



**EMERGENCY
OPERATIONS
PLAN**

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Clearfield City Government Approval

This Clearfield City Emergency Operations Plan identifies natural and man-made hazards as well as the threat of terrorism as they may impact the residents of the City. It details the response and recovery procedures that local officials should follow if a disaster of any nature strikes.

Departments within Clearfield City should become familiar with this plan. Further, as appropriate, they should formulate their own action plans or emergency operations checklists that will be used to complement this Plan.

The implementation of this plan will be under the direction of the Mayor and Clearfield City Council. They will be responsible for all resources, disaster emergency response and recovery actions in Clearfield. The Governor of the State of Utah or the President of the United States will be the only authorities to direct Population Evacuation due to a national security threat.

APPROVED Date: _____

Mayor Mark Shepherd

PREFACE

There are three major objectives of this plan: 1) to provide a brief and current analysis of both natural and man-made hazards, as well as threat of terrorism specific to Clearfield; 2) to give detailed instruction to and coordination with Clearfield City Officials regarding preparation for and response to a major disaster; 3) to minimize the human losses. This plan is designed to be used in conjunction with other emergency response plans that may exist in the county.

It is hoped that a situation requiring the full-scale use of this plan will never occur. However, local government officials can be assured that this Emergency Operations Plan is a deliberate and current assessment of the hazards in Clearfield, and provides a basis for a rapid emergency response and recovery action should any of these hazards bring destruction or injury to the City.

Greg Krusi, Chief of Police
Clearfield City Police Department

Richard G Fisher, Emergency Services Manager
Clearfield City Police Department

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I. Authority

Federal Civil Defense Act of 1950, as amended.

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

Executive Order (EO) 12148 of July 20, 1979, as amended,
Federal Emergency Management Agency.

Utah Emergency Management Act of 1981, as amended.

Emergency Services and Homeland Security Act (Title 53, Chapter 2)
Emergency Management Act (Title 63 Chapter 5)
Utah Disaster Response and Recovery Act (Title 63 Chapter 5a)
Emergency Interim Succession Act (Title 63 Chapter 5b)

THIS PLAN WILL BE ACTIVATED BY THE CLEARFIELD CITY MAYOR, THE CITY MANAGER, OR THE CHIEF OF POLICE.

II. Plan Development and Maintenance

This plan should be reviewed annually and updated as necessary. Maintaining and updating is the responsibility of the senior elected and appointed government officials and the Emergency Manager. Each department is responsible for reviewing and updating all tasks and responsibilities assigned to them as needed based on experience in emergencies, deficiencies identified through drills and exercises, and changes in government structure and emergency organizations. Particular emphasis should be placed on changes to personnel, addresses, phone numbers and changes in resources. Preparing replacement pages that contain new or updated information normally completes updating. A revision date (month/year) should be added to this page. The replacement page(s) should be forwarded to the Emergency Manager for review. It may be necessary to review, discuss and coordinate revisions with the Emergency Management Team. The Emergency Manager should forward all approved changes to all persons or organizations having a copy of the plan. Changes should be noted on the Revision Log and added or replaced in each plan copy.

Revision Log

Original Adoption:	12/22/2009
Re-written & Adopted:	09/07/2010
Revised:	03/22/2012
Revised & Approved:	05/01/2012
Revised & Adopted:	11/30/2014

III. Hazard Analysis

Background

Clearfield is a City located in Northern Davis County. The City is located on gradual sloping land with very little agricultural property remaining. Hill Air Force base and Layton border the City on the East, Sunset on the North, West Point and Syracuse on the West, and Layton on the South. The City's population is 30,000. A freeway (Interstate 15) and railroad system traverse the entire length of the City running North and South and provides the only major access and egress route for the City. A major military installation, Hill Air Force Base, is located on the Eastern border with part of the residential housing for the base within the City limits. Hill Air Force Base is a repair facility for military aircraft and is used as a training base for Air Force pilots. There is a major manufacturing site in the central part of the City (Freeport Center). This facility and all of the users employ about 7,000 employees. There are several large chemical companies working within this area.

Soil

The soils in Clearfield are, for the most part, well-drained and have moderate slope. The soils are capable of good productivity, but are rapidly being developed into residential areas. The soils best suited for agriculture, those that are well-drained and fairly level, are also best suited for urban development.

Climate

Clearfield has a desert climate with cold winters and hot summers. In spite of the fact that evaporation exceeds precipitation in this climate, Clearfield has developed from an agricultural background. Mountain streams and canals have historically provided water for irrigation.

Flooding

Summer flash flooding can cause flooding problems in Clearfield. Information regarding flood hazard areas may be obtained through the State Division of Emergency Services & Homeland Security, State Office Building, Room 1110, Salt Lake City, Utah, 84114, 538-3400. A "one-hundred-year" flood, or one that has a one-percent chance of occurring in a given year, would cause destruction and could result in injury or loss of lives.

Mudslides

Clearfield does not border the mountains like other Davis County cities and the threat of mudslides is not as great as it is for those cities. Clearfield does have a water canal running through the eastern portion of the city and if there is a failure some flooding and mudflows could affect limited portions of the City.

Earthquakes

Clearfield lies in the Northern portion of Davis County. Davis County contains the highest density of faults in the state, yet no major quake has been recorded with its epicenter in the county. The main fault follows the base of the Wasatch Range at or near the National Forest boundary. A major earthquake centered within or near the county would affect the entire county. According to geologists from the Utah Geological Society, Davis County has and could again experience magnitude 7.0 to 7.5 earthquakes. The principle hazards resulting from earthquake activity may be divided into two categories. The first category hazard results in displacements of ground on opposite sides of the fault, with severe consequences to structures built across the ruptured ground surface. The Wasatch Fault is a normal fault with the valley being pulled apart from east to west. An earthquake of sufficient magnitude would result in a drop of the valley floor of up to 12 feet along the bench in areas closest to the epicenter. If this occurred in Davis County, results would be wide spread, including a new lake shoreline east of its present location and many water, sewer and gas utility lines being severed along the new fault scarp and elsewhere. In addition to the displacements along fault lines, earthquakes cause ground shaking over wide areas, with the greatest intensity of shaking generally nearest the source of the earthquake. Such ground shaking can cause the failure of structural elements, which could lead to the serious damage or collapse of buildings. A high percentage of residential structures in the City have been built after 1960, and therefore, are better able to handle the stress of this shaking. However, many older homes could suffer considerable damage in a large earthquake.

Liquefaction

Clearfield is in the portion of Davis County where it is near the low-lying areas of the Great Salt Lake where the water table is near the surface and would be susceptible to liquefaction in addition to shaking. Liquefaction is a loss of strength in some saturated granular soil, which can result in slope failure or substantial settlement of structures. The majority of habitable land in the City is either moderately or highly susceptible to liquefaction. Most of this land is either covered with single or two story residential structures, manufacturing and business buildings that would likely suffer minor to moderate damage due to liquefaction. However, many underground utilities could be severely damaged.

High Winds

East winds are common to the area. Sustained winds in excess of 50 mph with gusts of over 80 mph are not uncommon. Property damage caused by east winds has, and continues to occur frequently in Clearfield. The majority of damage is to residential structures with shingles and siding being torn off, fences being blown over and trees being toppled. On rare occasions, a roof may be torn off a building. Tractor-trailer rigs may be blown over on I-15, which results in all high profile vehicles being prohibited from travel during the high winds. Trains have also been blown off the tracks in the Centerville/Farmington area. Major electrical power lines have been damaged or blown down, causing power outages throughout the county. Additionally, secondary power lines are inevitably blown down in some locations, resulting in loss of power to traffic signals, businesses, and homes. With this loss of power, many homeowners are unable to heat their homes and cook food, therefore making it essential that they have alternate methods for heating and cooking. On the average, Clearfield experiences at least one east wind episode yearly, usually during the winter months. In the summer months it would not be uncommon for thunderstorms to strike Clearfield with severe micro burst winds that can cause damage to structures, and hurl debris causing injury to persons caught in the open.

Fires

Fires can occur in almost any area in Clearfield. The threat can occur in residential structures, large business and industrial structures. An industrial accident resulting in an explosion or fire is possible at all major industrial sites. A major accident could occur at Hill Air Force Base where weapons systems and munitions are stored, as well as fuel and volatile chemicals. HAFB is expected to handle the initial response to such incidents. (See HAFB disaster plan). The North Davis Fire District will provide primary response to fires in Clearfield.

Hazardous Materials Incidents

Many hazardous material spills are the result of transportation accidents. Interstate I-15, the main north-south artery through Clearfield, passes through major population centers, making a transportation accident a potential threat to life and property. Almost 10% of all truck traffic is carrying hazardous materials. A rollover or accident could cause the spilling of fuels, fumes or vapors, which might affect large residential areas. If people in those areas were exposed to toxic fumes or vapors, they would have to either shelter in place, or be evacuated. Railroads parallel the Interstate and pass through Clearfield. Derailment of tank cars or cars carrying dangerous substances would have the same potential problem as truck accidents. In addition to the transportation hazard, there are a number of facilities in the City, which either produce or store a wide variety of hazardous materials in various quantities on site. An accident involving many of these chemicals could result in injury and/or illness to employees and surrounding residents. An accident could result in a need to evacuate or call for sheltering in place. Most facilities have a means in place to notify employees of a spill on site; however, only a few facilities have alert systems in place for public notification of any sort. Facility personnel usually perform primary HAZMAT response in larger facilities. Primary response to all other incidents is made by the North Davis Fire District. Secondary response would come via mutual aid by other local fire departments within the county. Both South Davis Metro Fire Agency and Layton Fire Department are staffed with personnel and equipment capable of Technician Level response. Kaysville Fire Department, located centrally in the county is also equipped with some decontamination supplies. Most fire department personnel in each fire department are trained to either HAZMAT operations level or technician level.

Fallen Aircraft

Much of the air traffic from Hill Air Force Base and Salt Lake City crosses Davis County on their takeoff or landing pattern. Crashes could occur and result in fires, extensive property damage, and loss of life. Radioactive and other hazardous materials are transported by air, as well as military aircraft traffic, increasing the danger potential. Hundreds of flights occur each week from Salt Lake and Hill Air Force Base airports. Hill Air Force Base Fire will respond to any military aircraft crash in Clearfield.

Power Outages

Major power outages have occurred in the past and will continue to present large-scale problems, some for extended periods. Nursing homes and elderly care centers which do not have private generating capabilities will also be seriously affected.

Terrorism

In the wake of foreign and domestic terrorist acts that have occurred in the United States over the last few years, we must consider the threat of such an act to Clearfield. Clearfield is located next to Hill Air Force Base and situated between two major cities along the Wasatch Front. A terrorist act directed at the capitol city could easily affect or include the cities further north. The main north/south traffic artery through Clearfield is I-15. Alternative routes through the City are very limited. An event that blocked traffic in these areas would severely compromise traffic flow through Utah.

City water supplies must be considered. The majority of our culinary water comes from the Weber Basin water facility. Contamination of that water supply would adversely affect most of the City. The fact that Hill Air Force Base is located within portions of the City and is on the eastern border is also a legitimate consideration. Both an active fighter wing and a reserve fighter wing fly out of the base. The base also does repair on a number of different Air Force planes. Even with existing security on base, it may be a vulnerable target. An attack to the base could result in affecting the safety of many civilians on and off base, and could require emergency response from civilian responders. Terrorists could attack using a variety of methods. Determining the real probability of an attack is a difficult task. Based on the fact that terrorists are constantly developing methods to terrorize our nation and considering our location in Utah, it is not something that we can ignore.

Nuclear

There is the possibility that a nuclear accident could occur in Clearfield due to the radioactive materials being transported on the freeway and rail systems. Also, there persists the possibility of a nuclear attack from another nation directed toward this area due to the military importance of Hill Air Force Base and the Chemical Depot in Tooele County. A potential attack situation would require massive movement of people to "host" areas or to "in-shelter" protection. There is a nuclear power plant to the north of Utah in southern Idaho. Because prevailing winds are out the northwest, a power plant accident there could result in evacuation of large numbers of citizens from this area for an extended period of time. Continuation of governmental operations, as well as protection of law enforcement and fire fighting personnel must be considered. In case of a radiation incident, information for evacuation (see ESF 1) or relocation to shelter will be disseminated by the City officials.

Tests

Warning notification will be tested periodically, as directed by the Clearfield City Emergency Services Department or elected officials.

IV. Situations and Assumptions

A. Natural Disasters

1. The earth is a dynamic, changing planet. Natural forces in the earth are constantly building continents and tearing them down simultaneously.
2. The process of continental crust change on the earth often results in earthquakes.
3. Earthquake activity is common in Utah. Davis County has the highest density of faults in the state, yet no major quake has been recorded with its epicenter in the county.
4. The maximum credible earthquake for the Wasatch Fault is a Richter 7.5. An earthquake of this magnitude in Clearfield could cause personal injury and death, as well as extensive property damage.
5. Flooding is a possibility in Clearfield. There is an irrigation canal that runs through the City.
6. Flash flooding is a possibility in Clearfield during summer thunderstorms.
7. Strong east canyon winds are common in Clearfield and can cause property damage.
8. Because Utah is largely a desert state, drought is common. A water shortage and drought could have a severe impact on the population, manufacturing, and agriculture. Water rationing has been considered during prior droughts.

B. Man-Made Disasters

1. Clearfield has several major transportation (see ESF 1) routes passing through it. These routes include one major freeway and major rail routes.
2. All types of materials are transported by truck or rail and pipeline daily. Some of this material is hazardous in nature and if released into the environment could cause personal injury and/or property damage. Hill AFB and numerous businesses in Clearfield use materials that are hazardous in nature on a daily basis.

C. Terrorism

1. Due to the proximity of Davis County to Salt Lake City, the International Airport and Hill Air Force Base, Clearfield could be a potential target for domestic or international terrorism.
2. Terrorists use any and all forms of destructive activity to promote their cause.
3. The use of a Weapon of Mass Destruction (WMD) in or near Clearfield would have devastating consequences to our citizens and emergency responders.

4. The probability of being able to warn citizens and responders of an impending terrorist attack is greatly dependent on investigation and surveillance of Federal, State and local law enforcement agencies and their current intelligence capabilities. It should be assumed that there would be no specific warning.
5. Responders will likely be overwhelmed in the event that a weapon on mass destruction is deployed.
6. Protection of critical infrastructure within the City will lessen the probability of, and/or effect from a terrorist attack.
7. The deployment of a WMD could result in the displacement and/or evacuation (see ESF 1) of a significant population of the City.

All of the previous potential disaster situations present a hazard to both life and property. Response to a given hazardous situation by local emergency management officials will require an immediate assessment of the situation, followed by a recommendation of the on-scene commanders to the Mayor and City Council regarding the full or partial implementation of this plan. Only the Chief of Police, City Manager, Mayor or Clearfield City Emergency Manager or designee will activate this plan.

A given disaster situation may require an evacuation (see ESF 1) of residents from the immediate area to protect them from further injury or death. A full-scale evacuation of the City is not likely. Rather, the residents living in the affected portion of the City will likely be moved. To maintain order, residents should be evacuated in accordance with this plan. Any departure from this plan will be done only at the direction of the Emergency Management Team. However, in the event of a large-scale evacuation/relocation of citizens, such efforts will be under the direction of the Mayor and City Council and the Emergency Management Team.

V. General Concept of Operations

A. Divisions of Authority

1. Local:
 - a. The vast majority of incidents requiring emergency response within Clearfield are relatively small emergencies. City and North Davis Fire District emergency responders, depending functional responsibilities, will manage emergencies.
 - b. As required by federal guidance, the National Incident Management System (NIMS) in conjunction with the Incident Command System (ICS) will be used by emergency responders to manage an incident when two or more agencies or disciplines respond to the same incident. A unified command structure should be used when multiple agencies respond.
2. County/State:
 - a. When an incident overwhelms the capabilities of local responders, they may request assistance from the County and the State. Such assistance may include personnel, physical resources and/or command leadership.
 - b. An incident resulting in significant effect to the state and state resources will necessitate coordination between local, county and State officials.
 - c. State authorities will have a degree of jurisdiction over incidents involving state owned properties and interests. Every effort should be employed to function in a unified command management structure.
 - d. The State shall have authority to declare disasters and make other declarations as needed to protect State interests and citizens.
3. Federal:
 - a. When an incident overwhelms the capabilities of local and state resources and capabilities, an appeal to appropriate federal authorities will be made. Upon arrival of such assets, federal officials will be integrated into existing incident command structures.
 - b. Federal authorities will have jurisdiction over incidents in accordance with current federal regulations and laws.

B. Activation of the EOP

1. Essentially, the EOP is always active. This is due to the fact that it incorporates principles of response to basic, everyday incidents, response to hazardous materials incidents and the like. However, full activation of the EOP with activation of the Emergency Operations Center will occur only upon authorization of the Police Chief, City Manager, or the Emergency Services Manager.
2. Sequence of actions:
 - a. Incident occurs or intelligence indicates incident is pending.
 - b. Notifications are made to appropriate response agencies, disciplines and/or personnel and officials.
 - c. Personnel respond as appropriate based on the type of incident.
 - d. An assessment of the incident results in notification to the Emergency Services Manager.
 - e. The Emergency Services Manager notifies the Police Chief.
 - f. The EOP and EOC are activated to the extent necessary in accordance with the severity of the incident.
 - g. Davis County Emergency Services and the State Division of Emergency Services are notified of significant incident. Assistance is requested as needed.
 - h. Alerts/warnings are disseminated at the discretion of the incident command and/or the policy group.

C. Functional Responsibilities

1. Incident Command
 - a. Establish command structure
 - b. Define perimeters
 - c. Evacuation/sheltering-in-place
 - d. Protection parameters for responders
 - e. Protection parameters for civilians
 - f. Protection parameters for property
 - g. Incident-wide communications
 - h. Order/obtain necessary resources
 - i. Transportation (see ESF 1) issues
 - j. Assess/restore critical infrastructure
2. Fire Response
 - a. Incident/Unified Command
 - b. Fire suppression
 - c. Emergency medical
 - d. Urban search and rescue
 - e. HAZMAT
 - f. Assist with evacuation
 - g. WMD monitoring
 - h. Manage fire department resources
3. Law Enforcement
 - a. Incident/Unified Command
 - b. Traffic control
 - c. Perimeter control
 - d. Security
 - e. Evacuation
 - f. Mobile Command Center
 - g. Manage law enforcement resources
4. Health & Medical
 - a. Unified Command
 - b. Coordinate mass medical care
 - c. Medical Supplies
 - d. WMD/Illness monitoring/surveillance
 - e. Temporary morgue
 - f. Food monitoring

- g. Quarantine management
 - h. Victim/patient identification
5. Public Works
 - a. Unified Command
 - b. Utilities assessment/restoration
 - c. Debris removal
 - d. Traffic control
 - e. Emergency demolition
 - f. Structural assessment
 6. Public Information Officer
 - a. Establish a Joint Information Center (JIC)
 - b. Collect information from incident command/resources
 - c. Provide information/warnings to media sources
 7. Sheltering/Mass Care
 - a. Establish/manage shelters
 - b. Provide relief supplies to responders
 8. Resources/Finance/Planning
 - a. Track costs
 - b. Track resources
 - c. Purchase/acquire needed resources
 - d. Planning
 9. Records/Declaration/Public Assistance
 - a. Manage records
 - b. Manage cost per site
 - c. Properly declare “State of Emergency”
 - d. Request State and Federal Aid
 10. Terrorism Preparedness
 - a. Intelligence & Investigation
 - b. Alert & notification
 - c. Critical Infrastructure Protection
 - d. Dignitary Protection
 - e. Public information
 - f. Demobilization
 - g. Nuclear Biological Chemical (NBC) response
 - h. Citizen corps
 11. Communications (see ESF 2)s
 - a. Emergency Operation Center (EOC)
 - b. Amateur Radio Emergency Services (ARES)
 - c. Procedures
 - d. Warnings/notifications
 12. Transportation (see ESF 1)
 - a. Resources
 - b. Evacuation (see ESF 1)
 - c. Sheltering-in-place

D. Administration and Logistics

- A. Mutual Aid Agreements
 1. Utah Interlocal Mutual Aid Agreement
Signed on April 14, 1997
Contract number 1997-90
Between Davis County and the State of Utah

Authorized under the Disaster Response and Recovery Act, Utah Code Annotated, Sections 63-5a-1 and the Interlocal Co-Operation Act, Utah Code Annotated, Section 11-13-1

Provides for prompt aid and cooperative disaster response and recovery statewide by allowing for counties to request and to provide aid to each other upon the declaration of a local emergency.

2. Interlocal Agreement for Cooperative Fire Protection and Emergency Services
Signed on May 27, 2014
Contract number 1998-296
Between Davis County, Bountiful City, Clearfield City, Clinton, Farmington City, Kaysville City, Layton City, South Weber City, Syracuse City, and the South Davis Fire District (which includes Centerville City, North Salt Lake City, West Bountiful, and Woods Cross City.)
Authorized under the Utah Interlocal Co-Operation Act, Utah Code Annotated, Section 11-13-1
Signed parties agree to assist each other by sending available resources to situations involving fires, public safety, public order, and other emergencies to the requesting jurisdiction.
3. Emergency Mutual Aid in Force Protection and Police Incident Response
Signed on February 12, 2002
Contract number 2000-052
Between Davis County and Hill Air Force Base
4. Explosive Support Services Agreement
Signed on November 29, 2000
Contract number 2000-242
Between Davis County and Morgan County
5. Explosive Support Services Agreement
Signed on November 29, 2000
Contract number 2000-313
Between Davis County and Ogden City
6. Explosive Support Services Agreement
Signed on December 6, 2000
Contract number 2000-325
Between Davis County and Weber County
7. Emergency Mutual Aid Interlocal Cooperation Agreement
Signed on September 28, 2004
Contract number 2004-338
Between Davis County, Box Elder County, Cache County, Morgan County, Rich County, and Weber County

VI. Direction and Control

A. Purpose

In the event of a disaster, directing and controlling the response, mitigation, and recovery becomes critically important to the safety, efficiency and overall outcome of the disaster. To provide a system of management and coordination for response to emergency and disaster situations within Clearfield City, the National Incident Management System (NIMS) will be followed and the Incident Command System (ICS) shall be the management system used at the scene. These systems provide standard operating procedures understood by all responders. If the need is determined to exist, the City EOC may be opened at City Hall or another appropriate location to assist with the management of the disaster.

B. Overview of Operations and Organization

1. **Management System**

The emergency management system consists of:

- A manager of the incident,
- An emergency operations plan,
- Standard Operating Procedures developed by each department or agency,
- Utilization of an emergency coordination facility.

This emergency management system is used by Clearfield City whenever an incident occurs requiring the coordination of Federal, State, County and departments. The nature and severity of the incident determine:

- The designation of the Incident Commander,
- The extent of the Coordination necessary,
- The type of emergency coordination facility to be established.

The Mayor and City Council Members are ultimately responsible for coping with incidents that can affect the health, safety and the environment of the community. The Clearfield City Emergency Services Manager assists the Mayor and City Council in meeting this responsibility. The designated Incident Commander works within this emergency management system by:

- Implementing this Emergency Operations Plan,
- Implementing related standard operating procedures,
- Responding to the immediate incident scene.

2. **Agency Coordination**

All departments shall designate a representative to coordinate their department's response activities as listed in each functional annex. This is done from an emergency coordination facility. From this facility, these representatives:

- Receive direction,
- Coordinate with other departments,
- Implement their assigned tasks and responsibilities.

Each representative should have two alternate persons designated to function in his/her absence. This allows the response to continue on a 24-hour basis for as long as the response and recovery requires. The alternates have the same agency or departmental responsibilities as described in each annex. Representatives are kept informed of the situation through frequent briefings and through the use of status boards.

3. **Emergency Operations Center**

The nature and scope of the incident determine the type of emergency coordination facility to be established. An Emergency Operations Center (EOC) will be established or activated in cases where the situation is jurisdiction-wide or extremely severe. A Command Post may also be established to coordinate site response. The Mayor and City Council or Emergency Services Manager mobilizes the Emergency Operations Center staff. Upon activation of the EOC, the staff notifies the departments responsible for coordination within the EOC. The EOC is located at City Hall at 55 South State Street, Clearfield, Utah.

If needed, an alternate EOC will be established at the City's Aquatics Center located at 825 South State Street. This move to the alternate EOC will take place in phases as the situation allows. A mobile command center trailer is also available in the event that both the primary and secondary EOC sites are unavailable, and for scene operations.

The EOC is capable of operation on an intermittent or continuous basis for as long as the situation requires.

4. **Staff at EOC**

Key departments that send representatives to the EOC are organized into five groups:

The **Policy Group** which is responsible for developing policy, prioritizing actions and coordinating overall response operations.

The **Operations Group** coordinates implementation of response actions, as described in each annex of this Emergency Operations Plan.

The **Planning Group** is responsible for the collection, dissemination and use of information about the development of the incident and the status of resources.

The **Logistics Group** is responsible for providing facilities, services and materials for the incident.

The **Finance Group** is responsible for tracking all incident costs and evaluating the financial considerations of the incident.

5. **Incident Command**

The agency or department with the greatest jurisdictional responsibilities, usually fire, police or public works will implement the Incident Command System immediately. The first arriving unit will establish command.

The Incident Command System will be used:

- a. In incidents involving multiple emergency response disciplines or agencies;
- b. In all incidents involving hazardous materials; and
- c. For any incident that requires coordination of multiple personnel.

The Incident Commander will:

- a. Direct response actions at the incident scene;
- b. Establish an Incident Command Post the Emergency Operations Center may be established in conjunction with incident command and open a line of communications with them; and
- c. Mobilize department personnel as necessary and according to Standard Operating Procedures.

6. **Staff at the Command Post**

The personnel of the agency or department with primary jurisdiction that established the Incident Command Post will staff it for most incidents. Representatives from other departments may be asked to coordinate their actions from the Command Post. If the Emergency Operations Center (EOC) is activated or has been activated, these representatives will go to the EOC and if requested, assign a staff member to the Incident Command Post.

7. **Incident Command/Unified Command**

Incident Command will be established and incident command procedures will be followed on all incidents when two or more response disciplines, whether from the same or from differing jurisdictions, respond to and arrive at the same incident. Unified Command may be established when multiple agencies/disciplines have committed significant resources or when multiple agencies have jurisdiction over the incident.

8. **Relationship between Emergency Management and Incident Command**

The Incident Commander will notify the Emergency Services Manager when:

- a. Needs exceed authority;
- b. Actions required are contrary to instructions;
- c. Incidents involving multiple deaths;
- d. Incidents involving severe environmental damage;
- e. Resource needs are greater than available;
- f. Actions have produced unanticipated results; or
- g. Whenever circumstances are such that the Incident Commander believes the Mayor and City Council should be notified.

Once notified, the Emergency Services Manager and the Incident Commander together make an assessment to determine what services the Emergency Services Manager can provide to the Incident Commander. These services may include but are not limited to:

- a. Information;
- b. Procurement of resources;
- c. Collection and provision of incident data; and
- d. Interface with government authorities.

The Emergency Services Manager will keep the Mayor and City Council informed and will recommend activation of the Emergency Operations Center (EOC) as necessary.

The Emergency Operations Center is activated:

- a. If the incident is such that the Incident Command System needs to be expanded,
- b. If the Mayor and City Council and Emergency Services Manger deem it necessary; or
- c. To support the overall management of the incident.

The Incident Command System functions of planning, logistics and finance will be supported at the EOC. The Incident Command Post becomes an extension of the Operations Group within the EOC.

9. **City Coordination**

Unified command should be utilized in situations of mass disaster with appropriate divisions and branch sections.

C. EOC Operations/Activation Criteria

1. During the initial threat or occurrence of a disaster within Clearfield City the following specific concept of operations will apply:

- a. Officials of Clearfield City, NDFD, along with the Emergency Services Manager, shall conduct an immediate evaluation of the situation to determine:

PUBLIC NEEDS

- _____ Restore Power
- _____ Communications
- _____ Transportation
- _____ Secure Area
- _____ Debris clearance
- _____ Water supply
- _____ Sewage/sanitation needs
- _____ Firefighting
- _____ Flood control
- _____ Other (specify)

VICTIM NEEDS

- _____ Rescue and Recovery
- _____ Evacuation
- _____ Food
- _____ Shelter
- _____ Clothing
- _____ Medical
- _____ Victim identification
- _____ Other (specify)

2. In the event it is determined that the capabilities of the affected department are not sufficient to provide the necessary disaster relief actions, the Emergency Services Manager shall activate this plan and staff the Emergency Operations Center to provide such supplemental disaster assistance that may be required and that is within its capabilities. In this situation, it shall become the joint responsibility of the manager of the affected department and Emergency Services Manager to conduct coordinated direction and control of the disaster operations. In addition, officials of Clearfield City may initiate a direct request to the American Red Cross, the Salvation Army, Amateur Radio (CSERG), CERT teams and other voluntary organizations for additional disaster relief assistance. Additional assistance may be obtained from bordering cities in accordance with the provisions of existing mutual aid agreements.

3. If it is determined that essential disaster relief actions are within the capabilities of Clearfield City, local officials shall assume overall direction and control of the City's disaster operations.

4. When this Plan is activated, Clearfield City departments shall be responsible for carrying out the disaster response functions prescribed in the Annexes of this Plan.

5. A local "Disaster Emergency" declaration shall be issued and forwarded along with the Preliminary Damage Assessment Summary to Davis County Emergency Services and State Division of Comprehensive Emergency Management (see Attachment 3 of ESF5).

6. During any natural emergency or disaster response or recovery operation, involved Clearfield City departments shall collect, record, and maintain all cost data for the disaster operations in accordance with the provisions found in ESF5.
7. The Clearfield City Emergency Services Manager shall notify the State Division of Comprehensive Emergency Management (telephone 538-3400, radio receive 155.025 MHZ, radio transmit 155.985 MHZ, or NAWAS line), providing the information prescribed by OES Form 1, Local Government Initial Natural Disaster Report (see Attachments 4 & 5 of ESF5).
8. If, based upon the information contained in the Local Government Initial Natural Disaster Report and the Preliminary Damage Assessment Summary, it is determined that essential disaster relief actions are beyond the capabilities of Clearfield City and Davis County, and that State or Federal government assistance is required, the State Disaster Coordinating Officer shall so advise the Governor. The Governor may issue a "State of Emergency" declaration and direct that State government assistance be provided to Davis County. (See EFS 5 for greater clarification)

VII. Continuity of Government

A. Introduction

There are a number of events/situations that could occur that would result in major disruption of government services. This could be due to an attack of some nature, natural disaster, fire, etc. Personnel may not be available, offices may not be able to be occupied, or data may not be retrievable. Because of this possibility, it is found and declared necessary to provide for additional officers who can exercise the powers and discharge the duties of Mayor, City Council Members, and appointed officials, institute measures to protect data, and provide alternative locations to conduct business.

It is prudent to provide for emergency interim succession to local governmental offices of this City and its political subdivisions in the event the incumbents thereof are unable to discharge the duties of their offices and/or are unavailable to perform the functions and duties of such office.

B. General

The final responsibility for all emergency management decisions belongs to the elected official chairing the policy-making branch. The policy branch is responsible for all policy-level decisions. During response operations, the elected officials of the policy branch will be available to their constituents to handle non-routine problems.

C. Operations

1. Mayor and City Council

- a. In the event that the Mayor and City Council members directing the policy branch are unable to discharge their office, the line of succession is through the City Manager.

2. Department Heads

- a. The line of succession to each department head is according to the operating procedures established by each department.

D. Crisis Management - EOC

1. All operations during an emergency or crisis situation will be managed from Emergency Operations Center (EOC), located at the Clearfield City Hall. The police and fire dispatch can be reached to make notifications and has 24-hour coverage and may be reached by calling 525-2806.
2. If an emergency situation renders this facility inoperable, the designated alternate EOC is the City's Aquatic Center located at the 825 South State Street.
3. In addition to these designated EOC's, the Mobile Command Trailer or any police or fire vehicle may be used as a mobile command post as the situation dictates.

E. Clearfield City Office Alternative

1. In the event that the current city offices are uninhabitable, secondary and tertiary locations are designated in order as follows:
 - a. Clearfield City Aquatic Center
2. Logistics Section Responsibilities
 - a. Office Space: City facilities and Aquatic Center personnel are responsible to set up office spaces for all needed staff. This includes providing for temporary cubicles, tables, chairs, etc.
 - b. Technology: Information systems personnel are responsible for providing telephones and telephone access, computers, printers, fax machines, data, etc.
 - c. Office Supplies: Community Services Department is responsible for providing all office type materials.
 - d. Security: Police Department personnel are responsible for all security operations.

Emergency Operations Center

I. SECTIONS

Overall coordination of the incident with on-scene Unified commanders

Operations
Planning
Logistics
Finance

II. CITY DEPARTMENT ASSIGNMENTS WITHIN THE EOC

Policy Group – Establish policy in reference to the incident

<u>Department</u>	<u>Assignments</u>
Attorney	EOC Policy Group, EOC Planning Section
Community Services	EOC Auxiliary Operations, EOC/Facility Incident Response
Finance	EOC Logistics Group, EOC Logistics Section
Fire Service	EOC Operations Section, Emergency Medical, Hazmat, IC
Information Systems	EOC Auxiliary Logistics/Operations Section, EOC/Facility Incident Response
Justice Court	EOC Auxiliary Logistics, Operations Section
Mayor, City Council	EOC Policy Group
Personnel	EOC Policy Group, EOC Finance Group
Planning	EOC Operations Group
Police	EOC Policy Group, EOC Operations Section, L E & Emergency Medical Incidents, IC,
PIO	
Public Works	EOC Policy Group, EOC Operations Section, Public Works Incident Response
Recorder	EOC Operations Group
Red Cross	EOC Logistics Group
Risk Management	EOC Planning Section
Treasurer	EOC Auxiliary Finance Section

EOC Information/Groups/Functions with City Dept. Assignments (table)

POLICY GROUP

City Attorney	Brian Brower
City Recorder	Nancy Dean
Mayor	Mark Shepherd
Council Members	Mike LeBaron Kent Bush Keri Benson Ron Jones Bruce Young
Emergency Services Manager	Rich Fisher
City Manager	Adam Lenhard
Assistant City Manager	JJ Allen
Community Services Director	Eric Howes
Public Works Director	Scott Hodge
Police Chief	Greg Krusi

OPERATIONS GROUP

Dispatch Supervisor	Wendy Brimhall
Fire Chief	Mark Becraft
Community Services	Pat Bergseng
Public Works	Kim Dabb
Police Department	Mike Stenquist

PLANNING GROUP

Community Development	Scott Hess
City Recorder	Nancy Dean
Risk Management	Rich Knapp
Human Resources	Summer Palmer

LOGISTICS GROUP

Red Cross	Ogden Chapter
Resource/Community Services	Curtis Dickson
Public Works	Kim Dabb

FINANCE GROUP

City Recorder	Nancy Dean
Finance Director	Rich Knapp
Personnel	Summer Palmer

AUXILLIARY OPERATIONS

Animal Control	Clint Thacker/Bryan Smith
Transportation Coordinator	Unknown
Facilities Management	Martin Higley
Information Systems	Rich Knapp
Justice Court	Kodi Nelson
Community Services	Eric Howes
Davis County Emergency Services	Ellis Bruch
State Division of Emergency Services	Kimberly Giles
Treasurer	Rich Knapp

EOC FUNCTIONAL RESPONSIBILITY DESCRIPTIONS

I. POLICY GROUP

A. City Manager, Mayor and City Council

1. Review and be prepared to implement this plan.
2. Appoint coordinators to fill vacant positions in the emergency organization.
3. Direct all coordinators and department heads in the emergency organization to become familiar with this plan and be prepared to implement it.
4. Establish a public information policy and direct the dissemination of information to the public.
5. Direct the establishment policy in reference to the disaster/incident at hand.

B. Emergency Services Manager

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Establish an Emergency Operations Center (EOC) and be prepared to activate it at any time. This may include a twenty-four hour/day operation.
4. Function as a liaison between Davis County and the State Division of Comprehensive Emergency Management. Primary contact between Davis County and the State Disaster Coordinating Officer.
5. Establish policies for the use of emergency funds and resources (State Emergency Resources Management Plan).
6. Establish priorities for the management and allocation of resources such as food, fuel, security forces, medical supplies, construction equipment, and other life support items.
7. Become familiar with the Damage Assessment procedures detailed in the State of Utah Natural Disaster Plan, Annexes N and O.
8. Establish damage assessment teams. These individuals should be familiar with building codes, public works, housing or the construction industry.
9. Coordinate communications capability and supplement where necessary.
10. Coordinate with departments in the development of their emergency operation plans. Request that these departments periodically update these plans.
11. Conduct training exercises for EOC personnel to acquaint them with emergency standard operating procedures (SOP's).
12. Appoint and train Shelter Systems Officer, or direct the local Red Cross representative.

C. Attorney

1. Function as the legal advisor to the Policy Group.
2. Become familiar with all laws governing emergency powers in a disaster situation.

Under the direction of the Mayor and City Council, prepare and distribute public information material.

Designated single point of contact for the release of information both to the news media and the general public, and provide regular information to the media in a timely manner.

D. Police Chief

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Identify Police Department resources and responsibilities.
4. Assist with the establishment policy in reference to the disaster/incident at hand.
5. Provide operations Section Chief

E. Fire Service Representative

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Identify Fire/EMS response resources and responsibilities in the county.
4. Assist with the establishment policy in reference to the disaster/incident at hand.
5. Provide operations Section Chief

F. Public Works

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Identify county public works response resources and responsibilities in the City.
4. Assist with the establishment policy in reference to the disaster/incident at hand.

G. Recorder

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Identify Recorder response resources and responsibilities in the City.
4. Assist with the establishment policy in reference to the disaster/incident at hand.
5. Establish policy in reference to proper record keeping of responders, volunteers and resources.

H. Public Information Officer

- 1.2.3. Interface with all departments and private groups to gather and disseminate information and data for news releases.
4. Conduct meetings and training conferences for local input and increased emergency public awareness.
5. Coordinate with Human Services and volunteer agencies to pre-establish public inquiry centers in the City.
6. Request all television stations broadcasting emergency information add closed captions to inform the hearing impaired.
7. Identify those persons in the community that do not speak English. Prepare all public Emergency information in languages other than English as necessary to inform these These groups of actions they should take to protect life and property.
8. Identify locations of special populations such as the handicapped, disabled, hearing impaired and deaf, as well as those in special care facilities. Insure these individuals receive all public information regarding actions that must be taken for them to protect their life and property.

II. COORDINATION GROUPS

OPERATIONS GROUP

A. Communications Coordinator

1. Prepare an emergency communications SOP for the City and keep the Policy Group current on the availability and use of communications resources in the City.
2. Maintain responsibility for all communications equipment in the City EOC.
3. Establish and train a City emergency communications volunteer network.
4. Under the direction of the Policy Group, prioritize all EOC communication and equipment use.
5. Serve as official communications controller and point of contact for amateur radio organizations or volunteers serving as auxiliary telecommunications support.
6. Obtain additional emergency communications resources as circumstances may demand.
7. Organize volunteers for a twenty-four hour operation on a rotating shift basis.
8. Provide protection of key communication equipment and facilities against electromagnetic pulse in accordance with "Electromagnetic Pulse Protection Guidance", CPG 2-17, 2/91.

B. Emergency Services Manager

1. Review this and other plans, update the plans annually, and be prepared to implement them.
2. Maintain necessary equipment to set-up and run the City's EOC.
3. At the direction of the Police Chief, set-up the EOC.
4. Coordinate and facilitate the activities of the EOC.
5. As necessary, function as liaison with outside agencies and providers.

