



CLACKAMAS COUNTY SHERIFF'S OFFICE

Policy # 30

**Printed copies are for reference only.
Please refer to the electronic copy for the latest version.**

References: [Clackamas County Employment Policy and Practice \(EPP\) # 55 Major Emergencies and Disasters](#) and [Clackamas County Emergency Operations Plan](#).

EMERGENCY AND CONTINUITY PLANNING

General

1. CCSO is committed to ensuring the continued availability of critical services in the event of any disruption from natural or man-made disasters by:
 - a. providing a coordinating role for all County-wide law enforcement and public safety emergencies;
 - b. working in concert with the Clackamas County Department of Emergency Management (EM) and implementation of the County Emergency Operations Plan (EOP) to mitigate, prepare for, respond to, and recover from County-wide emergencies; and
 - c. maintaining and exercising a CCSO Continuity of Operations Plan (COOP).

Responsibilities

2. CCSO responsibilities are as follows:
 - a. Sheriff – overall law enforcement and public safety leadership during a major incident;
 - b. Undersheriff – implementation of EOP/COOP prerequisites between the CCSO and County Department of Emergency Management and designation of employees responsible to meet EOP/COOP requirements; and
 - c. Division Commanders – responsible for support of CCSO EOP/COOP requirements and designation of key employees to fulfill specific assignments. At a minimum, each Division Commander should assign an employee that can report current employee status in the event of an emergency (e.g. fire, earthquake, etc.) and support the supplemental direction in Support Service Manual, [Emergency Procedure Development and Exercises](#).



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Declaration

- Deputies identifying a major incident, as defined by the criteria outlined in the EOP, will report the circumstances to County EM and CCSO chain of command. County EM will be responsible for declaring an emergency and responding in accordance with the EOP.
- An incident requiring activation of the CCSO COOP may be declared by a Watch Commander.

Guidance – During a Catastrophic Event (Activation of the COOP)

- In the event of a no-notice Catastrophic Event affecting Clackamas County and/or the Metropolitan Area:

On-Duty Employees

- Remain in Patrol District or Duty Area – respond to local emergencies as required and await instructions.
- Supervisors should assess the situation and issue instructions based on known preliminary information and COOP planning guidance (i.e. determine employee status, maintain public safety, identify alternative headquarter sites, develop patrol and evacuation routes, and coordinate/monitor/support emergency services as required).
- If no instruction is received within the first three hours (i.e. communications are not available) – Deputies are to relocate to the nearest fire station or police station. Deputies will coordinate public safety response, monitor radio for instructions and report status when possible to the nearest law enforcement supervisor.
- Non-Essential Staff should contact their CCSO supervisor or follow announcements issued by the County. Note: All staff may be called upon to assist in supporting CCSO continuity operations.



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Off-Duty Employees

- Provide for family stability either in situ or move to a designated shelter.
- All CCSO deputies are to equip themselves for Patrol (Public Safety) duties. Monitor and establish contact via police radio when requested. If radio is not serviceable check County Call-In/Employee Welfare Check-in line for instructions.
- If no instruction is received within the first three hours (i.e. Communications are not available) – Law Enforcement deputies are to report to the Brooks Building and Corrections deputies are to report to the Jail. Should this not be feasible, deputies are to relocate to the nearest Clackamas County fire station or police station. Deputies will coordinate public safety response, monitor radio for instructions and report status when possible to the nearest Clackamas County Sheriff's Office supervisor.
- Supervisors should assess the situation and issue instructions based on known preliminary information and COOP planning guidance (i.e. determine employee status, maintain public safety, identify alternative headquarter sites, develop patrol and evacuation routes, and coordinate/monitor/support emergency services as required).
- Non-Essential Staff should monitor public radio and utilize the County Call-In/Employee Welfare Check-in line for announcements/instructions as staff may be called upon to assist in supporting CCSO continuity operations.



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County Call-In/Employee Welfare Check-in Line (Active Jan 2016)

- Phone: 503-557-5888
- Email: ewc@clackamas.us
- Web: <http://web3.clackamas.us/ewc> *

*single user sign on is:

- User Name: clackewc
- Password: disaster123

CCSO COOP Plans

6. Supervisors are to be familiar with CCSO Contingency Operations – focusing on consistent guidance and dissemination of instructions to their employees during a county-wide catastrophic event. There are four basic COOP plans within the CCSO:

- a. Clackamas County Sheriff's Office COOP – primarily the Law Enforcement/Public Safety responsibilities of the CCSO involving the Patrol, Investigation, and Support Service Divisions (including Administration/Finance). The concept is that during any significant county-wide emergency an “all-hands on deck” approach will be required (i.e. not a divisional approach). The priority of focus will be public safety and coordination of an overall LE effort throughout the County;
- b. Clackamas County Jail COOP – based on their specialized operations and responsibility for Jail Inmates;
- c. Clackamas County Civil/County Courthouse COOP - based on their specialized operations and responsibilities to support the Courthouse/Oregon Judicial Department; and
- d. Clackamas Community Corrections COOP - based on their specialized operations concerning parole and probation services.