Emergency Operation Plan 2017

DRAPER CITY

EMERGENCY OPERATIONS PLAN ACTIVATION

This emergency operation plan (EOP) will be activated and implemented when the Draper City Mayor declares an emergency or when an emergency is imminent or probable and the implementation of this EOP and the activation of the Draper City Emergency Operations Center (EOC) is a prudent proactive response.

Execution of the Emergency Operations Plan

This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent.
- The chief elected official(s) or designees declares a state of emergency.

EOC staff should be familiar with the EOP guidelines, procedures, and supplemental information so that in an emergency they can complete tasks in a timely manner. The EOP will also provide guidance regarding official records that will need to be kept on file after an emergency response.

The emergency management organizational structure is outlined in Emergency Support Function # 5 - Emergency Management. Draper City is under the immediate operational direction and control of the City Manager who coordinates interdepartmental emergency operations and is ultimately responsible for resolution of conflicts regarding the application of limited resources to a variety of concurrent emergency situations.

Saving lives will take precedence over protecting property for decisions involving resource allocation and prioritization.

Responsibility for coordination of emergency activities with regional, state, and private partners resides with Draper City Emergency Management Team and will be accomplished through established liaison roles within the incident or unified command structure as outlined in the National Incident Management System (NIMS).

Draper City Council Approval of Plan

This plan was approved by the Draper City Council on **MAR 21, 2017** by Resolution **#17-17**.

RESOLUTION 17-17

A RESOLUTION OF THE DRAPER CITY COUNCIL TO ADOPT THE DRAPER CITY, UTAH 2017 EMERGENCY OPERATION PLAN.

WHEREAS the City Council has directed the staff to utilize the resources of the City in a resourceful and effective manner in the provision of emergency management; and

WHEREAS members of the community commit more than 400 volunteer hours per month practicing emergency communication and emergency response plans and checking the preparedness of neighbors and businesses; and

WHEREAS, staff has drafted the 2017 Emergency Operation Plan to assist the city and its residents to be prepared for and effectively respond to an emergency; and

WHEREAS the City Council desires to adopt the new 2017 Emergency Operation Plan that outlines emergency and disaster planning, preparations, response and organization responsibilities; and

NOW, THEREFORE, BE IT RESOLVED by the Draper City Council as follows:

Section 1. Resolution. The 2017 Emergency Operation Plan, attached hereto as Exhibit A, is approved and adopted.

Section 2. Effective Date. This Resolution shall become effective immediately upon passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 21st DAY OF MARCH 2017.

DRAPER CITY

CITY OF DRAPER CORPORATE Seal 1978 State of Utah

Mayor Troy K. Walker

ATTEST:

Rachelle Conner, City Recorder

APPROVAL AND IMPLEMENTATION

Effective date: **MAR 21, 2017**

This document is the updated integrated emergency operations plan (EOP) for Draper City. This EOP supersedes any previous emergency management plans promulgated by Draper City. It provides a framework for Draper City departments to plan and perform their respective emergency functions during a disaster or national emergency.

This EOP recognizes the need for ongoing emergency operations planning by all Draper City departments.

This plan addresses the four goals identified in the National Strategy for Homeland Security:

- Prevent and disrupt terrorist attacks.
- Protect the American people, our critical infrastructure, and key resources.
- Respond to and recover from incidents.
- Continue to strengthen the foundation to ensure our long-term recovery success.

By integrating planning efforts in these four areas, Draper City can produce an effective emergency management and homeland security program.

In accordance with the Homeland Security Presidential Directive (HSPD)-5, all agencies, departments, and organizations having responsibilities delineated in this EOP will use the National Incident Management System (NIMS). This system will allow proper coordination between local, state, and federal organizations.

As part of NIMS, the Incident Command System (ICS) will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene incident management will be coordinated using ICS.

This EOP is in accordance with existing federal, state, and local statutes. The Draper City Council and Mayor have approved this plan. The plan will be revised and updated as required.

Legislative Authority: In accordance with §63K of the Utah Code Annotated and Section 2-1-030 of the Draper City Code, the Mayor, City Council and municipal officials are hereby vested with the authority to act in accordance with the provisions of this Emergency Operations Plan, which has been duly adopted by the Draper City Council and may be updated from time to time.

See Appendix A: Resolution Adopting the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

The Draper City Emergency Operation Plan (EOP) is a living document that will be strengthened and enhanced over time as it is tested and activated for incidents or exercises. In concert with the plan maintenance section and planning efforts with surrounding jurisdictions, the Draper City Emergency Operations will revise and refine the annex on a regular basis.

Each revision to this EOP will be numbered and documented. As new versions are created and adopted, they will be distributed to participants and will supersede all previous versions. The table below is a record of revisions made after the final draft was published.

Record of Changes Table 1

2012 EOP V2
Change Tracker.pdf

Record of Distribution Table 2

RECORD OF DISTRIBUTION		
Office	Date Distributed	Media Electronic/Paper
Emergency Prep Committee	1 March, 2017	Paper, Electronic
Mayor and City Council	21 March, 2017	Electronic

Draper City
Emergency Operations Plan

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Section 1
INTRODUCTION

1.1 Purpose

The basic function of government is to provide for the **health, safety, and general welfare of citizens.** It is a fundamental responsibility of Draper City to engage in comprehensive emergency management planning in order to protect life and property from the potential impacts of an emergency or disaster. The Draper City Emergency Operations Plan (EOP) establishes the emergency management structure of the city and a framework for the community's response to emergencies and disasters. The plan is intended to be consistent with criteria developed by the Federal Emergency Management Agency (FEMA) and related federal programs, the Utah Department of Public Safety and Homeland Security, Draper City elected officials, and local public safety providers. The plan outlines the roles and responsibilities of Draper City government officials and employees before, during, and after a disaster or emergency.

The purpose of the EOP is to mitigate impacts from emergency situations where possible, assign organizational responsibilities in an emergency, improve the capabilities of emergency personnel, and identify a Chain of Command that includes local, state, and federal officials. The EOP will describe how people and property will be protected during emergencies and identify personnel, equipment, facilities, supplies, and other resources available in emergencies.

This EOP is intended to complement the Salt Lake County Emergency Operations Plan, the Utah County Emergency Management Operations Plan, the Utah Department of Public Safety and Homeland Security Emergency Operations Plan, emergency protocols of the Unified Fire Authority and all federal emergency preparedness and response plans. This EOP describes how City resources, mutual aid, state, and federal agencies will be coordinated in response to an emergency or disaster.

The Draper City EOP establishes a framework to integrate and coordinate the emergency response and recovery actions of all levels of government, volunteer organizations, and the private sector within Draper City. The EOP is a comprehensive plan that is risk-based and all-hazards in its approach. As such, it is the blueprint for all Draper City emergency and disaster operations, including natural disasters, human-caused accidental disasters, and terrorist incidents.

Emergency response and recovery actions undertaken by different government agencies and volunteer organizations following a major disaster or emergency will ensure that the follow objectives are met:

- Reduce the vulnerability of citizens and communities within Draper City to loss of life, injury, damage and destruction of property during natural, technological, or human-caused emergencies and disasters or during hostile military or paramilitary actions.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.
- Respond to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons affected by the emergency.
- Assist Draper City communities and citizens with recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
- Provide an emergency management system encompassing all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation. Draper City is the lead agency for coordinating the response during a major disaster or emergency effecting Draper City. The Emergency Management Team is responsible for the following:
- Assist families, businesses, and industry with developing their emergency plans.
- Develop effective mitigation practices for the community.
- Provide training and conduct exercises for the emergency response forces of Draper City.
- Develop and implement emergency plans, operating procedures and checklists, systems, and facilities for response to community emergencies.
- Work with local government and community agencies to develop plans and procedures to recover from a disaster.
- Coordinate the community's response to disasters.

1.2 Scope

The Draper City EOP establishes the fundamental policies, basic program strategies, assumptions, and mechanisms through which Draper City will mobilize resources and conduct activities to guide and support local jurisdictions and to seek assistance when necessary from Salt Lake County Emergency Management, Utah County Emergency Management and the Utah Division of Homeland Security during response, recovery, and mitigation.

The EOP is based on 15 emergency support functions (ESF). Draper City provides eleven (11) support functions and Salt Lake County and/or Utah County will provide four (4) of the support functions. There are clearly defined roles and responsibilities

and a concept of operations for each of the primary and support agencies that make up the 15 ESFs.

The EOP addresses the various emergencies or disasters likely to occur and, in accordance with the magnitude of an incident, the corresponding short-and long-term response and recovery actions that Draper City will take in coordination with the Salt Lake County Emergency Management, Utah County Emergency Management, Utah Division of Homeland Security and surrounding jurisdictions. Additional documents have been developed to supporting this EOP, those include Multi-Year Training and Exercise Plan (TEP), Hazardous Mitigation Plan, EOP Incident Annex, Emergency Support Function (ESF) Annex and Critical Infrastructure List.

1.3 Phases of Emergency Management

The Draper City EOP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The EOP addresses disasters through the **four mission areas identified in the National Strategy for Homeland Security: to prevent, protect against, respond to, and recover from natural, technological, or human-caused emergencies.**

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an incident will occur or adversely impact the safety and security of a jurisdiction's critical infrastructures and its inhabitants.

- **Preparedness** reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters or other emergencies. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.

- **Mitigation** is a vital component of the overall preparedness effort and represents the sustained actions a jurisdiction takes to reduce or eliminate long-term risk to people and property from the effects of hazards and threats. The purpose of mitigation is twofold: (1) to protect people and structures and (2) to minimize the costs of disaster response and recovery.

- **Response** embodies the actions taken in the immediate aftermath of an incident to save lives, meet basic human needs, and reduce the loss of property and impact to the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable, and flexible. Proper response will serve to reduce the time needed for recovery efforts and restoration of normal community activities. The immediate concern in a response situation is the provision of vital life-supporting systems, communication, organized evacuation and transportation, dissemination of information and initial damage assessment.

- **Recovery** encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons. Recovery returns the community to a healthy, viable, and economically sustainable environment after an emergency or disaster. Recovery efforts include detailed damage assessments, restoration of governmental services, identification of financial assistance, and in general the return to normal life. The level of recovery will be highly dependent upon the specific situation and the amount of damage incurred. There is no definite point at which response ends and recovery begins, but rather they are linked in effectively dealing with emergencies.

1.4 Disaster Condition (Situation Overview)

Draper City is vulnerable to natural, technological, and human-caused hazards that threaten the health and safety of our citizens. Mitigation action and planning can substantially reduce the cost of responding to and recovering from a disaster.

A major disaster or emergency could produce a large number of fatalities and injuries. Many private homes and businesses and major industries will be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways, and facilities will be compromised. Water and utility infrastructure may be severely affected, and emergency response efforts will be hampered due to transportation problems, lack of electrical power, debris, and damaged, destroyed, or inaccessible structures.

Timely and affective management of the incident will require deployment of available resources from Draper City, other jurisdictions and the State of Utah to ensure an effective and efficient response.

1.5 Planning Assumptions

- The Draper City emergency management command and control structure is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance). Each level of government must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance of certain processes.

- Draper City will make every reasonable effort to respond in the event of an emergency or disaster.

- The responsibilities and functions outlined in this EOP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time of the emergency or disaster.

- The Draper City Emergency Operations Center (EOC) will be activated and staffed with representatives from Draper City departments, agencies, and private organizations. Representatives will be grouped together under the ESF concept. The primary agency for each ESF will be responsible for coordinating the planning and response activities of the support agencies assigned to the Emergency Support Function (ESF).

- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency occur.

- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, and floods are a few of the significant factors that will affect causalities and damage.

- Disaster relief from agencies outside Draper City may take 72 to or more to arrive. Local areas should develop their own response to ensure the safety and care of the residents. An Emergency Preparedness Packet has been developed to add with this district, area, neighborhood response/communication plan.

- Residents living within the Draper City boundaries are encouraged to develop a family disaster plan and maintain the supplies necessary to be self-sufficient for a minimum of 72 hours.

1.6 Incident Command System

Draper City has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Draper City. First responders are encouraged to implement training, exercises, and daily use of ICS. ICS is a combination of facilities, equipment, personnel, procedures, and communications that operate with a common organizational structure. ICS is designed to aid in resource management during incidents. ICS is applicable to small incidents and large, complex incidents. All operations within the Draper City EOC will be conducted using ICS.

See Appendix C: Resolution No. 08-08 Adopting National Incident Management System

1.7 Incident Response and Management

1.7.1 Initial Priorities

The first minutes and hours following an emergency situation or disaster can be disorganized and confusing and limit the ability of the city to provide an effective response. In order to avoid this scenario, initial priorities have been developed that include but are not limited to:

- Determination of the level of the incident and establishment Emergency Operating Center operational level.
- Preliminary damage assessment to provide critical post-disaster information.
- Creation of the Incident Action Plan (ICS Form 201) that includes initial incident period objectives.
- Assessment of critical facilities including hospitals, public safety facilities, schools and other mass gathering locations, and similar structures.

1.7.2 Communication, Information Dissemination and Media Relations

Perhaps the most important element of an effective response is the ability to communicate and disseminate information. The flow of information between emergency responders, media outlets and to the general public is vital to maintain stability and order

during an emergency situation or disaster. Effective communication can save lives and property while the lack of information can be life threatening or even fatal and increase the amount of damage to property.

All outgoing information will be approved by the Chief Executive Officer (CEO) (generally the City Manager or designee). All public statements, requests for assistance, instruction to residents and businesses, and any other information shall be reviewed and approved by the CEO in order to maintain good order. The CEO will inform the media and general public of measures underway to address the situation, including local government decisions and actions. Furthermore, the CEO will provide information about relief services available if necessary.

There are many methods to communicate to the public and the news media. At the present time Draper City utilizes Twitter, Facebook, Website, Email, Cellular Phones, Land Line Phones. Other methods may be used as they become available.

If Draper City requires additional communication assistance, they will utilize the Salt Lake County Joint Information Center (JIC). This center will provide a back-up and assist during an emergency to help with media and provide call takers.

Section 2
POLICIES

All operations under the Draper City EOP will be undertaken in accordance with the mission statement of Draper City Emergency Management, as follows: ***To provide leadership in the effort to reduce the loss of life and property of Draper residents in the event of an emergency situation or disaster by providing leadership in the preparation of protocols and standards for emergency mitigation, assessment, response, and recovery.***

The following policies apply to the Draper City EOP:

- Draper City departments and agencies will develop appropriate plans and procedures to carry out the emergency responsibilities assigned to them in the EOP.
- Local emergency response is primary during an emergency or disaster. Draper City will coordinate with Salt Lake County and Utah County officials to augment local emergency resources as needed. Draper City emergency response agencies include the Draper City Police Department, the Unified Fire Authority (UFA), as dispatched by the Valley Emergency Communications Center (VECC). Notifications and warnings will be carried out in accordance with the UFA Emergency Operations Plan, which is intended to be complementary to the Draper City EOC. Emergency calls should be placed using the 9-1-1 Emergency System. All non-emergency and administrative calls should be placed to VECC by dialing (801) 840-4100.
- All local governments and agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel, and political decision-making authorities are affected. The Draper City Continuity of Operations (COOP) Plan may be used in conjunction with this EOP during various types of emergencies. The COOP plan details the processes by which administrative and operational functions will be accomplished during an emergency that may disrupt normal business activities. As part of this EOP, essential functions of county and local government, private sector businesses, and community services are identified and procedures are developed to support these.
- Counties, state, and federal emergency plans and programs will integrate with the Draper City EOP to provide effective and timely support to the citizens of Draper City in the event of major disaster or emergency.

When necessary, Draper City will initiate requests for assistance from Salt Lake County through Salt Lake County Emergency Management. As stated in the Salt Lake County EOP, Salt Lake County Emergency Management will initiate requests for assistance from the state government through the Utah Division of Homeland Security, when necessary. The Utah Division of Emergency Management (DEM) may initiate requests for assistance from the federal government through the Federal Emergency Management Agency (FEMA) and other states through the Emergency Management Assistance Compact. Salt Lake County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Department of Emergency Management and Homeland Security. If the emergency exceeds locally available resources of the emergency response forces, the first outside entity contacted will be Salt Lake County in accordance with the previously approved Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery attached hereto.

Section 3
HAZARD ANALYSIS

After a major disaster, the public looks to all levels of government for assistance. In addition to the increased potential for disasters, a number of other factors are also on the rise. These include property values, population growth, and population density within hazard vulnerable zones. This sets the stage for increased impact and economic ramifications of catastrophic events.

3. Hazard Analysis

A disaster can occur at any time within Draper City. Rather than attempt to prepare for every potential disaster, the intent of Draper City is to identify the most likely situations and concentrate efforts and resources on the education, preparation, and mitigation for emergencies and disasters with a higher likelihood of occurrence. The hazards identified in this section are those selected for consideration.

Areas of Draper City are at risk for three types of events:

- **Natural Disasters** – Severe Weather, Winter Storms, Flooding, Tornado/High winds, Lightning, Geological Hazard, Fire, Urban Fire, Wild Fire, Earthquake, etc.
- **Technological Incidents** – Airplane crash, dam failures, hazardous materials release, power failure, radiological release, train derailment, etc.
- **Human-Caused Hazards** – Transportation incidents involving hazardous substances, major air and ground transportation accidents, fire, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.

3.1 Natural Hazards

Numerous natural hazards exist in Draper City and surrounding communities. Active fault zones pose the threat of earthquakes, while steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches**.**

3.1.1 Severe Weather

The potential for severe weather is a reality in Draper City and the surrounding region. These weather events are not isolated to any climatic season, but rather can occur at any time during the year. During the spring and summer months, heavy rains can fall upon soils in a desert climate that may not readily percolate creating surface runoff, mudslides, debris flow, flooding, and other water-related damage. During the winter months, heavy snowfall is possible, especially in higher elevations of the community. While Draper City is typically self reliant in weather-related events, severe weather may require assistance from outside agencies.

3.1.2 Winter Storms

Winter weather systems and snowstorms over northern Utah can have a dramatic effect on regional commerce, transportation, and daily activity and are a major forecast challenge for local meteorologists. This challenge is heightened in Draper City because of the wide variety of local climatic features, such as significant elevation changes, atypical wind patterns, and mountainous slopes located immediately adjacent to city boundaries. These local features can impact the severity of winter storms. For example, the Salt Lake City International Airport receives an average annual snowfall of 65 inches, while just a few miles away, the Alta ski area receives more than 500 inches of snow annually. Snowfall is also influenced by the Great Salt Lake, which can produce localized snow bands or lake effect accumulations several times each winter.

Draper City will continue to identify new methods to minimize the impact of winter storms, but it is not possible to prepare for all winter storm events.

3.1.3 Flooding

Although located in a semi-arid region, Draper City is subject to thunderstorms and snowmelt flooding. Significant flooding experienced as in 1983, and to a lesser extent in 1984, and again in 2011 resulted in the construction of some sediment basins, installation of stream-bank protection, and the cleaning of stream channels to reduce flood hazards. Flood plains along the Jordan River and its tributaries have been rated for expected flood heights by the Federal Emergency Management Agency (FEMA) and areas susceptible to flooding have been delineated on the Federal Insurance Rate Maps (FIRM). These maps are updated as development occurs and channel obstructions, culvert modifications, and other changes alter potential flood heights and velocities.

The development ordinances of the city require geotechnical studies to identify areas of shallow ground water, artesian wells, and other water hazards. During high snow and rain fall years, the groundwater table can move closer to the surface. Flooding can also result from leakage of unlined irrigation canals, flood irrigation practices, and septic tank drain fields.

3.1.4 Tornadoes and High Winds

Although infrequent, Draper City is subject to severe damage resulting from tornadoes and extremely high winds often called

microburst winds. As recent as August 11, 1999, a category F2 tornado touched down in the downtown Salt Lake City area, killing one person and injuring at least 100 people. The tornado caused widespread power outages as well as large-scale debris mainly from downed tree limbs. The community needs to be prepared and ready to respond to wind-related weather.

3.1.5 Lightning

The potential for structure and wildfires is increased by lightning events. When severe electrical storms are anticipated, the City Manager may request a heightened level of observation by city personnel.

3.1.6 Geologic Hazard

Numerous geologic hazards exist in Draper and throughout the Salt Lake Valley that could result in an emergency situation or disaster. Steep mountains adjacent to the city create a potential for landslides, debris flows, rock falls, and snow avalanches. Earthquake hazards are likely to include ground shaking, ground rupture, tectonic deformation, liquefaction, seismically induced slope failures and phenomena related to ground-water effects. Wildfires can remove necessary vegetation, which can result in unstable soils for extended periods of time.

The most proactive approach to minimizing geologic hazard is to avoid development in inappropriate areas. The potential for geologic events can be partially mitigated through proper placement of development. Each incident may require a unique response from Draper City, and in the instance of a major mudslide or debris flow, outside assistance will be necessary.

