

IA 3: Terrorism



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IA 3 Tasked Agencies

Primary County Agencies	Clackamas County Sheriff's Office (CCSO)
Supporting County Agencies	Clackamas County Disaster Management (CCDM) Fire Defense Board Department of Health, Housing, and Human Services (H3S) Public and Governmental Affairs (PGA) Department of Transportation and Development (DTD)
Community Partners	Local Law Enforcement Departments
State Agencies	Oregon State Police (OSP)
Federal Agencies	Department of Justice (DOJ) Federal Bureau of Investigation (FBI) Centers for Disease Control and Prevention (CDC)

1 Introduction



This annex can be applied to incidents involving weapons of mass destruction (WMD) and chemical, biological, radiological, nuclear, or explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. City Police departments will normally take the lead role in terrorism crisis management within the city and the Clackamas County Sheriff's Office (CCSO) elsewhere in the County (addressing public safety and security issues as per Emergency Support Function (ESF) 16 – Law Enforcement). The lead agencies for the State and federal government are Oregon State Police and the Federal Bureau of Investigation (FBI).

The laws of the United States assign primary authority to state and local governments to respond to the consequences of terrorism; the Federal government provides assistance as required. The County Emergency Operations Center (EOC) typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents. The Oregon Office of Emergency Management (OEM) and Federal Emergency Management Agency (FEMA) are the state and federal consequence management leads.

2 Responsibilities by Phase of Emergency

The following checklist identifies key roles broken out by phase of emergency management to inform tasked agencies of what activities they might be expected to perform before, during, and after an emergency to support the law enforcement function.

2.1 Preparedness (Pre-Incident)

- Maintain and revise, as needed, applicable response plans pertaining to terrorism related incidents, including the Emergency Operations Plan and agency-specific standard operating procedures.
- Ensure necessary personnel participate in appropriate trainings and exercises, as determined by CCDM and ESF 4 – Firefighting, and ESF 8 – Health and Medical.
- Participate in Clackamas County, regional, State and federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.
- Ensure that emergency contact lists are updated and establish a pre-event duty roster for the EOC. Include appropriate regional, State and federal emergency contacts for terrorism response.
- Inform CCDM of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of firefighting equipment)
- Prepare radio messaging to be used by local radio stations and scripts to be used on local television station(s) for emergency broadcast. Include release instructions and maps as appropriate.
- Identify private and public agencies, local contractors, and vendors that could be affected by and/or involved in supporting the response to the incident.
 - Incorporate into planning efforts.
 - Develop memoranda of understanding with appropriate private businesses.
 - Maintain lists of contracts and vendors including their names, contact information, and their specialties.
- Pre-designate emergency transportation routes and alternate routes for areas vulnerable to terrorism-related incidents.

- ❑ Ensure that terrorism response equipment and personnel inventories for the County and the regional teams are updated. This includes response to CBRNE agents. Test and maintain response and communications equipment. Keep a stock of necessary supplies.
- ❑ Familiarize staff with requirements for requesting State and Federal Disaster Assistance. *[Robert T. Stafford Disaster Relief and Emergency Assistance Act and Oregon Emergency Operations Plan]*

2.2 Surveillance Phase (Bio only)

- ❑ Provide public safety information and education programs regarding emergency preparedness and response to the anticipated incident.
- ❑ Activate Incident/Unified Command upon recommendation from the CCSO. Unified Command may consist of County, regional, State, and federal crisis management and consequence management agencies.
- ❑ Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, hazardous materials, law enforcement, public health, and others to the site. Determine responder activities and establish perimeter prior to mobilizing resources. *[ERG]*
- ❑ Evaluate the safety of emergency personnel. Initiate development of a site- and agent-specific health and safety plan.
- ❑ Assess the situation and confirm the WMD/CBRNE incident. Gather all available data regarding the status of the incident. Record the information using established forms, log sheets, and templates. Use of standard Incident Command System (ICS) forms may be necessary. *[ICS Form 209: Incident Status Summary]*
- ❑ Activate public notification procedures. Contact agency and partner emergency personnel to ensure they are aware of the incident's status and are available and staffed to respond.
- ❑ Control the scene. Determine if any advisories should be issued to the public. Alert the public using approved messaging and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.
- ❑ Conduct a hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?
- ❑ Draft an EOC Action Plan (EAP). Outline response goals and timelines and prepare for longer term (1–7 day) logistics, staffing, and operations.
- ❑ Maintain communication between field response crews, local/County EOCs, regional EOC, and State Emergency Coordination Center (ECC), as applicable. Communication should be ongoing throughout the duration of the response and include incident status reports, resource requests, and projected staffing and equipment needs.
- ❑ Gather additional information. Include photographs and video recording.
- ❑ Determine if the threat level for that area should be elevated and inform appropriate agencies if so.

