

COUNCIL TRANSMITTAL

TO: Lyn Creswell
Chief Administrative Officer
Management Services Director

FROM: Steve Fawcett
Deputy Director, Management Services

SUBJECT: Transmittal of Emergency Operations Plan to the City Council

STAFF CONTACT: Mike Stever
535-6030

The Administration is forwarding to the City Council an updated version of the City's Emergency Operations Plan. The Council has scheduled a briefing on the Plan on February 8 at the District Two Outreach Meeting.

Earlier versions of the Emergency Operations Plan have been in use in the City for approximately ten years. The updated plan meets new federal requirements that are intended to provide a consistent nationwide system of emergency preparedness on the local, state and federal levels. The transmittal includes documents that must be signed to adopt the plan and the use of the National Incident Management System (NIMS), but it is not the Administration's intent to ask for Council approval at the briefing. We will come to the Council with that request later.

This plan is intended to be a dynamic, working document with continually refined information and monthly updates by department directors. Each City department has a detailed emergency plan that is coordinated with the City-wide plan.

The Administration welcomes and encourages input from the City Council regarding their districts or any topic included in the document.

Salt Lake City



Emergency Operations Plan

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Forward

The Salt Lake City Emergency Operations Plan contains information that Salt Lake City government officials may use for the protection of people and property in the case of a natural, man-made, or technological disaster.

This plan is consistent with the federal Response Plan and the Utah Division of Emergency Services and Homeland Security Plan.

This plan also complies with the National Incident Management System (NIMS) which provides a consistent nationwide template to enable federal, state, local and tribal governments and private-sector and non-governmental organizations to work together effectively to prepare for, prevent, respond to, and recover from domestic incidents regardless of cause, size, or complexity.

The plan serves as a guide for maintaining a credible emergency management program. It details the tasks agencies/departments should carry out based on situations, assumptions, and realistic capabilities.

In case of a disaster, it is the policy of Salt Lake City to implement the procedures in the Emergency Operations Plan, provide a continuity of government and do the following:

- Minimize the loss of life and provide care for the injured.
- Provide for the continuation/restoration of critical services.
- Minimize property loss and mitigate against further damage.
- Coordinate with public, community, and civic agencies.
- Provide emergency information.
- Preserve and maintain essential records.

This plan is a joint effort of Salt Lake City's Emergency Management Team, consisting of representatives from Salt Lake City departments, and the Salt Lake City Management Services Director.

SALT LAKE CITY EMERGENCY OPERATIONS PLAN

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RESOLUTION # _____

**A RESOLUTION ADOPTING THE SALT LAKE CITY BASIC
EMERGENCY OPERATIONS PLAN**

BE IT RESOLVED THAT the Salt Lake City Council has reviewed the Salt Lake City Basic Emergency Operations Plan and desires to adopt this plan to serve in emergency situations. Said plan may be amended from time to time by the Mayor and is subject to annual review by the City Council. Said plan is attached hereto and made a part hereof.

PASSED AND APPROVED by the City Council this _____ day of _____, 2007

Chairperson
Salt Lake City Council

ATTEST:

City Recorder

RECORDED this _____ day of _____, 2007

RESOLUTION # _____

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

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

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

WHEREAS, Salt Lake 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, Salt Lake 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, beginning in federal
Fiscal Year 2005, 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 that the City Council of Salt Lake City, Utah
hereby adopts the National Incident Management System to be used by all City departments in
response to all incidents and/or disasters within Salt Lake City.

PASSED AND APPROVED by the City Council this ____ day of _____, 2007

Chairperson
Salt Lake City Council

ATTEST: _____
City Recorder

RECORDED this _____ day of _____, 2007

FEDERAL FY05 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) COMPLIANCE REQUIREMENTS

I certify that _____, has successfully complied with the following minimum FY05 National Incident Management System (NIMS) compliance requirements contained in the September 8, 2004 letter from DHS Secretary to the nation's governors and in accordance with the FY05 Office for Department Preparedness (ODP) Homeland Security Grant Program:

- Incorporated NIMS into existing training program and exercises
- Ensured that federal preparedness funding, including DHS Homeland Security Grant Program and Urban Areas Security Initiative (UASI), support NIMS implementation at the local level (in accordance with the eligibility and allowable uses of the grants);
- Incorporated NIMS into Emergency Operations Plans (EOP);
- Promoted mutual aid agreements;
- Institutionalized the use of the Incident Command System (ICS);

The following are ongoing activities that must be completed during FY 06, whereby jurisdictions should support the successful adoption and implementation of the NIMS through:

- Formally recognizing the National Incident Management System (NIMS) and adopting the NIMS principles and policies, states, territories, tribes, and local entities have established via legislation, executives orders, resolutions, or ordinances the formal adoption of the NIMS;
- Completion of the NIMS Awareness Course ("National Incident Management System, An Introduction" – IS 700) or equivalent by emergency personnel with a direct role in emergency preparedness, incident management or response. This independent study course explains the purpose, principles, key components and benefits of NIMS.
- Establishing a NIMS baseline by determining which NIMS requirements have been accomplished. The NIMS Capability Assessment Support Tool (NIMSCAST) is available as a voluntary web-based self-assessment system for use by states, territories, tribes, and local governments to evaluate their incident response and management capabilities;
- Institutionalizing the use of the Incident Command System (ICS). Institutionalization is demonstrated in both the jurisdiction's policy and organizational/operational activities; and
- Establishing a timeframe and developing a strategy for full NIMS implementation.

Name of Official: _____

Name of Jurisdiction _____

Signature: _____ Date: _____

Salt Lake City
Emergency Interim Successors
(May 1, 2007)

Position	1.	2.	3.	4.
Mayor	Mayor's Designee	Mayor's Designee		
Deputy Mayor	Designee	Designee		
Chief Administrative Officer	Mayor's Designee	Mayor's Designee		
City Attorney	Deputy City Attorney	Senior City Attorney	City Prosecutor	
Community Development Director	Building Official	Transportation Engineer	Administrative Assistant/Appointed	
Management Services Director	Management Services Deputy Director	City Treasurer	Chief Information Officer/City Recorder	
Senior Advisor for Economic Development	Economic Development Manager			
Fire Chief	Deputy Fire Chief	Battalion Chief		
City Council Chair Person	City Council Vice-Chair Person	Executive Director		
Chief of Police	Assistant Chief of Police	Assistant Chief of Police	Captain	
Communications Director	Mayor's Designee			
Public Utilities Director	Public Utilities Deputy Director	Superintendent of Maintenance and Operations	Public Utilities Chief Engineer	
Public Services Director	Public Services Deputy Director	City Engineer	Streets and Sanitation Manager	
Airport Director	Designee			
Emergency Management Director	Designee			

See Department Emergency Operations Plans and Procedures for Division Level Interim Successors

Salt Lake City Emergency Operations Plan
Record of Changes

Nature of Changes	Date of Change	Pages Affected	Changes Approved by: (Signature)

SALT LAKE CITY EMERGENCY OPERATIONS PLAN BASIC PLAN

I. PURPOSE AND APPLICATION

A. PURPOSE OF EMERGENCY OPERATIONS PLAN

This plan provides Salt Lake City with an all-hazard emergency planning and response guide. It is compatible with Salt Lake County and adjacent communities' plans. It allows each department or agency to plan its response actions within the framework of the Emergency Operations Plan (EOP). When a disaster occurs, the City's Emergency Operations Plan provides guidance for each department.

B. SALT LAKE CITY MANAGES INCIDENTS WITHIN THE CITY

Salt Lake City has the capabilities and resources to maximize the preservation of life and protect property and the environment should an emergency threaten or damage our community. These capabilities include skills of Salt Lake City employees, equipment, professional groups, and preparedness of citizens. Although Salt Lake City may receive assistance from Salt Lake County, the State of Utah, or the federal government, it retains management of the incident.

C. EMERGENCY SUPPORT FUNCTION CONCEPT

In order to facilitate the delivery of emergency services during a disaster, Salt Lake City has adopted the Emergency Support Function (ESF) concept found in the National Response Plan. The Emergency Support Function concept is based on the idea of designating specific emergency response tasks to the City departments and outside organizations best suited to complete the designated task. Each function has an assigned department or organization responsible for that function with other departments and organizations playing supporting roles (See primary and secondary departmental responsibility list beginning on page 15).

D. INCIDENT COMMAND SYSTEM

The Incident Command System is one of the three (3) key organizational systems of the National Incident Command System (NIMS). The Incident Command system provides overall management at the incident site. The Incident Commander develops a management structure based on the needs of the incident. When more than one incident site is involved, the Incident Commander will coordinate activities with the Emergency Operations Center (EOC).

E. EMERGENCY OPERATIONS CENTER (EOC)

1. The central point of coordination for emergency response actions is the Salt Lake City Emergency Operations Center. This ensures coherent response action when the emergency involves more than one department or outside agency. During an emergency, each department will coordinate response actions with the Emergency Operations Center (EOC) through the Policy Group.
2. There are two levels of control during emergencies; first level is at the scene using the Incident Command System and second level is at the Emergency Operations Center where Unified

Command is utilized. Unified Command allows all agencies with responsibility for emergency functions to manage the incident by establishing a common set of strategies.

3. In an emergency, the on scene management is under the authority of the City department best qualified (predetermined based on the nature of the emergency) to direct the emergency response operations.
4. The department's senior on scene representative becomes the Incident Commander responsible for the field operation under Unified Command.
5. The Emergency Management Director or designee is responsible for facilitating activities at the Emergency Operations Center.

II. ORGANIZATION PROCEDURES AND RESPONSIBILITIES

A. PURPOSE

This policy is designed to provide a statement of clear line of authority and succession assuming the unavailability, temporarily or permanently, of elected and appointed officials in order to ensure a lawful continuity of government and a prompt response to an emergency situation.

B. AUTHORITY

The process provided for herein is authorized pursuant to the authority provided local governments in regard to response and recovery from natural disaster, U.C.A. 63-5b-101, 401, 501, 502, and 601 and various sections under U.C.A. Title 10, providing for deputizing, delegation of governmental authority, appointment and filling of vacant elective offices.

Several federal laws govern federal emergency response:

Federal Civil Defense Act of 1950, as amended.

Robert T. Stafford Disaster Relief and Emergency Assistance Act,
Public Law 93-288, as amended by PL. 100-707

Executive Order 12148 of July 20, 1979, as amended, Federal Emergency Management.

Homeland Security Presidential Directive (HSPC)-5, Management of Domestic Incidents

C. SUCCESSION IN ELECTED AND APPOINTED OFFICES

The following section is taken from the Salt Lake City emergency succession provision in Section 2.04.030 of the City Code. The general succession provision, which includes the death of the Mayor, is contained in Section 2.04.060.

2.04.030 Proclamation of Emergency Powers:

- A. Whenever in the judgment of the Mayor, (or in the event of the Mayor's disability, four 4 members of the City Council) determine(s) that an emergency exists threatening injury or damage as a result of riot, mob action, civil disturbance, social disruption, attack, natural phenomena, technological hazard or similar event or happening, the Mayor or the council members shall have power to impose, by proclamation, any and all of the following regulations deemed necessary to preserve the peace, safety and order of the City:

1. A curfew upon all or any portion of the City thereby requiring all persons in designated curfew areas to forthwith remove themselves from the public streets, alleys, parks or other public places; provided, however, that physicians, nurses and ambulance operators performing medical services, utility personnel performing essential public services, firefighters and City authorized or requested law enforcement officers and personnel may be exempted from such curfew;
2. An order closing any business establishment anywhere within the City for the period of the emergency, which businesses may include, but not be limited to, those selling or dispensing intoxicating liquors or beer; gasoline or other flammable liquids or combustible products; firearms or other products creating a potential of personal harm or property damage;
3. An order closing all private clubs or portion thereof where the consumption of intoxicating liquor and/or beer is permitted;
4. Order the discontinuance of the sale of beer or other alcoholic beverages;
5. Designate any public street, thoroughfare, alley, park or vehicle parking areas closed to motor and pedestrian traffic;
6. Call upon regular and auxiliary fire or law enforcement agencies and organizations, within or without the City, to assist in preserving and keeping the peace within the City;
7. Issue such other orders as are imminently necessary for the protection of life and property, including those authorized in chapter 5 of title 63, Utah Code Annotated or any successor provisions.

- B.** The proclamation of emergency provided for in this chapter shall become effective upon its issuance and general dissemination to the public by appropriate news media. (Prior code § 24-5-1)

2.04.060 Vacancies Appointment Of Successor:

- A. **Determination And Filling Of Vacancies:** If the duly elected Mayor shall die, resign, terminate legal domicile within the corporate limits of the City as determined by a court of competent jurisdiction or be judicially removed from office, the office of Mayor shall become vacant. The council shall within thirty (30) days after such vacancy appoint a resident of the City, who is otherwise qualified to be elected Mayor to fill such vacancy. The person so appointed shall serve as Mayor until the next municipal election and until a successor shall be duly qualified, elected and sworn into office.
- B. **Council Chairperson, Acting Mayor:** Until a successor Mayor is appointed by the Council as provided in subsection A of this section or its successor, the chairperson of the Council shall be the acting Mayor.
- C. **Absence or Incapacity Of Mayor:** The absence of the Mayor from the City or the temporary physical or mental incapacity of the Mayor shall not be deemed to cause a vacancy in the office of the Mayor. However, if the Mayor shall judicially be determined to be totally and permanently incapacitated (either physically or mentally) to an extent that the elected or appointed Mayor cannot perform the mayoral functions for the remainder of the unexpired term, the office of the Mayor shall be deemed vacant and shall be filled, as provided in subsection A of this section or its successor. (Prior code § 24-2-5)

D. EMERGENCY LEVELS

During the emergency operation, a timely and well-documented system of assessing the damage that is caused or expected is crucial for determining appropriate response actions, alleviating victim suffering and hardship, managing resources effectively, and planning future hazard mitigation activities.

When carrying out the Emergency Operations Plan, the transition from normal operations to emergency operation must be orderly. To achieve unified response operations, it is important that all departments have a common definition and status of emergencies. These defined levels of an emergency provide a transition from normal operating posture to full alert and provide for coordination with other agencies. When responding to emergencies, the following apply:

Level I: NO OUTSIDE ASSISTANCE NECESSARY

An emergency that poses a threat to life, property, or the environment and where ample resources exist. The responding department(s) handles the incident with on-duty resources.

Level II: ENHANCED RESPONSE REQUIRED

An emergency of a greater hazard, which poses a threat to life, property, or the environment, and requires coordination between more than one City department. Salt Lake City personnel handle the emergency with City resources, mutual aid, and resource sharing. Once a Level II emergency is in effect, any request for assistance or resources from the on scene Incident Commander will take precedence over other daily activities. Incident Commanders responding to Level II emergencies will notify the Mayor or his designee via department notification protocols. If needed, request for EOC activation may be made by responding Incident Commanders, involved department chiefs or department heads, the Mayor, or the SLC Emergency Management Director.

Level III: MAJOR INCIDENT

An emergency involving a catastrophic incident. The incident may result from a natural or man-made disaster such as earthquake, flood, fire, terrorism, etc. The incident may result in an immediate threat to persons, property, or the environment and requires the resources of the entire City, including government, private, and outside assistance. The Mayor or designee may issue a formal declaration of emergency.

During response operations, responders maintain the principle of centralized control and decentralized execution. All response actions are in harmony and orchestrated by legal authority from the Emergency Operations Center.

As City departments, agencies, and non-governmental organizations progress from normal operations to an emergency posture, they go through the response conditions outlined below in accordance with the emergency level. For example, a Level II emergency would require Response Condition II.

E. RESPONSE CONDITIONS

Response Condition - I: NO OUTSIDE ASSISTANCE NECESSARY

1. Monitor the situation regularly.
2. Review applicable plans and Standard Operating Procedures.
3. Review the status of all equipment and supplies.

Response Condition II: ENHANCED RESPONSE REQUIRED

1. The Emergency Operations Center may be activated as needed with partial staffing.
2. Notify Mayor and key personnel.
3. Accelerate repair or procurement of equipment and supplies on an emergency basis 24 hours a day, if necessary. Emergency procedures for procurement of supplies and equipment may be implemented.
4. Place personnel on standby status as needed.

Response Condition III: MAJOR INCIDENT

1. Place Emergency Operations Center on full staffing.
2. Bring equipment and supplies to full operational status.
3. Recall personnel as necessary.
4. Freeze supplies and resources and commit them to the emergency as needed.

The above procedures will not constrain or limit the emergency actions of any department or agency involved in a response.

F. DECLARATION OF EMERGENCY

1. Salt Lake City is the primary responder to a disaster in the City. As such, it rapidly mobilizes forces, assesses the situation, and plans a course of action. Once the situation exceeds Salt Lake City's capability to respond, officials will first seek supplemental resources from Salt Lake County, then the State of Utah, and finally the federal government.
2. A local "emergency" may be declared by proclamation of the Mayor. In the absence of the Mayor, the interim successor may declare an emergency that may later be ratified by the Mayor. 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.
3. The proclamation declaring the emergency will be filed with the City Recorder and will state four things:
 - the nature of the emergency.
 - the areas threatened.
 - the various conditions which cause the emergency to be declared.
 - the initial period of the emergency.

The declaration is kept on file with other supporting documentation to justify the disbursement of disaster assistance funds if available.

A Local State of Emergency Declaration (FORM #1) should be completed and filed by the Mayor, Chief Administrative Officer, or interim successor. This form is available in the "Forms" section of the EOP. With this form, Salt Lake City acknowledges that the City officially recognizes the situation and is taking

all necessary action to respond to it. It is not a request for supplemental county, state, or federal assistance. However, the declaration must be issued before state or federal assistance is requested and is necessary as justification for assistance.

This declaration will be forwarded at the direction of the Mayor to the Salt Lake County Emergency Operations Center, then to the Governor through the State Coordinating Officer and will be kept on file in the City Records Office along with other supporting documentation justifying the disbursement of disaster assistance funds if they are later made available.

4. Notify the Salt Lake County Emergency Services Director – (Office phone: 801-743-7200, Fax: 801-743-7133) using the information contained in the **Local Government Initial Disaster Report (FORM #4)** found in the “Forms” section of the EOP. If necessary, activate the Emergency Operation Center.
5. All rules, orders, regulations, ordinances, and resolutions promulgated subsequent to the declaration of an emergency will have the full force and effect of law during the emergency period including all actions of interim successors lawfully holding office pursuant to the policies and ordinances of Salt Lake City.
6. Upon declaring an emergency, Salt Lake City officials may authorize the request for assistance through Salt Lake County Emergency Services, the Division of Emergency Services and Homeland Security (DESHS) at the State of Utah, and the Federal Emergency Management Agency or other appropriate agencies or groups.
7. Elected officials and emergency response personnel should hold a briefing to decide what course of action to take and what resources to request from Salt Lake County, the State of Utah, and neighboring governments.
8. Salt Lake City officials may initiate direct requests for assistance to the American Red Cross, the Salvation Army, or other private volunteer agencies. They may request assistance from neighboring local jurisdictions according to existing mutual aid agreements.
9. Upon the declaration of the emergency, the Salt Lake City Purchasing, Contracts and Property Management Division is authorized to procure supplies or resources pursuant to the requirements of Salt Lake City purchasing ordinances. Appropriate documentation and records will be maintained to meet the requirements for Salt Lake City, County Emergency Services, the Division of Emergency Services/Homeland Security and the Federal Emergency Management Agency.

G. EMERGENCY MANAGEMENT PROCEDURES

1. Upon a declaration of an emergency or the occurrence of a natural act or disaster as defined herein, the Emergency Operations Plan will be put into effect.
2. Each department will utilize supplemental Emergency Operations Plans, incorporating the following:
 - a. Procedures for communication and notification of designated response members.
 - b. A department’s organizational function roles as well as response activities.
 - c. Internal policies specifying non-designated employee reporting requirements and procedures in the event of an emergency condition.
3. All responding elected officials and department heads of Salt Lake City government will have available a copy of the Emergency Operations Plan (EOP) and be fully informed of their respective responsibilities under that plan.

4. Immediately upon the Declaration of Emergency, all essential Salt Lake City records will be preserved and all records in regard to the emergency response, including but not limited to orders, proclamations, procurement, and contracts will be appropriately documented and maintained. The Salt Lake City Recorder will maintain all records of the governing body and record them immediately as they occur during the period of emergency declaration.
5. Pursuant to the requirements of the Emergency Operations Plan, all emergency personnel in the command structure including the Policy Group and the Coordination Group will report to the Emergency Operations Center or a designated location.

H. WARNING AND EMERGENCY PUBLIC NOTIFICATION

1. The Incident Commander, using all resources available, identifies the nature and the magnitude of the incident and acts to protect both the public and response personnel.
2. Emergency warning will be through the EOC and the Incident Commander.
3. Warning the public includes but is not limited to precautions for personal protection, in place sheltering, evacuation routes, shelter locations, hospitals, health hazards, and other pertinent information. The methods for notification may include speakers on emergency vehicles, door-to-door contacting, the Emergency Alert System (EAS), newspapers, schools, television broadcasts, and radio.

If necessary, the Emergency Alert System (EAS) can be activated by notifying the media directly using the following contact information.

