

Rockaway Beach Emergency Operations Plan

Updated: 10/20/2023

The purpose of this document is to provide the City of Rockaway Beach, Oregon, with an emergency incident plan including the National Incident Command System structure. This plan will outline the Mission and Goal of each City division and its administration.

MISSION:

The mission of the Rockaway Beach Emergency Services is to provide direction and a command structure, as required by Homeland Security and F.E.M.A., in the event of a disaster or emergency incident involving the City or any of its property, personnel, or citizens, as the situation requires.

DECLARATION OF EMERGENCY:

This plan becomes effective upon a Declaration of Emergency. The following positions are authorized to issue a declaration: *1) Mayor; 2) City Manager; 3) Emergency Manager; or 4) The City Council, when a quorum is present.* These positions are hereby designated as First Responders.

Such declaration shall be forwarded *immediately* to the Tillamook County Office of Emergency Management (TCOEM) by whatever means available at the time.

Immediately upon declaring a state of emergency, specified members of the Incident Management Team (IMT) will gather and activate the Emergency Operations Center (EOC) in the City Council Chambers, first floor of City Hall. The Emergency Manager will then activate the Emergency Operation Center Communications Station at the Fire Station, and, if needed, the Emergency Communications Center located on Pacific View Estates. Communications will then be established with both the Tillamook County EOC and the Nehalem Bay EOC via amateur radio.

If the EOC at City Hall has been rendered unusable by the nature of the disaster, a secondary site shall be specified by the Incident Commander or Incident Management Team. All responding personnel will then be advised of the change in location.

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MAJOR FUNCTIONS OF THE EOC STAFF

1. Make executive authority policy
2. Establish priorities
3. Collect, evaluate, disseminate, and display information (disaster analysis)
4. Coordinate resources
5. Establish/initiate communications/warning
6. Establish/initiate Public Information/media center that includes issuing emergency instructions and rumor control.
7. Other functions as needed or directed by the IC.

The EOC will utilize the National Incident Management System (NIMS) and be headed by the Rockaway Beach Emergency Manager or their designate, as Incident Commander (IC). Staffing will be determined based on need by the Incident Commander (IC). That staff may consist of all or some of the following:

- City Manager
- Mayor
- Emergency Manager
- Administrative Assistant
- Finance Officer
- Fire Department Chief or his representative
- Public Works Director or his representative
- Public Information officer (PIO)
- Logistics Section Head
- Planning Section Head
- Operations Section Head
- Tillamook County Health office representative
- Tillamook County Sheriff representative
- Ham Radio Communications Operator

Volunteer support shall be housed at a staging area nearby, but not in the EOC. This may include:

- Community Emergency Response Team Command (CERT)
- Shelter Coordinator
- Ham Radio Operators
- Citizen Volunteers
- Other Agency Assistance Personnel
- Other personnel as needed

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Others may also be recruited depending on the nature and extent of the disaster. Also, on hand may be volunteers with specific skills, who can be dispatched to the scene of the emergency as needed, or whose skills can be of use in managing an emergency, plus runners to carry messages as needed.

INTEGRATION WITH COUNTY EMERGENCY RESPONSE PLAN:

This City plan is fully integrated with the *Tillamook County OEM Plan* and is supplemental to that plan. Where section 401 of the Oregon Revised Statutes governs this plan, the plan is intended to be in compliance and anything to the contrary is amended automatically to bring the plan into compliance.

EVACUATION AREAS:

Evacuation areas will be designated as: Washington Street at the east end, Victoria Street at the east end, the 3rd Ave. The east end of SE 3rd Ave. The east end of Rock Creek Rd. Water Reservoir - NE 3rd Avenue past the east end yellow gate. This will be the main Evacuation Site unless rendered unusable. The east end of NE 15th Ave off of Necarney Avenue, just north of Lake Lytle Estates. The "Tsunami Trail" above Neah-Kah-Nie Jr./Sr. High School. McMillian Creek Water Reservoir east of Nedonna. These areas will allow a safe place for evacuees to gather, emergency personnel to assist with the needs of the public, and emergency equipment to be staged. Each Evacuation area will have a designated Area Commander. This person will be assigned by Incident Command or the Incident Commander (IC).