C. Fire Representative

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Develop or revise the Fire District fire suppression plans. Take into account that a large evacuation of people may occur. Emergency fire equipment and personnel augmentation and dispersal should be outlined to assist and supplement resources.
3. Conduct training and exercise seminars for all regular and auxiliary fire-fighting personnel.
4. Designate firefighting personnel to emergency shelters and other essential facilities.
5. Coordinate with fire officials at Hill AFB, State Lands and Forestry and U.S. Forest Service Headquarters.
6. Be prepared to assist neighboring municipalities according to existing mutual aid agreements.
7. Oversee the overall fire response throughout the City.

D. Public Works

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Coordinate with the Police Chief and UDOT officials in the preparation of a City traffic control plan.
3. Prepare and/or update City equipment resources lists.
4. Review communication links with interfacing departments.
5. Coordinate response to recover essential routes and services.
6. Develop a City Emergency Water and Sanitation Plan. A disaster could seriously damage these systems anywhere in the City. Contingency plans, detailing response procedures, will help prevent the spread of disease. The rapid restoration of potable water sources is vital.
7. Maintain an inventory of repair and replacement water and sewer pipe, as well as repair parts for water treatment facilities.

E. Police Department

1. Review this and other plans and be prepared to implement them.
2. Establish traffic control plans and evacuation (see ESF 1) procedures.
3. Organize auxiliary law enforcement personnel and prepare to make assignments anywhere in the county.
4. Coordinate the City communications capabilities with the communications officer. Test and update all links with emergency agencies.
5. Coordinate with City Streets Department, Utah Department of Transportation (UDOT) and other law enforcement agencies regarding traffic and population control. UDOT District 1 out of Ogden covers the northern half of Davis County.
6. Be prepared to assign personnel for security patrols of vital and important county industries and businesses.
8. Commit all available City resources to provide law enforcement throughout the City.
9. Coordinate with Davis County Sheriff, adjoining police agencies and Utah Highway Patrol for traffic control and other police functions.

F. Community Services

1. Volunteer organization and control
2. Personnel support
3. Shelter needs

PLANNING GROUP

A. Community Development

1. Review this and other Emergency Operations Plans.
2. Be prepared to assist with damage assessment teams and information.
3. In conjunction with the Resources Coordinator, maintain and update construction equipment resource listings and be prepared to allocate these resources by priority when they are requested.
4. Map locations of incidents.

B. Recorder

1. Review this and other Emergency Operations Plans.
2. Assure accurate and proper record keeping.
3. Collect information and provide regular situation and status reports of personnel, equipment, and incident locations

C. Risk Management

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Assess risk during incident response, providing updated information to all coordination groups and the policy group to better assure safety.
3. Assist with resource coordination and administration.
4. Assist with personnel management.
5. Maintain and update the City manpower resource listings and coordinate Human Resources SOP's as required.
6. Specify the number of auxiliary personnel required to meet the increased manpower coordination workload.

LOGISTICS GROUP

A. Shelter Systems Officer

1. Review this and other EOP's in preparation for the coordination of all emergency shelters throughout the county.
2. Review and update the status of the emergency shelters listed in this plan. Even though an extensive engineering survey and study has indicated that the shelters listed in this plan are the best to use in an emergency situation, local disaster conditions may render a particular shelter unsuitable for use. At that time, preplanned alternative shelter sites must be chosen.
3. Review the staff requirements for each emergency shelter and identify the specific personnel needed to operate these centers.
4. Review the staff and facility requirements for mass feeding centers.
5. As the overall mass care coordinator for the City, you will direct and supervise all operations. However, you must appoint competent and experienced shelter managers. Training sessions for these individuals should be regularly conducted.
6. Coordinate all the food, bedding, heating fuel, water and other emergency shelter needs with the Resources Coordinator, Red Cross and Human Services Coordinator.
7. Be prepared to arrange for the provision of designated emergency shelters.

B. Resources Coordinator/City Manager

1. Act as the principal advisor to the Policy Group on material and resource requirements (other than personnel).
2. Review this and other Emergency Operations Plans and be prepared to manage and coordinate all requests for City emergency material assistance.
3. Correlate anticipated public transportation shortfalls and requirements with the Transportations Coordinator.
4. Develop a material assistance request priority system as directed by the Policy Group.
5. Maintain and update City equipment and material lists.
6. Coordinate closely with both City and private contractors for the procurement of material resources.
7. Review and be prepared to implement the resource management procedures and policies contained in the State Emergency Resource Management Plan.

FINANCE GROUP

A. City Recorder

1. Responsible for preservation and safekeeping of records deemed essential for continuing government functions and the conduct of emergency operations.

B. Finance Director

1. Maintain records of expenditures and resource usage to support reimbursements and adjustments. Assist with the resolution of claims and accounting for resources expended during the emergency.

C. Personnel

1. Review this and other plans and be prepared to implement them.
2. Establish a location for a Joint Information Center (JIC).
3. Gather accurate information from the Operations and Planning Groups.
4. Assist with recording keeping of City personnel hours and assignments.

AUXILIARY OPERATIONS MEMBERS

A. Animal Control

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Advise the Policy Group in reference to animal control issues.
3. Plan and prepare for the control of pets and livestock during disaster situations.
4. Consult with Environmental Health in regards to health issues and domesticated animals.

B. Damage Assessment Officer

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Be prepared to provide engineering expertise regarding emergency shelter safety and habitability.
3. Plan and coordinate inspection of critical facilities within the City.
4. Plan and coordinate the inspection of all damaged buildings within the City.
5. Provide data to all coordination groups as to the status of critical facilities.
6. Become familiar with the Damage Assessment procedures detailed in the State of Utah Natural Disaster Plan, Annexes N and O.

C. Community Development

1. Review this and other Emergency Operations Plans.
2. Be prepared to assist with damage assessment teams and information.
3. Assist with mapping.

D. Transportation Coordinator

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Establish a mass transit vehicle resource inventory.
3. Plan to manage the transportation resources required for large population movements.
4. In conjunction with the Resources Coordinator, plan for possible transport augmentation of vehicles bearing food and essential commodities within the county.

E. Treasurer

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group as needed.
3. Identify City treasurer resources and responsibilities in the City.

F. Utilities/Public Works

1. Advise and coordinate with Emergency Services Coordinator.
2. Maintain contact and coordinate with Utah Power, Questar, U.S. West Communications and other municipally owned electric utilities.
3. Have available the respective telephone numbers and key contact personnel with utilities.
4. Establish communication link with other utilities through Ogden and Salt Lake City Dispatch Centers of Utah Power or Questar.
5. Identify priority areas of service and critical utility needs under the EOP plan.
6. Restore utility service by priority in conjunction with Emergency Management Coordinator.

G. Volunteer Agencies

1. Review this and other EOP's and be prepared to support all emergency response and recovery activities.
2. The American Red Cross will be the chief point of contact for all requests and dispatch of volunteer help.
3. Establish liaison with local church, private and governmental relief and welfare organizations.
4. Requests for volunteers will only come to the Red Cross through the Manpower Coordinator.
5. All organized volunteer groups such as Search and Rescue, EMT Associations, First Responders, ARES, etc. will follow pre-established SOP's.

CLEARFIELD CITY EMERGENCY INTERIM SUCCESSOR LIST

City Attorney	Brian Brower
City Emergency Manager	Rich Fisher
City Manager	Adam Lenhard
Assistant City Manager	JJ Allen
Community Development	Scott Hodge
City Mayor	Mark Shepherd
Council Members	Mike LeBaron Kent Bush Keri Benson Ron Jones Bruce Young
Communications/Dispatch Supervisor	Wendy Brimhall
Davis County Emergency Services Coordinator	Ellis Bruch
Information Systems	Rich Knapp
Justice Court Supervisor	Kodi Nelson
Personnel	Summer Palmer
Police Department	Greg Krusi
Public Works Director/Manager	Scott Hodge
City Recorder	Nancy Dean
State Division of Emergency Services	Kimberly Giles
Treasurer: Rich Knapp	Rich Knapp
Davis County Animal Control	Clint Thacker

Find Phone Numbers in Part V at the end of this plan – they are not for general distribution

Functional Responsibility Checklist/Overview

FUNCTIONS	Function Description	EOC	Emer Mgt	IC	Law	Fire	PW	Red Cross	PIO/ Warn	Finance
Direction and Control	Overall Incident Commander				1					
	Unified Command Member				1	1	1			
	Outer Perimeter Determination			1						
	Incident Wide Coordination			1						
	Order Incident Site Evacuation (see ESF 1)			1						
	Order Area Evacuation			1						
Warning and PIO	Public Warning and Notification	3	2						1	
	Emergency Public Information	3	2						1	
Firefighting	Firefighting					1				
	Rescue Victims					1				
Urban Search and Rescue	Collapsed Structure Response					1				
	Dive Team				1					
Medical	Medical Sector Command					1				
	Incident Site Emergency Medical Aid					1				
	Incident Site Monitoring/Surveillance									
	Triage (mass)					1				
	Transportation (Patient Movement)					1				
	Patient/Victim Administrative Support					1				
	General Medicines and Medical Supplies									2
	Agent Specific Antidote/Medicines									
	Biological Treatment									
	Patient Medical Treatment						1			
	Victim Identification and Processing					2	1			
	Remains Collection and Storage					1				
	Isolation / Quarantine orders					2				
Information and Planning	Info. Collection, Analysis, and Reporting	2	1							
	Dissemination of Weather Information	2	1							
	Geographic Information System (GIS)	2	1							
Hazardous Materials	WMD agent ID and preliminary actions:									
	Chemical					1				
	Biological					1				
	Nuclear/Radiological					1				
	High Explosive				1					
	Other									
	Determine Location of Contamination									
	Establish Hot, Warm, and Cold Zones					1				
	Decontamination – Mass					1				
	Decontamination – Victim (Incident Site)					1				
	Decontamination – victim (Hospital)					1				
Decontamination – Responder					1					
Security and	Event Site Access and Egress Control				1					

FUNCTIONS	Function Description	EOC	Emer Mgt	IC	Law	Fire	PW	Red Cross	PIO/Warn	Finance
Safety	Crime Scene Security and Investigation				1					
	Responder Hazard Exposure Protection			1						
	Implement Area Evacuation		2	1						
	Forensics				1					
	Traffic Control				1		2			
	Crowd Control				1					
	Quarantine Management				2					
Communications	Incident Site Security				1					
	Primary Communications Source		1							
	Backup to Communications Source		1							
	Incident Wide Communications		2	1						
Resource Support	Amateur Radio		1							
	Resource Inventory	2		1						
	Obtain & Distribute Supplies	2	1							
Transportation	Resource Accountability			1						3
	Transportation Shut-down		1		2					
	Identify Transportation Needs			1						
	Resume Transportation Services		1							
Mass Care	Coordinate Additional Transportation	2	1							
	Immediate Post Incident Shelter, Food, Water, and Hygiene			1				2		
	Long Term Post Incident Shelter, Food, Clothing, Water, and Hygiene	2						1		3
Infrastructure Restoration	Medical Monitoring									
	Critical Services/Facilities Shut-down	2	1							
	Structural Damage Assessment						1			
	Emergency Demolition						1			
	Debris Removal	1					2			3
Food	Restoration of Critical Public Services		1				2			
	Identify/Isolate Contaminated Food Sources									
	Decontaminate/Destroy Contaminated Food Supplies									

ACTION CHECKLIST FOR DISASTER

Initiate Actions – When Notification of Disaster is received

- Call Emergency Services (801-525-2806)
- Call Emergency Services Manager
- Call City Manager
- Call City Mayor
- Under direction of the City Manager, Chief of Police, or Emergency Services Manager proceed through checklist to adequately cover the situation.
- Activate the Emergency Operations Center (EOC) as necessary (refer to telephone list).
- Determine who on the emergency staff will be needed (refer to telephone list).
- Brief the emergency staff and assign duties.
- Call employees who may be needed (refer to telephone list).

- Notify Davis County Emergency Services (801-451-4100)
- Alert the following as necessary:
 - Radio Stations
 - Fire Departments
 - Schools
 - Hospitals
 - County Health Department
 - Red Cross
 - Highway Patrol
 - Phone Companies
 - Natural Gas Companies
 - Electric Supply Companies
 - 211 (United Way Operators)
 - ARES
 - City Watch
- Call volunteer personnel as needed.
- In case of flood, initiate protective measures.
- Initiate damage assessment.
- Establish a Joint Information Center (JIC) to provide directions and information.
- Establish priorities for the best use of resources and manpower.
- Set up communication system throughout the City.
- Have other cities been notified of the emergency?
- Is contact being maintained with the weather service?
- Establish a volunteer manager and volunteer reception area.
- Set-up identification and accountability process for persons entering the EOC and disaster sites.
- Has government equipment been moved out of danger and ready for use?
- Should mutual aid agreements be implemented?
- Will curfew be necessary to prevent looting?

WARNING OF RESIDENTS

- Should disaster warning or evacuation alert be issued to the residents?
- Determine area to be warned or alerted.
- Does the Police Department need assistance with the dissemination of warnings?

EVACUATION (SEE ESF 1) OF RESIDENTS

- Should evacuation be undertaken?
- If evacuation is necessary, what area is involved?
- Does the Police Department need assistance to effect evacuation?
- Are roads and bridges being inspected for safety of travel?
- Have road blocks, warning and detour signs been set up where roads are dangerous or impassable?
- Traffic control set up in and around evacuation area?
- Evacuation of resident's checkpoints:
 - Establish evacuee reception centers.
 - Notify the Red Cross with reception center locations, needs.

- Coordinate possible shelter locations with Red Cross.
- Establish safe evacuation routes as necessary.
- Provide instructions to evacuees.
- Traffic control set up.
 - In and out of area being evacuated?
 - In shelter area.
- Transportation (see ESF 1) for homebound residents.
- Evacuee logs at shelters
- Are sufficient food, water, first-aid, beds and other supplies available in shelters?
- Are mass-feeding arrangements set up?
- Law enforcement security set up in shelters?
- Fire control in shelter area arranged?
- Are medical services available to shelters?
- Is movement and storage of household effects arranged?
- Have instructions been issued on what to do with livestock and pets?
- Arrangements made for notification when evacuation is complete?
- Are search and rescue operations underway for stranded or trapped people?
- Is equipment and manpower available for rescue of stranded or trapped victims?
- Has property protection control been established in the evacuated area?
- Has law enforcement security been established in the evacuated area to prevent looting and to control spectators?

DISASTER ON-SITE ACTIVITIES

- Determine the identity of the Incident Commander(s).
- Are communications established between disaster site and EOC?
- Traffic control set up in and around disaster area?
- Are tests being conducted for possible chemical or radiological contamination due to the disaster?
- Are food, water, warm clothing, first-aid, temporary shelter, and sanitary facilities available to rescue workers?
- Are portable floodlights and lighting equipment, flashlights, and other equipment available for night rescue operations?
- Has law enforcement security been established to prevent looting and to control spectators?
- Is fire control established at the disaster site?

COMMUNICATIONS (SEE ESF 2)

- What communications are available and is more needed?
- Activate ARES as needed.
- Have certain telephone lines in the EOC reserved for outgoing calls, only to avoid incoming calls flooding all lines; arrange with telephone company.
- Is there a representative from the phone companies on duty in the EOC to assist?
- Should the Emergency Siren system be activated?
- Is emergency power available for the Siren system?
- Should the Emergency Alert System (EAS) be activated or City radio station announce the event?
- Is emergency power available for the radio station?
- Is there direct communications or telephone line from the EOC to the EAS station?
- Are cellular and satellite phones available?

HEALTH AND MEDICAL

- Are medical and health teams organized and functioning?
- Have priorities been established for health and medical services?
- What is status of health, medical and first-aid supplies?
- Is sufficient assistance available to the coroner?
- Has a temporary morgue been set up if needed?
- Are proper records being maintained on the victims?
- Is water being tested for contamination and potability?
- What is the availability of potable water?
- Should available bulk water tankers be filled for possible use?

- () If needed, is potable water being obtained?
- () Is disaster area being surveyed for health hazards and sanitation?
- () Will immunizations/medications be required?
- () Are immunization supplies and equipment available?
- () Have identification experts been requested for identification of dead? Call State EOC. (Refer to phone list.)
- () Have suitable arrangements been made for assembly of next-of-kin who are to identify the decedents?
- () Are clergy available at the temporary morgue to provide assistance to relatives identifying the deceased?
- () If large number of fatalities, are there sufficient body bags and embalming fluid available?
- () Is refrigerated storage of unidentified bodies and human remains available?
- () Is auxiliary power available to mortuaries in order to operate embalming machines?
- () Are private water systems (wells) and sewage systems (cesspools) being inspected by the health department.
- () Determine who will bear costs for processing of unclaimed deceased persons.

PUBLIC INFORMATION

- () Notify news media that PIO is official spokesperson.
- () Establish a JIC for release of public information.
- () Does PIO have contact with news media?
- () Have PIO establish a Disaster Inquiry Center.
- () Should the event receive national attention, a special use area for VIP and national news media should be established. This area should have desks, telephones, power, food and water. News releases will need to be prepared by 4:00 a.m. for broadcast on Eastern Time zone by national news media.

MISSING PERSONS

- () Has a missing persons procedure been set up and someone assigned to handle?
- () Are accurate lists of missing persons being publicized via local news media (radio, TV and newspapers)?
- () Should a computer be utilized for missing person reports, and if so, is one available?
- () Does the missing person(s) justify activation of the AMBER Alert System?

UTILITIES

- () Have any utilities been damaged?
- () Should any utilities be shut off: electricity, gas or water?
- () Any sewage problems?
- () What is potential for disruption of electricity, gas, water or sewer?
- () If a utility is out, when will it be repaired or an alternate source available?

The following are checkpoints that apply to specific disaster situations and are in addition to the previous applicable checkpoints listed above:

RADIOLOGICAL/CHEMICAL ACCIDENT ADDITIONAL CHECK POINTS

Remember!

Immediate responsibility for safeguards relating to radioactive materials belongs to the person who has legal possession of the material. If an incident occurs, that person is responsible for prompt action to minimize radiation exposure to the general public and for control and recovery of the materials.

Special Points to Check:

- () Has the affected area been isolated?
- () Is traffic being detoured around affected area?
- () If evacuation of residents and livestock is necessary, has it been cleared for at least 1,500 yards?
- () Is sufficient security established to keep out spectators?
- () Are fires being fought by keeping upwind?
- () Have rescue personnel been instructed not to open, examine or attempt to clean up any debris?

ESF 1

TRANSPORTATION & EVACUATION

Primary Department: Police Department

Supporting Departments: Fire
Public Works
UTA
Davis School District

I. Authority

See Basic Plan

II. Purpose

The purpose of Emergency Support Function 1 is to coordinate the transportation of people and equipment in response to a disaster, and to provide guidance in the event that an area of the population needs to shelter-in-place or evacuate. This information is applicable to small and large-scale disasters. When a Federal Disaster Declaration is signed, the provision of the Federal Emergency Support Function 1 will be fully implemented. Transportation planning will be directed toward satisfying the requirements of moving equipment and personnel to accomplish their assigned disaster missions. Any disaster occurring in Clearfield City can result in a life-threatening situation. Often, the immediate actions taken by responding emergency personnel and decision-makers will result in the saving of many lives and a great reduction in property damage. Life-threatening situations must be handled in either one of three ways: 1) the hazard must be contained or removed from the vicinity of a population, 2) sheltering in place must be initiated, or, 3) the affected population must be evacuated from the hazard area.

III. Situation and Assumptions

Situation

Disasters result in an influx of personnel and equipment responding to the disaster site. It often also results in people either trying to get to the site to sightsee or volunteer, or people trying to leave the disaster area. Disasters may also result in the release of hazardous materials, or exposure to hazards. In most cases, containment of the hazard and an occasional need to shelter in place will be adequate. However, in some severe cases, it will be necessary to evacuate the population of a given area for their protection from the hazard. Generally this evacuation will be a small-scale movement of people living within a few blocks of the affected area. However, in the event of a major disaster, it may be necessary to evacuate thousands of people or the entire city. The primary objective of an evacuation will be the orderly and safe movement of people from the disaster area prior to or immediately after the event, if the situation warrants such action. Full coordination of all aspects of any evacuation operation is essential to ensure its success.

Assumptions

1. The roadways may sustain damage and will restrict the accessibility of responders.
2. Disaster responses are difficult to coordinate during the immediate post disaster period.
3. Gradual clearing of access routes will allow a sustained flow of emergency relief.
4. It may be difficult to deliver an order to shelter-in-place or evacuate to affected residents.
5. Evacuation is a very labor intensive, time consuming process.
6. During an evacuation, citizens may be exposed to hazardous materials and situations.
7. Evacuations require a response from the American Red Cross for possible sheltering and mass care needs.

IV. Concept of Operations

A. Transportation

During disasters, it is important to establish transportation routes to maximize response of personnel and equipment. It may also be necessary to open routes that may be closed or cluttered. A high emphasis must be maintained in this effort for the overall benefit of response. In order to assure that responders can reach disaster areas, law enforcement and public works officials shall:

1. Designate response routes as may be necessary.
2. Clear roadways of debris.
3. Establish roadways around barriers.
4. Limit civilian traffic as needed.
5. Coordinate with State of Utah Department of Transportation (UDOT).
6. Coordinate with Utah Transit Authority (UTA) for bus use and routing.
7. Coordinate with Davis School District for use of buses and trucks.

B. Evacuation

Incident commanders are usually the first to determine that an evacuation is necessary. If the evacuation is small in nature, they may order the evacuation by any means necessary, using law enforcement officers to affect the order. In these situations, it is the responsibility of the incident commander to notify the Red Cross for possible sheltering and food needs and to take care of other concerns relating to the evacuation within their command structure.

However, a decision for mass evacuation due to a disaster or emergency should be made by the Mayor and City Council. In order to assure the orderly and safe movement of evacuees, Clearfield City shall provide:

1. Evacuation routes with emergency signs, traffic control devices, and barricades around the unsafe areas.
2. Emergency transportation as needed during the evacuation and return period with special provisions for handicapped and injured persons. In addition, in accordance with County and State authorization, provisions shall be made for wrong-side roadway travel to double capacity.
3. Coordination with Red Cross for facilities that may serve as temporary shelters (refer to ESF 6).
4. Coordination with the Red Cross for food provisions that will sustain evacuees during crisis period (refer to ESF 6).
5. Emergency medical services to all injured evacuees in the disaster area as well as along evacuation routes and within shelters.
6. Coordination with other volunteer organizations such as churches and other public service organizations.

Events that could result in mass evacuations in the City would include accidents involving hazardous materials, terrorist attacks involving chemicals, biological agents or “dirty bombs”, or even the remote possibility of a nuclear attack on the United States. The city population stands at 29,001. Any evacuation of significant numbers to areas outside of Clearfield City would be a daunting task.

V. **Functional Responsibilities**

A. Mayor, City Manager, City Council

1. Ensure county resources are available to open and maintain transportation routes.
2. Once the evacuation order has been given, monitor its progress and keep the public informed as the situation develops.
3. Brief key officials and department heads as the situation develops.
4. Establish public information policy and direct the Public Information Officer (PIO) to provide information to the public as to limited and open transportation routes, the best evacuation routes and shelters.

B. Emergency Services Manager

1. Request department directors and emergency personnel carry out their assignment in regards to transportation, evacuations, and implement their SOP's.
2. If appropriate, establish satellite EOC in the City.

3. Direct the PIO to prepare news releases for radio, television, and newspapers (see ESF 2).
 4. Oversee alert and notification procedures.
 5. With advice from appropriate advisors, determine when it is safe to open transportation routes.
 6. With advice from appropriate advisors, determine when it is safe for residents to return.
- C. City Attorney
1. Provide legal support for City Executive, Emergency Management Manager and EOC personnel for decisions regarding transportation and evacuation.
- D. Public Information Officer
1. Prepare information referencing transportation issues, sheltering-in-place and evacuation as needed for print and release to all media.
 2. Prepare and disseminate appropriate information in languages other than English as predetermined to inform all residents of the county.
 3. Notify all special populations through special efforts such as call down lists or other predetermined warning methods.
- E. Communications Coordinator
1. Assign communications personnel to each evacuation, feeding and emergency medical center.
 2. Provide the communications required for personnel directing traffic and evacuation routes.
 3. Provide the communications required to control the return of evacuees to their places of residence.
- F. Police Department
1. In conjunction with DOT, UHP and Incident Commanders, establish necessary limited transportation routes.
 2. In conjunction with DOT, UHP and Incident Commanders, determine traffic flow routes for mass evacuation.
 3. In conjunction with the Emergency Services Manager and the Red Cross, determine where evacuation shelters will be established.
 4. Assign personnel to traffic control points to maintain a smooth flow of traffic.
 5. Assist other law enforcement agencies with security in evacuation areas.
 6. Establish law enforcement support and security at the disaster site and other places where looting or crowd control may be a problem.
 7. Establish relief and shift schedules for law enforcement personnel. Mobilize auxiliary forces and make assignments if necessary.
 8. Insure that an emergency power generator is available.
 9. Notify residents of warnings or possible effect of the disaster.
- G. Fire Official
1. Ensure personnel are aware of established limited transportation routes.
 2. Designate fire personnel and equipment at each evacuation center, feeding facility and the EOC.
 3. Transport patients as needed during evacuation proceedings.
- H. Treasurer
1. Secure City treasury records.
- I. Transportation Officer
1. Maintain an inventory and call list of mass transit resources, such as school buses, to provide a source for those not having transportation.
 2. Coordinate with UTA in designating open traffic routes.
 3. Alert and mobilize mass transportation resources to assist in evacuation of disaster area if required.
 4. Provide appropriate transportation for the return of the relocated to their residence.

5. Arrange for trucking assistance for equipment response as needed.
6. Assist with the transportation of food and life-support supplies to disaster sites and shelters.

J. Personnel

1. Secure City personnel records.

K. Finance

1. Chief advisor to the Mayor and City Council and Emergency Services Manager on purchase agreements and procurement during the evacuation period.

L. Public Works

1. Provide resources and personnel to open roadways and clear debris.
2. Prepare procedures and resources for supporting traffic control during the evacuation.
3. Deploy road signs and barricades for control traffic and for evacuation routes.
4. Erect traffic route direction signs and roadblocks as the situation warrants.
5. Support the law enforcement effort by keeping roads, bridges, etc., open and free of obstruction. If necessary, provide stranded vehicle tow and repair.
6. Help to provide emergency water supplies if requested.

M. Shelter Systems Officer/Red Cross

1. Organize and manage the sheltering and feeding of evacuees as established in EFS 6.

N. Aging Services

1. Provide information to the transportation officer of those needing assistance with evacuation or other needs.
2. Prioritize the above-mentioned needs.
3. Coordinate the evacuation with the Transportation Officer.
4. Maintain an accountability list of those assisted.

VI. Appendix and Attachments

Appendix 1 Traffic Control for Mass Evacuation
Attachment 1 Evacuation Resources

APPENDIX 1

TRAFFIC CONTROL FOR MASS EVACUATION

I. TRAFFIC FLOW DURING MASS POPULATION EVACUATION

A. General Traffic Flow

1. All of the evacuees assigned to northern evacuation areas as established in the Davis County Emergency Plan will travel north on I-15. They will receive specific directions based on the location of receiving areas.
2. Traffic control stations, rest areas and roadblocks will be established to control traffic flow and handle emergencies.
3. Unplanned northbound and other intra-county traffic should be kept off the routes described above and diverted to other routes until the evacuees have reached their host destinations.

B. Traffic Operations

1. The Clearfield City EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county.
2. Traffic control stations will be established as established in the Davis County Emergency Plan and manned by law enforcement personnel. City Public Works and the Department of Transportation District 1 will erect the appropriate directional signs, barricades and roadblocks to channel the evacuees to their destinations and to prevent unplanned vehicles from impeding evacuee traffic flow.
3. Assistance to stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.

C. Contra-Flow Traffic

1. Contra-flow traffic authorization will be granted by the Utah Department of Transportation (UDOT).

Attachment 1

EVACUATION RESOURCES

(August 2007)

A. Davis School District Buses
402-7500

1. # Available: _____ Average Capacity: _____

B. Utah Transit Authority:

South Area: Trax: 562-1229 Bus: 287-4650 Police: 287-3937
North Area: Bus: 626-1222, 287-4650 Police: 287-3937

1. # Available: _____ Average Capacity: _____

C. Aging Services

Lewis Garrett: 944-5609 3351 712-9666
Sally Kershnik 943-7476 3316 910-7292

1. # Vans: _____ Average Capacity: _____

ESF 2

COMMUNICATIONS, WARNING, EMERGENCY PUBLIC INFORMATION

Primary Department: Police Department

Supporting Departments: Dispatch
PIO's
ARES

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for communications, warnings, and public information during a disaster of any kind.

III. Situations and Assumptions

- This ESF applies primarily to large-scale emergency and disaster events that would result in a need for providing timely and useful information to the public in reference to the event, thus requiring maximum coordination and efficient use of communication resources.
- The event would necessitate that the EOC is activated to some degree.
- The Joint Information Center (JIC) will be activated to coordinate messages released to the general public through the media.
- The incident may require use of existing mutual aid agreements.
- There will be access to local media resources.
- The disaster will disrupt the continuity of normal operations in Clearfield City.

IV. Concept of Operations

2) Assigned personnel within their departments perform everyday PIO assignments. In the event of a disaster or extraordinary event resulting in a need for coordinated information dissemination, the EOC should be activated to the level necessary. The information officer in the Policy Group shall appoint a PIO within the City as the lead person for coordinating all responsibilities in the Joint Information Center (JIC), including coordinate and assign responsibilities to other PIO's, and establishing a location for the JIC.

3) The communications officer within the Operations Group shall have the responsibility of assuring the functionality of emergency communications equipment. This officer will assign personnel to staff all necessary communications positions in the dispatch center and EOC, working with and utilizing ARES members as necessary.

A. TELEPHONE

1. Normal communications will be by telephone throughout the crisis period. All mass care facilities, feeding facilities and other disaster recovery offices will establish telephone answering and communicating procedures.
2. The volume of telephone traffic will be heavy at certain local points, such as the EOC, and it may overload the normal system. Augmented manning, additional lines and telephone equipment may be required.

B. RADIO

1. Radio communications is the primary source of communications by emergency responders. Amateur radio is a backup for the 800 MHz radios and the telephones.
2. Radio augmentation will be required at all disaster relief centers and will be vital to coordinate all activities.

C. OPERATIONS

1. The Communications Coordinator at the City EOC will coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. EOC phone numbers are found in Part V, Attachment 1.
3. Activation, manning and operation of the emergency communications system will be centered in the Dispatch Center. Volunteer ARES Radio personnel will be in vicinity of the EOC. Twenty-four hour communications coverage is provided at City Hall.
4. Communications coordination with the County and State EOC's may be done by commercial telephone, radio or through the NAWAS system.
5. Commercial telephone exists between the Clearfield City Emergency Operating Center (EOC), the National Weather Service (NWS), the City Police, and the radio and TV stations serving the Clearfield City Area. EAS is available by Remote Pickup Radio (RPU) from Clearfield City EOC to KSL Radio and KALL Radio in Salt Lake City, Utah.
6. In the event that telephone communications are lost with the Clearfield City EOC or communications assistance is otherwise needed, 800 MHz radio and amateur radio will provide coverage as needed.

V. Warnings

A. Introduction

Warnings will be given to the public via appropriate means. This may include using the Clearfield Emergency Warning System (sirens and City's AM radio station) and the Alert and Notification System, AM/FM radio, television, public address systems and mobile sirens. A localized community system for neighbors warning a neighbor is also a vital means for disseminating warning. Clearfield City should develop such systems within neighborhoods.

B. Operations

1. Signals

At the present time, the only established system to give broad scale warnings to communities is via the Clearfield Emergency Warning System (made up of the Siren system and Clearfield AM Radio Station (1680 AM)), and the Emergency Alert System (EAS) and the Alert and Notification Systems at Davis County Sheriff's Office and Layton Police Department. Another more efficient system is a telephone alert and notification system that would allow messaging to residents via telephones.

2. Distribution of warnings

Upon need to provide warnings or information to any part of the population, the PIO will be tasked with designing appropriate messaging if time exists. In situations when time is of an essence and no PIO is immediately available, any law enforcement or fire official may present an appropriate message.

a. Emergency Alert System

KSL is the Local Primary broadcast station for the Wasatch Front. Alerts and warnings can be made direct to them via telephone, can be made via an encoder or can be made through the State EOC. Clearfield City Dispatch does not currently have encoder capabilities. The specific procedure for activating the EAS with a message is in Appendix 1.

b. Law Enforcement/Fire

Warnings may be appropriately channeled to part or all of the law enforcement and/or fire department. In these cases, notification would be made via telephone, 800 MHz radio or other method. Call lists are found in Appendix B of Annex A.

c. Alert & Notification System

Warning alerts and notifications can be distributed to specific geographic areas or to specific group(s) of persons using the City Watch or by established "call lists" via telephone, pager or email.

d. City EOC's/Disaster situations

In the case of mass disaster, radio and television systems may be non-functional. Warnings from the City would be sent to the city EOC's via 800 MHz or amateur radio for dissemination to the public.

e. City AM Advisory Radio Station

Clearfield City's advisory radio station (1680 AM) is to provide public service broadcasting time, sensitive and critical emergency notices, non-emergency public affairs, and event announcements.

f. City Emergency Siren System

Clearfield City's Emergency Siren System is meant to be used to notify the public outdoors to go indoors and tune radios to the City's Radio Station on 1680 AM for further information.

V. EMERGENCY PUBLIC INFORMATION

A. Responsibility

1. The primary responsibility for the release of public information and for issuing instructions to the public rests with the Chief of Police. He may delegate to the Public Information Officers the tasks of coordinating releases of information, providing prepared news releases to the media and distributing instructions to the public relative to the crisis situation.
2. Any individual who desires to release any official public information will submit the release to the Police Chief or to the Public Information Officer for approval.
3. Any information released by other persons will not be considered official. The news media will be so informed.
4. Any person, department, or agency releasing information to the public without clearance must bear the responsibility for any legal repercussions resulting from the release.

B. Operations

1. The Public Information Officer will maintain a record of all releases to the public to include:
 - a. Name, address, and phone number of the initiator.
 - b. Text of release.
 - c. Substantiating records.
 - d. Date and time received.
 - e. Date and time released.
 - f. How and to whom the releases were issued.
2. Upon receipt of information for release:
 - a. Verify the authenticity of the information contained in the release.
 - b. Verify that a duplicate release has not been made.
 - c. Prepare the release in accepted journalistic form.
 - d. Determine if the information is in public interest and will not create undesired fear, anguish, or adverse response. However, releases will not be withheld merely to avoid political embarrassment, should the situation so warrant.
 - e. Releases will be disseminated fairly and impartially to the news media and their on-site representatives.
 - f. Copies of all releases will be provided to the News Media Center.
3. Establishment of a Joint Information Center (JIC)
 - a. The JIC Director will establish and support a central location for the news media in accordance with the situation at hand.
 - b. The JIC Director will coordinate all news releases with the Public Information Officer in the Policy Group.
 - c. The name, phone number and location of the Public Information Officer will be made available to all news media representatives.
 - d. A briefing and news release schedule will be set up and adhered to where possible.
 - e. Full and impartial treatment will be accorded all news media personnel.

4. When emergency response actions are taken or when a disaster situation appears likely, the Emergency Public Information Packages should be distributed.
 - a. Camera ready copies should be repositioned at all media outlets.
 - b. The PIO will instruct the media when to release them.
 - c. Use television and radio broadcast stations to instruct the public on what they can expect and what they should do as the crisis develops.

C. Radio Amateur Sources

Amateur Radio resources should be utilized to augment communication at the EOC.

In the events that the Federal Communication Commission (FCC) prohibits all radio amateur volunteers from using the radio, the Radio Amateur Civil Emergency Service (RACES) would be called to assist. Members of RACES reside in Davis County.

A current list of RACES members in Davis County is in the possession of the Davis County Emergency Services Coordinator and on file with the Davis County Sheriff's Dispatch Center. Clearfield City will follow the Davis County EmComm plan; 21 Feb. '07; Davis County EmComm Plan

Frequencies:

Primary simplex frequency is **147.420 S** (pl. tone 123.0 for quiet continuous monitoring only. Tone will be activated by NCS for alert), is linked to the **449.925- Primary ARES repeater**. (A pl. tone of 100.0 is listed but not implemented at this time.)

The Davis County clubs' **147.040+ repeater** w/ a pl. tone of 123.0 (can be referred to as the *Secondary VHF repeater* or "*Island VHF*")

The *Secondary simplex frequency* is **145.570 S**.

Tertiary simplex is **145.750 S**.

447.20- repeater w/ pl. of 127.3 as the *secondary UHF repeater* or "*Island UHF*".

Also the **EOC intercom freq.** is **449.300- pl. 100**

North Davis County **CSERG** has the **145.770 S** frequency allocated, linked to the **448.825** – repeater w a pl of 123.0.

ERS LDS net is on **147.440 S**.

Packet frequency is **145.070** and a wide area digi is DAV. Packet stations will be on air as needed, inquire on Primary ARES s/repeater. Airmail is available at K7DAV-10.

Four EOC's are **HF** capable, Clearfield City ECC (CSERG), Davis County Sheriff's Office (K7DAV), Layton EOC, the War Wagon (K7DAV) and West Point. Inquire on net.

IRLP is **449.950** – pl. tone of 123.0. B then 0. B then node #. B then 73.

Agencies:

Lakeview Hospital 630 E. Medical Drive Bountiful- cross street is 500 S in Bountiful, drive E to 650 E and N ½ mi.
 HCA medical warehouse- 1120 W. Sportsplex Dr. Kaysville -cross street is 200 N. Kaysville drive W to North Kaysville Drive (just past the tracks), turn W on West Sportsplex Drive go for 1 block.
 Davis North Hospital- 1600 W. Antelope Drive – cross street is Antelope Drive then 2 blocks west of the freeway.

Most all city EOC's and agencies have their own gear installed.

Staging areas for mutual aid groups coming from outside of the county:

From the south: Wasatch Elementary School (South East Parking lot) 270 E. Center Street Clearfield. 41*06.785' N-112*01.260' W

Exit I-15 (Exit # 334, SR 193). Turn left and proceed west to State Street (SR-126). Turn Right and proceed to Center Street then turn Right. Proceed east bound .2 miles and turn right into the East parking lot of Wasatch Elementary School. Go to the South side of the parking lot.

From the North: Wasatch Elementary School (S.E. parking) 270 E. Center Street Clearfield. 41*06.785' N-112*01.260' W

Turn off of I-15 Exit 335 (Clearfield/Sunset, 650 North Street). At the end of the ramp turn Right and very soon at the light (Main Street) proceed .6 of a mile to 2nd light (Center Street). Turn Left and @ .2 mile turn Right into the East parking lot of Wasatch Elementary. Go to South side of lot.

Emcomm operations will be done on VHF via a directed net on the primary simplex (w/ linked repeater) or the Island VHF repeater. A hand held with batteries for two or three days with a gain antenna is essential. Staging will be done on 145.750 simplex. Contact the staging NCS when you are in route. All volunteers are expected to be totally self-sufficient for the time during mutual aid including power, food, shelter and adequate clothing.

