

RESOLUTION No. 37066

Direct bureaus to collect personal contact information for employees and designate personnel vital to City business continuity and emergency response. (Resolution)

WHEREAS, the City provides services essential to the health and well-being of citizens, and

WHEREAS, the City must continue to provide services, protect public resources, and work to restore normal business functions following a disaster or other disruptive event, and

WHEREAS, the City has developed operational plans and guidance to respond to emergencies and continue essential functions following a disaster,

WHEREAS, the City's plans recognize employees as its most critical resource in any emergency, and

WHEREAS, all employees must be aware of their roles in an emergency, in order to prepare and respond appropriately, and

WHEREAS, the City is also concerned about the welfare of employees following an emergency, and

WHEREAS, regularly updated personal contact information is essential to contacting employees and communicating with them in emergency and non-emergency situations,

NOW, THEREFORE, BE IT RESOLVED, that the City Council for the City of Portland, Oregon directs all bureaus and offices of the City to identify employees with essential roles in City business continuity and emergency response and to inform all employees in writing of their roles, and

BE IT FURTHER RESOLVED, that all bureaus and offices shall, at least annually, request personal contact information from all their employees, including personal telephone numbers, emails, and devices capable of receiving text messages, and safeguard this information so that it is accessible to each bureau in an emergency, and

BE IT FURTHER RESOLVED, that the Council directs the Office of Management and Finance to ensure that its citywide data system is configured to support the collection and reporting of employee contact information for businesses continuity and emergency response, and

BE IT FURTHER RESOLVED, this resolution is binding City policy.

Adopted by the Council: **APR 16 2014**

Commissioner Steve Novick
Prepared by: Jonna Papaefthimiou
Date Prepared: 4/2/2014

LaVonne Griffin-Valade

Auditor of the City of Portland

By



Deputy

Agenda No.
RESOLUTION NO.

37066

Title

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<p>INTRODUCED BY Commissioner/Auditor: Novick</p>	<p>CLERK USE: DATE FILED <u>APR 11 2014</u></p>
<p>COMMISSIONER APPROVAL</p> <p>Mayor—Finance and Administration - Hales</p> <p>Position 1/Utilities - Fritz</p> <p>Position 2/Works - Fish</p> <p>Position 3/Affairs - Saltzman</p> <p>Position 4/Safety - Novick <i>CS</i></p>	<p style="text-align: center;">LaVonne Griffin-Valade Auditor of the City of Portland</p> <p>By: <i>[Signature]</i> Deputy</p>
<p>BUREAU APPROVAL</p> <p>Bureau: PBEM Bureau Head: Carmen Merlo <i>Car</i></p>	<p>ACTION TAKEN:</p>
<p>Prepared by: Jonna Papaefthimiou Date Prepared: April 2, 2014</p>	
<p>Financial Impact & Public Involvement Statement</p> <p>Completed <input checked="" type="checkbox"/> Amends Budget <input type="checkbox"/></p>	
<p>Portland Policy Document If "Yes" requires City Policy paragraph stated in document. Yes <input checked="" type="checkbox"/> No <input type="checkbox"/></p>	
<p>City Auditor Office Approval: required for Code Ordinances</p>	
<p>City Attorney Approval: required for contract, code, easement, franchise, charter, Comp Plan</p>	
<p>Council Meeting Date April 16, 2014</p>	

AGENDA
<p>TIME CERTAIN <input type="checkbox"/></p> <p>Start time: _____</p> <p>Total amount of time needed: _____ (for presentation, testimony and discussion)</p>
<p>CONSENT <input type="checkbox"/></p>
<p>REGULAR <input checked="" type="checkbox"/></p> <p>Total amount of time needed: <u>20 min</u> (for presentation, testimony and discussion)</p>

FOUR-FIFTHS AGENDA	COMMISSIONERS VOTED AS FOLLOWS:		
		YEAS	NAYS
1. Fritz	1. Fritz	✓	
2. Fish	2. Fish	✓	
3. Saltzman	3. Saltzman	✓	
4. Novick	4. Novick	✓	
Hales	Hales	✓	