

**TABLE OF CONTENTS**

**7. ANNEX A..... 7-1**

**7.1 PURPOSE..... 7-1**

**7.2 SITUATION AND ASSUMPTIONS..... 7-1**

7.2.1 SITUATION ..... 7-1

7.2.2 ASSUMPTIONS ..... 7-1

**7.3 GENERAL PROCEDURES AND RESPONSIBILITIES -- ICS..... 7-2**

7.3.1 GENERAL INSTRUCTIONS APPLICABLE TO ALL ICS PERSONNEL ..... 7-2

7.3.2 EMERGENCY MANAGEMENT ORGANIZATION DIRECTION AND CONTROL ..... 7-3

**7.4 PHASES OF EMERGENCY MANAGEMENT ..... 7-5**

7.4.1 MITIGATION ..... 7-5

7.4.2 PREPAREDNESS ..... 7-5

7.4.3 RESPONSE ..... 7-6

**7.5 INCIDENT COMMAND SYSTEM (ICS) ..... 7-7**

7.5.1 DEPARTMENT RESPONSIBILITIES ..... 7-7

7.5.1.1 PUBLIC WORKS ..... 7-7

7.5.1.2 FIRE & LIFE SAFETY..... 7-7

7.5.1.3 POLICE..... 7-7

7.5.2 INCIDENT COMMANDER (IC)..... 7-7

7.5.3 COMMAND STAFF ..... 7-8

7.5.4 GENERAL STAFF ..... 7-8

**7.6 COMMAND SECTION..... 7-9**

7.6.1 PRIMARY PUBLIC INFORMATION OFFICER..... 7-9

7.6.2 SAFETY OFFICER..... 7-10

7.6.3 LIAISON OFFICER ..... 7-10

**7.7 OPERATIONS SECTION ..... 7-11**

7.7.1 OPERATIONS SECTION CHIEF ..... 7-11

7.7.2 BRANCH DIRECTOR..... 7-11

7.7.3 DIVISION/GROUP SUPERVISOR ..... 7-12

7.7.4 STRIKE TEAM/TASK FORCE LEADER..... 7-12

7.7.5 STAGING AREA MANAGER..... 7-13

**7.8 PLANNING SECTION ..... 7-13**

7.8.1 PLANNING SECTION CHIEF ..... 7-13

7.8.2 RESOURCE UNIT LEADER ..... 7-14

7.8.3 SITUATION UNIT LEADER ..... 7-15

7.8.4 DOCUMENTATION UNIT LEADER ..... 7-15

7.8.5 DEMOBILIZATION UNIT LEADER..... 7-16

7.8.6 TECHNICAL SPECIALIST ..... 7-16

**7.9 LOGISTICS SECTION..... 7-17**

7.9.1 LOGISTICS SECTION CHIEF..... 7-17

7.9.2 SERVICE BRANCH DIRECTOR ..... 7-17

7.9.3 COMMUNICATIONS UNIT LEADER..... 7-18

7.9.4 INCIDENT DISPATCHER ..... 7-19

7.9.5 FOOD UNIT LEADER..... 7-19

7.9.6 MEDICAL UNIT LEADER..... 7-20

7.9.7 SUPPORT BRANCH DIRECTOR ..... 7-20

7.9.8 SUPPLY UNIT LEADER..... 7-21

7.9.9 SUPPLY UNIT LEADER..... 7-21

**7.10 FINANCE/RISK MANAGEMENT SECTION..... 7-22**

7.10.1 FINANCE/RISK MANAGEMENT SECTION CHIEF..... 7-22

7.10.2 SUPPLY UNIT LEADER..... 7-23

7.10.3 PROCUREMENT UNIT LEADER..... 7-23

7.10.4 COMPENSATION/CLAIMS UNIT LEADER ..... 7-24

7.10.5 COMPENSATION FOR INJURY SPECIALIST..... 7-24

7.10.6 CLAIMS SPECIALIST ..... 7-25

7.10.7 COST UNIT SPECIALIST ..... 7-25

**CITY OF SPRINGFIELD EMERGENCY MANAGEMENT PLAN****7. ANNEX A: Emergency Management Organization**

→Lead Department: City Manager's Office  
→Lead ICS Section: Command

**7.1 PURPOSE**

This annex outlines the structure and Direction and Control elements of key personnel responding to an emergency situation when partial or full activation of the Response portion of the Emergency Management Plan (EMP) occurs. The City has adopted and will operate under the National Incident Management System (NIMS). Standard Incident Command System (ICS) personnel position checklists, to be utilized by individuals filling the positions described in the functional annexes, are found in this annex as well as in the individual annex sections. The Emergency Management Organization (EMO) function involves the use of the Emergency Operations Center (EOC) to facilitate policy-making, coordination, and control of operations by covering the process of obtaining and analyzing emergency management information, which provides a basis for decision-making. Alternate EOCs, mobile EOCs, and field command posts are also outlined.

**7.2 SITUATION AND ASSUMPTIONS****7.2.1 Situation**

The City of Springfield is exposed to various hazards, which have the potential to disrupt the community, cause damage, and create casualties. Potential natural hazards include drought, landslide, earthquake, fire/conflagration, flood, severe weather, and volcanic activity. There is also a potential threat of technological hazards, those caused by human omission or error, such as transportation accidents, hazardous material incidents, or utility failures. The potential for civil disorder or a terrorist attack also exists.

**7.2.2 Assumptions**

- The City of Springfield will continue to be exposed to the hazards noted above as well as others which may develop in the future;
- County and City governments are primarily responsible for emergency actions and will commit all available resources to protect lives and minimize damage to property;

- Outside assistance will be available in most emergency situations affecting the City. Although the EMP defines procedures for coordinating such assistance, it is essential for the City of Springfield to be prepared to carry out disaster response and short-term actions on an independent basis;
- It is possible for a major disaster to occur at any time and at any place in the city. In some cases, dissemination of warning and increased readiness measures may be possible; however, many disasters and events can, and will, occur with little or no warning;
- Local government officials recognize their responsibilities towards providing for the safety and well-being of the public and are prepared to assume their respective responsibilities in the implementation of this EMP;
- City personnel may not necessarily fill the same roles during a response to an emergency as during normal day-to-day operations;
- The intent of this EMP is to reduce disaster-related losses;
- Transportation systems, utilities, and communication systems may be severely disrupted or inoperable; response operations may be impacted by the condition of these systems;
- City buildings may be damaged or destroyed by a disaster event. Damaged or destroyed buildings may require the immediate relocation of critical response operations and may impact the response effort;
- A disaster event may affect the lives of many City employees and other local response staff, preventing or limiting them from performing emergency response activities.

