



CITY OF PORTLAND

OFFICE OF MANAGEMENT AND FINANCE

Charlie Hales, Mayor
Fred Miller, Chief Administrative Officer
1120 S.W. Fifth Avenue, Rm. 1250
Portland, Oregon 97204-1912
(503) 823-5288
FAX (503) 823-5384
TTY (503) 823-6868

OMF POSITIONS AND EMERGENCY PREPAREDNESS

ECC Responders, Essential Positions and All Other Positions

In the event of a service disruption or major disaster, it is important that all OMF employees understand their roles and OMF's expectations of them. Because the specific circumstances of an actual disaster can't be known in advance, it is impossible to predict exactly which OMF services will be required and for what amount of time. That said, the following information will be generally applicable.

For purposes of disaster response and continuity of operations planning, OMF uses three categories to distinguish the roles and responsibilities of OMF staff:

- ECC responders
- Essential positions
- All other positions

ECC responders

As part of our continuity of operations planning, OMF management – in coordination with the Portland Bureau of Emergency Management – has designated certain OMF staff as ECC responders. These are staff that will report to the Emergency Coordination Center when it is activated. All OMF staff that have been designated as ECC responders have been informed of this in writing by their supervisors. OMF management's expectations of and communication to these employees regarding reporting to work during emergency situations will be different than its expectations of staff in other OMF positions. ECC responders are considered to be essential employees for the purpose of emergency preparedness and response.

Essential positions

To develop a continuity of operations plan (COOP), OMF managers have gone through a process of determining the **essential functions** OMF bureaus provide and identifying the positions necessary to ensure OMF can continue to provide those functions. For purposes of the OMF COOP, we refer to these positions as **essential positions** because they are essential to our ability to continue providing OMF's essential functions. All OMF staff that have been designated as being in essential positions have been informed of this in writing by their supervisors. OMF management's expectations of and communication to all employees in essential positions regarding reporting to work during emergency situations may be different

An Equal Opportunity Employer

To help ensure equal access to programs, services and activities, the Office of Management & Finance will reasonably modify policies/procedures and provide auxiliary aids/services to persons with disabilities upon request.

www.portlandonline.com/omf/operations

than its expectations of other OMF positions.

Note: OMF's COOP is posted online at the OMF employee intranet site.

<https://www.portlandoregon.gov/omf/64926>. Two components of the COOP document are the list of OMF's essential functions and the list of essential positions.

All other positions

For purposes of the COOP, all positions in OMF that have not been designated as an ECC responder or as being in an essential position are designated as "other positions". It is important for OMF employees and supervisors to understand that in a disaster or service disruption, OMF will call upon employees in "other positions" to perform their regular duties and/or specific duties related to the emergency and continuity of OMF services. One example is that the City may need to staff a phone bank to handle the flood of calls resulting from the emergency. Another example is that the City would need additional staff with certain SAP roles or technical training to fill in at the ECC or in another bureau. So even though an OMF employee may not be currently identified as an emergency responder or as being in an essential position, he or she may well be called upon during an actual emergency. OMF management's expectations of and communication to employees in "other positions" regarding reporting to work during emergency situations will be different than its expectations of OMF staff that are designated as emergency responders and in essential positions and will vary with the specific circumstances of the emergency.