Media Contacts:

KSL (Primary EAS Station)

575-6397 or 575-7600

Clear Channel Broadcasting (Alternative)

908-1300

4. The following authorized Salt Lake City officials may activate the Emergency Alert System (EAS).
 - Mayor
 - Fire Chief
 - Chief of Police
 - Public Services Director
 - Public Utilities Director
 - Emergency Management Director/Field Supervisors in Public Safety Departments

I. EMERGENCY MANAGEMENT TEAM

1. Representatives from each Salt Lake City department make up the Salt Lake City Emergency Management Team. The Team meets regularly under the direction of the Emergency Management Director to review plans and discuss issues relating to the emergency management functions of the City. Additionally, the Team members review and exercise the specific Emergency Support Functions (ESFs) assigned to their specific departments with department staff.

J. CITY COUNCIL

1. As elected officials, members of the City Council may become aware of a variety of issues and concerns within their districts or the City at large. They should keep the Policy Group updated regarding these

matters. City Council members will be kept informed by the Policy Group through the City Council Chairperson (who is a member of the Group) and by Council briefings.

K. EMERGENCY OPERATIONS CENTER (EOC) GROUPS

1. The **Policy Group** will administer City-wide policies and procedures relating to emergency management matters, including but not limited to continuity of government, emergency or disaster mitigation, response recovery action, and activities and plans. The Policy Group's responsibility will be to create a **Disaster Action Plan** tailored to meet the specific emergency at hand.

Administration – Policy Group

Mayor
Mayor's Chief of Staff
Deputy to the Mayor or Mayor's Designee
Chief Administrative Officer
Management Services Director or Designee
Community Development
Mayor's Senior Advisor for Economic Development
Fire Chief
Emergency Management Director
Chief of Police
Mayor's Communications Director or Mayor's Designee
Public Utilities Director
Public Services Director
Airport Director
City Attorney
City Council Chairperson
Scribe

2. The **Coordination Group** is responsible for supporting the Policy Group and consists of four sections: **Administration and Finance**, **Logistics**, **Planning**, and **Operations**. Each section will systematically analyze their responsibilities as they relate to the disaster, procure resources and develop process to meet specific objectives outlined in the **Disaster Action Plan** created by the Policy Group. The Coordination Group will expand as necessary, adding or subtracting sections and representatives to those sections from departments as needed. When it is decided that an event is beyond the capabilities of Salt Lake City resources, a recommendation is made to the Policy Group for assistance from Salt Lake County and/or the Utah State Division of Homeland Security.

The Coordination Group is traditionally staffed by senior department representatives who have a **superior knowledge** of departmental resources, staff, and operations.

- **ADMINISTRATION AND FINANCE SECTION-** responsible for EOC management, situation reporting, resource management and coordination as well as overall financial management and reporting. This section is staffed when abnormal costs will be encountered or for incidents where reimbursement of incident costs is a possibility, including federally declared disaster situations or hazmat incidents that require reimbursement. This section is also responsible for payroll, employee relations and documentation.

1. EOC Manager (Emergency Management Director)
 - EOC security

- Schedule EOC operations
 - Schedule Staff
 - Insure sign-in/sign-out documents are kept
 - Conduct EOC activity briefings
 - Brief Policy Group
- 2. Accounting and financial documentation (Finance Division)
 - Attend EOC activity briefings
 - Collect financial documentation of disaster response and recovery expenses from departments
 - Resources, contracts, employee hours, etc
- **LOGISTICS SECTION-** responsible for providing facilities, services and materials in support of the incident. Logistics participates in the development of the **Disaster Action Plan**. It is staffed when service and support functions are required to maintain the operational forces.
 1. Procurement (Purchasing, Contracts and Property Management Division)
 - Attend EOC activity briefings
 - Liaison with departments to expedite and assist with purchasing needs
 - Document all activity
 - Coordinate with Finance Division
 2. Information Management (IMS Division)
 - Attend EOC activity briefings
 - Liaison with departments to assist with telephone and computer needs
 3. Volunteer Coordination (Mayor's Office of Community Affairs)
 - Attend EOC activity meetings
 - Liaison with operational departments to determine needs for volunteers
 - Handle incoming requests from groups and individuals requesting a volunteer assignment
 - Document volunteer hours and activities
 4. Donated Goods Coordinator (Mayor's Office of Community Affairs)
 - Attend EOC activity meetings
 - Liaison with community service groups to manage incoming donated goods and money
 - Work with community services groups to distribute donated goods
 - Identify unmet community needs
- **PLANNING SECTION-** responsible for the collection and organization of information about the emergency situation. Planning must understand the current situation and maintain information on the status of resources, document the incident, and provide for demobilization. Planning participates in the development of the **Disaster Action Plan**
 1. Status monitoring – (Human Resources Division)
 - Attend EOC activity meetings
 - Liaison with operational departments and maintain Situation and Status Boards in the EOC
 2. Reports and documentation – (Human Resources)
 - Attend EOC activity meetings
 - Liaison with operational departments and write situation reports
 - Forward situation reports to County and State EOC

- Liaison with Director of Communications
 - Forward situation reports to Mayor's Director of Communications /PIOs
- **OPERATIONS SECTION-** responsible to report department disaster response activities to allow interdepartmental coordination.
 1. Police Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 2. Fire Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 3. Emergency Medical Services Coordinator (Fire)
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 4. Airport Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 5. Public Utilities Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 6. Public Services Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 7. Community Development Coordinator
 - Attend EOC activity meetings
 - Liaison with Department Operations Center
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with representative in the Emergency Management Policy Group
 8. Amateur Radio Emergency Services (ARES Representative)

- Attend EOC activity meetings
 - Provide administrative communication links to County and State EOC
 - Provide other communication links as needed
 - Liaison as needed with SLCo ARES and State ARES/RACES
9. Human Services Representatives (as needed)
- American Red Cross
 - Attend EOC activity meetings
 - Coordinate with Administration and Finance, Logistics, and Planning Sections
 - Liaison as needed with Chapter and National Headquarters
 - Salvation Army
 - Attend EOC activity meetings
 - Coordinate with Administration, Logistics, and Planning Sections
 - Liaison as needed with Headquarters
10. Outside utility representatives (as needed)
- Qwest
 - Questar
 - Rocky Mountain Power
 - Cell Phone Companies

General Responsibilities of the Coordination Group

- Coordinate multiple activities for Operations Group
- Request outside resources
- Monitor events and resources (log)
- Prepare situation reports
- Issue alert and warning messages
- Brief Policy Group
- Coordinate public information with PIO team

The Policy and Coordination Groups may need additional support positions such as runners, data entry, radio operators, and call takers. The number of support staff will depend on the level of activation of the Emergency Operations Center. The role of the 'scribe' is critical to the successful completion of the overall incident. The scribe maintains the 'major event log' and the minutes for the Policy Group.

During the period of an Emergency Declaration, public notice requirements of the Open and Public Meetings Act will be suspended for actions of the government body. Public information and media communications during an emergency declaration period will be provided for in the Emergency Operations Plan.

L. INDIVIDUAL RESPONSIBILITIES DURING AN EMERGENCY

1. Salt Lake City Mayor
 - a. Provides overall direction and control of the damage assessment and response operation within Salt Lake City through the Policy Group.
 - b. Is the official spokesperson for Salt Lake City.
 - c. Submits formal disaster declarations to the Salt Lake County EOC.
 - d. The Mayor's Office of Community Affairs coordinates spontaneous volunteers
 - e. Has other powers and duties as outlined in the Administrative Code, Sections 2.04.030 and 2.04.060
2. City Council
 - a. Monitors situations within their districts and coordinates information with City Council Director.
 - b. Council Chair sits as a member of the Policy Group.
 - c. Meets formally as a City Council as necessary.
3. Mayor's Designee (if needed)
 - a. Coordinates with the Mayor and chairs the Policy Group.
 - b. Assumes the Mayor's Role in his absence.
 - c. Submits formal local disaster declarations to the Salt Lake County EOC.
 - d. Gives general direction throughout the emergency.
4. Mayor's Chief of Staff
 - a. Assists and advises the Mayor.
 - b. Serves on Policy group.
5. Department of Management Services Director or Designee
 - a. Coordinates financial resources.
 - b. Maintains records of expenditures and use of resources.
 - c. Under the direction of the Mayor, helps with the resolution of claims and accounting for resources expended during the emergency.
 - d. Serves on Policy Group.
 - e. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.025.
6. City Attorney
 - a. Serves of the Policy Group
 - b. Provides legal advice as a member of the Policy Group.
 - c. Becomes familiar with laws governing emergency powers and provides advice on all related issues.
 - d. Has other powers as outlined in the Administrative Code, Sections 2.08.040.
7. City Recorder
 - a. Provides safekeeping of vital records during the emergency.
 - b. Co-signs all emergency documents signed by the Mayor or designee.
 - c. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.025
8. Community Development Department Director
 - a. Directs building inspectors with structure damage assessments.
 - b. Serves as a member of the Policy Group.

9. Emergency Management Director

- a. Assists the Policy Group and Mayor with the planning, management and control of emergency operations.
- b. Makes the Emergency Operations Center available to Salt Lake City officials for conducting overall direction/coordination of response and recovery operations.
- c. Maintains supplies and equipment for the Emergency Operations Center.
- d. Additional responsibilities prior to an emergency include:
 - Updating the Emergency Operations Plan, and providing updated copies of the Plan.
 - Conducting regular meetings of the Emergency Management Team.
 - Coordinating emergency management exercises involving the City and community.

10. Fire Chief

- a. Assesses the area affected by the disaster with initial company assignments.
- b. Protects life, preserves property and the environment.
- c. Assigns fire fighting personnel to fire, emergency medical, search and rescue, and hazardous material incidents.
- d. Alerts Community Emergency Response Teams (CERT).
- e. Serves on Policy Group.
- f. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.070.

11. Chief of Police

- a. Determines the scope of the disaster by the following:
 - Immediate protection of life and property.
 - Establishes crime scene security for criminal offenses.
 - Establishes an evacuation plan in coordination with the Public Services Traffic Division.
 - Establishes investigative procedures for criminal offenses.
 - Gathers investigative resources (F.B.I., AFT, DEA, Etc.)
 - Establishes traffic control.
- b. Organizes auxiliary law enforcement personnel and commits available resources to maintain peace.
- c. Coordinates City radio communication capabilities.
- d. Serves on Policy Group.
- e. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.090.

12. Mayor's Director of Communications

- a. Under the direction of the Mayor, prepares and distributes public information material.
- b. Acts as the designated single contact for the news media and public.
- c. Works with Emergency Management and volunteer agencies to inform citizens of the actions they should take for their protection.
- d. Ensures that special needs populations receive information regarding actions taken for them to protect their life and property.
- e. Serves on Policy Group.

13. Department of Public Utilities Director

- a. Establishes a communications link with all inter-connected water agencies and the Department of Environmental Quality and the Division of Drinking Water.
- b. Sets priorities to restore utility service as a member of the Policy Group.
- c. Assists in damage assessment of public facilities.
- d. Assure that water distribution meets the needs of the public.
- e. Serves on the Policy Group.

- f. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.100.
14. Department of Public Services Director
- a. Assists Community Development Department with damage assessment of infrastructure and coordinates resources to assist with building inspections.
 - b. Coordinates with Salt Lake City Police and Utah Department of Transportation officials with traffic control and evacuation plans.
 - c. Provides for the removal of debris and maintenance of roadways.
 - d. Obtains additional equipment and transportation resources.
 - e. Serves as a member of the Policy Group.
 - e. Has other powers and duties as outlined in the Administrative Code, Sections 2.08.080.
15. Fleet Manager
- a. Insures that transportation assets meet the demands of emergency response personnel.
 - b. Informs Emergency Operations Center of assets available for movement of people and/or equipment.
 - c. Coordinates with Salt Lake City School District and Utah Transit Authority for buses.
 - d. Maintains a resource list of all Salt Lake City fleet equipment and provides the EOC with updates of disaster damage to fleet.
16. Risk Management
- a. Provides legal advice on risk issues.
 - b. Assists with the documentation of damage to facilities within Salt Lake City.
 - c. Assists with the resolution of claims.
17. Information Management Services Director
- a. Coordinates the City emergency telephone system.
 - b. Coordinates the City emergency computer system.
 - c. Coordinates the City emergency GIS.
18. Operations Chief (Fire/Police/Public Services Assigned)
- a. Coordinates overall function of the Emergency Operations Center.
 - b. Serves as general liaison with the Policy Group.
 - c. Establishes priorities when conflicting demands are present.
19. Scribe (Assigned from Management Services)
- a. Maintains the official incident log for the Policy Group.
 - b. Keeps minutes of meetings.
20. Call Takers (Assigned from Management Services)
- a. Answer telephones and document conversations.
 - b. Transfer calls to Coordination Group.
 - c. Answer questions as approved by the Policy Group.

M. DEPARTMENTAL RESPONSE ASSIGNMENTS

1. General-Each department should encourage family and individual preparedness among all employees. Each Department is responsible for maintaining the following:
 - Department Emergency Operations Plans
 - An Emergency “call-back” or mobilization list
 - Instructions for employees in the event of disaster
 - Who should report
 - Staging locations
 - What employees should bring
 - A departmental business continuity plan
2. Primary and Secondary Departmental Assignments

<u>Situation</u>	<u>Primary Responsibility/ Lead Department</u>	<u>Secondary Responsibility/Support Department</u>
Flood Heavy rains	Public Utilities	Public Services
Contaminated Water Supply (Non-Terrorist)	Public Utilities	Police
Loss of water Supply	Public Utilities	Public Services
Earthquake	Mngt. Services/ Emergency Management	Police Public Services Public Utilities
Fire/Hazmat	Fire Department	Mutual Aid Agencies Police Public Services
Mass Injury Mass Death	Fire Department	Police
Building Collapse	Fire Department	Public Services Mutual Aid Police
Extraordinary Criminal Events	Police Department	Mutual Aid

Crowd Management	Police Department	Mutual Aid
Evacuation	Police Department	Fire Department
Weapons of Mass Destruction (Terrorist)	Fire and Police (Shared)	
Air-crash (On Airport)	Airport Fire Battalion	Police and Fire (Shared) Public Services
Air-crash (Off Airport)	Fire Department	Police Department Public Services
Severe Weather (Wind, Snow)	Public Services	Public Utilities Police Airport
Tornado	Fire	Public Services Police Community Development
Extreme Heat And Cold	Mgt. Services/ Emergency Management	Mayor's Office
Utility disruption	Mgt. Services/ Emergency Management	Mayor's Office
Public Health Disease outbreak	Valley Health Dept.	State Health Dept.

3. Assignment Details-Tasks

Each City department has the responsibility to provide certain services on a routine basis. The responsibility that a department assumes during an emergency takes precedent, but delivery of normal services should be continued to the best of the department's ability.

Emergency duties are usually an extension of the ones for which a department is already responsible and usually consist of reprioritizing activities rather taking on entirely new duties. There are some special requirements that must be accommodated during emergencies that do not regularly fall neatly within the framework of government and these have been identified and assigned under this plan.

Below is a summary of the specific tasks delegated to the various departments under this plan. These tasks are in addition to the delivery of normal services or the performance of those same tasks extended to an emergency (i.e., the Police Department in both routine and emergency situations is responsible for the public safety and the protection of property, etc.)

Office of the Mayor

The Mayor is the leader of the Emergency Management Policy Group, and is responsible for the convening and disbandment of the group. In the absence of the Mayor, and the person designated by the Mayor to act in the Mayor's place, the Deputy Mayor or Mayor's Chief of Staff has the authority to enact the necessary "Emergency Declarations", etc.

Mayors Office - Responsible for:

- Overall disaster management and leadership
- Press Relations -Mayor's Communication Director
- Volunteer Management-Community Affairs
- Donated Goods Management- Community Affairs
- Government Liaison-Mayor and Staff

City Council

- Responsible to provide funding to handle emergency situations. Responsible for ordinances necessary to enact provisions of this plan when necessary.
- Council Chair serves on Policy Group.
- Individual Council Members responsible for acting as an ombudsperson for their respective districts.
- The Policy Group is required to keep the City Council informed about the emergency and steps being taken to resolve it.

Fire Department

The Fire Chief is a permanent member of the Policy Group. In emergency situations, the Fire Department is responsible for:

- Establishing Incident Command at various scenes as needed
- Establishing a Department Operations Center as needed
- Fire Suppression
- Emergency Medical Services
- Technical Rescue
- Hazardous Materials
- Swift Water Rescue
- Urban Search and Rescue
- The Fire Department and the Police Department share responsibility for evacuations
- Providing assistance to City building inspectors when needed to condemn unsafe structures.

Fire Department is the Primary Department for:

- Major structure collapse
- Major fires
- Hazardous materials spills/Accidents
- Major medical emergencies
- Air crashes - off Airport
- Tornado

Fire Department is the Secondary Department for:

- Earthquakes
- Floods
- Civil disorders/Terrorist actions
- Air crashes - on Airport (Airport Fire Battalion primary)
- Evacuations (shared with police)

Police Department

The Chief of Police is a permanent member of the Policy Group. The Police Department is responsible for:

- Establishing Incident Command(s) as needed
- Establishing a Department Operation Center as needed
- Establishing and staffing the Unified Command Center (Policy Group Room)
- Identification of victims.
- The Police Department and the Fire Department share responsibility for evacuations.

Police Department is the Primary Department for:

- Extraordinary criminal events
- Civil disorders/acts of terrorism

Police Department is Secondary Department for:

- Air crashes - off Airport.
- Floods
- Earthquakes
- Major structure collapse
- Major fires
- Air carrier crashes - Airport property (Airport Police primary)
- Hazardous materials spills/Accidents.
- Aircraft hijackings (federal government primary)
- Severe weather emergencies

Public Services Department

The Public Services Director is a permanent member of the Policy Group. The City Engineer is a technical planning resource. In emergency situations, as appropriate, the Public Services Department is responsible for:

- Establishing Incident Command at various scenes as needed
- Establishing a Department Operation Center as needed
- Maintenance of transportation network throughout the city
- Debris removal
- Snow clearing operations
- Fleet operations and repair

Public Services Department is the Primary Department for:

- Severe weather events (snow, high wind)
- Debris removal
- Maintenance of transportation network throughout the city

- Transportation network and alternate routes
- Damage assessment of public transportation systems, bridges, roads, etc

Public Services Department is Secondary Department for:

- Earthquakes
- Contaminated water supplies.
- Air crashes - off Airport
- Major structural collapse
- HazMat incidents
- Floods
- Strikes -public sector
- Severe weather events
- Logistics.
- Equipment repair.

Department of Public Utilities

The Director of the Department of Public Utilities is a permanent member of the Policy Group.

The Department of Public Utilities is responsible for:

- Establishing Incident Command at various scenes as needed
- Establishing a Department Operation Center as needed
- Delivery of safe drinking water
- Storm water management
- Sewer operations
- Repair of all water systems

The Department of Public Utilities is the Primary Department for:

- Contaminated water supplies
- Floods

The Department of Public Utilities is Secondary Department for:

- Earthquakes
- Major power outages.
- Strikes - public sector
- Severe weather events

City Attorney

The City Attorney is a permanent member of the Policy Group.

The City Attorney is responsible for:

- Furnishing legal opinions and drafting the Emergency Proclamation
- Representation of the city in matters brought to litigation.

Prior to any emergency, the City Attorney's Office is to provide the legal rational to the Mayor, City Council and to department heads concerning the legality of plans for emergency action. Department heads are to consult with the

City Attorney on any legal question that may arise as the department heads develop Department Emergency Operations Plans.

During an emergency, the City Attorney's Office shall be available to the Mayor and department heads for legal advice and for general advice. Department heads are encouraged to use this resource.

Risk Management

After the emergency, Risk Management is to assist the department heads in identifying actions taken by City employees and documenting the reasons for those actions. Risk Management will also seek to recover for losses and expenses related to the disaster or emergency response from state and federal sources, from responsible individuals or legal entities, insurance or other areas of potential recovery of public loss or expenditure.

Community Development Department

The Director of the Department of Community Development is a permanent member of the Policy Group. Community Development is responsible for:

- Inspections (Building Services and Licensing Division)
- Damage assessment and condemnation (Building Services and Licensing)
- Department is responsible for Housing and Relocation. (Housing and Neighborhood Dev. Division)

Management Services Department

The Director of the Management Services Department is a permanent member of the Policy Group. Management Services Department is responsible for:

- Staffing of Planning Section of EOC Coordination Group (Human Resources Division)
- Identification of resources and, if possible, pre-contracting (Purchasing, Contracts and Property Management Division)
- Procurement of emergency and disaster response supplies (Purchasing, Contracts and Property Management Division)
- Maintaining telephone and data systems --- City wide (Information Management Services)
- Financial Documentation (Finance Division)
- Historical Documentation (Recorder's Office)
- Administration and revision of Emergency Operations Plan (Office of the Director)

4. Assignment Chart

Responsible Dept. P=Primary S=Secondary	Direction & Control	Communications	Public Information	Damage Assess.	Mass Casualty	Health & Welfare	Financial	Emergency Medical	Search & Rescue	Warning/Evacuation	Traffic/Security	Utilities Coordination	Streets	Hazardous Materials	Resources	Volunteers	Government Liaison	Donations Management	Animal Services	Records	Legal/Risk Issues	Employee Family	Transportation	Criminal Investigation
Mayor's Office	P	P	P												S	P	P				S			
Management Services							P					S			S			P						
Recorder							S					S			S					P				
Finance & Information Services		S					P									S		S		S	S	S		
Legal							S										S			S	P			
Risk Management				P	S		S													S	P			
Community Development		S		P		S		S	S	S					S	S				S	S			
Fire Department	S	S	S	S	P			P	P	S	S			P		S	S				S			S
Police Department	S	S	S	S	S			S	S	P	P			S			S		P		S			P
Public Utilities	S	S		P				S	S	S	S	P	S	S			S				S			
Public Services	S	S		P				S	S	S	S	S	P	S			S				S		P	
Facilities Management				S								S			S									
Red Cross					S	P		S								S								
SL Valley Health	S				S	P											P							
A.R.E.S.		S																						
CERT					S			S	S							S								

N. EMERGENCY SUPPORT FUNCTIONS (ESFs)

The tasks that may need to be performed in emergency situations have been categorized as Emergency Support Functions (ESFs) under the National Incident Management System (NIMS) and Salt Lake City's Emergency Operations Plan is required to follow that categorization. The tasks have been grouped into 18 Emergency Support Functions and the assignments are consistent with the task list above.

