Eagle Mountain City, Utah

RESOLUTION NO. R-02-2008

A RESOLUTION OF THE CITY COUNCIL OF
OF EAGLE MOUNTAIN CITY, UTAH
ADOPTING AND APPROVING
AN EMERGENCY OPERATIONS PLAN FOR EAGLE MOUNTAIN CITY

WHEREAS, the City Council of Eagle Mountain City, Utah finds that it is in the public interest to adopt a formal Emergency Operations Plan for the City to govern and guide the activities of City employees during an emergency requiring mobilization and response by the City; and

WHEREAS, the Emergency Operations Plan attached to this Resolution as Exhibit 1 has been prepared, circulated and reviewed and should be approved and adopted as the Emergency Operations Plan for Eagle Mountain City.

NOW THEREFORE, be it resolved by the City Council of Eagle Mountain City, Utah that the Emergency Operations Plan attached hereto as Exhibit 1 be and the same hereby is approved and adopted as the 2008 Emergency Operations Plan for the City of Eagle Mountain, Utah.

This Resolution shall take effect upon its enactment by the City Council.

ADOPTED by the City Council of Eagle Mountain City, Utah, this 5th day of February, 2008.

EAGLE MOUNTAIN CITY, UTAH

ATTEST

Fionnuala Koford, City Recorder

Heather Anne Jackson, Mayor
CERTIFICATION

The above resolution was adopted by the City Council of Eagle Mountain City on the 5th day of February, 2008.

5 voting aye  0 voting nay

Fionnuala Kofoed, City Recorder
Eagle Mountain City

EMERGENCY OPERATIONS PLAN

Basic Plan
<table>
<thead>
<tr>
<th>TABLE OF CONTENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>PURPOSE</td>
</tr>
<tr>
<td>SITUATION and ASSUMPTIONS</td>
</tr>
<tr>
<td>Situation</td>
</tr>
<tr>
<td>Assumptions</td>
</tr>
<tr>
<td>PHASES OF EMERGENCY MANAGEMENT</td>
</tr>
<tr>
<td>Mitigation</td>
</tr>
<tr>
<td>Preparedness</td>
</tr>
<tr>
<td>Response</td>
</tr>
<tr>
<td>Recovery</td>
</tr>
<tr>
<td>LEVELS OF EMERGENCY</td>
</tr>
<tr>
<td>STEPS FOR DECLARATION OF EMERGENCY</td>
</tr>
<tr>
<td>CONCEPT OF OPERATIONS</td>
</tr>
<tr>
<td>DIRECTION and CONTROL</td>
</tr>
<tr>
<td>Continuity of City Operations</td>
</tr>
<tr>
<td>Succession of Authority</td>
</tr>
<tr>
<td>Preservation of Records</td>
</tr>
<tr>
<td>EMERGENCY MANAGEMENT ORGANIZATION</td>
</tr>
<tr>
<td>MAYOR AND CITY COUNCIL</td>
</tr>
<tr>
<td>EXECUTIVE GROUP</td>
</tr>
<tr>
<td>NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)</td>
</tr>
<tr>
<td>INCIDENT</td>
</tr>
<tr>
<td>COMMANDER (IC)</td>
</tr>
<tr>
<td>COMMAND STAFF</td>
</tr>
<tr>
<td>GENERAL STAFF</td>
</tr>
<tr>
<td>EMERGENCY OPERATIONS CENTER (EOC)</td>
</tr>
<tr>
<td>EMERGENCY AUTHORITY</td>
</tr>
<tr>
<td>ORGANIZATION and ASSIGNMENT of</td>
</tr>
<tr>
<td>FUNCTIONAL ANNEX RESPONSIBILITIES</td>
</tr>
<tr>
<td>ADMINISTRATION and LOGISTICS</td>
</tr>
<tr>
<td>PLAN DEVELOPMENT</td>
</tr>
<tr>
<td>MAINTENANCE and IMPLEMENTATION</td>
</tr>
<tr>
<td>EMERGENCY MANAGEMENT PREPAREDNESS</td>
</tr>
<tr>
<td>FUNCTIONAL ANNEX RESPONSIBILITIES</td>
</tr>
</tbody>
</table>
PURPOSE

This Plan sets forth the following actions to be taken by the emergency organizations designated by Eagle Mountain City and cooperating private institutions to:

Prevent or reduce disasters;

Reduce the vulnerability of city residents to any disasters that cannot be prevented;

Assess capabilities and establish procedures for protecting citizens from the effects of disasters;

Respond effectively to the actual occurrence of disasters; and

Provide recovery in the aftermath of any emergency involving extensive damage or other debilitating influence on the normal pattern of life within the community.

Used as a management tool, this Plan will increase the City’s ability to develop a timely and efficient emergency program, thereby mitigating the effects of an emergency or disaster on people and property.

