



128 S Main St.
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<http://cityofcondon.com/>

AGENDA
REGULAR CITY COUNCIL MEETING
128 S. MAIN STREET, CONDON, OR 97823
WEDNESDAY, SEPTEMBER 2, 2026, 7:00 PM

Zoom Information
Meeting ID: 822 9252 4443
Passcode: 371552

<https://us02web.zoom.us/j/82292524443?pwd=46UoExsQPwMloGLsS91Bv8yIk0PrtS.1>

1. **CALL REGULAR MEETING TO ORDER**
2. **ROLL CALL**
3. **ADDITIONS TO AGENDA**
4. **PUBLIC COMMENT**
 - 4.1. The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes. Please state your full name and physical address before giving discussion or comment. Complaints or grievances against city staff should be submitted in writing for the council to consider.
 - 4.2. Correspondence
 - 4.3. Police & Fire – Gilliam County Sheriff Gary Bettencourt
5. **CONSENT AGENDA**
 - 5.1. Review and Approve City Council Meeting Minutes and Executive Session Minutes from August 5, 2026
 - 5.2. Review Finance Committee Meeting/Work Session Minutes from August 17, 2026
 - 5.3. Review AP and VISA Statement from August 2026
6. **OLD BUSINESS**
 - 6.1. Review and Approve City Recorder/Administrative Assistant Job Description to fix error in FSLA Status
 - 6.2. Review and Approve City Administrator and City Recorder contracts
 - 6.3. Housing Update
7. **NEW BUSINESS**
 - 7.1. Gilliam County Emergency Management Plan
 - 7.2. Review and Approve Swimming Pool Lease with Condon School District 25J and review and approve IGA for Swimming Pool Operations with Gilliam County
 - 7.3. OLCC License Renewals - BPOE #1869, Dino Mart LLC, Murray's Drugs, Inc./Murray's Condon Pharmacy, Two Boys Meat & Groceries, Inc, and WSC, LLC/Wild Sage Restaurant
8. **STAFF REPORTS**
 - 8.1. Public Works – Public Works Superintendent Gibb Wilkins
 - 8.2. Administration – Interim City Administrator Gibb Wilkins
9. **EXECUTIVE SESSION**
 - 9.1. **Executive Session — ORS 192.660 (2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**
10. **COUNCIL INFORMATION**
 - 10.1. Port of Arlington Environmental Sentry Corp Former Condon Grade School Cleanup Public Meeting, Memorial Hall, September 8th, 2026 5:30pm

11. NEXT REGULAR MEETING DATE

11.1. October 7th 2026 7:00 pm Condon City Hall council Chambers

12. ADJOURN REGULAR MEETING

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours prior to the meeting. Please contact Condon City Hall at (541) 384-2711 to make a request for an interpreter or other accommodations.

Agenda prepared and distributed 8/26/2026

Condon City Administrator

From: Jennifer Hall <jen.arnst@gmail.com>
Sent: Monday, August 17, 2026 9:13 AM
To: Councilor Jan Stinchfield; Councilor Hanna Bass; Condon City Administrator
Cc: Councilor Michael Durfey; Councilor Eli Caudill; Councilor Tom Fatland; Councilor Jeremy Kirby
Subject: Finance committee meeting public comment - August 17th, 2026 at 11am

Council Members of the Finance Committee,

I am away from Condon and unavailable to attend this meeting. Please include this public comment as part of the public record for today's finance meeting. Thank you.

I am writing to express my concerns regarding the proposed contracts for Gibb Wilkins as City Administrator and Jessica Isley as City Recorder, particularly regarding the severance provisions, compensation, and potential conflicts of interest in the decision-making process.

My concern is that these provisions could create significant financial liability for the City and, ultimately, Condon taxpayers. While contracts do not necessarily eliminate the Council's ability to make future personnel changes, they can make those changes significantly more costly if contractual obligations, including severance, are triggered. I believe the financial implications should be fully understood before these contracts are approved.

It also appears the job descriptions approved on August 5th do not align with the job duties laid out in these contracts.

I also continue to have concerns regarding potential **conflicts of interest involving Councilors Hanna Bass and Jan Stinchfield**, particularly when it comes to decisions affecting Jessica Isley's compensation and positions with the City.

Councilor Bass employs Jessica at Summit Springs, creating a direct employment relationship outside of the City. Councilor Stinchfield is a close personal friend of Jessica and her husband, and Jan and her husband have also previously employed Jessica.

Additionally, on **August 5, immediately following a particularly contentious City Council meeting concerning these personnel matters, Jessica left the meeting and went to the Condon Elks Lodge, where she had dinner and drinks with Councilor Stinchfield and her husband.** Given that the meeting had just involved contentious discussion regarding Jessica's position and compensation, I believe this creates, at minimum, a legitimate appearance-of-conflict concern.

I am not suggesting that a personal relationship automatically means someone has acted improperly. However, **the appearance of a conflict matters**, particularly when elected officials are participating in decisions regarding an individual's pay, employment status, job duties, and contractual benefits.

For that reason, I question whether the Finance Committee can reasonably be viewed as completely impartial when considering these contracts and related financial matters. At a minimum, I believe any

member with a personal or employment relationship with Jessica should disclose that relationship and consider whether participating in these decisions creates an actual conflict or an appearance of a conflict.

The City is considering agreements that could have significant and potentially long-term financial consequences for taxpayers. These decisions should be based on objective financial analysis, transparency, and what is in the best interest of the City—not personal relationships or existing loyalties.

I respectfully ask the Finance Committee to carefully evaluate the proposed contracts, including the compensation and severance provisions, and to address the potential conflicts and appearance of conflicts before making any recommendation or taking further action.

The taxpayers of Condon deserve confidence that these decisions are being made **fairly, independently, transparently, and in the best financial interest of the City.**

Also worth noting, I have requested the pay salary range for the advertised position for City Administrator in July/August 2025 and a copy of Kathryn's contract with the City and as of this writing I have not received a response to either email.

Thank you for your consideration.

Jennifer Hall

Sent from my iPhone



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone GSOC

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Abandoned Vehicle	2	6.25
Agency Assistance	2	6.25
Animal Bite/Attack	1	3.13
Assault	1	3.13
Call-Back Request	1	3.13
Serving Civil	2	6.25
Code Enforcement	1	3.13
Follow-Up Investigation	1	3.13
Juvenile Problem	2	6.25
Missing/Overdue Person	2	6.25
Parking Problem	1	3.13
Panic/Burglary Alarm	1	3.13
Radio Outage	4	12.50
Subject Stop	1	3.13
Suspicious Person/Circumstance	1	3.13
Vehicle Stop	6	18.75
Trespass	1	3.13
Vehicle Check	1	3.13
Welfare Check	1	3.13

Total reported: 32

Report Includes:

All dates between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies, All zones matching `GSOC`



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Unknown Emergency	1	0.29
911 Open Line	1	0.29
Abandoned Call	1	0.29
Abandoned Vehicle	5	1.45
Agency Assistance	6	1.73
Animal Bite/Attack	1	0.29
Animal/Dog Complaint	1	0.29
Assault	1	0.29
Burglary	1	0.29
Call-Back Request	3	0.87
Civil Problem/Service	9	2.60
Serving Civil	3	0.87
Code Enforcement	5	1.45
Referral or Assist	1	0.29
Disturbance/Verbal/Argument	1	0.29
Driving Complaint	23	6.65
Drug or Narcotics Violation	1	0.29
Extra Patrol Request	1	0.29
Follow-Up Investigation	13	3.76
Traffic Hazard	4	1.16
Hit & Run	1	0.29
Information Report	2	0.58
Juvenile Problem	2	0.58
Littering / Illegal Dumping	1	0.29
Livestock Incidents	2	0.58
Missing/Overdue Person	2	0.58
Motorist Assist	31	8.96
Motor Vehicle Crash	2	0.58
Noise Complaint	1	0.29
Parking Problem	4	1.16
Panic/Burglary Alarm	1	0.29
Lost/Found Property	7	2.02
Public Assist	2	0.58
Radio Outage	1	0.29
Restraining Order Violation	3	0.87
Search Warrant	1	0.29
Subject Stop	2	0.58
Suspicious Person/Circumstance	8	2.31
Theft/Shoplift	2	0.58
Vehicle Stop	173	50.00
Trespass	2	0.58
Unwanted	1	0.29
Vehicle Check	4	1.16
Warrant Service	1	0.29

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Welfare Check	8	2.31

Total reported: 346

Report Includes:

All dates between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies matching `GCSO`, All zones



Gilliam County Sheriff's Office

Total CAD Calls Received, by Nature of Call in Zone GSOA

<u>Nature of Call</u>	<u>Total Calls Received</u>	<u>% of Total</u>
Agency Assistance	1	1.54
Burglary	1	1.54
Call-Back Request	1	1.54
Civil Problem/Service	8	12.31
Serving Civil	1	1.54
Code Enforcement	3	4.62
Driving Complaint	2	3.08
Drug or Narcotics Violation	1	1.54
Follow-Up Investigation	6	9.23
Motorist Assist	1	1.54
Parking Problem	2	3.08
Lost/Found Property	6	9.23
Public Assist	2	3.08
Restraining Order Violation	2	3.08
Search Warrant	1	1.54
Suspicious Person/Circumstance	1	1.54
Theft/Shoplift	1	1.54
Vehicle Stop	22	33.85
Welfare Check	3	4.62

Total reported: 65

Report Includes:

All dates between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All nature of incidents, All cities, All types matching `I`, All priorities, All agencies, All zones matching `GSOA`



Gilliam County Sheriff's Office

Total Traffic Citation Report, by Area

<u>Area</u>	<u>Citations</u>	<u>Violations</u>
[No code entered]	2	2
GCSO Gilliam County	149	149
GSOA ARLINGTON	6	6
GSOC CONDON	3	3

Report Totals	160	160
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Report Includes:

All dates of issue between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All agencies matching `GCSO`, All issuing officers, All areas, All courts, All offense codes, All dispositions, All citation/warning types



Gilliam County Sheriff's Office

Law Incident Summary Report, by Incident Number

Agency: Gilliam County Sheriffs Office

<u>Number</u>	<u>Time and Date</u>	<u>Nature</u>	<u>Location</u>	<u>Dsp</u>
G26-166	09:29:45 08/01/26	Mvc	GCSO	CLD
G26-167	08:00:00 08/05/26	Follow-Up	GSOA	ACT
G26-168	00:00:29 08/02/26	Drugs	GSOA	CAA
G26-169	10:50:45 08/02/26	Civil	GSOA	CLD
G26-170	13:06:14 08/02/26	Property	GCSO	CLD
G26-171	14:19:24 08/02/26	Theft	GSOA	CLD
G26-172	16:44:28 08/03/26	Suspicious	GSOC	INA
G26-173	08:04:57 08/04/26	Drugs	GSOA	ADM
G26-174	11:19:19 08/06/26	Code	GSOA	CIV
G26-175	12:02:14 08/06/26	Code	GSOA	CLD
G26-176	15:27:55 08/07/26	Burglary	GCSO	INA
G26-177	17:08:54 08/07/26	Property	GCSO	INA
G26-178	19:42:51 08/07/26	Pursuit	GCSO	CAA
G26-179	17:00:22 08/08/26	Traffic Stop	GCSO	CAA
G26-180	17:06:19 08/08/26	Littering	GCSO	INA
G26-181	14:40:34 08/11/26	Mvc	GCSO	CLD
G26-182	09:50:06 08/12/26	Agency Assist		CLD
G26-183	19:21:00 08/12/26	Roviol	GSOA	RDA
G26-184	19:11:41 08/14/26	Duii	GSOA	CAA
G26-185	00:50:44 08/16/26	Duii	GCSO	CAA
G26-186	09:40:20 08/21/26	Agency Assist	SSOR	CJA
G26-187	08:43:50 08/23/26	Assault	GSOC	CAA
G26-188	19:19:07 08/23/26	Drive Complaint	GCSO	CAA
G26-189	08:40:36 08/25/26	Roviol	GSOC	RDA
G26-190	17:50:15 08/26/26	Property	GSOA	CLD
G26-191	23:34:37 08/26/26	Information	GCSO	ACT
G26-192	10:41:10 08/28/26	Drive Complaint	GCSO	

Total Incidents for This Agency: 27

Total reported: 27

Report Includes:

All dates between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All agencies matching `GCSO`, All officers, All dispositions, All natures, All locations, All cities, All clearance codes, All observed offenses, All reported offenses, All offense codes, All circumstance codes



Gilliam County Sheriff's Office

Total Traffic Warning Report, by Area

<u>Area</u>		<u>Warnings</u>	<u>Violations</u>
GCSO	Gilliam County	29	29
GSOA	ARLINGTON	7	7
GSOC	CONDON	3	3

Report Totals:	39	39
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Report Includes:

All dates between `00:00:00 08/01/26` and `23:59:00 08/31/26`, All agencies matching `GCSO`, All issuing officers, All areas, All violations



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**MINUTES
REGULAR CITY COUNCIL MEETING
128 S. MAIN STREET, CONDON, OR 97823
WEDNESDAY, AUGUST 5, 2026, 7:00 PM**

1. CALL REGULAR MEETING TO ORDER

Council President Jan Stinchfield called the meeting to order at 7:00 pm.

2. ROLL CALL

Present:

Council - Council President Jan Stinchfield, Councilor Jeremy Kirby, Councilor Eli Caudill, Councilor Michael Durfey, Councilor Hanna Bass, Councilor Tom Fatland

Staff - Interim City Recorder Jessica Isley, Interim City Administrator & Public Works Superintendent Gibb Wilkins

Guests: City Attorney Wyatt Baum (Zoom), Gilliam County Sheriff's Office Corporal Mike Walker, Anja Mundy (Zoom), Darryl Houghtelling (Zoom), Michael Miller (Zoom), SJR (Zoom), Sara Whatley (Zoom), Lori Anderson, Jackie Hardie, Mike Cronk, Dawn Parm, Jennifer Hall

3. ADDITIONS TO AGENDA

None.

4. PUBLIC COMMENT

- 4.1. The council may hear discussion of unannounced items from the floor and comments on the agenda items. Comments are limited to five (5) minutes. Please state your full name and physical address. Complaints or grievances against city staff should be submitted in writing for the council to consider.**

Dawn Parm 229 S A St — Gave a partial public comment when she was stopped for attempting to complain or criticize a city employee.

Jennifer Hall 429 N Church St. — Questioning why some meetings have allowed questions outside public comment and not others. Commented on the qualifications of the City Administrator job description. Commented on the employee handbook. Wants the rules changed for electric bikes and scooters on Main St.

- 4.2. Police & Fire – Gilliam County Sheriff Gary Bettencourt**

Corporal Mike Walker - Busy the last month with the fires. Hired a new person who will be in Condon and will have more of a presence in Condon. Councilor Fatland — concerned about the motorized bicycles as well, Wilkins states that the ordinance bans any bicycles on sidewalks. Corporal Walker will pull the city and state information and share with the department.

5. CONSENT AGENDA

- 5.1. Approve payment of \$55,977.56 to CIS Oregon for Property and Liability Insurance**

Councilor Bass motioned to approve the payment of \$55,977.56 to CIS Oregon for Property and Liability Insurance. Seconded by Councilor Fatland. All in favor: Councilor Bass, Councilor Fatland, Councilor Kirby, Councilor Durfey, Councilor Caudill. Opposed: None. Abstain: None.

- 5.2. Review and approve July 1, 2026, meeting minutes**

Councilor Fatland made the motion to approve the July 1, 2026, meeting minutes. Seconded by Councilor Bass. All in favor: Councilor Fatland, Councilor Bass, Councilor Kirby, Councilor Durfey, Councilor Caudill. Opposed: None. Abstain: None.

- 5.3. Review and approve July 1, 2026, executive session minutes**

Councilor Fatland made the motion to approve the July 1, 2026, executive session minutes. Seconded by Councilor Bass. All in favor: Councilor Fatland, Councilor Bass, Councilor Kirby, Councilor Durfey, Councilor Caudill. Opposed: None. Abstain: None.

5.4. Review AP and VISA statements from June 2026 (2nd AP run for end of fiscal year)

Councilor Fatland asked about the purchase for concrete and Wilkins explained that this was part of the cost share for the sidewalk.

5.5. Review AP from July 2026

No questions.

5.6. Review AP and VISA statement from Period 13

No questions.

6. OLD BUSINESS**6.1. Housing Update**

Wilkins - Engineering cost estimate is \$3 million, which is about \$55,000 per lot for 54 lots. Building in phases. Had a meeting with Jill Catherine with MCEDD. Lots would be 5000 sq ft lots and would like to get the cost down to about half of the \$55,000. Engineering is completely done. Phase 1 is approx. 22 lots. Phase 2 is 10 lots and the rest of the lots are in phase 3. Council would like Wilkins to go forward on the fairway housing. MIRL program is on hold as there is a discussion between the Department of Revenue, Oregon Housing Community Solutions and the state tax collectors. Wilkins would still like to move forward with getting the ordinance into effect. The grade school project is waiting for SHPO to sign off but will have to have a public hearing before starting the abatement. Councilor Durfey asked about the public hearing with Wilkins stating that they have to have at least 1 but cannot have that until everyone signs off on it.

7. NEW BUSINESS**7.1. Accept Dustan Hall's resignation letter from the office of Mayor and declare the position open.**

Councilor Fatland made the motion to accept Dustan Hall's resignation letter from the office of Mayor and declare the position open. Seconded by Councilor Kirby. All in favor: Councilor Kirby, Councilor Durfey, Councilor Fatland, Councilor Bass, Councilor Caudill. Opposed: None. Abstain: None.

Question about appointing a mayor or waiting until the election. City Attorney Baul suggests waiting until the election. Councilor Fatland agrees.

7.2. Review and Approve Job Descriptions for Public Works Superintendent/City Administrator and Administrative Assistant/City Recorder

Councilor Fatland moved to approve the job descriptions for Public Works Superintendent/City Administrator and Administrative Assistant/City Recorder. Seconded by Councilor Bass. All in favor: Councilor Fatland, Councilor Bass, Councilor Caudill, Councilor Kirby, Councilor Durfey. Opposed: None. Abstain: None.

7.3. Review and Approve Contracts for Public Works Superintendent/City Administrator and Administrative Assistant/City Recorder

Isley's contract wasn't ready yet. Approval for Wilkin's contract was tabled. The finance committee will meet with both Wilkins and Isley to discuss salary.

Both Wilkins and Isley have tentatively accepted the roles of Public Works Superintendent/City Administrator (Wilkins) and Administrative Assistant/City Recorder (Isley) pending contract negotiations.

7.4. Bank of Eastern Oregon Signature Card Change — Removing former Mayor Dustan Hall and retaining City Administrator Gibb Wilkins, Councilor Jan Stinchfield and Councilor Jeremy Kirby as authorized signers for the Bank of Eastern Oregon accounts ending in 1330 and 3673. And affirming that the City of Condon requires two signatures on the checks.

Councilor Tom Fatland motioned to remove former Mayor Dustan Hall and retain City Administrator Gibb Wilkins, Councilor Jan Stinchfield and Councilor Jeremy Kirby as authorized signers for the Bank of Eastern Oregon accounts ending in 1330 and 3673. And affirming that the City of Condon requires two signatures on the checks. Seconded by Councilor Michael Durfey. All in favor: Councilor Fatland, Councilor Durfey, Councilor Bass, Councilor Kirby, Councilor Caudill. Opposed: None. Abstain: None.

7.5. Condon Early Learning Center Donation Request

Councilor Durfey recused himself from this discussion due to a conflict of interest. Councilor Kirby recused himself from this discussion due to a conflict of interest. Wilkins states he is on the Condon Early Learning Center board but does not receive any financial compensation.

Councilor Bass moved to donate \$20,000 to the Condon Early Learning Center. Seconded by Councilor Caudill. All in favor: Councilor Bass, Councilor Caudill, Councilor Fatland. Opposed: None. Abstain: Councilor Durfey, Councilor Kirby.

7.6. Consider appointing a member of the Council to the Gilliam County Fire Services Board

Councilor Caudill volunteered to be on the Gilliam County Fire Services Board.

7.7. Review and Approve City of Condon Paid Leave Oregon Policy

Consensus to review this policy and will table approval until the next council meeting.

7.8. Review and Approve update to City of Condon Handbook Social Media Policy Update

Changes to the employee handbook social media policy were sent in by City Attorney Baum, who states that this is the LOC policy which many cities use. Councilor Fatland asked if City Attorney Baum was okay with this policy and he stated yes. Attorney Baum explained the policy and said that it's important that the city not take any action against employee's personal pages. 3e will be removed as it's a duplicate of 4. Wilkins will clean this up and present it at the next council meeting for approval.

8. STAFF REPORTS**8.1. Public Works – Public Works Superintendent Gibb Wilkins**

12.9 million gallons of drinking water was pumped up the hill. We did not get the Small Cities Allotment Grant, we were beat out by Lakeview by 1 point. The Cottonwood line was delayed as it would have shut off the water to the fire camp, so it was started today. A shout-out to both public works employees, Aaron Fitzsimmons and Jake Cooper, for going above and beyond by being flexible and supporting the fire camp. Councilor Durfey asked about the sidewalk project. Wilkins states he is still waiting on the engineering for phase 2. Phase 1 is from the Bus Barn to the Drive-In is now scheduled for September 8. I would like to get the engineering out quickly enough that we can award the bid at the September meeting, since this does have a timeline, though the county has been very generous in the past extending the timeline. Wilkins also mentioned that there was a request to really focus on the puncture vine around town.

8.2. Administration – Interim City Administrator Gibb Wilkins

Upgrading the city codes just to bring us into compliance with state laws will cost \$3,000 instead of \$20,000. Bettencourt - RV ordinance and wants to go to a permit system if we allow RVs. The RV ordinance is tucked away in a bunch of things, so I would like to bring it to its own ordinance. Have discussed doing something with Linus Pauling in the past, Wilkins met people from the Linus Pauling Institute and spoke with them about possibly getting a statue, but they also recommended putting a plaque in the mini park where his dad's store was. Councilor Durfey mentioned that the Gilliam County SWCD's mini park is on their 3rd or 4th tree, and they cannot get anything to grow and wanted to know if we would part with the flag pole at the old grade school so they could put it there instead. Councilor Fatland asked if they would need to go through something special since the SWCD's mini park is in the historical district. Wilkins states they will probably have to go through the planning process.

9. EXECUTIVE SESSION**9.1. Executive Session — ORS 192.660 (2)(b) To consider the dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent who does not request an open hearing.**

Executive session entered at 7:50pm. Returned to open session at 8:00pm. Consensus to continue the investigation.

10. COUNCIL INFORMATION**10.1. Candidate Filling Forms for November Election due 3:00 pm August 17th 2026****10.2. One position on the Planning Commission Remains Vacant****11. NEXT REGULAR MEETING DATE****11.1. September 2nd 2026, 7:00 pm****12. ADJOURN REGULAR MEETING**

The meeting was adjourned by Council President Jan Stinchfield at 8:01pm.

Jan Stinchfield, Council President

ATTEST: _____ Date _____

Gibb Wilkins Interim City Administrator



128 S Main St.
PO Box 445
Condon, OR 97823
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**CITY OF CONDON
WORK SESSION AGENDA
FINANCE COMMITTEE WORK SESSION
Monday, August 17, 2026, 11:00 AM
CONDON CITY HALL**

1. CALL THE MEETING TO ORDER

Councilor Jan Stinchfield called the meeting/work session to order at 11:00 am.

Present: Councilor Jan Stinchfield, Councilor Hanna Bass, Interim City Administrator Gibb Wilkins, Interim City Recorder Jessica Isley, Mike Cronk, Jen Hall (Zoom)

Councilor Stinchfield acknowledged receiving a letter from Jennifer Hall but states that there is no public comment in committee meetings.

2. DISCUSS

2.1. Discuss contract and compensation for City Administrator/Public Works Superintendent and Administrative Assistant/City Recorder

Wilkins - Contract is for the City Administrator position and the job duties description is for both the Public Works Superintendent and City Administrator positions. It's much easier to change a job description than a contract. Only one salary for the combined jobs. Discussed firing without cause and the severance package. Change typo from city recorder to city administrator. Wilkins asked to stay at his current salary of \$95,000.

Isley - Contract is the same as Wilkins. Will move to salary, correct supervisor to council only, and will stay at her current salary of \$80,000.

3. OTHER

Councilor Stinchfield advised that new evaluation forms would need to be obtained for both Wilkins and Isley that are more reflective of their jobs.

4. COUNCIL INFORMATION

4.1. Filling deadline for Non-Incumbent candidates is August 25th 2026 at 5:00 pm.

5. ADJOURN

Councilor Stinchfield adjourned the meeting/work session at 11:19am.

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
ASI ACCTECHSOLUTIONS INC							
1551	ASI ACCTECHSOLUTIONS INC	7283	TECH SUPPORT SVCS	08/03/2026	650.00	.00	
Total ASI ACCTECHSOLUTIONS INC:					650.00	.00	
BAUM SMITH LLC							
831	BAUM SMITH LLC	40470	Admin Legal	07/21/2026	1,406.25	.00	
Total BAUM SMITH LLC:					1,406.25	.00	
BISHOP SANITATION							
876	BISHOP SANITATION	I23134	TRANSFER STATION RESTROO	07/25/2026	130.00	.00	
Total BISHOP SANITATION:					130.00	.00	
BOX R WATER ANALYSIS LAB							
151	BOX R WATER ANALYSIS LAB	X067398	BIOCHEMICAL OXYGEN DEMA	07/16/2026	68.00	.00	
151	BOX R WATER ANALYSIS LAB	X067398	TOTAL SUSPENDED SOLIDS	07/16/2026	47.00	.00	
151	BOX R WATER ANALYSIS LAB	X067443	ARSENIC	07/17/2026	53.00	.00	
151	BOX R WATER ANALYSIS LAB	X067443	METAL DIGESTION FEE	07/17/2026	30.00	.00	
151	BOX R WATER ANALYSIS LAB	X067443	SHIPPING	07/17/2026	35.00	.00	
Total BOX R WATER ANALYSIS LAB:					233.00	.00	
CARLSON SALES METERING SOLUTIONS LLC							
1681	CARLSON SALES METERING S	2060-1	DARK SKY LIGHTING	07/23/2026	39,330.00	.00	
Total CARLSON SALES METERING SOLUTIONS LLC:					39,330.00	.00	
CITY/COUNTY INSURANCE							
173	CITY/COUNTY INSURANCE	PO-CON-I2026	Property/Liability/Auto 2026-27	07/07/2026	17,977.56	.00	
173	CITY/COUNTY INSURANCE	PO-CON-I2026	Property/Liability/Auto 2026-27	07/07/2026	19,000.00	.00	
173	CITY/COUNTY INSURANCE	PO-CON-I2026	Property/Liability/Auto 2026-27	07/07/2026	19,000.00	.00	
Total CITY/COUNTY INSURANCE:					55,977.56	.00	
COLUMBIA BASIN ELECTRIC							
169	COLUMBIA BASIN ELECTRIC	JULY 2026	City HALL	07/21/2026	234.50	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Golf	07/21/2026	350.32	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	PARK	07/21/2026	128.34	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	MEMORIAL HALL	07/21/2026	133.56	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Golf	07/21/2026	70.40	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Sewer Plant w pivot	07/21/2026	800.47	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Disposal	07/21/2026	372.49	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Golf	07/21/2026	491.13	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	City Farm	07/21/2026	1,661.58	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Street Lights	07/21/2026	1,519.36	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	City Farm	07/21/2026	50.37	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Golf	07/21/2026	112.61	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Pool	07/21/2026	633.59	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	Library	07/21/2026	321.30	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	GRADE SCHOOL	07/21/2026	112.06	.00	
169	COLUMBIA BASIN ELECTRIC	JULY 2026	NEW SHOP	07/21/2026	39.95	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total COLUMBIA BASIN ELECTRIC:					7,032.03	.00	
CONDON EARLY LEARNING CENTER							
877	CONDON EARLY LEARNING CE	AUGUST 05 20	BUILDING IMPROVEMENTS	08/05/2026	20,000.00	.00	
Total CONDON EARLY LEARNING CENTER:					20,000.00	.00	
DIVERGENT ENGINEERING SERVICES							
1656	DIVERGENT ENGINEERING SE	2069	COTTONWOOD SUB FINAL DES	08/01/2026	12,750.00	.00	
Total DIVERGENT ENGINEERING SERVICES:					12,750.00	.00	
HATTENHAUER DIST.							
304	HATTENHAUER DIST.	CL27539	Water	07/31/2026	11.22	.00	
304	HATTENHAUER DIST.	CL27539	JOHN DEERE 5300	07/31/2026	490.44	.00	
304	HATTENHAUER DIST.	CL27539	Golf	07/31/2026	173.85	.00	
304	HATTENHAUER DIST.	CL27539	Park - KUBOTA	07/31/2026	131.92	.00	
Total HATTENHAUER DIST.:					807.43	.00	
HOME TELEPHONE COMPANY							
766	HOME TELEPHONE COMPANY	10383886	Sewer	08/01/2026	285.40	.00	
766	HOME TELEPHONE COMPANY	10383886	Water	08/01/2026	44.25	.00	
766	HOME TELEPHONE COMPANY	10383886	Swimming Pool	08/01/2026	49.70	.00	
766	HOME TELEPHONE COMPANY	10383886	Administration	08/01/2026	205.22	.00	
Total HOME TELEPHONE COMPANY:					584.57	.00	
INLAND DEVELOPMENT CORPORATION							
897	INLAND DEVELOPMENT CORP	AUG 2026	MRC Fiber Project	08/01/2026	2,040.00	.00	
Total INLAND DEVELOPMENT CORPORATION:					2,040.00	.00	
JAMIESON & MARSHALL							
328	JAMIESON & MARSHALL	JULY 2026	Sewer PARTS	07/31/2026	20.75	.00	
Total JAMIESON & MARSHALL:					20.75	.00	
JOHNSON, SHELLIE							
1504	JOHNSON, SHELLIE	JULY 2026	ANTI FOG GOGGLES	08/01/2026	27.96	.00	
1504	JOHNSON, SHELLIE	JULY 2026	POOL NOODLES	08/01/2026	59.87	.00	
Total JOHNSON, SHELLIE:					87.83	.00	
M & A AUTO PARTS							
371	M & A AUTO PARTS	JULY 2026	WASP/YELLOW JACKET FOAM	07/29/2026	29.97	.00	
371	M & A AUTO PARTS	JULY 2026	BLUE 7 WHITE MARK PAINT	07/29/2026	239.76	.00	
371	M & A AUTO PARTS	JULY 2026	CHAIN, EYE SLIPHOOK, ANCHO	07/29/2026	92.68	.00	
371	M & A AUTO PARTS	JULY 2026	COUPLING	07/29/2026	1.99	.00	
371	M & A AUTO PARTS	JULY 2026	CHAIN, ANCHOR SHACKLE, EY	07/29/2026	135.74	.00	
371	M & A AUTO PARTS	JULY 2026	BATTERY, CORE DEPOSIT	07/29/2026	199.99	.00	
371	M & A AUTO PARTS	JULY 2026	SLIPHOOK	07/29/2026	51.16	.00	
371	M & A AUTO PARTS	JULY 2026	CREDIT FOR SLIPHOOK	07/29/2026	33.98-	.00	
371	M & A AUTO PARTS	JULY 2026	WASP/YELLOWJACKET FOAM	07/29/2026	19.98	.00	
371	M & A AUTO PARTS	JULY 2026	WASP/YELLOWJACKET FOAM	07/29/2026	19.98	.00	
371	M & A AUTO PARTS	JULY 2026	SPONGE MOP, PUSH BROOM	07/29/2026	24.99	.00	
371	M & A AUTO PARTS	JULY 2026	SPONGE MOP, PUSH BROOM	07/29/2026	24.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
371	M & A AUTO PARTS	JULY 2026	HOSE AND HOSE FITTINGS	07/29/2026	72.22	.00	
371	M & A AUTO PARTS	JULY 2026	WALL BRUSH, OIL PRIMER	07/29/2026	64.48	.00	
371	M & A AUTO PARTS	JULY 2026	BOLTS	07/29/2026	4.69	.00	
371	M & A AUTO PARTS	JULY 2026	OIL PRIMER, ROLLERS, PAINT T	07/29/2026	76.25	.00	
371	M & A AUTO PARTS	JULY 2026	PAINT BRUSH	07/29/2026	9.99	.00	
371	M & A AUTO PARTS	JULY 2026	BRASS CONNECTORS, COUPLI	07/29/2026	3.18	.00	
371	M & A AUTO PARTS	JULY 2026	PUTTY KNIFE, GLOVES	07/29/2026	15.99	.00	
371	M & A AUTO PARTS	JULY 2026	PUTTY KNIFE, GLOVES	07/29/2026	15.99	.00	
371	M & A AUTO PARTS	JULY 2026	OIL PRIMER	07/29/2026	51.49	.00	
371	M & A AUTO PARTS	JULY 2026	LAWN SEED MIX	07/29/2026	8.99	.00	
371	M & A AUTO PARTS	JULY 2026	OFFSET LINK	07/29/2026	2.29	.00	
Total M & A AUTO PARTS:					1,132.81	.00	
MORROW COUNTY GRAIN GROW.							
377	MORROW COUNTY GRAIN GRO	JULY 2026	Pool Propane	07/31/2026	1,304.91	.00	
Total MORROW COUNTY GRAIN GROW.:					1,304.91	.00	
OXARC							
442	OXARC	JULY 2026	Chlorine	07/31/2026	5,076.22	.00	
442	OXARC	JULY 2026	Chlorine	07/31/2026	5,076.21	.00	
Total OXARC:					10,152.43	.00	
POST MASTER							
463	POST MASTER	AUG 2026	Postage Trust Account	08/10/2026	500.00	.00	
463	POST MASTER	AUG 2026	Postage Trust Account	08/10/2026	500.00	.00	
463	POST MASTER	AUG 2026	Postage Trust Account	08/10/2026	500.00	.00	
Total POST MASTER:					1,500.00	.00	
THE MCGREGOR COMPANY							
1555	THE MCGREGOR COMPANY	JULY 2026	GOLF SUPPLIES	07/31/2026	9.09	.00	
Total THE MCGREGOR COMPANY:					9.09	.00	
THE POOL AND SPA HOUSE							
649	THE POOL AND SPA HOUSE	905196-1	Pool SUPPLIES	08/10/2026	692.55	.00	
Total THE POOL AND SPA HOUSE:					692.55	.00	
TWO BOYS MEAT & GROCERY							
548	TWO BOYS MEAT & GROCERY	JULY 2026	WASP/HORNET SPRAY	07/31/2026	8.90	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	POOL DRINKS	07/31/2026	41.36	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	WASP/HORNET SPRAY	07/31/2026	8.63	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	POOL DRINKS	07/31/2026	57.25	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	OTTER POPS, MAPLE BARS	07/31/2026	32.38	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	WATER, GATORADE	07/31/2026	53.22	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	PINESOL	07/31/2026	23.69	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	WASP/HORNET SPRAY	07/31/2026	19.18	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	DRINKS, ICE CREAM SANDWIC	07/31/2026	45.14	.00	
548	TWO BOYS MEAT & GROCERY	JULY 2026	OTTER POPS	07/31/2026	5.69	.00	
Total TWO BOYS MEAT & GROCERY:					295.44	.00	
VISA							
559	VISA	1827 JULY 26	LIFERING FOR POOL	07/22/2026	89.99	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
559	VISA	1827 JULY 26	FLOWERS FOR K. GAVIN	07/22/2026	45.00	.00	
559	VISA	1827 JULY 26	SNACKS FOR BASKET	07/22/2026	130.07	.00	
559	VISA	1827 JULY 26	LAMINATION POUCHES	07/22/2026	9.99	.00	
559	VISA	1827 JULY 26	BASKET	07/22/2026	5.00	.00	
559	VISA	1827 JULY 26	STAMPS, CARD	07/22/2026	237.99	.00	
559	VISA	1827 JULY 26	ADOBE YEARLY SUB	07/22/2026	239.88	.00	
559	VISA	1827 JULY 26	TAPE	07/22/2026	44.99	.00	
559	VISA	1827 JULY 26	TAPE	07/22/2026	44.98	.00	
559	VISA	1827 JULY 26	YEARLY OHA FEE	07/22/2026	675.00	.00	
Total VISA:					1,522.89	.00	
Western States Equipment							
572	Western States Equipment	IN003693816	REPAIR & REPLACE PARTS ON	07/29/2026	3,714.42	.00	
572	Western States Equipment	IN003693816	REPAIR & REPLACE PARTS ON	07/29/2026	3,714.41	.00	
572	Western States Equipment	IN003693816	REPAIR & REPLACE PARTS ON	07/29/2026	3,714.41	.00	
Total Western States Equipment:					11,143.24	.00	
WRIGHT'S TIRE & AUTO							
1661	WRIGHT'S TIRE & AUTO	1070482	FLAT REPAIR - LAWN MOWER	07/22/2026	20.00	.00	
Total WRIGHT'S TIRE & AUTO:					20.00	.00	
Grand Totals:					168,822.78	.00	

Dated: _____

Mayor: _____

City Administrator: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



RECEIVED

Summary of Account Activity		
Previous Balance		\$ 1,942.16
Payments	-	\$1,942.16 -
Other Credits	-	\$0.00
Other Debits	+	\$0.00
Purchases	+	\$1,522.89
Cash Advances	+	\$0.00
Balance Transfers	+	\$0.00
Fees Charged	+	\$0.00
Interest Charged	+	\$0.00
NEW BALANCE		\$ 1,522.89
Credit Limit		\$15,000.00
Available Credit		\$13,477.11
Available Cash		\$0.00
Amount Disputed		\$0.00
Statement Closing Date		07/22/26
Days in Billing Cycle		31

Account Inquiries

AUG - 1 2026



Call us at: (800) 423-7503
Lost or Stolen Card: (727) 570-4881

CITY OF CONDON



Write us at PO BOX 30495, TAMPA, FL
33630-3495

Payment Summary

NEW BALANCE	\$1,522.89
MINIMUM PAYMENT	\$1,522.89
PAYMENT DUE DATE	08/17/2026

NOTE: Grace period to avoid a finance charge on purchases, pay entire new balance by payment due date. Finance charge accrues on cash advances until paid and will be billed on your next statement.

Cardholder Account Summary

Trans Date	Post Date	Plan Name	Reference Number	Description	Amount
07/03	07/05	PUR1PB	24692166184400635220900	AMAZON MKTPL*A774I5P33 Amzn.com/bill WA	\$89.99
07/06	07/07	PUR1PB	24692166187403719463419	SQ *CONDON LOCAL gosq.com OR	\$45.00
07/07	07/07	PUR1PB	24692166188404020109070	AMAZON MKTPL*YL8LB4HK3 Amzn.com/bill WA	\$130.07
07/08	07/08	PUR1PB	24692166189405134338041	AMAZON MKTPL*0C39X78S3 Amzn.com/bill WA	\$9.99
07/07	07/08	PUR1PB	24692166188404973003411	SQ *CONDON LOCAL Condon OR	\$5.00
07/07	07/08	PUR1PB	24137466189001505152603	USPS PO 4017920823 CONDON OR	\$237.99
07/09	07/09		71142906190555190570029	PAYMENT - THANK YOU HEPPNER OR	\$1,942.16 -
07/09	07/10	PUR1PB	24793386190000242841223	Adobe Inc San Jose CA	\$239.88
07/18	07/19	PUR1PB	24692166199404842793611	AMAZON MKTPL*QA4AV9DJ3 Amzn.com/bill WA	\$59.98
07/19	07/20	PUR1PB	24692166200406464467256	AMAZON MKTPL*U17FU6AP3 Amzn.com/bill WA	\$29.99
07/20	07/21	PUR1PB	24717056201272016318931	OR HEALTH AUTHORITY 855-2554304 OR	\$675.00

Fees

TOTAL FEES FOR THIS PERIOD

Total \$89.97 0.00

Interest Charged

PLEASE DETACH COUPON AND RETURN PAYMENT USING THE ENCLOSED ENVELOPE - ALLOW UP TO 7 DAYS FOR RECEIPT

BANK OF EASTERN OREGON
P O BOX 39
HEPPNER OR 97836-0039



Bank of Eastern Oregon
Member FDIC/Equal Housing Lender

Account Number

1827

Check box to indicate
name/address change ☐
on back of this coupon

AMOUNT OF PAYMENT ENCLOSED

Closing Date

07/22/26

New Balance

\$1,522.89

Total Minimum
Payment Due

\$1,522.89

Payment Due Date

08/17/26

\$

1522.89

CITY OF CONDON 2
CITY OF CONDON
PO BOX 445
CONDON OR 97823-0445



2071

MAKE CHECK PAYABLE TO:



VISA
PO BOX 4512
CAROL STREAM IL 60197-4512

S8 4344 2212 1004 1827 00152289 00152289 6

CITY OF CONDON 2
CITY OF CONDON
Account Number: ##### 1827

Statement Closing Date:
July 22, 2026

TOTAL INTEREST FOR THIS PERIOD \$ **0.00**

2026 Totals Year To Date

Total Fees Charged in 2026	\$ 0.00
Total Interest Charged in 2026	\$ 0.00

Additional Information About Your Account

MANAGE YOUR CARD ACCOUNT ONLINE. IT'S FREE! IT'S EASY! SIMPLY GO TO WWW.MYCARDSTATEMENT.COM AND ENROLL IN OUR ONLINE SERVICE. YOU CAN REVIEW ACCOUNT INFORMATION, TRACK SPENDING, SET ALERT NOTIFICATIONS, DOWNLOAD FILES, AND MUCH MORE. MANAGING YOUR ACCOUNT IS FAST, SECURE AND EASY WITH MYCARDSTATEMENT.COM. ENROLL TODAY!

Interest Charge Calculation/Plan Level Information

Plan Name	Plan Description	ICM ¹	Balance Subject to Interest Rate	Periodic Rate ²	Annual Percentage Rate (APR) ³	Interest Charge
Purchases						
PUR1PB 001	PURCHASE	G	\$0.00	1.32000% (M)	15.8400%	\$0.00
Cash						
CSH1NB 001	CASH	A	\$0.00	1.32000% (M)	15.8400%	\$0.00
TOTAL			\$1,484.86			\$0.00

¹ ICM Interest Charge Method: See reverse side of Page 1 for explanation.

² Periodic Rate (M) = Monthly (D) = Daily

³ Your Annual Percentage Rate (APR) is the annual interest rate on your account.

(V) = Variable Rate. If you have a variable rate account the periodic rate and Annual Percentage Rate (APR) may vary.

Position Description

Title: Administrative Assistant/City Recorder

Department: Administration

Reports to: City Council

Supervision Duties: None

FLSA Status: ~~Non~~-Exempt

Classification: Full Time

Essential Job Duties:

- Primary responsibility for reception, fax services, copying, answering the multi-line telephone system, mail pickup and distribution, ordering supplies.
- Primary responsibility for maintenance of utility accounts, calculation of deposits and balances, perform data entry and prepare and review monthly utility bills, delinquency notices and water shut off notices.
- Primary responsibility for the accounts payable cycle includes conducting necessary research to determine appropriateness of payment, entering invoices into computer system, printing checks and assembling checks with invoices/statements for signatures. Mail signed checks, file check copy with backup and file accounts payable reports in appropriate manner.
- Primary responsibility for payroll including but not limited to accruals, quarterly/annual reporting, annual workers' compensation reporting.
- Performs HR tasks related to employee benefits.
- Recording and reporting all city council and city committee meeting minutes. Assisting with agenda formation and distribution to council and public of all materials. Adhering to all state and federal meeting laws.
- Assist with building annual budget and adhere to all budget law requirements.
- Be the Election Officer.
- Serve as city cashier for utility and other city payments, deposits, fees, fines, etc.
- Provide clerical services in support of all city functions including computer, 10-key, fax, copier and multi-line phone system.
- Provide excellent customer service. Create a positive experience for customers through professional and courteous behavior and creative problem resolution.
- Continue to develop skills through training, reading and meeting with others so that they can meet the changing demands and perform the duties of their position.
- Coordinate and record safety committee meetings and training. Follow and enforce the safety rules and procedures and contribute to the safety of co-workers and the public.
- Coordinate rentals of city facilities and maintain calendar and forms for rentals.
- Coordinate staff calendar and maintain leave forms for employees.
- Generate and update forms as needed for rentals, utility functions and other forms needed.
- Other duties as assigned.

Typical Duties:

- Performs varied clerical and secretarial services, greets the public, acts as receptionist, answers telephone, and responds to questions as appropriate from public and co-workers.
- Schedules use of community facilities – Veterans Memorial Hall, golf course, park, swimming pool.
- Receives cash receipts for sewer and water services, pay stations, licenses, fees and fines.
- Performs the duties of Utility Billing Clerk including but not limited to: maintenance of utility billing accounts, receiving and posting payments for billing and deposits, printing, posting and tracking of utility bills, preparation for mailing of bills, reconciling water deposit records, maintaining utility billing, accounts receivable records, preparing shut-off lists, assessing and recording late penalties.
- Completes monthly accounts payable and payroll. This includes all corresponding reports for council, state and federal governments, and assists with compiling financial information for grant reporting.
- Completes bank reconciliations and makes appropriate journal entries and transfers as necessary. These reports will be emailed to assigned councilor.
- Maintains and updates the city's website.
- Manages collection of online payments from all city revenue sources and post to Caselle system.
- Issues dog licenses and maintains records of the issued licenses.
- Schedules for use of community facilities and tracks deposits, tracks keys, payments and forms required for use.
- Performs other related tasks as required.
- Maintains transient tax files for local entities and corresponds accordingly with State Department of Revenue.

Minimum Qualifications:

Education and Experience

- Demonstrate knowledge and skills to execute all the essential functions of the position.
- Secretarial and general office procedures experience necessary.
- Word processing, accurate operation of 10-key calculator, bookkeeping,
- Ability to form positive public working relationships with staff, elected officials and the

Certifications and Licenses

- High School Diploma or GED equivalent required.
- May substitute completion of business school or equivalent education for experience.

Skills, Knowledge and Abilities

- Have excellent customer service skills and ability to multi-task.
- Bookkeeping skills required.
- Have extensive knowledge of record keeping and office procedures.
- Computer, word processing, data entry and filing skills required.
- Able to make computations and tabulations accurately and at reasonable speed using a ten-key calculator.

- Must be able to understand and follow oral and written instructions, learn clerical tasks readily; adhere to prescribed departmental routines; establish and maintain harmonious working relationships with the public and other employees.
- Must be able to pass background check and demonstrate ability to perform essential skills.

Physical/Mental Demands:

While performing the duties of this position, the employee is frequently required to walk, stand, bend, kneel, communicate, reach and manipulate objects. The position requires mobility. Duties involve moving materials weighing up to 10 pounds on a regular basis such as files, books, office equipment, etc., coordination is required while operating equipment such as a computer keyboard, calculator and standard office equipment.

Working Conditions:

Usual office working conditions: noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises.

Employee Signature _____

Date: _____

Attest: _____

Date: _____

EMPLOYMENT AGREEMENT
between
THE CITY OF CONDON, OREGON
and
GIBB WILKINS

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF CONDON, OREGON (hereinafter referred to as "CITY") and Gibb Wilkins (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Administrator and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that, consistent with Section 21 of the Condon City Charter, EMPLOYEE serves at the will of the City Council and is, for all purposes under this Agreement, an at-will employee.
- B. The EMPLOYEE is responsible to the City Council of the CITY for the proper administration of all affairs of the City and for carrying out the policies established by the City Council, consistent with Section 21 of the Condon City Charter.
- C. The duties of EMPLOYEE, consistent with the Condon City Charter and pertinent ordinances, shall include, but not be limited to, the following:
 - (1) Serve as the administrative head of City government, responsible to the City Council for the proper administration of all affairs of the City and for carrying out the policies established by the Council (Condon City Charter Section 21);
 - (2) Attend all Council meetings unless excused by the Mayor or Council;
 - (3) Make reports and recommendations to the Mayor and Council about the needs of the City;
 - (4) Administer and enforce all City ordinances, resolutions, franchises, leases, contracts, permits, and other Council decisions;
 - (5) Appoint, supervise, and remove City employees, consistent with Section 10 of the Condon City Charter and applicable Council policy;
 - (6) Organize City departments and administrative structure;
 - (7) Prepare and administer the City budget;
 - (8) Administer City utilities and property;
 - (9) Encourage and support regional and intergovernmental cooperation;

- (10) Promote cooperation among the Council, staff, and citizens in developing City policies and building a sense of community;
 - (11) Perform other duties as directed by the Council; and
 - (12) Delegate duties, but remain responsible for the acts of all subordinates.
- D. The City Council acknowledges and agrees to the principle of non-interference in the City's administration as a necessary component to orderly and efficient implementation of Council policy. The City Council agrees to direct concerns and communications relating to administration through the City Administrator. EMPLOYEE agrees to respond in a timely manner to all inquiries from the City Council whether made individually or collectively.

SECTION II. TERM.

- A. This Agreement commences _____, 2026 (Commencement Date) and continues until terminated consistent with this Agreement.
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from his position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving sixty (60) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as City Administrator may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either his own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently his duties as City Administrator.
- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as City Administrator before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:

1. A sum equal to the value of six (6) months' salary if the termination occurs within 4 years of the Commencement Date.
2. A sum equal to the value of seven (7) months' salary if the termination occurs within 5 years of the Commencement Date.
3. A sum equal to the value of eight (8) months' salary if the termination occurs within 6 years of the Commencement Date.
4. A sum equal to the value of nine (9) months' salary if the termination occurs 7 years or more after the Commencement Date.

Payment of the above severance shall be made in one lump sum (minus all required withholdings).

- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns his position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least sixty (60) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make himself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in his position during the notice period.
- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section III(C)(1).

SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$ 95,000 per year and shall be paid at the same interval as the CITY pays its other employees. If all CITY employees receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work. It is recognized that EMPLOYEE must devote a great deal of time outside normal office hours to the business of the CITY. Sumer Hours 6:30am to 3:00pm
Winter Hours 7:30am to 4:00pm Monday through Friday
- C. Paid Time Off. EMPLOYEE will accrue paid time off consistent with the City's adopted Personnel Policies/Employee Handbook. EMPLOYEE's paid time off accrual may not exceed the amount set forth in the City's adopted Personnel Policies/Employee Handbook, as may be amended from time to time. Any unused paid time off will be paid out upon termination of this Agreement.

- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Personnel Policies/Employee Handbook.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required of other similarly situated City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Personnel Policies/Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars, and conferences including, but not limited to: the International City/County Management Association (ICMA), the League of Oregon Cities (LOC), and the Oregon City County Management Association (OCCMA). The CITY shall cover costs for attendance at reasonable professional conferences, subject to approval by the CITY and the availability of funds as approved in the adopted budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. EQUIPMENT AND EXPENSE REIMBURSEMENT

- A. CITY will provide EMPLOYEE with such office equipment (including a phone and computer) as is reasonably necessary to perform City Administrator duties.
- B. For CITY-related travel using EMPLOYEE's personal vehicle, CITY shall reimburse EMPLOYEE at the current IRS mileage reimbursement rate in accordance with City reimbursement policies.

SECTION VIII. PERFORMANCE EVALUATION.

- A. Annual Evaluation. The City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Personnel Policies/Employee Handbook. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in his individual or official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.
- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Condon, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Gilliam County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.

