EAGLE MOUNTAIN CITY
EMERGENCY OPERATIONS PLAN

2021

EAGLE MOUNTAIN UTAH

EMERGENCY MANAGEMENT

EAGLEMOUNTAINCITY.COM

Promulgation Document and Signatures

Eagle Mountain City, Utah

RESOLUTION NO. _____
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 2021 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_____ day of, _____.

_____Name / Title / Date

_____Name / Title / Date

Approval and Implementation

The above resolution was adopted by the City Council of Eagle Mountain City on the _____day of _____, 2021. This version of the Emergency Operations Plan for Eagle Mountain City supersedes all previous plans.

_____ voting aye _____ voting nay

_____

Name / Date / Title

Record of Changes

Any updates made to the Emergency Operations Plan should be recorded in the Record of Changes. Updates should be recorded in the table below listing the update number, the date of the update, who the update was performed by, and a summary of the update.

Update Number	Date of Update	Update Performed By	Summary of Updates
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Record of Distribution

The Record of Distribution keeps track of who has been distributed the Emergency Operations Plan. The Emergency Operations Plan can be distributed in the form of a hard or electronic copy. When updates are made to the Emergency Operations Plan, the updated version should be distributed to those listed in this record. The record should also be updated with the name and title of the recipient, the agency or organization they work for, the date the record was distributed, and whether a hard, electronic, or both types of copy were distributed.

Name/Title of Recipient	Agency/Organization	Date of Distribution	Hard/Electronic Copies

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Chapter 1: The Basic Plan

Section 1: Purpose, Scope, Situation Overview

1:1 Purpose

The Eagle Mountain City Emergency Operations Plan (EOP) sets forth the following actions to be taken by the emergency organizations designated by Eagle Mountain City and cooperating private institutions to:

1. Prevent or reduce emergencies.

2. Reduce the vulnerability of city residents to any emergency that cannot be prevented.

3. Assess capabilities and establish procedures for protecting citizens from the effects of emergencies.

4. Respond effectively to the actual occurrence of emergencies.

5. 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 EOP 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 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 situation.

1:2 Scope

This plan will serve as a guideline of actions and decisions needed for the various departments in Eagle Mountain City in response to emergency situations. This plan is a base, or framework, from which to start the process of resolving an emergency and is not intended to be inclusive of every potential problem or situation that may arise.

The existence of this Emergency Operations Plan (EOP) requires that each of the departments and employees understand the requirements placed to fill responsibilities, and that they will be prepared at any time to perform necessary tasks. Departments assigned primary responsibility to resolve certain types of emergencies must compile individual operations plans to serve as an initial guideline to control and resolve specific emergency events. These individual operations plans will be considered an addendum to this document.

It is the intent of this EOP to identify responsibilities and delegate these responsibilities to the appropriate departments in the city. The EOP also includes specific assignments and responsibilities needing special attention during extraordinary events, which are outside of normal and routine daily city operations.

1:3 Situation Overview

Eagle Mountain City is exposed to various hazards consisting of natural, technological, and human caused hazards, which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include but are not limited to droughts, earthquakes, wildfires, floods, and severe weather. There is also the threat of technological hazards such as transportation accidents, hazardous materials incidents, and utility failures. Human caused hazards such as a civil disturbance or a terrorist incident could also occur.

1:3:1 Hazard Analysis Summary

Natural Hazards

Droughts

Droughts are common in Utah due to it being one of the driest states in the country with one of the lowest relative humidity percentages. Eagle Mountain City's primary water source is drawn from underground wells. Although the city doesn't have any immediate exterior water sources such as rivers, ponds, or lakes to draw from, the city's water supply is supplemented from a pipeline produced by the Central Utah Water District. Therefore, while the effects of a drought could be felt in Eagle Mountain City, there would have to be an issue involving the underground wells for the effects to be dramatic.

Earthquakes

There is no known fault line within the boundaries of Eagle Mountain City. This does not mean that the city would not feel the impact of an earthquake if one were to occur. There are many fault lines throughout the State of Utah. Because of this, there are earthquakes happening all the time, most of which are too small to feel. It is said that Utah is due for a large earthquake estimating over a 6.0 on the Richter scale sometime in the future.

Floods/Landslides

There is a history of flooding in Eagle Mountain City. Fire scar can increase the risk of flooding. Communities that reside near the mountainsides, especially those near a fire scar, would be most at risk for flooding. There is a low risk of landslides in Eagle Mountain City.

Wildfires

The greatest natural hazard in Eagle Mountain City are wildfires. The city is within a dry desert region. There is dry vegetation along the mountain sides including sagebrush and the Utah Juniper Tree, among others. The valley plains also have dry vegetation that could easily ignite. In Eagle Mountain City, there are three concerns with wildfires: (1) It is typically windy in Eagle Mountain City, which could amplify a fire event. (2) Many communities are built in an Urban Interface area and would be threatened if a mountain caught fire. (3) While most of the homes in the city are newer and are built of fire-resistant materials, many homes have been built closely together, which could increase the possibility of a chain reaction of homes catching fire.

Severe Weather

Severe Weather events could occur year-round in Eagle Mountain City, with thunderstorms and intense wind in the warmer months, and snow fall or even blizzards in the colder months. There is a low risk of tornadoes in this region with low potential to occur in the valley.

Liquefaction

There is a low risk of liquefaction occurring in the southwestern part of the city. The hazardous area is where the "Sinks" used to be, which consisted of a few ponds that are now dried up. Currently, there are no existing structures in that part of the city.

Pandemic/Epidemic

While epidemics and pandemics are usually uncommon in the United States, the COVID-19 pandemic, which originated in China and swept across the world in 2020, proved that epidemics and pandemics are a very real hazard in Eagle Mountain City.

Technological Hazards

Utility Failures

Eagle Mountain City relies on its well systems for its main source of water. There have been instances in the past of human omission and even attacks that have threatened some of the wells. During those incidents, the threatened wells were shut down until the threat was mitigated. It is important to note that Utah's main gas line runs right through the city, which is great for the city's natural gas resources, but also presents a complex hazard.

Hazardous Materials

There is a risk of hazardous materials incidents in Eagle Mountain City. West of the city is the city of Tooele where a few corporations that collect, store, process, recycle, and dispose of hazardous, industrial, and nuclear waste reside. If something were to happen to one of those facilities, Eagle Mountain City would be at risk for a severe hazardous materials incident and even nuclear fallout. FEMA (2010) defines hazardous materials as "any substance or material that, when involved in an accident and released in sufficient quantities, poses a risk to people's health, safety, and/or property. These substances and materials include explosives, radioactive materials, flammable liquids or solids, combustible liquids or solids, poisons, oxidizers, toxins, and corrosive materials."

Human Caused Hazards

Terrorism/Civil Disturbances

Terrorism and civil disturbances could occur anywhere and at any given time within Eagle Mountain City. FEMA defines terrorism as "Activity that involves an act that is dangerous to human life or potentially destructive of critical infrastructure or key resources; is a violation of the criminal laws of the United States or of any state or other subdivision of the United

States; and appears to be intended to intimidate or coerce a civilian population, to influence the policy of a government by intimidation or coercion, or to affect the conduct of a government by mass destruction, assassination, or kidnapping" (FEMA, 2010).

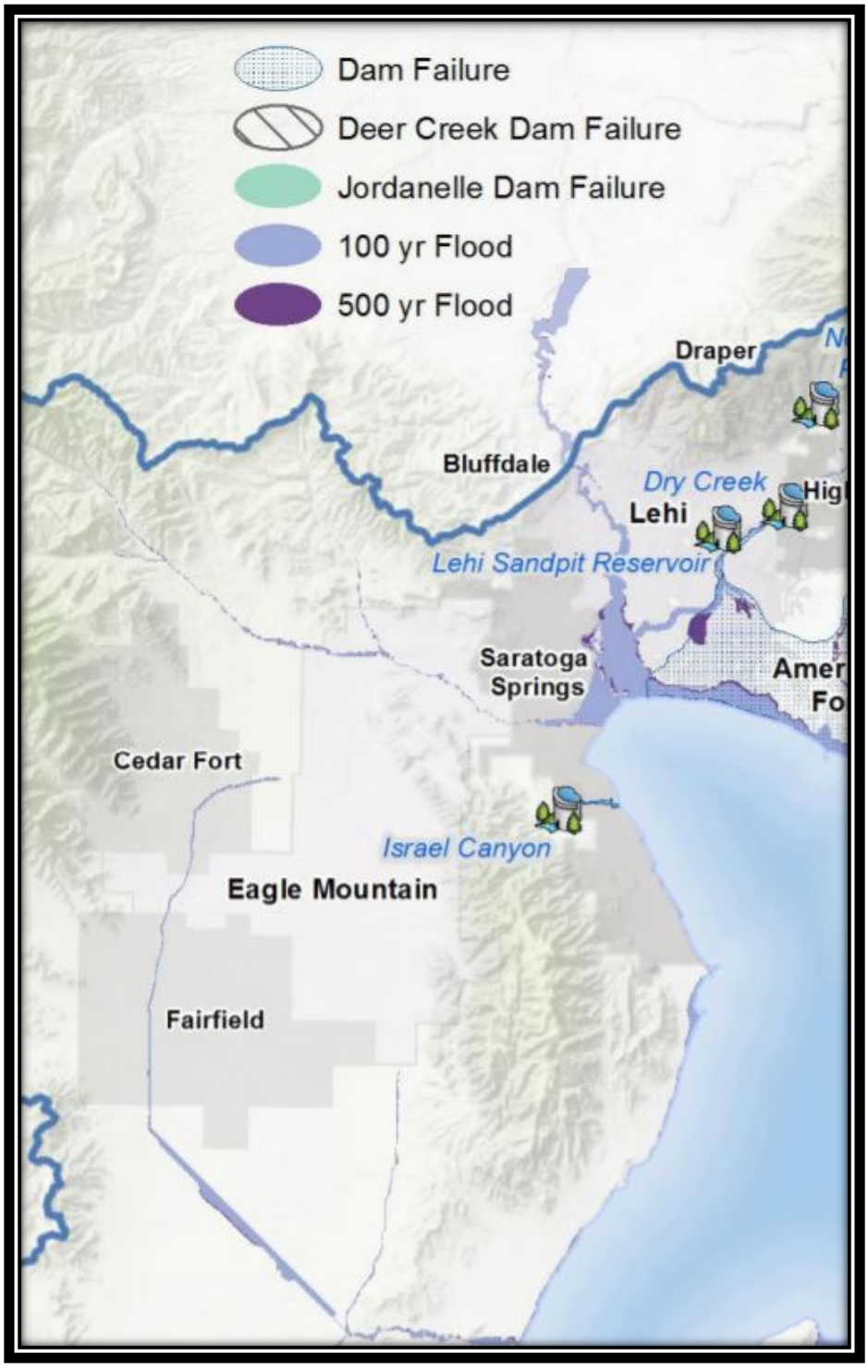
1:3:2 Mitigation Overview

Eagle Mountain City is partnered with Mountainland Association of Governments (MAG), which creates a mitigation overview and plan for the city. MAG updates the data and plan periodically with the most recent update occurring in 2016. The most recent plan can be found here: https://hazards.utah.gov/wp-content/uploads/MAG-Plan.pdf

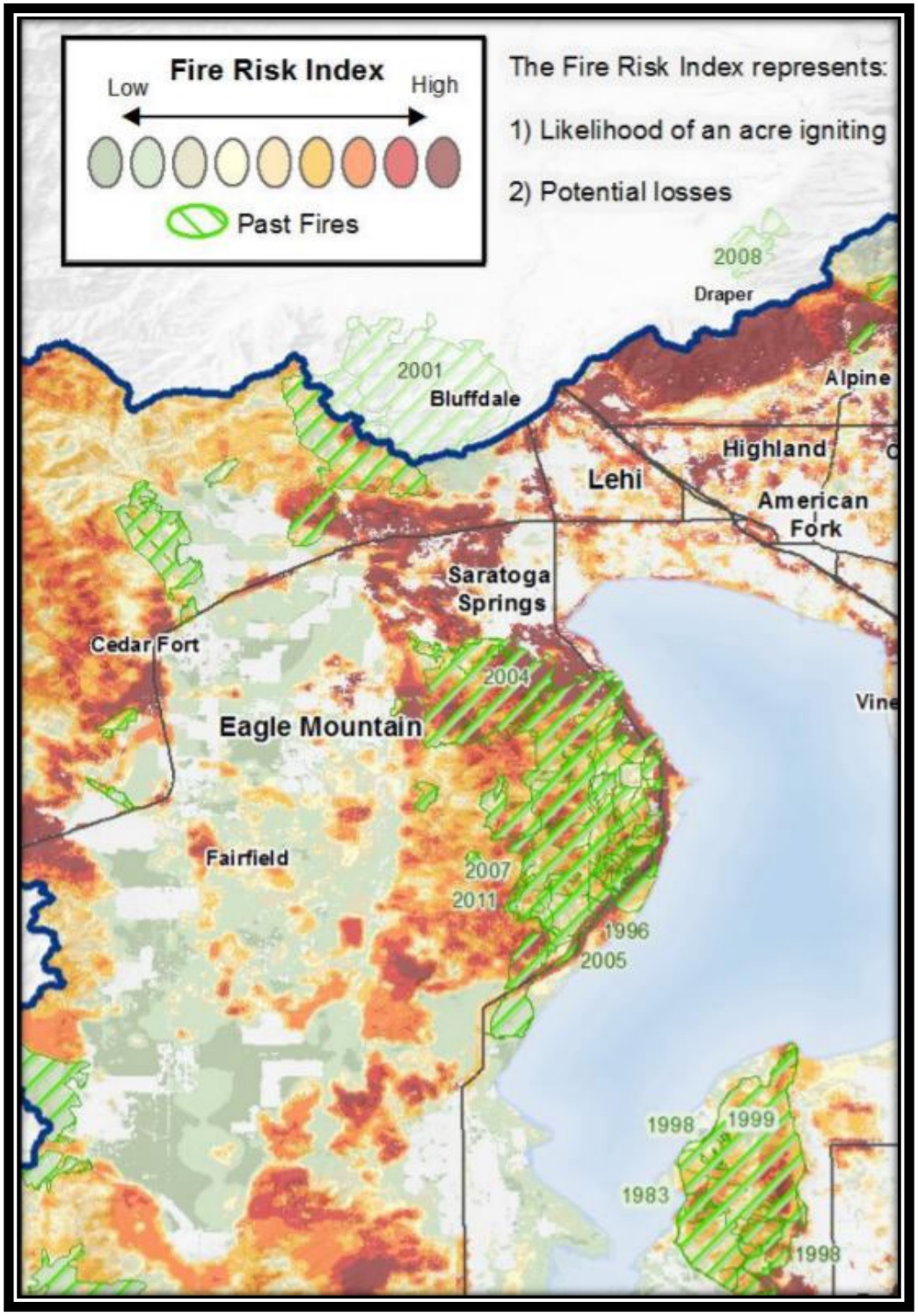
1:3:3 MAG Hazard Maps

The following maps were taken from the Mountainland Pre-Disaster Hazard Mitigation Plan 2016. They show an overview of the history and potential risk of flooding, wildfires, earthquakes, and liquefaction in Eagle Mountain City.

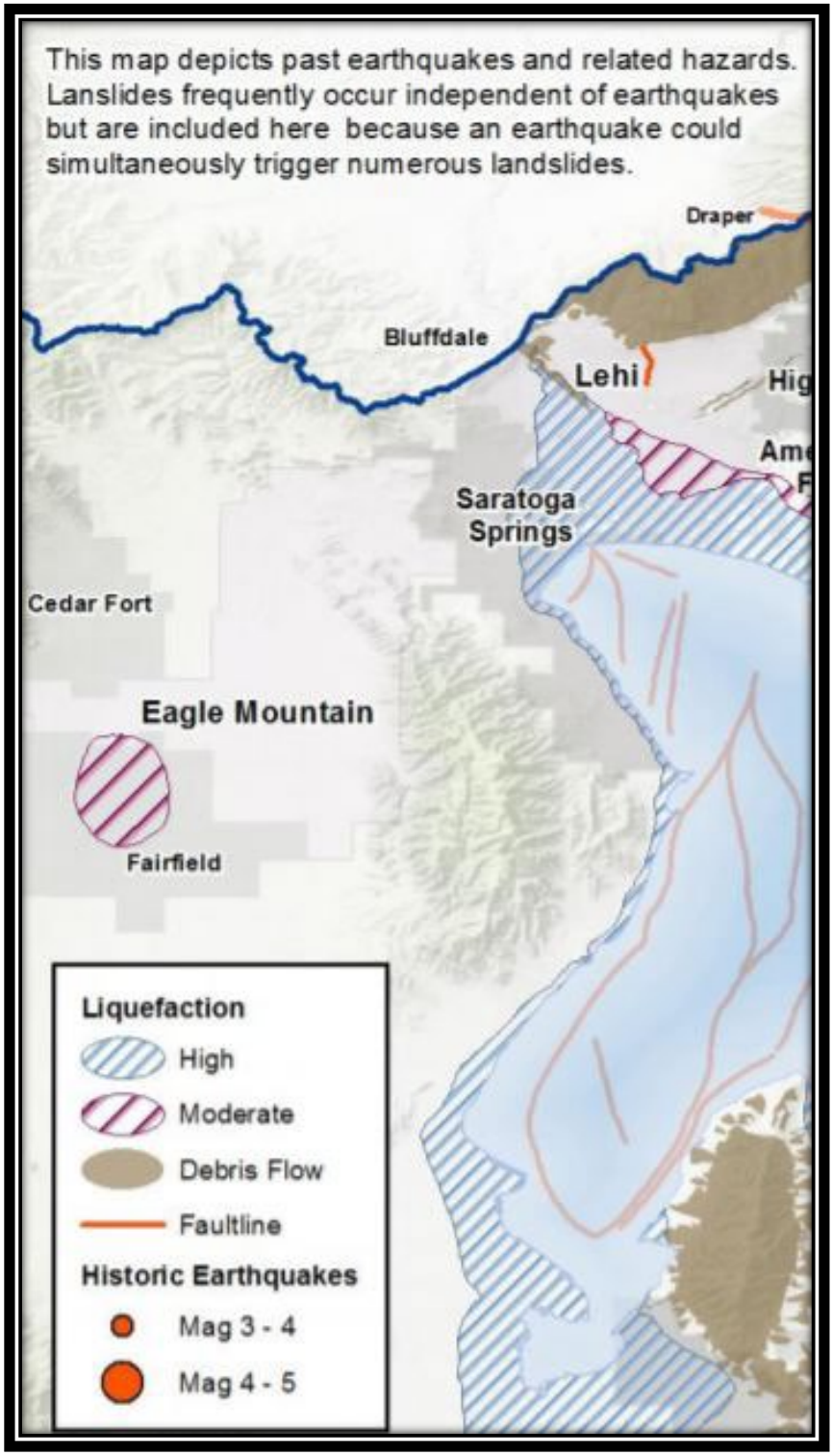
Dam Failure and Flooding



Wildfires


Fire Risk Index
Low
High
Past Fires
The Fire Risk Index represents:
1) Likelihood of an acre igniting
2) Potential losses
2008
Draper
2001
Bluffdale
Alpine
Highland
Lehi
American Fork
Saratoga Springs
Cedar Fort
2004
Eagle Mountain
Fairfield
2007
2011
1996
2005
1998
1999
1983
1998

Earthquake and Liquefaction



1:4 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 Emergency Operations Plan (EOP) defines procedures for coordinating such assistance, it is essential for 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 affect the lives of many within Eagle Mountain City and other local response agency employees, potentially 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 EOP.

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

Section 2: Organization and Responsibility

2:1 Organization and Responsibility

Local government has the responsibility for organizing emergency management operations. These operations are designed to protect lives, minimize property damage, and provide for continuation of critical services to customers. This Emergency Operations Plan (EOP) uses the presumption 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 local “State of Emergency.” The effect of the declaration is to activate recovery and rehabilitation aspects of the EOP and authorize the furnishing of aid and assistance.

The Mayor is responsible for ensuring that coordinated and effective emergency response systems are developed and maintained. City 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.

2:2 Succession of Authority

During times of emergency within the city, it is necessary and advisable to continue the regular delivery of services, as much as possible. During extraordinary events, some disruption of regular services can be expected. The city will continue regular operations as soon as possible, with prioritized response in the few situations that would require total resources for a short period of time. To facilitate this, employees and departments not

engaged in the resolution of the emergency will extend every effort to restore and maintain city services and functions to pre-emergency levels.

To maintain city operations and ensure the orderly continuation of leadership during an emergency, the following succession of authority is established:

1. Mayor
2. City Administrator
3. Assistant City Administrator
4. Fire Chief (UFA)
5. Utah County Sheriffs Chief Deputy

*The Emergency Manager will serve in an advisory role to each of these individuals.

Each city department shall also provide a succession of authority that will allow the continuation of routine services at the highest possible level during emergency operations. This sequential succession of authority will be recorded in the city Emergency Operation Center (EOC). It is anticipated that upper management levels of the departments may be largely engaged in the resolution of the emergency, hence the importance of prior designation of the responsibility for continued services and routine tasks within the department.

During times of emergency, employees may find their normal supervisors are engaged in the resolution of the emergency and may not have the opportunity to direct activities as usual. If this occurs, the city expects individual employees to continue assigned functions, and pick up additional duties likely to result from the reassignment of resources, to maintain pre-emergency level of services.

2:3 Emergency Management Organization

The Emergency Management Organization (EMO) consists of all levels of government and may also include contracted agencies and volunteer organizations. Those within the EMO all have certain responsibilities in the protection, mitigation, preparedness, response, and recovery phases of emergency management for Eagle Mountain City.

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

2:3:1 Mayor and City Council

1. Convene City Council for emergency session(s) [Mayor].

2. Assist in communication and coordination efforts with elected officials of other governmental entities [Mayor].

3. Coordinate emergency public information with the City Administrator and Communications Manager, referred to as the Public Information Officer (PIO).

4. Be available to address the community, and act as a conduit, within their respective neighborhoods or evacuation centers, to disseminate information during an emergency.

5. Meet, as needed, to provide policy direction and enact ordinances, land use and development codes, and anti-price-gouging ordinances.

6. Determine funding levels through the budget for emergency protection, mitigation, planning, response, and recovery activities.

2:3:2 Executive Group

The Mayor and City Administrator will determine, based on the nature of an emergency, which city personnel or contract agency representative will staff the Executive Group. City officers not immediately reporting to the Emergency Operations Center (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 Mayor and City Administrator should consider the following members to represent the Executive Group:

1. Mayor
2. City Administrator
3. Assistant City Administrator
4. Fire Chief
5. Utah County Sheriffs Chief Deputy
6. City Attorney
7. Public Information Officer
8. City Recorder
9. Emergency Manager
10. Other Applicable Department Heads

11. Applicable Contracted Agencies

The City Attorney's role is to advise 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 local “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:

1. Provide resources to ensure staff receives necessary training for managing emergency events, including maintenance of the Emergency Operations Plan.

2. Mayor or City Administrator will appoint or fill the role as the Incident Commander (IC), and a second shift IC, when it becomes apparent the event will extend to a second shift.

3. Maintain communication and support with Mayor and City Council; stay informed of event status.

4. 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.

