

## LAFAYETTE MUNICIPAL CODE

### EMERGENCY PLANNING

**2.700 Title.** Sections 2.700 to 2.745 shall be known as the "emergency planning chapter" and may be so cited and pleaded and is referred to herein as "this chapter."

**2.705 Purpose.** The purpose of this chapter is to define the authority and responsibility for emergency planning to provide a procedure to minimize injury to persons and property and to preserve the established civil authority in the event a state of emergency exists within the city.

**2.710 Definition of Emergency.** For the purposes of this chapter, "emergency" means any manmade or natural event or circumstance causing or threatening loss of life, injury to person or property, human suffering, or financial loss to the extent that extraordinary measures must be taken to protect the public health, safety and welfare. Such events shall include, but not be limited to, fire, explosion, flood, severe weather, drought, earthquake, volcanic activity, spills of oil or other hazardous substances, disease, blight, infestation, utility or transportation service disruptions, civil disturbance, riot, sabotage and war.

**2.715 Authority of City.** Under the provisions of ORS Chapter 401 and applicable municipal charter provisions, the authority and responsibility to organize for and respond to emergency situations is vested in each political subdivision of the state. ORS Chapter 401 further authorizes the governing body or executive officer of each city to establish an emergency management agency to perform emergency program management functions, to include, but not limited to, program development, fiscal management, coordination with nongovernmental agencies and organizations, public information, personnel training and development and implementation of exercises to test the system.

**2.720 Declaration of Emergency.**

(1) When, in the judgment of the city council, a state of emergency exists, it shall declare in writing and publicize the existence of the emergency. If circumstances prohibit the timely action of the city council, the mayor may declare a state of emergency, provided that the approval of a majority of the city council is sought and obtained at the first available opportunity.

(2) Upon that declaration, the mayor is empowered to assume centralized control of and have authority over all departments, divisions and offices of the city in order to implement the provisions of this chapter. The state of emergency declared pursuant to this section shall specify the area(s) which warrant the exercise of emergency controls. The mayor shall terminate the state of emergency when the emergency no longer exists or the threat of an emergency has passed.

**2.725 Succession of Authority.**

(1) In the event the mayor is unavailable or unable to perform his/her duties under this chapter, the duties shall be performed by:

- (a) President of the council;
- (b) City administrator;
- (c) Fire chief.

(2) All references to the mayor in this chapter shall be deemed to refer to the successor referred to in this section.

**2.730 Regulation and Control.** Whenever a state of emergency has been declared to exist within the city, the city council is empowered to order and enforce the measures listed in this section. However, if circumstances prohibit the timely action of the city council, the mayor may order the following measures provided that approval from a majority of the city council is sought and obtained at the first available opportunity, or the mayor's order will become null and void.

- (1) Establish a curfew for the area designated as an emergency area which fixes the hours during which all persons other than officially authorized personnel may not be upon the public streets or other public places;
- (2) Prohibit or limit the number of persons who may gather or congregate upon any public street, public place, or any outdoor place within the area;
- (3) Barricade streets and roads, as well as access points onto streets and roads, and prohibit vehicular or pedestrian traffic, or restrict as an emergency area for such distance or degree of regulation as may be deemed necessary under the circumstances;
- (4) Evacuate persons from the area designated as an emergency area;
- (5) Close taverns or bars and prohibit the sale of alcoholic beverages throughout the city or a portion thereof;
- (6) Commit to mutual aid agreements;
- (7) Suspend standard procurement procedures to obtain necessary services and/or equipment;
- (8) Redirect funds for emergency use;
- (9) Order such other measures as are found to be immediately necessary for the protection of life and/or property.

**2.735 Acquisition of Resources.** Under this section, the city council is authorized to extend government authority to nongovernmental resources (i.e., personnel, equipment) which may support regular government forces during an emergency and may enter into agreements with other public and private agencies for use of resources. When real or personal property is taken under power granted by this section, the owner of the property shall be entitled to reasonable compensation.

**2.740 Penalty.**

- (1) Any person, firm, corporation, association or entity who violates any emergency measure taken by the city council under authority of this chapter shall be subject, upon conviction, to a fine of not more than \$500 per offense.
- (2) Each day of violation shall be deemed a separate offense for purposes of imposition of penalty.
- (3) Where the Oregon Revised Statutes provide for a penalty for the act, commission or omission, the penalty prescribed herein shall be no greater than prescribed by said Oregon Revised Statutes.

