

**IA8**

**Terrorism**

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**Terrorism Incident Checklist**

**Background Information**

This annex can be applied to incidents involving WMD and Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) materials.

Law enforcement agencies will normally take the lead role in crisis management. The Dalles Police department has the lead role in terrorism crisis management within the city and the Marion County Sheriff’s Office elsewhere in the County. The lead agencies for the State and Federal government are Oregon State Police and the Federal Bureau of Investigations.

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 at required. The County EOC typically will be activated and have the lead role in terrorism consequence management for most types of terrorist incidents, but the Marion County Health Department will be assigned the lead local role in terrorism consequence management for incidents involving biological agents. Oregon Office of Emergency Management and Federal Emergency Management Agency are the state and Federal consequence management leads.

Definitions for crisis management and consequence management can be found in Appendix C of this EOP.

Phase of Activity	Action Items	Supplemental Information
<b>PRE-INCIDENT PHASE</b>	<input type="checkbox"/> Continue to maintain and revise, as needed, the appropriate emergency response plans relating to Terrorism response, including the Marion County EOP and annexes.	
	<input type="checkbox"/> Have personnel participate in necessary training and exercises, as determined by Marion County Emergency Management and the ESF-8 and ESF-10 Leads.	
	<input type="checkbox"/> Participate in Marion County, regional, State and Federal terrorism preparedness activities, seeking understanding of interactions with participating agencies in a terrorism scenario.	
	<input type="checkbox"/> Ensure that emergency contact lists are updated and establish a pre-event duty roster allowing for 24/7 operational support for the Marion County EOC. Include appropriate regional, State, and Federal emergency contacts for terrorism response.	<i>Existing emergency contact lists for Marion County and response partners</i>
	<input type="checkbox"/> Ensure that terrorism response equipment and personnel inventories for Marion 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.	
	<input type="checkbox"/> Inform Marion County Emergency Management of any major developments that could adversely affect response operations (i.e., personnel shortages, loss of firefighting equipment, etc.).	

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	<ul style="list-style-type: none"> <li><input type="checkbox"/> Provide public safety information and educational programs for terrorism emergency preparedness and response.</li> </ul>	
<p><b>SURVEILLANCE PHASE (BIO ONLY)</b></p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate Incident/Unified Command upon recommendation from Marion County Health Department. UC may consist of County, regional, State and Federal crisis management and consequence management agencies.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Mobilize appropriate emergency personnel and first responders. When deemed necessary, send fire, HazMat, law enforcement, public health and others to the site. Determine responder activities and establish non-contaminated areas prior to mobilizing resources.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Evaluate the safety of emergency personnel. Initiate development of site and agent-specific health and safety plan.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Assess the situation/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 ICS forms may be necessary.</li> </ul>	<p><i>ICS Form 209: Incident Status Summary</i></p>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate public notification procedures. Contact agency and partner emergency personnel to ensure that they are aware of the incident status and are available and staffed to respond.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Control the scene. Alert the public and consider shelter-in-place needs, relocation of people/animals, and special needs. This task should be coordinated with law enforcement.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct hazard assessment. In the case of a possible intentional release, begin addressing information needs for criminal investigation. For example, what is the ultimate purpose of the biological release? What is the target? Do further hazards and secondary threats exist? What is the source of release?</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Draft an IAP. Outline response goals and timelines and prepare for longer term (1-7 day) logistics, staffing, and operations.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Maintain communication between field response crews, local/county EOCs, REOC, and state 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.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Gather additional information. Include photographs and video recording.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies.</li> </ul>		