ESF 1 TRANSPORTATION

PUBLIC SERVICES

Coordinate the use of transportation resources required to perform the emergency response, recovery and assistance mission.

ESF 2 TACTICAL COMMUNICATION

FIRE/POLICE/ARES/INFORMATION SERVICES

Coordinate and provide communication support, and, where necessary, establish temporary telecommunications support.

ESF 3 PUBLIC SERVICES & ENGINEERING

PUBLIC SERVICES

Assist in lifesaving or life-protection activity following a disaster. This may include technical advice and evaluation, engineering services, construction management and inspection, emergency contracting, and emergency repairs.

ESF 4 FIRE FIGHTING

FIRE DEPARTMENT

Manage and coordinate fire fighting and emergency medical activity.

ESF 5 INFORMATION & PLANNING

EMERGENCY MANAGEMENT

Collect, process, and organize information about a potential or actual disaster or emergency.

ESF 6 MASS CARE, HOUSING & HUMAN NEEDS

RED CROSS/ EMERGENCY MANAGEMENT DIRECTOR

Coordinate activities involved with emergency shelter, mass feeding, bulk distribution of relief supplies for victims of disaster, and disaster welfare information.

ESF 7 RESOURCE SUPPORT

FINANCE/INFORMATION SERVICES

Provide logistical and resource support. This includes provision of emergency relief supplies, space, office equipment, office supplies, telecommunications, contracting services, transportation services, and personnel.

ESF 8 HEALTH & MEDICAL SERVICES

FIRE DEPARTMENT/SALT LAKE VALLEY HEALTH

Provide assistance in identifying and meeting the health and medical needs of disaster victims and emergency responders.

ESF 9 URBAN SEARCH & RESCUE

FIRE DEPARTMENT/FEMA

Provide support in locating, extricating and treating victims if buildings are damaged or collapse.

ESF 10 HAZARDOUS MATERIALS

FIRE DEPARTMENT

Provide support in response to actual or potential discharge and/or release of hazardous materials.

ESF 11 FOOD & WATER

PUBLIC UTILITIES

Identify food and water needs. Identify sources of water; arrange for transportation to the disaster area and distribute.

ESF 12 UTILITIES**PUBLIC UTILITIES**

Assist in coordinating efforts to provide emergency power and fuel to support response operations as well as providing power and fuel to restore normal community functions.

ESF 13 LAW ENFORCEMENT**POLICE DEPARTMENT**

Provide sufficient resources to maintain civil order under emergency conditions.

**ESF 14 VOLUNTEERS & DONATED GOODS AND SERVICES MAYOR'S OFFICE OF
COMMUNITY AFFAIRS/RED CROSS**

Coordinate the use of volunteers and donated goods in support of disaster recovery operations.

ESF 15 PUBLIC INFORMATION**CITY DIRECTOR OF COMMUNICATIONS**

Disseminate accurate information to the public.

ESF 16 LEGAL**CITY ATTORNEY**

Review local legal authorities and state statutes relating to emergency activities and advise City decision makers.

ESF 17 FINANCE**MANAGEMENT SERVICES FINANCE DIVISION**

Create a central management committee to oversee the emergency purchasing and reimbursement process. Maintain a disaster documentation system.

ESF 18 FACILITIES**COMMUNITY DEVELOPMENT**

Coordinate the inspection and use of City owned/operated facilities to support disaster response and recovery operations.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

PRIMARY DEPARTMENT: Public Services

SUPPORT: Salt Lake School District
Salt Lake City Airport
Utah Transit Authority

I. PURPOSE

The purpose of the Transportation Emergency Support Function is to coordinate the transportation of people and equipment for disaster assistance following a natural, man-made or technological disaster. When a Federal Disaster Declaration is signed, the provisions of Emergency Support Function 1 will be carried out. City transportation planning will be directed toward:

1. Evacuation of residents away from the disaster.
2. Moving resources to the disaster area.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

A significant disaster will severely damage the transportation infrastructure. Most roadways may be hampered by damaged structures, road surface ruptures and debris.

B. Assumptions

1. Requirements for transportation assets during the immediate lifesaving response period will likely exceed Salt Lake City's ability to respond.
2. Disaster responses that require transportation assets will be difficult to coordinate effectively during the immediate post disaster period.
3. The City's roadway system will sustain damage that will restrict the accessibility for relief services and supplies.
4. Gradual clearing of access routes will allow a sustained flow of emergency relief, although some local distribution patterns will be disrupted for a significant period.
5. Airport transportation assets may be used for relocation of citizens.
6. Transportation assets such as buses and TRAX trains could be used to provide mobile 'in-place sheltering'.

III. CONCEPT OF OPERATIONS

Under disaster conditions, The Department of Public Services is responsible for coordinating emergency transportation requirements for City departments and agencies. Public Services is responsible for coordinating transportation assistance from Salt Lake County and the State of Utah.

IV. ORGANIZATION RESPONSIBILITIES

Public Services will set priorities and/or allocate transportation in Salt Lake City. The Public Services Department may call upon Salt Lake School District, Utah Transit Authority, Salt Lake County and the State of Utah to meet its emergency transportation requirements.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing interim succession.

VI. ADMINISTRATIVE AND LOGISTICS

A. Administration

1. The Fleet Manager will ensure that the transportation assets will meet the demands of emergency response personnel.
2. The Fleet Manager will inform the Emergency Operations Center of assets available for movement of people and/or equipment.
3. The Fleet Manager will coordinate with the Airport Control Center, Salt Lake School District and Utah Transit Authority for buses to transport people who are without private Transportation.
4. The Fleet Manager will coordinate with the Salt Lake School District and Utah Transit Authority for buses/TRAX trains to be used for mobile 'in-place sheltering'.

B. Logistics

1. The Fleet Division will maintain a resource list of all Salt Lake City fleet equipment. They will also provide the EOC with an estimated time to complete any necessary repairs to equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Public Services Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals with copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

ATTACHMENT

Appendix 1 – Resources

**APPENDIX 1
TO ESF 1
RESOURCES**

Airport Fleet

Airport Control Center 575-2401

Salt Lake City School District

Steve Woods cell: 573-5935 (24 hour contact for use of busses)

Utah Transit Authority (UTA)

Monday through Saturday 0500 to 2400	Contact Radio Control	287-4650
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Sunday 0800 to 1800	Contact Radio Control	287-4650
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All other times
0001 to 0500 Daily and Saturday
0001 to 0800 Sunday

	Cell	Home
Harold Russell	673-7726	352-1002
Gary Doran	673-7724	352-7455
Sallie Bird	673-7740	809-0274
Carl Filby	673-7709	250-0104

TRAX (24 hours)

Public Safety 562-1229

Grade Crossing 561-4201

For any situation that may arise involving a train, train station or grade crossing.

* Special Notice:

For any situation that would require the evacuation/movement of disabled or wheelchair users, advise of the requirement when calling.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 2 TACTICAL COMMUNICATION

PRIMARY DEPARTMENT: Salt Lake City Fire & Police Departments/Dispatch

SUPPORT: All City departments
Salt Lake County Amateur Radio Emergency Service (A.R.E.S.)
Valley Emergency Communications Center (VECC)

I. PURPOSE

The purpose of the Tactical Communication Emergency Support Function is to coordinate communication needs during times of a natural, man-made or technological disaster.

The Communication Emergency Support Function involves the coordination of two-way radios, telephones, cellular phones and amateur radios to meet the demands of an emergency or disaster situation. Salt Lake City Fire and Police Dispatch functions as the 9-1-1 emergency and dispatching center for Salt Lake City.

Salt Lake City provides an interoperable communication network to assist in the orderly response and recovery activities for day to day operations and in times of emergency or disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

A natural, man-made or technological disaster may produce extensive damage and result in many requests to save lives, alleviate human suffering and protect property. Accurate and timely information is essential for response and recovery operations.

B. Assumptions

1. Radio infrastructure is based on an interoperable radio system provided by Motorola.
2. In the event of system failure, the system has the ability to go into a repeater “stand-alone” mode and each repeater can provide site trunking communications. Additionally, the Airport maintains a back-up system that can be deployed. If that system fails, the Utah Communications Agency Network (UCAN) will provide a back-up system for Salt Lake City until our system can be restored.
3. Initial efforts will focus on coordinating lifesaving activities, establishing control in the disaster area and restoring damaged City communications facilities.
4. In the event of City wide communications failure, citizens can go to fire stations and/or community police sub-stations to report damage and request help.

III. CONCEPT OF OPERATIONS

In response to an incident, emergency responders will assess the situation and identify communications capabilities. Based on the level of the emergency, police and fire radio communications may continue to operate through dispatch. The Coordination Group will determine at what level all communications and resources will be allocated through the EOC. The main communication point for other City departments will be the EOC.

Emergency personnel will use two-way radios whenever possible to communicate. In the event of a failure, personnel should report to the EOC by using other communications options such as cellular phones, telephones (Government Emergency Telecommunications Service [GETS]), Amateur Radio Emergency Service (A.R.E.S), or runners. In a system-wide failure of 800 MHz, contact must be made to Motorola to reestablish communications and bring the system back on line. In the event of such a failure, a secondary VHF radio system (150 MHz) continues to be maintained through Valley Emergency Communications Center (VECC)

In the event of a failure of Salt Lake City Dispatch Center, 911 calls will be received by VECC or the closest operational Public Safety Answering Point (PSAP). If this happens, the Coordination Group must establish a communications link with them to facilitate requests for service.

Salt Lake City personnel will cooperate with all agencies and organizations in assessing damage and restoring communication facilities within Salt Lake City.

IV. ORGANIZATION RESPONSIBILITIES

The Emergency Management Director will work closely with all City departments. Salt Lake City Fire and Police Dispatch will coordinate technical communication needs.

V. CONTINUITY OF GOVERNMENT

Lines of successions are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. All City department heads will assign personnel to coordinate their tactical communication needs with the Emergency Management Director during the disaster period.
2. The Director of Salt Lake City Fire and Police Dispatch will assign personnel to work with the Salt Lake City Emergency Management Director to coordinate communication needs during the disaster period.
3. The Information Management Services (IMS) Director will coordinate telephone and computer needs during the disaster period.
4. In the event of a disaster, Salt Lake City employees may need to report to their duty stations. If unable to establish communications with their supervisors, self activation may be necessary. Individual department policies should be followed.
5. A.R.E.S. or IMS will assign personnel as requested by the EOC to augment the communication needs of the EOC during the disaster period.

B. Logistics

All City departments and Motorola will maintain an inventory of their communication equipment and provide annual updates to the Emergency Management Director. The Information Management Services (IMS) Division will maintain an inventory of telephone and computer system equipment and provide annual updates to the Emergency Management Director.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by each support department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953 as amended, Chapter 5a, Title 63.

B. Reference

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

**SALT LAKE CITY
EMERGENCY SUPPORT FUNCTION 3
PUBLIC SERVICES AND ENGINEERING**

PRIMARY DEPARTMENT: **Public Services**

SUPPORT: **Management Services
Police Department
Community Development**

I. PURPOSE

The purpose of the Public Services and Engineering Emergency Support Function is to provide support for lifesaving and protective actions following a disaster.

1. The Public Services Department and the Engineering and Streets Maintenance Divisions provide technical assistance and evaluation, engineering services, construction management and inspection, as well as emergency repairs to roads, bridges and public facilities.
2. Activities within the scope of this Emergency Support Function include:
 - a. Emergency clearance of debris to allow reconnaissance of the damaged areas and passage of emergency personnel and equipment for life saving, life protecting, as well as health and safety activities;
 - b. Liaison with waste collection services during the immediate response and recovery phases.
 - c. Temporary construction or repair of emergency access routes which includes streets, roads, bridges, and any other facilities necessary for passage of rescue personnel.
 - d. Emergency demolition or stabilization of damaged structures and facilities designated by either a Community Development building inspector or a structural engineer as immediate hazards to the public health and safety;
 - e. Damage assessment and coordination of structural inspections with Community Development;
 - f. Removal of snow from all City-maintained streets as detailed in the 'Salt Lake City Snow Removal Plan';
 - g. Emergency technical and operational assistance to the Salt Lake City Police Department to ensure the safe and efficient control of traffic on City-maintained streets.
 - h. Maintenance and repair of all City equipment.
 - i. Maintain an inventory of City equipment operated by Public Services with is deployment status.

II. SITUATION AND ASSUMPTIONS

A. Situation

A disaster may result in unprecedented property damage. Structures will be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure public safety. Debris or snowfall may make streets and highways impassable or severely limit access for emergency vehicles.

B. Assumptions

1. Access to the disaster area will be dependant upon the re-establishment of roads and bridges. In many locations debris clearance and emergency road repairs will be given top priority to support immediate lifesaving emergency response activities.
2. Damage assessment of the disaster area will be required to forecast potential workloads.
3. Engineering and construction personnel along with construction equipment and supplies will be required to protect public health and safety.
4. Aftershocks (assuming an earthquake event) will require re-evaluation of previously assessed structures and damaged areas. This assessment will be coordinated with Community Development and other supporting departments.
5. Severe demand will be placed upon fleet vehicles and equipment requiring parts, along with maintenance and repair personnel to keep this equipment operational.
6. Communications with field operations (via radio and telecommunications) will be crucial to the effective utilization of those assets.
7. Expenditures for supplies, equipment and contract services must be processed quickly and efficiently. This will require staff to expedite and account for these expenditures according to Federal Emergency Management Agency guidelines.

III. CONCEPT OF OPERATIONS

Public Services will respond to ESF3 emergency situations in Salt Lake City. All operations will use the Incident Command System and response procedures as outlined in the “Basic Plan”.

IV. ORGANIZATION RESPONSIBILITIES

A. Public Services Department Administration

Administration will coordinate field operations with the Salt Lake City Emergency Operations Center and provide reports and record keeping as required by FEMA.

B. Streets Division

The Streets Division will support the Incident Commander with equipment and manpower required to remove debris, construct or repair roadways, and conduct snow removal operations. Streets Division will provide communications and dispatch personnel necessary to direct its field operations.

C. Fleet Division

The Fleet Division will support the Incident Commander through maintenance and repair of City equipment.

D. Engineering Division/Community Development

The Engineering Division will support the Incident Commander with emergency engineering services including infrastructure inspections. Damaged building inspections will be coordinated by the Community Development Department.

E. Department of Community Development Transportation Division

The Transportation Division will support the Incident Commander with consultations on traffic control issues as well as physical placement of traffic control devices (e.g., signs and barricades).

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINSTRATIVE AND LOGISTIC

A. Administration

1. The Public Services Director will ensure that activities meet the demands of saving lives, as well as protecting property and the environment.
2. The Public Services Director will establish procedures to record expenditures of funds and forward them to the Management Services Department.
3. The Public Services Director will establish procedures to identify and report on disaster work site projects to the Mayor's Authorized Representative.

B. Logistics

Public Services will maintain the following resource list:

- a. Vehicles
- b. Special equipment
- c. Communication equipment
- d. Personnel with special skills.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Public Services Department, and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward updated Emergency Support Function to individuals with copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. Reference

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

PRIMARY DEPARTMENT: Salt Lake City Fire Department

SUPPORT: Police Department
Public Services Department
Public Utilities Department

I. PURPOSE

The purpose of the Firefighting Emergency Support Function is to detect and suppress urban and wild land fires.

Emergency Support Function 4 involves the coordination of firefighting activities to meet the demands of an emergency or disaster situation. In addition, Salt Lake City firefighters provide emergency medical transportation and response.

The primary mission of the Fire Department is to save lives, protect property and preserve the environment.

II. SITUATION AND ASSUMPTIONS

A. Situation

Fire prevention and control are daily challenges faced by fire service personnel. These challenges are even greater during emergency situations.

A disaster condition may result in extensive damage and overwhelm the resources of the Fire Department.

B. Assumptions

1. Salt Lake City's fire personnel and equipment resolve most emergency incidents with existing personnel and equipment. When Salt Lake City's fire fighting capabilities are not sufficient to adequately control the situation, neighboring city or Salt Lake County resources may be needed. This assistance is according to established mutual aid and automatic aid agreements. If needed, state assistance may be provided under the coordination of the State Fire Marshal and the State Disaster Coordinating Officer.
2. The resources of the Police Department, Public Services Department, and Public Utilities Department may be used to support the Fire Department in fire suppression operations.

III. CONCEPT OF OPERATIONS

Fire and rescue functions in disaster situations are generally the same as during normal operations. Usually, fire and emergency medical units are first to respond to an emergency.

Upon activation of the EOC, a Battalion Chief will respond to each fire station in Salt Lake City and establish a District Command. All Fire Department assignments will be made by the Coordination Group through the respective Chief Officer assigned to that district. In a similar fashion, all requests for additional resources will be made by the District Command to the Coordination Group.

Communications using 800 MHz radios during the disaster might diminish or fail completely. Options available through ESF 2 should be followed until normal radio communications are restored.

IV. ORGANIZATION RESPONSIBILITIES

The Fire Chief or representative is responsible for coordinating fire service and search and rescue operations. The establishment of priorities and coordinating activities will be at the Emergency Operations Center. As local resources are expended, a request for county, state and federal support can be made through the Emergency Operations Center.

A. Fire Operations

1. Deploy forces to areas of greatest need.
2. Carry out department procedures.
3. Priority is saving lives and then property protection.

B. Code Enforcement

1. Assign fire personnel to monitor shelter centers to ensure adequate fire safety. Appoint and train fire guards in each facility.
2. Establish fire safety regulations in each mass feeding and evacuation center.
3. Inspect all congregate housing and mass feeding facilities to maintain fire safety standards. Special care is necessary to ensure that fire exits and passageways remain clear.
4. Instruct life guards to conduct fire drills to ensure that occupants are familiar with fire escape routes.

C. Logistics/Liaison

1. Develop resource lists.
2. Provide assistance in contacting the county, state and/or federal agencies for support.

D. Public Information

1. Work with other Public Information Officers in the gathering and disseminating current, accurate information to the media and the public.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency succession.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Fire Chief will ensure that activities meet the demands of protecting life, property, and environment
2. The Fire Chief will establish procedures to record expenditure of funds and forward them to the Finance Department.

B. Logistics

The Fire Department will maintain a list of Department resources including

1. Portable communication equipment.
2. Personnel with special skills.
3. Firefighting equipment.
4. Auxiliary equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Fire Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals with copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 5 INFORMATION AND PLANNING

PRIMARY DEPARTMENT: Management Services

SUPPORT: All Department Heads

I. PURPOSE

The Information and Planning Emergency Support Function requires the collection and processing of information concerning disasters. Emergency Support Function 5 activities are grouped as follows:

1. **Information processing functions** to collect and process essential information from the field and other sources. The information is distributed to support response operations and provide information for planning, reports, briefings, and displays.
2. **Reports function** to consolidate information into reports and other materials that describe and document response activities and help keep Salt Lake City, Salt Lake County and the State of Utah informed as to the status of the response operations.
3. **Displays function** to maintain pertinent information and simplify briefings using maps, charts and status boards in the Emergency Operations Center and by other means.
4. **Planning Support functions** to consolidate information to support the action planning process initiated by the response teams in the field and the Policy Group in the Emergency Operations Center.
5. **Technical Service functions** to provide specific information to support the response efforts.

If part of the Emergency Operations Plan is activated, Emergency Support Function 5 will automatically be started to support information processing activities.

Emergency Support Function 5 requires that information be obtained from a variety of sources to develop an accurate picture of the disaster or emergency. Emergency Support Function 5 has a role in identifying information gaps that require a request for information directly from the appropriate sources.

The staff will develop standard report formats, display symbols and maps to ensure uniformity and consistency in the development and distribution of information.

The Coordination Group may develop short and long term planning activities as requested by the Policy Group. Plans will be developed based on priorities established by the Policy Group.

II. SITUATION AND ASSUMPTIONS

A. Situation

A significant disaster may require assistance to supplement Salt Lake City efforts to save lives, protect property and the environment.