D. 211 operators can assist in the event of an emergency by providing and collecting information.

VI. Attachments

- Attachment 1 EOC Phone Extensions
- Attachment 2 Dispatch Centers and Radio Resources

- Appendix 1 EAS Activation Procedure
- Appendix 2 Mass Evacuation (see ESF 1) Communications Procedures

See Also:

Annex E – Emergency Siren

Annex F – AM Radio Station

Attachment 1

EOC Phone Numbers – Desk extension numbers

Find Phone Numbers in Part V at the end of this plan – they are not for general distribution

Policy Group

<u>Attorney/PIO</u>	<u>2771</u>
<u>City Recorder</u>	<u>2714</u>
<u>Mayor</u>	<u>801-540-0348</u>
<u>City Manager</u>	<u>2711</u>
<u>Emer. Ser. Mgr.</u>	<u>2744</u>
<u>Fire</u>	<u>2856</u>
<u>Community Services</u>	<u>2793</u>
<u>Public Works</u>	<u>4430</u>
<u>Police Chief</u>	<u>2801</u>

Coordination Group

Operations:

<u>Emergency Services</u>	<u>2733</u>
<u>Dispatch</u>	<u>2806 (9-1-1 Center)</u>
<u>Fire</u>	<u>2856</u>
<u>Public Works</u>	<u>4430</u>
<u>Assistant Police Chief</u>	<u>2802</u>
<u>Finance:</u>	<u>2720</u>
<u>Personnel:</u>	<u>2741</u>
<u>Logistics: (Red Cross)</u>	<u>801-625-0853</u>
<u>Planning:</u>	<u>2785</u>

Attachment 2

Dispatch Centers and Radio Resources

1. Clearfield City Police Department
801-525-2800
2. Bountiful City Dispatch
801-298-6000
3. Clearfield City Dispatch
801-525-2806
4. Layton City Dispatch
801-479-8300
5. Davis County Sheriff's Office
801-451-4150
801-451-4151
801-451-4152
801-451-4153
801-451-4154
801-451-4250
801-451-4141
5. Amateur Radio Emergency Services

Tim Seeley
H: 544-7928
M: 628-7929

Gary Johnson
H: 292-1212
M: 330-7870

Rich Fisher
H: 773-9312
W: 698-3104

APPENDIX 1

Emergency Alert System (EAS) Activation Procedure

Only persons pre-authorized by the Police Chief may activate the EAS. KSL keeps that list on file and is updated as needed by the Emergency Services Manager.

1. Create a message or instruction to be broadcast.
2. Call KSL at 801-575-6397 (night) 801-575-7630 (day)
3. Use the following format upon calling KSL:

“This is _____ from Clearfield City Police Department. I request that the Emergency Alert System be activated for the State of Utah because of (the type of emergency situation at hand).”

4. Then provide the following information:
 - a. Who the requesting official is.
 - b. Given your authentication number. (1G0_#)
 - c. Whether the message is for immediate or delayed broadcast.
 - d. The area of the State that is involved.
 - e. Describe the nature of the emergency.
 - f. Actions being taken.
 - g. The message or instructions to the public.

MASS EVACUATION COMMUNICATIONS PROCEDURES

A. Population Evacuation (see ESF 1)

1. When mass evacuation is contemplated, the Communications Coordinator will:
 - a. Establish twenty-four (24) hour supervisory communications coverage in the Clearfield City EOC.
 - b. Notify all dispatch centers listed in Attachment 2 of this ESF to alert their forces and be prepared for duty at traffic control locations as required.
 - c. Contact Police Department supervisory personnel to respond to the Police Department for evacuation briefing.
 - d. Call in the ARES command group to respond to the Police Department for evacuation briefing.
 - e. Pre-assign radio channels for deputies/officers/dispatchers.
2. When Population Evacuation officially begins:
 - a. Notify all City departments and radio units.
 - b. Support the Chief of Police and other agencies as required by providing radio communications between all traffic control points and the City EOC, as well as any other locations where radio communications are needed.
 - c. Provide the communications necessary to control the movement of the populace along the designated routes to their proper reception center locations. This would be coordinated with the Police Department, Davis County Sheriff's Office and the Highway Patrol.
3. As soon as possible, when it is determined that Population Evacuation is likely; the Emergency Public Information Package (EPI) will be distributed. This may be done by:
 - a. Repositioning camera-ready copies signed by the appropriate authorities at all the appropriate media outlets.
 - b. Instructing the media when to publish them.
 - c. Television and radio broadcasts may continually present repeated portions of the EPI package and other instructions that may be helpful to the public as the crisis develops and the evacuation progresses.

ESF 3

Public Works

Primary Department: Public Works

Supporting Departments: Police Department
Utah DOT
Parks Department

I. Authority

See Basic Plan

II. Purpose

The purpose of Public Works Emergency Support Function is to provide support for lifesaving and protecting actions following a disaster.

1. Public Works provides for mechanical and technical assistance and evaluation, construction management and inspection, some emergency contracting, debris clearance, emergency repair to roads, bridges and public facilities.
2. Included activities:
 - a. Emergency clearance of debris from the damaged areas;
 - b. Temporary construction or repair of emergency access routes which includes streets, roads, bridges, and any other facilities necessary for passage of rescue personnel;
 - c. Emergency demolition or stabilization of damaged structures and facilities designated by structural engineers as immediate hazards to the public health or safety;
 - d. Damage assessment including structural inspections;
 - e. Provide emergencies technical and operational assistance to the Police Department for the control of traffic; and
 - f. Provide and maintain an inventory of City public works equipment and its deployment status.

III. Situation and Assumptions

Situation

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

Assumptions

1. Access to the disaster areas may be dependent upon the reestablishment 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. High demand will be placed upon fleet vehicles and equipment requiring parts, along with maintenance and repair personnel to keep this equipment operational.
5. Communications with field operations will be crucial to the effective utilization of those assets.

6. 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.

IV. Concept of Operations

A. Administration

1. The Public Works Director will ensure that activities meet the demands of saving lives, as well as protecting property and the environment.
2. The Public Works Director will establish procedures to record expenditures and will keep site-specific records of equipment and personnel hours.

B. Logistics

Public Works maintains the following resource list:

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

ESF 4

FIRE/RESCUE OPERATIONS

Primary Department: North Davis Fire District

Supporting Departments: Davis County City Fire Departments
Davis County Fire Officers

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for fire protection and response. The fire protection and rescue functions in any disaster situation are generally the same as those performed by firefighting and rescue personnel in normal operations. However, in a large-scale incident, their functions will be more complex, their resources spread thin, and all operations will require a high level of coordination with other agencies and disciplines.

III. Situation and Assumptions

Almost every disaster will greatly affect the fire service. This is due to the vast nature of response provided to the community by this discipline. The fire service provides fire protection, emergency medical response, hazardous materials incident response and limited high angle rescue and urban search and rescue capabilities.

A large-scale disaster may:

- Result in extra-ordinary demands on the fire service.
- Overwhelm capabilities within the City.
- Result in destruction to response equipment.
- Require mutual aid from outside of the City.
- Disrupt the continuity of daily operations.
- Safe operations will be a priority at all times.

IV. Operations

Local Government

It shall be the duty of Clearfield City to provide adequate fire protection within the city. The initial response to an urban fire will be accomplished by the North Davis Fire District.

Mutual Aid Agreements

Support for local fire department in the performance of their duties may be provided by other fire departments in the county in accordance with existing mutual aid agreements.

V. Direction and Control

Local Government

North Davis Fire District officers shall execute direction and control of Clearfield City fires. Direction and control of joint urban firefighting operations will be in accordance with the provisions of existing mutual aid agreements using the *Incident Command System*.

State and Federal Government

Overall coordination of state and federal assets in support of, or in conjunction with local departments, is the responsibility of the County Fire Marshal within a Unified Command.

VI. Function Responsibility Checklist –Fire Official

FIRE FIGHTING

A. North Davis Fire District

1. In most cases, fire and rescue units are the first to be dispatched to an emergency situation. An immediate assessment of the scene is essential and should be accomplished upon arrival.
2. Response forces are properly trained to save lives. This shall be their first priority upon responding to the emergency.
3. Protecting property will be the next highest priority of rescue forces.
4. Fire personnel will be assigned to assess each public shelter to provide fire protection.
5. Establish fire safety regulations in each mass feeding and evacuation center and provide adequate fire extinguishers.
6. Frequently inspect all congregate housing and mass feeding facilities to maintain fire safety standards. Special care will be necessary to insure that fire exits and passageways remain clear.
7. Instruct fire guards in all facilities to conduct frequent fire drills, making occupants familiar with the fire escape pathways and exits.
8. Establish a chain of command to integrate and manage fire and rescue resources from other jurisdictions that may respond.
9. Deploy fire/rescue personnel and equipment to the location of greatest need in the event of an emergency.
10. Assist in the dissemination of warning to the public.
11. Assist in search operations, if practical.
12. Advise decision maker of the risks associated with hazardous materials, as well as the circumstances for using water, foams, dispersants, or fog for extinguishing, diluting, or neutralizing hazardous materials.
13. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.

B. Intra-County Mutual Aid

Should an urban fire situation develop in which the North Davis Fire District firefighting capabilities are not sufficient to adequately control the fire, neighboring cities or county resources may be used. This assistance may involve locating and arranging for the dispatch of additional equipment, supplies and personnel from other adjoining areas.

Fires threatening or obvious located on State or Federal lands shall be reported immediately to Interagency Fire. Fires on State and Federal Lands will be under the command of the appropriate State or Federal agency. However, local fire agencies will arrive first in many instances and will assume command until those other resources arrive with command personnel.

C. Other County Mutual Aid

Should a fire or other situation result in overwhelming fire resources within the City and needs require assistance from fire agencies outside of Davis County, Davis County Sheriff's Dispatch will request aid from adjoining counties as necessary. Those county/city dispatch centers will assign appropriate units to respond to Clearfield City. It will be necessary for Clearfield City Dispatch to assign appropriate radio channels and/or patch channels for communications between agencies.

D. State Fire Marshal Office

The role of the State Fire Marshal's Office is to assist local jurisdictions in investigation fires and their origins.

RESCUE

A. Urban Search and Rescue

Local rescue personnel shall carry out urban Search and Rescue and recovery operations as soon as practical after a disaster occurs. If a disaster situation is of such magnitude that local capabilities are not sufficient to perform the necessary activities, local, State and Federal government assistance will be requested to supplement the local resources. Davis County Sheriff's Office sponsors a Search and Rescue team.

MEDICAL

A. 1st Responders

North Davis Fire District will provide apparatus and personnel as first response to medical situation providing basic life support. In a disaster situation, these resources may not be available due to insufficient personnel and apparatus.

B. Ambulance Response

All ambulance response within the City is provided by North Davis Fire District. During a disaster, Incident Commanders must work closely with dispatch to utilize ambulances for the most seriously injured victims first. When capacities are overwhelmed within the county, assistance from outside communities will be requested through dispatch.

HAZARDOUS MATERIALS INCIDENTS

A. Clearfield City Hazardous Materials Response Plan

The Clearfield City and the North Davis Fire District follow the Davis County Hazardous Materials Plan which exists as a separate document, detailing HAZMAT response, facilities with their contact information, fire departments with apparatus and personnel information, etc. Information in this plan will only be an outline.

B. Legal

The plan was developed under authority of the Superfund Amendments & Reauthorization Act (SARA), Title III, Emergency Planning and Community Right-To-Know Act of 1986. Title III establishes emergency planning and reporting of hazardous materials and toxic chemicals, to provide knowledge and awareness to local communities of these chemicals.

C. Concept of Operations

All agencies and departments responding to hazardous materials incidents will use the Incident Command System to manage the response. The Clearfield Dispatch Center will be the primary communications center. The Incident Commander will be a fire official from the North Davis Fire District. The primary responsibility of local responders is to contain the hazardous material. The primary response for containing and controlling hazardous materials will be the North Davis Fire District. After determination that no hazard exists or that the emergency or hazard has been brought under control or removed, the county department of environmental health shall take over primary responsibility to ensure proper clean-up and disposal is completed. Any decision to evacuate will be made by the incident commander. If the evacuation is large-scale in nature, the Chief of Police and the Emergency Service Manager shall be immediately notified.

Life safety of the public and emergency responders is always top priority. Second is incident stabilization. Third is property conservation.

Each level of training for personnel responding to HAZMAT calls is detailed in the complete plan.

D. Notifications

Notify the following authorities that have jurisdiction over the incident area:

- a. Fire Department (applicable jurisdiction)
- b. Law Enforcement (applicable jurisdiction)
- c. Clearfield City Emergency Services
- d. Davis County Health Department, Division of Environmental Health
After Hours: Delane McGarvey or other on-call person
- e. State Division of Comprehensive Emergency Management, 538-3400
(Recorded message after hours will give Duty Officer's number)
- f. State Department of Environmental Health, Division of Hazardous Waste Management
801-538-6170 (8:00-5:00 M-F)
After Hours: Emergency Response: 536-4123
- g. Clearfield City Public Works
After Hours: On-call person
If spill/incident is in unincorporated area, or their services are otherwise requested

E. Hazardous Material Sites

Listed in the complete County Hazardous Materials Response Plan

VII. Attachments

Attachment 1 Davis County Fire Department Resources

Attachment 1

DAVIS COUNTY FIRE DEPARTMENT RESOURCES

1. Clinton Fire Department 2153 N. 1500 W. Clinton Phone: 801-614-0840
Personnel: 35
Radio: Zone 2-1
2. Farmington Fire Department 82 N. 100 E. Farmington Phone: 801-451-2842
Personnel: 30
Radio: Zone 2-1
3. HAFB Fire Department HAFB HAFB Phone: 801-777-3022
Personnel: 90
Radio: 800 MHz
4. Kaysville Fire Department 180 S. Main Kaysville Phone: 801-544-2860
Personnel: 35
Radio: Zone 2-1
5. Layton Fire Dept. Station #51 530 N. 2200 West Layton Phone: 801-544-5633
Station #52 2701 N Church Layton Phone: 801-771-1607
Station #53 199 No Fort Lane Layton Phone: 801-546-8598
Personnel: 72
Radio: Zone 2-8
6. No Davis Fire District Station 41 381 North 3150 West West Point Phone: 801-525-2850
Station 42 88 East Center Clearfield Phone: 801-525-2870
Personnel: 31
Radio: Zone 2-10
7. So Davis Metro Fire Dist. Station 81 255 South 100 West Phone: 801-677-2400
Station 82 20 South Main NSL Phone: 801-677-2422
Station 83 100 South Main Centerville Phone: 801-677-2423
Station 84 1995 S. Bnt. Blvd. Phone: 801-677-2424
Station 85 385 North 500 West W. Bntfl. Phone: 801-677-2425
Personnel: 100
Radio: Zone 2-4
8. South Weber Fire Department 7365 South 1375 East Phone: 801-476-8907
Station 1
Personnel: 25
Radio: Zone 2-1
9. Sunset Fire Department 85 W. 1800 N. Phone: 801-825-1628 x5
Personnel: 24
Radio: Zone 1-1
10. Syracuse Fire Department 1869 S 3000 W Phone: 801-825-4400
Personnel: 26
Radio: Zone 1-1

ESF 5

RECORDS/DECLARATION/PUBLIC ASSISTANCE

Primary Department: Planning Group

Supporting Departments: Finance Group
All City Departments

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans and procedures for public officials and responders to use in assessing the extent of an incident and the impact to the community, responders and local government, to provide direction and policies to insure that prescribed documents, reports and records are used and maintained during disaster operations. These are essential in order to ensure prompt and coordinated state and federal disaster response and a maximum of financial assistance authorized by relief programs. This annex covers the policies, procedures, and reporting forms used for administering federal disaster grant assistance to state and local governments under FEMA's Public Assistance Program. This annex also establishes procedures for public officials to use in the event that a local entity needs to declare a disaster.

III. Situations and Assumptions

During any emergency operation, a timely system for 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.

- Natural and man-made disasters can happen at any time.
- City responders will respond to all disasters.
- Disasters can overwhelm the capabilities and resources of government.
- Damage can occur to all areas of infrastructure and to private and public buildings.
- Proper assessment techniques and systems are essential to making accurate assessments.
- It is important to assess current impacts as well as projected impacts of a disaster.
- Proper documentation is essential to making accurate assessments.
- Site based record keeping is essential to proper reporting.
- County, State and federal agencies need accurate assessment reports in order to deliver appropriate assistance.
- It is necessary to follow established procedures when making declarations and requests for assistance.

IV. Concept of Operations

1. At the onset of a disaster, Clearfield City should establish a centralized system for recording responder resources, reports of damage and impact to the community, etc. This may require opening the EOC. (Refer to Attachment 1)
2. Elected officials should designate the Emergency Manager to assume executive management of information and resources and to coordinate disaster operations with other levels of government. This person would normally be the City Emergency Services Manager, Chief of Police, Public Works Director, or other appropriate person depending on the type of disaster at hand.
3. Elected officials or the emergency manager should designate personnel to collect known information and reports and assign personnel to perform "windshield surveys". (Refer to Attachment 2)

4. Public officials (Policy Group) and emergency response representatives need to establish an overall plan for disaster response and mitigation for the disaster at hand and outline what resources are needed from the county, state or federal government. To assist with this planning, a Local Government Initial Disaster Report (Attachment 3) needs to be completed. This is a preliminary document that is a beginning of the evaluation of the disaster in terms of magnitude; impact on people, property and the economy; dollar amount damage; and local response efforts.
5. Notify the State Division of Emergency Services (DES) at (801) 538-3400 of the incident, utilizing the above-mentioned report.
6. Under the direction of emergency management, personnel will be assigned to perform site damage assessments using the "Preliminary Damage Assessment Site Estimate" form. It is important to set up a file system to store information on each site.
7. Upon completion of all site assessments, emergency managers need to complete the "Preliminary Damage Assessment Summary" form. This will then be forwarded to DES.
8. If it is decided that the capabilities of the Clearfield City are insufficient to provide adequate response and relief, the Chairman of the County Commissioners may declare a local "State Of Emergency" (Attachment 3) stating the conditions in the county. A Clearfield City "State of Emergency" by City officials is not a request for assistance. It acknowledges that all involved departments have recognized the incident and are taking all necessary actions to properly respond. However, the declaration must be made before the state or federal government can respond to specific requests for assistance.
9. Evaluate what is eligible for state or federal aid.
10. Make requests for aid to DES.
11. If the request results in a Presidential declared "Disaster" or "Major Disaster", there will be a federal "Notice of Interest" meeting announced. It is the responsibility of Clearfield City to have a requested personal to attend. An official application for federal assistance must be made at this meeting.

V. Functional Responsibilities

Clearfield City shall be responsible for the preparation and maintenance of all required documents, reports and records. It is the responsibility of the emergency manager to assign personnel to this task.

- A. The elected public officials will direct and control the preparation and maintenance of all required documents, reports and records.
 1. Mayor/City Council
It is the responsibility of the elected officials to ensure that personnel are assigned to perform assessments, fill out appropriate paperwork, establish proper recording procedures, and that Federal Disaster Assistance Programs are carried out according to the rules, regulations and provisions outlined.
 2. Applicant's Authorized Representative
The role of the city-authorized representative is to monitor all phases of the disaster recovery operation and advise the elected officials on the progress of work projects, management of funds, and resolution of disaster related problems.
 3. Applicants Checklist
See Attachment 8.
- 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.
- C. Clearfield City must maintain the following records and designate an individual, or individuals to assume full responsibility for the administration of the following tasks:
 1. Work Site Folder
A separate file for each damaged work site project must be maintained as soon as work is commenced. The following information must be included in the file:
 - a. Force Account Work Data
Force account work is accomplished through utilization of Clearfield City's own personnel, equipment and supplies. Record keeping of such work shall commence immediately upon the onset of a disaster situation. Force account

work shall be divided into three categories that must be fully documented. These are: Labor, Equipment (either owned or rented), and Materials (either from the applicants stock or purchased). In each case, these must be associated with a specific damage work site. See attachment 4 to this annex.

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

b. Contract Work

The contracts must follow the Procurement Guide for Applicants under the Disaster Relief Act of 1974. The method of procurement under grants shall be made by one of the following, as described in detail in the guidance: 1) small purchase procedures; 2) competitive sealed bids; 3) competitive negotiations; 4) non-competitive negotiation.

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

- Bid Proposal Package: drawings, specs, general provisions, etc.
- Bid Solicitation Documents: dates, Ad, etc.
- Engineers Estimates: confidential until after bids are opened
- Abstracts of Bids Received: bid tabs, list of bidders and bids
- Notice of award
- Notice to proceed
- Change orders
- Requests for payment with copies of cancelled checks
- Correspondence regarding the project and contract

Cost-Plus-Percentage of Cost contracts will not be approved or eligible. *

If only one bidder is available, this should be noted. All negotiated contracts of over \$10,000 shall include a provision that the applicant, FEMA, Comptroller General of the US or any of their authorized representatives shall have access to any books, documents, papers and records of the contractor that are directly pertinent to the contract for the period of three years after the last payment under the contract.

c. Other Source Work Data

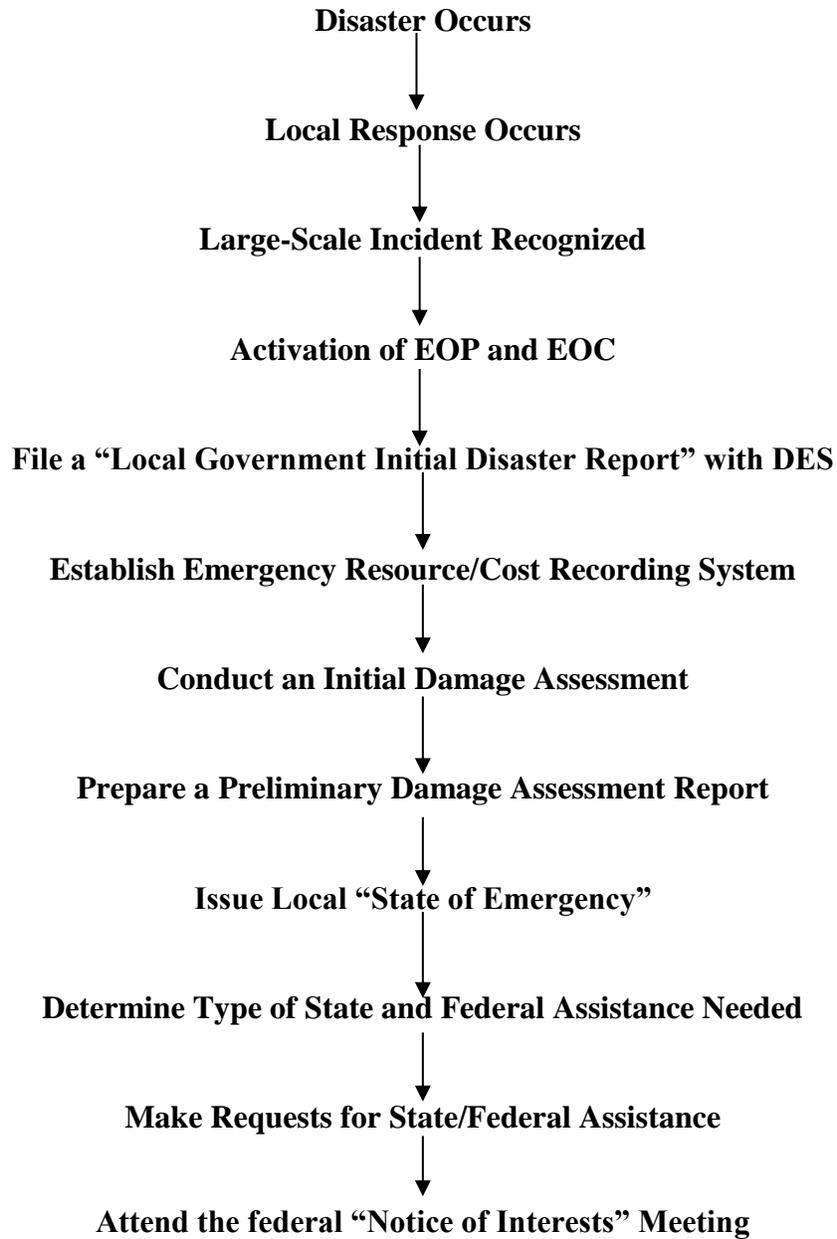
If the manpower, equipment, supplies and materials of another town/city/county/agency are used at the damage work site, invoices will be required showing that the other town/city/county/agency has been paid for the work accomplished. These invoices must also show the date, amount paid, check number,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

VI. Attachments

Attachment 1	Disaster Flow Chart
Attachment 2	Windshield Survey Form
Attachment 3	Local Government Initial Damage Report
Attachment 4	Preliminary Damage Assessment Forms
Attachment 5	Clearfield City Government Contribution Report
Attachment 6	“State of Emergency” Declaration Format
Attachment 7	Designation of Applicants Agent
Attachment 8	State Emergency Services Applicant Checklist
Attachment 9	State of Utah Administrative Plan for Public Assistance
Attachment 10	State of Utah Administrative Plan for the Fire Management Assistance Grant Program

Attachment 1

DISASTER FLOW-CHART



Attachment 2

WINDSHIELD SURVEYS

1. Materials needed:
 - A. Blank Copies of the Damage Assessment – Windshield Survey, see CLFD-DA/ws-2008 (following)
2. Process:
 - A. Drive, walk or if need be, fly over the affected area to determine overall impact upon life and property.
 - B. Record numbers in the form as appropriate.

(Note: This is to collect raw data, not specifics as are found in the “preliminary damage assessment” site form.)

CLFD-DA/ws-2008		DATE:
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Clearfield City Emergency Management

DAMAGE ASSESSMENT - WINDSHIELD SURVEY

Street Coordinates: or	City:
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Area Boundaries:	North:	South:
	East:	West:

	Single Family Dwellings:	Mobile Homes:	Multi-Family Dwellings:	Businesses:	Public Facilities:	Total:
M I N O R						
M A J O R						
D E S T R O Y E D						

Surveyed By:	Title:	Phone: O: M:
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Attachment 3

CLEARFIELD CITY INITIAL DISASTER REPORT

(In case of a threat, or occurrence of a natural disaster, the reporting jurisdiction shall transmit the following information to the State Division of Emergency Services by telephone at 538-3400, FAX 538-3770, or any other rapid communications system.)

1. Type of Incident: _____

2. Time and Date of Incident: _____

3. Location (City): _____ County: _____

4. Total Damage Estimate (\$): _____

5. Impact of Individuals: # Deaths: _____ # Injuries: _____ # Evacuated: _____

Receiving Health Care: _____ # Hospitalized: _____ # Damaged Residential Structures: _____

Evacuated Homes: _____ # Businesses Closed: _____

6. Impact on Public Facilities: (Please provide a narrative to all items indicated below on a separate page)

Debris: _____ Roads: _____

Culinary Water: _____ Secondary Water: _____

Power: _____ Telephone: _____

Sewer: _____ Emergency Communications: _____

Government Buildings: _____

Other: _____

7. Response:

Local Resources Mobilized: _____

State Resources Mobilized: _____

Federal Resources Mobilized: _____

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

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

If so, by whom and when? _____

10. Voluntary organizations 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: _____

Attachment 4

Preliminary Damage Assessment

1. Materials needed:
 - A. Map of the affected area
 - B. Camera
 - C. Blank Copies of: Preliminary Damage Assessment Site Estimate
Preliminary Damage Assessment Summary (Form 3 of Annex J)

2. Process:
 - A. Drive and walk through affected areas
 - B. Assign accountability numbers to each affected property.
 - C. Take photographs of the site and record the needed information about each site.
 - D. Using the Preliminary Damage Assessment Site Estimate forms, complete the Summary forms
 - E. Using the Summary forms, complete the Preliminary Damage Assessment (PDA) and FAX or otherwise send it to the State Division of Emergency Services (DES)
 - F. The PDA is due to DES within 12 hours of its completion.

3. Instructions for completing the PDA Site Estimate
 - A. Write the date the form
 - B. Record the identification number the site
 - C. Record the category of damage (legend is found on the top area of the form)
 - D. Record the location
 - E. Record % of work to be accomplished by the jurisdictions work force
 - F. Record % of work to be contracted out
 - G. Record a brief, accurate description of the damage
 - H. Describe the impact of the damage to the individual or community
 - I. Record % of repair work already completed
 - J. Record the cost estimate to repair the site to 'Pre-Disaster' condition
 - K. Record hazard mitigation actions taken after the disaster to reduce or prevent future losses
 - L. Sign the form and include agency and title of the inspector

Clearfield City Emergency Management

Preliminary Damage Assessment Site Estimate

PART I - APPLICANT INFORMATION

Name of Applicant	Name of Local Contact	Phone #	Ownership
		O:	Federal <input type="checkbox"/> State <input type="checkbox"/>
		M:	Local <input type="checkbox"/> Other <input type="checkbox"/>
		P:	Private Non-Profit <input type="checkbox"/>

Key For Damage Category: (Use appropriate letters in the "category blocks" below)

A: Debris Clearance B: Emergency Protection Measures C: Roads & Bridges D: Water Control Facilities
 E: Public Bldgs & Equip F: Utilities (Publicly owned) G: Other (Not in other categories - Parks, Rec Facilities)

PART II - SITE INFORMATION

Site #	Category	Location (Map location, address, legal description, etc.)	Force Account %	Contract %
--------	----------	---	-----------------	------------

Description of Damage

Impact	Completed %	\$ Estimate \$
--------	-------------	----------------

Hazard Mitigation Action

Site #	Category	Location (Map location, address, legal description, etc.)	Force Account %	Contract %
--------	----------	---	-----------------	------------

Description of Damage

Impact	Completed %	\$ Estimate \$
--------	-------------	----------------

Hazard Mitigation Action

Site #	Category	Location (Map location, address, legal description, etc.)	Force Account %	Contract %
--------	----------	---	-----------------	------------

Description of Damage

Impact	Completed %	\$ Estimate \$
--------	-------------	----------------

Hazard Mitigation Action

Printed Name:	Agency:	Phone:
Signature:		O:
		P:
		DATE:

Clearfield City Emergency Management

Preliminary Damage Assessment Summary

PART I - APPLICANT INFORMATION

Name of Applicant:		Name of Local Contact:		Phone:
				O:
				M:
Population:	Total Budget: Approved \$ _____ Balance \$ _____	Maintenance Budget Approved \$ _____ Balance \$ _____	Date FY Begins:	

PART II - COST ESTIMATE - SUMMARY (Complete site estimates before summarizing below)

Category:	# of Sites:	Types of Damage	Cost Estimate	Potential Local Funds For Recovery	
				Fund/Account	Available Balance
			Total:		Total:

PART III - DISASTER IMPACTS (Use separate sheet if necessary)

A. General Impact:

1. Identify and describe damages which constitute a health and/or safety hazard to the general public:

2. Population adversely affected directly or indirectly by the loss of public facilities or damages:

3. What economic activities are adversely affected by the loss of public facilities or damages?

B. Response Capability: Can the applicant respond and recover from the damages quickly and without degradation of public services?
Describe:

C. Impact On Public Services If Declaration Is Not Made: (e.g. Deferral of permanent repairs, impact of current services & improvements, etc.)

Name of Inspector:	Agency:	Phone:
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Attachment 5

Clearfield City Government Contribution Report				
Report Type: <small>(Initial, Update, Final)</small>		Date:		
Type of Disaster:				
Disaster Area:				
The following total expenditures or obligation for labor, equipment and materials have been committed by this jurisdiction to the following categories for disaster assistance during this disaster operation:				
Individual Assistance		Public Assistance		Grand Total (Dollars)
Category of Assistance	Amount Expended (Dollars)	Category of Assistance	Amount Expended (Dollars)	
Temporary Housing		Debris & Wreckage Clearance		
Individual & Family Grants		Emergency Protective Measures		
Mass Shelter & Feeding		Restoration of Public Facilities		
Other:		Public Safety/Health		
Other:		Other:		
Other:		Other:		
Total:		Total:		
Signature:		Title:		

Attachment 6

LOCAL “STATE OF EMERGENCY” DECLARATION

WHEREAS, Clearfield, Utah has suffered severe damage brought on by _____ (city/county)
_____ (Disaster/Emergency) on the date of: _____.

WHEREAS, Clearfield City, is a public entity within the State of Utah: _____ (city/county)

WHEREAS, the following conditions exist: _____

(Brief description on the overall impact on people, property, and utilities as a result of the disaster.)

NOW, THEREFORE, BE IT RESOLVED, on behalf of the citizens of Clearfield, I declare this to
_____ (city/county) be a local “State of Emergency” situation.

Dated: _____

Signed: _____

Title: _____

Attest: _____

DESIGNATION OF APPLICANT'S AGENT

PUBLIC ASSISTANCE
State Emergency Management

Organization Name (hereafter named Organization)

Primary Agent	Secondary Agent
Agent's Name	Agent's Name
Organization	Organization
Official Position	Official Position
Mailing Address	Mailing Address
City ,State, Zip	City ,State, Zip
Daytime Telephone	Daytime Telephone
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

The above Primary and Secondary Agents are hereby authorized to execute and file Application for Public Assistance on behalf of the Organization for the purpose of obtaining certain state and federal financial assistance under the Robert T. Stafford Disaster Relief & Emergency Assistance Act, (Public Law 93-288 as amended) or otherwise available. This agent is authorized to represent and act for the Organization in all dealings with the State of _____ for all matters pertaining to such disaster assistance required by the agreements and assurances printed on the reverse side hereof.

Chief Financial Officer	Certifying Official
Name	Official's Name
Organization	Organization
Official Position	Official Position
Mailing Address	Mailing Address
City ,State, Zip	City ,State, Zip
Daytime Telephone	Daytime Telephone
Facsimile Number	Facsimile Number
Pager or Cellular Number	Pager or Cellular Number

Applicant's State Cognizant Agency for Single Audit purposes (If a Cognizant Agency is not assigned, please indicate):

Applicant's Fiscal Year (FY) Start

Month:

Day:

Applicant's Federal Employer's Identification Number

-

Applicant's State Payee Identification Number

- -

Certifying Official's Signature

Attachment 8

STATE EMERGENCY SERVICES APPLICANT CHECKLIST

1. Additional damage must be reported within 60 days from initial visit hereby considered to be the Kick-off Meeting.
2. All work must be done prior to the approved project completion deadline assigned to each *Project Worksheet* (PW). Should additional time be required to complete the approved work, a time extension request will need to be submitted prior to the existing completion date which a.) identifies the PW requiring an extension, b.) explains the reason for needing an extension, c.) indicates the percentage of work that has been completed and d.) provides an anticipated completion date. The reason for needing an extension must be based on extenuating circumstances or unusual project requirements that are beyond the control of your jurisdiction/organization. **Failure to submit a time extension request may result in the reduction or withdrawal of federal funds for the work that was approved.**
3. Any significant change to an approved *Project Worksheet* scope of work must be reported to this office.
4. The Project Completion and Certification Report must be returned to this office once all the approved work has been completed. If any *Project Worksheet* required the purchase of insurance as a condition of receiving federal funds, a copy of the current policy must be attached to this report.
5. A cost overrun on the total final cost for all small projects (estimated to be less than the large project threshold amount of \$52,000 for fiscal year 2002) must be appealed to this office within 60 days of completion of all small projects in order to be considered for additional funding. This appeal will result in a "Small Project Review".
6. Appeals may be filed on any determination made by FEMA or the State. All appeals must be submitted to this office within 60 days from receiving written notice of the action you wish to appeal.
7. *Project Worksheets* will not receive any funding until all regulatory and statutory requirements have been met.
8. You may request reimbursement of cost incurred on a large project (equal to or over the large project threshold amount of \$52,000) by completing the Reimbursement of Funds form.
9. Large projects that have not received final payment will be reviewed quarterly by the State.
10. Applicants with large projects must submit a project cost summary to this office following the completion of each project. The project cost summary must list all labor, equipment, materials and contract costs associated with making needed repairs. Cost summary shall be documented on the Statement of Documentation.
11. Applicants expending \$300,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB A133. A copy of the Single Audit must be submitted to your State agency or this office within applicable reporting time frames. Consult with your financial officer regarding this requirement.
12. Complete records and cost documents for all approved work must be maintained for at least 5 years from the date that its project application is closed. During this time, all approved *Project Worksheets* are subject to State and Federal audit/review.

Signature / Date (State)

Signature / Date (Applicant)

Attachment 9

STATE OF UTAH ADMINISTRATIVE PLAN FOR PUBLIC ASSISTANCE

AUTHORITY

A. State

- a. State Emergency Management Disaster Act, Utah Code 63-5A
- b. Executive Order of the Governor, Executive Order II
- c. Disaster Response and Recovery Act 1981

B. Federal

- a. Public Law (PL) 93-288, as amended by PL 100-707 (The Stafford Act) and by PL 106-390 (The Disaster Mitigation Act of 2000).
- b. FEMA Regulation, 44 CFR, Part 204
- c. FEMA Regulation, 44 CFR Part 206
- d. FEMA Regulation, 44 CFR Part 13
- e. FEMA Regulation, 44 CFR Part 14
- f. Executive Order 11988, Floodplain Management
- g. Executive Order 11990, Protection of Wetlands
- h. Executive Order 12612, Federalism
- i. Coastal Barrier Resources Act, Public Law 97-348
- j. FEMA/State Agreement

PURPOSE

The purpose of this plan is to identify the roles and responsibilities of the State in administering the Public Assistance Program (PA), and the Fire Management Assistance Grant Program (FMAGP), and to outline staffing requirements and the policies and procedures to be used.

DEFINITIONS

- A. Administrative Plan:** A state developed Administrative Plan that describes the procedures for the administration of a declared disaster or emergency including the Fire Management Assistance Grant Program (FMAGP).
- B. Applicant:** States, local governments, and private non-profit organizations that apply for assistance as a result of a major disaster, declared fire, or emergency.
- C. Associate Director:** The Associate director or Assistance Director of Response and Recovery Directorate of FEMA.
- D. Contractor:** Any individual, partnership, corporation, agency or other entity performing work by contract for the Federal Government or a State or local agency.
- E. Declared Fire:** An uncontrolled fire threatening such destruction as would constitute a major disaster, which the FEMA Director has approved in response to a State's request for a fire management assistance declaration.
- F. Demobilization:** The process and procedures for deactivating, disassembling and transporting back to their point of origin all resources that had been provided in response to and support of a declared fire.
- G. Director:** The Director of FEMA.