The Emergency Management Plan (EOP) emphasizes the extraordinary emergency response functions applicable to all emergencies or disasters, while recognizing the unique aspects of specific types of hazards. In addition, the EOP outlines basic response functions commonly applicable to all hazards in developing a systematic approach to the management of any type or magnitude of emergency or disaster.

The guidelines and procedures included in this plan have been prepared utilizing the best information and planning assumptions available at time of preparation. There is no guarantee implied by this plan. In an emergency, resources may be overwhelmed and essential services may not be available. Deviation from these guidelines may be necessary given the facts of any particular situation.

SITUATION and ASSUMPTIONS

Situation
Eagle Mountain City is exposed to various hazards, which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include drought, earthquake, fire/conflagration, flood, and severe weather. There is also the threat of technological hazards, those caused by human omission or error, such as transportation accidents, hazardous materials incidents, or utility failures. A civil disturbance or a terrorism incident could also occur.
Assumptions

Eagle Mountain City will continue to be exposed to the hazards noted above as well as others which may develop in the future.

County and City governments are primarily responsible for emergency management actions and will commit all available resources to protect lives and minimize damage to property.

Outside assistance will be available in most emergency situations involving the City. Although this Plan defines procedures for coordinating such assistance, it is essential for the Eagle Mountain City to be prepared to carry out disaster response and short-term actions on an independent basis.

It is possible for a major disaster to occur at any time and at any place in the city. In some cases, dissemination of warning and increased readiness measures may be possible; however, many disasters and events can, and will, occur with little or no warning.

A major disaster event will likely effect the lives of many within Eagle Mountain and other local response agency employees limiting or preventing them from performing emergency response activities.

Local government officials recognize their responsibilities for the safety and well being of the public and will assume their respective responsibilities in the implementation of the Emergency Operations Plan.

The intent of this plan is to reduce disaster-related losses.

PHASES OF EMERGENCY MANAGEMENT

The Basic Plan follows an all-hazard approach and acknowledges that most responsibilities and functions performed during an emergency are not hazard-specific; therefore, this Plan accounts for activities before and after, as well as during, emergency operations. The phases of emergency management are addressed below.

Mitigation

Mitigation activities are those which eliminate or reduce the probability of a disaster occurring, including long-term activities that lessen the undesirable effects of unavoidable hazards.

Preparedness

Preparedness activities, programs, and systems are those that exist prior to an emergency and are used at the onset of an emergency or disaster. Planning, training, and exercising are among the
activities conducted under this phase.

Response

Response involves activities and programs designated to address both immediate and short-term effects at the onset of an emergency or disaster. Response is geared towards reducing casualties, damage, and facilitating recovery. Activities include direction and control, warning, evacuation, rescue, and other similar operations.

Recovery

Recovery involves both short-term and long-term processes. Short-term operations seek to restore vital services to the community and provide for the basic needs of the public. Long-term recovery focuses on restoring the community to its normal, or an improved, state of affairs. The appropriate time to institute mitigation measures, particularly related to a recent emergency, is during the recovery period, including reassessing the EOP and planning process for deficiencies. Restoration to upgrade damaged areas is appropriate if it can be shown extra repairs will mitigate or lessen the chances of damages caused by another such similar disaster.

LEVELS OF EMERGENCY

To ensure that the City responds appropriately, emergency status and levels are listed below along with the action to be taken during each level. Emergency situations that are within the normal scope and control of the responsible department are not considered here.

Any given level may be bypassed, if necessary, to allow response to proceed directly to a higher level. As an emergency progresses to higher levels, the stated activities of previous levels will continue to be enacted.

NORMAL RESPONSE:
Emergencies that are handled through normal response without reducing the available response to other incidents.

COMMUNITY EMERGENCY:
Emergencies that may require a major commitment of resources.

MINOR DISASTER:
Any disaster that is likely to be within the response capabilities of local government and results in only minimal need for state or federal assistance.

MAJOR DISASTER:
Any disaster that will likely exceed local capabilities and require a broad range of state and federal assistance. The Federal Emergency Management Agency (FEMA) will be notified and potential federal assistance will be predominantly recovery-oriented.
CATASTROPHIC DISASTER:
Any disaster that will require massive state and federal assistance, including immediate military involvement. Federal assistance will involve response as well as recovery needs.