2.3 Response Phase Action Items

- ❑ Determine if any advisories should be issued to the public.
- ❑ If an explosive device is found, clear the immediate area and notify appropriate first responders.
 - Be cognizant of any secondary devices that may be on site.
 - Be cognizant that CBRNE agents may be present.
- ❑ Investigate the crime scene and collect vital evidence.
- ❑ Activate the EOC and staff as appropriate to the situation. For larger events that cross multiple jurisdictions, establish a Unified Command. Ensure multi-agency coordination.
- ❑ Estimate ongoing emergency staffing levels, shift rotation plans, and request personnel support.
 - Consider the need for specialized staff such as engineers, building inspectors, heavy equipment operators, and/or environmental remediation contractors.
- ❑ Develop work assignments for necessary ICS positions (recurring action). [*ICS Form 203: Organization Assignment List*]
 - Establish an Incident Command Post near the incident location. The Incident Command Post should be uphill and upwind of the incident location (cold zone). [ERG]
- ❑ Notify ESF 4 and ESF 8 supporting agencies (dependent on the type of incident) and the County Court.
 - Identify local, regional, and state agencies that may be able to mobilize resources to the EOC for support.
- ❑ All departments should keep CCDM and/or the EOC (if activated) informed of any major developments that could adversely affect response operations (e.g., personnel shortages, loss of equipment, etc.)
- ❑ Determine the type, scope, and extent of the incident (recurring). Verify reports and obtain estimates of the area that may be affected. Maintain situational awareness and keep command staff, support agencies, adjacent jurisdictions, and liaisons updated on situational changes. [*ICS Form 209: Status Summary*]
 - Notify the regional Hazardous Materials team, public health agencies, support agencies, dispatch centers/Clackamas County Communications (C-COM), adjacent jurisdictions, federal agencies (including FBI), and ESF leads/coordinators (as necessary/required) of any situational changes.
 - Verify that the hazard perimeter and hazard zones security have been established.
 - Ensure that a health and safety plan is developed by the designated Safety Officer, including health monitoring of first responders in accordance with all applicable guidance.
 - Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protective equipment requirements, decontamination requirements, and health monitoring requirements.

- ❑ Determine if the threat level for the affected area should be elevated and inform appropriate agencies if so.
- ❑ Disseminate appropriate and approved warnings to the public. [ESF 14 – Public Information]
- ❑ Confirm or establish communications links among adjacent jurisdiction Emergency Operations Centers, appropriate agency operations centers, and the State ECC if activated. [ESF 2 – Communications]
 - Confirm operable phone numbers and verify functionality of alternate communications resources, if necessary.
- ❑ Ensure that all required notifications have been completed. Consider other local, regional, State, and Federal agencies that may be affected by the incident. Notify them of the status.
 - Notification to the Oregon State Police and the FBI is required for all terrorism incidents.
 - If an incident occurs on State highways, ensure that the Oregon Department of Transportation has been notified.
 - Contact appropriate key stakeholders and partners if the incident poses an actual or potential threat to State parks, recreational areas, historical sites, environmentally sensitive areas, tourist routes, or other designated areas.
 - If agricultural areas and livestock are potentially exposed, contact local Extension Services (Oregon State University), County Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to the situation. [ESF 11 – Agriculture and Animal Protection]
- ❑ Dedicate time during each shift to prepare for shift change briefings. [EAP]
- ❑ Manage and coordinate interagency function (multi-agency coordination is the primary goal)
- ❑ Implement local plans and procedures for Terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and operating procedures. [Clackamas County Local First Responder Protocols]
- ❑ Obtain current and forecasted weather to project potential hazardous materials vapor plumes (recurring).
 - Note: Vapor plume modeling support may be obtained through regional hazardous materials teams, State, and/or Federal environmental protection agencies.
- ❑ Determine the need to implement evacuations and sheltering activities (recurring). Evacuation assistance should be provided through interactions with ESF 1 – Transportation, ESF 6 – Mass Care, ESF 14 – Public Information. A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. [SA 1 – Evacuation]
 - Note: Refer to the U.S. Department of Transportation Emergency Response Guidebook for determining the appropriate evacuation distance from the source.
- ❑ Determine the need for and activate emergency medical services (recurring). [ESF 8 – Public Health and Medical Services]
- ❑ Determine the need for additional resources and request as necessary through appropriate channels (recurring) [ESF 7 – Resource Support]