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Determine if any advisories should be issued to the public.	
<b>RESPONSE PHASE</b>	<input type="checkbox"/> If an explosive devise is found, clear the immediate area and notify appropriate first responders. Be cognizant of any secondary devices that may be on site.	
	<ul style="list-style-type: none"> <li>- Be cognizant of any secondary devices that may be on site.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Be cognizant that CBRNE agents may be present.</li> </ul>	
	<input type="checkbox"/> Investigate the crime scene and collect vital evidence.	
	<input type="checkbox"/> Activate the Marion County EOP.	<i>Marion County EOP</i>
	<input type="checkbox"/> Activate the appropriate EOCs and establish Incident Command. For larger events that cross multiple jurisdictions, establish a Unified Command. During Terrorism incidents, local and/or County EOCs may be staffed. Staffing levels vary with the complexity and needs of the response. At a minimum, the IC, all Section Chiefs, the Resource Coordinator, and management support positions will most likely be needed.	
	<input type="checkbox"/> Estimate emergency staffing levels and request personnel support.	
	<input type="checkbox"/> Develop work assignments for ICS positions (recurring).	<i>ICS Form 203: Organization Assignment List</i>
	<ul style="list-style-type: none"> <li>- Establish an ICP near the incident location. The ICP should be uphill and upwind of the incident location.</li> </ul>	
	<input type="checkbox"/> Notify ESF-10 and/or ESF-8 supporting agencies (dependent on the type of incident) and the County Court.	<i>ESF 10 and 8 Annex to the Marion County EOP</i>
	<ul style="list-style-type: none"> <li>- Identify local, regional, and/or state agencies that may be able to mobilize resources to the EOC for support.</li> </ul>	
	<input type="checkbox"/> Determine the type, scope, and extent of the Terrorism incident (recurring). Verify reports and obtain estimates of the area that may be affected. Also verify the status of critical infrastructure.	<i>ICS Form 209: Incident Status Summary</i>
	<ul style="list-style-type: none"> <li>- Notify the regional HazMat team, public health agencies, support agencies, dispatch centers/PSAP, adjacent jurisdictions, Federal agencies (including FBI), and ESF leads/coordinators of any situational changes.</li> </ul>	
	<ul style="list-style-type: none"> <li>- Verify that the hazard perimeter and hazard zone security have been established.</li> </ul>	
<ul style="list-style-type: none"> <li>- 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.</li> </ul>		
<ul style="list-style-type: none"> <li>- Assess the type, severity, and size of the incident. If possible, characterize the hazardous material(s) of concern and determine appropriate personal protection equipment requirements.</li> </ul>		
<input type="checkbox"/> Determine if the threat level for that area should be elevated and inform appropriate agencies.		

Phase of Activity	Action Items	Supplemental Information
	<input type="checkbox"/> Disseminate appropriate warnings to the public.	<i>ESF 2 Annex to the Marion County EOP</i>
	<input type="checkbox"/> Develop and initiate shift rotation plans, including briefing of replacements during shift changes.	
	- Dedicate time during each shift to preparing for shift change briefings.	<i>ICS Form 201: Incident Briefing</i>
	<input type="checkbox"/> Confirm or establish communications links among primary and support agencies, the County EOC, and state ECC. Confirm operable phone numbers and backup communication links.	<i>ESF 2 Annex to the Marion County EOP</i>
	<input type="checkbox"/> 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.	<i>"Notification and Activation" section of the Marion County EOP</i>  <i>Established emergency contact lists maintained at the EOC</i>
	- 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 ODOT 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 (OSU), Marion County Health Department, Oregon Department of Agriculture, and the State Veterinarian, as applicable to situation.	<i>ESF 11 Annex to the Marion County EOP</i>
	<input type="checkbox"/> Manage and coordinate interagency functions. Providing multi-agency coordination is the primary goal. Assimilate into a Unified Command structure as dictated by the incident.	
	<input type="checkbox"/> Implement local plans and procedures for Terrorism operations. Ensure that copies of all documents are available to response personnel. Implement agency-specific protocols and SOPs.	<i>Marion County Terrorism Response Plan</i>
	<input type="checkbox"/> Obtain current and forecasted weather to project potential HazMat vapor plumes (recurring). - <i>Note: Vapor plume modeling support may be obtained through regional HazMat teams, State, and/or Federal environmental protection agencies.</i>	<i>ESF 2 Annex to the Marion County EOP</i>