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- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF CONDON, OREGON has caused this Agreement to be signed and executed by its Mayor; GIBB WILKINS has signed and executed this Agreement, both in duplicate.

CITY

EMPLOYEE

_____, Mayor, City of Condon
Date: _____

Gibb Wilkins
Date _____

EMPLOYMENT AGREEMENT
between
THE CITY OF CONDON, OREGON
and
JESSICA ISLEY

THIS EMPLOYMENT AGREEMENT is made and entered the last date signed by both parties below by and between the CITY OF CONDON, OREGON (hereinafter referred to as "CITY") and Jessica Isley (hereinafter referred to as "EMPLOYEE").

WITNESSETH

WHEREAS, CITY and EMPLOYEE desire a written agreement creating a professional and businesslike relationship serving as the basis for effective communication and to avoid misunderstanding;

NOW THEREFORE, in consideration of mutual covenants herein contained and for the consideration herein specified, CITY and EMPLOYEE mutually agree:

SECTION I. EMPLOYMENT, DUTIES AND AUTHORITY.

- A. The CITY has agreed to employ EMPLOYEE as its City Recorder and EMPLOYEE has agreed to accept said employment. EMPLOYEE understands and agrees that she is, for all purposes under this Agreement, an at-will employee, subject to appointment and removal consistent with Section 10 of the Condon City Charter.
- B. The EMPLOYEE reports to the City Council, without prejudice to the City Council's ultimate authority to appoint, remove, and set the compensation of EMPLOYEE consistent with the Condon City Charter.
- C. The duties of EMPLOYEE, consistent with the Condon City Charter and pertinent ordinances, shall include, but not be limited to, the following:
 - (1) Serve as the City's election official for municipal elections, and give notice of regular and special City elections as required by the Condon City Charter and applicable ordinances (Condon City Charter Section 23, 26, 27);
 - (2) Maintain the official records of the City and a record of Council proceedings, including preparation of Council meeting minutes (Condon City Charter Section 23 15, 23);
 - (3) Receive and file oaths of office from City officers, elected and appointed, before they enter upon their duties (Condon City Charter Section 30);
 - (4) Receive, review, and process nomination petitions for elective City office, and furnish the Gilliam County Clerk with a certified statement of City offices and candidates as required by state law (Condon City Charter Section 31);
 - (5) Maintain copies of proposed and adopted City ordinances available for public inspection and post required notices at City Hall (Condon City Charter Section 35);
 - (6) Serve as the City's public records officer and respond to public records requests consistent with Oregon public records law;

- (7) Attend Council meetings and maintain the City seal and custody of official City documents;
 - (8) Ensure utility billing, accounts payable, accounts receivable, bank reconciliations, payroll deposits, and money transfers are handled per city policy and state and federal law.
 - (9) Provide the duties of HR department where employee benefits are concerned.
 - (10) Handle front desk receptionist, manage city rental facilities, maintain files for transient lodging tax and manage city website.
 - (11) Assist the City Administrator and City Council with such administrative, financial, and recordkeeping functions as directed; and
 - (12) Perform such other duties as directed by the City Council.
- D. The City Council shall serve as EMPLOYEE's direct supervisor for day-to-day purposes. EMPLOYEE agrees to respond in a timely manner to inquiries from City Council relating to the performance of EMPLOYEE's duties.

SECTION II. TERM.

- A. This Agreement commences _____, 2026 (Commencement Date) and continues until terminated consistent with this Agreement.
- B. Nothing in this Agreement limits, prevents or otherwise interferes with the right of the City Council to terminate the services of EMPLOYEE at any time, subject only to the provisions set forth in this Agreement.
- C. Nothing in this Agreement prevents, limits or otherwise interferes with the right of EMPLOYEE to resign at any time from her position with CITY subject only to the provisions set forth in this Agreement.
- D. EMPLOYEE agrees to remain in the exclusive employ of the CITY during the term of this Agreement.

SECTION III. TERMINATION.

- A. Termination without Cause. This Agreement may be terminated before its expiration date by either the CITY or EMPLOYEE for any reason whatsoever upon giving thirty (30) calendar days' written notice to the other party.
- B. Termination for Cause. EMPLOYEE's employment with CITY as City Recorder may be terminated immediately before its expiration in the sole discretion of the CITY (acting by and through its City Council) upon the occurrence of any of the following events:
 - 1. EMPLOYEE fails or refuses to comply with the written policies, standards and regulations of the CITY that are now in existence or that may from time to time be established;
 - 2. The CITY has reasonable cause to believe EMPLOYEE has committed fraud, misappropriated City funds, goods or services to either her own or some other private third party's benefit and/or other act(s) of misconduct which the City Council believes is/are detrimental to the City and/or its interests; or
 - 3. EMPLOYEE fails to perform faithfully or diligently her duties as City Recorder.

- C. Not For Cause Termination. In the event EMPLOYEE is involuntarily terminated by the CITY as City Recorder before the expiration of this Agreement (albeit EMPLOYEE is willing and able to perform those duties) for reasons other than those set out above in subsection III(B), then in that event, EMPLOYEE shall be entitled to:
1. A sum equal to the value of six (6) months' salary, in lieu of the notice described in subsection III(A), payable in one lump sum (minus all required withholdings).
- D. If the CITY reduces the salary or other financial benefits of EMPLOYEE in greater percentage than an applicable across the board reduction for all unclassified employees of the CITY, or if EMPLOYEE resigns at the request of the City Council (for reasons other than those set out in subsection III(B)), then EMPLOYEE may deem this Agreement to be involuntarily terminated without cause and shall then be entitled to severance pay consistent with subsection (C) of this section.
- E. If EMPLOYEE voluntarily resigns her position with the CITY before expiration of this Agreement, then EMPLOYEE shall give the CITY at least thirty (30) calendar days' written notice in advance, excluding accrued vacation, and EMPLOYEE shall make herself available to serve during this period. The City Council, however, has the discretion to decide whether EMPLOYEE shall continue to serve in her position during the notice period.
- F. In the event the EMPLOYEE is terminated by the CITY during the six (6) months immediately following the seating and swearing-in of one or more new governing body members, and during such time that EMPLOYEE is willing and able to perform their duties under this Agreement, then, CITY agrees to pay Severance in accordance with Section III(C)(1).

SECTION IV. SALARY, HOURS OF WORK, PAID TIME OFF.

- A. Salary. EMPLOYEE shall receive a salary of \$ 80,000 per year and shall be paid at the same interval as the CITY pays its other employees. If all CITY employees receive Cost of Living Adjustments (COLA) to their salaries, EMPLOYEE is entitled to COLA adjustments at the same rate. It is understood by CITY and EMPLOYEE that EMPLOYEE's yearly salary is subject to adjustment based on the City Council's review of EMPLOYEE's performance and budgetary considerations.
- B. Hours of Work. It is recognized that EMPLOYEE must devote a great deal of time outside normal office hours to the business of the CITY. 8:00am to 5:00 pm Monday through Friday
- C. Paid Time Off. EMPLOYEE will accrue paid time off consistent with the City's adopted Personnel Policies/Employee Handbook. EMPLOYEE's paid time off accrual may not exceed the amount set forth in the City's adopted Personnel Policies/Employee Handbook, as may be amended from time to time. Any unused paid time off will be paid out upon termination of this Agreement.
- D. Holidays. EMPLOYEE shall accrue holiday benefits at the same rate as established for other similarly situated City employees consistent with the provisions of the City's most current Personnel Policies/Employee Handbook.

SECTION V. RETIREMENT, DISABILITY, LIFE AND HEALTH INSURANCE.

- A. Retirement. CITY and EMPLOYEE agree to be responsible for payment of any PERS contributions in the same manner as afforded or required of other similarly situated City employees.
- B. Health Insurance. The CITY agrees to pay, consistent with the eligibility requirements of the plans, the insurance premiums for medical (including prescription coverage), dental, and vision benefit coverage for EMPLOYEE as provided for all similarly situated CITY employees in the adopted Personnel Policies/Employee Handbook. Payment of insurance premiums for coverage of other eligible members of EMPLOYEE's family shall be done consistent with current CITY policy.
- C. Disability and Life Insurance. The CITY agrees to provide Disability and Life Insurance, consistent with the eligibility requirements of the plans.

SECTION VI. PROFESSIONAL DEVELOPMENT AND EXPENSE.

- A. The CITY encourages participation, as EMPLOYEE deems appropriate, in professional associations, short courses, seminars, and conferences including, but not limited to: the Oregon Association of Municipal Recorders (OAMR) and the League of Oregon Cities (LOC). The CITY shall cover reasonable costs for attendance at the annual OAMR and LOC conferences, subject to approval by the CITY and the availability of funds as approved in the adopted budget.
- B. The CITY recognizes certain expenses are incurred by EMPLOYEE on behalf of the CITY and agrees to reimburse or pay said expenses upon receipt of appropriate confirmation.

SECTION VII. EQUIPMENT AND EXPENSE REIMBURSEMENT.

- A. CITY will provide EMPLOYEE with such office equipment (including a phone and computer) as is reasonably necessary to perform City Recorder duties.
- B. For CITY-related travel using EMPLOYEE's personal vehicle, CITY shall reimburse EMPLOYEE at the current IRS mileage reimbursement rate in accordance with City reimbursement policies.

SECTION VIII. PERFORMANCE EVALUATION.

- A. Annual Evaluation. Thereafter, the City Council will periodically identify concerns to EMPLOYEE either by informal discussions with EMPLOYEE or more formally. The CITY shall also review the performance of EMPLOYEE once every fiscal year. This annual process will comport with the performance management provisions of the City's Personnel Policies/Employee Handbook. These annual evaluations will be in Executive Session consistent with the Oregon Public Meetings Law.

SECTION IX. GENERAL PROVISIONS.

- A. Professional Liability. CITY agrees to defend, hold harmless and indemnify EMPLOYEE from any and all demands, claims, suits, actions and legal proceedings brought against EMPLOYEE in her individual or official capacity as agent and/or employee of the CITY consistent with the terms of the Oregon Tort Claims Act (ORS 30.260 to 30.300).
- B. Nothing shall restrict the ability of the CITY and EMPLOYEE to amend or adjust the terms of this Agreement. However, no amendment or adjustment shall be valid unless in

writing and signed by both an authorized representative of the City Council on behalf of the CITY and EMPLOYEE. EMPLOYEE reserves the right to discuss the terms of this Agreement with the City Council as a whole in either closed Executive Session or open Regular Session as state law allows and as EMPLOYEE deems appropriate.

- C. Severability. If any provision, or any portion thereof, contained in this Agreement is held to be unconstitutional, invalid or unenforceable, the remainder of this Agreement, or portion thereof, shall be deemed severable and shall not be affected, and shall remain in full force and effect.
- D. Mediation. Should a dispute arise between EMPLOYEE and CITY regarding the terms of this Agreement, it is agreed that such dispute is first required to be submitted to a mediator prior to arbitration. EMPLOYEE and CITY shall exercise good faith efforts to select a mediator who shall be compensated equally by both parties. Mediation will be conducted in Condon, Oregon, unless both parties agree otherwise. Both CITY and EMPLOYEE agree to exercise good faith efforts to resolve disputes covered by this section through this mediation process. If either party requests mediation and the other party fails to respond within ten (10) days or if the parties fail to agree on a mediator within ten (10) days, a mediator shall be appointed by the presiding judge of the Gilliam County Circuit Court upon request of either party.
- E. Arbitration. In the event the parties have a dispute concerning the terms of this Agreement, the terms and conditions of the employment relationship or the violation of any federal, state or local law relating to the employment relationship (and they have not otherwise resolved the matter through the mediation process set out in subsection (D) above) then the dispute shall be resolved by arbitration in accordance with the then effective arbitration rules of (and by filing a claim with) the Arbitration Service of Portland, Inc., and judgment upon the award rendered pursuant to such arbitration may be entered in any court having jurisdiction thereof. Each party shall bear equally the expense of the arbitrator and all other expenses of conducting the arbitration. Each party shall bear its own expenses for witnesses, depositions and attorneys.
- F. Integration. This Agreement contains the entire Agreement between the parties and supersedes all prior written or oral discussions or agreements regarding the same subject.

IN WITNESS WHEREOF, the CITY OF CONDON, OREGON has caused this Agreement to be signed and executed by its Mayor; JESSICA ISLEY has signed and executed this Agreement, both in duplicate.

CITY

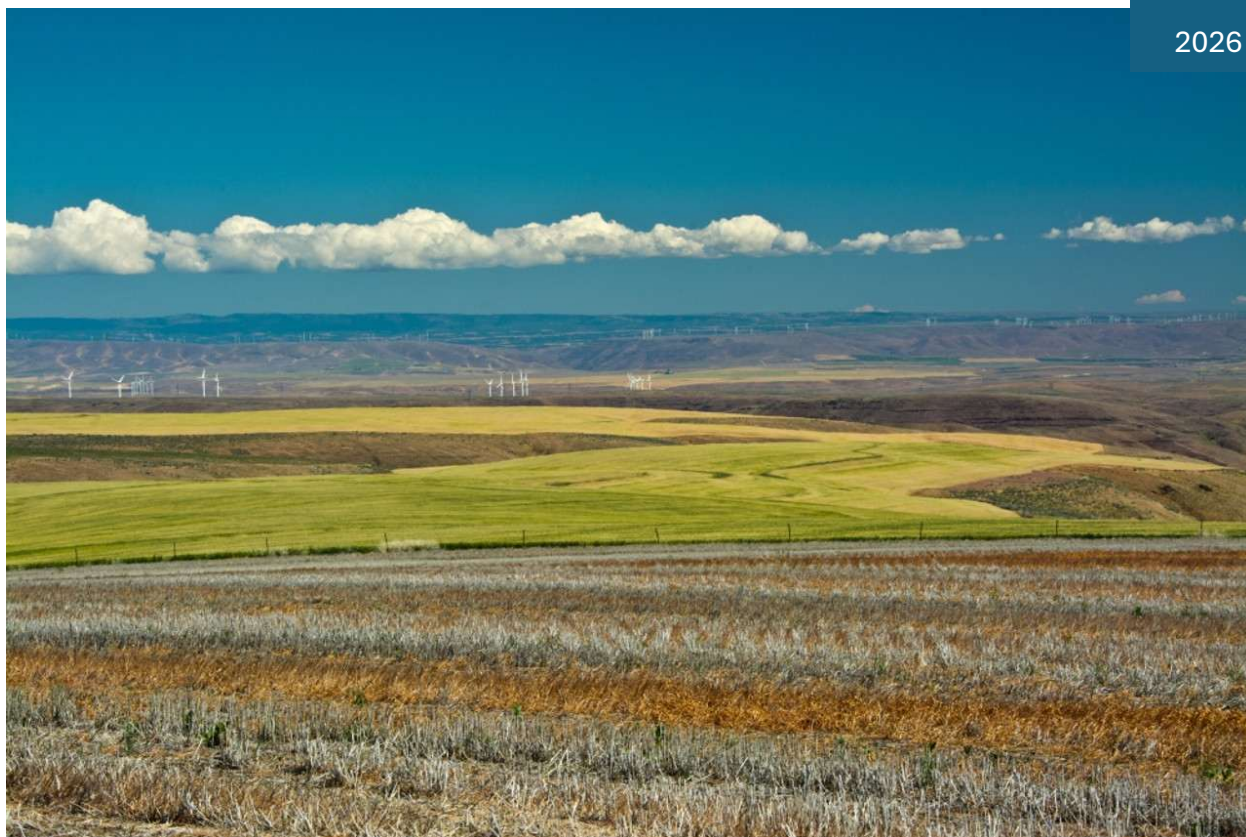
EMPLOYEE

_____, Mayor of Condon

Jessica Isley

Date

Date



Gilliam County Emergency Operations Plan

A GUIDEBOOK FOR THE GILLIAM COUNTY OPERATIONAL AREAS
TO UTILIZE DURING ALL PHASES OF ALL-HAZARDS EMERGENCY
MANAGEMENT.

GILLIAM COUNTY AND FAIR WINDS CONSULTING

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Promulgation: Gilliam County EOP

The Gilliam County Emergency Operations Plan (EOP) provides the framework for how the County organizes and responds to emergencies and disasters. It is administered by the Gilliam County Sheriff's Office, Emergency Management, under the authority of Oregon Law (Oregon Revised Statutes and Administrative Rules). Planning is guided by the National Response Framework, The State of Oregon Comprehensive Emergency management Plan and other federal and state policies.

This is an all-hazards plan, meaning it applies to any type of emergency. It outlines how County agencies, local governments and community partners coordinate with state, tribal, federal and private organizations. The plan is built on the principles of the National Incident Management System (NIMS) and uses the Incident Command System (ICS) to ensure effective and coordinated response.

Protecting life and property during emergencies is a core responsibility of government. To meet this responsibility, Gilliam County maintains this EOP and supporting annexes, and trains staff and elected officials in their emergency roles. Departments are expected to ensure employees are trained and equipped to carry out assigned responsibilities.

All County personnel and partner agencies with emergency functions should be familiar with this plan and its supporting procedures to ensure a unified, efficient and effective response.

The contents of this document have been reviewed and adopted by the Gilliam County Court and participating jurisdictions.

Cris Patnode, Gilliam County Judge	Date
------------------------------------	------

Leah Watkins, Gilliam County Commissioner	Date
---	------

Grant Wilkins, Gilliam County Commissioner	Date
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1 Purpose, Scope, Situation and Assumptions

The Gilliam County Emergency Operations Plan (EOP) serves an important function for Gilliam County Emergency Management and Public Safety. It covers the entirety of Gilliam County, with its varied terrain and diverse population.

1.1 Purpose

The Gilliam County Emergency Operations Plan (EOP) provides guidance for all phases of emergency management-preparedness, response, recovery and mitigation. It outlines how the County coordinates resources, supports emergency operations and engages with partners during events that exceed the capabilities of an agency or jurisdiction.

The EOP supports the National Incident Management System (NIMS) implementation and aligns with the Incident Command System (ICS). It defines responsibilities for County departments and establishes a scalable framework for emergency coordination.

This EOP includes:

- Basic Plan (this document, with appendices)
- Emergency Support Function Annexes
- Functional Annexes

This Basic Plan contains the following sections:

- Purpose, Scope, Situation Overview and Assumptions
- Concept of Operations
- Roles and Responsibilities
- Emergency Declarations
- Communications, Public Warning and Information Management
- Initial Response Actions and ESF Crosswalk
- Plan Development, Maintenance and Training
- Authorities and References

1.2 Scope

This plan is Gilliam County's policy for emergency management. It assigns emergency roles to County departments and supporting agencies before, during and after an incident. The EOP is activated when an event-natural or human-caused requires a coordinated County response that exceeds routine capabilities. It is designed to complement local and regional emergency plans, not override them.

Primary users include elected officials, County department heads, emergency management staff, and partners who support or coordinate emergency response.

1.3 Situation

Gilliam County is a rural county in north-central Oregon with a small, dispersed population, limited emergency response resources, and long travel distances between communities. Emergency operations require close coordination among county departments, municipalities, special districts, volunteer organizations, private industry and state and federal partners. The county's geography, transportation network, agricultural economy, renewable energy infrastructure and regional transportation corridors create unique operational considerations that influence preparedness, response, recovery and mitigation activities.

1.3.1 Community Profile

Gilliam County's encompasses approximately 1,205 square miles and includes the incorporated cities of Arlington, Condon and Lonerock, along with numerous rural residences and agricultural operations. The county had a population of 1,995 in the 2020 Census, with an estimated population of approximately 2,108 in 2024.

Key community characteristics include:

- Major transportation corridors including Interstate 84, Highway 19 and Highway 206.
- The Columbia River and John Day River influence transportation, recreation, irrigation and flood risk.
- Rolling wheat fields, rangelands, steep river canyons, and remote agricultural areas create varied response environments.
- Agricultural, renewable energy facilities, and regional waste management facilities are major components of the local economy and critical infrastructure.

1.3.2 Vulnerable Populations

Emergency planning recognizes that disasters do not affect all residents equally. Factors such as age, disability, income, language, transportation access and geographic isolation may increase an individual's vulnerability before, during and after an emergency. Planning, response, recovery and public outreach efforts should consider the needs of the individuals with access and functional needs (AFN), and other populations that may require additional assistance.

Key demographic characteristics include:

- **Race and Ethnicity:** 7.1% of the population identify as Hispanic or Latino; 86.6% of the populations identifies as White.
- **Disability:** Approximately 33.3% of residents report at least one disability.
 - **Cognitive Disability:** 4.6%
 - **Physical Disability:** 8.2%
 - **Sensory Disability:** 12.4%
- **Older Adults:** 29.9% of the population is aged 65 and older.
- **Low-Income:** 12.9% of the population lives below the National Poverty Level.

Additional considerations include the county's dispersed rural population, limited healthcare resources, transportation challenges and communications limitations in some remote areas, all of which may affect evacuation, access to emergency services and recovery. For additional demographic information and community vulnerability analysis, refer to Gilliam County's [Multi-Jurisdictional Natural Hazard Mitigation Plan](#).

1.3.3 Hazards and Threats

This EOP uses a multi-hazard approach to support flexible, scalable, and coordinated response, including cascading and concurrent incidents. The 2024 Multi-Jurisdictional Natural Hazard Mitigation Plan identifies the county's primary natural hazards. Gilliam County also faces technological, human-caused and public health threats.

- **Wildfire:** High risk due to dry summers, steep terrain, and Wildland Urban Interface Zones.
- **Winter Storms/Landslides:** High Risk, annual occurrence including snow, ice, freezing fog, and landslides.
- **Drought:** High risk with frequent occurrences; significant impacts on agriculture and wildfire risk.
- **Extreme Weather:** High risk, annual occurrence; Includes extreme heat and cold, vulnerable populations are in severe risk of this, including the elderly and very young.
- **Flooding:** Moderate risk, with recurring flooding along the John Day and seasonal Creek beds. Lonerock and unincorporated areas can experience flash flooding during heavy downpours.
- **Earthquakes:** Moderate risk with low historical activity; vulnerable to large scale Cascadia Subduction Zone and Columbia Gorge faults.
- **Windstorms:** Moderate risk with high historical activity, but low damage impacts.
- **Volcano:** Low risk; potential ash and lava impact from Mt. Hood, Mt. St. Helens and Mt. Adams. Highly unlikely with minimal historical impact.
- **Climate Change:** It is projected that the following changes will occur by the 2050s: very high fire danger days will increase by 15 days (41%), days experiencing extreme heat will increase by 33 days, average temperature will increase by 8°F.

- **Energy Emergencies:** Moderate risk includes winter outages and petroleum shortages; potential for widespread disruption.
- **Hazardous materials:** Moderate risk from rail and I-84 transport and fixed-facility threats, including CWM Chemical Waste Management of the Northwest facility in North Gilliam County.
- **Terrorism/Civil Unrest:** Low risk with minimal high-impact targets.
- **Mass Shooter Events:** Moderate risk with potential high-impact targets (e.g., schools, churches, large community events).
- **Public Health Emergencies:** Moderate risk; COVID-19 demonstrated high vulnerability and system strain.
- **Cyber Attack:** Moderate risk and rising throughout the State with no individual high value target in Gilliam County

1.4 Capabilities Assessment

The County provides emergency management, law enforcement, road, and public health services to support all cities and unincorporated areas. The Sheriff has evacuation authority, supported by the Emergency Manager and Fire Protection District Chiefs. Primary hazards include wildfire, winter storms, drought and extreme weather. Key concerns include difficulty communicating with residents, widescale evacuation, elderly population and lower income residents. Their top resource priorities include establishing a County Public Information Officer and increasing volunteers across all agencies.

1.5 Assumptions

This EOP assumes:

- All emergencies begin locally.
- Local incidents are managed at the lowest level possible.
- Essential County services will operate as conditions permit.
- Prompt response and recovery depend on effective coordination.
- Local resources must be exhausted before requesting state/federal aid.
- Regional resource delays are possible.
- Certain populations will face disproportionate impacts.
- Disasters can occur without warning.
- Tourism and seasonal fluctuations may complicate response.
- County communications and facilities may be impaired.
- All emergency responders are trained in ICS/NIMS.
- Cyber and terrorist threats are possible; readiness includes shelter-in-place protocols and community engagement.

2 Concept of Operations

Gilliam County employs an all-hazards, whole-community approach to emergency management. Emergency operations are conducted using available local, regional, state, federal, private sector, volunteer and community resources to protect life, stabilize incidents, protect property and the environment, and support community recovery.

When the incident exceeds routine operational capabilities or requires multi-agency coordination, the Emergency Manager may activate all or part of this Emergency Operations Plan (EOP) and partially or fully activate the Emergency Operations Center based on the incident's type, complexity, severity and anticipated duration. The EOC provides coordination, situational awareness, resource management, and support to on-scene Incident Command.

Initial response activities are led by the agencies having primary jurisdiction and responsibility for the incident, including fire, law enforcement, emergency medical services, public health, public works and other supporting organizations. Response priorities focus on life safety, incident stabilization and protection of property, infrastructure and the environment.

As incident conditions stabilize, operations transition from response to recovery. Recovery activities may include damage assessments, restoration of essential services and infrastructure, coordination with state and federal partners, implementation of recovery programs and actions to support the long-term recovery and resilience of the community.

2.1 Phases of Emergency Management

This plan adheres to the emergency management principles of all-hazards planning, which is predicated on the fact that most responsibilities and functions performed during an emergency are not hazard specific. The four phases of Emergency Management used in Gilliam County are Mitigation & Prevention, Preparedness, Response and Recovery.

- **Mitigation and Prevention:** Activities seek to eliminate or reduce a disaster's likelihood and/or consequences. They involve actions to protect lives and property from threats as well as long-term activities that lessen the undesirable effects of unavoidable hazards.
- **Preparedness:** Activities serve to develop and/or enhance the response capabilities that will be needed should an emergency arise. Planning, training and exercises are the major activities that support preparedness.
- **Response:** Is the provision of emergency services during a crisis. These activities help to reduce casualties and damage, and speed recovery activities include

warning, protective actions, rescue, and other such operations. Response is the focus of this EOP.

- **Recovery:** is both a short-term and a long-term process. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or improved state.

2.2 Plan Activation and Deactivation Triggers

Gilliam County may activate this Emergency Operations Plan (EOP) in whole or in part when an incident exceeds the capacity of routine operations, requires interdepartmental coordination, or necessitates activation of the Emergency Operations Center (EOC). Activation ensures a coordinated response across County departments, municipalities, and partner agencies. An emergency declaration is not required to activate the EOP or EOC. The Emergency Manager, or designee, in consultation with the Sheriff and/or County Court as appropriate may authorize activation based on operational need.

For more information on the EOC, see chapter 6, incident response.

2.2.1 EOP and EOC Activation Criteria

The EOP or EOC may be activated under any of the following conditions:

- A significant threat to life, property, critical infrastructure or the environment
- An incident that exceed the capabilities of the jurisdiction or agency having primary responsibility.
- An event requiring coordination among multiple County departments, municipalities, special districts or mutual aid partners.
- A request for County support from Arlington, Condon, Lonerock or a special district.
- A declared or imminent local, state or federal emergency.
- Anticipated or actual resource shortages, infrastructure disruption or degraded essential services.
- Requests for mutual aid assistance or state resource support.
- Incidents requiring coordination through the Oregon Emergency Response System (OERS).

EOC activation levels may range from monitoring and limited coordination activities to partial or full activation, depending on incident complexity, resource requirements, and anticipated duration. When the EOC is activated:

- The Emergency Manager serves as the EOC Manager/Coordinator unless otherwise designated.

- County Departments shall implement applicable internal emergency procedures and provide status updates regarding operational capability, resource availability and unmet needs.
- Department heads retain authority over their personnel and resources unless otherwise directed through established emergency authorities.
- The County Court may declare a local state of emergency if conditions warrant.
- Resource requests, mutual aid coordination, situational awareness and information sharing will be managed through the EOC.

2.2.2 Deactivation

EOP or EOC deactivation occurs when:

- Incident objectives have been met and coordination is no longer required.
- Operational responsibilities transition to recovery or routine departmental functions.
- The affected jurisdiction can manage the event independently.

Deactivation may occur in phases (e.g., from Level 1 to Level 2 to full demobilization). The Emergency Manager ensures all documentation, situation reports and cost tracking are completed before final closure.

2.3 Incident levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation. Emergency situations will not always fit neatly into these levels, and any incident has the potential to intensify and expand. Special circumstances or external pressures may warrant outside assistance for relatively minor incidents.

- **Level 3:** Level 3 situations are often referred to as “routine” crisis management or emergency situations that can be handled using resources available at the incident location. For these situations, it may not be necessary to implement an emergency plan. Outside assistance is usually not required.

Gilliam County Standard Action-Monitor: Monitor the situation

- **Level 2:** Level 2 situations are characterized by a need for response assistance from outside agencies (specialized equipment or personnel, insufficient or inadequate on-site resources, etc.) Requests for assistance related to level 2 situations often take the form of 911 calls for Sheriff, fire or medical assistance. Examples include hazardous materials spill and traffic incidents with multiple injuries. The IC may request activation of selected portions of the County EOP.

Gilliam County Standard Action-Partial Activation: Form a small local EOC/ICP with minimal support staff.

- **Level 1:** Level 1 situations are major incidents that require the application of a broad range of community resources to save lives and protect property. Examples of such situations include a major fire in a populated area, a major earthquake, etc. Emergency plans should be implemented, and the EOC will be activated to coordinate response and recovery activities.

Gilliam County Standard Action-Full Support: Fully support the incident, activate appropriate County Staff and Volunteers. Staff County EOC with available personnel not engaged in emergency response.

2.4 Operational Coordination and EOC Structure

Gilliam County uses NIMS and ICS for incident management. Detailed organizational structures and responsibilities are contained in Chapter 3.

2.5 Administration and Logistics

Administration and logistics during emergencies ensure that Gilliam County can request and manage mutual aid, allocate financial resources, and provide legal, personnel and safety support to sustain operations.

2.5.1 Resource Management

Gilliam County will track and manage emergency resources using standardized inventory and [resource typing per NIMS](#). Mutual Aid requests will follow [Oregon Emergency Management Assistance Compact \(EMAC\)](#) guidelines when applicable. Gilliam County will use the [Oregon Emergency Response System \(OERS\)](#) to make requests from the state. Incorporated Cities manage their own resources, but must coordinate through the County EOC for broader support.

2.5.2 Financial Management

- Budget reallocation authority rests with the County Court.
- Emergency sessions may be held to authorize expenditures and declare a local disaster.
- All expenditures should be tracked for FEMA Public Assistance reimbursement, coordinated by the County Treasurer and Finance Director.

2.5.3 Legal Support

Legal support for the County Emergency Management Organization is provided by the County Attorney. They provide legal counsel for:

- Emergency declarations
- Liability Concerns
- Mutual Aid Agreements (MAAs)
- Inter-Jurisdictional Legal Considerations

2.6 Preservation of Vital Records

County departments shall preserve records essential to emergency operations, legal compliance, continuity and reimbursement. Records shall be retained in accordance with Oregon records retention requirements and applicable grant requirements. When in doubt, save emergency documentation during an incident and verify whether it needs to be kept during the recovery process.

2.7 Continuity of Government

Continuity of government ensures that lawful authority and essential government functions continue during emergencies through established lines of succession and delegation of authority.

Lines of succession identify who is authorized to assume leadership roles if the primary official is unavailable or unable to perform their duties during an emergency. They ensure that decision-making authority continues without interruption and that critical functions of government or response agencies can carry on. Each department must pre-designate, in writing, the order of individuals who will succeed to leadership positions and all staff should be familiar with these protocols.

Table 2.1 Lines of Succession	
Operations	Policy and Governance
Gilliam County Sheriff (Director of Emergency Management)	County Judge
Department/Agency Specific Subject Matter Expert (See ESF Crosswalk in chapter 3 or 6).	County Commissioners (in order of seniority)
Gilliam County Emergency Manager	County Sheriff
	Emergency Manager

2.8 Continuity of Operations

Continuity of Operations (COOP) ensures that essential County functions can continue during and after an emergency. Gilliam County will maintain leadership and decision-making through its line of succession and will work to preserve vital records, essential services such as water, sewer and roads, and provide for public information and safety. If primary facilities are compromised, operations may relocate to alternate sites listed in Chapter 6. The County will coordinate with Gilliam County Emergency management to restore services and ensure government operations resume quickly as possible.

Each department maintains internal Continuity of Operations (COOP) plans, including succession protocols and trained alternatives.

Gilliam County Emergency Management provides guidance and oversight for COOP implementation and coordination. Please see the Gilliam County COOP plan for more information.

2.9 Instructions for County Staff in an Emergency

Each County department is responsible for employee safety and accountability.

- Employees should check in with supervisors within 24 hours of an incident.
- Non-emergency 911 use is discouraged for routine communications.
- Alternative work locations and duty assignments will follow COOP protocols.

Employees are encouraged to maintain personal and family emergency plans, which enable a faster return to work and effective community support. More information on family emergency plans can be found at OEM's Website, [Be 2 Weeks Ready](#).

3 Roles and Responsibilities

Gilliam County's emergency operations rely on a flexible and scalable response structure. Roles and responsibilities may shift based on the incident's size, severity, and duration. Departments must build depth in their staffing and ensure cross-training for ICS roles to maintain readiness.

Each agency is responsible for identifying critical staff and maintaining current training records in accordance with NIMS/ICS. Gilliam County has adopted a NIMS implementation plan and ensures integration of ICS principles across all response operations.

3.1 Gilliam County Emergency Management Organization

An Emergency Management Organization (EMO) is the framework Gilliam County uses to manage preparedness, response, recovery and mitigation activities. The EMO establishes how leadership, County Departments, and partner agencies are organized during emergencies, including lines of authority, roles and responsibilities. In Gilliam County, the Sheriff's Office, through Emergency Management, coordinates the EMO to ensure that the County can shift from routine operations to coordinated incident management. The EMO is built on the principles of NIMS and ICS, providing a scalable and flexible structure for effective countywide emergency operations.

3.1.1 Executive Leadership

- **County Judge:** Directs policy, declares emergencies, implements emergency powers for the government, oversees public information, requests outside assistance.
- **County Commissioners:** Support continuity and resources needs, authorize emergency funding.
- **County Department Heads:** Develop department-specific plans, support continuity and resource needs.
- **Gilliam County Sheriff:** Leads incident coordination, overall responsible for emergency management and evacuation activities.
- **Emergency Manager:** Leads coordination, manages EOC operations, facilitates planning and training, maintain liaison with emergency volunteer groups, private sector partners and Oregon Department of Emergency Management. Issues public alerts and emergency notifications through Everbridge and IPAWS.
- **City Mayors:** Direct local policy, declare local emergencies, implements emergency powers for government, keep the public informed, request outside assistance.
- **City Councils:** Support continuity and resource needs, authorize emergency funding.

3.1.2 Government Departments

- **Gilliam County Road Department:** Leads County infrastructure recovery, traffic and perimeter control, debris removal and road access restoration and utility coordination.
- **County Financial Department:** Resource procurement and tracking.
- **County Attorney:** Provides legal counsel for emergency declarations, liability concerns, mutual aid agreements, inter-jurisdictional legal considerations and contracting support.
- **Gilliam County Public Health:** Public Health, disease control, mass casualty planning and shelter support.
- **Gilliam County Senior and Family Services:** Vulnerable citizen support, support of children and seniors.
- **City of Arlington/City of Condon Public Works:** Leads local infrastructure recovery, traffic and perimeter control, debris removal and road access restoration and utility coordination.

3.1.3 Response Organizations

- **Frontier 911 Communications Center:** Assists with emergency communications, dispatch emergency responders for initial response.
- **Gilliam County Sheriff's Office:** Law enforcement, evacuations, security and traffic control, emergency management, search and rescue.
- **North and South Gilliam Rural Fire Protection Districts:** Fire Suppression, hazmat response (awareness level), search and rescue assistance.
- **North Gilliam Medic Ambulance and South Gilliam County Ambulance Service:** Ambulance services and emergency medical services.

3.1.4 Other Local Assets/Organizations

- **Gilliam County Transportation:** Assistance during evacuations with elder and/or disabled transportation. Hydration and food aid during emergencies as available.
- **North/South Gilliam Health District:** Medical services.
- **Community Counseling Solutions:** Mental health services.
- **Condon Community Food Pantry:** Sheltering Support, nutrition support and vulnerable citizen support. Classified as an emergency pantry and can house more food than a normal food pantry.
- **Arlington Help:** Sheltering Support, nutrition support and vulnerable citizen support.
- **Wade Veterinary Service/County Veterinary Providers:** Animal evacuation, shelter and disease outbreak assistance. Relied on by Emergency Manager to serve as first responder for animal health related emergencies.

- **Port of Arlington:** Provides for economic development and recovery, resource staging and support.

3.1.5 State and Federal Partners

State and Federal agencies provide resource support, technical expertise, regulatory assistance and coordination during emergencies. Primary partners include Oregon Department of Emergency Management (OEM), Oregon State Police (OSP), Oregon Department of Transportation (ODOT), Oregon State Fire Marshal (OSFM), Oregon Health Authority (OHA), Federal Emergency Management Agency (FEMA) and federal land management agencies. Detailed responsibilities and additional partners are identified within applicable ESF annex and Appendix IV, State and Federal Partner Reference Guide.

3.2 Direction and Control

Gilliam County uses the Incident Command System (ICS) to direct emergency operations. The Emergency Manager is responsible for maintaining the readiness of the Emergency Operations Center (EOC) and coordinating trained staff to support emergency functions.

County Departments:

- Maintain control of their personnel and equipment unless directed otherwise by the County Court.
- Are responsible for developing and maintaining Standard Operating Procedures (SOPs) that align with this EOP.
- Designate personnel for Emergency Response and EOC duty and ensure those individuals are trained per County Emergency Management Guidance.

Existing agencies continue to perform their regular duties in an emergency, with adjustments based on ICS roles and priorities.

3.3 National Incident Management System & Incident Command System

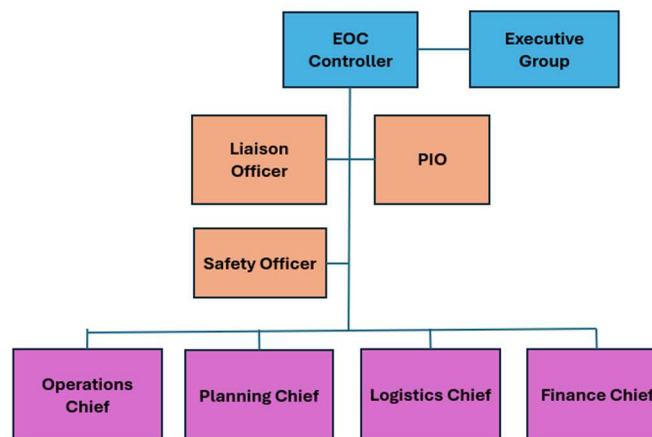
Oregon mandates the use of NIMS and ICS for emergency response.

- **National Incident Management System (NIMS):** The nationwide framework that provides a consistent approach for all levels of government, nongovernmental agencies and the private sector to work together effectively during incidents.
- **Incident Command System (ICS):** Is a standardized, on-scene management structure within NIMS that organizes personnel, resources, and communication to achieve coordinated response operations. It provides a flexible, scalable structure to

manage incidents of any size, ensuring coordination, common terminology, and unified command.

Gilliam County has established an Emergency Management Organization (EMO) that supports ICS aligned EOC activation, operational checklists and training protocols. Due to limited staffing, EOC personnel may hold multiple ICS roles. Cross training and regular exercises are essential to ensure response capacity. See Figure 3.1 below for an example ICS structure for the EOC in Gilliam County.

Figure 3.1 Basic ICS for Gilliam County EOC



3.3.1 Command Staff

The Command Staff in ICS includes the Safety Officer, Public Information Officer, Liaison Officer, all under the Incident Commander. They manage public communication, ensuring responder safety and coordination with outside agencies and partners. Their role is to provide specialized expertise and maintain effective communication and safety across the incident organization.

- **Incident Commander (IC):** The IC manages the EOC and is responsible for:
 - Approving and supporting the Incident Action Plan (IAP)
 - Overseeing incident coordination
 - Authorizing public information releases
 - Filling roles of Safety Officer, PIO or Liaison, if unstaffed.
- **Safety Officer(SOFR):** Responsible for overall safety of incident responders.
 - Identifies hazards and PPE requirements
 - Monitors responder safety and health
 - Implements safety plans and site control
 - Has authority to halt unsafe operations
- **Public Information Officer (PIO):** Responsible for all media interactions and keeping the public informed.
 - Coordinates information released across local, state and tribal entities.

- Manages media briefings and public messaging
- Leads Joint Information System (JIS) and Joint Information Center (JIC) as needed.
- **Liaison Officer (LOFR):** Responsible for coordinating with outside agencies.
 - Coordinates with external partners (e.g., schools, utilities)
 - Shares updates and resource statuses
 - Serves as primary contact for interagency collaboration

3.3.2 General Staff Functions

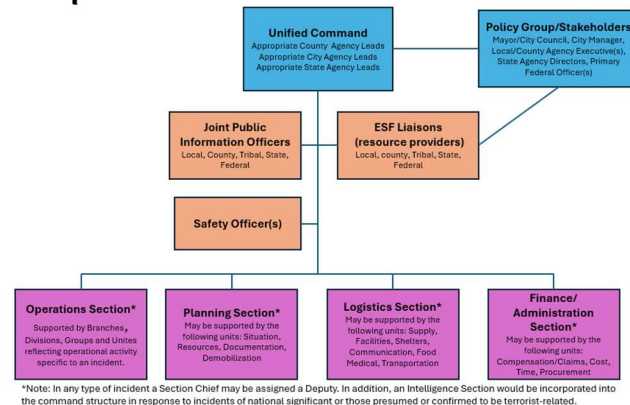
The General Staff in ICS is made up of the Operations, Planning, Logistics and Finance/Administration Section Chiefs who manage the main functional areas of an incident. Together they support the Incident Commander by directing tactical operations, tracking resources and information, providing supplies and services and managing costs.

- **Operations Section:** Leads tactical operations, which may include Fire/EMS, law enforcement, public health, public works and utilities, as well as private sector and volunteer support. Chief responsibilities include:
 - Implements field operations and tactical IAP
 - Manages liaisons and response coordination
 - Requests resources as needed
- **Planning Section:** Forecasts needs, supports documentation and develops the Incident Action Plan. Key units include Resources, Situation, Documentation and Demobilization. Chief responsibilities include:
 - Collects/disseminates incident data
 - Maintains IAPs and resource tracking
 - Leads planning meetings
- **Logistics Section (LOGS):** Provide operation support and resource management. Key units include Supply, Food, Communications, Medical, Facilities and Ground Support. Chief responsibilities include:
 - Procure resources and services
 - Forecast needs
 - Supports EOC operations
- **Finance/Administration Section:** Provide purchasing support, budget management and daily burn rates. Key units include Time, Cost, Procurement, and Compensation/Claims. Chief responsibilities include:
 - Track Incident costs
 - Manages contracts and personnel time
 - Supports grant compliance

3.3.3 Unified Command

In multi-jurisdictional incidents, a Unified Command Structure enables collaboration between agencies while retaining authority. This approach enhances coordination, minimizes duplication and ensures an integrated response. ICS sections and functions can be scaled based on incident complexity. Figure 3-2 below shows an example of Unified Command Structure for Gilliam County.

Figure 3.2: Example Unified Command Structure for Gilliam County



3.4 Intelligence Gathering and Situational Awareness

Gilliam County may assign an Intelligence/Investigations function to:

- Track criminal activity, arson or terrorism indicators
- Investigate the origin of incidents (e.g. public health outbreaks or wildfires)
- Support Planning Section operations and forecast incident progression

This role may be embedded in the Planning Section or assigned to a separate position.

3.4.1 Coordination with Oregon TITAN Fusion Center

The Oregon TITAN Fusion Center (OTFC) supports law enforcement and public safety agencies by:

- Collecting and analyzing terrorism and criminal threat intelligence
- Disseminating alerts to response partners
- Operation a Fusion Liaison Officer (FLO) program

Contact OTFC at 877-620-4700 or OFC@dog.oregon.gov for incidents involving terrorism or a criminal threat.

3.5 ESF and Community Lifeline County Roles

County departmental responsibilities associated with ESFs and Community lifelines are identified in Chapter 6.

4 Emergency Declarations

Declaring an emergency is often the first step towards receiving assistance from the State of Oregon, including access to resources and aid. Emergencies can be declared at the Local Level, State Level or Federal Level. An emergency declaration is a formal action taken by a city, county, tribe or the Governor that recognizes a situation exceeds normal response capacity. It allows officials to activate emergency plans, redirect resources, request mutual aid and when needed, seek state or federal assistance. Declarations also provide legal authority, liability protections and public visibility that support a coordinated and effective response.

4.1 Declaration Authority

The Gilliam County Court may make a formal declaration of emergency for Gilliam County and its jurisdictions.

4.2 Local Declarations of Emergency

Under Oregon Law and local ordinance, a declaration of emergency provides local governments with additional flexibility and authority to manage emergency conditions. A declaration may authorize emergency protective measures, facilitate resource allocation, activate mutual aid agreements, and provide certain legal protections, and support requests for state and federal assistance.

A local declaration also increase public awareness of the incident and helps coordinate response and recovery activities among government agencies, partner organizations and the community.

The declaration of local emergency is often the first step in requesting state assistance. The County Attorney advises on legal implications associated with emergency declarations.

4.3 Gilliam County Declaration Process

An emergency declaration is made when a local jurisdiction becomes overwhelmed. The following steps apply:

1. A City or County Response Agency* requests support from the Gilliam County Sheriff's Office or Emergency Manager due to local resources being overwhelmed.
2. The County Emergency Manager consults with the Incident Commander, Gilliam County Sheriff, relevant County Departments and response emergencies to determine that a state of emergency exists.
3. The County Emergency Manager makes a request to the County Court for a formal declaration of emergency or disaster. The County Court signs it and gives it back to the Emergency Manager.

4. The Emergency Manager submits the declaration to OEM for State Review and support.
5. From OEM, the State will forward on to the Federal government if needed. Only the Governor may request a Presidential Emergency or major disaster declaration.

*County Response Agencies can include: Sheriff's Office, Fire Districts, Health Districts, Soil and Water Conservation District and Gilliam County Public Health.

4.4 State Declaration of Emergency

Gilliam County may request a Governor's declaration via the Oregon Department of Emergency Management (OEM). The following information must be included in the request:

- The type of emergency or disaster.
- The location(s) affected.
- Deaths, injuries and population still at risk.
- The current emergency conditions or threat
- An initial estimated of the damage and impacts. To facilitate declarations, please also include:
 - Specific information about the assistance being requested.
 - Actions taken and resources committed by local governments (city and county).

The Governor of Oregon may declare a state of emergency under ORS Chapter 401 if requested by a county or if an emergency is imminent. This declaration gives the Governor broad authority over state agencies, including the ability to use state personnel and resources, exercise police powers and suspend agency rules if they would hinder the emergency response.

4.4.1 Types of State Declarations

- ORS 401.165: Declaration of State of Emergency-Office of the Governor
- ORS 476.510: Emergency Conflagration Act-Office of the Governor
- ORS 433.441: Proclamation of Public Health Emergency-Office of the Governor
- ORS 536.740: Drought Declaration-Office of the Governor
- ORS 823.012: ODOT Emergency Waivers-Director of Transportation
- ORS 176.775: Energy Resource Emergency-Office of the Governor
- ORS 561.510: Emergency Quarantine Order-Director of Agriculture

For more information on the different types of emergency declaration in Oregon and different authorities associate with each, please read [Emergency Declaration Guidelines for Elected and Appointed Officials by the Oregon Department of Emergency Management](#).

4.5 Emergency Conflagration Act

An Emergency Conflagration Act declaration is the only emergency declaration that does not need to go through an individual City/Agency to the County Court. It is used for fires that involve or threaten life and structure and authorizes the utilization of “firefighting assets in response to a fire, a heightened danger of fire or a significant reduction in available firefighting resources.” To determine if the Conflagration Act will be invoked, the local Fire Chief and Fire Defense Board Chief assess the incident with the following questions in mind:

- Are there structure fires not controlled due to the sheer size and speed of the fire?
- Is a wildland fire threatening structure?
- Have all local and mutual aid resources been depleted?
- Would mobile support resources be effective?

If the answer is yes, the County Fire Defense Board Chief notifies the Oregon State Fire Marshal through the Oregon Emergency Response System. After discussion, if the State Fire Marshal decides the situation warrants the implementation of the Conflagration Act the State Fire marshal notifies the governor, who authorizes the act to be invoked. For more information, please visit OSFM’s [mobilization website](#).

4.6 Presidential Declaration

When local and state resources are insufficient to meet response or recovery needs, the Governor may request a Presidential Emergency Declaration or a Major Disaster Declaration under the Robert T. Stafford Disaster Relief and Emergency Assistance Act.

A Presidential Declaration may provide:

- FEMA assistance programs, including Individual Assistance, Public Assistance, and Hazard Mitigation assistance, when authorized.
- Federal personnel, technical expertise and resource support.
- Access to additional federal funding and recovery programs.

To support a request for federal assistance, local jurisdictions must document damages and impacts and coordinate damage assessments with the Oregon Department of Emergency Management (OEM). The State complies impact information and works with FEMA to determine whether federal assistance thresholds have been met.

For additional information regarding federal disaster declarations and assistance programs, refer to OEM guidance and FEMA policy documents, such as the [OEM Emergency Declaration Guidelines for Elected and Appointed Officials](#).

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5 Communications, Public Warning and Information Management

Effective communication and public warning are often the most complicated portions of any emergency response, and two of the most important. Part of that is proper information management. This chapter describes how the County collects, analyzes and shares information with responders, partner agencies, and the public using a range of communication systems, alert and warning tools and processes. These efforts ensure timely situational awareness, coordinated decision-making and accurate, accessible information before, during and after an incident. Equally important, the County preserves vital records and documentation to support accountability, legal compliance and cost recovery following emergencies.

5.1 Communication Systems

Gilliam County uses multiple platforms to support communication before, during and after emergencies. The primary method of mass notification and communication is through OR-Alert, also called Frontier 911 Regional Alert/Everbridge, but they also rely heavily on phone calls, radio systems and in person communications. These systems facilitate strong coordination among County agencies and ensure critical public communications can continue even if one system fails. In an emergency, the primary means of communication with the EOC is through phone calls.

Table 5.1 Gilliam County Communications Matrix	
Who They are Communicating With	Methods of Communication
Cities/Unincorporated Areas	Primary: OR-Alert/Frontier 911 Regional Alert/Everbridge Alternate: Phone calls, social media, direct contact to primary operators.
Local First Responders	Primary: Radios, Active 911 Alert Alternate: 911 Dispatch, In person, phone calls
Internally between departments or districts	Primary: Phone Tree Alternate: OR-Alert, email
External Agencies	Primary: Phone calls Alternate: OR-Alert, email, radio

5.2 Public Information Officer (PIO)

Gilliam County does not have a designated Public Information Officer. In a wide-scale emergency, the Gilliam County Sheriff would contact the Oregon State Sheriff's Association (OSSA) for PIO Assistance. OSSA has a sub-groups of PIOs available to assist counties.

