

City of Eugene Elected Officials Roles and Responsibilities During Emergencies

June 26, 2024

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Emergency Management Phases



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Personal Preparedness Resources

Complete 1 activity a month to prepare you and your family for disasters!



Make a Communications Plan Create an Action Plan Store Water Build Grab & Go Kits Secure Important Documents Be 2 Weeks Ready
Learn Fire Safety Learn Utility Safety Store Under the Bed Supplies Practice Drop, Cover, and Hold On Prepare to Shelter in Place Conduct a Home Hazard Hunt



Protect your finances from disaster



DFR Prepare now



CERT
COMMUNITY EMERGENCY
RESPONSE TEAM



LANE ALERTS Sign Up via QR Code

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Leading Communities - Before, During and After Disasters

Understanding Potential Impacts on the Community

Equity Considerations

Emergency Response

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VDO

Senior Officials & Emergency Management

1. Understand the Emergency Management Mission

- FEMA Training for Senior Officials/COE Administrative Updates

2. Awareness of Your Authorities

- COE Municipal Codes, Ordinances

3. Learn About Your Team

- Emergency Management Program Structure and Roles, EOP

4. Review Your Plans and Resources

- COE Emergency Operations Plan, Natural Hazards Mitigation Plan Annex, Community Wildfire Protection Plan Annex

5. Know How to Lead During a Crisis

- FEMA Senior Officials Training, Policy Level Incident Command Training

6. Promote Community Preparedness

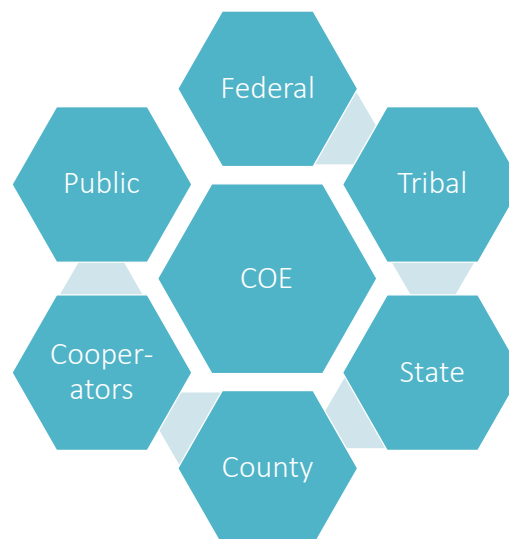
- COE Strategic Plan, Departmental Programs: Emergency Management, Eugene Springfield Fire, Eugene Police Department, Public Works, Public Outreach

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Emergency Management Relationships

Cooperators:

- Adjacent Jurisdictions/Emergency Operations Centers
- Special Districts
- Public Safety
- Public Works
- Transportation Services
- Healthcare Services
- Utilities
- Community Organizations Active in Disasters (COAD)
- Volunteers Active in Disasters (VOAD)
- Business/Industry



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City of Eugene Authorities -

Municipal Code and Ordinances

Emergency Management Ordinances:

- Establishes Emergency Management Agency and its powers
- Emergency Operations Plan
- Declaration of Emergency
- Succession of Authority
- Emergency Orders
- Council Meetings
- Mutual Aid Agreements

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Emergency Operations Plan (EOP)

- Required **to meet** Federal National Incident Management System (**NIMS**) requirements
- **Reviewed/Updated** by Emergency Management **every 2 years, promulgated** by City Council every **5 years**
- Current **shared plan** with the City of Springfield
- Provides for **whole community** and **access and functional needs planning**
- Outlines **guidelines for activating** the Emergency Operations Center (**EOC**) for "all hazards" situations
- **Scenario specific** and **support annexes**
- Outlines **training requirements** for EOC personnel



Emergency Operations Center (EOC)