<table>
<thead>
<tr>
<th>LEVEL OF DISASTERS/EMERGENCIES</th>
<th>EXAMPLES</th>
<th>ACTIONS</th>
</tr>
</thead>
<tbody>
<tr>
<td>NORMAL RESPONSE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergencies that are handled through normal response without reducing the available response to other incidents.</td>
<td>AIR-CRASH (SMALL PLANE) STRUCURE FIRE MINOR STORM DAMAGE</td>
<td>MANAGED BY ON SCENE INCIDENT MANAGER WITH AVAILABLE RESOURCES EMERGENCY MANAGEMENT NOTIFIED OF EVENTS FOR POSSIBLE FURTHER ACTIONS/NOTIFICATIONS</td>
</tr>
<tr>
<td>COMMUNITY EMERGENCY</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergencies that may require a major commitment of resources.</td>
<td>AIR-CRASH (COMMERCIAL CARRIER) FLOODING HAZMAT RESPONSE MODERATE TO SEVERE STORM DAMAGE, LIMITED AREA</td>
<td>INCIDENT MANAGED FROM ON SCENE COMMAND POST OR CITY CENTER. RESPONSE MAY REQUIRE OFF DUTY PERSONNEL AND MUTUAL AID. A STATE OF EMERGENCY MAY BE DECLARED FOR A LIMITED AREA AND FOR SPECIAL ACTIONS.</td>
</tr>
<tr>
<td>MINOR DISASTER*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A disaster that is likely to be within the response capabilities of local government and to result in only minimal need for state or federal assistance.</td>
<td>EARTHQUAKE OVER WIDE AREA MINOR DAMAGE HAZMAT INCIDENT WIDE SPREAD CIVIL DISTURBANCES</td>
<td>DECLARE LOCAL STATE OF EMERGENCY (City) INCIDENT MANAGED FROM CITY CENTER(EOD)</td>
</tr>
<tr>
<td>MAJOR DISASTER*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A disaster that will likely exceed local capabilities and require a broad range of state and federal assistance.</td>
<td>MODERATE EARTHQUAKE TORNADO ALARMS ACTIVATED – MAJOR LEAK FROM TOOELE</td>
<td>DECLARE STATE OF EMERGENCY (Notify County) INCIDENT MANAGED FROM EOC REQUEST STATE AND FEDERAL ASSISTANCE</td>
</tr>
<tr>
<td>CATASTROPHIC DISASTER**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>A disaster that will require massive state and federal assistance, including the military.</td>
<td>MAJOR EARTHQUAKE MAJOR INCIDENT INVOLVING NERVE OR OTHER AGENT FROM TOOELE/KERN RIVER LEAK</td>
<td>DECLARE STATE OF EMERGENCY INCIDENT MANAGED FROM EOC REQUEST STATE AND FEDERAL RESPONSE</td>
</tr>
</tbody>
</table>

**STEPS FOR DECLARATION OF EMERGENCY**

The Mayor will sign an order declaring a local State of Emergency for Eagle Mountain City when the situation progresses to a Major Disaster Level. The City must first expend, or nearly deplete, its own resources, including those available through mutual aid agreements, before requesting assistance from the County. All requests will be made by the Mayor or by another official duly authorized by the Mayor. After County resources have been expanded, a declaration may be requested by the state.

Requests for State or Federal assistance, including National Guard or other military services, will
be made to the Division of Emergency Services and Homeland Security (DES) through the Utah County Emergency Manager. Only the County’s governing body may ask the Governor for a declaration of emergency. Only the Governor may request a declaration of emergency from the President of The United States. Following a presidential declaration of emergency, Federal assistance will be made available.

DETECTION PROCESS FLOW CHART

CONCEPT OF OPERATIONS

Local government has the lead role in preparedness and emergency management operations. These operations are designed to protect lives, minimize property damage, and provide for continuation
of critical services to customers. This Plan is based upon the concept that the emergency functions for various departments/agencies involved in emergency management will generally parallel normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases; however, employees may be assigned to work in areas and perform duties outside their regular job assignments. Day-to-day functions that do not contribute directly to an emergency may be suspended for the duration of an emergency, and efforts that would typically be required for normal daily functions will be redirected to the accomplishment of emergency tasks by the department concerned.

If it should be determined that the normal functions of the City are not sufficient to meet the disaster effectively, the Mayor may declare a state of emergency. The effect of the declaration is to activate recovery and rehabilitation aspects of the Plan and authorize the furnishing of aid and assistance.

DIRECTION and CONTROL

General

The Mayor is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. Departments will perform emergency activities closely related to those they perform routinely. Specific positions and departments are responsible for fulfilling their obligations as presented in the Basic Plan and individual functional annexes. Outside assistance, whether from other political jurisdictions or from organized volunteer groups, will be requested and used only as an adjunct to existing City services when the situation threatens to expand beyond the City’s response capabilities.

Continuity of City Operations

Succession of Authority

To maintain City operations and ensure the orderly continuation of leadership during an emergency situation, the following order of responsibility is established:

- Mayor;
- City Administrator
- Fire Chief;
- PW Director, and Building Official;
- Sheriff's Department Commander

Preservation of Records

In order to provide normal government operations following a disaster, vital records must be protected, including legal documents and personnel records. The principal causes of
damage to records are fire and water; therefore, essential records should be protected accordingly.

