



# ECC RESPONDER PROGRAM

## *What is the Emergency Coordination Center (ECC)?*

The City's Emergency Coordination Center (ECC) is located in southeast Portland and is the secure, central location that coordinates a multi-bureau or agency response to disasters. The state-of-the-art ECC was opened in 2014, and is one of the most seismically sturdy facilities in the state. To request a tour of the ECC, email Katy Wolf, PBEM Operations Manager, at [katy.wolf@portlandoregon.gov](mailto:katy.wolf@portlandoregon.gov).

## *What is an ECC Responder?*

ECC responders come from every bureau to run the ECC. Together, they form a City-wide team that plays an essential role in an emergency, helping decision-makers communicate, stay organized, and coordinate response and recovery activities. ECC personnel receive training in the national Incident Command System and in the procedures and facilities of the ECC, so that they are capable and ready to respond and work in the ECC.



## *Expectations*

The following characteristics are essential for successful ECC team members:

- Desire to serve the City and its residents during a disaster.
- Ability to focus, follow directions, and work efficiently in a stressful environment.
- A “can-do” attitude (i.e. no job is too small, no task is too hard).

To be eligible to become an ECC responder, City employees must:

- Be a current city employee in good disciplinary standing.
- Have your supervisor's approval.
- Be willing to report to the ECC and stay for 8-12 hour shifts during an emergency.
  - This requires you don't have any other emergency response role that would conflict with you reporting to the ECC.

## Required Training

ECC responders are expected to participate in training and exercises to build and maintain an understanding of ECC processes and procedures. At a minimum you should:

- Complete **two** National Incident Management (NIMS) online courses, at <http://training.fema.gov/IS/crslist.aspx>.
  - IS 100
  - IS 700
- Attend **two** onsite ECC trainings:
  - ECC Essentials
  - ECC section-specific courses (planning, logistics, operations, finance)
- Participate in **one** ECC full scale exercise per year (PBEM organizes once per year, unless the ECC is activated for a real emergency).
- Section Chiefs must also take:
  - IS 800
  - ICS-300
  - ECC section-specific Chief class

Each year a Training and Exercise Calendar will be published by PBEM. Sign up for ECC classes in City Learner.

## How Can I Join the Team?

Fill out the ECC responder letter on the following page, and send to Katy Wolf, PBEM Operations Manager, at [katy.wolf@portlandoregon.gov](mailto:katy.wolf@portlandoregon.gov).

The ECC Responder program page is on the PBEM Intranet – you must sign in to access: <https://www.portlandoregon.gov/pbem/72413>

If your bureau has already assigned you post-emergency responsibilities, you may not be able to also serve as an ECC responder. Please let us know any emergency response tasks you have already been assigned.





# Emergency Coordination Center (ECC) Responder Application

Name: \_\_\_\_\_

Bureau: \_\_\_\_\_

Current position: \_\_\_\_\_ Year Hired: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Many of the skills you use every day are valuable assets to emergency operations. Filling out this form will help us determine the best placement for your initial service.

Please check any boxes listing skills or experience you have:

<input type="checkbox"/> Basic Microsoft Office familiarity	<input type="checkbox"/> Call center staff
<input type="checkbox"/> Advanced Microsoft Office skills	<input type="checkbox"/> Information Technology
<input type="checkbox"/> Data Analysis	<input type="checkbox"/> Supply Chain
<input type="checkbox"/> Writing and Editing	<input type="checkbox"/> Inventory Management
<input type="checkbox"/> Project Management	<input type="checkbox"/> Accounting
<input type="checkbox"/> Field Crew Supervision	<input type="checkbox"/> Planning
<input type="checkbox"/> Customer service	<input type="checkbox"/> Radio Familiarity
<input type="checkbox"/> Finance	<input type="checkbox"/> Contracts

Others not listed:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

What ECC position are you interested in? (if known)

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

***Responder Signature:***

By participating in the Emergency Coordination Center (ECC) Responder Program, I agree to attend the required trainings and exercises as permitted by my schedule and as allowed by my supervisor. I will keep personal contact information up to date in SAP to ensure I can be notified as an ECC responder. If my supervisor changes while I am part of the ECC Responder Program, I will ensure they understand my participation. I understand that I may be called to participate in any disaster or event that requires ECC activation.

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*Responder Signature*

*Date*

***Supervisory Approval:***

As the manager/supervisor of \_\_\_\_\_, I am aware the employee is assigned as an ECC responder. I understand they will be asked to participate in trainings and exercises during regular work hours and that they may be called to participate in any incident or event that requires ECC activation. I also understand this employee will receive their regular compensation during trainings, exercises, and real world incidents that occur during their regularly scheduled work hours, and that my bureau will pay them for this time. If the employee is eligible for overtime wages already, my bureau agrees to pay the overtime wage rate and meet any contractual obligations associated with this employee working overtime. I will consult with the Bureau of Human Resources if I have any questions regarding my employee's status or eligibility for compensation.

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*Supervisor Name (Please print)*

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*Bureau*

*Position/Job Title*

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*Supervisor Signature*

*Date*