1   General

1.1   PURPOSE

The purpose of this Emergency Operations Plan is to provide a framework for MESD's approach to emergencies, disasters, and other incidents that require a response that differs from MESD's day to day operations. It provides an overview of the roles and responsibilities of MESD, its staff, and its activities in order to coordinate resources for effective emergency and disaster management.

It is a guidance document for all-hazard emergency management and seeks to identify the specific roles and responsibilities of MESD, explain the role and function of the MESD Emergency Operations Center, and provide preliminary planning for identified hazards likely to affect MESD. This document is also intended to assist MESD in communicating and coordinating with other agencies during a response effort.

This plan:

- Conforms to the National Incident Management System (NIMS) and the Incident Command System (ICS)
- Meets the requirements of Multnomah County's policies on emergency response and planning
- Establishes response policies and procedures, providing MESD administration and staff clear guidance for planning purposes
- Provides a basis for unified training and response exercises
- Defines the primary and support roles of MESD in after-incident damage assessment and reporting requirements.

1.2   SCOPE

This plan is intended to serve as a "tool box" that provides general guidance to operations if an emergency or disaster arises. It is designed and intended to address the numerous hazards that may affect MESD and applies to all departments, personnel, and agents of MESD, and to all properties owned, leased, or controlled by MESD.

This plan is not intended to establish every action that should be taken during an incident, but rather to provide a framework by which MESD can set priorities and objectives, support its staff and employees, and to the best of its ability maintain the safety of students, staff, and employees.

This plan applies to MESD administration, with the intention that its focus during an emergency will be to support operations at individual schools, component districts, and other MESD-controlled facilities. It is intended for this plan, and for each component district, component school, or MESD facility plan, to integrate with each other as they are developed.

It is the policy of MESD that no guarantee is implied by this plan of a perfect or ideal incident response. As personnel and resources may be limited, MESD can only endeavor to make every reasonable effort to manage the situation with the resources and information available at any given time.

1.3   ASSUMPTIONS

- Disasters can happen at any time and in any place; they are not predictable.
- Some disasters will be catastrophic in nature.
- Limited assistance will be available from local, county, state, and Federal governments in the days and weeks following a major disaster.
- The impacts of disaster can be reduced with proper planning, training, and equipment.
- This plan is established under the assumption that MESD, as an organization, will be functional and able to perform the roles and responsibilities described herein.
- Local, county, and state emergency response agencies will be functional and able to perform their emergency response duties, however, they may not be able to immediately respond to all requests for assistance.
- It is not possible to exhaustively plan for every possible scenario. This plan establishes a framework by which MESD can guide its effort to respond to an unanticipated or unusually large incident.
- Responding agencies will be utilizing the Incident Command System as a way to organize, command, control, and coordinate their emergency response.
- MESD component districts and component schools will have their own emergency operations plans and protocols that they will share with MESD for the purposes of integrating operations.

1.4   RELATIONSHIP TO OTHER PLANS

To the extent practicable, this EOP is meant to be consistent with, and work in conjunction with, other Emergency Operations Plans throughout the region. The plan is meant to allow the MESD to integrate into the response operations of City, County, and State agencies and organizations. Ideally, the component districts and individual schools that comprise the MESD will, in turn, establish and implement similar plans that integrate into this one.

1.5   AUTHORITIES

The following table identifies the legal authorities that establish the framework upon which this EOP is based:

Table	Legal Authorities
Federal	

— Federal Emergency Management Agency (FEMA) Policy
   o Crisis Response and Disaster Resilience 2030 (January 2012)
   o FDOC 104-008-1: A Whole Community Approach to Emergency Management (December 2011)
   o FEMA Administrator's Intent (2015-2019)
   o FEMA Incident Management and Support Keystone (January 2011)
   o FEMA Publication: 1 The Federal Emergency Management Agency (November 2010)
   o FEMA Strategic Plan 2011-2014
   o National Disaster Housing Strategy (January 2009)	

Table	Legal Authorities
	o National Disaster Recovery Framework (September 2011)
	o National Incident Management System (December 2008)
	o National Preparedness Goal (September 2011)
	o National Response Framework (January 2008)
	— Homeland Security Presidential Directive 5: Management of Domestic Incidents (2003)
	— Presidential Policy Directive 8: National Preparedness (2008)
	— Public Law 93-288 Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended (last amended April 2013)
	— Public Law 107-296 The Homeland Security Act of 2002
	— Public Law 109-295 The Post-Katrina Emergency Management Reform Act (2007)
State of Oregon	
	— Oregon Administrative Rules Chapter 104 Oregon Military Department, Office of Emergency Management
	— Oregon Revised Statutes (ORS) 279B.080 – Emergency Procurements
	— ORS 294.481 – Authorization to Receive Grants or Borrow or Expend Moneys to Respond to Public Emergency
	— ORS 401 Emergency Management and Services
	— ORS 402 Emergency Mutual Assistance Agreements
	— ORS 403 Public Safety Communications System
	— ORS 404 Search and Rescue
	— ORS 431 State and Local Administration and Enforcement of Health Laws
	— ORS 433 Disease and Condition Control; Mass Gatherings; Indoor Air
	— ORS 476 State Fire Marshal; Protection From Fire Generally
	— ORS 477 Fire Protection of Forests and Vegetation
Multnomah County	
	— Multnomah County Home Rule Charter
	— Multnomah County Code, Chapter 25 § 410- 490, Non-departmental, Emergency Management