5. Provide policy guidance to the IC.

6. Review critical press releases prior to release.

7. Determine priorities for city resources.

8. Recommend emergency ordinances to the City Council.

9. Review ordinances for legal and liability issues [City Attorney].

2:3:3 Regional Response Partners

It is the responsibility of the Eagle Mountain City Emergency Manager to create, build, and nurture emergency management relationships in the region. Eagle Mountain City is within Utah County which means that emergency management operations at the county level are provided by Utah County Emergency Management. Surrounding cities such as Cedar Fort, Saratoga Springs, and Lehi should also be considered when mutual aid is necessary.

2.3:4 State Response Partners

The State of Utah, in accordance with Utah Code Annotated (UCA) Section 53-2 entitled Emergency Management Act, is required to prepare for, respond to, and recover from emergencies or disasters with the primary objectives to save lives and protect public health and property. State agencies, when directed by the Governor, will take actions to mobilize and deploy resources to assist in life, safety, and property protection efforts.

2:3:5 Federal Response Partners

Federal response partners are typically requested by the Utah Department of Emergency Management (DEM) in the event that state resources become limited or specialized services are needed. Federal resources become available following a formal "Declaration of Emergency" by the Governor.

2:3:6 Non-Governmental Organizations

Non-governmental Organizations (NGOs) play an important role before, during, and after an emergency. NGOs such as the American Red Cross, Faith Based Organizations (FBOs) such as The Church of Jesus Christ of Latter-day Saints, and Voluntary Organizations Active in Disaster (VOADs) may assist with sheltering, emergency food supplies, donations and volunteer management, and other support services which promote the recovery of disaster victims. NGOs should collaborate with Eagle Mountain City through the Emergency Operations Center (EOC) in order to assist other responders, agencies, and organizations.

2:3:7 Private Sector

Private sector organizations are incredibly important to Eagle Mountain City. They can play an important role during and in the recovery phase of an emergency. Many businesses within the city also provide citizens with essential needs and should be restored to normal operations as soon as possible. The city should coordinate efforts with businesses that provide water, electricity, fuels, communication networks, transportation, medical care, and other vital needs.

2:3:8 Individuals and Households

The citizens of Eagle Mountain City can play a vital role and help determine the outcome of an emergency by pre-planning and preparing for disasters. Community members can contribute by reducing hazards in and around their homes and property, preparing

emergency supply kits and plans, and volunteering with established organizations or Community Emergency Response Team (CERT) programs in their respective areas. Eagle Mountain City Emergency Management provides free monthly trainings to citizens to help them be prepared for emergencies. All citizens in Eagle Mountain City, as well as surrounding communities are welcome and encouraged to attend these trainings.

2:4 National Incident Management System (NIMS)

Eagle Mountain City utilizes the National Incident Management System (NIMS) for response efforts during an emergency. NIMS 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.

When an emergency occurs, the ICS structure is determined by the Incident Commander (IC). The IC is typically established on arrival by emergency responders (i.e., Unified Fire Authority or Utah County Sheriffs Office) and depending on the nature of the emergency will remain within a functional area for large or expanding incidents that need a higher level of coordination. This functional area is typically referred to as the Incident Command Post (ICP). If there is no established IC, the Mayor or City Administrator may appoint an IC and will coordinate with the appropriate department head that oversees that functional area (i.e., Public Works, Fire Chief or Utah County Sheriffs Chief Deputy). The following defines the operational and support functions of the ICS structure:

Incident Commander (IC)

The Incident Commander oversees all operational aspects of an emergency. 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 ICS will be implemented and may choose to delegate some duties. On smaller incidents, the IC may also act as the capacity of liaison between the Executive Group and operational staff activities. On larger incidents, the Liaison Officer is a standing position within Command Staff.

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 Section Chief, Planning Section Chief, Logistics Section Chief, and Finance/Administration Section Chief, all of whom report directly to the IC.

2:5 Emergency Operations Center (EOC)

Response and support activities will be coordinated from the Emergency Operations Center (EOC). The EOC can be activated upon notification of a possible or actual emergency. The EOC staff are responsible to ensure 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 should be maintained to prevent entrance by persons not connected with an emergency. Depending on the severity of the emergency, the EOC may become the seat of government for the duration of a crisis.

It is important to note that the EOC is not the same as the Incident Command Post (ICP). The ICP is normally separate from the EOC and is where incident response is managed from. During large-scale or long-duration incidents, the EOC becomes the requesting element for additional requested resources not readily available or the coordinating center to support the incident response.

2:5:1 EOC Locations

Primary

The primary Emergency Operations Center (EOC) is in the Council Chambers of the Eagle Mountain City Hall building located at 1650 E. Stagecoach Run. Eagle Mountain, UT 84005.

Secondary

If the primary EOC facility is not functional when an EOC needs to be activated, then the secondary EOC, located in the conference room of the Eagle Mountain City Community Development building located at 2565 N. Pony Express Pkwy. Eagle Mountain, UT 84005 should be considered.

Mobile

In the event that both the primary and secondary EOCs are not functional, or it is determined to be more convenient, a mobile EOC may be deployed and set up as necessary using the Community Emergency Response Team (CERT) trailers. Each CERT trailer is equipped with a HAM radio system and various emergency response equipment.

Eagle Mountain City has two CERT trailers parked in the following locations:

1. The parking lot of the Eagle Mountain City Hall building located at 1650 E. Stagecoach Run. Eagle Mountain, UT 84005.

2. The back parking lot of the Unified Fire Authority Station 252 located at 3785 Pony Express Pkwy. Eagle Mountain, UT 84005

Note: If Utah County Emergency Management is providing mutual aid, then their mobile EOC will be available for use upon request.

2:5:2 EOC Direction and Control

Upon realization that an Emergency Operations Center (EOC) will require activation, the following guidelines should be followed to ensure adequate direction and control:

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

    - Mayor
    - City Administrator
    - Assistant City Administrator
    - Fire Chief (UFA)
    - Utah County Sheriffs Chief Deputy
    - Emergency Manager

2. The Incident Commander (IC) 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 Emergency Manager may serve as the overall EOC Coordinating Officer 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 Command Post (ICP) is normally the point from which the actual field direction to emergency services personnel takes place. It may be staffed by Police, Fire, and EMS personnel in the event of an emergency, or by representatives from

various departments. It is important to note that the IC will conduct operations from the ICP, not the EOC.

6. A Joint Information Center (JIC) will be established to support all EOC activations. The JIC for the Eagle Mountain City EOC will be staged in the City Council Chamber, which is located at the Eagle Mountain City Hall building. The JIC will coordinate all media and public information requests from the EOC and Field Public Information Officers (PIOs). All JIC operations will be run by the Eagle Mountain City PIO or their designee.

2:5:3 EOC Activation Levels

The Emergency Operations Center (EOC) may utilize multiple activation levels to allow for the scaling of the response to the incident, delivery of the exact resources needed, and a level of coordination appropriate to the incident.

The following are the EOC activation levels and their descriptions:

Normal Operations (None or Level 3 Emergency)

Non-emergency activities, including specialized events, training, or other incidents that involve large scale or multi-agency involvement which could have the potential for increased risk.

Partial Activation (Level 3 or Level 2 Emergency)

Address a credible threat, risk, or hazard and/or respond to a new and potentially evolving incident.

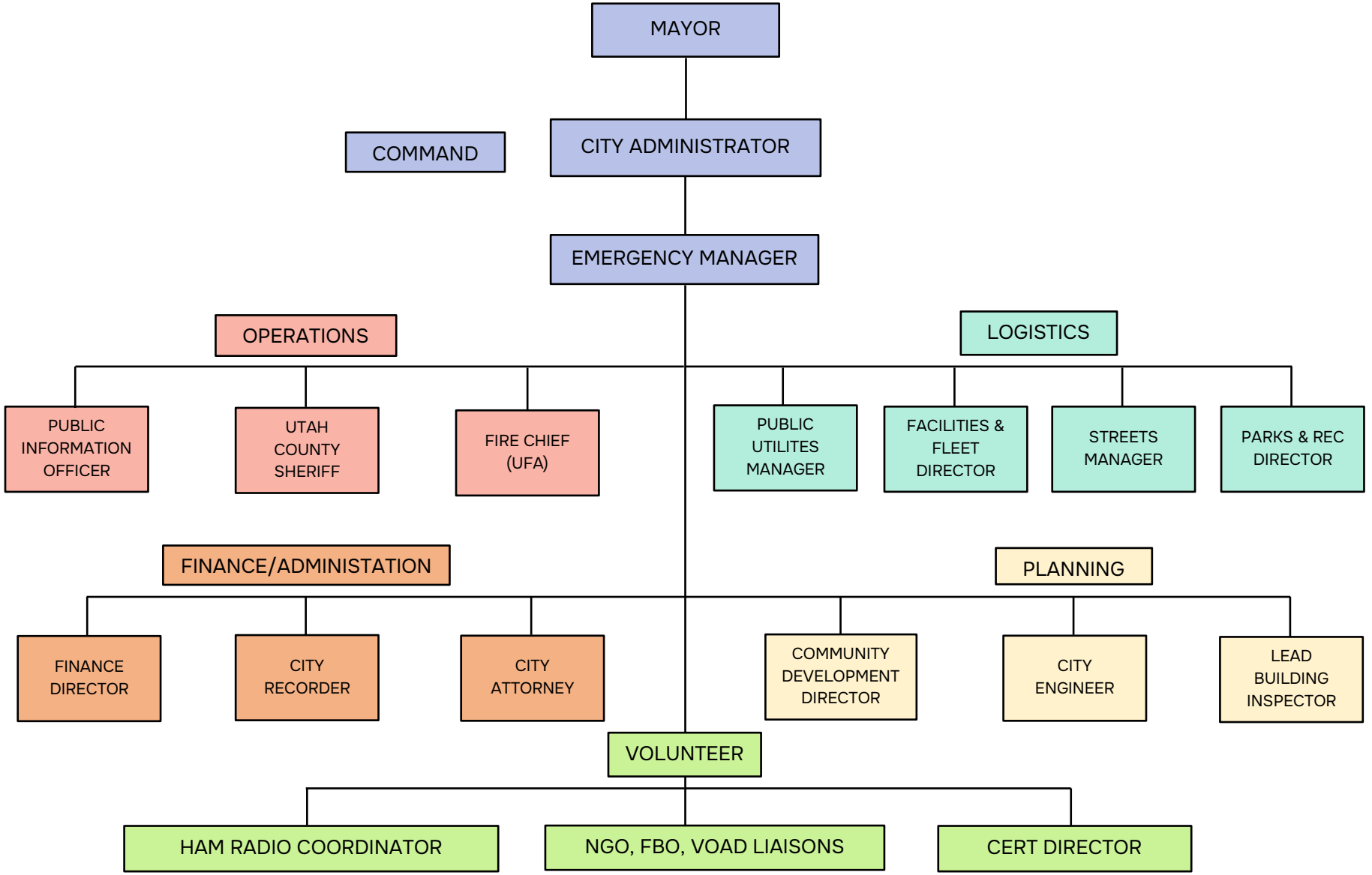
Full Activation (Level 2 or Level 1 Emergency)

Full EOC personnel are activated according to situational needs.

The levels of emergency, along with their definitions and actions, can be found starting in section 3:2.

The following page shows the Emergency Operations Center Organization Chart.

2:5:4 Emergency Operations Center Organization Chart



Section 3: Concept of Operations

3:1 National Preparedness Goal

Eagle Mountain City acknowledges the five mission areas produced from the Federal Emergency Management Agency's National Preparedness Goal to lead their efforts for emergency operations. Definitions of the five mission areas are as follows:

Prevention

Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.

Protection

Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

Mitigation

Reduce the loss of life and property by lessening the impact of future disasters.

Response

Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

Recovery

Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident (FEMA, 2020).

3.2 Response Expectations

Since an emergency can occur at any given time and in any given place, it should be reasonable to have certain expectations of Eagle Mountain City employees during the response and recovery phases of an emergency. The following are response expectations which include the saving of lives and protection of property, self-preservation, emergency

call-out, emergency food and temporary housing, restoration of infrastructure, and recovery efforts.

Saving of Lives and Property Protection

The number one priority of response efforts should be focused on saving the lives of Eagle Mountain City residents. These efforts may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.

Self-Preservation

Self-preservation includes actions taken immediately before, during, and after an emergency. Eagle Mountain City employees are expected to ensure that their families are sufficiently prepared to be self-reliant after an emergency, allowing the employee to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible.

Emergency Call-out

Emergency Call-out consists of the recall of critical employees (if the incident occurs during non-working hours), and the allocation of city assets in response to a disaster. This would include activation of the Emergency Operations Center (EOC) for the purpose of coordinating emergency response activities.

Emergency Food and Temporary Shelter

Provision of food and temporary shelter for disaster victims may become an immediate priority and would be coordinated through the EOC with support from volunteer and faith-based organizations who have agreements with the city.

Restoration of Infrastructure

Restoration of Eagle Mountain City's critical infrastructure (utilities, roads, buildings, etc.) would be a prime concern that would require the coordination of local, county, state, and federal agencies with the private sector.

Recovery

Recovery consists of the restoration of lost or impaired capabilities caused by the effects of an emergency. Returning to normal operating conditions and providing non-emergency services to the public are key recovery goals.

3:3 Levels of Emergency

Prior to emergency response, each city department has the responsibility to prepare service support plans, operational procedures, and checklists detailing the utilization and disposition of their resources in an emergency. These plans include coordination and communication links and memorandums of understanding with counterpart organizations of other jurisdictions. These plans will be considered annexes to the Eagle Mountain City Emergency Operations Plan.

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.

There will be three levels of emergency. The level of emergency will determine the extent of EOC activation. (Refer to Chapter 1: Section 2:5:3 Emergency Activation Levels)

3:3:1 Level 3 Emergency

Defined

Any unexpected occurrence met with a single department's normally available resources. "Normally available resources" may include the routine response or assistance from other departments within Eagle Mountain City. This is the least serious of response levels. Loss of life and injury is minimal, if any. Damage to property and infrastructure is minimal if any. Recovery can take from minutes to hours.

Examples

Examples of level 3 emergencies include but are not limited to:

1. ***Natural hazards*** such as minor flooding, wildfires, earthquakes, and storm damage.
2. ***Technological hazards*** such as air-crash (small plane), vehicle accidents, minor hazmat incidents, and minor utility failures.
3. ***Human-caused*** **hazards** such as small structure fires.

Responsibility

The department that would normally handle the situation is responsible for the decision-making to properly resolve the incident.

Notification

Although citywide action is not required, the Mayor and Department Heads (especially affected departments) should be notified of the incident. Notifications can be channeled through the Emergency Manager, by use of email, telephone, radio, etc.

Actions

The following actions should be taken during response of a level 3 emergency:

1. ***Command Post*** - The responsible department may set up an on-site command post if they so desire.

2. ***EOC Activation*** - Normal Operations

3. ***State of Emergency*** - There is no need for a local "State of Emergency" declaration for level 3 emergencies.

4. ***Evacuations*** - Voluntary evacuations might occur.

5. ***Mutual Aid*** - Contact the American Red Cross if necessary. Additional resource requests will be directed to normally assisting city departments.

6. ***Communications*** - Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, and face to face interactions.

7. ***Emergency Notification/Updates*** - All official emergency notifications and updates that are produced by Eagle Mountain City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the Mayor. Platforms where emergency warnings and updates could be disseminated are through the Eagle Mountain City official social media outlets, through the city Everbridge notification system, and through official press conferences.

8. ***Press*** - Any press relations should go through the Public Information Officer (PIO) or designee determined by the Mayor.

3:3:2 Level 2 Emergency

Defined

Any unexpected occurrence requiring response by two or more city departments or outside agencies above a routine capacity. Such emergencies require a cooperative effort and a commitment of personnel, equipment, or resources that would be expected to upset the normal working routine of either or all responding departments. This could include needing assistance from the county or state. Small-scale evacuation measures might be necessary. Loss of life and injury is possible and, in some cases, present. Damage to property and infrastructure is minimal to moderate. Recovery can take from days to weeks.

Examples

Examples of level 2 emergencies include but are not limited to:

1. ***Natural hazards*** such as moderate flooding, wildfires, earthquakes, and storm damage.
2. ***Technological hazards*** such as air-crash (commercial carrier), a bus accident, moderate hazmat incidents, and utility failures
3. ***Human caused*** **hazards** such as a large structure fire, and moderate acts of terrorism and civil disturbances.

Responsibility

The EOC may be partially or fully activated during a level 2 emergency. The primary decision-making responsibility rests with the Mayor and the Executive Group including the department that would normally handle the situation. Activating the EOC helps facilitate a cooperative effort with departments that are providing response support.

This level of emergency could result in a local “State of Emergency” by the Mayor and invokes the emergency powers of that office. The local “State of Emergency” is sent to Utah County Emergency Management and to the Utah Division of Emergency Management.

Notifications

The following personnel (or alternate if they are not available) will be notified:

1. Mayor
2. Executive Group
3. Department Heads
4. Emergency Manager (may assist with the notification process)

The initiating department shall have the responsibility for notifying these personnel.

Actions

The following actions should be taken during response of a level 2 emergency:

1. ***Command Post*** - The responsible department should set up an on-site command post and notify all responding departments of the location.

2. ***EOC Activation*** – Partial or Full Activation.

3. ***State of Emergency*** - The Mayor should consider a local "State of Emergency" declaration for level 2 emergencies if county and state assistance is necessary.

4. ***Evacuations*** - Evacuation points should be set up due to the possibility of small-scale evacuation measures being necessary.

5. ***Mutual Aid*** - Contact Utah County Emergency Management. Contact the American Red Cross to assist with shelter and mass care operations. Contact other NGOs as needed. Contact neighboring cities for assistance as needed.

6. ***Communications*** - Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, and face to face interactions.

7. ***Emergency Notifications/Updates -*** All official emergency notifications and updates that are produced by Eagle Mountain City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the Mayor. Platforms where emergency warnings and updates could be disseminated are through the Eagle Mountain City official social media outlets, through the city Everbridge notification system, and through official press conferences.

8. ***Press*** - Any press relations should go through the Public Information Officer (PIO) or designee determined by the Mayor.

3:3:3 Level 1 Emergency

Defined

Any extraordinary occurrence of such magnitude that all, or most, city departments and resources must be utilized or where a combination of city departments and outside agencies have been mobilized to handle the situation. This includes the need for county, state, and federal assistance. Full-scale evacuations measures might be necessary. Loss of life and injury is possible and, in most cases, present. Damage to property and infrastructure is moderate to severe. Recovery usually takes from weeks to months but in some cases years.

Examples

Examples of level 1 emergencies include but are not limited to:

1. ***Natural hazards*** such as major flooding, wildfires, earthquakes, and severe storm damage.
2. ***Technological hazards*** such as major hazmat incidents, fallout emergencies, and major utility failures.
3. ***Human-caused*** **hazards** major acts of terror and civil disturbances.

Responsibility

The primary responsibility for decision-making rests with the Mayor and the Executive Group. The on-site commanders may make those decisions necessary to protect life and property and to stabilize the situation. Decisions designed to properly resolve the entire emergency should be the responsibility of the Executive Group.

This level of emergency usually results in a local “State of Emergency” by the Mayor and invokes the emergency powers of that office. The local “State of Emergency” is sent to Utah County Emergency Management and to the Utah Division of Emergency Management.

Notification

The following personnel (or alternate if they are not available) will be notified:

1. Mayor
2. Executive Group

3. Department Heads
4. Emergency Manager (may assist with the notification process)

The initiating department shall have the responsibility for notifying these personnel.

Actions

The following actions should be taken during response of a level 1 emergency:

1. ***Command Post*** - The responsible departments should set up an on-site command post and notify all responding departments of the location.

2. ***EOC Activation*** – Partial or Full Activation

3. ***State of Emergency*** – The Mayor should declare a local "State of Emergency" for level 1 emergencies due to county, state, and federal assistance being necessary.

4. ***Evacuations*** – Evacuation points should be set up due to the possibility of small-scale or full-scale evacuation measures being necessary.

5. ***Mutual Aid*** – Contact Utah County Emergency Management. Contact the American Red Cross to assist with evacuation points. Contact other NGOs as needed. Contact neighboring cities for assistance as needed.

6. ***Communications*** – Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, face to face interactions.

7. ***Emergency Notifications/Updates*** – All official emergency notifications and updates that are produced by Eagle Mountain City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the Mayor. Platforms where emergency warnings and updates could be disseminated are through the Eagle Mountain City official social media outlets, through the city Everbridge notification system, and through official press conferences.

8. ***Press*** – Any press relations should go through the Public Information Officer (PIO) or designee determined by the Mayor.

3:4 Local "State of Emergency" Declaration

Utah State Statutes establish the procedures and conditions under which Declarations of Emergencies may be declared. The Governor has the authority on behalf of the state, but

the political subdivisions of the state (including Eagle Mountain City) have the same type of authority by action of the chief elected official (Mayor).

A declaration of a local "State of Emergency" may remain in effect no longer than 30 days unless the regular governing body gives approval. As defined in the statute, the governing body would be the City Council. The order also requires that the declaration be filed with the City Recorder before becoming official.

The local "State of Emergency" declaration by local government officials is not a request for supplemental state or federal assistance. Rather, it acknowledges that all involved local entities have officially recognized the situation, that the local emergency operations plan is in effect, and that they are taking all necessary actions to respond to it. Notifications to the county and the state that a declaration is imminent should be communicated immediately. Recommended ways to notify the county of the declaration are by telephone, faxing or emailing a copy of the declaration, and attaching a copy of the declaration into WebEOC. Declarations should also be sent to the state's Division of Emergency Management.

This legal declaration allows the local jurisdiction to make emergency orders, rules, and regulations to facilitate response and recovery efforts (example: purchasing rules). Orders, rules, and regulations promulgated by Eagle Mountain City, and not in conflict with existing laws, shall have the full force and effect of law during the state of emergency when a copy of such orders, rules, or regulations have been filed with the City Recorder. These statues are the basis for the extraordinary powers granted to the city, through the Mayor, that can be used when necessary to mitigate or resolve an emergency.

3:4:1 Local "State of Emergency" Rationale

Local governments are the primary responders and managers of any situation that causes or threatens to cause a state of emergency or disaster. Eagle Mountain City has a system in place to monitor and evaluate such situations and is prepared to declare a local "State of Emergency" if necessary.

The rationale for declaring an official local "State of Emergency" is:

1. To acknowledge that the jurisdiction has experienced or has a threat of a disaster, is in a state of emergency, and has responded to the best of its ability.

2. To alert the county and the state that local resources are being fully utilized and further assistance may be requested.

3. To empower the local officials to take extraordinary measures necessary for protecting life, property, and the environment while affording some safeguard against legal liability.

Local governments may initiate direct requests, without a declaration, under all memorandums of understanding, from the American Red Cross, Salvation Army, or other private volunteer agencies and to all neighboring jurisdictions in accordance with existing agreements.

3:4:2 Elements of a Local "State of Emergency" Declaration

The following should be included when drafting a local "State of Emergency" declaration:

1. If possible, use Eagle Mountain City letterhead.

2. Nature or cause of the events, conditions, or threats, with the phrase 'on or about' just before the date.

3. Impact on general numbers of people affected and lifelines compromised, including hospitals, roads, access for emergency services, mass care needs, numbers of dead/injured, and services disrupted.