In the absence of a designated PIO, the designated spokesperson during an emergency is normally the head of the primary response agency, or their designee. For example:

- Fires: NGRFPD Chief, SGRFPD Chief or GCFS Operations Chief
- Law Enforcement Activities: Gilliam County Sheriff
- Medical Incidents: Gilliam County Public Health, North Gilliam Health District, South Gilliam Health District.
- General Emergencies: Gilliam County Emergency Manager

PIO responsibilities include:

- Managing media and public inquiries
- Coordinating with Incident Command and other agency PIOs
- Monitoring and responding to misinformation or rumors
- Ensuring information is timely, accessible and accurate-especially on health, safety and protective actions.
- Using available systems, including OR-Alert, as well as public notices and official social media to keep the public informed.

5.3 Public Information

Public information ensures that residents, responders and partners receive timely accurate and accessible updates before, during and after an emergency, helping protect lives, build trust and guide community actions. Gilliam County can use the following systems and methods to communicate with the community:

- OR-Alert (Frontier 911 Regional Alerts/Everbridge)
- NOAA Weather Radio
- Local media/Newspaper
- Door-to-door notifications for at-risk populations
- Social Media (Facebook)
- County Website
- IPAWS
- Community Bulletin Boards

5.3.1 Alert & Warning Systems

Notifying citizens and responders of potential and actual large events is the first step in ensuring their safety and an effective response. The following systems will be used to notify citizens in an emergency.

- **OR-Alert:** The County uses OR-Alert, locally called Frontier 911 Regional Alerts (powered by Everbridge, also known as Reverse 911) to quickly notify residents of a variety of situations such as severe weather, wildfires, floods, street and road

closures, missing persons, law enforcement activities and evacuation notification. Residents can receive alerts via text, phone, email, or hearing-impaired devices. While listed landlines may still receive alerts automatically, [registration is strongly encouraged](#) for full coverage. The Gilliam County Emergency Manager sends OR-Alerts.

- **IPAWS/WEA:** The Integrated Public Alert and Warning System (IPAWS)/Wireless Emergency Alerts is a national network to send alerts to residents via Wireless Emergency Alerts on mobile phones and other platforms such as radio and television. It is integrated with the Frontier 911 Regional Alert System. It can send alerts by geographic location, and does not require signing up. The Gilliam County Emergency Manager Sends IPAWS alerts.
- **Social Media and Websites:** Gilliam County maintains public awareness through regular updates via social media and County Web platforms. Many people use social media as a major information source, but it should only be used as a secondary notification method, not the primary. Each County department manages their own social media.

5.3.2 Issuing OR-Alerts

The Gilliam County Emergency Manager issues OR-Alerts. When an alert needs to be issued, local response agencies/cities will make a request to the Emergency Manager to send an alert. The GCEM will then issue an alert through the OR-Alert System, which can be cumbersome. For quicker information updates, including rumor control, the Sheriff's Office will update their Facebook page if there is time.

When sending notifications, the County should consider the following, pending the situation:

- Including a number for citizens to call if they have mobility or functional needs and require additional assistance to perform tasks given in the notification (i.e. evacuation).
- Set the boundary for alerts for the entire impacted area, not just within individual city limits to reach rural residents.

5.4 Communicating with Vulnerable Citizens

Gilliam County recognizes that certain populations may require additional assistance before, during and after an emergency. The Emergency Manager and Senior and Family Services Coordinator maintain information on residents who may need additional support and coordinate outreach efforts with Public Health, community partners, and volunteer organizations as appropriate.

In addition to encouraging residents to enroll in OR-Alert, the following considerations apply:

- **Residents with Access or Functional Needs (AFN):** Gilliam County maintains information on residents who may require evacuation, transportation, medical, communication or other assistance during emergencies. The Emergency Manager may coordinate with Gilliam County Public Health, Oregon Health Authority (OHA), Oregon Department of Human Services (ODHS), and community partners to support notification, welfare checks, evacuation assistance and access to services.
- **Non-English Speakers:** Emergency notifications should be provided in languages appropriate to the affected population whenever possible. Translation resources may be requested through OEM, ODHS, or other partner agencies. During rapidly evolving incidents, responders may use available translation tools to communicate urgent life-safety information.
- **Residents without Reliable Communications:** For residents without cell phones, internet access or during communications outages, notification methods may include landline alerts, door-to-door notifications, public announcements, and coordination through community networks and volunteers.
- **Temporary and Seasonal Workers:** Gilliam County may coordinate with employers, construction site managers and other organizations to disseminate emergency information to temporary and seasonal workers. IPAWS/WEA alerts may also be used to reach individuals within the affected area regardless of local alert registration status.

5.5 Joint Information System (JIS)

Gilliam County uses a Joint Information System (JIS) to coordinate the release of information between County departments, municipalities, state agencies and partner organizations. The JIS:

- Promotes consistent messaging across jurisdictions
- Coordinates rumor control and media relations.
- Integrates County and City Public Information Officers (PIOs) into a unified communications network.

5.6 Joint Information Center (JIC)

Gilliam County is too small to activate a Joint Information Center (JIC) during major emergencies. If a JIC is established it will be through a larger Incident Management Team that has been sent to the County to provide assistance. The JIC operations under the EOC's PIO and:

- Develops and distributes press releases, emergency alerts, and social media updates.
- Coordinates with OEM and FEMA external affairs.
- Provides language-appropriate and accessible information (ADA/AFN compliance).
- Manages media briefings and public inquire hotlines.

It is recommended that the JIC not be physically inside the main EOC workspace, where sensitive information is kept as the JIC location is frequently used to host external media and press conferences.

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6 Initial Response Actions and ESF Crosswalk

Initial Response Actions ensure life safety, incident stabilization and property protection while connecting local needs to the appropriate Emergency Support Functions (ESFs). The ESF crosswalk provides a framework to align Gilliam County Departments with state and federal partners for resource coordination.

Incident Management begins with the decision to activate the EOP, the EOC and the ICS structure based on incident type, scale and resource needs. Activation enables departments to implement internal plans, share status updates, and coordinate resources under a unified system.

6.1 EOP Activation

Upon activation of the EOP, County departments implement internal procedures and coordinate through the Incident Command System and EOC as outlined in Chapter 2.

6.2 Initial Response Actions

For every emergency, Gilliam County takes the first few initial steps:

1. Alert threatened populations and initiate evacuation as necessary.
2. Initiate emergency sheltering procedures with community partners if evacuation procedures are activated.
3. Instruct appropriate County Emergency services to activate necessary resources.
4. Establish Incident Command, expand as needed.
5. When local resources will not meet the needs of local and County Emergency Operations, the County Emergency Manager will prepare a formal declaration of emergency and submit to the County Court for signature/approval.
6. The County Emergency Manager will submit the declaration of Emergency to Oregon Emergency management.
7. The County Emergency Manager will prepare to staff the County EOC full time, including requesting mutual aid for staffing the EOC.

6.2.1 Oregon Emergency Response System

Requests for state assistance and required emergency notifications are coordinated through the Oregon Emergency Response System (OERS) which can be contacted at 800-452-0311.

6.3 Response Priorities

When managing any incident, responders and leaders must keep the following response and recovery priorities in mind.

1. **Life safety:** Safety of citizens, first responders and county personnel; immediate rescue, medical aid and hazard mitigation.

2. **Preservation of Essential County Personnel:** Protection of essential county personnel and first responders (including dependents) from the effects of a disaster.
3. **Protection of Property:** Focus on efforts to save lives of persons impacted.
4. **Unit Reconstitution:** The recall of critical employees and the collection, inventory, temporary repair and allocation of County assets to provide maximum prompt, sustained operations in response to a disaster.
5. **Emergency Food and Temporary Housing Plan:** Provision of food and temporary housing for disaster victims.
6. **Restoration of Infrastructure:** Restoration of the County's critical infrastructure (utilities, roads, buildings).
7. **Statutory Response:** Provisions of a partial or full range of County services beyond those related to lifesaving, security and law enforcement during a disaster.
8. **Recovery:** Key recovery goals are restoration of lost or impaired capabilities caused by the effects of the disaster or other emergency, return to normal operating conditions and providing non-emergency services to the public.

6.4 Emergency Operations Center (EOC)

The Gilliam County Emergency Operations Center serves as the central coordination point for countywide emergency response and recovery operations. When activated, the EOC provides a unified location where County departments, partner agencies and regional, state and federal representatives can coordinate resources, share information and support on-scene Incident Command.

6.4.1 Emergency Operations Center Locations

Gilliam County does not have a full-time EOC location, instead the primary EOC is located at the Sheriff's office, which can only hold a limited number of people. There are alternate locations in case the main EOC location is compromised, or if the event location would make an alternate location more desirable for management.

- **Primary:** Gilliam County Sheriff's Office
221 S Oregon St
Condon, OR 97823
Capabilities: Backup power, communications, internet, security cameras.
- **Alternate:** Sheriff's Arlington Regional Office (ARO) Small Events
1494 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, internet.
- **Alternate:** South Gilliam County Emergency Services Building
220 N Main Street
Condon, OR 97823

Capabilities: Backup power, communications, internet, full kitchen, large training room with AV Set up

- **Alternate:** North Gilliam Rural Fire Protection District
1500 Railroad Ave
Arlington, OR 97812

Capabilities: Backup power, communications, internet. Large training room with AV set up, full kitchen.

6.4.2 Incident Command Post Locations

In the event of a large-scale event, the primary incident command post location in Gilliam County is the Gilliam County Fair Grounds.

- Gilliam County Fairgrounds
602 North Washington
Condon, OR 97823

Capabilities: Communications, internet, plans to install generator. Large parking lot and multiple high-capacity buildings, full kitchen.

6.4.3 EOC Staffing And Support

The Gilliam County Emergency Manager determines activation level and staffing for the EOC, integrating mutual aid and volunteer support as needed.

- Staffed on incident dependent shifts, usually personnel cannot support 24/7 but the Emergency Manager will be on call during periods it is not staffed.
- County departments provide trained staff per ICS/NIMS as available.
- All EOC staff must be cross trained in ICS functions
- The EOC may serve as a Multi-Agency Coordination System (MAC)
- Additional resource needs are escalated to OEM or through mutual aid

In public health emergencies:

- A Medical EOC may be jointly staffed by Gilliam County Public Health District and South Gilliam Health District.
- The Medical EOC coordinates with the County EOC and local Agency Operations Centers (AOCs).

6.4.4 Security

When the Sheriff Office serves as the EOC, it is secured through the use of closed-circuit television cameras. If needed, additional security may be requested through the incident.

6.4.5 Staff Support Services

The EOC has running water, electricity, a kitchenette and bathrooms. There are no official sleeping quarters. While not fully equipped for long-term housing, the IC will request resources as needed to sustain staff during extended operations.

6.5 Initial On-Scene Incident Management

The initial County response structure consists of an IC and single-resource agencies (i.e. Road Department, Sheriff's Office and the Fire Services). Depending on the incident, the Director/Chief of the responding agency may act as both the IC as well as the chief of their respective resource agencies.

During the initial response, an IC from the appropriate agency will be located at the on-scene ICP and will assume the responsibilities of the PIO, liaison officer and safety officer command staff until these responsibilities are delegated. If the incident expands, the IC may request activation of the EOC for resource support. The IC will manage those communications with the EOC until delegated.

6.6 EOC Support to On-Scene Operations

The primary purpose of the EOC is to provide support to on-scene operations. Resource requests are coordinated through the EOC. Additionally, mutual aid and State/Federal support must be coordinated through the EOC.

6.7 Mutual Aid

Mutual Aid may be requested when an incident exceeds the capacity of local response systems. It is not dependent on reimbursement through disaster relief funds and is governed by agreements, automatic triggers or emergency declarations. One of the most common requests for Mutual Aid in Gilliam County is wildfire response. If the EOC is activated, mutual aid requests must be coordinated through the EOC.

6.7.1 Municipal Mutual Aid

City governments within Gilliam County manage their own resources and are responsible for initiating mutual aid requests not covered by automatic agreements.

If the County is unable to fulfill a city's request, the Emergency Manager will coordinate with the County Court to initiate a County-Level Declaration of Emergency and escalate the request to the State.

6.7.2 Volunteer, Private and Community-Based Aid

Many mutual aid efforts come from non-governmental organizations (NGOs) and private entities, including:

- Lions Club
- Elks
- Arlington Help
- Condon Food Pantry
- Faith-based groups
- 4-H Clubs/FFA
- Young Life

During large-scale incidents, these organizations may assign liaisons to the EOC to help provide resources. The Emergency Manager coordinates these partnerships and public outreach to promote readiness-especially 72 -hour self-sufficiency practices.

6.7.3 Special Service Districts

Special districts (e.g., for fire, water, irrigation, Port) often operate independently from the City or County Government and may span multiple jurisdictions. Many have their own mutual aid agreements they maintain. Gilliam County Fire Services maintains several mutual aid agreements between Fire Districts within Gilliam County and with neighboring counties to provide aid for large fires. Gilliam County Special Service Districts include:

- Gilliam County Fire Services
- North Gilliam Rural Fire Protection District
- South Gilliam Rural Fire Protection District
- North Gilliam Health District
- South Gilliam Health District
- Gilliam County Soil and Water Conservation District
- Port of Arlington

6.7.4 State Government Support

Gilliam County may request mutual aid from the Oregon Department of Emergency Management (OEM) after exhausting local resources. OEM:

- Provides 24/7 access via a duty officer
- Activates the State Emergency Coordination Center (ECC)
- Serves as a liaison to other State and out-of-state agencies
- Facilitates access to national mutual aid systems and compacts

6.7.5 Federal Government Support

Requests for federal assistance are routed through OEM. Federal resources can be made available before a Presidential Declaration in urgent cases.

A Presidential Disaster Declaration unlocks access to:

- Federal financial support (Public Assistance and Individual Assistance)
- Equipment and personnel from national agencies (FEMA, DHS, etc.)
- Long-term recovery and mitigation support

6.8 ESFs and Community Lifelines

Emergency Support Functions (ESFs) and FEMA Community Lifelines provide complimentary frameworks for organizing and prioritizing emergency response. ESFs organize response activities by function, while Community Lifelines identify the critical services that must be sustained or restored to stabilize the community.

- Emergency Support Functions (ESFs) organize County, State, Federal and partner agency resources into functional areas such as transportation, communications, firefighting, public health and mass care. Each ESF identifies lead and support agencies and outlines how they coordinate resources and services during an incident.
- FEMA Community Lifelines represent the essential services needed to maintain community stability and support recovery. Lifelines include Safety and Security, Food, Water and Shelter, Health and Medical, Energy, Communications, Transportation and Hazardous Materials.

Gilliam County uses the ESF structure to coordinate emergency operations and integrate with the State of Oregon and Federal response system. Community Lifelines help assess impacts, establish priorities and focus response efforts on the services most critical to public safety and community functioning. In practice, ESFs represent the means for delivering emergency services, while Lifelines represent the outcomes that response actions need to protect or restore. Table 6.1 identifies primary County, State and Federal agencies responsible for each ESF and associated lifeline.

Table 6.1: ESF, Community Lifeline and Responsible Agency Crosswalk

ESF	FEMA Community Lifeline	Primary Local Agencies	Primary State of Oregon Agency	Primary Federal Agency
ESF 1 Transportation	Transportation	Gilliam County Road Department	Oregon Department of Transportation (ODOT)	Department of Transportation
ESF 2 Communications	Communications	Gilliam County Emergency Manager	Oregon Department of Emergency Management (OEM), Oregon Public Utility Commission (OPUC)	Department of Homeland Security
ESF 3 Public Works	Safety & Security, Energy (Power & Fuel), Transportation, Water Systems	Gilliam County Road Department/City Public Works Departments	Oregon Department of Transportation (ODOT)	Department of Defense (U.S. Army Corps of Engineers), Department of Homeland Security (FEMA)
ESF 4 Firefighting	Safety & Security	North and South Gilliam Rural Fire Protection Districts	Oregon State Fire Marshal (OSFM), Oregon Department of Forestry (ODF)	Department of Agriculture (U.S. Forest Service)
ESF 5 Information and Planning	Safety & Security	Gilliam County Emergency Manager	Oregon Department of Emergency Management (OEM)	Department of Homeland Security (FEMA)
ESF 6 Mass Care	Safety & Security; Health & Medical; Food, Hydration, Shelter	Gilliam County Public Health	Oregon Department of Human Services (ODHS)	Department of Homeland Security (FEMA)
ESF 7 Logistics Management & Resource Support	All lifelines (indirectly)	Gilliam County Emergency Manager	Oregon Department of Administrative Services (DAS)	General Services Administration, Department of Homeland Security (FEMA)
ESF 8 Health & Medical Services	Safety & Security; Food, Hydration, Shelter; Health & Medical; Hazardous Materials, Water Systems	Gilliam County Public Health	Oregon Health Authority (OHA)	Department of Health and Human Services

ESF 9 Search and Rescue	Safety & Security	Gilliam County Sheriff	OEM	Department of Defense, Department of Homeland Security (U.S. Coast Guard)/ Department of Interior
ESF 10 Hazardous Materials	Hazardous Materials, Water Systems	NGRFPD and SGRFPD	OSFM HazMat Team 10 Oregon Department of Environmental Quality (DEQ)	Environmental Protection Agency/Department of Homeland Security (U.S. Coast Guard)
ESF 11 Agricultural, Animals & Natural Resources	Food, Hydration, Shelter	Gilliam County Soil and Water Conservation District and Farm Service Agency	Oregon Department of Agriculture	Department of Agriculture/ Department of Interior
ESF 12 Energy	Energy (Power & Fuel), Hazardous Materials	Gilliam County Emergency Manager	Oregon Department of Energy, Utility Companies	Department of Energy
ESF 13 Public Safety & Security	Safety & Security; Health and Medical	Gilliam County Sheriff's Office	Oregon State Police (OSP)	Department of Justice
ESF 14 Business and Industry	Food, Hydration, Shelter; Energy (Power & Fuel); Communications; Transportation	Gilliam County Emergency Manager, Oregon Frontier Chamber of Commerce	Oregon Business Development Department (OBDD)	Department of Homeland Security/ Housing and Urban Development/ Small Business Administration
ESF 15 Public Information	Communications	Gilliam County Sheriff's Office, Gilliam County Emergency Manager	OEM	Department of Homeland Security (FEMA)
ESF 16 Volunteers and Donations	Food, Hydration, Shelter;	Gilliam County Emergency Manager	OEM	FEMA
ESF 17 Cyber and Critical Infrastructure Security	Safety & Security	Gilliam County Sheriff	DAS, Oregon Department of Justice	Cybersecurity and Infrastructure Security Agency (CISA)
ESF 18 Military Support	All lifelines (indirectly)	Gilliam County Sheriff	Oregon Military Department	Department of Defense

7 Evacuations

Timely evacuations have become more of a reality in Gilliam County over the past several years. This chapter establishes evacuation authority, common evacuation triggers, primary evacuation routes, transportation and notification concerns, as well as shelter and rally point locations. For more details on evacuations, see Functional Annex 1: Evacuations

7.1 Authority

The Gilliam County Sheriff has primary authority for evacuation activities within the County. During an incident, the Incident Commander or Unified Command may recommend or initiate evacuation actions when immediate threats to life and safety exist.

The entities most likely to request or issue an evacuation order are:

- Gilliam County Sheriff
- North Gilliam Rural Fire Protection District
- South Gilliam Rural Fire Protection District
- City of Arlington, Condon or Lonerock Mayor

7.2 Triggers

Evacuation may be necessary when conditions pose an immediate or anticipated threat to life, health or safety. Potential triggers include:

- Wildfire approaching populated areas
- Flooding from the nearby rivers
- Hazmat plumes
- Severe Weather
- Public Health Emergencies
- Acts of Violence
- Infrastructure Failures

7.3 Determining Evacuation Levels

Evacuation levels are determined based on the level of threat, and available resources to respond to an incident. The Gilliam County Sheriff will determine evacuation levels on site in coordination with the Incident Commander, most often the local Fire Chief. If the Incident Command believes that a threat necessitates an evacuation, they will request dispatch call the Sheriff's Office to have the area evacuated.

Gilliam County follows Oregon Department of Emergency Managements three levels of evacuation, [Be Ready, Be Set, Go Now!](#)

- **Level 1-BE READY** to evacuate: Prepare to evacuate and be aware of danger in the area. Stay informed, have your plan and go-kit ready and act early if you or your loved ones can't move early.
- **Level 2-BE SET** to evacuate: Be set to evacuate at a moment's notice, there is a significant amount of danger in the area. Follow your evacuation plan and grab your go-kit. Check news and radio for updates. Conditions change rapidly, leave if you feel unsafe.
- **Level 3-GO NOW!** Leave immediately, there is extreme danger in the area. Leave without delay, it is unsafe to stay. Do not stop to gather belongings or protect your home. Do not return until officials announce the area is safe.

7.4 Notification Methods

Gilliam County uses multiple methods to notify the public of evacuation orders, including OR-Alert, IPAWs, social media and door-to-door notifications when necessary. During a level 3 evacuation, door-to-door notifications are required. The Sheriff's Office coordinates evacuation notifications with support from local jurisdictions, fire agencies and Oregon State Police.

- **OR-Alert**
- **Door-to-Door Notifications**
- **IPAWS**
- **Social Media**

7.5 Evacuation Process

Upon determination that an evacuation is necessary, Incident Command and the Sheriff's Office will coordinate notifications, transportation assistance, traffic control sheltering and public information activities. Detailed evacuation procedures, primary evacuation routes and checklists are maintained in Support Annex 2-Evacuations.

7.6 Traffic Control and Barricades

The Gilliam County Sheriff's Office is responsible for traffic control and barricades at city entrances/critical intersections during an evacuation. City Public Works, Oregon State Police and Oregon Department of Transportation will provide assistance when available.

7.7 Transportation

If transportation assistance is needed for vulnerable residents during a widescale evacuation, the Gilliam County Emergency Manager will coordinate with County Partners including:

- Gilliam County Transportation

- Arlington School District Buses
- Condon School District/Mid-Columbia Bus

Gilliam County in coordination with impacted jurisdictions will establish rally points, or locations where citizens can meet public transportation for evacuation from the area.

7.8 AFN Evacuation Considerations

Gilliam County does not have a formal, written plan to evacuate special populations, including the elderly, disabled, or medically dependent. However, the Gilliam County Emergency Manager has a close working relationship with Gilliam County Public Health, Senior and Family Services, Arlington Help, Gilliam County Transportation and Arlington and Condon School Districts. In general, Gilliam County will:

- Work with GCPHD, Senior and Family Services and Arlington Help for outreach to specific populations.
- Include a number on the evacuation notification for people with AFN to call for additional assistance. Reach out through GCPHD or ODHS OREM for translation assistance.
- Door-to-Door notifications: When there is a Level 3 evacuation, every resident/property is physically touched by a Sheriff's Deputy or Oregon State Trooper for notifications.

7.8.1 Vulnerable Populations of Concern

Gilliam County, and each of its incorporated cities have certain vulnerable populations of concern.

- **Gilliam County**
 - Communications with rural citizens, especially with older residents who refuse to leave their homes during evacuation scenarios.
 - Childcare centers in Arlington and Condon, especially if there are a large number of infants at childcare with one adult to every 6 infants.
- **Arlington**
 - 475 Shane Drive (Lower Trailer Park). Many residents do not have vehicles, are economically disadvantaged and have limited or extremely limited mobility and would require special vehicles to evacuate.
 - 350 Hemlock: 55 and older low-income apartments. May have difficulty evacuation due to lack of funds or lack of vehicles.
 - 8-Mile: Lack of communications and cell phone service. Some residents do not have internet.
 - Rock Creek: Lack of communication and poor cell phone service.

- **Condon**
 - Summit Springs Retirement/Nursing Home: Contains a large number of residents. In an evacuation scenario they would not have enough staff to move everyone and would require assistance.
 - Elderly population: Median age is 64.5 years old
- **Lonerock**
 - Elderly Population
 - Extreme Isolation

7.9 Emergency Shelters, Rally Points and Staging Areas

Potential shelters, rally points and staging areas are identified and maintained by Emergency Management and supporting agencies and can be found in Appendix III Emergency Facilities Inventory.

7.10 Animal Considerations

When evacuations occur, reasonable efforts should be made to accommodate household pets, service animals and livestock. Public information regarding evacuations, transportation and sheltering should include information on animal accommodations whenever available.

Gilliam County will coordinate with local veterinary providers, the Oregon Humane Society, Oregon State University Extension, the Gilliam County Fairgrounds and the Oregon Department of Agriculture as needed to support animal evacuation, sheltering and care operations.

Animal response activities will be coordinated through ESF-11 Agriculture, Animals and Natural Resources and supporting partner agencies.

8 Damage Assessments and Recovery

Damage assessments and documentation are essential to recovering from any disaster, and play a large part in receiving reimbursement from State and Federal Government, as well as County and City Insurance Companies. This chapter provides an overview of what to do once the disaster/emergency is over, including damage assessments, documentation requirements, debris management and infrastructure repairs.

8.1 Recovery Priorities

Gilliam County recovery priorities that have been established are:

1. Damage Assessment
2. Restoration of Critical Infrastructure
3. Debris Management
4. Return to normal operating conditions
5. Provide non-emergency services to public

Short-term recovery includes restoring:

- Communications
- Water and wastewater systems
- Road Access
- Emergency medical services
- Electricity
- Solid waste removal

8.2 Damage Assessments

Gilliam County follows the following procedures for damage assessments:

- The Emergency Manager leads damage assessments in partnership with specific department heads/responsible agencies.
- The Gilliam County Road Department tracks damage assessments through time cards and photographs. They take photographs prior to any work, especially after a major emergency/disaster.
- For Fires OSFM leads damage assessments and requires photo documentation.
- The EM/Responsible agencies work with their insurance companies, who will send out adjuster and determine what documentation is needed for claims.
- Emergency Management will work with the State closely to ensure Gilliam County is meeting documentation requirements for FEMA reimbursement.

8.3 Records

All County departments must protect, maintain and document records essential to emergency operations, legal compliance, and disaster recovery. These may include:

- Emergency plans, checklists and contact lists
- Alert and warning records and notification
- Disaster financials, grant documentation and cost recovery forms
- Incident and damage assessment reports, ICS Forms, Situation Reports, Incident Action Plans (IAPs), After Action Reports (AARs) and Improvement Plans

8.4 Recovery Plans

- **Debris Removal:** The Gilliam County Road Department works with City Public works for debris removal.
- **Power Restoration:** Work with individual utilities, including Pacific Power and Columbia Basin Electric Co-Op
- **Infrastructure Repair:** The Road Department/City Public Works makes repairs that are within their capabilities. Larger repairs are contracted out.

8.5 Oregon State Recovery Functions

Recovery operations may be supported through Oregon State Recovery Functions (SRFs), which align state resources with federal recovery programs. Gilliam County will coordinate recovery activities through OEM and applicable state and federal partners.

Table 8.1 Recovery Phases and Corresponding ESFs & Lifelines		
Recovery Phase	Corresponding ESF	Community Lifeline
SRF 1: Community Planning and Capacity Building	4-Firefighting; 5-Information & Planning; 7-Resource Support; 13-Law Enforcement; 15-Public Information; 18-Military Support	1-Safety and Security
SRF 2: Economic Recovery	14-Business and Industry	All Lifelines
SRF 3: Health Services	8-Health& Medical; 11-Agriculture, Animals and Natural Resources	3-Health and Medical, 2-Food, Water and Shelter
SRF 4: Social Services	6-Mass Care; 8-Health& Medical; 16-Volunteers & Donation	2-Food,Water and Shelter, 3-Health & Medical
SRF 5: Disaster Housing	6-Mass Care; 16-Volunteers and Donations	2-Food, Water & Shelter
SRF 6: Infrastructure Systems	1-Transportation; 2-Communications; 3-Public Works; 12-Energy	6-Transportation, 5-Communications, 4-Energy
SRF 7: Natural and Cultural Resources	10-Hazardous Materials; 11-Agriculture, Animals & Natural Resources	2-Food, Water & Shelter,7-Hazardous Materials

9 Plan Development, Maintenance and Training

This plan is a working document. It was developed with the assistance of Gilliam County and all its cities, as well as special districts. It is important to maintain this plan, continuously evaluate it for effectiveness and to make changes as needed to keep it a useful working document.

9.1 Development

This Emergency Operations Plan (EOP) was developed by Gilliam County Emergency Management in collaboration with:

- The Cities of Arlington, Condon and Lonerock.
- Stakeholders from County Departments, City Public Works, Fire Protection Districts, EMS, Law Enforcement and representatives of vulnerable populations.

This EOP is written to meet requirements outlined by:

- Oregon Revised Statutes (ORS 401)
- Oregon Department of Emergency Management (OEM) guidelines
- FEMA's Comprehensive Preparedness Guide (CPG) 101 version 3.0

This plan represents a whole-community, all-hazards approach to disaster preparedness, response, recovery and mitigation.

9.2 Adoption and Implementation

This Emergency Operations Plan will be formally adopted by the Gilliam County Court via resolution and distributed to all departments, partner agencies, and stakeholders.

All users of this plan are responsible for maintaining familiarity with the sections relevant to their role, participating in trainings and exercises, and contributing to the plans maintenance and improvement.

A copy of the adopted EOP will be filed with:

- Oregon Department of Emergency Management (OEM)
- County Administration
- Arlington, Condon and Lonerock

9.3 Plan Review and Maintenance

The Gilliam County Emergency Manager is responsible for the ongoing maintenance of this plan and its annexes.

Review Cycle

- The EOP will be formally reviewed and re-promulgated at least once every five years, in accordance with State of Oregon Standards.
- Reviews may occur more frequently based on:
 - Lessons learned from incidents
 - Organizational changes
 - Legal or regulatory updates
 - Major plan activations or exercises

9.3.1 Annual Responsibilities

Each year, the Emergency Manager will:

- Verify and update contact information
- Confirm the availability of resources, personnel and facilities
- Evaluate procedures for effectiveness and relevance
- Distribute change summaries to plan stakeholders

Each department or agency is responsible for reviewing and updating their specific annexes, appendices, and SOPs at least annually or following major incidents.

9.3.2 Change Process

Recommended changes should be submitted in writing to:

Gilliam County Emergency Management
PO Box 685
221 S Oregon St
Condon, OR 97812

Upon review, approved changes will be incorporated through an official addendum process or included in the next scheduled plan update.

9.4 Community Engagement and Public Education

Gilliam County is committed to keeping residents informed and engaged in emergency preparedness, as well as keeping this plan relevant.

Community Outreach Activities

- Annual public safety events, workshops, and training events
- Preparedness resources shared online and through local partners

Residents are encouraged to:

- Sign up for [Frontier 911 Regional Alerts](#)
- Follow public updates on [Gilliam County's Website](#).

- Use preparedness guides and hazard maps available online and in public spaces
- Vulnerable populations are prioritized in outreach strategies to ensure access to preparedness information, including translated materials and culturally competent messaging.

9.5 Training Program

The Gilliam County Emergency Manager specifically coordinates training for County personnel and encourages them to participate in trainings hosted by other jurisdictions. Current training and operational requirements set forth under NIMS have been adopted and implemented by Gilliam County. The Emergency Manager maintains records and lists of training received by County personnel. Training requirements apply to all first responders and disaster workers, including first-line supervisors, middle management and command and general staff. According to NIMS, those positions include:

- Emergency Medical Service (EMS) personnel
- Firefighters
- Law enforcement personnel
- Public Works/utility personnel
- Skilled support personnel
- Other emergency management response personnel; and
- Support/volunteer personnel at all levels.

Table 9.1 provides the minimum ICS training requirements for the County's Emergency personnel. Primary emergency responders, such as fire, EMS or law enforcement personnel may have more stringent ICS training requirements that are enforced at the agency level.

Table 9.1 Minimum ICS Training Requirements for County Personnel	
Emergency Personnel	Training Required
Emergency Managers and Incident Commanders	ICS-100, -200, -300, -400, IS-700, -701, -703, -704, -800
Other Command Staff, Section Chiefs, and Deputy Section Chiefs	ICS-100, -200, -300 IS-700, -701, -703, -704, (-702 for PIOs)
All other EOC personnel and first responders	ICS-100, -200 IS-700, -701, -703, -704
All other emergency response personnel, including volunteers	ICS-100 IS-700
Independent study courses can be found at: Emergency Management Institute - Independent Study (IS) Course List	

9.6 Exercise Program

Gilliam County conducts regular exercises to test and evaluate this EOP, as well as other emergency response plans. Gilliam County holds exercises, and makes all efforts to coordinate with neighboring jurisdictions, State and Federal Government agencies for joint exercises to strengthen emergency response and partnerships. These exercises will consist of a variety of tabletop exercises, drills, functional exercises and full-scale exercises.

As appropriate, the County will use Homeland Security Exercise and Evaluation Program (HSEEP) procedures and tools to develop, conduct and evaluate these exercises. Information on the HSEEP program can be found at [Homeland Security Exercise and Evaluation Program | FEMA.gov](https://www.fema.gov/hseep).

The Emergency Manager ensures that:

- Staff receive annual training on this EOP and ICS/NIMS
- Functional and full-scale exercises test operational components of the EOP
- Lessons learned from exercises are incorporated into updates and After-Action Reports (AARs)

9.7 After Action Review and Improvement Planning

In order to document and track lessons learned from exercises, the Emergency Manager will conduct a review, or “hot wash” with participants after each exercise. The Emergency Manager will work with other County Departments to identify and implement corrective actions and mitigation measures, which will be identified in an After-Action Report (AAR).

Similarly, reviews and AARs will be facilitated after an actual disaster that will document activities of the incident to improve the readiness of the County. These AARs will also be used to generate improvement plans, either for plans or processes in the county.

9.8 Funding and Sustainment

Gilliam County is committed to maintaining and improving emergency management capabilities through ongoing planning, training, exercises, equipment maintenance and partnership coordination. The Emergency Manager works with the County Court and stakeholders to identify resource needs, address capability gaps and pursue funding opportunities.

Emergency management activities are supported through local funding, state and federal grants, mutual aid partnerships and cost recovery opportunities. Capability gaps identified through incidents, exercises, risk assessments, and after-action reviews will be incorporated into future planning and improvement efforts.

10 Authorities and References

Several different state and federal documents give this plan its authority.

10.1 Relationship To Other Plans

This EOP serves as the primary emergency coordination document for Gilliam County. It integrates and aligns with multiple federal, state, regional, local, and agency-specific plans.

10.1.1 Federal Plans

Gilliam County aligns emergency management activities with the National Incident Management System (NIMS), the National Response Framework (NRF) and the National Disaster Recovery Framework (NDRF).

10.1.2 State of Oregon Plans

Oregon Comprehensive Emergency Management Plan (CEMP)

https://www.oregon.gov/oem/emresources/plans_assessments/pages/cemp.aspx

The CEMP includes four volumes:

- Volume I: Natural Hazards Mitigation Plan
- Volume II: State Preparedness Plan
- Volume III: Emergency Operations Plan
- Volume IV: State Recovery Plan

Each volume aligns with the four emergency management mission areas: Mitigation, Preparedness, Response and Recovery.

10.1.3 Gilliam County Plans

- **Natural Hazard Mitigation Plan (NHMP):** Addresses threats such as wildfires, floods, earthquakes, and windstorms. It provides the foundation for risk reduction and hazard preparedness.
- **Gilliam County Community Wildfire Protection Plan (CWPP):** Addresses threats from wildfires and specific mitigation measures to reduce those threats.
- **Continuity of Operations/Continuity of Government (COOP/COG) Plans:** Each County Department maintains a COOP/COG plan to ensure continuity of essential functions during disruptions.
- **Gilliam County Public Health All-Hazards Base Plan:** Takes an all-hazards approach to addressing emergencies from a public health perspective.
- **Regional Energy Resilience Plan/Fuel Plan:** Addresses energy challenges and improves resilience against energy disruptions, including fuel shortages.

- **City Emergency Plans:** Cities are responsible for emergency planning within their jurisdictions. Each city integrates with the County EOP and follows NIMS/ICS. The County supports cities as requested or when local capacity is exceeded.

10.1.4 Agency Standard Operations Procedures

Numerous local, regional, and state agencies maintain Standard Operating Procedures (SOPs) and protocols that align with this EOP. These include healthcare providers, utility districts, law enforcement agencies and NGOs.

Hazard-specific SOPs, maintained by lead agencies, support response operations. These documents guide how specialized incidents are managed (e.g., mass casualty plans, hazardous materials protocols).

- **Gilliam County Public Health District:** All-Hazards Base Plan
- **Fire Agencies:** Hazmat and Wildfire Response SOPs
- **Public Works:** Winter Storm and Road Response Plans, Debris Removal and Infrastructure Repair

10.1.5 Special District Plans

Special service districts (e.g., fire, water, health) operate under independent governance and often maintain their own emergency plans. These districts coordinate with County agencies and typically request support during major incidents.

10.1.6 Regional Emergency Plans

Gilliam County collaborates with neighboring counties and state partners in several regional planning efforts, including:

- Regional Mass Fatality Incident Response Plan
- Regional Mass Casualty Incident Plan

10.2 Legal Authorities

This plan is issued under authority of ORS Chapter 401, which empowers the Gilliam County Court to declare emergencies and direct response activities. Gilliam County Emergency Management Operates under the Sheriff's Office, with authority to coordinate emergency planning, response and recovery countywide. All operations are in compliance with NIMS.

10.2.1 Legal Framework Table

Table 10.1 contains all of the Federal, State and Local laws, acts, codes and statutes that give the Gilliam County EOP its legal authorities.

Table 10.1 Legal Authorities
Federal
-Federal Civil Defense Act of 1950, PL 81-950 as amended. -The Disaster Relief Act of 1974, PL 93-288 as amended. -Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707 -Title III, of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended. -Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance -EO 12656, Assignment of Emergency Preparedness Responsibilities, of November 18, 1988 -EO 12472, Assignment of National Security and Emergency Preparedness Telecommunications Functions, of April 3, 1984
State of Oregon
- ORS Chapter 401 – Emergency Management and Services - ORS Chapter 402 – Emergency Mutual Assistance Agreements - ORS Chapter 403 – Public Communications Systems - ORS Chapter 404 – Search and Rescue - ORS Chapter 431 – Public Health and Safety - ORS Chapter 476 – State Fire Marshal, Protection from Fire Generally - Oregon Emergency Operations Plan - Executive Order of the Governor
Gilliam County
- None at this time

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APPENDICES

Appendix I: Declaration of State of Emergency Template

Appendix II: Gilliam County Contact List

Appendix III: Gilliam County Emergency Facilities Inventory

Appendix IV: Gilliam County State and Federal Partners Reference Guide

Appendix V: Gilliam County EOP Quick Reference

DECLARATION OF STATE OF EMERGENCY

BEFORE THE COUNTY COURT
FOR GILLIAM COUNTY, OR

In the Matter of Declaring)
A State of Emergency within)
Gilliam County)

RESOLUTION

This matter came before the Court at an emergency meeting on
_____, involving an emergency situation created by
_____ ; and

WHEREAS, _____

_____ ;and

(Date/time of occurrence; cause of incident)

WHEREAS, _____

_____ ;and

(Specify location of incident and effects)

WHEREAS, _____

_____ ;and

(Specify location of incident and effects)

WHEREAS, the following conditions, _____
exist in the impact area.

WHEREAS, the County Court has determined extraordinary measures must be taken to
protect and alleviate the suffering of people and to protect or rehabilitate property;

BE IT RESOLVED that the County Court, under the emergency powers granted by ORS
401.305, 401.309 and 401.065 declare that a “State of Emergency” exists within Gilliam
County due to the fact that local resources are depleted and request the Governor
declare Gilliam County a disaster area. Further, the Gilliam County Sheriff's Office and
Gilliam County Emergency Management are hereby directed to take all necessary steps
authorized by law to secure the persons and property of the citizens of Gilliam County.
State assistance is requested immediately and includes the following:

Appendix I: Declaration of State of Emergency Template

- _____
- _____
- _____

This declaration shall remain in effect until _____ or otherwise terminated by the Board of Commissioners.

ORDERED this the _____ day of _____, 20__.

Gilliam County Judge

Gilliam County Commissioner

Gilliam County Commissioner

DECLARATION OF EMERGENCY
BEFORE THE CITY COUNCIL
FOR THE COUNTY OF GILLIAM, OREGON

To: _____,
Gilliam County Emergency Management

From: _____,
_____ (insert City name), Oregon

At _____ (time) on _____ (date),

a/an _____
_(description of emergency incited or event type)

occurred in the City of _____ (insert City Name) threatening life and property.

The current situation and conditions are:

The geographic boundaries of the emergency are:

I DO HEREBY DECLARE THAT AT STATE OF EMERGENCY NOW EXISTS IN THE CITY OF _____ (insert City name) AND THAT THE CITY HAS EXPENDED OR WILL SHORTLY EXPEND ITS NECESSARY AND AVAILABLE RESOURCES. I RESPECTFULLY REQUEST THAT THE COUNTY PROVIDE ASSISTANCE, CONSIDER THE CITY AN "EMERGENCY AREA" AS PROVIDED FOR IN ORS 401, AND, AS APPROPRIATE, REQUEST SUPPORT FROM STATE AGENCIES AND/OR THE FEDERAL GOVERNMENT.

Signed: _____

Title: _____ Date and Time: _____

The request may be passed to the County via radio, telephone or email. The original signed document must be sent to Gilliam County Emergency Management, with a copy placed in the final incident package.

Appendix II: Gilliam County Contact List

GILLIAM COUNTY CONTACT LIST		
County/Regional Agencies	Phone Number	Date/Time Notified
Gilliam County Emergency Manager	541-351-9530	
Gilliam County Sheriff's Office	541-351-9530	
Gilliam County Road Department	541-351-9525	
Gilliam County Fire Services	541-384-5555	
North Gilliam Rural Fire Protection District	541-454-2900	
South Gilliam Rural Fire Protection District	541-384-5555	
North Gilliam Ambulance	541-705-2612	
South Gilliam Ambulance	541-384-5555	
Gilliam County Public Health	541-626-7088	
North Gilliam County Health District and Arlington Family Health Care	541-705-2601	
South Gilliam County Health District and South Gilliam Health Center	541-384-2061 541-626-7081	
Community Counseling Solutions: Condon	541-384-2666	
Community Counseling Solutions: Arlington	541-454-2223	
Gilliam County Senior and Family Services Department	541-351-9507	
Gilliam County Transportation Services	541-351-9545	
OSU Extension Service Gilliam County	541-442-2271	
Gilliam County Fairgrounds	541-351-9506	
Port of Arlington	541-705-2004	
Cities/Vulnerable Communities	Phone Number	Date/Time Notified
City of Arlington	541-454-2743	
Arlington Elementary and Preschool	541-454-2727	
Arlington High School	541-454-2632	
Arlington Childcare Center	541-705-2019	
City of Condon	541-384-2711	
Condon Elementary School	877-250-6090	
Condon High School	877-250-6040	
Summit Springs Village Retirement and Assisted Living	541-384-2101	
Condon Early Learning Center	541-384-4737	
City of Lonerock		

Appendix II: Gilliam County Contact List

Regional Emergency Response Partners	Phone Number	Date/Time Notified
Oregon State Sheriff's Association	503-364-4204	
Sherman County Emergency Management	541-565-3100	
Wheeler County Emergency Management	541-763-2380	
Morrow County Emergency Management	419-947-4041	
Jefferson County Emergency Management	541-475-6520	
Good Shepard Memorial Hospital	ER: 541-667-3520 Admin: 541-667-3417	
Adventist Health Columbia Gorge	541-296-1111	
Regional Medical Examiner: Dr. Van Tilburg	541-387-6383	
Sweeney-Payton Mortuary	541-676-9600	
Utilities	Phone Number	Date/Time Notified
Pacific Power	1-877-508-5088	
Northwest Natural Gas Co	503-226-4211/800-422-4012	
Columbia Basin Electric Cooperative	541-384-2023	
Bonneville Power Administration	503-230-3000	
Union Pacific Railroad	888-877-7267	
WATCO	509-521-4135	
State Agencies	Phone Number	Date/Time Notified
Oregon Emergency Response System (OERS)	1-800-425-0311	
Oregon Department of Transportation (ODOT) Dispatch	Condon: 541-565-3466	
Oregon Department of Forestry (ODF) Fossil	541-763-2575	
Oregon State Police (OSP) Northern Command Center (NCC)	1-800-442-0776	
Oregon State Police The Dalles	541-296-9646	
Oregon Department of Human Services (ODHS)	1-503-373-2366: Staff Duty Officer 971-599-0502: Emergency Coordinator	
ODHS Office of Resiliency and Emergency Management	971-599-0502: East Region Emergency Coordinator	

Appendix II: Gilliam County Contact List

Aging and Disability Resource Connection	855-673-2372	
Oregon Health Authority (OHA)	971-246-1789	
Oregon Radiological Emergency Response	1-800-452-0311	
Oregon Department of Agriculture (ODA)	503-986-4550	
Oregon Department of Water Resources (DWR)	503-986-0900	
Oregon Department of Corrections (ODC)	503-945-9090	
Oregon 24-Hour Disease Reporting (ACDP)	971-673-1111	
Cyber Security Services Security Operations Center (CSS-SOC)	503-378-5930	
Federal Agencies	Phone Number	Date/Time Notified
FEMA Region X EOC (Bothell, WA)	425-487-4600	
Bureau of Land Management (BLM), Prineville District	541-416-6700	
Center for Disease Control	1-800-232-4636	
US Forest Service-Fire Staff Officer Prineville	541-416-6866	
Cybersecurity and Infrastructure Security Agency (CISA)	1-844-729-2472	
Army Corps of Engineers	503-808-4510	
Tribal Agencies	Phone Number	Date/Time Notified
Confederated Tribes of Warm Springs	541-553-1146	
Columbia River Inter-Tribal Police Department	541-386-6363	
Columbia River Inter-Tribal Fish Commission	503-238-0667	
Volunteer Agencies	Phone Number	Date/Time Notified
American Red Cross Cascades: Central and Eastern Oregon	541-382-2142	
The Salvation Army	541-296-6417	
Oregon Humane Society	503-285-7722	
Columbia Gorge Humane Society	541-296-5189	
Arlington Help	541-980-1758	
Condon Community Food Pantry	817-716-1596	

Gilliam County Emergency Facilities Inventory

Gilliam County has multiple different emergency facilities pre-designated for a variety of hazards. This list was up to date as of June 8, 2026.

1. Emergency Operations Centers

Primary: Gilliam County Sheriff's Office

221 S Oregon St
Condon, OR 97823

Capabilities: Backup power, communications, internet, security cameras.

Alternate: Sheriff's Arlington Regional Office (ARO) Small Events

1494 Railroad Ave
Arlington, OR 97812

Capabilities: Communications, internet.

Alternate: South Gilliam County Emergency Services Building

220 N Main Street
Condon, OR 97823

Capabilities: Backup power, communications, internet. Large training room with AV set up, full kitchen.

Alternate: North Gilliam Rural Fire Protection District

1500 Railroad Ave
Arlington, OR 97812

Capabilities: Backup power, communications, internet. Large training room with AV set up, full kitchen.

2. Incident Command Post Locations

In the event of a large-scale event, the primary incident command post location in Gilliam County is the Gilliam County Fair Grounds.

Gilliam County Fairgrounds

601 N Washington St
Condon, OR 97823

Capabilities: Communications, internet, plans to install generator. Large parking lot and multiple high-capacity buildings, full kitchen

3. Shelters/Rally Points

Emergency shelters and rally points will be determined based on incident location, size, and needs of evacuees. None are designated as primary or alternate, because primary will vary with the needs of the incident.

- **Gilliam County Fair Grounds**
601 N Washington St
Condon, OR 97823
Capabilities: Communications, internet, kitchen, large open spaces for large animals and parking, backup generator capabilities
- **Arlington School District**
Main Street
Arlington, OR 97812
Capabilities: Large building, kitchen, large open parking spaces, football field.
- **Condon Veteran's Memorial Hall**
120 S Main St
Condon, OR 97823
Capabilities: Large building, kitchen, centrally located
- **Gilliam County Offices/Gronquist Building**
1650 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, kitchen, internet, paved parking lot.
- **Arlington Mason's Hall**
50 Shane Drive
Arlington, OR 97812
Capabilities: Communications, kitchen, large building
- **NGCRFPD Fire Hall**
1500 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, kitchen, internet, backup power, large parking lot.
- **SGCRFPD Fire Hall**
220 N Main St
Condon, OR 97823
Capabilities: Communications, kitchen, internet, backup power.
- **Arlington Churches**
- **Condon Churches**

4. Emergency Shelters/Rally Points outside of Impacted

When Gilliam County must evacuate certain locations due to imminent threat to life and safety, frequently they must be evacuated to another city, sometimes another county. Below are the locations where citizens would be evacuated too, based on the city that they live in:

- **Arlington:** The Dalles, Boardman or Condon
- **Condon:** Fossil, Wasco, Arlington, Heppner
- **Lonerock:** Condon, Heppner

5. Warming and Cooling Center

During extreme weather situations, the following locations are the primary warming/cooling centers for Arlington and Condon:

- **Gilliam County Offices-Gronquist Building**
1665 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, internet, large parking lot
- **Gilliam County Public Library**
134 S Main Street
Condon, OR 97823
Capabilities: Communication, internet, easy access, primarily operated from 9AM to 5PM.

6. Staging Areas

Staging Areas can be used by the incident to stage personnel, equipment and supplies. Below is a list of pre-determined staging areas, but in an emergency, any available location near an event may serve as a staging area.

- **Arlington School District Properties**
- **Condon School District Properties**
- **Arlington Rodeo Grounds**
- **Gilliam County Fair Grounds**
- **Arlington and Condon Baseball Fields**
- **Arlington and Condon Football fields**
- **Flat open fields as needed.**

State, Federal and Infrastructure Partner Reference Guide

The following is a list of Gilliam County's primary State, Federal and Infrastructure Partners, and what their primary responsibilities are. This list is not all-encompassing, and it is expected the Gilliam County will develop new partnerships with agencies not on this list. This list was last updated June 29, 2026.

1. State

- **Oregon Department of Emergency Management (OEM):** Provides statewide emergency coordination, resource support and liaison services between Gilliam County, the State of Oregon and federal partners during disasters.
- **Oregon State Fire Marshal (OSFM):** Supports local fire agencies with fire service mobilization, conflagration response, hazardous materials response coordination and fire investigation resources.
- **Oregon Department of Transportation (ODOT):** Provides traffic control, road closures, damage assessment, and management of Interstate 84 and state highways.
- **Oregon State Police (OSP):** Provides traffic control, law enforcement support, security operations and assistance with evacuations during emergencies.
- **Oregon State Sheriff's Association (OSSA):** Provides law enforcement support and incident command system support for large emergencies.
- **Oregon Department of Forestry (ODF):** Provides wildfire prevention, suppression, and fire protection services on designated forest lands.
- **Oregon Department of Health and Human Services Office of Resiliency and Emergency Management (ODHS OREM):** Coordinates human services disaster response, mass care support and assistance for vulnerable populations.
- **Oregon Water/Wastewater Agency Response Network (ORWARN):** Provides mutual aid assistance for public works, water, and wastewater system emergency repair and restoration.
- **Oregon Emergency Response System (OERS):** Serves as the state's 24-hour notification system for reporting hazardous materials spills, environmental releases, and other emergency incidents.
- **Oregon Health Authority (OHA):** Provides public health guidance, epidemiological support, disease surveillance, and medical coordination assistance during public health emergencies.
- **Oregon Department of Agriculture (ODA):** Provides coordination and regulatory oversight for agricultural protection, food safety and animal health during emergencies.

