



Emergency Management Program SUMMARY

Today's Topics

1. Executive Summary
2. Our new plans
3. Program readiness
4. On the horizon



Executive Summary

Program Background

2003–2009 | Federal & State Foundation

- NIMS established as national standard
- City adopts NIMS, NRF, and ICS

2010–2015 | Initial Planning

- First Emergency Operations Plan developed
- Plan updated to maintain compliance

2021 | Investment

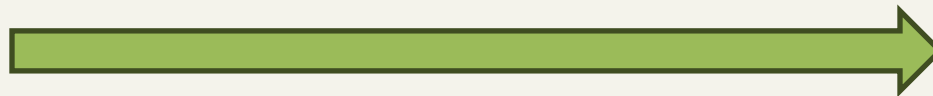
- ARPA funding allocated
- Focus on long-term emergency management resiliency

2023 | Organizational Shift

- Fire Department transitions to independent district
- Loss of dedicated Emergency Management function

2023–Present | Program Rebuild

- Emergency Management Program re-established
- Coordinator hired
- Plans, training, and coordination structure developed



STATE OF THE PROGRAM

Building a Stronger, More Resilient McMinnville



PLANS IN PLACE

The Emergency Operations Plan (EOP) and Continuity of Operations (COOP) are complete.



A multi-partner validation exercise is scheduled for **June 11th**.



COORDINATION FORMALIZED

Established the Emergency Management Working Group (EMWG), now transitioning into a FEMA-standard Local Emergency Planning Committee (LEPC).



STANDARDIZED READINESS

Department-specific Standard Operating Procedures (SOPs) and an Elected Officials Guide are developed to ensure a unified citywide response.



OPERATIONAL SUPPORT

Partnering with the Fire District to create a Type 3 Incident Management Team (IMT) for complex local incidents and large-scale events.



PROVEN PROGRESS

Transformed the City's emergency posture over the last 2.5 years from a state of non-compliance to a fully structured, state-compliant program with the momentum to sustain long-term readiness.

OUR JOURNEY: 2.5 YEARS OF TRANSFORMATION



NON-COMPLIANT
Limited structure, plans, and coordination



FOUNDATION BUILT
Plans initiated, relationships established, program re-established



STRUCTURED PROGRAM
Plans complete, SOPs developed, coordination formalized, capabilities strengthened



STATE-COMPLIANT
Fully structured, aligned with state and federal standards, validated and tested



SUSTAINING READINESS
Continued improvement, partnerships, training, and long-term resilience



Our New Plans

Third Street is the spine of McMinnville's beloved downtown



The Emergency Operations Plan

Framework

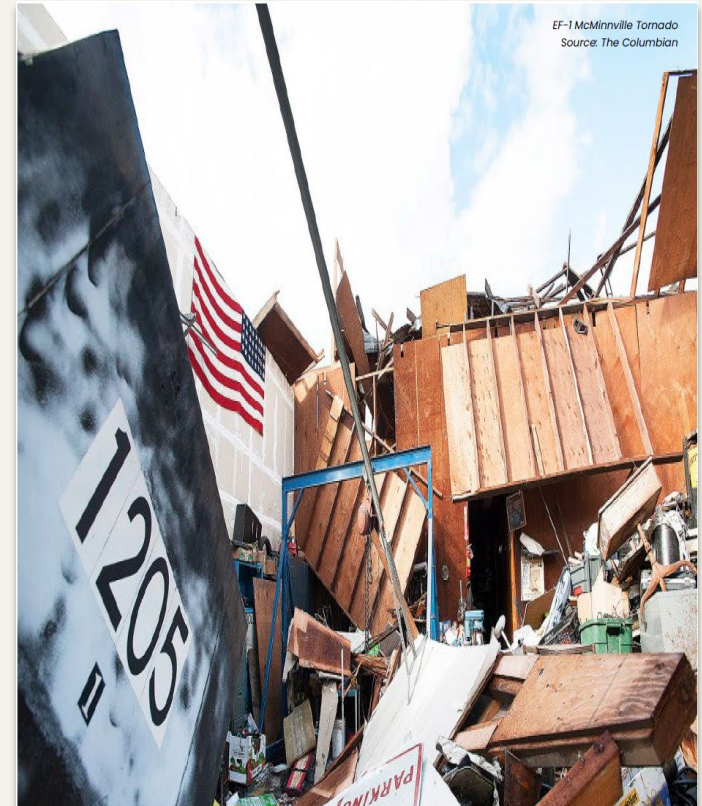
- Citywide response structure
- Roles, coordination, legal authority
- The core of our plans and annexes

Capabilities

- NIMS-compliant (reimbursement eligible)
- Flexible + scalable for multiple incident types
- Expandable annex structure