4. Scope or spread of the overall effect on the jurisdiction and to the quality of life, health, environment, and economic issues.

5. Actions being taken such as public safety measures, Emergency Operations Center (EOC) activation, general idea of resources and people committed to the effort, other agencies activated (such as search and rescue, ARES, mutual aid agreements), and state that the Emergency Operations Plan (EOP) is activated.

6. Needs and shortfalls such as response assistance, equipment, services, experts or other personnel, damage assessments, care for citizens. If possible, forecast a projection of time the jurisdiction will be in danger and, if unknown, state "do not know when the situation will end or resolve." (Forecast example: "need is immediate" and/or "not expected to change in the near future").

7. Signature and date from the chief elected official or designee.

8. Signature of City Recorder.

3:4:3 Local “State of Emergency” Example Documents

An example document of a local “State of Emergency” declaration can be found on the next page. Following that example, a state of emergency declaration flow chart can be found.

The local “State of Emergency” declaration example document should be copied and pasted into another word document. The example document should be digitally changed to fit the situation, and then sent to the appropriate agencies and personnel. Information that needs to be digitally changed in the example document is typed in red.

The Emergency Declaration Flow Chart is only meant to be used as a visual aid for the emergency declaration process. It can be printed and utilized in the EOC if deemed necessary.

LOCAL "STATE OF EMERGENCY" DECLARATION

(Use Letterhead)

Eagle Mountain City

WHEREAS, beginning on or about (DATE), (Incident) have/has occurred in Eagle Mountain City, Utah; and

WHEREAS, the (incident) have/has caused (Impact) numerous deaths, dozens of injuries, major property damage, downed power lines, disrupted communications and utilities, widespread debris and wreckage, with threats to the environment from overturned trucks and cargo; and

WHEREAS, agencies providing services to the elderly, disabled and emergency services have limited-service capability due to the above conditions; and

WHEREAS, the emergency operations center and the emergency operations plan have been activated, and emergency responder operations are continuing throughout the city, and are severely straining all responding agencies; and

WHEREAS, these conditions have the potential to worsen and immediate attention is necessary to combat the threat to the safety, health, and welfare of the citizens of Eagle Mountain City; and

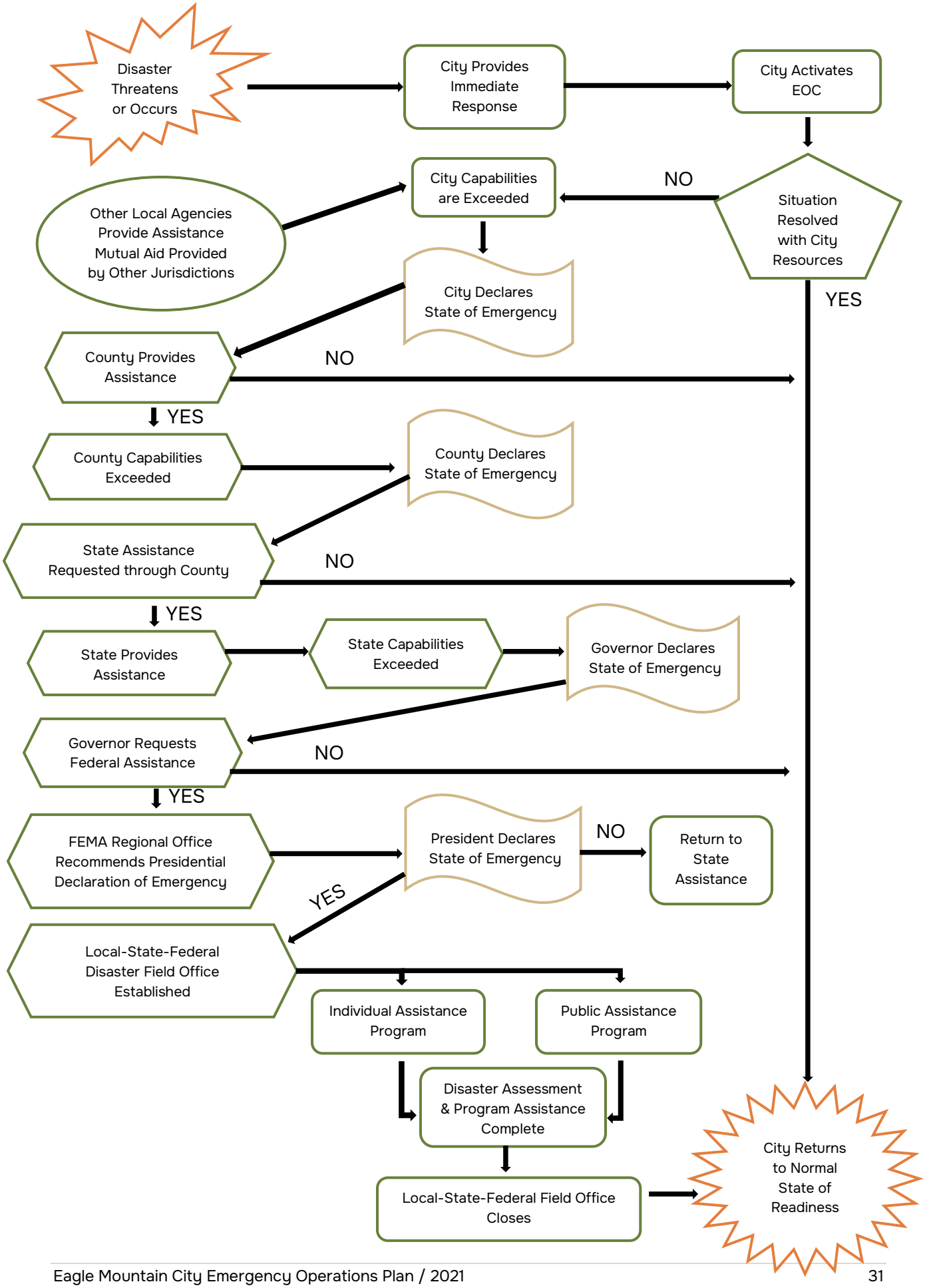
WHEREAS, these conditions do create a "State of Emergency" according to the local and state statutes:

NOW THEREFORE, it is (found, determined, or declared) that a "State of Emergency" exists due to the aforesaid (Incident) in Eagle Mountain City and such area is declared to be a disaster and asks for assistance to augment the fire, medical, search and rescue, food and water, and other assistance pursuant to the provisions of local and state statutes.

Dated:_____

Signature:_____
Chief Elected Official or Designee

Attest:_____
City Recorder


Disaster Threatens or Occurs
City Provides Immediate Response
City Activates EOC
Situation Resolved with City Resources
NO
YES
City Capabilities are Exceeded
Other Local Agencies Provide Assistance Mutual Aid Provided by Other Jurisdictions
City Declares State of Emergency
County Provides Assistance
NO
YES
County Capabilities Exceeded
County Declares State of Emergency
State Assistance Requested through County
NO
YES
State Provides Assistance
State Capabilities Exceeded
Governor Declares State of Emergency
Governor Requests Federal Assistance
NO
YES
FEMA Regional Office Recommends Presidential Declaration of Emergency
President Declares State of Emergency
NO
Return to State Assistance
YES
Local-State-Federal Disaster Field Office Established
Individual Assistance Program
Public Assistance Program
Disaster Assessment & Program Assistance Complete
Local-State-Federal Field Office Closes
City Returns to Normal State of Readiness

3:5 Demobilization and Recovery

Following response efforts when the emergency is under control and life-saving measures are completed, the demobilization and recovery processes should be initiated to begin getting Eagle Mountain City back to pre-disaster conditions or to a new normal.

Demobilization

Demobilization is the planned process involving the release and return of resources no longer required during an emergency. Demobilization planning should begin at the onset of any emergency and should be implemented as soon as feasibly possible after the initial first response subsides. A demobilization plan details specific responsibilities including release priorities and procedures, checklists, and other general information to accomplish the demobilization of resources.

Recovery

During the recovery process, Eagle Mountain City will take steps to restore populations, infrastructure, and natural and cultural resources to pre-disaster conditions or to a new normal. Decisions made and priorities set early in the recovery process will have a positive cascading effect on the nature and speed of the recovery progress. The recovery process may be either short or long term. Short-term goals seek to restore vital services such as power, water, sewage, communication, and debris removal to an acceptable standard while providing the basic human needs including food, clothing, and shelter.

Once stability is achieved, long-term recovery efforts to restore the affected area to its normal or improved state will be made. The transition from response to recovery is a gradual process, the pace and timing of which will depend upon circumstances. As response activities diminish, recovery activities will increase. Assistance from regional, state, and federal partners, as well as non-governmental organizations, the private sector, and individuals will help speed up the recovery process.

Section 4: Direction, Control, and Coordination

4:1 Direction, Control, and Coordination

This section provides an overview of the direction, control, and coordination between various city departments, contracted agencies, and non-governmental organizations (NGO) during an emergency. This is done by providing essential functions during an emergency and dividing them up into separate annexes. These annexes are referred to as Tactical Operations Annexes.

In each Tactical Operations Annex, the city departments, contracted agencies, and NGOs, are first listed as either a primary or secondary department. Then, a summary of each annex is provided, followed by a list of essential actions to be performed by the departments listed in the annex. These Tactical Operations Annexes should aid in deciding which departments should be deployed during activation of the Emergency Operations Center (EOC).

Each city department, contracted agency, and NGO listed in these Tactical Operations Annexes should become familiar with each annex by reviewing them often. These annexes should also be reviewed annually in order to maintain the accuracy of this Emergency Operations Plan (EOP).

4:2 Tactical Operations Annexes

4:2:1 Legal Actions Annex

Primary Departments: City Attorney, Mayor, and Administration Department

Secondary Departments: City Council, City Recorder

Tactical operations for legal actions provide a plan for utilizing emergency powers of government that can be activated during an emergency and to advise staff and officials on specific liabilities associated with emergency response and recovery activities. The following activities may require legal advice:

1. Impairment wage, price, and rent controls.

2. Establish rationing of critical resources.

3. Establish curfews.

4. Restrict or deny access.

5. Specify routes of egress.

6. Limit or restrict use of water or other facilities.

7. Use any publicly or privately-owned resource with or without payment to the owner.

8. Review and advise any city officials on possible liabilities arising from emergency operations, including the exercising of any or all of the above powers.

9. Prepare and/or recommend local legislation needed to implement emergency powers.

10. Advise city officials and Department Heads on record-keeping requirements and other documentation necessary for exercising emergency powers.

4:2:2 Finance and Risk Management Annex

Primary Departments: Finance Department and City Recorder

Secondary Departments: Mayor, Administration Department, City Attorney

Tactical operations for finance and risk management involve keeping appropriate records that are required for local governments to obtain state and federal government reimbursement in the event of an emergency. This includes complications of damages, injury, and allocations of public and private resources. Operations should also provide the maintenance of financial systems during all phases of an emergency, in addition to tracking incident costs.

Essential Actions:

1. Maintain records of emergency-related expenditures for purchases and personnel.

2. Evaluate the effect of damage on the city economic index, tax base, bond ratings, insurance ratings, etc., for use in long-range recovery planning.

4:2:3 Public Information, Alert, and Warning Annex

Primary Department: Community Relations Department, Mayor, and Administration Department

Secondary Departments: City Recorder, Facilities/Fleet Department, Streets Department, Emergency Management

Tactical operations for public information, alert, and warning involve flexible emergency response capabilities that include increasing public awareness of hazards and providing information to the public before, during, and after emergencies. Operations should also provide the effective collection and dissemination of information to control rumors. All outgoing information should be done through the Public Information Officer (PIO). (Refer to Chapter 1: Section 5 for more details)

Essential Actions:

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

4:2:4 Facilities Annex

Primary Departments: Facilities/Fleet Department

Secondary Departments: Administration Department, Engineering & GIS, Public Utilities, Information Technology (IT).

Tactical operations for facilities involve flexible emergency response capabilities that include the design, repair, restoration, and operation of city facilities. During an emergency,

the Facilities Department may play a key role in establishing site command posts, staging areas, and other temporary facilities. The Facilities Department would also be in a lead role for relocating city staff from damaged buildings to secure sites. The Facilities Department will coordinate operation and maintenance of all generators and technology that may be used in the operation of city facilities.

Essential Actions:

1. Ensure buildings critical to response efforts remain operational.

2. Provide post-event inspections of city-owned facilities to determine the extent of damage
   (ATC 20 inspections).

3. Establish temporary facilities as needed.

4:2:5 Public Utilities Annex

Primary Department: Public Utilities Department

Secondary Departments: Engineering & GIS, Storm Water Department, Streets Department, Parks Department, Utility Billing, Facilities/Fleet Department, Rocky Mountain Power, and Dominion Energy

Tactical operations for public utilities involve flexible emergency response capabilities that include engineering, construction, repair, and restoration of essential public facilities and infrastructure. During a disaster event, the Public Utilities Department may provide support for heavy rescue operations and may play a key role in establishing multipurpose staging areas and onsite command posts. During an emergency, the major responsibilities of both the lead and secondary departments of this annex include operation of the major street system; operation of the sanitary and storm sewer collection system, pump stations, pressure mains, and wastewater treatment plants; operation of traffic control systems; debris removal; contact repair of infrastructure; maintenance of parks; maintenance of fleet vehicles; operation of radio systems; operation of city buildings. Public Utilities may use consultant's contracts to supplement in-house resources.

Essential Actions:

1. Barricade hazardous areas and unsafe infrastructures until repairs can be made.

2. Contact Rocky Mountain Power and Dominion Energy to notify them of the emergency an initiate response.

3. Prioritize restoration and protection of streets and bridges, as well as waste treatment and collection systems.

4. Augment sanitation services.

5. Provide fuel and repair for vehicles.

6. Operate and maintain emergency generators.

4:2:6 Damage Assessment Annex

Primary Departments: Facilities/Fleet Department and Engineering & GIS

Secondary Departments: Unified Fire Authority (UFA), Public Utilities, Community Development, Streets Department, and Finance Department.

Tactical operations for damage assessment involve documenting preliminary estimates and descriptions on the extent of damage resulting from any level of emergency. Operations should also include 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. (Refer to Chapter 2: Section 7:4 for Incident/Damage Assessment Form)

Essential Actions:

1. Establish a damage assessment team from city employees with inspection and assessment capabilities and responsibilities.

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

3. Assist in determining the geographic extent of the damaged area.

4. Compile estimates of damage for requesting disaster assistance.

5. Assess damage to streets, bridges, traffic control devices, wastewater treatment system, airport facilities, and other public works infrastructure.

4:2:7 Debris Management Annex

Primary Departments: Parks and Rec and Streets Department

Secondary Departments: Public Utilities, Facilities/Fleet Department, Unified Fire Authority (UFA), Utah County Sheriff's Office.

Tactical operations for debris management describes procedures to be followed in the removal and recovery of debris resulting from natural, technological, and human-caused emergencies. 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 debris 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.

Essential Actions:

1. Establish and operate debris storage and disposal sites.

2. Identify method for estimation of debris quantities.

3. Provide for appropriate recovery and recycling efforts.

4:2:8 Fire and Rescue Annex

Primary Department: Unified Fire Authority (UFA)

Secondary Department: Fire Department Mutual Aid Agreements

Tactical operations for fire and rescue provide responsibilities of the fire department during day-to-day operations, as well as during an emergency. Currently, Eagle Mountain City has a contract with Unified Fire Authority (UFA) to provide firefighting, rescue, and emergency medical services. UFA has standard operating procedures, which should be considered as an annex to this EOP. (Refer to Chapter 2: Section 4 for more details)

Essential Actions:

1. Fire prevention and suppression.

2. Search and rescue operations.

3. Inspection of damaged area for fire hazards.

4. Hazardous spills containment and clean-up.

4:2:9 Emergency Medical Care and Transport Annex

Primary Department: Unified Fire Authority (UFA)

Secondary Department: Emergency Medical Services (EMS) Mutual Aid Agreements

Tactical operations for emergency medical care and transport provide responsibilities of emergency medical services during day-to-day operations, as well as during an emergency. Currently, Eagle Mountain City has a contract with Unified Fire Authority (UFA) to provide emergency medical services and transport. UFA has standard operating procedures, which should be considered an annex to this EOP. The closest medical facilities to transport injured or ill persons include Mountain Point Hospital in Lehi, UT and American Fork Hospital in American Fork, UT. There are plans to build an Intermountain Healthcare medical facility in Saratoga Springs, UT and a Primary Children's Hospital in Lehi, UT, which will reduce current transport times. (Refer to Chapter 2: Section 5 for more details)

Essential Actions:

1. Provide emergency medical care to injured and ill persons.

2. Provide emergency transport to the appropriate medical facility.

3. Coordinate triage and first aid activities on scene of the emergency.

4. Develop emergency health and sanitation standards and procedures.

4:2:10 Law Enforcement Annex

Primary Department: Utah County Sheriff's Office

Secondary Departments: Law Enforcement Mutual Aid Agreements

Tactical operations for law enforcement provide responsibilities of the police department during day-to-day operations, as well as during an emergency. Currently, Eagle Mountain

City has a contract with the Utah County Sheriff's Office to provide law enforcement activities. The Utah County Sheriff's Office has standard operating procedures, which should be considered an annex to this EOP. (Refer to Chapter 2: Section 3 for more details)

Essential Actions:

1. Law enforcement.
2. Traffic and crowd control.
3. Isolation of damaged areas.
4. Damage reconnaissance and reporting.
5. Security at the scene, EOC, and shelters.

4:2:11 Terrorism Annex

Primary Departments: Utah County Sheriff's Office

Secondary Departments: Law Enforcement Mutual Aid Agreements, Unified Fire Authority (UFA), Potentially ALL City Departments

Tactical operations for terrorism provide flexible emergency response capabilities that involve responding to and recovering from a terrorist threat including but not limited to active shooter situations, bomb threats, ransoms, and weapons of mass destruction (WMD). The Utah County Sheriff's Office has standard operating procedures for terrorist emergencies, which should be considered an annex to this EOP. (Refer to Chapter 3: Section 2:10 for more details)

Essential Actions:

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

4:2:12 Communications Annex

Primary Departments: Utah County Sheriff's Office, Unified Fire Authority (UFA)

Secondary Departments: Community Relations, Mayor, Administration Department, Emergency Management

Tactical operations for communications involve flexible emergency response capabilities that include establishing, using, maintaining, augmenting, and providing the communications support necessary for emergency response and recovery operations. Eagle Mountain City owns a radio repeater that is attached to the Utah County radio tower. This repeater may be utilized to enhance emergency radio communications throughout the city. The city Emergency Management Department has a well-established volunteer HAM radio program with certified HAM radio professionals who can aid in emergency communication efforts. (Refer to Chapter 1: Section 5 for more details)

Essential Actions:

1. Develop and maintain adequate communication facilities during any situation, both within and outside the EOC, and develop priorities of sites and equipment for repair and restoration following a disaster.

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

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

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

5. Coordinate, design, and plan for all communications activity required during periods of emergency and assist state and federal authorities in establishing their communication networks during the response to a major disaster.

6. 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.

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

4:2:13 Evacuation Annex

Primary Department: Utah County Sheriff's Office

Secondary Departments: Administration Department, Facilities/Fleet Department, Streets Department, Emergency Management, Unified Fire Authority (UFA).

Tactical operations for evacuations involve flexible emergency response capabilities that determine the responsibilities and actions to relocate residents and livestock to safe areas during emergencies if necessary. Operations establish procedures for carrying out voluntary, small-scale, and full-scale evacuations of residents and livestock within the city, focusing on movement by defining areas likely to be evacuated, determining destinations, and outlining an approach for controlling the flow of traffic. The city owns a small passenger bus that can be utilized in evacuating residents with transportation needs. Evacuation plans will be updated and disseminated to the public annually. (Refer to Chapter 2: Section 1 for more details)

Essential Actions:

1. Identify high-hazard areas and the number of potential evacuees.

2. Identify evacuation points and coordinate those with responding organizations.

3. Identify an evacuation point for livestock and other animals at risk of the hazard.

4. Coordinate evacuation planning to include:

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

4:2:14 Human Needs & Management of the Deceased Annex

Primary Departments: Utah County Sheriff's Office, Unified Fire Authority (UFA), American Red Cross

Secondary Departments: NGO Mutual Aid Agreements, Potentially ALL City Departments

Tactical operations for human needs & management of the deceased involve flexible emergency response capabilities that 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 an emergency. Care and management for displaced residents should include temporary housing and vouchers for food, clothing, and other necessities. 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. (Refer to Chapter 2: Section 2 for more details)

Essential Actions:

1. Coordinate with the American Red Cross and other volunteer agencies in provision of food, water, clothing, shelter, and other basic necessities for residents of the city that are affected by an emergency.

2. Assist the American Red Cross with inquiries and registration services to reunite families or respond to inquiries from relatives or friends.

3. Assists the American Red Cross with the transition from mass care to separate family and individual living.

4. Assist in supervising established shelters during an emergency.

5. Provide resources to identify, track, and preserve deceased.

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

4:2:15 Volunteers Annex

Primary Department: NGOs and Emergency Management

Secondary Departments: NGO Mutual Aid Agreements, City Attorney, Utah County Sheriff's Office, and Unified Fire Authority (UFA)

Tactical operations for volunteers involve flexible emergency response capabilities that include efficient utilization of volunteers during an emergency. Volunteers are a valuable resource during emergencies throughout the phases of response and recovery. The

volunteer function must be organized and efficient to ensure maximum utilization of this resource. Working with NGOs is essential in establishing a suitable volunteer program for the city. Eagle Mountain City has an established Community Emergency Response Team (CERT) to assist during all emergency levels. (Refer to Chapter 2: Section 2 for more details)

Essential Actions:

1. Provide tracking and coordination of emergent volunteer efforts.

2. Recruit volunteers when specific need is identified.

3. Establish and manage a Volunteer Coordination Center (VCC) to manage emergency volunteers and their registration process.

4:2:16 Shelter and Mass Care Annex

Primary Departments: Emergency Management and the American Red Cross

Secondary Department: NGO Mutual Aid Agreements and Facilities/Fleet Department

Tactical operations for shelter and mass care involve flexible emergency response capabilities that include the providing emergency shelters and necessities for residents of the city during a period of emergency. The American Red Cross is responsible for being the intermediary between Eagle Mountain City and the community during an emergency that requires shelter and mass care. Due to the nature of their mission, the American 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. (Refer to Chapter 2: Section 2 for more details)

Essential Actions:

1. Establish an evacuation shelter in a facility that is safe from the hazard area.

2. Coordinate shelter and mass care operation with Non-governmental organizations (NGOs), Faith Based Organizations (FBOs), Voluntary Organizations Active in Disaster (VOADs), and city and county departments.

3. Coordinate and procure mass care services such as temporary bedding, food supplies, necessities, and human services.

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

4:2:17 Employee Services Annex

Primary Departments: Human Resources Department and the American Red Cross

Secondary Departments: NGO Mutual Aid Agreements

Tactical operations for employee services involve flexible emergency response capabilities that includes the delivery of services such as counseling under disaster conditions. Providing care and counseling is essential for the productivity and overall wellbeing of city employees, emergency responders, and their families following an emergency. Care and counseling should also be provided to the public to enhance their physical and mental wellbeing following an emergency.