B. Assumptions

1. To identify requirements of the disaster or emergency incident, there will be an immediate and continuous need for information.
2. First responders will be the best sources of vital information regarding damage and initial response needs.
3. Media sources may also provide vital information regarding damage and initial response needs
4. The central coordination point for all emergency response action is Salt Lake City's Emergency Operations Center on the 7th Floor of the Public Safety Building. The Salt Lake City Police Department Pioneer Precinct at 1040 West 700 South, may function as an alternate Emergency Operations Center.

III. CONCEPT OF OPERATIONS

A. GENERAL

1. In the initial period of an incident, the main avenue for collecting disaster information will be first responders and other City employees who will report to the Emergency Operations Center. Media outlets will also be source of disaster information. The information will be used by Salt Lake City Policy Group.

IV. ORGANIZATION RESPONSIBILITIES

The Emergency Management Director is responsible for coordinating information and planning activities that support emergency response and recovery activities.

V. CONTINUITY OF GOVERNMENT

- A.** Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. Department heads will ensure that activities meet the demands of saving lives, protecting property and the environment during a disaster.
2. Department heads will establish procedures to record expenditures of funds used in disaster response and recovery activities and forward them to the Management Services Department.

B. Logistics

All department heads will maintain a list of equipment and supplies used for planning and reporting activities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Management Services Department and forwarded to the Emergency Management Director with recommended changes or updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

Salt Lake City Emergency Operations Plan.

Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 6 MASS CARE, HOUSING, AND HUMAN NEEDS

PRIMARY AGENCY: American Red Cross

SUPPORT: Administration /Mayor's Office of Community Affairs
Community Development Department
Fire Department
Salt Lake County Animal Services
Salt Lake City School District
Volunteer Organizations Active in Disasters (VOAD)

I. PURPOSE

The purpose of the Mass Care, Housing, and Human Needs Emergency Support Function is to coordinate relief efforts following a disaster. Initial response activities will focus on meeting urgent needs of disaster victims on a mass care basis.

The American Red Cross (ARC) independently provides mass care to all disaster victims as part of a broad program of disaster relief, as outlined in charter provisions enacted by the United States Congress on January 5, 1905, and the Disaster Relief Act of 1974 (PL. 93-288, as amended by the Stafford Act of 1988). The ARC assumes primary agency responsibility under the Federal Response Plan, Emergency Support Function #6, Statement of Understanding of October 1, 1997

A. Situation

1. The magnitude of damage to structures will rapidly overwhelm the capacity of Salt Lake City to assess the disaster and respond effectively to basic human needs. Damage to roads and communication systems will hamper emergency response efforts. Many emergency workers and others who would help during a disaster will be dead, injured or involved with family problems. City facilities may be severely damaged or inaccessible.
2. Disaster victims may be forced from their homes and there may be a number of dead or injured. Family members may be separated following a sudden disaster, such as children in school and parents at work. Thousands of transients, such as students and foreign visitors may be involved.

B. Assumptions

Mass Care, Housing and Human Needs Emergency Support Function planning is based on a worst case scenario in which a disaster occurs without warning at a time of day that will produce maximum casualties. It also considers disasters which could cause large numbers of casualties and result in widespread damage, necessitating the temporary relocation of disaster victims.

The nature and extent of the disaster event requires a preplanned, immediate, and automatic response from the ARC organization and cooperating agencies. American Red Cross units in the affected area will provide feeding, shelter, limited first aid, and psychological support in shelters. In addition, mobile feeding units will be provided as needed.

Mass care shelter facilities will receive priority consideration for structural inspection to ensure safety of occupants.

Large numbers of spontaneous volunteers in the affected area and around the City will require a preplanned management strategy and operational training effort.

II. CONCEPT OF OPERATIONS

1. Depending on the level of the emergency, the Human Needs Emergency Support Function will be implemented by contact from the initial Incident Commander or the Salt Lake City EOC directly to the ARC. For large scale disasters, requests will be made to the Salt Lake County EOC.
2. When a disaster occurs with a federal disaster declaration, the Federal Human Needs Emergency Support Function, Mass Care Annex (ESF 6), will be activated. Salt Lake City can activate the City ESF6.
3. This plan will not supersede American Red Cross response and relief activities. The American Red Cross will maintain administrative and financial control over its activities.
4. Community Development Department building inspectors will assist with the inspection of facilities for the American Red Cross. Fire Department inspectors will ensure fire code compliance.
5. The American Red Cross and a Volunteer Coordinator assigned by the Mayor will design a preplanned management strategy for spontaneous volunteers.
6. The American Red Cross is the primary agency responsible for managing the activities of the Human Needs Emergency Support Function. Federal agencies have been designated to support the Human Needs Emergency Support Function mission under a federal disaster declaration.

III. ORGANIZATION RESPONSIBILITIES

The Community Development Department will assist the American Red Cross in providing shelter for displaced people. Animals are not allowed in shelters and will be managed by Salt Lake County Animal Control.

IV. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

V. ADMINISTRATION AND LOGISTICS

A. Administration

The Community Development Director will provide personnel to assist the American Red Cross in inspecting facilities for shelters.

Salt Lake County Animal Control will provide shelter for pets and farm animals during a disaster.

The Fire Chief will direct the Fire Marshal to provide personnel to assist the ARC in inspection of facilities designated as shelters for fire code compliance.

The Emergency Management Director will direct the assigned Volunteer Coordinator to implement the management strategy for spontaneous volunteers.

B. Logistics

The Community Development Director will ensure that training and supplies are provided for inspectors.

Salt Lake County Animal Control will maintain an inventory of supplies to be used for the emergency care of domestic and farm animals.

The assigned Volunteer Coordinator will ensure that adequate materials are available to document volunteer activities.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly jointly by the Emergency Management Director and the ARC. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63

B. Reference

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 7 RESOURCE SUPPORT

PRIMARY DEPARTMENT: Management Services

SUPPORT: All City Departments

I. PURPOSE

The purpose of the Resource Support Emergency Support Function is to provide logistic/resource support following a disaster. Additionally, this function is responsible for the location, coordination and allocation of resources through the Emergency Operations Center.

Resource support involves the provision of resource logistics during the immediate response phase of a disaster. This includes emergency relief supplies, equipment, telecommunication, contracting services, office space and supplies, transportation services (in coordination with Emergency Support Function 1), and personnel required to support immediate response activities.

The Management Services Director will allocate resources to departments to meet priorities set by the Policy Group. All departments will manage resources within their areas of responsibility in support of the disaster effort.

Many existing resources may be required during a major emergency. While local resources will be used first, the possibility exists that outside help could be necessary. Local resources should be identified and categorized using a data base computer program or separate resource manual.

II. SITUATION AND ASSUMPTIONS

A. Situation

Any disaster may be a geographically isolated incident. It is likely that Salt Lake City's ability to respond will be severely impacted. The remaining capacity of Salt Lake County, the State of Utah and the federal government should provide adequate logistical support.

B. Assumptions

A major disaster will overextend Salt Lake City resources and outside assistance may be required. Each department is responsible for developing and maintaining those resources needed in an emergency. The City will account for the expenditure of funds and resources used during the disaster response and recovery operations.

III. CONCEPT OF OPERATIONS

The primary decisions regarding logistics and/or resources needed will be determined by the Policy Group. As resources are committed, additional help will be secured from private sources, the State of Utah and the federal government.

IV. ORGANIZATION RESPONSIBILITIES

The Management Services Director or a representative is responsible for coordinating this Resource Support Function. The establishment of priorities and coordinating activities will be at the Emergency

Operations Center. As local resources are expended, emergency purchases will be in compliance with Salt Lake City Purchasing Ordinance 3.24.160 (waiver provision).

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Management Services Director will ensure that activities meet the demands of emergency response and recovery operations.
2. The Management Services Director will coordinate with City department heads in setting priorities for purchasing and distribution of emergency materials and supplies.
3. The Management Services Director will provide for proper accounting of emergency materials and supplies.

B. Logistics

The Management Services Department will maintain a list of emergency contacts for support of disaster response and recovery activities. (Appendix 1 to ESF1 and ESF7)

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Management Services Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authority

1. Salt Lake City Emergency Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63

B. Reference

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning

ATTACHMENT

Appendix 1 – Emergency Support Contacts

**APPENDIX 1 TO ESF 7
EMERGENCY SUPPORT CONTACTS**

SALT LAKE CITY

Any emergency response	911
Emergency Alert System (EAS) – KSL Radio	575-6397
Police Dispatch	799-3000
Fire Dispatch	799-3668/4231
Public Services Dispatch	535-6999
Public Utilities Dispatch	483-6700
Airport Control Center	575-24-1
School District (Steve Woods)	573-5935

COUNTY AGENCIES

Animal Control	269-7499/743-7045
Emergency Services	743-7100
Flood Control	562-6418
Salt Lake Valley Health Department	468-2750
Salt Lake Valley Health Department (after hours)	468-2710
Public Works	562-6418
Sheriff's Office	743-7000
Unified Fire district	743-7200

STATE AGENCIES

State Division of Homeland Security	538-3400
UHP Dispatch Center	887-3800
UHP Highway Conditions	511
Utah Dept. of Environmental Quality	536-4123
U of U Seismograph Center	581-6274
Network Manager	585-7972
Utah Transit Authority	287-4650

FEDERAL AGENCIES

National Weather Service	524-5133
Federal Bureau of Investigation	579-1400
Interagency Fire Center	908-1900
Environmental Protection Agency	800-424-8802
Nat'l Earthquake Information Center	303-273-8500
FEMA Region VIII	303-235-4800
FEMA Region VIII Operations Center	303-235-4879

VOLUNTEER GROUPS

American Red Cross	323-7000
Amateur Radio Emergency Services (ARES) (24/7 pager)	202-2737
Church of Jesus Christ of Latter Day Saints (Welfare services)	240-3022
After hours - Gary Flake	597-9039
Salvation Army	323-5800
Utah Food Bank	908-8660
Information and Referral	211

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 8 HEALTH AND MEDICAL

PRIMARY AGENCY: Salt Lake Valley Health Department

SUPPORT: Salt Lake City Fire Department
Salt Lake City Public Utilities Department

I. PURPOSE

The purpose of the Health and Medical Emergency Support Function is to meet the immediate health and medical needs of victims of disasters.

II. SITUATIONS AND ASSUMPTIONS

A. Situation

A significant disaster may overwhelm local resources and require assistance from Salt Lake County, state and federal agencies. Salt Lake City's medical resources will be organized in five levels of response and control.

1. Normal Response
2. Community Emergency Response
3. Minor Disaster Response
4. Major Disaster Response
5. Catastrophic Response

B. Assumptions

During normal daily activities, operations control is the Salt Lake City Fire and Police Dispatch Center. Medical Command Post transfers to the EOC upon activation of ESF 8.

III. CONCEPT OF OPERATIONS

A. Activation

Upon activation of this plan, the Incident Commander will notify the Fire Chief or the Deputy Fire Chief, who will notify the City Medical Officer or his/her designee to report to the Command Post to take the following actions:

1. Begin the 800-MHz radio net.
2. Take roll call of all hospital emergency departments.
3. Take coordinating command of all medical resources.
4. Notify neighboring areas as to possible needs.
5. Ambulance Routing
6. Hospital Response

7. Scene Response
8. On scene Procedures
9. Incident Scene Control

B. Salt Lake Valley Health Department General Responsibilities

1. Coordination and control of the distribution of medications, medical supplies and equipment at pharmacies, hospitals, physicians' offices, and medical supply stores.
2. Ensuring that medical and nursing care is available when opening shelters.
3. Designating emergency aid stations and/or casualty collection points as needed.
4. Coordinating with the Public Information Officer to provide information to the mass media concerning the health resources and services available.
5. Obtaining accurate information on the number of dead, ill, injured, and missing.
6. Planning for the establishment of a temporary morgue, staffed by qualified personnel and supervision of the disposition of human and animal bodies.
7. Communicating disease control, including immunization, quarantine, epidemiologic investigations by public health nurses and environmental health specialists.
8. Participating in coordination and management of supply, storage and handling of food and other commodities essential to health preservation.
9. Protection against contaminated and unsafe food and drugs.
10. Monitoring the use of drinking water. Coordinate with Public Utilities Department.
11. Participating in the management of hazardous materials, such as, but not limited to, toxic, corrosive, flammable, biological, radioactive, and carcinogenic materials.
12. Coordinate with additional resource agencies, such as, but not limited to, Utah State Department of Health, Utah Department of Agriculture, Food and Drug Administration, Environmental Protection Agency, Corps of Engineers, United States Emergency Hazardous Response Team, United States Department of Agriculture, and National Centers for Disease Control.

IV. ORGANIZATION RESPONSIBILITIES

The Director of the Salt Lake Valley Health Department is responsible for coordinating public health operations. The establishment of priorities and coordination of activities will be at the Emergency Operations Center. After local resources are expended, request for state and federal support will be made through the Emergency Operations Center.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Director of the Board of Health will ensure that activities meet the demand of saving lives, protecting property, and the environment.
2. The Director of the Salt Lake Valley Health Department will establish procedures to document the expenditure of funds and forward this document to the Management Services Department Finance Division.

B. Logistics

The Board of Health will maintain the following resources:

1. Vehicles.
2. Portable communication equipment.
3. Personnel with special skills.
4. Auxiliary equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function (ESF 8) will be reviewed monthly by the Salt Lake Valley Health Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63
3. Utah Emergency Medical Services Mass Casualty Incident Plan

B. Reference

Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning. Utah Emergency Medical Services Mass Casualty Incident Plan

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 9 URBAN SEARCH AND RESCUE

PRIMARY AGENCY: Fire Department

SUPPORT: Public Services Department
Public Utilities Department
Management Services Department
Federal Emergency Management Agency
United States ESF 9 Agencies
Utah Army National Guard
Civil Air Patrol

I. PURPOSE

The Urban Search and Rescue Emergency Support Function compliments federal Urban Search and Rescue (US&R) resources following a disaster requiring federal response.

Urban Search and Rescue efforts include, but are not limited to locating, extricating and providing for immediate medical treatment of victims trapped in collapsed structures.

The Salt Lake City Fire Department commits its resources whenever a disaster or civil emergency occurs and there are many persons trapped or requiring emergency medical care. Salt Lake City requests federal Urban Search and Rescue resources to augment their own search and rescue responsibilities, whenever SLCFD resources are overwhelmed.

II. SITUATION AND ASSUMPTIONS

A. Situation

When a disaster occurs, substantial numbers of persons could be found in life threatening situations requiring prompt rescue and medical care. Search and rescue must begin immediately. Rescue personnel may encounter extensive damage to buildings, roadways, public services facilities, communication facilities, and utilities. In an earthquake, after shocks and other secondary events, such as fires, landslides, flooding, and hazardous material may compound problems and threaten both rescue workers and survivors.

B. Assumptions

1. All available local search and rescue resources are immediately committed, making further responses to requests for assistance impossible. After a disaster occurs, search, rescue, and recovery operations are usually performed by Salt Lake City personnel.
2. Community Emergency Response Team (CERT) members, residents and convergent volunteers will initiate activities to help urban search and rescue operation; they will require coordination and supervision as specified by Salt Lake City ordinance.
3. Access to damaged areas will be restricted; initially, some sites will be accessible only by air.
4. Following an initial earthquake, after shocks and other secondary events will threaten survivors and search and rescue personnel.
5. The National Guard may be deployed on active duty elsewhere in the state and may not be available for local urban search and rescue operations or support, but will be a resource if available.

6. Urban Search and Rescue teams must be activated through the Federal Emergency Management Agency (FEMA).

III. OPERATIONS CONCEPTS

Salt Lake City will immediately commit its resources to search and rescue operations and support the federal Urban Search and Rescue teams in implementing Federal Response Plan Emergency Support Function 9.

IV. ORGANIZATION RESPONSIBILITIES

The Salt Lake City Fire Chief, or a representative, is responsible for coordinating search and rescue operations. The establishment of priorities and coordination of activities will be at the Emergency Operations Center.

V. CONTINUITY OF GOVERNMENT

Lines of succession are in accordance with Salt Lake City Ordinance No. 2.04.060, providing emergency interim succession of City officials.

VI. ADMINISTRATIVE AND LOGISTIC

A. Administration

1. The Fire Chief will ensure that activities meet the demands of saving lives, protecting property and the environment.
2. The Fire Chief will establish procedures to record expenditure of funds and forward them to the Management Services Department Finance Division.

B. Logistics

Salt Lake City Fire Department maintains the following resource list.

1. Vehicles.
2. Portable communication equipment.
3. Personnel with special skills.
4. Rescue equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Fire Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. Reference

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 10 HAZARDOUS MATERIALS

PRIMARY DIVISION: Salt Lake City Fire Department

SUPPORT: Salt Lake City Police Department

I. PURPOSE

The purpose of the Hazardous Materials Support Function is to outline the procedures to be routinely followed in emergency response to hazardous materials incidents by Salt Lake City Fire Department, if and when said incidents severely strain or overcome resources operated by the City. The objective of the procedures is to provide for the prompt, orderly, systematic, coordinated, and effective emergency response operation to stabilize hazardous materials incidents and their potential harm.

II. SITUATION AND ASSUMPTIONS

A. Situation

A significant hazardous materials event may overwhelm local resources and require assistance from Salt Lake County, state, federal agencies, and private source contractors.

B. Assumptions

1. Salt Lake City's fire personnel and equipment can resolve most hazardous materials incidents without outside assistance. When Salt Lake City's hazardous materials capabilities are not sufficient to adequately control the situation, the resources of neighboring cities or Salt Lake County may be needed. This assistance is according to established mutual aid and automatic aid agreements.
2. If needed, state assistance may be provided under the coordination of the State Fire Marshal and the State Disaster Coordinating Officer.
3. The resources of the Police Department, Public Services Department, Public Utilities Department, and private contractors may be used by the Fire Department in hazardous materials operations.

III. CONCEPT OF OPERATIONS

Hazardous materials response functions in disaster situations are generally the same as during normal operations. Usually, fire and emergency medical units are first to respond to an emergency. Their primary responsibilities are protecting life, property, and environment.

Upon activation of the EOC, a Battalion Chief will respond to each fire station in Salt Lake City and establish a District Command. All Fire Department assignments will be made by the Coordination Group through the respective Chief Officer assigned to that district. In a similar fashion, all requests for additional resources will be made by the District Command to the Coordination Group.

Communications with 800 MHz radios during the disaster might diminish or fail completely. Options available through ESF 2 should be followed until normal radio communications are restored.

IV. ORGANIZATION RESPONSIBILITIES

The Fire Chief or representative is responsible for coordinating hazardous materials operations. The establishment of priorities and coordinating activities will be at the Emergency Operations Center. As local resources are expended, a request for county, state and federal support will be made through the Emergency Operations Center.

The Fire Department has the following responsibilities in any hazardous materials incident:

- A. RESCUE**
- B. EVACUATION (with Police Department assistance)**
- C. CONTAINMENT**
- D. CLEAN UP**

The Fire Department maintains a Hazardous Materials Response Plan that describes in detail priorities, responsibilities and procedures for each of the above duties, in coordination with ESF10.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

- 1. The Fire Chief will ensure that activities meet the demands of protecting life, property, and environment.
- 2. The Fire Chief will establish procedures to record expenditure of funds and forward them to the Finance Division of Management Services.

B. Logistics

The Fire Department will maintain a list of Department resources including

- 1. Portable communication equipment.
- 2. Personnel with special skills.
- 3. Hazardous materials response units and equipment
- 4. Firefighting equipment.
- 5. Auxiliary equipment.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Fire Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review the

Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.
2. Salt Lake City Fire Department Standard Operating Procedures 5-12

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 11 FOOD AND WATER

PRIMARY DEPARTMENT: Public Utilities

SUPPORT: Management Services
United States Department of Agriculture

I. PURPOSE

The purpose of the Food and Water Emergency Support Function is to identify, secure, and arrange for the distribution of food and water assistance to affected areas following a disaster.

To accomplish this function, activities will be undertaken to identify food assistance needs in the aftermath of a major disaster or emergency.

Salt Lake City Public Utilities Department will assess the water distribution system and isolate reservoirs and tanks to conserve culinary water for the residents of Salt Lake City.

Under the plan, the City arranges for food and water, and for distribution to a staging area in the disaster area.

II. SITUATION AND ASSUMPTIONS

A. Situation

A significant disaster will severely damage transportation routes and the water distribution system.

B. Assumptions

Salt Lake City will implement Food and Water Emergency Support Function (ESF 11) upon notification of occurrence of a potential or actual catastrophic disaster or emergency. Salt Lake City may request assistance from Salt Lake County or the State of Utah.

Salt Lake City will commit its resources to needed food distribution and water distribution. Salt Lake City will support the United States Department of Agriculture in the implementation of Federal Response Function 11.

III. CONCEPT OF OPERATIONS

During disaster conditions, Salt Lake City will coordinate emergency distribution of food and water with Salt Lake County, the State of Utah, and the federal government.

IV. ORGANIZATION RESPONSIBILITIES

Salt Lake City will conserve its water supply and assist in the distribution of food stuff.

V. CONTINUITY OF GOVERNMENT

Lines of success are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

1. The Management Services Director will ensure that activities meet the demands of the public in securing food stuffs.
2. The Public Utilities Director will ensure that water distribution meets the demands of the public for potable water.

