

Attachment B: Program Summary Template

Note: Emergency Operations/ECC Ranked together/in same functional area

Portland Office of Emergency Management

1. Program Title	2. Program Manager	3. Phone	4. Website (if available)	5. Program Description	6. Program Staff		7. Operating Budget	8. Capital Budget	9. Revenues					10. Functional Area	11. Output Measure(s) All data is from CY 2008	12. Capital Assets and Status	15. Program Ranking			
					Full-time	Part-time			General Fund	Rates/fees	External Customers	Grants	Other				Core	Community		
Administration	Carmen Merlo	(503) 823-2691	http://www.portlandonline.com/oem/	Administration and direction of the Portland Office of Emergency Management and regional federal Homeland Security Grants for the five-county region – Clark County, Washington; and Clackamas, Columbia, Multnomah, Washington Counties in Oregon.	2		536,576	N/A	536,576						PSEMAS0000000000 Admin and Support	None at this time - we will develop appropriate output measures for this program within the next 6 months	N/A	N/A	N/A	
Finance and Grants	Shelli Tompkins	(503) 823-4187	http://www.portlandonline.com/oem/	The Finance and Grants (F&G) program maintains the financial integrity of the bureau through administrative support and oversight, budget development, financial accounting, expenditure monitoring and reporting. This program leverages the City's investment in POEM and its influence beyond the city's borders by administering a number of federal grant programs. F&G staff also provide operational support to all program areas and a link to other stakeholders.	3		7,550,147	N/A	169,581				6,371,426		PSEMAS0000000000 Admin and Support	1) Number of completed grant requisitions: NEW MEASURE, NO DATA 2) Percent of requested eligible homeland security grant funds reimbursed by the State or Federal government: NEW MEASURE, NO DATA	N/A		5	5
Emergency Operations	Mark Chubb	(503) 823-3739	http://www.portlandonline.com/oem/	POEM provides decision support for the City's elected leaders and senior executives in times of crisis, emergency, or disaster. The bureau performs this function, in part, through the maintenance and operation of the Emergency Coordination Center and related infrastructure. The Emergency Operations and Coordination program develops and maintains critical relationships through the Disaster Policy Council and the Emergency Management Steering Committee.	1		123,238	N/A	123,238						PSEMEO0000000000 Emergency Operations	1) Number of personnel completing ECC training: 16 2) Percentage of ECC responders and bureau personnel trained in NIMS / ICS: 95%	N/A		1	4
Emergency Coordination Center (ECC)	Carmen Merlo	(503) 823-2691	http://www.portlandonline.com/oem/	The ECC is the centralized location to coordinate, collect, monitor and distribute damage information and assess impacts, develop overall strategies and policies in support of emergency response and recovery efforts, coordinate the allocation and management of resources based on incident priorities, document all communications, decision, activities, and the deployment and tracking of resources and provide coordinated information to the media and general public including issuance of protective action recommendations.	-		181,181		181,181				7,000		PSEMEO0000000000 Emergency Operations	see above	N/A		1	4
Exercise and Training	Patty Hopkins	(503) 823-3738	http://www.portlandonline.com/oem/	Evaluating the effectiveness of planning, preparedness, and response activities and ensuring the implementation of lessons learned from these events rests with the Exercise and Training program. Exercise and training staff perform key roles before and during an emergency by operating key infrastructure, including ECC information and communications systems, especially the crisis incident management application WebEOC®.	3		261,925	N/A	261,925				188,342		PSEMET0000000000 Exercise and Training	Number of emergency management response functions / capabilities exercised: 3	N/A		3	2
Community Emergency Services (CES)	Keith Berkery	(503) 823-4614	http://www.portlandonline.com/oem/	Preparing private citizens, community organizations, and businesses to support one another so they can either continue functioning in times of crisis or recover quickly after an emergency occurs is the core function of the Community Emergency Services (CES) program. This POEM section conducts community outreach, prepares and disseminates public information on the nature of hazards, protective measures, and awareness of the responsibilities of government and individuals in an emergency, and prepares and delivers training and educational programs to community groups and neighborhood volunteers. In addition, CES promotes citizen participation via Neighborhood Emergency Teams to provide surge capacity support to emergency responders and ensure non-governmental resources are managed effectively in disasters.	2		202,853	N/A	202,853				\$419,950		PSEMCE0000000000 Community Emergency Services	Number of Neighborhood Emergency Team members completing initial or proficiency training annually: 198	N/A		4	1
Planning and Mitigation	Patty Rueter	(503) 823-3809	http://www.portlandonline.com/oem/	POEM supports policymaking and strategic planning in the City of Portland through its Planning and Mitigation program. Mitigation plans based on hazard and risk assessments provide the basis for sound advice concerning land-use (the Portland Plan) and public and private projects to reduce threats and vulnerabilities in disaster-prone areas of the city. The Basic Emergency Operations Plan (BEOP), its associated functional annexes, and hazard specific appendices and the City's Continuity of Operations Plan (COOP) provide the policy platform for decisions during an emergency and in coping with its immediate aftermath. Planning and mitigation staff also support response and recovery operations by providing critical technical support for damage assessment and documentation.	4		170,154	N/A	170,154				284,438		PSEMPM0000000000 Planning and Mitigation	1) Number of plans reviewed or revised within five years: 5 2) Number of corrective actions incorporated into preparedness and response plans & procedures: NEW MEASURE, NO DATA	N/A		2	3