

## 3. Roles and Responsibilities

- Performing life-safety inspections and recommendations for activated emergency shelters.
- Disseminating warnings as necessary in a major emergency/disaster and assisting in evacuation.
- Designating a coordinator/liaison to participate in all phases of the City and/or County's emergency management program, when necessary or as requested.

*See ESF 4 for more details.*

### 3.3.5 Information and Planning

**Primary City Agency:** City Police Department, Emergency Management Executive Committee

**Supporting City Agencies:** All other City departments

**County Agency:** CCDM

**Community Partners:** None at this time

**Primary State Agency:** OEM

**Primary Federal Agency:** Department of Homeland Security/FEMA

The following activities are necessary for the City to compile, analyze, and coordinate overall information planning activities during a disaster:

- Providing a centralized location for the receipt and dissemination of incident information.
- Coordinating with City departments, community partners, and County agencies.
- Collecting, processing, analyzing, and disseminating information to guide response and recovery activities.
- Collecting and aggregate damage assessment data.
- Coordinating incident planning in the EOC, including development of information products.

*See Chapter 5 – Command and Control as well as ESF 5 for more details.*

### 3.3.6 Mass Care

**Primary City Agency:** City Fire Department

**Supporting City Agencies:** City Police Department

**County Agency:** H3S

**Community Partners:** American Red Cross

**Primary State Agency:** Department of Human Services

**Primary Federal Agency:** Health and Human Services

The City relies on the support of the County to provide shelter and mass care services and has adopted the procedures outlined in the County EOP. H3S, with support from the Oregon Trail Chapter of the American Red Cross, is responsible for ensuring that the mass care needs of the affected population are met, including sheltering, feeding, providing first aid, and reuniting families. Relevant operations are detailed in the County EOP, ESF 6 – Mass Care and ESF 11 – Food and Water. Responsibilities related to mass care include:

- Maintaining and implementing procedures for care and shelter of displaced residents and visitors.

**3. Roles and Responsibilities**

- Maintaining and implementing procedures for the care and shelter of animals in an emergency.
- Coordinating support with other City and County departments, relief agencies, and volunteer groups.
- Designating a coordinator/liaison to participate in all phases of the County emergency management program, when necessary or as requested.
- Providing emergency counseling for disaster victims and emergency response personnel suffering from behavioral and emotional disturbances.
- Coordinating with faith-based organizations and other volunteer agencies.
- Identifying emergency feeding sites (coordinating with the Red Cross and Salvation Army).
- Identifying sources of clothing for disaster victims (may coordinate with the Red Cross, Salvation Army, or other disaster relief organizations).
- Securing sources of emergency food supplies (with the Red Cross and Salvation Army).
- Coordinating operation of shelter facilities operated by the City or County, local volunteers, or organized disaster relief agencies such as the Red Cross.
- Coordinating special care requirements for sheltered groups such as unaccompanied children and the elderly.

*See ESF 6 for more details.*

**3.3.7 Resource Support**

**Primary City Agency:** City Finance Department

**Supporting City Agencies:** City Manager's Office, City Attorney's Office

**County Agency:** CCDM

**Community Partners:** Local religious organizations and volunteer organizations, Voluntary Organizations Active in Disaster

**Primary State Agency:** Department of Administrative Services

**Primary Federal Agency:** Department of Homeland Security/FEMA

Responsibilities related to resource support include:

- Establishing procedures for employing temporary personnel for disaster operations.
- Establishing and maintaining a staffing reserve, in cooperation with law enforcement.
- Coordinating deployment of reserve personnel to City departments requiring augmentation.
- Establishing emergency purchasing procedures and/or a disaster contingency fund.
- Maintaining records of emergency-related expenditures for purchases and personnel.

Individual department directors will be responsible for managing resources within their departments and coordinating any requests for additional resources with the EOC. The City Manager (or designee) will be responsible for establishing priorities if there are major shortages in critical resources; otherwise, the EOC will allocate such resources as additional staffing, materials, services, and supplies needed for emergency and recovery operations.

*See ESF 7 for more details.*