1.5.1 MESD Minimum Response Activities

During an incident, MESD will, at a minimum:

- Establish and sustain MESD command and control
- Monitor emergency situations and maintain situation reports as necessary
- Establish and maintain communications with school and district buildings and facilities, and with the County.
- Direct and/or support reunification efforts at its own schools
- Provide emergency information for parents and students

Whenever possible, MESD will also:

- Support reunification efforts for component districts and schools
- Coordinate disaster recovery assistance documentation for MESD component Districts and Schools
- Operate a consolidated shelter site for students of MESD schools, component Districts, and component schools who are unable to be reunified in a timely manner.

1.6   PLAN REVIEW AND MAINTENANCE

The Superintendent shall appoint staff members to serve on the Emergency Operations Planning Committee, which will review and maintain this plan. This plan will be reviewed and updated annually, or more frequently when significant changes to operations or available equipment are made. [Note: This will necessitate a new administrative regulation: EBC/EBCA-AR(1)]

1.7   TRAINING AND EXERCISES

The Emergency Operations Planning Committee shall plan for one to two tabletop drills each school year, shall appoint a staff person or committee member to oversee the development and conduct of each drill, and shall report to the Superintendent and Board as to the lessons learned in each drill.

The Emergency Operations Planning Committee shall be responsible for oversight of the annual training of staff and students at the beginning of each school year regarding Emergency Operations Plan Procedures and Standard Response Protocol. The Committee may choose to do so utilizing techniques such as "Preparedness Month," specific trainings, community outreach, and development of curriculum materials.

2   Concept of Operations

This Concept of Operations section provides a general overview of MESD's approach to emergency operations. More specific operational information, checklists, and functions can be found in the Functional Annexes, which are organized by Emergency Support Function (ESF). This plan is based on the concept that the incident management functions that must be performed by MESD generally parallel routine functions. To the extent possible, the same personnel and material resources used for day-to-day activities shall be employed during incidents. Because personnel and equipment resources are limited, some routine functions that do not contribute directly to the incident may be suspended. The personnel equipment, and supplies that would typically be required for those routine functions will be redirected to accomplish assigned incident management tasks.

MESD's emergency and disaster response operations incorporate the following concepts, which illustrate the guiding principles of its disaster response management and organization, and provide an overview of MESD's emergency response procedures. More detailed information is found in the Annexes to this plan.

2.1 SITUATION AND FACILITIES OVERVIEW

MESD's services are provided in a variety of traditional and non-traditional educational settings, including Outdoor School campsites, in homes, within facilities operated by other agencies or districts, and within facilities operated by MESD itself. Regardless of the site at which MESD services are being provided, all MESD staff should be made aware of and shall follow recommended emergency procedures.

Where MESD provides services in a setting operated by another agency or district which has established emergency procedures, the emergency procedures of that agency or district shall prevail. Where MESD provides services in an MESD-operated site, the individual site's procedures, in conjunction with those established in this EOP, shall prevail.

Staff and faculty of individual sites are expected to take charge and manage the incident until it is resolved or until command is transferred to a more qualified person/agency or to an agency with legal authority to assume responsibility. MESD Administration will seek to provide necessary guidance and direction, and to seek technical assistance from County agencies when needed.

2.2 INCIDENT COMMAND SYSTEM

MESD utilizes the Incident Command System (ICS) to respond to emergencies. ICS is a standardized approach to the command, control, and coordination of emergency response. MESD's key personnel have been trained in the Incident Command System as recommended by the Federal Emergency Management Agency. ICS can be expanded or contracted to meet the needs of any incident, and can be partially or wholly activated depending on which elements are required for incident management.

MESD will utilize ICS when coordinating with outside agencies, for managing a complex incident, or for managing an incident that takes more than one operational period to resolve. MESD has trained its leadership team in ICS 100 and 200, and has pre-established an Incident Management Team (IMT) comprised of the personnel filling the Command and General Staff roles. An ICS organizational chart listing the IMT personnel can be found as an appendix to this plan.

2.3 INTERAGENCY COORDINATION/MUTUAL AID

School Districts have mutual aid agreements for shelter and counseling, and must participate in interagency coordination. MESD participates regularly in an interagency group called "School Emergency Response and Recovery Alliance" (SERRA). SERRA is composed of representatives from MESD's Component School Districts, Mt. Hood Community College, and local emergency response organizations. Please see annexes for a copy of the SERRA Omnibus Agreement.