- **Oregon Department of Agriculture - Veterinarian in Charge:** Serves as the lead authority for animal disease response, livestock protection, and coordination of veterinary resources during agricultural emergencies.

2. Federal

- **Bureau of Land Management (BLM):** Manages federal lands within Gilliam County and provides wildfire response, land management coordination and resource support during incidents.
- **United States Forest Service (USFS):** Manages federal forest lands and provides wildfire response, incident management teams, and natural resource coordination when applicable.
- **Federal Emergency Management Agency:** Provides nationwide emergency coordination, resource support and mitigation, preparedness, response & recovery grants.

3. Infrastructure

- **Pacific Power:** Provides electrical power service restoration, damage assessment and infrastructure repair.
- **Columbia Basin Electric Cooperative:** Provides electrical distribution service, outage response and power restoration for cooperative members.
- **Bonneville Power Authority (BPA):** Manages and restores federal high-voltage transmission infrastructure supplying bulk power to utilities.
- **Community Action Program of East Central Oregon (CapeCo):** Provides emergency food, water, and basic needs support, including mobile distribution resources during disaster response.
- **Mid-Columbia Economic Development District:** Provides economic development support and preparedness training for small businesses to promote resiliency during all hazards.
- **AT&T First Net:** Provides deployable emergency cellular communications support, including Cellular on Wheels (COW) units, to maintain responder connectivity.
- **Rally:** Provides internet service restoration and temporary connectivity solutions to support emergency operations and critical facilities.
- **Life Flight Network:** Provides rotary and fixed-wing air medical transport for critically ill or injured patients.
- **Air Link Critical Care Transport:** Provides air medical transport services, including helicopter and fixed-wing evacuation for emergency patient transfer.

Gilliam County Emergency Response Quick Reference Guide

This Quick Reference Guide provides emergency responders, elected officials, department heads and emergency management personnel with immediate actions and operational guidance during emergencies and disasters.

1. Initial Response Actions

The following section covers initial response actions for all-hazards in Gilliam County.

1.1. Incident Priorities

1. Life Safety
2. Preservation of Essential County Personnel
3. Protection of Property
4. Unit Reconstitution
5. Emergency Food and Temporary Housing Plan
6. Restoration of Infrastructure
7. Statutory Response
8. Recovery

1.2. First 15 Minutes

- ☐ Establish Incident Command
- ☐ Determine incident type and scope
- ☐ Identify immediate threats to life safety
- ☐ Determine need for evacuations or shelter-in-place
- ☐ Request additional resources if needed.
- ☐ Notify the Emergency Manager
- ☐ Consider public alert and warning requirements
- ☐ Begin incident documentation
- ☐ Establish communications with responding agencies
- ☐ Identify Incident Command Post Location

1.3. Incident Levels

Incident levels assist response agencies in recognizing the degree of intensity and potential impact of a particular situation.

1.3.1. Level 3 – Monitor

Characteristics:

- Routine Incident
- Managed with local resources
- Minimal Coordination required

Actions:

- ☐ Monitor the Situation
- ☐ Maintain Communications
- ☐ Document Actions
- ☐ Notify Emergency Manager as appropriate

1.3.2. Level 2-Partial Activation

Characteristics:

- Resources beyond normal operations required
- Multiple agencies involved
- Potential escalation

Actions:

- ☐ Establish Unified Command if appropriate
- ☐ Notify Emergency Manager
- ☐ Consider partial EOC activation
- ☐ Evaluate evacuation needs
- ☐ Request mutual aid if needed
- ☐ Initiate public information activities

1.3.3. Level 1- Full Activation

Characteristics:

- Major incident
- Significant threat to life or property
- Extended operations anticipated

Actions:

- ☐ Activate EOC
- ☐ Implement Unified Command
- ☐ Request mutual aid
- ☐ Request OERS support
- ☐ Issue public alerts
- ☐ Prepare emergency declaration
- ☐ Initiate damage assessment planning

2. Emergency Operations Center/Emergency Operations Plan

Activate the EOC when:

- ☐ Incident exceeds local capability.
- ☐ Multiple agencies require coordination
- ☐ Mutual aid has been requested
- ☐ State assistance may be needed
- ☐ OERS notification has been made
- ☐ Significant public information coordination is required
- ☐ Extended operations are anticipated

2.1. EOC Locations

Primary: Gilliam County Sheriff's Office

221 S Oregon St
Condon, OR 97823

Capabilities: Backup power, communications, internet, security cameras.

Alternate: Sheriff's Arlington Regional Office (ARO) Small Events

1494 Railroad Ave
Arlington, OR 97812

Capabilities: Communications, internet.

Alternate: South Gilliam County Emergency Services Building

220 N Main Street
Condon, OR 97823

Capabilities: Backup power, communications, internet, full kitchen, large training room with AV set up.

Alternate: North Gilliam Rural Fire Protection District

1500 Railroad Ave
Arlington, OR 97812

Capabilities: Backup power, communications, internet. Large training room with AV set up, full kitchen.

2.2. Initial EOC Staffing

Gilliam County is small with limited ICS support staff. Initial EOC staffing will consist of the Gilliam County Emergency Manager, serving as EOC Manager, planning, logistics and public information officer. As this incident continues, the Emergency Manager will request volunteers/county staff for the following positions:

- Operations
- Planning

Appendix V: Gilliam County EOP Quick Reference Guide

- Logistics
- Finance/Administration
- Public Information Officer
- Liaison Officer
- Safety Officer.

3. Resource Requests

When an incident runs out of resources, request for more shall follow the outline below:

- Incident Commander-> Emergency Manager/County EOC
- Emergency Manager/County EOC -> OERS
- OERS ->OEM
- OEM ->State Resources

4. OERS

OERS is the primary point of contact by which any public agency provides the state notification of an emergency or disaster, or requests access to state or federal resources.

It is a 24-hour emergency number: 800-452-0311

Request an OERS number when:

- State resources may be required
- Incident exceeds local capabilities
- Significant emergency or disaster occurs
- Hazardous Materials Incident occurs

4.1. Information Required:

- ☐ Incident Type
- ☐ Locations
- ☐ Current Situation
- ☐ Threats to Life Safety
- ☐ Resources Needed
- ☐ Contact Information
- ☐ Estimated Duration
- ☐ Actions Taken

5. Emergency Declarations

An emergency declaration is a formal action taken by the government that recognizes a situation exceeds normal response capacity and is the first step towards receiving assistance from the State, including access to resources and aid.

5.1. Consider a declaration when:

- ☐ Local resources are exhausted
- ☐ State assistance is required
- ☐ Major infrastructure damage exists
- ☐ Long-duration operations are expected
- ☐ disaster reimbursement may be needed
- ☐ Significant economic impact are anticipated

5.2. Declaration Process:

- Incident Commander identifies need.
- Emergency Manager evaluates the situation and drafts up a formal declaration.
- County Court approves the declaration.
- Emergency Manager submits declaration to OEM.
- OEM coordinates State support

5.3. Information to collect:

- ☐ Number of deaths
- ☐ Number of injuries
- ☐ Structures damaged or destroyed
- ☐ Infrastructure impacts
- ☐ Estimated Costs
- ☐ Resources committed
- ☐ Assistance requested

6. Public Information and Alerting

Gilliam County does not have a designated Public Information Officer. In the absence of a designated PIO, the designated spokesperson during an emergency is normally the head of the primary response agency, or their designee.

6.1. Public Information Priorities

- Protect Life and Safety
- Provide Accurate Information Quickly

Appendix V: Gilliam County EOP Quick Reference Guide

- Maintain Consistent Messaging
- Counter misinformation and rumors
- Keep elected officials informed.

6.2. Alert and Warning Checklist

- ☐ Identify affected area.
- ☐ Determine protective action needed.
- ☐ Notify Emergency Manager
- ☐ Draft alert message
- ☐ Issue OR-Alert notification
- ☐ Consider IPAWS/WEA activation
- ☐ Update social media platforms
- ☐ Coordinate messaging with partner agencies.
- ☐ Establish public inquiry phone numbers if needed.
- ☐ Continue updates as conditions change.

6.3. Approved Evacuation Terminology

Level 1 – Be Ready

Residents should:

- Monitor conditions
- Prepare to leave.
- Gather medications and important documents
- Make arrangements for pets and livestock

Level 2 – Be Set

Residents should:

- Be prepared to leave immediately
- Load vehicles
- Finalize preparations
- Leave early if they need additional time.

Level 3 – Go Now!

Residents should

- Leave immediately
- Follow designated evacuation routes
- Do not delay to gather belongings.
- Do not return until authorized

6.4. Primary Alert Methods

- OR-Alert/Everbridge
- IPAWS/Wireless Emergency Alerts
- Sheriff's Office Social Media
- County Website
- Door-to-Door Notifications

7. Evacuation Operation

Evacuations may take place as a result of several different emergencies, with two of the most likely being wildfire or hazardous chemicals release. For more information, see Gilliam County EOP SA-2 Evacuations.

7.1. Evacuation Checklist

- ☐ Determine evacuation areas
- ☐ Establish evacuation level.
- ☐ Notify dispatch
- ☐ Issue public warning
- ☐ Being door-to-door notifications
- ☐ Establish traffic control points
- ☐ Open shelter or rally point
- ☐ Coordinate transportation assistance
- ☐ Notify vulnerable populations
- ☐ Continue public information updates

7.2. Transportation Resources

- Gilliam County Transportation: 541-351-9545
- Arlington School District: 541-454-2632
- Condon School District/Mid-Columbia Bus: 877-250-6090

7.3. Access and Functional Needs Considerations

- ☐ Contact Senior and Family Services: 541-351-9507
- ☐ Contact Gilliam County Public Health: 541-626-7088
- ☐ Contact Gilliam County Emergency Management: 541-351-9530
- ☐ Coordinate transportation assistance.
- ☐ Include assistance phone number in alerts
- ☐ Conduct door-to-door notifications when necessary.
- ☐ Coordinated with ODHS OREM if needed.

7.4. Evacuation Routes

The following are the primary evacuation routes for the County. Evacuation routes are determined by personnel on scene, usually the Sheriff's Office.

7.4.1. Arlington

- Interstate 84 East and West
- Highway 19 South
- Highway 74

7.4.2. Condon

- Highway 19 North and South
- Highway 206 East and West
- Brown Lane North
- Snipion Canyon Lane

7.4.3. Lonerock

- Lonerock Road West
- Lonerock Road South
- Buttermilk Canyon Road North

8. Shelters, Rally Points and Staging Areas

Shelter locations, rally points and staging areas are chosen by proximity and ability to fit the needs of each individual emergency.

8.1. Shelter/Rally Points

- **Gilliam County Fair Grounds**
601 N Washington St
Condon, OR 97823
Capabilities: Communications, internet, large open spaces for large animals and parking, backup generator capabilities
- **Arlington School District**
Main Street
Arlington, OR 97812
Capabilities: Large building, large open parking spaces, football field.
- **Condon Veteran's Memorial Hall**
120 S Main St
Condon, OR 97823
Capabilities: Large building, centrally located
- **Gronquist Building**
1650 Railroad Ave

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Arlington, OR 97812

Capabilities: Communications, internet, paved parking lot.

- **Arlington Mason's Hall**

50 Shane Drive

Arlington, OR 97812

Capabilities: Communications, large building

- **NGCRFPD Fire Hall**

1500 Railroad Ave

Arlington, OR 97812

Capabilities: Communications, internet, backup power, large parking lot.

- **SGCRFPD Fire Hall**

220 N Main St

Condon, OR 97823

Capabilities: Communications, internet, backup power, large parking lot.

- **Arlington Churches**

- **Condon Churches**

8.2. Warming/Cooling Center

- **Gilliam County Offices-Gronquist Building**

1665 Railroad Ave

Arlington, OR 97812

Capabilities: Communications, internet.

- **Gilliam County Public Library**

134 S Main Street

Condon, OR 97823

Capabilities: Communication, internet, easy access, primarily operated from 9AM to 5PM.

8.3. Primary Incident Command Post

Several different locations can serve as an ICP pending on the incident. For extremely large incidents, Gilliam County has one primary location.

- **Gilliam County Fair Grounds**

601 N Washington St

Condon, OR 97823

Capabilities: Communications, internet, large open spaces for large animals and parking, backup generator capabilities

8.4. Staging Areas

Staging areas are often impromptu large open areas to stage people, emergency response equipment or supplies. Potential pre-designated staging areas are:

- Arlington School District Properties

Appendix V: Gilliam County EOP Quick Reference Guide

- Condon School District Properties
- Arlington Rodeo Grounds
- Gilliam County Fair Grounds
- Baseball Fields (North and South)
- Football Fields (North and South)
- Flat open fields as needed.

9. Initial Recovery Checklist

Planning for recovery starts as soon as initial response is over. For more information on recovery, see chapter 8 in the Gilliam County EOP.

9.1. First 24 Hours

- ☐ Begin damage assessments
- ☐ Photograph all damages
- ☐ Track personnel time
- ☐ Track equipment use
- ☐ Save receipts and invoices
- ☐ Document mutual aid resources
- ☐ Record emergency purchases
- ☐ Maintain incident logs

9.2. First 72 Hours

- ☐ Continue damage assessments
- ☐ Coordinate with insurance providers
- ☐ Develop infrastructure repair priorities
- ☐ Coordinate debris removal
- ☐ Restore critical services
- ☐ Submit damage information to Emergency Management
- ☐ Identify unmet needs.

9.3. Recovery Priorities

1. Damage Assessment
2. Critical Infrastructure Restoration
3. Debris Removal
4. Utility Restoration
5. Return to Essential Services
6. Community Recovery

Appendix V: Gilliam County EOP Quick Reference Guide

At-A-Glance ESF and Community Lifeline Chart		
ESF	FEMA Lifeline(s)	Primary County Lead(s)
ESF-1 Transportation	Transportation	Gilliam County Road Department
ESF-2 Communications	Communications	Gilliam County Emergency Manager
ESF-3 Public Works	Safety & Security, Energy (Power & Fuel), Transportation, Water Systems	Gilliam County Road Department/City Public Works Departments
ESF-4 Firefighting	Safety & Security	North and South Gilliam Rural Fire Protection Districts
ESF-5 Information & Planning	Safety & Security	Gilliam County Emergency Manager
ESF-6 Mass Care	Safety & Security; Health & Medical; Food, Hydration, Shelter	Gilliam County Public Health Department
ESF-7 Logistics Management & Resource Support	All lifelines (indirectly)	Gilliam County Emergency Manager
ESF-8 Health and Medical	Safety & Security; Food, Hydration, Shelter; Health & Medical; Hazardous Materials, Water Systems	North Gilliam Health District South Gilliam Health District Gilliam County Public Health
ESF-9 Search & Rescue	Safety & Security	Gilliam County Sheriff
ESF-10 Hazardous Materials	Hazardous Materials, Water Systems	NGRFPD, SGRFPD and OSFM HazMat Team 3
ESF-11 Agriculture, Animals & Natural Resources	Food, Hydration, Shelter	Gilliam Soil and Water Conservation District, Farm Service Agency
ESF-12 Energy	Energy (Power & Fuel), Hazardous Materials	Columbia Basin, Pacific Power, Gilliam County Emergency Manager
ESF-13 Public Safety and Security	Safety & Security; Health and Medical	Gilliam County Sheriff's Office
ESF-14 Business and Industry	Food, Hydration, Shelter; Energy (Power & Fuel); Communications; Transportation	Gilliam County Emergency Manager, Oregon Frontier Chamber of Commerce
ESF-15 Public Information	Communications	Gilliam County Sheriff's Office
ESF-16 Volunteers and Donations	Food, Hydration, Shelter;	Gilliam County Emergency Manager
ESF-17 Cyber and Critical Infrastructure Security	Safety & Security	Gilliam County Sheriff
ESF-18 Military Support	All lifelines (indirectly)	Gilliam County Sheriff

Appendix VI: Gilliam County Emergency Initial Response Checklist

Gilliam County Emergency Initial Response Checklist			
Date		Time	
Person Initiating Checklist			
Type of Incident			
Wildfire	Winter Storm	Drought	
Extreme Heat	Extreme Cold	Floods	
Earthquake	Windstorm	Volcanic Event	
Landslide	Dam Failure	Hazardous Materials Incident	
Energy Disruption	Cyberattack	Terrorism	
Civil Unrest	Pandemic: Human	Pandemic: Animal	
Other Natural Disaster:	Other technological or human caused disaster:	Other health threat:	
Initial cause of incident:			
Incident Location (Scope)			
Impacted City/Jurisdiction			
Address/description:			
Neighboring counties impacted?			Yes or No
Number of People Involved (Extent)			
1-100	101-500	500-1,000	
1,000-1,500	Entire County (approximately 1,995)	County and Neighboring counties	
Statewide	Nationwide	Other:	
Is it beyond the scope of the impacted jurisdiction's current resources?			Yes or No
If no, continue to monitor the situation. If yes, continue with the checklist below.			
Initial Notifications		Date/Time	
Notify Emergency Manager	541-351-9530		
Notify Gilliam County Sheriff	541-351-9530		
Notify 911 Dispatch	541-384-2080/911		
Issue initial Gilliam County Citizen Alert/Everbridge Alert	541-351-9530		
Notify County Court	541-351-9499/1-800-568-4558		

Appendix VI: Gilliam County Emergency Initial Response Checklist

Initial Actions	Date/Time:
First responder on scene assume initial Incident Command	
Assess the situation. (What are we doing to protect people?)	
Hold Management Decision Conference with Gilliam County Emergency Management, Gilliam County Sheriff Office, lead first responder and other key agencies identified.	
Determine if the Emergency Operations Plan needs to be activated. Is there a: ☐ Threat to life, property or critical infrastructure ☐ City services are overwhelmed or coordination with the County is needed ☐ Mutual aid or State Assistance is required ☐ A large-scale evacuation or sheltering effort is underway ☐ Directed by the mayor, Sheriff, Fire Chief or Emergency Manager	
Determine the type, scope and extent of the incident and the threat to the public.	
Document estimated number of residents impacted, including vulnerable residents.	
Notify residents via OR-Alert/Everbridge. Include: • Nature of Emergency • Expected duration (if known) • Where to go for help (Community Resilience Center, phone numbers) • Available resources	
If outside support is needed, activate the Emergency Operations Center (EOC).	
Establish Incident or Unified Command as needed.	
Notify supporting agencies as needed.	
Notify adjacent jurisdictions as needed.	
Determine appropriate PPE requirements and pass to first responders.	
Incident specific task:	
Incident specific task:	

Appendix VI: Gilliam County Emergency Initial Response Checklist

Advanced Response Checklist	Date/Time or N/A
GENERAL RESPONSE TASKS	
Estimate EOC emergency staffing levels and request personnel support from County departments or neighboring jurisdictions.	
Notify all supporting agencies of the response, requesting additional support as necessary.	
Manage and coordinate interagency functions.	
Coordinate with private sector partners	
Coordinate with GCEM, GC Senior and Family Services and GC Public Health District for reaching out to vulnerable populations.	
Save all response actions, messages and receipts for incident cost recovery and documentation.	
ICS/ICP/EOC ACTIONS	
Develop work assignments for ICS positions.	
Identify local, regional, State and Federal Agencies that may be able to mobilize resources to the County EOC for support.	
Develop and initiate a shift rotation plan, including briefing of replacements during shift changes.	
Dedicate time during each shift to prepare for shift change briefings.	
Confirm or establish communications links among primary & support agencies, and the State ECC. Confirm operable phone numbers and backup communication links.	
Work with GCEM to issue Emergency Information/OR-Alerts in coordination with local, regional and state agencies.	
Ensure public information is reviewed by the IC/UC prior to dissemination.	
Record all ICP/EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s), responsible and significant actions taken should be documented on an ICS214 log .	
Develop an IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	
Implement objectives and tasks outlined in the IAP.	
Develop and deliver situation reports (recurring).	

Appendix VI: Gilliam County Emergency Initial Response Checklist

Record all incoming and outgoing messages. All messages and the names of those sending or receiving them should be documented in a communications log.	
Coordinate resource access, deployment and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and or used (recurring).	
Submit a request for emergency/disaster declaration, as applicable.	
PUBLIC COMMUNICATIONS	
Designate an incident PIO.	
Formulate emergency public information messages and media responses, utilizing “one message, many voices,” concepts.	
Ensure notifications and messages are issued in English and in Spanish (if necessary).	
Determine a single contact for residents to call with information requests.	
Coordinate with Gilliam County Sheriff’s Office for PIO messaging assistance.	
Issue OR-Alert/Everbridge Alerts.	
Update County Social Media as able.	
If the incident will be longer than 24 hours, establish a regular public communications schedule for updates.	
Take into consideration tourists when issuing emergency alerts and information, issue IPAAS/WEA Alert.	
ADDITIONAL RESOURCES:	
Determine the need for additional resources and request as necessary through Emergency Management/EOC.	
Activate mutual aid agreements, including placing backup teams on standby and altering resource suppliers of potential and current needs.	
Evacuations/Sheltering	
Determine if evacuation needs to take place with Fire Chief, Gilliam County Sheriff’s Office, Mayor and Gilliam County Emergency Management.	
Establish primary shelter at (jurisdiction specific location).	
Establish secondary shelter at (jurisdiction specific location).	
Coordinate with Gilliam County Sheriff and Oregon State Police for door-to-door notifications.	

Appendix VI: Gilliam County Emergency Initial Response Checklist

Determine primary evacuation routes.	
Pass shelter locations and evacuation routes to citizens via OR- Alert and social media (time permitting).	
Arrange for transportation resources through Gilliam County Transportation, Arlington, and Condon School Districts.	
See GC EOP Evacuation Annex for more details.	
MONITOR AND SUPPORT VULNERABLE RESIDENTS:	
Coordinate with GCEM, Gilliam County Senior and Family Services and Gilliam County Public Health for reaching out to vulnerable populations.	
Support coordination of transportation, oxygen needs, or warming/cooling access	
Request support if gaps are identified.	
DOCUMENT AND COMMUNICATE RECOVERY STATUS	
Track service restoration progress	
Continue public updates	
Keep a record of costs, staff time, and damages for possible reimbursement.	
DEMOBILIZATION	
Release resources as soon as they are no longer needed back to originating jurisdiction.	
Conduct an after-action review with Staff and Emergency Management	
Identify what worked well and areas for improvement	
RECOVERY	
Collaborate with Emergency Management, local cities and County government to meet ongoing needs.	
Connect impacted persons with appropriate resources.	
Coordinate with State Agencies for long-term recovery needs.	
GCEM develops an After-Action Report within 60 days of the incident end.	
Correct response deficiencies reflected in the Improvement Plan.	
Update these procedures if needed.	

ESF – 1

Transportation

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ESF 1 Tasked Agencies	
Primary Agencies	Gilliam County Road Department
Supporting Agencies	Gilliam County Sheriff's Office Gilliam County Emergency Management Fire Districts Gilliam County Public Health District and Ambulance Services School Districts Transportation Services Oregon Department of Transportation
Adjunct Agencies	Oregon Department of Emergency Management Area Airports County Assessor's Office Oregon Department of Energy FEMA Volunteer Organizations Active in Disaster

1. Purpose and Scope

Emergency Support Function (ESF) 1 – Transportation coordinates the assessment, maintenance, restoration and management of transportation infrastructure and transportation resources needed to support emergency response and recovery operations. It is inclusive of all transportation modes. This ESF incorporates established procedures and identifies resources for the following:

- Supporting distribution of medical supplies/pharmaceuticals to designated medical care facilities/point of dispensation sites;
- Transporting/transferring victims to medical care facilities; and
- Identifying, mobilizing, and coordinating activities with government and private sector transportation vendors available to supply equipment/vehicles, personnel, and technical expertise during an emergency.

ESF 1-Transportation does not address debris management or evacuation. This ESF works in conjunction with aspects of ESF 3- Public Works.

2. Policies and Agreements

Transportation support may be provided through mutual aid agreements, intergovernmental agreements and other cooperative arrangements maintained by Gilliam County and partner agencies.

3. Situation and Assumptions

3.1. Situation

Transportation disruptions may result from severe weather, flooding, wildfire, hazardous materials incidents, infrastructure failure, or other emergencies that affect roadways, bridges, fuel availability or transportation services. Disruptions may limit the movement of responders, essential personnel, equipment, supplies and the public. Due to Gilliam County's rural location and limited transportation infrastructure, restoration of critical transportation routes is a priority during emergency operations. Key transportation considerations include:

- Interstate 84 is the primary transportation corridor
- Highway 19 provides north-south access
- Arlington Municipal Airport and Condon State Airport provide limited aviation support.
- Long travel distances and limited alternate routes increase vulnerability.

3.2. Assumptions

- Damage to the transportation infrastructure may occur during emergencies and disasters
- Access to affected areas may be limited during initial response operations.
- Local transportation resources may be insufficient during major incidents and require mutual aid or state assistance.
- Restoration of critical transportation routes will be prioritized to support lifesaving operations and community recovery.
- Transportation operations may be affected by fuel shortages, power outages affecting fuel dispensing systems or disruptions to fuel deliveries.

4. Roles and Responsibilities

4.1. Incident Commander

- Establish transportation priorities in support of incident objectives.
- Coordinate transportation resources through the Operations and Logistics Section.
- Request additional transportation resources through established resource ordering procedures when local capabilities are exceeded.
- Coordinate with transportation partners regarding route status, fuel availability and transportation requirements.

4.2. Gilliam County Road Department

- Coordinate all emergency public works and transportation department functions within the jurisdictional boundaries.

- Maintain a communications link with the EOC.
- Determine the safe and useable portions of local County Roads networks, including traffic signs.
- Provide traffic control devices, and place barricades where needed to ensure public safety.
- Coordinate with ODOT and neighboring jurisdictions regarding transportation impacts.
- Provide for removal of wreckage and debris to permit vehicle access or movement.
- Assess damage to roads, bridges and transportation infrastructure.
- Identify, maintain and restore critical transportation routes.
- Identify alternate transportation routes while the road system is being repaired.
- Provide engineering expertise and route status information to the EOC.
- Coordinate road closure and detour information for public dissemination.

4.3. Gilliam County Sheriff's Office

- Provide perimeter, traffic control and roadblocks in areas of damaged transport infrastructure to ensure public safety.
- Coordinate law enforcement activities with other emergency services.
- Help coordinate with public transportation, school districts and others for the use of school buses, vans and other vehicles to support the emergency transport.

4.4. Gilliam County Emergency Management

- Coordinate transportation support through the County EOC during emergency operations.
- Coordinate transportation resource requests, mutual aid, and state assistance when local capabilities are exceeded.
- Coordinate transportation support for evacuations, shelter operations, and movement of essential resources.
- Maintain situational awareness of transportation system impacts and support restoration priorities.

4.5. Gilliam County Transportation

- Coordinate public transportation resources in support of emergency operations, as available.
- Assist with transportation of older adults, individuals with disabilities and others with access and functional needs when requested.
- Support evacuation, sheltering, and relocation activities within available capabilities. Coordinate transportation resources with the County EOC and partner agencies.

- Provide status updates regarding transportation resources, vehicle availability, and operational limitations during emergencies.

4.6. Fire Districts

- Support transportation route assessments and access needs associated with fire suppression and hazardous materials.

4.7. Gilliam County Public Health District and County Rural Ambulance Services

- Coordinate transporting/transferring victims with medical care facilities.
- Coordinate transport of medical supplies.

4.8. School Districts

- Coordinate availability of school transportation resources when requested by the Emergency Manager or through the EOC.

4.9. Oregon Department of Transportation

- Manage state highways and transportation infrastructure within Gilliam County.
- Assess damage and coordinate emergency repairs to state transportation systems.
- Support traffic management, detours, and roadway closures on state highways.
- Coordinate with the County EOC, local agencies, and partner organizations to restore transportation access.
- Provide technical assistance and transportation resources during emergencies as available.

4.10. Oregon Department of Emergency Management

- Coordinate state transportation resources and emergency assistance when requested.
- Facilitate resource requests through the Oregon Emergency Response System (OERS) and state coordination processes.
- Coordinate with state agencies, including ODOT to support restoration capabilities.
- Support coordination of interstate mutual aid and federal transportation assistance when required.

5. Concept of Operations

5.1. General

- The transportation function is organized around the designated Incident Commander (IC), who has overall authority.
- The Emergency Manager serves as planning coordinator among the agencies identified in Section 4-Roles and Responsibilities.

- The Gilliam County Road Department is the lead agency for monitoring, assessing, and restoring transportation infrastructure in the County and will accomplish this through coordination with State, County, City and private-sector emergency management partners.
- The coordination of transportation resources, via Unified Command, for emergency response under various ESFs will be accomplished by combination of County and City departments and private-sector partners.
- Executive direction, incident control, and transportation of equipment, supplies and response personnel will be conducted via the County EOC and on-scene command posts, as outlined in ESF 5.

5.2. Phases of Emergency Management

Mitigation

- Train personnel in emergency procedures.
- Identify vulnerabilities in the transportation network.
- Provide input into after-action reviews to improve capabilities.
- Work with the Planning Commission to ensure that new road constructions do not increase hazards or vulnerability threats.

Preparedness

- Maintain inventories of transportation resources and critical transportation infrastructure.
- Coordinate transportation planning with partner agencies.
- Train personnel and conduct transportation related exercises.
- Maintain contact information for transportation providers, contractors, and supporting agencies.

Response

- Survey road damage and evaluate it in terms of engineering estimates.
- Maintain contact with the EOC.
- Assess damage.
- Clear roadways and barricade damage areas, as directed.
- Call out private contractors and other assistance, as necessary.

Recovery

- Participate in after-action reviews and improvement planning.
- Update transportation plans, procedures and resource information based on lessons learned.

5.3. Transportation Priorities

During emergency operations, transportation resources and route restoration efforts will be prioritized based on incident objectives and life safety needs. Priorities may include:

- Routes supporting life safety operations, including access for fire, law enforcement, EMS and search and rescue.
- Access to critical facilities, including healthcare facilities, emergency operations centers, public safety facilities, communications sites and utility infrastructure.
- Transportation of injured persons, medical supplies and essential resources.
- Restoration of community access routes to support recovery operations.
- Routes necessary to support evacuation, sheltering and mass care operations.
- Fuel delivery routes and transportation routes supporting emergency response and critical infrastructure operations.

Special consideration will be given to maintaining access along I-84, HWY 19 & routes serving critical facilities, communities and emergency services throughout the county.

5.4. Specialized Transportation Procedures

- The Mass Casualty Plan for Gilliam County will provide guidance and procedures for response operations following a large-scale mass casualty incident, including coordination of emergency medical transportation.
- Animal transportation support will be coordinated in accordance with ESF-11 Agriculture and Natural Resources.

5.5. Escalation Process

Transportation resources will first be obtained from local government agencies, private-sector partners and existing agreements. When local resources are insufficient, additional support will be requested through mutual aid agreements and OEM in accordance with county resource request procedures.

5.6. Advanced Planning

Transportation planning considerations include route availability, route capacity, infrastructure vulnerabilities, anticipated resource requirements, and the transportation needs of emergency responders, critical facilities, and affected populations.

6. Direction and Control

Transportation activities will be coordinated through the Incident Command System and County EOC. The County Road Department serves as the primary agency for transportation infrastructure assessment, route restoration, and transportation

coordination. Resource requests beyond local capacity will be submitted through the County EOC/Emergency Manager to OEM.

7. Administration and Support

7.1. Mutual Aid

Transportation support may be obtained through existing mutual aid agreements, intergovernmental agreements, private-sector partners, contractors and state assistance programs. Resource requests exceeding local capabilities will be coordinated through the County EOC and submitted to OEM using established resource request procedures.

7.2. Expenditures During an Emergency and Resource Management

- All transportation resources, personnel, equipment and expenditures utilized during emergency operations will be documented in accordance with county policies.
- Transportation resource requests mutual aid resources, and contracted services will be tracked through the County EOC.
- Costs associated with emergency transportation operations will be documented to support reimbursement under applicable state and federal disaster assistance programs.

8. Annex Development and Maintenance

The Gilliam County Emergency Manager is responsible for coordinating the review, maintenance and update of this annex. This annex will be reviewed annually, following significant incidents or exercises, and whenever changes occur to transportation resources, infrastructure, agency responsibilities, or applicable laws and regulations. Participating agencies are responsible for providing updated contact information, transportation resource information, and recommended revisions to support continued accuracy and operational readiness.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 1 – Transportation
- National Response Framework, ESF 1 – Transportation
- FEMA Community Lifeline - Transportation

10. Appendices

- None at this time.

ESF – 2

Communications

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ESF 2 Tasked Agencies	
Primary Agency	Gilliam County Emergency Management
Supporting Agencies	Gilliam County Sheriff's Office Frontier Regional 911 Oregon State Police County Road Department Fire Protection Districts City Public Works Departments
Adjunct Agencies	Oregon Department of Emergency Management National Weather Service Telecommunications Providers Amateur Radio Operations Media Partners

1. Purpose and Scope

Emergency Support Function (ESF) 2 – Communications coordinates emergency communications systems and capabilities needed to support incident management, public safety operations and emergency coordination. This ESF also addresses alert and warning systems used to notify government officials, response agencies, and the public of actual or potential emergencies. Public information activities are addressed in ESF 15-Public Information

2. Policies and Agreements

Communications support may be provided through mutual aid agreements, intergovernmental agreements, Frontier Regional 911 operational agreements and other cooperative arrangements maintained by participating agencies.

3. Situation and Assumptions

3.1. Situation

Effective communications are essential to emergency response and coordination. Gilliam County relies on Frontier Regional 911, public safety radio systems, commercial telecommunications systems, internet-based services and alert and warning systems to support emergency operations. Communications capabilities may be affected by power outages, telecommunications disruptions, wildfire impacts, severe weather or damage to radio infrastructure. Limited cellular coverage exists in portions of the county, making radio interoperability and redundant communications systems important during emergency operations.

3.2. Assumptions

- Emergency communications systems may be degraded or disrupted during disasters.
- Redundant communications methods will be required during some incidents.
- Timely warning and notification can reduce loss of life and property.
- State and private-sector resources may be required to restore communications capabilities.

4. Roles and Responsibilities

4.1. Gilliam County Emergency Management

- Coordinate communications support requirements through the County EOC.
- Issue OR-Alert and Wireless Emergency Alerts (WEA), as authorized.
- Support county alert and warning activities.
- Request additional communications resources when local capabilities are exceeded.
- Coordinate with state agencies and communications partners.

4.2. Gilliam County Sheriff's Office

- Coordinate county emergency communications and warning activities.
- Coordinate operations of county warning systems.
- Support public alert and warning operations.
- Coordinate communications resources with Frontier Regional 911

4.3. Frontier Regional 911

- Receive, process and dispatch emergency calls and requests for service.
- Maintain county emergency communications and dispatch operations.
- Coordinate interoperable communications among response agencies.
- Maintain communications resource inventories and contact lists.
- Coordinate supplemental communications resources as needed.
- Support continuity of emergency communications operations.

4.4. Fire Districts

- Maintain interoperable communications with responding agencies.
- Support emergency communications and mobile warning operations during incidents.
- Provide backup communications capabilities when primary systems are degraded.

4.5. County Road and City Public Works Departments

- Maintain communications capabilities supporting public works operations.

- Coordinate communications regarding transportation, infrastructure, and public works incidents.
- Support restoration of communications access to damaged infrastructure when requested.

4.6. Oregon State Police

- Coordinate interoperable communications with local, state and regional response agencies.
- Support emergency communications during multi-jurisdictional incidents.
- Coordinate communications for incidents involving state highways and state law enforcement resources.

5. Concept of Operations

5.1. General

- Alerts and warnings may be issued for natural hazards, hazardous materials incidents, public health emergencies, and other incidents that threaten life, property, or the environment and require protective actions.
- Communications play a critical role in emergency operations. Frontier Regional 911 communications network includes all portions of Gilliam, Sherman, Wheeler and Jefferson Counties. Effective communications support command, control, coordination, and information sharing during emergency operations.
- The existing Gilliam County communications network consists of telephone and radio facilities coordinated through Frontier Regional 911 and serves as the primary communications system for emergency operations.
- If primary communications systems are inadequate, additional communications resources may be requested through the Gilliam County Emergency Manager, Frontier Regional 911, mutual aid partners, amateur radio operators, OEM or other available sources.

5.2. Phases of Emergency Management

Mitigation

- Maintain and periodically evaluate county alert, warning, and emergency communications systems to identify capability gaps and improvements.
- A public awareness program may be developed outlining the use of the warning system, including encouraging residents to sign up for Frontier 911 Regional Alerts/OR-Alert.

Preparedness

- The warning system, including sirens, will be tested on a regular basis.

- New personnel will be trained in the use of the warning system as needed.
- Emergency communications equipment is routinely tested, maintained and repaired.
- Personnel are trained on the appropriate equipment, as necessary.

Response

- Warning information may be received from OEM, NWS, OERS, NAWAS, neighboring jurisdictions, public safety agencies and other reliable sources. Warning will be disseminated using available alert and notification systems as appropriate.
- When emergency operations are initiated, Frontier 911 supervisors will determine to what extent additional communications personnel may be required. Staff requirements will vary according to the incident.
- Arrangements will be made to ensure emergency equipment repair on a 24-hour basis.

Recovery

- Inform the public when emergency conditions have ended and protective actions are no longer necessary.
- Continue communications support until emergency operations conclude.
- Conduct an after-action review of communications systems and capabilities.

5.3. Existing Warning Systems and Use

Emergency warning systems may be activated by authorized local, state or federal agencies as appropriate to the incident. Once a local warning is initiated, the Emergency Manager is responsible for coordinating county warning activities.

- Integrated Public Alert and Warning System (IPAWS): FEMA's national alerting system used to distribute emergency alerts through multiple communication platforms, including Wireless Emergency Alerts (WEA) to cellular devices in affected areas.
- OR-Alert: Oregon's statewide alert and warning system. Authorized county personnel may issue emergency alerts and protective action messages to the public through OR-Alert. In Gilliam County, OR-Alert notifications are distributed through the Frontier Regional 911 Alert System.
- National Weather Service (NWS): Provides weather forecasts, watches, warnings and other hazard information that support emergency decision making and public warning.
- Emergency Alert System (EAS): Provides emergency information and warning messages to the public through participating radio and television broadcasters.

- **Warning Sirens:** Outdoor warning sirens located in Arlington and Condon provide supplemental alerting capabilities. Additional warning may be provided through public safety vehicles equipped with sirens or public address systems.
- **County Website and Social Media:** The county website and official social media platforms may be used to distribute emergency information, protective actions, and situational updates to the public.

5.4. Primary Communications Systems

- Frontier Regional 911 Dispatch
- Sheriff's Office Radio Systems
- Fire District Radio Systems
- Oregon State Police interoperability channels
- County Road Department Radios
- Cellular and commercial telecommunications systems
- Amateur Radio resources

6. Direction and Control

Communications and alert and warning activities will be coordinated through the Incident Command System (ICS) and the County EOC when activated. Frontier Regional 911 serves as the primary emergency communications center for Gilliam County. The Sheriff's Office and Emergency Manager coordinate warning activities, while communications support and resource requests are managed through established county, state and mutual aid procedures.

7. Administration and Support

Alert and warning systems and communications equipment will be maintained and tested in accordance with agency procedures and manufacturer recommendations. Participating agencies are responsible for ensuring personnel are trained on communications equipment and procedures. Requests for communications resources exceeding local capabilities will be coordinated through the County EOC, mutual aid agreements, and the Oregon Department of Emergency Management.

8. Annex Development and Maintenance

The Emergency Manager is responsible for coordinating the development, maintenance, and periodic review of this ESF with participating agencies. Supporting agencies are responsible for maintaining procedures necessary to accomplish assigned responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 2 – Communications
- FEMA Community Lifeline - Communications
- National Response Framework, ESF 2 – Communications

10. Appendix

- None at this time.

ESF - 3
Public Works

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ESF 3 Tasked Agencies	
Primary Agencies	Gilliam County Road and City Public Works Department(s)
Supporting Agencies	Gilliam County Emergency Management Gilliam County Public Health District Building Officials/Building Inspection (Non-Local Asset)
Adjunct Agencies	Oregon Department of Emergency Management Oregon Department of Transportation U.S. Army Corps of Engineers ORWARN (Oregon Water/Wastewater Agency Response Network)

1. Purpose and Scope

Emergency Support (ESF) 3 – Public Works coordinates public works and engineering resources to support emergency response and recovery operations. Activities may include damage assessment, debris clearance, emergency protective measures, restoration of critical infrastructure, and technical assistance related to public facilities and infrastructure systems.

2. Policies and Agreements

Public works support may be provided through mutual aid agreements, intergovernmental agreements, contracts, cooperative arrangements, and utility mutual aid networks such as ORWARN, when applicable.

3. Situation and Assumptions

3.1. Situation

Public works capabilities may be required following wildfire, severe weather, flooding, transportation incidents, utility failures, or other emergencies affecting roads, bridges, public facilities, utility systems and other critical infrastructure. Due to Gilliam County's large geographic area and limited staffing, restoration of critical infrastructure may require mutual aid, contractors or state assistance.

3.2. Assumptions

- Public infrastructure may be damaged during emergencies and disasters.
- Public works resources may be insufficient during large-scale incidents.
- Mutual aid, contractors and state resources may be required.
- Restoration efforts will prioritize life safety, critical infrastructure, and essential government services.
- Debris clearance may be required to support emergency access and recovery operations.

4. Roles and Responsibilities

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident. During emergencies, public works activities will be managed by the County Road Department through existing divisions, with support provided by City public works as applicable.

4.1. Gilliam County Road Department and City Public Works Department(s)

- Coordinate public works and infrastructure restoration activities.
- Conduct damage assessments of public infrastructure.
- Coordinate debris clearance and emergency protective measures.
- Maintain resource inventories, contractor contacts, and emergency materials.
- Perform emergency repairs to roads, bridges, storm drainage systems, and other public infrastructure.
- Remove debris affecting public rights-of-way and emergency access routes.
- Place barricades and traffic control devices to protect public safety.
- Provide equipment and personnel to support emergency operations.
- Coordinate mutual aid, contractors, and resource requests through the County EOC.
- Maintain communication with the County EOC throughout emergency operations.
- Coordinate mutual aid resources through existing agreements, including ORWARN for water and wastewater utility support, when available.

4.2. Gilliam County Emergency Management

- Coordinate ESF-3 activities through the County EOC.
- Coordinate resource requests, mutual aid, and state assistance from public works operations.
- Support situational awareness, damage assessment coordination, and infrastructure restoration priorities.
- Coordinate with partner agencies to support emergency response and recovery operations.

4.3. Gilliam County Public Health

- Coordinate public health guidance related to debris management, sanitation and environmental health.
- Assist with evaluation of public health hazards associated with damaged infrastructure and debris.
- Support emergency protective measures affecting public health.

4.4. Building Officials/ Building Inspection (Non-Local Asset)

- Conduct structural safety assessments when resources are available.
- Assist with damage assessments and building safety evaluations.
- Support post-disaster permitting and code enforcement activities.

4.5. Oregon Department of Transportation

- Maintain and restore state highways, bridges and transportation infrastructure.
- Coordinate debris clearance and roadway repairs on state transportation systems.
- Support traffic management, detours and transportation access during emergencies.
- Coordinate transportation infrastructure restoration with the County EOC and local agencies.

4.6. Oregon Department of Emergency Management

- Coordinate state public works resources when local capabilities are exceeded.
- Facilitate resource requests through the Oregon Emergency Response System (OERS).
- Coordinate state and federal assistance for debris management, infrastructure restoration, and emergency protective measures.
- Support coordination of disaster assistance and reimbursement programs.

5. Concept of Operations

5.1. General

Public works activities will be coordinated through the Incident Command System (ICS) and County EOC when activated.

5.2. Phases of Emergency Management

Mitigation

- Identify and reduce infrastructure vulnerabilities.
- Support hazard mitigation planning and projects.
- Incorporate lessons learned from incidents and exercises.

Preparedness

- Maintain equipment, resource inventories and contractor lists.
- Maintain damage assessment capabilities.
- Coordinate mutual aid agreements and emergency procedures.
- Train personnel and participate in exercises.

Response

- Conduct damage assessments.
- Clear debris and establish emergency access.
- Coordinate contractors and mutual aid resources.
- Support search and rescue and other emergency operations as requested.

Recovery

- Restore public infrastructure and essential services.
- Support debris management and recovery operations.
- Participate in after-action reviews and mitigation planning.

5.3. Public Works Priorities

1. Life safety and emergency access.
2. Critical facilities and infrastructure.
3. Essential public services and utilities.
4. Public facilities and community recovery operations.

6. Direction and Control

Public works activities will be coordinated through ICS and the County EOC when activated. The Road Master serves as the lead for ESF-3 activities and coordinates public works resources, mutual aid, contractors and infrastructure restoration priorities.

7. Administration and Support

Resource requests, procurement, documentation and financial tracking will be conducted in accordance with county procedures and EOC processes. Public works equipment inventories, personnel rosters, contractor information and supporting records will be maintained by the Road Department and participating agencies.

8. Annex Development and Maintenance

The Road Master is responsible for coordinating development, maintenance, and periodic review of this annex with participating agencies. Each department will develop standard operating procedures (SOPs) that address assigned tasks.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 3 – Public Works
- National Response Framework, ESF 3 – Public Works

- FEMA Community Lifelines – Transportation, Energy, Water Systems and Safety & Security

10. Appendices

Appendix A Debris Management

Appendix A: Debris Management

1. Overview and Mission

This appendix provides guidance for debris clearance, collection, temporary storage and disposal following emergencies and disasters. Debris management operations will prioritize life safety, restoration of critical infrastructure, protection of public health and safety and community recovery.

2. Situation and Assumptions

- Emergencies may generate debris that obstructs roads, damages infrastructure or threatens public health and safety.
- Debris clearance may be required to support emergency response and recovery operations.
- Local resources may be supplemented through mutual aid, contractors and state or federal assistance.
- Debris may contain hazardous materials, animal carcasses, or other special waste requiring specialized handling.

3. Responsibility and Implementation

The Gilliam County Road Department is the lead agency for debris management operations and will coordinate debris clearance activities through the Incident Command System (ICS) and County EOC when activated. Municipal public works departments, contractors, mutual aid partners and state agencies may support debris operations as needed.

4. Concept of Operations

4.1. Initial Actions

Following an incident, debris impacts will be assessed to identify life safety hazards, transportation route obstructions and impacts to critical infrastructure.

4.2. Priorities

Debris removal priorities are:

1. Emergency access routes.
2. Critical facilities and infrastructure.
3. Public health and safety hazards.
4. Community access and recovery routes.

4.3. Resource Coordination

Debris removal may be performed using county resources, mutual aid, contractors, volunteers or state and federal assistance as available.

5. Temporary Debris Storage Sites

Temporary debris storage and reduction sites may be established when necessary. Sites will be selected based on accessibility, public safety, environmental considerations, and regulatory requirements. County-owned property will be considered first when feasible, with coordination among local, state and federal agencies as required.

6. Public Information

The Public Information Officer (PIO) will provide information regarding debris separation, collection schedules, disposal locations, and public safety considerations.

7. Debris Categories

- Vegetative Debris
- Construction and demolition debris
- Household waste
- White goods and scrap metal
- Electronic waste
- Hazardous materials
- Vehicles and vessels
- Animal Carcasses

ESF - 4

Firefighting

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ESF 4 Tasked Agencies	
Primary Agencies	North Gilliam Rural Fire Protection District South Gilliam Rural Fire Protection District Gilliam County Fire Services
Supporting Agencies	Gilliam County Emergency Management Gilliam County Sheriff's Office County Road and City Public Works Department(s) Fire Defense Board
Adjunct Agencies	Oregon State Fire Marshal Oregon Department of Forestry U.S. Bureau of Land Management U.S. Wildland Fire Service Oregon Department of Emergency Management

1. Purpose and Scope

Emergency Support Function (ESF) 4- Firefighting coordinates firefighting resources and fire suppression activities during emergencies and disasters. This ESF supports structural firefighting, wildland fire suppression, fire prevention activities and fire service support to emergency response and recovery operations.

2. Policies and Agreements

Firefighting support may be provided through mutual aid agreements, intergovernmental agreements, cooperative fire protection agreements, and other arrangements maintained by participating agencies.

3. Situation and Assumptions

3.1. Situation

Gilliam County faces fire risks associated with wildland fire, structure fire, hazardous materials incidents, transportation accidents, severe weather, and other emergencies. Wildland fire presents the greatest fire-related threat due to grasslands, agricultural lands, rangelands, and seasonal fire conditions throughout the county.

Fire suppression in Gilliam County is primarily provided by North Gilliam and South Gilliam Rural Fire Protection Districts. Long response distances, volunteer staffing, limited water supplies in some areas, and rapidly spreading grass and rangeland fires may affect firefighting operations.

Due to average response distances, volunteer staffing and frequent wind-driven grass fires, rapid detection and mutual aid coordination are critical to successful fire suppression operations in Gilliam County.

3.2. Assumptions

- Local fire resources may be insufficient during large or complex incidents.
- Mutual aid and state resources may be required.
- Wildland fire incidents may require interagency coordination.
- Fire services may support other emergency response operations as resources permit.

4. Roles and Responsibilities

4.1. North and South Gilliam Rural Fire Protection Districts

- Coordinate fire suppression operations within their jurisdictions.
- Respond to structure, wildland, vehicle, and other fires.
- Conduct fire prevention and public education activities.
- Support hazardous materials response within local capabilities.
- Support evacuation and other emergency operations as requested.
- Coordinate mutual aid resources.
- Coordinate with local, state, and federal fire agencies during extended or multi-jurisdictional events.

4.2. Gilliam County Fire Services

- Coordinate countywide fire service planning and interagency cooperation.
- Support development of fire response procedures and operational readiness.
- Coordinate training, exercises, and fire service capability development.

4.3. Gilliam County Emergency Management

- Coordinate ESF-4 activities through the County EOC when activated.
- Coordinate resource requests, mutual aid, and state assistance for firefighting operations.
- Support situational awareness, incident coordination, and interagency communications.
- Coordinate with partner agencies to support fire response and recovery operations.

4.4. Gilliam County Sheriff's Office

- Coordinate evacuation, traffic control, and public safety operations in support of firefighting activities.
- Support public warning and emergency communications related to fire incidents.
- Assist with security, access control, and protection of affected areas.
- Coordinate with fire agencies through Unified Command and the County EOC when activated.

4.5. County Road and City Public Work(s) Departments

- Support fire suppression operations through heavy equipment, barricades, and road maintenance as available.
- Assist with access to incident areas, fire line construction, and restoration of transportation routes.
- Coordinate debris removal and infrastructure support related to fire operations.

4.6. Fire Defense Board

- Coordinate regional fire mutual aid among Gilliam, Morrow, and Umatilla Counties.
- Facilitate resource requests when local firefighting capabilities are exceeded.
- Coordinate requests for State Conflagration Act mobilization through the Fire Defense Board Chief.
- Coordinate with the Oregon State Fire Marshal and participating fire agencies during regional incidents.

4.7. Oregon State Fire Marshal

- Coordinate state structural firefighting resources through the Oregon Fire Mutual Aid System.
- Support requests for State Conflagration Act Mobilizations.

4.8. Oregon Department of Forestry

- Coordinate fire suppression activities within areas protected by ODF.
- Support local fire suppression operations through mutual aid and cooperative agreements.

4.9. Federal Wildland Fire Agencies (USWFS and BLM)

- Provide fire management, personnel, equipment, technical expertise, and incident management support for wildland fire incidents on federal lands.
- Support local fire suppression operations through established interagency agreements.