Status

- Reviewed with Council
- Finalized and distributed
- Ready for tabletop exercise
- Will be posted on The City website



City of McMinnville

Emergency Operations Base Plan

2025

The Functional Support Annexes

- Focus on **core capabilities** and types of assistance that the city must deliver during any major disaster, **regardless of what caused it**.
- **Separate** from the basic EOP
- Emergency Services (Public Safety, Law Enforcement, and Coordination)
- Mass Care and Sheltering (Housing, Food, and Functional Needs Support)
- Critical Infrastructure (Public Works, Utilities, and Debris Management)
- Recovery (Debris Removal, Economic Stabilization, and Long-Term Rebuilding)

City of McMinnville

Emergency Operations Plan

Mass Care and Sheltering

City of McMinnville

Emergency Operations Plan

Emergency Services

City of McMinnville

Emergency Operations Plan

Recovery

City of McMinnville

Emergency Operations Plan

Critical Infrastructure

City of McMinnville

Emergency Operations Plan

Continuity of Operations

The Incident Annexes

- Focused on the **unique, technical** response requirements of a single, **specific threat**.
- **Included** as part of the basic EOP. Found in the Hazard Specific Appendix.
- Include the following
 - Severe Weather
 - Hazardous Materials use or transport releases
 - Utility Failures and Resource Shortage
 - Earthquake/Seismic activity
 - Volcano/Volcanic Activity (Regional Ash Fall and Downstream Impacts)

SECTION 11:

HAZARD SPECIFIC

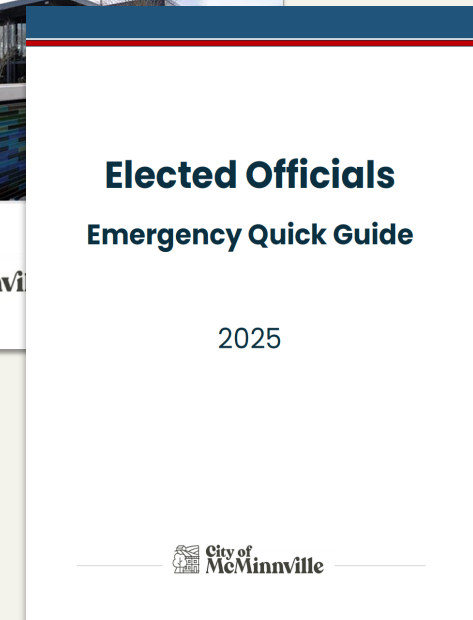
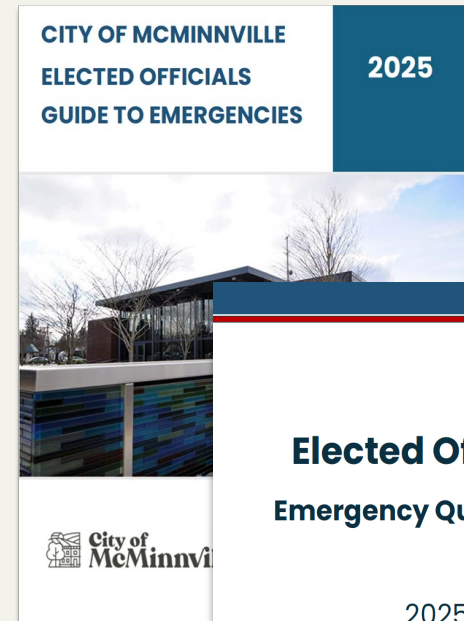
APPENDIX

This Appendix describes department and stakeholder actions and responsibilities for each hazard-specific event that may impact the City.

The Elected Officials Guide & Quick Reference

The Elected Officials Emergency guide to Emergencies and Quick Guide documents serve as a streamlined reference to assist City leadership in initially navigating the complexities of a local emergency or disaster. It bridges the gap between high-level policy-making and real-world incident response, providing elected leaders with a tactical roadmap to fulfill their legal, social, and administrative duties while supporting the City Manager and first responders.

- Defines Leadership Roles
- Streamlines Emergency Declarations
- Centralizes Critical Contacts
- Provides an Operational Checklist
- Outlines the legal processes
- Provides authoritative "Best Practices"



Department Standard Operating Procedures

This document will serve as a comprehensive, step-by-step guide designed to move city departments from daily activities to coordinated emergency operations. This template aligns with the National Incident Management System and the city's overarching Emergency Operations Plan to provide a unified framework for all-hazards response. By defining clear command structures, activation triggers, and employee responsibilities, it ensures that staff can maintain critical services and stay safe during high-pressure incidents.


