

CITY OF WHEELER

RESOLUTION NO. 2024-06

A Resolution Establishing the City of Wheeler’s Protocol for Chain of Command in an Emergency Event

WHEREAS, the City of Wheeler is subject to emergency events that are often unpredictable in both nature and timing; and

WHEREAS, the City of Wheeler has found it prudent to ensure that at least two (2) persons able to declare an emergency and make official and legal decisions on behalf of the City of Wheeler are available at all times;

NOW THEREFORE, BE IT RESOLVED as follows:

The City of Wheeler Protocol for Chain of Command in an Emergency Event, included as Exhibit A, is hereby adopted.

This Resolution shall become effective immediately upon passage by the City Council.

ADOPTED by the City Council on this 16th day of April 2024, by the following vote:

CITY COUNCIL WHEELER, OREGON	Aye	Nay	Absent / Abstain
_____	_____	_____	_____ / _____
Karen Matthews, Councilor			
_____	_____	_____	_____ / _____
Deanne Ragnell, Councilor			
_____	_____	_____	_____ / _____
Gordon Taylor, Councilor			
_____	_____	_____	_____ / _____
Heidi Stacks, Councilor			
_____	_____	_____	_____ / _____
Walt Porter, Councilor			

Clif Kemp, Mayor Pax Broder, Recorder

Exhibit A

City of Wheeler Protocol for Chain of Command in an 'Emergency Event'

The purpose of this protocol is to clearly identify individuals would be charged with the duties of making official / legal decisions on behalf of the City of Wheeler. Among the responsibilities would include declaring an "Official Emergency" and coordinating the city emergency response as the IC (Incident Commander). This would include working with the City Manager and Public Works Director if they are present in Wheeler at the time of the emergency.

- The Mayor and each City Council member will be included in the Chain of Command.
- There will be a phone tree list established and maintained for contact of each of the city officials, which will be posted next to the City calendar.
- In the event the Mayor or another member of the City Council is going to be out of town for over 24 hours, they must then report this to the City Manager 24-hours prior to the date, so that it is officially changed and noted on the City's calendar.

In any emergency event, the City Council should be notified in the following order (based on their availability per the City calendar):

1. Mayor
2. President of City Council
3. Remaining City Councilors

In any emergency event, the City Staff should be notified in the following order (based on their availability per the City calendar):

1. City Manager
2. Public Works Director
3. Public Works Technician

Note: City Council members and City Staff will need to complete the basic ICS-IOO as soon as possible and should become familiar with and practice use of the Yellow Radio communications system.