3.1.7 Fire Hazard

Perhaps the most likely hazard in Draper City is the potential for damage and loss of life and property through fire events. Fires can occur within the urban fabric of the community or as wildfires in the hillside areas of the community and mountainous areas adjacent to the city. Each incident may require a unique response from Draper City.

3.1.7.1 Urban Fires

The risk of an urban fire is always present and with larger structures and multi-family housing the impact of an urban fire has increased over time and will likely increase in the future. The city contracts with the Unified Fire Authority, which satisfies national response times and provides full-time firefighting personnel to serve the residents of the community. The Unified Fire Authority is capable of fighting most urban fires, but there may be instances where assistance from outside agencies will be requested.

3.1.7.2 Wildfires

Utah's fire season typically occurs during the warmer and drier months between May and October. Although traditionally a majority of wildfires have been caused naturally, mostly by lightning, as development encroaches on the hillsides and lower slopes of the Wasatch Mountains, wildfires caused by humans will likely increase. Education and careful preparation is necessary to protect life and personal property in vulnerable areas. Draper City will work with the Unified Fire Authority to complete a fire policy referred to as a Wildland Interface Zone. Other programs such as the Firewise Communities program will be used to educate residents about the dangers of wildfire and help them prepare for these types of disasters.

3.1.8 Earthquake

Perhaps the most feared incident in Draper is the potential for a large earthquake. Reports indicate that thousands of deaths, billions of dollars of damage to private property, extended loss of utility services, overwhelmed medical facilities, and other catastrophic incidents will occur if a major earthquake occurs in the Salt Lake and/or Utah Valley.

Of significant concern, many high priority public and private buildings and many critical infrastructure facilities are located within or across the major fault zones in the region. These facilities include very large waterlines, large irrigation canals, utilities, railroads and major transportation routes. However, potential damage is not limited to fault zone areas. Fine-grained, lake-bottom sediments are common in western Draper and are susceptible to liquefaction-induced ground failure during a large earthquake. Each incident may require a unique response from Draper City and in the instance of a major earthquake outside assistance will be necessary.

3.2 Technological Hazards

Technological hazards include Terrorist Activities, Public Health Emergencies and Hazardous Materials. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could impact the Salt Lake and/or Utah Valley.

3.2.1 Terrorist Activities

The potential for a terrorist act that could affect the residents of Draper City is a reality that must be considered. Terrorism, at least as it is generally defined in emergency management documents, is a federal issue and Draper City will be expected to

participate as a partner to address the health, safety, and welfare of Draper City residents. In these instances, instruction will be given to the Mayor and City Manager from federal sources and a Draper City response strategy will be developed by the City Manager to have all resources of the city available to federal responders.

3.2.2 Public Health Emergencies

On a regular basis, potentially catastrophic public health issues are raised in the mainstream media and the possibility of a national pandemic, local epidemic such as the hantavirus, or a wide array of other health-related matters is real. Planning for these events is well beyond the ability of Draper City, but if an outbreak were to occur, the City will be expected to provide accurate information in an immediate fashion. In the event of a public health emergency, the City Manager will determine the appropriate measure of municipal response. The City Manager may choose to activate the EOC and use all means necessary to inform residents and business owners.

In partnership with local and state public health officials, other federal agencies, medical and public health professional associations, infectious disease experts from academia and clinical practice, and international and public service organizations, Draper City will incorporate all reasonable strategies to educate its residents and prepare for a measured response in the instance of a public health emergency.

3.2.3 Hazardous Materials

The presence of railroad lines, transportation of hazardous materials by large semi-trucks across state lines, and major transportation facilities increases the potential for a hazardous materials incident. As a contract member of the Unified Fire Authority, Draper City will rely on UFA to provide first response to a hazmat situation. A potential impact of a hazmat incident may include an evacuation. In an evacuation situation resulting from a hazmat accident, the City Manager using all data available from UFA and other appropriate agencies will determine the size and scale of the evacuation.

3.3 Human-Caused Hazards

Draper City may not be able to prevent a human-caused hazard from happening, but it is well within its ability to lessen the likelihood and the potential effects of an incident. As with many large metropolitan areas across the county, the Salt Lake Valley and Utah Valley areas are also vulnerable to a variety of human-caused hazards.

3.3.1 Civil Unrest

While rare, incidents such as riots, protests, looting and other public displays can have an impact on a community. Typically, these incidents can be adequately addressed through normal public safety procedures. If an incident of civil unrest rises to a level that warrants a more intensive response from Draper City, the City Manager with consultation from the Mayor and public safety officials may take any measures necessary to protect the health, safety, property and general welfare of residents and businesses in the community. These situations are unique, very dynamic and can change very quickly. The City Manager is hereby authorized to use all municipal resources to protect the interests of the residents and businesses of the city, as allowed by law. Each incident may require a unique response from Draper City.

3.3.2 Biological and Chemical Weapons

Biological agents are infectious microbes or toxins used to produce illness or death in people, animals, or plants. Biological agents can be dispersed as aerosols or airborne particles. Terrorists may use biological agents to contaminate food or water because they are extremely difficult to detect. Chemical agents kill or incapacitate people, destroy livestock, or ravage crops. Some chemical agents are odorless and tasteless and are difficult to detect. They can have an immediate effect (a few seconds to a few minutes) or a delayed effect (several hours to several days).

3.3.3 Regional and National Incidents

The potential exists for an emergency situation or disaster, whether located in Draper City or not, to occur that extends beyond the municipal boundaries but can have significant impact on the community. These regional or national incidents vary in severity and often involve interagency efforts. Some but certainly not all of these potential situations are listed in this section for reference and training purposes. Because resources are limited, the items listed have been determined to be the most likely to occur although city officials recognize other disasters are possible. Each incident may require a unique response from Draper City.

3.4 Major Transportation Accidents

Transportation accidents involving interruption or failure of transportation systems, including air, rail, and ground vehicles can vary greatly on their impact on the community.

3.4.1 Air Travel Incident

Although Draper City does not operate or house an airport, the interruption of national or regional air service can result in a variety of other challenges and inconveniences. However, it is highly unlikely that Draper City will be asked to participate in the response to an air travel-related incident and, therefore, the EOP does not include any provisions for this type of situation.

3.4.2 Railroad Incident

The potential for both freight and passenger rail incidents not only exists in Draper City but will increase in the future as UTA completes a commuter rail transit stations (Front Runner) and light rail service in the community (TRAX). To date, the majority of rail activities were centered on rail freight with occasional Amtrak service. Now that light and commuter rail are in the Draper community, the human activity near the tracks will increase greatly and the potential for an emergency situation will obviously increase. In the instance of an isolated incident, the normal emergency procedures of the Draper Police Department and the Unified Fire Authority will address the situation. However, in the instance of mass casualties, a more intensive response is necessary.

3.4.3 Vehicular Incident

The movement of motorized vehicles in Draper City is a common everyday occurrence. Due to the suburban nature of the development pattern, a majority of residents depend on vehicular transportation as their primary mode of transportation. Due to the frequency of vehicular movement, there are a significant number of accidents that occur within the community. In the instance of an isolated incident or a "typical" multi-vehicle incident, the normal emergency procedures of the Draper Police Department and the Unified Fire Authority will address the situation. However, in the instance of mass casualties, extended closure of major transportation routes, injuries that exceed the ability of local medical providers to provide adequate triage or similar disaster level instances, a more intensive response is necessary. If this situation occurs, under the direction of the City Manager, assistance from Salt Lake County, Utah County and the State of Utah will be requested.

3.5 Communications Disruptions

On a constant basis, advances in communication devices allow people, business owners, and government to correspond in faster and more lifelike methods. Along with these improvements comes a heavier reliance on communication devices and traditional means of communication are discarded. Although providers go to great lengths to ensure reliability, there are instances when these methods are not available. Not surprisingly, the likelihood of these methods failing is significantly higher during an emergency situation or disaster, especially if the situation involves geologic or seismic hazards. For these reasons, Draper City has implemented redundancy in the emergency preparedness communication devices used in emergency situations and in the emergency operations center (EOC). In the instance of prolonged loss of communication methods, the City Manager may implement use of the redundant systems designated for use in the EOC.

3.6 Utility Outages or Shortages

Draper City not only provides municipal services to the residents of the community, but the city also relies on other public and private utility companies to satisfy the needs of the citizens. Temporary or extended utility outages or shortages can cause significant disruptions in the operations of essential government services, public and private business operations, medical equipment and services, and the daily lives of residents. Although many critical facilities have emergency standby power supplies, they are designed for temporary events and subject to disruption or failure.

One of the primary concerns in relation to the potential loss of utilities is the harsh climate in our community. Draper City can experience very hot summer conditions and very cold winter weather. Both of these extremes can be life threatening in a short period of time; sometimes within just hours. Draper City has and will continue to make preparations for providing critical government services during a utility outage or shortage. The recent addition of a diesel fuel generator at the City Center is an example of this effort.

3.7 Hazard Assessment

Salt Lake County has conducted an all-hazards assessment of potential vulnerabilities. This assessment will assist Salt Lake County with prioritization and outlines a direction for planning efforts. Salt Lake County recognizes the pre-disaster mitigation plan developed by the Wasatch Front Regional Council. This pre-disaster mitigation plan serves to reduce the region's vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of the citizens, critical facilities, infrastructure, private property, and the natural environment within the region. The hazard analysis table below provides information to understand risks and their corresponding likelihood and consequences in Salt Lake County and the Wasatch Front

Table 3-1

Hazard Analysis Table Legend

Rating	Frequency	Concequence
Low	Less than every 25 years	Some Community wide impact possible. Usually handled with available community resources
Medium	Between 1 and 25 years	Localized damage may be severe, community wide impact minimal to moderate. Handled with community resources and some mutual aid
High	Annually	Moderate to high community wide impact. May require State or Federal assistance

Table 3-2

Hazard Analysis Table

Hazard	Frequency	Warning Lead Times	Consequences	Population / Area at Risk
Fire	High	Minutes	Medium	Site
Natural Hazard (Weather)	Medium	Minutes to Hours	Medium	Site
Earthquake	Low	Occurrence	Catastrophic	County wide
Flood / Dam Failure	Low	Minutes	Low	Site
Geological Hazard (Landslide)	Low	Minutes to Hours	Low	Site
Hazardous Material Incident	Medium	Occurrence	High	Site
Communication Disruption	Low	Occurrence	Medium	County wide
Utility Outage or Shortage	Low	Minutes to Hours	High	County wide

3.8 Mitigation Overview

Based on the hazard analysis and hazard assessment above, Salt Lake County has designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level. This section outlines the mitigation activities at each level of government as they pertain to the Salt Lake County mitigation strategy to reduce exposure to, probability of, or potential loss from hazards.

The State of Utah Natural Hazard Mitigation Plan served as the guideline for mitigation operations in the State of Utah in general and Salt Lake County specifically. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3.8.1 Mitigation Planning Process and Coordination

The State Department of Public Safety Division of Emergency Services and Utah Division of Emergency Management (DES) is the lead agency responsible for coordinating the development of the State of Utah Natural Hazard Mitigation Plan. The Draper City Emergency Manager will be assigned to remain educated about the various programs available to aid Draper City residents following an emergency situation.

The Robert T. Stafford Disaster Relief and Emergency Assistance Act was enacted by Congress to supplement the efforts of state and local governments during and after a Presidential Declaration for emergency or major disaster. The Stafford Act was not intended to provide 100 percent reimbursement for all damages incurred during an emergency situation or disaster, but permits federal assistance when the state and local governments have exhausted their resources and capabilities.

3.8.2 Mitigation Programs

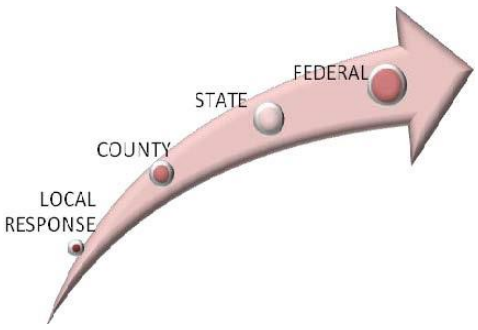
3.8.2.1 Jurisdictional Areas

Jurisdictions will develop and implement programs designed to avoid, reduce, and mitigate the effects of hazards by developing and enforcing policies, standards, and regulations. Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of continuity of operations plans and identifying critical infrastructures vulnerable to disasters or required for emergency response. Mitigation activities are intended to eliminate or reduce the probability of an occurrence, or actions taken to reduce the impact of an emergency situation or disaster. These actions can prevent a situation from becoming a disaster, reduce the impact of a disaster, and protect life and property from damage in the event of a disaster. Moreover, mitigation efforts are typically the most cost effective form of emergency management. Effective mitigation begins with the identification and recognition of potential hazards followed by realistic efforts by federal, state and local governments working together with property owners and residents to implement strategic improvements. Salt Lake County has developed a Multi-Jurisdictional Multi-Hazard Mitigation Plan that includes Draper City. This plan shall be referred to for all planning, hazard identification and mitigation strategies.

Section 4
CONCEPT OF OPERATIONS

Draper City uses a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. The resources of local response agencies, county, state, and federal agencies are used in this sequential order to ensure a rapid and efficient response.

4.1 Normal Operations



In the absence of a declared disaster or state of emergency, the emergency response forces of the city (emergency medical services [EMS], fire, law enforcement, and public works) will respond to emergencies within Draper City with the authorities vested to them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them.
Draper City Emergency Management monitors local emergencies and provides emergency operations center (EOC) operational assistance as required. Notifications of reportable events are made to the appropriate agencies. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The City's EOC may be activated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

4.2 Emergency Operations Plan Activation

This emergency operation plan (EOP) will be implemented when an emergency has been declared by the chief elected official(s) or designees or when an incident is considered imminent or probable and the implementation of this EOP and the activation of the Draper City EOC are considered a prudent, proactive response to the impending incident.
This EOP is effective for planning and operational purposes under the following conditions:

- An incident occurs or is imminent.
- A state of emergency is declared by the chief elected official(s) or their designee.
- As directed by the Draper City Manager or designee.

4.3 Declaring a Local State of Emergency

The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act - 42 U.S.C. 5721 et seq.) authorizes the president to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic incident.
An incident may start out small and escalate quickly or a major incident may occur at any time. The following is an example of steps leading to a disaster declaration.

- As soon as an incident occurs, Draper City Emergency Management begins monitoring the situation.
- The EOC may be put on standby or minimally staffed.
- Draper City Manager notifies the Draper City Emergency Manager of the incident and requests assistance. An initial assessment of damages is provided if available.

When conditions warrant, the Draper City Emergency Manager, will request a declaration that a local state of emergency exists in Draper City. The Mayor of Draper City has the authority to declare an emergency and is the elected official charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the city council. It is the responsibility of the Mayor to declare an emergency situation in the city. In the absence of the Mayor, the Mayor Pro Tempore may declare an emergency. Nothing in this section is intended to preclude the declaration of an emergency and the exercise of emergency powers as long as those actions are consistent with the requirements of declaring an emergency outlined herein.

The proclamation declaring an emergency situation will be filed with the City Recorder and will include, at a minimum, the following:

- The nature of the emergency
- The area or areas of the community that are threatened
- The various conditions which cause the emergency to be declared
- The anticipated or initial period of the emergency

The declaration will be kept on file with other supporting documentation of the incident, which will be the official record of the situation and may be used to justify the disbursement of disaster assistance funds if available.

- The Draper City EOP will be fully activated upon declaration of a local state of emergency
- Damage assessment updates from the affected areas should follow at regular intervals to the county EOC
- As specific assistance requests are received, Draper City departments or Salt Lake County may respond with available resources to assist in response, recovery, and mitigation efforts

The federal disaster law restricts the use of arithmetical formulas or other objective standards as the sole basis for determining the need for federal supplemental aid. As a result, FEMA assesses a number of factors to determine the severity, magnitude, and impact of a disaster. In evaluating a governor's request for a major disaster declaration, a number of primary factors along with other relevant information are considered in developing a recommendation to the president for supplemental disaster assistance. Primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or with major damage)
- Impact on the infrastructure of affected areas or critical facilities
- Imminent threats to public health and safety
- Impacts to essential government services and functions
- Unique capability of federal government
- Dispersion or concentration of damage
- Level of insurance coverage in place for homeowners and public facilities
- Assistance available from other sources (federal, state, local, voluntary organizations)
- State and local resource commitments from previous, undeclared events
- Frequency of disaster events over recent time period

The very nature of disasters—their unique circumstances, the unexpected timing, and varied impacts—precludes a complete listing of factors considered when evaluating disaster declaration requests. However, the above lists most primary considerations.

4.3.1 Draper City Resources

Draper City shall use its own resources first in an emergency or disaster situation and may call for assistance from Salt Lake County during events that overwhelm or threaten to overwhelm their own response and recovery resources.

County, state, and federal relief will be provided when damage is widespread and severe. Therefore, Draper City Emergency Management must develop and maintain an ongoing program of mitigation, preparedness, response, and recovery.

FEMA coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.

When required, Draper City will declare a local state of emergency and direct emergency response coordination and operations from the Draper City EOC, taking into account the primary factors required by FEMA for their declaration process.

4.4 Emergency Operations Center

The Draper City Emergency Operations Center (EOC) will serve as the command center for all disaster response operations. The EOC is located at Draper City Hall, 1020 East Pioneer Road (12400 South), Draper, UT 84020.

The EOC serves as a centralized management and command center during an emergency situation or disaster. The Chief Executive (City Manager or designee) is recognized as the Chair of the EOC and will make all final decisions in consultation with the governing body. EOC personnel will keep the Chief Executive abreast of all information so decisions and plans can be made based on up to date information. An emergency situation is not an ideal time for debate and discussion. Therefore, the direction of the Chief Executive should be implemented without delay and discussion should only occur if the safety of responders is in jeopardy.

The Emergency Manager is responsible to ensure that the EOC is properly equipped and that the equipment operates correctly. The Emergency Manager will submit an annual budget that indicates the items needed to maintain the proper function of the EOC. The Emergency Manager will maintain an inventory of all EOC equipment and a schedule of replacement and regular maintenance. On at least an annual basis, the EOC will be completely assembled and each Emergency Response Team will participate in an EOC training exercise. Following the exercise, the list of necessary items will be reviewed, updated, and submitted to the City Manager for consideration.

See Appendix D for the layout of the Emergency Operations Center.

4.4.1 Alternative EOC

If a disaster or emergency prevents the use of the primary EOC, the Chief Executive may exercise the existing agreement with Canyons School District to open Corner Canyon High School as the alternate EOC at their facility at 12943 South 700 East,

Draper, Utah. The alternate EOC will be activated in accordance with the Draper City Emergency Management Continuity of Operations (COOP) Plan. The general operations and management structure of the EOC will remain in place except that the activities will occur in a different location. At least every three years, the Emergency Manager will coordinate with Corner Canyon High School to organize a training opportunity operate the Draper City alternate EOC.

4.4.2 Activation of the Emergency Operations Center

The EOC may be activated by the Draper City Manager, Emergency Manager, Mayor, Assistant City Manager, Public Works Director, Police Chief, Community Development Director or Finance Director during any situation where the need for EOC-level coordination is evident. Activation authority may also extend to the following:

- The Emergency Manager may also activate the EOC whenever facilitation of Draper City interdepartmental coordination is necessary for the successful management of an incident.
- Draper City Emergency Management on-call duty officers (or other name as appropriate) may independently activate the EOC when Draper City Emergency Management representatives are unavailable and it has been determined by the personnel commanding an emergency incident that Draper City interdepartmental coordination is require
- Any city official or department head may request that the EOC be activated by contacting the Chief Executive or designee. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency. If the EOC mission is unclear or if such a response is not evident, the matter will be referred to the Chief Executive, who may request policy group input prior to authorizing EOC activation. The notification of individuals to an EOC stand-by or activation will be accomplished using communication methods that are most functional and available, such as: Reverse 9-1-1, Landline phone, Cellular phone, Text Message, E-mail, Internet, 800 MHz radio.
- Draper City Chief Executive may also activate the EOC in preparation for planned events in which EOC-level coordination is needed. Examples of planned events may include but are not limited to protests and demonstrations, political events, parades, and holiday events.

4.4.3 EOC Activation Levels of Operation

Emergencies or disasters that could affect Draper City are divided into three levels of readiness to establish emergency operations. These levels are outlined below and mirror the Salt Lake County EOP and the Utah Division of Homeland Security State EOP levels to maintain consistent definitions and facilitate activation and response to an emergency. Draper City is constantly monitoring events within the jurisdiction. Police officers monitor and follow up on situations, threats, or events within the jurisdiction. How severe an incident is will directly affect the level of activation. Increasing or decreasing levels of activation will be directly decided by the Draper City Mayor, City Manager. There are three levels of activation, which coordinate with Salt Lake County, State of Utah, and federal plan activation levels:

- **Level I:** Full-scale activation
- **Level II:** Limited activation
- **Level III:** Monitoring

Table 4-1 summarizes the levels of emergencies or disasters and corresponding Draper City Emergency Management EOC operational level.