**2.745 Responsibility for Emergency Program Management.** For the purposes of this chapter, the person appointed by the city council as the emergency program manager shall be responsible for managing the city's emergency program. Specific duties shall include, but not be limited to, the following:

- (1) To develop, update and revise the city's basic emergency operations plan;

- (2) To coordinate the activities of city departments and other agencies with emergency services capabilities in the development of individual operational annexes to the basic plan;
- (3) To provide for the coordination of emergency plans, programs, and operations with the county, neighboring jurisdictions, and other public and private agencies with emergency services responsibilities;
- (4) To develop working agreements with the county, neighboring jurisdictions and service districts to assure coordinated response to an emergency in the city;
- (5) To provide for the procurement of personnel, equipment, materials and supplies from higher authority, and for the accounting thereof for use in the event of a declared emergency;
- (6) To provide for coordinated operations emergency conditions;
- (7) To recommend to the council any ordinances or procedures which would assist the council and other city officials in the performance of their duties in preparing for, responding to, and recovering from an emergency.

# Contact Report/Assistance Actions

## DHS - Drinking Water Program

To: **D. Darold**

**Water System Name:** LAFAYETTE, **County:** Yamhill **PWS ID #:** 4100452  
CITY OF

**Contact & Phone:** Randy Hubbard, 503-864-2451

**Date:** 3/3/2004

**Who Responded:** Gary Van Der Veen

**SUMMARY:** Completed ERP received and approved

Assistance Action Type	Reason
<input type="checkbox"/> Alerts -Water Quality (2I)*	<input type="checkbox"/> Coliform (TCR)
<input type="checkbox"/> Formal Enforcement (2V)*	<input type="checkbox"/> Nitrate (NO3)
<input checked="" type="checkbox"/> Emergency Resp/ OERS (2E)	<input type="checkbox"/> Surface Water Treatment (SWTR)
<input type="checkbox"/> Boil Water (2B)*	<input type="checkbox"/> Disinfection By Products (DBPs)
<input type="checkbox"/> Complaint Investigation (2C)	<input type="checkbox"/> Lead & Copper (LCR)
<input type="checkbox"/> Disease Investigation (2D)	<input type="checkbox"/> Arsenic (AS)
<input type="checkbox"/> Capacity Development (2P)	<input type="checkbox"/> IOC
<input type="checkbox"/> DW Protection (2W)	<input type="checkbox"/> VOC
<input type="checkbox"/> Plan Review (2G)	<input type="checkbox"/> SOC
<input type="checkbox"/> Monitoring&Reporting (2R)*	<input type="checkbox"/> Rads
<input type="checkbox"/> Regulatory Assistance (2H)	<input checked="" type="checkbox"/> Operations
<input type="checkbox"/> Training-non DHS(2A)	<input type="checkbox"/> _____
<input type="checkbox"/> Treatment Plant Site Visit(1D)*	
<input type="checkbox"/> Other (2O)_____	

\* Mark Assistance Reason

**Details:** Received ERP on March 3, 2004

**Action Needed:** Emergency Response Plan Approved

**City of Lafayette  
Emergency Response Plan**

**A. Communication and Authority**

1. Contact List

- a. On Call Phone 971-237-2515
- b. Jim Anderson (503) (H) (C)
- c. Matt Johnson (503) (C)
- d. Roy Loftis (503) Home
- e. Diane Rinks (503) (Mac) (C)

2. In the absence of the Public Works Foreman, any Public Works employee on the contact list is authorized to make decisions regarding the emergency. This will include but is not limited to health issues and financial decisions.

3. Notification of Agencies

DEQ	PGE	Lafayette Fire	ODOT
OHD	Verizon	Y.C.S.O.	WPRR
EPA	NWN Gas	YCOM	OERS

- a. Any of the above agencies may be contacted for a specific emergency.
- b. In the event of an emergency that affects the water system, all users will be notified by door hangers with the appropriate information as soon as possible.
- c. Depending on the emergency, the media will be notified. This will include the News Register, a Portland news channel, and possibly a radio station.