B. Logistics

The Public Utilities Director will maintain a resource list of Salt Lake City Public Utilities Department equipment and supplies.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Public Utilities Department and forwarded to the Emergency Management Coordinator with recommended updates. Within thirty (30) days of the review, the Emergency Management Coordinator will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

Federal Emergency Management State and Local Guide (SLG 101), for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 12 PUBLIC UTILITIES

PRIMARY DEPARTMENT: Public Utilities

SUPPORT: Management Services
City Attorney
Public Services
Community Development

I. PURPOSE

The purpose of the Public Utilities Emergency Support Function is to support the Salt Lake City Public Utilities Department in the restoration of drinking water, irrigation water and storm water facilities, and the Public Services Department in the restoration of street lights following a disaster.

Activities within the scope of Emergency Support Function 12 include:

1. Emergency clearance of debris for reconnaissance of damaged areas and passage of personnel and equipment.
2. Assess system condition and prioritize repairs.
3. Emergency restoration of critical culinary water and storm water facilities.
4. Emergency demolition or stabilization of damaged structures and facilities that pose an immediate hazard to public health and safety.
5. Coordination with outside utility agencies, planning for contingencies and restoring services in the event of a disaster.

Salt Lake City Public Utilities Department has primary responsibility for planning, preparedness and response under Emergency Support Function 12 with assistance provided by other City departments.

II. SITUATION AND ASSUMPTIONS

A. Situation

Salt Lake City Public Utilities provides drinking water for a population of about 175,000 people. The service area extends from the east bench of Salt Lake County north of Little Cottonwood Creek and above 1300 East. This includes parts of Murray, Holladay City and Cottonwood Heights. Public Utilities also serves all of Salt Lake City.

Salt Lake City has three (3) water treatment plants- City Creek, Parley's Creek and Big Cottonwood. Salt Lake City purchases wholesale water from two other water treatment plants. The treatment plants get water from the CUP project and Deer Creek project. Public Utilities operates twenty (20) wells and forty (40) springs/tunnels that are considered groundwater sources. Salt Lake City also operates the Jordan and Salt Lake Canals and East Jordan Canal Extension.

A disaster may result in major damage to the drinking and storm water systems in Salt Lake City. Prolonged power outages will limit the ability to produce and transport adequate supplies of drinking water. Severe weather conditions will affect the water distribution system (freezing pipelines) and/or the irrigation and storm drain systems (exceeding capacity and/or creating flooding conditions).

B. Assumptions

1. Department personnel routinely monitor and maintain water, drainage and street light facilities.
2. Assistance from Salt Lake County, the State of Utah and Salt Lake City Public Services Department will be needed to clear debris, complete damage assessment, monitor detention basins, and make emergency repairs to essential public facilities. The Public Utilities Department will provide emergency water for human health and fire fighting.
3. Rapid damage assessment of the water system will be required to decide potential work loads.
4. Personnel with engineering and construction skills along with construction equipment and materials may be required from the Salt Lake City Public Services Department. It will also be necessary to monitor detention basins during rainstorms and other flooding emergencies. Help from other outside agencies may also be necessary.

III. CONCEPT OF OPERATIONS

A. General

1. Safety of our employees and their families is the number one priority. The ability to produce and transport drinking water will be the highest restoration priority after a disaster.
 - a. Assigned personnel will make preliminary damage assessments.
 - b. The Department will be responsible for setting up transportation for preliminary damage assessments.
 - c. After damage to key sites has been assessed, damage assessments of the remaining system will be conducted in a timely manner.

B. Water Quality

1. Notify the Department of Environmental Quality/Division of Drinking Water when the water quality of the City drinking water system is affected.
2. Boil orders will be issued to affected sections of the drinking water system in accordance with established Division of Drinking Water Regulations.

C. Outside Agency Assistance

1. The Public Utilities Department may ask for help from outside agencies that have resources available to make repairs and restore the affected areas.

D. Preserving Resources

1. Water must be saved for drinking purposes.
2. Water use for fire fighting will be reviewed on a case by case basis.

E. Recovery

1. Set priorities for repair work.
2. Coordinate with Public Services Department as necessary to accomplish repairs.
3. Crews will repair damaged system components.

4. Use contractors/vendors as necessary.

F. Communications

1. Use telephones whenever possible to conduct emergency communications.
2. Use radio communication for vital information.

IV. ORGANIZATION RESPONSIBILITIES

A. Director of Public Utilities

1. Deploy forces to areas of greatest need.
2. Carry out department procedure.
3. Establish priorities for water use and system repair.
4. Provide assistance in contacting county, state or federal agencies for support.
5. Coordinate with Fleet for all equipment repair needs.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATIVE AND LOGISTIC

The Director of Public Utilities or representative(s) at the Emergency Operations Center is responsible for coordinating water and drainage recovery operations. The establishment of priorities and coordination of activities will be through the Emergency Operation Center. After local resources are expended or deployed, request county, state and federal support through the Emergency Operation Center.

A. Administration

1. To meet the demands of restoring drinking water, drainage facilities, and street lights the Director of Public Utilities will ensure that activities are administered in an orderly and efficient manner.
2. The Director of Public Utilities will establish procedures by which all records of purchases will be maintained and forwarded to the Finance Division of Management Services.
3. The Director of Public Utilities will establish procedures to document labor, equipment and materials cost.

B. Logistics

The Department of Public Utilities maintains resources lists as follows:

1. Work force
2. Equipment
3. Parts inventory
4. Laboratory facilities
5. Water system facilities, storm water and irrigation facilities
6. Contractors/vendors

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Public Utilities Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

The Director of Public Utilities and Operations Manager are responsible for maintenance of Emergency Support Function 12. All Public Utilities Department staff are responsible for being familiar with Emergency Support Function 12. Managers and supervisors are responsible for training subordinates.

VIII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. References

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 13 LAW ENFORCEMENT

PRIMARY DEPARTMENT: Police Department

SUPPORT DEPARTMENT: Management Services
Fire Department
City Attorney
Public Services

I. PURPOSE

The Law Enforcement Emergency Support Function outlines actions necessary to maintain peace and order during an emergency or disaster.

The Law Enforcement Support Function involves managing and coordinating law enforcement activities, including crime scene security, criminal investigations, security, maintaining peace, traffic control, evacuation, and communication operations.

II. SITUATION AND ASSUMPTIONS

A. Situation

During emergencies, the Police Department will expand their operations to provide the law enforcement services required as a result of the specific disaster. Salt Lake County, the State of Utah and federal law enforcement agencies may be available to support the Salt Lake City Police Department.

B. Assumptions

The Police Chief is responsible for law enforcement in Salt Lake City. The Chief or designee will participate at the City's Emergency Operation Center (EOC) during an emergency or disaster. Police functions include criminal investigation, security, traffic control, crowd control, and management of law enforcement personnel. Law enforcement officials should be prepared to carry out proper security measures to protect crime scenes and prevent unauthorized persons from congesting the disaster area.

III. CONCEPT OF OPERATIONS

Salt Lake City emergency law enforcement operations will be an expansion of normal functions and responsibilities to maintain law and order, traffic control, crowd control and security.

IV. ORGANIZATION RESPONSIBILITIES

A. Chief of Police

1. The Chief of Police or designee has responsibility for coordinating law enforcement activities as follows:
 - a. Oversee and coordinate all law enforcement activities.
 - Establish crime scene security
 - Investigate all criminal activity
 - b. Carry out departmental Standard Operating Procedures.
 - c. Provide mobile units for warning activities.
 - d. Secure the immediate area surrounding the crisis zone.
 - e. Establish traffic controls and traffic routes into and out of the effected area with priority given to persons requiring immediate care.
 - f. Based on available resources, provide security for key facilities.
 - g. Update the Mayor and other officials at the Emergency Operations Center regarding conditions at the crisis zone as a member of the Policy Group.
 - h. Law enforcement will use their normal communications resources. Dispatch control is Police Department dispatch.
 - i. Work within the Incident Command System.
 - j. Establish a system to record expenditure of funds and forward them to Finance Division of Management Services.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

The Police Chief is responsible for coordinating law enforcement activities. The Police Chief, or a designated representative, will serve as the law enforcement coordinator in the Emergency Operations Center as a member of the Policy Group. A member of the Police Department senior staff will be in the Emergency Operation Center as the Police Operations Officer for the incident (s).

Where feasible, the Department will follow routine law enforcement procedures and establish priorities and coordination between other City departments and law enforcement agencies or units through the Emergency Operation Center. Requests for county, state, and federal support will come through the Policy Group at the Emergency Operation Center, but only after exhausting local resources.

A. Resources

A list of available resources is found in Appendix 1.

B. Security

Based on available resources, the Police Department will provide security for the Emergency Operation Center and all restricted areas. This includes developing a procedure to check all personnel which may include badges or passes, as appropriate.

C. Reports and Records

The Police Department will develop procedures for the timely submission of required reports and records as prescribed in the Basic Plan.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Police Department and forwarded to the Emergency Management Director with recommended changes or updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. AUTHORITIES

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63

ATTACHMENTS

Appendix 1 – Law Enforcements Resources

**APPENDIX 1 TO ESF 13
LAW ENFORCEMENT RESOURCES**

<u>NAME:</u>	<u>TELEPHONE:</u>
Salt Lake City Police Department Public Safety Complex 315 East 200 South Salt Lake City, Utah 84111	Emergency: 911 Administration: 799-3800 Dispatch: 799-3000
Pioneer Precinct: 1040 West 700 South Salt Lake City, Utah 84104	799-4600
Dept phone number for all requests, including Dispatch:	799-3000
Division responsible for Home Land Sec. & EOP:	799-3180
Support Services:	799-3440
Support Services Capt.:	799-3201
Support Services Lieutenant:	799-3180
Support Services Sergeant:	799-3181

SALT LAKE CITY

EMERGENCY SUPPORT FUNCTION 14

VOLUNTEER AND DONATED GOODS AND SERVICES

PRIMARY DEPARTMENT: Mayor's Office

SUPPORT: Fire Department
Community Volunteer Organizations

I. PURPOSE:

The purpose of the Volunteer Emergency Support Function (ESF 14) is to coordinate volunteer resources and to provide guidance regarding the management of solicited and unsolicited volunteers, goods, and services.

II. SITUATION AND ASSUMPTIONS

A. Situation

During times of disaster many individuals and agencies volunteer their time and resources. Salt Lake City has limited resources and provides first responders to save lives and protect property. Salt Lake City will use volunteer resources to help first responders care for its people.

A disaster may result in conditions that place a substantial number of people in life-threatening situations. Volunteers may supplement first responders by taking care of themselves, their families and neighbors.

B. Assumptions

1. Disasters attract volunteers and donations of goods and services. This may be in response to formal requests for assistance through the news media or may be spontaneous.
2. Large numbers of volunteer/unsolicited goods can pose a challenge to a jurisdiction's response and recovery efforts. Resources and manpower will need to be assigned to accept, stage and deploy volunteers and store, sort, and transport donated goods.
3. Available first responders will be committed immediately, and will be unable to meet all needs.
4. The Mayor will appoint a Volunteer Coordinator and the volunteer organization will function in the Mayor's Office of Community Affairs.

III. CONCEPT OF OPERATIONS

A. The Operation's Group will assign tasks through the assigned Volunteer Coordinator as the need arises. Sources for volunteers and other resources may include:

1. Salt Lake City Neighborhood Preparedness Program Groups (Citizen Corps) including:
 - Community Emergency Response Teams (CERT)
 - Neighborhood Watch/Mobile Watch
 - Volunteers in Police Service (VIPS) (When established)
 - Medical Reserve Corps (When established)
 - Fire Corps (When established)
2. The American Red Cross
3. Other Volunteer Organizations Active in Disaster (VOAD)
4. Religious groups, trained and untrained

5. Unaffiliated citizen volunteers, both untrained and professional
6. Community coordinators

IV. ORGANIZATION RESPONSIBILITIES

The assigned Volunteer Coordinator will:

1. Manage volunteer activities during the disaster as directed by the Coordination Group.
2. Coordinate volunteer efforts through the Mayors Office of Community Affairs, with existing volunteer organizations.
3. Meet regularly with neighborhood and volunteer groups to establish relationships and coordinate plans.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession by City officers.

VI. ADMINISTRATION

The Mayor or his/her designee will assign a Volunteer Coordinator to manage volunteers and resources during disaster activities.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Mayor' Office and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES:

A. Authorities

1. Salt Lake City Emergency Operations Plan.
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.
3. 2.60.050 Volunteer Status and Partial Indemnification Salt Lake City Code.

B. References

1. Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operations Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 15 PUBLIC INFORMATION

PRIMARY DEPARTMENT: Mayor's Office/ Director of Communications

SUPPORT: All Department Public Information Officers

I. PURPOSE

The purpose of the Public Information Support Function (ESF 15) is to describe actions necessary to gather, evaluate and distribute information and instructions to the public during a major disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

Major emergencies/disasters necessitate the need for rapid and accurate collection of information to distribute to the general public and special needs populations.

B. Assumptions

1. There will be an immediate and continuous demand for information on the impact and magnitude of the disaster.
2. City departments will be the immediate and best source of vital information regarding damage, initial response actions, and the need for public alerts and warnings. The media may also provide valuable information about the disaster
3. The demand for public information may exceed the ability of City government to deliver it.

III. CONCEPT OF OPERATIONS

In the event of a valley wide emergency such as a catastrophic earthquake, the Mayor's Director of Communications will serve as the lead Public Information Officer (PIO) for Salt Lake City and will coordinate the efforts of all City departmental PIOs to collect, evaluate, and release information to the public and to the media.

In the event of a disaster which has a City department assigned as lead agency (see departmental primary and secondary responsibilities), the PIO of the assigned primary department will serve as lead PIO and will coordinate the efforts of other City PIO's as needed to collect, evaluate, and release information to the public and to the media.

Information gathering, evaluation, and dissemination will be in accordance with City and departmental procedures. Activities may include:

1. Processing requests for information from the media and organizing responses to requests such as media releases or media briefings.

2. Gathering and evaluating information from local response organizations and disseminating information to the public and the media.
3. Issuing alert and safety warnings and response instruction to the general public and special needs populations.
4. Establishing and maintaining an electronic log of events, points of contact, needs, and resultant activities for the duration of the incident.
5. Developing and delivering scheduled briefings and maintaining displays of pertinent information using maps, charts, computer aided displays, video, etc.

IV. ADDITIONAL RESOURCES

ESF #15 will utilize personnel and resources from participating departments/agencies to respond to mission assignments related to emergencies/disasters.

V. ADMINISTRATION AND LOGISTICS

A. Notification

The Mayor's Director of Communications will maintain a current ESF point of contact roster.

B. Review and Annex Up-dates

Salt Lake City's Emergency Management Director and the Mayor's Director of Communications will review and update contact rosters in all ESFs.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Mayor's Director of Communication and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. Reference

Federal Emergency Management State and Local Guide (SLG 101) for All

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 16 LEGAL

PRIMARY DEPARTMENT: City Attorney

SUPPORT: Administration
Risk Management Division

I. PURPOSE

The purpose of the Legal Emergency Support Function is to provide legal advice relating to Salt Lake City following a disaster.

II. SITUATION AND ASSUMPTIONS

A. Situation

The City Attorney as a member of the Policy Group will provide legal counsel in support of disaster activities.

B. Assumptions

The Policy Group will require legal advice during the course of the emergency.

III. CONCEPT OF OPERATIONS

The Salt Lake City Attorneys Office will review disaster legal documents, and assist in preparing documents related to the disaster.

IV. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No 2.04.060, providing for emergency interim succession of City officers.

V. ADMINISTRATION AND LOGISTICS

A. Administration

The City Attorney will establish procedures to render legal assistance to the Policy Group.

B. Logistics

The City Attorneys Office will maintain a copy of City Ordinances and State Emergency Management Laws.

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the City Attorneys Office and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. Reference

Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 17 FINANCE

PRIMARY DEPARTMENT: Management Services (Finance Division and Recorder)

SUPPORT Risk Management Division

I. PURPOSE

The purpose of the Finance Emergency Support Function is to comply with policies, procedures, and reporting forms used for administering federal disaster grant assistance to state and local governments through the Federal Emergency Management Agency Public Assistance Program.

A number of prescribed documents, reports and records must be executed or maintained during disaster operations. These are essential in order to ensure prompt and coordinated state and federal disaster response, plus a maximum of financial assistance authorized by various disaster relief programs.

The Federal Emergency Management Agency (FEMA) is assigned the responsibility of coordinating and administering all federal disaster relief programs through its Region VIII Office. Subsequent to a Presidential Declaration, the Federal Coordinating Officer (FCO) 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 Act, and the Code of Federal Regulations, Title 44, Part 206.

II. SITUATION AND ASSUMPTIONS

A. Situations

All recipients of state and federal monies must maintain adequate disbursement and accounting records of the costs incurred on approved disaster work so that the documentation required for state and federal audits can be made available.

Even if there is no reimbursement from federal or state sources, local government officials will want to know the extent of damage and expense related to the disaster. An accurate record keeping system, maintained separately from the records of normal day-to-day operation, should be established immediately at the onset of the emergency.

B. Assumptions

The Department of Management Services Purchasing Division will provide assistance with emergency procurement and the Finance Division will maintain records of financial expenditures related to the official disaster.

III. CONCEPT OF OPERATIONS

- A.** Local government involved in disaster operations are responsible for the preparation and maintenance of all required documents, reports and records. The Mayor will appoint an **Authorized Representative** who will be responsible for monitoring all phases of the financial aspects of the disaster recovery operations and reporting to City elected officials. The

Governor's Authorized Representative will be responsible for the execution of all necessary documents on behalf of the state for state and federal disaster assistance, including certification of applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to local governments involving the preparation and maintenance of their required reports and records.

IV. ORGANIZATION RESPONSIBILITIES

- A.** Direction and control of the preparation and maintenance of all documents, reports and records required on behalf of local governments will be exercised by the elected officials.
 - 1. It is the responsibility of the elected officials of the affected local jurisdiction to ensure that federal disaster assistance programs are carried out according to the rules, regulations, and provisions outlined in this Emergency Support Function.
 - 2. Applicant's Authorized Representative

The role of the **City Authorized Representative** is to monitor all phases of the disaster recovery operations and advise the elected officials on the progress of work projects, management of funds, and resolution of disaster-related problems.
 - 3. Applicant's Checklist

(Checklist located in EOC). This is a visual tool to aid the applicant in tracking the progress of the disaster recovery operations and management of disaster assistance funding.
- B.** Direction and control of the preparation of all documents required on behalf of the state will be exercised by the Governor's Authorized Representative.

V. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

VI. ADMINISTRATION AND LOGISTICS

A. Administration

Local governments must maintain certain records documenting disaster work performed during disaster operations. The information contained in these records will be required to be reimbursed by the state and/or federal government for disaster work performed, should an 'Emergency' or 'Major Disaster' declaration be made by the President. These records are:

Work Site Folder

A separate folder for each damage work site project being restored must be established as soon as the work commences. The following data relative to each work site must be filed in the folder for future reference:

Force Account Work Data

Force account work is accomplished through utilization of a local government's own personnel, equipment and supplies. Force account record keeping must commence immediately upon the onset of a disaster situation. Force account work will be subdivided into three (3) categories which must be fully documented: labor, equipment (owned or rented), and materials (either from

applicant's stock or purchased). In each case, these must be associated with a specific damage work site.

When equipment is rented for disaster work, a record must be kept showing equipment type and description, dates used, hours used each day, total hours used, rate per hour, indicating with or without operator and total cost. If materials are purchased for disaster work, a record must be kept showing unit cost, total cost, quantity, description, and date purchased. All receipts, canceled checks, etc. must be retained.

Contract Work

Contracts must follow the Procurement Guidance as found in Title 44 of the Code of Federal Regulations Part 13.36. The method of procurement under grants will be made by one of the following, as described in detail in the Regulations: 1) small purchase procedures; 2) competitive sealed bids (formal advertising); 3) competitive negotiation, and 4) non-competitive negotiation.

If contracts are used, the following documents must be kept in the site folder:

1. Bid Proposal Package: drawings, specs, general provisions.
2. Bid Solicitation Documents: open and closing dates, newspaper ads. Bids are to be opened only after all bids are received.
3. Engineer's Estimates: confidential until after bids have been opened.
4. Abstracts of Bids Received: bid tabs, list of bidders and bids.
5. Notice of Award.
6. Notice to Proceed.
7. Change Orders.
8. All requests for payment with copies of canceled checks.
9. Correspondence regarding the project and contract.

Cost-plus-percentage of cost contracts will not be approved or eligible.

All federal and state regulations pertaining to nondiscrimination, fair labor standards, anti-kickbacks and debarred contractors will be followed. If only one bidder is available in the area, this should be noted by memorandum when issuing the contract.

All negotiated contracts of more than \$10,000 will include a provision that the applicant, Federal Emergency Management Agency, Comptroller General of the U.S. or any of their authorized representatives will have access to any books, documents, papers and records of the contractors which are directly pertinent to the contract for a period of three years after the last payment under the contract

Other Source Work Data

If the manpower, equipment, supplies and materials of another town, city, county, or agency are used at a damage work site, invoices will be required showing that the other town, city, county, or agency has been paid for work accomplished. These invoices must also show the date, amount paid, check number, or evidence of cash payment. The invoices must be filed in the appropriate work site folder.