4.4.3.1 Level I – Full-Scale Activation

In a full-scale activation, all primary and support agencies under the EOP are notified. Draper City Emergency Management staff and all primary emergency support functions (ESFs) will report to the Draper City EOC. When an incident warrants a Level I activation, the EOC is activated on a 24-hour schedule due to the severity of the incident or an imminent threat. All staff and all ESFs are activated and will be contacted to provide representatives at the EOC. ICS is implemented and all sections and branches are activated, the EOC Planning Section initiates the incident action planning process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period.

As Draper City resources are exhausted, Salt Lake County Emergency Management will be contacted for assistance. In general, all municipal functions will be suspended and municipal resources will be used in response and recovery efforts. All Emergency Response Teams will be fully engaged as directed by the Incident Commander.

A Level I emergency is a disaster involving a catastrophic incident. The incident may result in an immediate threat to persons, property, or the environment and it is determined that the situation will exhaust all resources of the city, including the municipal government, property owners and residents, and pre-determined mutual aid assistance. The Mayor, in consultation with the City Manager, will prepare and issue a formal declaration of emergency. It is very likely that a Level I emergency will require assistance and support from state and federal agencies. It is likely that due to the scope of the circumstances, the Salt Lake County Emergency Operations Center will serve as the Command Center with the Draper City Emergency Operations Center serving in a support role and as an on-site resource.

The Incident Command in a Level I emergency may be transferred from local control to a state/federal level. Assistance for damage assessment and response will be consistent with adopted state and federal protocols and the NIMS. A Level I emergency may exhaust the resources of Draper City and it may take significant time to restore to the community to pre-disaster conditions. The Mayor, along with state and federal representatives, will provide a full accounting of the incident at a regular meeting of the City Council.

4.4.3.2 Level II - Limited Activation

Level II is limited agency activation. Coordinators of affected primary ESFs are notified to report to the EOC by the Draper City Emergency Management staff. All other ESFs are alerted and put on standby. All agencies involved in the response are requested to provide a representative to the Draper City EOC. Some ESFs may be activated to support response/recovery operations. The emergency management staff will report to Draper City EOC as well as the local agencies/departments involved in the response and recovery. This level can warrant a 24-hour schedule. ICS is activated and all sections and branches are activated as required. The EOC management team will initiate the incident action planning process to establish operational objectives and priorities. Level II activation will likely impact daily municipal functions and all Emergency Response Teams will be notified and asked to report to the EOC for further direction. However, every effort should be made to maintain municipal functions and services. A Level II emergency situation or disaster is a circumstance where the resources of Draper City are adequate to effectively assess and respond to the circumstances at hand.

Assistance from other entities is welcomed, but not necessary to restore community operations to pre-disaster conditions. The Draper City Emergency Operations Center will be the Incident Command Center for a Level II emergency and the incident will be mitigated using municipal equipment and supplies. The City Manager, or designee, will provide a full accounting of the incident at a regular meeting of the City Council.

A Level II emergency situation may require assistance from outside agencies to assess damage and respond to the disaster circumstances. The Mayor, in consultation with the City Manager, will determine which entities to engage and may seek assistance from, among others:

- The Unified Fire Authority
- The Unified Police Department
- The Utah Department of Public Safety and Homeland Security
- The American Red Cross
- The Community Emergency Response Team
- The State of Utah Emergency Management Division

A Level II emergency is determined to be a situation that would exhaust the resources of Draper City before community operations can be restored to pre-disaster conditions. The Draper City EOC will be the Incident Command Center although use of and coordination with the Salt Lake County EOC is likely. The City Manager, or designee, will provide a full accounting of the incident at a regular meeting of the City Council.

4.4.3.3 Level III – Monitoring Activation

Level III is typically a monitoring phase. Notification will be made to those local agencies/departments and ESFs who would need to take action as part of their everyday responsibilities. Draper City Emergency Management duty officers will actively monitor and follow-up on situations, threats, or incidents and report to the Draper City EOC to assess the situation and escalate activation as needed. This level typically involves observation, verification of appropriate action, and follow-up by Draper City Emergency Management staff. Most events can be resolved in a small amount of time using small amounts of resources. The day-to-day operations are typically not altered and the management structure stays the same. Duty officers apprised of the incident evaluate the situation and, if conditions warrant, appropriate individuals and agencies are alerted and advised of the situation and instructed to take appropriate action as part of their everyday responsibilities. At the conclusion of the incident, the duty officers verify completion of the actions taken and document the incident. Incident action planning is not necessary, although it may be necessary to provide briefings or meetings for response or mitigation efforts for the incident. These emergency situations may include severe traffic accidents, winter storm events, large urban fires and similar events that warrant additional monitoring at the municipal level.

Table 4-1
Levels of Emergencies or Disasters and Corresponding *Draper City* Actions

Level of Emergency or Disaster	Initiating Events	EOC Operational Level	Corresponding Actions
I	Widespread threats to the public safety; large-scale Salt Lake County, state and federal response anticipated	I	Full activation of Draper City EOC. All ESF primary and support agencies send representatives to the Draper City EOC.
II	An incident begins to overwhelm Draper City response capability; some Salt Lake County assistance possible	II	Limited activation. Selected primary ESF representatives report to the EOC. Draper City EOC all other ESFs are alerted and put on standby.
III	Emergency incident for which local response capabilities are likely adequate	III	Emergency management duty officers will monitor situation and, if needed, appropriate local jurisdictional agencies/departments are notified to take action as part of their everyday responsibilities.

4.4.4 Emergency Support Functions

The EOC is organized based on the Incident Command System (ICS) structure, which provides EOC staff with a standardized operational structure and common terminology. The EOC is organized into 15 Emergency Support Functions (ESFs). ESFs are composed of local agencies, departments, and voluntary organizations that are grouped together to provide needed assistance. Draper City is able to provide eleven (11) ESF Functions, while relying on Salt Lake and Utah Counties and other outside agencies to assist with the other four (4) ESF Functions.

These 15 ESFs are part of the Operations Section as designated under ICS. ESFs, in coordination with Draper City Emergency Management, are the primary mechanism for providing response and recovery assistance to local governments throughout all phases of a disaster. Assistance types are grouped according to like functions.

Table 4-2 summarizes the services each provides.

- Draper City departments, agencies, and organizations have been designated as primary and support agencies for each ESF according to authority, resources, and capability to coordinate emergency efforts in the field of each ESF

- Primary agencies, with assistance from one or more support agencies, are responsible for coordinating ESF activities and ensuring that tasks assigned to the ESF by Draper City Emergency Management are completed successfully.

- ESF operational autonomy tends to increase as the number and complexity of mission assignments increases following an emergency. However, regardless of circumstance, the ESFs will coordinate with the Operations Section chief to execute and accomplish their missions.

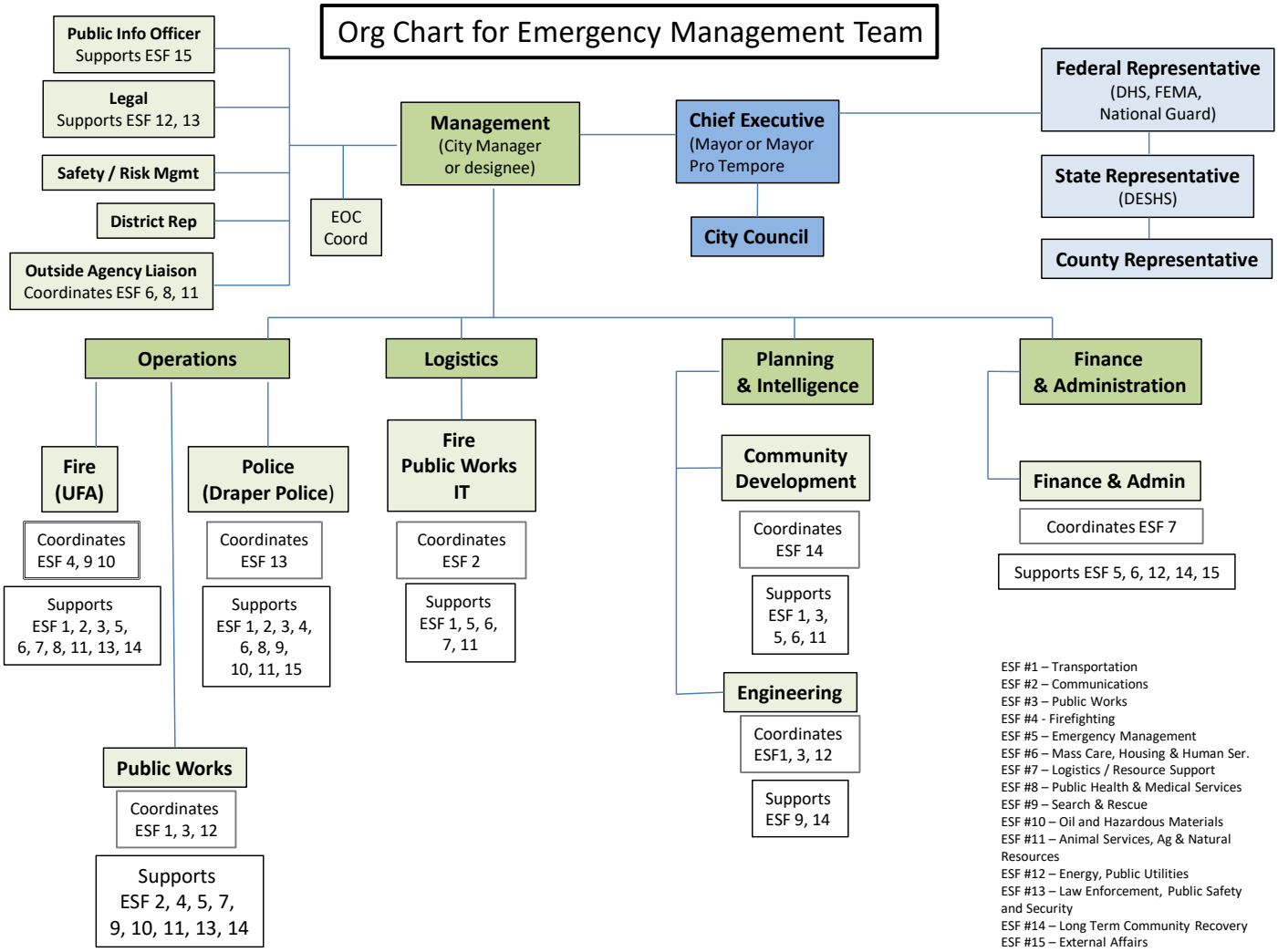
Table 4-2 - Summary of Draper City Emergency Support Functions

ESF Annex	Primary Agency	Support Agency
ESF #1 Transportation	Draper City	Utah Department of Transportation and Utah Transit Authority
ESF #2 Communication	Draper City	Salt Lake County and Utah County
ESF #3 Public Works	Draper City Public Works and Engineering	Salt Lake County and Utah County
ESF #4 FireFighting	Draper City Fire Department	Salt Lake County, Utah County and Neighboring Cities
ESF #5 Emergency Management	Draper City	Salt Lake County, Utah County and Utah State
ESF #6 Mass Care, Emergency Assistance, Housing and Human Services	Salt Lake County Emergency Assistance, Housing and Human Services	Utah State
ESF #7 Logistics Management and Resource Support	Draper City	Salt Lake County, Utah County and Utah State
ESF #8 Pubilic Health and Medical Services	Salt Lake County Public Health Departments	Utah State and Center for Disease Control
ESF #9 Search and Rescue	Salt Lake County and Utah County Search and Rescue	Utah State
ESF #10 Oil and Hazardous Materials	Salt Lake County and Utah County	Utah State
ESF #11 Animal Services, Agriculture and Natural Resources	Draper City Animal Services	Salt Lake County and Utah County Animal Services, Agriculture and Natural Resources
ESF #12 Energy (Public Utilities)	Draper City, Water Pro, Rocky Mountain Power, Questar Gas, Century Link, Jordan Valley Water Conservancy District, South Valley Sewer	Salt Lake County and Utah County
ESF #13 Public Safety and Security (Law Enforcement)	Draper City Police Department	Other Local Jurisdictions, Unified Police Department, Utah County Sheriff's Department, Utah Highway Patrol, National Guard
ESF #14 Long-Term Community Recovery	Draper City	Salt Lake County, Utah County, Utah State and FEMA
ESF #15 External Affairs	Draper City	Salt Lake County, Utah County, Utah State and Division of Homeland Security

4.4.5 Emergency Operations Center Coordination

Draper City's response to and recovery from an emergency and/or pending disaster is carried out through the City EOC organization as illustrated in Figure 4-3.

Figure 1 Draper City Emergency Management Organization



Draper City Emergency Management is responsible for emergency operations and coordination before, during, and after an incident. The Emergency Operation Center (EOC) is where incident management and policy coordination take place. The principles of this Emergency Operation Plan (EOP) comply with the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology, and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex incident management scenarios. The EOC reinforces interoperability and makes the response more efficient and effective by coordinating resources and making decisions based on agreed-upon policies and procedures.

The Draper City EOC will be assembled as necessary to manage the incident. Draper City emergency response coordination will be assigned by the Emergency Manager and have emergency responsibilities to support the following common tasks:

- Assign personnel to Draper City EOC.
- Notify department personnel and implement established call-down procedures to contact key stakeholders and essential staff.

Each agency and department is responsible for ensuring that critical staff are identified and trained on ICS and NIMS prior to an incident to enable effective execution of existing response plans, procedures, and policies.

- Protect vital records, materials, facilities, and services.
- Provide information and instructions to personnel on self-protection while minimizing exposure resulting from particular hazards associated with the emergency.

Collaboration and development of consensus within the EOC takes place using the ICS through use of a structured method for

developing priorities and objectives called the EOC action planning process. All EOC sections provide input to the Planning Section and the Policy Group for the development of EOC priorities. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests.

The use of distinct titles for ICS positions allows for filling ICS positions with the most qualified individuals rather than by seniority. Standardized position titles are useful when requesting qualified personnel. Draper City and county agencies and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources. Thus, it is imperative to develop and maintain depth within the command structure and response community.

4.4.6 Decision Making in the EOC

The EOC is activated in order to develop and maintain awareness of the entire situation for decision makers and to coordinate support for emergency responders. This common operating picture is critical because it provides the basis for making decisions and facilitates the release of emergency public information. Situational awareness is also vital to the effective coordination of support for responders in the field.

4.4.7 EOC Action Planning

EOC action plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC action plans also provide a basis for measuring achievement of objectives and overall system performance. Action planning is an important management tool that involves the following:

- Identification of emergency response priorities and objectives based on situational awareness
- Documentation of established priorities and objectives as well as the associated tasks and personnel assignments

The Planning Section is responsible for developing the EOC action plan and facilitating action planning meetings. EOC action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions to be performed. A reasonable timeframe is then determined for the accomplishment of those actions. EOC action plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

4.4.8 After Action Reports

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed and lessons learned will be documented. Draper City Emergency Management personnel will consolidate resulting information for review, and a written report will be prepared.

4.5 Notification and Warning

Draper City response agencies are dispatched by the Salt Lake Valley Emergency Communications Center (VECC). VECC takes emergency calls 24-hours per day, 7-days per week. VECC notifies the Unified Fire Authority and Draper City Police Department immediately in an emergency situation. VECC is responsible for afterhours notification of the Emergency Management Bureau, Emergency Management staff, responders, and the media if conditions warrant. The Draper City Mayor, Emergency Management staff, Unified Fire Authority fire chief officers, or Police Chief command level personnel may request notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders. VECC is equipped with an emergency generator, computers, and uninterrupted power supplies. Both centers have emergency plans to rely on in a major incident.

4.6 Volunteer Reception Center Activation

Volunteers are a valuable resource when they are trained, assigned, and supervised within established emergency management systems. Similar to donations management, an essential element of every emergency management plan is the clear designation of responsibility for the on-site coordination of unaffiliated volunteers. The Volunteer Coordination Team (VCT) is the mechanism for ensuring the effective utilization of this human resource. The mobilization, management, and support of volunteers is primarily a responsibility of local government and nonprofit sector agencies, with support from the state level. Specialized planning, information sharing, and a management structure are necessary to coordinate efforts and maximize the benefits of volunteer involvement. A volunteer reception center will be opened to manage volunteers. Volunteers and donations can be managed using the Recovers.org web based program.

Section 5
ORGANIZATION AND RESPONSIBILITIES

Draper City and agencies, departments, and response partners may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the Draper City command structure established to support response and recovery efforts is able to expand and contract as the situation changes. Draper City Emergency Operations Center Position Checklists have been developed for many of the EOC positions, they outline each position specific responsibilities and position description. It is imperative to develop and maintain depth within the command structure and response community.

Each agency and department is responsible for ensuring that critical staff are identified and trained at levels that enable effective execution of existing response plans, procedures, and policies. Agencies and departments tasked by this emergency operation plan (EOP) with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate, and prepare mutual aid agreements, as appropriate.
- Analyze need and determine specific communications resource needs and requirements.
- Identify potential sources of additional equipment and supplies.
- Provide for continuity of operations by taking action to:
    - Ensure lines of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
    - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
    - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
- Protect emergency response staff. Actions include:
    - Obtain, as required, personnel protective equipment for responders.
    - Provide security at facilities.
    - Rotate staff or schedule time off to prevent fatigue and stress.
    - Make stress counseling available.
    - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required.

The following are Draper City's committees, departments, and community support groups tasked with primary or support responsibilities in the EOC.

5.1 Emergency Management Executive Committee

The Emergency Management Executive Committee meets regularly to provide input regarding emergency planning for the City, provide informed recommendations to the City Council, participate in training exercises, and coordinate the effort between the residents, business owners, elected officials, and staff of Draper City. Although the Emergency Management Executive Committee has no statutory authority, it plays an important role in establishing emergency management policy and implementing emergency procedures. The Chair of the Committee will be the City Council member assigned to provide oversight to Emergency Management, the emergency manager, and other members deemed necessary by the committee chair.

All meetings of the Emergency Management Executive Committee will be recorded and maintained for future reference and education. The Emergency Management Executive Committee will hold regular meetings where emergency policies, training opportunities, and other related matters will be discussed. The Emergency Manager will serve as primary staff and shall ensure staff reports, meeting minutes, and other documentation are completed.

5.2 City Emergency Management

Draper City has a designated Emergency Manager whose responsibilities are to administer the emergency preparedness and preparation activities of the city. The Emergency Manager reports directly to the City Manager or designee. The Emergency Manager will also keep the City Council member assigned to provide oversight to emergency preparedness informed and involved in all municipal emergency operations.

The Emergency Manager will attend all appropriate meetings, training, and other activities necessary to ensure Draper City's preparedness. Furthermore, the Emergency Manager will organize all training necessary to ensure that the appropriate members of staff are knowledgeable about their responsibilities and duties during an emergency situation or disaster. Finally, the Emergency Manager will complete all county, state, and federal reporting necessary to remain registered and informed of emergency management programs such as the National Incident Management System (NIMS).

5.3 District Representatives.

The Draper City Council passed Ordinance 905, enacting Draper City Municipal Code 3-1-270.5, establishing an emergency communication system that will allow Draper City officials to obtain and provide information to residents of the community and businesses during emergency situations. The City Council determined the need to establish a Draper City District Representative communication system to coordinate communication between the existing Block Captain program and the Community Emergency Response Team (CERT). District Representatives will be appointed by the Draper City Council from nine geographic areas of the community to ensure that all neighborhoods are property represented.

5.4 Community Support Groups

There are many organizations involved in the preparation and response to emergencies in Draper City, such as the District Representatives and the HAM Radio Operators groups. Many of these groups are represented on the Draper Emergency Preparedness Executive Committee.

Other key support groups include the Community Emergency Response Team and the Draper Block Captain program. Coordination is the key element between Draper City and the various community support groups. In an emergency situation, Draper City will concentrate on municipal issues and organized response intended to benefit a majority of the residents. Community support groups are vital to address the individual needs of residents and business owners. This coordinated effort will result in a comprehensive preparedness and response program.

5.5 Draper City Authority and Clarification of Roles and Responsibilities

The Mayor and City Council, collectively the "governing body", are the elected officials of Draper City. All municipal legislative authority is vested in the governing body and they possess the authority to prepare, adopt, and amend this EOP. During an emergency situation or disaster, the governing body will work as a team to address the needs of the community.

