From: CRAIG Linda on behalf of SMITH Mary Bridget

**Sent:** Monday, March 16, 2020 3:54 PM

**To:** \*Springfield Employees

**Subject:** COVID-19 Update 4: EOC Activation

Hello all Springfield employees,

I have directed Ken Vogeney to activate Springfield's Emergency Operations Center (EOC) to coordinate our on-going COVID-19 responses for employees and the community.

Your department directors have been briefed and agree that if you are contacted by Ken or other EOC staff to report to the EOC or to perform COVID-19 response tasks, consider these assignments to be a priority over your normal job duties.

I have appointed Markus Lay from Eugene-Springfield Fire as the City's Incident Commander (IC) and Ken Vogeney as the EOC Manager.

Watch for future emails for more information from the EOC staff.

I recognize this action is disruptive to your departments and that everyone is dealing with a lot of stress and uncertainty. I want to thank you in advance for pulling together and helping our community to be safe.

Thanks,
Mary Bridget Smith
City Manager Pro Tem
City of Springfield | 225 Fifth Street, Springfield OR 97477 | 541-744-4061 (Relay711) mbsmith@springfield-or.gov

Please contact me to request this email or its attachments in an accessible format.

Confidentiality Notice: This email may be subject to attorney-client privilege or contain attorney work product. Do not copy or forward this message without first checking with me. If you are not the intended recipient, please reply to me immediately and keep the contents of this email confidential.