## B. Water System Security

### 1. Security Management

The City of Lafayette water system is comprised of 3 springs and 5 wells. The springs and 4 of the wells are located in the Watershed which is approximately 2 miles Northeast of Lafayette. The Watershed is roughly 120 acres in size. None of this area is fenced. The road into the watershed is gated and locked. Each of the wells and springs are housed and locked. The reservoir, soda ash and chlorine injection building, and test building are all located in the watershed. All facilities are locked and accessible by Public Works staff only. Security of this area is very limited. The City Park well is located at the North end of Perkins Park which is in the center of town. This well is housed and locked and accessible by Public Works staff only. An informal security assessment has been performed by the Public Works staff and deficiencies have been noted.

### 2. Physical Activity

Public Works staff are in the watershed on a daily basis. Other parties that may enter the watershed would include the Watershed Advisory Board, contractors during construction, Yamhill County Jail Work Crew for vegetation control, Portland General Electric, and the property owners adjacent to the watershed to the West. The current owners of said property have livestock in that area ( fenced in ). The City of Lafayette has a road easement through a portion of their property for access to the watershed.

### 3. Physical Security

Daily rounds are performed by Public Works staff. As part of rounds checks are made for any entry by unauthorized individuals and damage to any facilities.

### 4. Chemical Storage and Use

The City of Lafayette's water system requires 2 chemicals. Sodium Hypochlorite is used for Disinfection and Dense Soda Ash is used to

control P.H. levels. Both chemicals are stored in the injection building located in the watershed.

#### 5. Personnel

The water system is primarily operated by ~~Randy Hubbard~~, Jim Anderson, and Matt Johnson. The wastewater operator, Roy Loftis does perform rounds on the rotating schedule but has a very limited role in the day to day operations of the water system.

#### 6. Computer System

The water system does not currently have a computer system tied into it. The wells are on a telemetry system for production purposes.

#### 7. Program Evaluation

This plan will be evaluated yearly to make sure all parts of the plan coincide with the current status of the system.

8. A security assessment has been conducted and deficiencies have been noted . Due to the lack of funds, major projects have to be placed on a priority list awaiting funding.

### **C. Water System Hazard Review**

1. Hazard identification was performed during the security assessment and shall be performed annually.
2. Construction deficiencies shall be corrected as funds are available. Routine Maintenance is preformed on the distribution system such as a yearly plan to exercise mainline valves.

## **D. Emergency Equipment & Water Supplies**

1. The City of Lafayette will have an auxiliary power supply for well #10 which is the highest producing well in the system. It will continue to run until corrections have been made to the other sources. The City will also work towards having a backup pump for both the soda ash and the chlorine. In the event of a power outage a generator will be rented from Hertz Rental in McMinnville.

a. List of redundant supplies are as follows:

DPD pillows, Soda Ash, Chlorine

### 2. Water Supply Plan

a. Rationing – A rationing system will be set up by the City Administrator or City Council based on the existing curtailment plan and levels of prohibition contained in the Lafayette Municipal Code.

b. Alternative Sources and Supplies – If only the reservoir is affected, the water from the wells and springs can be by-passed to the creek. If they are involved, water will have to be shipped in. Examples : City Park Well or City of Dayton

c. Alternative Distribution – Trucks or water tenders will have to be used.

## **E. Emergency Response Procedures**

1. Isolating Areas of the Water System – All sources in the watershed have a hand valve at the point of entry into the distribution system so each source can be isolated. There are also valve in between the sources and the reservoir. In the event the sources and the reservoir have to be shut off from the city they can be done so by shutting the valves on the south side of the reservoir.

2. In the event of an emergency that strikes the water system occurs, Public Works staff will be notified first to assess the damage and rectify the problem. Immediately after that, the local Health and



Human Services Department and the Oregon Health Division will be notified of the problem and steps being taken to remedy the situation.

3. Emergency Disinfection can be done from the watershed and also City Park Well. If the problem can be isolated in a specific block, That block will be shut down by way of mainline valves and Hypo-chlorite will be siphoned back into the line. If a boil-water advisory is needed, authorized personnel shall contact all appropriate agencies and the local news paper and radio station. A Portland news channel will also be advised. Door hangers with pertinent information will be issued to each customer by hand as soon as possible. At the first sign of a waterborne disease outbreak, the City's water system will be shut down. This will include all sources, reservoirs, and services at the meter. Until the disease can be isolated.
- F. All City staff shall be trained and instructed in the Emergency Response Plan and will be given a refresher course yearly. All staff will be notified of any changes in the plan immediately