### **7.3 GENERAL PROCEDURES AND RESPONSIBILITIES -- ICS**

Following activation, the EMO Incident Commander (IC) will ensure necessary staff positions are filled. Direction and Control staff positions will carry the responsibilities described in this section.

Individual annexes outline the EMO structure, including flow of command. An organizational flow chart, depicting the EMO Chain of Command, is included in this annex. For a detailed description of the EMO refer to Section 6.15.1 of the EMP.

#### **7.3.1 General Instructions Applicable to all ICS Personnel**

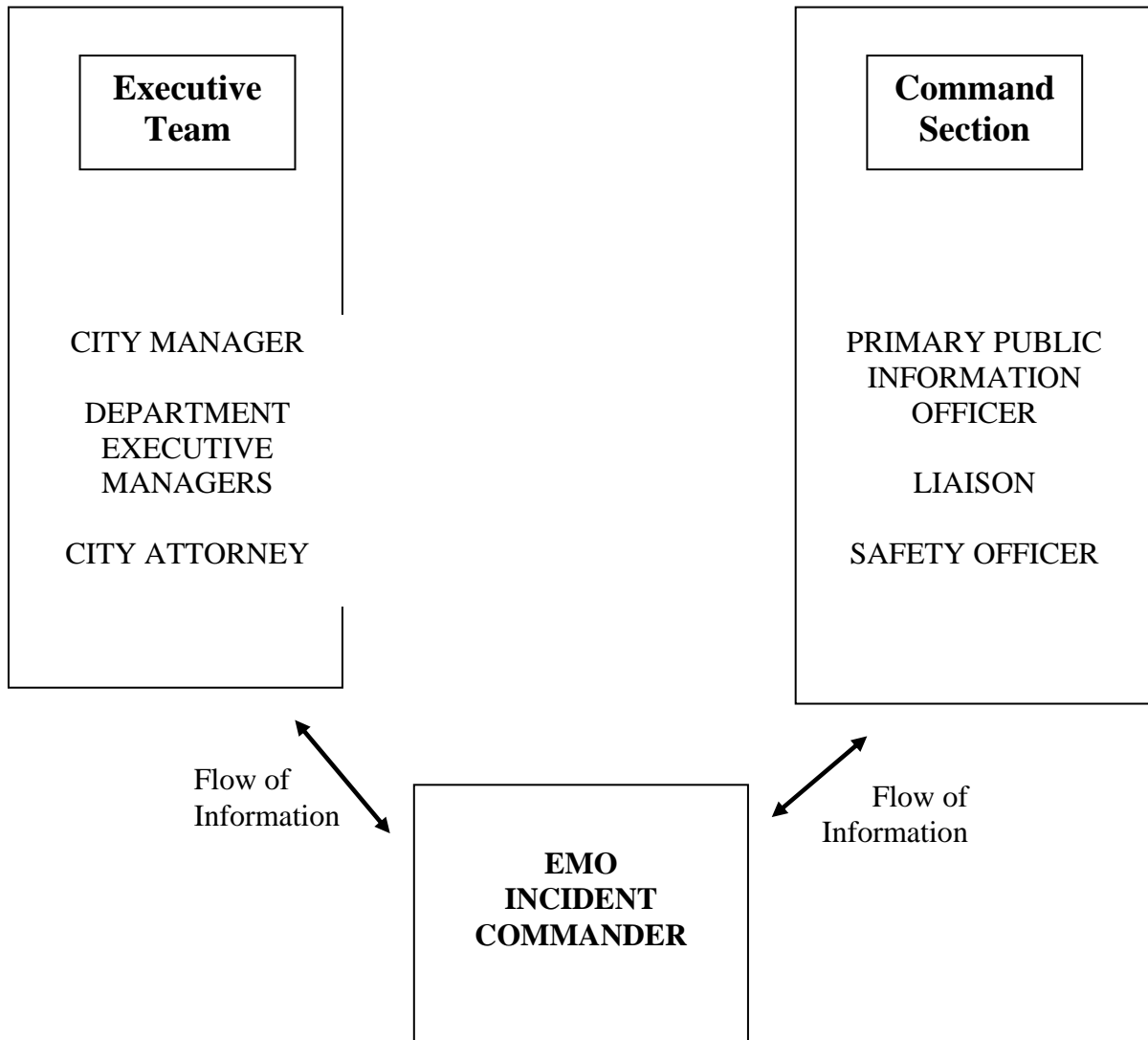
- Receive incident assignment and communications channel from appropriate individual;
- Receive briefing from immediate supervisor;
- Agency representatives from assisting agencies will report to Liaison Officer at EOC (or designated location) upon check-in;
- Radio communications regarding incident will be addressed as "(Incident Name) Communications";

- Radio transmissions will use clear text and ICS terminology (no codes);
- Acquire work materials;
- Organize and brief subordinates;
- Complete forms/reports required for assigned position; submit to Documentation Unit;
- Respond to demobilization orders;
- Brief subordinates on demobilization;
- Return to home department/agency (or other assignment) upon release.

**7.3.2 Emergency Management Organization Direction and Control**

See chart on the following page.

