



STAFF REPORT

Meeting Type: City Council
Meeting Date: July 15, 2024
From: Kim Yamashita, Interim Police Chief
Subject: Emergency Operations Plan Update

DECISION TO BE MADE:

Review and discuss the proposed update to the City of Sandy Emergency Operations Plan. Following any feedback gathered at this work session, staff will bring the final document before the Council for formal promulgation (adoption) at an upcoming meeting.

PURPOSE / OBJECTIVE:

This Emergency Operations Plan is an all-hazard plan that describes how the City of Sandy will organize and respond to emergencies and disasters in our community, the size or complexity of which is beyond that normally handled by routine operations. Every Emergency Operations Plan should be reviewed, updated, and approved / promulgated by the governing body of the City. Reviews and updates consist of changes or additions in responsibilities, factoring in changes to our community and new or worsening hazards.

BACKGROUND / CONTEXT:

Sandy's Emergency Operations Plan was originally prepared under a grant from the Office of Grants and Training, United States Department of Homeland Security. The plan was originally promulgated by the City Council in 2012.

The best practice is to update emergency plans, minimally, every five years or when there are substantive changes. Staff conducted work to update Sandy's plan in 2021 and early 2022. The updated plan was presented to the Council for adoption in [August 2022](#). During the meeting, the Council raised several questions / concerns regarding the roles of elected officials during emergencies, identification of critical infrastructure, and the process for declaring emergencies. While subsequent improvements to the plan were made, the new plan was ultimately never represented to the Council for further consideration. Staff believes it is important to formally put this improved and updated plan in place at this time; it is important to note that further refinements to the plan can still be made when the substantive changes need to be made, or at the five-year anniversary of the adoption of this version of the EOP.

KEY CONSIDERATIONS / ANALYSIS:

This plan advises the City Emergency Management Team and Elected Officials on the steps of mitigation, preparedness, response, and recovery to emergency situations and represents best practices.

The plan is compatible with Federal, State and other applicable laws, regulations, plans and policies, including the National Response Framework, State of Oregon Emergency Management Plan and the Clackamas County Emergency Operations Plan. In 2005 the City formally adopted the National Incident Management System, including the Incident Command System, and the National Response Framework.

Plan Revisions / Updates

Staff performed a variety of revisions to this latest version of the plan, some of which include updating the hazards and emergencies that have taken place since the last update, broadening the scope of responsibilities assigned to Public Works especially concerning drinking water, and clarifying the role of Development Services during flood events.

Next Steps

The Police Department, in conjunction with other departments, is also updating Sandy's Continuity of Operations Plan (COOP), which is an administrative policy document that supplements the EOP and details the processes for accomplishing administrative and operational functions during emergencies that may disrupt normal business activities.

The City Manager continues to emphasize the importance of staff training in FEMA's Incident Command System (ICS), to ensure that staff members are prepared to execute their responsibilities in the event they are called upon in an emergency or disaster. Opportunities are also actively being explored to secure funding for dedicated emergency management staff capacity, which will become increasingly important as the community continues to grow.

Lastly, staff has found that Ordinance 1-89, written in 1989 and outlining emergency management for the city, needs to be updated/edited to align with the Emergency Operations Plan as approved by Council.

RECOMMENDATION:

Staff recommends Council adoption and promulgation of the 2024-2026 Emergency Operations Plan.

This work session is an opportunity to review the document, ask questions, and make suggestions, before consideration of formal adoption at an upcoming meeting. This is also an opportunity to further discuss and clarify the roles / functions of elected officials and staff during an emergency.

LIST OF ATTACHMENTS / EXHIBITS:

- Emergency Operations Plan 2024-2026