



ADMINISTRATIVE POLICY

SECTION: 200 – General Administration	POLICY: 215
TITLE: Emergency Operations Center	IMPLEMENTED BY PROCEDURE County Emergency Operations Plan
SPONSORING DEPARTMENT: County Emergency Management	R&O
ADOPTED: 09/18/2026	REVIEWED

PURPOSE

The purpose of this policy is to support the readiness of the Washington County Emergency Operations Center (EOC) and EOC Responders. When an incident occurs, EOC Responders assess the incident, develop objectives and strategies, implement courses of action, and coordinate resources and assistance. EOC responders ensure the County is coordinated and, to the greatest extent possible, unified in its work to meet critical community needs.

EOC Responders mostly consist of County department representatives. They operate from the EOC, in person or virtually. The EOC consists of facilities, systems, equipment, and supplies that support EOC Responders.

AUTHORITY

The authority to establish and enforce this policy is granted by the Washington County Board of Commissioners and the County Administrator.

APPLICABILITY

This policy applies to all Washington County departments and employees.

DEFINITIONS

The following definitions are applicable to this policy only.

1. “Emergency” means a human created or natural event or circumstance that causes or threatens widespread loss of life, injury to person or property, human suffering or financial loss, including but not limited to wildfire, flood, severe weather, landslides, earthquake, or chemical spills.

2. “Emergency Operations Center (EOC)” is the County’s center for the coordination and support of incident response and immediate recovery. Per ORS 401.305, all Oregon counties are required to have an EOC.
3. “EOC Responders” are the personnel and volunteers, including from partner organizations, that fill positions in the EOC.
4. “Emergency Operations Plan (EOP)” refers to the County’s plan for responding to an emergency. The EOP describes the County’s concept of operations for emergency response and sets roles and responsibilities for response and immediate recovery activities.
5. “National Incident Management System (NIMS) Compliance”. NIMS training is required by the Oregon Department of Emergency Management (ODEM) and the United States Department of Homeland Security (DHS) for agencies and personnel involved in incident response, emergency coordination, and disaster support operations. Reporting on NIMS Compliance is an annual requirement of County Emergency Management in order to retain the County’s eligibility for federal grants.
6. “Priority Essential Functions” refers to the County functions that must be restored promptly and continued to support public health and safety, legal requirements, and government legitimacy. These include at least the level 1 and 2 functions (i.e., must be restored in 72 hours).

GENERAL POLICY

Washington County is committed to the effective and efficient use of its resources and services to meet the critical needs of its community members during emergencies. To meet this commitment, the County recognizes that it must be ready to coordinate its response efforts and mobilize its resources. The EOC serves as the County’s focal point for this coordination and mobilization. It is the policy of Washington County that all departments will support the readiness of EOC Responders and the EOC facility, systems, equipment, and supplies in accordance with the guidelines below and the Washington County Emergency Operations Plan (EOP).

This policy describes the County’s commitment to:

- Establish an interagency and interdepartmental EOC Responder team that is trained and available to be activated to manage major disasters or events
- Comply with the NIMS process and structure for coordinating response to a disaster.

POLICY GUIDELINES

1. EOC Responders:

- 1.1. County Emergency Management (CEM) is responsible for coordinating with County departments and offices to maintain a roster of EOC Responders. CEM will inform County departments and offices of vacant positions.
- 1.2. In consultation with CEM, each County appointing authority or delegate will assign personnel to fill vacancies in the EOC Responder team, based on the roles and responsibilities outlined in the EOP, and set the expectation that the assigned personnel will participate in preparedness activities associated with their role in the EOC.

Preparedness activities include attending EOC meetings and trainings, participating in exercises, and providing feedback on plan and procedure updates as it pertains to their role in the EOC or the subject-matter-expertise they have in the function outlined in the EOP.

