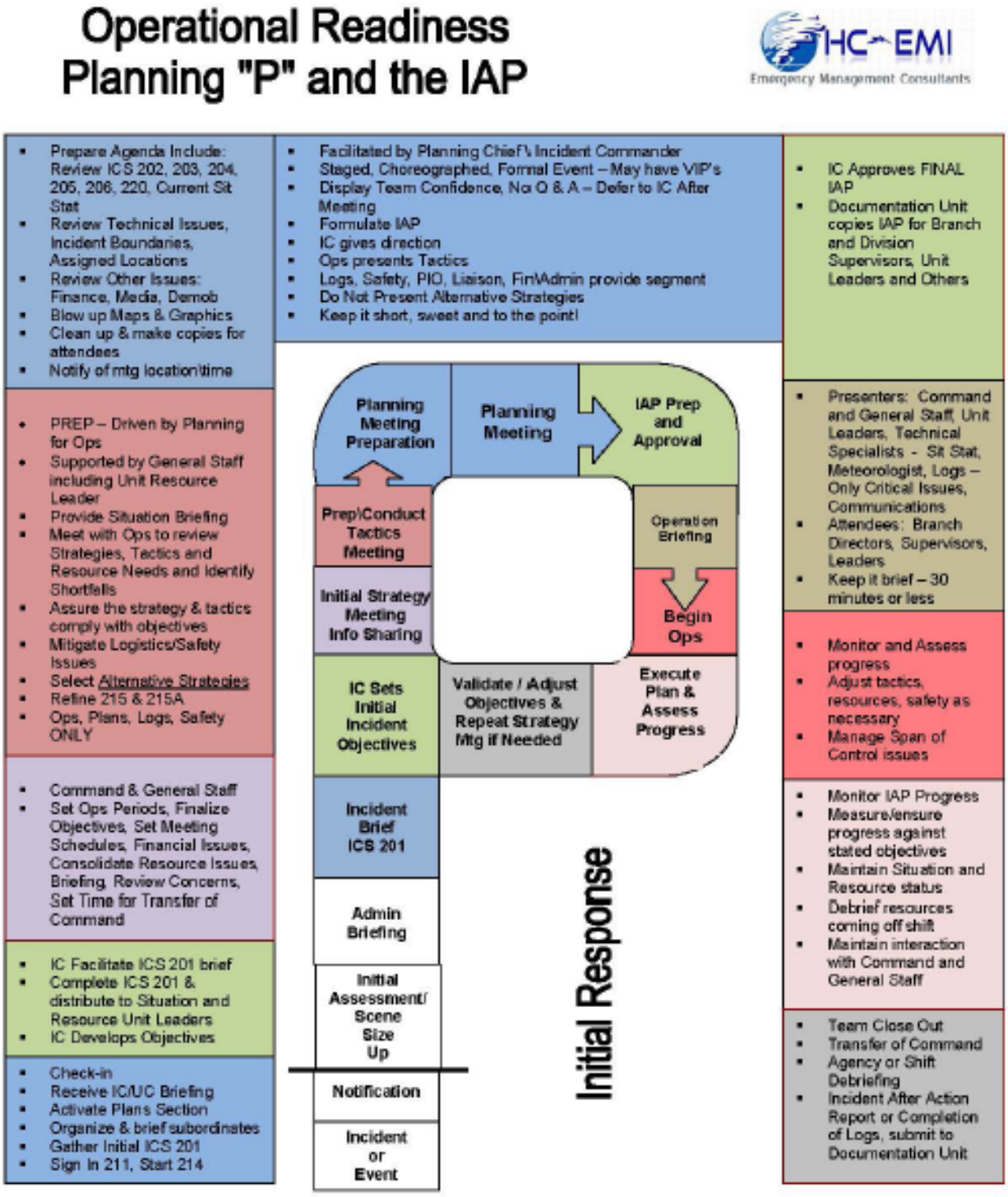
Grand total of housing, business, pnp, agriculture, infrastructure:

Sites **0** **$0**

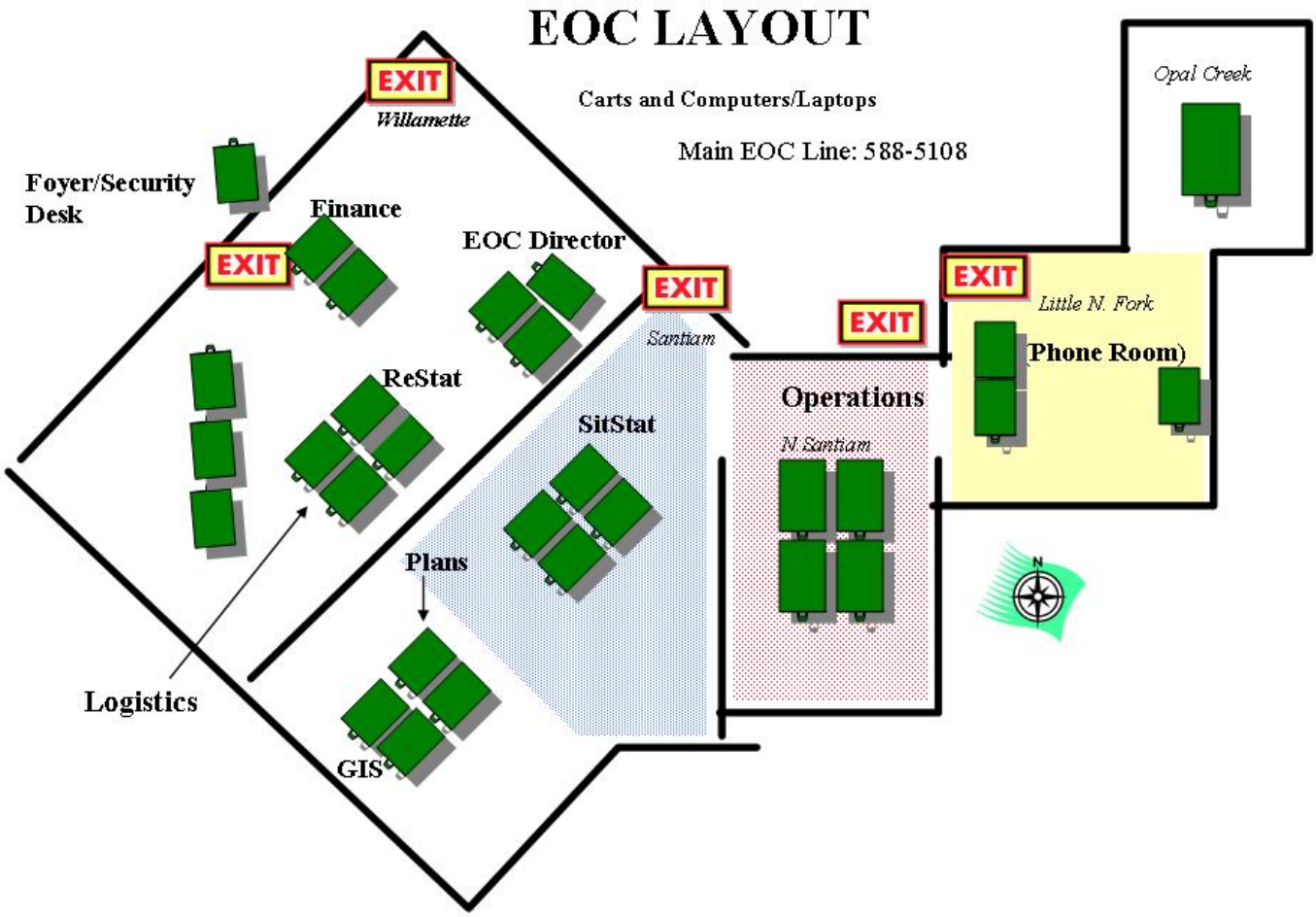
COUNTY TRANSMITS TO: OEM

EMAIL: **oemd@oem.state.or.us**
FAX: **503-588-1378 (24 hr)**
TELEPHONE: **1-800-452-0311 (24 hr)**
AMATEUR RADIO PACKET: **KC7KFI, OKC7KFI#salem.or.usa.noam (call sign KC7KFI) 3.993.5 & 7.228 (hf)**

Appendix 5
INCIDENT BRIEFING AGENDA
"PLANNING P"



Appendix 6


EOC LAYOUT
Carts and Computers/Laptops
Main EOC Line: 588-5108
EXIT
Willamette
Foyer/Security Desk
Finance
EXIT
EOC Director
EXIT
Santiam
EXIT
Opal Creek
EXIT
Little N. Fork
Phone Room)
ReStat
SitStat
Operations
N Santiam
Plans
Logistics
GIS
N

Appendix 7
ECC SECURITY PROCEDURE

I. PURPOSE

Provide the ECC staff with a workplace free from interruption by nonessential persons and to limit access to the ECC to those personnel required to manage the emergency.