**1A-Emergency Phone Numbers**

**FOR EMERGENCIES: DIAL 9-1-1**

**FIRE – POLICE – MEDICAL**

**TO REPORT A DRINKING WATER SYSTEM EMERGENCY:**

Oregon Dept. of Human Services – Drinking Water Program

(M-f) 8:00am-5:00pm (971) 673-0405

Oregon Emergency Response System (800) 452-0311

**INFORMATION TO REPORT**

1. YOUR NAME, ADDRESS, PHONE NUMBER, CURRENT LOCATION
2. TYPE OF INCIDENT
3. EXACT LOCATION OF INCIDENT
4. THE DATE AND TIME THE INCIDENT OCCURRED
5. NATURE OF THREAT TO THE WATER SYSTEM



## EMERGENCY CONTACTS

### WATER SYSTEM CHAIN OF COMMAND

Name	Position	Emergency Phone
1. <u>JIM ANDERSON</u>	<u>P.W. FOREMAN</u>	<u>(c)</u>
2. <u>ROY LOFTIS</u>	<u>WWTP OPERATOR</u>	<u>(c)</u>
3. <u>ON-CALL PHONE</u>		<u>971-239-2515 (c)</u>
4. <u>DIANE RINKS</u>	<u>CITY ADMINISTRATOR</u>	<u>(H) (c)</u>
5. _____		_____

### UTILITY COMPANIES - EMERGENCY PHONE

Phone Company 1-800-483-4000

Power Company 1-800-544-1793

Gas Company 1-800-422-4012

Other: SPRINT 1-800-877-1125

### ALTERNATE WATER SUPPLIERS - PHONE

CITY OF DAYTON 503-864-2221

CITY OF AMITY 503-835-3711

EQUIPMENT/SUPPLIES VENDORS – PHONE

HERTZ RENTAL 503 472-6223

FAMILIAN N.W 503 362-2436  
503 -287 - 7781 (24 HR. EMERGENCY)  
SERVICE

MEDIA CONTACTS – PHONE

Newspaper News REGISTER 503 472-5114

Radio Station 105.1 503 733-5105

TV Station KGW CHANNEL 8 503 226-5000

Koin CHANNEL 6 503 464-0600

KATU CHANNEL 2 503 231-4222

OTHER IMPORTANT CONTACTS – PHONE

ORE VAC 503 835 1016

OREGON HEALTH Division 503 731-4899

## CHAPTER 3

## EMERGENCY ACTION PLAN

## A. PURPOSE

The City of Lafayette is committed to the safety and well-being of each employee in the workplace. Therefore, policy and procedures have been established to assist in preventing an emergency from occurring and if they do occur, to minimize the impact on our staff and the public using our facilities to the most effective and efficient manner possible. This plan provides for overall command and control of any emergency incident and evacuation procedures for all City facilities.

This plan is in compliance with OR-OSHA rule 437-002-0042.

## B. PROCEDURES

This section highlights emergencies that could affect our workplace and summarizes what to do when responding to them. These procedures should be followed whenever possible, but may not be the only solution to handling an emergency. Each responsible employee should consider factors such as workplace size and location, number of employees, and the nature of the emergency in determining how to respond.

Some emergencies that may be experienced by City of Lafayette employees are:

1. Earthquake – people in most workplaces are at greatest risk from collapsing ceilings, windows, light fixtures, and other falling objects. If you are indoors, the safest response is to take cover under sturdy furniture or to brace yourself against an inside wall. Stay away from windows, skylights, bookcases, and other heavy objects. Protect your head and neck.
2. Fire – it is the byproducts of fire-smoke and fire gasses-that kill. A quick, orderly evacuation is the most effective response to an out-of-control fire. All employees shall be trained to know the location of fire extinguishers and how to operate them.
3. Hazard-substance release – such substances include solvents, pesticides, paints, adhesives, petroleum products, and heavy metals-any substance hazardous to health. Consider if our workplace could be affected by a nearby release or accident on a local road or highway.
4. Medical – this is the most likely workplace emergency. A serious medical emergency, such as cardiac arrest, requires immediate attention-response time is critical. It is essential that medical first responders know how to perform first aid and CPR.
5. Weather-related event – floods, wind, thunderstorms, and snow are likely to be the cause of weather-related workplace emergencies. The effects of such events may be structural damage, power outages and personal injury or loss of life.

After an emergency, it may be necessary to contact an employee's relatives or next of kin. A record of employees home telephone numbers, names and telephone numbers of family members they want contacted, physician names and telephone numbers and any relevant medical condition information they want to provide should be kept with the employees permanent employment records and updated yearly.