- H. Disaster Recovery Manager (DRM):** The person appointed to exercise the authority of a Regional Director for a particular major disaster, fire or emergency declaration.
- I. Disaster Field Office (DFO):** A temporary facility established in a Presidentially-declared disaster area to serve as the field headquarters for FEMA and State recovery personnel, and as the focal point for disaster operation, direction, coordination and information.
- J. Emergency:** Any occasion or instance for which, in the determination of the President, Federal assistance is needed to supplement State and local efforts and capabilities to save lives and protect property and public health and safety, or lessen or avert the threat of a catastrophe.
- K. Federal Coordinating Officer (FCO):** The person appointed by the Director to coordinate the Federal assistance in an emergency or a major disaster.
- L. Federal Emergency Management Agency (FEMA):** The Federal agency responsible for coordinating disaster recovery efforts. The term used in this plan when referring to the Regional Director, or the Disaster Recovery Manager, of FEMA Region VIII.
- M. Fire Complex:** Two or more individual fires located in the same general area, which are assigned to a single Incident Commander.
- N. Governor:** The chief executive officer of any State.
- O. Governor's Authorized Representative (GAR):** The person empowered by the Governor to execute, on behalf of the State, all necessary documents for disaster assistance, including a fire management assistance declaration.
- P. Grant:** An award of financial assistance, including cooperative agreements, by FEMA to an eligible Grantee. The grant will be based on the projected amount of total eligible costs for which a State submits an application and that FEMA approves related to a declared disaster, emergency or fire.
- Q. Grantee:** The Grantee is the government to which a grant is awarded which is accountable for the use of the funds provided. Generally the State is the Grantee, however, after a declaration an Indian Tribal government may choose to be a Grantee, or it may act as a sub-grantee under the State. An Indian tribal government acting as a Grantee will assume the responsibilities of a "State" for the purpose of administering the grant.
- R. Hazard Mitigation:** Any cost effective measure, which will reduce the potential for damage to a facility from a disaster event.
- S. Hazard Mitigation Plan:** A plan to develop cost effective measures that will reduce the risk to people and property from hazards. Under the FMAGP, the plan is to identify wildfire hazards and cost-effective mitigation alternatives that produce long-term benefits.
- T. Incident Commander:** The ranking official responsible for overseeing the management of fire operations, planning, logistics and finances of the field response.
- U. Incident Period:** The time interval during which the declared fire occurs. The regional Director, in consultation with the Governor's Authorized Representative and the Principal Advisor, will establish the incident period. Generally, costs must be incurred during the incident period to be considered eligible.
- V. Indian Tribal Government:** An Indian tribal government is any federally recognized governing body of an Indian or Alaska Native tribe, band, nation, pueblo, village, or community that the department of interior acknowledges to exist as an Indian tribe under the federally recognized Tribe List Act of 1994, 25 U.S.C. 479a This does not include Alaska Native Corporations, the ownership of which is vested in private individuals.
- W. Local Government:** Any county, city, village, town district, or other political subdivision of any State; any Indian tribe or authorized organization; any Alaskan Native village or organization; and includes any rural community, unincorporated town or village, or other public entity for which an application for assistance is made by a State to political subdivision thereof.

- X. Major Disaster:** Any natural catastrophe or regardless of cause fire, flood, or explosion, in any part of the United States, which in the determination of the President causes damage of a sufficient severity and magnitude to warrant major disaster assistance under this Act (Stafford) to supplement the efforts and available resources of States, local governments, and disaster relief organizations in alleviating the damage, loss, hardship or suffering caused.
- Y. Mitigation, Management, and Control:** Those activities undertaken, generally during the incident period of a declared fire, to minimize immediate adverse effects and to manage and control the fire. Eligible activities may include associated emergency work and pre-positioning directly related to the declared fire.
- Z. Mobilization:** The process and procedures used for activating, assembling, and transporting all resources that the Grantee or Incident Commander requested to respond to support a declared fire.
- a. Mop-up Activities:**
- Eligible under the FMAGP: Those activities necessary due to a threat to life and property (structures). These activities would be accomplished during the “response” phase of a fire.
- Ineligible under FMAGP: Those activities accomplished where there is no threat to life or property. These activities would be done during the “recovery” phase of the fire.
- b. Pre-positioning: Moving existing fire prevention or suppression resources from an area of lower fire danger to one of higher fire danger in anticipation of an increase in fire activity likely to constitute the threat of a major disaster.**
- c. Principal Advisor: An individual appointed by the U.S. Forest Service, U.S. Dept. of Agriculture or Bureau of Land Management, U.S. Dept. of Interior, who is responsible for providing FEMA with technical assessment of a fire or fire complex for which a State is requesting a fire management assistance declaration.**
- d. Private Non-profit Organization:** Any non-governmental agency or entity that currently has an effective ruling letter from the U.S. Internal Revenue Service granting tax exemption status under section 501 (c), (d), or (e) of the Internal Revenue Code of 1954; or satisfactory evidence from the State that the organization or entity is a non-profit organized for doing business under State Law.
- e. Project Funding:** All projects under FMAGP are treated as large projects; i.e. all costs must be documented before final claim can be approved.
- f. Project Worksheet (FEMA Form 90-91):** Form used to identify actual costs incurred by eligible applicants as a result of the eligible declared event.
- g. Public Assistance: Supplementary Federal assistance provided under the Stafford Act to State and local governments or certain private non-profit organizations for eligible emergency measures and repair, restoration and replacement of damaged facilities deemed eligible under a declared emergency or major disaster.**
- h. Regional Director: A director of a regional office of FEMA.**
- i. Special Considerations:** Issues that involve insurance, floodplain management, hazard mitigation, historic preservation and environmental reviews as they relate to Public Assistance Program funding.
- j. Stafford Act:** The Robert T. Stafford Disaster Relief and Emergency Act, Public Law 93-288, as amended.
- k. Standard Form (SF) 424:** The SF 424 is the application for Federal Assistance. The State submits this form to apply for a grant under a disaster, emergency, or fire declaration.
- l. State Coordinating Officer (SCO):** The person appointed by the Governor to act in cooperation with the Federal Coordinating Officer (FCO) to administer disaster recovery efforts.
- m. Sub-grant:** An award of financial assistance under a grant by a Grantee to an eligible Sub-grantee.
- n. Threat of a Major Disaster:** The potential impact of a fire or fire complex that is of such severity or magnitude that it would result in a presidential declaration for a major disaster for the Public Assistance Program, the individual Assistance Program or both.
- o. Voluntary Organizations:** Any chartered or otherwise duly recognized tax-exempt local, State, or national organization or group which has provided or may provide needed services to the states, local governments, or individuals in coping with an emergency or a major disaster.

ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES

a. Organization

The Governor has designated the State of Utah Department of Public Safety, Division of Emergency Services and Homeland Security, as the State office responsible for managing and administering the Public Assistance Program. These responsibilities include, but are not limited to:

- a. Notifying potential applicants
- b. Conducting Applicants' Briefings
- c. Requesting Immediate Needs Funding on behalf of the applicants
- d. Attending Kickoff Meetings
- e. Assigning an Applicant Liaison to work with the FEMA Public Assistance Coordinator (PAC)
- f. Assisting FEMA in determining work and applicant eligibility
- g. Processing requests for time extensions, improved projects and reimbursements
- h. Making recommendations to FEMA on appeals and alternate project requests
- i. Complying with administrative requirements of 44 CFR, Parts 13, 204, 206 and the audit requirements of 44 CFR, Part 14
- j. Securing insurance information from applicants when required
- k. Reviewing and certifying project completion information
- l. Conducting quarterly reviews, site inspections and audits, as required to ensure program compliance
- m. Determining budget and staffing requirements necessary for proper program management
- n. Conducting final inspections for large projects
- o. Participate with FEMA in conducting Preliminary Damage Assessment (PDA) surveys
- p. Participate with FEMA to establish hazard mitigation and insurance requirements.

b. Assignment of Responsibilities

- a. Governor's Authorized Representative (GAR) - The person designated by the Governor to execute all necessary documents for disaster assistance programs on behalf of the State and local grant recipients. The GAR is responsible for State compliance with the FEMA-State Agreement.
- State Coordinating Officer (SCO) - The person designated by the Governor to coordinate State and local disaster assistance efforts with that of the Federal government.

p. ADMINISTRATION AND SUPPORT

a. Administrative Support Staff – For the administration of the FEMA Public Assistance Program and for the Fire Management Assistance Grant Program, the following personnel may be used to assist the Governor's Authorized Representative/State Coordinating Officer in meeting program administrative requirements.

- a. State Public Assistance Officer (SPAO) - The person responsible for administering the Public Assistance Program at the State level. The SPAO will normally be a member of the State Emergency Services staff.
- b. Applicant Liaisons, Resource Coordinators, Project Officers, Program Specialists, Technical Specialists -- qualified personnel from applicable State agencies who may assist the State Emergency Management staff in determining legal matters, assigning State staff in the Resource Pool, assessing damages, preparing and reviewing *Project Worksheets*, depending on the level of State involvement, and conducting interim and final inspections when necessary.
- c. Accountant - The person qualified to assist the State Emergency Services staff by performing professional accounting work in the Public Assistance Program and the Fire Management Assistance Program.
- d. Other State Administrative Support Personnel
 - 1. Computer Specialist
 - 2. Administrative Technician
 - 3. Clerk/Typist
 - 4. Others as needed (Other professional staff as needed)
- f. At the onset of a declared emergency, major, or fire event, the GAR / SPAO will provide FEMA with a staffing pattern applicable to the declared event.

Staff Funding - The initial cost for additional administrative support personnel will be incurred by the State. A claim for reimbursement will be submitted to FEMA in accordance with the management and administrative cost provisions of 44 CFR, 206.228 or 44 CFR, 204.63 as applicable.

DIRECTION AND CONTROL

Post Declaration Activities

- a. Notifying Potential Applicants - The State Emergency Service Office, the State Public Information Officer(s), County Officials, City Mayors and County/City Emergency Management Coordinator(s) and others will be utilized to notify potential applicants of the assistance that is available and the time and date of the Applicants' Briefing which will be held in their area.
- b. Applicants' Briefing - Once a designated area has been approved for Public Assistance, members of the State Emergency Service staff will conduct an Applicants' Briefing. The number of potential applicants and the area involved in the disaster will determine the number of briefings held. Attachment 1 to this plan outlines the information that will be covered during this briefing.

1. Request for Public Assistance (Request) - The applicant will be required to file a *Request for Public Assistance* (FEMA Form 90-49); with the State within 30 days from the date its county was approved for Public Assistance. *Requests* submitted after this 30-day period will be reviewed on a case-by-case basis and, if warranted, will be forwarded to FEMA for consideration. If necessary, the State may request that the deadline for filing *Requests* be extended.

2. Applicant's Agent - An applicant's Chief Elected Official will be required to designate an agent who will be the applicant's point-of-contact for all matters pertaining to its application for federal assistance (see Attachment 2). If no agent is appointed then the Chief Elected Official of the eligible organization will be designated as the applicant's agent.

- c. Applicant Eligibility – The State will assist FEMA in screening all potential applicants for eligibility. Eligible applicants under the Public Assistance program are:
 1. State Agencies and Local Governments.
 2. Private Non-Profit Organizations:
 - 1) Private non-profit organizations (PNPs) shall have an IRS tax exemption letter or a letter from the Secretary of State identifying the Applicant's organization as a Private Non-profit under State law. The Applicant must also provide their Articles/Certificate of Incorporation and By Laws. Special utility districts must provide a copy of the Legislation that grants the district taxing authority
 - 2) Eligible private non-profit facilities: PNPs that perform an essential governmental type service to the general public must own or operate educational, utility, emergency, medical or custodial care facilities, which may not necessarily be open to the general public. PNP irrigation facilities, which provide potable water for essential services of a governmental nature to the general public, are eligible.
 - 3) Other eligible private non-profit facilities: Facilities that provide a non-critical service of an essential government nature such as museums, zoos, community centers, libraries, homeless shelters, senior citizen centers, rehabilitation facilities, shelter workshops, and other facilities which provide a health and safety service. All such facilities must be open to the general public.
 - 4) Requirement for application to the Small Business Administration (SBA): PNP facilities potentially eligible for permanent work assistance that provide "non-critical services" must first apply for a disaster loan from the SBA before applying to FEMA for disaster assistance. "Non-critical" PNPs, however, may apply directly to FEMA for emergency work costs. "Non-critical services" include educational facilities as well as those facilities defined in § 206.221(e)(7). (Facilities providing "critical services" as defined in §206.226(c)(1), including power, water, sewer and wastewater, communications, medical treatment, fire protection, emergency rescue, and nursing homes, may apply directly to FEMA for disaster assistance.).

Federally recognized Indian tribes or authorized tribal organizations.

b. Project Worksheet Preparation

- a. The State will participate at all levels in the Public Assistance process, which may include:
 - 1. Assisting FEMA and/or the applicant in developing scopes of work and cost estimates.
 - 2. Assigning a State Project Officer (PO) and/or Specialist to work in the Resource Pool.
 - 3. Participating in the project validation process.
 - 4. Providing State support as needed (personnel to assist with highly technical projects and/or to resolve disputes, etc.).
 - 5. Assisting the applicant in identifying hazard mitigation opportunities as provided by Section 406 of the Stafford Act. (Such mitigation measures are generally directly part of the reconstructed work on a facility, or will protect or benefit the repaired facility. They are different from mitigation measures that could be considered for eligibility under the Hazard Mitigation Grant Program of Section 404 of the Stafford Act. In that program, measures are proposed that may involve facilities other than those damaged by the disaster, new facilities or even non-structural measures such as development of floodplain management regulations.)
- ii. A Kickoff Meeting is scheduled following the Applicants' Briefing to provide the applicant with specific information required to meet the particular requirements of the Public Assistance Program. It is during this meeting that the applicant is advised of what records must be kept, cost estimating procedures are reviewed, and Special Considerations, project formulation and the project validation process is explained.
- iii. The applicant will be:
 - 1. Encouraged to prepare *Project Worksheets* (PWs) for small projects estimated to cost less than the large project threshold amount of \$53,000 (for fiscal year 2003). The threshold is adjusted annually on October 1 to reflect changes in the Consumer Price Index for all Urban Consumers and is published in the *Federal Register*,
 - 2. Responsible for identifying projects that are anticipated to cost more than the large project threshold amount in repair costs
 - 3. Required to address pertinent environmental and historic preservation requirements, insurance coverage, floodplain management issues and hazard mitigation opportunities.
- iv. The applicant will report any additional damage that is not previously identified to the PAC within 60 days of the initial inspection. If warranted, the State may request an extension of time in order to report additional damage.
- v. The State will notify FEMA of any special considerations and/or technical assistance requirements needed to facilitate project approval.

c. Public Assistance Administration

- a. Grant Approval – The State will submit an "Application for Federal Assistance" (SF 424), and an "Assurances for Construction" Programs (SF 424D), to FEMA in order to receive Federal funding. Approved *Project Worksheets* will be the basis for issuing sub grants to eligible applicants in accordance with the cost sharing provisions established in the FEMA-State agreement. Applicants shall complete the Designation of Applicant Agent (Attachment 2) and Applicant Checklist (Attachment 3) prior to receipt of initial project application. One of each will be required throughout the public assistance process for all declared disasters and emergencies.
- b. Project Application - Once *Project Worksheets* are approved by FEMA, the State will be responsible for the final processing and distribution of the project application and for initiating payments in accordance

with section c. 3, below. The State will notify the applicant when its project application is prepared and ready for signature. A project application will consist of the following documents:

1. State cover letter
2. Obligation Report
3. Project Application Summary
4. *Project Worksheets*
5. Project Completion and Certification Report

c. Project Funding

1. Small Projects - Approved projects estimated to be less than the large project threshold amount established by FEMA are considered small projects. FEMA will adjust this amount annually to reflect changes in the Consumer Price Index for all Urban Consumers and publish it in the *Federal Register* before October 1. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster, regardless of when project approval is made or when the work is performed. Funding for small projects will be based on the federal share of the *Project Worksheet* estimate. The State will disburse funds to the applicant after FEMA approves and obligates the *Project Worksheets*. The Large Project threshold is \$53,000 for fiscal year 2003.
 6. Large Projects - Approved projects estimated to be equal to or greater than the large project threshold amount are considered large projects. FEMA will adjust this amount annually as indicated in the paragraph above. The determination of the threshold that will be used to classify a project is based on the declaration date of the disaster, regardless of when project approval is made or when the work is performed. Funding for large projects will equal the federal share of the actual eligible cost as verified through a review of the project's cost documents. Approved funding will be obligated to the State following FEMA's approval of the *Project Worksheet*. The Large Project threshold is \$53,000 for fiscal year 2003.
 7. Reimbursement of Funds - An applicant may request reimbursement of funds on an approved large *Project Worksheet* by completing the "Reimbursement of Funds Request" form (Attachment 4). The total reimbursement for any one *Project Worksheet* will not exceed 75% of the Federal share. A reimbursement request will be processed for payment once it has been approved by the State. The applicant will be required to refund any part of the reimbursement that is not supported by cost documents and/or expended for the approved scope of the *Project Worksheet* within 30 days of receiving the deobligation notice from the State.
 8. Immediate Needs Funding (INF) - is a partial advance on emergency work items identified during the Preliminary Damage Assessment (PDA). When a PDA is conducted, only those eligible applicants who were surveyed and documented the need for INF are eligible to receive INF. If a PDA has not taken place, the State may identify eligible applicants to receive INF funding. The State may request funding for these applicants on their behalf. INF is designed to assist the applicant in dealing with its urgent needs that will require payment within the first 60 days after the declaration. It is not intended for those items that involve Special Considerations or items of work that will require longer than 60 days to complete. These items will be funded in the normal manner as individual projects. INF is calculated using the following formula:

$$\text{Emergency work amount} \times 50\% \times 75\% \text{ (or appropriate federal cost share)} = \text{INF.}$$
9. Insurance Requirements - 44 CFR, Subpart I establishes requirements, which apply to disaster assistance provided by FEMA. Prior to approval of a FEMA

grant for the repair, restoration or replacement of an insurable facility or its contents damaged by a major disaster:

- a. Eligible costs shall be reduced by the amount of any insurance recovery actually received or anticipated, relating to eligible costs. FEMA will base its determination of eligible costs on whether the insurance settlement is reasonable and proper.
- b. The full coverage available under the standard flood insurance policy from the National Flood Insurance Program (NFIP) will be subtracted from otherwise eligible costs for an insurable facility and its contents within the special flood hazard area.
- c. If eligible damages are greater than \$5,000, an applicant must obtain and maintain insurance to cover the assisted facility for the hazard that caused the major disaster in the amount of the eligible damage to the facility. The requirement is applicable only in accordance with Section 311 (a)(2) of The Stafford Act.
- d. Assistance will not be provided under Section 406 of the Stafford Act for any facility for which assistance was provided as a result of a previous major disaster unless all insurance required by FEMA as a condition of previous assistance has been obtained and maintained. Not even the deductible amount, or damages in excess of the NFIP limits, or for flood damaged items not covered by standard NFIP policy will be eligible.

10. Recoupment of Federal Funds - If an approved *Project Worksheet* is totally or partially deobligated, the applicant will be notified as soon as possible. Reimbursement by the applicant to the State will be requested once a supplemental *Project Worksheet* (deobligating the approved funding) is processed.

d. Funding Options

2. Improved projects - If an applicant desires to make improvements, but still restore the pre-disaster function of a damaged facility, the State is authorized to make a determination on an applicant's request to conduct an improved project. However, such a request must be coordinated with FEMA to insure compliance with national historical and environmental laws. This request should contain:
 - a. The reason for requesting an improved project.
 - b. A description of the proposed work.
 - c. A schedule of work.
 - d. A cost estimate.
 - e. Information adequate to establish compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, hazard mitigation, protection of wetlands, endangered species, and insurance.

Improved project requests must be submitted to FEMA via the State prior to starting the improved portion of the proposed work. If approved, funding will be limited to the Federal share of the approved *Project Worksheet* amount. If denied, the applicant will be notified in writing why the request was denied and advised of its right to appeal the State's determination.

11. Alternate projects - If an applicant determines that the public welfare would not be best served by restoring a public damaged facility, or the function of that facility, the applicant will submit a request to the State who will submit the request to FEMA for an alternate project. The State will review the request for eligibility and will ensure that the request contains the following information before forwarding it to FEMA with the appropriate recommendation:

- a. The reason for requesting an alternate project
- b. A description of the proposed work
- c. A schedule of work
- d. A cost estimate
- e. Necessary assurances to document compliance with special requirements, including, but not limited to, floodplain management, environmental assessment, historic preservation, hazard mitigation, protection of wetlands, endangered species and insurance

Requests for alternate projects must be submitted to FEMA via the State prior to starting the proposed work. If the request is approved by FEMA, funding of an alternate project will be reduced to 75% of the Federal share of the approved *Project Worksheet* estimate.

If soil instability at the alternate project site makes the repair, restoration or replacement of a State or local government-owned or –controlled facility infeasible, the Federal funding for such an alternate project will be 90% of the federal share of the approved Federal estimate of eligible costs, according to 44 CFR, Part 206.203 (d)(2)(iii).

- e. Time Limitations – The State will ensure that approved work is completed within the following time frames from the date a major disaster or emergency is declared:

Emergency Work = 6 months
Permanent Work = 18 months

- ii. Time Extensions - An applicant may request a time extension on any approved *Project Worksheet* by submitting a written request to the State. Such a request should be submitted in writing prior to the completion date currently in effect. The State may grant a time extension if the reason for delay is based on extenuating circumstances or unusual project requirements beyond the applicant's control so long as the additional time requested does not exceed the following time frames:

Emergency Work = 6 months
Permanent Work = 30 months

The State will notify FEMA of all time extensions that have been approved. Requests for time extensions beyond the State's authority will be forwarded to FEMA in writing for determination with the State's recommendation in accordance with the requirements of 44 CFR, Section 206.204 (d). Work performed after the last approved completion deadline is subject to having funding reduced or withdrawn.

iii. Project Completion

1. Upon completion of a large project, the applicant will be required to submit a project cost summary to the State that lists all labor, equipment, materials and contract costs associated with making needed repairs (See attachment 7). The State will conduct a review of the project's documentation to verify the actual project cost. If a large project was 100 percent complete at the time the *Project Worksheet* was prepared, the eligible cost was based on actual cost information and the applicant is not claiming additional funding, further review by the State may not be necessary.
2. Upon completion of all approved work, the applicant will be required to submit the Project Completion and Certification Report (See attachment 8) to the State certifying that all work has been completed in accordance with funding approvals and that all claims have been paid in full.
3. If an approved project is not completed, the applicant will be required to return the federal funding that was provided for that project in accordance with paragraph VI, C, c, (3).

- iv. Cost Overruns – The State will verify all significant cost overrun appeals submitted by the applicant (on small projects) by conducting a review of all approved small *Project Worksheets* for the applicant. The State will base its recommendation for additional funding on the information obtained during the review and will forward a report to FEMA for final determination. This process will be called a “Small Project Review.” The cost share will be based on the final eligible costs for all small projects for an applicant whom requests a small project review. Cost overruns for large projects will be reconciled in accordance with paragraph VI, C, g, (1) and VI, C, k.
- v. Disputes/Conflict Resolution – In order to expedite funding and minimize applicant appeals, the following conflict resolution process should be followed:
 - 3. If an Applicant Liaison has been assigned, the applicant should notify this individual of the unresolved issue.
 - 4. The Applicant Liaison should work to resolve the issue with the PAC. If the issue remains unresolved, the Applicant Liaison should notify the State PAO.
 - 5. The State PAO should work to resolve the issue with the PAO.
 - 6. Only after all these steps have been taken will the applicant be referred to the appeal process.
- vi. Appeals - Upon receipt of an appeal from the applicant, the State will review the material submitted, make such additional investigations as necessary, and will forward the appeal with a written recommendation to FEMA within 60 days. An appeal must be submitted by the applicant within the following time frames:
 - 1. Any FEMA determination - 60 days from the date of receipt of written notice of the determination being appealed.
 - 2. Any State determination on Time Extensions - 60 days from the date of receipt of written notice of the determination being appealed.
 - 3. Cost overrun - 60 days from the date the last project was completed (small projects only).
 - 4. Second/Final Appeal - 60 days from the date of receipt of written notice of the determination made on the first appeal.
- vii. Final Inspection - A final inspection and/or audit will be conducted by the State on all large projects once the projects have been completed and the project cost summary has been submitted (except some cases in which the PW was 100% complete at the time it was prepared in accordance with paragraph C, g, (1)) in order to certify to FEMA that the reported costs were incurred in the performance of eligible work. For those projects of a technical nature, a qualified member of the applicable State agency to which the project pertains will conduct a final inspection. The final inspection should be completed as soon as practical following the receipt of the project cost summary from the applicant. A Final Inspection Report will be completed by the State to document the final inspection. (See Attachment 6)
- viii. Audit Requirement - Audit requirements will be in accordance with 44 CFR, Part 13.26 and Part 14 or OMB Circular A-133, as appropriate.
 - 1. Applicants expending \$300,000 or more in total Federal financial assistance in a fiscal year will be required to have an audit made in accordance with the Single Audit Act Amendments of 1996 - OMB A133.
 - 2. Applicants will be required to provide their assigned State agency a copy of the Single Audit.
 - 3. A review of all large projects (and all small projects when a small project review is requested by the applicant) will be conducted by the State once those projects are completed. This review will be for program administration purposes and is not considered an audit.

d. Records and Reports

- a. Progress Reports – The State will submit a quarterly progress report to FEMA that contains the status of all large projects, which have not received final payment. Large Project Quarterly Status Reports (Attachment 5) will be used during these quarterly reviews. The date of submission of the first report shall be within a reasonable timeframe after the implementation of the PA program, but will not exceed 90 days from the date of the declaration.
- b. Close-out - Each applicant will be closed-out once it is determined that all work has been completed, all necessary documents have been received, any appeal for small project overruns (small project review) has been reconciled, the costs for each individual large project have been reconciled, all project payments have been made, and no further action is pending or anticipated (including litigation or lawsuits). The State will notify FEMA when all eligible funds including the sub grantee administrative allowance, have been paid to an applicant and request applicant closeout. When all applicants have been closed-out and all eligible grantee funding has been reconciled, the State will request of FEMA that the Public Assistance Program for that disaster be closed.

The closeout of a grant does not affect:

- 1. The federal agency's right to disallow costs and recover funds on the basis of a later audit or other review;
 - 2. The grantee's obligation to return any funds due as a result of later refunds, corrections, or other transactions;
 - 3. Records retention as required by 44 CFR, section 13.42 and Utah Code 63-5A.
 - 4. Property management requirements in 44 CFR, section 13.31 and 13.32; and
 - 5. Audit requirements in 44 CFR, section 13.26.
- ii. Financial Status Report (SF 269/SF 269A or FEMA 20-10) - The grantee shall submit the financial reports to the FEMA regional office 30 days after the end of the first federal quarter following the initial grant award. Financial Reports will be submitted to FEMA at least quarterly thereafter for State administered disaster assistance programs authorized by the Stafford Act. Reports are due January 30, April 30, July 30 and October 30.
 - iii. Project Documentation (Record Retention) - The applicant will be required to keep complete records of all work (i.e. receipts, checks, job orders, contracts, equipment usage documentation and payroll information) funded under the Public Assistance Program for five years from the date that its project application is closed. During this five-year period, all approved *Project Worksheets* are subject to State and Federal audit/review.
 - iv.

DEVELOPMENT AND MAINTENANCE

This plan will be reviewed and updated annually. Amendments will be made to meet current policy guidelines and new disaster declarations, as required. Revisions will be forwarded to the Regional Director of the Federal Emergency Management Agency.

FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM (FMAGP)

The State Administrative Plan for the Fire Management Assistance Grant Program is hereby made an annex of this State of Utah Administrative Plan for Public Assistance and is incorporated by reference and made a part hereof.

Attachment 10

STATE OF UTAH

STATE ADMINISTRATIVE PLAN FOR THE FIRE MANAGEMENT ASSISTANCE GRANT PROGRAM (FMAGP)

This plan is an annex to the Public Assistance Administrative Plan and specifically covers procedures for managing the Fire Management Assistance Grant Program (FMAGP) for the State of Utah. (Reference: Public Assistance Administrative Plan, Section VIII).

FMAGP: This program provides assistance for fighting wild land fires burning on public or privately owned forests or grassland that threatens such destruction as would constitute a major disaster. (44 CFR 204.21 (a))

Fire management assistance declarations will be made in accordance with Section 420 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act, Public Law (PL) 93-288, as amended, and administered in accordance with 44 Code of Federal Regulations (CFR) Part 204 (FMAGP), Part 13 (Grant Administration), part 14 (Audits), and the FEMA/State Agreement.

I. **PURPOSE:**

The purpose of this plan is to identify the responsibilities, staffing requirements, policies, and procedures to be used by Utah in administering the FMAGP.

II. **DEFINITIONS:**

See Public Assistance Administrative Plan, (Section III).

III. **PROCEDURES:**

The Governor will appoint his/her authorized representative for FMAGP Administration.

The Governor's representative will be designated as the Governor's Authorized Representative (GAR). The GAR will be from the State of Utah Division of Emergency Services and Homeland Security (DES). The designated Governor's Authorized Representative (GAR) will request a FMAGP declaration when it is determined that a specific wildfire threatens such destruction as would constitute a major disaster as defined in Public Law (PL) 93-288, as amended.

At the beginning of each calendar year a FEMA/State Agreement will be entered into with the State Governor and the FEMA Regional Director (RD) outlining the conditions under which federal assistance will be provided.

After each FMAGP declaration request has been approved by FEMA, the GAR and FEMA Regional Director will sign an Exhibit E to the FEMA/State Agreement which identifies the name, declaration number, counties involved, and the designated incident period for the declared incident.

The designated GAR in accordance with this plan and the FEMA/State Agreement, will identify and notify eligible applicants, collect FEMA Form (FF) 90-133, Application For Fire Management Sub-grant, and submit them to FEMA within 30 days after the close of the incident period.

The designated GAR in accordance with this plan and the FEMA/State Agreement will prepare (in coordination with FEMA and FEMA's Principal Advisor) a Standard Form (SF) 424, Application for Federal Assistance, supporting the costs along with Project Worksheets (PWs) pertaining to the fire. The GAR will also provide a FF 20-16A, Assurances, Non-Construction or FF 20-16B, Assurances, Construction, with the submission of the SF 424 and its corresponding PWs.

The Utah Department of Public Safety Division of Emergency Services and Homeland Security in accordance with the FEMA/State Agreement will coordinate with State legal counsel for all human caused fires, and will provide FEMA with legal analysis on the State's ability to recover costs and how the state is pursuing the recovery of such costs.

The Utah Department of Public Safety will establish an account to service this program and to make inter-agency transactions. The SMARTLINK system will be the funding mechanism for payment of the Federal share of eligible costs. The Grantee may pay the entire approved Federal share to the sub-grantee with appropriate documentation.

The State of Utah's Governor has designated the Division of Emergency Services and Homeland Security (DES) as the office to manage the FMAGP. They will be designated the Grantee. The Division of Forestry Fire and State Lands (FFSL) will be a sub-grantee and will provide program assistance to DES. Each agency's responsibility is identified in Section IV, Organization and Assignment of Responsibilities. Close cooperation, coordination, and communication between the FFSL, DES, and the Department of Public Safety is required.

Prior to approval of Federal funds, the GAR must accomplish the following:

- 1) An annual FEMA-State Agreement signed;
- 2) An Exhibit E for each individual declared fire;
- 3) Submission and FEMA approval of the Administration Plan;
- 4) Submission and FEMA approval of the Hazard Mitigation Plan;
- 5) Submission of the SF 424, Application for Federal Assistance and a 20-16A, Assurances, Non-Construction or 20-16B, Assurances, Construction; and,
- 6) Cost documentation on Project Worksheets (PWs) to support/verify the fire cost threshold (individual and/or cumulative) has been met.

All PWs will be treated as Large Projects, regardless of PW amount.

The claims package for each PW will contain the following items:

- 1) Letter of Transmittal containing the GAR's recommendations and accounting of eligible costs;
- 2) Summary of Documentation (SOD) and supporting documentation (includes cooperative agreements, invoices, force account records, contracts, etc.)
- 3) Certification of work completion in accordance with the FEMA-State Agreement.

Close-out of FMAGP will include:

- 1) Within 90 days of the performance period expiration date, the State will submit a final financial status report, FEMA Form (FF) 20-10, Financial Status report, which reflects the disposition of all costs associated with the grant.
- 2) Request close-out of the FEMA/State Agreement.

Audits will be performed, for both the Grantee and Sub-grantees, under 44 CFR, Part 13.26 and Part 14.

Detailed record keeping and documentation is critical due to the questions of cost eligibility and duplication of benefits when dealing with fire management activities involving various federal, state, local, and volunteer agencies and organizations and the potential intermixed land ownership.

Normally, there is at least one advance of funds processed before the final claim is accomplished. Reimbursements of actual expenses incurred to date may be made if the GAR determines it is appropriate to do so. In no case will the GAR reimburse more than 75% of the federal share based on actual expenses to date without prior consultation with DES.

Final claim packages will consist of the following items:

- 1) A letter of transmittal containing GAR recommendations
- 2) A financial review report
- 3) A Summary of Documentation (SOD)
- 4) Copies of all supporting documentation
 - a. Contracts
 - b. Invoices
 - c. Force account records
- 5) A certification of work completion

Reimbursement/Final Payment will be made by interagency transfer under FIRMS, as prepared by the FFSL/DES and submitted to the Utah Department of Public Safety. Such requests will be supported by a reimbursement calculation sheet, certified by the GAR and FEMA's Supplemental Project Application and

approved amount if for a final claims settlement. Other supporting documentation will be maintained by the GAR at his/her location.

The State Department of Public safety will provide upon request technical assistance to the GAR in the following areas:

- 1) Grantee record keeping and documentation
- 2) Program Management/Administration

The GAR will administer FMAGP in accordance with applicable portions of 44 CFR, Part 206, Sub-part G – (Public Assistance Project Administration) and Sub-part H – (Eligibility), FEMA Common Rule 44 CFR, Part 13, OMB circular A-87, 44 CFR 204 – (Fire Management Assistance), and those applicable parts of this plan.

In addition to actual fire management costs, there is a provision for reimbursing grant administration expenses under 44 CFR 204.63, in accordance with OMB circular A-87. These costs should be maintained and documented by the GAR for inclusion in the final claim to FEMA.

Audits will be in accordance with the Federal Single Audit Act, 44 CFR, Part 13.26 and Part 14.

The GAR will determine the necessary organizational structure and staffing to effectively manage and administer this program. See Part V of this plan.

IV. **ORGANIZATION AND ASSIGNMENT OF RESPONSIBILITIES:**

UTDES and FFSL will maintain close coordination and cooperation in managing the FMAGP. 44 CFR, Subpart 204.63(b) – Allowable Costs – states that indirect costs are allowable to the Grantee only. The following agency responsibilities are outlined to ensure that both State agencies are eligible to claim indirect costs as it applies to each agency to verify that duplication of duties will not be incurred.

UTAH DIVISION OF EMERGENCY SERVICES & HOMELAND SECURITY

- 1) Notifying potential applicants by written or verbal communication through officials of the political subdivisions.
- 2) Conducting applicant briefings as needed.
- 3) Assisting FEMA in determining applicant eligibility.
- 4) Providing technical assistance to sub-grantees, including briefing for potential applicants and materials on the application procedures, program eligibility, and program deadlines.
- 5) Submitting and reviewing requests for FMAGP applications from sub-grantees.
- 6) Submitting, reviewing, and accepting sub-grantees fire costs (these will not be the same sub-grantees that FFSL will be working with).
- 7) Processing payments for sub-grantees through SMARTLINK, using the same method as outlined in the Public Assistance Administration Plan.
- 8) Processing requests for appeals and time-extensions.
- 9) Coordinating with FFSL in the recovery of disallowed costs/duplication of benefits.
- 10) Monitoring closeout, and audit reconciliation of sub-grantees.
- 11) Maintaining all files for sub-grantees.

UTAH DIVISION OF FORESTRY FIRE & STATE LANDS

- 1) Collecting bills for all firefighting costs from eligible applicants.
- 2) Normally, all eligible firefighting costs for all eligible applicants will be claimed under the FFSL application. However, if there is an applicant that chooses to apply on their own, FFSL will:
 - a. Prepare the PW and review the sub-grantee's costs prior to submitting to FEMA.
 - b. Submit documented costs only.
 - c. Work closely with UTDES to ensure the processing and distribution of payments to sub-grantees is completed.
- 3) Coordinating with Utah DES in the recovery of disallowed costs/duplication of benefits.

V. **STAFFING REQUIREMENTS:**

Because staffing requirements vary depending on the magnitude of declared fires in a given calendar year, the following positions may be required to assist the GAR in meeting program administrative requirements:

State Public Assistance Officer (SPA0) – This individual will normally be an employee of UTDES and have responsibility for oversight of the program and for ensuring SMARTLINK requests and withdrawals are made in a timely manner.

Deputy SPA0 – This individual will normally be an employee of Utah DES working in close coordination with the SPA0.

State Applicant Liaison and State Technical Specialists – Qualified personnel from Utah DES and/or FFSL who will assist in determining applicant eligibility, reviewing contracts and claimed costs for eligibility and capable of preparing and reviewing PWs.

Administration/Finance Officer – This individual will normally be an employee of Utah DES, qualified to perform accounting, budgeting and financial monitoring work.

Other State Support Personnel – Clerk/typist and computer specialist.

VI. TIMELINES:

The following timelines are identified in 44 CFR, Part 204:

Request for FMAGP declaration (204.22) – Made by telephone and immediately followed by FF-90-58.

Incident Period (204.3) – The time interval during which the declared fire occurs. The Regional Director (RD), in consultation with the Governor’s Authorized Representative and the Principal Advisor, will establish the incident period.

Temporary repair of damage caused by eligible firefighting activities (204.42(g))

All temporary repair work must be completed **within 30-days** of the close of the incident period for the declared fire.

Preparing & Submitting an Application (204.51(a)) – After approval of a fire Management assistance declaration, the State must submit an application package which includes the SF-424 and FF-20-16, and additional supporting documentation. The application should be submitted **within 9-months of the declaration**. Upon receipt of the written request from the State, the RD may grant an extension for **up to 3-months**.

Request for Fire Management Assistance (204.52(a)(1) RFMA) – Applicants Applying for sub-grants under an approved fire management assistance grant must submit a RFMA to the Grantee in accordance with State procedures and within timelines set by the Grantee, but **no longer than 30-days** after the closure of the incident period.

Submitting a Project Worksheet (204.52(c)(1)) - Applicants will submit all PW’s through the Grantee for approval and transmit them to the FEMA RD. The Grantee will determine the deadline for an Applicant to submit completed Project Worksheets, but the deadline must be **no later than 6-months** from the close of the incident period.

Approval of State’s Grant Application (204.51(c)) – The RD has **45-days from receipt** of the State’s grant application, to review and approve or deny the grant application or to notify the Grantee of a delay in processing funds.

Reporting and Audit Requirements (204.64(a)) – **Within 90-days of the performance period expiration date, the State will submit a final financial status report (FF 20-10), which reports all costs incurred within the incident performance period and all administrative costs incurred within the performance period.**

Appeal of FMAGP declaration Denial (204.26) – The Governor may appeal the Denial of the request for a Fire Management Assistance declaration **within 30-days of the date** of the letter denying the request, or submit a request for a time extension to the Assistant Director through the RD. The **Associate Director has 90-days** to render his/her determination or request additional information.

Appeals of Eligibility (204.54) – Appeals of eligibility must be submitted **within 60-days** after receipt of notice of the action that is being appealed. The Grantee will review and forward from an eligible applicant, with a

written recommendation, to the RD **within 60-days of receipt**. **Within 90-days** following receipt of the appeal, the RD (for the first appeal) or the Associate Director (for the second appeal) will notify the Grantee in writing of the disposition of the appeal or the need for additional information. A request for additional information will include a date by which the information must be provided. **Within 90-days** following receipt of additional information the Grantee will be notified in writing of the disposition of the appeal.

ESF 6

SHELTER AND MASS CARE

Primary Department: American Red Cross

Supporting Departments: Emergency Management
Police Department
North Davis Fire District
Other Voluntary Organizations

I. Authority
See Basic Plan

II. Purpose
The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy, and guidelines for the provision of temporary lodging, emergency feeding, and clothing of persons forced to leave their homes due to an actual or threatened emergency or disaster.