State law (ORS 402.010 and 402.015) authorizes local governments to enter into Cooperative Assistance Agreements with public and private agencies in accordance with their needs (e.g., the Omnibus Mutual Aid Agreement). Personnel, supplies, and services may be used by a requesting agency if the granting agency cooperates and extends such services. However, without a mutual aid pact, both parties must be aware that State statutes do not provide umbrella protection, except in the case of fire suppression pursuant

to ORS 476 (the Oregon State Emergency Conflagration Act). Additionally, Multnomah County Resolution #07-130 provides that the County "will participate in and promote mutual aid agreements between counties, jurisdictions, the private sector and non-governmental organizations."

2.4   EMERGENCY OPERATIONS CENTER

MESD's Emergency Operations Center (EOC) is located in Room OTS-40 at 11611 NE Ainsworth Circle, Portland OR 97220, and serves as a central location at which MESD intends to coordinate emergency operations during an incident. The EOC will serve as a central point of coordination, information, and resource ordering for MESD-controlled sites during an emergency or declared disaster.

2.4.1   Activation

The MESD EOC will be activated when an incident occurs or is imminent that significantly affects the day to day operations of the MESD, results in substantial damage to a facility, has caused or can cause injury or death to an MESD student, faculty member or staff member, or requires significant coordination with outside agencies. Small incidents at individual schools may not require an EOC activation, however the EOC structure is well equipped to provide incident management support and could readily be stood up to assist with any incident at an MESD site. It is anticipated that the primary role of the MESD EOC will be to support affected sites with situation tracking, resource requests, and incident management activities.

The MESD EOC can be activated by the following people:

- Superintendent
- Chief Operations Officer
- Administrator on Duty
- Any designee of the Superintendent

The person activating the EOC will contact the Liaison Officer and direct him or her to contact the identified members of the team via cell phone, land line, radio, or physical messenger.

2.4.2   Incident Management Team

The Incident Management Team is comprised of the Command and General Staff of the Incident Command System and any additional critical personnel identified in this plan. The Incident Management Team consists of:

- MESD Superintendent (Incident Commander)
- MESD Public Information Officer (Public Information Officer)
- Risk Manager (Safety Officer)
- Board Secretary (Liaison Officer)
- Director of Student Services (Operations Section Chief)
- Human Resources Director (Planning Section Chief)
- Facilities Supervisor (Logistics Section Chief)

- Business Director (Finance/Admin Section Chief)
- Coordinator, School Health Services
- Principal, Arata and Burlingame Creek Schools
- Principal, Donald E Long School
- Principal, Helensview School
- Principal, Knott School
- Principal, Wheatley School
- Supervisor, Outdoor School
- Supervisor, Wynn Watts and Hospital Program
- Supervisor, Technology Services

2.4.3 Staffing

In addition to the IMT, the EOC will be staffed by MESD personnel who are available to respond to an emergency or disaster. Personnel without an IMT role assigned in this plan should report to the Staging Area (or Staffing Pool) for an assignment. These personnel will be assigned a role in the EOC according to EOC needs, individual capabilities, and the vagaries of each incident.

2.4.4 Direction and Control
1. General
   - The MESD EOC and IMT act with the authority given to them as designees of the Superintendent.
   - Via the EOC, the Superintendent maintains direction and control of all MESD activities and assets.
   - Each MESD component district and component school maintains direction and control of its own assets and activities, and may opt to request support from the MESD EOC in the form of incident management. MESD does not intend to obtain operational control over other districts' or schools' assets or activities, but can support those efforts with its EOC and IMT.
   - Emergency operations will include all activities that are directed towards reduction of the immediate hazard, establishing situation control, and restoration of normal operations within the MESD.
   - The responsibility for the direction and control of an incident is vested in the Superintendent and is exercised through the MESD IMT.
   - The MESD IMT, as designees of the Superintendent, is responsible for the activation and management of the MESD Emergency Operations Center. The IMT will activate, organize, and operate the EOC in a flexible manner depending on the situation.
   - The EOC is the operational area from which emergency response activities are directed, controlled, and coordinated.
   - The organizational structure of the EOC will be based on the Incident Command System, and will be arranged according to the type of incident,