5.5.1. Draper City Mayor

In accordance with Utah Code Annotated §10-3b-104, as amended, and Section 2-2-020 of the Draper City Code, the Mayor is hereby recognized as the chief executive of Draper City in times of emergency or disaster. The Mayor is recognized as the head of the city government for all ceremonial and legal purposes and, where possible shall execute and authenticate legal instruments. When the Mayor is unable to act as the chief executive, the mayoral responsibilities shall rest with the Mayor Pro Tempore. If both the Mayor and the Mayor Pro Tempore are unable to act as the chief executive, the line of succession defined in Section 6 herein shall be implemented to establish executive authority.

In the event or threat of an emergency situation or disaster as defined in Utah Code Annotated §63K, as amended, the Mayor may proclaim a state of "local emergency" in accordance with Utah Code Annotated §63K-4-202, as amended. When a local emergency is declared, the provisions of Utah State statute and this Emergency Operations Plan shall be implemented and administered under the executive authority of the Mayor, legislative authority of the City Council and the administrative authority of the City Manager.

In accordance with Utah Code Annotated §10-3b-104, as amended, the Mayor may, when situations warrant and for a specified amount of time, appoint residents over the age of 21 to assist the municipality in addressing any emergency situation or disaster and to maintain the peace, good order and health of the city. The Mayor may designate the City Manager or Chief of Police as having authority to organize and authorize such forces.

Because each emergency situation or disaster is unique, the actions of the Mayor will be modified to take whatever actions are necessary to protect the community from harm. In general, during an emergency situation or disaster the Mayor shall complete, or designate other persons to complete the following:

- Declare a state of local emergency and establish the emergency level as defined in Chapter 4 herein.
- Inform the general public and the media about the extent of the emergency situation or disaster and provide guidance for actions of residents.
- Act in behalf of the city in contacting any outside local agency, state officials and federal officials and requesting support or assistance.
- Sign any local executive orders and requests for financial assistance.
- Review the official records of the emergency situation or disaster for accuracy and historic purposes.
- Coordinate the executive, legislative, and administrative functions of the city during the emergency situation or disaster.

1 Engage in any other executive actions necessary to address the emergency situation or disaster.

5.5.2. Draper City Council

As the legislative authority of the community, it is the responsibility of the City Council to prepare or cause to have prepared all ordinances, resolutions, operating procedures, and policies for consideration and adoption by the City Council. These documents

are intended to preserve life and property, and provide for the health, peace, and safety of residents and visitors. It is anticipated that the City Council will establish guidelines to provide authorization for expenditures in an emergency situation or disaster in excess of the adopted municipal budget.

Because each emergency situation or disaster is unique, the actions of the City Council will be modified to address the immediate need. In general, during an emergency situation or disaster, members of the City Council will complete or designate other persons to complete the following:

- A member of the City Council (selected during the annual dissemination of City Council assignments) shall serve as the liaison between the executive and the administrative functions of local government. This Councilmember shall serve as the Chair of the Draper City Emergency Management Executive Committee and shall receive staff support from the Draper City Emergency Manager. During an emergency, the Council member will prepare or cause to have prepared financial statements and emergency appropriation information for consideration by the City Council, and complete any assigned tasks as the Chair of the Emergency Management Executive Committee.
- The City Council shall be responsible for appropriating funds to meet emergency needs as well as maintain continuity of government. Council members will provide for the coordination of visiting officials from other jurisdictions and levels of government.
- The council will also be responsible to appropriate funds for emergency preparedness programs and mitigation activities within the city.

5.6 Authority and Role of Draper City Management

The administrative functions of municipal government in Draper have been vested in a professional City Manager and support staff. The City Manager will serve as the Chief Administrative Officer in the instance of an emergency situation or disaster and shall be assisted by all assigned staff members.

5.6.1. City Manager or designee

In accordance with Section 2-3-010 of the Draper City Code, the City Manager is the Chief Administrative Officer of the city and in relation to emergency management is responsible for "on the ground" overall direction and management of personnel and municipal resources in an emergency situation or disaster. The City Manager, in coordination with the Mayor will instigate requests for assistance from outside agencies as deemed necessary. In the event of an emergency situation or disaster, the primary responsibilities of the City Manager include, but are not limited to:

- Emergency assessment, response, recovery and mitigation activities
- Administration of all emergency operations as outlined in this Emergency Operations Plan
- Management of all municipal personnel and resources including assignment of personnel to specific tasks, authorizing employees to take specified actions, and taking any action necessary for the municipality to react to an emergency situation or disaster
- Preparation of reports and information for the Mayor for dissemination to the public and the media
- Act as the Emergency Operation Center Commander and
- Initiate actions to open and operate and staff the Draper City Emergency Operations Center
- Mobilize a predetermined subset of the staff known as the Emergency Operating Center

The City Manager shall cause the Emergency Management Team to meet at least once every three years to assist in the preparation of and updates to this Emergency Operations Plan, provide assistance and suggestions to the Emergency Manager, and assist departments with preparation of the components and implementation of the identified mitigation measures of the Emergency Operations Plan. The Emergency Management Team is also responsible to conduct regular training exercises.

5.6.2 EOC Coordinator

Under the direction of the City Manager, the Emergency Manager coordinates the preparation and maintenance of the EOP, associated documents, and standard operating procedures that support the EOP. The Emergency Manager is responsible to organize training exercises and coordinate the necessary preparations to allow the city to effectively respond to an emergency situation or disaster.

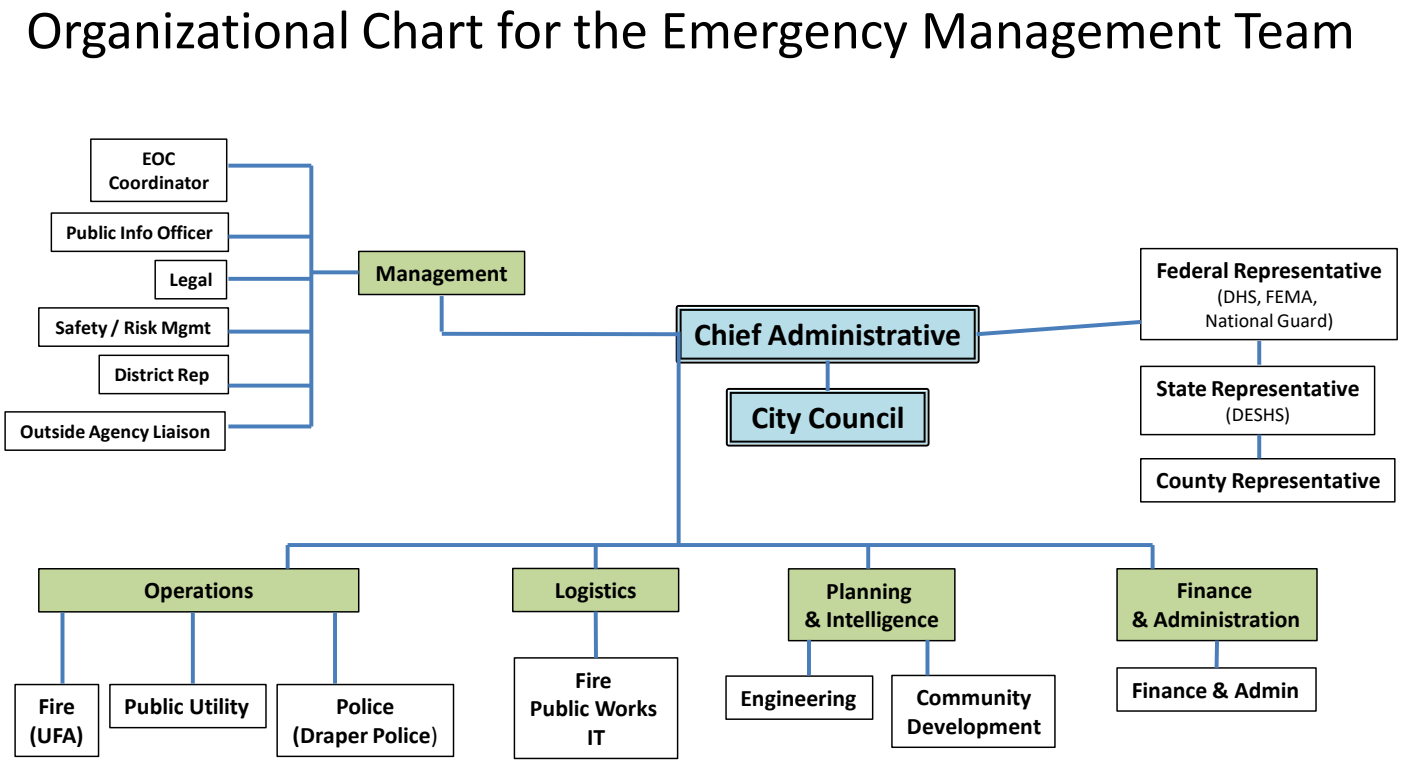
The Emergency Manager shall serve on the Emergency Management Executive Committee and the Emergency Management Advisory Committee. The Emergency Manager shall coordinate the efforts of emergency preparedness volunteer organizations and engage the public in training and educational activities.

In the case of an emergency situation or disaster, the Emergency Manager, with assistance from the Draper City public information coordinator shall:

- Complete tasks as assigned by the City Manager.
- Act as the On-Scene Coordinator to relay information to the EOC and implement the Incident Response Plan in the field.
- Coordinate the preparation of disaster assistance paperwork and submit requests to appropriate agencies.
- Provide public information and education about the situation.

- Coordinate assessment, response, recovery, and mitigation activities.
- Work with City Attorney to obtain assistance from outside agencies and external parties.
- Ensure that all employee job descriptions include necessary language to engage employees in municipal emergency management operations.
- Establish an employee notification and call-in system that will result in efficient and on-going communication with all municipal employees. A primary element of this system will be procedures to contact the families of municipal employees to allow them to understand the responsibilities of the employee and the anticipated timeframe for completing these tasks.
- Compile a list of post emergency suggestions or learning points that will allow improved response in the event of a future situation or disaster.
- Ensure that all EOC equipment is functioning properly at all times. Much of the electronic equipment must be serviced and/or replaced on a regular basis so that it will operate as anticipated during an emergency situation or disaster.
- Cause to have all electronic equipment assembled as soon as possible after activation of the EOC.

Figure 2 Organizational Chart for the Emergency Management Team



5.7 Authority and Role of Section Chiefs

5.7.1. Operations Section

The operations Section with be determined by the emergency or incident, it could be Police, Fire or Public Works. In the event of an emergency situation or disaster, the Operations Section Chief is hereby authorized to use all authority provided by federal, state, and local law to protect the lives and property of citizens. The Operations Section Chief:

- Provide regular updates to the Mayor and City Manager about the safety conditions of the community
- Provide advice to the Mayor and City Manager about actions that should be taken to protect life and property in the city
- Coordinate public safety efforts of local, county, state, and federal law enforcement from a local government perspective
- Identify and provide emergency services to special needs residents including the elderly and physically challenged persons

5.7.2 Logistics Section

In addition to the assigned daily duties, the Draper City Public Works Director shall have specific responsibilities during an emergency situation or disaster. The Public Works Director will:

- Complete tasks as assigned by the City Manager.
- Provide the City Manager with an initial damage assessment of municipal infrastructure and facilities including all roads and bridges.
- Identify and properly indicate traffic control and evacuation routes, and manage all other transportation-related issues in cooperation with the Police Department, including procurement of fuel for municipal and emergency vehicles.
- Provide equipment and resources as assigned by the City Manager.
- Provide assistance to other departments with the compilation of emergency-related financial information.
- Assist in identifying sources of emergency funds if departmental budgets are exceeded.
- Coordinate emergency-related purchases and expenditures.
- Coordinate the disposal of solid waste and other tasks to ensure a clean and sanitary environment in the community during an emergency situation or disaster.

The Public Works Director shall work with the Emergency Manager to create a complete list of municipal resources that could be used in the case of an emergency situation or disaster. The list will include items already owned by the city and those needed to provide effective emergency response and mitigation. The Public Works Director will also coordinate mitigation efforts with the Emergency Manager in an effort to prevent disasters or minimize their impact.

5.7.3 Finance and Administration Section

In addition to the assigned daily duties, the Draper City Finance Director shall have specific responsibilities during an emergency situation or disaster. These duties include:

- Complete tasks as assigned by the City Manager
- With the assistance of the City Recorder, identify and preserve essential records of all local emergency situations. In order to create final reports, all records, messages and logs will be compiled and submitted to the Emergency Manager following deactivation of the EOC.
- The provision of assistance to other departments with the compilation of emergency-related financial information including all accounting/reimbursement items.
- Assistance in identifying sources of emergency funds if departmental budgets are exceeded.
- Coordination of emergency-related purchases and expenditures.

The Finance Director shall work with the Emergency Manager to create an emergency finance plan for review by the City Manager and consideration by the City Council. The plan will include emergency contingencies for emergency operations, payroll, employee housing, and sustenance during emergencies and other emergency finance-related matters.

5.7.4 Planning and Intel / Community Development Section

In addition to the assigned daily duties, the Draper City Community Development Director shall have specific responsibilities during an emergency situation or disaster. The Community Development Director will:

- Complete tasks as assigned by the City Manager.
- With the assistance of the Building Official, conduct initial damage assessment for all affected structure and determine if structures are inhabitable or if building should remain unoccupied until further assessment can be completed.
- Provide expertise and recommendations for reconstruction, demolition, condemnation and structural mitigation during emergency recovery and response.
- Provide maps, plans, and other information that will allow rapid identification of municipal infrastructure, roads, neighborhoods, and other specific locations.
- Create a streamlined permit process for disaster recovery efforts.
- Coordinate land use, environmental protection, and economic development mitigation issues during emergency recovery.

The Community Development Director will review the development ordinances of the city to ensure that all practicable regulations that will eliminate or reduce the impact of disasters have been included and are implemented.

5.8 Authority and Role of Support Staff

In additional to normal department functions, each department in the city will have specific emergency functions. Under the direction of the Department Head, each department is responsible for developing and maintaining its own emergency management procedures. These procedures will be coordinated with the Emergency Manager and shall consider the elements of

the EOP. In any instance where a department procedure is in conflict with the provisions of this document, the provisions of this document shall take precedent.
Each Department Head is responsible to educate their employees on the procedures of the EOP and the emergency management procedures of the department. With assistance from the Emergency Manager, each department will conduct training and preparation exercises that will familiarize employees with the EOP and the procedures of the department.
In addition to departmental training, designated employees of Draper City shall complete the 100-level training in the National Incident Management System (NIMS). Some municipal employees will be required to complete additional training depending on their emergency role and responsibilities.

5.8.1 Direction and Control

Notwithstanding the contents of this chapter, during an emergency situation or disaster, the final administrative responsibility for all emergency management is under the authority of the City Manager who may delegate certain tasks or assignments to selected staff members. The City Manager serves as the Chair of the Emergency Management Team, which will be assembled immediately upon knowledge of an emergency.
During emergency response operations, the elected official(s) will be available to interact with constituents and forward community concerns, provide emergency policy direction and enact emergency legislation.

5.8.2 General Responsibilities of Draper City Departments

Under the direction of the Emergency Manager, each Draper City department will create internal emergency management standard operating procedures (SOPs) which are consistent with the provisions of this EOP. The SOPs for each department will include, at a minimum:

- Specific departmental and individual responsibilities and tasks coordinated with other departments in the city to avoid redundancy and enhance cooperation
- Specific education and training programs and exercises that will result in adequate knowledge of responsibilities and tasks and the ability to perform such without hesitation in an emergency situation
- A complete list of all department resources that could be of benefit in an emergency situation or disaster and information on all personnel trained to utilize the resources of the department
- Specific procedures for inter-department communication and reporting to the City Manager or designee. These procedures will include notification and employee activation methods, suspension of normal business activities, release of non-essential employees, evacuation procedures and similar communication challenges
- A checklist identifying the working order or damage to all department assets
- An updated line of succession for key management positions to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions
- Methods to protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations
- A budget plan to obtain necessary equipment to protect employees in an emergency situation and funding to rotate staff to prevent fatigue and stress, and make stress counseling available

5.9 Coordination with and Roles of Outside Agencies and External Parties

If it is determined that Draper City resources have been exhausted or that the City is not able to adequately respond to a disaster, assistance from outside agencies will be requested. Requests for assistance from outside agencies and/or external parties shall be consistent with all negotiated mutual aid agreements; memorandums of understanding; established local, state, and federal emergency assistance protocols; and any other governing agreements. In the absence of an effective agreement, the City Attorney shall negotiate expense and reimbursement agreements for emergency consideration by the City Council. The City Manager, with assistance from the Emergency Management Team, shall determine the extent of aid necessary to address the emergency situation or disaster.

The following sections identify the general roles of federal, state, county, nonprofit, and other potential partners in an emergency situation. The roles and responsibilities listed herein are for reference only in recognition that Draper City has no jurisdiction or authority to compel adherence to the responsibilities listed herein:

5.10 County Departments/Agencies Salt Lake County Emergency Management.

The Salt Lake County Emergency Management Branch coordinates the development and implementation of a county-wide emergency management program designed to protect life and property. The Bureau maintains an Emergency Operations Plan that establishes how the community will respond to disasters. This comprehensive plan addresses all hazards (both natural and man-made) through all four phases of emergency management.

The Emergency Management staff responsibilities include:

- Effective contingency planning
- Maintaining the operational readiness of the Emergency Operations Center or EOC (see photo below)
- Maintaining current computer systems, telephones and other communication equipment, emergency management software programs and other information-based planning equipment.
- Assisting other organizations prepare their disaster plans in accordance with State and Federal standards
- Involving other agencies and jurisdictions in training and simulated disasters to exercise their collective response
- Distributing emergency information to the public
- Managing the Tier II Program, mandated by the Federal Government in 1989, under the S.A.R.A. law.

Emergency Operation Center (EOC). Salt Lake County operates an Emergency Operation Center at 900 West 3300 South. The EOC is staffed with well-trained personnel from the Salt Lake County Emergency Management Bureau. The Salt Lake County EOC also houses other Unified Fire Authority division and the Salt Lake County Sheriff's Office Dispatch Center.

The EOC's main function is to become the center for coordination of response, resources, and recovery activities should a man-made or natural disaster occur within the county or across the nation. The county is ready to staff the EOC on a 24/7 basis. Numerous back-up systems are in place to maintain operability even during major disasters.

Under a non-emergency event, the EOC is staffed five days during a normal business week. Duty Officers are on-call 24 hours a day.
The EOC is a secure building, which means that visitors must wear visible picture identification at all times, sign-in at the front desk and be escorted through the building.

Joint Information Center (JIC). Salt Lake County has a full-scale JIC at the Emergency Operation Center. The JIC is staffed with well-trained personnel from the County Emergency Management Bureau, as well as other Public Information Officers from state or local jurisdictions. The county is ready to staff the JIC on a 24/7 basis. Numerous back-up systems are in place to maintain operability even during major disasters.

Salt Lake Valley Health Department. The Salt Lake Valley Health Department (SLVHD) takes the lead in response to health emergencies in Salt Lake County. The health department continues to improves its emergency response capacity by planning, training, exercising and working with partners and municipalities throughout the county. The health department follows the principles of Emergency Management: to plan for, respond to, recover from and mitigate natural and manmade emergencies and disasters. The goal of the health department is to do the most good for the most people in the shortest amount of time.

Amateur Radio Emergency Services
Salt Lake County Amateur Radio Emergency Services (ARES) organizes amateur radio operations for civil defense communications during periods of local, regional, or national civil emergencies. ARES has the capability to alert and mobilize volunteer emergency communication personnel and establish and maintain fixed, mobile and portable station emergency communications facilities for local radio coverage and point-to-point contact of public safety officials and locations, as required. ARES can assist in maintaining the continuity of communications for the duration of the emergency or until normal communications can be substantially restored.

The City Manager may choose to request assistance from Salt Lake County and/or Utah County when local resources have been exhausted. It is anticipated that the counties will support the emergency management needs of the city through existing or emergency-specific mutual aid agreements.

Salt Lake and Utah Counties may engage the services of several departments during an emergency situation or disaster to aid in the provision of human services, operations of shelters, and the provision of food and water to victims of a disaster. The counties will also provide assistance in the search for missing persons and aid to the elderly and persons with special needs. In particular, County Health Departments may be activated to assist the city to address the following where applicable:

- Coordinate all health services in Draper City to include field hospitals and aid stations
- Monitor the availability of safe drinking water sources
- Investigate and implement measures to control the spread of communicable diseases
- Coordinate outreach to healthcare providers
- Provide technical guidance during hazardous materials incidents and ensure compliance with the county's hazardous materials protocols during response and recovery activities
- Coordinate cleanup and re-mediation of contaminated sites
- Maintenance of evacuation and identified transportation routes including clearing of debris
- Coordination of flood control measures

5.11 State Agencies

Consistent with the emergency declarations of the Mayor, County Mayor, County Commissioners, or Governor, the City Manager may choose to request assistance from the State of Utah when local resources have been exhausted or the significance of the emergency situation or disaster warrants a request for services beyond the capacity of Draper City. Requests for assistance will be forwarded to the Utah Department of Emergency Management, who can orchestrate outside resources and materials to meet the situation at hand.

