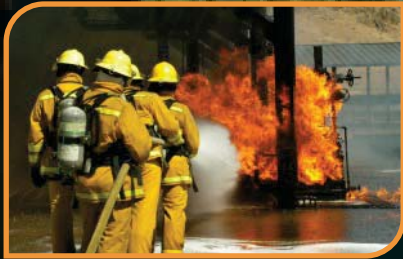


# City of Lake Oswego Emergency Operations Plan



Prepared for:



City of Lake Oswego, 380 A  
Avenue, Lake Oswego, OR 97034

Prepared by:



**ecology and environment, inc.**  
Global Environmental Specialists



**City of Lake Oswego  
Clackamas County, Oregon  
EMERGENCY OPERATIONS PLAN**



**June 2017**

**Prepared for:**

City of Lake Oswego  
380 A Avenue  
Lake Oswego, OR 97034

**Prepared by:**





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# Immediate Action Checklist

Use the following Immediate Action Checklist to initiate the City of Lake Oswego's response to and support of an emergency incident. If you are not qualified to implement this plan, dial 9-1-1 and ask for assistance.

## 1. Receive alert of incident.

- Alerts should be directed to the City Emergency Manager (Assistant City Manager), Fire Chief, or Police Chief.
- Alerts may be received through 9-1-1 dispatch, responding agencies, the on-scene Incident Commander, the public, or other sources.
- If you are the first person receiving notification of the incident, call 9-1-1 and provide as much detail as possible.

## 2. Determine need to implement the City's Emergency Management Organization.

- The City Manager, Emergency Manager (Assistant City Manager), Fire Chief, or Police Chief should determine, in coordination with the on-scene Incident Commander, what level of support is needed from the City for the incident. This may range from the City Emergency Manager being on stand-by to full activation of the City Emergency Operations Center.
- Identify key personnel who will be needed to support City emergency operations, including staffing of the City Emergency Operations Center, if activated.

## 3. Notify key City personnel and response partners.

- Key personnel will be contacted to staff the City Emergency Operations Center based on incident needs.
- Notify appropriate emergency response agencies.
- *See the City Emergency Contact List maintained by the City Emergency Manager (Assistant City Manager).*

## 4. Activate the City Emergency Operations Center as appropriate.

- The City will utilize the Incident Command System in managing the City Emergency Operations Center.
- Primary Emergency Operations Center Location: Lake Oswego Fire Department, Main Station, 300 B Ave, Lake Oswego, OR
- Alternate Emergency Operations Center Location: Maintenance Center, 5705 Jean Rd (*active October 2017*)
- *See Section 5.4 of this plan for information on Emergency Operations Center operations.*

## 5. Establish communications with the on-scene Incident Commander.

- Identify primary and back-up means to stay in contact with the on-scene Incident Commander.
- The on-scene Incident Commander may assign a radio frequency that the City Emergency Operations Center can use to communicate with the scene.
- *See Emergency Support Function Annex 2 – Communications of this plan for more information on communications systems.*

6. **Identify key incident needs, in coordination with the on-scene Incident Commander.**
  - Consider coordination of the following, as required by the incident:
    - Protective action measures, including evacuation and shelter-in-place
    - Shelter and housing needs for displaced individuals
    - Emergency public information and coordination with the media
    - Provisions for populations with Disabilities, and Access and Functional Needs Populations, including unaccompanied children
    - Provisions for animals in disaster
7. **Inform the County and Oregon Emergency Response System of Emergency Operations Center activation and request support as needed.**
  - Clackamas County Disaster Management: 503-655-8378
  - Oregon Emergency Response System: 800-452-0311
  - If there is an oil or chemical spill to report, responsible parties should call the National Response Center at 800-424-8802.
8. **Declare a state of emergency for the City, as appropriate.**
  - If the incident has overwhelmed or threatens to overwhelm the City's resources to respond, the City should declare a state of emergency.
  - A declaration may be made by the City Council, City Manager, or designee. A declaration made by the City Manager (or designee) should be ratified by Council as soon as practicable, but no later than 36 hours.
  - The declaration should be submitted to Clackamas County Disaster Management
  - *See Section 1.7 of this plan for information on the disaster declaration process. See Appendix A for a sample disaster declaration form.*