agencies and/or jurisdictions involved, the incident objectives, and the scope and complexity of the incident.
- Members of the IMT will notify the Superintendent when EOC activation is warranted to directed and control emergency actions.
- The EOC will be managed according to the Standard Operating Procedures developed by the MESD (To be developed).
- In situations in which the disaster effects are widespread and involve a large number of MESD sites, the IMT may elect to establish the EOC via a Unified Command or a joint EOC facility.
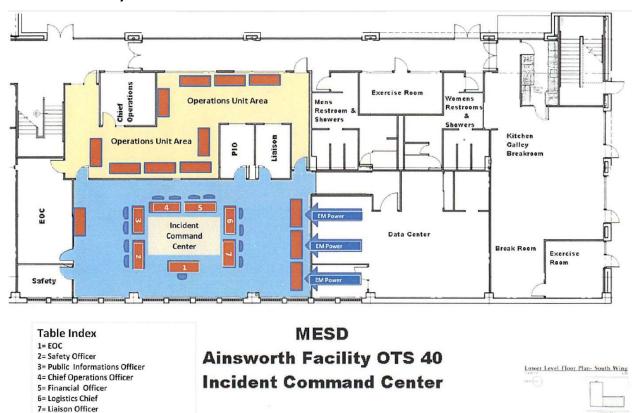
2. Continuity of Operations
- Staffing assignments for positions in the EOC will allow for continuous 24-hour operations (12 hour operational periods). The staffing of the EOC will be determined by the Incident Commander or EOC Manager.
- In the event that the primary EOC is not functional, the alternate EOC will be activated.

3. Staffing
- Personnel assigned to the EOC will operate in one of five functional areas based on ICS. Detailed position checklists are attached to the plan as an annex.
- The Command Staff, as designees of the Superintendent, is responsible for all aspects of incident management, and accomplishes this via delegation of responsibilities when necessary. The Command Staff is responsible for obtaining policy direction from the Superintendent when necessary. The Command Staff consists of the Incident Commander, Safety Officer, Liaison Officer, Public Information Officer, and associated Deputies and Assistants.
- When activated, the IMT will determine the size of staffing required for each emergency.
- The Incident Commander or EOC Manager shall direct the IMT.
- The General Staff, as activated by the Incident Commander, consists of delegates of the IC in four functional areas:
    - The Operations Section is responsible for the management of all operations applicable to the primary emergency or disaster. The Operations Section Chief activates and supervises organization elements in accordance with the Incident Action Plan, and directs the execution of the plan.
    - The Planning Section is responsible for the collection, evaluation, dissemination, and use of information about the development of the emergency or disaster.

- The Logistics Section is responsible for providing facilities, services, and material in support of the response effort. The Logistics Section, when activated, is responsible for the setup of the Emergency Operations Center
- The Finance and Administration Section is responsible for all financial, administrative, and cost analysis aspects of the incident.

2.4.5   Layout – Ainsworth EOC

Table Index
1= EOC
2= Safety Officer
3= Public Informations Officer
4= Chief Operations Officer
5= Financial Officer
6= Logistics Chief
7= Liaison Officer

MESD
Ainsworth Facility OTS 40
Incident Command Center

Lower Level Floor Plan: South Wing

2.4.6   Setup

- Supplies for the EOC will be maintained by the MESD Facilities Management office, in storage areas in and adjacent to the planned EOC.
- The Facilities Management staff on duty at Ainsworth will have the responsibility of setting up the EOC if an emergency is declared.

2.4.7   Incident Management Team

The Incident Management Team is comprised of the personnel assigned to the General Staff, Command Staff, and any other critical position. The staff assigned to these roles are identified in the Roles and Responsibilities section and/or listed in the EOC Annex.

2.5   ROLES AND RESPONSIBILITIES

This section provides information on the roles and responsibilities of MESD personnel during an emergency or disaster. This section assigns roles according to the most appropriate function each position is likely to fill in an emergency.

MESD staff are not emergency responders and their roles in emergencies are limited to:

- Management of MESD assets and staff
- Coordination with outside agencies when emergency response is needed
- Support of staff working to manage an incident.

MESD's response priorities are:

- Safety of staff, employees, and students
- Reunification of students with guardians at MESD-owned sites and MESD-leased sites
- Conducting relevant information and support to first responder organizations responding to emergencies on MESD-controlled properties
- Security of MESD assets
- Communication with media, parents, and stakeholders
- Address parental understanding of the emergency plan and the reunification process at MESD-owned and MESD-leased sites
- Have a presence at regional Emergency Operations Center when appropriate
- Operate an Emergency Operations Center to coordinate and support MESD operations during a disaster
- Support component district EOC operations as appropriate
- Restore educational operations when feasible
- Restore MESD-owned infrastructure
- Maintain student records and allow for redundancy in the event of an emergency, disaster, or business continuity event
- Coordinate with other organizations to maximize ability to respond to disasters
- Integrate staff and personnel into response efforts with other agencies as needed
- Provide basic medical care to staff and students during a disaster
- Operate response efforts independently from local, state, and county governments as needed during a disaster
- Provide emotional/logistical supportive care to affected staff
- Maintain IT infrastructure
- Provide FLASH ALERT information

The Roles and Responsibilities of MESD personnel in emergencies and disasters are as follows:

2.5.1   Board

- Provides official Board actions when necessary
- Communicate with other agencies and community groups as directed by the IMT

- Supports PIO with news media interviews
- Supports petitions for State and Federal disaster assistance programs
- Supports MESD's continued participation in SERRA and joint school preparedness meetings.