- Emergency Operations Centers are **one of four NIMS Command and Coordination structures**.
- Incident Command System (ICS) is used to **manage on-scene, tactical-level response**; EOCs are off site locations where staff from multiple agencies come together to: **address imminent threats and hazards**, provide coordinated support to incident command, on-scene personnel and/or other EOCs
- **Primary functions** of staff in EOCs, whether virtual or physical, include:
 - Collecting, analyzing and sharing information;
 - Supporting resource needs and requests, including allocation and tracking;
 - Coordinating plans and determining current and future needs; and
 - In some cases, providing coordination and policy direction

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City Councilors and Mayor

- Ensure the line of succession.
- Be available to address the community and act as a conduit of communications and support within their respective wards or at evacuation centers.
- Review emergency expenditures and ensure adequate appropriation of financial resources to meet emergency expenses.
- Coordinate emergency public information with City Manager's Office staff and Lead Public Information Officer (PIO) assigned to the Emergency Operations Center.
- Meet as needed to provide policy direction and enact ordinances to reduce the impact to residents. Examples may include flood plain ordinances, land use and development codes, and anti-price-gouging ordinances.

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Mayor

- Convene the City Council for emergency session(s).
- Assist in communication and coordination efforts with elected officials of other governmental entities.
- Recovery - maintaining an active role in supporting community recovery efforts. DV2

City Manager DV1

- Ensure continuity of government and essential services.
- Recommend any ordinances, policies, or procedures to City Council and other City officials to assist in the performance of their duties in preventing, protecting against, mitigating, responding to, and recovering from an emergency.
- Declare a State of Emergency, request assistance from or through Lane County, the State, and the Federal Government DVO
- Support local government departments and personnel in obtaining resources necessary to continue essential services, as needed.

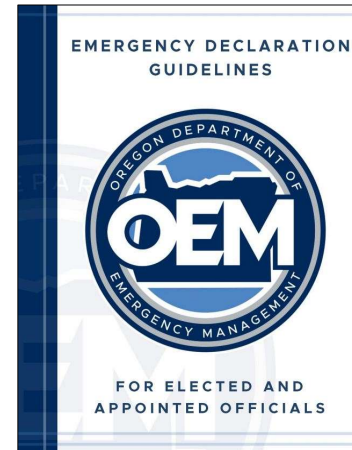
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Declaration of Emergency

COE Emergency Operation Plan - Operational Annex 3

State of Emergency - The city manager may declare a state of emergency when:

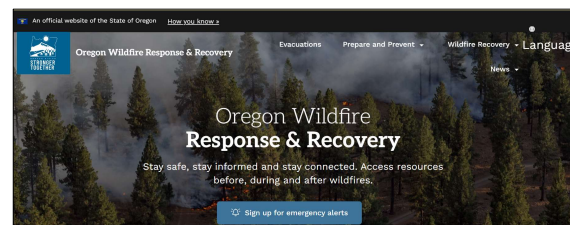
1. An emergency requires a coordinated response beyond that which occurs routinely;
2. The required response is not achievable solely with the added resources acquired through mutual aid or cooperative assistance agreements; and
3. The emergency consists of a level 3 emergency under the City's emergency management plan. (See Eugene Code 2.1055)



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DV0

Fire Season Readiness



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Senior Officials Training/Resources

- **FEMA Resource, Review:**
 - [Local Elected and Appointed Officials Quick Reference Guide \(full version\)](#)
 - [Local Elected and Appointed Officials Emergency Management Checklist](#)
 - [NIMS Emergency Operations Center How To Quick Reference Guide](#)
- **Oregon Resource, Review:**
 - [Emergency Declaration Guidelines for Elected and Appointed Officials](#)
- **FEMA – Independent Study:**
 - [IS-908](#): Emergency Management for Senior Officials (1 hour)
- **FEMA – In Person Courses (Request through State):**
 - [MGMT 0312](#): TEEX Senior Officials Workshop for All Hazards Preparedness (6hrs)
 - [G 0402](#): NIMS Overview for Senior Officials (Executives, Elected, & Appointed)