NATIONAL INCIDENT COMMAND SYSTEM:

The Rockaway Beach National Incident Command System staff are as follows: the Emergency Manager (*Incident Commander (IC)*) as well as the City Manager, Administrative Assistant, City Finance Officer, and a Public Information Officer, (PIO), (*support staff*). The Fire Department shall provide the Incident Command a Safety Officer. The City Emergency Operations Center will be located at the Rockaway Beach City Hall, Council Chambers or as designated by the IC. The three department heads (*Public Works Director, Fire Chief and City Manager*) are designated members of the Incident Management Team (IMT), in addition to other duties, as required. The Rockaway Beach Mayor and City Council are also designated as part of the IMT.

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DIVISIONAL STRUCTURE:

In the event of an incident, the city resources will be divided into six areas: (1) *PUBLIC WORKS*, (2) *FIRE*, (3) *MEDICAL*, (4) *LAW ENFORCEMENT*, (5) *COMMUNICATIONS*, and (6) *CERT/PREPAREDNESS VOLUNTEERS*. The following is the incident mission and goal for each division.

PUBLIC WORKS:

Incident mission: Preserve life and safeguard the city assets. Prevent water contamination from sewage or other contaminants, maintain as large a water reserve as possible for both consumption and fire suppression, maintain the city infrastructure, open streets and roadways for emergency responders, and assist with rescue operations.

Primary Contact Person: Dan Emerson, *Rockaway Beach Public Works Director*, or his designee.

Duties:

- 1) Distribution of Assets - relocate essential tools, and equipment to designated evacuation areas as determined by the director and appropriate for the situation.
- 2) Water Treatment Plant – turn off all valves off at reservoirs to conserve the maximum amount of potable water possible for future use. Take any other action required to preserve potable water.
- 3) Sewage Collection System - Shut down all automatic sewage pump stations and manually pump down station holding tanks as needed when safe to do so.
- 4) Implement any department specific disaster plan.
- 5) Relocate non-replaceable city assets to evacuation areas - i.e., records, paperwork, etc.
- 6) Assist with pre-evacuation procedures if time allows, including setup of the North 3rd. Street evacuation area as applicable (tents, cots, gen-set, lighting, heating, etc.).
- 7) All Public Works employees who are also involved with fire, police and/or medical divisions have a ***primary responsibility to their Public Works duties***. This does not prevent employees from doing other associated duties during the pre or post recovery process.
- 8) Keep evacuation routes open

Overall Goal:

To preserve life and as much of the city's assets as possible and expedite post event recovery.

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FIRE DEPARTMENT:

Incident Mission: Protection of life, public and private assets. Assist the Evacuation of the public.

Primary Contact Person: Todd Hesse, *Rockaway Beach Fire Chief* or his designee.

Duties:

- 1) Relocation of Fire Department apparatus, tools and equipment to designated evacuation areas, distributed assets as determined by the Fire Chief.
- 2) Provide Incident Command with a Safety Officer.
- 3) Implement any department specific disaster response plan.
- 4) When applicable, assist with the voluntary evacuation of the public from their homes to evacuation areas.
- 5) Work with Rapid Assessment Team to determine safety of structures in the incident area.
- 6) Overall authority for hazardous materials release response as per OROSHA, Superfund Amendments and Reauthorization Act of 1986 – SARA Title III, 29 Code of Federal Regulations 1910-120

Overall Goal:

The preservation of life, and property.

MEDICAL (Quick Response Team - QRT):

Incident Mission: The assessment and treatment of injuries.

Primary Contact Person: Captain Geoff Grace, *Rockaway Beach Fire Rescue*, or his designee.

Duties:

- 1) Implement any division specific disaster response plan.
- 2) Assess injuries by severity - Triage.
- 3) Provide treatment as is available.
- 4) Coordinate Medical evacuation efforts, as required.

Overall Goal:

Preservation of life, and treatment of the injured.

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LAW ENFORCEMENT:

Incident Mission: Safeguard citizens and property. Maintain citizen control.

Primary Contact Person: Josh Brown, *Tillamook County Sheriff*, or his designee.

Duties:

- 1) Implement any division specific disaster response plan.
- 2) Enforce the *Rockaway Beach Emergency Operations Plan*.
- 3) Maintain security in evacuation areas.
- 4) Safeguard city emergency personnel, tools, equipment, apparatus, and assets.
- 5) Safeguard private and public property from looting.
- 6) Relocate and inventory specified Departmental assets to evacuation areas.
- 7) Clear all city buildings.
- 8) Post event security, and cadaver control.

