



# YAMHILL COUNTY EMERGENCY MANAGEMENT

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15 JUN 29 P3:53

DATE: June 17, 2015  
TO: Board of Commissioners & Administration Leadership Group  
FROM: Sue Lamb, Emergency Manager  
RE: Request for Review & Approval of Update to County Emergency Operations Plan  
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The County's current Emergency Operations Plan (EOP) needs to be re-promulgated in order to remain compliant with state and federal National Incident Management System (NIMS) guidelines. By signing this promulgation, the County Board of Commissioners is stating that this document provides a framework to plan and perform emergency functions. It is meant to be a dynamic document. The state, at the recommendation of the Department of Homeland Security (DHS) is now requiring that the EOP be re-promulgated every two years; ours was last promulgated March 2011.

I have worked with the contractor to scope this project in to two phases in order to complete the entire update process. In the first phase, presented to you now, the revision work was focused on three key elements: 1) remove all references to ORD 759, which was repealed on August 29, 2013, and replace throughout with ORD 883, ratified on that same day, 2) update the language and forms used to declare an emergency (Appendix A), and 3) eliminate all references to having the EOP split in to three (physically) separate volumes.

In addition to the above three key elements, language and tables were replaced, updated, and added to reflect current local, state, and federal strategies regarding: 1) Core Capabilities (Section 2), 2) align department/agency roles and responsibilities (Section 3) with the state Emergency Service Function (ESF) platform, and 3) updating the Emergency Management Mission Areas (Section 4). Another addition is a new feature just inside the cover of the EOP - the 'Immediate Action Checklist'. Other 'housekeeping' language was addressed as well, such as but not limited to, position titles and department/agency names.

In this update, there were no changes to current policy or procedures relating to authority, other than what was ratified in accordance with ORD 883, which brought the office of Emergency Management into General Administration and out of the Sheriff's Office. All other authorities relating to Line of Succession, following NIMS and ICS (Incident Command System) for implementation of the EOP and activation of the Emergency Operations Center (EOC), and enacting emergency clauses allowed under declarations, reflect current policies and procedures.

In Phase 2 of the EOP update, we will dive deeper into sections that have either yet to be reviewed or need new/further development. As well, we will be working with key stakeholders and agencies to develop the ESF and IA (Incident Annex) sections in order to improve identification of resources/efficiencies. (See 'Workplan 2015-2016' - coming in an email - for details).

It is important to remember that the EOP is a guideline, not a regulatory document. If as you review any section, you identify a policy, procedure, or command structure that you would like more information about, please don't hesitate to call or email me. I will be happy to discuss any of this with you.

Respectfully submitted,

Accepted by Yamhill County  
Board of Commissioners on  
6-25-15 by Board Order  
# 15-206

# Letter of Promulgation

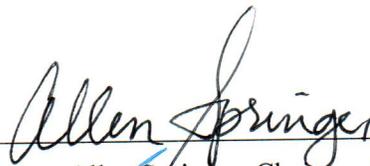
To all Recipients:

Promulgated herewith is the Emergency Operations Plan for Yamhill County. This plan supersedes any previous plans. It provides a framework within which the County can plan and perform its emergency functions during a disaster or national emergency.

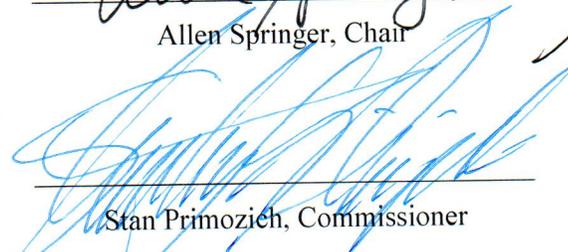
This Emergency Operations Plan is a component of the County's comprehensive approach to emergency management that ensures that the County is prepared to prevent, protect against, mitigate the effects of, respond to, and recover from the hazards and threats that pose the greatest risk to the County.

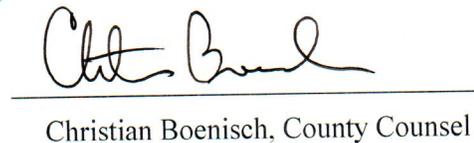
Focused on response and short-term recovery activities, this Emergency Operations Plan provides a framework for how the County will conduct emergency operations. The plan identifies key roles and responsibilities, defines the primary and support roles of County agencies and departments, outlines the steps for coordinating with response partners, and establishes a system for incident management. The outlined framework is consistent with the Standardized Emergency Management System and the National Incident Management System.

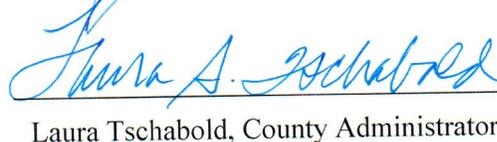
This plan has been reviewed by the Emergency Manager and approved by the County Board of Commissioners. It will be revised and updated as required. All recipients are requested to advise the Emergency Manager of any changes that might result in its improvement or increase its usefulness. Plan changes will be transmitted to all addressees on the distribution list.

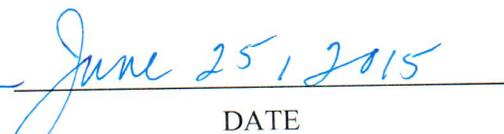
  
Allen Springer, Chair

  
Mary Starrett, Vice Chair

  
Stan Primozech, Commissioner

  
Christian Boenisch, County Counsel

  
Laura Tschabold, County Administrator

  
DATE

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