The State Department of Homeland Security's pamphlet *Documenting Disaster Damage* provides additional details concerning emergency disaster work record keeping procedures.

Local governments should designate an **Authorized Representative** to assume full responsibility for the administration of the above described disaster operations reporting and record keeping requirements. It is essential that administrative procedures be established prior to, not after, a disaster situation occurs.

VII. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Management Services Department and forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VIII. AUTHORITIES AND REFERENCES

A. Authority

1. Salt Lake City Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63.

B. Reference

Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

ATTACHMENT

Appendix 1 – Public Assistance Process

APPENDIX 1 TO ESF 17 PUBLIC ASSISTANCE PROCESS

A. Public Assistance Application Process

1. Applicants Briefing

As soon as practical after the President's declaration of an 'Emergency' or 'Major Disaster', the Governor's Authorized Representative schedules and conducts Applicants' Briefings for the potential public assistance applicants. The requirements and procedures for requesting and obtaining public assistance are explained at these briefings. Applicants are also furnished information, handbooks and fact sheets concerning the Federal Emergency Management Agency Public Assistance Program. (Forms located in forms packet at the Emergency Operations Center).

Other procedural matters discussed at the applicant's briefing include.

- a. Submission of a Notice of Interest.
- b. Designation of **Applicant's Authorized Representative**.
- c. Preparation of Damage Survey Reports (DSRs) as a basis for establishing restoration costs.
- d. Selection of funding alternatives.
- e. Preparation of the Application for State Assistance.
- f. Certify Assurance Construction Programs.
- g. Special considerations.
- h. Review and approval of the application by the Governor's Authorized Representative and the FEMA Regional Director.

2. Damage Surveys

- a. Damage Surveys are conducted by a joint federal/state/local inspection team. A representative of the local government must accompany the federal and state members and represent the applicant and assure that all damage sites and needs for assistance are inspected. The **Applicant's Authorized Representative** must sign off on the Damage Survey Report Form indicating concurrence or non-concurrence with the scope of work, estimated cost, and eligibility of the project.
- b. The Damage Survey Report is a relatively exact description of the location and scope of work, degree of damage, quantity of materials and labor necessary for restoration, and estimated dollar cost. Reimbursement for eligible projects is based on a 75% federal 25% state and local cost-sharing basis. Damage Survey Reports are used to calculate the amount of federal reimbursement for eligible work in the following categories:

Category A – Debris Clearance
Category B-- Protective Measures
Category C – Road Systems
Category D – Water Control Facilities
Category E – Buildings and Equipment
Category F – Public Utility Systems
Category G – Other (not above categories)

- c. A Damage Survey Report is really a more detailed amplification of the data, maps, and estimates developed by the local government teams during the damage assessment process. Therefore, it is important that an accurate and complete damage assessment be done at the outset to assure that all eligible items are brought to the attention of the state and federal inspectors following a presidential declaration. State and federal inspectors will not look for damage or eligible projects on their own. It is the responsibility of local government to have the information collected, assembled and ready to present prior to the declaration.

3. Submitting the Application for State Assistance

- a. The Application for State Assistance is submitted through the local government's **Authorized Representative** to the Governor's Authorized Representative.
- b. The Governor's Authorized Representative will review the application, approve or disapprove it, then forward it to the Federal Emergency Management Agency Regional Director for a similar review.
- c. The Application for State Assistance must be submitted no later than thirty (30) days after the date of the President's declaration. If warranted, the Governor's Authorized Representative may extend this time limitation upon the request of the applicant with justification.
- d. After an Application for State Assistance has been approved by the state and by the Federal Emergency Management Agency, the local government or eligible applicant is referred to as the sub-grantee to the state which is the grantee.

4. Advance of Funds

- a. Large Projects

'Large projects' are those projects more than \$50,000. Final settlement does not occur until all work on approved large projects is complete and all bills are paid by the applicant. However, in keeping with Federal Emergency Management Agency cost-sharing philosophy, a portion of the 75% federal share is normally advanced to applicants with approved large projects so they can begin critical repair and restoration work immediately.
- b. Small Projects

Projects less than \$50,000 are considered 'small projects'. After these projects are approved by the Federal Emergency Management Agency, they are paid in full. A certification sheet is required upon completion of the project.

B. Project Administration and Management of Funds

1. Project Performance

- a. It is the primary responsibility of the sub-grantee to manage all phases of approved projects and ensure that work is completed according to the Damage Survey Report. Requests for modification in the scope of work should be directed to the Governor's Authorized Representative.

- b. Work must be performed within the time limits established by federal regulations unless time extensions are granted for circumstances beyond the control of the sub-grantee. Completion deadlines are from the date of the President's declaration.

- | | |
|---|-----------|
| 1. Debris Clearance
Category A | 6 months |
| 2. Emergency Protective Measures
Category B | 6 months |
| 3. Permanent Repair/Restoration
Categories C-G | 18 months |

2. Progress Reports

- a. For large projects, the sub-grantee will provide the Governor's Authorized Representative with quarterly progress reports of scheduled work outlining, problems or unforeseen circumstances which may require funding or scheduling adjustments. It is the responsibility of the Governor's Authorized Representative to maintain contact with the sub-grantee and keep the Regional Director informed of the overall progress being made statewide.
- b. Any changes in approved scope of work, funding or time schedules for large projects must be reviewed and authorized by the Governor's Authorized Representative and then endorsed by the Regional Director.

3. Final Inspection

- a. Once a large project has been completed, the sub-grantee will advise the Governor's Authorized Representative that the project is ready for final inspection.
- b. The Governor's Authorized Representative is responsible for performing a final inspection and verification of each work site.

4. Claims for Reimbursement

- a. Eligible Costs
Only approved costs incurred as eligible 'emergency' or 'major disaster' work will be reimbursed.
- b. Submit
To receive reimbursement for funds expended for a large project, the sub grantee must submit a 'Summary of Documentation' to the Governor's Authorized Representative within sixty 60 days after the completion of approved work, including a listing of actual costs for each line item. All costs claimed will be paid by the sub grantee prior to the final claim settlement.

5. Audit

- a. The Governor's Authorized Representative will perform an audit of each large project as soon as practical after receiving the sub-grantee's 'Summary of Documentation'. An audit of small project grants is not normally required, but the records must be kept for a period of three (3) years, at a central location, should the auditor's wish to review them. The Federal Emergency Management Agency Regional Director reserves the right to audit any claim, regardless of the amount or type of funding.
- b. The federal or state auditor, the Governor's Authorized Representative, the Federal Emergency Management Agency Regional Director, the Federal Emergency Management Agency Associate Director, and the Comptroller General of the United States or their duly authorized representatives will, for the purpose of audit and examination, have access to any books, documents, papers and records that pertain to federal funds, equipment and supplies received under these regulations.
- c. The Federal Emergency Management Agency Inspector General and the General Accounting Office have audit responsibility at the federal level. Thus, a federal audit may be performed on any claim if deemed necessary by the Federal Emergency Management Agency Inspector General or the General Accounting Office.

6. Final Payment

Once the Governor's Authorized Representative, the Federal Emergency Management Agency Regional Director and the state and federal auditors are satisfied that the sub-grantee has complied with all rules, regulations and documentation requirements, final payment will be made by the state.

SALT LAKE CITY EMERGENCY SUPPORT FUNCTION 18 FACILITIES

PRIMARY: Community Development Department

SUPPORT: Administration
Public Services Department (Facilities Management Division, Fleet Division, Engineering Division)

I. PURPOSE

The purpose of the Facilities Emergency Support Function is to coordinate the inspection of City owned or operated facilities to support disaster response and recovery operations.

II. SITUATION AND ASSUMPTION

A. Situation

During times of disaster, many individuals and agencies including volunteer, city, county, state and federal personnel may use Salt Lake City facilities. Salt Lake City will make available city facilities to assist in disaster response and recovery operations.

B. Assumption

Salt Lake City buildings and facilities may be damaged and require inspection to determine if they are safe for occupancy and meet the needs for emergency government functions.

III. ORGANIZATION RESPONSIBILITIES

A. Administration

The Administration will coordinate with Community Development inspectors and Public Services engineers to determine the condition of city owned and operated building and facilities.

B. Community Development

The Community Development Director will assign available inspectors to assess city owned and operated buildings and facilities for use during disaster incidents.

IV. CONTINUITY OF GOVERNMENT

Lines of succession are according to Salt Lake City Ordinance No. 2.04.060, providing for emergency interim succession of City officers.

V. ADMINISTRATION AND LOGISTICS

A. Administration

The City Administration will ensure that activities meet the demands of providing safe buildings and facilities for emergency operation activities.

B. Logistics

The City Administration, Community Development Director and Public Services Director will maintain the following:

1. City Vehicles
2. Communication Equipment
3. Personnel with inspection skills

VI. PLAN DEVELOPMENT AND MAINTENANCE

This Emergency Support Function will be reviewed monthly by the Community Development Department and will be forwarded to the Emergency Management Director with recommended updates. Within thirty (30) days of the review, the Emergency Management Director will forward the updated Emergency Support Function to individuals having copies of the Emergency Operations Plan.

VII. AUTHORITIES AND REFERENCES

A. Authorities

1. Salt Lake City Emergency Operations Plan
2. Utah Code Annotated, 1953, as amended, Chapter 5a, Title 63

B. Reference

Federal Emergency Management State and Local Guide (SLG 101) for All Hazard Emergency Operation Planning.

III. ASSUMED PRIMARY HAZARDS FACING SALT LAKE CITY.

A. HAZARDS

1. The following hazards pose the primary threats to Salt Lake City:
 - a. Severe weather
 - b. Public utilities failure
 - c. Flooding
 - d. Hazardous materials accidents
 - e. Urban wildland fires
 - f. Earthquakes
 - g. Transportation accidents
 - h. Terrorism
 - i. Tornadoes.
 - j. Pandemic virus

IV. COORDINATION AND LOGISTICS DOCUMENTATION

A. PURPOSE OF COORDINATION

A system of cooperation and coordination is needed to ensure the readiness of Salt Lake City to respond to emergencies. The main purpose of response coordination is to provide information to the Salt Lake City Emergency Operation Center (EOC) and inform the Policy Group of actual and anticipated needs. The second purpose is to inform the Salt Lake County Emergency Operation Center of actual and anticipated needs.

B. REQUESTING ADDITIONAL RESOURCES FROM SALT LAKE COUNTY

If the Salt Lake City Policy Group determines that the City has insufficient resources to fulfill disaster response requirements, a specific resource request will be forwarded to Salt Lake County EOC, by the Mayor or his or her designee. When the Salt Lake County EOC receives a **State and Local Government Initial Disaster Report (FORM #4)** requiring action, the EOC will take the necessary action to fill the request. The Salt Lake County EOC will inform Salt Lake City of the action taken, and when they can expect the requested assistance. In the event of an extreme emergency, requests can be by telephone or other communication, with documented paperwork to follow as soon as possible.

C. ACCOUNTING FOR RESOURCES, COSTS AND LOSSES

In an emergency, proper accounting of costs and losses is required for insurance or federal disaster assistance reimbursements. Care should be taken to include all direct and indirect costs. Salt Lake City will use accounting methods in accordance with federal guidelines. The required documentation will be forwarded to appropriate state and federal agencies.

D. PURPOSE OF DOCUMENTATION

Documentation of emergency response actions is required for the following:

1. Accounting/reimbursement
2. Possible legal action
3. Response action improvement

The sequence of events and record of response actions will be documented in an Emergency Incident Report. A copy will be forwarded to the Salt Lake County EOC and the State Division of Homeland Security by the Planning Section of the Coordination Group.

E. DEBRIEFING

In major incidents, Salt Lake City will coordinate a debriefing among all concerned agencies. The purpose of the debriefing is to:

1. Identify problem areas.
2. Have all responding agencies learn from the experience.
3. Obtain input from all agencies in solving problem areas.

Following the debriefing, Salt Lake City will distribute a summary report.

V. DAMAGE ASSESSMENT, MITIGATION AND RECOVERY DOCUMENTATION

A. DAMAGE ASSESSMENT AND ANALYSIS INFORMATION

1. Accurate damage assessment information must be obtained by Salt Lake City at the earliest possible time in order to:
 - a. Evaluate the impact on the population and socioeconomic system of Salt Lake City and its ability to respond and recover.
 - b. Assist the Governor with determining local and state level of contribution to the recovery effort.
 - c. Allow the State Coordination Officer and the Federal Emergency Management Agency Regional Director to determine the kinds and quantities of disaster assistance to be provided by the state and federal government, if appropriate.
 - d. Document the need for supplementary federal assistance under a Presidential 'Emergency' or 'Major Disaster' Declaration.
 - e. Notify insurers of damaged/destroyed property.

B. DAMAGE ASSESSMENT AND REPORTING

1. **Initial Damage Assessment.** The nature and magnitude of a disaster will determine how quickly a complete **Initial Damage Assessment** can be conducted. Widespread debris, washed out bridges, inundated roads, and unsafe buildings are a few of the problems that can delay the assessment. Immediately after the occurrence of a disaster, it is important to get a preliminary assessment of the extent and magnitude of the damage.
2. **Damage Assessment Forms.** Damage assessment forms are found in the 'Forms' section of the EOP. During the response and recovery phases of a disaster, it is vital that the State Coordinating Officer and the Governor have accurate damage, cost and socioeconomic impact information available in summary form. This will determine how best to supplement the action taken by Salt Lake City and whether federal assistance is required.
3. **Mayor.** It is the responsibility of the Mayor or his or her designee to coordinate with City and county elected officials to determine a systematic, unified course of action. The following items should be covered:
 - Outline the extent (geographic area) and magnitude (severity) of the damage.
 - Assess the socioeconomic impact on the City.
 - Discuss the need for requesting outside assistance, the nature of such assistance and implications of accepting aid.
 - Specify the geographic areas and damage categories which need to be examined in greater detail.

4. **Department Directors.** It is the responsibility of department directors to oversee the gathering of damage assessment information in accordance with the assigned departmental primary and secondary duties. To assure accurate and efficient collection of data, department heads must take the following actions:
 - Designate assessment teams of two or three people with specific areas of expertise.
 - Assign the team to a specific geographic area or category of damage.
 - Brief team members to ensure uniformity and understanding of damage categories, community impact, costs, reporting, procedures, etc.
 - Identify damage sites by map location and street address. Roads and bridges should be listed by pre-assigned Utah State Department of Transportation numbers. Maps and photo identifications of damage sites will aid in conducting future surveys and on-site assessments.
 - Provide each team with supplies to effectively perform the assessments (maps, cameras, list of property owners and locations). Have teams take photographs of damage sites and attach brief descriptions detailing vital information and describing the damage.
 - Establish a deadline for gathering information so it can be summarized and presented to the governing body.
 - Gather and maintain supporting documentation (invoices, contracts, force accounts, expenditure records) for costs incurred in emergency response and mitigation work. Copies of emergency expenditure records should be maintained and attached to each damage site file.

C. INCIDENT REPORTING

1. **Description and Purpose.** Situation Reports should be made to continually update disaster status information. The information provided in the initial and subsequent Situation Reports should outline a sequential record of actions taken from the point of first response through restoration activities. The degree of detail will vary with the type and severity of the events.
2. **Content and Format.** Situation Reports contain specific data and answer the following basic questions:
 - a. Location and nature of damage.
 - b. Description of the categories and degree of damage.
 - c. Socioeconomic impact on the community.
 - d. Response actions being taken by local government.
 - e. Form of supplemental state and federal assistance requested.
 - f. Public assistance and individual assistance for the community.
3. **Recipients.** The **Local Government Initial Disaster Report (Form #4)** should be used when reporting to The State Division of Homeland Security and Salt Lake County EOC. Situation Reports will be completed by the Planning Section of the Coordination Group on a pre-determined schedule established by the Policy Group.
4. **Type of Assistance Reporting**
 - a. **Public Assistance.** Public assistance involves that part of the emergency in which the federal government supplements the efforts and available resources of the state and local

governments to restore certain public facilities or services. This assistance refers to emergency assistance, debris removal and community disaster loans. It also covers the permanent repair, restoration or replacement of damaged public facilities and systems owned by state and local governments and certain private, nonprofit facilities that provide essential services to the general public. Assessing the damage involves not only documenting the physical losses and the cost of repairs but also the impact of non-operation upon the community and the expense of protecting public facilities against further damage.

- b. **Individual Assistance.** Assistance provided to individual disaster victims according to the needs of the individual and families. Individual assistance includes emergency actions such as searches and rescues, medical care, operation of emergency shelters, and feeding. In addition, it includes relief and rehabilitation actions such as temporary housing, disaster loans, income tax benefits, crisis counseling, and individual family grants.

D. REPORTS AND RECORD KEEPING

1. A number of prescribed documents, reports and records must be executed and maintained during disaster operations. These ensure prompt and coordinated state and federal disaster response and maximize financial assistance.
2. Once an emergency is declared an '**Emergency**' or '**Major Disaster**' by the President of the United States, the federal disaster assistance programs may be made available to the state and its designated political subdivision. The Federal Emergency Management Agency is responsible for coordinating and administering all federal disaster relief programs through the Region VII office. 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.
3. An accurate record system maintained separately from normal day to day operations should be established immediately at the onset of the emergency. All recipients of state and federal monies must maintain adequate disbursement and accounting records of costs incurred for approved disaster work.
4. One of the main responsibilities of Salt Lake City officials involved in disaster operations will be the preparation and maintenance of all required documents, reports and records. The Governor's Authorized Representative is responsible for the execution of all necessary documents on behalf of the State of Utah for state and federal disaster assistance including certifying the applications for public assistance. In addition, the Governor's Authorized Representative will provide guidance and assistance to Salt Lake City officials involved in the preparation and maintenance of their required reports and records.
5. Direction and control of the preparation and maintenance of documents, reports and records required on behalf of Salt Lake City will be exercised by elected officials.
 - a. **Mayor.** Salt Lake City's Mayor is responsible for ensuring that federal disaster assistance programs are carried out according to rules, regulations and provisions outlined in the Emergency Operations Plan.
 - b. **Authorized Representative.** The Mayor will designate the **City's Authorized Representative** to monitor all phases of the disaster recovery operation and advise the Mayor on the progress of work projects, management of funds and resolution of disaster related problems.

- c. **Public Assistance Forms.** Forms located in the EOC.

E. DISASTER DOCUMENTATION

1. Salt Lake City must maintain the following records documenting disaster work performed during disaster operations:
 - a. **Work Site Folders.** A separate folder for each damage work site project being restored must be established as soon as the work commences. The folder must include:
 - b. **Force Account Work Data.** Force account work is accomplished through the use of Salt Lake City's personnel, equipment and supplies. A force account record must commence immediately upon the onset of a disaster situation. Force account work is divided into labor, equipment, owned or rented, and materials, inventory or purchased, in association with a specific damage work site. (Cost accounting forms will be provided by FEMA.)
 - c. **Contract Work.** All contracts must follow the **Procurement Guidance as found in Title 44 of the Code of Federal Regulations Part 13.36.**

See Emergency Support Function 17 (Finance) for greater detail on documentation requirements.

F. PROCUREMENT

Salt Lake City Ordinance regarding procurement:

Salt Lake City 3.24.160 Authorized official.

- A. The Mayor shall designate a Chief Procurement Officer, who shall be a person with demonstrated ability in public or comparable private procurement, and who shall serve as the City's officer for the purchase of operational supplies and services except as assigned in this code to other departments or divisions. The Chief Procurement Officer shall have the authority to review all actions taken by the City with respect to the procurement of operational supplies and services, and to determine appropriate procurement actions. In addition, the Chief Procurement Officer shall have the following duties:
 1. Procure or supervise the procurement of all operational supplies and services needed by the City or any of its departments or divisions in accordance with this chapter; and
 2. Propose rules for adoption by the Mayor to govern the management and operation of the City's purchasing function for all types of supplies and services, except that rules relating to construction-related supplies and services shall be proposed by the City engineer, and shall be approved by both the City Engineer and the Chief Procurement Officer prior to adoption by the Mayor.
- B. The City Engineer is the City's officer for the purchase of construction-related supplies and services except as assigned in this code to other departments or divisions. The City Engineer shall have the authority to review all actions taken by the City with respect to the procurement of construction-related supplies and services, and to determine appropriate procurement actions. In addition, the City Engineer shall have the following duties under this chapter:
 1. Procure or supervise the procurement of construction-related supplies and services needed by the City or any of its departments or divisions in accordance with this chapter; and

2. Propose rules relating to the management and operation of the City's purchasing function for construction-related supplies and services, which shall be approved by both the City Engineer and the Chief Procurement Officer prior to adoption by the Mayor. (Code 3.24.160)

VI. PLAN DEVELOPMENT AND MAINTENANCE

A. RESPONSIBILITY FOR DEVELOPING AND MAINTAINING THE EOP

This plan is the principal source of documentation of Salt Lake City's emergency management program. City departments or agencies have responsibility for developing and maintaining some part of this plan. In addition, the Salt Lake City Emergency Management Director has responsibility for reviewing the Plan with City departments, collecting updates, producing and maintaining revised copies of the Plan.

B. CHANGING AND UPDATING THE EOP

Departments responsible for developing portions of this Emergency Operations Plan should make necessary changes monthly and forward the changes to the Emergency Management Director. Updated replacement pages containing current information and a revision date (month/year) will be distributed to department heads.

