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Signature:

PARKS & RECREATION

Date: 6/30/2021

Updated: 12/31/2021

Date To Be Reviewed: 5 years – 6/30/2026

Title of Document: 9.1.2.A LOPR_Non-EOC Incident Response Guidelines

Background

The City of Lake Oswego has established guidelines and documentation in cases of emergencies that require the activation of the City of Lake Oswego Emergency Operations Plan and Emergency Operations Center (EOC) (refer to PP&P 8.6 LOPR_City of Lake Oswego EOP.)

The purpose of this document is to guide LOPR actions and communication in other situations, such as the COVID-19 pandemic, where an EOC is not established and the City Manager has declared a State of Emergency.

Policy and/or Procedure

COMMUNICATION CHAIN

City Manager and/or designee is the primary communicator of incident response and City actions

- City Manager determines communication strategy, methodology and frequency of information distribution.
- City Manager office is responsible for press releases and may also establish a Citizen Information Center to receive and respond to public inquiries.
- LOPR Director and/or designee(s) communicate to Division managers/supervisors
- Managers and supervisors communicate to staff, program partners and providers, and participants.
 - Refer to PP&P 4.1.A LOPR_Incident Weather Notification Process, as the same process for Incident Weather Notification is used for Non-EOC Incident Response notification.
- LOPR Management Services and Management Team ensures web pages and Active Network registration system are updated with the latest information.

ACTIVITY CHAIN

State of Oregon Governor provides state level direction and guidelines or mandates.

City Manager works with City Departments, Mayor, City Council, Clackamas County, other cities, and State of Oregon agencies to determine specific actions and timelines, including duration of incident.

New policies and guidelines may be quickly established to address specific situations (such as the Library and Parks Admin Facilities Exposure plan created during the COVID-19 pandemic).

Department Directors and staff provide input and implement the necessary actions to meet City Manager guidelines.

Responsibility/Contacts: Director, Deputy Directors