Essential Actions:

1. Provide counseling services for disaster victims [American Red Cross].

2. Provide employee assistance for city staff and family members through the Employee Assistance Program (EAP).

Section 5: Communications and Dissemination

5:1 Emergency Alert Systems and Authorization

At the local level of government, an Emergency Alert System (EAS) is a public warning system that utilizes radio and television broadcasts to alert the public of an emergency. The primary radio stations used for an EAS in the State of Utah is KSL 1160AM or 102.7FM. The primary radio station used for an EAS in Utah County is KBYU 89.1FM. The primary platform used for an EAS in Eagle Mountain City is the Everbridge Public Warning System, which allows mass notification via text, email, etc. Residents of Eagle Mountain City can sign up to receive messages via Everbridge by following this registration link: eaglemountaincity.com/notifyme

In Eagle Mountain City, the Mayor or the Mayor's designee may initiate activation of an EAS through the Everbridge Public Warning System for emergencies posing a threat to life and property. If necessary, the Mayor or Mayor's designee may also initiate activation of an EAS via radio and television broadcast by contacting the primary radio station for the State of Utah, KSL-AM at (801) 575-6397.

Presently, the following Eagle Mountain City positions are authorized to activate an EAS: Mayor, City Administrator, City Attorney, Utah County Sheriff Chief Deputy, and the Fire Chief. If EAS activation is requested by one of these officials, the radio station will authenticate the message by requesting the verification code from the official. The primary and secondary verification codes for the authorized individuals are listed in the Emergency Alert System binder in the Emergency Operation Center. Radio stations have been provided callback numbers, which they may use in the verification process. Utah County Emergency Management requests notification when an EAS is activated for emergencies in Utah County. A call placed to Utah County Sheriff's Dispatch at 801-343-4100 can be transferred to the office, cell, or pager of the officer on call for Emergency Management.

5:2 Dissemination Disclaimer

There are various ways that Eagle Mountain City can disseminate information to the public before, during, and after an emergency. In times of crisis, especially with the development of social media outlets, residents should be wary of where they receive their information from. The citizens of Eagle Mountain City should become familiar with the official Eagle Mountain City social media pages, so they know where to look for correct emergency

information. Residents should also become familiar with the methods that federal, state, and county agencies use to disseminate information during an emergency. To ensure information remains accurate and consistent, all official city information to be disseminated to the public should go through the Mayor, Administration Department, and Public Information Officer (PIO).

5:2:1 External Emergency Alert Methods

The following is a list of official methods that Eagle Mountain City residents should use to receive emergency notifications before, during, and after an emergency.

Federal Emergency Alert System

The National Oceanic and Atmospheric Administration (NOAA) provides an all-hazards public warning system for the United States. Real time emergency notifications for the State of Utah can be found by following this link:
https://alerts.weather.gov/cap/ut.php?x=1

The federal government can also use radio and television broadcasts, as well as Wireless Emergency Alerts (WEA). WEAs are used to send emergency notifications rapidly to any cellphone with the emergency notification setting enabled.

State Emergency Alert System

1. **Radio:** KSL 1160AM / 102.7FM
2. **TV:** KSL channel 5
3. **Wireless Emergency Alerts (WEA)**

Utah County Emergency Alert System

1. **Radio:** KBYU 89.1FM
2. **TV:** KBYU channel 11
3. **Wireless Emergency Alerts (WEA)**

Local Emergency Alert System

Eagle Mountain City uses Everbridge for their emergency alerts and notification system. Alerts and notifications will be sent as WEAs via the devices that residents sign up for. Eagle Mountain City residents can sign up to receive notifications by following this link:
eaglemountaincity.com/notifyme

Official City Social Media Outlets

1. **Facebook:** "Eagle Mountain, Utah - City Hall" @eaglemtncity
2. **Twitter:** "Eagle Mountain City" @eaglemtncity
3. **YouTube:** "Eagle Mountain City, Utah"

Other Methods of External Emergency Alerts

1. Door to Door Alerts Performed by First Responders and CERT.
2. Electronic Construction Signs and City Billboards
3. City Website: eaglemountaincity.com
4. Phone Call / Text Message / Email
5. Press Releases / Press Conferences / News Media

5:3 Internal Communication Operations

The following describes the initial actions of internal communications during an emergency.

5:3:1 Initial Actions

Whomever comes across or is notified of an emergency first should do the following:

1. Activate the 911 system immediately if the emergency requires first responders, including law enforcement, firefighters, or emergency medical services.
    - First responders will follow their own SOPs for communications.

2. Notify the Mayor and the Administration Department so they can do the following if necessary:

    - Notify the Emergency Manager of the emergency
    - Notify members of the Executive Group and other Department Heads
    - Report to the EOC
    - Draft a local "State of Emergency" declaration
    - Draft emergency messages and press releases
    - Authorize the use of an EAS notification
    - Disseminate information to the public and media

3. Once the Emergency Manager is notified, they can do the following if necessary:

- Activate the EOC
- Assist in notifying the Executive Group and other Department Heads
- Begin to coordinate evacuation points
- Request assistance from Non-Governmental Organizations (NGO)
- Request assistance from volunteer agencies
- Assemble city CERT and HAM radio volunteer teams
- Assign radios to EOC staff for internal communication
- Notify Utah County Emergency Management of the emergency

5:3:2 Communication Methods

It is essential that a constant flow of communication occurs in and out of the EOC during an emergency to ensure response efforts are coordinated efficiently and effectively. The following resources are communication methods currently available for personnel staffing the Eagle Mountain City EOC:

1. Phone Call / Text Messages
2. Emails
3. Social Media Direct Messaging
4. WebEOC
5. Written Notes or Letters with Runners
6. 800 MHZ Radios (Police/Fire/EMS communication)
7. UHF 800 MHZ radio (City Communications)
8. Joint Information System/Center
9. HAM Radio

5:3:3 HAM Radio

Eagle Mountain City Emergency Management Department has an established volunteer HAM radio program. These volunteers are trained professionals that will monitor the designated HAM radio frequency for the city and provide as much communications support as necessary. Eagle Mountain City has its own radio repeater that is attached to the Utah County radio tower to enhance emergency radio communications.

The city owns 4 HAM radio systems that reside in the following locations:

1. In the conference room of the Eagle Mountain City Community Development building located at 2565 N. Pony Express Pkwy. Eagle Mountain, UT 84005.

2. In the Council Chambers of the Eagle Mountain City Hall building located at 1650 E. Stagecoach Run. Eagle Mountain, UT 84005.

3. In the CERT trailer parked in the parking lot of the Eagle Mountain City Hall building located at 1650 E. Stagecoach Run. Eagle Mountain, UT 84005.

4. In the CERT trailer parked in the back parking lot of the Unified Fire Authority Station 252 located at 3785 Pony Express Pkwy. Eagle Mountain, UT 84005

Section 6: Administration, Finance, and Logistics

6:1 Administration Operations

The Emergency Operations Plan (EOP) will be maintained and activated by the Emergency Manager of Eagle Mountain City. It is the responsibility of the Emergency Manager to distribute the EOP to personnel who are mentioned in it, as well as contracted agencies with mutual aid agreements.

The Emergency Manager is also responsible for maintaining and activating the Emergency Operations Center (EOC). The EOC should always remain in a state of operational readiness. The Emergency Manger will assist in notifying EOC staff when the EOC is activated. During an emergency, the EOC will be continuously monitored 24 hours per day by the Emergency Manager or designee. If the Emergency Manger is planning to be out of town, it is their responsibility to appoint a temporary replacement while they are away. The temporary replacement should be trained to understand the duties of an emergency manager in case an emergency occurs while the Emergency Manager is away.

6:1:1 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.

Any agreement or understanding between Eagle Mountain City and another organization should be conducted by duly authorized officials and should be formalized in writing whenever possible prior to emergencies. The Eagle Mountain City Recorder should be present to attest agreements concerning the city.

6:1:2 Record Keeping and Report Operations

The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis. All departments in Eagle Mountain City must ensure protection of their records so normal operations can continue after an emergency. Such records may also be vital to recovery efforts from the effects of an emergency.

Operations:

1. Eagle Mountain City will submit situation reports, requests for assistance, and damage assessment reports to Utah County Emergency Management through the county's desired method of delivery. Utah County will submit consolidated reports to the Utah Division of Emergency Management. Which includes information from the city. Eagle Mountain City and Utah County governments will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

2. Eagle Mountain City will create narrative and written log-type records of response actions. These documents will be kept by the Emergency Management Department and copies will be given to the City Recorder. The logs and records will form the basis for status reports to the county and state.

3. Initial reports (needs assessment) are the basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

4. Situation reports outlining new developments and providing additional information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the county EOC throughout the duration of local activation.

5. The Emergency Management Department will submit the appropriate post emergency reports for the review and use of the Mayor and City Administrator.

6:2 Finance

When an emergency occurs, it will more than likely create financial obligations for the city. Eagle Mountain City should be prepared to document financial obligations and other expenses generated by an emergency. The Emergency Management Department should work with the Finance Department to ensure documentation occurs and is filed properly. It is important to note that organizations offering mutual aid and contracted agencies should complete their own documentation for emergency expenditures and obligations throughout the emergency.

Maintaining complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs is essential for the following reasons:

1. To provide documentation expenses for which no federal reimbursement will be requested.

2. To provide documentation for expenses that are eligible for federal reimbursement under major emergency project applications.

3. To provide documentation of expenses for a potential audit.

When federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and federal audit. The Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance program during a presidentially declared disaster for city government.

During an emergency, Eagle Mountain City will also need to create fiscal agreements. Fiscal agreements consist of a clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials used in response to an emergency. Creating fiscal agreements should be a mandatory practice during emergencies.

6:3 Logistics

Each Eagle Mountain City Department Head shall maintain current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations. This information should be updated by the Department Heads at least annually and should be sent to the Emergency Management Department where it will be filed. This information will greatly assist in logistical and resource support during an emergency.

Logistical and resource support includes locating, procuring, and issuing resources such as food, water, ice, supplies, office space, office equipment, fuel and communications contracting services, personnel, heavy equipment, and transportation to local entities involved in delivering emergency response and recovery efforts.

The following operations should be understood when dealing with logistical and resource support:

1. Local forces are those resources under direct control of the city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.

2. Mutual aid can be requested by the city EOC to augment local forces during a locally declared state of emergency. Unless covered in a mutual aid agreement or memorandum of understanding, emergency resources may not be sent outside Eagle Mountain City unless the Mayor or other designated representative grants approval.

3. A method of meeting temporary disaster demands is utilizing contracts, procurement, finance, and management services who can issue contracts to meet resource requirements.

4. All procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Finance Department and City Recorder in an efficient manner. These departments will ensure all documentation is complete, recorded on the appropriate forms, and in the proper order. If the city was federally declared, they will submit for reimbursement. If the city was not declared, the documentation will serve as a recorded history of activity with expenditures.

6:3:1 WebEOC Resources

WebEOC serves as the emergency manager's online portal. There, an emergency manager or another city official with permission, can log in and use the resources therein to report on emergencies. The WebEOC resource tabs include:

1. Activity Log (ICS 214)
2. Published Incident Action Plans
3. Missions & Tasks
4. Position Checklist
5. Resource Inventory/Tracker
6. Rolodex
7. Significant Events
8. State Situation Reports
9. Common Operating Picture
10. Utah Infrastructure and Hazards
11. Emergency Management Tools
12. EOC Staff Tools
13. Forms (FEMA / ICS)
14. Internet Links
15. Statewide Event Monitoring
16. Status Boards

Section 7: Plan Development, Maintenance, and Implementation

7:1 Plan Development

The Eagle Mountain City Emergency Operations Plan (EOP) was developed by the Emergency Manager of Eagle Mountain City. It has been reviewed by the Mayor, the City Council, and the city Department Heads prior to promulgation. Upon request of the Emergency Manager, it will be the responsibility of each Department Head identified in this EOP to review the content applicable to their department and offer suggestions of revision. This EOP supersedes and rescinds all previous editions of the Eagle Mountain City Emergency Operations Plan (EOP) and is effective upon signing by the Mayor and City Council. 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 EOP.

7:2 Plan Maintenance

The EOP is a living document and is subject to periodic updates and revisions. Eagle Mountain Emergency Management is responsible for continued development and updates of the basic plan, the functional annexes, and the incident specific annexes. The plan in its entirety should be reviewed and updated annually due to possible changes to government structure, technological changes, changes in city personnel, etc. The plan should also be reviewed and revised following trainings, exercises, and emergencies to enhancement the document with lessons learned. Any updates made in the plan should be recorded in the Record of Changes, and updated versions of the plan should be sent out to those listed in the Record of Distribution.

7:3 Plan Implementation

This Emergency Operations Plan (EOP) will be activated at least once per year in the form of a simulated emergency in order to provide practical experience to those having responsibilities in the Emergency Operation Center (EOC), as well as to find deficiencies in the EOP. Each Department Head will be responsible for providing the appropriate training to those individuals who will be expected to participate in the implementation of the EOP. Trainings can be coordinated with the Emergency Manager as needed.

It is desired that at a minimum, The Mayor, the Administration Department, and Department Heads complete certain virtual Independent Study Courses (IS) presented by FEMA. Those desired courses include IS 100, IS 200, IS 700, IS 800 and G402. These virtual courses are free of charge and provide knowledge of the National Incident Management System (NIMS) and the Incident Command System (ICS). Understanding the concepts in those courses will enhance the implementation of this EOP and aid in response efforts during an emergency. Those courses can be found here: https://training.fema.gov/IS/crslist.asp.

7:3:1 After Action Reporting

As part of the implementation of this Emergency Operations Plan, it is important to document and track lessons learned from exercises, trainings, and emergencies. This can be done through conducting a review and creating an After Action Report (AAR). Following an exercise, training, or emergency, the Emergency Manager will conduct a review with participants who will help fill out the AAR. An AAR will describe the objectives of the exercise and will help document the results of the activities and evaluation of the incident to improve the readiness of the city.

Section 8: Authorities

8:1 Legal Authorities

8:1:1 Federal

1. Federal Civil Defense Act of 1950, Public Law (PL) 920 as amended
2. The Disaster Relief Act of 1974, PL 93-288 as amended
3. Robert T. Stafford Disaster Relief and Emergency Assistance Act, PL 100-707, November 23, 1988
4. Code of Federal Regulations (CFR), Title 44. Emergency Management Assistance
5. Executive Order (EO) 12656, Assignment of Emergency Preparedness Responsibilities, November 18, 1988
6. Executive Order (EO) 12472, Assignment of National Security and Emergency Preparedness Telecommunication Functions, April 3, 1984
7. Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management
8. Title III of the Superfund Amendments and Reauthorization Act of 1986, PL 99-499 as amended.
9. Homeland Security Presidential Directive (HSPD) 5: Directive on Management of Domestic Incidents, February 28, 2003

8:1:2 State of Utah

1. Utah Emergency Management Act, 53-2a-101, as amended
2. Utah Disaster Response and Recovery Act, 53-2a-201, as amended
3. Statewide Mutual Aid Act, 53-2a-301, Rule R704-2, 2019

4. Utah Emergency Management Assistance Compact, 53-2a-401

5. Utah Hazardous Materials Emergency Act, 53-2a-701

6. Full Utah Code, Public Safety Code Emergency Management Act is found under UC 53-2a Part 1-13.

8:1:3 Utah County

1. Utah County Ordinance No. 1996-03

2. Utah County Code Chapter 8: Disaster Response and Emergency Management, January 31, 1996

8:1:4 Eagle Mountain City

Eagle Mountain City will act according to the statutes produced by the State of Utah listed above.

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Chapter 2 Functional Annexes

Section 1: Evacuations Annex

1:1 Evacuation Operations

Any emergency occurring in Eagle Mountain City can result in a life-threatening situation. Often, the immediate actions taken by emergency responders and decision-makers will result in lives being saved and a reduction in property damage. Life-threatening situations must be handled in either one of two ways:

1. The hazard must be removed from the vicinity of a population.

2. The affected population must be evacuated from the hazardous area.

In most cases, people will be evacuated from a hazardous area to protect their lives. Generally, evacuations will be a small-scale movement of people living within a few blocks of the affected area. However, in the event of a major disaster, whole cities may have to be evacuated.

During an emergency, evacuation orders should be recommended by the established Incident Commander. The recommendation for evacuation orders will be reported to the Mayor or their designee who will then make the decision to approve or deny the order. To ensure the orderly and safe movement of evacuees, Eagle Mountain City shall provide:

1. Evacuation notification through the city Everbridge system, social media outlets, and other external communication methods. (Refer to Chapter 1 Section 5: Communications and Dissemination)

2. Evacuation routes with emergency signs, traffic control devices, and barricades around unsafe areas.

3. Emergency transportation as needed during the evacuation and return periods with special provisions for handicapped and injured persons. In addition, provisions shall be made for wrong-side roadway travel to double capacity in accordance with County and State authorization.

4. Facilities that may serve as temporary shelters. (Refer to Chapter 2 Section 2:2 Potential Evacuation Shelter Locations)

5. Food provisions that will sustain evacuees during crisis periods.

6. Emergency medical services to all injured evacuees in the hazardous area as well as along evacuation routes and within shelters.

7. Coordination with Non-governmental Organizations (NGOs), Faith Based Organizations (FBOs), Voluntary Organizations Active in Disaster (VOADs), and other public service organizations.

1:2 Major Roads and Evacuation Routes

There are two major roads that Eagle Mountain City residents can utilize during a full-scale evacuation of the city. Those two major roads are SR-73 and Pony Express Pkwy. The following evacuation routes utilize these major roads, and lead to the nearest interstate highway.

While only Eagle Mountain Blvd is listed in these evacuation routes as a road that connects Pony Express Pkwy to SR-73, it is important to note that Tiffany Lane, Ranches Parkway, and many residential roads throughout the city also connect Pony Express Pkwy to SR73, and therefore could be utilized instead of Eagle Mountain Blvd.

SR-73 Eastbound to **I-15**

1. **Eagle Mountain Blvd** to **SR-73** to **Pioneer Crossing** to **I-15**

(1) Head north onto **Eagle Mountain Blvd**. (2) Turn east onto **SR-73** for 5.7 miles. (3) Continue east onto **Pioneer Crossing** for 6.7 miles. (4) Turn north onto **I-15** toward Salt Lake City or turn south onto **I-15** toward Provo.

2. **Eagle Mountain Blvd** to **SR-73** to **Mountain View Corridor** to **2100 N** to **I-15**

(1) Head north onto **Eagle Mountain Blvd**. (2) Turn east onto **SR-73** for 5.7 miles. (3) Turn north onto **Mountain View Corridor** for 2.4 miles. (4) Continue east onto **2100 N** for 2.7 miles. (5) Turn north onto **I-15** toward Salt Lake City or south onto **I-15** toward Provo.

3. **Eagle Mountain Blvd** to **SR-73** to **Crossroads Blvd** to **Lehi Main Street** to **I-15**

(1) Head north onto **Eagle Mountain Blvd**. (2) Turn east onto **SR-73** for 5.8 miles. (3) Turn north-east onto **Crossroads Blvd** for 1.3 miles. (4) Continue onto **Lehi Main Street** for 4 miles. (5) Turn north onto **I-15** toward Salt Lake City or turn south onto **I-15** toward Provo.

SR-73 Westbound to **I-80**

1. **Eagle Mountain Blvd** to **SR-73** to **UT-36** to **I-80**

(1) Head north onto **Eagle Mountain Blvd**. (2) Turn west onto **SR-73** for 29.7 miles. (3) Turn north onto **UT-36** toward Tooele for 23.9 miles. (4) Turn east onto **I-80** toward Salt Lake City or turn west onto **I-80** toward Wendover.

Pony Express Pkwy to **I-15**

1. **Pony Express Pkwy** to **Redwood Road** to **Pioneer Crossing** to **I-15**

(1) Head east onto **Pony Express Pkwy**. (2) Turn north onto **Redwood Road** for 0.7 miles. (3) Turn east onto **Pioneer Crossing** for 6 miles. (4) Turn north onto **I-15** toward Salt Lake City or south onto **I-15** toward Provo.

2. **Pony Express Pkwy** to **Redwood Road** to **US-6** to **I-15**

(1) Head east onto **Pony Express Pkwy**. (2) Turn south onto **Redwood Road** for 31 miles. (3) Turn east onto **US-6** for 10.5 miles (4) Turn north onto **I-15** toward Spanish Fork or south onto **I-15** toward Nephi.

1:3 Evacuating to a Shelter

Whether or not residents should evacuate to a safer location within or outside of city limits will be determined by the severity of the emergency. Generally, evacuations will be a small-scale movement of people living within a few blocks of the affected area. However, in the event of a major disaster, the whole city may have to be evacuated. During evacuations, the Eagle Mountain City Emergency Manager or designee will help coordinate establishing emergency shelters for evacuees to reside in until the emergency is over. Shelters could be established virtually anywhere with the right equipment, but by and large high schools, middle schools, elementary schools, and church buildings have been used in the past. A list of potential evacuation shelters within Eagle Mountain City can be found in Chapter 2: Section 2:2 “Potential Evacuation Shelters.”

1:4 Evacuation Functional Responsibility Checklist

Note: Each functional responsibility listed under any given personnel could potentially be performed by another person according to the circumstances that are presented at the time of any given emergency. If someone is unable to perform any responsibility listed below, it may be delegated to another person when deemed appropriate. Delegation of responsibility should be coordinated through the proper chain of command and reported to the EOC.

1:4:1 Command

Mayor

1. Consult the City Attorney on initiating evacuation orders.

2. Draft a local "State of Emergency" declaration. (Refer to Chapter 1 Section 3:4 Local "State of Emergency" Declaration)

City Administration Department

1. Provide food provisions for personnel staffing the EOC.

2. Prepare and maintain a personnel resource list, that contains the names of city employees that would be helpful in facilitating evacuation procedures.

Emergency Manager

1. Advise all city Department Heads that the EOC will be activated. Prepare the EOC for 24-hour operations.

2. Request that all Department Heads assign staff to the EOC on a continuing basis throughout the emergency period.

3. Request that Department Heads and emergency personnel carry out their assigned evacuation responsibilities and implement their SOP's.

4. Create an incident on WebEOC and contact Utah County Emergency Management to notify them of the emergency and request aid if necessary.

5. Ensure that an emergency power generator is available.

6. Hold periodic briefings for key officials and department heads as the situation develops.

7. Provide the Public Information Officer (PIO) with information about the emergency to be disseminated to the public, including any immediate hazards, evacuation statuses, routes, points, and shelters.

8. Direct the PIO to prepare news releases for radio, television, and newspapers.

9. Coordinate resources such as safety and security, food, necessities, and health and medical resources to shelter facilities.

10. Determine when it is safe for residents to resume normal activities.

11. Coordinate communication efforts by doing the following:

    - Establish twenty-four-hour communications operations at the City EOC.

    - Maintain a smooth message flow into and out of the EOC.

    - Assign communications personnel to each evacuation, shelter, and emergency site.