III. Situation and Assumptions

- A. Situation
- Facilities may be needed in Clearfield City for sheltering and/or feeding citizens of the City.
 - Mass care facilities, i.e., indirect effects facilities, are life supporting. They are needed for protection from the effects of the hazard.
 - The Clearfield City Hazard Identification Survey identifies numerous hazards that could cause an evacuation of some portion of Davis County (See ESF 1, pg. 2, Evacuation). Clearfield City has a resident population of approximately 30,467. The most likely scenarios requiring shelter/mass care range from a few families to as many as 1,000 persons.
- B. Assumptions
- While Clearfield City assumes the lead role in protecting the population, the Red Cross will establish, manage, and coordinate shelter/mass care operations within their capabilities.
 - Upon determining that sheltering and/or mass care is needed, the appropriate Red Cross Disaster Services will be notified via dispatch. In cooperation with the Red Cross Disaster Services, Clearfield City will assist in the management of and coordinate all shelter/mass care activities until the Red Cross arrives.
 - Other professional/volunteer organizations that normally respond to emergency/disaster situations will do so.
 - Assistance will be available from outside Clearfield City and Davis County through mutual aid agreements, and from State and Federal level emergency agencies, when appropriate.
 - Facilities planned for shelter/mass care use will be made available at the time of need.
 - Experience has shown that, under localized emergency conditions, a high percentage (75 percent or more) of evacuees will seek lodging with friends or relatives rather than go to public shelter. However the percentage of people seeking public shelter can be nearly 100% for a Hazardous Materials incident.
 - Essential public and private services in reception areas will be continued during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
 - If the threat of an evacuation is due to a visible hazard or has been discussed in the media, some spontaneous evacuation may occur prior to an implementing order. Therefore, mass care operations may have to commence early in any disaster period.

IV. Direction and Control

All activities will be coordinated through the Shelter Systems Officer in the Emergency Operations Center (EOC). Shelter/lodging facility managers will be responsible for the operation of their individual facilities. When appropriate, the American Red Cross will provide reports through the American Red Cross Mass Care Officer and to the EOC through the American Red Cross Government Liaison or via an ARES operator assigned to the shelter.

V. Concept of Operations

- A. General

1. The Mayor and City Council have the overall responsibility for ensuring the protection and welfare of the people in the unincorporated areas of Clearfield City.
2. In cooperation with available volunteer disaster assistance organizations, Clearfield City will make efforts to provide available shelter and mass care services for people requiring them as the result of an emergency/disaster situation.
3. The American Red Cross and other private disaster assistance organizations will be called upon to provide management and support to shelters for the affected population, and to care for their emergency needs by organizing shelter teams, providing services necessary to support the sheltered population, registration, or other life support assistance.
4. In some disasters, the Federal government may be requested to provide emergency housing. Disaster victims will be encouraged to obtain housing with family or friends or in commercial facilities. To the extent possible, Clearfield City will assist and coordinate post-disaster housing needs for the homeless.

B. Phases of Operation

1. Mitigation
 - a. Encourage shelter considerations in architectural design.
 - b. Identify volunteer groups.
 - c. Develop shelter/mass care capability.
2. Preparedness
 - a. Identify mass care facilities (temporary lodging and emergency feeding sites) and protective shelters.
 - b. Obtain cooperation of facility owners for use of facilities as mass care facilities and protective shelters.
 - c. Coordinate training and communication procedures.
 - d. Coordinate responsibilities with other agencies and/or volunteer groups.
 - e. Identify population groups requiring special assistance during an emergency (such as senior citizens, the handicapped) and ensure a capability exists to provide it.
3. Response: In coordination with the Red Cross.
 - a. Open and staff shelters/mass care facilities.
 - b. Provide food and other essentials as needed.
 - c. Obtain supplies and materials as required.
 - d. Maintain communications between shelters and EOC.
 - e. Assist registration of evacuees/victims.
 - f. Provide information for victims needing additional services.
4. Recovery: In coordination with the Red Cross.
 - a. Deactivate shelters/mass care facilities as necessary.
 - b. Assess continued human needs of victims.
 - c. Inform public of extended care availability.
 - d. Coordinate post-disaster housing needs.
 - e. Coordinate with State and Federal officials on location of Disaster Application Center (DAC).
 - f. Assist the Red Cross in establishing Family Assistance Centers and programs.

C. Mass Care

Mass care includes the registration of evacuees, the opening and management of temporary lodging facilities, and the feeding of evacuees and workers through both mobile and fixed feeding sites.

1. Registration

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

2. Temporary Lodging/Feeding Facilities

- a. The designation of specific lodging and feeding facilities will depend on the actual situation and the location of the hazard area. Selected facilities will be located far enough from the hazard area so that there is no possibility of the threat extending to the mass care facility. The best possible facilities will be selected from lists that are maintained by the Red Cross. All organizations, both public and private, who are responsible for institutionalized or special needs groups should continue to be responsible to provide for specialized care needs during a disaster. The Red Cross will assist with needed mass care and feeding

support within its capabilities. Specific care must be given to ensure that designated facilities are suitable for lodging institutionalized or special needs groups. The Red Cross has obtained agreements for use of these facilities. The Emergency Services Manager or Shelter Systems Officer, in conjunction with the American Red Cross (ARC), will obtain permission from owners to use other facilities as required.

- b. When Mass Care facilities are opened, it will be the responsibility of the Red Cross to maintain administrative control and all functions and staffing needs according to Red Cross policy.
- c. Upon Red Cross arrival, they will be responsible for meal planning, coordination of mobile feeding, and identifying feeding sites and resources for the procurement of food and related supplies.

VI. Organization and Assignment of Responsibilities

A. General

Clearfield City will attempt to care for evacuees and displaced disaster victims as resources allow. This responsibility has been delegated to the Emergency Services Manager and the Chief of Police. The Shelter Systems Officer (SSO) in this capacity is a volunteer on the staff of the Emergency Services Manager. The Shelter Systems Officer is the primary point of contact for planning, coordinating, and implementing the shelter program. Services will be provided through the coordinated efforts of Emergency Services Manager, Red Cross, Salvation Army, and other volunteer agencies and/ or mutual aid agreements with various support groups.

B. Functional Responsibilities

- 1. Emergency Services Manager
 - a. Appoint a Shelter Systems Officer.
 - b. Develop shelter/mass care program.
 - c. Ensure facilities are activated and deactivated as required.
 - d. Inform public.
- 2. Shelter Systems Officer
 - a. In coordination with the American Red Cross, identify volunteer agencies and develop emergency agreements (See Attachment 1).
 - b. Identify potential protective shelters and mass care facilities.
 - c. Ensure that Shelter Management staff are recruited and trained.
 - d. Assist the Red Cross with arrangement and coordination of mass feeding.
 - e. Coordinate the distribution of donated clothing.
 - f. Coordinate with area officials for supplementary food stocks.
- 3. Law Enforcement
 - a. Provides security and law enforcement at shelters/mass care facilities.
 - b. Provides back-up communications using ARES personnel.
- 4. Fire Service
 - a. Inspect shelter/mass care sites for fire safety as needed.
 - b. Provide and maintain shelter fire extinguishers.
 - c. Train shelter personnel in fire safety and fire suppression.
- 5. Transportation
 - a. Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, etc.
- 6. Health and Medical
 - a. Coordinate with Red Cross Disaster Health Services to insure that all Mass Care Facilities meet all current health code standards.
 - b. In cooperation with the Red Cross Disaster Health Services, coordinate medical coverage at Mass Care Facilities.
 - c. Coordinate Crisis Counseling.
- 7. American Red Cross (through agreement)
 - a. Staff and operate shelter/mass care facilities.
 - b. Register evacuees.
 - c. Provide emergency food and other essential materials.
 - d. Process inquiries from concerned families outside the disaster area.
 - e. Coordinate care with other relief organizations and volunteer groups at mass care facilities.
- 8. Salvation Army\Church Groups\Volunteer Organizations
 - a. Assist in mass care operations.

- b. Collect and distribute food, clothing, and other supplies.
 - c. Repair homes.
9. Other volunteer agencies as appropriate

VII. Administration

- A. Records

The Red Cross will maintain records of all expenses incurred by their mass care activities. The Emergency Services Manager will ensure that adequate records of local government expenses are maintained.
- B. Training

Appropriate training for participants assisting in mass care will be under the direction of the Red Cross. Training programs in Shelter Systems and Shelter Management are available through the State of Utah, Division of Division of Emergency Services and Homeland Security (DES). The Red Cross offers training in Disaster Services and Mass Care.
- C. Inquiries

The Red Cross in conjunction with 211 personnel will establish a Disaster Welfare Inquiry Operation to answer requests from relatives and friends concerning the safety and welfare of evacuees or those in disaster areas. Welfare inquiry listings, along with registration listings, will be provided to the EOC and law enforcement agencies for comparison with missing person lists.
- D. Support
 - 1. Use of public school facilities will be a prime consideration for use as emergency mass care facilities. Utilization of these will be coordinated with school officials.
 - 2. The permission to use facilities for disaster operations will be secured from the owner/managers of selected facilities.
 - 3. The provision of shelter services will be supported by coordinated efforts of Emergency Services, American Red Cross, and other voluntary organizations.
- E. Communications
 - 1. The primary communications link between shelter/mass care facilities and the EOC will be telephone. If telephones cannot be used or are overloaded, amateur radio operators will provide radio communications.
 - 2. Shelter/lodging facility managers will assign persons in their facility to monitor prescribed communication sources for guidance and information.

VIII. Implementation

- A. Implementation
 - 1. Provisions of this annex concerning mass care will be implemented as soon as a need for temporary lodging or feeding is noted. While a coordinated government/Red Cross decision is desirable, the Red Cross may independently activate their operations.
 - 2. Communications will be established with all agencies and, in the event of an evacuation, essential personnel including volunteers will be alerted. Required material resources (cots, blankets, food, etc.) will be located and pre-positioned, if necessary. Hospitals will be alerted to the possibility of receiving evacuee patients, when appropriate.

IX. References

- A. Federal Emergency Management Agency (FEMA). *Guide for Increasing Local Government Civil Defense Readiness During Period of International Crisis*. SLG 100/May 1990.
- B. FEMA, 1984. *Shelter Management Handbook*, FEMA-59.
- C. FEMA, 1981. *How to Manage Congregate Lodging Facilities and Fallout Shelters*, SM-11.

X. Attachments

- Attachment 1 Volunteer Groups
- Attachment 2 Reception and Care Facilities
- Attachment 3 American Red Cross Agreement
- Attachment 4 Salvation Army Agreement

Attachment 1

VOLUNTEER GROUPS

The following volunteer agencies provide disaster relief services in major disasters and traditionally provide extensive assistance to local government.

- American Red Cross
- Salvation Army
- United Way
- Goodwill Industries
- Church of Jesus Christ of Latter Day Saints
- Southern Baptist Convention Disaster Relief
- Seventh Day Adventists
- Mennonite Disaster Service
- Other Local Churches and Church Groups

Attachment 2

RECEPTION AND CARE FACILITIES

Buildings listed in this appendix have been surveyed for their suitability as reception and care centers for displaced personnel.

The suitability of a building for natural hazard reception and care is different from that for a nuclear attack hazard. Under nuclear evacuation conditions, any structure capable of housing evacuees is a candidate for survey. However, in the case of natural disaster evacuation, the criteria for reception and care are more restrictive and are concerned with minimizing the disruption to ongoing activities and with the habitability features of the buildings. As a result, the buildings surveyed fall into the following categories:

1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
2. Governmental or non-profit facilities such as armories and community centers or activity centers for senior citizens.
3. Church facilities with kitchens.
4. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.
5. Governmental and/or public buildings considered to be essential operations facilities for managing a crisis, such as city halls, courthouses, fire and police stations, and hospitals.

Attachment 3

AMERICAN RED CROSS AGREEMENT

I. GENERAL

The Bonneville Chapter of the American Red Cross, hereafter referred to as the Red Cross, identifies all personnel employed by this disaster relief agency, to include its volunteer force, and any other personnel assigned for special duties.

II. MOBILIZATION

The Executive Director, when notified of any impending or in progress disaster, will activate the Chapter Disaster Response Plan. The Executive Director, or his designee, in conjunction with the Chairman of Disaster Services shall coordinate all disaster relief activities as they apply to the Red Cross.

Take all precautions necessary to safeguard chapter records.

Services Provided: Emergency Mass Care Assistance

- A. Food for disaster victims and emergency workers
- B. Temporary shelter
- C. Medical and nursing aid
- D. Clothing

III. STANDARD OPERATING PROCEDURE

- A. The Executive Director or Disaster Chairperson will be notified of any impending or in progress disaster. During this stage, designated committees within the chapter will activate in-house emergency plans that outline specific duties that must be accomplished before or as soon as possible after any disaster occurs. For the benefit of the citizens of Clearfield City, these plans should include, but are not limited to the following:
 - 1. Notifying designated representatives to take up assigned duties in the EOC to serve as the government liaison between the city/county and the Red Cross. The government liaison is to work with the Shelter Systems Officer, if present in the EOC.
 - 2. Notifying the Chapter Communications Coordinator to take up assigned duties at chapter headquarters and establish radio contact with appropriate agencies.
 - 3. Checking all emergency equipment, special clothing, supplies, and special vehicles required to carry out pre-disaster response and recovery duties.
 - 4. Checking fuel to include type, amount needed, and procedure for refueling, location, and time needed.
 - 5. Coordinating, through the Shelter Systems Officer, with the following county departments concerning sheltering:
 - a. Emergency Services Manager coordinates the evaluation and determination of which buildings will be opened as Red Cross shelters. (For Red Cross-designated shelters, administrative responsibility and financial control are inseparable. Red Cross makes no commitment for expenditures other than designated shelters agreed on by the Red Cross and the Clearfield City Emergency Services Manager). Shelters will be opened when evacuation begins.
 - b. Law Enforcement or auxiliary police to be dispatched to Mass Care Facilities as needed.
 - c. School districts for shelter kits and letter of credit, as appropriate.
 - d. Senior citizens for shelter and first aid kits and letter of credit in designated shelter for the aged and infirm.
 - e. Housing authority for temporary shelter where needed in the recovery stage.
- B. If disaster occurs, all personnel will report to designated places and proceed with assigned duties.

- C. The Emergency Services Manager/Shelter Systems Officer will be kept informed on a recurring basis of the status of all shelters used, to include the following:
 - 1. Shelter location
 - 2. Number of shelteree's
 - 3. Special requirements

IV. DISASTER RECOVERY

The Red Cross, since its beginning, has served as the community agent for disaster relief. Its ability to respond to the needs of the community is based on the organized efforts of many volunteers, on community groups, and on the recognized fields of responsibility of the individual, the family, the community, and the components of the community.

The ability of each of these groups to function in a disaster represents a vital community resource that must be considered when combating the effects of disaster and bringing about an orderly recovery.

It also is during this phase that the Red Cross has a vital role in providing assistance to help alleviate human suffering.

- A. Immediate assistance on individual family basis may provide for the following:
 - 1. Social services inquiry and information services;
 - 2. Emergency assistance for food, clothing, rent, bedding, selected furnishings, transportation, medical needs, temporary home repairs, occupational supplies, and other essentials;
 - 3. Referral to government disaster programs.
- B. Additional aid for recovery to families may be provided after all other sources are used.

V. AUTHORITY

Authority for the preceding is contained in Public Law 4, approved January 5, 1905 (33 Stat. 599), as amended.

Chief of Police

Attachment 4

SALVATION ARMY AGREEMENT

I. GENERAL

The _____ Corps of the Salvation Army, hereafter referred to as the Salvation Army, identifies all personnel employed by this disaster relief agency, to include its advisory board members, service units, other volunteer forces, and any other personnel assigned for special duties.

II. MOBILIZATION

The officer-in-charge, when notified of impending disaster, will remain at his/her assigned position at the local area Salvation Army headquarters. From this vantage point, he/she will direct all disaster relief activities as they apply to the Salvation Army. Personnel with pre-disaster assignments will proceed to designated points and carry out their assigned duties.

Take all precautions necessary to safeguard Salvation Army records.

Services provided are listed below.

- A. Emergency Mass Care
 - 1. Emergency feeding service
 - 2. Mobile canteen service
 - 3. Collection and distribution of food, clothing, and other supplies
 - 4. Supplementary shelters
 - 5. Counseling and morale building services
 - 6. Specialized skills, such as skills of interpreters and social workers
- B. Emergency Family Services
 - 1. Social service inquiries
 - 2. Survey of family needs

III. STANDARD OPERATING PROCEDURES

- A. The officer-in-charge will be notified of any impending or in-progress disaster. During this phase, designated groups within the corps will activate in-house emergency plans that outline specific duties that must be accomplished before or as soon as possible after any disaster occurs. For the benefit of the citizens of Davis County, these plans should include, but are not limited to the following:
 - 1. Notifying designated persons to take up assigned duties in the EOC to serve as liaison between the city/county and the Salvation Army. The liaison will work with the Shelter Systems Officer, if present in the Emergency Operations Center.
 - 2. Checking all emergency equipment, clothing, supplies, and special vehicles required to carry out pre-disaster and recovery duties.
 - 3. Checking fuel, to include type, amount needed, and procedure for refueling, location, and time needed.
 - 4. Entering into any agreement with the American Red Cross and other relief or disaster assistance organizations, whenever such organizations are engaged in providing relief before, during, and after a major disaster.
- B. If a disaster occurs, all personnel will report to designated places and proceed with assigned duties.
- C. The Clearfield City Emergency Services Manager/Shelter Systems Officer will be kept informed on a recurring basis of the status of all supplementary shelters used by the Salvation Army, to include the following:
 - 1. Collection and distribution of medicine, food, clothing, supplies, or other items;
 - 2. Repairs to homes;
 - 3. Supplementary shelter for those displaced;
 - 4. Household furnishings;

5. Emergency feeding service;
6. Mobile canteen service;
7. Counseling and morale-building service;
8. Specialized skills, such as skills of interpreters and social workers;
9. Social services inquiries;
10. Survey of family needs;
11. Assistance in identification and registration of disaster victims.

V. ADMINISTRATIVE

- A. Any member of the Salvation Army staff and/or volunteer temporarily designated as an agent for the county in making any special purchase or contract for services before, during, or after any disaster will provide the Emergency Services Director with all associated paperwork as soon as possible.
- B. The Emergency Services Manager also will be provided daily reports on a recurring basis on the status of all supplementary shelters, their location, and the status of shelteree's falling in this special category.

VI. AUTHORITY

Authority for the preceding is contained in the terms prescribed in the Disaster Relief Act of 1974, Section 312.

Approved by City Attorney: _____ Date: _____

Approved: _____ Date: _____
 Chief of Police

ESF 7

RESOURCE/VOLUNTEER MANAGEMENT

Primary Department: Emergency Management

Supporting Departments: American Red Cross
School District
ARES
Community Services Department

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for the management of resources and volunteers in the event of a disaster or other event that results in persons or organizations volunteering time and/or goods to the disaster response and recovery. Resource categories include, but are not limited to: emergency relief supplies; telecommunications; transportation services; contracting services; emergency procurement of medical and food supplies; office space; equipment and supplies; and personnel required to support immediate response activities.

III. Situations and Assumptions

- In disasters of almost any magnitude, individuals, organizations and businesses tend to volunteer time and or resources to the cause.
- Local resources will become exhausted.
- Resources will need to be requested from other jurisdictions, areas, etc.
- Volunteers can hamper response capabilities if not managed.
- Volunteers can be a helpful resource.
- Volunteered goods can be useful in response and recovery.
- Volunteer organizations exist that are well trained and established in the community.
- A volunteer is defined as someone who, beyond the confines of paid employment and normal responsibilities, contributes time and/or services.

IV. Concept of Operations

When a disaster occurs, management of resources becomes an essential function. On-scene commanders will make numerous requests for all types of resources. In addition, some volunteer organizations may be called upon as a matter of normal operations. These are organizations (such as American Red Cross, ARC) that historically and as a matter of legal responsibility are called upon to provide specific functions. A representative from American Red Cross is to sit in the operations group of the EOC to coordinate the response of their organization and to assist with coordination of other volunteers. In disasters and large-scale incidents, it is extremely important to track and account of all volunteers and for donated goods. Volunteers not affixed to professional organizations can be used in proper settings such as clean-up, disseminating fliers, food delivery, etc.

V. Organization and Assignment of Responsibilities

- A. Emergency Services Manager
The Emergency Services Manager will exercise control and management of all resources existing within the City at the time of the emergency, plus any received from outside sources and additional resources generated within the City.
- B. City Departments
All departments, agencies and coordinators will manage all resources within their respective areas of responsibility in support of the disaster relief effort.
- C. Resource Officer

1. The position of resource coordinator will be filled by personnel from the City Finance Department.
2. Responsibilities:
 - a. The Resource Officer will be the single point of contact with the Emergency Services Manager and will establish priorities and permit the utilization of resources to meet all priorities approved by the Emergency Services Manager.
 - b. Maintain an inventory of all resources deployed and/or available.
 - c. Procure material, goods, personnel, equipment, etc. as requested.
 - d. Maintain an inventory of all available items and volunteers.
 - e. Organize, account and assign volunteers according to priorities to the agencies and services requesting additional volunteer resources.
 - f. Coordinate with the American Red Cross and other volunteer organization representatives in the EOC.

D. Shelter Systems Officer

1. The position of Shelter Systems Officer will be filled by a member of the ARC or other designee.
2. Responsibilities:
 - a. Establish and manage shelters as needed (Refer to Mass Care Annex).
 - b. Provide food and drink as needed (Refer to Mass Care Annex).
 - c. Coordinate volunteers with the Resource Officer.

E. Davis School District

The Davis School District may make schools and services available for mass care and feeding needs. The District may also make buses and other vehicles available for the transportation of victims, personnel, and equipment. The district may send a representative to the EOC to coordinate with the Resource Officer, or establish direct phone line access.

F. City Recorder and Finance

Personnel from these offices will assist the Resource Manager in maintaining accurate records of personnel, equipment, volunteers, other resources, procurements, expenditures, etc. in relation to the incident.

VI. Resource Lists

Each City department and participating agency is responsible for developing and maintaining lists of those vital resources that may be used in an emergency.

Attachment 1 Resource Officer Checklist

Attachment I

RESOURCE OFFICER CHECKLIST

This procedure and checklist describe the function and responsibilities of the Resource Officer for this EFS.

- ◆ Receive notification that a disaster condition has occurred or is imminent and report to the EOC as requested. _____
- ◆ Receive briefing on the emergency/disaster from the Emergency Manager or the Operations Officer. _____
- ◆ Determine need for additional staff support. _____
- ◆ Determine which of the Resource Support Agencies or others will be requested to report to the EOC or to remain available on telephone standby. _____
- ◆ Notify the Resource Coordinator of the County and/or State of the Emergency/Disaster Situation; and be prepared to provide resource support if needed. _____
- ◆ Provide at the EOC briefing sessions the status of resources available, resources required, resources delivered and where shortages exist. _____
- ◆ Ensure that resource requests from the County and State Agencies are being processed in a timely manner. _____
- ◆ Coordinate the loan of excess State and Federal property and its return to the holding agency after use. _____

ESF 8

HEALTH/MEDICAL

Primary Department: Davis County Health Department

Supporting Departments: State Health Department
Police Department
School District
North Davis Fire District
ARES

I. Authority

See Basic Plan

II. Purpose

This Emergency Support Functions (ESF) has been written to ensure that, in the event of any incident resulting in mass casualties, the medical resources, (both governmental and non-governmental) provide for the immediate health care of the citizens of Clearfield City. For the purpose of this EFS, health and medical services include: emergency medical services (EMS), hospitals, public health, environmental health, mental health and mortuary services.

This Annex will establish:

- Procedures for command and control at the incident scene(s).
- Procedures for triage and treatment at the scene and tagging of patients.
- Procedures for orderly flow of patients from incident scene(s) to the appropriate treatment facility.
- Disposition of fatalities associated with the incident.
- Disease control activities related to sanitation, preventing contaminations of water and food supplies.
- Coordination of all medical services providers through the Emergency Operations Center (EOC).

For response to a terrorist attack, refer to the Homeland Security and Terrorism Response Annex, Annex A.

III. Situations and Assumptions

- This annex applies primarily to large-scale emergency and disaster events that would cause sufficient casualties and/or fatalities to overwhelm local medical, health and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.
- The event would necessitate that the EOC is activated.
- The Joint Information Center (JIC) will be activated to coordinate messages released to the general public through the media.
- Public and private medical, health and mortuary services resources located in Davis County will be available for use during disaster situations.
- The incident may require use of existing mutual aid agreements.
- Locally available public and private health and medical resources may themselves be impacted by the disaster.
- Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
- It may be necessary to open contingency field hospitals or to open buildings temporarily to house patients.
- Volunteers will be available to assist in essential tasks.
- The disaster will disrupt the continuity of normal operations in Clearfield City.
- Safe operations will be a priority at all times.

IV. Concept of Operations

During normal daily activities, the control of operations will be located in the Clearfield City Dispatch Center. Upon full activation of the Health/Medical Annex, the control of the Medical Command Post will transfer to the Incident Command Post and become part of its overall function. Transfer of control to the EOC will be determined by the extent of the emergency. The Davis County Health Department's Director

of Health will act as the Health and Medical Coordinator at the EOC.

V. Organization and Assignment of Responsibilities

The medical resources of Davis County will be organized into three levels of response and control.

A. First Level Response

The first level of care is at the scene of the incident. The main objective is to stabilize the patient(s) and, if needed, prepare them for transportation to the proper treatment facility. At the scene of the emergency, the Medical Scene Command Officer will take charge of patient care in the following order:

1. The first arriving assigned agency EMT, who is superseded by
2. The first arriving Paramedic, who is superseded by
3. An assigned or authorized Physician.

B. Second Level Response

The second level of medical response is the personnel on duty at the medical treatment facility. Each facility will operate in accordance with the facility's disaster plan. Transportation of victim(s) from the scene(s) will be coordinated between the Incident Command, the EOC and the treatment facility. If a facility is not functional, or becomes overwhelmed, the EOC is responsible for identifying alternate treatment facilities.

The second level of medical response could also involve epidemiologic investigations conducted by Davis County Health Department. These investigations would work to identify the cause of illness, the origin of the outbreak and any contacts to the initial cases.

C. Third Level Response

The third level of response is the Health and Medical Coordinator located in the EOC.

D. Coordination

In order to achieve maximum utilization of all resources so that one resource is not overtaxed while others are not utilized to their capacity, the coordination of all medical resources will be from the Health and Medical Coordinator at the EOC.

All medical resources will be coordinated through the existing communication channels, if operational (i.e., HEAR system, 800 MHz radios, telephone, cell phone). Assistance may be required and requested from the Davis County Amateur Radio Emergency Services.

E. Activation

Upon activation of this plan, the Police Dispatch will notify the Emergency Services Manager, who will notify the Davis County Health Department and Medical Coordinator or their designee to report to the EOC to take the following actions:

1. Activate communications with each hospital.
2. Take roll call of all hospital emergency wards.
3. Take coordinating command of all medical resources.
4. Notify neighboring areas (local and state) as to possible needs.
5. Periodically, request the following information from each hospital:
 - a. Number of casualties that can be handled in the categories of Burns, Fractures, Severe Head Injury, Severe Back Injury, Lacerations, Cardiac Problems, Psychiatric, General.
 - b. Beds available.
 - 1) ICU
 - 2) Cardiac
 - 3) OB
 - 4) Orthopedic
 - 5) General
 - c. Operating rooms available.
 - d. Availability of blood and blood type.
 - e. Availability of excess health personnel (or need for more).

F. Ambulance Routing

Upon taking command, the Medical Sector at the Incident Command Post, with assistance from the Health and Medical Coordinator at the EOC, will manage the flow of all ambulances to and from the scene to the treatment facility capable of providing the best care.

G. On-Scene Procedures

To insure adequate control and command at the scene, the following procedures will be followed:

1. The first responding EMS person to arrive at the scene will be responsible for establishing incident command and a medical triage area. Triage will be conducted following the START triage system. If rescued survivors cannot be brought to one location, additional triage areas will be set up as needed.
2. Triage areas should be far enough away from Incident Command Post so that vehicular traffic does not interfere with the care and transportation of victims. They should, if possible, allow for:
 - a. Sorting and treating the number of expected injured,
 - b. Ambulance parking for waiting and loading,
 - c. Easy entry and exit points for ambulances and
 - d. Control of unwanted vehicular and pedestrian traffic.
3. The paramedic unit(s) and/or fire vehicle(s) should be positioned as close to the disaster as safety permits and the Incident Commander directs. The triage area will become the focal point for ambulance loading and dispatch.
4. Ambulances will be staged as necessary and appropriately by a staging officer. They will be directed to the triage area for patient loading by the staging officer.
5. To operate effectively, the triage area must have as a minimum:
 - a. A triage officer to determine patient priorities.
 - b. A status officer to make hospital assignments to departing ambulances and maintain current status information on all ambulances.
 - c. Radio communications between the ambulance dispatcher, Medical Command Post and EOC.

H. Overall Responsibilities

1. Davis County Health Department
 - a. *Director of Health*
 - 1) Report to the EOC upon activation and act as the Health and Medical Coordinator.
 - 2) Oversee and coordinate health and medical organizations to assess needs, obtain resources and ensure necessary services are provided.
 - 3) Ensure a medical officer has been established within the Incident Command structure.
 - 4) Coordinate with neighboring communities, state agencies and federal agencies for assistance as needed.
 - 5) Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources, required to support health and medical operations.
 - 6) Work with the JIC to release information to the news media on health and medical issues.
 - 7) Issue orders as necessary for the quarantine or isolation of individuals.
 - b. *Division of Family and Community Health Services*
 - 1) Maintain information on current status of medical facilities and resources within the county.
 - 2) Coordinate with outside agencies arriving to assist in the incident, as well as volunteers, to ensure proof of licensure is made on all volunteers rendering medical aid.
 - 3) Assist in tracking patients/casualties to include number of dead, ill, injured and missing. This can be accomplished through E-Team, Incident Master or other incident tracking system as appropriate.
 - 4) Coordinate transportation of patients to treatment facilities. Work with medical

providers to identify capacity at each treatment facility and advise EMS accordingly. Distribute patients to hospitals inside and outside of the county based upon severity and types of injuries, time and mode of transport, capacity to treat (take into account specialist's available, special designations such as trauma centers, burn centers) and bed capacity. Consider use of clinics and deployment of mobile treatment units.

- 5) Coordinate with American Red Cross to respond to inquiries from family members concerned about loved ones.
- 6) Work with Davis County Sheriff's Office and State Medical Examiner's Office to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting deceased's personal effects and locating/notifying next of kin.
- 7) Coordinate registration of vital statistics (birth, deaths, and fetal deaths) with Health Administration.
- 8) Control spread of communicable disease through immunization, medications, etc.
- 9) Conduct epidemiological investigations when appropriate.
- 10) Assist in identifying laboratory services available for identification/testing.
- 11) Coordinate availability of mental health services with Davis Behavioral Health.
- 12) Establish procedures for the determination of the need and scope for the imposition, notice, enforcement, and termination of an order of quarantine or isolation of individuals.

c. *Division of Environmental Health Services*

- 1) Institute vector control to prevent spread of disease.
- 2) Inspect all foodstuffs, water, drugs and other consumables exposed to the hazard. Advise on actions to protect those resources.
- 3) Manage solid, liquid and hazardous waste disposal.
- 4) Monitor food handling and mass feeding operations.
- 5) Inspect damaged building for health hazards.
- 6) Coordinate with water and public works departments to ensure availability of potable water, effective sewage system and sanitary garbage disposal.
- 7) Coordinate with Davis County Animal Control for the disposal of dead animals.
- 8) Advise on clean up actions.

2. Emergency Medical Services (EMS)

- a. Respond to disaster scene with appropriate personnel and equipment. Ensure EMS responders don appropriate Personal Protective Equipment (PPE).
- b. Report to Incident Command upon arrival at the scene and assume appropriate role in Incident Command Structure.
- c. Triage, stabilize, treat and transport the injured. Notify the EOC of status of casualties – number of injured, extent of injuries, treatment needed, etc.
- d. Coordinate transport of casualties requiring medical treatment with EOC.
- e. Direct activities of private, volunteer and other medical personnel as needed. Work with EOC for credentialing of volunteers.
- f. Assist in evacuation of patients from hospitals, nursing homes, etc., if necessary.

3. Hospitals/Medical Treatment Facilities

- a. Activate disaster plan(s).
- b. Advise EOC on resources available (number/type of beds, equipment, and staff available). If appropriate, utilize the hospital's Emergency-Team (E-Team) as a means to accomplish this task.
- c. Provide medical guidance to EMS and EOC, as needed.
- d. Coordinate with fire and health department on the need to isolate and decontaminate incoming patients.
- e. Coordinate with EMS on the evacuation of patients, if necessary.
- f. Deploy medical personnel, supplies and equipment to disaster site(s) if needed/feasible.

- g. Establish and staff reception center for relatives of disaster victims being treated at facility.
 - h. Coordinate with American Red Cross to respond to inquiries from family members concerned about loved ones.
4. Davis Behavioral Health
- a. Activate disaster plan(s).
 - b. Ensure availability of appropriate mental health services during response and recovery. This may include crisis counseling, critical incident stress debriefings, referrals and education.
 - c. Coordinate with JIC to release mental health information to the local media. Work with American Red Cross to ensure availability of mental health services in shelters.
 - d. Coordinate with Davis County Health Department, Davis County Sheriff's Office and State Medical Examiner's Office to provide mental health services to the next of kin.
5. Clearfield City Police Department and Davis County Sheriff's Office
- a. Work with State Medical Examiner's Office and Davis County Health Department to provide for the collection, identification and care of human remains. This includes determining the cause of death, inventorying and protecting the deceased's personal effects and locating/notifying next of kin.
 - b. Establish temporary morgue in coordination with State Medical Examiner's Office and Davis County Health Department.
 - c. Maintain health services at juvenile and adult correctional facilities.
 - d. Provide security as needed to protect aid stations, temporary morgue, etc.
6. American Red Cross
- a. Activate shelters and coordinate provisions for community mass care.
 - b. Ensure basic medical care is available in shelters.
 - c. Provide first aid and other related medical support at temporary treatment centers.
 - d. Coordinate food for emergency medical workers, volunteers and patients.
 - e. Provide blood, blood substitutes and blood byproducts.
 - f. Provide supplementary medical, nursing aid and other health services upon request.
7. United Way
- a. Assist in management of volunteers and donations dial 2-1-1 or www.211.org
 - b. Coordinate placement of volunteers with EOC.
8. Davis County Animal Control
- a. Coordinate with veterinarians and animal hospitals to arrange services for animals as needed.
 - b. Coordinate with Davis County Health Department for the collection and disposal of dead animals.
 - c. Assist in the sheltering of companion animals.

Attachment 1 Medical Service Facilities
Appendix 1 Mental Health

Attachment 1

MEDICAL SERVICE FACILITIES

Name	Address	City	Phone	Physicians	Nurses
Bountiful Convalescent Center	350 South 400 East	Bountiful		1	18
Crestwood Medical Center	47 East Crestwood	Kaysville	546-1273	1	1
Davis Family Physicians	2102 North Robins Drive	Layton	773-7232	5	2
Davis Hospital & Medical Center	1600 West Antelope Drive	Layton	825-9561	236	220
Davis Surgical Center	1544 West 2000 North	Layton	773-3339	6	13
IHC InstaCare	214 West 1500 South	Bountiful	292-6100	1	1
Intermountain Health Care - Bountiful	390 North Main	Bountiful	294-1000	14	14
Intermountain Health Care - Layton	2075 North 1200 West	Layton	779-6200	7	3
Lakeview Hospital	630 East Medical Drive	Bountiful	292-6231	113	181
Mountain View Family Care	124 South Fairfield	Layton	546-9441	5	6
Parkview Nursing Home	523 North Main	Bountiful	298-2234	1	4
RHA Bountiful West	340 North 100 West	Bountiful	295-8112	0	1
Rocky Mountain Care	1450 South 1500 East	Clearfield	773-6553	0	24
South Davis Community Care Center	401 South 400 East	Bountiful	295-2361	0	72
Tanner Memorial Clinic - Kaysville	380 N 400 W	Kaysville	773-4840	6	8
Tanner Memorial Clinic - Layton	2121 North Robins Drive	Layton	773-4840	35	66
Tanner Memorial Clinic – Syracuse	2038 W 1900 S	Syracuse	774-4840		
Westside Medical	1477 N 2000 W	Clinton	774-8888	2	1

APPENDIX 1

MENTAL HEALTH

I. Purpose

Most people coping with the aftermath of a disaster; normally react and may struggle with the disruption and loss caused by the disaster. They may not see themselves as needing mental health services and are unlikely to request them. Community outreach may be necessary to seek out and provide mental health services to individuals who may be affected by a disaster.

II. Situation and Assumptions

- The event would necessitate that the EOC is activated.
- The JIC will be activated to coordinate messages released to the general public through the media.
- Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
- The disaster will disrupt the continuity of normal operations in Clearfield City.
- Safe operations will be a priority at all times.

III. Concept of Operations

During normal daily activities, the control of operations will be located at Davis Behavioral Health located in Farmington. Satellite sites are located in Layton and Bountiful.

Transfer of control of mental health services to the EOC will occur when the executive director of Davis Behavioral Health (or their designee) reports to the EOC.

IV. Organization and Assignment of Responsibilities

A. Response Team

Davis Behavioral Health has organized an emergency response team, consisting of the Chief Executive Officer, the Clinical Director, one psychiatrist and 5 mental health professionals.

B. Identification

All members of this team carry Davis Behavioral Health identification badges.

V. Direction and Control

A. Activation

Upon notification of a natural disaster, the executive director of Davis Behavioral Health will immediately report to the EOC and take the following actions:

1. Obtain information regarding the extent of the disaster.
2. Determine, in conjunction with the EOC Director and County department heads, the immediate need for deployment of the Mental Health staff and the emergency response team.
3. Establish communication with the emergency response team coordinator through the use of telephone, two-way radio, pagers or a runner to the field command post, where emergency team members have reported.
4. Deploy the emergency response team to the disaster site through the emergency team coordinator with specific response instructions.
5. Notify the State Division of Mental Health of the emergency response effort and request additional emergency team members from other comprehensive community mental health disaster response systems as needed.

6. Collect and maintain appropriate response data, including dates, hours spent by specific category of assignment, locations (if more than one), and submit this information to the EOC executive policy group.
7. Conduct critical incident stress debriefings for all personnel involved in response.

B. Emergency Team Response

Upon notification or learning of a disaster within Clearfield City, members of the emergency response team will report immediately to the Mental Health Center at Farmington.

C. Coordination

1. Procedures

- a. The emergency team member on call at the time of the disaster becomes the emergency team coordinator.
- b. The emergency team coordinator notifies three specified emergency team members, who in turn notify two pre-designated additional team members and request that they report immediately to the Farmington office to await response instructions.
- c. The emergency team coordinator will initiate contact with the executive director at the EOC, either by telephone or runner, to apprise him of the emergency response readiness and resources.
- d. The emergency team coordinator will receive direction from the executive director at the EOC to deploy appropriate emergency response staff.
- e. At the disaster scene, the emergency team members will check with the field command post director by use of the identification card.
- f. Provide immediate psychiatric intervention to high-risk patients, who are generally perceived as the bereaved, injured, children separated from parents, and elderly.

2. Hotline

Following the immediate disaster relief effort, the emergency team will establish a hotline for use by individuals experiencing mental health effects as a result of the disaster. The JIC will be responsible for releasing the hotline number to the media.