- **Unified Response:** Eliminates confusion by providing a consistent, citywide "playbook" for all departments.
- **Tactical Readiness:** Offers actionable checklists for specific threats, ensuring rapid and accurate staff response.
- **Seamless Coordination:** Formalizes the link between on-scene responders and the City Emergency Operations Center.
- **Statutory Compliance:** Maintains full alignment with federal (NIMS) and state (ORS 401) emergency mandates.

City of McMinnville

PUBLIC WORKS DEPARTMENT

Standard Operating Procedures

APRIL 1, 2026
PREPARED BY _____
Address _____

 City of McMinnville

Program readiness

McGuire Reservoir added 3.5 billion gallons to McMinnville's water to the watershed

Basic Operational Readiness

BASIC OPERATIONS READINESS

Foundational Resiliency: Capabilities Now Institutionalized



EOP & COOP

The City now has a modernized, state-compliant roadmap for disaster response and essential service continuity.



CITY-WIDE TRAINING & EMWG/LEPC

Established critical relationships and promoting a culture of preparedness; staff are now trained to National Incident Management System (NIMS) standards.



STRATEGIC PARTNERSHIPS

Optimized volunteer and NGO response by integrating with County CERT and Ham Radio programs—eliminating municipal redundancy.



DIGITAL COMMAND CENTER

Centralized all emergency assets into a secure, 24/7 accessible digital repository for rapid activation. Maps created. EOC Facility functionality validated. Future facility identified.



Capabilities In Development

STRATEGIC OPERATIONS ADVANCEMENT

Continuous Improvement: Enhancing Capabilities and Resiliency



VALIDATION EXERCISES

- Ongoing stress-testing of new EOP and communication protocols.
- Executing live environment scenarios to identify gaps.
- Continual improvement and refinement.



CRITICAL INFRASTRUCTURE MAPPING

- Achieved 50% completion on City's Critical Facilities List.
- Coordinating with County and Mac Water & Light for completion.
- Finalizing GIS integration for real-time situational awareness.



EOC FUNCTIONALITY

- Existing EOC capabilities verified and operational.
- Currently planning an alternate EOC for command redundancy.
- Ensuring primary/alternate switchover stability.



ANNEX & CHECKLIST TRAINING

- Establishing ongoing departmental drills based on SOP.
- Verifying every staff member's specific role awareness.
- Immediate role confirmation upon incident occurrence.



Capabilities on hold

EMERGENCY MANAGEMENT DEVELOPMENT

Sustainable Growth: Ensuring Long-Term Capability and Resilience



DEDICATED EM BUDGET

- Transitioning from startup 'no-cost' phase.
- Establishing a sustainable, funded EM program.
- Ensuring long-term readiness and solidifying progress made.



STAFFING DEVELOPMENT

- Overcoming limitations of part-time, non-authority staffing.
- Addressing McMinnville's program complexity beyond a single part-time role.
- Working towards an appropriate staffing model (despite industry-wide variability).



DEPARTMENT MODERNIZATION

- Identified critical needs for modern EM capabilities.
- Upgrading EOC equipment and systems.
- Ensuring system transportability to match threat profiles.



IND_COM INTEGRATION

- Incorporating private-sector partners into LEPC (Local Emergency Planning Committee).
- Including industrial/commercial entities in coordination.
- Conducting joint recovery planning and exercises.



OFFICIALS TRAINING

- Local officials training per ORS 401.038 (Jan 2023).
- Ensuring leadership preparedness for disaster response.
- Meeting current statutory requirements.





On the horizon

Maxwell Field and Memorial Stadium, home to Linfield University football and track teams since 1928

Upcoming Projects

- **Air show planning with Fire District** – begin now
- **EOP validation exercise** - 11 June
- **Designation of additional emergency management duties for Directors** – 31 July
- **McMinnville Fire District scheduling Incident Management Team training** – this year
- **Department Directors filling in the new SOP template** – 2nd quarter
- **Transition to the LEPC with involvement of business & elected officials** – 1st quarter
- **Participation in the McMinnville School District Reunification planning & EX** – this year
- **“Genasys” evacuation planning software and County integration** – ongoing / this year



Future Projects

- **Certification of the IMT and annual integration into the Air Show**
- **Local officials training and exercises**
- **Departmental level exercises and drills**
- **Formal Threat and Hazard Identification and Risk Assessment**
- **Department Modernization to include equipment, software, and training**
- **Formal outside EM Program Assessment**
- **Capabilities Demonstrations and Community Preparedness Fairs**
- **Full regional integration of our Common Operating Picture**
- **Designation of additional emergency management duties for Directors**





Presentation Over
Thank you for your time

Established in 1983, Yamhill Valley Vineyards
is the oldest winery in the McMinnville