1:4:2 Operations

Public Information Officer

1. Establish a twenty-four-hour news media center at the City EOC.

2. Prepare proclamations, news releases, etc., and have them ready for immediate release to all media.

3. Manage the release of information to news media and the public.

4. Mange the flow of information and instructions to all evacuees.

5. Conduct news conferences and public meetings.

Utah County Sheriff's Office

1. In conjunction with the Emergency Management Department, determine which evacuation shelters and transportation routes will be used by the city.

2. Assign personnel to man all traffic control points to maintain a smooth flow of evacuating traffic.

3. Provide security for the EOC and shelter facilities.

4. Establish support and security at the emergency site and other places where looting or crowd control may be a problem.

5. Establish relief and shift schedules for law enforcement personnel.

6. Request assistance from local jurisdictions and the Utah Highway Patrol.

Unified Fire Authority (UFA)

1. Respond to the emergency and provide on-scene reports to the EOC.

2. As conditions warrant, organize fire personnel, and assign them to emergency sites by priority.

3. If necessary, request assistance from local jurisdictions and Utah County Fire Department.

4. Mange all emergency medical services resources during evacuation efforts.

5. Organize medical and first aid teams to handle injured evacuees.

6. Treat disaster victims and transport them to appropriate medical facilities.

7. If the disaster has resulted in a large number of deaths, a temporary morgue will need to be established.

1:4:3 Logistics

Public Utilities Department / Power and Energy

1. There is no specific assignment for this annex; however, the Public Utilities Manager should remain on call in case they are requested to assist with the emergency.

2. Requests for assistance should be received and disseminated through the EOC.

Facilities & Fleet Director

1. Maintain an inventory of city owned vehicles and a call list of who the vehicles are assigned to.

2. Maintain an inventory of other city owned fleet resources such as bulldozers, dump trucks, trailers, buses, etc.

3. Maintain critical facilities and equip them with emergency generators for an emergency supply of power.

4. Mobilize mass transportation resources such as buses to assist in evacuating the emergency area if necessary.

5. Provide appropriate transportation for the return of relocates to their residence.

Streets Manager

1. Prepare and deploy resources for supporting traffic control during the emergency.

2. Prepare and deploy road signs and barricades that will be used to control traffic on evacuation routes.

3. Stay in constant communication with the EOC to provide updates on progress and request further assistance if necessary.

4. Provide assistance to vehicles, which have emergencies along evacuation routes.

5. Request assistance from Utah County Public Works Roads Division and Utah Department of Transportation if necessary.

Parks & Rec Director

1. There is no specific assignment for this annex; however, the Parks and Rec Director should remain on call in case they are requested to assist with the emergency.

2. Requests for assistance should be received and disseminated through the EOC.

1:4:4 Finance and Administration

Finance Director

1. Serve as the chief advisor on purchase agreements and procurement during the emergency period.

2. Maintain records of expenditures and resource usage to support reimbursements and adjustments.

3. Assist with resolving claims and accounting for resources expended during the evacuation.

4. Review and become familiar with applicable resource management procedures and policies outlined in the State Emergency Resource Management Plan.

City Recorder

1. Assist with all record keeping and documentation practices throughout the emergency period.

2. Attest the local “State of Emergency” declaration and other emergency legislations as required.

City Attorney

1. Review emergency ordinances for legal and liability issues.

2. Advise members of the Executive Group regarding legal matters and provide assistance in presenting emergency ordinances to the City Council for adoption.

1:4:5 Planning

Community Development Director

1. Assist in planning evacuation measures, including evacuation routes, what equipment will be used, and the amount of personnel it will take to implement the plan.

2. Evacuation plans should be presented to the Emergency Manager and PIO, who will then disseminate the information to city departments and the public.

City Engineer

1. Assist in planning evacuation measures, including evacuation routes, what equipment will be used, and the amount of personnel it will take to implement the plan.

2. Evacuation plans should be presented to the Emergency Manager and PIO, who will then disseminate the information to city departments and the public.

Lead Building Inspector

1. There is no specific assignment for this annex; however, the Lead Building Inspector should remain on call in case they are requested to assist with the emergency.

2. Requests for assistance should be received and disseminated through the EOC.

1:4:6 Volunteers

NGO, FBO, VOAD Liaisons

1. Determine, with the Emergency Manager, which facilities may be used as shelters. (Refer to Chapter 2 Section 2:2 Potential Evacuation Shelter Locations)

2. Estimate needs for food, bedding, heating fuels, and other needs.

3. Deploy to and set up the shelter facilities determined by the Emergency Manager.

4. Set up a Volunteer Coordination Center to manage volunteer staff and to manage spontaneous volunteers.

5. Coordinate and administer mass feeding operations for evacuees.

6. Coordinate and administer any relief supplies, which may be arriving from outside the city and county.

7. Assist in disseminating information as requested by the PIO.

8. Coordinate with the Alpine School District Superintendent of Schools to:

    - Open school facilities and make them available for use as shelters.

    - Suspend classes if necessary so school facilities may continue to be used as shelters throughout the evacuation period.

    - Assist with the transportation of disaster victims by permitting the use of school buses.

    - Permit the use of school buses to transport evacuees back to their permanent residences when evacuation measures are no longer in affect.

Ham Radio Coordinator

1. Assist in emergency radio communications as requested by the Utah County Sheriff's Office and Unified Fire Authority.

2. Coordinate with other amateur radio emergency services entities such as UCARES to assist with emergency radio communications.

3. Deploy HAM radio technicians along evacuation routes to communicate progress and needs to the EOC.

4. Deploy HAM radio technicians to shelter facilities to communicate progress and needs to the EOC.

CERT Director

1. Establish communication with the EOC to receive assignments.

2. Send out notification to members of Eagle Mountain City CERT to either standby or deploy to a designated location.

3. Retrieve the CERT trailers from their designated location. (Refer to Chapter 1 Section 2:5:1 for CERT Trailer Locations)

4. Ensure the proper formation of CERT Sections by establishing leadership and ensuring teams have enough members.

5. Provide each section with information regarding the emergency and what their response operations will be.

1:5 Immediate Evacuation Order Template

Immediate Evacuation Order Template
[Replace all red bracketed text below] / **(Delete bolded fields in parenthesis)**

(Headline field)
Immediate Evacuation Ordered for [geographic description of area to be evacuated]

(Description field)
Effective immediately and extending until [further notice or expiration time], the Mayor of Eagle Mountain City has issued an evacuation order for all persons living, working, or traveling in the vicinity of [geographic description of area to be evacuated]. This area is at immediate risk from [brief description of the hazardous conditions].

(Instruction field)
To protect yourself and your family from this dangerous situation, the following actions are strongly urged:

1. Evacuate your home or workplace immediately for a safe destination outside the hazard area. The following evacuations route(s) are recommended: [specify recommended route(s) of travel].

2. Take only pets and essential items such as emergency kits and medications with you.

3. [*Instruction related to school children if applicable, i.e., Do not pick up your children from school. They are being evacuated by school officials.]

A shelter operated by [organization, i.e., the Red Cross] is available at [address of public shelter]. If you need evacuation assistance, call [designated phone number]. Do not call 9-1-1 unless you have a serious personal emergency. For further information, tune to radio station [designated radio station] or the follow these city operated media outlets [city media outlets].

Section 2: Shelter, Mass Care, and Volunteers

2:1 Shelter, Mass Care, and Volunteer Operations

Anytime evacuation orders are given, evacuation shelter and mass care operations will need to be initiated. While some evacuees will have family or friends that they can stay with throughout the duration of an evacuation order, many evacuees will not have that luxury. Therefore, evacuation shelters should be established to provide evacuees with temporary lodging, food, and other necessities until they are able to return home. It is also important to note that many Eagle Mountain City residents have animals, including livestock, and provisions should be made for them, in addition to residents, during an evacuation.

During an emergency where shelter and mass care operations are necessary, Eagle Mountain City will need assistance from Non-governmental Organizations (NGOs) such as the American Red Cross, Faith Based Organizations (FBOs) such as The Church of Jesus Christ of Latter-day Saints, and Voluntary Organizations Active in Disaster (VOADs) to conduct operations involving sheltering, emergency food supplies, donations and volunteer management, and other support services which promote the safety and recovery of disaster victims.

It is important to note that Eagle Mountain City has an established volunteer Community Emergency Response Team (CERT) and a HAM Radio Communications Team that can aid in emergency response and recovery operations. All volunteer organizations should collaborate with Eagle Mountain City through the Emergency Operations Center (EOC) in order to assist other responders, agencies, and organizations.

2:1:1 Initial Operations

When an emergency is made known to the emergency manager, they will take the lead in initiating shelter and mass care operations by doing the following:

1. Requesting assistance from NGOs, FBOs, and VOADs.
2. Assembling city CERT and HAM radio volunteers.
3. Beginning to coordinate evacuation shelter locations.
4. Assigning radios to EOC staff for internal communication.

5. Notifying Utah County Emergency Management and requesting assistance if necessary.

The American Red Cross should be the first volunteer agency contacted, as they specialize in establishing emergency shelters and mass care operations. When contacting the American Red Cross, or any other volunteer organization for assistance, they should be provided with the following information:

1. The type of emergency that has occurred.
2. The location of the EOC.
3. The location or potential location of evacuation shelter(s).
4. The point of contact for the shelter (i.e., representative from the school district, principal of the school, religious leader of the meeting house).
5. The potential number of evacuees.
6. The potential number of animals or livestock.
7. The needs being requested from Eagle Mountain City.

When assistance arrives, the Emergency Manager or designee will act as a liaison between Eagle Mountain City and the volunteer agencies providing mutual aid. It is important that direct communication is established between the EOC and the established shelter(s) so that requests and provision are made in an efficient manner.

2:1:2 Shelter and Mass Care Logistics

Evacuation Shelters

The designation of evacuation shelters will depend on the actual situation and the location of the hazard. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the designated shelter. The best possible facilities within Eagle Mountain City are listed in Chapter 2: Section 2:2. This list should be updated periodically and sent to the American Red Cross. The Emergency Manager, in conjunction with the American Red Cross, will need to obtain agreements from facility owners to utilize them as shelters during emergencies. Although agreements will be in place, permission from facility owners will need to be obtained prior to occupying and setting up the facility as a shelter during each emergency.

When choosing an evacuation shelter location, specific care must be given to ensure that designated facilities are suitable for lodging special needs groups. All organizations, both public and private, who are responsible for special needs groups should continue to be responsible and provide for specialized care needs during an emergency.

Mass Care

In the event of an emergency, it is assumed that the American Red Cross will assist with needed mass care and feeding support within its capabilities. The following will need to be considered as part of mass care operations:

1. Registration of evacuees.
    - The American Red Cross will assist local government in the registration of evacuees, and as applicable, will coordinate information with appropriate government agencies for those evacuees who are housed in Red Cross shelters.

2. Opening and managing temporary lodging facilities.
    - When shelter facilities are opened, it will be the responsibility of the American Red Cross to maintain administrative control and all functions and staffing needs according to Red Cross policy.
    - The American Red Cross will also provide, to the extent possible, bedding provisions and other necessities.

3. Feeding evacuees and workers through both mobile and fixed feeding sites.
    - As needed, meals and snacks will be provided to evacuees and workers through both mobile and fixed feeding sites. Upon American Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies.

4. Providing access to human services.
    - In addition to the provision of shelter/mass care needs, unique demands will be placed upon the delivery of human services, which include the care of special needs groups and crisis counseling.

5. Proper record keeping.
    - The American Red Cross will maintain records of all expenses incurred by their mass care activities. The Emergency Manager or designee will ensure that adequate records of local government expenses are maintained and filed accordingly.

2:1:3 Volunteer Coordination Center

When volunteers arrive to assist during an emergency, a Volunteer Coordination Center (VCC) should be established, especially in the event spontaneous volunteers emerge to

provide aid. Doing so will help successfully manage volunteer operations. The American Red Cross should have personnel who are experts in volunteer management and who should be utilized to whatever extent possible when setting up and managing a VCC.

A VCC, if run successfully, can register spontaneous volunteers and volunteers from established organizations, it can help determine a volunteer's skills and other important information, and it can help decide where they can be utilized during the emergency period. A VCC can also serve as a communication hub for volunteers in the field. Volunteers should report back to the VCC periodically to announce their safety status, to report any findings, and to make requests for any of their needs. All requests that cannot be fulfilled by the VCC should be relayed from the VCC to the EOC.

The two CERT trailers, owned by Eagle Mountain City, are equipped with a VCC Kit. Each VCC kit includes everything one could need to successfully run a VCC, including all paperwork and office supplies (Refer to Chapter 1 Section 2:5:1 for CERT trailer locations). There is also a VCC kit located in the basement storage room at the Eagle Mountain City Hall Building.

VCC Site Selection

According to FEMA (2021), when selecting a site for a VCC, the location should:

1. Be out of a high-risk area.
2. Be secure, either by location or through other security measures.
3. Be large enough to accommodate all VCC stations, equipment, and traffic flow.
4. Provide adequate space for volunteers.
5. Include areas for conferences, orientations, and safety briefings.
6. Have food facilities or be within walking distance to food sources.
7. Provide adequate parking for staff and volunteers.

2:2 Potential Evacuation Shelter Locations

Facilities meant to become evacuation shelters need to have certain functions in order to be suitable to inhabit evacuated persons. Facilities considered suitable include:

1. School buildings with multi-purpose rooms, showers, and cafeteria facilities.

2. Church facilities with kitchens.

3. Governmental or non-profit facilities such as community centers or activity centers.

4. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.

The following facilities within Eagle Mountain City should be considered as potential evacuation shelters that meet these suitable criteria:

2:2:1 High Schools

Cedar Valley High School
District: Alpine School District
Address: 1389 E Aviator Ave. Eagle Mountain, UT 84005

Rockwell Charter High School
Address: 3435 E Stonebridge Ln. Eagle Mountain, UT 84005

Westlake High School
District: Alpine School District
Address: 99 N Thunder Blvd. Saratoga Springs, UT 84045

2:2:2 Middle Schools

Frontier Middle School
District: Alpine School District
Address: 1427 E Mid Valley Rd. Eagle Mountain, UT 84005

Vista Heights Middle School
District: Alpine School District
Address: 484 W Pony Express Pkwy. Saratoga Springs, Utah 84045

2:2:3 Elementary Schools

Black Ridge Elementary
District: Alpine School District
Address: 9358 N Sunset Dr. Eagle Mountain, UT 84005

Brookhaven Elementary School
District: Alpine School District
Address: 7082 N Seedling Dr. Eagle Mountain, UT 84005

Eagle Valley Elementary

District: Alpine School District
Address: 4475 N Heritage Dr. Eagle Mountain, UT 84005

Hidden Hollow Elementary
District: Alpine School District
Address: 7447 N Hidden Valley Pkwy. Eagle Mountain, UT 84005

Mountain Trails Elementary
District: Alpine School District
Address: 3951 North Wood Rd. Eagle Mountain, UT 84005

Pony Express Elementary
District: Alpine School District
Address: 3985 E Smith Ranch Rd. Eagle Mountain, UT 84005

Silver Lake Elementary
District: Alpine School District
Address: 5069 Golden Eagle Rd. Eagle Mountain, Utah 84005

Ranches Academy
Address: 7789 N. Tawny Owl Circle. Eagle Mountain, UT 84005

2:2:4 LDS Church Buildings

The Ranches Area North of Pony Express Pkwy

1. Address: 8273 N. Simpson Springs Rd. Eagle Mountain, UT 84005
2. Address: 3793 E. Rose Hearty Ln. Eagle Mountain, UT 84005
3. Address: 8285 N. Porters Crossing Pkwy. Eagle Mountain, UT 84005
4. Address: 8732 N. Desert Canyon Rd. Eagle Mountain, UT 84005
5. Address: 4338 E. Inverness Ln. Eagle Mountain, UT 84005
6. Address: 9475 N. Mustang Way. Eagle Mountain, UT 84005 (North of SR-73)
7. Address: 3382 E. Spring Mountain Dr. Eagle Mountain, UT 84005 (North of SR-73)

The Ranches Area South of Pony Express Pkwy

1. Address: 2011 E. Oquirrh Ranch Pkwy. Eagle Mountain, UT 84005
2. Address: 1953 E Lone Tree Pkwy. Eagle Mountain, UT 84005
3. Address: 2977 E. Saddle Rock Rd. Eagle Mountain, UT 84005
4. Address: 7746 N. Sparrow Hawk Way. Eagle Mountain, UT 84005
5. Address: 7944 N. Smith Ranch Rd. Eagle Mountain, UT Eagle Mountain 84005
6. Address: 4105 E. Smith Ranch Rd Eagle Mountain, UT Eagle Mountain 84005
7. Address: 7241 North Ute Dr. Eagle Mountain, UT 84005
8. Address: 7250 North Porters Crossing Pkwy. Eagle Mountain, UT 84005
9. Address: 4506 East Pony Express Pkwy. Eagle Mountain, UT 84005
10. Address: 7775 North Woodhaven Blvd. Eagle Mountain, UT 84005
11. Address: 5027 East Chapel Dr. Eagle Mountain, UT 84005

The City Center Area

1. Address: 4588 N. Eagle Mountain Blvd. Eagle Mountain, UT 84005
2. Address: 1330 E. Ira Hodges Scenic Pkwy. Eagle Mountain, UT 84005
3. Address: 1934 E. Cedar Trails Way Eagle Mountain, UT 84005
4. Address: 4561 N Buckboard Street Eagle Mountain, UT 84005
5. Address: 4142 N. Lake Mountain Rd. Eagle Mountain, UT 84005

2:2:5 Animals and Livestock

Evacuees with animals/livestock can drop off their livestock at the Eagle Mountain Rodeo Grounds and their animals at an approved shelter throughout the duration of the

evacuation period. Information about approved shelters for animals will be included in the emergency notifications sent by the PIO. Animals/livestock should be uniquely marked (i.e., branded, tagged, tied with a unique ribbon/collar) to help differentiate one owner's animals/livestock from another.

Check In

Upon arrival at the rodeo grounds/shelter, evacuees will need to check in their animals/livestock with the proper authority on site. After check in paperwork has been completed, the evacuee will receive a receipt, which will serve as proof of their check in. After the evacuation period is over, the evacuee will need to return to the rodeo grounds/shelter to check out their animals/livestock.

Check Out

In order to check out their animals/livestock, the evacuee must present their identification and check in receipt to the proper authority on site to receive their animals/livestock. If the evacuee does not have the check in receipt with them at the time of check out, then they may recite their personal information on the check in paperwork (i.e., name, address, phone number, email, etc.), recite how many and what kind of animals/livestock they checked in, recite how the animals/livestock are uniquely marked, and recite their secret 4-digit code they set up during check in. If all this information is answered correctly, then the evacuee may receive their animals/livestock. The evacuee must sign a check out slip as proof that their animals/livestock have been received. These measures must be implemented to prevent negligence and theft.

Animals/Livestock Check in and Check out paperwork can be found in Chapter 2 Section 7:5.

Eagle Mountain Rodeo Grounds
Address: Pony Express Memorial Park, Pony Express Pkwy, Eagle Mountain, UT 84005

2:3 Functional Responsibility Checklist

Note: Each functional responsibility listed under any given personnel could potentially be performed by another person according to the circumstances that are presented at the time of any given emergency. If someone is unable to perform any responsibility listed below, it may be delegated to another person when deemed appropriate. Delegation of responsibility should be coordinated through the proper chain of command and reported to the EOC.

Emergency Manager

1. Request assistance from NGOs, FBOs, and VOADs.

2. Assemble city CERT and HAM radio volunteers.

3. Begin to coordinate and obtain permission for evacuation shelter locations.

4. Assign radios to EOC staff for internal communication.

5. Notify Utah County Emergency Management and request assistance if necessary.

6. Act as or appoint a liaison between incoming volunteer organizations and Eagle Mountain City.

7. Establish a Volunteer Coordination Center with assistance from the American Red Cross.

8. Ensure all shelter, mass care, and volunteer information is relayed to the Public Information Officer for emergency notifications and updates.

9. Ensure shelter facilities are activated and deactivated as required.

NGO, FBO, VOAD Liaisons

1. Determine, with the Emergency Manager, which facilities may be used as shelters (Refer to Chapter 2 Section 2:2 Potential Evacuation Shelter Locations)

2. Coordinate with the Superintendent of Schools or other owners of potential shelter facilities to:
    - Open the facilities and make them available for use as shelters.
    - Suspend classes if necessary so school facilities may continue to be used as shelters throughout the evacuation period.
    - Assist with the transportation of disaster victims by permitting the use of school buses.
    - Permit the use of school buses to transport evacuees back to their permanent residences when evacuation measures are no longer in affect.

3. Estimate needs for food, bedding, heating fuels, and other needs.

4. Deploy to and set up the shelter facilities upon receiving permission from the facility owner.

5. Maintain adequate volunteer staffing at all shelter facilities.

6. Set up a Volunteer Coordination Center to manage volunteer staff and to manage spontaneous volunteers. (Refer to Chapter 2: Section 2:1:3 Volunteer Coordination Center)

7. Register evacuees along with their animals and livestock, if necessary, as they arrive at evacuation shelters. (Refer to Chapter 2: Section 2:2:5 Animals and Livestock)

8. Coordinate and administer mass feeding operations for evacuees.

9. Coordinate and administer any relief supplies, which may be arriving from outside the city and county.

10. Assist in disseminating information as requested by the PIO.

11. Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, etc.

12. Coordinate with Red Cross Disaster Health Services to ensure that all shelter facilities meet all current health code standards.

13. In cooperation with the Red Cross Disaster Health Services, coordinate medical coverage at all shelter facilities.

14. Coordinate human services including crisis counseling.

15. Process inquiries from concerned families outside the disaster area.

Ham Radio Coordinator

1. Assist in emergency radio communications as requested by the Utah County Sheriff's Office, Unified Fire Authority, and the EOC.

2. Coordinate with other amateur radio emergency services entities such as UCARES to assist with emergency radio communications.

3. Deploy HAM radio technicians to shelter facilities to communicate progress and needs to the EOC.

CERT Director

1. Establish communication with the EOC to receive assignments.

2. Send out notification to members of Eagle Mountain City CERT to either standby or deploy to a designated location(s).

3. Retrieve the CERT trailers from their designated location. (Refer to Chapter 1: Section 2:5:1 for CERT trailer location)

4. Ensure the proper formation of CERT Sections by establishing leadership and ensuring teams have enough members.

5. Provide each section with information regarding the emergency and what their response operations will be.

Public Information Officer

1. Establish a twenty-four-hour news media center at the City EOC.

2. Prepare proclamations, news releases, etc., and have them ready for immediate release to all media.

3. Manage the release of information to news media and the public.

4. Mange the flow of information and instructions to all evacuees.

5. Conduct new conferences and public meetings.

Utah County Sheriff's Office

1. In conjunction with the Emergency Management Department, determine which evacuation shelters and transportation routes will be used by the city.

2. Provide security for the EOC and shelter facilities.

3. Establish relief and shift schedules for law enforcement personnel.

4. Request assistance from local jurisdictions and the Utah Highway Patrol.

Unified Fire Authority (UFA)

1. As conditions warrant, organize fire and EMS personnel, and assign them to evacuation shelters by priority to do the following:
    - Inspect shelters to make sure fire alarms, sprinklers, etc. are in working order.
    - Provide fire extinguishers if they are not already available on the premises.
    - Train shelter volunteers in fire safety and fire suppression if time permits.
    - Designate EMS staff to stay on the premises, if possible, to assist with medical needs.