**CHAIN OF COMMAND**  
**Emergency Management Organization Annex**  
*Organizational Chart*



**7.4 PHASES OF EMERGENCY MANAGEMENT**

**7.4.1 Mitigation**

**→Departments Involved: N/A**

**7.4.2 Preparedness**

**→Departments Involved: Executive Team**

- Ensure Command staff and General staff have attended basic National Incident Management System, Incident Command System (NIMS ICS) training and annual trainings on emergency management; staff trained in ICS should receive a 4-hour refresher course every two years;
- Ensure staff designated for ICS positions receive the Oregon Emergency Management (OEM) course related to the positions they are designated to fill. The Emergency Management Committee (EMC) will conduct one tabletop exercise and one functional or full-scale exercise annually for EMO staff. The EOC will be tested during at least one of the annual exercises;
- The EMC will keep the Springfield Police Department EOC and back-up EOC, at Springfield City Hall, in a state of readiness. The Police Department EOC will be started up and tested by EMC a minimum of four times per year;
- Ensure the EMP, Functional Annexes, and other remaining components receive an annual review and are updated accordingly. The Resource Guide will receive a formal update biannually. Specific criteria are outlined in the front of the Resource Guide;
- Recommend ordinances that provide for emergency powers as well as promulgation of the EMP that will supersede other ordinances and procedures during a disaster situation.

**7.4.3 Response**

<b>→ Departments Involved:</b>	Fire & Life Safety Police Public Works Library Development Services Human Resources Public Information Staff
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<b>Position:</b>	<b>Mayor &amp; City Council</b>
<b>Responsible Department/Division:</b>	City Manager's Office
<b>Supervisor:</b>	N/A
<b>Reports to (location):</b>	N/A
<b>Applicable ICS Section:</b>	N/A

- Convene City Council for emergency session(s) [Mayor];
- Assist in communication and coordination efforts with elected officials of other government entities [Mayor];
- Coordinate emergency public information with City Manager’s Office (CMO) staff and Public Information Officer (PIO);
- Be available to address the community, and act as a conduit within their respective wards or evacuation centers, to disseminate information during the course of a disaster event;
- Meet, as needed, to provide policy direction and enact ordinances that reduce the impact to citizens. Examples include flood plain ordinances, land use and development codes, and anti-price-gouging ordinances;
- Determine funding levels through the budget for emergency mitigation, planning, response, and recovery activities.

<b>Position:</b>	<b>City Manager; City Attorney; Executive Team</b>
<b>Responsible Department/Division:</b>	City Manager's Office
<b>Supervisor:</b>	City Council
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	N/A

- Provide resources to ensure staff receives necessary training for managing emergency events, including maintenance of the EMP;
- City Manager (or designee) will appoint the IC, and a second shift IC, when it becomes apparent the event will extend into a second shift;

- Maintain communication and support with Mayor and City Council; stay informed of event status;
- Determine City services to be curtailed or modified during the course of an emergency, including determining an appropriate time for services to be restored;
- Provide policy guidance to the IC;
- Review critical press releases prior to release;
- Determine priorities for City resources;
- Recommend emergency ordinances to the Council; and
- Review ordinances for legal and liability issues [City Attorney].

## **7.5 INCIDENT COMMAND SYSTEM (ICS)**

The City of Springfield has selected the NIMS and the ICS as the method for managing emergency incidents. The ICS structure utilizes a standard format, defining operational and support functions, by providing a standard description and pre-defining duties and responsibilities for each function, and delineating lines of authority and communication.

The City Manager is responsible for appointing the IC and will coordinate appointment of the IC with the Department Head of the specific department assigned responsibility for the disaster.

### **7.5.1 Department responsibilities**

#### **7.5.1.1 Public Works**

- Weather related events, e.g., ice, snow, wind, flood;
- Volcano;
- Earthquake;
- Major infrastructure failure.

#### **7.5.1.2 Fire & Life Safety**

- Conflagration;
- Hazardous materials incident;
- Transportation/mass casualty incident.

#### **7.5.1.3 Police**

- Civil disturbance;
- Terrorist attack.

### **7.5.2 Incident Commander (IC)**

In charge of all operational aspects of an emergency, the IC also acts as a liaison between the Executive Team and operational staff activities. In addition, the IC is responsible for coordinating all efforts and determining necessary resources for any given emergency. The IC will determine which elements of the ICS will be implemented and may choose to delegate some duties.

### **7.5.3 Command Staff**

Command Staff includes the PIO, Liaison Officer, and Safety Officer, all of whom report directly to the IC.

### **7.5.4 General Staff**

General Staff includes the Operations Chief, Planning Chief, Logistics Chief, and Finance Chief, all of whom report directly to the IC.

<b>Position:</b>	<b>EMO IC</b>
<b>Responsible Department/Division:</b>	Varies – Appointed by City Manager
<b>Supervisor:</b>	Coordinate with Executive Team
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Command

The IC is the manager of emergency response activities, including developing and overseeing implementation of strategic goals and objectives and ordering release of necessary resources. The IC also acts as a liaison between the Executive Team and operational staff activities. The IC may choose to delegate certain duties.

Responsibilities include:

- Obtain incident briefing; assess situation;
- Identify and establish strategic goals and objectives; develop Incident Action Plan;
- Activate and brief appropriate positions. All functions not assigned by the IC are the responsibility of the IC;
- Determine information needs and inform staff of requirements;
- Ensure planning meetings are conducted, as required;
- Notify, and keep informed, City Manager and Executive Team on response and activity status of incident;
- Authorize implementation of Response portions of EMP, as needed;
- Approve requests for, and release of, additional resources;
- Authorize release of information to media;
- Authorize evacuation request;
- Coordinate staff activity;
- Request declaration of state of emergency from City Manager, as necessary;
- Approve plan for demobilization.

