



**MULTNOMAH COUNTY
SHERIFF'S OFFICE**
Sheriff Nicole Morrissey O'Donnell

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725.00 – Emergency and Continuity Planning

Stakeholder Review: 12/04/2025-01/03/2026

Refer:

- Continuity Guidance Circular, February 2018, FEMA National Continuity Programs
- Federal Continuity Directive 1, Federal Executive Branch National Continuity Program and Requirements, U.S. Department of Homeland Security, Issue date January 17, 2017
- Federal Continuity Directive 2, Federal Executive Branch Mission Essential Functions and Identification and Submission Process, U.S. Department of Homeland Security, Issue date June 13, 2017
- ORS 401.309 Declaration of state of emergency by city or county
- Oregon Revised Statutes (ORS) Chapter 401.305, Emergency Management and Services
- Oregon Policy #107-001-010, Statewide Continuity of Operations Planning
- Multnomah County Code Chapter 25.420, Emergency Management
- Multnomah County Code 25.440 Succession; Authority
- Multnomah County Emergency Management Plan, 2018
- MCSO Agency Policy 225.00 Administrative Closure or Curtailment and Special Emergency Attendance
- MCSO Agency Policy 715.00 Incident Command System
- Corrections Operational Procedures Manual, Chapter 8 Safety and Emergency
- NWAA 2.3.1 Disaster Plan

Definitions:

- Alternate Facility – An established location selected to meet the needs of the MCSO and allow for the continuation of essential functions.
- Critical Incident – As used within this policy, is an incident that is typically of such magnitude that it necessitates a heightened emergency response, requires additional resources, extended on-scene command, recall and augmentation of personnel or multi-agency response and support to protect life, property, prevent escalation and restore order. Response to a Critical Incident will be determined by the type of incident, magnitude and necessary personnel needed.
- Delegation of Authority – Specifies who is authorized to act on behalf of the MCSO or Sheriff and other key officials for specific purposes.
- Devolution – The capability to transfer the authority and responsibility for essential function from an organization's primary operating staff and facilities to other

employees and facilities, and to sustain that operational capability for an extended period.

- “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:
 - Fire, wildfire, explosion, flood, severe weather, landslides or mud slides, drought, earthquake, volcanic activity, tsunamis or other oceanic phenomena, spills or releases of oil or hazardous material as defined in [ORS 466.605 \(Definitions for ORS 466.605 to 466.680\)](#), contamination, utility or transportation emergencies, disease, blight, infestation, civil disturbance, riot, sabotage, acts of terrorism and war; and
 - A rapid influx of individuals from outside this state, a rapid migration of individuals from one part of this state to another or a rapid displacement of individuals if the influx, migration, or displacement results from the type of event or circumstance described above.
- Mission Essential Functions – Functions that enable the organization or department, on behalf of the state, to provide vital services, exercise civil authority, maintain safety and wellbeing of the general populace and sustain the industrial/economic base in an emergency.
- Multnomah County Continuity of Operations Plan (COOP) – Encompasses the operations and services performed by the County. The COOP consists of an overarching Base Plan with individualized sets of annexes for each of the departments and divisions of the County.
- Multnomah County Sheriff’s Office (MCSO) Continuity of Operations Plan (COOP) – A set of procedures to ensure the execution of mission-essential functions for the MCSO if an emergency threatens or incapacitates operations; an ‘all hands-on deck’ approach when situations require relocation to an alternate facility.
- Incident Command System (ICS) – A standardized on-scene emergency management system that provides for the adoption of an integrated organizational structure. ICS is the combination of facilities, equipment, personnel, procedures, and communications operating within a common organizational structure, designed to aid in the management of resources during incidents. It can be used for all kinds of emergencies and is applicable to small as well as large and complex incidents. ICS is used by various jurisdictions and functional agencies, both public and private, to organize field-level incident management operations.
- Reconstitution – The process by which organization personnel resume (transition back to) normal organization operations from the alternate location back to the primary or replacement primary operating facility.