EMERGENCY MANAGEMENT ORGANIZATION

The Emergency Management Organization (EMO) consists of all levels of City government. The Mayor, City Council, Department Heads, Contract Agencies, and volunteer organizations all have certain responsibilities in the mitigation, preparedness, response, and recovery phases of emergency management for Eagle Mountain City.

The Emergency Operations Plan (EOP) is based on the Integrated Emergency Management System (IEMS). The EMO is structured to fit both the Integrated Emergency Management System and the Incident Command System (ICS). Responsibilities within the EMO structure are as follows:

MAYOR AND CITY COUNCIL

- Convene City Council for emergency session(s) [Mayor];
- Assist in communication and coordination efforts with elected officials of other governmental entities [Mayor];
- Coordinate emergency public information with City Administrator and staff PIO;
- Be available to address the community, and act as a conduit, within their respective neighborhoods or evacuation centers, to disseminate information during the course of a disaster event;
- Meet, as needed, to provide policy direction and enact ordinances, land use and development codes, and anti-price-gouging ordinances; and
- Determine funding levels through the budget for emergency mitigation, planning, response, and recovery activities.

EXECUTIVE GROUP

The Mayor / City Administrator will determine, based on the nature of an emergency, which City personnel or contract agency representative will staff the policy room. City Officers not immediately reporting to the EOC will either report to their respective departments to provide staff assistance, or prepare to take a later shift as part of the Executive Group. The City Attorney’s role is to advise other members of the Executive Group regarding legal matters and provide assistance in presenting emergency ordinances to the City Council for adoption. Members of the Executive group will determine which legal measures are to be processed by the
City Council. The Mayor is responsible for declaring a state of emergency and, if necessary, requesting additional assistance from other jurisdictions or higher levels of government. Responsibilities of the Executive Group are as follows:

- Provide resources to ensure staff receives necessary training for managing emergency events, including maintenance of the Emergency Plan;
- Mayor or City Administrator will appoint or fill the role as the Incident Commander, and a second shift Incident Commander, when it becomes apparent the event will extend to a second shift;
- Maintain communication and support with Mayor and City Council; stay informed of event status;
- Determine City services to be curtailed or modified during the course of an emergency, including determining an appropriate time for services to come back online;
- Provide policy guidance to the Incident Commander;
- Review critical press releases prior to release;
- Determine priorities for City resources;
- Recommend emergency ordinances to the council; and
- Review ordinances for legal and liability issues [City Attorney]

NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

The National Incident Management Systems institutes the Incident Command System (ICS) as the method for managing emergency systems. The ICS structure utilizes a standard format, defining operational and support functions, by providing a standard description and pre-defining duties and responsibilities for each function, and delineating lines of authority and communication.

The Mayor is responsible for appointing the Incident Commander and will coordinate appointment of the IC with the Department Head of the specific department assigned responsibility of the disaster i.e. Fire Chief or Sheriff Department Commander. The Mayor may determine that a unified command is appropriate for responding to certain events. Department responsibilities are:

Public Works Department
• Weather-related events, i.e., ice, snow, wind, flood;
• Earthquake (Debris Removal).
• Maintain/Repair downed utilities

_Eagle Mountain Fire & Rescue_

• Urban or Wildland Fire;
• Hazardous materials incident; and
• Triage, Treatment and Transportation/medical incidents.

_Sheriff’s Department_

• Civil disturbance; and
• Terrorist attack.
• Bombs, Large HazMat Incidents

INCIDENT COMMANDER (IC)

In charge of all operational aspects of an emergency, the IC also acts as a liaison between the Executive Group and operational staff activities. In addition, the IC is responsible for coordinating all efforts and determining necessary resources for any given emergency. The IC will determine which elements of the Incident Command System will be implemented and may choose to delegate some duties.

COMMAND STAFF

Command staff includes the Public Information Officer; Liaison Officer; and Safety Officer, all of whom report directly to the IC.

GENERAL STAFF

General staff includes the Operations Chief, Planning, Logistics and Finance, all of whom report directly to the IC.

EMERGENCY OPERATIONS CENTER (EOC)

Response and support activities will be coordinated from the City Administration offices in the Emergency Operations Center (EOC) or basement. The EOC will be activated upon notification of a possible or actual major emergency. During large-scale emergencies, the EOC may become the seat of government for the duration of a crisis.
The primary EOC is the City Hall, located at 1650 E. Stagecoach Run. If this facility or another facility in the city is not functional when an EOC needs to be activated, Public Works or Fire Station 1 City Center should be considered.

The EOC is responsible to insure that reports and records, which will vary according to the type and the scope of the emergency, are complete and accurate.

Appropriate security to the EOC will be maintained to prevent entrance by persons not connected with an emergency situation.

