



CITY COUNCIL WORK SESSION AGENDA
Monday, February 01, 2016 - 12:00 PM
169 SW Coast Highway, Newport OR 97365
Conference Room A

The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired, or for other accommodations for persons with disabilities, should be made at least 48 hours in advance of the meeting to Peggy Hawker, City Recorder at 541.574.0613.

The agenda may be amended during the meeting to add or delete items, change the order of agenda items, or discuss any other business deemed necessary at the time of the meeting.

1. CALL TO ORDER

2. DISCUSSION / ACTION ITEMS
 - 2.A. Presentation on Emergency Operation Center
[INTRO TO ICS FOR COUNCIL.pptx](#)

3. ADJOURNMENT





Agenda #:WS 2.A.
Meeting Date: 2-1-2016

Agenda Item:

Presentation on Emergency Operation Center

Background:

City staff has been working to create an Emergency Operations Center that can be put into use when a particular emergency situation arises within the City. On the evening of December 17, 2015, during the significant rains that led to landslides at several areas within the City, the Emergency Operation Center was put into operation for the first time. During this work session we will demonstrate how the operation center works in the Council Chambers, and we will discuss the roles of various staff and elected officials in dealing with an emergency situation within the City.

Recommendation:

None

Fiscal Effects:

None

Alternatives:

None recommended.

Respectfully Submitted,

A handwritten signature in blue ink, appearing to read "Spencer R. Nebel".

Spencer R. Nebel
City Manager

AN INTRODUCTION

TO THE INCIDENT COMMAND SYSTEM

&

The City of Newport's Emergency Operations Plan

By

Fire Chief Rob Murphy

THE HISTORY OF ICS

- ICS was originally developed in the 1970s during massive wildfires in California's urban interface
- Studies determined that response problems were often related to communication and management deficiencies rather than lack of resources or failure of tactics
- In 2003, Homeland Security Directive number 5 "mandated" all federal, state, and local agencies to use NIMS or the National Incident Management System.

What is an Incident Command System?

- Definition: “Recommended method of establishing & maintaining command & control of an incident. It is an organized approach to incident management, adaptable to any size or type of incident.” IFSTA Essentials 5th ed.
- Incidents are defined within ICS as unplanned and planned situations necessitating a response

Common Elements of an ICS

- Common terminology
- Modular organization
- Common communications
- Unified command structure
- Manageable span of control

Key Concepts in ICS

- Unity of Command
 - Each individual participating in the incident reports to only 1 supervisor
- Span of Control
 - The number of subordinates that one supervisor can manage effectively
 - Workable span of control is 3 to 7 people
 - The optimum number being 5 people

