

# City Council Action Item Cover Sheet

DATE: September 5, 2018

**Agenda Item:**

Emergency Operations Plan

---

---

---

**Question Before Council:**

The Emergency Preparedness Committee developed this updated Emergency Operations Plan.  
The Public Works & Streets Committee has reviewed this plan and recommended it to Council  
for a first read.

---

---

---

**Person/Group Initiating Request:**

Public Works & Streets Commission  
Emergency Preparedness Committee

---

---

**Item Summary/Background:**

The Emergency Preparedness Committee has updated the **Yachats** Emergency Operations Plan.  
The Public Works & Streets Commission reviewed the plan at their August meeting and is  
recommending that it come before Council.

---

---

The Emergency Preparedness Committee will be sending it on Council's behalf to our community partners  
for their review and input on the plan before Council formally adopts its re-promulgation.

---

---

The plan is presented for Council to begin familiarizing themselves with the plan.

---

---





DATE: September 5, 2018

TO: Yachats City Council

FROM: Marc Courtenay, Emergency Preparedness Committee Chair  
Bob Bennett, Public Works & Streets Commission Chair  
Shannon Beaucaire, City Manager

SUBJECT: 2018 Emergency Operations Plan Update

---

The following outlines updates related to the City's Emergency Operations Plan (EOP) and program since its last promulgation, November 2014, by the Yachats City Council.

The Plan is considered a "living document", meaning that it is continuously updated throughout the emergency planning process. As a result, the City of Yachats Emergency Preparedness Committee will review this plan annually or as appropriate after an exercise or incident response. The Emergency Operations Plan will be formally re-promulgated by the City once every five years.

An EOP is a document describing how citizens, property, and the environment will be protected in a disaster or emergency. The EOP describes actions to be taken in response to natural, technological and/or adversarial or human caused hazards, detailing the tasks to be performed by specific organizational elements at projected times and places based on established objectives, assumptions, and assessment of capabilities.

An EOP should be:

- **Comprehensive.** It should cover all aspects of emergency prevention, preparedness, and response and address mitigation concerns as well.

- All-hazards in approach and, thus, flexible enough to use in all emergencies—even unforeseen events.
- Risk-based. It should include hazard-specific information, based on the hazard analysis.

The EOP may be implemented as deemed appropriate for the situation or at the request of an on-scene Incident Commander.

The City EOP is composed of four main elements:

- Basic plan (with appendices)
- Emergency Support Functions Annexes (ESFs)
- Support Annexes (SAs)
- Incident Annexes (IAs)

**Next Steps:**

- Begin review and update of the Emergency Support Function Annexes, Support Annexes and Incident Annexes with local and regional response partners.
- Continue staff development and training to fill the needed roles within the EOC organizational chart.
- Continue emergency preparedness exercises in coordination with our local and regional response partners.

**Thank You:**

- Yachats Emergency Preparedness Committee Volunteers for their devotion and commitment to assisting us with the continued progression of our Emergency Management Program – these successes and updates could not be possible without them.