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	<input type="checkbox"/> Determine the need to implement evacuations and sheltering activities (recurring). Evacuation assistance should be provided through interactions with ESF-1 (Transportation), ESF-5 (Emergency Management), ESF-6 (Mass Care, Housing, and Human Services), and ESF-15 (Public Information and External Affairs). A determination of the use of shelter-in-place for surrounding residences and public facilities should be made. - <i>Note: Refer to the USDOT Emergency Response Guidebook for determining the appropriate evacuation distance from the source.</i>	<i>ESF 1, ESF 5, ESF 6, and ESF 15 Annexes to the Marion County EOP</i>
	<input type="checkbox"/> Determine the need for and activate emergency medical services (recurring). Medical services should be coordinated through ESF-8 (Public Health and Medical Services)	<i>ESF 8 Annex to the Marion County EOP</i>
	<input type="checkbox"/> Determine the need for additional resources and request as necessary through appropriate channels (recurring).	<i>ESF 7 Annex to the Marion County EOP</i>
	<input type="checkbox"/> Submit a request for emergency/disaster declaration, as applicable.	<i>Section 1 of the Marion County EOP</i>
	<input type="checkbox"/> Activate mutual aid agreements. Activation includes placing backup teams on standby and alerting resource suppliers about potential needs as well as current needs.	
	<input type="checkbox"/> 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.	<i>ICS Resource Tracking Forms</i>
	<input type="checkbox"/> Develop plans and procedures for registering regional HazMat or health and medical teams as they arrive on the scene and receive deployment orders.	
	<input type="checkbox"/> Establish a JIC.	<i>ESF 15 Annex to the Marion County EOP</i>
	<input type="checkbox"/> Formulate emergency public information messages and media responses utilizing “one message, many voices” concepts (recurring).	
	- Public information will be reviewed and approved for release by the IC and lead PIO before dissemination to the public and/or media partners.	<i>ESF 15 of the Marion County EOP</i>
	<input type="checkbox"/> Record all EOC activity and completion of individual personnel tasks (recurring). All assignments, person(s) responsible, and significant actions taken should be documented in logbooks.	<i>EOC Planning Section job action guide</i>
	<input type="checkbox"/> Record all incoming and outgoing messages (recurring). All messages, and the person sending or receiving them, should be documented as part of the EOC log.	
	<input type="checkbox"/> Develop and deliver situation reports (recurring). At regular intervals, the EOC Manager and staff will assemble a situation report.	
	<input type="checkbox"/> Develop an IAP (recurring). This document is developed by the Planning Section and approved by the Incident Commander. The IAP should be discussed at regular intervals and modified as the situation changes.	<i>ICS Form 202: Incident Objectives</i>

Phase of Activity	Action Items	Supplemental Information
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Implement objectives and tasks outlined in the IAP (recurring).</li> <li><input type="checkbox"/> Coordinate with private sector partners as needed.</li> <li><input type="checkbox"/> Ensure that all reports of injuries, deaths, and major equipment damage due to the terrorist incident are communicated to the Incident Commander and/or Safety Officer.</li> </ul>	
<b>RECOVERY/DEMobilIZATION PHASE</b>	<ul style="list-style-type: none"> <li><input type="checkbox"/> Ensure that an orderly demobilization of emergency operations in accordance with current demobilization and community recovery plans.</li> </ul>	<i>ESF 14 Annex to the Marion County EOP</i>
	<ul style="list-style-type: none"> <li><input type="checkbox"/> As applicable, clean-up activities will most likely be conducted by private contractors and coordinated among Marion County, the responsible party (if known), and the DEQ. Support from the Environmental Protection Agency may be necessary.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Activate, if necessary, the appropriate recovery strategies, continuity of operations plans, and/or continuity of government plans.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Release mutual aid resources as soon as possible.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Conduct a post-event debriefing to identify success stories, opportunities for improvement, and development of the After Action Report/Improvement Plan.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Deactivate/demobilize the EOC.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Correct response deficiencies reflected in the IP.</li> </ul>	
	<ul style="list-style-type: none"> <li><input type="checkbox"/> Revise any applicable emergency response plans based on the success stories and/or lessons learned during the response.</li> </ul>	
<ul style="list-style-type: none"> <li><input type="checkbox"/> Submit valuable success stories and/or lessons learned to the Lessons Learned Information Sharing website (<a href="http://www.llis.gov">www.llis.gov</a>)</li> </ul>		