1. **General Procedures:** In the event of an emergency, ***police and/or fire service assistance may be obtained by dialing 9-1-1*** on any workplace or cellular phone. Any employee who is aware of an emergency situation must notify the Emergency Scene Commander or their supervisor immediately. Trained employees, operating under a chain of command and following procedures in the emergency plan, may be responsible

for the following:

- a. Determine the nature and extent of the emergency.
  - b. Determine the resources necessary to manage and control the emergency.
  - c. Determine whether an evacuation of the premise is necessary.
  - d. Carry out critical emergency-scene activities to ensure the safety of others.
  - e. Communicate with professional responders to share critical information about the nature of the emergency.
2. **Employee Notification of Emergency:** Employees may be notified of an emergency by means of a public address system, portable radio, an alarm, or any other means that will reach and warn all employees. Any alarm used should be distinctive to all employees.
3. **Chain of Command:** The City Administrator shall act as the Emergency Scene Commander. The Scene Commander shall have overall responsibility for managing emergencies, and will delegate responsibilities to Emergency Scene Coordinators.
- a. **Emergency Scene Commander:** In addition to overall command of a workplace emergency, the Scene Commander shall have the following responsibilities:
    - i. Assessing incidents to determine if it is necessary to order emergency response.
    - ii. Supervising emergency scene coordinators' activities during an emergency.
    - iii. Coordinating the activities of professional responders such as ambulance, police and fire departments.
    - iv. Directing shutdown of critical workplace equipment or operations.
    - v. Determining if an evacuation is necessary and managing an evacuation.
  - b. **Emergency Scene Coordinators:** Each Scene Coordinator shall work under the direction of the Scene Commander. They are responsible for coordinating other employees' activities during an emergency and for other emergency-response tasks for which they've volunteered and been properly trained. They should know how to respond to all emergencies identified in the emergency plan, the evacuation procedures for the workplace, and how to use emergency communication equipment. It is advisable that they know CPR, first aid, and how to respond to threats of violence. The Scene Coordinators primary responsibilities shall include the following:
    - i. Checking rooms and other enclosed spaces for employees who may be trapped or unable to evacuate during an emergency.
    - ii. Knowing who may need assistance during an evacuation and how to assist them.
    - iii. Coordinating the emergency activities of employees.
    - iv. Ensuring that employees understand how to respond to workplace emergencies.
    - v. Knowing the workplace layout, appropriate escape routes, and areas that employees must not enter during an evacuation.
    - vi. Verifying that employees are in designated safe areas after an evacuation.

4. **Evacuation Procedures:** Each City workplace should have a primary evacuation exit and alternate exit. Diagrams identifying evacuation routes and emergency exits should be clearly posted in the workplace. An evacuation map and designated safe area must be available in the event of an emergency. Each exit should be clearly marked, well lit, and visible under emergency conditions; they should be wide enough to accommodate employees and any other persons during an evacuation; they should always be unobstructed and should not expose employees to other hazards.
5. **Accounting for Employees after Evacuation:** A safe meeting place should be designated away from any emergency site where all employees must meet after evacuation. The Scene Commander or a Scene Coordinator shall take a roll call to identify any employees not present.
6. **Conducting Employee Rescues:** Whenever possible, rescue work should be conducted by professional responders who are appropriately trained and equipped. In the event of a catastrophe where professional responders may be delayed, or emergencies in which fire or police personnel are not specifically trained, available employees who are trained and equipped to respond to such events may conduct rescues.

### **C. EMPLOYEE TRAINING AND EDUCATION**

To protect themselves during an emergency, all employees should receive regular training and understand the following elements of their emergency plan:

1. The roles of the Emergency Scene Commander and Coordinators.
2. How to respond to threats and intimidation.
3. The method(s) for warning employees of emergencies.
4. The location and use of fire extinguishers.
5. The method for contacting employees' next of kin after an emergency.
6. The procedure for summoning emergency responders.
7. The location of fire exits, emergency evacuation routes and safe meeting areas.
8. How to respond to an emergency and an order to evacuate.

Emergency Scene Coordinators should be trained in first aid and CPR, bloodborne-pathogen protection, and how to operate rescue equipment. Regular drills should be held so that employees can practice emergency response and evacuation procedures.

For additional training requirements, see Table 1 – OSHA Training Requirement Summary in chapter 2.