2.5.2 Superintendent

- Overall management of MESD at all times
- Delegates responsibility for uniform planning and execution of the details of disaster preparedness for the MESD
- Establishes a chain of command for emergencies with the Chief Operating Officer
- Establishes communication between the schools and the MESD EOC using the MESD telephone tree and other communications system resources available.
- Works with Chief Operating Officer to direct each school administrator to prepare and publish plans for their school on procedures for emergency or disaster situations.
- Requires implementation of prescribed training and disaster plans
- Requires that schools maintain first aid equipment and other emergency supplies.
- Requires plans for safe storage of MESD records.
- Requires a list of emergency contacts to be maintained at the district office, each school site, and other facilities
- Informs the public, particularly the parents of enrolled pupils, about the MESD EOP and each school's plan, and their responsibilities and participation in the plan.
- Serve as a member of the IMT

2.5.3 Chief Operating Officer

[ADD ROLE]

2.5.4 Risk Manager

- Serves as a member of the IMT
- Serves as chair for SERRA
- Serves as MESD representative to SERRA
- Serves as MESD's Safety Officer
- Serves as chair for the Emergency Operations Planning Committee
- Provides MESD administrative representation to District Safety Committee
- Serves as liaison to MESD's insurance providers
- Serves as MESD's liaison to County and State Emergency Planning agencies
- Ensures staff and students receive appropriate safety and emergency training

2.5.5 Public Information Officer

- Direct representative of the Board and Superintendent
- Conduit for information flow between Board and Superintendent
- During an emergency, be available to the Superintendent at all times
- Point of contact for assisting and cooperating agencies in the EOC
- Prepares information for distribution to parents and students
- Coordinates press conferences
- Coordinates with other PIOs when appropriate
- Authorized to speak for MESD
- Handles media inquiries referred by other sites
- Acts as PIO in the EOC
- Participates in Joint Information Center when appropriate

2.5.6 Site Supervisors/Principals/Building Administrators

- May serve as on-site Incident Commander or delegate that authority to a more qualified person
- Retains overall responsibility for the safety of students and staff
- Focus on policy-level activities and interfacing with other agencies and MESD EOC
- Coordinate between MESD and on-site response efforts
- Work directly with emergency services personnel on site to meet their immediate information needs
- Keep MESD EOC informed of the situation at regular intervals

2.5.7 Teachers and Classroom Support Staff

- Be familiar with emergency plans for their school or site and know their role in said plans
- Teachers and Classroom Support Staff shall be responsible for the supervision of students and shall remain with students until directed otherwise by their supervisor or emergency services personnel.
- Take reasonable steps to ensure the safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct and/or escort students to inside or outside assembly areas, in accordance with signals, warning, written notification, or intercom orders according to established incident management procedures
- Give appropriate action commands during an incident
- Take attendance when classes relocate to outside or inside assembly areas or evacuate to another location
- Report missing students to site Incident Commander or designee, and/or to emergency services
- Execute assignments as directed by the Incident Commander or ICS supervisor

- Obtain first aid services for injured students
- Render first aid if necessary commensurate with level of training
- Remain on site until released by Incident Commander

2.5.8 Related Services Providers, Counselors, Social Workers, and Psychologists

- Be familiar with emergency response protocols at their site
- Provide assistance with the overall direction of incident management procedures at the site
- Take steps to ensure safety of students, staff, and other individuals in the implementation of incident management protocols
- Direct students in their charge according to established incident management protocols
- Render first aid if necessary, commensurate with level of training
- Assist in the transfer of students, staff, and others
- Execute assignment as directed by the Incident Commander or ICS supervisor
- Qualified Mental Health providers support staff and student mental health needs as the emergency progresses, and advise IMT as situation dictates.

2.5.9 Nursing Staff

- Administer first aid and/or emergency treatment as needed
- Supervise administration of first aid by those trained to provide it
- Organize first aid and medical supplies
- Be prepared to assist in a medical capacity in MESD, County, or regional disaster response efforts

2.5.10 Facilities Staff/Custodians/Maintenance Personnel

- Survey and report building damage to the on-site Incident Commander
- Control main shutoff valves for gas, water, and electricity and ensure that no hazard results from broken or downed lines
- Provide damage control as needed
- Assist in the conservation, use, and disbursement of supplies and equipment
- Keep the on-site Incident Commander informed of condition of school or facility.

2.5.11 Administrative Staff

- Report to on-site Incident Commander or Staging Area Manager for an assignment

2.5.12 Component Districts/Component Schools

- Develop an emergency response plan in coordination with this EOP.
- Fully understand this EOP and the roles and responsibilities detailed within

- Maintain an understanding of how best to leverage support from the MESD EOC
- Participate in SERRA planning for mutual aid

2.5.13 Incident Management Team

- Report to the EOC whenever an emergency is declared
- Understand one's role in the IMT and be prepared to serve in that capacity during an emergency
- Practice good home preparedness and be prepared to report to work during an emergency
- Participate in emergency planning activities, including emergency plan development, review, and update; attending and/or conducting emergency preparedness exercises

2.5.14 Flight Teams

- Assess need for on-site mental health support
- Determine need for outside agency assistance
- Provide on-site intervention/counseling
- Monitor well-being of school-based responders, staff, and students, and report all findings as appropriate

2.5.15 All Staff/Employees

- Practice good individual and family preparedness
- Be prepared to report to work, or stay at work, during a disaster or emergency when needed
- Understand staff and employee roles in a disaster and obtain and maintain appropriate levels of training to perform assigned role
- Self-educate regarding emergency procedures at respective workplaces.