5. Concept of Operations

5.1. General

Fire suppression activities will be managed in accordance with the Incident Command System (ICS) and coordinated through the County EOC when activated. Fire incidents exceeding local capabilities will be supported through the Tri-County Fire Defense Board, mutual aid agreements, and state resource ordering systems, as appropriate.

5.2. Phases of Emergency Management

Mitigation

- Conduct fire prevention and public education activities.
- Support community risk reduction and wildfire mitigation efforts.

Preparedness

- Maintain equipment and response capabilities.
- Train personnel and conduct exercises.
- Maintain communications and mutual aid procedures.
- Review and update response plans.

Response

- Contain, control, and extinguish fires.
- Conduct rescue operations within fire service capabilities.
- Support hazardous materials response.
- Coordinate mutual aid resources.

Recovery

- Support damage assessment and recovery operations.
- Assist with fire investigations as appropriate.
- Participate in after-action reviews and mitigation planning.

6. Direction and Control

Firefighting operations will be managed using ICS. During EOC activations, fire service representatives may coordinate resource requests, mutual aid, and interagency support through the EOC. Incident commanders will coordinate operational activities at the incident level and request additional resources through established resource ordering procedures.

7. Administration and Support

Documentation, resource requests, personnel assignments, incident records, and associated expenditures related to firefighting operations will be maintained in accordance with county procedures and applicable state and federal requirements. Fire service communications will be coordinated in accordance with ESF 2-Communications. Requests for firefighting resources exceeding local capabilities will be coordinated through the Fire Defense Board, established mutual aid agreements, and appropriate local, state, and federal resource ordering systems.

8. Annex Development and Maintenance

It is the responsibility of each fire department to ensure its own operational capabilities. The Fire Chief(s) will coordinate the planning of all fire services related to emergency management operations and ensure the maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

9. Support Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Wildfire Protection Plan, 2022
- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 4 - Firefighting
- National Response Framework, ESF 4-Firefighting
- FEMA Community Lifeline -Safety and Security

10. Appendices

None at this time.

ESF - 5

Information and Planning

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ESF 5 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management
Supporting Agencies	Gilliam County Sheriff's Office Gilliam County Road Department Gilliam County Public Health Fire Districts Gilliam County Fire Services Cities of Arlington, Condon, and Lonerock
Adjunct Agencies	Oregon Department of Emergency Management Oregon State Police Oregon Department of Transportation Volunteer Organizations Private Infrastructure Partners Utility Providers

1. Purpose and Scope

Emergency Support Function (ESF) 5- Information and Planning coordinates information management, situational awareness, planning, and resource tracking activities in support of emergency response and recovery operations. ESF 5 supports the collection, analysis, and dissemination of incident information; damage assessment; incident action planning; and coordination with local, state, tribal, private-sector, and volunteer partners.

2. Policies and Agreements

Information and planning activities will be conducted in accordance with the Gilliam County Emergency Operations Plan, NIMS, ICS and applicable state and federal guidance.

3. Situation and Assumptions

3.1. Situation

Effective emergency management depends on timely collection, analysis, and dissemination of information. Large-scale incidents may require coordination among county departments, cities, fire districts, state agencies, private-sector partners, and volunteer organizations. Due to Gilliam County's limited staffing, personnel assigned to ESF-5 may perform multiple EOC functions, and information management responsibilities may be shared among county departments during extended operations.

3.2. Assumptions

- Accurate information may be limited during the early stages of an incident.
- Communications disruptions may affect reporting and situational awareness.
- Information requirements will increase as incidents expand.

- Damage assessment and resource tracking will be essential to response and recovery operations.
- State and federal assistance may require timely and accurate reporting.

4. Roles and Responsibilities

4.1. Gilliam County Emergency Management

- Coordinate ESF-5 activities.
- Collect, analyze, and disseminate situational information.
- Support EOC operations and incident planning.
- Coordinate damage assessment and reporting activities.
- Prepare and distribute situation reports.
- Coordinate information sharing with OEM and partner agencies.

4.2. Response Agencies

- Provide timely incident information and operational status updates.
- Participate in damage assessment and situational reporting.
- Support incident planning and resource tracking.
- Coordinate information sharing with the County EOC.

4.3. County Departments and Cities

- Report impacts to infrastructure, facilities and essential services.
- Support damage assessments and recovery planning.
- Provide situational updates to the County EOC.
- Assist with information collection related to county operations.

5. Concept of Operations

5.1. General

Information management and planning activities will be coordinated through the County EOC when activated. Information from responding agencies, local governments, private-sector partners, volunteer organizations, and state agencies will be collected, analyzed, and shared to support decision-making and resource prioritization. ESF-5 support situational awareness, damage assessment, resource tracking, incident action planning, and recovery planning throughout the incident lifecycle.

5.2. Phases of Emergency Management

Mitigation

- Support hazard identification and mitigation planning.

Preparedness

- Maintain EOPs and supporting annexes.
- Conduct training and exercises.
- Maintain situational awareness and reporting procedures.

Response

- Collect and analyze incident information.
- Prepare situation reports and briefings.
- Coordinate damage assessment, resource tracking and situation reporting.
- Support incident action planning.

Recovery

- Continue information collection and reporting.
- Support recovery planning and assistance programs.
- Conduct after-action reviews.

6. Direction and Control

Information and planning activities will be coordinated through the County Emergency Operations Center (EOC) when activated. ESF-5 functions will be managed in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS). Gilliam County Emergency Management is the lead agency for ESF-5 and is responsible for coordinating situational awareness, information management, planning, damage assessment, and reporting activities. Information and planning personnel will coordinate with local, state, and federal partners as necessary to support emergency response and recovery operations.

7. Administration and Support

Documentation, information management, resource tracking, and financial records associated with ESF-5 activities will be maintained in accordance with county policies and applicable state and federal requirements. Situation reports, damage assessments, incident documentation, and other records generated during emergency operations will be retained to support response, recovery, reimbursement, and after-action activities. Supporting agencies are responsible for maintaining procedures necessary to accomplish assigned ESF-5 responsibilities.

8. Annex Development and Maintenance

The Emergency Manager is responsible for coordinating the development, maintenance, and periodic review of this ESF with participating agencies. Supporting

agencies are responsible for maintaining procedures necessary to accomplish assigned responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 5 – Information and Planning
- National Response Framework, ESF 5 Information and Planning
- FEMA Community Lifeline - Safety and Security

10. Appendices

None at this time.

ESF - 6
Mass Care

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ESF 6 Tasked Agencies	
Primary Agencies	Gilliam County Public Health
Supporting Agencies	Gilliam County Emergency Management Gilliam County Sheriff's Office Fire Districts Ambulance Services Transportation Services Senior and Family Services School Districts Volunteer Organizations
Adjunct Agencies	Oregon Department of Human Services Oregon Department of Emergency Management

1. Purpose and Scope

Emergency Support Function (ESF) 6 – Mass Care coordinates sheltering, feeding, emergency assistance, disaster survivor support and human services activities for populations affected by emergencies and disasters. Services may include emergency sheltering, feeding, distribution of essential supplies, disaster assistance, and support for individuals with access and functional needs.

2. Policies and Agreements

Mass care support may be provided through mutual aid agreements, intergovernmental agreements, memoranda of understanding, contracts and cooperative arrangements maintained by participating agencies. The Gilliam County Emergency Manager maintains a list of current MOUs, IGAs and cooperative agreements.

3. Situation and Assumptions

3.1. Situation

Emergencies may require temporary sheltering, feeding, emergency assistance and human services support for residents, travelers, and other affected populations. Due to Gilliam County's rural nature, limited sheltering resources, and small population, support from volunteer organizations, neighboring jurisdictions, and state agencies may be required during large incidents.

During large incidents, sheltering operations may include residents, travelers and transient populations affected by roadway closures, severe weather, wildfire, or other emergencies.

Mass care operations may rely heavily on volunteer organizations, faith-based organizations, and neighboring jurisdictions to supplement local capabilities during prolonged incidents.

3.2. Assumptions

- Most displaced residents will seek shelter with family or friends.
- Local sheltering and feeding resources may be insufficient during large incidents.
- Volunteer organizations will play a significant role in mass care operations.
- Individuals with access and functional needs may require additional assistance.
- State and federal support may be required during prolonged incidents.

4. Roles and Responsibilities

4.1. Gilliam County Public Health

- Coordinate public health support for mass care operations.
- Provide guidance on communicable disease prevention, sanitation, and environmental health within shelters.
- Coordinate medical support resources as appropriate.

4.2. Gilliam County Emergency Management

- Coordinate ESF-6 activities.
- Coordinate sheltering, feeding, and disaster assistance operations.
- Coordinate with volunteer organizations and support agencies.
- Coordinate human services and disaster assistance activities.
- Support registration, reunification, and donations management efforts.
- Request state assistance and coordinate mass care support when local capabilities are exceeded.

4.3. Shelter Manager (Assigned as Needed)

- Coordinate shelter operations.
- Identify and maintain shelter resources.
- Coordinate staffing and support services.

4.4. Gilliam County Sheriff's Office

- Provide security and law enforcement at shelters and mass care facilities.
- Coordinate traffic control and access to shelters as needed.
- Support evacuation operations and transportation coordination.
- Provide backup communications when required.

4.5. Fire Districts

- Support shelter safety assessments and fire protection activities.
- Assist with incident operations within local capabilities.
- Support evacuation and mass care operations as needed.

4.6. Ambulance Services

- Provide emergency medical care and patient transportation during mass care operations.
- Coordinate transportation assistance for medically dependent individuals and others requiring specialized medical transport.
- Support medical assessment and stabilization of shelter occupants within local capabilities.
- Coordinate with Public Health, hospitals and regional EMS partners for patient transfers and continuity of care.

4.7. Transportation Services

- Coordinate transportation support for evacuees and shelter operations.
- Support movement of evacuees, shelter supplies, and essential resources as available.

4.8. Senior and Family Services

- Coordinate outreach to vulnerable populations.
- Assist with identifying individuals requiring additional support.
- Coordinate referrals to available human services resources.

4.9. School Districts

- Coordinate access to designated school facilities when approved.
- Support shelter operations as available.

4.10. Volunteer Organizations

- Support sheltering, feeding, and distribution of emergency supplies.
- Assist with disaster assistance, reunification, and human services activities.
- Coordinate volunteers and donated resources through the County EOC as appropriate.
- American Red Cross, Salvation Army, faith-based organizations, food pantries, and other community organizations may provide support when available.

5. Concept of Operations

5.1. General

Mass care operations will be coordinated through the County EOC when activated. Sheltering, feeding, emergency assistance, and human services support will be provided using available resources, volunteer organizations, mutual aid partners, and state assistance as needed.

5.2. Phases of Emergency Management

Mitigation

- Support development and maintenance of mass care and sheltering capabilities.
- Coordinate with volunteer organizations and community partners to identify resources and reduce sheltering and human services gaps.
- Encourage individual and household preparedness, including plans for sheltering and evacuation.

Preparedness

- Identify and maintain shelter, feeding and mass care resources and facilities.
- Coordinate agreements, training, communications and responsibilities with supporting agencies, facility owners, and volunteer organizations.
- Identify populations requiring additional assistance during emergencies and develop plans to address their needs.

Response

- Activate and support shelter, feeding and mass care operations as needed.
- Coordinate distribution of food, clothing, emergency supplies, and disaster assistance information.
- Maintain communication with mass care facilities, support registration and reunification efforts and identify unmet needs.

Recovery

- Transition and deactivate mass care operations as appropriate.
- Coordinate ongoing human services, housing assistance, and recovery resources for affected populations.
- Support public information efforts and coordinate with state and federal partners regarding disaster assistance programs.

5.3. Mass Care

Mass care operations may include:

- Emergency sheltering
- Feeding operations
- Distribution of emergency supplies
- Disaster survivor registration and reunification
- Human Services Support
- Assistance to individuals with access and functional needs.

5.4. Human Services

Human services support may be required for individuals and families affected by an emergency or disaster, including those who do not require sheltering but need assistance meeting basic needs. Human services activities may include crisis counseling, disaster assistance referrals, reunification support, distribution of food and clothing, and assistance for individuals with access and functional needs. Gilliam County will coordinate with volunteer organizations, faith-based organizations, public health agencies, and other partners to identify unmet needs and provide appropriate assistance. Special consideration will be given to children, older adults, individuals with disabilities, individuals with limited English proficiency and others requiring additional support during emergency operations. Following a disaster, affected individuals may be referred to available local, state, and federal, and voluntary assistance programs to support ongoing recovery needs.

6. Direction and Control

ESF-6 activities will be coordinated through the County EOC when activated. Shelter managers and mass care organizations will coordinate activities through established ICS and EOC processes.

7. Administration and Support

Documentation, financial records, shelter registration information, and resource tracking records will be maintained in accordance with agency procedures and applicable state and federal requirements. Training, communications, and public information will be coordinated through participating agencies and the County EOC, when activated.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex in coordination with participating agencies and organizations.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 6 – Mass Care
- National Response Framework, ESF 6 – Mass Care
- FEMA Community Lifeline – Safety and Security

10. Appendices

Appendix A	Volunteer Groups
Appendix B	Reception and Care Facilities

A. Volunteer Groups

The following volunteer agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government:

Service Group	Location	Official	Contact #
Condon Community Food Pantry	Condon	Kolana Morin	817-716-1596
Arlington Help and Food Pantry	Arlington	Karri Keown	541-980-1758
American Red Cross	Columbia Gorge Chapter		541-386-6000 800-733-2767
Salvation Army	Columbia Gorge		541-296-6417
United Way	Portland		503-228-9131

In addition to the relief services listed above, consult the local church directories and local community organizations in your area for various types of relief and support.

B. Reception and Care Facilities

Actual facility activation will depend on incident conditions, facility availability, and suitability for the specific hazards. Listings may change frequently and should be updated on no less than an annual basis. This list was last updated June 2026.

1. Arlington

- Arlington Grade School
- Arlington High School
- Arlington Masonic Lodge
- Arlington Church of the Nazarene
- Arlington Methodist Church
- North Gilliam County Rural Fire Protection District Hall.

2. Condon

- Gilliam County Fairgrounds
- Condon Memorial Hall
- Condon Grade School
- Condon High School
- Condon United Church of Christ
- Condon St. Johns Parish Hall
- Condon Elks Lodge

3. Lonerock

- Lonerock Community Center

ESF – 7

**Logistics Management and
Resource Support**

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ESF 7 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management
Supporting agencies	Gilliam County Administration Gilliam County Sheriff's Office County Road and City Public Works Department(s) Fire Districts School Districts
Adjunct Agencies	Oregon Department of Emergency Management Oregon Department of Transportation Private Sector Vendors and Contractors Volunteer Organizations Active in Disaster

1. Purpose and Scope

Emergency Support Function (ESF) 7 - Logistics Management and Resource Support coordinates the identification, acquisition, allocation, tracking and delivery of resources needed to support emergency response and recovery operations. Resources may include personnel, equipment, supplies, facilities, transportation assets and contracted services obtained through local resources, mutual aid, private-sector partners and state or federal assistance programs.

2. Policies and Agreements

Resource support may be provided through mutual aid agreements, intergovernmental agreements, memoranda of understanding, contracts and cooperative arrangements maintained by participating agencies.

3. Situation and Assumptions

3.1. Situation

Gilliam County's limited staffing, equipment and supply resources may be quickly exhausted during large or prolonged incidents. Logistics support may require county facilities, public works resources, private vendors, volunteer organizations, regional mutual aid partners, and state or federal assistance to sustain emergency operations.

3.2. Assumptions

- Local resources may be insufficient during large or prolonged incidents.
- Mutual aid, private-sector support and state assistance may be required.
- Resource requirements will change throughout an incident.
- Accurate resource tracking is essential for operational coordination and reimbursement.

4. Roles and Responsibilities

4.1. Incident Commander

- Establish resource priorities.
- Approve resource requests and allocation strategies.
- Coordinate logistics support through ICS and EOC processes.

4.2. Gilliam County Emergency Manager

- Coordinate resource requests and resource support activities.
- Maintain awareness of available local, mutual aid, and external resources.
- Coordinate procurement, contracting, and mutual aid support as needed.
- Maintain documentation necessary for reimbursement and cost recovery.
- Coordinate requests for state and federal assistance when local capabilities are exceeded.

4.3. County Administration

- Support emergency procurement, contracting and financial coordination.
- Assist with emergency purchasing and administrative support.
- Coordinate documentation required for reimbursement and cost recovery.

4.4. Gilliam County Sheriff's Office

- Identify resource requirements supporting law enforcement operations.
- Maintain accountability for assigned resources and emergency expenditures.
- Coordinate logistics needs through the Incident Command System and County EOC.
- Assist with delivery and security of critical resources when requested.

4.5. County Road and City Public Works Department(s)

- Maintain inventories of equipment and public works resources.
- Provide personnel, equipment, facilities and transportation resources as available.
- Support staging, distribution, and movement of emergency resources.

4.6. Fire Districts

- Identify resource requirements for firefighting operations.
- Maintain accountability for assigned equipment and emergency resources.
- Coordinate logistics support through the Incident Command System and County EOC.

4.7. School Districts

- Provide facilities, transportation, and other support resources when available.
- Coordinate use of school facilities and equipment in support of emergency operations as authorized.
- Support establishment of emergency facilities and logistics operations when requested.

5. Concept of Operations

5.1. General

Resource management activities will be coordinated through the County EOC when activated. Departments will utilize available local resources and existing mutual aid agreements before requesting additional support. Resource requests exceeding local capabilities will be coordinated through the EOC using established ordering procedures.

5.2. Phases of Emergency Management

Mitigation

- Identify resource gaps and capability shortfalls.
- Support efforts to improve resource availability and resilience.

Preparedness

- Maintain resource inventories and vendor contact information.
- Review resource management procedures and agreements.
- Train personnel and participate in exercises.

Response

- Prioritize, allocate and track resources.
- Coordinate procurement, staging, and distribution activities.
- Support resource requests from responding agencies.
- Maintain records of resource use and expenditures.

Recovery

- Coordinate demobilization and return of resources.
- Assess replacement and replenishment needs.
- Support reimbursement and cost recovery efforts.

6. Direction and Control

Resource management activities will be coordinated through the County EOC when activated and managed in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS). The Emergency Manager coordinates

local resource support activities and facilitate requests for resources that exceed local capabilities.

7. Administration and Support

Resource requests, procurement activities, resource tracking, and financial documentation will be conducted in accordance with county policies and applicable state and federal requirements. Records of resource use, emergency purchases, contracts and expenditures will be maintained to support reimbursement, cost recovery and after-action activities.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, exercise, and maintenance of this annex. Each agency will develop SOPs that address assigned tasks.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 7 – Logistics Management and Resource Support
- National Response Framework, ESF 7 – Logistics Management and Resource Support
- FEMA Community Lifeline - Logistics

10. Appendices

None at this time.

ESF – 8

**Public Health and Medical
Services**

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ESF 8 Tasked Agencies	
Primary Agencies	Gilliam County Public Health Community Counseling Solutions
Supporting Agencies	Gilliam County Emergency Management North Gilliam County Ambulance Services South Gilliam County Ambulance Services North Gilliam County Rural Fire Protection District South Gilliam County Rural Fire Protection District Frontier Regional 911 South Gilliam Health Center Arlington Medical Center Regional Hospitals Local medical examiners
Adjunct Agencies	Oregon Health Authority, Public Health Division Healthcare Preparedness Program, Region 6 Oregon Department of Agriculture Oregon Department of Human Services Oregon Department of Transportation Oregon Department of Emergency Management Oregon Medical Examiner Division Regional HAZMAT Teams Area Trauma Advisory Board (ATAB 6) US Army National Guard, CBRNE Response Team HAVEN Federal Emergency Management Agency

1. Purpose and Scope

Emergency Support Function (ESF) 8 – Public Health and Medical Services coordinates public health, medical, behavioral health, emergency medical services, fatality management, and related support activities during emergencies and disasters. ESF 8 supports disease surveillance and control, medical care, public health protection, behavioral health services, environmental health, and coordination of health and medical resources.

NOTE: Refer to ESF Annex 11 – Agriculture and Natural Resources for information regarding incidents/disasters potentially or actually impacting the health of livestock, wildlife, and other animals.

2. Policies and Agreements

Public health and medical services will be coordinated in accordance with the Gilliam County Emergency Operations plan, Public Health Emergency Preparedness Plans, applicable state and federal guidance and established mutual aid agreements.

3. Situation and Assumptions

3.1. Situation

Public health and medical emergencies may result from disease outbreaks, hazardous materials incidents, severe weather, wildfire, infrastructure failures, mass casualty incidents or other emergencies affecting community health.

Gilliam County relies on limited healthcare, EMS, and behavioral health resources and may require regional or state assistance during large or prolonged incidents.

3.2. Assumptions

- Local medical resources may be overwhelmed.
- Mutual aid and state assistance may be required.
- Behavioral health needs may increase following disasters.
- Public health incidents may require prolonged operations.

4. Roles and Responsibilities

4.1. Gilliam County Public Health

- Coordinate ESF-8 Activities.
- Monitor and assess public health impacts.
- Coordinate disease surveillance, investigation, and control measures.
- Coordinate environmental health activities affecting public health.
- Coordinate health and medical resource requests.
- Provide public health information and guidance.

4.2. Community Counseling Solutions

- Coordinate behavioral health support services.
- Support crisis counseling and stress management activities.
- Coordinate behavioral health surge resources as available.
- Support responder and community recovery efforts.

4.3. Gilliam County Emergency Manager

- Provide logistics, EOC and ICS support for ESF-8 Agencies.
- Coordinate resource requests and facilitate access to external assistance.
- Support situational awareness, information sharing and interagency coordination.
- Assist with emergency declarations, recovery coordination and state reporting requirements.
- Coordinates requests for state and federal public health and medical assistance.

4.4. Regional Hospitals

- Provide emergency and inpatient medical care.

- Report facility status, bed availability, and resource needs.
- Coordinate patient transfers and medical surge activities.
- Coordinate with regional healthcare partners during emergencies.

4.5. Rural Health Clinics

- Provide outpatient medical care within available capabilities.
- Support medical surge operations and continuity of healthcare services.
- Coordinate with hospitals and Public Health regarding resource needs.

4.6. Ambulance Services

- Provide emergency medical care and patient transport.
- Coordinate medical transportation resources.
- Report operational status and resource needs.
- Support triage and patient movement during mass casualty incidents.

4.7. Frontier Regional 911

- Coordinate emergency medical dispatch and communications between responders and healthcare partners.
- Maintain communications between responding agencies and healthcare partners.

4.8. Volunteer organizations

- Support sheltering, reunification, disaster assistance, feeding and other mass care activities as available.

4.9. Local Medical Examiners

- Provide death investigation services.
- Coordinate with law enforcement and the State Medical Examiner during fatality incidents.

5. Concept of Operations

5.1. General

ESF-8 activities will be coordinated through the County EOC when activated and managed in accordance with the National Incident Management System (NIMS) and Incident Command System (ICS). Gilliam County Public Health serves as the lead agency for coordinating public health and medical services during emergencies and disasters.

Public health and medical services will be provided using available local resources and coordinated with healthcare providers, emergency medical services, behavioral health

providers, emergency management, volunteer organizations, neighboring jurisdictions, and state and federal partners as needed.

When local capabilities are exceeded, additional public health, medical, laboratory, behavioral health, environmental health, fatality management, and medical countermeasure resources may be requested through established mutual aid and state assistance processes. Public health emergency operations will be conducted in accordance with applicable public health plans, procedures and state guidance.

5.2. Phases of Emergency Management

Mitigation

- Support public health programs that reduce community vulnerability to disease, injury, and environmental health threats.
- Participate in hazard identification, risk assessment, and mitigation planning efforts.
- Promote public education, immunizations, disease prevention and health equity initiatives.
- Coordinate with local, regional, and state partners to identify and address public health risks.

Preparedness

- Maintain public health emergency plans, procedures and continuity capabilities.
- Coordinate training, exercises and preparedness activities with healthcare providers, emergency services and partner agencies.
- Maintain situational awareness of public health threats and monitor emerging diseases.
- Maintain medical countermeasure, public information and resource management capabilities.
- Identify vulnerable populations and coordinate preparedness activities to address their needs.

Response

- Assess public health and medical impacts and provide situational information to the County EOC.
- Coordinate public health, medical, behavioral health, environmental health and fatality management activities.
- Support disease surveillance, investigation, infection control and public health protective measures.
- Coordinate public health information and risk communications with partner agencies.
- Request and coordinate additional resources through mutual aid, regional partners, and the State of Oregon as needed.

Recovery

- Support restoration of public health and healthcare services.
- Coordinate ongoing behavioral health and human services support for affected populations.
- Assist with long-term health monitoring and recovery activities, as appropriate.
- Participate in damage assessments, after-action reviews, and improvement planning.
- Incorporate lessons learned into future planning, training and mitigation efforts.

6. Direction and Control

ESF-8 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Gilliam County Public Health serves as the lead agency for ESF-8 and coordinates public health and medical support activities with local, regional, state and federal partners. Gilliam County Emergency Management supports coordination through the County EOC and facilitates requests for external assistance when local capabilities are exceeded.

7. Administration and Support

Documentation, patient tracking information (as applicable), public health records, resource requests, and financial records associated with ESF-8 activities will be maintained in accordance with applicable laws, regulations and county procedures.

8. Annex Development and Maintenance

The Emergency Manager and Gilliam County Public Health Administrator are responsible for the development and maintenance and periodic review of this annex.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- Gilliam County Public Health All Hazards Base Plan
- Public Health Incident Checklist 1A9
- Gilliam County Ambulance Service Area Plan
- Medical Countermeasures Dispensing and Distribution Plan
- State of Oregon Emergency Operations Plan, ESF 8 – Public Health and Medical Services
- National Response Framework, ESF 8 – Public Health and Medical Services
- FEMA Community Lifelines – Health and Medical; Food, Hydration, and Shelter; Safety and Security; Hazardous Materials; Water Systems

10. Appendices

- Appendix A – PH Incident Checklist

Public Health Emergency Initial Response Checklist			
Date		Time	
Person Initiating Checklist			
Type of Incident			
Fire	Winter Storm	Drought	
Extreme Heat	Extreme Cold	Floods	
Earthquake	Windstorm	Volcanic Event	
Water Quality	Air Quality	Act of Terrorism	
Bioterrorism	Pandemic: Human	Pandemic: Animal	
Unusual disease cluster	Chemical Exposure/Event	Radiological Exposure/Event	
Other/Additional Details:			
Incident Location (Scope)			
Address/description:			
Neighboring counties impacted?			Yes or No
Number of People Involved (Extent)			
1-20	20-100	100-500	
500-1000	Entire County	County and Neighboring counties	
Statewide	Nationwide	Other:	
Is it beyond the scope of Gilliam County Public Health's Current Resources?			Yes or No
If no, continue to monitor the situation. If yes, continue with the checklist below.			
Initial Notifications		Date/Time	
Notify GCPH Administrator	541-626-7088		
Notify GC Emergency Manager	541-351-9530		
If unable to reach either, notify Dispatch	911		
Initial Actions		Date/Time:	
GCPH Administrator assumes initial Incident Command			
GCPH Administrator holds Management Decision Conference with GCEM, GCSO and other key agencies identified.			
Determine if the All-Hazards Base Plan needs to be activated.			
Notify Frontier 911			
Verify initial reports and obtain estimates of area impacted			
Determine the type, scope and extent of the incident and public health threat.			
Establish Incident Command Post (ICP) or Emergency Operations Center (EOC).			
Establish Incident Command or Unified Command.			
Assign General ICS Roles at the ICP/EOC			
Assess populations at risk and vulnerable locations.			
Notify Supporting Agencies (see page 2)			
Notify adjacent jurisdictions (see page 2)			
Determine appropriate PPE requirements and pass to first responders.			

INITIAL NOTIFICATION CHECKLIST		
Agency	Phone Number	Date/Time Notified
Oregon Health Authority On-Call Health Emergency Preparedness Duty Officer	1-971-246-1789	
Oregon Emergency Response System (OERS)	1-800-425-0311	
Oregon 24-Hour Disease Reporting (ACDP)	971-673-1111	
Gilliam County Sheriff's Office	541-351-9530	
Gilliam County Road Department	541-351-9525	
Good Shepard Memorial Hospital	ER: 541-667-3520 Admin: 541-667-3417	
Adventist Health	541-296-1111	
Arlington Family Healthcare	541-454-2888	
South Gilliam Health Center	541-384-2061	
North Gilliam EMS Chief	541-705-2612	
South Gilliam EMS		
Sherman County Emergency Management	541-565-3100	
Wheeler County Emergency Management	541-763-2380	
Morrow County Emergency Management	419-947-4041	
FEMA Region X EOC (Bothell, WA)	425-487-4600	
Center for Disease Control	1-800-232-4636	
Oregon State Health Laboratory (SHL)	503-693-4100 971-673-1111 (after hours)	
Oregon Department of Transportation (ODOT)	Condon: 541-565-3466	
Oregon Department of Forestry (ODF)	503-945-7200	
Oregon State Police (OSP) Northern Command Center (NCC)	1-800-442-0776	
Oregon Department of Human Services	1-503-373-2366: Staff Duty Officer 971-599-0502: Emergency Coordinator	
Oregon Department of Agriculture (ODA)	503-986-4550	
Oregon Department of Water Resources (DWR)	503-986-0900	
Oregon Department of Corrections (ODC)	503-945-9090	

Advanced Response Checklist	Date/Time or N/A
GENERAL RESPONSE TASKS	
Estimate emergency staffing levels and request personnel support from South Gilliam Health and/or Oregon Health Authority.	
Notify all supporting agencies of the response, requesting additional support as necessary.	
Determine the appropriate method to minimize spread of disease with OHA and partnering County Health Departments.	
Collect and report vital statistics.	
Ensure that all reports of injuries and deaths due to a public health emergency are communicated to OHA as soon as possible.	
Conduct a damage assessment for Public Health Facilities and systems.	
Have Arlington Family Healthcare conduct an inventory of its Healthcare Preparedness Program Cache.	
Have South Gilliam Medical Center conduct an inventory of its Healthcare Preparedness Program Cache.	
Request additional supplies from the OHA if either cache is wanting.	
Manage and coordinate interagency functions.	
Coordinate with private sector partners	
Establish treatment areas.	
Determine the need for emergency disease control stations. Implement if needed.	
Coordinate sanitation and potable water supply provisions.	
Coordinate with GCEM and GC Senior and Family Services, and DHS OREM for reaching out to vulnerable populations.	
ICS/ICP/EOC ACTIONS	
Develop work assignments for ICS positions.	
Identify local, regional, State and Federal Agencies that may be able to mobilize resources to the County EOC for support.	
Develop and initiate a shift rotation plan, including briefing of replacements during shift changes.	
Dedicate time during each shift to prepare for shift change briefings.	
Confirm or establish communications links among primary and support agencies, other County EOCs and the State ECC. Confirm operable phone numbers and backup communication links.	
Designate a Public Information Officer (with GCEM) to issue Public Health Information in coordination with local, regional and state agencies.	
Ensure public information is reviewed by the IC/UC prior to dissemination.	
Record all ICP/EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s),	

responsible and significant actions taken should be documented on an ICS214 log.	
Develop an IAP (recurring). This document is developed by the Planning Section and approved by the IC. The IAP should be discussed at regular intervals and modified as the situation changes.	
Implement objectives and tasks outlined in the IAP.	
Develop and deliver situation reports (recurring).	
Record all incoming and outgoing messages. All messages and the names of those sending or receiving them should be documented in a communications log.	
Coordinate resource access, deployment and storage in the operational area. Resources to coordinate include equipment, personnel, facilities, supplies, procedures and communications. Track resources as they are dispatched and or used (recurring).	
Submit a request for emergency/disaster declaration, as applicable.	
PUBLIC COMMUNICATIONS	
Formulate emergency public information messages and media responses, utilizing “one message, many voices,” concepts.	
Develop and disseminate public health information regarding personal health and hygiene.	
ADDITIONAL RESOURCES:	
Determine the need for additional resources and request as necessary through appropriate channels.	
Activate mutual aid agreements, including placing backup teams on standby and altering resource suppliers of potential and current needs.	
INFECTIOUS DISEASE/PANDEMIC:	
Request pathogen/agent laboratory analysis assistance from OHA and Oregon State Public Health Laboratory	
If animal or health vector control is required, request pathogen/agent laboratory analysis assistance from Extension Services	
Coordinate with Oregon Department of Agriculture for Zoonotic Disease	
Coordinate with Oregon State Vets for Zoonotic Disease	
If quarantine is in place, establish access control to the area through Gilliam County Sheriff’s Office	
MASS CASUALTY/MASS FATALITY:	
Plan for transportation of mass casualties to suitable care facilities.	
For handling of fatalities, coordination between Gilliam County Public Health and the County EOC is needed for medical examiner services.	
Ensure that all reports of deaths due to a public health emergency are communicated to OHA as soon as possible.	
Request Mass Fatality Incident Trailer from North Central Public Health.	

OTHER SPECIAL CONSIDERATIONS:	
Notify OHA if there is major chemical exposure (including pesticides) for requesting a CHEMPAK.	
Determine the need for implementing evacuation and sheltering activities. Evacuation should be coordinated among ESF-5, ESF 6, ESF 15 and SA-A.	
For mass care and sheltering coordinate with DHS Office of Resilience and Emergency Management to provide shelter, food and supplies.	
DEMOBILIZATION	
Ensure an orderly demobilization of emergency operations, in accordance with current demobilization and community recovery plans.	
Release mutual aid resources as soon as possible.	
Conduct a post-event debriefing to identify success stories, opportunities for improvement and development of the After Action Report/Improvement Plan.	
Deactivate/demobilize the County EOC	
RECOVERY	
Connect individuals and first responders with Community Counseling Services for mental health support.	
Collaborate with Health Clinics to meet ongoing needs.	
Connect impacted persons with appropriate referrals.	
Coordinate with State Agencies, such as DHS OREM and OHA for long term recovery needs.	
Develop an After Action Report and submit it to OHA within 60 days of the incident end.	
Correct response deficiencies reflected in the Improvement Plan.	
Update the All-Hazards Base Plan.	

ESF – 9

Search & Rescue

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ESF 9 Tasked Agencies	
Primary Agencies	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Fire Districts Ambulance Services
Adjunct Agencies	Oregon Department of Emergency Management Oregon State Police Oregon Department of Aviation (Aeronautics) Oregon Search and Rescue Program Air Force Rescue Coordination Center U.S. Coast Guard

1. Purpose and Scope

Emergency Support Function (ESF) 9 - Search and Rescue coordinates search, rescue, and recovery operations for missing, injured, or stranded persons during emergencies and disasters. ESF-9 supports wilderness, rural, structural, and transportation-related search and rescue activities and coordinates local, state, federal, volunteer, and mutual aid resources as needed.

2. Policies and Agreements

Search and rescue operations will be conducted in accordance with Oregon Revised Statutes, applicable mutual aid agreements, and established local, state, and federal search and rescue procedures. Resource support may be provided through mutual aid agreements, intergovernmental agreements, volunteer organizations, and state or federal assistance programs.

2.1. Search and Rescue Authority

Pursuant to ORS 401.560, the Gilliam County Sheriff is responsible for search and rescue activities within the county and may delegate operational responsibilities to a qualified deputy or emergency service worker. Search and rescue activities will be conducted in accordance with applicable Oregon statutes and established state search and rescue procedures.

3. Situation and Assumptions

3.1. Situation

Search and Rescue incidents may involve lost, missing, stranded, injured, or deceased persons in rural, transportation, recreation, or disaster environments. Search and Rescue incidents in Gilliam County may occur in remote rangelands, agricultural areas, transportation corridors, the Columbia River, and other rural environments where limited access, weather conditions, and extended response times may complicate operations.

Search and rescue incidents may also involve missing persons with access and functional needs, hunters, recreational users, commercial vehicle crashes, and incident involving agricultural operations.

3.2. Assumptions

- Local resources may be insufficient during large or complex incidents.
- Mutual aid and state assistance may be required.
- Search and rescue operations may require extended operational periods.
- Specialized resources may be needed for technical, aviation, or disaster-related incidents.

4. Roles and Responsibilities

4.1. Gilliam County Sheriff

- Coordinate search and rescue operations within Gilliam County.
- Appoint or designate a Search and Rescue Coordinator as needed.
- Utilize available personnel, equipment and resources necessary to locate, rescue, or recover missing persons.
- Request mutual aid and state or federal assistance when local resources are insufficient.
- Coordinate public information related to search and rescue operations.
- Conduct post-incident reviews and critiques as appropriate.

4.2. Gilliam County Emergency Management

- Provide EOC, logistics and ICS support for search and rescue operations.
- Coordinate resource requests and facilitate access to external assistance.
- Support situational awareness, information sharing, and interagency coordination.
- Assist with recovery activities and state reporting requirements.
- Coordinate requests for state and federal search and rescue resources when local capabilities are exceeded.

4.3. Fire Districts

- Support search and rescue operations with personnel, equipment, and technical expertise.
- Assist with rescue, traffic control, medical support, and incident operations as requested.
- Coordinate with the Sheriff's Office and Unified Command during SAR incidents.

4.4. Ambulance Services

- Provide emergency medical care, triage and patient transport during search and rescue operations.
- Coordinate medical support and patient movement from incident locations.
- Assist with rescue operations within local capabilities.

4.5. Oregon State Police

- Assist the Gilliam County Sheriff's Office with search and rescue operations when requested.
- Support missing persons investigations, evidence preservation, and coordination of investigative activities.
- Provide traffic control, access control, and public safety support during search operations.
- Coordinate specialized state resources and assist with multi-jurisdictional search and rescue incidents, as appropriate.

4.6. Oregon Department of Emergency Management

- Coordinate state search and rescue resources and emergency assistance when local capabilities are exceeded.
- Facilitate resource requests through the Oregon Emergency Response System (OERS).
- Coordinate with the State Search and Rescue Coordinator and other state agencies to support complex or extended search operations.
- Support coordination of interstate mutual aid and federal assistance when required.

5. Concept of Operations

5.1. General

Search and rescue operations may be initiated for missing, lost, stranded, injured, or deceased persons. SAR operations may occur in remote rangelands, agricultural areas, transportation corridors, the Columbia River, or other environments within Gilliam County.

Search and rescue incidents will be managed using ICS and coordinated through the Sheriff's Office. The County EOC may be activated to support large or complex incidents.

5.2. Phases of Emergency Management

Mitigation

- Support public education regarding outdoor safety and preparedness.
- Identify search and rescue capability gaps and resource needs.

- Participate in hazard mitigation and risk reduction activities.

Preparedness

- Maintain search and rescue procedures, resource lists, and mutual aid agreements.
- Coordinate training and exercises with local, regional, and state partners.
- Maintain communications and resource coordination capabilities.

Response

- Conduct search, rescue, and recovery operations.
- Coordinate mutual aid and specialized resources.
- Provide situational awareness and operational updates.
- Support public information activities.

Recovery

- Demobilize personnel and resources.
- Conduct post-incident reviews and critiques.
- Update plans, procedures, and training based on lessons learned.

5.3. Operational Procedures

- All requests for search and rescue assistance will be made through the Gilliam County Sheriff's Office.
- The Sheriff or designated Search and Rescue Coordinator will evaluate available information, determine operational requirements, and coordinate appropriate resources.
- Search and rescue operations may involve local responders, volunteer personnel, mutual aid partners, state agencies, federal agencies, and specialized technical resources, as available.

5.4. Recovery

Following significant search and rescue incidents, the Sheriff may conduct a post-incident review or critique in accordance with ORS 401.576. Lessons learned may be incorporated into future planning, training, and operational procedures.

6. Direction and Control

Search and rescue activities will be coordinated through the Incident Command System (ICS) and County EOC when activated. The Gilliam County Sheriff serves as the lead agency for search and rescue operations and coordinates local, state, federal and volunteer resources as needed.

7. Administration and Support

Documentation, personnel records, mission information, resource requests, and financial records associated with search and rescue activities will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Gilliam County Sheriff and Emergency Manager are responsible for the development, maintenance, and periodic review of this annex.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 9 – Search and Rescue
- National Response Framework, ESF 9 – Search and Rescue
- FEMA Community Lifeline – Safety and Security

10. Appendices

None at this time.

ESF – 10

Hazardous Materials

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ESF 10 Tasked Agencies	
Primary Agencies	North Gilliam Rural Fire Protection District South Gilliam Rural Fire Protection District
Supporting Agencies	Gilliam County Fire Services Oregon Hazardous Materials (HazMat) Team 10 Oregon State Fire Marshal Oregon Emergency Response System (OERS) Hazmat Coordinator Gilliam County Sheriff's Office Gilliam County Emergency Management County Road and City Public Works Department(s) Gilliam County Public Health District
Adjunct Agencies	County Ambulance Services Oregon Department of Environmental Quality Oregon Department of Emergency Management Oregon State Police Oregon Department of Transportation U.S. Environmental Protection Agency Fixed Site Hazmat Facilities

1. Purpose and Scope

Emergency Support Function (ESF) 10 –Hazardous Materials coordinates local response and recovery activities associated with hazardous materials incidents, including chemical, biological, radiological, nuclear, explosive and petroleum-related releases. Incidents may occur at fixed facilities, along transportation corridors, pipelines, waterways, agricultural facilities, or other locations within Gilliam County.

2. Policies and Agreements

Hazardous materials response may be supported through mutual aid agreements, intergovernmental agreements, contracts, memoranda of understanding, and state and federal assistance programs maintained by participating agencies.

3. Situation and Assumptions

3.1. Situation

- Hazardous materials are commonly used, transported, and stored in Gilliam County. Hazardous materials incidents may occur as the result of natural disasters, human error, or accident.
- The following Hazardous materials facilities are located within Gilliam County:
 - WM-Chemical Waste Management of the Northwest's Hazardous Waste dump south of Arlington.
 - Several agricultural chemical storage facilities.
- Three main thoroughfares and two major rivers bisect the County:

- Interstate 84 incorporates the County's northern border and passes through the City of Arlington. This is a major route for the transportation of hazardous materials.
- The Columbia River also borders the County on the north. Along with the Port of Arlington, the river is a major venue for transportation of heavy materials (including nuclear materials).
- Highway 19 (John Day Highway) runs north and south through the County, beginning in Arlington, passing through Condon, and exiting on the southern border with Wheeler County.
- Highway 206 (Wasco-Heppner Highway) runs east to west and passes through Condon.
- The John Day River forms the entire western boundary of the County. This river is a major recreational waterway and has no commercial traffic.
- The Union Pacific Railroad operates a spur line out of Arlington, along Cedar Springs Road (where WM hazardous waste site is located) and south through the County.
- The Gas Transmission Northwest (GTN) natural gas pipeline traverses Gilliam County from northwest to southeast.

3.2. Assumptions

- Hazardous materials incidents may require protective actions, including evacuation, shelter-in-place, or access restrictions.
- Local response resources may be insufficient during large or complex incidents.
- Mutual aid and state or federal assistance may be required.
- Hazardous materials incidents may affect transportation systems, water supplies, critical infrastructure, and public health.
- Weather conditions may significantly influence incident impacts and protective actions.

4. Roles and Responsibilities

4.1. Fire Districts

- Serve as the initial incident command agency for most hazardous materials incidents.
- Assess hazards and establish control zones.
- Implement defensive hazardous materials response within local capabilities.
- Request specialized hazardous materials resources as needed.
- Coordinate response operations and public protective actions until Unified Command is established, when appropriate.

4.2. Gilliam County Fire Services

- Coordinate countywide fire service planning and hazardous materials preparedness activities.
- Coordinate with regional, state, and federal fire service partners as appropriate.

- Support coordination among local fire districts during hazardous materials incidents.
- Assist with training, exercises and capability development for hazardous materials response.

4.3. Gilliam County Sheriff's Office

- Support evacuation, access control, traffic control and site security.
- Coordinate public warning and protection action implementation.
- Assist with investigations and fatality management activities as needed.
- Coordinate perimeter security and support criminal investigations when hazardous materials incidents involve suspected criminal activity.

4.4. Gilliam County Emergency Management

- Provide EOC, logistics and ICS support for hazardous materials incidents.
- Coordinate resource requests and facilitate access to mutual aid, state and federal assistance.
- Support situational awareness, information sharing, and interagency coordination.
- Assist with public information, recovery coordination, and state reporting requirements.

4.5. Gilliam County Road and City Public Works Department(s)

- Provide equipment, barricades and technical support.
- Support containment, access and infrastructure protection activities.
- Support containment, access, road closures and restoration of affected public infrastructure.

4.6. Gilliam County Public Health

- Assess public health impacts.
- Provide public health guidance and technical support.
- Coordinate environmental health activities and health-related protective measures.

4.7. HazMat Team 10

- Provide technician-level hazardous materials response for incidents exceeding local capabilities.
- Conduct hazardous materials identification, monitoring, containment and technical mitigation activities.

- Provide technical recommendations to the Incident Commander regarding responder safety, protective actions, and incident stabilization.
- Coordinate with local fire agencies, the Oregon State Fire Marshal, OERS and other responding agencies during hazardous materials incidents.

4.8. Volunteer Agencies

- Support sheltering, feeding, reunification and other mass care activities associated with hazardous materials incidents.

4.9. State and Federal Support Agencies

- State and federal agencies may provide technical assistance, specialized personnel, environmental monitoring, regulatory support and recovery assistance as appropriate.

4.10. Fixed-Site Hazardous Material Facility (Private Industry)

- Designate facility emergency coordinator.
- Develop and maintain an on-site contingency plan that specifies notification and emergency response responsibilities, procedures, and methods.
- Provide technical support for the development of off-site risk assessment.
- Provide planning support for off-site release contingency planning, including vulnerable zone identification.
- Provide emergency response liaison to the Gilliam County EOC.
- Participate in exercises and drills.
- Initiate emergency notification and written follow up as outlined in Section 304 of the Superfund Amendments and Reauthorization Act of 1986 (SARA) Title III.

5. Concept of Operations

5.1. General

Hazardous materials incidents will be managed using NIMS and ICS. Initial response actions will focus on hazard identification, life safety, incident stabilization, and protection of property and the environment. Hazardous materials incidents will be reported through Frontier Regional 911, which will notify appropriate response agencies and support organizations. Incidents exceeding local hazardous materials response capabilities will be supported by HazMat Team 10 through established state hazardous materials response procedures coordinated by OERS and OSFM.

5.2. Phases of Emergency Management

Mitigation

- Identify and reduce hazardous materials risks.

- Support land use, facility safety, and regulatory compliance efforts.
- Conduct hazard analysis and risk assessments.

Preparedness

- Maintain plans, procedures and mutual aid agreements.
- Train personnel and conduct exercises.
- Identify hazardous materials, resources and capabilities.
- Conduct public outreach and preparedness activities.

Response

- Assess hazards and implement protective actions.
- Establish incident command and coordinate response operations.
- Request specialized resources as needed.
- Protect public health, safety and the environment.

Recovery

- Support environmental cleanup and remediation.
- Monitor affected areas for residual hazards.
- Conduct after-action reviews and improvement planning.

5.3. Response Levels

- **Level I: *Potential Emergency Condition:*** An incident that can be controlled by the first responding agency and requires no evacuation other than the involved structure or the immediate outdoor area. The incident is confined to a small area and does not pose an immediate threat to life or property.
- **Level II: *Limited Emergency Condition:*** An incident involving a greater hazard or larger area that poses a potential threat to life or property. It may require a limited evacuation of the surrounding area.
- **Level III: *Full Emergency Condition:*** The incident involving a severe hazard or large area, posing an extreme threat to life and property. It may also require a large-scale evacuation and the expertise or resources of other State, Federal, or private agencies/organizations.

5.4. Reporting and Notification

- Hazardous materials incidents will be reported through Frontier Regional 911.
- Frontier Regional 911 will notify appropriate local, state and federal agencies, including OERS, as required.
- Public warning and notification will be coordinated in accordance with ESF-2.

5.5. Protective Actions

- Evacuation

- Shelter-in-Place
- Ingestion advisories
- Water and wastewater protection measures.

See Appendix C - Personal Protection of Citizens.

5.6. Incident and Ongoing Assessment

- Initial assessment of incidents occurring at fixed facilities will normally be conducted by facility personnel using established emergency procedures.
- After notification that a release has occurred, DEQ may be requested to send a representative to monitor the release and assess its impact, both on and off site.
- Hazmat Team 10 and the Oregon Department of Environmental Quality (DEQ) may assist with monitoring hazardous materials releases and provide technical recommendations regarding responder safety, public protection, containment, and cleanup operations.

6. Direction and Control

Hazardous materials incidents will be managed using the National Incident Management System (NIMS) and Incident Command System (ICS). The appropriate Fire Protection District will generally serve as the lead response agency and establish Incident Command. Unified Command may be established when multiple agencies or jurisdictions are involved. The County EOC may be activated to support resource coordination, public information, and policy-level decision making.

7. Administration and Support

Documentation, resource requests, expenditures, investigative records, and incident reports associated with hazardous materials incidents will be maintained in accordance with county procedures and applicable state and federal requirements.

Requests for specialized hazardous materials resources will be coordinated through OERS, the Oregon State Fire Marshal, and other established mutual aid systems as appropriate.

8. Annex Development and Maintenance

The Gilliam County Emergency Manager and Fire District Chiefs are responsible for the development, maintenance and periodic review of this annex.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan

- National Response Framework, ESF 10 - Oil and Hazardous Materials Response.
- State of Oregon Emergency Operations Plan, ESF 10 - Oil and Hazardous Materials Response; Annex O for Hazardous Materials.
- FEMA Community Lifeline – Hazardous Materials, Water Systems
- The State of Oregon Oil and Hazardous Substances Spill Contingency Plan

10. Appendices

Appendix A: Hazmat Incident Report

Appendix B: Response Personnel Safety

Appendix C: Personal Protection of Citizens

A. Hazardous Materials Incident Report

Date:	Time of Notification:
Name of Person receiving the call	
Name and telephone of on scene contact:	
Nature of emergency (i.e. leak, explosion, spill, fire, derailment, container type and condition):	
Name of Material being released	
Time and Duration of Release:	
Amount and speed of release	
Total amount of material that may be released	
Direction, height, color and odor of any vapor clouds or plumes	
Medium or media into which the release occurred	
Characteristics of material (color, smell, etc.)	
Present Status of material (gas, liquid)	

Weather Conditions:
Local terrain conditions:
Possible health effects/medical emergency information:
Precautions to take:
Evacuation and in-place shelter recommendations:
Number of injured or dead:
Nearby population:
Personnel at scene:
For transportation incidents:
Shipper and shipping point:
Carrier and destination:
Consignee at destination:

B. Response Personnel Safety

To reduce the risks to first responders in the event of a hazardous material incident, health and safety procedures include:

- Medical surveillance,
- Establishment of exclusion zones, and
- Personal protective equipment.

1. Medical Surveillance

The Gilliam County Rural Fire Protection Districts do not have any EMT personnel, therefore every firefighter on a HAZMAT incident is responsible for monitoring each other for indicators of toxic exposure effects, including:

- Change in complexion or skin discoloration;
- Lack of coordination;
- Changes in demeanor;
- Excessive salivation, papillary response;
- Changes in speech pattern;
- Headaches;
- Dizziness;
- Blurred vision;
- Cramps;
- Irritation of eyes, skin, or respiratory tract; and/or
- Vomiting (most common symptom).