- 1.3. CEM and departments should ensure the process of recruiting and assigning personnel to the EOC is fair and accessible to County employees. Because emergencies often disproportionately affect individuals with disabilities, older adults, people with limited English proficiency, communities with limited access to transportation, historically underserved populations, and others facing barriers to accessing County services, departments should recruit EOC Responders who have experience serving these communities and who can help ensure response activities are fair and accessible.
- 1.4. EOC Responders are responsible for completing required training courses within one year of EOC assignment. Required courses include Introduction to the Incident Command System (ICS 100), National Incident Management System, An Introduction (IS-700), and Basic Emergency Operations Center Functions (IS-2200). Required courses are subject to change.
- 1.5. EOC Responders should report to the EOC when they are notified of an EOC activation by CEM, if they can do so safely and don't have critical duties in their home departments, such as supporting Priority Essential Functions.
- 1.6. While assigned to the EOC, EOC Responders will report to a supervisor within the EOC chain of command.
- 1.7. When EOC Responders are activated, they are formally reassigned to their role in the EOC for the duration of their shift. They will generally not be expected to perform the duties of their regular role while assigned to the EOC.
- 1.8. If the designated EOC Responder(s) for a critical function are not available, appointing authorities are responsible for filling the personnel requirement at the EOC.
- 1.9. EOC Responders may perform tasks that are outside of the scope of their job classification. See Administrative Policy 214: Workforce Readiness for Emergencies for more information on this item.
- 1.10. All EOC Responders will be required to sign in and out for each shift and complete activity logs and other incident documentation.

2. EOC Facility and Systems Readiness:

The County EOC is located at the Law Enforcement Center at 215 SW Adams in the Aspen, Birch, and Cedar conference rooms. The EOC can also activate virtually, either partially or fully, or in hybrid mode depending on incident needs. Activation levels are outlined in the County EOP.

- 2.1. The EOC facility, systems, equipment, and supplies shall be maintained in a condition that:
 - a. Ensures they can be fully activated quickly (e.g., less than two hours), depending on incident impacts and according to the following guidelines.
 - b. Ensures that emergency services, information, and resources can be delivered effectively and fairly to all community members regardless of disability, language, race, ethnicity, national origin, age, or other protected status.
- 2.2. CEM is responsible for ensuring the readiness of the EOC equipment, supplies, and non-IT systems and arranging for at least one fully functional and ADA-accessible backup EOC location.
- 2.3. Facilities, Fleet and Parks (FFP) is responsible for ensuring the readiness of the EOC facility.
- 2.4. FFP will notify CEM if the training rooms are unavailable for an extended period of time due to facility renovations or construction and will:
 - a. Coordinate with CEM to identify an alternate location for the EOC to operate during disruptions lasting longer than five business days.
 - b. Support the movement of critical equipment to the alternate location and returning the equipment to its primary location upon conclusion of the disruption.
- 2.5. Sheriff's Office (SO) is the primary user of the facility where the EOC is located. They are responsible for notifying CEM if the training rooms are made unavailable for an extended period.
 - a. When notified by CEM of an EOC activation, the SO will redirect scheduled meetings and trainings to an alternate location.
- 2.6. Information Technology Services is responsible for maintaining EOC IT systems, including the audio/visual system.

EXCEPTIONS:

Sections of this Policy would not apply to employees who currently fall under a County Collective Bargaining Agreement that specifically contradicts this policy. Any section or circumstance not specifically covered in the collective bargaining agreement shall be governed by this policy.

Exceptions may only be granted by the County Administrator or designee.

IMPLEMENTATION:

The plans and procedures for the implementation of this policy are in the EOP, EOC procedures, EOC responder application, and EOC roster.

Elected officials and department directors are expected to be knowledgeable of, and shall be responsible for, implementing this policy within their respective departments.

PERIODIC REVIEW:

This policy shall be reviewed by the County Administrative Office - Office of Access and Opportunity at least every three years, or more often if needed, and updated as necessary.