ESF 9

LAW ENFORCEMENT

Primary Department: Police Department

Supporting Departments: Davis County Sheriff's Department
Other local Police Departments
Utah Highway Patrol
Public Works

I. Authority

See Basic Plan

II. Purpose

The purpose of this ESF is to establish plans, procedures, policy and guidelines for law enforcement responsibilities of the Police Department during a disaster of any kind.

III. Situation and Assumptions

Almost every disaster will greatly affect the law enforcement discipline. This is due to the vast nature of response provided to the community by this discipline. Law enforcement agencies are involved in investigations, scene security, traffic direction, and bomb disposal, emergency medical and other specialized functions.

A large-scale disaster may:

- Result in extra-ordinary demands on law enforcement.
- Overwhelm capabilities within the City.
- Result in destruction to response equipment.
- Require mutual aid from outside of the City.
- Disrupt the continuity of daily operations.
- Safe operations will be a priority at all times.

IV. Overview of Operations

The Clearfield City Police Department is responsible for all law enforcement matters within the City during a major crisis period. To assist the Police Department in this responsibility, authority is delegated to officers, and all other law enforcement organizations within the county. If a disaster or emergency occurs and a City EOC is opened, the Police Chief or his designee shall report to the City EOC. His chief functions include security, traffic control, crowd control and the organization and management of law enforcement personnel. If the emergency is local in nature and within the incorporated limits of the City, these functions will be the responsibility of the Chief of Police. If the Police Department finds that the magnitude of the emergency exceeds their capabilities, they can request and receive assistance from other local agencies or from the Davis County Sheriff's Office. Law enforcement officials should be prepared to implement proper security measures that will prevent sightseers, spectators, and other unauthorized persons from congesting the disaster area and interfering with disaster response operations. In a significant emergency, which does not result in the opening of the City EOC, the Police Chief will be notified of the incident and its progress.

V. Functional Responsibilities

A. Police Department

1. Deploy forces to those areas of greatest need.
2. Implement departmental SOP's.
3. To the extent possible, communications personnel should prioritize all requests for assistance and dispatch orders.
4. Secure the immediate area surrounding the crisis zone.

5. Establish traffic route controls into and out of the affected area with priority given to injured persons requiring immediate medical care.
6. Assist at evacuation shelters as needed.
7. Keep the City Manager and other officials at the EOC updated on conditions at the crisis zone.
8. All law enforcement forces will use their normal communications resources. The telephone will be the primary means of communication with the EOC with radio serving as back-up. The radio dispatch point is located in the Clearfield Police Department.
9. Assist with security and perimeter control at disaster sites as needed.
10. Establish a chain of command to integrate and manage the law enforcement organizations from other jurisdictions that may respond to a disaster situation.
11. Protect prisoners in custody.
12. Relocate and house prisoners in custody, if necessary, during emergency situations.
13. Provide protection and security for critical facilities and resources in unincorporated areas.
14. Keep accurate records of law enforcement personnel deployed to disaster sites including times and responsibilities.

B. Davis County Law Enforcement

1. If the situation warrants, assistance should be requested from adjoining law enforcement agencies, or from the Davis County Sheriff's Department.
2. Depending on the scope of the incident, agencies near to the incident should prepare their officers to assist the affected agency with any and all law enforcement functions.

C. Highway Patrol

If required, the Highway Patrol shall assist local law enforcement agencies with traffic control and law enforcement functions necessary to assure the orderly and safe transport of victims from a disaster area. Highway Patrol Troopers may be required to direct vehicles to specific routes and destinations as well as question drivers before allowing access to the restricted area. In addition, since the wrong side of highways may be used to increase evacuation capability, Troopers will be primarily responsible for traffic control on the freeway system.

D. Public Works

The placement of barricades and emergency signs shall be the responsibility of public works. Clearfield City Public Works shall be responsive to needs as directed by the Chief of Police, and shall contact other departments as needed. In addition, City Public Works personnel should provide assistance to broken down and stalled vehicles along evacuation routes, in order to maintain an orderly flow of traffic within Clearfield City. Additional assistance may be requested from other city public works departments or UDOT as needed.

Attachment 1 Davis County Law Enforcement Resources

Attachment 1

DAVIS COUNTY LAW ENFORCEMENT RESOURCES

1. Sheriff's Office
800 West State Street
Farmington 451-4150

Sheriff 1
Deputies 169 (Enforcement and Corrections)
Mobile Command Center 1
Detention Facility Capacity 400

Communications Frequencies:
Zone 1-1 Law 1
Zone 1-2 Law 2
Zone 1-3 Service
Zone 2-1 Fire 1
Zone 2-2 Fire 2
Zone 2-3 EMS
154.100 Davis School District
2. Antelope Island State Park 550-6165
Personnel 6
Boats 3
Radio: Zone 1-13 Antelope
3. Bountiful Police Department 805 S. Main Telephone: 298-6000
Personnel 32
Radio: Zone 1-7 Bnt. PD
4. Centerville Police Department 250 North Main Telephone: 292-8441
Personnel: 17
Radio: Zone 1-1 Law 1
5. Clearfield Police Department 55 South Main Telephone: 525-2806
Personnel: 27
Radio: Zone 1-9 Clfd PD
6. Clinton Police Department 2209 N 1500 W Telephone: 614-0800
Personnel: 11
Radio: Zone 1-1 Law 1
7. Farmington Police Department 82 North 100 East Telephone: 451-5453
Personnel: 12
Radio: Zone 1-1 Law 1
8. Kaysville Police Department 58 East 100 North Telephone: 546-1131
Personnel: 19
Radio: Zone 1-1 Law 1
9. Layton Police Department 429 North Wasatch Telephone: 497-8300
Personnel: 68
Radio: Zone 1-8 Lay PD

- 10. North Salt Lake Police Department 17 South Main Telephone: 936-3880
 Personnel: 12
 Radio: Zone 1-1 Law 1

- 11. Sunset Police Department 85 West 1800 North Telephone: 825-1620
 Personnel: 7
 Radio: Zone 1-1 Law 1

- 12. Syracuse Police Department 1787 South 2000 West Telephone: 825-4400
 Personnel: 11
 Radio: Zone 1-1 Law 1

- 13. West Bountiful Police Department 550 North 800 West Telephone: 292-4487
 Personnel: 7
 Radio: Zone 1-1 Law 1

- 14. Woods Cross Police Department 1555 South 800 West Telephone: 292-4422
 Personnel: 10
 Radio: Zone 1-1 Law 1

ESF 10

HAZARDOUS MATERIALS

Primary Department: North Davis Fire District

Supporting Departments: Police Department
Health Department
Utah Highway Patrol

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to establish plans, procedures, policy and guidelines for fire personnel responding to hazardous materials incidents during a disaster of any kind.

A hazardous material is generally defined as explosive, flammable, combustible, corrosive, oxidizing, toxic, infectious or radioactive material that, when involved in an accident and released in sufficient quantities, places the general public in danger from exposure, contact, inhalation or ingestion.

Chemicals and hazardous materials are widely used and transported in our environment. Areas most at risk for a hazardous materials incident are facilities that utilize hazardous materials and areas that lie along highways, rail lines and pipelines that may be used in the transportation of these materials.

Hazardous materials can pose a serious threat to both responding personnel and the public. It is necessary to provide for the maximum protection of all individuals involved. Protective measures can include donning of protective clothing and equipment and evacuation and/or shelter in place until the hazard has subsided. Additional factors that can influence a hazardous materials incident include weather, outside environment and reactions with other chemicals.

For more detailed guidance on responding to a hazardous materials incident, refer to the Davis County Hazardous Materials Response Plan.

III. Situation and Assumptions

- Many unknowns can be present during hazardous materials incidents.
- Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
- The disaster will disrupt the continuity of normal operations in areas surrounding the incident.
- Safe operations will be a priority at all times.

IV. Concept of Operations

The North Davis Fire District officer in charge on the scene will be the incident commander and will manage the incident using the Incident Command System, establishing a unified command with other local response agencies to control all phases and actions of operations. If the incident becomes large scale, such as large area evacuations or many injured persons, the Emergency Operations Center will be activated to assist in response.

Normal communication networks will be used by each agency to direct resources under their control. Formal requests should come through the Incident Command and will, if appropriate, be routed through the EOC for assistance.

V. Organization and Assignment of Responsibilities

This section defines the responsibilities of all organizations involved in effectively resolving a hazardous materials incident.

The following organizations will respond immediately:

- North Davis Fire District
- Clearfield Police Department

It is expected that the Fire Department and/or Law Enforcement will be the first to receive notification of a potential hazardous materials incident. The first agency to reach the scene will attempt to confirm, by all possible safe procedures, if the incident involves hazardous materials. The incident may be confirmed as a hazardous materials incident if the involved carrier is displaying DOT placards or the cargo is carrying DOT labels. Confirmation will also be accomplished through observation of information obtained from the bill of lading and operators at the scene.

After confirmation, the responding agent will immediately notify the appropriate dispatch center, which will in turn notify the agencies at the end of this appendix. Each agency will then initiate its response plan and/or standard operating procedures.

When a hazardous materials incident is confirmed, the main objectives of the response effort will be to:

- protect agency personnel,
- rescue injured persons,
- prevent spread of contamination or damage to the area from BLEVEs (boiling liquid expanding vapor explosion), explosions, or spilling of toxic agents and
- return community to normal status.

The above objectives will be accomplished in three phases. These phases are:

1. Containment/Identification Phase.

a) Containment/Identification:

Law enforcement will be responsible for establishing a perimeter to control the entry of persons around to the incident scene in coordination with the Incident Command. All traffic inside this area will be restricted, and the area will be prepared for evacuation (see ESF 1) or sheltering-in-place as warranted. An access-egress point will be established upwind from the point of incident. All personnel and equipment entering the control area will enter and exit through this point. All equipment and personnel who have entered the control area will be held at this point until it has been established that they have not been contaminated. All personnel responding to the incident will report to Incident Command or staging for assignments.

b) Sheltering-in- place:

If the hazard is a threat to the community, sheltering-in-place may be one option to protect citizens. Consideration should be given to the ability to control/contain the hazard, dissipation time, time of hazard arrival to the public, probability of effective evacuation vs. Sheltering-in-place, weather patterns and the expected duration of the hazard.

c) Evacuate Danger Area:

If the situation should require complete evacuation of the control area, the incident commander or an emergency manager will establish an evacuation-receiving center. An available and nearby school or church auditorium may be considered for this purpose. All evacuees will be instructed to report to this center. The Red Cross will provide for evacuees who do not have alternate housing. Emergency Services will maintain a roster of the location of all evacuees. Law enforcement and fire agencies will be responsible for evacuation of and security for the evacuated area.

d) Contain Hazard:

During the hazardous materials incident, the most important action will be to contain the hazard and prevent the incident from escalating. This responsibility will rest with the North Davis Fire District, under the direction of the Incident Command, and may be assisted by private hazardous materials contractors. The safety of public safety personnel will be paramount. If there is the threat of BLEVE (boiling liquid expanding vapor explosion) or explosion, an appropriate distance will be maintained and an evacuation circle established inside the control area, depending on the seriousness of the incident. All personnel will be evacuated beyond this point. Public safety personnel will enter only to save life.

e) Identify Hazardous Materials:

Response actions depend upon the correct and timely identification of the hazardous material(s) so that decontamination procedures can be formulated.

2. Stabilization Phase.

During this phase, the harmful effects of the hazardous materials may be mitigated by reasonable, controlled methods. This can be accomplished by chemical detoxification, letting the material burn out or other controllable means.

3. Decontamination Phase.

a) Removal of Hazardous Residue:

The Davis County Health Department, Division of Environmental Health Services, will supervise any clean up actions.

b) Decontaminate Personnel and Equipment:

The Davis County Health Department, Division of Environmental Health Services, will assist the incident commanders in determining that all personnel and equipment are free of any hazardous materials residue before they are released back into service.

c) Return Evacuees to Area:

Once the Davis County Health Department, Division of Environmental Health Services, has inspected the evacuated area and determined that it is safe, Law Enforcement will coordinate the return of the evacuees.

d) Reports and Logs:

At the conclusion of each incident, all involved agencies will send a copy of their action logs and reports to Clearfield City Emergency Services, 55 South State Street, Clearfield, Utah 84015

VI. Direction and Control

A. North Davis Fire District

1. Ensure response personnel don appropriate personal protective equipment.
2. Establish a unified Incident Command with local law enforcement upon arrival.
3. Coordinate with appropriate agencies (Davis County Health Department, EOC) and advise on measures (evacuation (see ESF 1), shelter in place, etc.) to protect the general public.
4. Decontaminate victims exposed to hazardous materials, if needed.
5. Control and containment of hazardous materials.

6. Identify hazardous materials. Coordinate identification of unknowns with Davis County Health Department, as needed.
7. Formulation and execution of control and/or neutralization procedures.
8. Cleanup of contaminated area under the direction of the Davis County Health Department, Division of Environmental Health Services, if the situation dictates, otherwise, standby if requested during clean-up by other organization(s).

B. Clearfield Police Department

1. Ensure response personnel don appropriate personal protective equipment.
2. Establish a unified Incident Command with the responding fire agency upon arrival.
3. Establish safe perimeter around the incident.
4. Assist with sheltering-in-place or evacuation procedure.
5. Provide security.
6. Collect evidence if the incident warrants.

C. Davis County Health Department - Division of Environmental Health Services

1. Assist in identification of hazardous materials.
2. Provide assistance in determining appropriate response actions to protect public health.
3. Assist in the development of a control and containment plan, to include monitoring of water and air quality.
4. Approve and certify cleanup of contaminated area.

D. Clearfield City Emergency Services

1. Coordinate evacuation procedures.
2. Assist the incident commander as needed
3. Report to DES.

Appendix 1 Radiological Hazards

APPENDIX 1

RADIOLOGICAL HAZARDS

I. Purpose

An incident involving radiological materials could be the result of an accident:

- at a medical treatment facility using radiation to detect and treat diseases,
- at educational institutions and companies using radiation for research,
- at companies which use radiation in the manufacturing process or
- during the transportation of nuclear materials.

An incident involving radiological hazards could also be the result of a terrorist attack. For response to an intentional detonation of a nuclear device or an explosive device tainted with radiological materials, refer to Annex I.

The health consequences associated with exposure to radiation could be severe. Radiation sickness occurs within hours or days following exposure and may cause nausea, fatigue, vomiting, and diarrhea, loss of hair, hemorrhages, infections or even death. Somatic effects occur months to years after exposure and may cause sterility, leukemia or other forms of cancer. Radioactive materials also have the potential to alter and contaminate the environment.

II. Situations and Assumptions

- Expertise in nuclear/radiological sciences will need to be brought in to provide guidance on response.
- Local mutual aid agreements will need to be activated.
- Emergency measures to protect life and health during the first 24 hours after the disaster will be dependent upon local resources.
- A large-scale event or terrorist event using radioactive material would result in the EOC being activated.
- The JIC will be activated to coordinate messages released to the general public through the media.
- Evidence suggests that a radiological event is threatening public health.
- The disaster will disrupt the continuity of normal operations in Davis County.
- Safe operations will be a priority at all times.

III. Concept of Operations

During normal daily activities, the control of operations will be located in the Davis County Sheriff's Dispatch Center. Upon full activation of the Health/Medical Annex and/or its appendices, the control of the Medical Command Post will transfer to the Incident Command Post and become part of its overall function. Transfer of control to the EOC will be determined by the extent of the emergency.

IV. Organization and Assignment of Responsibilities

Emergency personnel responding to an incident will need the capabilities to detect the type, amount and location of radiological materials. Based upon this assessment, actions will need to be implemented to:

- Protect human health and safety
- Evacuate exposed population and provide shelters
- Monitor exposure of response personnel
- Implement procedures to limit exposure
- Monitor occupied buildings
- Identify facilities unsafe for occupation

A. Davis County Health Department

1. Assist in determining presence of radiological hazards.
2. Advise on evacuation and protective actions.
3. Provide information on measures to protect public health, to include administration of prophylaxis.

4. Monitor radiation at shelters or other occupied buildings.
 5. Provide information regarding safe radiation limits, radiation sickness symptoms and instructions on how and where those suffering from fallout radiation overdoses may obtain medical care.
 6. Provide public information regarding radiation decontamination and where uncontaminated food and water may be obtained.
 7. Advise on disposal of contaminated items and procedures for cleanup.
 8. Conduct surveillance of responders and exposed victims to monitor incidence of diseases due to exposure to radiation (i.e. Cancer).
- B. Emergency Medical Services
1. Treat individuals that have been exposed to radiation.
 2. Provide ambulance service to individuals requiring medical care.
- C. Clearfield Police Department
1. Assist in evacuation.
- D. Hospitals/Medical Treatment Facilities
1. Provide treatment to individuals exposed to radiation.
 2. Ensure patients and hospital staff receives adequate shelter if facilities fall within the incident scene.
- E. American Red Cross
1. Activate shelters.

ESF 11

FOOD AND WATER

Primary Department: Emergency Management

Supporting Departments: American Red Cross
Coordination Group
State DES

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to identify needs, secure, and arrange for food and water assistance to an affected area following a disaster.

III. Situation and Assumptions

- A disaster may require response from large numbers of emergency services personnel.
- A disaster may result in shortages of normal food supplies to grocery stores.
- The ability to deliver goods may be diminished due to poor road conditions.
- A loss in utilities may result in damage to and slowdowns of food supplies.
- A natural disaster or terrorist event may result in a loss of water supplies.

IV. Concept of Operations

This ESF will coordinate food and water supplies to designated disaster staging areas, service centers, shelter facilities, and coordinate such activities with the ARC or other facility managers and in accordance with special nutritional requirements and the issuance of disaster food stamps.

All requests for food, including types, amounts and destination locations, will be processed through the EOC.

Direct food distribution will be coordinated to closely mirror the existing food distribution system.

After initial local/regional food requests are forwarded to the State EOC, the ESF Coordinator will coordinate efforts to obtain and transport foods and/or the distribution of disaster food stamps.

The Coordinator will be the sole contact for the food and water, and will be responsible for establishing and maintaining liaison with the State Disaster Coordinator assigned to this ESF.

The organization of this ESF will be composed of a Coordinator, and an Assistant if needed and State EOC support staff as required. The coordinator will likely be an American Red Cross representative.

V. Functional Responsibilities

- A. Emergency Services Manager
 - 1. Ensure the personnel are assigned to carry out the tasks of Food and Water Coordination.
 - 2. Ensure that the coordinator of this ESF keeps proper records.
- B. Coordinator
 - 1. Assess the need for food and water supplies for rescuers.
 - 2. Coordinate with state agencies to determine food needs of the affected population based on the following categories:
 - a. Acutely deficient;

- b. Moderately deficient;
 - c. Self-sufficient; and
 - d. Surplus supplies
3. Determine the availability of foods that could be used for human consumption and assess damages to food supplies.
 4. Provide information to State EOC Operations Officer on a regular basis.
 5. Develop a course of action that will ensure timely distribution of food to proper locations.
 6. Ensure coordination with the EOC resource officers and keep accurate records.
 7. Coordinate food and water distribution with other voluntary organizations.

ESF 12

ENERGY

Primary Department: Public Works

Supporting Departments: Utilities
Emergency Management
Coordination Group
State DES

I. Authority

See Basic Plan

II. Purpose

The purpose of this Emergency Support Function (ESF) is to provide a coordinated response in the restoration of energy services in a disaster area in order to save lives and protect health, safety and property, and to carry out other emergency response functions.

III. Situation and Assumptions

- A disaster may result in a loss of electrical power to a portion or all of Clearfield City for an extended period of time.
- A disaster may result in the loss of natural gas service to a portion or all of Clearfield City for an extended period of time.
- Utility companies will respond with additional personnel to restore electricity and gas.
- If gas and electricity are lost in the winter months, numerous persons may be subject to extremely cold temperatures.
- Most citizens are not prepared to go more than a few days without electricity and/or gas.

IV. Concept of Operations

Personnel will assess fuel and electrical power damage, energy supply and demand, and assist in identifying requirements for restoration. The ESF will coordinate closely with Local, State, Federal, and private utility officials to establish priorities to repair damaged facilities, and coordinate providing temporary, alternate, or interim sources of emergency fuel and power. An Energy Coordinator will be assigned by the Emergency Manager, likely a member of Clearfield Public Works, and an assistant if needed.

V. Functional Responsibilities

A. Emergency Services Manager

1. Ensure the personnel are assigned to carry out the gas and water restoration.
2. Ensure that the coordinator of this ESF keeps proper records.
3. Determine the electrical and natural gas status of affected areas.
4. Using the information available, determine the possible energy needs for response.
5. Receive and assess requests for energy assistance.
6. Provide accurate assessments of energy supplies, demands, and requirements for repair and restoration of energy systems to the City EOC.

7. As appropriate, assist in assessing priorities for energy restoration.
8. Coordinate restoration work with energy companies.
9. Keep accurate records of all activities and expenses relating to this ESF.

VI. Attachments

Attachment 1 Energy Coordinator Checklist

Attachment 1

Energy Coordinator Checklist

This procedure and checklist describe the functions and responsibilities of the Energy Coordinator of this Emergency Support Function (ESF).

- ✓ Receive notification of disaster occurrence or impending emergency situation and report to the City EOC. _____
- ✓ Receive briefing on current disaster/emergency status from the EOC Operations Officer. _____
- ✓ Initiate and maintain a chronological event log. _____
- ✓ Determine appropriate staffing pattern based upon the severity of the disaster. Implement the ESF. _____
- ✓ Notify, monitor, and coordinate the activities of the public utilities involved in the existing/potential disaster conditions. Ensure that their emergency response plans are activated. _____
- ✓ Coordinate with support agencies and other operational elements of the State EOC on the collection and assessment of data relevant to the disaster and energy related issues. _____
- ✓ Establish communication with the County and State counterpart and provide status briefing. _____
- ✓ Provide the EOC operational staff with current status reports, damage assessment data, and technical assistance. _____
- ✓ Provide and/or ensure proper report and informational forms are being completed in a timely manner. _____
- ✓ Ensure that status and informational boards within the EOC are complete, accurate, and up to date regarding public utilities and energy status. _____
- ✓ Assist in resource requests for energy related items for local distribution. _____

ANNEX A

Homeland Security

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Section 1- Introduction

Preface

The public safety of Clearfield City cannot over-emphasize the importance of protecting and securing our assets and resources, whether public or private, against terrorist type activities. This plan is a comprehensive overview complete with response guidelines and protocols to help protect from, and in the event of a terrorist type incident in Clearfield City.

The population in Clearfield City is 30,000. This does not include daytime activity to businesses and enterprise. A terrorist attack in or near the City would affect the City in a variety of ways. Areas of concern would include various infrastructures such as government buildings, roadways, railways, utilities, privately owned businesses, schools, bridges, water supplies, and power stations. Also located with the county is a major portion of, and access roads into Hill Air Force Base. Considering all these factors, it is our duty to concern ourselves with the advance preparation on how to protect against, and respond properly, safely, effectively and efficiently to a terrorist type attack.

Based upon these concerns, Clearfield City is justified and compelled to spend the time, effort, and finances that are needed to plan for, prevent and mitigate incidents related to a terrorist attack. Protection of life, property and the environment are our top priorities.

This plan will outline protective measures and actions of Clearfield City government as well as provide a foundation for all jurisdictions and disciplines that may respond to a terrorist threat. In the interest of public protection, all agencies involved in emergency response should know and exercise this plan.

Purpose

In light of the current world environment wherein terrorism incidents aimed at the United States, it's interests, and/or citizens are of frequent occurrences, and the much publicized and well-known fact that there exist many organizations based in hatred of the United States and its allies, it is well within the scope of preparedness to include plans for a response to terrorism. Homeland security is the basic title for these plans. It includes all known aspects of emergency management, but with specific guidance based on the possibility of terrorism and a response to a terroristic incident. Even though the possibility of such an incident occurring in Clearfield City is very low, as citizens and government officials it is our duty to do our part in preventing and being prepared for such an incident. The consequences, if unprepared, could easily be catastrophic.

PROCEDURES FOR PLAN MAINTENANCE

1. A yearly review of this plan will be conducted by the Police Department Emergency Services Division to evaluate the overall effectiveness of this plan relative to the preparedness and intelligence and investigatory aspects of operations.
2. As revisions are made, they will be provided to all individuals/departments involved with the execution or support of the plan. It is the responsibility of the copyholder to keep individual copies current.
3. Each person or department who is to be notified in the event of a terrorist incident/activity shall be responsible to provide to the Police Department Emergency Services Division any personnel changes and contact numbers for emergency notification.
4. Viability of this plan can also be exercised (simulated scenario or real intelligence based). Each alert and notification will be followed by a critique to review the effectiveness of this plan. A corrective action program will be established as necessary.

INTRODUCTION

As a result of domestic terrorist attacks at the New York World Trade Center towers and the Washington D.C. Pentagon, and terrorist attacks around the world, our nation and individual communities have taken great strides to improve homeland security. Public safety, government leaders, citizens, and industry have cooperated as never before to fight against all terrorist type attacks on our way of life and the freedoms we enjoy.

Terrorism is new to many citizens in the United States. We are a nation and community at risk to the threat. The terrorist threat to America takes many forms, has many places to hide, and is often invisible. Yet, the need for homeland security is not tied solely to today's terrorist threat. The need for homeland security is tied to our enduring vulnerability. Terrorists wish to attack us and exploit our vulnerabilities due to, and because of, the freedoms that we enjoy.

Clearfield City has no more important mission than protecting lives and property within their boundaries from future terrorist attacks and any other threat that they may encounter.

We must rally our entire community to overcome this new and very complex challenge. Homeland security is a shared responsibility. We need compatible and mutually supporting federal, state, county, local and private-sector strategies. Our plan seeks to achieve that cooperation by putting in place an effective plan and objectives that can be used to reach the commitment that is necessary at a local level by all. The Plan seeks to accomplish this by answering the following:

- * What is "homeland security" and what missions does it entail?
- * What do we seek to accomplish, and what are the most important goals of homeland security?
- * What are the various departments in Clearfield City doing now to accomplish these goals and what should they do in the future?
- * What should other government agencies, the private sector, and citizens do to help secure our communities?

This Homeland Security Plan calls on our communities' talents and resources to enhance our protection and reduce our vulnerability to terrorist attacks. We will prevail against all who believe they can stand in the way of our commitment to freedom, liberty and our way of life.

DEFINITIONS

Terrorism is defined by the Department of Justice as:

"A violent act or an act dangerous to human life, in violation of the criminal laws of the United States or any segment to intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives."

While individual definitions of terrorism may vary slightly, all sources agree that terrorists are willing to use violence to create fear in order to achieve their objective(s). This means that not only the target, but also more importantly, the motivation defines an act of terrorism.

The FBI recognizes two categories of terrorism: Domestic terrorism, and International.

Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government without foreign direction. The Oklahoma City bombing is an example of domestic terrorism.

International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose

activities transcend national boundaries. The World Trade Center bombing is an example of international terrorism.

WMD (Weapon of Mass Destruction)

FY97 National Defense Authorization Act, Public Law 104-201, September 23, 1996 (quoted at <http://www.fas.org/nuke/control/ctr/docs/hr3230-2.html>), giving it added field-context credibility

(1) The term "weapon of mass destruction" means any weapon or device that is intended, or has the capability, to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of--

(A) Toxic or poisonous chemicals or their precursors;

(B) A disease organism; or

(C) Radiation or radioactivity.

THE FBI DEFINES WMD BY DEGREE OF DAMAGE INFLICTED, "The FBI and Weapons of Mass Destruction," August 1999 (<http://www.fbi.gov/contact/fo/norfolk/wmd.htm>)

"Mass casualties and extensive property damage are the trademarks of weapons of mass destruction, making their detection, prevention, and destruction an FBI priority. A weapon of mass destruction (WMD), though typically associated with nuclear/radiological, chemical, or biological agents, may also take the form of explosives, such as in the bombing of the Alfred P. Murrah Federal Building in Oklahoma City, Oklahoma in 1995. A weapon crosses the WMD threshold when the consequences of its release overwhelm local responders."

PLANNING ASSUMPTIONS

Planning assumptions are those fundamental suppositions, perspectives, guiding philosophies, positions, mutual understandings or rationales upon which the plan is based. These fundamentals are the basis or reason why certain concepts are selected over others. They help explain why the organization has determined to take certain actions over other choices or selections. This plan is based upon the following fundamental planning assumptions:

- 1) An attack on any target within Clearfield City could produce death and/or injuries to citizens and emergency response personnel and/or result in damage to critical facilities that may overwhelm local emergency response capabilities. A WMD or extraordinary criminal event in Clearfield City will require extraordinary efforts in coordination, resource management and public information.
- 2) Preparedness activities in Clearfield City have been based upon the "most likely scenario" or "most probable" terrorist event occurring rather than the "worst case."
- 3) Complete cooperation and open communication exists between Law Enforcement jurisdictions at the following levels of Government:

Federal -to- State	State -to- Region
Region -to- County	County -to- City

- 4) The Northern Utah Regional Homeland Security Coalition, and Davis County Emergency Services has contact with the JTTF (Joint Terrorism Task Force) via local law enforcement. This is critical since most homeland security investigations will require communication and cooperation between federal, state and local law enforcement agencies.
- 5) Alerts and subsequent notifications will take place in a timely fashion between all levels of law enforcement jurisdictions.
- 6) Law enforcement sensitive information is defined as information or intelligence, which if publicized, would compromise law enforcement intelligence sources, investigations and methodologies.

- 7) Public safety sensitive information is defined as information or intelligence that must be shared, and that is deemed critical to the safety and well-being of emergency responders and government officials.
- 8) Federal funding will be made available in the near future to help assist state and local efforts in homeland security activities. The county and the region homeland security groups will attempt to coordinate use of federal dollars in order to maximize benefits to the community as a whole.
- 9) The Northern Utah Regional Homeland Security Coalition is fully supported and recognized by the state Homeland Security Task Force.
- 10) The National Homeland Security Alert System can be activated on any jurisdictional level, by and for, the respective jurisdiction.
- 11) National and state homeland security agencies are and will continue to be supportive of regional and local homeland security efforts with guidance and direction, training, and funding, etc.
- 12) Northern Utah communities in the Northern Utah Regional Homeland Security Coalition are, and will continue to support regional homeland security efforts.
- 13) Funding from the Federal and State homeland security agencies will be directed to local agencies through a regional mechanism. This mechanism will prioritize and submit programmatic funding proposals to the state, on a regional basis. However, dispersals will be directed through and controlled locally.
- 14) A terrorist threat in Clearfield City is defined as: "The threat of a violent act, which act would be dangerous to human life, intimidate or coerce a government, the civilian population or any segment thereof, in furtherance of political or social objectives, which is received directly from the terrorist, or through credible intelligence. The threat need not be specific."
- 15) Terrorist threat response is guided by three priorities: 1) life safety, 2) incident stabilization, and 3) protection of property and the environment. The safety of responders will always be of high consideration.
- 16) A suspected terrorist incident would result in the suspicion that any and all types of chemical and biological agents may be present, thus requiring appropriate personal protective and detection equipment for responders. This may result in delayed entry into the scene by responders.
- 17) There will be a significant time delay between the request for State and/or Federal assets and when they are received.
- 18) The Federal Government will be involved in a response to a terrorist incident in Clearfield City. The FBI will act as the lead agency during crisis management with FEMA acting as the lead agency during consequence management.
- 19) Any terrorist incident could result in a long recovery period.
- 20) Operational strategic goals for a terrorist threat response (pre-event) are: Intelligence, Investigation, Alert and Notification, Infrastructure Protection, Dignitary Protection, Public Information, and Demobilization.
- 21) With the national emphasis in homeland security, sufficient training and equipment for response personnel will be made available to enable an adequate response by the emergency response community.
- 22) This plan will work in conjunction with, and will respect, the jurisdictional authorities and responsibilities as outlined in emergency plans of local governmental agencies, governmental districts, and private industries/businesses as well as the State of Utah.
- 23) Clearfield City endorses the philosophy to prepare in advance, and to respond and properly manage terrorist threat incidents.
- 24) All emergency response personnel will implement procedures for the safe resolution of terrorist threats within the scope of their individual departmental training and response capability.
- 25) All departments and personnel are familiar with their Emergency Operations Plans and with their personal and departmental roles and responsibilities as outlined in those plans.
- 26) In as much as Clearfield City is located between the state capitol, Salt Lake City, and Ogden City, and that there are numerous potential targets for terrorism, an attack in either of these areas could result in significant affects to Clearfield City.
- 27) This plan is in addition to, an appendix to, and/or annex. All concepts in those plans are in effect and are not abrogated by this hazard specific plan. This plan provides further clarification of specific response actions involving terrorist threat incidents.

Section 2 -Homeland Security Organizational Plan

MISSION STATEMENT

The mission of Clearfield City in preparing this plan is to ensure the health, safety, well-being and rights of the citizens and visitors in Clearfield City from man-made threats against freedom and life, and to protect and preserve the area's environment and infrastructure.

VISION

The vision of the Emergency Services Manager is, with the assistance from the police department and fire officials, to identify and resolve issues regarding the planning, training and preparation for, and response to, terrorist activities that are most likely to occur within the City. All public safety participants agree that efficiency and effectiveness can only be achieved when jurisdictional issues, turf, and stand-alone efforts are set aside and cooperation, collaboration and partner- shipping are implemented. All participants to this plan support and value this forum that allows for addressing each other's issues and concerns.

STRATEGIC GOALS

Strategic goals are broad and general statements of what an organization is trying to accomplish and essentially describes how, or what things the group will attempt to achieve, in order to fulfill its mission. Generally, strategic goals are not prioritized nor listed sequentially. The strategic goals incorporated into this plan are:

- 1) Proactively conduct investigations and intelligence operations regarding known or suspected terrorist activities,
- 2) Effectively communicate, coordinate and partner with state, federal and other local agencies,
- 3) Provide effective public information on homeland security before, during or after a terrorist activity.
- 4) Develop appropriate plans, procedures and operational response capabilities (to include Bio/Hazmat Response, JTTF, Emergency Services, Search and Rescue, etc.) to mitigate, prepare for, respond to and recover from acts of domestic terrorism.
- 5) Promote, support and coordinate homeland security volunteerism via Citizen Corps, which includes training in CERT.

TACTICAL OBJECTIVES

To support the strategic goals, the Emergency Services Manager, or other appropriate personnel will accomplish specific tactical objectives that are related to each specific goal. Tactical objectives are those things that are done to accomplish the goals. Clearly defined objectives are a critical element and are necessary for the organization to accomplish its mission. Essentially, objectives indicate how the organizational goals are to be accomplished. Objectives are clear statements of "those things that must be done" and must be specific and demonstrable. The Homeland Security organization will accomplish the tactical objectives as follows for each respective goal:

Goal 1: Proactively conduct investigations and intelligence operations.

- Objective 1.1: Ensure that investigations and intelligence operations are conducted as appropriate and assist other local law enforcement, state and federal government agencies and private sector organizations in Homeland Security efforts.
- Objective 1.2: Encourage the development and maintenance of investigations and intelligence databases in conjunction with other law enforcement agencies.
- Objective 1.3: Cultivate and maintain reliable intelligence sources.

Objective 1.4: Analyze investigations and intelligence, disseminate information, and make recommendations.

Objective 1.5: Carry out criminal and domestic terrorism interdiction.

Goal 2: Effectively communicate, coordinate and partner with state, federal and other local agencies.

Objective 2.1: Gather and disseminate investigations information, intelligence, and alerts in a timely manner.

Objective 2.2: Enhance communication and coordination process among all homeland security jurisdictions and agencies.

Objective 2.3: Develop and maintain effective partnerships within the investigations and intelligence communities.

Goal 3: Provide effective public information on homeland security before, during or after a terrorist activity.

Objective 3.1: Develop and maintain a proactive, formalized public information program.

Objective 3.2: Cultivate and maintain effective media relationships.

Objective 3.3: Foster sensitivity and responsiveness to the information needs of the general public on homeland security issues.

Goal 4: Develop appropriate plans, procedures and operational response capabilities (to include Bio/Hazmat Response, JTTF, Emergency Services, and Search and Rescue, etc.) to mitigate, prepare for, respond to and recover from acts of domestic terrorism.

Objective 4.1: Identify and evaluate potential terrorist targets, threats and areas of concern.

Objective 4.2: Develop citywide homeland security plans and procedures to minimize Clearfield City's exposure to terrorist threats.

Objective 4.3: Identify available local, state and federal resources, available in the event of domestic terrorist incident.

Objective 4.4: Provide planning, training and exercise, as well as technical assistance within Clearfield City and assist other agencies as needed.

Goal 5: Promote, support and coordinate homeland security volunteerism via citywide Citizen Corps training in CERT.

Objective 5.1 Encourage and support a CERT program.

Objective 5.2 Assist in identifying, developing and coordinating volunteer programs that support the CERT program.

The preceding objectives will be constantly reviewed and evaluated for effectiveness and appropriateness as situations and assumptions change within the homeland security arena. It must be noted that these strategic goals and objectives are organizational goals and are NOT operational response goals and objectives (which are addressed later in the plan.)

TACTICAL ASSIGNMENTS

Objectives of the Emergency Services Manager can be further defined by assigning specific actions or assignments to specific persons or agencies. Tactical methods define how the objectives will be met. For purposes of this plan, and for simplification, it is understood that all tactical assignments listed here-in, will be accomplished by homeland security personnel, as follows:

Goal #1: Investigation and Intelligence - Assignments

- 1) Establish Homeland Security organization Clearfield City Police Department Emergency Services as the single point of contact for homeland security in the City.
- 2) Establish Homeland Security personnel/organizations with clearly identified personnel as a single point of contact for homeland security in each department.
- 3) Assign Homeland Security personnel to be responsible for specific functions including investigations, intelligence, enforcement, interdiction, emergency services, search and rescue and public information, and others, as needed/required.
- 4) Establish information distribution protocols with county, state and federal agencies to Homeland Security.
- 5) Provide timely and accurate criminal investigations, intelligence, and technical assistance as needed.
- 6) Identify, investigate and assess terrorist threats against persons (e.g. public officials, residents, and others), public and private property and the environment; develop appropriate preventive measures and make recommendations.
- 7) Investigate and follow up on arrests and terrorism crimes.
- 8) Assist in preparation of cases for criminal, civil and administrative actions, as appropriate.

Goal #2: Partnership - Assignments

- 1) Encourage joint training and exercise of awareness and response to terrorist activities.
- 2) Support other local, county, state and federal homeland security investigations and intelligence operations.
- 3) Establish specific points of contact within local, county, state and federal government agencies and private organizations to facilitate homeland security investigations and intelligence needs.
- 4) Respond promptly to all internal and external contacts related to investigations and intelligence.
- 5) Motivate and encourage other local agencies and private organizations to collect and report data to and through homeland security, and work with other governmental agencies to coordinate threat assessment and response capabilities.
- 6) Complete all necessary mutual aid agreements and memoranda of understanding needed to facilitate homeland security and its mission.
- 7) Support hot-line information for law enforcement agencies and private citizens.

Goal # 3: Public Information - Assignments

- 1) Develop policies and procedures for obtaining and disseminating information to the public.
- 2) Assign homeland security public information responsibilities.
- 3) Review homeland security material available; develop, produce and distribute necessary materials to media representatives and other stakeholders.
- 4) Initiate proactive contacts with media representatives; maintain a log of media contacts and public inquiries; regularly evaluate activities.
- 5) Provide outreach information resources for public and private organizations for awareness and individual and agency preparedness.
- 6) Promote public awareness of investigations/intelligence activities, as appropriate.

