



# Sample Disaster Declaration Forms

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**Appendix A. Declaration of State of Emergency**

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## Appendix A. Declaration of State of Emergency

**DECLARATION OF STATE OF EMERGENCY**

BEFORE THE BOARD OF COMMISSIONERS  
FOR CLACKAMAS COUNTY, OREGON

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

**RESOLUTION**

This matter came before Board of Commissioners at an emergency meeting on \_\_\_\_\_, involving an emergency situation created by \_\_\_\_\_; and

WHEREAS, \_\_\_\_\_

\_\_\_\_\_; and (*Date/time of occurrence; cause of incident*)

WHEREAS, \_\_\_\_\_

\_\_\_\_\_; and (*Specify location of incident and effects*)

WHEREAS, \_\_\_\_\_

\_\_\_\_\_; and (*Specify location of incident and effects*)

WHEREAS, the following conditions, \_\_\_\_\_ exist in the impact area.

WHEREAS, the County EOC has been implemented and emergency service

responders are \_\_\_\_\_; and

BE IT RESOLVED that the Board of Commissioners, under the emergency powers granted by ORS 401.305, declares that a State of Emergency exists within Clackamas County due to the fact that local resources have been exhausted. Further, Clackamas County Disaster Management is hereby directed to take all necessary steps authorized by law to secure the persons and property of the citizens of Clackamas County. State assistance is requested immediately and includes the following:

\_\_\_\_\_  
\*

\_\_\_\_\_  
\*

\_\_\_\_\_  
\*

**Appendix A. Declaration of State of Emergency**

Dated at Salem, Oregon, this \_\_\_\_\_ day of \_\_\_\_\_

**CLACKAMAS COUNTY BOARD OF COMMISSIONERS**

\_\_\_\_\_  
[Name], Chair

\_\_\_\_\_  
[Name], Commissioner

\_\_\_\_\_  
[Name], Commissioner

\_\_\_\_\_  
[Name], Commissioner

\_\_\_\_\_  
[Name], Commissioner

\_\_\_\_\_  
[Name], Recording Secretary

\_\_\_\_\_  
Date

## Appendix A. Declaration of State of Emergency

**DECLARATION OF EMERGENCY**

BEFORE THE CITY COUNCIL  
FOR THE CITY OF, [CITY NAME], CLACKAMAS COUNTY, OREGON

To: \_\_\_\_\_,  
Clackamas County Disaster Management

From: \_\_\_\_\_,  
[CITY NAME], Oregon

At \_\_\_\_\_ (time) on \_\_\_\_\_ (date),

a/an \_\_\_\_\_ (*description of emergency  
incident or event type*) occurred in the [CITY NAME] threatening life and property.

The current situation and conditions are:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The geographic boundaries of the emergency are:

\_\_\_\_\_  
\_\_\_\_\_

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

Signed: \_\_\_\_\_

Title: \_\_\_\_\_ Date & Time: \_\_\_\_\_

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

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