VII. REFERENCES

State of Utah Emergency Operations Plan, Natural Disaster.

The National Response Plan

The Public Assistance Reference List located on FEMA website at:
www.fema.gov/rrr/pa/pa.009.shtm

**FORM SECTION
SALT LAKE CITY
EMERGENCY OPERATION PLAN
DISASTER RECOVERY FORMS**

THE FOLLOWING FORMS ARE INCLUDED:

1. Local “State of Emergency” Declaration (FORM #1)
2. Example of Wording for Local “State of Emergency” Declaration (FORM #2)
3. Designation of Salt Lake City’s Authorized Representative (FORM #3)
4. State of Utah Local Government Initial Disaster Report (FORM #4)

FORM #1

LOCAL ‘STATE OF EMERGENCY’ DECLARATION

WHEREAS, SALT LAKE CITY, SALT LAKE COUNTY, Utah has suffered severe damage
created by _____

on the date of _____, and

WHEREAS, SALT LAKE CITY, SALT LAKE COUNTY is a public entity within the State of
Utah,

WHEREAS the following conditions exist: (Briefly describe the total impact on people, property,
and utilities because of the disaster.)

NOW, THEREFORE, BE IT RESOLVED, speaking for the citizens of SALT LAKE CITY, SALT
LAKE COUNTY, UTAH, I declare this to be a “Local State of Emergency.”

DATED, this _____ day of _____, 20_____
(Month) (Year)

Signature

Printed Name and Title

ATTEST: _____

SALT LAKE CITY RECORDER

FORM #2

**LOCAL STATE OF EMERGENCY DECLARATION
(EXAMPLE OF WORDING)**

WHEREAS, Salt Lake City/Salt Lake County, Utah has suffered severe damage brought on by flooding and potential flooding from heavy snowmelt beginning on or about June 15, 2007; and

WHEREAS, Salt Lake City/Salt Lake County is a public entity within the State of Utah; and

WHEREAS, extensive damage has already occurred to private and public property including private residences, business, farms and farmland, public roads and bridges in the area between North Temple and 5th South; and

WHEREAS, the potential exists for additional damage caused by flooding due to the unusually high snow pack that still exists in the mountains, the unseasonably cool weather which has delayed the normal Spring snowmelt and the recent warming trend which has greatly accelerated the melt and has caused rivers and streams to overflow their banks.

NOW, THEREFORE, BE IT RESOLVED, on behalf of the citizens of Salt Lake City/Salt Lake County, I declare this to be a local 'State of Emergency' situation.

DATED, this 15th day of June, 2005.

Mayor-Salt Lake City

ATTEST:

City Recorder

FORM #3

DESIGNATION OF SALT LAKE CITY'S AUTHORIZED REPRESENTATIVE

(Representative's Name)

(Official Position)

of Salt Lake City, Salt Lake County is hereby authorized to execute and file an Application for Public Assistance on behalf of Salt Lake City for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief Act (Public Law 93-288 as amended) or otherwise available. This representative is authorized to represent and act for Salt Lake City in all dealings with the State of Utah for all matters pertaining to such disaster assistance required by the agreements and assurance attached.

Date

Name/Signature

Work Address

Official Position/Chief Executive Officer

Telephone Number

Organization

FORM #4

**STATE OF UTAH
LOCAL GOVERNMENT INITIAL DISASTER REPORT**

(In case of a threat or occurrence of a disaster, the reporting jurisdiction will transmit the following to the Division of Comprehensive Emergency Management by telephone [538-3400], fax [538-3770] or any other rapid communications system.

1. Type of incident: _____

2. Time and date of incident: _____

3. Location (City/town): _____ County: _____

4. Damage (total \$ estimates: _____

5. Impact on Individuals: # Deaths: _____ # Injury's: _____ # Evacuated: _____

Receiving Health Care: _____ # Hospitalized: _____

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

Businesses closed: _____

6. Impact on Public Facilities: (Please provide narrative on a separate page)

Debris: _____ Roads: _____

Buildings: _____ Others: _____

7. Response:

Local Resources mobilized: _____

County Resources mobilized: _____

State Resources mobilized: _____

Federal Resources mobilized: _____

8. If reporting jurisdiction is a city or town, what county assistance is being provided?

FORM #4 continued

9. Has a local "State of Emergency" been officially declared? _____

By whom? _____

10. Voluntary organization and/or other state/federal assistance now being provided:

11. Is additional state/federal assistance required? _____

If so, what kind? _____

12. Remarks/comments: (Indicate Response Condition): _____

Signature: _____

Title: _____

Date: _____

Pandemic Emergency Planning Annex

Pandemic Emergency Planning Annex

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SALT LAKE CITY PANDEMIC EMERGENCY PLANNING ANNEX PROCEDURES

1. PURPOSE

To provide general guidance for Salt Lake City government in the event highly contagious diseases begin to impact City operations. This plan should be used by City departments to support the prevention education process and to prepare appropriate support operations so that City government can continue in a pandemic while limiting the exposure potential for all City personnel and those doing business with the City.

2. ASSUMPTIONS

A pandemic is a global disease outbreak. Pandemic influenza occurs when a new virus emerges for which people have little or no immunity and for which there is no vaccine. The disease spreads easily person-to-person, causes serious illness, and can sweep across the country and around the world in very short time.

- a. Pandemic outbreaks are expected but unpredictable. It is unknown how much warning will be issued by health officials.
- b. Pandemic outbreak may occur simultaneously throughout much of the United States, preventing movements of human and material resources that usually occur in other types of disaster.
- c. A second and third wave of pandemic influenza is likely to occur several months after the pandemic appears to be over.
- d. A pandemic will pose significant threats to the human infrastructure responsible for critical community services due to widespread absenteeism.
- e. There may be anxiety regarding a pandemic and this is likely to contribute to increased work absence.
- f. School and day care closures will influence employee availability for standard work schedules.
- g. In a worst case scenario, 40 to 60% of city employees may not be available for work because of death, illness, caring for the sick, or other situations.
- h. First responders and employees who interact with the general public may be at higher risk of exposure and illness.
- i. Essential city services such fire protection, law enforcement activities, water supplies, waste disposal and utilities and transportation may be disrupted.

3. GENERAL

If a pandemic occurs in Salt Lake City, the following responsibilities are assigned:

Salt Lake City Emergency Management Director

- Will serve as coordinator for initiating and coordinating the City preparedness and response to pandemic situations.
- Coordinate with Disaster Preparedness Team members from all City departments, including the Salt Lake City International Airport, and including Salt Lake City Risk Management and Salt Lake City Human Resources Divisions.
- Consult with Salt Lake Valley Mental Health, the Utah Department of Health, Salt Lake County Office of Emergency Services, and the State Division of Emergency Services and

Homeland Security plus any others deemed appropriate, concerning implementation of measures to protect City personnel and processes.

Salt Lake City Mayor

- Order the implementation of the Salt Lake City Pandemic Emergency Planning Annex

Mayor's Communications Director

- Coordinate and manage all media and public information concerning Salt Lake City activities during the pandemic outbreak

The Salt Lake Valley Health Department

- Responsible for setting priorities and establishing distribution centers for any potential vaccines and pharmaceuticals that may become available due to a pandemic situation. During a pandemic response, the Salt Lake Valley Health Department will focus their limited resources on medication distribution and will not provide inpatient treatment.

4. ESSENTIAL PREPARATORY MEASURES

Individual City departments should take the following steps as applicable:

All departments

- Be familiar with Salt Lake City Pandemic Emergency Planning Annex
- Identify critical departmental functions that must be accomplished to help support public safety, public health, and public order (see Appendix 3)
- Create plans for conducting departmental operations with 40 to 50% reduced staff
- Create systems to communicate between City employees and City vendors or clients that will limit close personal contact
- Update and keep current employee emergency contact lists to include 24 hour contact numbers
- Prepare to provide opportunities for employees to work from home. Establish City telecommute protocols prior to the outbreak
- Determine which documents are critical for department operations and keep copies in an alternate location in case work areas become contaminated
- Create a culture of good health habits and encourage employees to become familiar with public health related information provided by health care professionals
- Ensure all City personnel are aware that if they become infected they could be subject to strict isolation procedures.
- Identify recent retirees and qualified volunteers who may provide supplemental staffing (current skill qualification of retirees and volunteers to be determined by each department)
- Supply departmental specific information to IMS for placement on the city-wide intranet site for employee health related awareness and communication.
- Prepare to restrict workplace entry of people with influenza symptoms (social distancing).
- Try to predict and plan for supply shortages and vendor shortfalls.
- Identify personal protective equipment (N-95 Masks, gloves, etc) needs to support critical functions.
- Purchase and stockpile protective equipment supplies (see appendix 2).
- Pre-identify personal protective equipment issue locations and procedures.

- Pre-identify bio-hazard waste collection locations.

Salt Lake City Mayor's Office

- Monitor Pandemic outbreak news

Salt Lake City Attorney's Office

- Monitor city preparedness and response activities to insure legal compliance

Salt Lake City Attorney's Office (Risk Management)

- Be aware of safety standards for conducting public business during pandemic outbreak
- Monitor city-wide preparedness and response activities for compliance of all safety standards

Management Services Department (Emergency Management)

- Coordinate planning, training, exercise, and response activities

Management Services Department (Human Resource Management Division)

- Monitor and coordinate city-wide staffing situations
- Adjust sick leave and HR protocols as required
- Insure effective communication and information flows to employees
- Coordinate inter-departmental job sharing and staffing options

Management Service Department (Information Management Services)

- Support "surge" efforts for additional telecommuting and communications requirements
- Design and manage intranet site to keep employees and departments informed of pandemic issues

Salt Lake City Fire Department

- Provide Medical Advisor to all departments to advise on pandemic preparedness issues.

Public Services (Facilities Management Division)

- Identify vendors for biohazard clean up services

5. ESSENTIAL RESPONSE MEASURES

City departments will take the following steps, as applicable, when the Mayor determines this ANNEX is to be implemented:

All departments

- Direct exposed employees to stay home and follow Health Department quarantine guidelines
- Use the communications systems (intranet, e mail, etc) not only for work continuation, but also to distribute information concerning the outbreak as it becomes available. Such information will include how individuals should proceed if they suspect they have become infected (i.e. inform managers and supervisors to advise employees to seek medical attention)

and refrain from coming to work for at least the incubation period and thereafter until it is confirmed that they do not have the disease).

- Manage compliance with personal hygiene standards as determined by Public Health officials.
- When possible, have City personnel work from home. For example, assignments could be given through e-mail or web site, with employees returning assignments through e-mail to managers and supervisors. (See appendix 5 for telecommute procedures)
- Cancel all non-essential meetings with external parties. If meetings must be held, encourage involved personnel to wear face masks and wash their face and hands thoroughly with soap and water before and after meeting with external parties. The same should be applied to any personnel that must deal with the public.
- Encourage all personnel to practice stringent personal hygiene, i.e. washing hands frequently for a minimum of three minutes with hand soap; keeping hands away from mouth, nose, and eyes; and the proper use of approved gloves. **Do not come to work if you are sick!**
- Implement a casual dress code to facilitate the cleaning and disinfecting of clothing if required.
- Department leadership should give priority to encouraging the following individuals to take leave or work from home if possible:
 - (1) Pregnant women.
 - (2) Individuals 64 and older with one or more high-risk conditions (as determined by personal health care providers).
 - (3) Individuals under 64 with two or more high-risk conditions (as determined by personal health care providers).
 - (4) Individuals who were hospitalized for influenza or pneumonia within the past year.
 - (5) Individuals who have household contact with severely immuno-compromised individuals who could not be vaccinated because of adverse reaction to the vaccine or other contraindications.
 - (6) Individuals who have household contact with children younger than six months.
- Coordinate with Public Services Facilities Management to insure custodial contractors clean lavatories, elevators and public areas hourly throughout the day.
- Ensure employees avoid sharing PC peripherals and phones. Use disinfectant wipes to keep phones and other shared equipment from becoming contaminated.
- Ensure protection items are provided for workers who must deal with general public.

- Enforce strict hand washing, face washing, and other hygiene measures that will protect workers. Provide disinfectant wipes and encourage their use. Remain current with recommended actions to protect employees and their family from infection.
- If a pandemic occurs in other than the intermountain region, cancel all travel by City personnel to such infected areas. Consider canceling all meetings with anyone traveling from these areas.

Salt Lake City Mayor's Office

- When appropriate, issue Disaster Proclamation and activate Pandemic Outbreak Annex

Salt Lake City Director of Communications

- Coordinate media and public information releases

Management Services Department (Emergency Management)

- Coordinate with the State Medical Examiner's Office and the Salt Lake Valley Health Department for disposition of deceased persons, if necessary.

Management Services (Human Resource Management Division)

- Adjust sick leave and HR issues as required
- Insure effective communication and information to employees

Salt Lake City Police Department

- Responsible for notification of next of kin using currently established procedures in the event of the death of an employee while on-duty.
- Investigation functions if pandemic is caused by or is the suspected result of criminal activity

Community Development Department

- Identify facilities that could potentially be used to house unexposed essential employees who are required to be on the job and can no longer use their normal housing due to quarantine measures or transportation restrictions. (multipurpose areas, meeting rooms, and fitness areas may be considered)

Salt Lake City Attorney's Office (Risk Management)

- Ensure all City employees (police, fire, EMS, inspectors) who may have to be exposed to infected (or suspected infected) individuals are provided with appropriate respiratory protection (N-95 masks or half-face shields) and ordered to wear the equipment. Additionally, receptionists, secretaries and other who have to meet face-to-face with potentially infected individuals should be provided with and instructed to wear N-95 protective masks. Supervisors can require compliance in wearing protective devices that offer a reasonable means of mitigating the risk.

Public Services (Facilities Management)

- Ensure custodial contractors clean lavatories, elevators and public areas hourly throughout the day.

Salt Lake City Fire Department

- Provide Medical Advisor for pandemic response health issues.

APPENDIX 1 - SALT LAKE CITY PANDEMIC EMERGENCY PLANNING COMMITTEE

SALT LAKE CITY PANDEMIC EMERGENCY PLANNING COMMITTEE MEMBERS

Emergency Management Director - Mike Stever

Deputy Director Management Services Department - Steve Fawcett

Risk Management - Tim Rodriguez, Shannon James

Attorney's Office – Ralph Chamness

Human Resources Division - Jamie Knighton, Marco Kunz

Salt Lake City International Airport - Terry Craven

Fire Department Medical Advisor -Dr. Steven Joyce

Department of Public Utilities -Wes Ing

Police Department -Lt. Dave Askerlund

RESPONSIBILITIES OF PANDEMIC EMERGENCY PLANNING COMMITTEE:

- Become familiar with plan components
- Establish points of distribution for supplies and/or medicines staff
- Address essential personnel issues
 - How will the City departments provide protection?
 - Work schedule changes/accommodations
- Establish methods for:
 - Bio-waste disposal
 - Sanitation
- Communicate pertinent plan components to Salt Lake City employees
 - Hygiene techniques for prevention
 - Educational awareness campaign
 - Travel issues (to affected areas)
 - How to identify ill employees
- Become familiar with local and state health department plans
- Become familiar with local hospital plans
- Address communication issues
- Review policies, procedures for:
 - Public Information
 - Reduced services and city programs
 - Working at home and/or telecommunications
 - Deaths
- Facilitate pre-event purchases (for distribution as needed)
 - Alcohol hand cleaners
 - N-95 filtering face mask
 - Half Face Protective masks
 - P-100 Cartridges (for Half Face Masks)
 - Latex examination gloves
 - Biohazard disposal supplies (sealable cans and red bio-hazard bags)

APPENDIX 2 - SUPPLIES RECOMMENDED FOR STOCKPILING PRIOR TO AN EVENT

MINIMUM REQUIRED SUPPLIES:

(Subject to change as more information becomes available --- numbers are first estimate only)

1. N-95 Protective Masks – 250,000 (police , fire, airport, inspectors, receptionists, the rest in reserve)
2. Half-face protective masks – 30
3. P-100 Cartridges (additional) (for the half-face masks) – 90
4. Approved examination gloves – 300,000 (city departments and organizations)
5. Biohazard Disposal (cans and red biohazard bags) -
6. Medical grade oxygen and associated masks
7. “Clean” supplies such as hand sanitizer, handi-wipes, etc. **Ensure that adequate supplies of hand hygiene products are available. This is a high planning priority as there may be interruption to the supply or shortages of soap and hand towels.**

APPENDIX 3 – INFLUENZA PROTECTIVE MEASURES

Plan to minimize illness among staff and visitors. The main strategies include:

- ❑ Practice good personal hygiene and workplace cleaning habits. Cover nose and mouth when sneezing and coughing. Immediately dispose of used tissues. Wash hands often and keep hands away from mucous membranes of eye, nose and mouth. Use alcohol wipes around work surfaces and phone.
- ❑ Increase social distancing (e.g., enable telecommuting, avoid face-to-face contact);
- ❑ Manage staff who become ill at work
- ❑ Manage staff who travel, especially overseas.
- ❑ Consider hand washing sanitizers for work areas
- ❑ Consider restricting entry of people with symptoms. Consider putting up notices at all workplace/facility entry points, advising staff and visitors not to enter if they have influenza symptoms. Advise employees not to come to work when they are feeling ill, particularly if they are exhibiting any influenza symptoms and consult a health care provider, if necessary. Educate staff about the differences in symptoms between influenza and a common cold. Workers who are ill should stay home until symptoms resolve.
- ❑ Set up a process to ensure that ill employees have completed any required quarantine period and *are healthy* before allowing them to return to work. Note that staff who have recovered from the pandemic influenza are unlikely to be reinfected (they will have natural immunity) and should be encouraged to return to work as soon as they are well.

APPENDIX 4 – BUSINESS AND CRITICAL CITY FUNCTION PLANNING GUIDELINES

Business Planning for Absences

- ❑ What are critical staff numbers and skills required to keep essential City services running – at what level does service stop?
- ❑ What arrangements need to be made to minimize risk to staff?
- ❑ Who will make the decision to shut activity down when absence rates threaten safe continuity?
- ❑ Could some, or all, of our business operations shift to having most staff work from home with little warning?
- ❑ Changes to policy defining absenteeism (10 additional days given in the event of a Pandemic)

How will essential business activities be maintained?

In the event of a pandemic, it is important that core people and core skills are available to keep essential City services operating.

Identification of Core People and Core Skills

Issues we may wish to consider include:

- ❑ What are “essential” City services?
- ❑ Who are the core people required to keep essential City services functioning?
- ❑ What are the core skills required to keep core services running?
- ❑ Are there sufficient back ups for people and skills if there is a high level of absence?
- ❑ Are there other resources (e.g., volunteers, retirees) that could be drawn on if necessary?
- ❑ Is it possible to co-ordinate/operate through a “virtual war-room” – that is, remotely located, using telephone and email?
- ❑ Who are the core people required to manage the pandemic contingency plan?
- ❑ Do we have systems that rely on periodic physical intervention by key individuals, to keep them going? How long would the system last without attention?

Once the core people and skills are identified, ensure that they are aware of their positions and how they will be managed in the event of a pandemic. Consider strategies for minimizing the possibility that they become ill with influenza: e.g., working from home even in early stages of a pandemic, or other social distancing measures. If telecommuting is not a familiar practice in a particular case, it may be prudent to aid familiarity and deal with any computer connection/technological issues ahead of time see Appendix 5). We may wish to have non-essential staff stay home (with appropriate pay arrangements) to minimize the number of staff who may be exposed to the influenza virus.

Make sure anyone backing up the essential staff has received training on the skills needed to fill in for someone who is ill.

APPENDIX 5 – TELECOMMUTING PROCEDURES

Salt Lake City Corporation SALT LAKE CITYMAILBOX Instructions

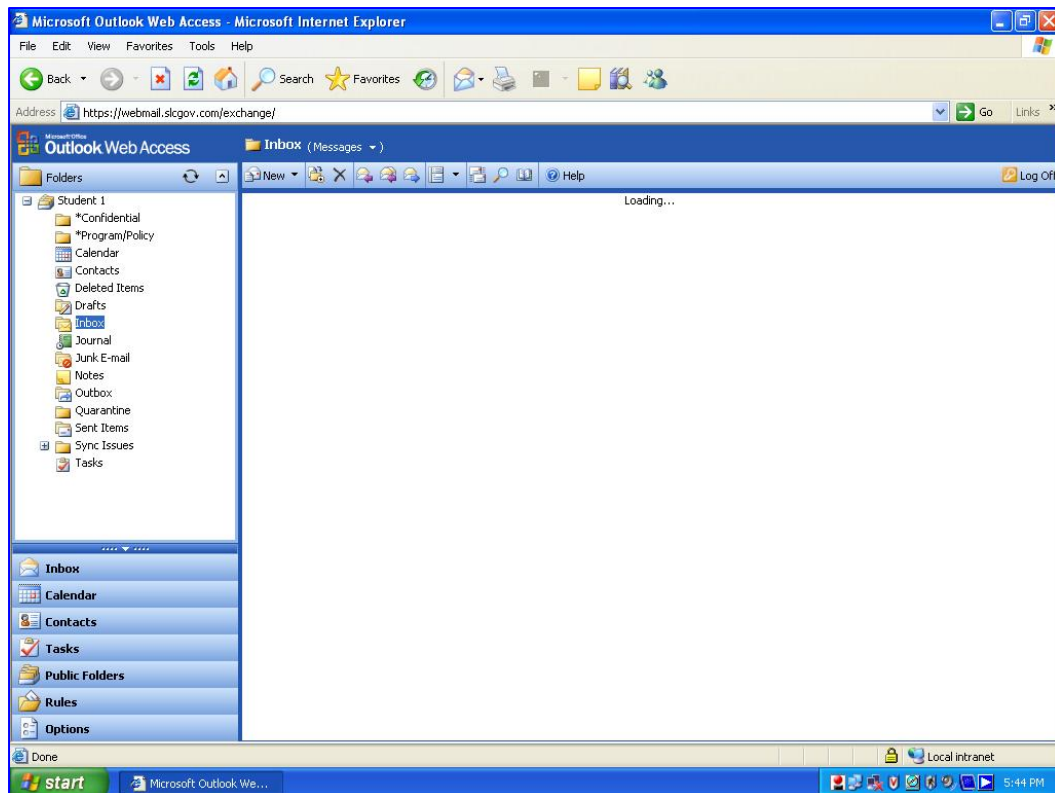
Connect to your Internet Service Provider (ISP), or you can use the City as your ISP by connecting to SALT LAKE CITY RAS; then open the web browser on your computer (Internet Explorer or Netscape).