2. Exclusion Zone

The exclusion zone is the area where contamination does or could occur. All first response personnel entering the exclusion zone must wear prescribed levels of protective equipment. An entry and exit checkpoint must be established at the perimeter of the exclusion zone to regulate the flow of personnel and equipment into and out of the zone and to verify that the procedures established to enter and exit are followed. Decontamination procedures will be closely followed to preclude inadvertent exposure.

3. Personal Protective Equipment

- **Level A** protection should be worn when the highest level of respiratory, skin, eye, and mucous membrane protection is needed. Personnel are required to be trained to the Specialist Level. Personal protective equipment includes:
 - Positive pressure respirators, self-contained breathing apparatus;
 - Full encapsulating chemical-resistant suit;
 - Coveralls;
 - Long cotton underwear;

- Chemical resistant gloves;
 - Boots (chemical resistant, steel toe and shank);
 - Hard hat (under suit);
 - Disposable gloves and boot covers;
 - Cooling unit; and
 - 2-Way radio communications.
- **Level B** protection should be selected when the highest level of respiratory protection is needed but a lesser level of skin and eye protection. Level B protection is the minimum level recommended on initial site entries until the hazards have been further identified and defined by monitoring, sampling, and other reliable methods of analysis and personal equipment corresponding with those findings utilized. Personnel are required to be trained to the Hazmat Technician Level and requires the following personal protective equipment:
 - Self-contained breathing apparatus (positive pressure respirator);
 - Supplied-air positive pressure respirator;
 - Chemical-resistant clothing;
 - Long cotton underwear (optional);
 - Coveralls;
 - Chemical-resistant outer gloves;
 - Chemical-resistant inner gloves;
- **Level C** protection should be selected when the type of airborne substance is known, concentration measured, criteria for using air purifying respirators met, and skin and eye exposure unlikely. Air must be monitored periodically. Personnel are required to be trained to the Hazmat Technician Level. Personal protective equipment includes:
 - Air-purifying respirator (full-face, canister-equipped, specific for material);
 - Chemical-resistant clothing (hooded coveralls, one-piece or two-piece chemical splash suit, chemical-resistant coveralls);
 - Chemical-resistant gloves;
 - Chemical-resistant boots (steel toe and shank); and
 - 2-Way radio communications
- **Level D** protection should be selected when special respirator or skin protection is not necessary. Personnel are required to have Hazmat Operations Level training. Personal protective equipment includes:
 - Coveralls, and
 - Boots (steel toe and shank)

C. Personal Protection of Citizens

The primary protective actions during a hazardous materials incident are shelter-in-place, evacuation, and other measures necessary to reduce public exposure. The Incident Commander, in coordination with Unified Command and technical specialists as appropriate, will determine the most appropriate protective action based on the hazardous material involved, weather conditions, and the potential risk to the public.

1. Shelter-in-Place

Shelter-in-Place may be the preferred protective action when evacuation cannot be completed safely before hazardous materials reach the affected area or when remaining indoors provides greater protection.

General protective actions include:

- Remain indoors and close all doors and windows.
- Shut off heating, ventilation, and air conditioning systems that draw outside air.
- Move to an interior room whenever practical.
- Monitor official emergency information and remain sheltered until directed otherwise.

Public warning and protective action messaging will be coordinated with ESF-2 Communications.

2. Evacuation

Evacuation may be implemented when conditions indicate it is the safest method to protect the public from hazardous materials exposure.

- Evacuation decisions will be coordinated through the Incident Command System and implemented in accordance with the Gilliam County Evacuation Support Annex.
- Protective action distances and evacuation recommendations should be based on the current Emergency Response Guidebook (ERG) and available technical guidance.
- The Sheriff's Office will coordinate traffic control, access control and public safety operations.
- Emergency Management will coordinate transportation assistance and support evacuation of individuals with access and functional needs when required.

3. Other Public Strategies

Additional protective actions may be implemented based on incident conditions, including:

- **Relocation:** Long-term relocation may be necessary when contamination presents an ongoing threat to public health or the environment.
- **Water Supply Protection:** Public and private water systems may require monitoring, isolation, or alternate water supplies following contamination.
- **Wastewater Protection:** Wastewater systems may require operational changes or isolation measures to prevent damage or environmental contamination.
- **Public Information:** Protective action instructions and health information will be coordinated through ESF-15 - Public Information and disseminated using approved county warning systems.

ESF – 11

**Agriculture, Animals & Natural
Resources**

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ESF 11 Tasked Agencies	
Primary Agencies	Gilliam Soil and Water Conservation District Gilliam Farm Service Agency
Supporting agencies	Gilliam County Emergency Management Gilliam County Public Health Gilliam County Sheriff's Office County Road and City Public Works Departments Fire Districts Private Veterinarian Practices
Adjunct Agencies	Oregon Department of Agriculture Oregon Department of Emergency Management Oregon State University Extension Oregon State Police Oregon Department of Fish and Wildlife U.S. Department of Agriculture

1. Purpose and Scope

Emergency Support Function (ESF) 11 – Agriculture, Animals and natural resources coordinates agriculture, animal and natural resource protection activities during emergencies and disasters. Functions may include agricultural protection, animal disease response, livestock and companion animal support, food and water protection, and protection of natural, cultural and historic resources.

2. Policies and Agreements

Agriculture and animal disease response activities will be conducted in accordance with applicable federal and state laws, including ORS Chapter 596 and related Oregon Administrative Rules. Support may be provided through mutual aid agreements, cooperative agreements, and state and federal assistance programs.

3. Situation and Assumptions

3.1. Situation

Agriculture in Gilliam County is a major industry. Any natural or human-caused event that interrupts the growing cycle will adversely impact the economic base. Widespread agricultural damage can be caused by a variety of human-caused and natural events, such as flood, drought, fire, toxic chemical spills, infestations, and blight. Additionally, disease can cause domestic livestock emergencies, and the need to care for domestic livestock and/or companion animals may affect the decisions of people impacted by emergency events.

In the event of a disaster, local resources will be called upon to provide an adequate and healthy supply of food and water, meet the nutrition needs of the populace, and care for pets, service animals and livestock. In addition, protection of natural resources is vital for long-term recovery.

Wheat production, livestock operations, rangelands, wildlife resources and transportation corridors are critical components of the county's economy and may be affected by emergencies.

3.2. Assumptions

- Agricultural emergencies may require local, state and federal coordination.
- Disease outbreaks may spread before detection and confirmation.
- Public information and rumor control will be critical during agricultural emergencies.
- Animal owners will generally take reasonable actions to protect their animals.
- Some individuals may refuse evacuation without provisions for companion animals or livestock.
- Significant agricultural incidents may have long-term economic impacts.

4. Roles and Responsibilities

4.1. Gilliam Soil and Water Conservation District

- Coordinate local assessment of impacts to agricultural and natural resources.
- Assess impacts to soil, water, agricultural lands and conservation infrastructure.
- Provide technical assistance related to erosion, water quality, conservation and natural resource recovery.
- Coordinate information sharing and outreach with agricultural producers and local agricultural partners.
- Support identification of affected producers, agricultural impacts and recovery needs.
- Coordinate agricultural and natural resource recovery activities with local, state and federal partners.

4.2. Gilliam Farm Service Agency

- Coordinate with agricultural producers to identify and document disaster-related agricultural losses.
- Provide information regarding USDA disaster assistance programs, eligibility and application processes.
- Assist producers with agricultural damage and loss reporting required for USDA programs.
- Coordinate with USDA agencies and agricultural partners regarding available disaster assistance.
- Support assessment of impacts to crops, livestock, agricultural operations and production.
- Support agricultural recovery and producer access to federal assistance programs.

4.3. Gilliam County Emergency Management

- Support ESF-11 coordination through the County EOC when activated.
- Provide EOC, logistics and ICS support.
- Coordinate resource requests and requests for state assistance when local capabilities are exceeded.
- Support situational awareness and information sharing among agricultural, county and response partners.
- Coordinate county disaster reporting and support access to applicable state and federal assistance.

4.4. Gilliam County Public Health

- Provide public health information and guidance related to animal disease and agricultural emergencies.
- Coordinate public health guidance for zoonotic diseases affecting human health.

4.5. Gilliam County Sheriff's Office

- Enforce quarantines and movement restrictions when authorized.
- Provide security, traffic control and public safety support.
- Support investigations and incident operations.

4.6. Gilliam County Road and City Public Works Department(s)

- Support traffic control and access management.
- Provide equipment and technical assistance as available.

4.7. Fire Districts

- Support emergency response operations as requested.
- Provide fire protection and incident support services.
- Assist with decontamination and disinfection operations as appropriate.

4.8. Private Veterinarian Practices

- Follow State law regarding animal disease reporting.
- Assist with emergency care of companion animals.
- Provide technical guidance regarding animal rescue, health and housing.
- Support reunification of companion animals with owners when feasible.

4.9. Oregon Department of Agriculture

- Direct the overall animal health activities in a FAD.
- Develop a Statewide strategy and policy for disease eradication.
- Issue hold orders, direct quarantines, and develop destruction orders.

- Arrange for individual indemnification, in cooperation with the USDA.
- Coordinate the deployment of State Veterinary Personnel, other animal health officials, and the Veterinarian Emergency Team Trailer.
- Recruit and coordinate reserve deputized veterinarians for emergency duty.
- Coordinate activity among ODA headquarters and field operations.
- Provide incident commanders (ICs), technical support, and liaison staff.
- Communicate with public through the Joint Information Center.

4.10. Oregon Department of Emergency Management

- Coordinate state assistance requests.
- Provide liaison support and resource coordination.
- Facilitate coordination with state and federal agencies.

4.11. Oregon State University Extension

- Provide intelligence information on numbers of domestic animals in the County.
- Assist the ODA with identifying owners of contact herds.
- Serve as a technical advisor on agricultural issues related to the event.

4.12. Oregon State Police

- Support quarantine enforcement and transportation safety.
- Assist local law enforcement during large-scale agricultural emergencies.
- Support criminal investigations when appropriate.

4.13. Oregon Department of Fish and Wildlife

- Provide technical assistance regarding wildlife disease surveillance and management.
- Assist with wildlife population assessment and depopulation activities when necessary.

4.14. U.S. Department of Agriculture

- Coordinate federal agricultural assistance programs.
- Provide technical expertise and disease diagnostic support.
- Support animal disease response and agricultural recovery activities.
- Coordinate Farm Service Agency agricultural disaster assistance programs.

5. Concept of Operations

5.1. General

ESF-11 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Agriculture, animals, and natural resource

emergencies may require coordination among local, state, federal, private-sector and volunteer partners. Unified Command may be established when multiple agencies have jurisdictional responsibilities.

5.2. Phases of Emergency Management.

Mitigation

- Support agricultural risk reduction and disease prevention activities.
- Promote biosecurity and natural resource protection measures.
- Identify agricultural and animal-related vulnerabilities.

Preparedness

- Maintain plans, procedures and resource inventories.
- Coordinate training and exercises with agricultural partners.
- Maintain relationships with local, state and federal agencies.

Response

- Coordinate agricultural and animal emergency operations.
- Support disease control, quarantine and protective actions.
- Coordinate public information and resource requests.

Recovery

- Support Agricultural recovery and disaster assistance programs.
- Coordinate restoration of affected natural resources.
- Conduct after-action reviews and improvement planning.

5.3. Foreign Animal Disease

Foreign animal disease incidents will be managed using NIMS and ICS principles. Animal disease response activities will be coordinated with ODA, USDA, local veterinarians, and affected agricultural producers. Unified Command may be established when multiple agencies are involved.

5.4. General Local Response to Animal Disease Event

- ODA and/or OEM notify the Emergency Manager of confirmed or suspected significant animal disease events.
- The Emergency Manager notifies the County Court.
- The EOC may be activated based on incident complexity.
- OERS will notify adjacent counties when appropriate.

5.5. Reportable Diseases

Reportable animal diseases will be reported in accordance with current Oregon Department of Agriculture reporting requirements.

5.6. Diseases Involving Animals

The organizational structure for the rescue, care, and reuniting of animals with owners follows a more standard incident management system than that required for animal disease events. Once the need for domestic animal assistance is noted, this annex should be implemented and coordinated through the Gilliam County EOC.

5.7. Natural and Cultural Resources and Historic Properties

- Local Soil and Water Conservation Districts and other State and Federal organizations will lead assessments of impacts to natural resources, including water quality, air quality, forest land, wildlife, fisheries and soil resources. Gilliam County will coordinate with the State Historic Preservation Office and other appropriate agencies regarding impacts to county-owned or managed cultural and historic resources.
- Important emergency response entities will include County and State Forestry Departments, local Soil and Water Conservation Districts, the Oregon Department of Environmental Quality, ODFW, and tribal organizations.

6. Direction and Control

ESF-11 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Gilliam County Emergency Management serves as the lead agency for coordinating agriculture, animal and natural resource support activities. Unified Command may be established when multiple agencies have jurisdictional responsibilities.

7. Administration and Support

7.1. Mutual Aid

Mutual aid resources may be requested when local capabilities are insufficient or when specialized technical assistance is required. Requests for mutual aid resources should be coordinated through the Incident Commander and/or County EOC, as appropriate. Resources obtained through mutual aid agreements will be tracked to support operational coordination, cost recovery and liability documentation.

7.2. Financial Management and Resource Tracking

- Emergency expenditures will be authorized and documented in accordance with County policies and procedures.
- Resources, personnel time, equipment usage, purchases, and damage associated with emergency operations will be documented to support reimbursement, cost recovery and financial reporting requirements.
- County departments are responsible for maintaining records of emergency-related expenditures and resource utilization.

8. Plan Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex in coordination with participating agencies and organizations.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State Emergency Operations Plan, ESF 11 – Agriculture, Animals and Natural Resources
- National Response Framework, ESF 11 – Agriculture, Animals and Natural Resources
- FEMA Community Lifeline – Food, Hydration, and Shelter
- Oregon Animal Disease Emergency Management Plan
- ORS 401: Emergency Management and Services
- ORS 596: Disease Control Generally
- ORS 599: Livestock Auction Markets; Stockyards Auction Sales
- ORS 601: Dead Animals
- OAR 603-011: Livestock Health and Sanitation
- Stafford Act (as revised)

10. Appendices

Appendix A Incident Checklist

A. Incident Checklist

Agriculture Incident Checklist	
Action Item	Date/Time Completed
Initial Actions	
Notify Emergency Manager	
Determine lead agency	
Notify ODA if animal disease is suspected.	
Consider EOC activation.	
Notify County Court if appropriate.	
Establish ICS/Unified Command.	
Request Law enforcement if quarantine enforcement is in place.	
Notify the Oregon Emergency Response System (OERS), if required.	
Response	
Confirm diseases or incidents.	
Coordinate with veterinarians.	
Request state resources.	
Establish public information.	
Coordinate quarantine.	
Coordinate animal sheltering.	
Coordinate resource requests.	
Document costs for reimbursement and disaster assistance.	
Recovery	
Release mutual aid.	
Document costs for reimbursement and disaster assistance.	
Coordinate disposal.	
Coordinate recovery assistance.	
Conduct an after-action review.	
Demobilize the EOC.	

ESF – 12

Energy

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3.2 Assumptions	ESF 12-2
4. Roles and Responsibilities	ESF 12-2
4.1 Incident Commander	ESF 12-2
4.2 Gilliam County Emergency Management	ESF 12-2
4.3 Utilities	ESF 12-2
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4.5 Gilliam County Sheriff's Office	ESF 12-3
4.6 Oregon National Guard	ESF 12-3
4.7 Oregon Department of Energy	ESF 12-3
4.8 Oregon Department of Emergency Management	ESF 12-3
4.9 Oregon Department of Transportation	ESF 12-3
5. Concept of Operations	ESF 12-3
5.1 General	ESF 12-3
5.2 Phases of Emergency Management	ESF 12-4
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7. Administration and Support	ESF 12-4
8. Annex Development and Maintenance	ESF 12-5
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ESF 12 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management
Supporting Agencies	Utility Companies Gilliam County Road and City Public Works Department(s) Gilliam County Sheriff's Office
Adjunct Agencies	Oregon National Guard Oregon Department of Energy Oregon Department of Emergency Management Oregon Department of Transportation

1. Purpose and Scope

Emergency Support Function (ESF) 12 - Energy coordinates energy-related response and recovery activities during emergencies and disasters. ESF-12 supports the assessment of energy system impacts, restoration of electrical and fuel services, coordination with utility providers, and provision of emergency power support for critical facilities and essential services. Activities may involve electrical power, natural gas, petroleum products, renewable energy systems, and other energy infrastructure within Gilliam County.

2. Policies and Agreements

Energy support may be coordinated through mutual aid agreements, intergovernmental agreements, utility restoration agreements, contracts and state or federal assistance programs.

3. Situation and Assumptions

3.1. Situation

Gilliam County depends on electrical power, telecommunications systems, transportation fuel, and other energy resources to support emergency operations, critical infrastructure, healthcare services, communications, water and wastewater systems, agriculture, and public safety. Due to the County's rural nature and limited local resources, prolonged outages may require support from utility providers, neighboring jurisdictions, state agencies and private-sector partners.

Energy disruptions may affect agricultural operations, irrigation systems, fuel distribution, communications infrastructure, and transportation corridors throughout Gilliam County. Extended power outages may have significant impacts on agricultural operations, fuel availability, communications systems, and resident's dependent on electrically powered medical equipment. Electrical transmission infrastructure and Interstate 84 transportation corridors are critical to regional energy disruption and may require coordinated response during significant incidents.

3.2. Assumptions

- Emergencies and disasters may disrupt electrical power, fuel supplies, communications systems, and other critical infrastructure.
- Energy disruptions may affect public safety, healthcare, communications, water and wastewater systems, transportation, agriculture and other essential services.
- Local resources may be insufficient during prolonged or widespread disruptions.
- Utility restoration priorities may not align with local operational priorities and may require coordination through the County EOC.
- Emergency power generation may be required to support critical facilities and essential community services.
- State, federal, private-sector, and mutual aid assistance may be required during significant energy emergencies.
- Severe weather, wildfire, transportation disruptions, or utility system failures may result in prolonged outages affecting portions of Gilliam County.

4. Roles and Responsibilities

4.1. Incident Commander

- Establish priorities for energy restoration, emergency power support and protection of critical energy infrastructure.
- Coordinate with utility providers and supporting agencies.
- Request additional resources when local capabilities are exceeded.

4.2. Gilliam County Emergency Management

- Coordinate ESF-12 activities through the County EOC.
- Coordinate resource requests and facilitate access to state and federal assistance.
- Support situational awareness and information sharing.
- Coordinate emergency power support for critical facilities when needed.

4.3. Utilities

- Assess damage to energy infrastructure and provide status updates.
- Restore electrical and energy services in accordance with utility restoration priorities.
- Coordinate with the County EOC regarding restoration priorities affecting critical facilities.
- Provide technical expertise and liaison support during energy emergencies.
- Identify temporary or alternative energy solutions when feasible.

4.4. Gilliam County Road and City Public Works Department(s)

- Support access, debris removal and infrastructure restoration activities.
- Assist with transportation and logistical support as available.
- Support emergency generator deployment and fuel delivery access when requested.

4.5. Gilliam County Sheriff's Office

- Support traffic control, public safety, and access control activities during energy emergencies.
- Assist with public warning and protective action implementation as needed.
- Coordinate security support for critical facilities and infrastructure when requested.
- Support welfare checks and emergency response activities during prolonged outages.

4.6. Oregon National Guard

- Provide emergency power generation, transportation, security, and logistical support when requested and authorized.

4.7. Oregon Department of Energy

- Provide technical expertise regarding statewide energy emergencies.
- Support coordination of energy restoration priorities and emergency energy resources.
- Coordinate with utility providers and state partners.

4.8. Oregon Department of Emergency Management

- Coordinate state resource requests and emergency assistance.
- Support coordination among state agencies and local jurisdictions.

4.9. Oregon Department of Transportation

- Support transportation access affecting energy infrastructure restoration.
- Coordinate highway access and transportation impacts during energy emergencies.

5. Concept of Operations

5.1. General

ESF-12 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Utility providers remain responsible for operating, maintaining and restoring their systems. Gilliam County Emergency

Management will coordinate information sharing, restoration priorities, emergency power support, emergency fuel coordination, and request for external assistance. ESF-12 supports coordination of emergency fuel availability for critical facilities, emergency responders, essential community services and agricultural operations during prolonged energy disruptions.

5.2. Phases of Emergency Management

Mitigation

- Identify vulnerabilities to energy disruptions.
- Support infrastructure resilience and hazard mitigation efforts.
- Incorporate lessons learned into future planning activities.

Preparedness

- Maintain emergency power capabilities for critical facilities.
- Coordinate with utility providers and supporting agencies.
- Review plans, procedures, and resource requirements.
- Conduct training and exercises as appropriate.

Response

- Assess energy impacts and restoration priorities.
- Coordinate emergency power support for critical facilities.
- Support utility restoration efforts and resource requests.
- Provide situational awareness and public information.

Recovery

- Support restoration of normal energy services.
- Participate in after-action reviews and improvement planning.
- Identify mitigation opportunities to reduce future vulnerabilities.

6. Direction and Control

ESF-12 activities will be coordinated through the County EOC when activated. Utility providers retain responsibility for operating and restoring their systems. The County EOC will coordinate information sharing, restoration priorities, resource support and public information activities among utility providers, government agencies and other stakeholders.

7. Administration and Support

Documentation, resource requests, expenditures, and emergency power support activities associated with ESF-12 will be maintained in accordance with county procedures and applicable state and federal requirements.

Requests for assistance exceeding local capabilities will be coordinated through the County EOC using established mutual aid procedures, and when necessary, the Oregon Department of Emergency Management.

8. Annex Development and Maintenance

- The Emergency Manager is responsible for the development, maintenance and periodic review of this annex.
- Utility providers, individuals, departments, agencies, and private-sector and volunteer organizations assigned responsibilities in this annex are responsible for developing and maintaining appropriate standard operating procedures to carry out those responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- Gilliam County Energy Resilience Plan
- State Emergency Operations Plan, ESF 12 – Energy
- National Response Framework, ESF 12 – Energy
- FEMA Community Lifeline - Energy; Hazardous Materials

10. Appendices

None at this time.

ESF – 13

Public Safety and Security

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3. Situation and Assumptions	ESF 13-1
3.1 Situation	ESF 13-1
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4. Roles and Responsibilities	ESF 13-2
4.1 Gilliam County Sheriff's Office	ESF 13-2
4.2 Gilliam County Emergency Management	ESF 13-2
4.3 Gilliam County Road and City Public Works Departments	ESF 13-2
4.4 Oregon State Police	ESF 13-2
5. Concept of Operations	ESF 13-3
5.1 General	ESF 13-3
5.2 Phases of Emergency Management	ESF 13-3
6. Direction and Control	ESF 13-3
7. Administration and Support	ESF 13-4
8. Annex Development and Maintenance	ESF 13-4
9. Supporting Plans and Procedures	ESF 13-4
10. Appendices	ESF 13-4

ESF 13 Tasked Agencies	
Primary Agencies	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Gilliam County Road and City Public Works Department(s) Oregon State Police
Adjunct Agencies	Oregon Department of Emergency Management

1. Purpose and Scope

Emergency Support Function (ESF) 13 – Public Safety and Security coordinates public safety, law enforcement, and security activities during emergencies and disasters. ESF-13 supports the protection of life, property, critical infrastructure and government facilities through law enforcement operations, traffic and crowd management, access control, evacuation support, incident security and coordination with local, state and federal partners. Public safety operations may be required to support incidents affecting transportation corridors, critical infrastructure, agricultural operations, public gatherings, or other locations throughout Gilliam County.

2. Policies and Agreements

Law enforcement support may be coordinated through mutual aid agreements, intergovernmental agreements, memoranda of understanding and state or federal assistance programs maintained by participating agencies.

3. Situation and Assumptions

3.1. Situation

Emergencies and disasters may require expanded law enforcement operations to support public safety, evacuations, traffic and access control, site security, protection of critical infrastructure and incident investigations. Public safety operations may be required during wildfires, hazardous materials incidents, severe weather, transportation emergencies and other incidents affecting Interstate 84, major state highways, agricultural facilities, critical infrastructure, and other locations throughout Gilliam County. Due to limited local law enforcement resources, Gilliam County may require assistance from neighboring jurisdictions, the Oregon State Police, and other partners during major or prolonged incidents.

3.2. Assumptions

- Local law enforcement resources may be insufficient during large or prolonged incidents.
- Mutual aid and state assistance may be required.
- Emergencies may require expanded traffic control, evacuation support and security operations.

- Law enforcement resources may be needed to support multiple incidents simultaneously.

4. Roles and Responsibilities

4.1. Gilliam County Sheriff's Office

- Coordinate law enforcement operations within Gilliam County.
- Maintain public safety, law and order.
- Provide traffic control, crowd management, and access control.
- Support evacuations and public warning activities.
- Provide security for critical facilities, shelters, and disaster-affected areas.
- Coordinate mutual aid and law enforcement resource requests.
- Support incident investigations and other public safety activities.

4.2. Gilliam County Emergency Management

- Provide EOC, logistics and ICS support for law enforcement operations.
- Coordinate resource requests and facilitate access to external assistance.
- Support situational awareness and interagency coordination.
- Assist with recovery coordination and state reporting requirements.
- Coordinate requests for state resources when local public safety capabilities are exceeded.

4.3. Gilliam County Road and City Public Works Departments

- Provide barricades, traffic control devices, equipment, and technical support as requested.
- Assist with roadway closures, detours, and restoration of transportation infrastructure.

4.4. Oregon State Police

- Provide law enforcement support during emergencies exceeding local capabilities.
- Assist with traffic control, highway safety, and incident management on state highways and Interstate 84.
- Support criminal investigations, evidence preservation and specialized law enforcement operations.
- Assist with evacuations, access control, and security operations as requested.
- Coordinate with the Gilliam County Sheriff's Office and other responding agencies through Unified Command when appropriate.

5. Concept of Operations

5.1. General

ESF-13 activities will be coordinated through the Incident Command System (ICS) and County EOC when activated. Law enforcement agencies will continue routine public safety functions while expanding operations to support emergency response activities, including evacuations, traffic and access control, security and incident investigations. Law enforcement activities will be coordinated with fire, EMS, public works, and other responding agencies through Unified Command when appropriate. ESF-13 also support the protection of government facilities, critical infrastructure and other essential community assets during emergencies.

5.2. Phases of Emergency Management

Mitigation

- Identify law enforcement capability gaps and resource needs.
- Participate in hazard mitigation and emergency planning efforts.

Preparedness

- Maintain law enforcement plans, procedures and mutual aid agreements.
- Train personnel and participate in exercises.
- Maintain communications and resource coordination capabilities.

Response

- Maintain public safety and law enforcement operations.
- Support evacuations, traffic control and security operations.
- Protect critical facilities and disaster-affected areas.
- Coordinate mutual aid and resource requests.

Recovery

- Continue public safety operations as needed.
- Support damage assessment and recovery activities.
- Participate in after-action reviews and improvement planning.

6. Direction and Control

Law enforcement operations will be managed in accordance with NIMS and ICS. The Gilliam County Sheriff serves as the lead agency for ESF-13 activities. The County EOC may be activated to support coordination, resource management, public information, and interagency communication. Unified Command may be established when multiple agencies have jurisdictional responsibilities.

7. Administration and Support

Documentation, disaster area access, communications, resource tracking, and emergency expenditures associated with law enforcement operations will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Gilliam County Sheriff's Office is responsible for the development, maintenance, and periodic review of this annex in coordination with supporting agencies. Each agency will develop and maintain SOPs that address assigned responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 13 – Public Safety and Security
- National Response Framework, ESF 13 - Public Safety and Security
- FEMA Community Lifeline – Safety & Security

10. Appendices

None at this time.

ESF – 14

Business and Industry

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4.1 Gilliam County Emergency Management	ESF 14-2
4.2 Oregon Frontier Chamber of Commerce	ESF 14-2
4.3 Port of Arlington	ESF 14-2
4.4 Gilliam County Assessor's Office	ESF 14-2
4.5 City Governments	ESF 14-2
4.6 Business Oregon	ESF 14-2
4.7 Oregon Department of Emergency Management	ESF 14-3
4.8 Oregon Department of Agriculture	ESF 14-3
4.9 Small Business Administration	ESF 14-3
5. Concept of Operations	ESF 14-3
5.1 General	ESF 14-3
5.2 Phases of Emergency Management	ESF 14-3
6. Direction and Control	ESF 14-4
7. Administration and Support	ESF 14-4
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A. Business Assistance Programs	ESF 14-5

ESF 14 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management Oregon Frontier Chamber of Commerce
Supporting Agencies	Gilliam County Assessor's Office Port of Arlington City Governments
Adjunct Agencies	Business Oregon Oregon Department of Emergency Management Oregon Small Business Development Center Oregon Department of Agriculture US Department of Agriculture Small Business Administration

1. Purpose and Scope

Emergency Support Function (ESF) 14 – Business and Industry coordinates business, industry, agricultural producers, utility providers and economic partners to support emergency response, business continuity, economic stabilization and recovery activities. ESF-14 facilitates information sharing, resource coordination, private sector engagement, and access to recovery assistance programs before, during and after emergencies and disasters.

2. Policies and Agreements

Business and industry support activities may be coordinated through public-private partnerships, mutual aid agreements, contracts, memoranda of understanding, and state or federal assistance programs. Private-sector organizations remain responsible for their own operations but may coordinate with Gilliam County to support emergency response, business continuity, economic stabilization and recovery activities.

3. Situation and Assumptions

3.1. Situation

Gilliam County's economy is heavily dependent on agriculture, transportation, energy infrastructure, and small businesses. Disruptions to transportation corridors, utilities, communications systems, agricultural operations, or other critical infrastructure may significantly affect local businesses, employment and economic activity. Due to the County's rural economy, prolonged disruptions may have lasting impacts on businesses, agricultural producers and essential services.

3.2. Assumptions

- Businesses are responsible for continuity and restoration of their own operations.
- Private-sector resources may support emergency response and recovery activities.
- Economic impacts may continue long after response operations conclude.

- State and federal assistance programs may be available following major disasters.
- Effective communication between government and the private sector will improve recovery outcomes.

4. Roles and Responsibilities

4.1. Gilliam County Emergency Management

- Coordinate ESF-14 activities.
- Facilitate communication between government and private-sector partners.
- Coordinate resource requests and external assistance.
- Support recovery planning and economic stabilization efforts.

4.2. Oregon Frontier Chamber of Commerce

- Serve as a liaison to local businesses.
- Assist with dissemination of emergency information.
- Identify business impacts and recovery needs.
- Coordinate communication with local businesses regarding available disaster assistance programs.

4.3. Port of Arlington

- Coordinate and report impacts affecting port operations and commercial transportation.
- Support economic recovery activities as appropriate.

4.4. Gilliam County Assessor's Office

- Assist with economic impact information and property damage assessment data as available.
- Support recovery planning and disaster impact analysis activities.

4.5. City Governments

- Coordinate local business and economic recovery activities.
- Share information regarding business impacts and recovery needs.
- Support communication with affected businesses and community organizations.

4.6. Business Oregon

- Provide technical assistance and business recovery support.
- Coordinate state business assistance programs.
- Provide guidance regarding available state grants and loan programs.

4.7. Oregon Department of Emergency Management

- Coordinate state assistance requests.
- Support recovery coordination and resource management activities.
- Facilitate coordination with state and federal recovery programs.

4.8. Oregon Department of Agriculture

- Coordinate agricultural disaster assistance programs.
- Support recovery of agricultural producers and food systems.
- Coordinate with USDA and local agricultural partners following agricultural emergencies.

4.9. Small Business Administration

- Administer federal disaster loan programs and business recovery assistance following presidential disaster declarations.

5. Concept of Operations

5.1. General

When significant business or economic impacts occur, the County EOC may assign a Business Liaison to coordinate information sharing with private-sector partners, identify business impacts and facilitate access to recovery resources. Private-sector businesses may also provide resources, services, equipment, facilities and technical expertise in support of emergency response operations when available.

5.2. Phases of Emergency Management

Mitigation

- Encourage business continuity planning.
- Support hazard mitigation and resilience efforts.
- Identify economic vulnerabilities.

Preparedness

- Maintain relationships with business and industry partners.
- Share preparedness information and training opportunities.
- Identify critical private-sector resources.

Response

- Coordinate information sharing with business and industry.
- Identify impacts to critical economic sectors.
- Facilitate private-sector support to response operations.

Recovery

- Support economic stabilization and business recovery.
- Coordinate information regarding disaster assistance programs.
- Identify opportunities to improve economic resilience.

6. Direction and Control

ESF-14 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Gilliam County Emergency Management serves as the lead agency for coordinating business and industry support activities. A Business Liaison may be assigned to facilitate communication with private-sector partners and economic stakeholders.

7. Administration And Support

Documentation, resource requests, expenditures, business support activities and recovery coordination associated with ESF-14 will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance and periodic review of this annex in coordination with participating agencies and organizations.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 14 – Business and Industry
- National Response Framework, ESF 14 – Business and Industry
- FEMA Community Lifeline - Business and Industry

10. Appendices

Appendix A Business Assistance Programs

A. Business Assistance Programs

Federal Programs

1. U.S. Small Business Administration (SBA) – Disaster Loans

Provides financial assistance to businesses and eligible nonprofit organizations following declared disasters, including:

- Physical Damage Loans
- Economic Injury Disaster Loans (EIDL)
- Mitigation Assistance
- Military Reservist Economic Injury Disaster Loans

Website: <https://www.sba.gov/funding-programs/disaster-assistance>

2. USDA Farm Service Agency (FSA)-Emergency Farm Loans

Provides emergency loans to agricultural producers recovering from drought, flooding, natural disasters, quarantine, and other qualifying events.

Website: <https://www.fsa.usda.gov/resources/programs/emergency-farm-loans>

3. Disaster Unemployment Assistance (DUA)

Provides temporary unemployment benefits to individuals who become unemployed because of a declared disaster including:

- Self-employed individuals
- Farmers and ranchers
- Farm workers
- Individuals not normally covered by unemployment insurance

Website: <https://oui.doleta.gov/unemploy/disaster.asp>

4. IRS Disaster Assistance

Provides disaster-related tax relief, including:

- Casualty loss deductions
- Filing extensions
- Payment relief
- Disaster tax guidance

Website: <https://www.irs.gov/disaster>

5. Economic Development Administration (EDA) Disaster Recovery

Provides grants supporting:

- Economic recovery
- Infrastructure
- Recovery planning

- Industry and workforce development

Website: <https://www.eda.gov/strategic-initiatives/disaster-recovery>

6. Disaster Recovery Dislocated Worker Grants

Provides grants supporting:

- Employment recovery
- Workforce stabilization
- Temporary disaster-related employment

Website: <https://www.dol.gov/agencies/eta/dislocated-workers/grants/disaster>

7. Community Development Block Grant-Disaster Recovery (CDBG-DR)

Provides disaster recovery funding that may support:

- Small business grants or loans
- Community Recovery
- Infrastructure restoration
- Economic revitalization

Website: <https://www.hudexchange.info/programs/cdbq-dr/>

Oregon Programs

1. Business Oregon-Emergency Business Assistance

Following major disasters, Business Oregon may offer:

- Low-interest loans
- Small business grants
- Community recovery funding
- Infrastructure repair assistance

Website: <https://www.oregon.gov/biz/programs/Pages/default.aspx>

2. Oregon Small Business Development Center (SBDC)

Provides free disaster recovery advising, including:

- Business continuity planning
- SBA and Business Oregon loan assistance
- Insurance claim guidance
- Long-term recovery planning

Website: <https://oregonsbdc.org/>

3. Oregon Department of Agriculture

Support agricultural producers through:

- Emergency water and irrigation assistance.

- Crop loss reporting
- USDA disaster program coordination
- Agricultural recovery assistance

Website: <https://www.oregon.gov/oda>

4. Oregon Department of Energy

Provides technical assistance related to:

- Emergency fuel coordination
- Energy resilience
- Recovery planning
- Energy-related grants (when available)

Website: <https://www.oregon.gov/energy>

5. Oregon Department of Consumer and Business Services (DCBS)

Provides assistance with:

- Worker's compensation
- Insurance navigation
- Building permitting
- Hazard mitigation guidance

Website: <https://www.oregon.gov/dcbs>

6. Oregon Department of Emergency Management (OEM)

Coordinates Public Assistance and infrastructure recovery programs supporting restoration of:

- Transportation systems
- Water and wastewater infrastructure
- Energy Systems
- Communications infrastructure

Website: <https://oem.oregon.gov/>

7. Infrastructure Assistance Coordinating Council (IACC)

Coordinates state and federal financial and technical assistance for:

- Counties
- Cities
- Special districts
- Utilities
- Tribal Governments

Website: <https://www.oregon.gov/biz/programs/infrastructure-finance/Pages/iacc.aspx>

8. Oregon OSHA-Disaster Workplace Safety

Provides post-disaster guidance for:

- Debris cleanup
- Safe work practices
- Worker safety
- Training and compliance resources

Website: <https://osha.oregon.gov/>

ESF – 15

Public Information

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4. Roles and Responsibilities	ESF 15 -2
4.1 Gilliam County Emergency Management	ESF 15 -2
4.2 Emergency Public Information Officer (designated during the event)	ESF 15 -2
4.3 Gilliam County Sheriff's Office	ESF 15 -2
4.4 Fire Districts	ESF 15 -2
4.5 City Governments	ESF 15 -2
4.6 Frontier Regional 911	ESF 15 -3
4.7 Oregon Department of Emergency Management	ESF 15 -3
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ESF 15 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management Gilliam County Sheriff's Office
Supporting Agencies	Fire Districts City Governments Frontier Regional 911
Adjunct Agencies	Oregon Department of Emergency Management Oregon State Sheriff's Association Oregon Department of Transportation Oregon Department of Health and Human Services Oregon State Police

1. Purpose and Scope

Emergency Support Function (ESF) 15 – Public Information coordinates the collection, development and dissemination of accurate, timely, and accessible information to the public, media, elected officials and other stakeholders before, during and after emergencies and disasters. ESF-15 supports emergency warning, public messaging, rumor control, media coordination, and public information activities in coordination with local, state, federal and private-sector partners.

2. Policies and Agreements

Public information activities will be coordinated in accordance with NIMS, ICS, the Joint Information System (JIS), applicable local, state, and federal guidance. Public information may be disseminated through traditional media, social media, websites, emergency notification systems, and other available communication methods.

3. Situation and Assumptions

3.1. Situation

Emergencies and disasters create a need for timely, accurate, and coordinated information regarding hazards, protective actions, response activities and recovery efforts. Public information may be distributed through emergency alert systems, media outlets, social media, county websites, public meetings and direct public outreach.

3.2. Assumptions

- The public will seek information from multiple sources during emergencies.
- Timely and accurate information supports public safety and confidence.
- Rumors and misinformation may spread rapidly during incidents.
- Multiple communications methods may be required to reach all populations.
- Coordination among agencies improves messaging consistency and effectiveness.

4. Roles and Responsibilities

4.1. Gilliam County Emergency Management

- Designate a Public Information Officer (PIO) as needed.
- Coordinate public information activities through the County EOC.
- Approve release of official county information when appropriate.
- Support coordination with partner agencies and elected officials.
- Send OR-Alerts and WEA (Wide Area Alerts) as needed.

4.2. Emergency Public Information Officer (Designated during the event)

- Coordinate public information activities during emergencies.
- Serve as the official spokesperson or designate spokespersons as appropriate.
- Develop and disseminate approved emergency information.
- Coordinate media relations, public messaging, and rumor control.
- Monitor media and social media for accuracy and emerging issues.
- Participate in Joint Information System (JIS) and Joint Information Center (JIC) activities when established.
- Maintain records of public information activities.

4.3. Gilliam County Sheriff's Office

- Provide information regarding public safety, evacuations, access restrictions, road closures, and law enforcement activities.
- Coordinate release of law enforcement information through the PIO and Incident Command Structure.
- Coordinates release of information regarding missing persons, criminal investigations, and public safety incidents in accordance with applicable laws and policies.

4.4. Fire Districts

- Provide incident information and situational updates to the PIO.
- Support dissemination of protective action information related to fire, rescue, and hazardous conditions.
- Coordinate release of incident information through established ICS and PIO procedures.

4.5. City Governments

- Share approved public information through official city communication channels.
- Coordinate local public information with the County PIO.

4.6. Frontier Regional 911

- Support emergency warning and notification activities.
- Disseminate emergency alerts through approved warning systems.
- Coordinate warning messages with the PIO and responding agencies.

4.7. Oregon Department of Emergency Management

- Coordinate state public information support and external affairs activities.
- Support Joint Information System (JIS) and Joint Information Center (JIC) operations during major incidents.

4.8. Oregon State Sheriff's Association

- Provide an Emergency Public Information Officer support upon request.
- Coordinate law enforcement public information assistance during major incidents.

5. Concept of Operations

5.1. General

Public information activities will be coordinated through the County EOC when activated. Official information released to the public will be timely, accurate, coordinated and consistent with the incident objectives. Public information may be disseminated through emergency alert systems, media outlets, social media, websites, public meetings, and other communication methods.

5.2. Phases of Emergency Management

Mitigation

- Promote hazard awareness and preparedness information.
- Support public education regarding local hazards and risks.

Preparedness

- Develop and maintain emergency messaging templates.
- Maintain media and stakeholder contact lists.
- Train personnel on public information procedures.

Response

- Disseminate emergency information and protective action guidance.
- Coordinate media relations and rumor control.
- Support warning and notification activities.

Recovery

- Provide recovery and assistance information to the public.
- Evaluate public information effectiveness.
- Incorporate lessons learned into future planning.

6. Direction and Control

ESF-15 activities will be managed in accordance with NIMS, ICS and Joint Information System (JIS) principles. The Emergency Manager may designate a Public Information Officer (PIO) to coordinate public information activities. When appropriate, a Joint Information Center (JIC) may be established to coordinate information among responding agencies.

7. Administration And Support

Public information records, media releases, public information products and related documentation will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex. Participating agencies will assist with updates and maintain SOPs addressing assigned responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 15 – Public Information
- National Response Framework, ESF 15 – External Affairs
- FEMA Community Lifeline – Public Information; Safety and Security

10. Appendices

None at this time.

ESF – 16

Volunteers and Donations

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1. Purpose and Scope	ESF 16 -1
2. Policies and Agreements	ESF 16 -1
3. Situation and Assumptions	ESF 16 -1
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4. Roles and Responsibilities	ESF 16 -2
4.1 Gilliam County Emergency Management	ESF 16 -2
4.2 Gilliam County Sheriff's Office	ESF 16 -2
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5. Concept of Operations	ESF 16 -3
5.1 General	ESF 16 -3
5.2 Phases of Emergency Management	ESF 16 -3
6. Direction and Control	ESF 16 -3
7. Administration and Support	ESF 16 -4
8. Annex Development and Maintenance	ESF 16 -4
9. Supporting Plans and Procedures	ESF 16 -4
10. Appendices	ESF 16 -4

ESF 16 Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management
Supporting Agencies	Gilliam County Sheriff's Office Volunteer and Faith-Based Organizations Gilliam County Public Health
Adjunct Agencies	Oregon Department of Emergency Management Volunteer Organizations Active in Disaster

1. Purpose and Scope

Emergency Support Function (ESF) 16 – Volunteers and Donations coordinates the management of spontaneous volunteers, donated goods, donated services, and voluntary agency support during emergencies and disasters. ESF-16 supports the effective use of community resources by coordinating volunteer organizations, faith-based organizations, local businesses, community groups, and state partners to address unmet needs and support disaster response and recovery activities within Gilliam County.

2. Policies and Agreements

Volunteer and donations management activities will be coordinated through existing partnerships, memoranda of understanding, mutual aid agreements, and established relationships with volunteer organizations, faith-based organizations, community groups, and state agencies. Requests for assistance exceeding local capabilities will be coordinated through the County EOC and Oregon Department of Emergency Management.

3. Situation and Assumptions

3.1. Situation

Emergencies and disasters may generate spontaneous volunteers and unsolicited donations to support response and recovery activities. Without effective coordination, these resources may overwhelm local capabilities and disrupt emergency operations. Due to Gilliam County's limited population and emergency management staffing, assistance from volunteer organizations, regional partners and state agencies may be required during large or prolonged incidents.

3.2. Assumptions

- State assistance may be required during large or prolonged incidents.
- Spontaneous volunteers and unsolicited donations may arrive without coordination.

- Unmanaged volunteers and donations may hinder response and recovery operations.
- Local volunteer organizations will continue to play a significant role in disaster response and recovery.
- Cash donations are generally more effective than unsolicited goods for meeting disaster-related needs.

4. Roles and Responsibilities

4.1. Gilliam County Emergency Management

- Coordinate volunteer and donations management activities.
- Identify unmet needs and match available resources.
- Coordinate with volunteer organizations, faith-based organizations, and community partners.
- Request state assistance when local capabilities are exceeded.
- Support EOC coordination and situational awareness.

4.2. Gilliam County Sheriff's Office

- Support traffic control, site security, and public safety activities at volunteer and donation sites.
- Assist with access control and crowd management as needed.
- Support traffic circulation and parking at volunteer and donations facilities.

4.3. Volunteer and Faith-Based Organizations

- Manage and supervise their own personnel and resources.
- Coordinate volunteer activities with the County EOC.
- Assist with donations management, mass care, feeding, cleanup, and recovery operations as appropriate.

4.4. Gilliam County Public Health

- Coordinate volunteer support activities related to public health operations, as appropriate.
- Provide guidance regarding health and safety considerations for volunteers and donations sites.
- Support coordination of services for individuals with access and functional needs during response and recovery activities.

4.5. Oregon Department of Emergency Management

- Provide technical assistance and coordination support.
- Assist with state-level volunteer and donations management resources.

- Facilitate coordination with statewide voluntary organizations and partners.

5. Concept of Operations

5.1. General

Gilliam County Emergency Management is responsible for coordinating volunteer and donations management activities. When local capabilities are exceeded, assistance may be requested through OEM and partner organizations. Volunteer organizations will remain responsible for management of their own personnel while coordinating activities through the County EOC.

5.2. Phases of Emergency Management

Mitigation

- Keep volunteer agency contacts and capabilities list up to date.

Preparedness

- Develop and maintain standard operating procedures (SOPs) focusing on volunteer and donation management.
- Meet with local volunteer agencies early and often to determine what services they can provide in a disaster; involve them in county exercises whenever possible.
- Maintain a current resource directory of all formal volunteer agencies in Gilliam County.
- Develop procedures for coordinating spontaneous volunteers.

Response

- Identify areas volunteers could assist with.
- Identify and communicate priority donation needs and approved collection or distribution locations.
- Identify a volunteer and donation manager and assign them in the EOC.

Recovery

- Continue coordinating volunteer organizations to address unmet recovery needs.

6. Direction and Control

ESF-16 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Gilliam County Emergency Management serves as the lead agency for volunteer and donations management activities.

Volunteer organizations are expected to maintain operational control of their own personnel while coordinating activities through the EOC.

7. Administration and Support

Documentation, resource tracking, volunteer assignments, donations management activities and associated expenditures will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex. Other organizations specified in the annex will work with the Emergency Manager, as necessary.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 16 – Volunteers and Donations
- FEMA Community Lifelines - Food, Hydration, Shelter; Safety and Security

10. Appendices

None at this time.

ESF – 17
Cyber and
Critical Infrastructure Security

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1. Purpose and Scope	ESF 17 -1
2. Policies and Agreements	ESF 17 -1
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3.1 Situation	ESF 17 -1
3.2 Assumptions	ESF 17 -2
4. Roles and Responsibilities	ESF 17 -2
4.1 Gilliam County Sheriff's Office	ESF 17 -2
4.2 Gilliam County Emergency Management	ESF 17 -2
4.3 Oregon TITAN Fusion Center	ESF 17 -2
4.4 DAS EIS Cyber Security Services	ESF 17 -2
4.5 Oregon Department of Emergency Management	ESF 17 -2
5. Concept of Operations	ESF 17 -3
5.1 General	ESF 17 -3
5.2 Phases of Emergency Management	ESF 17 -3
6. Direction and Control	ESF 17 -4
7. Administration and Support	ESF 17 -4
8. Annex Development and Maintenance	ESF 17 -4
9. Supporting Plans and Procedures	ESF 17 -4
10. Appendices	ESF 17 -4

ESF 17 Tasked Agencies	
Primary Agencies	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Oregon TITAN Fusion Center DAS – Enterprise Information Services (EIS) Cyber Security Services Oregon Department of Emergency Management
Adjunct Agencies	Oregon State Police Department of Homeland Security- Cybersecurity and Infrastructure Security Agency

1. Purpose and Scope

Emergency Support Function (ESF)-17-Cyber and Critical Infrastructure Security coordinates activities to protect, restore and support cyber systems, critical infrastructure, and community lifelines impacted by emergencies and disasters. ESF-17 supports preparedness, response, recovery, information sharing and coordination with local, state, federal and private-sector partners to address cyber incidents and disruptions affecting critical services within Gilliam County.

2. Policies and Agreements

Cybersecurity incidents will be reported and coordinated with applicable state requirements, county policies and agency incident response procedures. Requests for technical assistance exceeding local capabilities will be coordinated through DAS Enterprise Information Services (EIS), Oregon Department of Emergency Management, and other appropriate state or federal partners.

In accordance with State of Oregon requirements, Gilliam County will report cybersecurity incidents to the DAS Enterprise Information Services (EIS) Cyber Security Services (CSS)-Security Operations Center (SOC) within 24 hours of discovery at: 503-378-5930 or eso.soc@oregon.gov.

3. Situation and Assumptions

3.1. Situation

Gilliam County relies on information technology systems, communications networks, utility infrastructure, transportation systems, and other critical services to support government operations and community lifelines. Cyber incidents, infrastructure failures, natural disasters and intentional acts may disrupt these systems and require coordination with state, federal private-sector and nonprofit partners. Critical infrastructure within Gilliam County includes communications systems, transportation

corridors, energy infrastructure, public safety systems, government facilities, water and wastewater systems and other community lifelines.

3.2. Assumptions

- State and federal technical assistance may be required.
- Significant cyber or infrastructure incidents may exceed local response capabilities.
- Cyber incidents may affect multiple agencies, organizations, and critical services simultaneously.
- Timely reporting and information sharing improve response effectiveness.
- Public concern and misinformation may increase during cyber incidents affecting critical services.

4. Roles and Responsibilities

4.1. Gilliam County Sheriff's Office

- Coordinate law enforcement response to cyber-related criminal activity.
- Support protection of critical facilities and infrastructure.
- Coordinate with state and federal law enforcement agencies as appropriate.
- Coordinate with Oregon State Police and federal law enforcement agencies during criminal cyber investigations.

4.2. Gilliam County Emergency Management

- Coordinate ESF-17 activities through the EOC.
- Facilitate information sharing and situational awareness.
- Coordinate resource requests and external assistance.
- Support recovery planning and continuity activities.

4.3. Oregon TITAN Fusion Center

- Provide threat information and intelligence sharing.
- Coordinate with state and federal partners regarding cyber threats.

4.4. DAS EIS Cyber Security Services

- Provide technical assistance and incident response support.
- Coordinate statewide cyber incident response activities.
- Support cyber threat analysis and mitigation activities.

4.5. Oregon Department of Emergency Management

- Coordinate state emergency resources supporting cyber and critical infrastructure incidents.
- Facilitate access to state and federal assistance.