**7.6 COMMAND SECTION**

**7.6.1 Primary Public Information Officer**

<b>Position:</b>	<b>Primary Public Information Officer</b>
<b>Responsible Department/Division:</b>	City Manager’s Office
<b>Supervisor:</b>	EMO Incident Command
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Command

The Primary Public Information Officer (PPIO) is responsible for organizing and managing the emergency public information system and establishing guidelines for the release of public information. In addition to the responsibilities identified under NIMS ICS, as an EOC Command Staff member, the PPIO has the following added responsibilities:

- Establish contact with the Field Public Information Officer (FPIO)/spokesperson;
- Establish contact with media;
- Begin releasing lifesaving/health preservation instructions, and explain what City is doing to respond to emergency;
- Evaluate emergency and call in additional staff as needed;
- Contact CMO staff to confirm they have notified Mayor and City Council of emergency;
- In the event of a major, long-term emergency that is confined to the City of Springfield, appoint media spokesperson and open Joint Information Center (JIC). The JIC for both the Springfield Police EOC and the City Hall Backup EOC will be located adjacent to the EOCs. All information should be sent to JIC via courier, FAX, or e-mail;
- Establish a Public and Media Inquiry Phone Center (PMIC), located at Springfield Police, to support all EOC and JIC activations. Send emergency public information reports via courier;
- Assign public information liaison to open center for disaster information calls and rumor control at the backup EOC, if needed. Send emergency public information reports via courier, FAX, or e-mail. Refer to Public Information Staff Section in Resource Guide for addresses and phone numbers;
- Develop and maintain file for PIO employee time reports and submit reports to the Finance/Risk Management section;
- Gather time reports from all personnel assigned to public information and check that all identification is correct and signed;
- Close out time documents prior to personnel leaving incident;
- During emergencies of long duration, establish shift system to ensure public information employees get adequate rest and are able to check in with their families;
- Maintain media contact log and documentation.

**7.6.2 Safety Officer**

<b>Position:</b>	<b>Safety Officer</b>
<b>ICS Position No:</b>	3
<b>Responsible Department/Division:</b>	All
<b>Supervisor (during emergency):</b>	IC
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Command

The Safety Officer will monitor and assesses hazardous situations and develops procedures to ensure personal safety, including correcting unsafe actions through the IC (or without IC approval if immediate action is necessary); includes safety messages in incident plans.

Oregon Revised Statutes require a Safety Officer with requisite training to attend all related incidents. The IC will determine whether or not the Safety Officer needs the assistance of additional staff. Responsibilities include:

- Identify hazardous situations associated with incident;
- Identify potential unsafe situations;
- Exercise emergency authority to stop or prevent unsafe actions;
- Investigate accidents that occur within incident areas;
- Participate in planning meetings;
- Review and approve Incident Action Plan (IAP).

**7.6.3 Liaison Officer**

<b>Position:</b>	<b>Liaison Officer</b>
<b>ICS Position No:</b>	4
<b>Responsible Department/Division:</b>	CMO
<b>Supervisor (during emergency):</b>	EMO Incident Commander
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Command

Assigned by the IC in consultation with the City Manager, the Liaison Officer communicates information between Command staff and the assisting departmental representatives not part of the EMO. Responsibilities include:

- Obtain briefing from EMO IC;
- Identify representatives from each agency, including locations of communications links;
- Provide point of contact for assisting and/or cooperating agency representatives;
- Serve as contact for assisting departmental representatives;

- Establish work space;
- Monitor incident operations to identify potential inter-organizational problems;
- Interview agency representatives concerning resources, capabilities, and restrictions on use, and report on status at planning meetings;
- Maintain unit log.

**7.7 OPERATIONS SECTION**

The Operations Section manages all operations directly applicable to the primary mission, interpreting strategy established by the EMO IC, and implementing it tactically according to the EMP functional annexes. This section designates on-scene personnel (whose responsibilities are detailed in department manuals). The EMO IC may request that the Operations Section Chief operate on-scene.

**7.7.1 Operations Section Chief**

<b>Position:</b>	<b>Operations Section Chief</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety; Police; Public Works; (varies with incident type)
<b>Supervisor:</b>	EMO Incident Commander
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Operations

The Operations Section Chief will:

- Obtain briefing from EMO IC;
- Develop Operations portion of IAP;
- Brief and assign Operations personnel in accordance with IAP;
- Assess life safety, and adjust perimeters and evacuation plans as necessary;
- Determine need; request additional resources as needed;
- Evaluate situation and provide update to Planning Section;
- Organize section to ensure personnel safety and adequate span of control;
- Brief, assign, and supervise Operations Section personnel to execute operations;
- Report information about special activities, events, and occurrences to EMO IC;
- Maintain unit log.

**7.7.2 Branch Director**

<b>Position:</b>	<b>Branch Director</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety; Police; Public Works
<b>Supervisor:</b>	Operations Section Chief
<b>Reports to (location):</b>	Normal Duty Station or on-scene, if appropriate

<b>Applicable ICS Section:</b>	Operations
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The Branch Director will:

- Obtain briefing from Operations Section Chief;
- Develop alternatives for branch control operations with subordinates;
- Review, and modify as necessary, division and/or group assignments;
- Assign specific work tasks to division/group supervisors;
- Resolve logistical problems reported by subordinates;
- Report to Operations Chief if hazardous situations occur, actions must be modified, additional resources are needed, surplus resources are available, or significant events occur;
- Maintain unit log.

**7.7.3 Division/Group Supervisor**

<b>Position:</b>	<b>Division/Group Supervisor</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety; Police; Public Works
<b>Supervisor:</b>	Branch Director
<b>Reports to (location):</b>	Normal Duty Station or on-scene, if appropriate
<b>Applicable ICS Section:</b>	Operations

The Division/Group Supervisor will:

- Obtain briefing from Branch Director or Operations Chief;
- Identify resources assigned to division or group;
- Advise Communications and/or Resource Unit regarding changes in status of resources assigned to division or group;
- Coordinate activities with adjacent divisions/groups;
- Determine need for assistance on assigned tasks;
- Submit situation and resource status information to Branch Director or Operations Chief;
- Resolve logistical problems within division and/or group;
- Maintain unit log.

**7.7.4 Strike Team/Task Force Leader**

<b>Position:</b>	<b>Strike Team/Task Force Leader</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety; Police; Public Works
<b>Supervisor:</b>	Division/Group Supervisor
<b>Reports to (location):</b>	Normal Duty Station or on-scene, if appropriate
<b>Applicable ICS Section:</b>	Operations

The Strike Team/Task Force Leader will:

- Obtain briefing from Branch Director or Operations Chief;
- Obtain briefing from division/group Supervisor;
- Review and assign tasks to subordinates;
- Monitor work progress; revise as necessary;
- Coordinate activities with adjacent strike team and task forces;
- Submit situation and resource status reports to Branch Director;
- Report special events;
- Request logistical support;
- Maintain unit log.

