

**City of Medford EOP Functional Annexes**  
**FA 1. Emergency Services**

## **4 Roles and Responsibilities**

The roles and responsibilities for each department in support of emergency services will vary depending on the type of resource, the length of the warning period, and the duration of the incident.

### **4.1 Emergency Manager (City Manager's Office)**

- Activate the EOC, if necessary.
- Report to the EOC to assume overall responsibility for City government activities.
- Regularly brief the City Council on developments in the situation.
- Designate an alternative EOC location, if necessary.
- Assign a representative of the City to the County EOC, if applicable.
- Coordinate the flow of public information to ensure consistency and appropriateness.

### **4.2 Emergency Communications of Southern Oregon**

- Maintain emergency contact lists for agencies and communities served.
- Maintain primary and backup equipment.
  
- Notify Emergency Management and other appropriate agencies of situations affecting the City.