5. Concept of Operations

5.1. General

Cybersecurity incidents and critical infrastructure disruptions will be managed in accordance with NIMS and ICS. Gilliam County Emergency Management will coordinate ESF-17 activities through the EOC when activated. Cybersecurity incidents exceeding local capabilities will be reported to DAS Enterprise Information Services (EIS) Cyber Security Services (CSS) and coordinated with appropriate state and federal partners. Significant cybersecurity incidents may require activation of continuity procedures to maintain essential county functions. Critical infrastructure disruptions may require coordination among public agencies, private-sector owners, utility providers and other infrastructure owners and operators.

5.2. Phase of Emergency Management

Mitigation

- Implement security measures for cyber threats.
- Develop an incident response plan and ensure it is updated following best practices.
- Identify critical systems, assets and key personnel.

Preparedness

- Maintain current cybersecurity contacts and service providers.
- Develop and maintain cyber incident response procedures.
- Establish reporting requirements and notification procedures.
- Conduct training and exercises as appropriate.

Response

- Report cybersecurity incidents to DAS EIS Cyber Security Services (CSS) in accordance with state reporting requirements.
- Implement the agency-specific cyber incident response plan.
- Coordinate with state and federal partners as appropriate.

Recovery

- Continue coordination with CSS and other partners during recovery operations.
- Document incident impacts and lessons learned.
- Update plans, procedures, and security measures as needed.

6. Direction and Control

ESF-17 activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Gilliam County Emergency Management serves as the lead agency for coordinating cyber and critical infrastructure security activities. Incidents exceeding local capabilities will be coordinated with DAS Enterprise Information Services (EIS) Cyber Security Services, the Oregon Department of Emergency Management, and other appropriate state and federal partners. Critical infrastructure incidents may require coordination among government agencies, utility providers, private-sector partners and infrastructure owners and operators.

7. Administration and Support

Documentation, resource requests, incident reports, response actions and associated expenditures related to cyber and critical infrastructure incidents will be maintained in accordance with county procedures and applicable state and federal requirements. Requests for technical assistance or resources exceeding local capabilities will be coordinated through established county, state and federal processes.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex. Participating agencies will assist with updates and maintain SOPs addressing assigned responsibilities.

9. Supporting Plans and Procedures

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF 17 – Cyber and Critical Infrastructure Security
- National Response Framework
- National Cyber Incident Response Plan (NCIRP)
- FEMA Community Lifeline - Safety and Security

10. Appendices

None at this time.

ESF – 18
Military Support

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3.1 Situation	ESF 18 -1
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4. Roles and Responsibilities	ESF 18 -2
4.1 Gilliam County Sheriff's Office	ESF 18 -2
4.2 Gilliam County Emergency Management	ESF 18 -2
4.3 Oregon Department of Emergency Management	ESF 18 -2
4.4 Oregon Military Department/Oregon National Guard	ESF 18 -2
5. Concept of Operations	ESF 18 -2
5.1 General	ESF 18 -2
5.2 Phases of Emergency Management	ESF 18 -3
6. Direction and Control	ESF 18 -3
7. Administration and Support	ESF 18 -3
8. Annex Development and Maintenance	ESF 18 -3
9. Supporting Plans	ESF 18 -3
10. Appendices	ESF 18 -4

ESF 18 Tasked Agencies	
Primary Agencies	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Oregon Department of Emergency Management Oregon Military Department/Oregon National Guard
Adjunct Agencies	Oregon State Police

1. Purpose and Scope

Emergency Support Function (ESF) 18 – Military Support describes how Gilliam County coordinates requests for military assistance during emergencies and disasters. ESF-18 supports the coordination of military resources requested through the State of Oregon when local capabilities are insufficient to protect life, property, critical infrastructure, and community lifelines.

2. Policies and Agreements

Military support activities will be coordinated through established county, state, and federal procedures. Requests for military assistance will be submitted through the Oregon Department of Emergency Management when local capabilities are insufficient. Military personnel remain under their military chain of command while supporting civilian authorities.

3. Situation and Assumptions

3.1. Situation

Gilliam County may experience emergencies or disasters that exceed local response capabilities and require support from state or federal military resources. Military assistance may be requested to support life safety, incident stabilization, infrastructure protection, transportation, communications, logistics, debris removal, security operations, and other emergency functions when authorized through established state processes. Military support may be required for incidents affecting transportation corridors, critical infrastructure, communications systems, public safety operations, or other community lifelines.

3.2. Assumptions

- Local resources may be insufficient during large or prolonged incidents.
- Military assistance is requested through OEM and approved by the State of Oregon.
- Military resources will support, not replace, civilian authorities.
- Military support may require additional coordination and logistical support.

- Availability of military resources may be affected by competing state and federal requirements.

4. Roles and Responsibilities

4.1. Gilliam County Sheriff's Office

- Coordinate public safety and security activities involving military support.
- Assist with access control, traffic management, and mission coordination as needed.
- Coordinate security and law enforcement support associated with military operations.

4.2. Gilliam County Emergency Management

- Coordinate requests for military assistance through OEM.
- Coordinate military support activities through the County EOC.
- Facilitate information sharing between local, state, and military partners.
- Support integration of military resources into county operations.

4.3. Oregon Department of Emergency Management

- Coordinate requests for military assistance.
- Facilitate communication with the Oregon Military Department and Oregon National Guard.
- Coordinate state resource support.

4.4. Oregon Military Department/Oregon National Guard

- Provide military support to civil authorities when authorized by the Governor.
- Coordinate deployment and management of assigned military personnel and resources.
- Coordinate with civilian authorities through established military liaison officers.

5. Concept of Operations

5.1. General

Military support requests will be coordinated through the County EOC and submitted to the Oregon Department of Emergency Management when local resources are insufficient. Military resources remain under military command and control while supporting civilian authorities. Gilliam County will coordinate local mission priorities, logistical support, and integration of military resources into county response operations.

5.2. Phases of Emergency Management

Mitigation

- Identify potential military support requirements.
- Incorporate military support considerations into planning activities.

Preparedness

- Maintain procedures for requesting military assistance.
- Coordinate with OEM regarding military support capabilities.
- Participate in training and exercises as appropriate.

Response

- Assess resource needs and request military support when necessary.
- Coordinate integration of military resources into response operations.
- Maintain situational awareness and mission coordination.

Recovery

- Coordinate demobilization of military resources.
- Support recovery operations requiring military assistance.
- Document lessons learned and improvement actions.

6. Direction and Control

Military support activities will be coordinated through the County EOC when activated and managed in accordance with NIMS and ICS. Military resources remain under military command and control while supporting civilian authorities. Requests for military assistance will be coordinated through OEM and established state processes.

7. Administration and Support

Documentation, resource requests, mission assignments, and associated expenditures related to military support activities will be maintained in accordance with county procedures and applicable state and federal requirements.

8. Annex Development and Maintenance

The Emergency Manager is responsible for the development, maintenance, and periodic review of this annex. Participating agencies will assist with updates and maintain SOPs addressing assigned responsibilities.

9. Supporting Plans

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan, ESF-18 Military Support

- National Response Framework
- National Incident Management System (NIMS)
- FEMA Community Lifeline – Safety and Security

10. Appendices

None at this time.

IA-1

Winter Storms

WINTER STORMS	
Purpose	
This Incident Annex provides operational guidance for coordinating response and recovery activities related to winter storms in Gilliam County. It identifies response priorities, protective actions, coordination requirements and resource considerations to protect life, property, critical infrastructure and essential services.	
Incident Priorities	
• Protect life and public safety. • Maintain access for emergency responders. • Support stranded or vulnerable individuals. • Maintain critical infrastructure and essential services. • Coordinate public information and travel advisories. • Support recovery and restoration activities.	
Potential Activation Triggers	
• Winter weather threatens life, property or critical infrastructure. • Roads or transportation routes become impassable. • Power outages significantly impact the community. • Multiple agencies or jurisdictions are involved in the response. • EOC activation is needed to support operations.	
Lead Agency	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Gilliam County Road Department Gilliam County Fire Agencies Gilliam County Health Department Cities of Arlington, Condon and Lonerock Oregon Department of Emergency Management Oregon Department of Transportation Oregon State Police National Weather Service
EOC Activation	As needed.
Primary ESFs	ESF 1, ESF 3, ESF 5, ESF 6, ESF 8, ESF 13, ESF 15
Related Annexes	Flood, Mass Care

Winter Storm Checklist	
Initial Actions	Date/Time Completed
Monitor weather forecasts, watches and warnings.	
Ensure responder safety and assess immediate hazards.	
Establish Incident Command.	
Determine affected areas and projected impacts.	
Identify threatened populations and critical facilities.	
Assess impacts to: • Roads and bridges • Utilities • Communications systems • Critical Facilities	
Notify supporting agencies and affected jurisdictions.	
Consider EOC activation.	
Coordinate public information and warning messages.	
Protective Actions	
Coordinate road closures and traffic control.	
Coordinate sheltering and warming center operations as needed.	
Identify transportation assistance needs.	
Conduct welfare checks on vulnerable populations as needed.	
Coordinate emergency access to isolated areas.	
Protect critical facilities and infrastructure.	
Infrastructure Assessment	
Assess county roads and bridges.	
Assess impacts to Interstate 84, Highway 19 and Highway 206.	
Assess impacts to utilities and communications infrastructure.	
Assess water and wastewater systems.	
Identify infrastructure requiring immediate repair.	
Resource Coordination	
Assess local resource availability.	
Coordinate snow removal and road maintenance resources.	
Request mutual aid resources as needed.	
Track critical resource shortages.	
Coordinate staging and logistical support.	
Special Considerations	
Monitor Interstate 84, Highway 19 and Highway 206 conditions.	
Assess impacts to rural and isolated populations.	
Monitor power outages and utility disruptions.	
Coordinate with schools, healthcare providers and long-term care facilities.	
Evaluate impacts to livestock and agricultural operations.	
Assess fuel availability during extended winter weather events.	
Assess impacts to schools and school transportation routes.	

Incident Annex 1- Winter Storms

State and Federal Coordination	
Coordinate with Oregon Department of Emergency Management	
Coordinate with Oregon Department of Transportation.	
Coordinate with National Weather Service.	
Request state assistance as needed.	
Evaluate need for state or federal disaster declaration.	
Recovery Actions	
Conduct damage assessments.	
Support restoration of transportation routes and utilities.	
Document response costs and damages.	
Conduct after-action review.	
Update plans and procedures based on lessons learned.	

IA-2

Drought

DROUGHT	
Purpose	
This Incident Annex provides operational guidance for coordinating drought preparedness, response and recovery activities in Gilliam County. It identifies response priorities and actions to reduce impacts on water supplies, agriculture, livestock, critical infrastructure and public health.	
Incident Priorities	
• Protect public health and drinking water supplies • Support agricultural and livestock operations • Maintain critical public services • Coordinate drought information and public messaging • Request state and federal assistance when local impacts exceed capabilities.	
Potential Activation Triggers	
• Severe drought declaration affecting Gilliam County • Significant impacts to municipal water supplies. • Significant agricultural or livestock impacts • Need for coordinated public information or state assistance. • Multiple jurisdictions affected.	
Lead Agency	Gilliam County Emergency Management
Supporting Agencies	Gilliam County Sheriff Gilliam County Road Department Cities of Arlington, Condon and Lonerock Municipal Water Providers Gilliam Soil and Water Conservation District Gilliam County Health Department Oregon Department of Agriculture Oregon Water Resources Department
EOC Activation	As needed.
Primary ESFs	ESF 5, ESF 11, ESF 12, ESF 15
Related Annexes	Wildfire, Extreme Temperature

Drought Checklist	
Initial Actions	Date/Time Completed
Monitor drought conditions through: - National Weather Service - U.S. Drought Monitor - Oregon Water Resources Department - Local water providers	
Identify affected areas and populations.	
Assess impacts to: - Municipal water systems - Agricultural operations - Livestock producers - Critical facilities	
Coordinate with local water suppliers regarding current and projected water availability.	
Notify:	
○ Gilliam County Emergency Manager	
○ Gilliam County Court	
○ Gilliam County Road Department	
○ City Governments	
○ Gilliam County Soil and Water Conservation District	
○ Oregon Water Resources Department	
○ Oregon Department of Agriculture (as needed)	
Determine need for: - Enhanced monitoring. - Public information measures - Emergency Declaration - State Assistance	
Public Information	
Promote voluntary water conservation measures	
Coordinate consistent public messaging with cities and water providers.	
Provide information on: - Water restrictions - Fire danger - Livestock assistance programs - Agricultural assistance programs.	
Monitor public concerns and misinformation.	
Special Considerations	
Monitor impacts to dryland wheat production.	
Monitor livestock watering concerns.	
Monitor impacts to irrigation-dependent agriculture.	
Coordinate with local agricultural producers.	

Incident Annex 2-Drought

Evaluate increased wildfire risk associated with drought conditions.	
Monitor municipal water systems serving: • Arlington • Condon • Lonerock	
Consider impacts to vulnerable populations during prolonged heat and drought conditions.	
State and Federal Assistance	
Coordinate with Oregon Department of Agriculture	
Coordinate with Oregon Water Resources Departments	
Coordinate with Oregon Emergency Management	
Track impacts that may support: • State drought declarations • USDA assistance programs • Emergency drought funding opportunities	
Recovery Actions	
Conduct damage and impact assessments	
Document agricultural and economic losses	
Participate in state and federal assistance programs	
Update mitigation and water conservation strategies.	
Conduct after-action review	

IA-3

FIRE

FIRE	
Purpose	
This Incident Annex provides operational guidance for coordinating response and recovery activities related to wildland, agricultural, structural and interface fires in Gilliam County. It identifies response priorities, coordination requirements, protective actions and resource considerations to protect life, property, critical infrastructure, agricultural resources and the environment.	
Incident Priorities	
• Protect life and firefighter safety. • Stabilize the incident. • Protect communities and critical infrastructure. • Protect agricultural resources and livestock • Support evacuation and public warning activities • Minimize environmental impacts	
Potential Activation Triggers	
• Fire threatens life, property, critical infrastructure or agriculture. • Evacuations are anticipated or underway. • Mutual aid resources are requested. • Multiple agencies or jurisdictions are involved • EOC activation is needed to support operations.	
Lead Agency	Gilliam County Fire Agencies
Supporting Agencies	Gilliam County Sheriff Gilliam County Emergency Management Gilliam County Road Department Oregon State Fire Marshal (OSFM) Oregon State Police Bureau of Land Management (BLM) Oregon Department of Forestry (ODF) United States Wildland Firefighting Service (USWFS) Cities of Arlington, Condon and Lonerock
EOC Activation	As needed.
Primary ESFs	ESF 4, ESF 5, ESF 7, ESF 13, ESF 15
Related Annexes	Evacuation, Mass Care, Public Information, Hazardous Materials

Fire Checklist	
Initial Actions	Date/Time Completed
Establish Incident Command.	
Determine fire location, size, behavior and spread potential.	
Identify threatened populations, structures and infrastructure.	
Obtain current and forecasted weather conditions.	
Determine need for evacuation and public warnings.	
Notify supporting agencies and affected jurisdictions	
Evaluate need for mutual aid resources.	
Consider EOC activation.	
Consider emergency declaration if impacts exceed local capabilities.	
Coordinate public information and warning messages.	
Protective Actions	
Issue Level 1 (Be Ready) evacuation notification as needed.	
Issue Level 2 (Be Set) evacuation notifications as needed.	
Issue Level 3 (Go Now!) evacuation orders as needed.	
Establish traffic and access control points.	
Coordinate sheltering operations as needed.	
Identify transportation assistance needs, as needed.	
Protect critical facilities and infrastructure.	
Resource Coordination	
Assess local resource availability.	
Request mutual aid resources as needed.	
Coordinate with Fire Defense Board resources.	
Coordinate with OSFM, BLM and USWFS resources as needed.	
Track critical resource shortages.	
Coordinate staging and logistical support.	
Special Considerations	
Monitor wind conditions that may accelerate fire spread.	
Assess threats to wheat fields and agricultural operations.	
Monitor fire spread along transportation corridors including I-84, Highway 19 and Highway 206.	
Consider long response times in remote areas of the county.	
Assess impacts to communications and utility infrastructure.	
Coordinate livestock evacuation or sheltering needs.	
Monitor potential for multiple simultaneous fires during severe weather events.	
State and Federal Coordination	
Coordinate with BLM.	
Coordinate with USWFS.	
Coordinate with ODF (as needed)	
Coordinate with Oregon State Fire Marshal	
Coordinate with Oregon Department of Emergency Management	
Evaluate need for Conflagration Act resources.	

Incident Annex 3-Fire

Request state or federal assistance as necessary.	
Recovery Actions	
Conduct damage assessments.	
Coordinate damage assessment and recovery assistance activities.	
Document impacts to structures, agriculture and infrastructure.	
Support reentry operations.	
Coordinate debris removal and hazard mitigation.	
Conduct after-action review.	
Complete plans and procedures based on lessons learned.	

IA-4

EARTHQUAKE

EARTHQUAKE	
Purpose	
This Incident Annex provides operational guidance for coordinating response and recovery activities related to earthquakes in Gilliam County. It identifies response priorities, protective actions, coordination requirements and resource considerations to protect life, property, critical infrastructure and essential services.	
Incident Priorities	
• Protect life and provide emergency medical care. • Conduct search and rescue operations. • Assess damage to critical infrastructure. • Restore communications and transportation routes. • Support displaced populations. • Coordinate recovery and restoration activities.	
Potential Activation Triggers	
• An earthquake causes injuries, fatalities or significant damage. • Critical infrastructure or essential services are disrupted. • Transportation routes or communications systems are damaged. • Multiple jurisdictions or agencies are involved in the response. • EOC activation is needed to support operations.	
Lead Agency	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Fire Agencies Gilliam County Emergency Management Gilliam County Road Department Gilliam County Health Department Cities of Arlington, Condon and Lonerock Oregon Department of Emergency Management Oregon Department of Transportation Oregon State Police
EOC Activation	As needed.
Primary ESFs	ESF 1, ESF 3, ESF 5, ESF 6, ESF 8, ESF 13, ESF 15
Related Annexes	Mass Care, Mass Fatality, Communications, Evacuation, Public Works

Earthquake Checklist	
Initial Actions	Date/Time Completed
Ensure responder safety and assess immediate hazards.	
Establish Incident Command.	
Determine earthquake magnitude and affected areas.	
Conduct rapid damage assessment.	
Identify injuries, fatalities and immediate life-safety concerns.	
Assess impacts to: • Roads and bridges • Communications systems • Utilities • Critical Facilities	
Notify supporting agencies and affected jurisdictions.	
Consider EOC activation.	
Coordinate public information and warning messages.	
Life Safety Actions	
Initiate search and rescue operations as needed.	
Establish medical triage and treatment areas.	
Coordinate mass care and sheltering operations.	
Identify access and functional needs populations requiring assistance.	
Coordinate evacuation of unsafe structures if necessary	
Infrastructure Assessment	
Assess transportation routes including: • Interstate 84 • Highway 19 • Highway 206	
Assess airport conditions • Condon State Airport • Arlington Municipal Airport	
Assess communications systems.	
Assess water, wastewater and power systems.	
Identify infrastructure requiring immediate repair.	
Assess status of fuel availability and distribution systems.	
Resource Coordination	
Assess local resource availability.	
Request mutual aid resources as needed.	
Coordinate with OEM and state agencies.	
Track critical resource shortages.	
Coordinate staging and logistical support.	
Special Considerations	
Anticipate communications disruptions.	
Anticipate delays in outside assistance.	

Incident Annex 4-Earthquake

Assess potential isolation of Arlington, Condon, Lonerock and rural areas.	
Monitor landslide-prone areas and transportation corridors.	
Evaluate fuel, food and water supply needs during extended disruptions.	
Assess impacts to emergency services and government operations.	
Anticipate prolonged self-sufficiency requirements due to delayed state and federal assistance.	
State and Federal Coordination	
Coordinate with Oregon Department of Emergency Management	
Coordinate with Oregon Department of Transportation.	
Coordinate with Oregon State Police.	
Request state assistance as needed.	
Evaluate need for state or federal disaster declaration.	
Recovery Actions	
Conduct damage assessments.	
Document impacts to public and private property.	
Support debris removal operations.	
Support restoration of essential services.	
Conduct after-action review.	
Update plans and procedures based on lessons learned.	

IA-5

FLOOD

FLOOD	
Purpose	
This Incident Annex provides operational guidance for coordinating response and recovery activities related to flooding in Gilliam County. It identifies response priorities, protective actions, coordination requirements and resource considerations to protect life, property, critical infrastructure and transportation systems.	
Incident Priorities	
• Protect life and public safety. • Conduct evacuation and rescue operations as needed. • Protected critical infrastructure and essential services. • Maintain transportation access. • Provide timely public information and warnings. • Support recovery and restoration activities.	
Potential Activation Triggers	
• Flooding threatens life, property or critical infrastructure. • Roads, bridges, or transportation routes are damaged or impassable. • Evacuations are anticipated or underway. • Multiple agencies or jurisdictions are involved in the response. • EOC activation is needed to support operations.	
Lead Agency	Gilliam County Sheriff's Office
Supporting Agencies	Gilliam County Emergency Management Gilliam County Road Department Gilliam County Fire Agencies Gilliam County Health Department Cities of Arlington, Condon and Lonerock Oregon Department of Emergency Management Oregon Department of Transportation Oregon State Police National Weather Service
EOC Activation	As needed.
Primary ESFs	ESF 1, ESF 3, ESF 5, ESF 6, ESF 13, ESF 15
Related Annexes	Evacuation, Mass Care, Severe Weather, Public Works

Flooding Checklist	
Initial Actions	Date/Time Completed
Ensure responder safety and assess immediate hazards.	
Establish Incident Command.	
Determine affected areas and extent of flooding.	
Monitor weather forecasts and flood warnings	
Identify threatened populations, structures and infrastructure.	
Assess impacts to: • Roads and bridges • Culverts and drainage systems • Utilities • Critical Facilities	
Notify supporting agencies and affected jurisdictions.	
Consider EOC activation.	
Coordinate public information and warning messages.	
Protective Actions	
Issue evacuation notifications as needed.	
Coordinate rescue operations as needed.	
Establish traffic and access control points.	
Coordinating sheltering operations if needed.	
Identify transportation assistance needs.	
Protect critical facilities and infrastructure.	
Infrastructure Assessment	
Assess county roads and bridges.	
Assess impacts to Interstate 84, Highway 19 and Highway 206.	
Assess culverts, drainage systems and flood control structures.	
Assess water and wastewater systems.	
Identify infrastructure requiring immediate repair.	
Resource Coordination	
Assess local resource availability.	
Request mutual aid resources as needed.	
Coordinate heavy equipment and public works resources.	
Track critical resource shortages.	
Coordinate staging and logistical support.	
Special Considerations	
Monitor low-water crossings and flood-prone roadways.	
Monitor areas susceptible to landslides and debris flows.	
Assess impacts to agricultural operations.	
Monitor transportation corridors that provide access to rural communities.	
Assess impacts to utilities and communications systems.	
Coordinate with dam operations and utility providers as needed.	

Incident Annex 5-Flood

State and Federal Coordination	
Coordinate with Oregon Department of Emergency Management	
Coordinate with Oregon Department of Transportation.	
Coordinate with National Weather Service.	
Request state assistance as needed.	
Evaluate need for state or federal disaster declaration.	
Recovery Actions	
Conduct damage assessments.	
Document impacts to public and private property.	
Support debris removal operations.	
Support restoration of transportation routes and utilities.	
Conduct after-action review.	
Update plans and procedures based on lessons learned.	

IA-6

EXTREME

TEMPERATURE

EXTREME TEMPERATURE	
Purpose	
This Incident Annex provides operational guidance for coordinating preparedness, response and recovery activities related to extreme heat and extreme cold in Gilliam County. It identifies response priorities, protective actions, coordination requirements and resource considerations to protect public health, support vulnerable populations and maintain essential services.	
Incident Priorities	
• Protect life and public safety. • Identify and assist vulnerable populations. • Establish cooling or warming shelters as needed. • Maintain critical infrastructure and essential services. • Coordinate public information and protective action messaging. • Support recovery and community assistance activities.	
Potential Activation Triggers	
• National Weather Service issues an Extreme Heat Warning or Extreme Cold Warning affecting Gilliam County • Prolonged temperatures pose a significant threat to public health. • Cooling or warming shelters are needed or anticipated. • Power outages significantly increase health risks. • EOC activation or county-level coordination is needed.	
Lead Agency	Gilliam County Emergency Management
Supporting Agencies	Gilliam County Public Health District Gilliam County Sheriff's Office Gilliam County Fire Agencies Gilliam County Senior and Family Services Cities of Arlington, Condon and Lonerock Oregon Department of Emergency Management Oregon Department of Human Services (ODHS) Oregon Health Authority (OHA) National Weather Service Utility Providers
EOC Activation	As needed.
Primary ESFs	ESF 5, ESF 6, ESF 8, ESF 12, ESF 15
Related Annexes	Winter Storms, Mass Care

Extreme Temperature Checklist	
Initial Actions	Date/Time Completed
Monitor National Weather Service forecasts, watches and warnings.	
Determine expected duration and severity of conditions.	
Identify populations at greatest risk.	
Assess impacts to: • Public health • Critical facilities • Utilities • Transportation Systems	
Notify supporting agencies and affected jurisdictions.	
Consider EOC activation.	
Coordinate public information and warning messages.	
Protective Actions	
Determine need for cooling or warming shelters.	
Open and staff shelters as needed.	
Coordinate transportation assistance to shelters.	
Conduct outreach to vulnerable populations.	
Coordinate welfare checks as needed.	
Ensure shelter accessibility for individuals with access and functional needs.	
Coordinate backup power support for cooling or warming shelters.	
Coordinate pet sheltering support as needed.	
Vulnerable Population Support	
Coordinate with Senior and Family Services.	
Identify medically vulnerable individuals requiring assistance.	
Coordinate with healthcare providers and long-term care facilities.	
Monitor impacts to: • Older adults • Individuals with disabilities • Medically dependent individuals • Children • Low-income household • Individuals experiencing homelessness	
Resource Coordination	
Assess local resource availability.	
Coordinate shelter supplies and staffing.	
Request mutual aid resources as needed.	
Track critical resource shortages.	
Special Considerations	
Monitor communities with limited cooling or heating resources.	
Assess impacts to isolated rural residents.	
Monitor power outages that increase health risks.	

Incident Annex 6-Extreme Temperature

Coordinate outreach through Senior Meal Sites and community partners.	
Assess impacts to livestock and agricultural operations.	
Evaluate prolonged exposure risks for outdoor workers.	
State and Federal Coordination	
Coordinate with Oregon Department of Emergency Management	
Coordinate with Oregon Health Authority as needed.	
Coordinate with Oregon Department of Human Services, as needed.	
Coordinate with National Weather Service.	
Request state assistance as needed.	
Evaluate need for state or federal disaster declaration.	
Recovery Actions	
Document shelter operations and assistance provided.	
Conduct public health impact assessments.	
Support recovery assistance activities.	
Conduct after-action review.	
Update plans and procedures based on lessons learned.	

SA – 1

Evacuation

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Evacuation Tasked Agencies	
Primary Agencies	Gilliam County Sheriff's Office Gilliam County Emergency Management
Supporting Agencies	Gilliam County Public Health Fire Districts Gilliam County Road and City Public Works Departments School Districts Gilliam County Transportation Gilliam County Senior and Family Services
Adjunct Agencies	Oregon Department of Emergency Management Oregon Health Authority Oregon Department of Human Services Oregon State Police Volunteer Agencies

1. Purpose and Scope

This annex establishes the framework for coordinating evacuation operations in Gilliam County during emergencies and disasters that threaten life, safety, property and the environment. It applies to incidents requiring the evacuation, relocation, shelter-in-place or protective movement of residents, visitors, workers and travelers. The annex provides guidance for assessing evacuation needs, issuing evacuation warnings and orders, notifying the public, coordinating transportation assistance, supporting individuals with access and functional needs, establishing shelters and rally points, accommodating animals and facilitating reentry operations. This annex supports the Gilliam County Emergency Operations Plan and provides a coordinated approach for protecting life and public safety through the safe and orderly movement of people from threatened areas.

2. Authority

The ultimate evacuation authority for the County is the Gilliam County Sheriff. During an incident, the Incident Commander/Unified Command has authority to issue an evacuation order. When immediate protective actions are necessary to protect life and safety, Incident Command may initiate evacuation actions without prior approval from the Sheriff and notify the Sheriff's Office as soon as practical.

The entities most likely to request or issue an evacuation order are:

- Gilliam County Sheriff
- North Gilliam Rural Fire Protection District
- South Gilliam Rural Fire Protection District
- City of Arlington, Condon or Lonerock Mayor

3. Situation and Assumptions

- Evacuations may result from natural or human-caused incidents.

- Local resources may be exceeded and require mutual aid or state assistance.
- Evacuations may involve residents, visitors and commercial travelers.

4. Roles and Responsibilities

4.1. Incident Command

- Assess incident conditions and threats to life and safety.
- Determine protective actions, evacuation areas and evacuation routes.
- Establish Incident Command or unified Command as appropriate.
- Coordinate evacuation operations with the Sheriff's Office and partner agencies.
- Identify resource needs and communicate them to the EOC.
- Provide incident updates and reentry recommendations.

4.2. Gilliam County Sheriff

- Coordinate evacuation warning and orders
- Establish evacuation levels.
- Coordinate traffic control, access control and security operations.
- Coordinate reentry operations.
- Support public notification and evacuation enforcement.

4.3. Gilliam Emergency Management

- Coordinate EOC operations and situational awareness.
- Coordinate resource requests and state assistance through OERS.
- Support sheltering, transportation and evacuation coordination.
- Coordinate with local, regional and state partners.

4.4. Fire Districts

- Assess hazards and recommend protective actions.
- Assist with evacuation route identification and public notification.
- Provide incident intelligence and operational support.
- Support evacuation operations as resources allow.

4.5. Gilliam County Road and City Public Works Department(s)

- Support traffic control and barricade operations.
- Maintain and assess evacuation routes.
- Assist with transportation of evacuees and individual with access and function needs.

4.6. Gilliam County Public Health

- Support individuals with access and functional needs.

- Coordinate behavioral health, disability, aging and social service resources.
- Support sheltering, mass care and reunification activities.
- Coordinate with state agencies for additional support.

4.7. State and Supporting Agencies

- Provide law enforcement, public health, sheltering, transportation and emergency management support as requested.
- Assist with public information, evacuation notifications, traffic control and resource coordination.
- Support evacuation, sheltering, and recovery operations within agency capabilities.

4.8. Volunteer and Community Organizations

- Support shelter operations, feeding, donations management and mass care services.
- Assist displaced residents and support animal sheltering operations as available.
- Coordinate activities through Emergency Management or the EOC.

5. Concept of Operations

5.1. General

Evacuation operations in Gilliam County are conducted using the National Incident Management System (NIMS) and Incident Command System (ICS). Evacuations may be implemented when conditions pose an actual or imminent threat to life, safety, property, or the environment and protective actions are necessary to reduce risk to the public.

The Gilliam County Sheriff's Office serves as the lead agency for evacuation operations and coordinates evacuation warnings, orders, traffic control, access control and reentry activities in coordination with Incident Command, Emergency management, affected jurisdictions and partner agencies. Gilliam County utilizes Oregon's three-tier evacuation notification system: Level 1(Be Ready), Level 2 (Be Set), and Level 3 (Go Now!)

When evacuation is necessary, agencies coordinate public warning and notification, evacuation routes, transportation assistance, sheltering, support for individuals with access and functional needs, animal considerations and public information. Emergency Management may activate the Emergency Operations Center (EOC) to support coordination, resource management, situational awareness and requests for mutual aid or state assistance. Reentry into affected areas will be coordinated by the Sheriff's Office, Incident Command and impacted jurisdictions once hazards have been mitigated.

5.2. Operational Priorities

Operational priorities are life safety, timely public warning, safe evacuation, support for access and functional needs population, sheltering and reentry.

5.3. Activation Triggers

This annex may be implemented when:

- Wildfire approaching populated areas
- Flooding from the nearby rivers
- Hazmat plumes
- Mass casualty/active shooter threats
- Strategic sheltering for extended outages (e.g., PSPS impacting home oxygen users)
- Major earthquake/volcano
- Acts of terrorism including bioterrorism
- Bomb threats
- Winter storms and destructive high winds

6. Operational Procedures

6.1. Determining Evacuation need:

Upon identification of a threat requiring evacuation:

- Assess the hazard and population at risk.
- Establish Incident Command or Unified Command.
- Notify the Sheriff's Office and Emergency Manager.
- Determine evacuation area and evacuation level.
- Initiate public warning and notification.
- Establish evacuation routes and traffic control.
- Coordinate transportation and shelter resources.
- Request mutual aid or state assistance as needed.

6.2. Determining evacuation levels

Evacuation levels are determined based on the level of threat and available resources to respond to an incident. The Gilliam County Sheriff will determine evacuation levels on site in coordination with the Incident Commander, most often the local Fire Chief. If the Incident Command believes that a threat necessitates an evacuation, they will request dispatch call the Sheriff's Office to have the area evacuated.

Gilliam County follows Oregon Department of Emergency Managements three levels of evacuation, [Be Ready, Be Set, Go Now!](#)

- **Level 1-BE READY** to evacuate: Prepare to evacuate and be aware of danger in the area. Stay informed, have your plan and go-kit ready and act early if you or your loved ones can't move early.
- **Level 2-BE SET** to evacuate: Be set to evacuate at a moment's notice, there is a significant amount of danger in the area. Follow your evacuation plan and grab your go-kit. Check news and radio for updates. Conditions change rapidly, leave if you feel unsafe.
- **Level 3-GO NOW!** Leave immediately, there is extreme danger in the area. Leave without delay, it is unsafe to stay. Do not stop to gather belongings or protect your home. Do not return until officials announce the area is safe.

6.3. Notification Methods

Gilliam County uses multiple methods to notify the public of evacuation orders, including OR-Alert, IPAWs, social media and door-to-door notifications when necessary. During a level 3 evacuation, door-to-door notifications are required. The Sheriff's Office coordinates evacuation notifications with support from local jurisdictions, fire agencies and Oregon State Police.

- **OR-Alert**
- **Door-to-Door Notifications**
- **IPAWS**
- **Social Media**

Messages should include, as much as possible, the hazard, affected areas, evacuation level, evacuation routes, shelter information, transportation assistance, animal sheltering information, emergency contact information and reentry instructions.

6.4. Evacuation Routes and Traffic Control

At the County level, priority evacuation routes are maintained depending on the incident. Whichever routes are taken will be determined by the Gilliam County Sheriff and First-Responders On-Scene depending on the incident. Primary routes are listed in Appendix C: Evacuation Routes.

The Gilliam County Sheriff's Office is responsible for traffic control and barricades at city entrances/critical intersections during an evacuation. The Gilliam County Road Department and City Public Works will assist as available during evacuations.

6.5. Transportation

If transportation assistance is needed for vulnerable residents during a widescale evacuation, the Gilliam County Emergency Manager will coordinate with County Partners including:

- Gilliam County Transportation
- Arlington School District Buses
- Condon School District/Mid-Columbia Bus

Gilliam County in coordination with impacted jurisdictions will establish rally points, or locations where citizens can meet public transportation for evacuation from the area.

6.6. Emergency Shelters/Rally Points

Emergency shelters and rally points will be determined based on incident location, size, and needs of evacuees. A list of potential shelters for each city is located in Appendix B. If Gilliam County residents must evacuate and they cannot remain in Gilliam County, the following are locations citizens may evacuate to based on where they live:

- **Arlington:** The Dalles, Boardman or Condon
- **Condon:** Fossil, Wasco, Arlington, Heppner
- **Lonerock:** Condon, Heppner

6.7. AFN Considerations

Gilliam County will coordinate with Public Health, Senior and Family Services, Gilliam County Transportation, school district and partner organizations to support individuals with access and functional needs during evacuations. Assistance may include outreach, transportation, translation services, sheltering support, and door-to-door notification during Level 3 evacuations.

6.8. Reentry Operations

Reentry into evacuated areas will occur only after hazards have been mitigated and the area has been determined safe for public access. Reentry decisions will be coordinated by the Sheriff's Office, Incident Command and affected jurisdictions. Reentry may occur in phases based on infrastructure conditions, utility restoration, public safety concerns and ongoing response activities.

7. Animal Considerations

When evacuations occur, reasonable efforts should be made to accommodate household pets, service animals and livestock. Public information regarding evacuations, transportation and sheltering should include information on animal accommodation whenever available.

Gilliam County will coordinate with local veterinary providers, the Oregon Humane Society, Oregon State University Extension, the Gilliam County Fairgrounds and the Oregon Department of Agriculture as needed to support animal evacuation, sheltering

and care operations. Animal response activities will be coordinated through ESF-11 Agriculture, Animals and Natural Resources and supporting partner agencies.

8. Direction and Control

Evacuation operations will be managed under the National Incident Management System (NIMS) and Incident Command System (ICS). The Gilliam County Sheriff's Office serves as the lead agency for evacuation operations and will coordinate with Incident Command, Emergency management, affected jurisdictions, and partner agencies as appropriate. The Emergency Operations Center (EOC) may be activated to support coordination, resource management, situational awareness and requests for mutual aid or state assistance.

9. Administration and Support

Incident costs shall be documented in accordance with county procedures. Agencies involved in evacuation operations should maintain records related to personnel assignments, resource utilization, transportation activities, shelter operations, contracts, procurement actions and mutual aid resources. Documentation should support reimbursement, cost recovery and after-action activities.

10. Annex Development and Maintenance

The Gilliam County Emergency Manager is responsible for coordinating the review, update, and maintenance of this annex in collaboration with the Gilliam County Sheriff's Office and supporting agencies.

11. Supporting Plans

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- State of Oregon Emergency Operations Plan
- National Response Framework
- FEMA Community Lifeline

12. Appendices

Appendix A: Evacuation Checklist

Appendix B: Evacuation Center Locations/Rally Points

Appendix C: Evacuation Routes

Appendix A – Evacuation Checklist

Gilliam COUNTY EVACUATION CHECKLIST	
NOTIFICATION AND INITIAL ACTIONS	
Task	Date/Time completed
Determine the need for evacuation with the Incident Commander, City Leadership, Local Law Enforcement, Local Fire, Gilliam County Sheriff's Office and Gilliam County Emergency Management.	
Determine if shelter-in-place is a safer protective action than evacuation.	
Contact Gilliam County Emergency Manager to advise of potential or confirmed evacuation.	
Notify 911 Dispatch of evacuation intent and request support for alerting.	
Contact City Leadership, including Mayor, City Council and City Department Heads.	
Establish Unified Command if the incident crosses jurisdictional boundaries.	
Work with Gilliam County Sheriff to identify if the evacuation is voluntary, Level 1 (Be Ready), Level 2 (Be Set), or Level 3 (Go Now).	
Work with local first responders, City Leadership and Gilliam County Sheriff to establish evacuation areas.	
Determine estimated number of evacuees.	
Document the incident location, population at risk and any vulnerable or access/functional needs (AFN) residents.	
Public Warning and Communications	
Issue an OR-Alert/(Everbridge) in English and Spanish with: -Nature of Hazard -Evacuation level and affected area -Safe evacuation routes and shelter/rally point locations -Instructions for animals, AFN and transportation assistance.	
Post evacuation routes and shelter information on County Social Media and in pertinent locations around the impacted City.	
Coordinate press releases and media updates.	
Ensure all messages are consistent across platforms	
Assign a designated spokesperson for the impacted Jurisdiction to coordinate with Gilliam County Emergency Management.	
Update local social media and County Website (if active).	
Monitor radio traffic and local media for situational updates.	
Log all communications (time, method, message summary).	
Gilliam County Sheriff conducts door to door notifications for Level 3 evacuation.	

Route and Traffic Management	
Identify primary evacuation routes. Primary Routes:	
Identify secondary evacuation routes. Secondary Routes:	
Coordinate traffic control points and barricades with: -Gilliam County Sheriff's Office -Oregon State Police	
Verify all routes are safe and unobstructed; note hazards (flooding, downed lines, debris). Pass hazards through OR-Alert and personal texts messages (if applicable).	
Ensure access routes for emergency vehicles remain open.	
Direct evacuees toward designated rally points or shelters.	
Transportation and Special Populations	
Identify residents without transportation, elderly, or those requiring mobility assistance.	
Coordinate with Gilliam County Emergency Management, Senior and Family Services and Public Health and elderly population support including notification, transportation and sheltering.	
Verify fuel availability for evacuation transportation resources.	
Coordinate transportation with Gilliam County Emergency Management and local volunteers.	
Coordinate transportation for nursing home and home health care clients.	
Document pickup points for assisted evacuation.	
Ensure medical transport for residents with health equipment (oxygen, mobility devices).	
Contact ODHS OREM and OHA for assistance with AFN and elderly population support and sheltering if needed.	
Shelter and Animal Care	
Establish a local shelter location: Primary:	
Secondary:	

Establish a local rally location: Primary:		
Secondary:		
If local shelters are full or unavailable, request County Coordination for: -Gilliam County Fairgrounds		
Ensure shelter accessibility (ADA, pets/service animals welcome).		
Work with Gilliam County Emergency Management and local volunteers for shelter amenities (food, water, sanitation needs).		
Notify the public of shelter and pet arrangements through OR-Alert and Perimeter.		
Coordinate with local veterinarians for animals and transport if needed.		
Security and Reentry		
Coordinate law enforcement patrols in evacuated zones to prevent looting or unauthorized entry.		
Maintain access control points until the all-clear is issued.		
Determine reentry timeline with Incident Command and County EOC.		
Notify public of reentry instructions via OR-Alert and PIO channels.		
Conduct damage assessment prior to reentry.		
Verify utilities are safe before reentry.		
Documentation and Recovery		
Record all notifications, actions and communications.		
Maintain a copy of all Citizen Alert/Perimeter messages.		
Capture copies/screenshots of all evacuation maps and public messaging.		
Document evacuation level changes and timestamps.		
Track resource use, personnel and expenditures for cost recovery.		
Participate in post-incident debrief with Gilliam County Emergency Management.		
Identify areas for improvement and update evacuation plan as needed.		
Quick Reference-Key Contacts		
Agency	Number	Date/Time
Gilliam County Emergency Management	541-351-9530	
Gilliam County Sheriff	541-351-9530	
Frontier Regional 911	911 541-384-2080	

Appendix B: Evacuation Centers/Rally Points

- **Gilliam County Fair Grounds**
601 N Washington St
Condon, OR 97823
Capabilities: Communications, internet, kitchen, large open spaces for large animals and parking, backup generator capabilities
- **Arlington School District**
Main Street
Arlington, OR 97812
Capabilities: Large building, kitchen, large open parking spaces, football field.
- **Condon Veteran's Memorial Hall**
120 S Main St
Condon, OR 97823
Capabilities: Large building, kitchen, centrally located
- **Gilliam County Offices/Gronquist Building**
1650 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, kitchen, internet, paved parking lot.
- **Arlington Mason's Hall**
50 Shane Drive
Arlington, OR 97812
Capabilities: Communications, kitchen, large building
- **NGCRFPD Fire Hall**
1500 Railroad Ave
Arlington, OR 97812
Capabilities: Communications, kitchen, internet, backup power, large parking lot.
- **SGCRFPD Fire Hall**
220 N Main St
Condon, OR 97823
Capabilities: Communications, kitchen, internet, backup power.
- **Arlington Churches**
- **Condon Churches**

Appendix C: Evacuation Routes

1. Arlington

- Interstate 84 East
- Interstate 84 West
- Highway 19 South
- Highway 74 North or South

Figure 1: Interstate 84 East

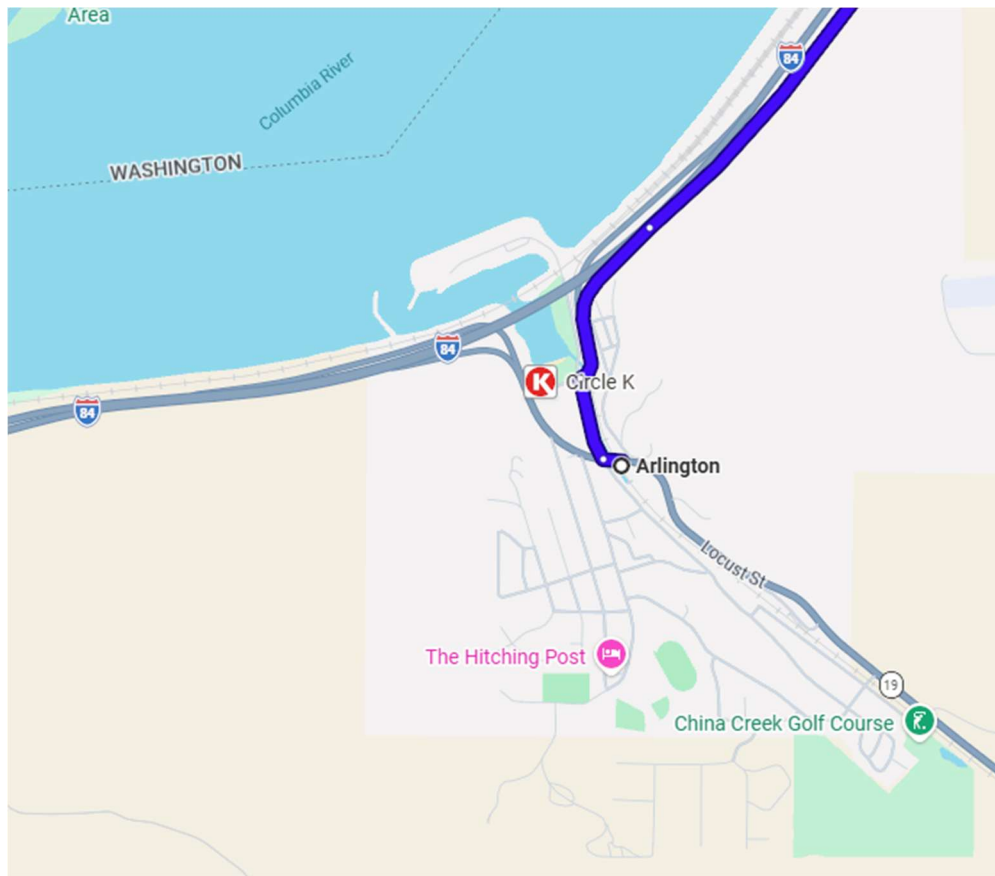


Figure 2 Interstate 84 West

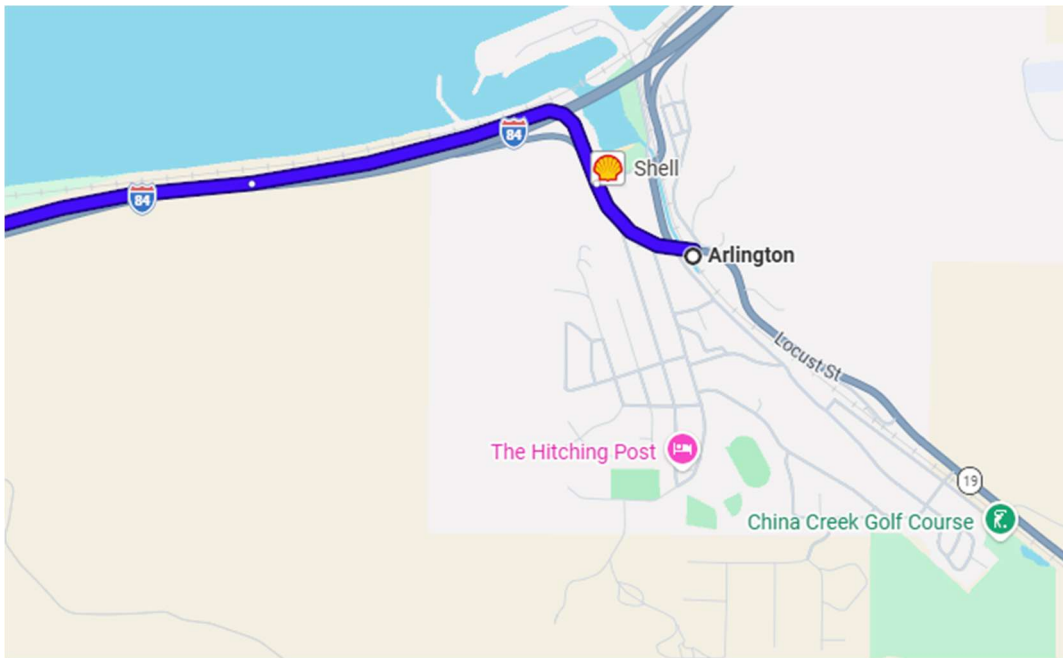
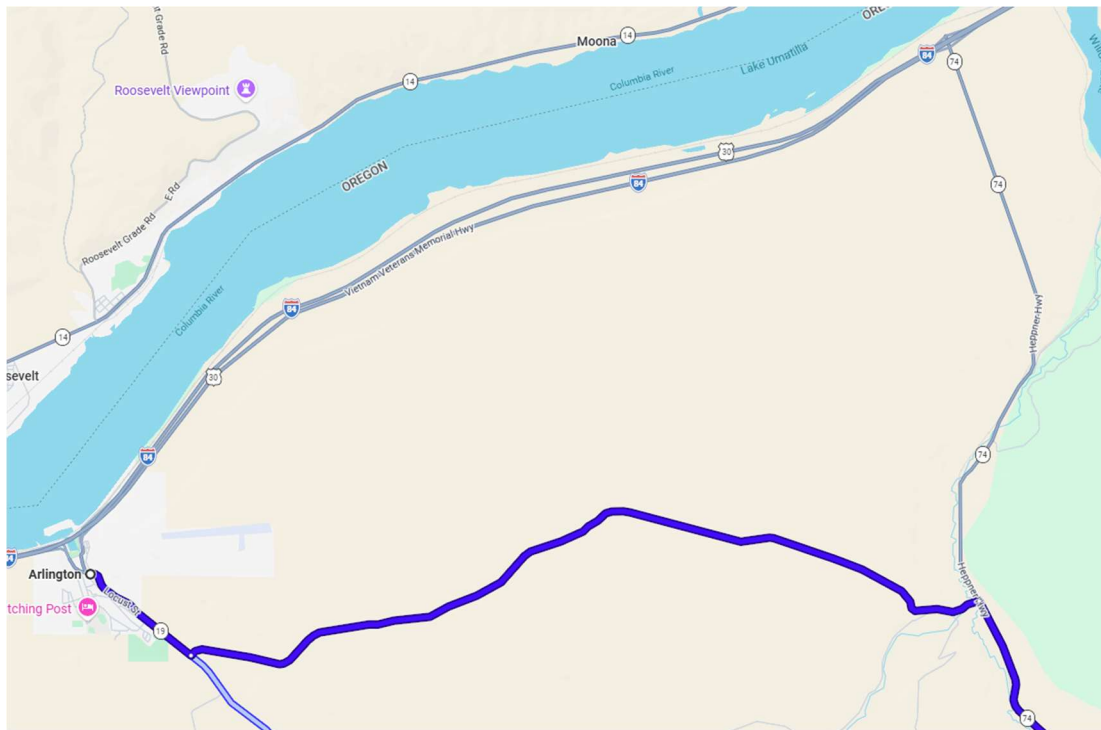