II. CONCEPT OF OPERATIONS-Primary Emergency Coordination Center

The Marion County Sheriff's Office (MCSO) will provide security and access control to the ECC. Public Works employees will be temporarily assigned to provide security and access until MCSO staff arrives at the location. Security table supplies are located in the Emergency Management storage room in a container marked security.

A. Access Control Point

The MCSO will establish a single entry/exit point at the southwest main entrance to Marion County Public Works Building 1. A sign designating the ECC entrance will be displayed. At the Access Control Point, all persons entering the ECC will sign in and be presented with a badge as described below. Badges will be collected when persons exit the ECC. The officer on duty on the ECC Access Control Form will record the date/time that each person enters or leaves the ECC.

B. Emergency Coordination Center Staff Access

Access will be granted to ECC staff designated in the ECC Staffing Roster. ECC staff will be issued a badge marked "Marion County Emergency Coordination Center" and a vest of the appropriate color as specified in the staffing roster. The vests are located at the appropriate ECC workstations. ECC staff will wear badges and vests at all times in the ECC.

ECC staff will sign in on the white form and receive a badge upon first reporting for their duty shift in the ECC. They will sign out and return their badge upon leaving at the end of their duty shift. ECC staff need not sign in or out for temporary absences from the ECC during their duty shift.

C. Visitor Access

All visitors to the ECC not designated as ECC staff will sign in on the gold form and be issued a badge marked "VISITOR." The security officer on duty will contact the ECC Liaison Officer for clearance for visitors, and visitors will be escorted to and from the ECC. Visitors will wear a badge at all times in the ECC and throughout the building.

D. Volunteer Access

All volunteers to the ECC will sign in on the pink form and be issued a badge marked "VOLUNTEER." The security officer on duty will contact the ECC Liaison Officer for clearance for volunteers, and volunteers will be escorted to

and from the ECC. Volunteers will wear a badge at all times in the ECC and throughout the building.

E. Media Access

All media visiting the ECC will sign in on the lavender form and be issued a badge marked "MEDIA." The security officer on duty will contact the ECC Liaison Officer for clearance for media. Media will not be allowed in the ECC. They will be escorted to the designated area with the Public Information Officer. Media will wear a badge at all times in the building.

Appendix 8
CHECKLIST FOR THE EMERGENCY MANAGEMENT DIRECTOR AND ECC DIRECTOR

The EMD and Coordinator should use this checklist in preparing for a possible incident, in addition to their respective charts, which follow these checklists. If the ECC is open, go to the ECC checklists.

A. All Hazards

___ Determine at what point the ECC should be opened
___ Notify BOC
___ Determine ECC positions in preparation for activation
___ Notify ECC staff of possible opening
___ Notify Capitol Area Emergency Management Coordinators (use paging system)
___ Notify County departments
___ Notify affected cities
___ Notify Education Service District, who can notify individual school districts necessary
___ Notify ODOT
___ Notify affected utilities
___ Notify Oregon Emergency Management
___ Schedule an over flight to determine seriousness of situation, if appropriate
___ Activate ECC when the situation escalates, increasing staffing level as needed

B. Flood Warning Stage

___ Notify Public Works
___ Issue road closure/high water information to media and 9-1-1 centers
___ Schedule Operations crews
___ Take sand bag and sand inventory and set up system to distribute
___ Issue news release(s)
___ Establish weather and river level monitoring at Mehama, Jefferson, and Salem
___ Schedule Bridge Inspection crews
___ Notify MCSO
___ Notify MC Health Department
___ Notify American Red Cross
___ Notify Fire Defense Board
___ Notify Willamette Regional Education Service District
___ Notify all Marion County cities, through emergency manager or other
___ Notify ODOT
___ Test the ECC generator
___ Ensure that emergency potable water and food are available for the ECC