Goal # 4: Plans, Procedures, Response Capabilities - Assignments

- 1) Evaluate operational plans from departments, teams, and tasks forces, assessing capabilities and resources for consequence management.
- 2) Prepare and update department communications plans and SOPs, as required.
- 3) Proactively include departments, teams, and task forces into the planning and training activities related to homeland security.
- 4) Proactively support and include Hazmat teams, JTTF, Emergency Services, Search and Rescue, and others in homeland security responses.

Goal #5: Citizen Corp Training - CERT

- 1) Encourage individual citizens to receive CERT training.
- 2) Meet with and assist community leaders in creating CERT organizations and goals.

The homeland security group will work towards accomplishing the organizational goals and objectives as outlined in this section.

COUNTY ORGANIZATIONAL MEMBERSHIP

Homeland Security Advisory Committee

Clearfield will work and plan with the Local Emergency Planning Committee (LEPC) meetings and personal contact, representatives from the following agencies/cities will be contacted to accomplish the planning goals:

Fire Departments

South Davis Metro Fire District	Farmington	Kaysville
Layton	South Weber	North Davis Fire District
Syracuse	Sunset	Clinton
HAFB		

Law Enforcement

Davis County Sheriff	Bountiful	North Salt Lake
Woods Cross	West Bountiful	Centerville
Farmington	Kaysville	Layton
Clearfield	Syracuse	Sunset
Clinton	HAFB	

Cities

Fruit Heights	South Weber	West Point
Bountiful	Centerville	North Salt Lake
Woods Cross	West Bountiful	Farmington
Kaysville	Layton	Clearfield
Syracuse	Sunset	Clinton

School Districts

Davis School District

Other Agencies

State Division of Emergency Services & Homeland Security
Federal Bureau of Investigation

Utah State Attorney General
Adult Probation and Parole
Davis County Attorney
USDA Forest Service
Davis County Health Department
Union Pacific Railroad
Salvation Army
American Red Cross
United Way
Lakeview Hospital
Davis North Medical Center
Amateur Radio Emergency Services
Solid & Liquid Waste Services
Hill Air Force Base
Utah Transit Authority

CITY ORGANIZATIONAL STRUCTURE

The Davis County Homeland Security Advisory Committee general membership consists as listed above. These agencies/cities are each represented within the county Fire Officers Association, Police Chiefs Association and LEPC.

The responsibility for the Clearfield City Homeland Security Plan lies with Emergency Services Division of the Police Department. The Chief of Police has assigned Richard Fisher as the Homeland Security Coordinator within the Police Department. It is his responsibility to develop Homeland Security plans for the Police Department in this lead position, and develop City Homeland Security plans as the City's Emergency Services Manager and member of the LEPC.

Section 3 - Homeland Security Operational Plan

OPERATIONAL OVERVIEW

The purpose of this section is to formally establish an operational concept for the Emergency Services Manager, and to establish and standardize basic operational response actions and program activities within the City. By doing so, all departments that prepare for, or respond to a terrorist threat in Clearfield City will do so in a fully integrated manner, thus enhancing informational and resource effectiveness and efficiency. The goal is to make terrorist threat response in Clearfield City a standardized procedure complete with guidelines that all departments are familiar with and can subscribe to. This will decrease confusion during an alert because information systems will be in place and understood. It will also help in the coordination of programs associated with homeland security. This operational section is divided into ten areas:

- 1) Homeland Security Advisory System
- 2) Alert and Notification
- 3) Intelligence
- 4) Investigations
- 5) Critical Infrastructure Protection
- 6) Dignitary Protection
- 7) Public Information
- 8) Demobilization

- 9) Nuclear/Biological/Chemical Response
- 10) Citizen Corps

This plan is a joint effort between all agencies listed herein as stakeholders. Since most terrorist threat response will be in the form of investigations, intelligence gathering and informational sharing it only makes sense that some of these basic response concepts be itemized in this plan.

This plan is not a WMD response protocol for on-scene coordination. Rather, it is more of a “crisis” management plan for pre-event response that includes critical infrastructure protection. Citizen Corp concepts have also been included in this plan since the Citizen Corps focus is on pre-event preparation. A brief reference to the WMD Response Plan is included in this plan. However, specific details of a WMD response protocol can be found in the “Davis County Hazardous Materials Response Plan”

HOMELAND SECURITY ADVISORY SYSTEM

The advisory system is comprised of five color-coded alert conditions. These color-coded conditions describe the seriousness of the alerts, public response and government action. The advisory conditions are:

Low - Low Risk of Terrorist Attack - **Green color-code**

Routine security is implemented to preclude routine criminal threats.

Guarded - General Risk of Terrorist Attack - **Blue color-code**

General risk with no credible threats to specific targets.

Elevated - Significant Risk of Terrorist Attack - **Yellow color-code**

Elevated risk of terrorist attack but a specific region of the USA or target has not been identified.

High - High Risk of Terrorist Attack - **Orange color-code**

Credible intelligence indicates that there is a high risk of a local terrorist attack but a specific target has not been identified.

Severe - Severe Risk of Terrorist Attack - **Red color-code**

A terrorist attack has occurred or credible and corroborated intelligence indicates that one is imminent. This threat condition is normally declared for a specific location or critical facility.

The national advisory system is adopted at the local level as a means to inform public safety responders, as well as the public, of our level of threat here in Davis County. Although this is a national system, it is quite possible that:

- 1) An area in the Nation may be a higher threat level than locally. (i.e., Washington D.C. may be at a Severe (Red) threat level for a specific incident which does not affect us here in Davis County). Therefore, Davis County could possibly remain at an Elevated (Yellow) threat level.
- 2) The country may choose to issue a High (Orange) threat level (non-specific target) which would elevate Davis County to a High threat level as well.
- 3) The county or state may elevate to a higher threat level while the rest of the nation is still at an Elevated threat level.

Two detailed models of the advisory system (National and State of Utah) are contained in Appendix E

ALERT AND NOTIFICATION

It is assumed that information regarding terrorist activity will be received from one of three sources:

- 1) The State Division of Emergency Services and Homeland Security,
- 2) The JTTF (Joint Terrorism Task Force),
- 3) Local law enforcement agencies in Davis County.

If an alert is issued from the State or the JTTF, the notification will first come to the Regional Co-Directors (Lance Peterson – Weber County Emergency Services Director and/or Sgt. Brent Peters – Davis County Sheriff’s Office). Once an alert is received at the Regional level, each County Sheriff’s Office will then receive notification of the alert from the Region.

If an alert is issued from a local law enforcement agency in Davis County, then that alert will be given to Davis County Sheriff’s Office for notification to other officers/agencies in the county.

In Davis County, the Davis County Sheriff’s Office will be the primary agency responsible to notify all other agencies. This notification will be based upon the Alert and Notification List found in Appendix -B-.

Alert Protocol

When an elevation from the existing alert is received from either State or Federal Homeland Security it will come to either the designated Regional Director, who in turn will notify each Sheriff’s Office in each county, or directly to the Sheriff’s Office dispatch center. The Sheriff, Chief Deputies and other appropriate county personnel, as well as all Fire and Law Enforcement agencies in Davis County, as found in Appendix -B-, will be notified either directly by the Emergency Services Coordinator, or via dispatch.

Depending on the alert notification, others will be alerted to the information or intelligence as appropriate. If appropriate, dispatch will contact officers to make them aware of the alert via their computers or radios. Other jurisdictions will be notified on a case-by-case basis. Consideration will be given to all public safety related agencies within the county when alerts are given. This will include Law Enforcement, Fire/EMS, Public Works, Health, etc. Attention will be given to law enforcement sensitive information when disseminating information so as not to jeopardize on-going investigations. Intelligence that will compromise sources and methodologies will be “scrubbed” to a “Public Safety Sensitive” level for dissemination. It will be the responsibility of the JTTF, State Homeland Security or Regional Homeland Security to “scrub” sensitive information before dissemination to all public safety agencies. Local Law Enforcement agencies that originate alerts should also create a “Public Safety Sensitive” version for dissemination, as the situation warrants.

When the alert has been lowered, all personnel and agencies will be notified as outlined above.

Alert and notification will be executed in the most time efficient manner possible. The county homeland security organization, may, from time to time, designate other law enforcement agencies to conduct the initial notifications for the county. Each agency that is notified during an alert is responsible for its own internal notifications per agency protocols and/or standard operating guidelines.

INTELLIGENCE

Homeland security intelligence will be used to support other law enforcement agencies within Davis County, the Northern Utah Region, and the State of Utah. This support will be extended to Federal Agencies who request assistance or are participating in joint or cooperative efforts within the National Homeland Security Administration.

Intelligence will be gathered using local, state, or federal analysts that have access to a variety of information systems and data. This intelligence will provide law enforcement officers with timely, accurate and useful information. This information will also be used to assist first responders and other policy makers in becoming aware about a potential, or real threat and how to safely respond, or handle a specific threat. Private companies and other Local and State planning committees can also use information to assist in their preventative efforts and plans.

In order to provide valuable information to all disciplines, an active effort to de-sensitize protected sources and information will be made to support the local entities that would benefit from the intelligence. In cases where “sources” and/or “methodologies” may be compromised, intelligence will be de-sensitized to a “Public Safety Sensitive” classification. ALL public safety personnel, including elected officials, affected industry/agencies, etc., who receive Public Safety Sensitive information, are under the same requirements of non-disclosure as those receiving Law Enforcement Sensitive information. Meaning, there will be no divulging of this sensitive information to anyone outside of the Public Safety umbrella established by this plan.

When intelligence is received or obtained by any member of the county organization that may be of benefit to other agencies/disciplines, that information will be communicated immediately to the County Emergency Services Coordinator. He will then be responsible to forward the intelligence to the designated alert and notification contact for each agency as outlined in Appendix -A-. This includes information that is received from the Federal or State Homeland Security agencies, or from a local member of the Homeland Security organization.

Individual law enforcement agencies are responsible to report suspicious incidents that may be related homeland security to State Homeland Security offices in a timely manner.

If necessary, the law enforcement agencies within the county may create Intelligence and Investigations Committee, if a format for sharing intelligence or coordinating investigations becomes needed. This committee could meet as deemed necessary by the members.

The Joint Terrorism Task Force, at this time, is the focal point for coordinating all intelligence and investigations in Davis County regarding terrorist threat elements.

INVESTIGATIONS

Homeland Security Investigations supports other law enforcement agencies in Davis County and the State of Utah that are conducting and/or coordinating terrorist threat element investigations. This support will also be extended to Federal Agencies that request assistance, or are participating in joint or cooperative efforts within the scope of the National Homeland Security Administration. Homeland security investigation assistance will be provided in the form of sharing, developing, and analyzing information concerning criminal activity within Davis County, the Northern Utah Region, the State of Utah, or Nationally.

Information may be gathered from a wide variety of sources, including but not limited to; law enforcement case reports, government records, confidential informants, public records, national and local media. Information found on legitimate computer information databases may also be used. This information will then be analyzed for any potential threat to specific targets. Homeland security investigators will then disseminate the information to the appropriate agency, or entity in a timely manner. Urgency will need to be a constant effort to provide the agency, or entity as much time as possible to prepare for potential problems before they occur. This same system would be used to further any active investigations on crimes that have been committed.

It is agreed that any investigation that takes place in Davis County, will include the local law enforcement agency that has jurisdiction. The level of participation will be on a case-by-case basis, even if the participation is nothing more than an awareness given to the Chief Law Enforcement Official of that jurisdiction, that an investigation is being conducted. At present, the lead investigatory organization for terrorist activity in Davis County is the JTTF. When possible, intelligence of known suspects will be provided to agencies. This would be done in conjunction with dispatch so that fire or EMS responders could be warned of possible danger during a medical or fire response to that known location.

In an effort to identify and track response calls on a day-to-day basis that may have homeland security implications, law enforcement agencies are encouraged to annotate daily case reports with homeland security categories. Annotated case reports would be referred to agency or regional homeland security investigators for review or follow-up. Homeland security categories that could be annotated on daily case reports include, but are not limited to:

1. Infrastructure: Threats against community critical assets.
See Appendix -B- for detailed definitions and explanations regarding critical assets.

2. Explosives: Pipe bombs, components, fertilizers, chemicals, and HAZMAT.
3. Mail threats
4. Making of false identifications
5. Activities of Single Issue Groups

CRITICAL INFRASTRUCTURE PROTECTION

Presidential Decision Directive 63 (PDD 63), issued in May of 1998 defined critical infrastructures as the physical and cyber systems so vital to the operations of the United States that their incapacity or destruction would seriously weaken national defense, economic security, or public safety. For simplification of planning, Critical Assets in Davis County are defined and categorized by the following:

Critical Asset: Any facility, site, system or special event (mass gathering), in Clearfield City that, by its nature, is a potential target of terrorists, whether domestic or international. Critical assets are those facilities, sites, systems or special events, that are 1) essential to the minimum operations of the economy and government, 2) ensure the well-being, protection of, and general public health and safety of the community, and 3) have a large population that would be severely impacted. Critical assets in Davis County are placed into three categories: Critical Infrastructure, Community Asset, and Special Event.

1. **Critical Infrastructure:** Those critical assets that are essential to the minimum operations of the economy and government, and ensure the well-being, protection of, and general public health and safety of the community. In general, critical infrastructure is viewed as long-term capital improvements that are used for the benefit of, and accessed by the population as a whole.

Categories and Examples of Critical Infrastructure:

Information/Telecommunications

(Such as: AT&T, Qwest, MCI, Sprint, Verizon, Telephone, Cellular, Television transmission towers, Public Safety radio repeaters, and Amateur Radio repeaters)

Energy

(Such as: Utah Power, local power companies, Questar, Critical Electrical Power Generation, Transmission lines and substations, Natural gas source, wellheads, and pumping and regulating facilities, Municipal Utilities.)

Oil and Gas Storage and Transmission

(Such as Refineries, Pipelines.)

Banking and Finance

(Such as: Major processing centers for credit cards and checking, Federal Reserve Bank)

Transportation (see ESF 1)

(Such as: Centers and routes, hubs, bus terminals, Private airports with refueling capabilities and more than one aircraft, State and Federal highways, Railroads.)

Water Storage, Treatment, and Distribution

(Such as: federal, state and private reservoirs, municipal or private culinary water treatment facilities including wells/reservoirs, sewage treatment facilities.)

Emergency Services, Public Health, Public Safety, Public Works

Such as: ***Federal-*** FBI, US Secret Service, ATF, DEA, INS, National Park Service, Department of Transportation, Bureau of Land Management, Bureau of Reclamation, Department of Agriculture, HAFB; ***State-*** UHP, Department of Corrections, Parks and Recreation officers, Adult Probation and Parole officers, Tax Commission Officers, Division of Emergency Services and Homeland Security, Utah National Guard, Departments of Health and Environmental Quality, Mental Health;

Local- Sheriff, City Police, Emergency Management, Emergency Medical Services, Health Department Centers, Hospitals and Clinics, Public Works, Fire Departments/Stations, and 9-1-1 Dispatch Centers

Continuity of Government Services

(Such as: ***Federal***- courthouses, Social Security, IRS, military installations, federal buildings and activities:

State- State Capitol, State Office Buildings, State Highways;

Local- City Hall, County Offices and Activities, District Court, etc.)

2. **Community Assets:** Those critical assets found throughout the community that in general, has a high target potential from a threat element, and, if attacked, could pose a substantial impact on the community. High target potential includes motivational factors: Political, Religious, Racial, Environmental, or Special Interest. Impact on the community is determined by evaluating 6 factors: 1) Public health; 2) Responder Safety; 3) Property damage; 4) Impact on facilities; 5) Environment; 6) Economic and Financial; and; 6) Psychological. A prioritized list of these critical facilities was created (See Appendix -D-) as a result of the community profile process.

Categories and Examples of Community Assets:

Commercial/Industrial Facilities

(Such as: High worker population, Hazardous Materials on-site, Controversial product, etc.)

High Population Facilities

(Such as: Schools, Apartment complexes, Malls, Hotels, etc.)

Special Use Facilities

(Such as: Hospitals, Clinics, Agriculture)

3. **Special Events:** A mass gathering is a “type” of a special event. Special events encompass the larger definition while mass gathering is a subset of Special Event. A Special Event does not necessarily have to be a mass gathering. A Special Event is a non-routine activity within a community, which brings together a large number of people. Emphasis is placed not on the total number of people attending, but rather on the community’s ability to respond to a large-scale emergency at that activity, and/or the exceptional demands that the activity places on response agencies. A community special event requires additional planning, preparedness and mitigation efforts of local emergency response/public safety agencies.

Examples of Special Events:

Parades, rodeos, festivals, large sports events, nationally declared special events, etc.

It is the intent of Homeland Security planning, to protect these designated Critical Assets in the community during a terrorist threat. Refer to Section 3 - Homeland Security Operational Concepts for detailed actions regarding the community’s Critical Assets.

Critical Infrastructure Protection (CIP) - Philosophy

The following assumptions and concepts are the basis for the CIP approach for the county:

- 1) There will probably never be enough resources (i.e., dollars, personnel, time, and materials) to achieve total emergency preparedness. It is impossible to prevent all attacks against critical infrastructures.
- 2) Senior Officials in each jurisdiction must decide what assets really need protection by the application of their resources.
- 3) Waste and misguided spending in emergency preparedness and infrastructure protection is to be avoided.
- 4) CIP prioritization places those assets absolutely required for citizen survivability and continuity of crucial community operations with highest importance. This includes those infrastructures required for emergency response.
- 5) CIP is defined as: Those activities to protect critical assets that are proactive, preemptive, and deterrent in nature. This includes occasional public announcements from community leaders that Critical Infrastructure Protection is in operation in the county.
- 6) If not protected, critical assets should be considered losses in planning and response capability issues.
- 7) Countermeasures are those protective actions, policies and procedures that reduce or prevent the degradation or loss of a critical infrastructure to an identified threat. Countermeasures protect infrastructures and preserve the ability of the emergency response community to perform its function.
- 8) Decisions regarding the application of countermeasures will influence personnel, time, and material resources as well as drive the security budget of the involved agencies.

Clearfield City will conduct a vulnerability analysis to assess and prioritize those critical assets that may need protection during a terrorist threat. This analysis will follow the process outlined in Appendix -C-. Results will be submitted to the Emergency Services Manager and will be included in this plan in Appendix -D- for each jurisdiction.

Upon notification of a terrorist threat, each jurisdiction will assess the threat and initiate CIP as necessary. This process includes:

- 1) Review of Jurisdictional Critical Assets (See Appendix -D-.)
- 4) Determine the threat against those assets.
- 5) Review vulnerability assessments of those threatened assets.
- 4) Assess risk of loss of the infrastructure (if appropriate).
- 5) Apply countermeasures as appropriate.

Coordination among other jurisdictions will be necessary for the implementation of CIP. This coordination will be facilitated by chief jurisdictional law enforcement personnel or through the various jurisdictional EOC's if activated.

A sample CIP decision process that may be used during a threat situation includes the following steps (this may be used for those infrastructures already identified or those that have been threatened):

- 1) Is the infrastructure threatened a critical asset? If yes, proceed.
- 2) Is the infrastructure vulnerable? If yes, in what way? If yes, proceed.
- 3) Is the risk of loss or degradation acceptable? If no, proceed.
- 4) Determine appropriate countermeasures based upon threat and vulnerability.

DIGNITARY PROTECTION

During a terrorist threat, Clearfield City must also consider the protection of government officials. Regarding Continuity of Government issues, each jurisdiction must have a clearly outlined succession of leadership for continuance of government actions. Additionally, if a threat against leadership is received or perceived, then protective actions should be instigated. These operations will be totally under the control and decision of local jurisdictional leadership.

PUBLIC INFORMATION

Upon notification of an Orange or Red Threat Condition specific to Clearfield City, (see Homeland Security Advisory System), the Clearfield City Joint Information Center may be activated. If activated, each department is encouraged to participate and utilize this key tool in providing all citizens of Clearfield City, timely, accurate and coordinated information from the governmental offices of the City.

DEMOBILIZATION

Once an Orange or Red Threat Condition has expired, or operations have finished, demobilization of those operations will need to be conducted to return involved agencies back to a level of normalcy. Personnel involved in operations will be operationally debriefed by their respective agencies.

The Emergency Services Division of the Police Department will conduct an operational review to evaluate effectiveness of communication, coordination and operational concepts. Logs and reports will be reviewed, gathered and an After-Action Report (AAR) may be written. The AAR will be a Public Safety Sensitive document and will include:

- 1) Overview of threat
- 2) Log of Response by Jurisdiction
- 3) Effectiveness of Response, (Successes / Deficiencies)
- 4) Corrective Action Program to correct deficiencies

This report will be distributed to all participants. If necessary, a Law Enforcement Sensitive version will be created when Intel/Investigatory operations are involved that would compromise sources and methodologies.

WMD RESPONSE

If Clearfield City is unsuccessful in deterring a terrorist attack, and if a weapon of mass destruction is used, then a WMD Emergency will be declared and a response based upon Section 4 of this annex and the county Hazardous Materials Response Plan will be activated.

CITIZEN CORPS - IMPLEMENTATION

Citizen Corps is the component of USA Freedom Corps that creates opportunities for individuals to volunteer to help their communities prepare for and respond to emergencies by bringing together local leaders, citizen volunteers and the network of first responder organizations, such as fire departments, police departments and emergency medical personnel. The goal is to have all citizens participate in making their communities safer, stronger, and better prepared for preventing and handling threats of terrorism, crime, and disasters of all kinds.

Citizen Corps Programs

Citizen Corps programs build on the successful efforts that are in place in many communities around the country to prevent crime and respond to emergencies. Programs that started through local innovation are the foundation for Citizen Corps and this national approach to citizen participation in community safety.

Currently three federal agencies, the Federal Emergency Management Agency (FEMA), the Department of Justice (DOJ), and the Department of Public Health and Human Services (PHHS) administer five programs that are being promoted at the national level as part of Citizen Corps. FEMA coordinates the overall efforts of helping communities establish local Citizen Corps programs.

The five national Citizen Corps programs are:

- *The Neighborhood Watch Program*
- *FEMA's Community Emergency Response Team (CERT)*
- *Volunteers in Police Services (VIPS)*
- *HHS will administer a community-based Medical Reserve Corps*
- *Terrorism Information and Prevention System (Operation TIPS)*

Local Government Implementation

Clearfield City will be responsible for the development of Citizen Corps within the community. Citizen Corps will consist of leaders from: emergency management and the first responder community; volunteer, community service, faith- and community-based organizations; educational institutions; medical facilities; business and industry; and the community's neighborhood networks.

Clearfield City will create a Citizen Corps Council. The council will help guide each community in the implementation of the Citizen Corps programs in their respective communities.

The Primary objectives of the Citizen Corps Councils will be to assist Clearfield City to:

- Match the needs of first responders with the skills and abilities of volunteers to make their families, their homes, and their communities safer from the threats of terrorism, crime, and disasters.
- Educate the public on safety, help citizens take an active role in protecting themselves from harm, and teach citizens what to do in the event of a crisis.
- Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism, and natural disaster risks.
- Promote all Citizen Corps programs and activities across the City.
- Capture innovative practices and report accomplishments that can be replicated in other communities nationally.
- Survey the community to assess increased awareness and Citizen Corps participation.

Responsibilities of the Citizen Corps Council

While this national initiative provides tremendous flexibility at the local level to implement Citizen Corps in a way that best suits each community's program, some general guidelines and responsibilities of the local organizing groups endorsed by the northern Utah group include:

- Creation of an action plan to involve the community in prevention, preparedness, and response activities and to mobilize the community in a large-scale event;
- Identify ways in which the community's volunteer resources can help meet the needs of its first responders;
- Work with existing neighborhood leaders, or creating a neighborhood leadership structure, to design a systematic approach to educate the public and encourage Citizen Corps participation throughout the community;
- Spearhead efforts to offer citizens new and existing volunteer opportunities, educational information, and training courses to address crime, terrorism, and natural disaster risks;
- Recognizing all activities that promote prevention, preparedness and response training as part of Citizen Corps and encouraging new endeavors;
- Organize special projects and community events to promote Citizen Corps activities and recruiting volunteers to participate;
- Foster a spirit of mutual support by working with Citizen Corps in neighboring communities and jurisdictions to be able to share resources in times of need;
- Capture innovative practices and reporting accomplishments to the state coordinator for Citizen Corps; and
- Survey the community to assess increased awareness and Citizen Corps participation.

Liability Issues

It is strongly suggested that each jurisdiction's citizen's corps council consult with that jurisdiction's legal office regarding any risks or liabilities that might arise from its activities. A council's potential exposure to liability for acts of omission of its staff or volunteers should be addressed.

Individuals who participate in council activities should be advised of their potential risks of liability under state law as well. While Utah has a "Good Samaritan" law, each jurisdiction should review and address the legal issues surrounding the citizens' corp. Councils may consider obtaining release from liability and similar instruments if the jurisdictional legal counsel deems it necessary.

Initial Meetings

It is suggested that creating a Citizen Corps Council, or by asking an existing organizing group to expand their mission and take on this responsibility, should be the first step to making Citizen Corps an active part of each community. Each Citizen Corps Council should hold one or more brainstorming sessions, where council members can collectively identify goals for your community and develop a better understanding of the risks your community faces. Suggested topics that the Citizen Corps Council might address include:

- Educating council members on the roles, responsibilities, and practices of the first responders, volunteer organizations, and any existing neighborhood organizational structure in the community;
- Identifying the existing activities and resources within the community that support Citizen Corps principles;
- Identifying volunteer groups and opportunities within the community that could assist in reducing risk or that could supplement resources in an emergency;
- Creating a menu of volunteer opportunities in which community residents could easily participate or partnering with other local volunteer entities to design volunteer recruitment strategies;
- Assessing resources within the community that could be drawn on to support volunteerism and public education in each community;
- Identifying possible resources to support Citizen Corps, including local private sector support and contributions from foundations and non-profit organizations;
- Discussing opportunities to build public awareness and to educate the community about Citizen Corps opportunities within each community; and
- Developing a wish list of additional resources that each community might need to support a comprehensive Citizen Corps effort.

Developing a Citizen Corps Action Plan

As Clearfield City begins to assess its needs and resources, council members should work towards the creation of a clear mission statement and an action plan. The Citizens Corps Council action plan should include short and long-term goals, a community communications system for emergency warnings, and a community mobilization plan with a specific plan outlining these goals. Short-term goals could include having working smoke alarms and emergency kits in every household by the time school starts again in the fall, having each business in the community practice their evacuation (see ESF 1) plans within a month, training all senior high school students in cardiopulmonary resuscitation (CPR), or having Neighborhood Watch groups in all neighborhoods of the community. Councils may also want to target specific groups within the community, such as people living in high-risk areas, the youth population, and Americans with disabilities or disadvantaged populations. It will be important to set meaningful, attainable goals, to make them public, to meet them, and then to recognize and celebrate your success.

Linking Local Activities with the National Effort

It will be important to link City activities to regional, county state and national efforts. It is critical that all activities that encompass citizen participation in emergency preparedness, response capability training, crime prevention, and skill-based volunteer programs related to community safety be identified with Citizen Corps.

A great way to get started is to have a public event to recognize the activities that volunteers, first responders, and residents in your community are already doing that relate to Citizen Corps. Explain that there is a new national initiative to link all these activities and to introduce other activities to promote personal and community safety. A commitment to help each resident in the community participate in Citizen Corps should be promoted. Citizen participation can include:

- Becoming better prepared and taking measures to reduce risk within their home, such as putting together a family emergency preparedness plan and kit, installing smoke detectors or elevating electrical appliances above flood stage, securing free standing shelving to a wall or strapping down a water heater;
- Being a part of a Neighborhood Watch Program group;
- Becoming a volunteer firefighter or emergency medical technician;
- Volunteering their particular skills to help with community risk assessments; and

Volunteering with community organizations already active in disaster preparedness and response.

The goal is to include everyone in each community. One of the first steps to support Citizen Corps is to promote the initiative and to expand the range of opportunities available to the residents of each community. There is no standard way to promote local efforts; each community is encouraged to be creative and to use the Citizen Corps message to promote participation. Communities may host community-wide Citizen Corps community preparedness days to challenge everyone in the community to put together a home emergency preparedness kit. Communities may also use the local media outlets to promote local Citizen Corps activities and to educate the public. They may also focus on the school system to disseminate information. No matter the approach, each community should be involved in promoting the Citizen Corps concept.

Clearfield Police Department Threat Conditions Response Actions Checklist

**These guidelines are based on specific or probable threats to Utah or Clearfield City. If there is no specific threat, not all of the measures outlined at specific levels need to be taken. **

LOW (Green)

- Identify and review critical facilities that may need protection.
- Conduct training, seminars, workshops and exercises using existing emergency response plans and procedures.
- Conduct emergency preparedness training for citizens and employees.
- Provide emergency preparedness information to employees.
- Conduct routine inventories of emergency supplies and medical aid kits.
- Budget for physical security measures.
- Encourage programs for employee immunization and preventive health care.

GUARDED (Blue)

- Continue all precautions from lower threat conditions.
- Estimate the threat vulnerability of each critical facility and the countermeasures required to protect them.
- Review emergency response procedures with personnel.
- Evaluate information available on public websites that could compromise security.
- Encourage all citizens and employees to have necessary immunizations.
- Provide the public with necessary information.

ELEVATED (Yellow)

- Continue all precautions from lower Threat Conditions.
- Notify the Chief of Police, officers and PIO of any specific local threat.
- Announce Threat Condition ELEVATED to employees.
- Review physical security plans and protective measures.
- Hold appropriate meetings with other local public safety agencies and others as necessary.
- Assist other jurisdictions as necessary.

HIGH (Orange)

- Continue all precautions from lower Threat Conditions.
- Notify Chief of Police, officers and PIO. Activate call-down of command staff, if after-hours.
- Announce Threat Condition HIGH to employees.
- Notify County Commission.
- Consider re-deployment of deputies to critical areas.
- Assess need for EOC activation.
- Deny unauthorized access to critical facilities.
- Reassess facility security.
- Inspect buildings and parking areas for suspicious packages/vehicles.
- Secure and regularly inspect City Complex, vehicles and parking area.
- Conduct 100% verification of deliveries and restrict shipments.
- Monitor security/intelligence data from State/National HS agencies.

SEVERE (Red)

- Continue all precautions from lower Threat Conditions.
- Notify Chief of Police, officers and PIO to attend emergency meeting.
- Announce Threat Condition SEVERE to employees.
- Notify City Manager and Mayor.
- Consider re-deployment of deputies to critical areas.

- Activate the EOC.
- Assess need to barricade City Hall parking access and deploy officers to the control points.
- Deny unauthorized access to critical facilities.
- If after-hours, activate the call-down for command staff. Cancel or delay unnecessary travel and vacations.
- Closely monitor intelligence data.
- Deploy equipment assets and ensure physical security measures are in necessary locations.
- Implement mutual aid agreements as required.
- Visually inspect the interior and undercarriages of vehicles entering parking area. Restrict inmate visitations.

Appendix A	Hazard Analysis and Community Risk Profile
Appendix B	Critical Facility/Asset List for Davis County
Appendix C	National and State Threat Advisory Systems

APPENDIX -A- HAZARD ANALYSIS AND COMMUNITY RISK PROFILE

There are criteria that must be met for an ideology or activity to be considered terrorist.

The first step is an extremist viewpoint. An extremist viewpoint starts with the belief that the individual, movement or group knows the *one truth*. This truth commonly involves a social, political, or religious belief system or a perceived ill or injustice. However, it is important to understand that not all people who believe that they know the one truth are extremists or terrorists.

The transition toward terrorism begins with a fundamental intolerance of other viewpoints and perspectives. In other words, there is an inability to accept differences of opinion. When this intolerance becomes extreme, the second step toward terrorism occurs. This extreme intolerance manifests itself in the perspective that anyone who does not believe in the “truth” is the enemy.

The third step toward terrorism is when those with other beliefs are not only considered the enemy, but are also vilified. All enemies are evil. The enemy has thus become a hindrance to accomplishing the belief, correcting the ill or relieving the injustice. Once this shift in thinking occurs, the enemy loses all value. The enemy is thus worthless, and any means necessary to defeat or overcome the enemy is acceptable. In other words, the end justifies the means. The final step involves actually taking, or planning to take, violent action. The action (or planning to act), not the extremist viewpoint, is what makes the person the criminal.

Terrorist Weapons - Armed Attack, CBRNE and WMD

Terrorism is a form of warfare in which attacks are carefully designed to meet a specific goal. In terrorism, inflicting actual damage is a secondary concern to the psychological impact of the attack. The psychological effect may even be more profound than the physical damage, and it may last long after all signs of the attack are gone.

Terrorists want to use weapons that will instill fear. Many terrorist weapons, such as radiation, some biological and chemical agents are undetectable without special equipment and do not immediately affect the victims. Even the threat of such an attack can send the general population into panic. They feel they have no way of defending themselves against a weapon they cannot see.

Those feelings of fear help terrorists achieve another goal of convincing the public that their government is unable to protect them. In time, the public becomes angered and loses confidence in the government. The government, in order to appease an increasingly disapproving public, is coerced into complying to some degree with the terrorist’s agenda.

Terrorists also choose weapons that will quickly attract the public’s attention. Any large explosion quickly draws emergency response, news crews and a crowd of onlookers. Should they claim responsibility; terrorists know such an attack ensures rapid and wide exposure for their cause. Such attacks may also provide a diversion for other criminal activity.

CBRNE and WMD

CBRNE weapons (C-Chemical, B-Biological, R-Radiological, N-Nuclear, E-Explosive) include weapons of mass destruction (WMD). Experts have created the TRACEM acronym to describe the potential types of hazards from these types of weapons. TRACEM stands for Thermal, Radiation, Asphyxiation, Chemical, Etiological, and Mechanical. The acronym TEAM CPR can also be used and adds the hazard category: Psychological.

The thermal hazard is the heat from fires, explosions and some chemical reactions. Radiation refers to alpha, beta, and gamma - the three types of ionizing radiation. In terms of terrorism, gamma radiation is by far the greatest concern because its range and ability to penetrate matter greatly exceed those of alpha and beta radiation. Asphyxiation occurs when oxygen is removed from an area (by means such as displacement by a heavier gas) or an

agent disrupts the body's ability to metabolize oxygen. Chemical hazards are toxic or corrosive substances that are non-biological. Etiological refers to biological organisms (bacteria and viruses) and organic toxins that can harm humans. Mechanical hazards are physical objects (bullets, collapsing structure) or forces (the shock wave from an explosion) that cause injury. A seventh hazard that can be added is Psychological

In order to avoid potential harm, responders should exercise three general self-protection measures: Time, Distance, and Shielding. These will be addressed later in a Terrorism Response Annex. To summarize, terrorism is largely defined by intent, (create fear, coerce government, or effect change to meet own agenda.) It is criminal, and only need be threatened. Responders (government) can be the targets.

It is the intent of Clearfield City Emergency Management that all departments be tactically aware of this hazard, without being paranoid.

Potential Threats

Much of the investigative and intelligence gathering activities evaluating potential domestic terrorist threats in the US are aimed at religious fanatics (including anti-abortionists, polygamist groups, animal rights groups, etc.), and "constitutionalist" activities involving the right-wing militia movement and/or the sovereign citizen movement.

In Utah, terroristic activities have included attacks on fur breeder's facilities, Planned Parenthood, the LDS Church, and a Jewish Synagogue. Possible targets include: Religious Facilities, Fur- Breeders Facilities, Federal Government Facilities, Socio-Medical Facilities, Utility Infrastructure, Special Community Events, and Government Contractors. A detailed analysis of possible targets in Clearfield City has been created and is found in the detailed Threat Analysis section.

Civil Unrest

Recent history has shown that civil unrest is still a threat in America. Also referred to as riots, or public violence, civil unrest can devastate a community. These types of events do not always start out as such. Innocent protests, rallies, or other non-threatening gatherings and special events can also turn destructive. Proper public safety planning can help mitigate these types of events from turning into disasters. Such incidents can result in stressing police forces to the extreme.

Explosive Devices

Davis County experiences more than 25 incidents each year involving explosive devices or materials. Many of these devices are created with a criminal intent of property destruction on a small scale, but none have had terrorist intentions, and since many of these devices are a result of citizens making and storing the devices out of curiosity or ignorance, a separate category has been created.

There are locations within the county where significant amounts of explosives are stored. However, a hazard analysis of low impact and low probability/low frequency of an incident at one of these storage locations being severe enough to create a significant incident gives this hazard a low risk assessment.

Nuclear Attack

With the breakdown of the Soviet Union and the Eastern European Block, and the end of the cold war, this threat has diminished significantly from those countries. However, in the last year it has become evident that a number of small countries may have developed nuclear bomb capabilities. It must also be noted that North Korea has re-kindled its nuclear program. Coupled with the much advanced technology of being able to make "suitcase sized" nuclear devices, and acknowledging the possibility that people with a hatred towards the United States may have this capability, we must be prepared for that threat. Currently, Utah does not hold the same significance as far as being recognized as a "target" to terrorist attacks as some of the other states and cities in the union. However, Salt Lake City is home to the Church of Jesus Christ of Latter-day Saints, with worldwide membership at more than 13 million. Being that much of the current terrorist threat worldwide in from Muslim extremist, the Salt Lake City are, in the future, may become a more significant target of religious extremists. Utah is also home to Hill Air Force Base, a significant air base which houses both active and reserve F-16 Fighter Squadrons and provides significant

repair procedures for a number of USAF aircraft. Therefore, the airbase is inherently considered to be threatened. Even considering all these factors, the potential for a nuclear attack is at a low probability. That is not to say that smaller localized or regional events couldn't happen, or that terrorists would not launch such an attack. Any nuclear attack would have a devastating effect on northern Utah. Given the low probability, but severe impact that a nuclear attack would have on our area, this threat is given a moderate risk rating.

Community Profile

The Clearfield City Emergency Services Division is charged with evaluating threat probability to the City. This involves identifying critical facilities, sites, systems or special events that could become a potential target of terrorist activity as well as identify and evaluate activities of potential threat elements in the community. In doing so, a community risk profile has been completed.

To facilitate the profiling of the community, a *Vulnerability Assessment* was conducted on each facility, site, system or special event in Davis County. Each potential target was evaluated and given a rating to determine its vulnerability to attack based upon level of visibility, criticality of the target site to the jurisdiction, value of the target to the potential threat element, access to the target by the potential threat element, hazard threat of the target, site population of the target, and collateral casualties surrounding the target area.

In addition to the Vulnerability Assessment, a *Threat Assessment* was conducted to evaluate the existence, past history, intent, capability, and active targeting that is taking place by terrorist groups in Clearfield City. Potential Threat Elements were named, and evaluated on the criteria just listed. A rating system was also used to determine that level of risk faced by the community.

These ratings will then be used to prioritize planning, training, anti-terrorism response, and equipment purchases.

To summarize, the *Vulnerability Assessment* refers to *Critical Assets* while the *Threat Assessment* refers to *Potential Threat Elements* in the community. These two assessments are scored and placed within a matrix to create the Community Risk Profile. This profile gives the jurisdiction an overall picture of the terrorist risk it faces. It can also then be used by state and federal agencies in overall programmatic plans, policies and procedures.

Vulnerability Assessment

A critical function that each jurisdiction must perform at this time is an analysis of local infrastructure and its vulnerability to an attack. This section will attempt to explain this process.

Jurisdiction Threat Assessment

This assessment utilizes a pre-existing Department of Justice terrorist threat analysis methodology to evaluate the threat level of each potential threat element (PTE) identified in our County. The threat level of each PTE is determined on 1) the actual existence of the PTE in the community, 2) its past history, 3) intentions to commit an act of terrorism using WMD, 4) the capability to carry out such an attack, 5) current targeting activities, 6) motivation and 7) WMD categories.