Enter <http://www.Salt Lake Citymailbox.com> on the address bar.

Enter your user-id, which is your firstname.lastname@Salt Lake Citygov.com, i.e. john.doe@Salt Lake Citygov.com

Enter your network password, then press enter.

The screen will now display your email and it should look something like this:



This Outlook Web version looks and works the same as the Outlook on your office PC. If you would like a tutorial quick reference guide for the Outlook Web version, please contact Randi Park with IMS Training at 535-7724.

When you are finished using SALT LAKE CITYMAILBOX, please click on the 'Log Off' icon located on the Outlook toolbar at the top left of the screen.

If you need assistance with any of your telecommuting needs or with problems you are experiencing concerning telecommuting, please contact the IMS Help Desk at 535-7272. You can also contact your IMS Technology Consultant. If you don't know who that person is, the IMS Help Desk staff can tell you.

Salt Lake City Corporation

SALT LAKE CITY RAS Dial-Up Instructions

To make a dial-up connection from your home PC using Windows XP to your workplace by using a phone line:

Click **Start**, click **Control Panel**, and then double-click **Network Connections**. Under **Network Tasks**, click **Create a new connection**, and then click **Next**. Click **Connect to the network at my workplace**, and then click **Next**. Click **Dial-up connection**, click **Next**, and then follow the instructions in the New Connection Wizard.

Dial in from your home computer to the SALT LAKE CITY RAS using one of the following telephone numbers:

(801) 366-4566

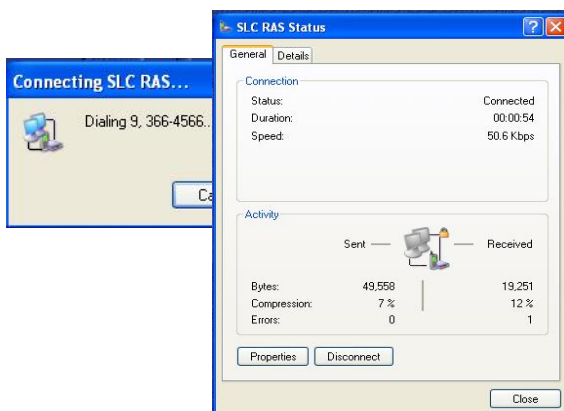
(888) 285-9059 (Toll free for outside the SALT LAKE CITY calling area)

Enter your username and password, and then click the 'Dial' button.



Your screen will then
connected:

show the following and you are now

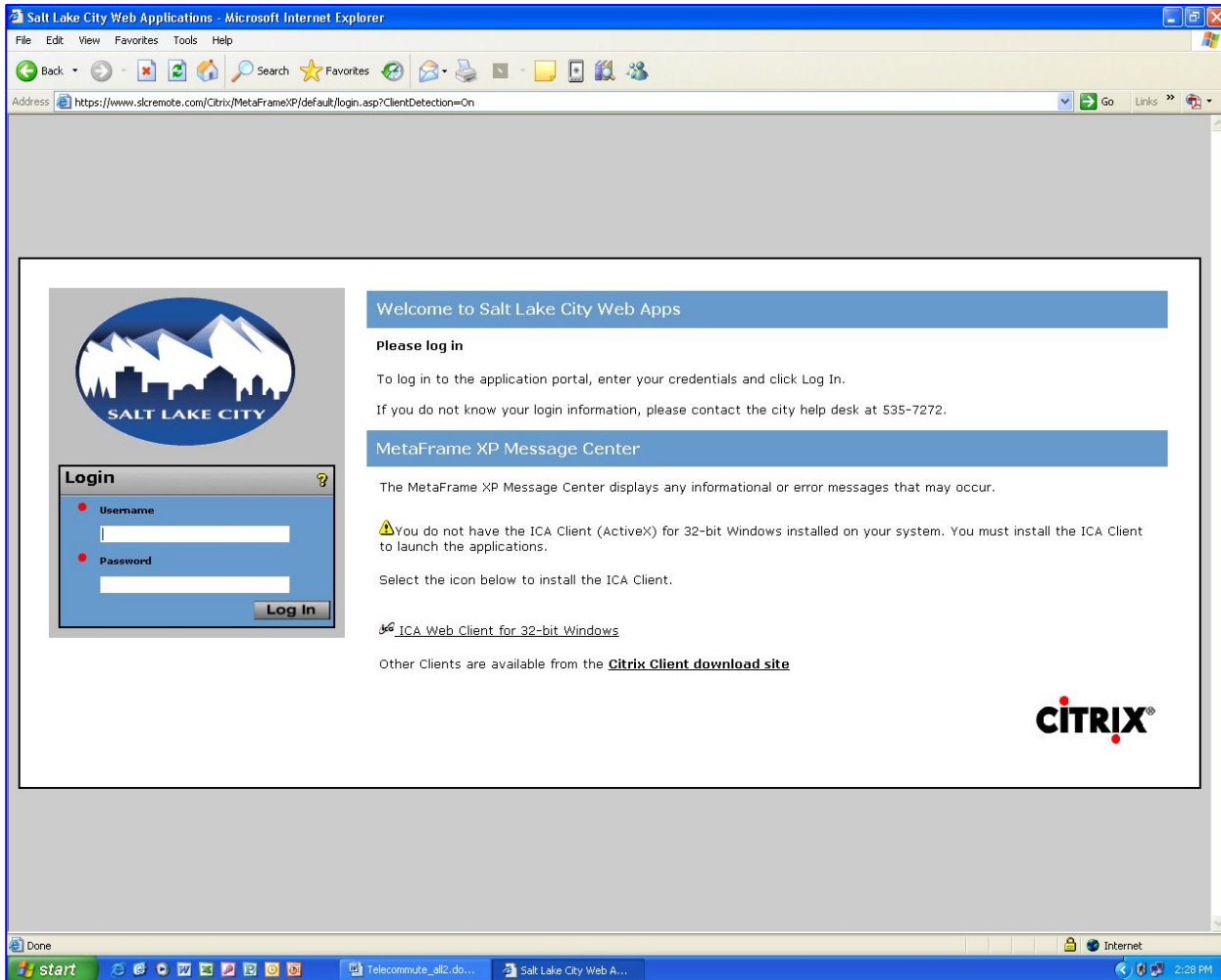


Salt Lake City Corporation

SALT LAKE CITY REMOTE Telecommuting Instructions

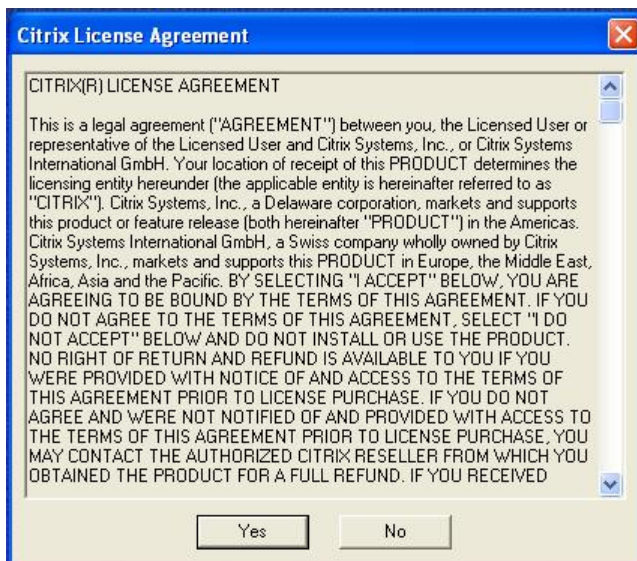
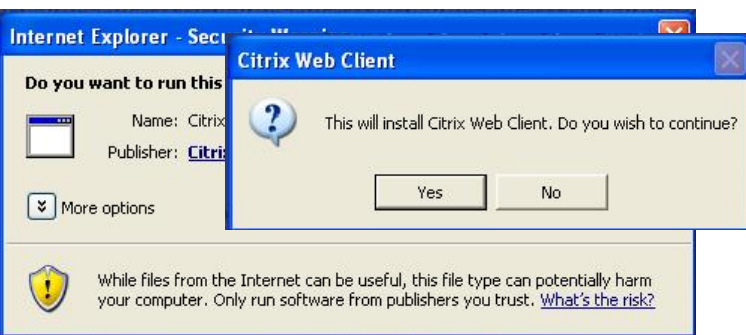
Connect to your Internet Service Provider (ISP), or you can use the City as your ISP by connecting to SALT LAKE CITY RAS; then open the web browser on your computer (Internet Explorer or Netscape). Enter <http://www.Salt Lake Cityremote.com> on the address bar.

Salt
Lake
City

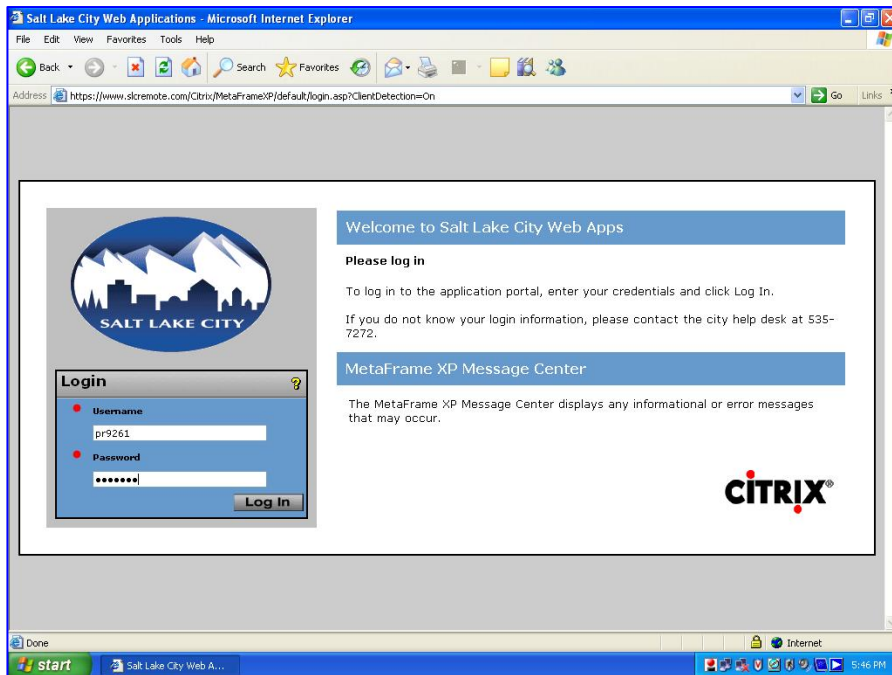


CorporationREMOTE website from your computer, you will be prompted to download and install the Citrix Client software. This will take approximately 3 to 6 minutes depending on connection speed.

Click on the ICA Web Client for 32-bit Windows link and follow the prompts to install the Citrix Client:

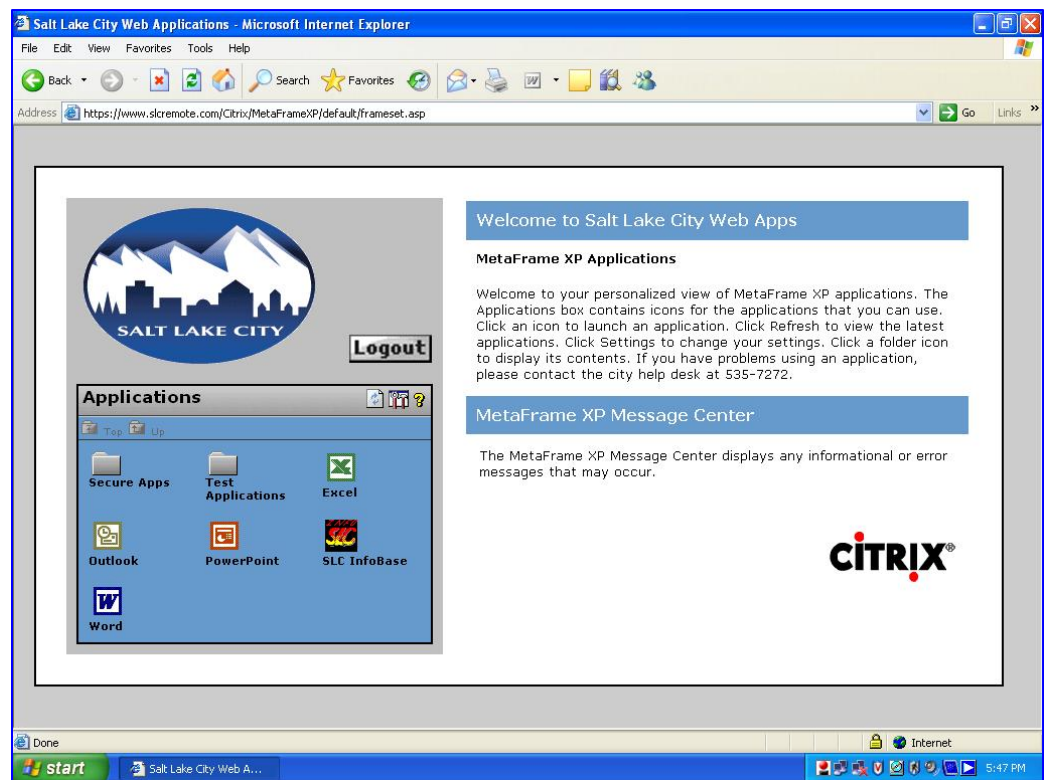


Now you can close and re-open your web browser and enter <http://www.Salt Lake Cityremote.com> on the address bar.
The following screen will be displayed:



Enter your username and password, and then click the “Login” button.

The next screen displayed will look like this:



You can click on any one of the icons to launch the application.

Once you have clicked on an icon, you will be prompted for your

login information.



Upon entering your login information, the login box will disappear and the cursor will go back to its normal arrow. There could be a delay of approximately 30 – 90 seconds before the application appears on your screen. When the program that you selected starts, it will be in a new window. Once you are through using the program, just close it like you normally would.

Each time you click on a new program to open, you will need to enter your login information over again.

To log off SALT LAKE CITY Remote, click the 'Logout' button located on the Salt Lake City Web Applications screen.

If you need assistance with any of your telecommuting needs or with problems you are experiencing concerning telecommuting, please contact the IMS Help Desk at 535-7272. You can also contact your IMS Technology Consultant. If you don't know who that person is,

SALT LAKE CITY

EMERGENCY OPERATIONS PLAN

GLOSSARY

Coordination Group	The Coordination Group is traditionally staffed by senior department representatives who have a superior knowledge of departmental resources, staff and operations. The Coordination Group will be located in the Alta Room at 349 South 200 East.
Disaster Action Plan	The Plan created by the Policy Group in the Emergency Operations Center tailored to meet the specific emergency at hand. The Logistics and Planning Sections of the Coordination Group also participate in the creation of the Disaster Action Plan.
Emergency Operations Center (EOC)	A centralized location where direction and control information is evaluated and displayed, where coordination among response agencies' takes place and resources are managed. The Policy Group will be located in the EOC.
Damage Survey Report (DSR)	A comprehensive engineering report prepared by a federal, state and local team that outlines the scope of work and estimated costs of repairs at each site of damage that occurred because of disaster.
Emergency Action Steps	Those actions that help government personnel to respond quickly and efficiently to emergencies.
Emergency Alert System (EAS)	A national communications warning system designed to broadcast emergency broadcast emergency messages to the public via System radio and television stations.
Emergency Management Assistance (EMA)	A FEMA program of financial contributions to help the states and their political subdivisions to develop a capability for emergency management by helping them on a 50 – 50 matching fund basis in meeting all necessary and essential administrative expenses for salary, wages and personnel benefits, on a full or part-time basis. Included are the costs of travel, office utilities, insurance and other expenses of a predominantly administrative nature.
Emergency Response Function (ESF)	A possible component or area of activity in emergency operations, such as fire fighting, emergency public information, evacuation. It may combine several, or many, specific tasks or activities.
Federal Coordinating Officer (FCO)	A federal official appointed by the Director of FEMA, or in his absence, the Deputy Director, or alternatively the Associate Director, to coordinate federal assistance in an emergency or a major disaster. He is responsible for making an initial appraisal of the types of assistance most urgently needed and rendering federal disaster assistance as expeditiously as possible. This brings together all federal agencies having assigned disaster assistance programs and responsibilities and coordinating their activities, establishing a field office at the disaster scene with the required representation by federal agency personnel, and taking any other appropriate action in cooperation with the State Coordinating Officer in the fulfillment of his/her responsibilities.

Federal Emergency Management Agency (FEMA)	The federal agency responsible for the federal government's portion of the comprehensive emergency management program. It consists of a national office in Washington, D.C. and ten regional offices. The regional office for Utah (Region VIII) is located in Denver, Colorado. FEMA provides technical advice, funding and program management for state and local emergency management agencies.
Governor's Authorized Representative	As defined in the Robert T. Stafford Disaster Relief and Emergency Assistance Act as the person empowered by the Governor to execute, on speaking for the State, all necessary documents for disaster assistance.
Hazardous Material's (HAZMAT)	Any element, compound or combination that is flammable, corrosive, detonable, toxic, radioactive, an oxidizer, etiologic agent or highly reactive, when the handling, storing, processing, packaging or transporting may have detrimental effects on emergency personnel, the public, equipment and/or the environment.
Incident Command System (ICS)	The combination of facilities, equipment, personnel, procedures and communications operating within a common organizational structure with responsibility for management of assigned resources to effectively accomplish stated objectives at the scene of an incident.
Local Coordinating Officer	The person designated by the local elected officials to serve as on scene representative coordinating for local government and to work in concert with the State Coordinating Office in administering state assistance to disaster victims.
Policy Group	The Salt Lake City Emergency Management Policy Group is traditionally staffed by the Mayor and top appointed officials from each major department. It will function in the Emergency Operations Center (EOC).
State Coordinating Officer	The person designed by the Governor to serve as on scene representative for the Utah Department of Homeland Security and to work in concert with the Federal Coordinating Officer in administering State and Federal assistance to disaster victims.
Unified Command	In incidents involving multiple jurisdictions, a single jurisdiction with multi-agency involvement, or multiple jurisdictions with multi-agency involvement, Unified Command allows agencies with different legal, geographic, and functional authorities and responsibilities to work together effectively without affecting individual agency authority, responsibility, or accountability.

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Chief VIII (interim successors list), 7, 12 (general duties), 37-39 (ESF5), 43-44 (ESF7), 61-63 (ESF13), 82-83

Assistant Chief VIII (interim successors list)

Captain VIII (interim successors list)

Field Supervisor 7,

Coordinator 10 (Coordination Group),

Dispatch 28-30 (ESF2)

Operations Officer 14, 62 (ESF13),

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Public Services Department 15-19 (primary and secondary duties), 21 (duty chart), 22 (Emergency Support Functions), 24 (ESF1), 31-33 (ESF3), 34-36 (ESF4), 43-44 (ESF7), 49-51 (ESF 9), 52-54 (ESF10), 57-60 (ESF12), 61-63 (ESF13), 79-80 (ESF18), 100-102 (pandemic preparations)

Director VIII (interim successors list), 7, 8, 14 (general duties), 31-33 (ESF3), 37-39 (ESF5), 43-44 (ESF7), 59 (ESF11), 82-83

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Public Utilities Department 15-19(primary and secondary duties), 21 (duty chart), 22-23 (Emergency Support Functions), 34-36 (ESF4), 43-44 (ESF 7), 47 (ESF8), 49-51 (ESF9), 52-54 (ESF10), 55-56 (ESF11), 57-60 (ESF12), 100-102 (pandemic preparations), 104-114 (pandemic emergency planning committee)

Director VIII (interim successors list), 7, 8, 13 (general duties), 37-39 (ESF5), 43-44 (ESF7), 82-83

Deputy Director VIII (interim successors list),

Operations Manager VIII (interim successors list) 60 (ESF12),

Engineering Manager VIII (interim successors list)
Coordinator 10 (Coordination Group),
PIO (ESF15)