2.6   PLAN ACTIVATION

This plan shall be activated under the following circumstances:

- When civil authorities declare a State of Emergency that affects MESD facilities;
- When an incident, potential or actual, seriously disrupts the normal operations of MESD and/or an MESD facility, and/or threatens the safety of MESD staff, students, employees, or visitors.

In the above cases, the Superintendent of MESD or designee will declare that a state of emergency exists and that activation of this plan is required. All designated emergency personnel should attempt to report for duty and assume their defined roles according to this plan. The Superintendent or designee shall determine the extent of the activation, including the establishment of the EOC and the ICS functions that will be activated.

Successive designees:

- Superintendent
- Chief Operations Officer
- Administrator on Duty
- Risk Manager
- Any Designee of the Superintendent.

Upon activation of the plan, the Superintendent or designee will alert the Incident Management Team, and the members of the Incident Management Team shall report as requested to the EOC or to another location of the choosing of the Superintendent or designee.

2.7   DIRECTION AND CONTROL

This is a critical emergency management function. During the emergency response effort, it allows the jurisdiction to:

- *Analyze the emergency situation and decide how to respond*
- *Direct and coordinate the efforts of the MESD's response operations*
- *Coordinate with the response operations of other jurisdictions*
- *Use available resources efficiently and effectively*

"Direction and Control" is also a section under "EOC" in this plan. "Direction and "Control" of the EOC is not necessarily the same as "Direction and Control" of the incident, however, combining them into one function is probably the most straightforward approach, ASSUMING that the EOC will serve this purpose. The focus should be on the **operations** *MESD should perform in response to an emergency.*

2.8   COMMUNICATION

2.8.1   Internal Communication

- MESD will utilize a variety of communications methods during times of emergency and disaster in order to foster redundancy and ensure effective communications.
- MESD employs a full time public information officer for the purpose of supporting public information activities. The MESD PIO communicates with media, crafts media releases, monitors social media, and works with MESD leadership to determine messages and information that will be released.
- During times of widespread emergency or disaster, cell phone networks may not be available. Land line phones may be a better option during such times, but MESD is prepared to adapt to a given situation and utilize the best available communication options.
- MESD staff will be notified when an incident occurs or is imminent and will be kept informed via meetings, phone, or email, depending on the situation. Staff at MESD sites will communicate with their District Office regarding the site's status and needs.

2.8.2   External Communication

Communicating with the larger school community begins before an incident occurs. In the event of an incident, parents, media, and first responders will require clear and concise messages from MESD about the incident, what is being done about it, and the safety of students and staff.

2.8.2.1   Communication with Parents of MESD Students

Before an incident occurs, MESD will
- Develop a relationship with parents so that they know how to access alerts and incident information
- Inform parents about the MESD's EOP, its purpose, and its objectives

When an incident occurs, MESD will:
- Disseminate information via text messages, social media, radio announcements, and emails to inform parents of the incident
- Implement the plan to manage communication with parents
- Provide a phone number, web site address, or recorded hotline from which parents can receive updated incident information
- Inform parents and students when and where school will resume

2.8.2.2   Communication with the Media

In the event of an incident, the MESD PIO will:

- Establish an off-campus briefing area for media representatives
- Determine the need to establish or participate in a Joint Information Center

All MESD staff are to refer all requests for information and questions to the designated PIO or JIC, if established.

2.9   ALERT AND WARNING

Emergencies can occur after working hours. MESD utilizes an after-hours notification system.

If an incident occurs during school hours, school will not be dismissed without the express approval of the Superintendent or designee. Students will remain under the supervision of school authorities until released to parents or guardians. A closure decision will be relayed from the Superintendent's office to:

- Board of Directors
- MESD Personnel
- Parents and/or guardians of students
- Local area media
- Police, fire, and other agencies
- State and Federal legislators and other officials

- City and County Office of Emergency Services
- County and State Departments of Education
- Local hospitals and county Emergency Medical Services.

2.10 TRANSPORTATION

Large disasters or emergencies may affect the area's transportation infrastructure. In cases in which it is necessary to facilitate the relocation of students, staff, and employees away from a site, MESD may coordinate or assist with student transportation.