The Sheriff may administer the oath to a maximum of 30 citizens, known to the Sheriff, who will be Civil Defense Wardens, to assist the Sheriff in maintaining security and control for the duration of the event. Civil Defense Wardens shall be considered a private person assisting a Peace Officer under *ORS sec. 162.245 and ORS sec. 161.249*.

Overall Goal:

Minimize criminal activities, keep the peace, and maintain overall security and control.

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COMMUNICATIONS:

Incident mission: To provide communications between City EOC and County or State EOCs, CERT Teams or volunteer groups, City officials, and City crews and personnel in the field.

Primary Contact Persons: Jon Orloff, Rockaway Beach Radio Group, or his designee.

Duties:

- 1) Activate the Rockaway Beach EOC communications station at the Fire Station, and the Emergency Communications Center located next to the reservoir atop Pacific View Estates.
- 2) Establish and maintain communications with the County EOC, City EOC, Law Enforcement, Fire Department, CERT Teams, and other area EOCs, as needed.
- 3) Monitor local emergency Management, law enforcement, fire, and news media for situation updates, and pass those updates on to Incident Command.
- 4) Monitor citizens band (CB), and family radio service (FRS) frequencies for citizen requests for assistance.
- 5) Provide communication resources to Incident Command, as may be required.

Provided the Tillamook 911 Center is operational, channels of communication will be as normally used. Should Tillamook 911 and County EOC be unavailable to the city through normal operational methods, the operating channel will be designated through Incident Command and will utilize the Rockaway Beach Radio Group frequencies.

Citizens will use 911 to advise EOC of needs, if available. Should 911 be unavailable, citizens may use the following to request assistance: Citizens Band (CB) Ch. 9, Marine Ch. 16, HAM Ch. 146.520, or FRS Ch. 1 (no privacy).

Overall Goal:

Maintain open, reliable, and constant communication with participants in the emergency response program. Maintain current and up-to-date situational information and communications to the IC and the Incident Management Team.

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CERT/VOLUNTEERS

Incident Mission: To assist emergency management, fire, and police in the evacuation and recovery response.

Primary Contact Person: Todd Hesse, Rockaway Beach Emergency Manager, or his designee.

Duties:

- 1) Assist fire and police personnel in emergency response evacuation, after incident light search & rescue, basic medical treatment and triage, and limited victim extraction.
- 2) Work in groups of two or more as, “Eyes & Ears” for emergency personnel and area commanders, to gather information on damage assessments, incident status, response needs, and public assistance.
- 3) Assist with emergency shelter support.

Overall Goal:

Assist with the preservation of life and aid emergency responders.

HAZARDOUS MATERIALS SPILLS:

The Rockaway Beach EOC will be activated for assisting emergency responders in any way possible during a major spill or release of hazardous materials. The EOC Fire Department representative or other staff member may be directed to determine the nature and effects of any hazardous material that threatens an area by contacting an appropriate source, such as Oregon Emergency Response System (OERS), Tualatin Valley Fire & Rescue Hazardous Materials Team, or the head office of a transportation company whose truck is leaking or threatening to leak.

Overall authority in hazardous materials response rests with the fire department per state and federal law (Oregon Occupational Safety & Health Administration, Superfund Amendments and Reauthorization Act of 1986 -SARA Title III, 29 Code of Federal Regulations 1910-120

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PUBLIC INFORMATION PLAN:

Because the media is a conduit to the public, the Public Information Officer (PIO) will relay information to media persons at the direction of the Incident Commander (IC).

This information may include warnings, requests for volunteers or other help, bulletins on areas to be avoided or evacuated, evacuation routes, lists of places to obtain food, shelter and health care, phone numbers to contact for assistance (including that of the Red Cross), and others.

Any significant natural event should be immediately reported to the National Weather Service at (503)261-9246.

The primary focus of communications with the media is to enlist their help when needed, e.g. broadcasts to alert citizens, and to be fair and courteous to media representatives without jeopardizing ongoing efforts to control the emergency.

NEWS BRIEFING SITES

Media briefings will be conducted at prearranged times and locations to be designated by the IC. These locations will be in a safe and secure area, away from the incident and the EOC.

SHELTER ACTIVATION:

Emergency Shelter operations and food preparation will be the function of the CERT/Emergency Preparedness Volunteers. The Incident Commander, Emergency Manager, Fire Chief, and Law Enforcement may request activation of the unit. Shelter operations will be conducted at the Fire Department Station #21, Lions Club building, and City Hall Civic Center as long as these sites are not compromised. If these sites are unusable the IC or his designee will assign an alternate location.