**7.7.5 Staging Area Manager**

<b>Position:</b>	<b>Staging Area Manager</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety; Police; Public Works
<b>Supervisor:</b>	Operation Section Chief
<b>Reports to (location):</b>	Field Command Post
<b>Applicable ICS Section:</b>	Operations

The Staging Area Manager will:

- Obtain briefing
- Proceed to Staging area and establish layout;
- Determine support needs for equipment, feeding, sanitation, and security;
- Post areas for identification and traffic control;
- Respond to requests for resource assignments;
- Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area;
- Establish check-in procedures that document condition of equipment, materials, and resources;
- Report resource status changes as required;
- Maintain orderly condition of staging area;
- Maintain unit log.

**7.8 PLANNING SECTION**

**7.8.1 Planning Section Chief**

<b>Position:</b>	<b>Planning Section Chief</b>
<b>Responsible Department/Division:</b>	Varies with incident
<b>Supervisor:</b>	EMO Incident Commander
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Planning

The Planning Section is responsible for collection, evaluation, dissemination, and use of information regarding the development of an incident and the status of resources. Responsibilities include:

- Obtain briefing from EMO IC;
- Organize and staff section, as appropriate;
- Appoint Damage Assessment Director, and supervise damage assessment activities;
- Ensure resources are tracked;
- Compile and display incident status summary information;
- Assemble information regarding alternative strategies;
- Identify and utilize personnel familiar with incident area as advisors (or to staff appropriate functions);
- Provide periodic predictions on incident potential; develop contingency plans;
- Keep Operations Chief and IC apprised of changing weather conditions;
- Supervise preparation of IAP;
- Advise General staff of significant changes in incident status;
- Identify need for specialized resources;
- Provide incident traffic plan;
- Ensure coordination between Planning Section and Command staff;
- Prepare recommendations for release of resources; submit to IC;
- Maintain unit log.

**7.8.2 Resource Unit Leader**

<b>Position:</b>	<b>Resource Unit Leader</b>
<b>Responsible Department/Division:</b>	
<b>Supervisor:</b>	Varies
<b>Reports to (location):</b>	EOC or on-scene if appropriate
<b>Applicable ICS Section:</b>	Planning

The Resource Unit Leader will:

- Obtain briefing from Planning Section Chief;
- Collect, post, and maintain incident resource status, including personnel, apparatus, transportation and support vehicles;
- Maintain master list of resources checked in at incident;
- Organize and staff unit, as appropriate;
- Establish check-in function at specified locations;
- Prepare and maintain organization chart and resource assignment, if required by Planning Section Chief; [ICS form 201]
- Prepare Organization Assignment List [ICS form 203] and Organization Chart [ICS form 207] if necessary;
- Prepare appropriate parts of Division/Group Assignment Lists [ICS form 204] if necessary;

- Participate in Planning meetings as required by Planning Section Chief;
- Maintain unit log.

**7.8.3 Situation Unit Leader**

<b>Position:</b>	<b>Situation Unit Leader</b>
<b>Responsible Department/Division:</b>	Varies with Incident Type
<b>Supervisor:</b>	Planning Section Chief
<b>Reports to (location):</b>	EOC or on-scene if appropriate
<b>Applicable ICS Section:</b>	Planning

The Situation Unit Leader will:

- Obtain briefing from Planning Section Chief;
- Organize and staff unit as appropriate;
- Compile, maintain, and display incident status information;
- Provide situation evaluation and analysis for Command and Operations; prepare information on alternative strategies;
- Prepare predictions of incident potential at request of Command and Operations;
- Prepare information on contingency planning;
- Provide photographic services and maps;
- Provide updated weather information and track/report changing weather conditions;
- Participate in Planning meetings as required by Planning Section Chief;
- Prepare incident summary report;
- Prepare traffic plan, if needed;
- Maintain unit log.

**7.8.4 Documentation Unit Leader**

<b>Position:</b>	<b>Documentation Unit Leader</b>
<b>Responsible Department/Division:</b>	
<b>Supervisor:</b>	Planning Section Chief
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Planning

The Documentation Unit Leader will:

- Obtain briefing from Planning Section Chief;
- Establish and organize incident files;
- Establish photocopy service and respond to requests for copies;
- File and retain duplicate copies of official forms/reports;
- Check accuracy and completeness of records submitted for files; correct errors and/or omissions by contacting appropriate ICS units;
- Prepare incident documentation for Planning Section Chief upon request;

- Retain and store incident files for after-incident use;
- Maintain unit log.

**7.8.5 Demobilization Unit Leader**

<b>Position:</b>	<b>Demobilization Unit Leader</b>
<b>Responsible Department/Division:</b>	Varies with Incident Type
<b>Supervisor:</b>	Planning Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Planning

The Demobilization Unit is responsible for preparation of the Demobilization Plan for releasing resources obtained from outside the jurisdiction. The Unit's main task is assisting incident sections/units in ensuring that a safe, orderly, and cost-effective demobilization of personnel and equipment is accomplished. Responsibilities include:

- Obtain briefing from Planning Section Chief;
- Review incident resource records; determine probable size of demobilization effort required;
- Assess and fill unit needs for additional personnel, work space, and supplies;
- Obtain objectives, priorities, and constraints on demobilization from Planning Section Chief;
- Monitor ongoing Operations Section resource needs;
- Obtain identification and description of surplus resources and probable release times;
- Maintain unit log.

**7.8.6 Technical Specialist**

<b>Position:</b>	<b>Technical Specialist</b>
<b>Responsible Department/Division:</b>	Varies with Incident Type
<b>Supervisor:</b>	Planning Section Chief
<b>Reports to (location):</b>	Normal Duty Station, EOC or on-scene, if appropriate
<b>Applicable ICS Section:</b>	Planning

Technical specialists are advisors with special skills needed to support incident operations. Technical specialists often work in the Situation Unit but may be assigned anywhere in the ICS organization as needed:

- Obtain briefing from Planning Section Chief;
- Participate in development of IAC; review general control objectives, including alternative strategies;

- Conduct technical analysis in specialty area, e.g., weather, fire behavior, toxicology, geology;
- Apply special skills and knowledge to support incident operations;
- Complete and forward all necessary documentation.