Figure 3 Highway 19 South



Figure 4: Highway 74



2. Condon

- Highway 19 North
- Brown Lane North
- Highway 19 South
- Highway 206 West
- Highway 206 East
- Snipion Canyon Lane West

Figure 5 Highway 19 North

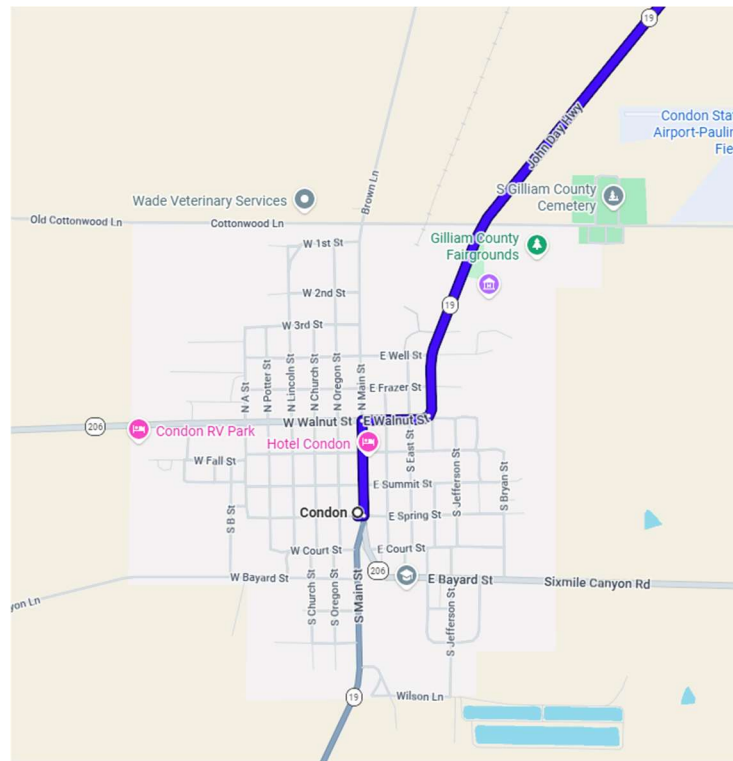


Figure 6 Brown Lane North

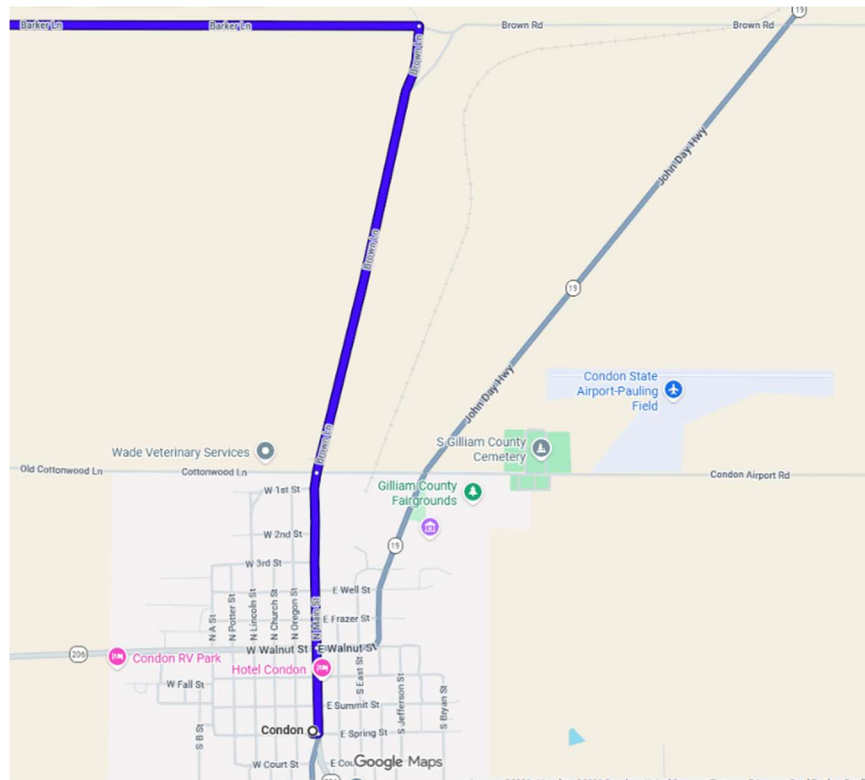


Figure 7 Highway 19 South

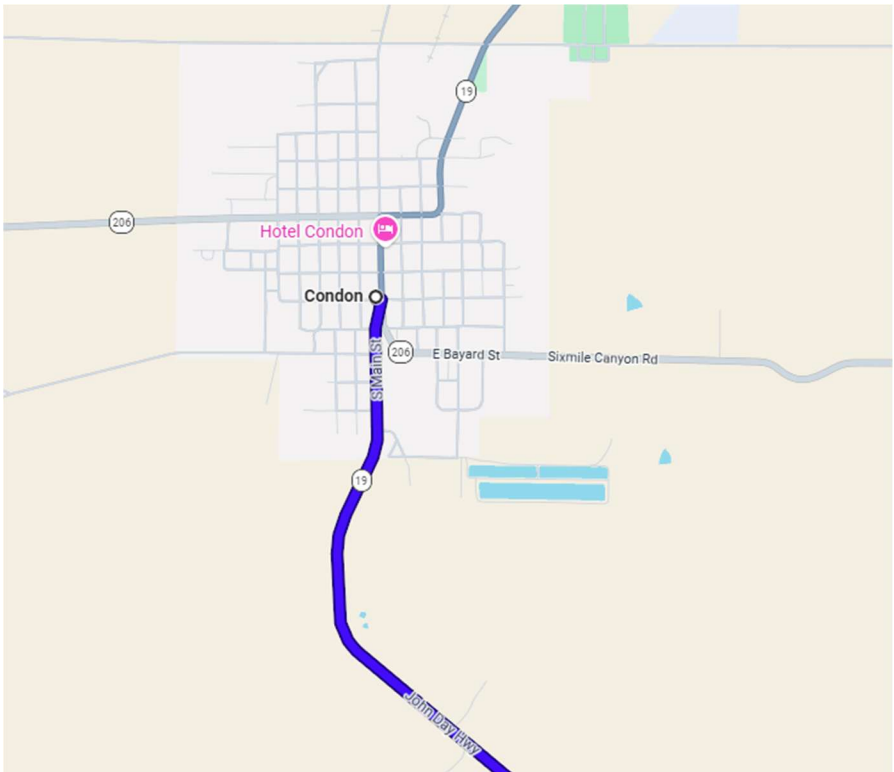


Figure 8 Highway 206 West

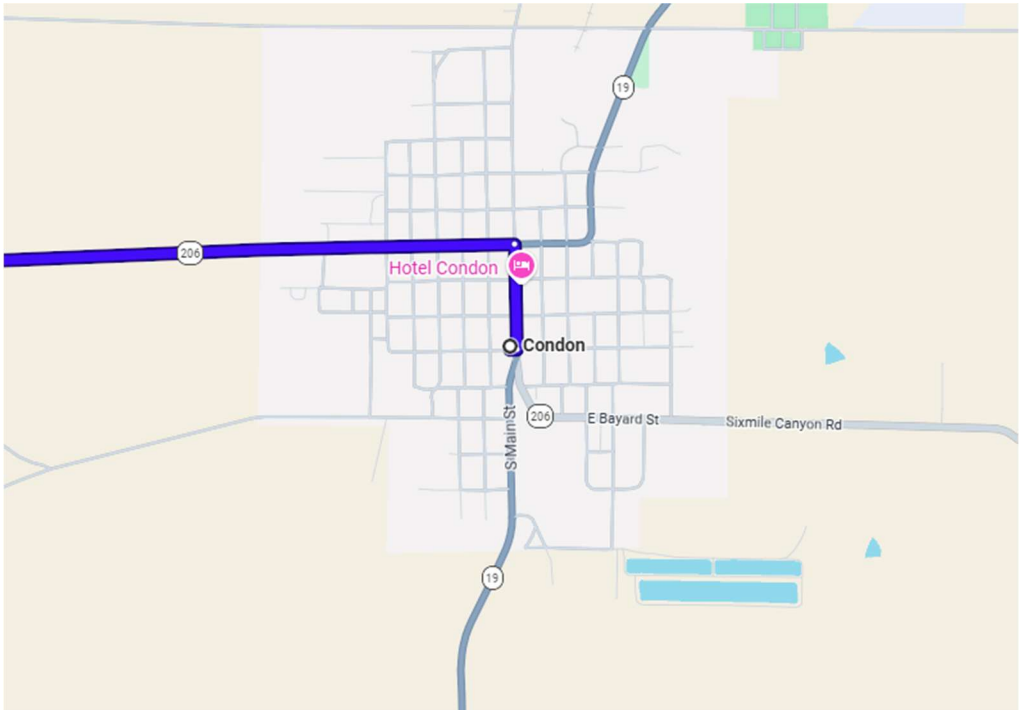


Figure 9 Highway 206 East

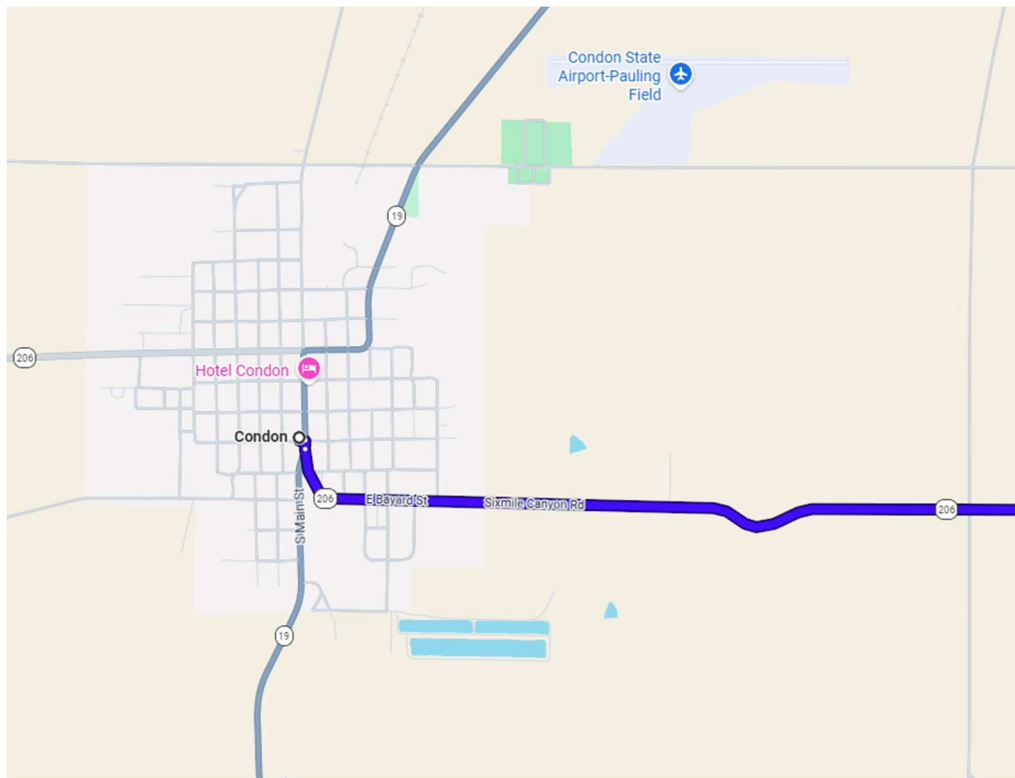
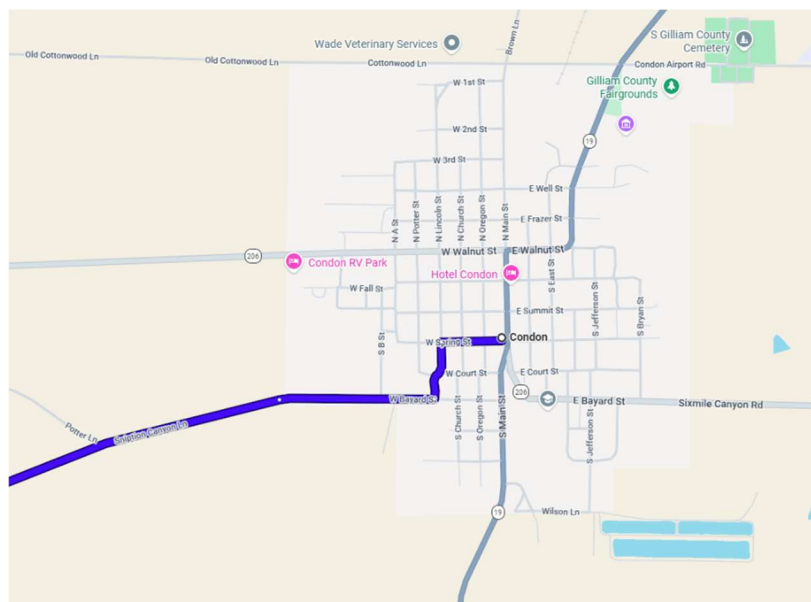


Figure 10 Snipction Canyon Lane West



3. Lonerock

- Lonerock Rd West
- Lonerock Rd South
- Buttermilk Canyon Rd North

Figure 10 Lonerock Rd West

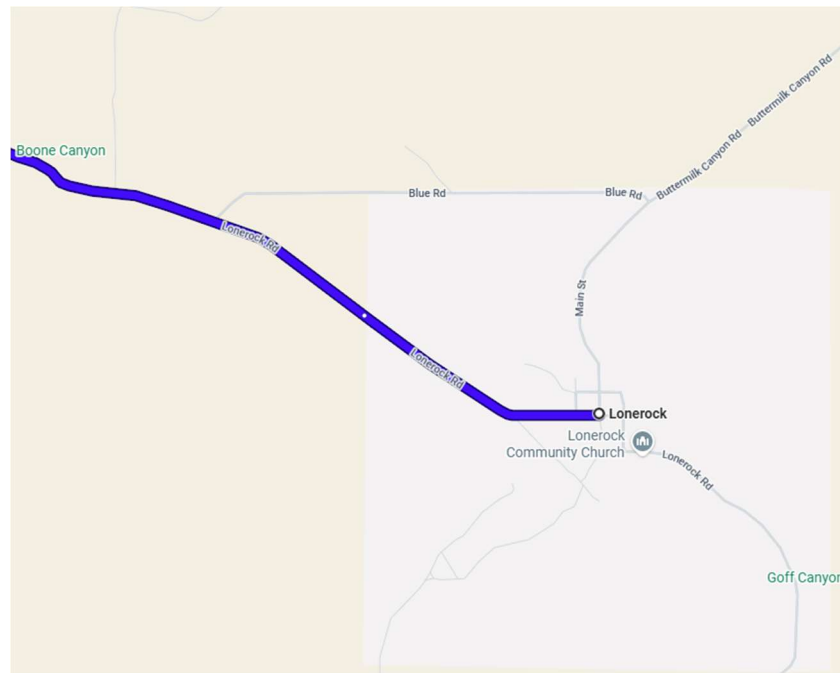


Figure 11 Buttermilk Canyon Road North

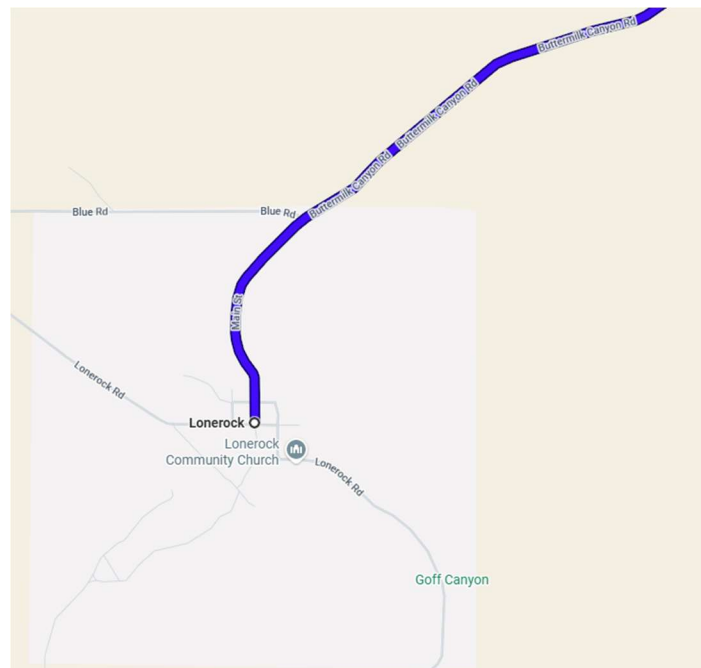
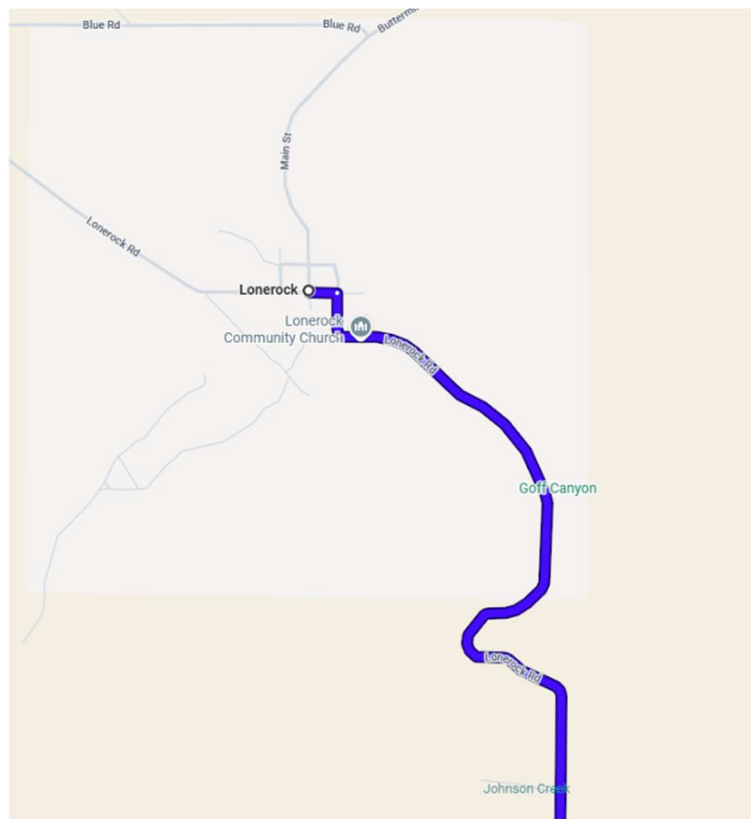


Figure 7.10 Lonerock Road South



SA – 2

Mass Fatality Management

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Mass Fatality Annex Tasked Agencies	
Primary Agencies	Gilliam County Emergency Management Gilliam County Medical Examiner
Supporting Agencies	Gilliam County Sheriff's Office Gilliam County Public Health Gilliam County District Attorney Gilliam County Road Department Fire Districts EMS Providers Community Counseling Solutions Regional Hospitals Funeral Homes and Mortuary Services
Adjunct Agencies	Oregon Department of Emergency Management Oregon Health Authority Oregon Department of Human Services (ODHS) Office of Resilience and Emergency Management Oregon State Medical Examiner Oregon State Police Oregon State Fire Marshal Oregon Department of Transportation Oregon State Sheriff's Association Oregon Funeral Directors Association

1. Purpose and Scope

1.1. Purpose

This annex establishes the framework for coordinating mass fatality management operations in Gilliam County. It provides guidance for recovery, identification, transportation, storage and final disposition of human remains resulting from an incident that exceeds normal local capabilities.

This annex supports the Basic Plan and is intended to protect public health, preserve evidence, ensure dignified treatment of the deceased, and provide timely information and assistance to survivors and families.

1.2. Scope

This annex applies to any incident resulting in fatalities that exceed the routine capabilities of local responders, medical facilities, funeral homes or the County Medical Examiner and/or the Medical Examiner assigned to Gilliam County under Oregon's Medical Examiner System.

Examples include:

- Transportation accidents involving multiple fatalities.
- Wildfires
- Structural collapses

- Hazardous materials incidents
- Extreme weather events
- Public health emergencies
- Mass casualty incidents
- Terrorism or criminal acts
- Aircraft accidents
- Cascading regional disasters impacting funeral and mortuary services.

2. Policies and Authorities

Mass fatality operations will be conducted in accordance with applicable federal and state laws, Oregon Medical Examiner statutes, county ordinances and the Gilliam County Emergency Operations Plan. The County Medical Examiner maintains statutory authority over death investigations and the disposition of human remains. Requests for state assistance will be coordinated through the Oregon Emergency Response System (OERS) and the Oregon Department of Emergency Management.

3. Situation and Assumptions

3.1. Situation

Gilliam County is a rural county with limited medical, mortuary, and emergency response resources. Fatality incidents may occur along Interstate 84, major highways, agricultural operations, industrial facilities or during natural disasters. Local resources may be rapidly overwhelmed by incidents involving multiple fatalities. Gilliam County has limited mortuary capabilities and relies on regional funeral and mortuary providers to support death care services. Local storage and processing capacity may be quickly exceeded during a mass fatality incident.

Gilliam County utilizes Deputy Medical Examiners to assist with death investigations and initiate fatality management activities. Due to the county's rural location and limited local resources, Medical Examiner services are provided through a regional system. The Medical Examiner assigned to Gilliam County also serves Hood River, Wasco, Sherman and Wheeler Counties, and may require additional state support during large-scale incidents involving multiple fatalities.

3.2. Assumptions

- The County Medical Examiner retains legal authority over human remains investigations.
- Local funeral home and mortuary resources may be insufficient during a large incident.
- Additional refrigerated storage may be required.
- State assistance may be needed for victim identification, family assistance, and temporary morgue operations.

- Fatalities may involve county residents, visitors, commercial travelers, or interstate transportation passengers.
- Family reunification and victim identification may require support from state and federal agencies.
- Incidents may require mutual aid and state assistance through the Oregon Emergency Response System.
- Recovery, identification and release of remains may continue for an extended period and may require multiple operational periods.

4. Roles and Responsibilities

4.1. Medical Examiner System

- Death investigations
- Identification of decedents
- Determination of cause and manner of death
- Coordination with law enforcement and state forensic resources.
- Authorization for release of human remains.
- Deputy Medical Examiners may conduct initial scene assessments, documentation, and investigative activities and coordinate findings with the Medical Examiner.

4.2. Gilliam County Emergency Management

- EOC coordination.
- Resource requests
- State assistance requests through OERS
- Coordination of temporary morgue and Family Assistance Center facilities.
- Coordination with supporting agencies
- Situational awareness and reporting.

4.3. Gilliam County Sheriff's Office

- Scene security.
- Evidence preservation.
- Missing persons investigations
- Coordination with Medical Examiner
- Traffic and access control.
- Selected deputies serve as Deputy Medical Examiners

4.4. Gilliam County District Attorney

- Provide legal guidance during criminal investigations

- Coordinate with the Medical Examiner and law enforcement regarding evidentiary matters.
- Support prosecution arising from criminal incidents, when applicable.

4.5. Gilliam County Public Health

- Public health guidance
- Behavioral health coordination
- Family support coordination.
- Coordination with state health officials.
- Coordinate public health messaging.

4.6. Gilliam County Road Department

- Traffic control support
- Road closures and barricades
- Heavy equipment support
- Debris removal and access restoration

4.7. Fire Districts

- Fire suppression
- Rescue and recovery support
- Search operations
- Hazard mitigation
- Responder rehabilitation and safety

4.8. EMS Providers

- Assist with triage and patient care.
- Coordinate patient transportation
- Maintain patient tracking
- Notify the Medical Examiner of fatalities as appropriate.

4.9. Community Counseling Solutions

- Coordinate behavioral health, spiritual care and crisis counseling services.
- Assist with establishment of Family Assistance Centers
- Coordinate disaster behavioral health resources.

4.10. Regional Hospitals

- Patient care
- Patient tracking
- Hospital surge coordination

- Coordination of victim identification information.

4.11. Funeral Homes and Mortuary Services

- Transportation of remains
- Mortuary services
- Final disposition coordination
- Support to Medical Examiner operations

4.12. Oregon Health Authority

- State fatality management support.
- Public health resources.
- Behavioral health support.
- Coordinate public health support.

4.13. Oregon Department of Human Services (ODHS) Office of Resilience and Emergency Management (OREM)

- Coordinate state human services support
- Assist with coordination of emergency shelters and Family Assistance Centers.
- Coordinate access and functional needs (AFN) support services.
- Assist with disaster case management and unmet needs coordination.
- Coordinate with local, state, voluntary and nonprofit partners supporting affected individuals and families.

4.14. Oregon State Medical Examiner

- Forensic specialists
- Disaster mortuary coordination
- Victim identification support.
- Temporary morgue assistance.
- Coordinate federal mortuary resources when necessary

4.15. Oregon Department of Emergency Management

- Coordinate state resource support.
- Facilitate requests through the Oregon Emergency Response System (OERS).
- Coordinate interagency assistance.
- Assist with emergency declarations and resource tracking.
- Coordinate state-level situational awareness and reporting.

4.16. Oregon State Police

- Support death investigations.

- Assist with victim identification efforts.
- Provide law enforcement support and scene security.
- Coordinate with the Oregon State Medical Examiner.

4.17. Oregon State Fire Marshal

- Coordinate statewide fire service resources
- Support fire related death investigations
- Provide scene security assistance

4.18. Oregon Department of Transportation

- Support traffic control and transportation corridor management.
- Support detour planning and roadway access.

4.19. Oregon State Sheriff's Association

- Coordinate mutual aid law enforcement resources.
- Provide qualified personnel, including Incident Command, Public Information Officers and other specialty positions, as requested.

5. Concept of Operations

5.1. General

Mass fatality operations will be managed using the National Incident Management System (NIMS) and Incident Command System (ICS).

The County Medical Examiner is responsible for death investigations and certification of deaths as prescribed by Oregon Law.

The Emergency Operations Center (EOC) may be activated to coordinate support activities, resource requests, public information and assistance from state and federal partners.

5.2. Operational Priorities

- Protect responder safety.
- Preserve evidence and maintain chain of custody.
- Recover and document human remains.
- Support victim identification efforts.
- Provide respectful and dignified care of the deceased.
- Support family assistance and reunification.
- Coordinate temporary storage and transportation.
- Facilitate final disposition of remains.
- Respect cultural, religious, and family considerations whenever operationally feasible.

5.3. Activation Triggers

This annex may be implemented when:

- Any incident resulting in 5 or more fatalities or where local mortuary resources are expected to be exceeded.
- Fatalities exceed local investigative or mortuary capabilities.
- Multiple agencies are involved in recovery operations.
- Temporary morgue facilities are needed.
- State assistance is requested.
- A Family Assistance Center is established.

5.4. Gilliam County Fatality Management Escalation Process

Mass fatality incidents will be managed using a tiered response approach. Local resources will be utilized first, followed by regional, state, and federal resources as needed.

Deputy Medical Examiner(s)

↓

Regional Medical Examiner

↓

Oregon State Medical Examiner

↓

Oregon Department of Emergency Management And Oregon Funeral Directors Association (OFDA)

↓

Federal Disaster Mortuary Operational Response Team (DMORT), if required.

6. Operational Procedures

6.1. Initial Response

Upon notification of a mass fatality incident:

- Secure the scene.
- Establish Unified Command as appropriate.
- Notify the Medical Examiner.
- Activate the EOC as needed.
- Assess fatality numbers and anticipated resource requirements.
- Initiate state notification through OERS if local resources may be exceeded.
- Coordinate hospital surge information with the receiving hospital(s), Public Health, and the Emergency Operations Center. If local hospitals are unable to meet patient demand, coordinate regional patient distribution through hospital emergency management and EMS.

For incidents involving multiple fatalities, Deputy Medical Examiners may conduct initial investigative activities and coordinate directly with the County Medical Examiner. If the incident exceeds local or regional Medical Examiner capabilities, assistance may be requested from the Oregon State Medical Examiner Division. The State Medical Examiner may coordinate additional forensic, mortuary, victim identification, or Disaster Mortuary Operational Response Team (DMORT) resources as needed.

6.2. Recovery Operations

Responders shall:

- Document recovery locations.
- Photograph remains when appropriate.
- Maintain chain of custody.
- Preserve personal effects.
- Coordinate closely with investigators.

6.3. Temporary Storage

If local mortuary capacity is exceeded:

- Refrigerated storage units may be requested.
- Temporary holding facilities may be established.
- Human remains shall be stored in accordance with applicable laws and public health guidance.

Mass burial or cremation shall not occur except under extraordinary circumstances and in accordance with state law.

6.3.1. Temporary Morgue Site Selection

Potential temporary morgue locations may include county-owned facilities, public works facilities, fairgrounds or other facilities capable of providing secure access, environmental control and privacy. Site selection will be coordinated by the Medical Examiner, Sheriff's Office and Emergency Management. Potential sites are located in Appendix III of the Gilliam County EOP, Emergency Facilities Inventory.

6.4. Mortuary Services

Gilliam County relies on regional funeral and mortuary providers for death care services. Sweeney-Payton Mortuary in Heppner serves as the county's primary mortuary resource. Local mortuary capacity may be exceeded during a mass fatality incident, requiring assistance from regional, state or federal resources.

6.5. Victim Identification

Identification methods may include:

- Fingerprints

- Dental records
- Medical records
- DNA analysis
- Visual identification when appropriate

The Medical Examiner is responsible for confirming identifications.

6.6. Family Assistance Centers

The County may establish a Family Assistance Center (FAC) to:

- Provide information and assistance to families.
- Support family reunification efforts.
- Coordinate victim and missing person information.
- Provide behavioral health and crisis counseling services.
- Facilitate communication between families and investigators.
- Connect families with available support services and community resources.

Gilliam County Emergency Management will coordinate Family Assistance Center activation in partnership with the Gilliam County Public Health Department, Community Counseling Solutions, the Oregon Department of Human Services (ODHS) and other agencies as appropriate. The Emergency Manager, in coordination with Unified Command and the Medical Examiner, will determine whether a Family Assistance Center should be activated based on the scope of the incident, anticipated family needs, the number of fatalities or missing persons and the expected duration of operations.

Family Assistance Centers should be established away from media activities and out of direct view of recovery operations whenever possible. Potential FAC locations are identified in Appendix III: Emergency Facilities Inventory of the Gilliam County Emergency Operations Plan.

7. Direction and Control

Mass fatality operations will be managed using NIMS and ICS. The Medical Examiner retains statutory authority for death investigation, victim identification, and release of remains. Unified Command should be established whenever multiple agencies have jurisdictional or functional responsibilities. As state resources arrive, Unified Command should expand to incorporate assisting agencies while maintaining the Medical Examiner's statutory authority over death investigations.

8. Communications

Communications will follow the Basic Plan and ESF-2.

Information sharing may occur among:

- Incident Command
- Medical Examiner

- Law Enforcement
- Hospitals
- Public Health
- Oregon State Medical Examiner Division
- Oregon Department of Emergency Management

Personally identifiable information and victim information shall be protected in accordance with applicable laws and policies.

9. Public Information

Public information activities will be coordinated through the Joint Information System (JIS) and Joint Information Center (JIC), when activated.

Information released to the public may include:

- Incident status.
- Family assistance information.
- Public health information.
- Available support services.

Names of deceased individuals will not be released until notification of next of kin has occurred and authorization is provided by the responsible authority. Fatality information shall be coordinated with the Medical Examiner, Sheriff's Office and Joint Information Center prior to public release.

10. Administration and Support

Incident costs shall be documented in accordance with county procedures.

Agencies shall maintain records regarding:

- Fatality recovery operations.
- Personnel assignments.
- Resource utilization
- Transportation activities.
- Contracts and procurement.
- Victim tracking and chain of custody documentation.

Resources that may be requested include:

- Refrigerated trailers.
- Temporary morgue equipment.
- Forensic specialists.
- Victim identification teams.
- Behavioral health resources.
 - Community Counseling Solutions behavioral health and chaplain services
- Family assistance personnel.

- State and federal mortuary support assets.

Additional mortuary support may be requested through the Oregon Funeral Directors Association (OFDA), Oregon State Medical Examiner division or other state-coordinated resources. Emergency Management shall maintain and periodically update contact lists, mutual aid resources, Family Assistance Center partners and resource inventories.

10.1. Disaster Mortuary Operational Response Team (DMORT)

The Disaster Mortuary Operational Response Team (DMORT) is a federal resource that provides mortuary, forensic, victim identification and family assistance support during incidents that exceed local and state capabilities. Requests for DMORT assistance are coordinated through the Oregon State Medical Examiner Division and the Oregon Department of Emergency Management. Due to mobilization requirements, DMORT resources may not be immediately available and should be considered a supplemental resource for large-scale or extended operations.

11. Annex Development and Maintenance

The Gilliam County Emergency Manager is responsible for coordinating review and maintenance of this annex in collaboration with the Medical Examiner, Sheriff's Office, Public health, Fire agencies, EMS providers and other stakeholders.

The annex should be reviewed annually and following exercises, incidents, or significant changes in laws, procedures or capabilities.

12. Supporting Plans

The following plans and procedures are currently in place:

- Gilliam County Emergency Operations Plan
- Community Counseling Solutions Support Center Plan
- State of Oregon Emergency Operations Plan
- National Response Framework
- FEMA Community Lifeline

13. Appendices

Appendix A: Mass Fatality Incident Checklist

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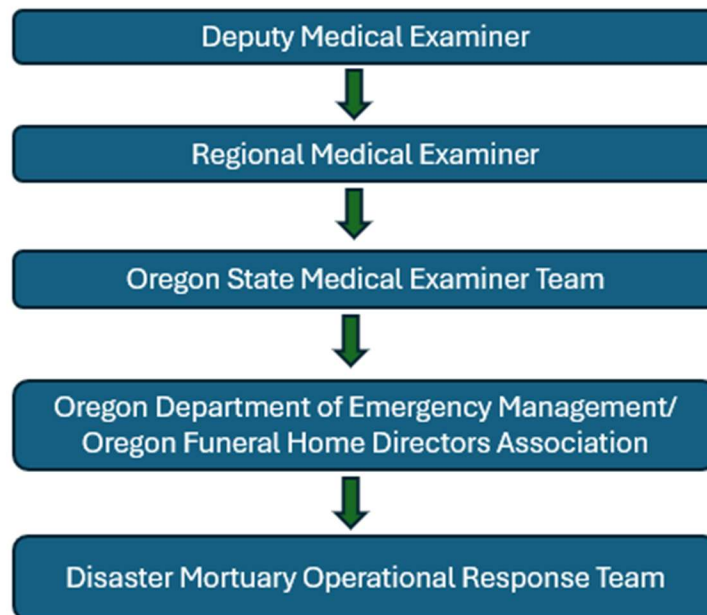
Appendix A – Mass Fatality Incident Checklist

Gilliam County Mass Fatality Management Checklist	
Actions	Date/Time:
Complete page 1 of Gilliam County Initial Emergency Response Checklist	
Activate this checklist when: • Five or more fatalities are confirmed or anticipated. • The Medical Examiner requests additional support. • Local mortuary resources may be exceeded. • A Family Assistance Center may be required.	
Initial Actions (0-2 Hours)	Date/Time:
Notification and Command	
Confirm the incident location and nature of event.	
Assess the situation. (What are we doing to protect people?)	
Establish Incident Command and identify Incident Commander.	
Determine if Unified Command is needed and establish.	
Assess responder safety concerns.	
Establish operational objectives.	
Determine whether public protective messaging is required.	
Contact Deputy Medical Examiners.	
Contact Gilliam County Medical Examiner.	
Scene Management	
Secure the incident scene.	
Establish access and traffic control points.	
Preserve evidence and potential crime scene considerations.	
Establish responder accountability procedures.	
Identify hazards affecting recovery operations.	
Situational Assessment	
Estimate number of fatalities.	
Estimate number of injured survivors.	
Determine if fatalities exceed normal local capabilities.	
Determine estimated number of uncovered remains.	
Determine whether recovery operations are expected to continue beyond one operational period.	
Identify immediate resource shortfalls.	
Consider EOC activation.	
Consider implementation of the Mass Fatality Annex.	
Save all response actions, messages and receipts for incident cost recovery and documentation.	
Incident Specific Action:	
Incident Specific Action:	

Coordination Actions (2-8 Hours)	
Emergency Operations Center	
Activate EOC (if needed)	
Assign EOC positions as appropriate.	
Establish incident briefing schedule.	
Begin situational reporting.	
State Notification	
Notify OERS if state assistance may be required.	
Request Oregon Emergency Management support if needed.	
Request public health support if needed.	
Request Oregon State Medical Examiner Division assistance if local identification, storage or investigative capacity may be exceeded.	
Fatality Management	
Confirm Medical Examiner has been notified.	
Determine local mortuary capacity.	
Determine transportation requirements for remains.	
Determine whether a temporary morgue site is required.	
Identify and evaluate potential temporary morgue locations.	
Assess need for temporary refrigerated storage.	
Assess need for victim identification assistance.	
Ensure chain of custody procedures are being followed.	
Resource Coordination	
Identify personnel needs	
Identify Equipment needs.	
Identify communications needs.	
Track all resource requests and assignments.	
Family and Public Information	
Emergency Manager determines whether a Family Assistance Center is needed.	
Assign lead agency for Family Assistance Center Operations.	
Coordinate behavioral health resources.	
Coordinate family reunification activities.	
Establish procedures for handling missing-person inquiries.	
Establish process for next-of-kin notifications.	
Identify agency responsible for notification coordination.	
Public Information	
Designate a Public Information Officer	
Develop key public messaging.	
Coordinate information release through JIS/JIC if activated.	
Ensure next-of-kin notifications occur before release of victim names.	
Monitor rumors and misinformation.	
Incident Specific Action:	

Extended Operations (8-72 Hours)	
Operational Coordination	
Conduct regular command and EOC briefings.	
Update fatality estimates.	
Track identification and release status.	
Coordinate ongoing recovery operations.	
Coordinate mutual aid resources.	
Monitor responder fatigue and behavioral health concerns.	
Request DMORT through Oregon State Medical Examiners Division if the incident is overwhelming State capacity.	
Documentation	
Maintain incident logs.	
Track costs and expenditures.	
Document resource requests.	
Document significant decisions and actions.	
Preserve records for reimbursement and after-action review.	
Recovery and Transition	
Confirm all remains have been recovered.	
Coordinate release of remains through Medical Examiner.	
Demobilize temporary facilities.	
Return borrowed resources.	
Conduct responder debriefing.	
Conduct hotwash and after-action review.	
Identify corrective actions.	
Update plans and procedures as needed.	

Gilliam County Fatality Management Escalation Process



JOINT RESOLUTION JR2026-01

GILLIAM COUNTY AND CITY OF CONDON

WHEREAS, the Gilliam County and the City of Condon have established similar programs of comprehensive emergency management, which include the mitigation, preparedness, response, and recovery phases of emergency management; and

WHEREAS, the County and City find that vulnerability to many potential hazards is shared by residents of Condon and the unincorporated portions of Gilliam County; and

WHEREAS, the County and City further find that the common goal of emergency management can best be achieved through an organization which shares the combined resources of the County and the City; NOW, THEREFORE,

BE IT RESOLVED that there is hereby established the Gilliam County Emergency Management organization which shall consist of officers and employees of the County and the City as designated in an interjurisdictional emergency management plan, together with such organized volunteer groups as that plan may specify; and

BE IT FURTHER RESOLVED THAT the Gilliam County Judge shall appoint an Emergency Management Director to coordinate all aspects of the joint comprehensive emergency management, including the preparation and maintenance of an interjurisdictional emergency management plan for Gilliam County and the City of Condon in accordance with this resolution.

RESOLVED this ____ day of _____, 2026.

Mayor, City of Condon

County Judge, Gilliam County

ATTEST:

City Recording Secretary

County Recording Secretary

LEASE AGREEMENT

Between
Condon School District 25J
and
The City of Condon

THIS LEASE is between Board of Education of the **Condon School District 25J** (“Lessor”) and **City of Condon**, a municipal corporation of the State of Oregon (“Lessee”).

RECITALS

- A. Lessor is the owner of real property and all buildings and improvements on the property described on Exhibit “A” attached hereto and incorporated herein (“Real Property”).
- B. The parties desire to enter into this Lease of the Real Property to allow Lessee to use the property to utilize the pool facilities and operate aquatic programs.
- C. **WHEREFORE**, the parties agree to enter into to this Lease for the Real Property according to the following terms and conditions:

THEREFORE, THE PARTIES AGREE AS FOLLOWS:

- 1. **Term.**
 - a. **Initial Term.** This Lease shall commence on October 1, 2026. The term of this Lease shall be for a period of **1 (one)** year and shall terminate on September 30, 2027.
- 2. **Rent.** Lessee shall pay Lessor \$1.00 each year for use of the Real Property.
- 3. **Use of Premises.**
 - a. Lessee agrees that:
 - i. Lessee is leasing the Real Property for the purpose utilizing the pool facilities.
 - ii. Lessee shall not make any unlawful or offensive use of the Real Property and shall comply all relevant state and federal statutes, ordinances, rules, regulations and laws now in effect or hereafter enacted.
 - b. Lessor agrees that:
 - i. Lessor will not take any action which interferes with Lessee’s lawful use of the Real Property.
- 4. **Maintenance of the Real Property.** Lessee shall be responsible to maintain the Real Property in good condition and suitable for the purposes of this Lease as outlined herein.

5. **Lessor Covenant.** Lessor warrants and covenants that to best of Lessor's knowledge, there are no hazards, conditions or circumstances present upon the Real Property which impose any unreasonable risk of harm or injury to Lessee, Lessee's employees, or the public. Lessor further warrants and covenants that the Real Property is compliant with county, state and federal laws regarding pollution control and the use of hazardous materials and toxics in the land.
6. **Condition of Property at Lease Termination.** Upon expiration of the Lease term or earlier termination on account of default, Lessee shall deliver all keys to Lessor and surrender the Real Property in the same or better condition as at the beginning of the Lease Term, reasonable wear and tear, casualty loss and Lessor caused damage excepted, and broom clean.
7. **Fixtures and Improvements.** During the term of the Lease, Lessee may install trade fixtures, improvements and appropriate signs within or upon the Real Property, provided that they do not compromise the value or usefulness of the Real Property. Upon termination or expiration of the Lease, all trade fixtures, improvements and signs may be removed by Lessee, provided that such removal does not cause material harm or damage to the property, and Lessee pays costs and expenses associated with the removal and repair of the property made necessary thereby.
8. **Damage to Real Property.** If at any time during the term of this Lease, the Real Property becomes unusable for Lessee's purposes as established by this Lease at no fault of the Lessee, Lessee may terminate the Lease immediately by providing written notice to Lessor in accordance with Section 14.
9. **Subrogation.** Neither the lessor nor the lessee shall be liable to the other for loss arising out of damage to or destruction of the leased premises, or the building or improvements of which the leased premises are a part or with which they are connected, or the contents leased any thereof, when such loss is caused by any of the perils which are or could be included within or insured against by a standard form of fire insurance with extended coverage, including sprinkler leakage insurance, if any. All such claims for any and all loss, however caused, hereby are waived. Such absence of liability shall exist whether or not the damage or destruction is caused by the negligence of either lessor or lessee or by any of their respective agents, servants or employees. It is the intention and agreement of the lessor and the lessee that the rental reserved by this lease has been fixed in contemplation that each party shall fully provide his own

insurance protection at his own expense, and that each party shall fully provide his own insurance protection at his own expense, and that each party shall look to his respective insurance carriers for reimbursement of any such loss, and further, that the insurance carriers shall not be entitled to subrogation under any circumstance against any party to this lease. Neither the lessor nor the lessee shall have any interest or claim in the other's insurance policy, or the proceeds thereof, unless specifically covered therein as a joint assured.

10. Property and Liability Insurance.

- a. Lessee will carry and maintain insurance against direct physical loss of all owned real property described on Exhibit "A" attached. Lessee shall be responsible for purchasing property insurance as Lessee sees fit to insure property not owned by the Lessor and at Lessee's own cost.
- b. Lessee shall carry liability insurance; such insurance shall provide \$2,500,000 in coverage per occurrence. Liability insurance shall include general casualty, bodily injury, personal injury and/or property damage. Liability insurance should include coverage for damages caused by a tort, personal injury or other wrongful acts.
- c. Lessee shall add the Condon School District as an Additional Insured onto such liability insurance policy and provide a certificate of insurance showing Condon School District, its officers, agents, employees, successors, assigns, and authorized representatives are listed as an Additional Insured.
- d. Lessor shall also maintain liability insurance in the amount of \$2,500,000 per occurrence to cover the Real Property. Lessor shall name Lessee as an additional insured on said policy. If Lessor has an existing policy covering the Real Property, Lessor shall add Lessee as an additional insured to the existing policy.

11. Indemnification Subject to the limits in the Tort Claims Act, Lessee and Lessor agree to indemnify and hold each other harmless against any or all claims and demands arising from the negligence of Lessee, their agents, employees or assigns, as to the use of the premises, and shall at his own expense defend the other from any and all suits or actions awarded against Lessor or Lessee from the same.

12. Default.

- a. **By Lessee.** Default by Lessee shall consist of:
 - i. Failure to perform the responsibilities listed in Section 4 after Lessor provides written notification.

- ii. Use of the Real Property unlawfully or in conflict with the Lessee's proposed purposes established in this Lease.
 - iii. Failure to maintain the Real Property in accordance with Lease terms or interference with Lessee's purpose of use as described herein.
- b. **By Lessor.** Default by Lessor shall consist of a failure to maintain any covenant required by this agreement, following written notice by Lessee as provided below.
- c. **Notice of Default.** In the event of default by either party, the non-defaulting party shall furnish written notification to the allegedly defaulting party describing the conduct amounting to default and remedial action required to correct the default. If the defaulting party fails to respond to or correct the alleged default within thirty (30) days of receiving notice, the non-defaulting party shall be entitled to terminate this Lease with written notice to the other party.

13. Termination.

- a. **Termination by Lessor before end of term.** If Lessor intends to terminate this Lease before the end of the Lease term, it must provide **60** days written notice to Lessee in accordance with Section 14.
- b. **Termination by Lessee before end of term.** Lessee may terminate this Lease at any point with **60** days written notice to Lessor in accordance with Section 14.

14. Notice. In the event it is necessary for either party to provide notification to the other, the notice shall be provided in writing and shall be delivered in person, or mailed by certified or registered mail. Notices shall be effective upon personal receipt, or three (3) days after deposit with the U.S. Postal Service. Notices sent by mail must be addressed as follows:

Lessor: Condon School District
210 E Bayard St.
Condon, OR 97823

Lessee: City of Condon
P.O. Box 445
Condon, OR 97823

15. Fiscal.

- a. This Lease and Lessee's obligation is expressly conditioned upon Lessee being financed in its use, operation and maintenance of the property by Gilliam County. In the event such funds from Gilliam County become unavailable, Lessee reserves the right to immediately terminate this lease.

16. Quiet Enjoyment

- a. Lessor warrants that it is the owner of the premises and has the right to lease the premises free of all encumbrances. Lessor will defend Lessee's right to quiet enjoyment of the premises from the lawful claims of all persons during the lease term.

17. Severability Clause

- a. If any clause, sentence, or any other portion of this Agreement becomes illegal, null or void or any reason, the remaining portions will remain in full force and effect to the fullest extent permitted by law. If any material portion of the Agreement becomes illegal, null or void so that the intent of the Agreement is frustrated, the parties agree to negotiate replacement provisions to fulfill the intent of the Agreement consistent with applicable law.

18. Attorney Fees and Court Costs

- a. In case suit or action is instituted to enforce compliance with any of the terms, covenants or conditions of this lease, or to collect the rental which may become due hereunder, or any portion thereof, the losing party agrees to pay to the prevailing party such sum as the trial court may judge reasonable as attorney's fees. In the event the case or suit should be appealed, the losing party agrees to pay such further sum as to the appellate court shall adjudge reasonable as prevailing party's attorney's fees on such appeal. Lessee agrees to pay and discharge all Lessor's costs and expense, including Lessor's reasonable attorney's

fees which shall arise from enforcing any provision or covenant of this lease even though no suit or action is instituted.

19. **Signatures.**

IN WITNESS of this Lease agreement, the parties provide their signatures as follows:

Signature, Authorized Representative
Condon School District 25J

Signature, Authorized Representative
City of Condon

Date

Date

INTERGOVERNMENTAL AGREEMENT

THIS INTERGOVERNMENTAL AGREEMENT, made this 4th day of ~~October~~ 2023~~2026~~, by and between **GILLIAM COUNTY, OREGON**, a political subdivision of the State of Oregon, hereinafter called “**County**,” and **CITY OF CONDON**, a political subdivision of the State of Oregon, hereinafter called “**City**”;

WHEREAS, this Agreement is made pursuant to ORS 190.010, which provides that units of local government may enter into agreements for the performance of any and all functions and activities that any party to the Agreement, or its officers or agents, have the authority to perform; and

WHEREAS, City has entered into an agreement with Condon School District No. 25J to lease, operate, and maintain a public swimming pool located within the City; and

WHEREAS, County is willing to provide financial assistance to City for said operation and maintenance of the swimming pool;

NOW, THEREFORE, in consideration of the mutual undertakings and agreements contained herein, the parties hereto agree as follows:

1. City agrees to lease and operate the swimming pool from October 1, 2023-2026 through September 30, 2026~~2029~~. This Agreement shall be automatically renewed for successive three year terms, unless either party provides written notice to the other party at least 60 days prior to the expiration of the Agreement.
2. County agrees to provide funding to City in an amount not to exceed Seventy Thousand Dollars (\$70,000) for annual operations of the swimming pool, including operating expenses and supplies, and general maintenance and repairs, which include the spring start-up and end of the season close-down. In the event operating costs contemplated by this agreement increase above Seventy Thousand Dollars, the parties agree to renegotiate the funding amount provided by County to cover the disparity created by the increase.
3. City will send County one invoice per fiscal year covering expenses incurred July 1 to June 30. The invoice shall be submitted by City no later than August 15, following the end of the fiscal year.
4. City shall not bill County for any revenues and receipts for swimming pool admissions and swimming lessons during the swim season.
5. The parties agree that if City and Condon School District No. 25J do not continue the underlying lease for operating the swimming pool as referenced above, the parties' obligations under this Agreement shall terminate.

Commented [AM1]: When does the term end for the underlying lease?

6. Each party shall be responsible, to the extent limited by the Oregon Constitution and the Oregon Tort Claims Act, (ORS 30.260 through 30.300), only for the acts, omissions, or negligence of its own officers, employees, or agents. Each party shall name the other as an “additional insured” in their respective insurance agreements.
7. To the extent limited under the Oregon Constitution and the Oregon Tort Claims Act tort limitations, each party shall indemnify and hold harmless the other party from all third party claims, damages, or expenses of any kind, including attorney's fees and other costs and expenses of litigation, for personal or property damage arising out of that party's performance required by this Agreement. This indemnification provision shall survive the termination of this agreement.
8. The provisions of this Agreement may be waived, altered, modified, supplemented, or amended only by written instrument executed by both parties.
9. This Agreement may be terminated by: (a) the mutual written agreement of the parties hereto; or (b) by either party upon sixty (60) days' written notice to the other.

IN WITNESS WHEREOF, the parties hereto have executed this agreement in duplicate this day and year first above written.

GILLIAM COUNTY, OREGON

CITY OF CONDON

Elizabeth Farrar Campbell

Name:

Cris Patnode

Title:

County Judge _____