During emergency operations and upon activation, the EOC staff will assemble, as outlined under the Organization and Assignment of Functional Annex Responsibilities heading, and exercise direction and control as outlined below.

1) Authority for activating and initiating the command structure of the EOC will be one of the following (as appropriate):

- Mayor;
- City Administrator;
- Fire Chief;
- Public Works Director; and
- Sheriff’s Department Commander

2) The Incident Commander will determine the level of staffing required; alert the appropriate personnel, agencies, and organizations; and keep the Mayor advised as to the status throughout the event;

3) The Incident Commander will serve as the overall EOC controller or may choose to delegate this function.

4) The EOC will operate on a 24-hour basis with rotating shifts as necessary until an emergency is over (typical rotation is on a 12 hour basis).

5) The Incident Commander will ensure the Mayor or designee is immediately notified upon activation. Periodic updates will be made as the situation requires;

6) EOC Staff

Levels of staffing will be determined by the IC and/or the Mayor; generally, the IC and the general staff positions, and the Executive Group will report to the EOC.

7) The Field Incident Command Post (Operations) is normally the point from which the actual field direction to emergency services personnel takes place. It may be staffed by
Police or Fire and EMS personnel in the event of a major incident, or by representatives from various departments.

8) Joint Information Center

A Joint Information Center (JIC) will be established to support all EOC activations. The JIC for Eagle Mountain City EOC will be at the City Council Chamber, located at City Hall. The JIC will coordinate all media and public information requests from the EOC and Field PIOs.

EMERGENCY AUTHORITY

In accordance with Utah State Statute Title 63, Chapter 5, “State Emergency Management Act,” the Senior Elected Official (Mayor) may take measures in the interest of effective emergency management for the city. These powers include but are not limited to:

- Declaration of a local state of disaster
- Wage, price, and rent controls and other economic stabilization measures
- Curfews, blockades, and limitations on utility usage
- Rules governing ingress to and from the effected area
- Other security measures

All physical resources within Eagle Mountain City, whether publicly or privately owned, may be utilized when deemed necessary by the Mayor. Eagle Mountain City assumes no financial or civil liability for the use of such resources. Accurate records of such use will be maintained to ensure proper reimbursement for those resources.

ORGANIZATION and ASSIGNMENT of FUNCTIONAL ANNEX RESPONSIBILITIES

The Emergency Operations Plan (EOP) consists of two parts – the Basic Plan and Functional Annexes. The Basic Plan describes the overall general framework and operation of the Emergency Management Plan. Members of the Executive Group will follow the Basic Plan during an emergency; their responsibilities are outlined in this component of the plan. Other designated individuals assigned to a position in the Emergency Management Organization will find a checklist of the assigned position’s responsibilities in one of the functional annexes of the plan.
**How the Functional Annexes Work**

Each annex is set up to include a list of emergency personnel positions which may be staffed when the EOC is activated. For the purposes of this plan, a personnel position is a title identified within a functional annex and accompanied by a checklist of responsibilities. An ICS position has standard ICS duties, titles, and a checklist of responsibilities.

Based on the Integrated Emergency Management System (IEMS), all of the activities that occur during an emergency situation are grouped into several categories, such as evacuation and law enforcement. In most cases, the department for which these functional activities most resemble normal day-to-day operations will take the lead on developing, carrying out, and updating the annex. For example, the Sheriff’s Department is normally responsible for traffic control. This responsibility will carry through as traffic control is needed in evacuation and other circumstances. Most of the individuals who staff that annex will probably be from that department; however, in some cases, other departments may have an assisting role in carrying out that function.

**ADMINISTRATION and LOGISTICS**

**Mutual Aid Agreements**

Should local resources prove to be inadequate during an emergency, requests will be made for assistance from other local jurisdictions and agencies in accordance with existing or emergency negotiated mutual aid agreements and understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements will be entered into by duly authorized officials and will be formalized in writing whenever possible.

**State/Federal Assistance**

Requests for State or Federal assistance, including National Guard or other military services, will be made to the State Division of Emergency Services and Homeland Security (DES) through the Utah County Emergency Management Director. Only the Governor may request a declaration of emergency from the President of the United States. Following a presidential declaration of emergency, Federal assistance will be made available.

**PLAN DEVELOPMENT, MAINTENANCE and IMPLEMENTATION**

- The development and continued update of all functional annexes is the responsibility of each of the lead departments identified on each annex in the Basic Plan section of this document. At least annually the Human Resources Director will send out an update.
notice to notify of who the Department Heads are. Each department/division is responsible for reviewing its Functional Annex sections and updating with current information upon request from the Emergency Plan Manager. The Emergency Plan Manager will make the revisions and forward copies to those individuals on the Plan distribution list.