Utah Division of Emergency Management

- Coordinate the State's response to disasters.
- Support Salt Lake and Utah County emergency management efforts when local resources are fully committed and found to be inadequate to cope with the situation and when a particular capability or resource is required and not available.
- Contact the federal government for assistance if the state is unable to fulfill the request.

5.12 Federal Agencies

Federal Emergency Management Agency

- Coordinate the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.
- When warranted, federal agencies will provide assistance to Draper City through established protocols and recognized programs.

National Weather Service

- Issue severe weather watches and warnings.

5.13 Non-governmental Organizations

American Red Cross

Immediately following a disaster, the American Red Cross (ARC) provides emergency shelter, food, medicine, and first aid to provide for basic human needs. ARC workers distribute food and home clean-up items throughout the affected areas in an effort to enable victims of disasters to resume living independently. ARC also helps when all other resources, such as insurance benefits and government assistance, are not available or are inadequate to meet disaster-related needs. ARC aid is provided on an individual basis, based on verified disaster-caused needs, and, at no cost. ARC disaster relief work also includes the following:

- Feeding emergency workers
- Referring those affected by disaster to other available resources
- Handling inquiries from concerned family members outside the disaster area
- Providing disaster-related mental health services and specialized counseling
- Providing staff to work daily at the EOC in support of mass care and sheltering activities
- Providing subject-matter expertise on regulations, policies, and all relevant ARC issues, including general mass care planning, preparedness, response, and recovery activities as ARC-specific activities in these areas
- Providing information on current ARC mass care activities as required
- Supporting reunification efforts through its Safe and Well website and in coordination with government entities as appropriate
- Provide public health and safety, and lessen or avert the threat of an incident becoming a catastrophic incident.

External Parties

Because each emergency situation or disaster is different, there is a wide array of external parties that may be asked for assistance. The parties listed below are not intended to be a complete list, but are included herein as a resource and reference.

- **General Public** – The general public is responsible for their individual and family disaster preparedness. Each family should be prepared to survive and provide for basic human needs, for at least the first 72–120 hours after a disaster, with little outside assistance. Draper City will participate and encourage residents to be prepared through support of initiatives such as the Citizens Emergency Response Team, the Block Captain Program, Utah Division of Emergency Management and any other recognized training program.

- **Business and Industry** – Businesses and Industries based in Draper City are responsible for the development of their own Emergency Operating Plan and Continuity of Operations Plan. Business and industry should be prepared to survive the immediate consequences of disasters, initially take care of on-site employees, and take necessary steps to ensure the long-term viability of their organization. Draper City will support the Ready Your Business initiate administered through the Utah State Division of Emergency Management and other recognized training programs.

- **Community Organizations** – Coordinate with the City Emergency Management Officials to ensure a broad and comprehensive coverage of assistance and relief during emergencies. These organizations can provide and coordinate relief not provided by government on a complementary and supplementary basis. Draper City develop mutual aid agreements and/or memoranda of understanding as required.

Table 5-1

Emergency Support Functions Assignment Matrix

Draper City's EOC is Organized by ESF P = Primary Agency S = Support Agency	ESF #1 Transportation	ESF #2 Communications	ESF #3 Public Works and Engineering	ESF #4 Firefighting	ESF #5 Emergency Management	ESF #6 Mass Care, Emergency Assistance, Housing, Human ServicesTransportation	ESF #7 Logistics Management and Resource Support	ESF #8 Public Health and Medical Services	ESF #9 Search and Rescue	ESF #10 Oil and Hazardous Materials	ESF #11 Animal Services, Agriculture and Natural Resources	ESF #12 Energy (Public Utilities)	ESF #13 Public Safety and Security (Law Enforcement)	ESF #14 Long-Term Commmunity Recovery	ESF #15 External Affairs
Draper City Emergency Management	P	P	P	P	P	S	P	S	P	P	P	S	P	P	P
Draper City Police		S	S	S	S				S	S	P		P		
Draper City Fire Department / Unified Fire Department		S		P					P	P		S			S
Draper City Water			P									P			
Draper City Mayor and		S	S	S	S						S		S	S	
Salt Lake County Emergency Management		S	S	S	S		S			S			S		S
Salt Lake County Health Department						P		P		S					
Salt Lake County Department of Human						p		S							
Salt Lake County Animal											S				
Salt Lake County Joint Information System															S
VECC		S													
Utah County Emergency Management		S	S	S	S		S			S			S		S
Utah County Health Department						P		P		S					
Utah Department of Transportation	P														
Skaggs Catholic Center	S					S	S								
Canyon School District	S					S	S								
American Red Cross						S		S							
ARES		S			S										
VOAD						S					S				
Questar												P			
Rocky Mountain Power												P			
Water Pro			P									P			
Utah National Guard		S	S			S									

Section 6
DIRECTION, CONTROL, AND COORDINATION

The emergency response forces of the community (EMS, fire, law enforcement, and public works) are the primary forces of the Draper City in response to community emergencies and disasters.

Draper City Emergency Management coordinates response to major events when required through the Draper City EOC. The Draper City Chief Executive will focus on a declaration of a local state of emergency when necessary. If the emergency exceeds locally available resources of the emergency response forces, the Draper City Chief Executive can request county assistance from Salt Lake County Emergency Management. Salt Lake County Emergency Management is the agency charged with coordinating jurisdictions located within Salt Lake County response to disasters.

Coordination of the Draper City Emergency Operations Plan (EOP) components will be as follows:

- This promulgated EOP is effective immediately upon approval and implementation.
- All departments, agencies, and organizations involved in the execution of this EOP will be organized, equipped, and trained to perform all designated responsibilities contained in this plan and it's implementing instructions for preparedness, response, and recovery activities.
- All organizations are responsible for developing and maintaining internal operating and notification procedures.
- All responding organizations are responsible for filling any important vacancies, recalling personnel from leave if appropriate, and alerting those who are absent due to other duties or assignments.
- Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
- Unless directed otherwise, the release of information to the public or media will be handled through the jurisdiction's joint information system using the concepts outlined in Emergency Support Function (ESF) #15 External Affairs.
- Personnel designated as representatives to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
- Once the EOC has been activated, organizational and agency representatives will complete the following:
    - Report to EOC check-in immediately upon arrival for an update on the situation and to confirm table/telephone assignments.
    - Provide name, agency, and contact information on EOC staffing chart.
    - Ensure adequate 24/7 staffing for long-term EOC activations.
    - Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions, and requirements.
    - Maintain coordination with other appropriate organizations and agencies.
    - Thoroughly brief incoming relief personnel and inform the EOC incident manager of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
- The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation itself.

6.1 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process. The preliminary damage assessment assists Draper City to identify which resources are available and what additional needs may be required. Damage assessments are to be relayed to the Salt Lake and/or Utah County EOC through damage assessment components. Draper City will work with Salt Lake County and/or Utah Emergency Management to assemble assessments in the EOC environment.

A preliminary damage assessment team may be composed of personnel from the Federal Emergency Management Agency (FEMA), the state emergency management agency, county and Draper City officials, and the U.S. Small Business Administration. The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, hospitals, schools, and fire and police departments.

They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced as well as the threat to health and safety caused by the incident. Additional data from the American Red Cross or other local voluntary agencies may also be reviewed. During the assessment, the team will collect estimates of the expenses and damages compiled by the EOC.

The Preliminary Damage Assessment can then be used by the governor to support a declaration request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, and citizenry affected, and criteria to illustrate that the needed response efforts are beyond state and Draper City recovery capabilities. The information gathered during the assessment will help the governor certify that the damage exceeds state and local resources.

6.2 Response Procedures

Draper City Emergency Management will monitor impending emergencies and actual occurrences. If the readiness level indicates, the Draper City Emergency Management staff will notify any key response organizations. When events are such that normal response procedures are inadequate, Draper City will declare a state of emergency and activate the EOP, mutual aid agreements, and the Draper City EOC.

For those situations where response is beyond the capability of Draper City due to the severity or the need for special equipment or resources, Draper City will request assistance from Salt Lake County and other jurisdictions as required. All requests for mutual aid and Salt Lake County/state/federal assistance will be coordinated by the Draper City EOC and forwarded to the Salt Lake County EOC. The Salt Lake County and/or Utah County liaison will assist Draper City with appropriate procedures to accomplish these efforts.

If Draper City resources cannot cope with an emergency, Draper City will request mutual aid or Salt Lake County and/or Utah County assistance. Draper City and Salt Lake County are participants in the Utah Interlocal Mutual Aid Agreement.

Response priorities will focus on life safety; basic survival issues (water, food, basic medical care, shelter); restoration of the community's vital infrastructures (water/waste systems, electric, phones, roads); cleanup and emergency repairs; and then recovery.

The Draper City EOC serves as the central location for direction and control of response and recovery activities. When the EOC is fully activated, it will be staffed by the Draper City's emergency management staff and personnel in support of the ESFs that are activated, these assigned individuals will report to the EOC. Emergency response actions may be undertaken and coordinated with or without activation of the Draper City EOC, depending on the severity of the impending or actual situation.

The EOC will compile damage assessment information to determine the fiscal impact and dollar loss associated with a disaster. Damage assessment information is needed to secure a presidential disaster declaration (not normally required before federal assistance is requested in a catastrophic disaster).

Supporting agencies shall report to the Draper City EOC, they will prioritize their needs as quickly as possible accordingly:

- Search and rescue operations
- Human requirements (such as water, food, shelter, and medical support)
- Property and infrastructure (transportation, communications, and utilities systems)

The Public Information Officer will organize notifications to the public, business community, and other parties of developments and activities via the local media.

6.3 Response Recovery

Draper City emergency and public works personnel, volunteers, outside agencies, and other private interest groups provide emergency assistance required to protect the public's health and safety and to meet immediate human needs.

The Draper City EOC will conduct an assessment immediately after a disaster occurs. The assessment shall identify resources required to respond to and recover from the disaster. This will form the basis for the request of Salt Lake County, Utah County, state, and federal assistance.

Emergency public information and rumor control are coordinated by Emergency Support Function #15 - External Affairs. A JIC will be established when the Draper City EOC is activated or when a state of emergency has been declared for Draper City. The JIC will be under the direction of the ESF #15 - External Affairs primary coordinator.

Mutual aid agreements will be used for support from other local governments. Mutual aid requests will be coordinated with the Draper City and the Salt Lake County EOC and/or Utah County EOC, if operational, to ensure coordination with other impacted jurisdictions.
When the emergency has diminished to the point where the normal day-to-day resources and organization of the Draper City can cope with the situation, the Draper City mayor terminates the state of emergency. The EOP and Draper City EOC may continue to function in support of limited emergencies and the recovery process.

The Draper City Manager may determine, after consulting with local government officials, that the recovery appears to be beyond the combined resources of both the county and local governments and that state assistance may be needed. The Draper City Manager must certify that the severity and magnitude of the disaster exceed county and local capabilities; certify that state assistance is necessary to supplement the efforts and available resources of the county and local governments, disaster relief organizations, and compensation by insurance for disaster related losses; confirm execution of the Draper City's EOP; and certify adherence to cost-sharing requirements.

If Salt Lake County and Draper City receives a presidential disaster declaration, a recovery team will be implemented to address long-term issues in recovery.

6.4 Damage Assessment and Recovery

6.4.1 Damage Assessment and Analysis Information

An important success factor is the ability of the city to efficiently and effectively access and analyze the level and magnitude of damage resulting from an emergency situation and how quickly recovery efforts are underway. Early assessments are important in order for the Incident Commander to evaluate the potential impact on the community and the socioeconomic system of Draper City. The damage assessment will also determine the declared level of emergency and whether outside resources are necessary.

Initial damage assessment will be focused on critical life safety facilities such as hospitals, roads and bridges, public safety buildings, and similar locations. If more detailed assessments are necessary to determine the status of these facilities, a concentrated effort will be placed on this task. Where possible, pictures or videotape media will used in compiling the preliminary damage assessment. County, state, and federal teams may be dispatched to assist in completing the damage assessment if the preliminary damage assessment indicates that the damage is severe and widespread or if a financial estimate (best completed by experienced personnel) is necessary.

In some instances, a walk-through inspection may be required. A walk-through inspection involves a structure-by-structure damage assessment, which will be completed by city building inspectors who may engage the assistance of county and state inspectors.

Determining the extent and level of damage is important in supporting a disaster declaration. County records, appraisals, real estate records and other means may be used to determine monetary damage and to assess economic injury.

6.4.2 Incident Reporting

During an emergency, situation reports should be forwarded to the EOC as quickly as they become available. The information provided in the initial and subsequent reports should outline a sequential record of actions taken from the point of first response through restoration activities. Although the degree of detail will vary with the type and severity of the incident, reports should include enough detail to create an accurate record of the emergency. The information should be consistent, non-inflammatory, and complete. In general, initial situation reports should include:

- The location and nature or degree of the damage
- The anticipated economic impact on the community
- The type of response actions necessary to address the situation and if Draper City is capable of providing the assistance or if supplemental state and federal assistance is needed

All members of the EOC staff will maintain and complete an ICS Form 214 Activity log. Following the initial report, the Chief Executive may assign personnel to complete additional situation reports and report findings to the EOC. This process may be repeated several times to allow the Incident Commander to modify and coordinate the response as conditions change.

6.4.3 Reports and Record Keeping

During a declared emergency, an accurate record of conditions, expenses, actions, and mitigation must be maintained. Although state and federal agencies may assist Draper City or retain redundant records, they will often rely on the initial assessment and situation reports generated at the local level. These documents will be important in the identification of state and federal financial assistance, declaration of a state or national emergency as well as for incident review and mitigation.

6.4.3.1. Federal Records

The Federal Emergency Management Agency (FEMA) is responsible for coordinating and administering all federal disaster relief programs subsequent to a presidential declaration. The Federal Coordinating Officer will establish a field office in the disaster area to administer disaster relief programs according to Public Law 93-288, the Robert T. Stafford Disaster Relief and Emergency Assistance, and the Code of Federal Regulations, Title 44, Part 206. All contracts must follow the procurement guidelines found in Title 44 of the Code of Federal Regulations Part 13.36.

6.4.3.2. State Records

The Governor's Authorized Representative is responsible to execute all necessary documents on behalf of the State of Utah for state and federal disaster assistance including the certification of any applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to city officials involved in the preparation and maintenance of their required reports and records.

6.4.4 Post Assessment Communication and Reporting

Following the initial damage assessment and implementation of the appropriate and measured response, communication between the various Emergency Response Teams is critical. It is during this period that plans are established return the city to a state of normalcy and residents are allowed to engage in the activities of daily life. Each Emergency Response Team is assigned to a specific and important element of emergency management and is responsible to report their findings to the Incident Commander in a timely and complete fashion.

Incident Commander will organize a meeting between Emergency Response Team leaders to discuss the most current status of the incident and the existing efforts of Draper City. At these meetings, suggestions and analysis for addressing particular issues may be provided to the CEO. Following the meetings, new instructions and direction will be provided to team leaders and future meetings times will be scheduled.

6.5 Requesting State and Federal Resources

Requests for assistance will be forwarded to the Salt Lake County and/or Utah County then to the Utah Division of Emergency Management from the Salt Lake County and/or Utah County EOC when Draper City resources are exhausted or Draper City capabilities are unable to meet the need. The Utah Division of Emergency Management can orchestrate and bring to bear outside resources and materials to meet the situation. The State of Utah is able to contact the federal government for assistance if it is unable to fill the request.

6.6 Determination of Recovery Strategy

Each emergency situation or disaster is unique and an appropriate recovery strategy is highly dependent on the damage that occurs during the emergency. The general concept for Draper City recovery operations is based upon a coordinated effort of city, county, state, federal, and private resources during the recovery phase. In some instances, outside assistance may not be necessary and in a more catastrophic situation, significant federal resources may be needed.

The City Manager, with consultation with the Mayor, City Council, staff, and outside officials will direct the Emergency Manager to create an appropriate and measured recovery strategy. The strategy will include municipal cost estimates, equipment needed to complete the work, anticipated staff hours, a projected time line, and any other information necessary to ensure there is a clear scope of work and municipal obligations.

6.7 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during a community emergency or disaster situation. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local civil government ability to carry out its constitutional responsibilities. Ordinances, administrative rules, and departmental procedures address continuity of government in Draper City.

Continuity of government is an essential function of emergency management and is vital during an emergency situation or disaster. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. There are two basic functions of local government. The legislative function establishes, by majority vote, municipal policy and rules of order. This function is the responsibility of the elected officials or the governing body of the city. Regarding emergency preparedness, as the Chair of the City Council, the Mayor with the advice and consent of the City Council will assign one or more of the City Council members to provide legislative oversight of community emergency management. The Councilmember(s) assigned to emergency management will provide regular updates to the governing body about actions taken to prepare the community for potential emergency situations or disasters.

The City Manager is appointed to provide oversight to the administrative functions of the city. Under the direction of the City Manager, an Emergency Manager will be assigned to administer the emergency management program of Draper City. The Emergency Manager will complete all training necessary to function as an effective emergency coordinator and recommend all training, purchases, and other actions necessary to prepare the community for a potential emergency situation or disaster to the City Manager who will determine when such actions will occur.

In the instance of an emergency situation or disaster, the Mayor will coordinate all legislative functions and the City Manager will coordinate all administrative functions of the city. See approved Continuity of Operations (COOP) for additional information.

Section 7
INFORMATION COLLECTION, ANALYSIS AND DISSEMINATION

Disaster intelligence relates to collecting, analyzing, and disseminating information and analyses that describe the nature and scope of hazards and their impacts. Intelligence and information sharing in the emergency operations center (EOC) is important, especially for each Emergency Support Function (ESF) that is activated. It will be vital in evaluation of ESF resources, capabilities, and shortfalls (for example, availability of trained personnel, equipment, and supplies) and will help to determine the level of assistance that is needed, according to each ESF. This information will become part of the planning and response process as ESF shortfalls are relayed to the Draper City EOC command staff.

ESF #5 - Emergency Management is responsible for establishing procedures for coordination of overall information and planning activities in the EOC. The EOC supports local emergency response and recovery operations; provides a nerve center for collection and dissemination of information to emergency management agencies in order to qualify for Salt Lake County and/or Utah County, state, and federal assistance; gauges required commitment of resources; and supports other emergency response organizations in their assigned roles.
Disaster intelligence incorporates essential elements of information, which include but are not limited to the following:

- Information element
- Collection method
- Responsible element
- Deliverables

Situational rapid assessment includes all immediate response activities that are directly linked to initial assessment operations to determine life-saving and life-sustaining needs. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an incident that occurs without warning, a rapid assessment must be conducted, at least initially, with county resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate local government response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, and criteria for requesting mutual aid and state and federal assistance.

Draper City Emergency Management staff will monitor events 24/7, which provides immediate information management. The Draper City will activate local rapid assessment following any incident where disaster intelligence is needed. Rapid assessment involves teamwork and requires personnel who are in place and know their responsibilities. The rapid assessment will be organized for information flow to a source that will most likely reside in the EOC. This person will prepare documentation necessary for continuing response operations and EOC activation if necessary.

Assessment is accomplished in three phases:

- Rapid assessment, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines
- Preliminary damage assessment, which affixes a dollar amount to damage
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel

Development of rapid assessment procedures will provide guidance to all participating agencies that will be involved in the process. Rapid assessment procedures will include the following:

- Develop a jurisdictional profile
- Perform an assessment of Draper City by district area.
- Look at Draper City staffing and possible resource needs
- Develop communication procedures
- Conduct testing and exercising

Development of rapid assessment forms will assist pre-identified personnel as they collect intelligence. These checklists will ensure uniformity for information gathered, disseminated, and collected.

Section 8
COMMUNICATIONS

Emergency communications is defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.
Emergency communications consists of three primary elements:

- **Operability:** The ability of emergency responders to establish and sustain communications in support of the operation.
- **Interoperability:** The ability of emergency responders to communicate among jurisdictions, disciplines, and levels of government using a variety of communication mediums. System operability is required for system interoperability.
- **Continuity of communications:** The ability of emergency response agencies to maintain communications in the event of damage to or destruction of the primary infrastructure.

8.1 Common Operating Picture

A common operating picture is established and maintained by the use of integrated systems for communication, information management, intelligence, and information sharing. This allows a continuous update of data during an incident and provides a common framework that covers the incident lifecycle across jurisdictions and disciplines.