**7.9 LOGISTICS SECTION**

**7.9.1 Logistics Section Chief**

<b>Position:</b>	<b>Logistics Section Chief</b>
<b>Responsible Department/Division:</b>	Public Works, Fire & Life Safety, Police
<b>Supervisor:</b>	EMO Incident Commander
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Logistics

Provides facilities, services, and materials to support incident response.

Responsibilities include:

- Obtain briefing from EMO IC;
- Organize Logistics Section;
- Assemble, brief, and assign work locations and preliminary work tasks to personnel;
- Identify service and support requirements for planned and expected operations;
- Review and assist in revising traffic plans;
- Determine system for request and release of additional resources (with approval from IC);
- Contact adjoining and mutual aid cooperators;
- Research availability of additional resources;
- Oversee general welfare and safety of section personnel;
- Review and assist in implementing evacuation plan;
- Develop communications and medical plans;
- Maintain unit log.

**7.9.2 Service Branch Director**

<b>Position:</b>	<b>Service Branch Director</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety, Police
<b>Supervisor:</b>	Logistics Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Logistics

Provides communications, food, and medical support. Depending on needs, Director may perform all tasks or request assistance from Unit leaders in Communications, Food, and Medical units. Responsibilities include:

- Obtain briefing from Logistics Section Chief;
- Determine level of service required to support operations;
- Confirm dispatch of branch personnel;
- Participate in planning meetings of Logistics section personnel;
- Review IAP;
- Organize and prepare assignments for service branch personnel;
- Coordinate activities of branch units;
- Inform Logistics Chief of branch activities;
- Resolve service branch problems;
- Maintain unit log.

**7.9.3 Communications Unit Leader**

<b>Position:</b>	<b>Communications Unit Leader</b>
<b>Responsible Department/Division:</b>	Police
<b>Supervisor:</b>	Service Branch Director
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Logistics

Communications Unit Leader will:

- Supervise Communications unit activities;
- Obtain briefing from Logistics Section Chief or Service Branch Director;
- Review IAP;
- Determine incident organization and communications plan;
- Assess communications systems in use; advise on capabilities/limitations;
- Prepare ICS communications plan for radio use;
- Determine need/availability of additional radios, phone systems; report activity, procurement to Supply Unit;
- Determine unit personnel needs; ensure adequate EOC staffing;
- Assess communications systems in use; advise on capabilities/limitations; document malfunctioning equipment; ensure faulty equipment is repaired/replaced;
- Supervise integration of volunteer Amateur Radio Operators into communications system;
- Act as liaison with other public safety communications agencies;
- Activate and supervise Emergency Reporting Centers, as needed. Set up Message Center location as required;
- Demobilize EOC as per Incident Demobilization Plan;
- Maintain unit log.

**7.9.4 Incident Dispatcher**

<b>Position:</b>	<b>Incident Dispatcher</b>
<b>Responsible Department/Division:</b>	Police/Communications
<b>Supervisor:</b>	Resource Leader
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Planning

The Incident Dispatcher is responsible for receiving and transmitting radio, phone, computer, and fax messages among and between personnel. Responsibilities include:

- Obtain briefing from Planning Section Chief or Resource Unit Leader regarding current status of resources currently assigned to incident, location of staging area, and the current level of protection for the City of Springfield;
- Obtain briefing from Communications Unit Leader regarding communications procedures, frequencies in use, networks to be established, equipment status, capabilities, limitations, and restrictions;
- Coordinate dispatch of resources with Central Lane 9-1-1;
- Ensure reasonable level of protection for entire Central Lane service area;
- Track/record status of resources (engines, aerials, water tenders, etc.) associated with the incident);
- Process special resource orders (tows, heavy equipment, air tankers, etc);
- Coordinate requests from field with Resource and/or Supply Unit;
- Provide briefing to relief personnel on current activities, equipment status, any unusual communications situations;
- Maintain incident message logs and records of significant or unusual events related to the Unit; turn all message logs and equipment documentation in to the Communications Unit Leader

**7.9.5 Food Unit Leader**

<b>Position:</b>	<b>Food Unit Leader</b>
<b>Responsible Department/Division:</b>	Library
<b>Supervisor:</b>	Service Branch Director
<b>Reports to (location):</b>	On-scene
<b>Applicable ICS Section:</b>	Logistics

The Food Unit Leader will:

- Obtain briefing from Logistics Section Chief;
- Identify location of food preparation, serving areas, number of incident personnel to be fed; determine most efficient method of providing food;
- Determine best method of feeding to fit each situation;
- Serve as City liaison to private or volunteer food services when activated;
- Contact, schedule, and supervise cooks and other unit personnel;

- Order supplies, equipment, and food from Supply Unit;
- Set up food equipment;
- Prepare menus; provide well-balanced meals;
- Ensure sufficient potable water;
- Oversee health and safety measures;
- Maintain inventory of food and check in food orders;
- Coordinate cost information with Finance Section;
- Coordinate transportation of food and drinks to scene with Ground Support;
- Maintain unit log.

**7.9.6 Medical Unit Leader**

<b>Position:</b>	<b>Medical Unit Leader</b>
<b>Responsible Department/Division:</b>	Fire & Life Safety
<b>Supervisor:</b>	Service Branch Director
<b>Reports to (location):</b>	On-scene
<b>Applicable ICS Section:</b>	Logistics

The Medical Unit Leader will:

- Obtain briefing from Service Branch Director or Logistics Section Chief;
- Determine level of emergency medical activities performed prior to unit activation;
- Activate Medical Unit;
- Prepare Medical Emergency Plan (MEP):
- Establish medical assembly and triage area, ambulance traffic route, landing zone for flights, and aid station location;
- Determine hazard specific information;
- Coordinate MEP with local hospitals;
- Declare major medical emergency as needed;
- Respond to requests for medical aid, transportation, and supplies;
- Prepare medical reports and submit reports as directed;
- Maintain unit log.