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HEALTH AND MEDICAL OPERATIONS:

Rockaway Beach Fire Rescue Medical Captain will oversee medical treatment, triage, transportation of injured persons, etc., and will work within the Incident Command System. If the situation warrants additional medical personnel, the Incident Commander or Emergency Manager will contact the Director of the Tillamook County Health Department and request additional resources. The Emergency Manager will then contact the TCEOC and advise of the request. If isolated, the primary triage / treatment site will be assigned by the Incident Commander or Incident Management Team.

Managing Deceased Victims

The Tillamook County Sheriff's Department will be responsible for the deceased and if necessary, make arrangements for a temporary morgue that will be secure. Law enforcement will work with the District Attorney, County Medical Examiner and County Morgue to develop policies for operations and transport of deceased victims.

FINANCIAL AND DAMAGE ASSESSMENT:

Financial issues will be the responsibility of the City Finance Officer. The Finance Officer should track all expenditures. As well as keep records of the extent and nature of property damage as it is reported, and assets used, so that accurate payments and settlements can be made following the emergency.

A damage assessment will be forwarded as soon as possible to Tillamook County Emergency Management for Emergency Disaster Declaration considerations. Those assisting with damage assessments may include, but are not limited to, city department heads, engineers and insurance company representatives, among others.

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NATURAL DISASTERS:

If an earthquake, tsunami, or other natural disaster occurs, the Fire Department and Law Enforcement will respond with search and rescue operations when safe to do so. Both departments will work under the Incident Command System at the direction of the Incident Commander. Support will be rendered by any other agency in the area with available manpower, or by trained volunteers such as CERT members or individuals trained in structural inspection or other needed skill sets.

An earthquake itself should serve as warning of a potential tsunami. At the direction of the IC, all departments will attempt to warn and evacuate residents of low-lying areas. However, an earthquake generated off the Pacific Coast may leave very little warning time before a tsunami comes ashore, so evacuation efforts may be minimal or impossible.

In the event of a distant tsunami and once a tsunami warning is issued by the Alaska Tsunami Warning Center (ATWC), the fire and police departments will assist with notifications and evacuation procedures as able.

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MEDIA / PUBLIC INFORMATION:

Mission

A comprehensive public information program can assist the individuals and agencies involved in incident operations respond appropriately to the event. Making the proper media release can also help the outside world understand the impact of the event and give friends and families of local residents much needed information on the status of loved ones.

Responsibility

Responsibility for the release of information to the media and the public will be that of the individual designated by the Incident Commander as the Public Information Officer (PIO). The PIO may be assisted by subordinates during the course of the incident if needed. The PIO will identify those subordinates to the EOC and any on-scene incident commander and will be responsible for their actions.

The PIO or their designee, will consult with the Incident Management Team before any release of information is given. The Incident Commander has the final word on any and all information coming out of the incident EOC.

Purpose

The purpose of the Public Information program will be twofold: (1) Providing information to the affected public on actions to take and procedures to follow in response to the disaster. (2) Communicating with the news media to present the story of what is being done to respond to the disaster.

The news media is the conduit for communicating the factual story of the disaster to the outside world. Upon direction of the IC, the PIO or their subordinate will post written messages to a pre-approved location and on social network sites as available.

Affected Public

The PIO will attempt to establish and maintain communication with the affected public through all means possible. The citizens affected by the disaster, including those in the immediate surrounding area, need to be advised on where to go and what to do in response to the event. This information will include directing volunteers to supervisory personnel at appropriate activities and locations, who may be able to assist but not interfere with the disaster response effort. The PIO will obtain appropriate information and instructions from the EOC and/or on-site commander. The PIO will also maintain contact with the Communications Division and shelter operators to stay advised about volunteer needs and opportunities.

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News Media

The PIO will attempt to establish and maintain communications with the media through all means possible, including telephone, radio, fax, e-mail, or personal contact. These communications will originate from wherever the PIO or his/her subordinates are operating. If possible, the PIO will be the first point of contact with the news media. The news media can be expected to swarm to the site of a disaster. The PIO, acting on advice from the IC or on-site incident commander, will endeavor to provide the media with a vantage point that will provide a view of the incident but not interfere with the operations. Communicating accurate information to the public and media about what is happening is essential. Incident commanders or their subordinates will be forthcoming in explaining the nature and scope of operations to the PIO or his/her designated subordinate. This will better enable the PIO to explain the situation to the media and the affected public.