A common operating picture accessible across jurisdictions and functional agencies should serve the following purposes:

- Allow incident managers at all levels to make effective, consistent decisions
- Ensure consistency at all levels of incident management

Critical aspects of local incident management are as follows:

- Effective communications
- Information management

Information and intelligence sharing A common operating picture and systems interoperability provide the information necessary to complete the following:

- Formulate and disseminate indications and warnings
- Formulate, execute, and communicate operational decisions
- Prepare for potential requirements and requests supporting incident management activities
- Develop and maintain overall awareness and understanding of an incident within and across jurisdictions

An Emergency Operations Center (EOC) uses a combination of networks to disseminate critical information that constitutes a common operating picture, including the following:

- Indications and warnings
- Incident notifications
- Public communications

Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in EOPs and incident action plans at all levels of government.

The types of communication used in an incident or event will vary depending on the complexity of the incident or event and consist of both internal communications and external communications. They may cross a broad spectrum of methods such as the following:

Internal Communications

- Landline
- Cellular phone
- Text
- Paging/notification
- 800 MHZ
- Internet/WebEOC
- ARES

External Communications

- Landline
- Fax
- Cellular phone

- Text
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency activation system
- Reverse 9-1-1
- Press releases
- News media
- Twitter
- Facebook

Agencies must plan for the effective and efficient use of information management technologies such as computers and networks for the following purposes.

- Tie together all command, tactical, and support units involved in incident management
- Enable these entities to share information critical to mission execution and the cataloguing of required corrective actions Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities.

These actions include the following:

- Mobilization or pre-deployment of resources
- Strategic planning by:
- Preparedness organizations
- Multiagency coordination entities
- Agency executives
- Jurisdictional authorities
- EOC personnel

During an incident, incident management personnel use communications and information processes and systems to inform preparedness organizations, multiagency coordination entities, agency executives, jurisdictional authorities, and EOC personnel of the formulation, coordination, and execution of operational decisions and requests for assistance. Sustained collaborative effort over time will result in program toward common communications and data standards and systems interoperability.

8.2 HAM Radio Communication Net Assignment

8.2.1 Draper Ham Radio Association (DHRA) Public Safety Net, Weekly on Thursdays at 8:30pm, on 447.100, tone -100 MHz.

8.2.2 District Nets:

- Corner Canyon District, weekly on Thursdays at 9pm, on 146.500 MHz simplex, except for the 4th Thursday, which will be held on the 447.100 repeater (tone of 100 MHz) at 9pm after the DHRA monthly face-to-face meeting.
- Crescent View District, weekly — day, time and frequency TBA
- Draper District, 3rd (or 4th) Thursday, at 9pm on 146.56 MHz simplex
- Eastridge District, weekly on Sundays at 9pm on 145.77 MHz simplex
- Hidden Valley District, 2nd and 4th Sundays at 9pm, on 146.58 MHz simplex
- Mountain Point District, weekly on Wednesdays at 7:15pm, on 147.50 MHz simplex
- River View District, weekly on Thursdays at 8:15pm, at 447.100, -100 MHz tone or 438.450 Simplex
- South Mountain District, weekly on Tuesdays at 9pm, on 147.48 MHz simplex
- SunCrest District, weekly on Sundays at 8pm, on 447.100, -100 MHz tone on the first Sunday, 146.480 simplex on the remaining Sundays

8.3. Phone Bridge:

Salt Lake County Emergency Management has developed a phone bridge that will allow users to call in and be able to communicate with each other or hold conference calls to receive status updates or give directions. During an incident the availability of the phone bridge would be checked, if available let all parties know the numbers and access codes. The current phone bridge numbers are 844-270-4077, 402-443-1442 Select ‘0’ when prompted and enter code 222#

Section 9
ADMINISTRATION, FINANCE, AND LOGISTICS

9.1 Administration Information

- The emergency operations center (EOC) monitors continuously 24 hours per day and is administered by Draper City Emergency Management. Day-to-day operations are under the direction of the Draper City Emergency Manager.
- The operational readiness of the EOC is the responsibility of Draper City.
- Narratives and operational journals of response actions will be kept.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations with responsibilities for implementing this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

9.1.1 Records Preservation and Restoration

All departments in Draper City must ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency.

9.1.2 Reports and Records

9.1.2.1. General: 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.

9.1.2.2. Reporting guidelines: Salt Lake County and/or Utah County will submit consolidated reports to the Utah Division of Homeland Security to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to Salt Lake County and/or Utah County Emergency Management by the most practical means and in a timely manner. Municipal and county governments will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the municipal emergency management agency. The logs and records will form the basis for status reports to the county and state.

9.1.2.3. Initial reports: Initial reports (needs assessment) are the necessary 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.

9.1.2.4. Updates: Situation reports outlining new developments and more complete 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 state EOC duration a local activation.

9.1.2.5. Post emergency reports: Draper City will submit the appropriate post emergency reports to the:

Utah Division of Emergency Management
Department of Public Safety 1110 State Office Building
Salt Lake City, Utah 84114 801 538-3400

9.2 Reports and Record Keeping

Record keeping is a key element of effective emergency management. Accurate records are needed for the city to be eligible for emergency funding or reimbursement.

In addition to accurate record keeping during an emergency situation, key personnel must be trained to be familiar with the federal and state reporting systems. The Emergency Manager will organize training for selected personnel in regard to federal and state emergency reporting.

9.2.1 Reports and Records

The planning and activation of an effective emergency response requires timely and accurate reporting of information and the

maintenance of records on a continuous basis.
Draper City will submit comprehensive reports that address, at a minimum, the following items:

- Training of personnel and exercises completed to prepare the community for an effective response to an emergency; list of trained personnel, equipment and other emergency resources shall be filed with the Draper City Emergency Manager
- Initial damage assessments and reports of the severity of the incident
- Initial needs assessments necessary to declare the appropriate emergency declaration and to request assistance from the county, state and federal governments
- Approved Incident Response Plans and mitigations plans
- Situation reports outlining new developments and more complete information as a situation progresses
- Post-emergency reports that include a complete review of the situation which will also be submitted to the Utah Department of Emergency Management and Homeland Security as appropriate

9.3 Financial Management

When agencies require additional resources, these requests will be referred to ESF #7 - Logistics Management and Resource Management in the Draper City EOC. ESF #7 - Logistics Management and Resource Support is tasked with identifying the most appropriate and economical method of meeting the resource request. There are four basic methods of meeting a resource request as follows:

- Local forces are those resources under direct control of the county EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the Draper City EOC to augment staff during a locally declared state of local emergency.
- Salt Lake County is a signature party of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery. All requests for mutual aid must follow the procedures established by the Utah Division of Homeland Security under this agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Draper City EOC Finance Department in a timely fashion. The auditor will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If an emergency was federally declared, the auditor will submit for reimbursement. If an emergency was not declared, the documentation will serve as a recorded history of activity with expenditures.

9.3.1 Accounting

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained. Such records are essential to identify and document (1) funds for which no federal reimbursement will be requested and (2) those funds eligible for reimbursement under major emergency project applications. 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 Draper City Finance Department will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster that impacts Draper City.

9.3.2 Fiscal Agreements

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 is mandatory.

9.4 Logistics

Draper City Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations.

ESF #7 Logistics Management and Resource Support provides logistical and resource support, including locating, procuring, and issuing resources (such as supplies, office space, office equipment, fuel, and communications contracting services, personnel, heavy equipment and transportation) to agencies and departments involved in delivery of emergency response and recovery efforts.

Detailed information on logistical assets may be found in Salt Lake County WEBEOC database.

Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Draper City unless the City Manager or other designated representative grants approval.

9.5 Training and Mitigation

Disaster preparedness training and education is essential for public, private and volunteer disaster agencies and all residents and

businesses in the city. The two primary goals of Draper City emergency preparedness training are to 1) encourage individual and family preparedness, and 2) develop personnel expertise to become effective and responsive in an emergency. Individuals and agencies with assigned tasks under this EOP must receive preparatory training and participate in exercises reflective of situations that could occur in Draper. Effective training will be ongoing and current to ensure that Draper City emergency responders are prepared and qualified to act in an emergency situation or disaster.

9.5.1 Training Opportunities

In addition to participating in the training necessary to administer the emergency management activities of the city, it is the responsibility of the Emergency Manager to organize training opportunities and exercises that mimic emergency situations and the challenges faced in these unique circumstances. Training can be accomplished through attendance at seminars and conferences, participation in exercises at the local, county, state, and federal level, emergency preparedness classroom and correspondence courses and similar opportunities. Draper City will also train staff members in NIMS.

9.5.2 Emergency Exercises

On a semi-annual, annual or as need basis, the Emergency Manager will organize an emergency exercise design to mimic an emergency situation or disaster that could happen in Draper. The exercise will include participation from city emergency and public safety providers, the Unified Fire Authority, Salt Lake County, and any other appropriate public safety entity, medical service providers including hospitals and clinics, appropriate city personnel, volunteer organizations, and any other entity that would increase the reality of the simulation.

The Emergency Manager will concentrate on emergency situations that are most likely to occur in the community rather than those with a low likelihood of occurrence. The City Manager will be consulted and must approve each emergency exercise. In addition to the emergency exercise, the Emergency Manager will cause the Emergency Operations Center to assembled and assigned personnel to simulate an emergency situation. All equipment will be tested and updated or replaced if needed.
Some, but certainly not all, of the purposes of emergency exercises include:

- To take every opportunity to prepare for an emergency that will serve to protect life and property.
- Opportunities for interaction and development of cooperation with other agencies in order to broaden emergency response and recovery capabilities.
- To increase familiarity with emergency management equipment and operations and allow personnel to gain experience in employing these tools during an actual incident.
- Evaluation of training exercises for effectiveness and clarity of purpose.
- Implementation of corrective actions and improvements to better respond in an emergency situation.

9.5.3 Public Education and Awareness

A high level of public consciousness, awareness and education are crucial to effective emergency management. Informed and knowledgeable residents respond in a more efficient and safer manner in emergency situations. Public education about the potential vulnerabilities and hazards will also result in an opportunity to develop individual and family preparedness plans. In cooperation with community volunteer organizations, the Emergency Manager will organize public education opportunities.

Public training opportunities may include public safety fairs, educational workshops and other public/private presentations and speaking engagements. Additional education will be accomplished at City Council meetings, gatherings of civic and homeowner's associations, and through articles in the local newspapers. An updated roster of trained personnel identifying individuals with emergency response training will be maintained by the Emergency Manager.

Preparedness activities develop response capabilities needed if an emergency situation or disaster occurs as well as the ability of individuals to be self-reliant for short periods of time during a disaster. Related to mitigation, preparedness differs because activities are focused on efforts to educate, organize, train and practice for emergencies rather than the completion of improvements intended to reduce or limit damage. Perhaps more than any other emergency management activity, preparedness requires participation from entities and individuals outside of the city structure. In particular, Draper City will rely heavily upon the following groups and entities in order to be properly prepared to address an emergency situation:

- Draper Emergency Management Executive Committee
- Draper City District Representatives
- Federal Emergency Management Administration (FEMA)
- Utah Department of Emergency Management and Homeland Security
- Unified Fire Authority
- Salt Lake County Emergency Management
- Utah County Emergency Management
- State of Utah Emergency Management
- Religious and congregational leaders

Although preparation includes many groups and individual residents, city employees must also be prepared to act in an emergency situation. The City Council has directed the management staff and all department heads to take necessary actions to educate and train appropriate staff members to coordinate and implement emergency and disaster procedures and instructions.

The emergency management staff will schedule exercises, drills intended to simulate emergency situations that will allow staff and outside entities to become familiar with the emergency procedures, and protocols so that in the unfortunate event of a disaster, the response will be organized and effective.

Section 10
PLAN MAINTENANCE AND DISTRIBUTION

Draper City Emergency Management is responsible for the overall maintenance (review and update) of this EOP and for ensuring that changes and revisions are prepared, coordinated, published, and distributed.

This EOP will be reviewed and updated as needed based on deficiencies identified in simulated or actual use or due to organizational or technological changes.

The City Manager shall cause the Emergency Management prepare updates to this EOP, assist departments with preparation of the components and implementation of the identified mitigation measures of the EOP.

Revisions to the EOP will be forwarded to all organizations or agencies assigned responsibilities in the plan. Contact names and telephone numbers (for emergency operations center [EOC] staff, departments, agencies, special facilities, schools, etc.) shall be maintained by appropriate departments and agencies.

10.1 Emergency Operations Plan Maintenance

To maintain EOP capabilities and to be prepared for any emergency or disaster that may affect Draper City, Draper City Emergency Management has developed and maintains a multiyear strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the Draper City EOP and the frequency of their occurrence.

Table 10-1
EOP Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	▪ Review entire plan for accuracy. ▪ Incorporate lessons learned and changes in policy and philosophy. ▪ Manage distribution.	As Needed
Train new *Draper City* Emergency Management staff	▪ Conduct EOP training for new Draper City Emergency Management staff.	Within 60 days of appointment
Orient new policy officials and senior leadership	▪ Brief officials on existence and concepts of the EOP. ▪ Brief officials of their responsibilities under the EOP.	Within 60 days of appointment
Plan and conduct exercises	▪ Conduct internal EOP exercises. ▪ Conduct joint exercises with Draper City emergency support functions. ▪ Support and participate in state-level and local-level exercises.	Semiannually, annually, or as needed

Section 11
AUTHORITIES AND REFERENCES

11.1 Authorities

Under the provisions of HSPD-5, the Secretary of Homeland Security is the principal federal official for domestic incident management.

Federal Authorities

Federal Civil Defense Act of 1950, (PL 81-950), as amended Disaster Relief Act of 1974, (PL 93-288) as amended. Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100-700). Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance October 1, 2008

The authorities under which this emergency operation plan may be activated include the following:

State of Utah

Title 63, Chapter 3, "State Emergency Management Act."

Salt Lake County

Ordinance 2.86.010-120 State of Utah, Emergency Operations Plan National Response Framework

Supporting Documents/Plans

- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic - Preparedness
- FEMA 501-7, NIMS Basic -Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- Salt Lake County Emergency Operations Plan, June 2010

11.2 Agreements

Draper City is part of the Utah Interlocal Mutual Aid Agreement for Catastrophic Disaster Response and Recovery.

Section 12
GLOSSARY

All-hazards: Describes all incidents, natural or human-caused, that warrant action to protect life, property, environment, and public health or safety, and to minimize disruptions of government, social, or economic activities

City Manager: Draper City is a charter government with a Chief Executive Officer, the City Manager, whom the Mayor and City Council appoints.

Disaster: Any natural, technological, or civil emergency that causes damage of sufficient severity and magnitude to result in a declaration of a state of emergency by the Mayor, County officials, the Governor, or the President of the United States.

Emergency: An occurrence or threat thereof, whether accidental, natural, technological, or manmade, in war or peace, which results or may result in substantial injury or harm to the population, or substantial damage to or loss of property.

Emergency Management: Emergency Management is the preparation for, the mitigation of, the response to, and the recovery from emergencies and disasters. Specific emergency management responsibilities include, but are not limited to the following:

- Reduction of vulnerability of people and communities of this state to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
- Preparation for prompt and efficient response and recovery to protect lives and property affected by emergencies
- Response to emergencies using all systems, plans, and resources necessary to preserve adequately the health, safety, and welfare of persons or property affected by the emergency
- Recovery from emergencies by providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

Emergency Manager: Staff member who is in charge of the Emergency Management agency and serves as the incident manager when the Draper City EOC is activated

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member states quickly and efficiently, resolving two key issues up front: liability and reimbursement.

Emergency Operations Center (EOC): A designated site from which public, private, or voluntary agency officials can coordinate emergency operations in support of on-scene responders

Emergency Operations Plan (EOP): Overview of Draper City's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EOP, explains the general concept of operations, and assigns responsibilities for emergency planning and operations.

Emergency Support Function (ESF): A functional emergency management responsibility established to facilitate assistance required during mitigation, preparedness, response, and recovery to save lives, protect health and property, and maintain public safety.

Emergency Support Function (ESF) Assignment Matrix: Organizational grouping of all primary and support ESF agencies

Federal Emergency Management Agency (FEMA): Agency of the U.S. government tasked with disaster mitigation, preparedness, response, and recovery planning

Finance/Administration Section: Responsible for tracking incident costs and reimbursement accounting

Homeland Security Presidential Directive (HSPD) 5: Enhances the ability of the United States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

Incident Command System (ICS): An all-hazard, on-scene functional management system that establishes common standards in organization, terminology, and procedures.

Joint Information Center (JIC): The primary location for the coordination of media relations located in or near the emergency operations center.

Joint Information System (JIS): This is the primary location for the coordination of media relations located in or near the

EOC. Provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers and brings incident communicators together during an incident to develop, coordinate, and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

Local Government: In most instances refers to Draper City but in some instances may also include other entities including the Canyons School District, Juan Diego Catholic High School, adjacent municipalities or other government authorities created under county or municipal legislation.

Local Nonprofits: Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community. United Way Agencies are an example of local nonprofits under this category.

Logistics Section: Provides facilities, services, and materials, including personnel to operate the requested equipment for the incident support.

Major Disaster: A situation that will likely exceed local capabilities and require a broad range of state and federal assistance.

Minor Disaster: A situation that is likely to be within the response capabilities of local government and to result in only a minimal need for state or federal assistance.

Mitigation: Includes activities designed to either prevent the occurrence of an emergency or activities to minimize the potentially adverse effects of an emergency.

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal emergency operations plan must be consistent with and subject to the applicable county emergency operations plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

National Incident Management System (NIMS): A systematic, proactive approach to guide departments and agencies at all levels of government, nongovernmental organizations, and the private sector to work seamlessly to prevent, protect against, respond to, recover from, and mitigate the effects of incidents, regardless of cause, size, location, or complexity, in order to reduce the loss of life and property and harm to the environment.

National Response Framework: The guiding principles that enable all response partners to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

Operations Section: Directs and coordinates all operations and assists the emergency management bureau chief in development of incident operations.

Planning Section: Responsible for the collection, evaluation, dissemination, and use of information about the development of the incident and status of resources.

Primary Emergency Support Function (ESF) Agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities, resources, capabilities or expertise relative to accomplishment of the specific emergency support function.

Primary Emergency Support Function (ESF) Coordinator: The primary ESF coordinator is the entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include:

- Coordination before, during, and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private-sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

Policy Group: Consists of executive decision-makers that are needed to collaborate to manage the consequences of the disaster. This group makes critical strategic decisions to manage the emergency.

Public Information: Emergency information that is gathered, prepared, and coordinated for dissemination during a disaster or major incident.

Recovery involves returning the community back to a normal or near normal status. Recovery includes reconstruction and repair of damaged infrastructure, homes, and businesses.

Response activities and programs are designed to address the immediate and short-term-effects of an emergency situation or disaster. Response activities include warning, evacuation, sheltering, search and rescue, and other similar operations. Restoration of utilities, emergency repairs to roads and bridges, removal of debris are part of the final stages of response.

Safety/Security: Safety/security is monitored and measures are developed for ensuring a safe and secure environment in which to run emergency operations.

State Liaison: Individual appointed by the Utah Division of Homeland Security to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the incident.

Standard Operating Procedures: States in general terms what the guideline is expected to accomplish.

Section 13
ACRONYMS

ARES – Amateur Radio Emergency Service
CERT – Community Emergency Response Team
COG – Continuity of Government
CFR – Code of Federal Regulations
COOP – Continuity of Operations Plan
DES – Division of Emergency Services
HLS – Division of Homeland Security
EMAC – Emergency Management Assistance Compact
EMS – Emergency Medical Service
EAS – Emergency Alert System
EOC - Emergency Operations Center
EOP - Emergency Operations Plan
EMP – Emergency Operations Plan
ESF - Emergency Support Function
FEMA - Federal Emergency Management Agency
HAZMAT - Hazardous Materials
HSPD – Homeland Security Presidential Directive
ICS - Incident Command System
ICP - Incident Command Post
JIC - Joint Information Center
JIS – Joint Information System
NIMS – National Incident Management System
NOAA – National Oceanic Atmospheric Administration
NRF – National Response Framework
NWS – National Weather Service
PDA – Preliminary Damage Assessment
PIO – Public Information Officer
RIAT – Rapid Initial Assessment Team
UDOT – Utah Department of Transportation
COG – Continuity of Government
UNG – Utah National Guard
SOP – Standard Operating Procedures
TEP – Training and Exercise Plan
TRAX – Light Rail System
VECC – Valley Emergency Communications Center

Section 14
APPENDIX

Appendix A: Resolution 08-45 Adapting the Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

RESOLUTION NUMBER 08-45

A RESOLUTION ADOPTING THE DRAPER CITY EMERGENCY MANGEMENT MISSION STATEMENT, VISION STATEMENT, GUIDING PRINCIPLES AND GOALS AND ESTABLISHING AN EFFECTIVE DATE

WHEREAS, the City Council desires to improve the City's existing Emergency Management Program; and,

WHEREAS, the City Council has directed staff to complete a comprehensive update to the existing Emergency Management Plan; and,

WHEREAS, the City Council has directed staff to utilize the resources of the City in an efficient and effective manner in the provision of emergency management services; and,

WHEREAS, a mission statement, vision statement, guiding principles and goals can provide focus and direction to the efforts of City staff;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH THAT THE FOLLOWING MISSION STATEMENT, VISION STATEMENT, GUIDING PRINCIPLES AND GOALS ARE ADOPTED AS A FRAMEWORK FOR THE EMERGENCY MANAGEMENT PROGRAM AND THE UPDATE TO THE EMERGENCY MANAGEMENT PLAN.