- ❑ Submit a request for emergency/disaster declaration, as applicable. [*Basic Plan, Appendix A – Sample Disaster Declaration Forms*]
- ❑ Activate mutual aid agreements as needed. Activation includes placing backup teams on standby and alerting resource supplies of both potential and current needs.
- ❑ 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. [*ICS Resource Tracking Forms*]
- ❑ Develop plans and procedures for registering regional Hazardous Materials or health and medical teams as they arrive on the scene and receive deployment orders.
- ❑ If appropriate, establish a Joint Information Center and designate a lead Public Information Officer for the jurisdiction. [*ESF 14 – Public Information*]
- ❑ Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts. (recurring) [*ESF 14 – Public Information*]
 - Public information should be reviewed and approved for release by the EOC Manager and/or on-scene Incident Commander or designee prior to dissemination to the public.
- ❑ Maintain accurate records for reimbursement requests and historic information reports. [*Incident Action Planning Guide*]
 - All EOC and incident assignments, person(s) responsible, and actions taken should be documented in logbooks. [*ICS Form 214 – Unit Log*]
 - All messages, and the names of those sending and receiving them, should be documented on the EOC log.
 - Collect records and bills generated during the incident to ensure timely submittal of documents for reimbursement.
- ❑ Develop and deliver situation reports (recurring at regular intervals). [*ICS Form 209 – Incident Status Summary*]
- ❑ Develop and regularly update an EOC Emergency Action Plan (EAP) (recurring). [*ICS Form 202 – Incident Objectives*]
 - Developed by the Planning Section, and approved by the EOC and/or on-scene Incident Commander, the EAP should be discussed at regular intervals and modified as the situation changes.
 - Ensure objectives and tasks outlined in the EAP are implemented.
- ❑ Ensure actions are taken to protect personnel and emergency equipment from possible damage by the incident.

- ❑ Conduct damage assessment and develop reports. (recurring)
- ❑ Activate, if necessary, appropriate recovery strategies outlined in continuity operations plans and/or continuity of government plans.
- ❑ Ensure that all reports of injuries, deaths, and major equipment damage accrued during response activities are communicated to the EOC Manager and/or on-scene Incident Commander.

2.4 Recovery/Demobilization Phase Action Items

- ❑ Develop a Demobilization Plan to assist in an orderly demobilization of emergency operation. [ICS Form 221 – Demobilization Plan]
- ❑ As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among the County, the responsible party (if known), and the Oregon Department of Environmental Quality. Support from the U.S. Environmental Protection Agency may be necessary.
- ❑ Monitor recovery/Continuity of Operations Plans
- ❑ Release mutual aid resources as soon as possible.
- ❑ Deactivate/demobilize the EOC, agency operations centers, and command posts.
- ❑ Conduct post-incident debriefing(s) to identify success stories and opportunities for improvement.
 - Develop an After-Action Report based on these debriefings.
- ❑ Correct any deficiencies reflected in the After-Action Report.
 - Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.

3 Mitigation

Mitigation activities take place before and after an emergency occurs and include activities that prevent an emergency, reduce the chance of an emergency happening, or reduce the damaging effects of unavoidable emergencies. Mitigation roles and responsibilities for this Incident Annex include:

3.1 All Tasked Agencies

- Participate in the hazard/vulnerability identification and analysis process.
- Take steps towards correcting deficiencies identified during the hazard/vulnerability identification and analysis process as appropriate.