

Table 1-4 City Lines of Succession	
Emergency Coordination	Emergency Policy and Governance
<ol style="list-style-type: none"> 1. Mayor, City Manager, designee(s) 2. Public Works Lead Workers 3. Rural District Fire Chief 4. Emergency Preparedness Comm. 	<ol style="list-style-type: none"> 1. Mayor and Council members (order of succession) 2. City Manager, or designee 3. City Attorney

Individual personnel and/or authorized volunteers within the City are responsible for developing and implementing continuity of government and operations plans to ensure continued delivery of essential functions during an emergency.

Emergency Preparedness Committee

The Emergency Preparedness Committee supports the City Manager in the day to-day authority and responsibility for overseeing emergency management programs and activities. The Emergency Preparedness Committee works with the Executive Group to ensure that there are unified objectives with regard to the City's emergency plans and activities, including coordinating all aspects of the City's capabilities. The Emergency Preparedness Committee coordinates all components of the local emergency management program, including assessing the availability and readiness of local resources most likely required during an incident and identifying and correcting any shortfalls.

The EOP will be re-promulgated when a new senior elected or appointed official takes office or at a minimum of every five years to comply with State requirements. If awarded monies through the Emergency Management Performance Grant, this EOP will be reviewed every two years throughout the period of performance of the award.

This review will be coordinated by the **City Emergency Preparedness Committee** and will include participation by members from each of the departments assigned as lead agencies in this EOP and its supporting annexes.

In particular, the Emergency Preparedness Committee is responsible for:

- Leading the City in preparing and establishing plans for emergencies to continue critical operations.
- Maintaining this plan through seeking input and approval from key stakeholders.
- Analyzing the emergency skills required and arranging the training necessary to provide those skills.

The Emergency Preparedness Committee coordinates training for City personnel and/or volunteers and encourages them to participate in training sessions hosted by other agencies, organizations, and jurisdictions throughout the region. Current training and operational requirements set forth under NIMS have been adopted and implemented by the City (see minimum training requirements in City of Yachats)

The Emergency Preparedness Committee is responsible for maintaining the readiness of the ECC, identifying support staff, and ensuring that they are adequately trained to perform their position duties. The City Manager will be requested to designate personnel and/or volunteers who can be made available to be trained by the **Emergency Preparedness Committee** and to work in the ECC during an emergency. Other personnel may be requested to provide assistance in an emergency.

Emergency Personnel and/or volunteers	Training Required
Direct role in emergency management or emergency response	ICS-100c IS-700a
First-line supervisors, mid-level management, and Command and General Staff	ICS-100c, -200b IS-700a
Supervisory role in expanding incidents or a management role in an ECC	ICS-100c, -200b, -300 IS-700a
Management capacity in an Area Command situation or ECC	ICS-100c, -200b, -300, -400 IS-700a, -701a
PIOs	IS-702a
Resource management	IS-703a
Communication or incident information systems	IS-701a
Development of mutual aid agreements and/or mutual aid operational plans	IS 706
Planning	IS-800c

3.2.3.5 Information and Planning Primary Agency: City Administration Supporting Agencies: All other City personnel and/or volunteers, as requested State Agency: Office of Emergency Management (OEM) Federal Agency: Department of Homeland Security (DHS)

The following tasks are necessary for the City to activate and utilize its ECC to support and coordinate response operations during an emergency:

- Providing coordination of resources and emergency communications at the request of the on-scene Incident Commander.
- Maintaining contact with neighboring jurisdictions and the County EOC.
- Maintaining the City ECC in an operating mode, as required by the incident, or ensuring that the ECC space can be converted into an operating condition.
- Requesting department representatives (by title) to report to the ECC and developing procedures for crisis training.
- Ensuring that ECC personnel and/or volunteers operate in accordance with ICS.
- Ensuring accurate record keeping.
- Developing and identifying duties of staff, use of displays and message forms, and procedures for ECC activation.