- Veoci – Emergency management software utilized by Multnomah County to maintain the Multnomah County Continuity of Operations Plan (COOP), as well as all department plans, including the Multnomah County Sheriff's Office Continuity of Operations Plan (COOP).

Policy:

1. The Multnomah County Sheriff's Office (MCSO) shall be equipped to provide all members clear direction during an Emergency.
2. Working in concert with the Multnomah County Office of Emergency Management, the MCSO shall provide a coordinating role for all County-wide law enforcement and public safety emergencies.
2. The MCSO maintains a MCSO Continuity of Operations Plan (COOP), which aligns with the National Incident Management System (NIMS) to ensure effective and efficient emergency response management.
3. The MCSO COOP applies to situations that require relocation of mission-essential functions of the MCSO if a Critical Incident or Emergency threatens or incapacitates operations. The plan is designed to:
 - 3.1. Enable staff to perform mission essential functions to prepare for and respond to all threats or emergencies, including natural, technological, and human-caused disasters.
 - 3.2. Identify critical employees and support staff who will be relocated.
 - 3.3. Ensure the continuity facility (alternate location) can support operations.
 - 3.4. Protect and maintain essential records and databases.
4. The MCSO COOP is reviewed annually and updated as necessary utilizing the Veoci platform.

Procedure:

1. MCSO COOP Responsibilities:
 - 1.1. The Sheriff or designee in conjunction with MCSO's Executive Team shall:
 - 1.1.1. Support and provide executive leadership for all emergency planning and response efforts, including reviewing and approving updates to the MCSO COOP as necessary.
 - 1.1.2. Activate the MCSO COOP when necessary.
 - 1.1.3. Determine the scale of COOP activation (i.e., identify functions that can be deferred during COOP activation, ensure the level of activation aligns with pre-identified Mission Essential Functions).
 - 1.1.4. Approve agency-wide alert and notification as necessary.
 - 1.1.5. Consult with and advise appropriate officials during the implementation of COOP, including the County Chair and/or Chief Operating Officer on operational status, resource needs/allocations, interdependencies, and other interdepartmental decisions during a Critical Incident or Emergency.

- 1.1.6. Oversee devolution, or transfer of essential function authorities, if necessary.
 - 1.1.7. Decide whether to begin relocation.
 - 1.1.8. Decide whether to begin reconstitution.
- 1.2. MCSO COOP Lead(s) shall:
 - 1.2.1. Act as a liaison to the Multnomah County COOP Program Team.
 - 1.2.2. Participate in COOP Team meetings and training.
 - 1.2.3. Provide direction and guidance on the development and maintenance of the MCSO COOP.
 - 1.2.4. Facilitate an annual review of the MCSO COOP with the Executive Team and subject matter experts.
 - 1.2.5. Ensure all members involved in COOP functions and as required for accreditation receive annual training on the MCSO COOP (coordinate/arrange training with Multnomah County's Office of Emergency Management and MCSO's Training Unit to track training).
- 1.3. Planning Team Member(s) shall:
 - 1.3.1. Work with the COOP Lead(s) on the development of continuity plans and annual updates.
 - 1.3.2. Participate in COOP training.
 - 1.3.3. Act as a backup for the COOP Lead(s).
- 1.4. The CJIS Unit shall:
 - 1.4.1. Stay current on backup and recovery requirements of essential systems (i.e., software, applications, databases, information technology related services and equipment, etc.) to provide prompt and effective continuation or resumption of IT services and technology.
- 1.7. All MCSO members shall:
 - 1.7.1. Maintain familiarity with policies and division specific procedures for emergency operations.
 - 1.7.2. Participate in preparedness/COOP trainings as applicable.
 - 1.7.3. Have access to the COOP as applicable.
 - 1.7.4. Understand their continuity roles and responsibilities within their respective units/divisions.
 - 1.7.5. Notify their supervisor or an available manager as soon as practicable if they become aware of a disruption to Sheriff's Office business or a potential threat to business continuity or member safety.

History:

- Originating Policy and Procedure Effective:
- Next Review:

- Review By: Executive Office

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