Section 3: Law Enforcement Annex

3:1 Law Enforcement Operations

Eagle Mountain City has a contract with the Utah County Sheriff's Office to provide law enforcement capabilities for the city. The Utah County Sheriff's Chief Deputy is responsible for all law enforcement matters within the city during an emergency. If an emergency occurs, they will maintain constant communication with both the city and county EOC.

The Utah County Sheriff's Chief Deputy should organize operations including law enforcement, security, traffic control, crowd control, and the organization and management of law enforcement personnel. If the Utah County Sheriff's Office finds that the magnitude of the emergency exceeds their ability to respond to it, they can request and receive assistance from other local departments or the Utah Highway Patrol. Law enforcement officials should be prepared to implement proper security measures that will prevent sightseers, spectators, and other unauthorized persons from congesting the emergency area and interfering with emergency response operations.

Utah County Sheriff's Office Location

1650 E Stagecoach Run. Eagle Mountain, UT 84005.

The Utah County Sheriff's Office has their own standard operating procedures regarding emergency response operations. Those should be considered as an annex to this Emergency Operations Plan.

3:2 Functional Responsibility Checklist

Utah County Sheriff's Office

1. Deploy personnel to those areas of greatest need.
2. Implement departmental standard operating procedures.
3. Secure the immediate area surrounding the emergency.

4. Establish traffic routes into and out of the affected area with priority given to injured persons requiring immediate medical care.

5. Coordinate with the city Streets Department, Utah County Public Works Roads Division, Utah Department of Transportation (UDOT), and other law enforcement agencies regarding traffic and population control.

6. Provide security and the emergency site, the EOC, and at designated shelters.

7. Keep the Mayor and other officials at the EOC updated on conditions at the emergency site.

8. Keep the peace by preventing rioting and looting from occurring or getting out of control.

9. All law enforcement personnel will use their normal communication resources.

Law Enforcement Mutual Aid

1. Establish communication with the Utah County Sheriff's Office and the EOC.

2. Assist the Utah County Sheriff's Office with traffic and crowd control, security, and any other law enforcement activities deemed necessary.

Highway Patrol

1. Establish communication with the Utah County Sheriff's Office and the EOC.

2. Assist the Utah County Sheriff's Office with traffic and crowd control, security, and any other law enforcement activities deemed necessary.

3. Assist with traffic control of major highways during evacuations. Especially since the normal flow of traffic may be reversed to increase evacuation capability. Patrolmen should make sure traffic lanes are clear of oncoming traffic in this case.

Streets Department

1. Be responsive to needs as directed by the Utah County Sheriffs Office and contact other departments, including the Utah County Public Works Roads Division, UDOT, and other city departments as needed.

2. Assist with placing barricades, emergency signage, and traffic control equipment wherever necessary.

3. In addition, these departments should provide assistance to broken down and stalled vehicles along evacuation routes in order to maintain an orderly flow of traffic within the Eagle Mountain City jurisdiction.

State, Federal, and Military Mutual Aid

Should an emergency develop in which the Utah County Sheriff's Office and neighboring law enforcement capabilities are not sufficient to adequately control, mutual aid should be requested from the Utah Department of Public Safety (DPS).

Should law enforcement capabilities still be insufficient following support from neighboring law enforcement departments and the DPS, then mutual aid from the federal government and National Guard should be requested. The assistance they provide will consist of additional equipment, supplies, and personnel to supplement local government law enforcement capabilities.

In some cases, such as acts of terrorism, it should be expected that federal government law enforcement agencies will be involved in response operation in some way or another.

Section 4: Firefighting and Rescue Annex

4:1 Firefighting and Rescue Operations

Eagle Mountain City has a contract with the Unified Fire Authority (UFA) to provide firefighting and emergency rescue activities for the city. UFA also provides emergency medical services (EMS) for the city, which will be discussed in a later section. The UFA Fire Chief is responsible for all fire and rescue activities within the city during an emergency. If an emergency occurs, they will maintain constant communication with both the city and county EOC.

Firefighting and rescue activities in any disaster situation are generally the same as those performed by fire fighting and rescue personnel during normal operations, except the volume of incidents might increase. It should be anticipated that during a level 2 or level 1 emergency, excitement, stress, and unusual physical activity might increase the incident of medical problems such as heart attacks, that fallen debris or flooding might increase the need for rescue operations, and that increased automobile travel in an evacuation may cause an increase in motor vehicle accidents.

Unified Fire Authority Station Locations

Station 251: 1680 Heritage Drive. Eagle Mountain, UT 84005
Station 252: 3785 Pony Express Parkway. Eagle Mountain, UT 84005

Unified Fire Authority has their own standard operating procedures regarding emergency response operations. Those should be considered as an annex to this Emergency Operations Plan.

4:2 Functional Responsibility Checklist

Unified Fire Authority (UFA)

1. Ensure all UFA personnel have up to date certifications for firefighting, emergency medical services, hazmat response, etc. and provide adequate training for certification renewal.

2. Provide periodic fire safety trainings for the public.

3. Conduct fire inspections on all structures and city infrastructure.

4. Respond to all emergency calls dispatched through the 911 system including, fire, rescue, medical, and hazmat.

5. Implement departmental standard operating procedures.

6. Establish on-scene command and communicate an immediate assessment of the scene to dispatch and the EOC. Also, provide periodic updates as the incident progresses.

7. Provide all fire prevention and suppression activities, search and heavy rescue activities, and hazmat response activities as necessary during an emergency.

8. Establish fire safety standard for shelter facilities and ensure fire prevention and suppression equipment such as fire extinguishers, smoke and carbon monoxide alarms, and fire sprinkler systems are available and in working order.

9. Frequently inspect all shelter facilities to maintain fire safety standards. Special care will be necessary to ensure that fire exits and passageways remain clear.

Fire Department Mutual Aid

Should an emergency develop in which UFA firefighting capabilities are not sufficient to adequately control, mutual aid should be requested from neighboring fire departments. Mutual aid fire departments should assist with the following:

1. Establish communication with the Unified Fire Authority and the EOC.

2. Assist UFA with fire prevention and suppression, search and heavy rescue, and hazmat response activities as deemed necessary.

3. Assist with maintaining fire safety standards at shelter facilities.

County, State, and Military Mutual Aid

Should an emergency develop in which UFA and neighboring fire department firefighting capabilities are not sufficient to adequately control, mutual aid should be requested from Utah County Fire Department.

Should firefighting capabilities still be insufficient following support from neighboring fire departments and Utah County Fire Department, then mutual aid from the state and National Guard should be requested. The assistance they provide will consist of additional equipment, supplies, and personnel to supplement local government urban firefighting capabilities.

Section 5: Medical Services

5:1 Medical Services Operations

Eagle Mountain City has a contract with the Unified Fire Authority (UFA) to provide emergency medical services (EMS) for the city. The UFA Fire Chief, or their designee, is responsible for all EMS activities within the city during an emergency. If an emergency occurs, they will maintain constant communication with both the city and county EOC.

EMS activities in any disaster situation are generally the same as those performed by EMS personnel during normal operations, except the volume of incidents might increase. It should be anticipated that during a level 2 or level 1 emergency, the probability of residents sustaining injuries will increase. It should also be noted that excitement, stress, and unusual physical activity might increase the incident of medical problems such as heart attacks.

Unified Fire Authority Station Locations

Station 251: 1680 Heritage Drive. Eagle Mountain, UT 84005
Station 252: 3785 Pony Express Parkway. Eagle Mountain, UT 84005

Unified Fire Authority has their own standard operating procedures regarding emergency response operations. Those should be considered as an annex to this Emergency Operations Plan.

5:2 Medical Center Capabilities and Locations

There are currently six medical centers/hospitals with varying capabilities that UFA could transport sick or injured residents to following an emergency. These six medical centers/hospitals have capabilities that range from “Hospital” to “Trauma II.” The severity of a medical issue or traumatic injury should help determine which medical center/hospital is most appropriate for a resident to be transported to.

A medical center/hospital that is designated with “Hospital” capability is a basic hospital with a functioning emergency room and possibly a few specialties. Only residents with the most basic, non-life-threatening medical issues or traumatic injuries should be transported to these facilities.

Trauma levels include I, II, III, IV, and V. Although a medical center/hospital with a Trauma V designation is the lowest and least capable trauma level, it is still more capable than a

medical center/hospital with a “Hospital” designation. A medical center/hospital with a Trauma I designation is the highest trauma level and is capable of treating all medical issues and traumatic injuries regardless of severity. It is important to note that medical centers/hospitals with trauma levels lower than I or II can be utilized to stabilize critical patients until they are ready to be transported to a higher trauma level facility.

The primary hospital destinations for emergency transport include Mountain Point Medical Center, which only has “Hospital” capabilities and American Fork Hospital, which has “Trauma 4” capabilities. For individuals who have serious medical issues or who sustain serious traumatic injuries, Utah Valley Hospital should be the transport destination due to its “Trauma II” capabilities. The closest hospital with “Trauma I” capability is Intermountain Medical Center in Murry, UT.

The six closest medical centers/hospitals that UFA could transport to following an emergency includes:

1. Mountain Point Medical Center
Capability Designation: Trauma IV
Address: 3000 Triumph Blvd Lehi UT 84043
Phone Number: 385-345-3000
Travel Time: 14 miles (28 mins)

2. American Fork Hospital
Capability Designation: Trauma IV
Address: 170 N 1100 E American Fork, UT 84003
Phone Number: 801-855-4600
Travel Time: 17 Miles (33 Mins)

3. Timpanogos Regional Hospital
Capability Designation: Trauma IV
Address: 750 W 800 N Orem UT 84057
Phone Number: 801-714-6000
Travel Time: 22 Miles (33 Mins)

4. Riverton Hospital
Capability Designation: Trauma IV
Address: 3741 W 12600 S Riverton, UT 84065
Phone Number: 801-285-2500
Travel Time: 21 Miles (34 Mins)

5. Orem Community Hospital

Capability Designation: Hospital
Address: 331 N 400 W Orem, UT 84057
Phone Number: 801-714-3326
Travel Time: 23 Miles (34 Mins)

6. Utah Valley Hospital

Capability Designation: Trauma II
Address: 1034 N 500 W Provo, UT 84604
Phone Number: 801-357-2130
Travel Time: 29 Miles (41 Mins)

5:3 Functional Responsibility Checklist

Unified Fire Authority (UFA)

1. Ensure all UFA personnel have up to date certifications for emergency medical services, including EMT, AEMT, Paramedic, hazmat response, BLS, ACLS, PALS etc. and provide adequate training for certification renewal.

2. To the extent possible, maintain an adequate inventory of all medical supplies at the fire stations and in the ambulances.

3. Provide periodic basic first aid trainings for the public.

4. Respond to all emergency medical calls dispatched through the 911 system.

5. Implement departmental standard operating procedures.

6. Establish on-scene command and communicate an immediate assessment of the scene to dispatch and the EOC. Also, provide periodic updates as the incident progresses.

7. Establish communication with potential receiving medical centers/hospitals to notify them of the emergency. This will allow hospital personnel to adequately prepare the emergency room for the arriving patients.

8. Provide all emergency medical activities as necessary during an emergency.

9. Provide patients with transport to the appropriate medical center/hospital via ambulance or helicopter.

10. Notify receiving hospital that an ambulance is in route and provide details regarding the patient's condition.

11. Provide personnel to assist with medical care in shelters facilities if available.

12. All patients should receive expedient emergency care.

EMS Mutual Aid

Should an emergency develop in which UFA emergency medical capabilities are not sufficient to adequately control, mutual aid should be requested from neighboring departments. Mutual aid departments should assist with the following:

1. Establish communication with the Unified Fire Authority and the EOC.

2. Assist UFA with emergency medical activities as deemed necessary.

3. Assist with maintaining medical care at shelter facilities.

Public Health

1. Inspect all shelter facilities, water and food supplies, sewage and garbage disposal systems throughout the city to maintain high sanitation standards.

2. Closely monitor shelter facilities and other congregate areas to identify any outbreak of communicable disease during the crisis period.

3. Conduct immunizations as needed.

4. Provide isolation or quarantine facilities if needed.

5. Animal control may be necessary following an emergency. Dead or diseased animals should be disposed of properly.

Mortuary

1. Supervise the handling and disposal of the dead during the emergency period.

2. Augment existing operations, including the establishment of temporary morgue facilities as needed.

3. Request to obtain more body bags through the Utah County EOC as needed.

Section 6: Resource Management

6:1 Resource Management Operations

The following pages contain lists of resources owned by Eagle Mountain City that can be used during an emergency. All city departments, county and state departments, and volunteer organizations will manage resources within their respective areas of responsibility in support of the disaster relief effort. Eagle Mountain City departments should be responsible for developing and maintaining lists of vital resources which may be used during an emergency.

During an emergency, following activation of the Emergency Operations Center (EOC), the Emergency Manager should appoint a Resource Coordinator to serve as a point of contact for all resource requests that come into the EOC. The Resource Coordinator should work with the Emergency Manager to properly prioritize and fulfill all resource requests during the emergency period.

6:1:1 Resource lists

The first resource list in this section contains city equipment resources. Resources on this list should include items such as radios, computers, printers, tools, shovels, sandbags, folding tables, folding chairs, trailers, and any other equipment that could possibly be used during an emergency.

The second resource list in this section contains city vehicle resources. Resources on this list should include vehicles such as trucks, passenger cars, bulldozers, forklifts, and any other vehicle that could possibly be used during an emergency.

The third resource list in this section contains city personnel. This list will include all city personnel, the department they work for, and their employment status. This list may serve well if additional personnel are needed during an emergency.

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Eagle Mountain City Equipment Resource List

Department	Contact	Phone	Resource	Quantity	Location	Date Used	Date Returned

Eagle Mountain City Vehicle Resource List

Department	Contact	Phone	Vehicle Type	Vehicle #	Location	Date Used	Date Returned

Personnel Resource List					
Department	**Name**	**Title**	**Phone**	**Email**	**Full/Part Time**

Section 7: Emergency Forms

7:1 ICS Forms Description

"The National Incident Management System (NIMS) Incident Command System (ICS) Forms Booklet, FEMA 502-2, is designed to assist emergency response personnel in the use of ICS and corresponding documentation during incident operations....

A general description of each ICS Form's purpose, suggested preparation, and distribution are included immediately after the form, including block-by-block completion instructions to ensure maximum clarity on specifics, or for those personnel who may be unfamiliar with the forms.

The ICS organizational charts contained in these forms are examples of how an ICS organization is typically developed for incident response. However, the flexibility and scalability of ICS allow modifications, as needed, based on experience and particular incident requirements" (FEMA 2010).

7:1:1 ICS Forms

ICS Forms can be accessed in the following ways:

1. By following these links:
    - ICS Forms Booklet: https://training.fema.gov/emiweb/is/icsresource/assets/ics%20forms/nims%20ics%20forms%20booklet%20(v3).pdf
    - Individual ICS Forms: https://training.fema.gov/icsresource/icsforms.aspx
2. Within the WebEOC database.
3. By physical master copy within the Emergency Manager's office.

7:2 Local "State of Emergency" Declaration

LOCAL "STATE OF EMERGENCY" DECLARATION

(Use Letterhead)

Eagle Mountain City

WHEREAS, beginning on or about (DATE), (Incident) have/has occurred in Eagle Mountain City, Utah; and

WHEREAS, the (incident) have/has caused (Impact) numerous deaths, dozens of injuries, major property damage, downed power lines, disrupted communications and utilities, widespread debris and wreckage, with threats to the environment from overturned trucks and cargo; and

WHEREAS, agencies providing services to the elderly, disabled and emergency services have limited-service capability due to the above conditions; and

WHEREAS, the emergency operations center and the emergency operations plan have been activated, and emergency responder operations are continuing throughout the city, and are severely straining all responding agencies; and

WHEREAS, these conditions have the potential to worsen and immediate attention is necessary to combat the threat to the safety, health, and welfare of the citizens of Eagle Mountain City; and

WHEREAS, these conditions do create a "State of Emergency" according to the local and state statutes:

NOW THEREFORE, it is (found, determined, or declared) that a "State of Emergency" exists due to the aforesaid (Incident) in Eagle Mountain City and such area is declared to be a disaster and asks for assistance to augment the fire, medical, search and rescue, food and water, and other assistance pursuant to the provisions of local and state statutes.

Dated:_____

Signature:_____
Chief Elected Official or Designee

Attest:_____

7:3 Immediate Evacuation Order Template

Immediate Evacuation Order Template
[Replace all red bracketed text below] / **(Delete bolded fields in parenthesis)**

(Headline field)
Immediate Evacuation Ordered for [geographic description of area to be evacuated]

(Description field)
Effective immediately and extending until [further notice or expiration time], the Mayor of Eagle Mountain City has issued an evacuation order for all persons living, working, or traveling in the vicinity of [geographic description of area to be evacuated]. This area is at immediate risk from [brief description of the hazardous conditions].

(Instruction field)
To protect yourself and your family from this dangerous situation, the following actions are strongly urged:

1. Evacuate your home or workplace immediately for a safe destination outside the hazard area. The following evacuations route(s) are recommended: [specify recommended route(s) of travel].

2. Take only pets and essential items such as emergency kits and medications with you.

3. [*Instruction related to school children if applicable, e.g., Do not pick up your children from school. They are being evacuated by school officials.]

A shelter operated by [organization, i.e., the Red Cross] is available at [address of public shelter]. If you need evacuation assistance, call [designated phone number]. Do not call 9-1-1 unless you have a serious personal emergency. For further information, tune to radio station [designated radio station] or the follow these city operated media outlets [city media outlets].

7:4 Incident/Damage Assessment Form

Incident/Damage Assessment Form

Type of Incident: _____

Time/Date of Incident: _____

Location: City/Town: _____ County:_____

Damage: (Total estimated cost): $ _____

Impact on Residents/Businesses

#Deaths:_____ #Injuries:_____ #Evacuated:_____ #Hospitalized:_____

#Damaged Homes/Farms: _____ #Evacuated Homes/Farms:_____

#Businesses Damaged: _____ #Businesses Closed:_____

Response to the Incident

1. Was a Local "State of Emergency" Declaration officially declared? YES / NO
2. Was assistance requested from local mutual aid jurisdictions? YES / NO
3. Was assistance requested from any volunteer organizations? YES / NO
4. Was Utah County Emergency Management notified of the incident? YES / NO
5. Was assistance requested from Utah County Emergency Management? YES / NO
6. Was the State of Utah notified of the incident? YES / NO
7. Was assistance requested from the State of Utah? YES / NO
8. Was the federal government notified of the incident? YES / NO
9. Was assistance requested from the federal government? YES / NO

Local Resources Mobilized:_____

_____

Local Mutual Aid Resources Mobilized:_____

_____

Volunteer Organizations Resources Mobilized:_____

_____

County Resources Mobilized:_____

_____

State Resources Mobilized:_____

_____

Federal Resources Mobilized:_____

_____

Additional Remarks/Comments:_____
_____
_____
_____
_____
_____

Impact on Public Facilities/Infrastructure

1. Is there any damaged building infrastructure? YES/ NO
2. Is there any damaged road infrastructure? YES / NO
3. Is there any damaged or compromised water/sewer infrastructure? YES / NO
4. Is there any damaged or compromised electric/gas infrastructure? YES / NO
5. Is there any debris present? YES / NO

Notes:_____
_____
_____
_____

7:5 Animal and Livestock Forms

Date:___/___/___ Form Number_____

Time_____

Animal and Livestock Check-in Form

Personal Information

Name:_____ Address:_____

Phone Number:_____ Email:_____

Secret Code / Unique Mark

Please provide a secret 4-digit code that you will remember upon checking out your animal(s)/livestock. Also, describe the unique mark (i.e., brand, tag, ribbon, collar.) your animal(s)/livestock are wearing. Should you lose your check-in receipt, you need to be able to provide the secret 4-digit code of your choosing and to describe your animal(s)/livestock's unique mark to check out your animal(s)/livestock.

Secret 4-Digit Code:_____ Unique Mark:_____

Is there anyone besides yourself that you want to authorize to check out your animal(s) or livestock? Circle one: **Yes** or **No**

If Yes, please provide the following information for the authorized person:

Name:_____ Address:_____

Phone Number:_____ Email:_____

Please ensure this authorized person knows the secret 4-digit code and unique mark you chose.

Circle one or both: Are you checking in **Animal(s)** or **Livestock?**

Animal(s)

Type: (i.e., dog, cat, rabbit)	Color	Name

Livestock

Type: (i.e., cow, sheep, goat)	Quantity	Color

Printed Name:_____ Date:_____

Signature:_____

Date:___/___/___ Form Number_____

Time_____

Animal and Livestock Check-out Form

I, _____ hereby acknowledge that I have successfully checked out my animal(s)/livestock from _____ on ___/___/____ at _____ hours.

Printed Name:_____ Date:_____

Signature:_____

Date____/____/____ Form Number_____

Time_____

Check-in Receipt

Please present this receipt when you come back to check-out your property. Also, be ready to present your personal information and code to retrieve said property.

Date____/____/____ Form Number_____

Time_____

Check-out Receipt

This receipt is proof that you have successfully checked out your animal(s) and livestock and that they are now back in your possession.

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Chapter 3: Incident Specific Operations

Section 1: Purpose and Framework

1:1 Purpose and Framework

The purpose of this chapter is to provide operational annexes for emergencies that could occur in Eagle Mountain City. Each Incident Specific Annex provides a framework of actions and response priorities for city departments and supporting agencies to follow. The framework begins by determining both the primary and secondary departments who will respond to the specific emergency. Next, initial response operations and tactical operations are discussed to guide response efforts. Finally, specific activities are determined for each emergency using FEMA's five mission areas.

As mentioned in Chapter 1: The Basic Plan, Eagle Mountain City acknowledges the five mission areas produced from the Federal Emergency Management Agency's National Preparedness Goal to lead their efforts for emergency operations. The following are definitions of the five mission areas:

Prevention

Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.

Protection

Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.

Mitigation

Reduce the loss of life and property by lessening the impact of future disasters.

Response

Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.

Recovery

Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident (FEMA, 2020).

Section 2: Incident Specific Annexes

2:1 Floods

Primary Departments: Public Utilities Department and Storm Water Department

Secondary Departments: Utah County Sheriff's Office, Unified Fire Authority, Streets Department, Facilities & Fleet Department, and Parks Department.

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp 33 – 44). The Tactical Operations Annexes should

be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical Operations Annexes will be considered during an emergency, the following will most likely be used in response to a flood:

1. Public Information, Alert, and Warning Annex (Pg. 33)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Communications Annex (Pg. 40)
10. Evacuation Annex (Pg. 41)
11. Human Needs & Management of the Deceased Annex (Pg. 42)
12. Volunteers Annex (Pg. 43)
13. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Because most flooding emergencies are generated by a natural phenomenon, there isn't much if anything one can do to prevent them from occurring. However, there are strategies for protecting life and property, as well as mitigation activities that can reduce the effects of flooding.

Mitigation

1. Determine if and where flood plains exist in the city and restrict community development in those areas.

2. Reserve trees and vegetation or even create vegetation buffers along the mountain sides to help reduce rain runoff.

3. Create policy to improve storm water management during future development and work to improve existing storm water drainage system infrastructure.