Section 1. Mission Statement, Vision Statement and Guiding Principles. The Mission Statement, Vision Statement and Guiding Principles attached hereto as Exhibit A represent the direction and goals for the City Council in relation to the Emergency Management Program of Draper City and the update to the Draper City Emergency Management Plan.

Section 2. Severability. If any section, part or provision of this Resolution is held invalid or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts and provisions of this Resolution shall be severable.

Section 3. Effective Date. This Resolution shall become effective immediately upon passage by the City Council.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, THIS 2nd DAY OF SEPTEMBER, 2008.

DRAPER CITY

By: _____
Draper City Mayor Pro Tem

CITY OF DRAPER CORPORATE Seal 1978 State of Utah

ATTEST:

_____
Draper City Recorder

Appendix B: Draper City Emergency Management Mission Statement, Vision Statement, Guiding Principles and Goals

Draper City Emergency Management

Mission Statement To provide leadership in the effort to reduce the loss of life and property of Draper residents in the event of an emergency situation or disaster by providing leadership in the preparation of protocols and standards for emergency mitigation, assessment, response, and recovery.

Vision

Draper City envisions a community-wide effort where citizens and business owners are educated and prepared to manage the impact of an emergency situation or disaster.

Guiding Principles

I. Coordination and Leadership — In an emergency situation or disaster, Draper City will be prepared to operate an Emergency Operations Center, provide public information and direction, complete a rapid response assessment in times of disaster, and interact with other local, state and federal agencies.

II. Emergency Management is a Shared Responsibility — Stakeholders with a shared role in emergency preparedness and response include residents, businesses and government entities whose interests are directly affected by a threat or disaster.

III. Mitigation is a key component of preparedness — Draper City will provide information and education intended to reduce the impact of impending disaster situations which can reduce the loss of life and property. Municipal land use policies and regulations will consider the impact development may have on emergency preparedness efforts.

- **The Level of Preparedness is Commensurate with Known Risk —** Careful examination of the known risks and preparation for their potential impact establishes the parameters for the City's emergency preparedness efforts. Preparation for lesser or greater impacts could be an ineffective use of scarce resources.
- **Emergency Planning and Response is in Accordance with Accepted Protocols and Standards —**

Effective emergency planning, preparedness and response is based on proven and universally accepted standards and protocols. Emergency situations are not an appropriate time for experimentation.

VI. Broad Based Approach is a Strength — Dialog between different levels of government, public safety providers, private sector organizations, citizen groups and other interested parties will enhance the efforts of the City and improve efforts to mitigate impacts of an emergency situation or disaster.

VII. Public Awareness is Crucial — It is important to inform and educate the public about the potential hazards in the community and seek to organize the efforts of many interested parties into a cohesive and comprehensive emergency management system.

Goals

□ Prepare and Maintain an Emergency Management Plan □ Mitigate Hazards Wherever Possible □ Maximize Survival in an Emergency Situation □ Minimize Injuries and Loss of Property in an Emergency Situation □ Ensure Continuation of Critical Government Functions □ Restore Service Oriented Government Functions in a timely manner □ following a disaster □ Promote Self-Reliance During Emergency Situations

Appendix C: Resolution 08-08 Adopting the Use of the National Incident Management System (NIMS)

RESOLUTION NO. 08-08

A RESOLUTION ADOPTING THE USE OF THE NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)

WHEREAS, natural and man-made disasters may occur in any part of Draper City, and;

WHEREAS, Utah State Code Title 63, State Affairs in General, Chapter 5a, Disaster Response and Recovery outlines authority, and;

WHEREAS, Draper City is responsible to respond to emergency incidents as well as disasters with local responders, i.e. Law Enforcement, Fire, Emergency Medical Services, Public Services, and other such departments and divisions that might be required, and;

WHEREAS, City departments may be called to respond to and/or assist in response and/or recovery from the effects of emergency incidents and disasters, and;

WHEREAS, Draper City is committed to achieving a system that will provide a consistent approach for local, state and federal governments to work effectively and efficiently together to prevent, prepare for, respond to and recover from domestic emergency and disaster incidents, regardless of cause, size or complexity, and;

WHEREAS, The Homeland Security Presidential Directive (HSPD-5) requires Federal departments and local jurisdictions to adopt the National Incident Management Systems (NIMS), and;

WHEREAS, in times of disaster, local and state agencies work closely with federal agencies, and;

WHEREAS, NIMS provides a consistent nationwide template for all agencies to work together to prevent, prepare for, respond to and recover from all hazards, and;

WHEREAS, as a condition for federal preparedness assistance, local organizations are mandated by HSPD-5 to adopt NIMS as the model for incident management in times of disaster;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, AS FOLLOWS:

Section 1. Adoption. The City Council of Draper City hereby adopts the National Incident Management System (NIMS) to be used by all City departments in response to all incidents and/or disasters with Draper City.

Section 2. **Severability**. If any section, part, or provision of this Resolution is held invalid, or unenforceable, such invalidity or unenforceability shall not affect any other portion of this Resolution, and all sections, parts, and provisions of this Resolution shall be severable.

Section 3. **Effective Date**. This Resolution shall become effective immediately upon its passage.

PASSED AND ADOPTED BY THE CITY COUNCIL OF DRAPER CITY, STATE OF UTAH, ON THIS 5th DAY OF FEBRUARY, 2008.

DRAPER CITY

Mayor Pro Tem, Jeff Stenquist

ATTEST:

Deputy City Recorder, Melanie Dansie

CITY OF DRAPER CORPORATE Seal 1978 State of Utah

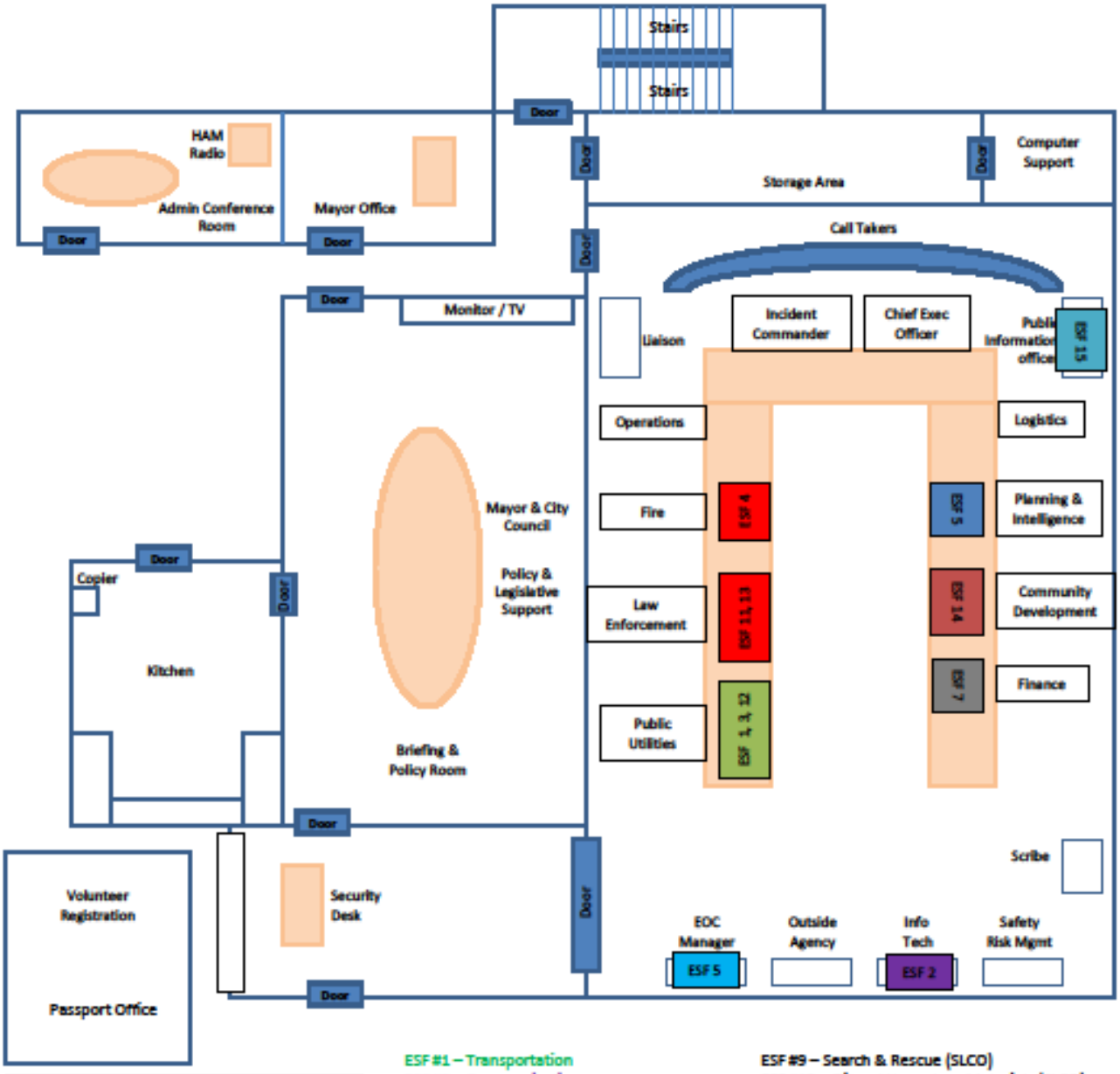
Appendix D: Draper Emergency Operation Center (EOC)

DRAPER CITY

Emergency Operation Center

1020 East Pioneer Road

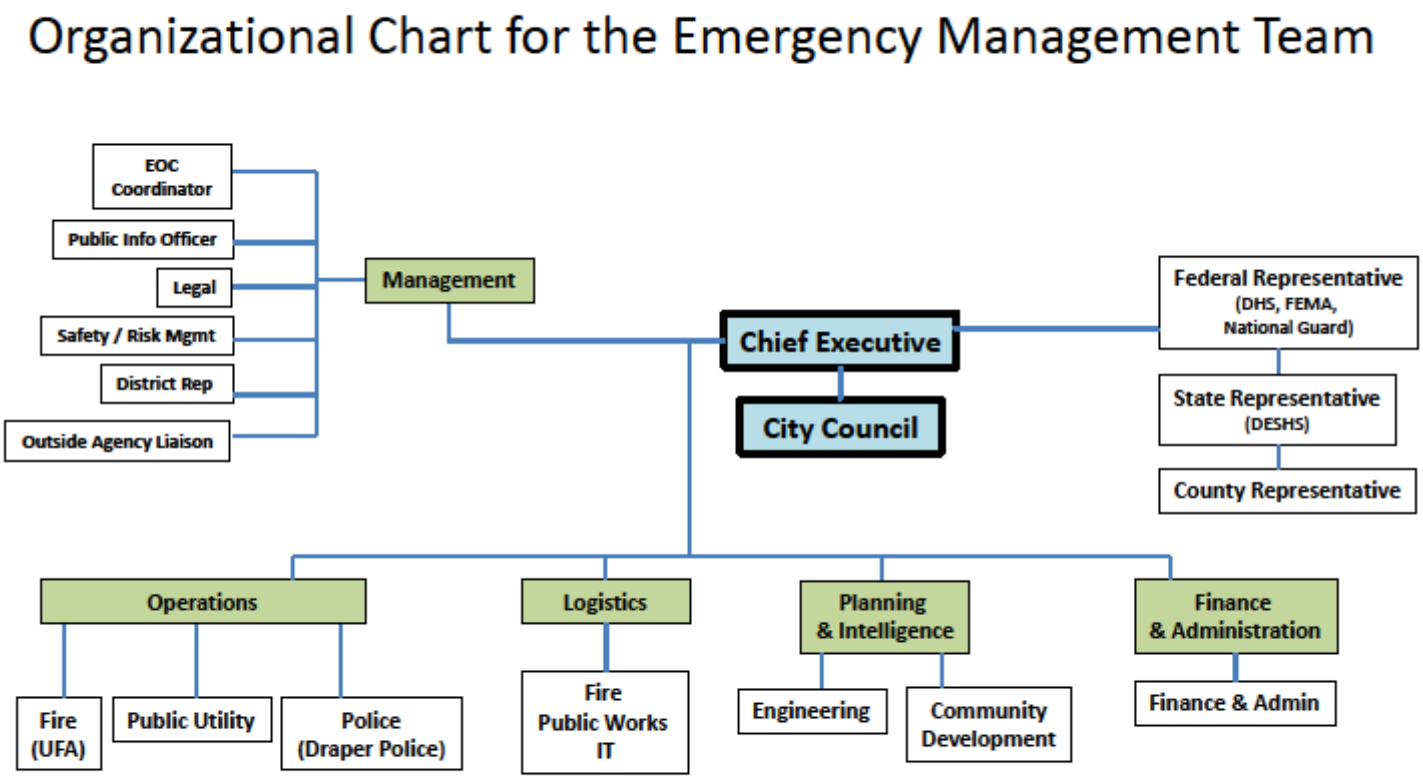
Draper City Hall, Administration Conference Room, 1020 East Pioneer Road



NOTE:
This is a diagram of the Draper City EOC.
The room should be configured as closely as possible to this diagram;
However in the event of a major disaster, this location may be moved at the discretion of the emergency manager

ESF #1 – Transportation
ESF #2 – Communications
ESF #3 – Public Works
ESF #4 – Firefighting (SLCO-UFA)
ESF #5 – Emergency Management
ESF #6 – Mass Care, Housing & Human Ser. (SLCO)
ESF #7 – Logistics / Resource Support
ESF #8 – Public Health & Medical Services (SLCO)
ESF #9 – Search & Rescue (SLCO)
ESF #10 – Oil and Hazardous Materials (SLCO)
ESF #11 – Animal Services, Ag & Natural Resources
ESF #12 – Energy, Public Utilities
ESF #13 – Law Enforcement, Public Safety and Security
ESF #14 – Long Term Community Recovery
ESF #15 – External Affairs

Appendix E: Draper City Emergency Management Organization



Appendix F: Ordinance Establishing an Emergency Communication System and the District Representative Program

ORDINANCE 905

AN ORDINANCE ENACTING DRAPER CITY MUNICIPAL CODE 3-1-270.5, ESTABLISHING AN EMERGENCY COMMUNICATION SYSTEM THAT WILL ALLOW DRAPER CITY OFFICIALS TO OBTAIN AND PROVIDE INFORMATION TO RESIDENTS OF THE COMMUNITY AND BUSINESSES DURING EMERGENCY SITUATIONS; AND PROVIDING AN EFFECTIVE DATE.

Recitals

Whereas, the Draper City Council recognizes its responsibility to obtain information during emergency situations and the need to convey that information to the residents and businesses in the city in an efficient and organized manner; and,

Whereas, it is the intention of the Draper City Council to organize a communication system in advance of future emergency situations that can be implemented during an emergency; and,

Whereas, the City Council has determined the need to establish a Draper City District Representative communication system to coordinate communication between the existing Block Captain program and the Community Emergency Response Team; and,

Whereas, the Draper City District Representative communication system will result in a District Representative appointed from defined geographic areas of the community to ensure that all neighborhoods are properly represented;

Now, Therefore, the Draper City Council ordains that Draper City Municipal Code Section 3-1-270.5 is hereby enacted to read:

3-1-270.5 Draper City District Representative Program for Emergency Communications

(a) Purpose and Intent. The purpose of the Draper City District Representative Program for Emergency Communications is to establish an effective communication system to notify and inform residents and business owners about emergency situations that arise within the City. It is the intention of the City Council to select and appoint District Representatives who shall provide information to the City about their assigned geographic area during emergency situations and disseminate accurate information to residents and business owners in their area about the activities taking place during the emergency. It is not the intention of the City Council to limit or eliminate any volunteer effort, but rather to establish an official communication system that will be recognized by city officials.

(b) Definitions. As used in this Section:

1. *District* means a specific geographic area defined in the Draper City Emergency Management Plan with an assigned District Representative.

2. *District Representative* means a person appointed to provide communication to the residents and business owners in an emergency situation.

3. *Emergency Situation* means a condition where circumstances compel the Draper City Manager to activate the adopted emergency procedures of the city. An emergency situation may escalate into a situation where county, state or federal emergency procedures are implemented.

4. *Incident Commander* means the person assigned to act in the leadership role during an emergency situation. In the instance of a Draper City event, the Incident Commander is the City Manager, or designee.

(c) Organization and Structure.

1. The appointed District Representatives shall annually elect by majority vote a Chair, Vice Chair and Secretary to serve in leadership positions. The Chair, or designee shall also be a member of the Draper City Emergency Preparedness Executive Committee and report all actions of the District Representatives to the committee.

2. The District Representatives shall meet monthly to discuss the communications system and collaborate with Draper City officials to prepare for emergency situations. Official minutes of the meeting will be prepared by the Secretary and approved by majority vote of the Representatives.

3. The District Representative Secretary shall maintain a list of each Representative which contains appropriate telephone numbers, email addresses and any other information necessary to allow the Incident Commander to contact the Representatives in the instance of an emergency. The list shall be kept current and submitted to the Draper City Emergency Manager whenever changes occur.

4. Each District Representative will present the names of at least two alternates who can serve in the absence of the appointed District Representative. The list of alternates shall be prepared by the District Representative Secretary and provided on an annual basis to the Chair of the Draper City Emergency Preparedness Executive Committee and the Draper City Emergency Manager. The list shall contain appropriate telephone numbers, email addresses and any other information necessary to allow the Incident Commander to contact the Representatives in the instance of an emergency.

5. Notwithstanding the provisions of this Section, the District Representatives will prepare bylaws of governance which shall be reviewed and approved by the Draper City Emergency Preparedness Executive Committee. The committee will review the bylaws for consistency with the contents and procedures of the Draper City Emergency Management Plan.

(d) Activities During an Emergency Situation. During an Emergency Situation, the District Representatives shall:

1. contact Block Captains in their geographic area and compile a status report to include any significant injuries or deaths observed, a preliminary damage report and a general state of conditions;

2. provide the status report to the Incident Commander through the Draper City Volunteer Coordinator who will then forward the information to the Incident Commander;

3. disseminate information obtained from the Incident Commander or designee to residents and business owners in their geographic area; and

4. conduct regular briefings and de-briefings of the Emergency Situation and keep accurate records of all communications.

(e) Coordination with Block Captains and the Community Emergency Response Team. District Representatives shall coordinate with assigned Block Captains and the Community Emergency Response Team to obtain and disseminate information in an Emergency Situation. District Representatives are not intended to replace these important organizations but rather augment their activities and improve communication.

(f) Appointment Procedures. The City Council shall appoint the Draper City District Representatives. The Draper City Emergency Manager shall prepare a list of potential Representatives for consideration by the City Council. The list will be reviewed from time to time and revised as deemed necessary by the City Council. The City Council is under no obligation to approve any proposed appointment and may remove any District Representative at their discretion.

This Ordinance shall be effective immediately upon passage and subsequent publication as required by Utah State statute.

Darrell Smith
Draper City Mayor

ATTEST:

Tracy B. Norr, CMC
Draper City Recorder

CITY OF DRAPER CORPORATE Seal 1978 State of Utah

Affidavit of Posting

SALT LAKE COUNTY, STATE OF UTAH

I, the Recorder of Draper City, by my signature below, certify that copies of **Ordinance No. 905** for the **City of Draper**, which **Passed and Adopted by the City Council of Draper City, State of Utah on the 21st day of July, 2009** were posted at the following places: Draper City Bulletin Board, Salt Lake County Library, Draper Senior Citizens Center, within the municipality.

Posting Period: July 28, 2009 to August 17, 2009

City Seal

Tracy B. Norr, CMC
City Recorder
Draper City, State of Utah

Appendix G: City Buildings Evacuation Plan

EMPLOYEE EVACUATION PLAN. In the event of an emergency and you hear an evacuation notice you will be asked to evacuate the building.

Grab your Red Emergency Back Pack and report to the designated meeting place.

Each city building has a designated meeting area where you should report once you have evacuated the building. Please familiarize yourself with the designated meeting area for each building.

In the case of adverse weather, do not go outside, assemble in the building foyer or front entrance.

DRAPER CITY HALL. The Evacuation Meeting Place will be in the back (south) parking lot, near the dumpster/recycle material area (see attached map).

PUBLIC WORKS BUILDING. The Evacuation Meeting Place will be in the west side of the parking area. (see attached map)

DRAPER ANIMAL CONTROL BUILDING. The Evacuation Meeting Place will be in the southwest corner of the front parking lot area (see attached map).