- An annual review and update of the Basic Plan, as well as other remaining components of the Plan, will be the responsibility of the Fire Chief or the City Administrator.

- The Plan will be updated, as necessary, based upon deficiencies identified by drills and exercises, changes in local government structure, technological changes, etc. Approved changes will be incorporated into the Plan and forwarded to all departments and individuals identified as having possession of a full version of the plan. Changes to the Basic Plan will be forwarded to holders of a full plan as well as to those who hold Basic Plans only.

- The Plan will be activated at least once a year in the form of a simulated emergency in order to provide practical experience to those having EOC responsibilities.

- Each department will be responsible for providing the appropriate training to those individuals who will be expected to participate in the implementation of the Plan.

- This Plan supersedes and rescinds all previous editions of the Eagle Mountain City Emergency Operations Plan (EOP) and is effective upon signing by the Mayor. If any portion of this plan is held invalid by judicial or administrative ruling, such ruling shall not affect the validity of the remaining portions of this Plan.

EMERGENCY MANAGEMENT PREPAREDNESS

- Ensure that the Executive Group and general staff have opportunities to attend emergency management training; staff trained in ICS should receive a 4-hour refresher course every two years;

- Ensure staff designated for ICS receives the State Division of Emergency Services and Homeland Security (DES) course related to the positions they are designated for. The EOC will be tested during at least one of the annual exercises.

- Ensure the Basic Plan, Functional Annexes, and other components of the city’s emergency management program receive an annual review and are updated as needed.

- Recommend ordinances which provide for emergency powers as well as promulgation of the Emergency Management Plan which will supersede the ordinances and procedures during a disaster situation.
FUNCTIONAL ANNEX RESPONSIBILITIES


This annex outlines the Emergency Management and Direction and Control elements of key personnel responding to an emergency situation when partial or full activation of the Response portion of the Emergency Management occurs. Standard Incident Command System (ICS) personnel position checklists, to be utilized by individuals filling the positions described in the functional annexes, are found in this annex as well as individual annex sections. The EMO function involves the use of the EOC to facilitate policymaking, coordination, and control of operations by covering the process of obtaining and analyzing emergency management information, which provides a basis for decision making. Alternate EOCs, and field command posts are also outlined.

- Identify ICS as the management system for emergency response;
- Outline duties and responsibilities for ICS positions.


This annex describes steps to be taken in the care and handling of individuals who require basic human services such as shelter, food, and clothing or are deceased due to the occurrence of a disaster. Activities are outlined concerning care and management for displaced residents including temporary housing, vouchers for clothing, assisting with insurance claims etc. In the case where there are deceased individuals activities would include the tagging of bodies, identification of deceased individuals, execution of the evidentiary process, transportation of bodies, notifying next of kin, and coordination with mortuary facilities. Personnel assigned to this position are responsible to:

- Coordinate with the American Red Cross and other volunteer agencies in provision of food, potable water, clothing, shelter and other basic necessities for citizens of the City that are affected by a disaster/event.
- Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.
- Assists the American Red Cross with the transition from mass care to separate family/individual living.
- Supervise the Care & Shelter Unit.
✓ Provide resource to identify, track, and preserve deceased;

✓ Provide for coordination of Police, Fire, EMS, and Medical Examiner in managing care of deceased.

| Communications Annex | Lead Department: Sheriff/Fire |

The Communications annex deals with establishing, using, maintaining augmenting, and providing communications support necessary for emergency response and recovery operations.

✓ Provide communications centers for governmental agencies to be manned during periods of emergency and disaster.

✓ Provide rotating staff of communication technicians and other technical personnel that will be able to maintain the communication equipment at the EOC.

✓ Develop adequate security systems to assure no disruption in communications during emergency periods.

✓ Develop adequate resources to install additional telephone lines and acquire resources to expand radio capabilities as required during emergencies.

✓ Maintain adequate communications facilities during any situation, both within and outside the EOC, and develop priorities of sites and equipment for repair and restoration following a disaster.

✓ Develop and design communications facilities adequately equipped to respond to communication needs.

✓ In coordination with various communications networks already in place (Public Works, Sanitation, etc.) The communications officer will develop plans to coordinate interface of these networks.

✓ As necessary and as projected, coordinate installation of jacks and other auxiliary equipment to permit the speedy and efficient installation of telecommunications telephones.

✓ Coordinate, design and plan for all communications activity required during disaster periods, and assist state and federal authorities in establishing their communication networks during the response to a major disaster.
Due to the increase in use of communications in radio transmissions during emergencies, the need will be present to augment already existing radio and telephone networks.

Maintain inventory of all communications systems and equipment that might be available for use in time of emergency.