4. Perform regular drainage system maintenance, which includes sediment and debris clearance within the system, as well as sediment and debris clearance along curbs and storm drain entrances.

Other flood mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Critical facilities including the EOC, police station, fire stations, and utility facilities should be located outside of flood prone areas.

2. Create sandbags to distribute if necessary.

3. Purchase flood insurance.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the scene and to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions may be required, as well as who will perform the actions throughout the emergency.

6. Depending on the level of emergency, a local “State of Emergency” declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

2. Special attention must be given to the provision of safe drinking water and sewage disposal during flooding emergencies. Both are easily disrupted in a variety of ways from the breaking of lines and conduits to the destruction or contamination of treatment plants.

Disclaimer

The Public Utilities and Storm Water departments have the responsibility to draft and update an operational plan to properly manage flooding emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during flooding emergencies.

2:2 Droughts

Primary Departments: Public Utilities Department and Administration Department

Secondary Departments: Mayor, City Council, City Attorney, and Parks Department

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. ***Note: There is no need to activate the 911 system for a drought.*** (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to a drought:

1. Legal Actions Annex (Pg. 33)
2. Public Information, Alert, and Warning Annex (Pg. 34)
3. Facilities Annex (Pg. 35)
4. Public Utilities Annex (Pg. 36)
5. Fire and Rescue Annex (Pg. 38)
6. Law Enforcement Annex (Pg. 39)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Because droughts are generated by a natural phenomenon, there isn't much, if anything, one can do to prevent them from occurring. There are however strategies for protecting life and property, as well as mitigation activities that can reduce the effects of a drought.

Mitigation

1. Assess the city's vulnerability to a drought, continuously monitor drought conditions, and monitor the city's water supply.

2. Require mandatory water conservation measures during drought emergencies, which include restricting non-essential usage for landscape, washing cars, and filling swimming pools.

3. Develop new or upgrade the existing water delivery systems to eliminate breaks and leaks.

4. Incorporate drought tolerant xeriscape practices into landscape ordinances to reduce dependance on irrigation.

5. Educate residents and farmers on soil and water conservation practices.

Other drought mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Residents should have an emergency supply of water on hand. For an emergency water supply, it is recommended that an individual saves enough water to use I gallon per day for at least 3 days. (1 person will need to save 3 gallons of water)

2. Purchase crop insurance.

Response

1. City departments are notified and respond to the Emergency Operations Center (EOC).

2. Non-governmental and volunteer organizations are notified and respond if necessary.

3. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

4. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. Two essential actions include:
    - Implementing water conservation mandates.
    - Closely monitoring drought conditions and the city water supply.

5. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure, particularly the city's water infrastructure, to normal operating conditions or to a new normal.

2. Special attention must be given to water levels in the well systems.

3. As the situation resolves, mandates on water conservation can be lifted as appropriate.

Disclaimer

The Public Utilities and Administration departments have the responsibility to draft and update an operational plan to properly manage drought emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during drought emergencies.

2:3 Earthquakes

Primary Departments: Community Development and Facilities & Fleet Department

Secondary Departments: Unified Fire Authority (UFA), Utah County Sheriff's Office, Streets Department, and Public Utilities Department

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to an earthquake:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Communications Annex (Pg. 40)
10. Evacuation Annex (Pg. 41)
11. Human Needs & Management of the Deceased Annex (Pg. 42)
12. Volunteers Annex (Pg. 43)
13. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Because an earthquake is generated by a natural phenomenon, there isn't anything that can be done to prevent one from occurring. However, there are strategies for protecting life and property, as well as mitigation activities that can reduce the effects of an earthquake.

Mitigation

1. Adopt and enforce building codes that would reduce the risk of earthquake damage to homes and city facilities. This might include conducting inspections of existing structures for seismic structural and non-structural weakness.

2. Protect critical facilities and infrastructure by installing seismic retrofitting, bracing generators and elevators, and using flexible piping for extending water, sewer, and natural gas lines.

3. Increase public awareness of earthquake risk and safety techniques through trainings and exercises.

Other earthquake mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Secure heavy items like bookcases, refrigerators, and televisions in place. Also, store heavy objects on low shelves so they won't fall and cause injury.

2. If an earthquake occurs, then drop down to the ground. Get to cover under something sturdy like a table, and hold on tight until the shaking stops.

3. If an earthquake occurs while outside or driving, then come to a complete stop in an area clear of hazards that could fall and cause injury. If in a car, then put the car in park, use the emergency break, and turn off the engine. Next, wait until the shaking stops and check the surrounding area for immediate hazards. If no hazards are present, then proceed with caution. If there are hazards in the immediate area, do not proceed, but wait and call for help.

4. Expect aftershocks to occur following the initial shaking and react accordingly.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. Three essential actions include:
    - Providing lifesaving care through medical services and search and rescue efforts.

- Conducting building inspections and marking buildings safe or unsafe to enter.
- Inspecting utility infrastructure for cracks, breaks, leaks, etc.

6. Depending on the level of emergency, a local “State of Emergency” declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city’s critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal. This may include long-term recovery efforts such as rebuilding structures and debris removal.

2. Conduct damage assessment reports for insurance claims and for potentially receiving federal aid.

3. Because an earthquake will likely affect both the public and private sector, they should work together to recover from the effects of the incident.

Disclaimer

The Community Development department have the responsibility to draft and update an operational plan to properly manage earthquake emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during earthquake emergencies.

2:4 Wildfires

Primary Departments: Unified Fire Authority (UFA)

Secondary Departments: Mutual Aid Fire Departments, Utah County Sheriff's Office and Emergency Management Department.

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to a wildfire:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Communications Annex (Pg. 40)
10. Evacuation Annex (Pg. 41)
11. Human Needs & Management of the Deceased Annex (Pg. 42)
12. Volunteers Annex (Pg. 43)
13. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Only start campfires in the appropriate zones and in an appropriate pit.

2. Never leave a fire unattended.

3. Dispose of matches and cigarette butts in a closed container or a cup of water.

4. Manage yard waste and other combustible material around structures and in open spaces appropriately.

5. Don't burn anything on a windy day.

6. Never park a hot car or another machine in dry grassy areas.

7. Be mindful of sparks created by vehicles, tools, and machinery.

Mitigation

1. Assess the history and vulnerability of wildfires occurring in the city and create GIS maps to help determine planning and mitigation efforts.

2. Develop and enforce wildland urban interface code for fire-resistant construction and development.

3. Create a defensible space or even buffers around residential and non-residential structures and infrastructure.

4. Perform fuel management techniques periodically, which includes pruning and clearing dead vegetation, cutting high grass, planting fire-resistant vegetation, and creating fuel/fire breaks.

5. Increase wildfire risk awareness throughout the city and participate in the creation of the Community Wildfire Protection Plan (CWPP) and the Firewise program.

Other wildfire mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Restrict public use of drones during firefighting efforts to allow a clear airspace for emergency aircraft.

2. Set up a perimeter that restricts public access to the wildfire.

3. Initiate evacuation measures as necessary.

4. Stay off the roads as much as possible to allow evacuations to take place and emergency vehicles to travel in an orderly manner.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.
5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency.

6. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid, including a fire management assistance grant, if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

2. Special attention must be given to fire scar created from wildfires along hills and mountain sides, which could increase the chance of flooding following a rainstorm.

3. Organize and plan a way for evacuated residents to return to their homes accordingly.

Disclaimer

Unified Fire Authority has the responsibility to draft and update an operational plan to properly manage wildfire emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during wildfire emergencies.

2:5 Severe Weather: Thunderstorms and Winter Weather

Primary Departments: Public Utilities Department and Storm Water Department

Secondary Departments: Streets Department, Facilities & Fleet Department, Parks Department, Utah County Sheriff's Office, and Unified Fire Authority (UFA)

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as

who will perform the actions throughout the emergency. While potentially all Tactical Operations Annexes will be considered during an emergency, the following will most likely be used in response to a severe weather emergency:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Communications Annex (Pg. 40)
10. Evacuation Annex (Pg. 41)
11. Human Needs & Management of the Deceased Annex (Pg. 42)
12. Volunteers Annex (Pg. 43)
13. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

Because severe weather emergencies are generated by a natural phenomenon, there isn't much if anything one can do to prevent them from occurring. However, there are strategies for protecting life and property, as well as mitigation activities that can reduce the effects of severe weather.

Mitigation

1. Determine if and where flood plains exist in the city and restrict community development in those areas.

2. Reserve trees and vegetation or even create vegetation buffers along the mountain sides to help reduce rain runoff.

3. Create policies to improve storm water management during future development and improve the current stormwater drainage system infrastructure.

4. Perform regular drainage system maintenance, which includes sediment and debris clearance within the system, as well as sediment and debris clearance along curbs and storm drain entrances.

5. Install and maintain emergency generators to power critical facilities during power outages. Also, install and maintain surge protection on critical electronic equipment.

6. Regularly maintain power line infrastructure by pruning trees around power lines and inspecting power line poles for rot or rust.

7. Retrofit public and residential buildings to reduce wind damage by improving roof coverings, anchoring roof mounted heating, ventilation, and air conditioning units, and by avoiding the placement of flag poles or similar construction near buildings.

8. Create plans for maintaining adequate road and debris clearing capabilities, especially for severe weather that produces flooding and snow fall.

Other severe weather mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Critical facilities including the EOC, police station, fire stations, and utilities facilities should be located outside of flood prone areas.

2. Monitor weather advisories and warnings to allow adequate time for storm preparation.

3. Create sandbags to distribute if necessary.

4. Purchase flood insurance.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the scene and to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. Four essential actions include:
    - Provide lifesaving care through emergency medical services and search and rescue efforts.
    - Monitor for wildfires caused by lightning strikes.
    - During thunderstorms, identify areas where flooding is occurring and manage those areas accordingly. For example, block access to roads, manage storm drains, place sandbags, etc.
    - During a winter weather emergency, manage snow and ice buildup on the streets and sidewalks with snowplows, snow shovels, and rock salt.

6. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

2. Special attention must be given to debris management, which includes but is not limited to gathering and disposal of fallen trees, scattered vegetation, garbage, and debris created from buildings and other structures.

3. Retrieve sandbags and roadblock signage from areas they were placed.

Disclaimer

The Public Utilities and Storm Water departments have the responsibility to draft and update an operational plan to properly manage severe weather emergencies within Eagle Mountain City. All departments should integrate this information into their own response

plans as they respond to such incidents. Other departments should plan to provide essential services during severe weather emergencies.

2:6 Hazardous Materials

Primary Departments: Unified Fire Authority and Utah County Sheriff's Office

Secondary Departments: Streets Department, Facilities & Fleet Department, Public Utilities Department, and Building Department.

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to a hazardous materials emergency:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Terrorism Annex (Pg. 39)
10. Communications Annex (Pg. 40)
11. Evacuation Annex (Pg. 41)
12. Human Needs & Management of the Deceased Annex (Pg. 42)
13. Volunteers Annex (Pg. 43)
14. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Prevention of hazardous materials (hazmat) emergencies can be difficult to manage. Most hazmat emergencies are caused accidentally when transporting hazardous materials, through mechanical failures, and through human error in the workplace or at home.

2. Some ways to prevent hazmat emergencies are by following all traffic laws when transporting hazardous materials, using proper storage or disposal methods, and following all safety protocols in the workplace.

Mitigation

1. Ensure that emergency responding agencies have been trained in hazmat response and have access to the proper personal protective equipment to respond to hazmat emergencies.

2. Develop and maintain evacuation and temporary shelter plans that can be implemented at a moment's notice.

3. Establish communications with major companies that create or store hazardous materials and truck carriers that transport hazardous materials with terminals in the area. Doing so will provide advanced notice of shipments that could constitute a hazard to the community.

Protection

1. Emergency responders should provide prompt response to the scene and request mutual aid from the appropriate agencies.

2. Determine the perimeter necessary to avoid toxic exposure and implement the necessary evacuation measures.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the Emergency Operations Center (EOC). During Hazmat emergencies, city employees should only assist with what emergency responders request.

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. Two essential actions include:
    - If deemed necessary, inspections of the city's water supply, HVAC systems, and other vital utilities should take place to monitor for breaches of hazardous materials.
    - Other than that, city response will most likely consist of assisting with creating a perimeter around the incident, assisting with evacuation measures, establishing temporary shelters, and obtaining necessities for evacuees.

6. Depending on the level of emergency, a local “State of Emergency” declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city’s critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

2. Special attention must be given to inspecting the water supply, HVAC systems, and other vital utilities for potential breaches of hazardous materials.

3. The scene and surrounding area of the emergency should be cleaned and pronounced safe by the proper authorities before anyone may return to the area.

Disclaimer

Unified Fire Authority has the responsibility to draft and update an operational plan to properly manage hazardous materials emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during hazardous materials emergencies.

2:7 Utility Failure: Power Outages, Water and Gas Line Breaks, and Compromised Wells

Primary Departments: Public Utilities Department

Secondary Departments: Unified Fire Authority, Rocky Mountain Power, Dominion Energy, Streets Department, Parks Department, and Facilities & Fleet Department.

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as

who will perform the actions throughout the emergency. While potentially all Tactical Operations Annexes will be considered during an emergency, the following will most likely be used in response to a utility failure emergency:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Law Enforcement Annex (Pg. 39)
7. Communications Annex (Pg. 40)
8. Evacuation Annex (Pg. 41)
9. Human Needs & Management of the Deceased Annex (Pg. 42)
10. Volunteers Annex (Pg. 43)
11. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Well houses and other critical utility facilities should be well equipped with security systems to prevent unauthorized access and tampering.

2. Adequate planning should take place that depicts where water and gas lines exist before any construction takes place.

Mitigation

1. Generate detailed lists of where electric, water, and gas line shut off valves exist.

2. Equip critical facilities including the EOC, police station, fire stations, and utilities facilities with backup generators.
3. Create policies to utilize the best electric, water, and gas line infrastructure for future development and work to improve existing infrastructure.

Protection

1. For an incident involving a gas line break, allow the fire department to determine if the scene is safe before responding to the scene.

2. Perform periodic maintenance on backup generators.
3. Create sandbags to distribute if necessary.
4. Purchase flood insurance.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.
2. City departments are notified and respond to the scene and to the Emergency Operations Center (EOC).
3. Non-governmental and volunteer organizations are notified and respond if necessary.
4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.
5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency.
6. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.
2. Damage assessments should be conducted and documented appropriately for insurance claims. The city will file this documentation for their own records accordingly.

Disclaimer

The Public Utilities department, Rocky Mountain Power, and Dominion Energy have the responsibility to draft and update an operational plan to properly manage utility failure emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during utility failure emergencies.

2:8 Landslides and Liquefaction

Primary Departments: Unified Fire Authority

Secondary Departments: Streets Department, Facilities & Fleet Department, Parks Department, and Storm Water Department

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to a landslide and liquefaction emergency:

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Damage Assessment Annex (Pg. 36)
3. Debris Management Annex (Pg. 37)
4. Fire and Rescue Annex (Pg. 38)
5. Emergency Medical Care and Transport Annex (Pg. 38)
6. Law Enforcement Annex (Pg. 39)
7. Communications Annex (Pg. 40)
8. Evacuation Annex (Pg. 41)
9. Human Needs & Management of the Deceased Annex (Pg. 42)
10. Volunteers Annex (Pg. 43)
11. Shelter and Mass Care Annex (Pg. 43)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Because most landslide and liquefaction emergencies are generated by a natural phenomenon, there isn't much, if anything, one can do to prevent them from occurring. However, there are strategies for protecting life and property, as well as mitigation activities that can reduce the effects of landslides and liquefaction.

Mitigation

1. Determine if and where landslide and liquefaction hazards exist in the city and restrict community development in those areas.

2. Apply soil stabilization measures, such as planting soil stabilizing vegetation on steep, publicly-owned slopes.

3. Use debris-flow measures that may reduce damage in sloping areas, such as stabilization, energy dissipation, and flow control measures.

Other landslide and liquefaction mitigation activities can be found here:
https://www.fema.gov/sites/default/files/2020-06/fema-mitigation-ideas_02-13-2013.pdf

Protection

1. Critical facilities including the EOC, police station, fire stations, and utilities facilities should be located outside of landslide and liquefaction prone areas.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the scene and to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency.

6. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

Disclaimer

The Streets, Parks, and Storm Water departments have the responsibility to draft and update an operational plan to properly manage landslides and liquefaction situations within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during landslide and liquefaction emergencies.

2:9 Epidemic / Pandemic

Primary Departments: Administration Department and the Mayor

Secondary Departments: Unified Fire Authority, Emergency Management Department, Federal, State, and County Agencies.

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical

Operations Annexes will be considered during an emergency, the following will most likely be used in response to an epidemic/pandemic emergency:

1. Legal Actions Annex (Pg. 33)
2. Public Information, Alert, and Warning Annex (Pg. 34)
3. Facilities Annex (Pg. 35)
4. Emergency Medical Care and Transport Annex (Pg. 38)
5. Communications Annex (Pg. 40)
6. Human Needs & Management of the Deceased Annex (Pg. 42)
7. Volunteers Annex (Pg. 43)
8. Employee Services Annex (Pg. 44)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

1. Follow the recommended guidelines on vaccination to prevent infectious diseases that already have a cure.

2. In the event a new disease is discovered, follow recommended guidelines on slowing the spread or preventing the spread altogether.

3. Follow proper hygiene and sanitation practices whenever possible.

Mitigation

1. Monitor the origin, strength, and way of transmission of the epidemic and research federal and state guidelines regarding mitigation strategies.

2. Implement policies that allow employees to remain working, while following state guidelines and mandates. For example: Increasing sanitation practices, implementing mask mandates, allowing work to be done remotely, limiting gatherings of large groups of people, rearranging workstations to allow for social distancing.

Protection

1. Perform best hygiene and sanitation practices by washing hands often, using alcohol-based hand sanitizers when soap is not available, avoiding touching the

eyes, nose, and mouth, clean and disinfect high touch surfaces often, and increase the amount of fresh air in buildings by opening windows or replacing air filters.

2. Wear a mask when in a populated area.

3. Social distance by staying at least 6 feet from other people.

4. If testing is available, get tested if you feel symptoms of the disease.

5. Exercise best quarantine or isolation practices determined by health professionals.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the scene and to the Emergency Operations Center (EOC).

3. Non-governmental and volunteer organizations are notified and respond accordingly.

4. Other agencies from neighboring cities, the county, and the state are notified and respond accordingly.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency.
    - Create and implement new policy and procedures.
    - Obtain personal protective equipment for employee use.
    - Rearrange workstations to allow social distancing or equip employees with the means to work remotely.

6. Depending on the level of emergency, a local “State of Emergency” declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. Recovery efforts will be determined by the state of the epidemic or pandemic. Determining the state of the incident can be done by monitoring the trend of daily cases, while continuing to follow state guidelines and mandates.

2. The priority of recovery efforts should be on returning city functions and capabilities to normal operating conditions or to a new normal.

Disclaimer

The Administration department has the responsibility to draft and update an operational plan to properly manage epidemic/pandemic emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during epidemic/pandemic emergencies.

2:10 Domestic Terrorism

Primary Department: Utah County Sheriff's Office

Secondary Department: Unified Fire Authority

Initial Response Operations

The following initial response operations can be found throughout Chapter 1: The Basic Plan. Section and page numbers are referenced following each operation, which will lead to more detailed descriptions of the actions required to complete the operation.

1. Follow the initial actions for internal communication operations. (5:3:1, Pg. 47)

2. Determine the level of emergency. (3:3, Pp. 21 – 27)

3. Determine the location and activation level of the EOC. (2:5, Pp. 15 – 18)

4. Utilize the National Incident Management System (NIMS) to determine the organization and responsibility of the Incident Command System (ICS). This includes establishing leadership through the succession of authority, assembling the members of the emergency management organization, and establishing the incident commander, command staff, and general staff. (2:2, Pp. 10 – 15)

5. Use the Tactical Operations Annexes to aid in resolving the emergency. (4:2, Pp. 33 – 44)

6. If necessary, declare a local "State of Emergency" to receive aid from county, state, and federal agencies. (3:4, Pp. 27 – 30)

7. Follow protocols involving administration, finance, and logistics. (6:1, Pp. 49 – 52)

Tactical Operations for Response

Tactical Operations Annexes can be found in Chapter 1: The Basic Plan, Section 4: Direction, Control, and Coordination (Pp. 33 – 44). The Tactical Operations Annexes should be utilized during an emergency to know what essential actions are necessary, as well as who will perform the actions throughout the emergency. While potentially all Tactical Operations Annexes will be considered during an emergency, the following will most likely

be used in response to a domestic terrorism emergency, including active killer situations, bomb threats, and civil disturbances:

Active Killer Situations

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Damage Assessment Annex (Pg. 36)
4. Fire and Rescue Annex (Pg. 38)
5. Emergency Medical Care and Transport Annex (Pg. 38)
6. Law Enforcement Annex (Pg. 39)
7. Terrorism Annex (Pg. 39)
8. Communications Annex (Pg. 40)
9. Evacuation Annex (Pg. 41)
10. Human Needs & Management of the Deceased Annex (Pg. 42)
11. Volunteers Annex (Pg. 43)
12. Shelter and Mass Care Annex (Pg. 43)
13. Employee Services Annex (Pg. 44)

Bomb Threats

1. Public Information, Alert, and Warning Annex (Pg. 34)
2. Facilities Annex (Pg. 35)
3. Public Utilities Annex (Pg. 36)
4. Damage Assessment Annex (Pg. 36)
5. Debris Management Annex (Pg. 37)
6. Fire and Rescue Annex (Pg. 38)
7. Emergency Medical Care and Transport Annex (Pg. 38)
8. Law Enforcement Annex (Pg. 39)
9. Terrorism Annex (Pg. 39)
10. Communications Annex (Pg. 40)
11. Evacuation Annex (Pg. 41)
12. Human Needs & Management of the Deceased Annex (Pg. 42)
13. Volunteers Annex (Pg. 43)
14. Shelter and Mass Care Annex (Pg. 43)
15. Employee Services Annex (Pg. 44)

Civil Disturbances

1. Legal Actions Annex (Pg. 33)

2. Finance and Risk Management Annex (Pg. 34)
3. Public Information, Alert, and Warning Annex (Pg. 34)
4. Facilities Annex (Pg. 35)
5. Public Utilities Annex (Pg. 36)
6. Damage Assessment Annex (Pg. 36)
7. Debris Management Annex (Pg. 37)
8. Fire and Rescue Annex (Pg. 38)
9. Emergency Medical Care and Transport Annex (Pg. 38)
10. Law Enforcement Annex (Pg. 39)
11. Terrorism Annex (Pg. 39)
12. Communications Annex (Pg. 40)
13. Evacuation Annex (Pg. 41)
14. Human Needs & Management of the Deceased Annex (Pg. 42)
15. Volunteers Annex (Pg. 43)
16. Shelter and Mass Care Annex (Pg. 43)
17. Employee Services Annex (Pg. 44)

Incident Specific Operations Using FEMA's Five Mission Areas

Prevention

The phrase, "If you see something, say something," is used throughout the nation. The U.S. Department of Homeland Security defines suspicious behavior as any observed behavior that could indicate terrorism or terrorism-related crime. This includes, but is not limited to:

1. Unusual items or situations: A vehicle is parked in an odd location, luggage or a package is left unattended, a window or door that is usually closed is open, or some other out-of-the-ordinary situation occurs.