**7.9.7 Support Branch Director**

<b>Position:</b>	<b>Support Branch Director</b>
<b>Responsible Department/Division:</b>	Public Works
<b>Supervisor:</b>	Logistics Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Logistics

The Support Branch Director provides facilities, services, and materials to support incident response. Responsibilities include:

- Obtain briefing from Logistics Section Chief;
- Identify support branch personnel dispatched to incident;
- Determine initial support operations in coordination with Logistics Section Chief and Service Branch Director;
- Prepare initial organization and assignments for support operations;
- Assemble and brief support branch personnel;
- Determine whether assigned branch resources are sufficient;
- Maintain surveillance of assigned unit’s work progress and inform Section Chief of activities;
- Resolve any problems associated with requests from Operations Section;
- Maintain unit log.

**7.9.8 Supply Unit Leader**

<b>Position:</b>	<b>Supply Unit Leader</b>
<b>Responsible Department/Division:</b>	Finance
<b>Supervisor:</b>	Service Branch Director
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Logistics

The Supply Unit Leader will:

- Obtain briefing from Service Branch Director or Logistics Section Chief; determine charge code for incident;
- Determine type and amount of supplies and equipment on hand and en route;
- Designate area for receiving ordered supplies and equipment (work with Facilities Unit);
- Develop and implement safety and security requirements for supply areas;
- Order, receive, distribute, and store supplies and equipment;
- Maintain inventory of supplies and equipment;
- Receive and respond to requests for personnel, supplies, and equipment;
- Service reusable equipment;
- Maintain record of all orders; submit to Documentation Unit;
- Advise affected unit or section of changes in arrival times of requested resources;
- Maintain unit log.

**7.9.9 Facilities Unit Leader**

<b>Position:</b>	<b>Facilities Unit Leader</b>
<b>Responsible Department/Division:</b>	Public Works
<b>Supervisor:</b>	Support Branch Director
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Logistics

The Facilities Unit Leader will:

- Obtain briefing from Logistics Section Chief or Support Branch Director;
- Determine requirements for each emergency-related facility to be established;
- Prepare layout(s) of incident facilities and notify unit leaders of layout(s);
- Activate incident facilities;
- Provide base/facility managers, maintenance, and security services;
- Maintain unit log.

**7.10 FINANCE/RISK MANAGEMENT SECTION**

**7.10.1 Finance/Risk Management Section Chief**

<b>Position:</b>	<b>Finance/Risk Management Section Chief</b>
<b>Responsible Department/Division:</b>	Finance
<b>Supervisor:</b>	EMO Incident Commander
<b>Reports to (location):</b>	EOC
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Finance/Risk Management section will track equipment, facilities, and vehicle resource utilization. Responsibilities include:

- Obtain briefing from EMO IC;
- Attend planning meetings;
- Identify and order supply and support needs for Finance/Risk Management section;
- Develop operating plan for Finance/Risk Management functions;
- Inform EMO IC when section is fully functional;
- Prepare incident cost analysis for EOC staff as directed by EMO IC;
- Brief City administrative personnel on all incident-related business management issues and follow up accordingly;
- Meet with assisting and cooperating agencies as required;
- Provide input in all planning sessions on financial and cost analysis;
- Verify all personnel time records related to response activity, and transfer non-City records to home jurisdiction or agency;
- Participate in demobilization planning;
- Ensure that all obligation documents initiated by the incident are properly completed;
- Develop and maintain documentation needed to support claims for insurance recovery and FEMA reimbursement.
- Maintain unit log.

**7.10.2 Time Unit Leader**

<b>Position:</b>	<b>Time Unit Leader</b>
<b>Responsible Department/Division:</b>	Finance
<b>Supervisor:</b>	Finance/Risk Management Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Time Unit Leader is responsible for personnel and equipment time documentation. Responsibilities include:

- Obtain briefing from Finance/Risk Management Section Chief;
- Determine incident requirements for time recording;
- Contact participating agency representatives;
- Organize and staff Time Unit, as appropriate, including objectives and assignments;
- Ensure daily personnel and equipment time recording documents are prepared in compliance with City policy;
- Submit cost estimate data to Cost Unit as requested;
- Establish records security;
- Release time reports to respective agency representatives prior to demobilization;
- Brief Finance/Risk Management Section Chief on current problems, outstanding issues, and follow-up needs;
- Maintain unit log.

**7.10.3 Procurement Unit Leader**

<b>Position:</b>	<b>Procurement Unit Leader</b>
<b>Responsible Department/Division:</b>	Finance
<b>Supervisor:</b>	Finance/Risk Management Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Procurement Unit Leader is responsible for coordination of purchases, including purchase orders, accounts payable, and general financial resource needs through all phases of an emergency. Responsibilities include:

- Obtain briefing from Finance/Risk Management Section Chief;
- Develop incident procurement plan;
- Establish contact with supply vendors as needed;
- Prepare and sign emergency contracts and service agreements as needed;
- Provide cost data from contracts, rental agreements, etc., to Cost Unit Leader;
- Interpret contracts and resolve claims or disputes within delegated authority;
- Complete processing and submit documents for payment;

- Coordinate use of petty cash funds as necessary;
- Maintain unit log.

**7.10.4 Compensation/Claims Unit Leader**

<b>Position:</b>	<b>Compensation/Claims Unit Leader</b>
<b>Responsible Department/Division:</b>	Finance/HR
<b>Supervisor:</b>	Finance/Risk Management Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Compensation/Claims Unit Leader is responsible for managing all liability and Workers’ Compensation claims during the Response and Recovery phases of an emergency, including communication and coordination with the City’s insurance broker and insurance companies. Responsibilities include:

- Obtain briefing from Finance/Risk Management Section Chief;
- Establish contact with incident Safety Officer and Liaison Officer or department representatives;
- Ensure evidence is gathered and claims documentation is prepared for events involving damage to public or private properties that could result in claims against the City;
- Ensure evidence is gathered and claims documentation is prepared for events involving damage to City property to support insurance claims;
- Provide analysis of injuries and coordinate with Safety Officer;
- Process Workers’ Compensation claims;
- Apprise Finance/Risk Management Chief on unit status and activity;
- Maintain unit log.