2.11 BUILDING STRUCTURAL DAMAGE ASSESSMENT

Buildings and structures can be damaged by natural disasters and may need to be assessed for structural integrity after an event. Outside agencies may not be available to provide this service, but MESD can establish a damage assessment team to act when needed. Structural damage assessment training educates participants about engineering clues that can be used to assess the condition of a building after a disaster, and such training can be included in the Training and Exercise schedule. At the time of plan development, this training has not yet been delivered, but could be in the future. This section will be updated when a damage assessment team has been established and trained.

2.12 RECOVERY

[TBD]

3 Organization and Assignment of Responsibilities

This section identifies coordinating and cooperating agencies involved in an incident and summarizes what each agency will be relied upon to do. This section serves as a broad assumption-based overview of what disaster response will look like for the region. This section has been coordinated with other agencies' plans and procedures and their respective roles and responsibilities.

3.1 FEDERAL GOVERNMENT

In the event that the capabilities of the State are not sufficient to meet the requirements as determined by the Governor, federal assistance may be requested by the State. The Federal Government, via FEMA, provides assistance in coordination with the State Office of Emergency Management via requests for Federal assistance through the State Emergency Coordination Center. FEMA coordinates the Governor's request for Federal assistance in accordance with the National Response Framework.

FEMA provides resources, coordination, planning, training, and funding to support State and local jurisdictions when requested by the Governor.

3.2 STATE GOVERNMENT[1]

The State of Oregon responds to support requests from local governments during disasters. The Oregon State Operations Officer coordinates with the agencies represented in the State Emergency Coordination Center to determine the best way to support local government requests. Local government requests will be made by the County Emergency manager via the County Emergency Coordination Center. The State Operations Officer then evaluates resource requests based on the goals and priorities established by the Oregon Office of Emergency Management Director. Agency representatives keep the State Operations Officer informed of resources assigned, resources available, and the status of assigned missions.

State resources are provided to the requesting county EMO, the originating requesting agency, or to the on-scene Incident Commander as agreed by the entities concerned. The Office of Emergency Management Director makes final decisions in cases of conflicting interest, such as competing resource requests or priority information requests.

The State provides training and funding to local jurisdictions.

3.3 COUNTIES

Counties that have an Emergency Management Organization will typically, at a minimum:

- Coordinate planning activities necessary to prepare, maintain, and operate the County EOC from where County officials will coordinate emergency and disaster response activities
- Establish and incident command structure for management of incidents by all local emergency service agencies
- Coordinate with County and State agencies to integrate effective practices in emergency preparedness and response in a manner consistent with NIMS.

3.3.1 Multnomah County[2]

In Multnomah County, the County Emergency Manager is responsible for emergency management planning and response operations for the area of the county lying outside the limits of the incorporated municipalities and the cities of Maywood Park, Fairview, Wood Village, and Troutdale. The cities of Gresham and Portland have established emergency management agencies that are responsible for planning and operations within their jurisdictions. During an emergency or disaster response, the County Emergency Manager is responsible for overall support and coordination of both incorporated and unincorporated areas of the County.

County Code establishes the Multnomah County Office of Emergency Management (MCEM) as the County EMO and identifies MCEM as the lead agency for planning, preparing and providing for the mitigation, response and recovery coordination for

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[1] Source: Multnomah County EOP Working Draft 2015

[2] Source: Multnomah County Emergency Operations Plan 2015

emergencies and disasters in the County (MCC § 25.420). The Emergency Management Director (Emergency Manager) has authority and responsibility for the organization, administration, and operations of the EMO. The Emergency Manager may delegate any of these activities to designees, as appropriate.

The BOCC has adopted the principles of NIMS, including use of the Incident Command System and requires that these preferred incident management tools be integrated into all county emergency response and operations plans (MCC § 25.430).

3.3.2   Other counties

[TBD]

3.4   CITIES

[TBD]

3.5   FIRE DEPARTMENTS

Within the areas of their jurisdiction, and in mutual aid to fire departments outside of their jurisdictions:

- Detection and suppression of wildland, rural, and urban (structural) fires; firefighting
- Heavy rescue response
- Urban search and rescue (building collapse)
- Hazardous materials response
- Search and Rescue operations
- Emergency medical services
- Emergency Medical Transport

Fire departments will respond to MESD facilities in response to emergency calls for assistance in the above areas. Fire departments will provide on-scene incident management for emergencies that fall into their purview.

3.6   LAW ENFORCEMENT AGENCIES

Within the areas of their jurisdiction, and in mutual aid to law enforcement agencies outside of their jurisdictions:

- Search and rescue operations
- Law enforcement activities/response
- Hazardous materials response support
- Public information support

3.7   CORRECTIONS

[TBD]

3.8   EDUCATION ORGANIZATIONS

- Oregon Education Association

- Parent-Teacher Associations
- Oregon Department of Education

[To be further developed]

3.9 AMERICAN RED CROSS[3]

The American Red Cross is a support agency. The Red Cross deploys to emergencies and disasters to provide the following services and support:

- Mass care and sheltering
- Distribution of emergency supplies
- Health and mental health contacts
- Provide disaster response volunteers

3.10 HOSPITALS

Hospitals provide medical care to injured persons at hospitals and alternate sites. Hospitals may set up alternate sites to care for large numbers of injured persons.

