



portland
fire

Rewriting City Emergency Operations Plan

A Municipal Emergency Operations Plan (EOP) is vital because it helps the city prepare for and respond to emergencies in a coordinated and comprehensive way. The City's existing EOP has not been updated or revised in almost 16 years. Given recent events; police protests, global pandemic, weather events, shootings, etc. updating the EOP should be a top priority for city leadership and the city's Emergency Management Director. It is recommended that an Advisory Committee be established to coordinate input by stakeholders in the preparation, evaluation, and revision of the Emergency Management Program.



Steps for advisory committee updating the Emergency Operations Plan (EOP):

- Put advisory committee together
- Review / evaluate existing EOP
 - Identify what worked well in past emergencies and what didn't. Gather feedback from advisory committee members
- Confirm new plan format
- Review results of CaRAT
- Determine Plan Mission, Operational Priorities, Goals and Objectives
- Prioritize sections of the plan to work on
- Identify Subject Matter Experts
- Clearly define the roles and responsibilities of each department and individual.
- Identify process for plan review and adoption
- Plan update / rewrite
- Review and approve with advisory committee
- City Manager and City Council approval
- Disseminate and implement the plan

- Training and exercise plan, driven by capabilities
- Continuous Improvement: establish a schedule for regular reviews and updates of the EOP. Incorporate lessons learned from drills, exercises, and actual incidents.

Advisory committee will be comprised of department leadership and use other Subject Matter Experts in plan development and review:

- Executive Department (Assistant City Manager, Public Information)
- Fire
- Police
- Public Works
- Health and Human Services (Public Health, Social Services)
- Parks, Recreation, and Facilities (Facilities, Public Assembly Facilities, Forestry)
- IT
- Permitting & Inspections