2. Eliciting information: A person questions individuals at a level beyond idle curiosity about a building's purpose, operations, security procedures and/or personnel, shift changes, etc.

3. Observation and surveillance: Someone pays unusual attention to facilities or buildings, beyond a casual or professional interest. This includes extended loitering without explanation (particularly in concealed locations); unusual, repeated, and/or prolonged observation of a building (e.g., with binoculars or video camera); taking notes or measurements; counting paces; sketching floor plans, etc. (DHS, 2008).

Mitigation

1. Conduct proficient employee screenings and background checks prior to hiring candidates.

2. Create a system of reporting violent behavior in the workplace and make counseling services available.

3. Update security systems by issuing identification key cards to enter buildings, installing security cameras and alarms, hiring security guards, and posting signage to deter threats.

4. Take appropriate cybersecurity measures to protect confidential information.

5. Conduct trainings and exercises dealing with active killer situations, bomb threats, and civil disturbances.

Protection

1. If you see something, say something by activating the 911 system immediately to notify law enforcement.

2. Run, hide, or fight depending on how the situation presents itself.

3. When law enforcement arrives, obey their commands while keeping hands empty and in plain sight.

Response

1. Emergency responders follow their own standard operating procedures to respond to the incident. Their main priorities will be saving lives and protecting property.

2. City departments are notified and respond to the Emergency Operations Center (EOC). For their own safety, city departments should standby at the EOC until a request for assistance is made by emergency responders.

3. Non-governmental and volunteer organizations are notified and respond if necessary.

4. Other agencies from neighboring cities, the county, and the state are notified and respond if necessary.

5. The Tactical Operations Annexes are utilized to know what essential actions are necessary, as well as who will perform the actions throughout the emergency.

6. Depending on the level of emergency, a local "State of Emergency" declaration should be drafted and sent to Utah County Emergency Management so the city can receive aid from the county and state. Declaring a local state of emergency will also potentially enable the city to receive federal aid if deemed necessary.

Recovery

1. The priority of recovery efforts should be on returning the city's critical infrastructure (utilities, roads, buildings, etc.) to normal operating conditions or to a new normal.

2. Special attention must be given to the mental health of individuals involved in the emergency. This can be done by providing professional counselors who will facilitate debriefings and establish long-term care if necessary.

Disclaimer

The Utah County Sheriff's Office has the responsibility to draft and update an operational plan to properly manage domestic terrorism emergencies within Eagle Mountain City. All departments should integrate this information into their own response plans as they respond to such incidents. Other departments should plan to provide essential services during domestic terrorism emergencies.

2:10:1 Active Killer Situation Guidelines

An Active Killer is an individual actively engaged in killing or attempting to kill people in a confined and populated area; in most cases, active killers use firearms, but have been known to use other methods of killing as well. There is no pattern or method to an active killer's selection of victims.

Active killer situations are unpredictable and evolve quickly. Typically, the immediate deployment of law enforcement is required to stop the killing and mitigate harm to victims.

Because active killer situations are often over within 10 to 15 minutes, and sometimes conclude before law enforcement arrives on the scene, individuals must be prepared both mentally and physically to deal with an active killer situation (DHS, 2008).

The following information was obtained from the Department of Homeland Security (2008) regarding an active killer emergency. More information can be found by following this link: https://www.dhs.gov/xlibrary/assets/active_shooter_booklet.pdf

Before the Incident

1. Be aware of your surroundings and any possible dangers.

2. Take note of the two nearest exits in any facility you visit.

During the Incident

Run

If possible, attempt to evacuate the premises. Be sure to:

1. Have an escape route and plan in mind.

2. Evacuate regardless of whether others agree to follow.

3. Leave your belongings behind.

4. Help others escape, if possible.

5. Prevent individuals from entering an area where the active killer may be.

6. Keep your hands visible when engaging with law enforcement.

7. Follow the instructions of any police officers.

8. Do not attempt to move wounded people unless it is safe and reasonable to do so.

9. Call 911 when you are safe.

Hide

If evacuation is not possible, find a place to hide where the active killer is less likely to find you.

Your hiding place should:

1. Be out of view.

2. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door).

3. Do not trap yourself or restrict your options for movement.

4. Prevent an active killer from entering. (i.e., blockade the door with heavy furniture).

If the active killer is nearby:

1. Lock the door.

2. Silence your cell phone and/or pager.

3. Turn off any source of noise (radios, televisions).

4. Hide behind large items (cabinets, desks).

5. Remain quiet and calm.

6. Dial 911, if possible, to alert police to the active killer's location.
    - If you cannot speak, leave the line open and allow the dispatcher to listen.

Fight

As a last resort, attempt to disrupt and/or incapacitate the active killer by:

1. Acting as aggressively as possible against them.

2. Throwing items and improvising weapons.

3. Yelling.

4. Committing to your actions.

After the Incident

After an active killer emergency, it is important to interact appropriately with law enforcement. Recommendations include:

1. Keeping your hands visible and empty as you interact with them.

2. Allowing law enforcement to end the incident, which might entail them walking past wounded people along the way.

3. Allowing fire and EMS to triage victims, which might entail them doing an initial treatment and triage and then moving to the next victims or wounded people without moving them out of the scene for additional treatment for some amount of time.

4. Following law enforcement's instructions and evacuating in the direction they come from, unless otherwise instructed.

5. Taking care of yourself before helping any wounded individuals.

6. While waiting for Emergency Medical Services, provide first aid to wounded individuals by applying direct pressure to bleeding areas and using tourniquets if you have been trained to do so.

7. Turning wounded people onto their sides if they become unconscious and make sure they are warm.

8. Consider seeking a mental health provider to help yourself and your loved ones process the trauma of this event.

2:10:2 Bomb Threats

A bomb threat is defined as a threat to detonate an explosive or incendiary device to cause property damage, death, or injuries, whether or not such a device actually exists. Threats can be given in various forms, including phone threats, verbal threats, written threats, or e-mailed threats.

The following three attachments were obtained from the Cybersecurity & Infrastructure Security Agency regarding bomb threats. All city personnel should review these attachments so that they know what to do if presented with a bomb threat. More information can be found by following this link: https://www.cisa.gov/what-to-do-bomb-threat

BOMB THREAT PROCEDURES

This quick reference checklist is designed to help employees and decision makers of commercial facilities, schools, etc. respond to a bomb threat in an orderly and controlled manner with the first responders and other stakeholders.

Most bomb threats are received by phone. Bomb threats are serious until proven otherwise. Act quickly, but remain calm and obtain information with the checklist on the reverse of this card.

If a bomb threat is received by phone:

1. Remain calm. Keep the caller on the line for as long as possible. DO NOT HANG UP, even if the caller does.
2. Listen carefully. Be polite and show interest.
3. Try to keep the caller talking to learn more information.
4. If possible, write a note to a colleague to call the authorities or, as soon as the caller hangs up, immediately notify them yourself.
5. If your phone has a display, copy the number and/or letters on the window display.
6. Complete the Bomb Threat Checklist immediately. Write down as much detail as you can remember. Try to get exact words.
7. Immediately upon termination of call, DO NOT HANG UP, but from a different phone, contact authorities immediately with information and await instructions.

If a bomb threat is received by handwritten note:

- Call _____
- Handle note as minimally as possible.

If a bomb threat is received by e-mail:

- Call _____
- Do not delete the message.

Signs of a suspicious package:

- No return address
- Excessive postage
- Stains
- Strange odor
- Strange sounds
- Unexpected delivery
- Poorly handwritten
- Misspelled words
- Incorrect titles
- Foreign postage
- Restrictive notes

**** Refer to your local bomb threat emergency response plan for evacuation criteria***

DO NOT:

- Use two-way radios or cellular phone. Radio signals have the potential to detonate a bomb.
- Touch or move a suspicious package.

WHO TO CONTACT (Select One)

- **911**
- **Follow your local guidelines**

For more information about this form contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov

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BOMB THREAT CHECKLIST

DATE: **TIME:**

TIME CALLER HUNG UP: **PHONE NUMBER WHERE CALL RECEIVED:**

Ask Caller:

- Where is the bomb located? (building, floor, room, etc.)
- When will it go off?
- What does it look like?
- What kind of bomb is it?
- What will make it explode?
- Did you place the bomb? Yes No
- Why?
- What is your name?

Exact Words of Threat:

Information About Caller:

- Where is the caller located? (background/level of noise)
- Estimated age:
- Is voice familiar? If so, who does it sound like?
- Other points:

Caller's Voice	Background Sounds	Threat Language
☐ **Female**	☐ Animal noises	☐ Incoherent
☐ **Male**	☐ House noises	☐ Message read
☐ Accent	☐ Kitchen noises	☐ Taped message
☐ Angry	☐ Street noises	☐ Irrational
☐ Calm	☐ Booth	☐ Profane
☐ Clearing throat	☐ PA system	☐ Well-spoken
☐ Coughing	☐ Conversation	
☐ Cracking Voice	☐ Music	
☐ Crying	☐ Motor	
☐ Deep	☐ Clear	
☐ Deep breathing	☐ Static	
☐ Disguised	☐ Office machinery	
☐ Distinct	☐ Factory machinery	
☐ Excited	☐ Local	
☐ Laughter	☐ Long distance	
☐ Lisp		
☐ Loud	**Other Information:**	
☐ Nasal		
☐ Normal		
☐ Ragged		
☐ Rapid		
☐ Raspy		
☐ Slow		
☐ Slurred		
☐ Soft		
☐ Stutter		

PRIOR TO THREAT

- Plan and prepare
- Develop a Bomb Threat Response Plan
- Provide Bomb Threat Response Plan training to all personnel

IF THREAT IS RECEIVED

- Conduct threat assessment
- Execute appropriate actions outlined in Bomb Threat Response Plan

1. PLANNING & PREPARATION

PLANNING CONSIDERATIONS

- Coordinate with local law enforcement & first responders to ensure smooth handling of a bomb threat
- Develop clear-cut primary and alternate levels of authority (referred to in this document as "Site Decision Maker(s)")
- Select Evacuation Teams and Search Teams
- Develop training plan
- Determine search procedures
- Designate control center locations
- Plan for emergency assistance (police, fire, etc.)
- Establish primary and alternate evacuation routes and assembly areas
- Establish evacuation signal(s)
- Develop a communications plan
- Determine procedures for accessing/shutting off & reactivating utilities

PREPARATION CONSIDERATIONS

- Control building access
- Implement strict master key control
- Inspect incoming parcels
- Safeguard confidential material
- Keep exits unobstructed
- Ensure adequate internal/external emergency lighting
- Utilize electronic surveillance

2. EMERGENCY TOOLKIT

Items you may want to consider including in your Emergency Toolkit, which will be taken to the Incident Command Post.

BUILDING FACILITY

- Complete set of master keys: coded to rooms and corresponding with a printed key list
- Blueprints and floor plans or site map of building
- Video, photographs, or a CD depicting building interior and exterior

EMERGENCY RESPONSE PLANS

- Copies of the Site Crisis Response Plan, Bomb Threat Plan, and Crisis Management Plan
- A list of the following phone numbers:
  - Site Decision Maker(s)
  - Police/Fire/Emergency Medical Services (EMS)
  - Federal Bureau of Investigation (FBI)
  - Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF)
  - Postal Inspector
  - Nearest hospital
  - Facility emergency names and phone numbers

PERSONNEL INFORMATION

- Building Emergency Response Team member contact information and assignments
- List of personnel trained in CPR and/or first aid
- Updated list, with pictures if possible, of all staff/personnel
- Staff/visitors sign-in/out sheets that include names and dates; Include provision for staff/visitors transported to medical facilities
- List of staff with special needs and description of need
- Contact information for neighboring/contiguous buildings

ADDITIONAL EMERGENCY ACTION RESOURCES

- Reflective vests for building emergency response team members with identifying marks
- Bullhorn with charged batteries
- AM/FM portable radio
- Flashlights and batteries
- Local street and zone maps
- Clipboards
- Writing materials (legal pads, pens, pencils, markers)
- Plastic red/yellow tape for cordoning off areas

3. RECEIVING A THREAT

PHONED THREAT

- **Remain Calm & DO NOT HANG UP**
- If possible, signal other staff members to listen & notify Site Decision Maker(s) and authorities
- If the phone has a display, copy the number and/or letters on the window display
- Write down the exact wording of the threat
- Keep the caller on the line for as long as possible and use the Bomb Threat Checklist to gather as much information as you can
- Record, if possible
- Fill out the Bomb Threat Checklist immediately
- Be available for interviews with the building's emergency response team and law enforcement

VERBAL THREAT

- If the perpetrator leaves, note which direction they went
- Notify the Site Decision Maker(s) and authorities
- Write down the threat exactly as it was communicated
- Note the description of the person who made the threat:
  - Name (if known)
  - Gender
  - Body size (height/weight)
  - Distinguishing features
  - Race
  - Type/color of clothing
  - Hair & eye color
  - Voice (loud, deep, accent, etc.)

WRITTEN THREAT

- Handle the document as little as possible
- Notify the Site Decision Maker(s) and authorities
- Rewrite the threat exactly as is on another sheet of paper and note the following:
  - Date/time/location document was found
  - Any situations or conditions surrounding the discovery/ delivery
  - Full names of any personnel who saw the threat
  - Secure the original threat; **DO NOT** alter the item in any way
  - If small/removable, place in a bag or envelope
  - If large/stationary, secure the location

E-MAILED THREAT

- Leave the message open on the computer
- Notify the Site Decision Maker(s) and authorities
- Print, photograph, or copy the message and subject line, note the date and time

4. THREAT ASSESSMENT

All threats should be carefully evaluated. One must consider the facts and the context, and then conclude whether there is a possible threat.

Low Risk

Lacks Realism: A threat that poses a minimum risk to the victim and public safety. Probable motive is to cause disruption.

- Threat is vague and indirect
- Information contained within the threat is inconsistent, implausible, or lacks detail
- Caller is definitely known and has called numerous times
- The threat was discovered instead of delivered (e.g., a threat written on a wall)

Medium Risk

Increased Level of Realism: Threat that could be carried out, although it may not appear entirely realistic.

- Threat is direct and feasible
- Wording in the threat suggest the perpetrator has given some thought on how the act will be carried out
- May include indications of a possible place and time
- No strong indication the perpetrator has taken preparatory steps, although there may be some indirect reference pointing to that possibility
- Indication the perpetrator has details regarding the availability of components needed to construct a bomb
- Increased specificity to the threat (e.g. "**I'm serious!**" or "**I really mean this!**")

High Risk

Specific and Realistic: Threat appears to pose an immediate and serious danger to the safety of others.

- Threat is direct, specific, and realistic; may include names of possible victims, specific time, and location of device
- Perpetrator provides his/her identity
- Threat suggests concrete steps have been taken toward carrying out the threat
- Perpetrator indicates they have practiced with a weapon or have had the intended victim(s) under surveillance

5. STAFF RESPONSE

CONSIDERATIONS FOR SITE DECISION MAKER(S)

- Immediately contact local law enforcement if not done
- Limit access to building
- Review Bomb Threat Response Plan
- Conduct Threat Assessment
- **Determine if search is warranted based on Threat Assessment**

IF SEARCH IS INITIATED

- Enact Search Plan
- Communicate situation to staff/personnel and request that they make a quick and complete visual scan of their personal workspace for anything unusual
- Account for all personnel
- Assemble Search and Evacuation Team(s) and update about bomb threat condition

GENERAL SEARCH TEAM GUIDELINES

- Search Teams make a quick and complete visual scan of the search area
- Divide individual rooms/areas into search levels
- Take special note of any object(s) that seem out of place
- Check ledges, balconies, waste baskets, and false ceilings and floors
- Check for unusual odors and listen for any unusual background noises
- If anything unusual is noticed, move people away from the potential hazard and immediately report the location of the object(s) to the Site Decision Maker(s)

NOTE: Use of radio communications is NOT recommended unless the area has been searched and cleared.

For additional information and products on bomb threats and improvised explosive device (IED) search procedures, please visit the Office for Bombing Prevention website at: ***www.cisa.gov/what-to-do-bomb-threat***

6. SUSPICIOUS ITEM

A suspicious item is anything (e.g., package, vehicle) that is reasonably believed to contain explosives, an IED, or other hazardous material that requires a bomb technician to further evaluate it. Potential indicators are threats, placement, and proximity of the item to people and valuable assets. Examples include unexplainable wires or electronics, other visible bomb-like components, unusual sounds, vapors, mists, or odors. Generally anything that is **H**idden, **O**bviously suspicious, and not **T**ypical (**HOT**) should be deemed suspicious.

IF SUSPICIOUS ITEM IS FOUND

- **DO NOT** touch, tamper with, or move the item
- Immediately report item to the Site Decision Maker(s) and local law enforcement/first responders
- Site Decision Maker(s) must:
  - Ensure area is secured & cleared of personnel
  - Notify Search Teams
  - Ensure emergency responders are briefed
  - Evacuation & Search Teams should remain available to assist and inform evacuees, media, staff, and others

CONSIDERATIONS FOR SITE DECISION MAKER(S)

- Not all items are suspicious
- An **unattended item** is anything (e.g., bag, package, vehicle) not in someone's possession and where there are no obvious signs of being suspicious (see above), especially if no threat was received

NOTE: The discovery of one device should not automatically mean the conclusion of a search; more devices may be present!

The Site Decision Maker(s) must take the discovery of multiple suspicious items into consideration during the planning and execution stages of the facility's Bomb Threat Response Plan.

7. LOCKDOWN / EVACUATION

CONSIDERATIONS FOR SITE DECISION MAKER(S)

- Repeat Threat Assessment:
  - Is the threat still credible?
  - Were any suspicious items located (if search was initiated)?
- Based on the Threat Assessment, search (if initiated), and the totality of circumstances, determine if additional measures are warranted:
  - Partial or full lockdown?
  - Partial or full evacuation?
  - No further action?

IF EVACUATION IS INITIATED

- Select evacuation routes and assembly areas that are not in the vicinity of the suspicious item; ensure these routes have been searched and cleared
- Notify police/fire/EMS of evacuation and request assistance
- Account for all personnel
- Evacuation Team confirms the building is empty
- Bring emergency kits and building trauma kits, if available
- Advise all evacuees to remove all personal items (e.g. purses, backpacks)

CONTINUING ACTIONS AFTER EVACUATION

- Debrief emergency services and assist in coordinating further actions
- Take accountability and report
- Open media, medical and family areas—brief regularly
- As appropriate, determine reoccupy or dismiss action
  - Reoccupy when cleared and deemed appropriate
  - Dismiss in consultation with site administration
  - Notify all personnel of decision and ensure accountability
- Site Decision Maker(s) should remain on-scene until the situation is resolved or until relieved by another administrator

A FINAL NOTE

Every bomb threat requires professional judgment and should be handled in accordance with the facility's needs. Site Decision Maker(s) and administrators should periodically review Federal guidance and work with local first responders to establish a Bomb Threat Response Plan that addresses each risk level appropriately and is optimal for their building(s) and personnel.

BOMB THREAT GUIDANCE

These guidelines help Site Decision Makers react to a bomb threat in an orderly and controlled manner.

For more information contact the Office for Bombing Prevention at: OBP@cisa.dhs.gov

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2:10:3 Civil Disturbances

A civil disturbance is “a civil unrest activity such as a demonstration, riot, or strike that disrupts a community and requires intervention to maintain public safety” (FEMA, n.d.).

The following information was obtained from Odell Studner (2020) regarding civil disturbance mitigation strategies. More information can be found by following this link: https://www.odellstudner.com/civil-disturbance/

Before a Disturbance

1. Monitor news, social media, and bulletins for groups who conduct organized protests. This can help obtain information on who, what, when, where, and how a civil disturbance, whether peaceful or not, will occur.

2. Draft evacuation plans that include primary and secondary evacuation routes for city facilities in case a civil disturbance occurs spontaneously.

A Known Disturbance

If a known civil disturbance is planned to take place at or near any city facilities, the following operations should be completed to prepare city facilities prior to the disturbance:

1. Verify that all security systems are in working order, including video surveillance, perimeter lighting, and the alarm panels. This might also include establishing more security in preparation for the disturbance.

2. Confirm that all fire protection systems are in working order.

3. Ensure that all important data is backed up on the city drive.

4. Remove all valuable materials, including any cash, and relocate them to a safe area away from the disturbance.

5. Make sure all doors and windows are locked to prevent access into the facility.

6. Verify that “No Trespass” signage is in place.

7. Set up fences or barriers if necessary.

8. Hire extra security staff to assist law enforcement if necessary.

9. Have employees work remotely throughout the disturbance if possible.

10. Gather incident logs and forms to use for reporting damage.

11. Designate personnel who are allowed to speak with the media. Only designated personnel should speak with anyone, including the media and rioters, regarding the disturbance.

A Spontaneous Disturbance

If a civil disturbance occurs spontaneously at or near any city facilities, the following operations should be completed:

1. Do not confront those involved in the civil disturbance.

2. Activate the 911 system to deploy law enforcement. This will help ensure the safety of city employees.

3. Lock down the affected facilities and begin to initiate as many of the operations as possible listed in “A Known Disturbance” mentioned above.

4. Initiate the facilities evacuation plan with assistance from law enforcement if possible.

5. If evacuations are not possible, establish only 1 entrance to the building. Have this entrance guarded by law enforcement. Only allow employees to enter the building.

6. Plan to acquire food and shelter provisions for employees if a shelter in place order is necessary.

After a Disturbance

1. Cooperate with law enforcement and other local authorities.

2. Perform temporary fixes to broken doors, windows, etc. until permanent fixes can be made.

3. Fill out an incident log, a damage assessment form if necessary, and a log of expenses created for emergency repairs.

4. Compile all reports with supporting evidence such as videos, pictures, and witness statements for legal counsel and police reports.

5. Immediately report all damage for insurance claims.

6. Conduct an after-action report to see which operations can be improved.

7. Update policies and procedures based the on findings in the after-action report.

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Acronyms and References

Acronyms

(AAR)	After Action Report
(CERT)	Community Emergency Response Team
(EAS)	Emergency Alert System
(EMO)	Emergency Management Organization
(EMS)	Emergency Medical Services
(EOC)	Emergency Operations Center
(EOP)	Emergency Operations Plan
(FBO)	Faith Based Organizations
(FEMA)	Federal Emergency Management Agency
(ICS)	Incident Command System
(ICP)	Incident Command Post
(IC)	Incident Commander
(IS)	Independent Study Courses
(IT)	Information Technology
(JIC)	Joint Information Center
(MAG)	Mountainland Associations of Governments
(NIMS)	National Incident Management System
(NOAA)	National Oceanic and Atmospheric Administration
(NGO)	Non-Governmental Organizations
(PIO)	Public Information Officer
(UFA)	Unified Fire Authority
(UCA)	Utah Code Annotated
(DEM)	Utah Department of Emergency Management
(VCC)	Volunteer Coordination Center
(VOAD)	Voluntary Organizations Active in Disaster
(WMD)	Weapons of Mass Destruction
(WEA)	Wireless Emergency Alerts

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