Rumor Control

The PIO will address all rumors brought to his/her attention, track down the truth and communicate that truth to the citizens involved and the news media. Any person involved with responding to the disaster who hears a rumor needing substantiation or dispelling should advise the PIO of that rumor. Governmental interview sources or rescue officials, including on-scene incident commanders, should be prepared, if requested and when appropriate, to speak with the media and provide a first-hand report of activities. No attempt will be made to cover up or mislead the media or public on the nature and extent of an incident being dealt with, the adequacy of the response, or the existence of casualties.

Persons involved in any emergency operations should always refer members of the public or media requesting information on the incident, to the PIO. By doing this all-official information being released to outside sources can be substantiated and verified beforehand.

Casualties

No names of casualties will be released by the PIO, any member of his/her staff, or members of the responding organization(s). Only after being cleared by law enforcement and the IC will the names of casualties be released to the media or the public.

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LIST of ABBRIVIATIONS and ACRONYMS

AOC	Agency Operations Center
CBRNE	Chemical, Biological, Radiological, Nuclear, Explosive
CFR	Code of Federal Regulations
COG	Continuity of Government
COOP	Continuity of Operations Plan
County	Tillamook County
DEQ	Oregon Department of Environmental Quality
EAS	Emergency Alert System
ECC	Emergency Coordination Center
EMP	State of Oregon Emergency Management Plan
EMR	Emergency Management Region
EOC	Emergency Operations Center
EOP	Emergency Operations Plan
EM	Emergency Management
EMD	Emergency Management Director (Tillamook County)
EMDD	Emergency Manager (Rockaway Beach)
EMP	Emergency Management Plan
EMS	Emergency Medical Services
EMT	Emergency Medical Technician
EPA	United States Environmental Protection Agency
ESF	Emergency Support Function
FA	Functional Annex
FEMA	Federal Emergency Management Agency
HazMat	Hazardous Materials
HRSA	Health Resources and Services Administration
HSPD	Homeland Security Presidential Directive
HVAC	Heating Ventilation and Air Conditioning
IA	Incident Annex
IAP	Incident Action Plan
IC	Incident Commander
ICP	Incident Command Post
ICS	Incident Command System

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LIST of ABBREVIATIONS and ACRONYMS *(continued)*

JIC	Joint Information Center
JIS	Joint Information System
MOU	Memorandum of Understanding
MRC	Medical Reserve Corps
NAWAS	National Warning System
NBEVC	Nehalem Bay Emergency Volunteer Corps
NIMS	National Incident Management System
NOAA	National Oceanographic and Atmospheric Administration
NRF	National Response Framework
NRS	National Response System
ODA	Oregon Department of Agriculture
ODOT	Oregon Department of Transportation
OEM	Oregon Emergency Management
OERS	Oregon Emergency Response System
ORS	Oregon Revised Statutes
PC	Principal Contact (CERT/Ham)
PIO	Public Information Officer
PSAP	Public Service Answering Point
SAR	Search and Rescue
SSFs	State Support Functions
UC	Unified Command
U.S.	United States
VC	Nehalem Bay Emergency Volunteer Corps
WAC	Washington Administrative Code
WVCC	Willamette Valley Communications Center
WMD	Weapons of Mass Destruction

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Contact Information

- Emergency Manager- Todd Hesse (503)374-1752
- City Manager- Luke Sheppard (503)374-1752
- Preparedness Coordinator- Geoff Grace (503)374-1752
- Public Works Superintendent- Dan Emerson (503)374-1752
- Office Manager- Becca Harth (503)374-1752
- Mayor- Charles McNeilly (503)374-1752
- Rockaway Beach Radio Net Control-Jon Orloff (503)374-1752
- Tillamook County Emergency Manager – Randy Thorpe (503)842-3412
- Tillamook County Sheriff- Josh Brown (503)842-2561
- Tillamook 911 Center – Non-Emergency (503)815-1911
- Tillamook County Health Department- (503)842-3900
- Tillamook County Health (Rockaway) (503)355-2700
- Adventist Health Tillamook - (503)842-4444
- KTIL Radio Tillamook - (503)842-4422
- Tillamook County Public Works - (503)842-3419