



City of Medford  
Administrative Regulation

Regulation No.: 07-2  
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Subject Area: Emergency Mgmt.  
Date of Issue: 12/3/07  
Supersedes: new

Title: Emergency Management Standards and Training

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***Purpose***

The City of Medford requires employees who are identified as emergency response participants to adhere to the National Incident Management System (NIMS) standards and training guidelines.

***Policy***

- A. It is the policy of the City to adopt and utilize standardized terminology, standardized organizational structures, interoperable communications, consolidated action plans, unified command structures, uniform personnel qualification standards, uniform standards for planning, training and exercising, comprehensive resource management, and designated incident facilities during emergencies or disasters.
- B. Employees identified to participate in response to emergencies or disasters are required to complete the necessary level of Incident Command System training for all the positions that they may be required to fill during an emergency or disaster.

***Definition and scope***

- A. Specific individuals will be identified by relevant department directors.
- B. Not all employees will be required to participate.
- C. All persons who are identified to participate in this program, and will have active roles in the emergency response activities, must complete basic information courses which have been identified by the Emergency Coordination Manager.
- D. Employees who are identified to participate in emergency response activities will be notified by their Director and will be required to complete the training course applicable, within a reasonable time limit.
- E. It is the responsibility of the Emergency Coordination Manager to coordinate with the various departments and to maintain the training documentation for all responders of the Emergency Response Team.

***Approved:***

/s/Michael Dyal  
**Michael Dyal, City Manager**

December 3, 2007  
**Date**