Establish and maintain emergency communications systems;

Coordinate use of all public and private communication systems necessary during emergencies;

Coordinate and manage all emergency communications operated within the EOC following activation;

<table>
<thead>
<tr>
<th>Damage Assessment Annex</th>
<th>Lead Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Fire Dept./Building Official/Public Works</td>
</tr>
</tbody>
</table>

The purpose of this function is to ensure that personnel and procedures are available to provide preliminary estimates and descriptions on the extent of damage resulting from large-scale disasters. Personnel in this annex are responsible for posting buildings that are unsafe to occupy, condemning structures beyond repair, and evaluating street systems, bridges, wastewater collection systems, and other infrastructure for use and safety.

Establish a damage assessment team from City employees with inspection/assessment capabilities and responsibilities.

Develop systems for reporting and compiling information on dollar damage to tax-supported facilities and private property.

Assist in determining geographic extent of damaged area.

Compile estimates of damage for requesting disaster assistance.

Assess damage to streets, bridges, traffic control devices, wastewater treatment system, airport facilities, and other public works infrastructure.
This annex describes procedures to be followed in the removal and recovery of debris resulting from natural and technological disasters or other major incidents. A coordinated effort will be necessary for removal, collection, and disposal of debris generated from a large event. The goal will be to use existing solid-waste best-practice strategies and methods to reduce, reuse, recycle, recover, and landfill where feasible. Initial debris assessment will help establish priorities for the allocation of resources, collaborate with damage assessment team needs, physically remove debris, open transportation routes, and, if needed, locate temporary storage sites for the collection and recovery of debris.

- Establish and operate debris storage and disposal sites;
- Identify method for estimation of debris quantities;
- Provide for appropriate recovery and recycling efforts.

This annex covers delivery of such services as counseling under disaster conditions. Care and counseling of City employees and their families during an emergency situation is addressed, in addition to counseling services for the public.

- Provide counseling services for disaster victims [American Red Cross]; and
- Provide employee assistance for staff and victims.

The goal of this function is to relocate citizens to safe areas when emergencies or threats necessitate such action. This annex establishes procedures for carrying out complete or partial evacuation of citizens from within the jurisdiction, focusing on movement by defining areas likely to be evacuated, determining destinations, and outlining an approach for controlling the flow of traffic. Procedures for return movement are also included.

- Identify high-hazard areas and number of potential evacuees;
Coordinate evacuation planning to include:

- Movement control;
- Health/medical requirements;
- Transportation needs;
- Emergency public information materials; and
- Shelter/reception.

The Facilities function provides for flexible emergency response including the design, repair, restoration, and operation of City facilities. During a disaster event, the Facilities Unit may play a key role in establishing site command posts, staging areas, and other temporary facilities. The Facilities Unit would also be in a lead role for relocating City staff from damaged buildings to secure sites. The Facilities Unit and Fleet Unit will coordinate operation and maintenance of all generators that may be used in the operation of City facilities.

- Ensure buildings critical to response efforts remain operational;
- Provide post-event inspections of City-owned facilities to determine extent of damage (ATC 20 inspections);
- Establish temporary facilities as needed.

The purpose of this annex is to ensure appropriate records, required for local governments to obtain State and Federal government reimbursement in the event of a disaster, are kept, including complications of damages, injury, and allocations of public and private resources. This annex also provides for the maintenance of financial systems during all phases of an emergency, in addition to tracking incident costs.

- Maintain records of emergency-related expenditures for purchases and personnel.
- Evaluate effect of damage on City economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.
The Fire and Rescue annex is designed to provide a formal operational plan which, when implemented, will provide Eagle Mountain City with a firefighting capability able to meet the demands of a disaster situation. In addition to firefighting, responsibilities for rescue, civil disturbances, weather emergencies are addressed. The checklist format is designed to serve strictly as a memory guide and is in no way intended to require implementation of every step or to necessarily list all the steps that may be needed to effectively stabilize the disaster.

✓ Fire prevention and suppression;
✓ Search and rescue operations;
✓ Inspection of damaged area for fire hazards; and
✓ Hazardous spills containment and clean-up.

Law enforcement provides resources to maintain a civil order and ensure security of citizens, property, and, when necessary, incident scenes at which there is need for protection of evidence pending collection and corresponding investigation. This annex covers responsibilities and procedures for maintaining security and order under crisis conditions and eventual recovery. Procedures for augmenting forces during emergencies are also described.

✓ Law enforcement;
✓ Traffic and crowd control;
✓ Isolation if damaged areas;
✓ Damage reconnaissance and reporting; and
✓ Security at the Emergency Operations Center (EOC).
The purpose of this legal annex is to provide a plan for utilizing emergency powers of government that can be activated during disaster situations and to advise staff and officials on specific liabilities associated with disaster response and recovery activities. The following activities may require legal advice:

- Impairment wage, price, and rent controls;
- Establish rationing of critical resources;
- Establish curfews;
- Restrict or deny access;
- Specify routes of egress;
- Limit or restrict use of water or other facilities;
- Use any publicly or privately owned resource with or without payment to the owner;
- Review and advise any city officials on possible liabilities arising from disaster operations, including the exercising of any or all of the above powers;
- Prepare and/or recommend local legislation needed to implement emergency powers;
- Advise city officials and department heads on record-keeping requirements and other documentation necessary for exercising emergency powers.