Once you have safely evacuated the building, report to your supervisor or the individual you would report to in your supervisor's absence. Do not return to the building until given the Ok by supervisor to return.

Draper City Hall

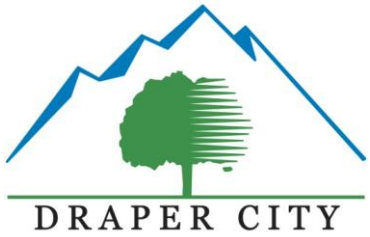
Primary evacuation meeting place for City Hall building

Draper Public Works

Primary evacuation meeting place for Public Works building

Draper Public Works

Primary evacuation meeting place for Animal Services building



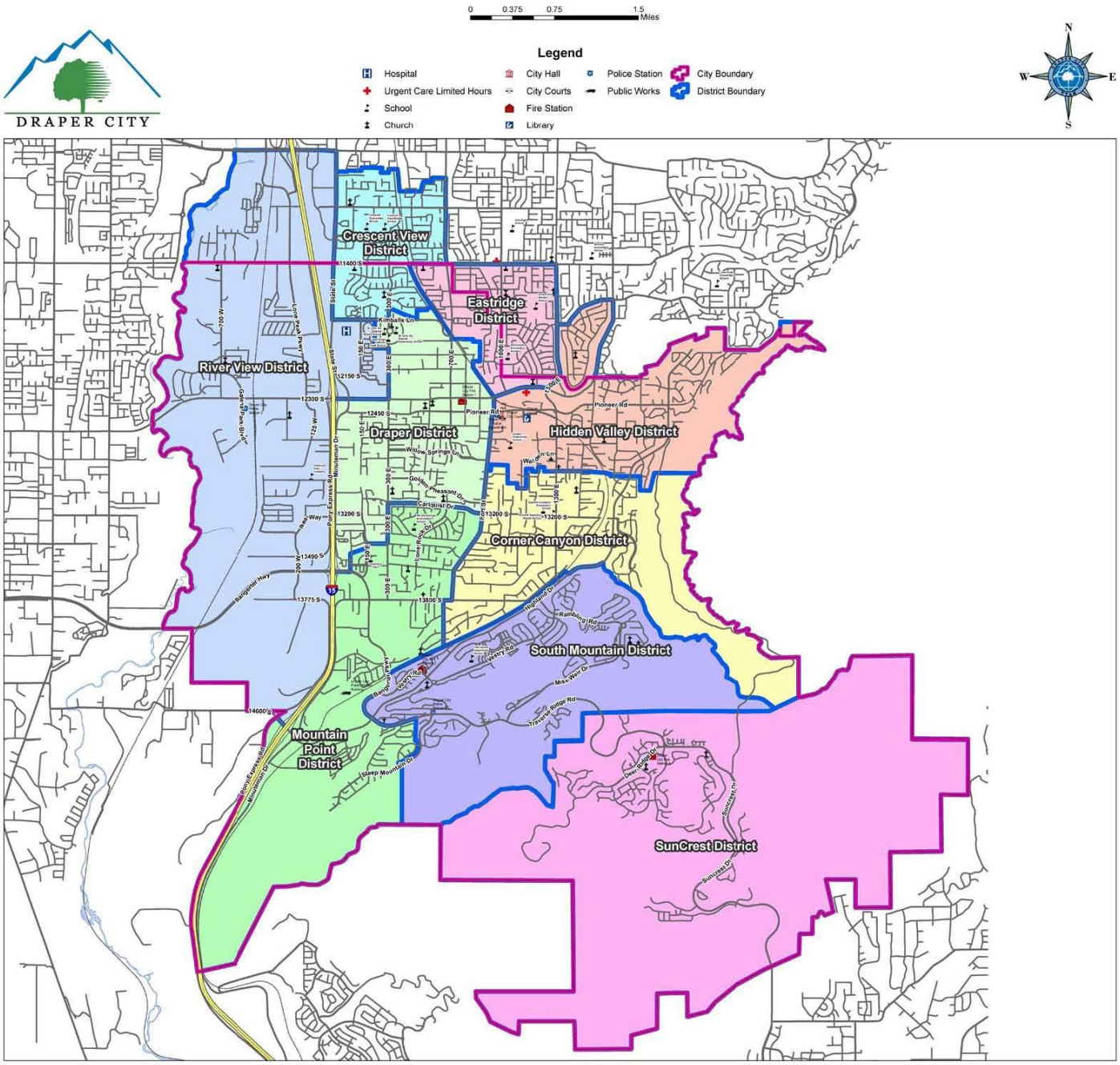
Draper City District Representative Program for Emergency Communications

Introduction
This document describes an emergency communication program that will allow Draper City officials to obtain and provide information to residents of the community and businesses during emergency situations.

For logistics purpose, the city has been subdivided into nine smaller geographic units consisting of districts. A district representative will be assigned from each district.

- District representatives serve as the communication point of contact between the city officials and residents of their districts.
- District leaders gather information from area leaders within their districts, and route those needs to city officials through the district representative. District leaders receive information from city officials and disseminate it to area leaders.
- Area leaders disseminate and gather information to and from residents and businesses within their Areas using block survey team's/block captains and forward to district leaders.
- Examples of forms used by district and area leaders are included in this document.

Draper Emergency District Map



Geographic Units

- Draper has approximately 16,000 homes.
- The City is subdivided into 9 Districts of 1000-3000 homes.
- Each District is subdivided into Areas of 200-300 homes.
- Each Area is divided into Blocks of 8 to 12 homes.

Geographic Unit	Number of Smaller Units	Typical Population
City	9 Districts	40,000-50,000
District	7 to 9 Areas	4,000-6,000
Area	20-25 Blocks	500-1,000
Block	8 to12 Homes	15-50
Homes	1 to 10 Individuals	1-10

Numbering System for Geographic Units: **X X XX**

District 1-9 Area 1-9 Block 01-25

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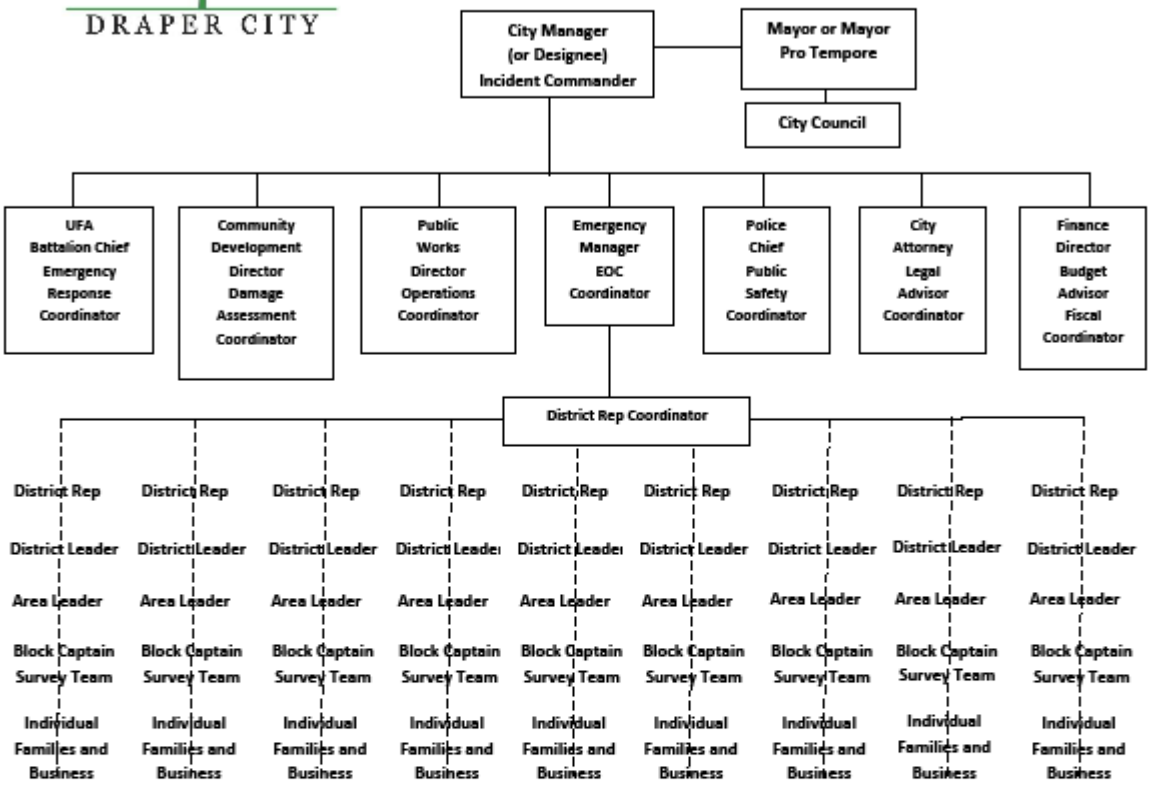
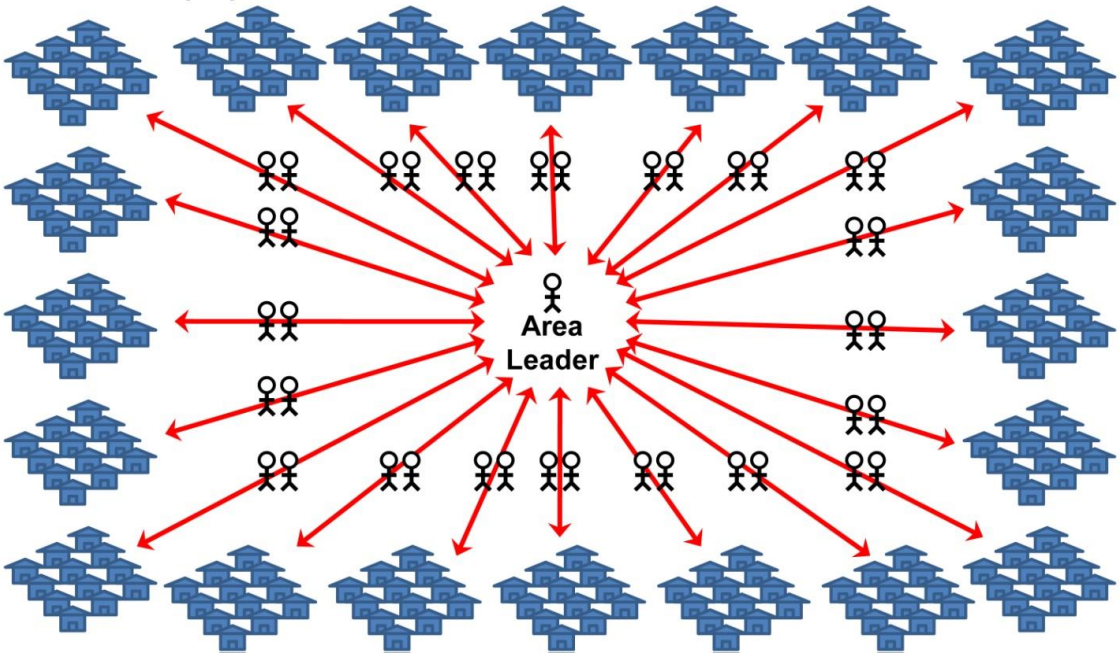
Draper City Emergency Communication Flow Chart



Block Survey Teams

Volunteers go out in pairs to survey houses in each block, then return and report.
Forms preprinted with residents' names and addresses for each block



Duties of District Representative

Preparing for an Emergency:

- Establish an emergency communication system that will allow City officials to obtain and provide information to residents and businesses during emergency situations
- Meet monthly to discuss the emergency communication system and collaborate with Draper City officials to prepare for emergency situations
- Recruit two alternates and provide their contact information to the City

Responding to an Emergency:

- Disseminate accurate information from the City to District Leaders about emergency situations and activities with-in the City
- Submit District status reports to the City that include:
    - Information about significant injuries and deaths observed
    - Preliminary damage reports
    - General State of conditions
    - Locations of the District/Area command posts and contact information
- Conduct regular briefings and de-briefings on the emergency situation and keep accurate records of all radio communications using ICS 205 or ICS 205A form

Duties of District Leaders

Preparing for an Emergency:

- Establish an emergency communication system for the District that dovetails with the City emergency communication system

Responding to an Emergency:

- Disseminate accurate information from the City to Area Leaders about emergency situations and activities with-in the City
- Receive Area status reports from Area leaders
- Set up a District command post to coordinate emergency services and communications, if needed
- Compile and submit District status reports to the District Representative that include:
    - Information about significant injuries and deaths observed
    - Preliminary damage reports
    - General State of conditions
    - Locations of the District/Area command posts and contact information
- keep accurate records of all radio communications using ICS 205 or ICS 205A form

Duties of Area Leaders

Preparing for an Emergency:

- Establish an emergency communication system for the Area that dovetails with the District emergency communication system and reach all residents and businesses in the Area

Responding to an Emergency:

- Disseminate accurate information from the City to Area residents and businesses about emergency situations and activities with-in the City.
- Assign block captains or block survey teams (at least two people per team) to visit every home and business with-in the Area or affected area (one team per block 8-12 homes) and have them report back on the status/needs of each resident, home and business.
- Set up and Area command post to coordinate emergency services and communications, if needed.
- Compile and report the following information to the District Leader:
    - Status/needs of all Area residents
    - Damage to homes, business, buildings and other facilities/properties
    - Urgently needed supplies, medical help, resources, skills
    - Excess resources available to help other Areas
    - Location of the Area command post and contact information

Alternative Emergency Communication Method in Order of Preference

1. Land, Satelite or Cell phone
2. SMS Text message or e-mail
3. Family Radio Service (FRS) radio (0.25-1 Mile range) / General Mobile Radio Service (GMRS) radio (1-2 mile range)
4. Hand written reports delivered by a runner to Area and District leaders
5. FM transceiver (HAM Radio) for communication between Areas, Districts and City

Draper Ham Radio Association (DHRA) Public Safety Net

Weekly on Thursdays at 8:30pm, on 447.100-, tone 100 hz.

District Nets in City of Draper as of Jan. 26, 2014:

- **Corner Canyon District**, weekly on Thursdays at 9pm, on 146.500 MHz simplex, except for the 4th Thursday, which will be held on the 447.100- repeater (tone of 100 hz). at 9pm after the DHRA monthly face-to-face meeting.
- **Crescent View District, weekly** — day, time and frequency TBA
- **Draper District**, 3rd (or 4th) Thursday, at 9pm on 146.56 MHz simplex
- **Eastridge District**, weekly on Sundays at 9pm on 145.550, 147.500 MHz simplex
- **Hidden Valley District**, 2nd and 4th Sundays at 9pm, on 146.56 MHz simplex (this is a new change announced 20 Feb 2014)
- **Mountain Point District**, weekly on Wednesdays at 7:15pm, on 147.50 MHz simplex
- **River View District**, weekly on Thursdays at 8:15pm, at 447.100-, 100 hz tone or 438.450 Simplex
- **South Mountain District**, weekly on Tuesdays at 9pm, on 146.560 MHz simplex
- **SunCrest District**, weekly on Sundays at 8pm, on 447.100, -100 MHz tone on the first Sunday, 146.480 simplex on the remaining Sundays

- If FRS or GMRS radios are used in an emergency, the area leaders will preselect a channel number to prevent interference with communications between adjecent Areas.
- Monitor Television channels or Radios for official instruction from civil authorities as it becomes available.

Area Report to District

Area Emergency Report to District

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From:	Area:	
To:	District:	
Date:	Time:	Report No.:

Summary Report (Area)

Condition of People	No. of People	Condition of Homes	No. of Homes
A. Green - not injured/stable:		1. Undamaged:	
B. Red - injured requiring care:		2. Damaged:	
C. Black – dead:		3. Destroyed:	
D. White - missing or unaccounted for:		4. Status unknown:	
Total people in Area:		Total homes in Area:	

Hazards Report (Area)

Hazard type (fire, chemical spill, gas leak, road inaccessible, land slide, power line down, etc)	Location (street address, street intersection, neighborhood or block number)

List of People in Need

	Name (Last name, first)	Condition (Injury -type, dead, missing, etc)	Immediate Need (medical care, medication - type, evacuation, shelter, etc)	Location (Where they were left or sent to)
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				
24				
25				

Other Immediate Resource Needs

Revised 6JUL2011

Revised 6JUL2011

District Report to City

District Emergency Report to City

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From:	**District:**	
To:	**Draper City:**	
Date:	**Time:**	**Report No.:**

Summary Report (District)

Condition of People	No. of People	Condition of Homes	No. of Homes
A. Green - not injured/stable:		1. Undamaged:	
B. Red - injured requiring care:		2. Damaged:	
C. Black – dead:		3. Destroyed:	
D. White - missing or unaccounted for:		4. Status unknown:	
Total people in District:		Total homes in District:	

Hazards Report (District)

Hazard type (fire, chemical spill, gas leak, road inaccessible, land slide, power line down, etc)	Location (street address, street intersection, neighborhood or block number)

Immediate Resource Needs

Additional Notes

Revised 6JUL2011

NEIGHBORHOOD PREPAREDNESS SURVEY

DISTRICT	AREA	BLOCK NUMBER

ADDRESS	

FAMILY NAME		PHONE NUMBER:	

Occupants:

Name	Sex	Age	Workplace/School	Cell Phone	e-mail

Special Needs - To assist emergency responders, plese list any special needs for residents of you household (i.e. physically or mental impaired, wheelchair bound, oxygen, bedridden, etc.)

Out of State Contact:		Phone #	
Nearest Relative:		Phone #	

Pets / Animals

Name	Animal type	Color / Discription

Draper City is committed to emergency preparedness. History has taught that through pre-disaster planning, neighborhoods can work together to help reduce injuries, loss of life, and property damage. In the event of a natural disaster or other emergency, neighborhood preparedness will enhance the ability of individuals and neighborhoods to reduce their emergency needs and to manage their existing resources until professional assistance becomes available.

This is a voluntary survey to assist you and others in your neighborhood with emergency preparedness and response. The information provided will be ***confidentially maintained*** and will only be used if needed during an emergency. Please provide any information you feel comfortable sharing in advance for the purpose.

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Professional Skills and Resources					
General Skills	**X**	**Emergency Medical Skills**	**X**	**Communications**	**X**
Counceling professional		Health care profdessional		Handheld Radio FRS/GMRS #	
Engineer/Technician		Emergency Management			
Child Care		CERT Trained		HAM Radio Operator License	
Cleaning/Sanitation		Firefighter		#	
Computer Operator		First Aid		Public Address gear	
Computer Repair		Law Enforcement		ARES or RACES training	
Cooking/mass food prep		Military		CB Radio	
Damage Appraiser		Paramedic/EMT		Cell phone	
Elderly Care		Scouting skills/Eagle scout		GPS	
Foreign Language skills		Security		Satellite Phone	
(Language)		Veterinarian		Other	
Sign Language		Other		***First Responder: In a***	
Insurance professional		**Resources**	**X**	***disaster, would you be***	
Legal Professional		Air Compressor		***required to report to a***	
Sewing		ATV/Horses		***hospital or other emergency***	
Truck or Bus driver		Backhoe/Bulldozer		***duty?***	
Water purification		Chainsaw		**Shelter**	**X**
Other		Crutchs/Walker		What would you share with	
Construction and Repair	**X**	Cutting Tourch		consent	
Appliance repair		Drinking Water hose		Air Matresses	
Asphalt		Dutch Oven		Bedroom	
Brick/Masonary		Extension Ladder		Beds	
Cabinets/Furniture		Fire Extinguisher		Balnkets	
Carpenter		First Aid/Medical Supplies		Camper	
Carpet Layer		Hand Truck/Dolley		Camping Equipment	
Concrete		Hooist/Wench		Clothing	
Contractor		Jack Hammer/Sledge Hammer		Cots	
Drywall		Pick-up/Flat Bed Truck		Floor Space	
electrician		Portable stove/BBQ grill		Food	
Framer		Portable Heater		Fuel	
Glazier		Portable Toilet		Generator	
Heavy Equipment operator		Portable water pump		Lanterns	
HVAC		Pry Bar		RV	
Landscaping		Rope/rock climbing gear		Shelter for Animals	
Locksmith		Shop vacuum		Sleeping Bags	
Machinist		Snow blower/Snow plow		Tarps	
Mechanic/auto repair		Snowmobile		Tents	
Painter		Tow bar/chain/straps		Water	
Pipefitter		Tracktor		Other	
Plumber		Trailer		**Additional Notes:**	
Roofer		Water Filter			
Utilities		Water Well			
Welder		Wheelbarrel/Cart			
Other		Wheelchair			
		Other			

Draper City Telephone Contact Info

Draper City Police Emergency 911, Non-Emergnecy 801-840-4000

Draper City Receptionist 801-576-6500

Emergency Services Coordinator

Office 801-576-6377, Cell 801-860-9259

email emergencypreparedness@draper.ut.us

Emergency Operating Center (during emergency only)

Call Takers 801-619-6200