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[3] Source: www.redcross.org

4   Functional Annexes (pre-written Incident Action Plans)

These annexes clearly describe policies, processes, roles, and responsibilities that agencies and departments carry out before, during, and after a major emergency. While the MESD basic plan provides broad, overarching information relevant to the organization's approach to disaster response, these annexes focus on specific responsibilities, tasks, and operational actions that pertain to the performance of a particular emergency operations function.

(Additional ESFs can be developed to support particular operational needs.)

4.1   DAMAGE ASSESSMENT

- *Describe actions that will be taken to conduct and coordinate damage assessments on MESD-owned sites*
- *Describe the actions that will be taken to collect, organize, and report damage information from MESD-leased or MESD-occupied sites*
- *Describe actions that will be taken to request supplemental local/county assistance for damage assessments*

4.2   REUNIFICATION

Reunification refers to getting students reunited with their parents or guardians in an orderly and timely manner. Each MESD site, school, and district has its own reunification plans and procedures. The MESD EOC will serve to support these procedures when necessary by providing assistance with incident tracking and situation reports, acquisition of resources, coordination with outside agencies, and public information. MESD may provide a central reunification site to consolidate students who remain un-reunified for a long amount of time should this be required by the incident. Site-based reunification teams are responsible for:
- Setting up a secure reunification area
- Checking student emergency records to confirm authorized releases
- Completing release logs
- Coordinating with the PIO on external messages
- Arranging for care of students unable to be reunified

4.3   ALERT AND WARNING

The Superintendent, Incident Commander, or a designee shall determine when conditions warrant communication of emergency information to staff, students and families.
Internal information will be communicated in the following manner:
- Telephone
- Email
- Courier (in-person delivery)
- Short-distance radios
- Other methods as dictated by circumstances

Public information will be communicated in the following manner:
- Radio/Television
- FlashAlert
- MESD Website
- Other methods as dictated by circumstances

4.4   TRANSPORTATION (?) (ESF #1)

- *[TBD]*

4.5   COMMUNICATION

- *[TBD]*

4.6   PUBLIC INFORMATION

The Superintendent, Incident Commander, or a designee shall determine when conditions warrant communication of emergency information.
Information will be communicated in the following manner:
- Radio/Television
- FlashAlert
- MESD Website
- Other methods as dictated by circumstances

4.7   SHELTERING

- [TBD]

4.8   SEARCH AND RESCUE

Search and rescue may be needed if staff, employees, students, or visitors to MESD facilities are not accounted for after a disaster event. Search and rescue can include searching for, extricating, and providing medical attention to missing people. Search and rescue can be a complicated and dangerous activity, and requires specialized coordination and skills. Endeavoring to undertake search and rescue activities beyond a "hasty search" – a quick, coarse survey of likely areas – should not be done by MESD personnel not specifically trained in this activity. Entering unsafe areas or haphazardly searching for lost people can inhibit the ability of trained search and rescue teams to find the missing person and place more people at risk. MESD can best support professional search and rescue in their mission by providing vital information about the missing people. MESD personnel should:

- Document any missing people who were known to be at MESD sites and are not accounted for. Attempt to record a name, age, description, clothing the subject is known to be wearing, and locations in which they were known to or are likely to be (for instance, if a building has collapsed, note the classroom the person was likely to be in and its location)
- Perform a hasty search by visually scanning readily accessible and safe areas. Do not enter or send anyone to enter a potentially unsafe area.
- Call 911 to report the missing person to emergency services.

- Inform the MESD EOC of the missing person and the actions that have been taken to locate her or him.
- Provide the information about the missing person (see first bullet) to responding search and rescue teams.
- Provide support to professional search and rescue teams.

4.9 HEALTH AND MEDICAL SERVICES (ESF #8)

MESD medical personnel and other staff with training in emergency medical services should endeavor to provide medical care to injured people at MESD sites according to their training and to coordinate with local EMS to transport people whose injuries are severe or life threatening, or require immediate treatment that is beyond the ability of the provider to address.

School nurses should supervise and organize emergency medical efforts, and are responsible for keeping the MESD EOC informed of the status of medical care efforts at their sites. For sites with no school nurse present, the person in charge of the incident should seek to identify people with emergency medical training and assign this duty to them. Communications with the EOC can be delegated to another person.

4.10 EMERGENCY OPERATIONS CENTER

- *For information about the EOC, see the detail under section 2.4.5.*

5   District and School-Specific Annexes

Each building operated by MESD will create and maintain a "Campus Emergency Plan," and will submit it for inclusion as an Annex to this document.

6   Hazard, Threat, or Incident Specific Annexes

These annexes contain unique and regulatory response details that apply to only a single hazard. (Optional)