The Emergency Medical Care and Transport annex is designed to provide a formal operational plan to organize and effectively manage the use of emergency medical personnel, facilities, and supplies. Efficient use of medical resources will assist in minimizing casualty and disability from injury and illness. The checklist format is designed to serve strictly as a memory guide and is in no way intended to require implementation of every step or to necessarily list all the steps that may be needed to effectively provide emergency medical care and transport to the citizens of Herriman and surrounding community in the event of a disaster.

- Coordinate planning efforts of hospital and other health facilities with city planning requirements;
- Coordinate patient loads of health facilities during emergencies;
- Coordinate triage and first aid activities immediately after disaster strikes, including EMS; and
- Develop emergency health and sanitation standards and procedures.
The goal of this functional activity is to increase public awareness of hazards and to provide information to the public before, during, and after emergencies. This annex also provides for the effective collection and dissemination of information to control rumors. This annex establishes responsibilities and procedures to:

- Conduct ongoing hazard awareness and public education programs;
- Compile and prepare emergency information for the public before an emergency occurs;
- Receive and disseminate warning information to the public and key city officials;
- Disseminate emergency public information as requested;
- Arrange for media representatives to receive regular briefings on the city status during extended emergency situations; and
- Handle unscheduled inquiries from the media and public.

The Public Works function provides for a flexible emergency response capability involving engineering, construction, repair, and restoration of essential public facilities and infrastructure. During a disaster event, the Public Works Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts. Major responsibilities of the Public Works Department during a disaster event include operation of the major street system; sanitary and storm sewer collection system, pump stations, pressure mains, and wastewater treatment plants; traffic control systems; debris removal; contact repair of infrastructure; parks, maintenance of fleet vehicles; operation of radio systems; city buildings. Public Works may use consultant’s contracts to supplement in-house resources.

- Barricading of hazardous areas and unsafe infrastructures until repairs can be made;
- Priority restoration/protection of streets and bridges, as well as waste treatment and collection systems;
- Augmentation of sanitation services;
✓ Provide fuel and repair for vehicles; and

✓ Operate and maintain emergency generators.

<table>
<thead>
<tr>
<th>Shelter and Mass Care Annex</th>
<th>Lead Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>American Red Cross</td>
</tr>
</tbody>
</table>

In this annex, the American Red Cross is responsible for being the intermediary between the City of Eagle Mountain and the community in the event of an emergency requiring shelter and mass care.

Due to the nature of their mission, the Red Cross will assume the lead in establishing shelters and mass care needs, working with other volunteer groups, school districts etc.

If transportation is required for public evacuation, the lead representative will relay those requests to the Alpine School District.

✓ Maintain the Community Shelter Plan;

✓ Supervise the Shelter Management program (stocking, marking, equipping, etc.) for natural disaster shelters;

✓ Coordinate support with City and County departments, relief agencies, and volunteer groups;

✓ Identify emergency feeding sites;

✓ Identify clothing sources for disaster victims;

✓ Secure emergency food source supplies;

✓ Coordinate operations of shelter facilities, whether operated by the city, local volunteers, or organized disaster relief agencies; and

✓ Coordinate special care requirement for shelters groups, i.e., children, the elderly, the disabled, etc.

<table>
<thead>
<tr>
<th>Terrorism Annex</th>
<th>Lead Department:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Sheriff</td>
</tr>
</tbody>
</table>

The purpose of this annex is to provide a crisis and consequence management plan for responding to and recovering from a terrorist-initiated weapon of mass destruction (WMD) incident. This should dovetail into the existing county plan pertaining to WMD for Utah County.
and the Sheriff's plan. The plan is intended to be used in conjunction with any and all existing functional annexes that may need to be implemented in the course of responding to or recovering from such an incident.

- Identify, acquire, and plan usage of resources needed to prevent or resolve a terrorist threat or act;
- Protect public health and safety;
- Restore essential government services;
- Provide emergency relief to governments, businesses, and individuals affected by consequences of terrorist act.

The purpose of this annex is to provide framework for efficient utilization of volunteers during a disaster event. Volunteers are a valuable resource during disaster events throughout the response and recovery situations. The volunteer function must be organized and efficient to ensure maximum utilization of this resource.

- Provide tracking and coordination of emergent volunteer efforts;
- Recruit volunteers when specific need is identified;
- Manage emergent volunteer staging area;
- Manage sign-up and check-in process for volunteers.