**7.10.5 Compensation for Injury Specialist**

<b>Position:</b>	<b>Compensation for Injury Specialist</b>
<b>Responsible Department/Division:</b>	Finance/HR
<b>Supervisor:</b>	Compensation/Claims Unit Leader
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Compensation Injury Specialist will:

- Obtain briefing from Compensation/Claims Unit Leader or Finance/Risk Management Section Chief;
- Establish procedures with Operations on prompt notification of injuries or deaths;
- Establish contact with Incident Safety Officer and agency representatives;
- Report on status of hospitalized personnel;
- Obtain witness statements from Safety Officer and others;

- Maintain injury log with analysis of injuries occurring during incident;
- Arrange for notification of next of kin for seriously injured or deceased employees;
- Coordinate administrative paperwork on serious injuries or death;
- Maintain unit log.

**7.10.6 Claims Specialist**

<b>Position:</b>	<b>Claims Specialist</b>
<b>Responsible Department/Division:</b>	Finance/HR
<b>Supervisor:</b>	Compensation/Claims Unit Leader
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Claims Specialist will:

- Obtain briefing from Compensation/Claims Unit Leader or Finance/Risk Management Section Chief;
- Develop and maintain log of potential claims;
- Coordinate claims prevention plan with applicable incident functions;
- Initiate investigation of all claims other than personal injury;
- Coordinate with investigation team as necessary;
- Obtain witness statements pertaining to claims other than personal injury;
- Document incomplete investigations and follow-up, as needed, by City;
- Keep Compensation/Claims Unit Leader advised on nature and status of all claims;
- Maintain unit log.

**7.10.7 Cost Unit Specialist**

<b>Position:</b>	<b>Cost Unit Specialist</b>
<b>Responsible Department/Division:</b>	Finance
<b>Supervisor:</b>	Finance/Risk Management Section Chief
<b>Reports to (location):</b>	Normal Duty Station
<b>Applicable ICS Section:</b>	Finance/Risk Management

The Cost Unit Specialist is responsible for collecting all cost data and providing cost estimates for an event. Responsibilities include:

- Obtain briefing from Finance/Risk Management Section Chief;
- Obtain and record all cost data;
- Summarize incident costs by operational period or as directed by Finance/Risk Management Section Chief;
- Estimate resource use costs for planning;
- Recommend cost savings to Finance/Risk Management Section Chief;
- Maintain cumulative incident cost records;

- Complete all records accurately prior to demobilization;
- Maintain unit log.

Annex A, Emergency Mgmt Organization ..... 7-1

Assumptions

    Emergency Mgmt Organization..... 7-1

Chart

    Emergency Mgmt Organization..... 7-3

City Attorney ..... 7-6

City Council..... 7-6

City Manager ..... 7-6

Claims Unit Leader..... 7-24

Compensation Unit Leader ..... 7-24

Development Services ..... 7-6

EMC (Emergency Management Committee) ..... 7-5

Emergency Management Committee (EMC) ..... 7-5

Emergency Mgmt Plan (EMP) ..... 7-1

EMO

    Branch Director..... 7-11

    Chain of Command ..... 7-2

    Claims Specialist..... 7-25

    Command Staff..... 7-8

    Communications Unit Leader ..... 7-18

    Compensation for Injury Specialist..... 7-24

    Compensation/Claims Unit Leader ..... 7-24

    Cost Unit Specialist ..... 7-25

    Demobilization Unit Leader ..... 7-16

    Division/Group Supervisor ..... 7-12

    Documentation Unit Leader..... 7-15

    Finance Chief..... 7-8

    Finance Section Chief..... 7-22

    Finance/Risk Mgmt Section Chief..... 7-22

    Food Unit Leader ..... 7-19

    Function ..... 7-1

    General Staff..... 7-8

    Incident Commander..... 7-7, 7-8

    Incident Dispatcher ..... 7-19

    Liaison Officer ..... 7-10

    Logistics Chief ..... 7-8

    Logistics Section Chief ..... 7-17

    Medical Unit Leader ..... 7-20

    Operations Chief..... 7-8

    Operations Section..... 7-11

    Operations Section Chief ..... 7-11, 7-12

    Planning Chief ..... 7-8

    Planning Section Chief ..... 7-13

    Procurement Unit Leader..... 7-23

    Public Information Officer..... 7-9

    Resource Unit Leader ..... 7-14

    Risk Mgmt Section Chief..... 7-22

    Safety Officer..... 7-10

    Service Branch Director..... 7-17

    Situation Unit Leader..... 7-15

    Staging Area Manager ..... 7-13

    Strike Team..... 7-12

    Supply Unit Leader ..... 7-21, 7-23

    Support Branch Director ..... 7-20

    Task Force Leader ..... 7-12

    Technical Specialist ..... 7-16

EMO (Emergency Mgmt Organization) ..... 7-1

EOC

    Springfield Police ..... 7-5

    City Hall..... 7-5

EOC (Emergency Operations Center) ..... 7-5

Executive Team ..... 7-5, 7-6

Fire & Life Safety..... 7-6

Hazardous Situation..... 7-10

Hazards

    Exposure to ..... 7-1

    Technological ..... 7-1

ICS (Incident Command System) ..... 7-5

    Personnel, Instructions for ..... 7-2

Incident Command Sys..... 7-7

Incident Command System (ICS) ..... 7-1, 7-5

Library

    Library Services)..... 7-6

Mayor ..... 7-6

Mitigation

    Emergency Mgmt Organization..... 7-5

National Incident Management Sys ..... 7-1, 7-7

National Incident Mgmt Sys,, ..... 7-5

NIMS ..... 7-1

NIMS ICS ..... 7-5, 7-7, 7-9

OEM (Oregon Emergency Mgmt)..... 7-5

Police ..... 7-6

Preparedness

    Emergency Mgmt Organization..... 7-5

Public Information Staff ..... 7-6

Public Works ..... 7-6

Purpose

    Emergency Mgmt Organization..... 7-1

Recovery ..... 7-6

Responsibilities

    Fire & Life Safety ..... 7-7

    Police Department..... 7-7

    Public Works Department..... 7-7

Situation

    Emergency Mgmt Organization..... 7-1