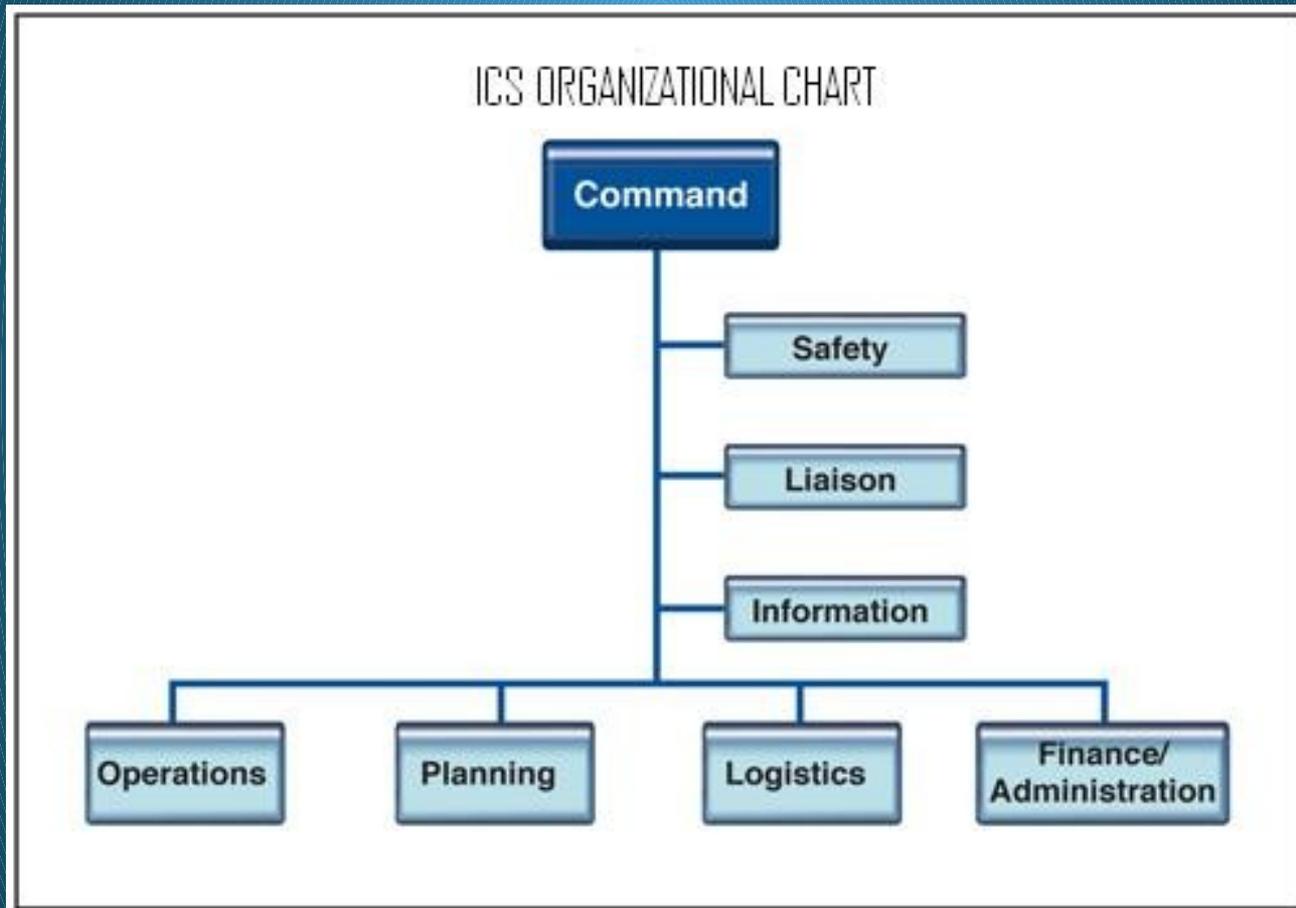
Key Concepts in ICS

- Common Terminology
 - When different organizations are required to work together, the use of common terminology is an essential element in team cohesion and communications
- Flexible and Modular Organization
 - ICS is organized in such a way as to expand and contract as needed by the incident scope, resources and hazards

Key Concepts in ICS

- Management by Objective
 - Incidents are managed by aiming towards specific objectives that are ranked by priority
- Integrated Communications
 - The use of a common communications plan ensures that responders can communicate with one another during an incident

ICS Structure



Basic ICS Components

- Incident Commander
 - Assumes responsibility for overall management of the incident.
 - Establishes the strategy and Tactics needed to mitigate the incident
 - Is established at every incident
 - Is responsible for any activity or duty that he/she does not delegate

Command Staff

- Safety Officer - The Safety Officer monitors safety conditions and develops measures for assuring the safety of all assigned personnel
- Public Information Officer - The Public Information Officer provides information to the media and other organizations seeking information directly from the incident or event.
- Liaison Officer- A Liaison serves as the primary contact for supporting agencies assisting at an incident

General Staff

- Operations Section Chief - The Operations Section Chief is tasked with directing all actions to meet the incident objectives
- Planning Section Chief - The Planning Section Chief is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident

General Staff

- Logistics Section Chief - The Logistics Section Chief is tasked with providing all resources, services, and support required by the incident
- Finance/Administration Section Chief - The Finance/Admin. Section Chief is tasked with tracking incident related costs, personnel records, requisitions, and administering procurement contracts required by Logistics

Personnel

- ICS is organized by levels, with the supervisor of each level holding a unique title
- Incident Commander (IC, or Command)
 - Command Staff Member (Officer)
 - General Staff Member (Section Chief)
 - Branch (Director)
 - Division/Group (Supervisor)
 - Unit/Team/ or Force (Leader)
 - Individual Resource (usually one person)

Common ICS Facilities

- Incident Command Post (ICP) - The location where the Incident Commander operates during response operations
- Staging Area (Staging) – A location near the incident where resources ready for work standby until given an assignment by the IC or Operations. It is supervised by the Staging Officer who reports to the IC, or the Operations Section Chief when there is one

Common ICS Facilities

- Emergency Operations Center (EOC) – Also known as a Multi Agency Coordination Center (MACC)
 - A central command and control facility responsible for the strategic, or "big picture" of the disaster
 - In Newport our primary EOC is located at the City Hall Council Chambers. Our backup center's location is located at the City Shops Building off of NE 3rd Street

City Emergency Operations Plan

- Adopted by the City Council on April 19th, 2010
- Designed to be an all-hazard plan describing how the city will organize and respond to incidents
- Receives authority through Oregon Revised Statutes
- The City Manager is designated Emergency Manager
 - If the City Manager is not available, the Fire and/or Police Chief are next in line of succession, followed by the Public Works Director

City Emergency Operations Plan

- The Mayor has the authority by City Code to declare a state of emergency
- This remains in effect until the Mayor terminates the declaration
- The City Manager, along with the Fire and/or the Police Chief also have the authority to declare an emergency

Council functions during an Emergency

- Ensure your family's safety
- Keep in communication with City Administration and the EOC
- Make your way to the EOC
- Establish emergency management authority by City Ordinance
- Act as liaison to the community during an emergency
- Act on emergency funding needs
- Attend ICS update briefings

City Manager's responsibilities during an emergency

- Activate and staff the EOC
- Direct emergency operational response of City services
- Implement the policies and decisions of the Council
- Ensure, through the City Recorder, that City Records are protected and preserved

City Manager's responsibilities during an emergency

- Instruct department heads to activate all necessary resources (i.e. personnel call back)
- Keep Council apprised of emergency management matters
- Make requests for resources to appropriate county, state and federal agencies

Additional Training

- The EOP recommends minimum training level for Council members be ICS-100, 200, & 700
- Training Level for the City Manager and Command Staff is ICS-100, 200, 300, 400, 700, & 800
- Except for ICS-300, & 400, all courses are available online and are self paced
- For online access to these training courses go to the site below:
 - <http://training.fema.gov/IS/>