Jurisdiction Threat Worksheet

Threat Factors						Threat Level (1-10)	Motivation P = Political R = Religious E = Environmental Ra = Racial S = Special Interest Choose one or more	WMD Categories C = Chemical B = Biological R = Radiological N = Nuclear E = Explosive Choose one or more
PTE	Existence (1)	Violent History (1)	Intentions (2)	WMD Capability (2)	Targeting (4)			
1.								
2.								
3.								
4.								
5.								
6.								
7.								
8.								
9.								
10.								
11.								
12.								

City Threat Profile

1. List the total number of PTE’s assessed in your jurisdiction. If the City reports no known PTE’s, a rating of zero should be recorded here.
2. Designate the types of WMD capabilities assessed to exist in the jurisdiction. If the City reports no known PTE, check none
3. List the number of threat related and/or incidents by WMD category that occurred in the City between January 1, 2000 and December 31, 2002 that resulted in the activation of emergency assets.
4. List the number of incidents that were subsequently determined to be criminal.
5. Select the highest threat level obtained among the PTE identified within the City. This number is the City’s threat rating.

Total Number of PTE’s	
------------------------------	--

PTE WMD Capabilities	
<input type="checkbox"/> None	<input type="checkbox"/> Radiological
<input type="checkbox"/> Chemical	<input type="checkbox"/> Nuclear
<input type="checkbox"/> Biological	<input type="checkbox"/> Explosive

Threatened WMD Hazard	Total Number of Responses to Suspected WMD Threats and/or Incidents	Number of WMD Threats and/or Incidents Determined to be Criminal
Chemical		
Biological		
Radiological		
Nuclear		
Explosive		

Jurisdiction Threat Rating	
-----------------------------------	--

Individual Target Summary

INDIVIDUAL TARGET BASIC VULNERABILITY SUMMARY		
Site/Target #	Potential Target Name	Individual Target Basic Vulnerability Rating
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		

Assessment Factors

There are seven (7) factors used to determine the vulnerability of a potential target in the community. Each factor is given a rating value determined by specific criteria. These values, when identified for each facility, are then converted to a rating that enables the jurisdiction to prioritize individual and/or specific facilities, sites, systems or special events.

Basic Vulnerability Assessment Worksheet

Target Name or Number:	Total Score Rating:
Use this form for each potential target	
<p>1. Level of Visibility: Assess the awareness of the existence and visibility of the target to the general public.</p> <p>0 = Invisible: Existence secret/classified location 3 = Medium Visibility: Existence known locally 1 = Very Low Visibility: Existence not publicized 4 = High Visibility: Existence known regionally 2 = Low Visibility: Existence public, but not well known 5 = Very High Visibility: Existence known nationally</p>	
<p>2. Criticality of Target Site to Jurisdiction: Assess usefulness of assets to local population, economy, government, etc. Potential targets deemed essential to the continuity of the jurisdiction.</p> <p>0 = No usefulness 2 = Moderate usefulness 4 = Highly useful 1 = Very low 3 = Significant usefulness 5 = Critical</p>	
<p>3. Impact Outside the Jurisdiction: Assess the affect loss will have outside of the jurisdiction.</p> <p>0 = None 2 = Low 4 = High 1 = Very low 3 = Medium 5 = Very high</p>	
<p>4. PTE Access to Target: Assess the availability of the target for ingress and egress by a PTE.</p> <p>0 = Restricted: Security patrol 24/7, fenced, alarmed, CCTV, controlled access requiring prior clearance, designated parking, no unauthorized vehicle parking within 300 feet of the facility, protected air/consumable entry. 1 = Controlled: Security patrol 24/7, fenced, alarmed, controlled access of vehicles and personnel, designated parking, no unauthorized vehicle parking within 300 feet of the facility, protected air/consumable entry. 2 = Limited: Security guard at main entrance during business hours, fenced, alarmed, controlled access of visitors, designated parking, no unauthorized vehicles parking within 300 feet of facility, protected air/consumable entry. 3 = Moderate: Controlled access of visitors, alarmed after business hours, protected air/consumable entry, designated parking, no unauthorized vehicle parking within 50 feet. 4 = Open: Open access during business hours, locked during non-business hours, unprotected air/consumable entry. 5 = Unlimited: Open access, unprotected air/consumable entry.</p>	
<p>5. Potential Target Threat of Hazard: Assess the presence of legal WMD material (CBRNE) on quantities that could be the target of a terrorist attack or would complicate the response to an incident at the facility.</p> <p>0 = None: No WMD materials present. 1 = Minimal: WMD materials present in moderate quantities, under positive control, and in secured locations. 2 = Low: WMD materials present in moderate quantities and controlled. 3 = Moderate: Major concentrations of WMD materials that have established control features and are secured in the site. 4 = High: Major concentrations of WMD materials that have moderate control features. 5 = Very High: Major concentrations of WMD materials that are accessible to non-staff personnel.</p>	
<p>6. Potential Target Site Population Capacity: Assess the maximum number of individuals at a site at any given time.</p> <p>0 = 0 2 = 251 – 5000 4 = 15,000 – 50,000 1 = 1 – 250 3 = 5,001 – 15,000 5 = >50,000</p>	
<p>7. Potential for Collateral Mass Casualties: Assess potential collateral mass casualties within a one-mile radius of the target.</p> <p>0 = 0 – 100 2 = 251 – 5000 4 = 15,001 – 50,000 1 = 101 – 250 3 = 5,001 – 15,000 5 = >50,000</p>	
Total	
<p>Basic Target Vulnerability Assessment Rating: Convert total score to a rating number from 1 – 12 using the following key.</p> <p>0-2 = 1 9-11 = 4 18-20 = 7 27-29 = 10 3-5 = 2 12-14 = 5 21-23 = 8 30-32 = 11 6-8 = 3 15-17 = 6 24-26 = 9 33-35 = 12</p>	

**APPENDIX -B-
CRITICAL FACILITY/ASSET LIST FOR DAVIS COUNTY**

Bountiful

Police Department/Dispatch Center	SDMFD Fire Station 81
SDNFD Fire Station 84	Power Plant
Public Works Center	Recreation Center
South Davis Water Treatment Facilities	Weber Basin Water Aqueduct and Treatment Facility
City Office	Lakeview Hospital
AT&T	I-15
UPRR	Petroleum/Gas Pipelines
Schools	

Centerville

Police Department/City Offices	SDMFD Fire Station 83
Public Works	PacifiCorp Sub Stations
Air Products	Trinity Industry
I-15/Parrish Lane Overpass	UPRR
Petroleum/Gas Pipelines	Water wells/Pump houses
Weber Basin Water Aqueduct	Schools

Clearfield

Police Department/Dispatch Center	NDFD Fire Station 41
Public Works	NDFD Fire Station 42
PacifiCorp Substations	City Office
Freeport Center	AT&T
Ashland Chemical	HAFB
Thiokol	AmeriCold
Alliant Tech	I-15
Freeport Cold Storage	Petroleum/Gas Pipelines
UPRR	Schools & Jobs Corp

Clinton

Police Department	Fire Station 21
Public Works	PacifiCorp Substation
City Office	Water storage tank & pump
Schools	

Farmington

Police Department	Davis Co. Criminal Justice Complex/Dispatch
Center	
Farmington Bay Detention Center	County Fair Grounds
Fire Station 71	Public Works
PacifiCorp Substation	AT&T
City Office	Lagoon
Water Treatment Facility	I-15
UPRR	Petroleum/Gas Pipelines
DLD/UHP Sector Office	Schools
Criminal Justice Complex	School District Buildings
Water pump stations	Reservoirs
Schools	Weber Basin Water Aqueduct

Fruit Heights

Davis County Public Works	Davis County Animal Control
City Office	Public Works
Cherry Hill Resort	PacifiCorp Power Substation
Weber Basin Water Aqueduct	

Kaysville

Police Department
 Public Works
 PacifiCorp Substation
 Kaysville Power
 Central Davis Sewer
 UPRR
 Schools

Fire Station 61
 City Office
 LDS Grain Mills
 AT&T
 I-15
 Petroleum/Gas Pipelines

Layton

Police Department/Dispatch Center
 Public Works
 Pacific Corp Substations
 City Office
 HAFB
 Layton Hills Mall
 AT&T
 UPRR
 Water Wells/Tanks & Booster Sites

Fire Station 51
 Fire Station 52
 Fire Station 53
 Weber Basin Water Aqueduct and Facilities
 Smiths Facilities
 Davis Hospital & Medical Center
 I-15
 Petroleum/Gas Pipelines
 Schools

North Salt Lake

Police Department
 Public Works
 City Office
 Jardine Petroleum
 Albertsons Distribution
 Petroleum/Gas Pipelines
 AT&T
 Fox Valley Tanning
 UPRR/D&RG
 Stericycle
 Producers Livestock

SDMFD Fire Station 85
 PacifiCorp Substation
 Flying J Refinery
 Conoco Product Terminal
 South Davis Water Treatment Facility
 South Davis Sewer Facility
 Sky Park Airport
 I-15
 I-215
 Water Facilities
 Schools

South Weber

Fire Station 1
 Public Works
 HAFB
 I-84
 Weber Basin Water Wells
 Weber Basin Job Corp
 South Weber Family Center

City Office
 Water Treatment Facilities
 Davis/Weber Canal
 Petroleum/Gas Pipelines
 School
 Weber Basin Water Aqueduct

Sunset

Police Department
 Public Works
 Modern Technologies
 UPRR
 Petroleum/Gas Pipelines

Fire Station 11
 City Office
 I-15
 Schools

Syracuse

Police Department
 Public Works
 City Office
 Petroleum/Gas Pipelines

Fire Station 31
 PacifiCorp Substation
 North Davis Sewer Facility
 Schools

West Bountiful

Police Department
Public Works
Phillips Refinery
UPRR/D&RG
South Davis Sewer Facility
Water Facilities

SDMFD Fire Station 82
City Office
I-15
Petroleum/Gas Pipelines
Holly Corp
Schools

West Point

Public Works
Schools

City Office
Petroleum/Gas Pipelines

Woods Cross

Police Department
PacifiCorp Substation
Silver Eagle Refinery
UPRR/D&RG
ChemCentral
Water Facilities
Schools

Public Works
City Office
I-15
Petroleum/Gas Pipelines
Sky Park Airport
Golden Eagle Refinery

Unincorporated County Area

Chevron Refinery/Pipeline Facility
Francis Peak Radar Station
UPRR/D&RG

Petroleum/Gas Pipelines
Shepard Peak Radio Site
Gas/Petroleum Pipelines

APPENDIX -C-
NATIONAL AND STATE THREAT ADVISORY SYSTEMS

National Advisory System (Threat Conditions)
Threat Conditions and Associated Protective Measures

The following Threat Conditions each represent an increasing risk of terrorist attacks. Beneath each Threat Condition are some suggested Protective Measures, recognizing that the heads of Federal departments and agencies are responsible for developing and implementing appropriate agency-specific Protective Measures. These alerts are intended to provide a unified system for public announcements as well as a tool to combat terrorism.

Unified System for Public Announcements: Public announcements of threat advisories and alerts help deter terrorist activity, notify law enforcement and State and local government officials of threats, inform the public about government preparations, and provide them with the information necessary to respond to the threat. State and local officials will be informed in advance of national threat advisories when possible. The Attorney General will develop a system for conveying relevant information to Federal, State, and local officials, and the private sector expeditiously. Heightened Threat Conditions can be declared for the entire nation, or for a specific geographic area, functional or industrial sector. Changes in assigned Threat Conditions will be made when necessary.

A tool to combat terrorism: Threat Conditions characterize the risk of terrorist attack. Protective Measures are the steps that will be taken by government and the private sector to reduce vulnerabilities. The HSAS establishes five Threat Conditions with associated suggested Protective Measures:

Low Condition (Green). This condition is declared when there is a low risk of terrorist attacks. Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures they develop and implement:

- Refining and exercising as appropriate preplanned Protective Measures;
- Ensuring personnel receive proper training on the Homeland Security Advisory System and specific preplanned department or agency Protective Measures; and
- Institutionalizing a process to assure that all facilities and regulated sectors are regularly assessed for vulnerabilities to terrorist attacks, and all reasonable measures are taken to mitigate these vulnerabilities.

Guarded Condition (Blue). This condition is declared when there is a general risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Condition, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Checking communications with designated emergency response or command locations;
- Reviewing and updating emergency response procedures; and
- Providing the public with any information that would strengthen its ability to act appropriately.

Elevated Condition (Yellow). An Elevated Condition is declared when there is a significant risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the Protective Measures that they will develop and implement:

- Increasing surveillance of critical locations;

- Coordinating emergency plans as appropriate with nearby jurisdictions;
- Assessing whether the precise characteristics of the threat require the further refinement of preplanned Protective Measures; and
- Implementing, as appropriate, contingency and emergency response plans.

High Condition (Orange). A High Condition is declared when there is a high risk of terrorist attacks. In addition to the Protective Measures taken in the previous Threat Conditions, Federal departments and agencies should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Coordinating necessary security efforts with Federal, State, and local law enforcement agencies or any National Guard or other appropriate armed forces organizations;
- Taking additional precautions at public events and possibly considering alternative venues or even cancellation;
- Preparing to execute contingency procedures, such as moving to an alternate site or dispersing their workforce; and
- Restricting threatened facility access to essential personnel only.

Severe Condition (Red). A Severe Condition reflects a severe risk of terrorist attacks. Under most circumstances, the Protective Measures for a Severe Condition are not intended to be sustained for substantial periods of time. In addition to the Protective Measures in the previous Threat Conditions, Federal departments and agencies also should consider the following general measures in addition to the agency-specific Protective Measures that they will develop and implement:

- Increasing or redirecting personnel to address critical emergency needs;
- Assigning emergency response personnel and pre-positioning and mobilizing specially trained teams or resources;
- Monitoring, redirecting, or constraining transportation systems; and
- Closing public and government facilities.

ANNEX B

Terrorism Response

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Section 1- Introduction

Preface

The public safety community of Clearfield City cannot over-emphasize the importance of protecting and securing our assets and resources, whether public or private, against terrorist type activities. This plan is a comprehensive overview complete with response guidelines and protocols to help protect from, and in the event of a terrorist type incident in Clearfield City.

The population in Clearfield City is 29,001. This does not include day time visitors and workers. A terrorist attack in or near the City would affect us in a variety of ways. Areas of concern would include various infrastructures such as government buildings, roadways, railways, utilities, privately owned businesses, schools, bridges, water supplies, and power stations. Also located with the City is a major portion of, and access roads into Hill Air Force Base. Considering all these factors, it is our duty to concern ourselves with the advance preparation on how to protect against, and respond properly, safely, effectively and efficiently to a terrorist type attack.

Based upon these concerns, Clearfield City is justified and compelled to spend the time, effort, and finances that are needed to plan for, prevent and mitigate incidents related to a terrorist attack. Protection of life, property and the environment are our top priorities.

This plan will outline protective measures and actions of Clearfield City government as well as provide a foundation for all jurisdictions and disciplines in the City that may respond to a terrorist threat. In the interest of public protection, all agencies involved in emergency response should know and exercise this plan.

Purpose

In light of the current world environment wherein terrorism incidents aimed at the United States, it's interests, and/or citizens are of frequent occurrences, and the much publicized and well-known fact that there exist many organizations based in hatred of the United States and its allies, it is well within the scope of preparedness to include plans for a response to terrorism. Homeland security is the basic title for these plans. It includes all known aspects of emergency management, but with specific guidance based on the possibility of terrorism and a response to a terroristic incident. Even though the possibility of such an incident occurring in Clearfield City is very low, as citizens and government officials it is our duty to do our part in preventing and being prepared for such an incident. The consequences, if unprepared, could easily be catastrophic.

Section 2 – Terrorism Incident Response

INCIDENT MANAGEMENT

Overt Incident

An overt incident is an observable incident such as shooting or explosion.

General Concept

As noted in Incident Management Guidelines, Incident Command will be established, and incident command procedures will be followed on all incidents when two or more response disciplines, whether from the same or from differing jurisdictions have arrived at the same incident.

Establishing Command

The first arriving unit to an incident will assume command of the incident and formally establish command by notifying the dispatcher that they are in command. This unit may pass command to the next capable

arriving unit if they are unable to remain in command due to circumstances encountered. Higher-ranking officers may assume command upon their arrival. Any transfer of command will be communicated over the radio to the responsible dispatch agency.

Responsibility for Incident Management

The responsibility for management of the incident is upon the agency that will have ultimate responsibility and jurisdiction, see *Table 4.1 - Incident/Unified Command Responsibilities*. The primary nature of a terroristic incident is a criminal act with medical, health, safety and public works components. Therefore, the lead commander should be in law enforcement. However, the incident commander must consider the multifaceted nature of the incident and use a unified command on multi-agency/discipline responses.

Unified Command

Unified command should be established when there are multiple agencies or disciplines involved in response to an incident and the responding agencies have committed significant resources, or multiple agencies have jurisdiction over the incident.

Incident Management Structure

The incident commander should consider use of and assigning officers to common positions used in incident command systems. These include, but are not limited to the following: Safety Officer, Information Officer, Liaison Officers, Operations Officer, Logistics Officer, Planning Officer, Finance Officer, Staging Officer, etc. Responsibilities within each function can be found in *Table 4.2 - Terrorism Incident Management Functions*.

Incident Management Procedures

Incident management communications should be conducted on an Operations or Event Channel. Dispatch may only be able to monitor that one assigned channel for incident management. The incident commander may assign other officers to use other channels to manage the function they have been assigned. Requests for resources, information, etc. to or from dispatch are the sole responsibility of the incident commander; however, this responsibility may be delegated. The Davis County Sheriff's Office mobile incident command vehicle or Clearfield City field command trailer is available for any incident anywhere in the City.

State and Federal Response

A variety of state and federal resources are available in response to Weapons of Mass Destruction (WMD)/Terrorist incidents. Valuable resources are found in the State Health Department, Division on Environmental Quality, Department of Public Safety, and the American Red Cross. The Federal Emergency Management Agency (FEMA), the Federal Bureau of Investigation (FBI), the Bureau of Alcohol, Tobacco, and Firearms (ATF) and other federal agencies are additional resources. Although it is preferred that these resources deploy only when requested, some may self-dispatch to the incident upon receiving news. The FBI and FEMA will respond due to Federal jurisdictional responsibilities. It is vital that the incident commander recognizes the scope of such an incident and develops the Incident Command structure necessary to oversee the incident, involving all levels of response.

Emergency Operations Center (EOC) Function

Clearfield City may choose to open their EOC to further manage a terroristic incident within or involving the City. The City may open their EOC under the direction of Clearfield City Emergency Management Officials, the Chief of Police or the City Manager or Mayor. An EOC serves the needs of the local incident commander(s) in managing large-scale incidents.

Covert Incidents

A covert incident is an initially unobservable incident, such as bioterrorism, in which a number of persons exhibit signs and symptoms of exposure to a substance sometime prior.

Responsibility for Incident Management

When a covert terrorism incident is recognized, the number of affected persons will likely extend beyond the boundaries of any one jurisdiction. The typical command structure of a local response may not be necessary. However, overall management of the incident at the city, county and state government level may likely be necessary to manage resources, collect and provide information, to establish policy in relationship to the incident, and to establish links with state and federal officials. Therefore, activation of the City and County EOCs may be necessary.

Agency/Discipline Responsibilities:

- A. Mayor and City Council
 - 1. Establish policy and pass emergency legislation as required to assist in maintaining order and providing for emergency response.
 - 2. Declare a state of emergency.
 - 3. Meet with other community leaders in an effort to assist all citizens in the county.
 - 4. Oversee public relation releases.
 - 5. Request State assistance.
 - 6. Issue order for mass evacuation (see ESF 1) or shelter in-place.
 - 7. Coordinate all support requirements for distribution of the Strategic National Stockpile assets, as appropriate.

- B. Clearfield City Emergency Management
 - 1. Activate the EOC.
 - 2. Be responsible for management of the EOC.
 - 3. Supervise the Coordination/Operations Group in the EOC.
 - 4. Act as lead for consequence management phase of incident.

- C. Law Enforcement
 - 1. Overall Incident Command.
 - 2. Develop Unified Command Structure.
 - 3. Threat investigation and intelligence.
 - 4. Assist with development of public warnings.
 - 5. Control access to and prevent looting in damaged or evacuated areas.
 - 6. Direct and control law enforcement forces deployed to the site of the incident.
 - 7. Secure critical facilities as the situation warrants.
 - 8. Lead investigation of the incident.
 - 9. Collect and disseminate information and intelligence.
 - 10. Coordination and cooperation with State and Federal law enforcement agencies.
 - 11. Furnish liaison personnel to other agencies as required.
 - 12. Provide security protection for the personnel and equipment of supporting units.
 - 13. Provide law enforcement specialty teams as needed (Special Weapons and Tactics (SWAT) & Mobile Field Force).
 - 14. Explosive Ordnance Device (EOD) Response.
 - 15. Provide emergency medical services.
 - 16. Crime scene integrity/evidence preservation and collection.
 - 17. Provide liaison to Joint Information Center (JIC).
 - 18. Victim Identification.
 - 19. Assure proper Personal Protection Equipment (PPE) use by responders.
 - 20. Coordinate investigations to a biological attack with Davis County Health Department.
 - 21. Provide security during mass prophylaxis operations
 - 22. Compile a list (name, address, phone number) of all potentially exposed individuals when responding to an incident involving a suspected biological agent. Forward the list immediately to Davis County Health Department.

23. Provide guidance to Davis County Health Department in following proper chain of custody when submitting specimens potentially associated with a bioterrorist attack.
 24. Exercise lawful authority to protect life and property threatened by terrorism incidents, to include imposing evacuation orders, curfews, enforcing quarantine/isolation.
- D. North Davis Fire District
1. Establish liaison at the Incident/Unified Command.
 2. Assist with assessing affected areas for hazards.
 3. Conduct all operations under the direction of the incident command.
 4. Coordinate HAZMAT response.
 5. Assess need for and coordinate urban search and rescue efforts.
 6. Provide emergency medical services.
 7. Patient identification and tracking.
 8. Conduct special assignments as needed.
 9. Patient Transportation.
 10. Assign fire investigators to Law Enforcement investigative teams as needed.
 11. Provide Decontamination of victims and responders.
 12. Chemical/Warfare agent monitoring along with Public Health Officials.
 13. Radiological monitoring along with Public Health Officials.
 14. Assign a liaison to JIC.
 15. Assure proper Personal Protection Equipment (PPE) use by responders.
 16. Compile a list (name, address, phone number) of all potentially exposed individuals when responding to an incident involving a suspected biological agent. Forward the list immediately to Davis County Health Department.
- E. Public Works
1. Assist in providing barricades for traffic/pedestrian control.
 2. Provide debris clearance.
 3. Provide assistance in evacuation as necessary.
 4. Advise on traffic control matters.
 5. Advise on closing of streets and thoroughfares.
 6. Advise on detour routes.
 7. Provide other assistance as required.
 8. Assist with HAZMAT control as possible.
 9. Provide building and structure inspection.
 10. Assist in restoration of critical services following an event.
- F. Utah Transit Authority (UTA)
1. Assist/cooperate with detouring bus routes and providing buses for emergency use.
 2. Provide short-term sheltering using available buses.
- G. Public Information Officer
1. Establish a Joint Information Center
 2. Notify media of JIC location
 3. Coordinate materials for release with local/county/state authorities.
 4. Prepare official news releases.
 5. Identify critical messages and spokespersons.
 6. Establish media safe areas and regular briefing schedules.
 7. Develop printed and electronic material (press releases, fact sheets, photos, TV and radio programs, web sites, etc.).
 8. Develop and distribute media messages that can reach niche populations (i.e. non-English speakers, children, elderly, etc.).
 9. Monitor media outlets.
 10. Correct media outlets and update messages as needed.
- H. School District
1. Undertake established procedures for the safety of all students.

2. Provide a liaison to the City EOC if requested.
 3. Provide buses for mass transportation needs.
 4. Coordinate with the American Red Cross in establishing shelters as needed.
 5. Coordinate with Davis County Health Department in establishing mass prophylaxis locations as needed.
- I. City Attorney
1. Advise on legal matters incident to and in mitigation of the event.
 2. Prepare emergency declarations and proclamations.
 3. Provide assistance to Davis County Health Department to issue quarantine/isolation orders, to suspend public gatherings and to commandeer public buildings as required to protect public health.
- J. Courts
1. Prepare for possible increased number of cases presented for hearing as a result of the event.
 2. Provide for possible temporary locations where court functions can be carried out.
- K. Human Resources
1. Establish contact with the EOC and advise on human service's needs.
- L. Health Department
- Family and Community Health Services Division
1. Monitor disease status and investigate public health threats.
 2. Issue public health alerts and advisories.
 3. Institute measures (i.e. Quarantine, isolation, suspension of public gatherings) to protect public health.
 4. Identify isolation facilities and alternate medical care facilities for infectious patients.
 5. Communicate risk to general population.
 6. Coordinate disease investigations with law enforcement (conduct joint investigations when appropriate).
 7. Follow chain of custody when conducting specimen collection.
 8. Establish and maintain contacts with State and other health organizations.
 9. Establish protocols (i.e. Decontamination, control of disease spread) to address terrorism response issues.
 10. Provide incident specific guidelines (i.e. Protective measures, recognition of agent) to first responders.
 11. Provide incident specific patient care guidelines to medical facilities.
 12. Coordinate with other disciplines, such as HAZMAT, law enforcement and Fire.
 13. Coordinate with local hospitals, medical clinics, laboratories, and veterinary clinics.
 14. Implement surveillance and assessment procedures.
 15. Provide guidance to medical community on disease recognitions, specimen
Oversee collection/testing, prophylaxis, and control of disease.
 16. Contact clinics/staff as needed per the incident.
 17. Coordinate mass morgue operations and assist in identification, transportation and disposition of the deceased in cooperation with the State Medical Examiner's Office.
 18. Assist in identifying mental health support.
 19. Prepare requests for state and federal medical aid
 20. Coordinate mass care/medication/vaccination programs.
 21. Command Strategic National Stockpile operations in the county.
 22. Provide a liaison to JIC.
 23. Assure proper Personal Protection Equipment (PPE) use by responders.
 24. Provide guidance on how to handle the 'worried well' – those individuals who were not exposed, yet fear they may flood medical facilities because they fear they have been exposed.
- Environmental Health Services Division
1. Oversee initial investigation to identify possible chemical/biological agents.

2. Monitor air, water and land for contamination.
3. Liaison with state and federal health agencies.
4. Coordination with other disciplines, such as HAZMAT, law enforcement and Fire.
5. Assist fire officials in the development of decontamination guidelines.
6. Provide guidance on decisions to evacuate or shelter in-place.
7. Provide information regarding decontamination.
8. Oversee clean-up efforts/procedures.

M. Amateur Radio Emergency Services (ARES)

1. Open radio communications in the EOC and other locations as requested.
2. Provide radio communications for responders as requested.

N. Davis County Bomb Squad

1. Differentiate between unattended and suspicious packages.
2. Identify explosive devices and render such devices safe.
3. Dispose of explosives.
4. Conduct post-blast investigation.
5. Advise on resources available to assist in incidents involving explosive devices.

Table 4.1 - Incident/Unified Command Responsibilities:

Completed/Not Applicable	Tasks
	<p>Assess the incident situation Meet with prior IC, first arriving Officers Determine what has been accomplished/requested Determine the scope of the incident Determine current assignments/deployments</p>
	<p>Assess need for a Unified Command Based on the scope of the incident and the number of disciplines and jurisdictions involved</p>
	<p>Determine/recruit members for a Unified Command Request representation from appropriate disciplines/agencies</p>
	<p>Establish Incident Command Post Determine the appropriate location based on situation "See" the entire incident Safe location inside the outer perimeter</p>
	<p>Determine incident goals and objectives Prioritize based on life, property and environment Protect responders and save lives as first priority</p>
	<p>Activate elements of the Incident Command System as necessary Operations, Planning, Logistics, Finance, Safety, Liaisons, PIO, etc.</p>
	<p>Brief the command staff and section chiefs</p>
	<p>Assign radio channels One channel for incident command, other channels for other aspects of operations</p>
	<p>Ensure that planning meetings are conducted as needed</p>
	<p>Approve the implementation of the incident action plan</p>
	<p>Ensure that adequate safety measures are in place Proper Personal Protection Equipment (PPE), environment monitoring, etc.</p>
	<p>Coordinate staff activity Conduct periodic staff incident status briefings</p>
	<p>Coordinate with key officials, the EOC and JIC Conduct periodic EOC briefings Coordinate with the EOC and JIC in press releases, informational releases</p>
	<p>Manage incident operations Review incident information/changes Review resource status/requests</p>
	<p>Approve resource requests All requests for resources come thru the IC to dispatch</p>
	<p>Approve demobilization plans</p>

Table 4.2 – Terrorism Incident Management Functions

Terrorism Incident Role and Responsibility Matrix																													
Agency		Incident Management								Detection & Diagnosis			Prevention & Control						Fatality Management				Environment Surety						
P = Primary Responsibility S = Support Responsibility	S =	Incident Command	Public Info/Warnings	Perimeter/Traffic Control	Communication	Evacuation	Mass Care/Sheitering	HAZMAT	Urban SAR	Fire Fighting	EOC	Ongoing Surveillance	Unusual Event Reporting	Lab Diag. & Reporting	Health Investigation	Criminal Investigation	Evidence Collection	Victim Medical Care	Immunoprophylaxis	Quarantine	Mental Health	Investigation & ID	Notification	Morgue	Disposition	Sampling & Testing	Vector Control	Remediation	
		Animal Control					S						S									S							
Assessor											S																		
Clerk/Auditor											S																		
Commissioners											P																		
Council on Aging					S	S					S																		
Emergency Management		S			S						P														S			S	
Engineer											S																		
Environmental Health												S			S						S						P	P	P
Facilities Management											S																		
FBI		P													S	P	S										S		
Fire		P		S		S	S	P	P	P	S	S						S	S							S			
Hospital												S	S	S	S			P	S	S	S								
Information Systems											S																		
Justice Court											S																		
Library											S																		
Medical Examiner													S	S		S							P	P	S	P			
Mental Health																						P							
Personnel											S																		
Planning											S																		
Purchasing											S																		
Public Health - Lab													S	P															
Public Health - Local		P	S			S	S				S	P	P	S	S	P	S		S	P	P	S			P	S		S	S
Public Health - State			S			S	S				S	S	S	S	S	S		S	S	S	S					S		S	S
Public Works		S									S																		
Poison Control												S	S		S														
Recorder											S																		
Red Cross							P				S																		
Risk Management											S																		

Communications

Primary Radio System

The 800 MHz radio system will be the primary method of communications for responders to an incident. Depending on the location of the incident, the primary dispatching agency will assign responders to appropriate channels. Depending on the scope of the incident and in an effort to avoid conflict with every-day radio traffic, dispatch and the incident commander should assess the need of switching to one or more operations channels. Unless the dispatching agency has sufficient staffing capabilities to do otherwise, dispatch will only monitor the main incident command channel. To avoid confusion concerning requested and responding units, dispatch will only honor requests for additional units and resources from the incident commander or his designee. If the Utah Communications Agency Network (UCAN) repeater system fails, units will use the direct radio channels that are found in Zone 5. Zone 5 channel 8 would become the incident command channel. If needed, Zone 5 channel 10 would become the operations channel.

In the event of a large-scale terrorist incident, ARES should be activated to assist with communications and coordination efforts and as a backup in case of primary radio failure. Areas of particular assignment would be EOC's, shelters and mass prophylaxis dispensing sites. ARES personnel will function under the direction of the EOC operations and coordination group. They may also be assigned to specific location and come under the direction of incident commanders.

Mobile Command Center

Clearfield City or county mobile command center may function as the incident command location or as the primary dispatch center for an incident. If used as the primary dispatch center, it should have all communications capabilities.

Secondary Radio System

Responders have very limited secondary radio capabilities if the 800 MHz system totally fails. There is some capability using VHF radios, but very limited. Communications would be dependent upon mobile phones and HAM radios. In the event of a complete UCAN failure, Davis County ARES personnel would be immediately requested to respond to all dispatch centers. Assignments to specific locations would be made from these centers with ARES personnel assigned to each incident commander.

Notification

The following outlines potential notification procedures. This sequence will need to be modified any time there is a change in status, such as verification of a credible threat, information updates, and notification of an actual event. Additional agencies or organizations should be added as appropriate.

If received at city level

1. Notify local FBI office.
2. Notify county emergency services.
3. Notify city departments (police, fire, public works, emergency management).
4. Notify other levels as appropriate dependent upon nature of threat and security considerations.

If received at county level

1. Notify local FBI office.
2. Notify County Emergency Services.
3. Notify city or cities that may be affected.
4. Notify county departments (commission, sheriff, health, public works, behavioral health)
5. Notify appropriate state agencies
6. Notify other levels as appropriate dependent upon nature of threat and security considerations.

If received at state level

1. Notify local FBI office.
2. Notify local law enforcement agencies.
3. Notify county emergency services.
4. Notify appropriate state agencies.
5. Notify other levels as appropriate dependent upon nature of threat and security considerations.

If received at Federal level

1. Notify Utah Department of Public Safety.
2. Notify appropriate federal agencies.

Notify other levels as appropriate dependent upon nature of threat and security considerations.

Emergency Responder and Public Protection/Precautions

Hazards

Emergency response personnel must be protected from the various hazards that may be present at terrorist incident. These include:

Mechanical hazard - Any type of mechanical harm causing trauma (includes gunshot wounds, bomb fragments or shrapnel).

Etiological hazard - Disease causing material including: bacteria (e.g., anthrax), rickettsias (e.g., Q fever), viruses (e.g., hemorrhagic fever), and toxins (e.g., ricin or botulinus).

Thermal hazard - From both extremely hot and cold liquids.

Chemical hazard - Toxic or corrosive substances (e.g., acids such as sulfuric or hydrochloric; caustics such as ammonium hydroxide; toxic substances such as nerve agents, pesticides, or other chemical agents).

Radiological hazard - Alpha, beta, and gamma radiation from nuclear material.

Asphyxiation hazard - Lack of oxygen in the atmosphere due to displacement by heavier-than-air vapors or depletion of oxygen by other causes.

The basic principles of protection from these hazards are time, distance and shielding. Based on information received by dispatch, primary responders should consider staging in secure locations at a safe distance upwind from the scene until personnel equipped with proper PPE to enter the scene can assess hazards. It is the responsibility of the incident commander to ensure all responders are suited in proper personal protective equipment to enter the incident environment. Upon determination that a chemical or biological agent is present at the scene, most appropriate methods for decontamination procedures will be initiated and conducted on all persons who have been contaminated. Fire HAZMAT personnel will conduct decontamination procedures.

Incident Scene Control

Containment/Perimeters:

The typical terrorist event usually results in wide spread panic and chaos. Initial responders may face injured and/or contaminated victims fleeing the scene. It is critically important to establish inner and outer control perimeters around the scene as quickly as possible and designate areas where victims can be directed for treatment. The outer perimeter is designed to keep all unofficial persons from entering the scene. The inner perimeter is designed to protect responders from hazards. Entry into the inner perimeter usually requires a specific level of PPE. It is the primary responsibility of law enforcement to establish the outer perimeter, and when possible, assist fire personnel with the inner perimeter.

Secondary Devices:

In past incidents, terrorists have used secondary explosive devices. Great caution must be exerted in identifying these possible threats. At suspected terrorist incidents, multiple staging and triage areas should be established some distance from the scene to avoid concentrating resources, personnel and victims close to the initial scene where these devices may be located.

Public Protection Considerations

Evacuation (see ESF 1)

The decision to evacuate the public is based on information that indicates the public is at greater risk by remaining in or near the hazard area. Evacuation is a very time and personnel consuming project. Often, the public is actually exposed to the hazard as they evacuate. When the decision is made to evacuate, evacuation routes/directions must be provided to evacuees.

Shelter-in-place

Sheltering-in-place requires the population to remain in-doors and seek protection within the structure that they occupy or in a nearby structure. If the danger to the public is determined to be less by having them shelter-in-place, rather than to evacuate, then sheltering-in-place should be announced. With certain hazards (i.e., short term airborne chemical or radiation hazards or line-of-sight exposure to explosives) the best decision is probably to shelter-in-place. One distinct advantage of shelter-in-place over evacuation is the relative short time and ease of implementation. When evaluating whether to evacuate or shelter-in-place consideration should be given to the following:

- 1) The degree or severity of public dangers or threats as a result of the hazard
- 2) The number of individuals or population area affected by the hazard
- 3) Availability of the resources needed to evacuate the affected population
- 4) Means available to notify the public and provide emergency instructions before and during the evacuation
- 5) Safe passage for the evacuees
- 6) Special needs of the evacuees
- 7) The ability to provide shelter and sustenance to evacuees including
- 8) The nature of the hazard
- 9) The estimated amount of time a chemical or biological agent is present in the air at harmful levels.

Relocation

In the event that any citizens are evacuated from their homes, the American Red Cross (ARC) will be tasked the responsibility of locating and providing sheltering and other necessities. An incident commander may designate a gathering location for evacuees prior to the arrival of ARC personnel; however, ARC is responsible for sheltering of evacuee's.

Investigations and Crime Scene Management

In the event of a threat of terrorism, it is the responsibility of the local law enforcement agencies to initially investigate. This may entail making phone calls, sending officers to a location, assigning detectives to follow leads, or notifying the JTTF/State Homeland Security. Whatever the case, reports need to be forwarded to the JTTF/State Homeland Security. They may be able to provide assistance to local officers in validating information or threats. It is also the responsibility of the JTTF/State Homeland Security to compile such reports state and nationwide.

It is the responsibility of the FBI to be the lead agency in the investigation of an actual terrorist incident. As soon as it is determined that an incident is possibly a terroristic act, the incident commander shall have the dispatch center notify the local FBI. Other State and Federal investigative agencies may also respond to the incident. It is the responsibility of the local incident commander to insert these resources into the management structure and expand the unified command to the Federal level. The local jurisdictional incident commander does not lose responsibility for his jurisdiction and remains part of the unified command; however management of an actual terrorism crime scene is the formal responsibility of the FBI.

In the case of an attack using a biological agent, extensive coordination or even joint investigations between law enforcement and public health is essential. Epidemiologic investigations will be required to protect public health and stop the spread of disease. Such investigations require meticulous accumulation of information in the field. The health department will share outbreak investigations and disease surveillance information that may have bearing on law enforcement activities. Law investigation will be required to

identify the perpetrator(s). Law enforcement will share discoveries with public health that could have bearing on the care or treatment of ill or exposed persons.

Mutual Aid

A current mutual aid agreement between all fire and law enforcement agencies is in effect in Davis County. This agreement includes response to all types of incidents. Mutual aid may also respond from adjacent counties. Nothing in this plan should contradict the existing agreement. However, due to the costs associated with HAZMAT response, it is extremely important that all jurisdictions have a cost recovery ordinance in place to help facilitate recuperation of costs when a responsible party can be identified.

Donation/Volunteers

The incident commander will need to assign personnel to manage volunteers and donations. United Way 211 operators will be tasked with receiving calls and gathering information from volunteers and donors. This information will be passed to the assigned personnel for proper use and assignments of these resources.

Debris Management

A WMD incident will likely result in at least some, and very probably a tremendous amount of debris. The unified command will need to take into consideration the need to manage the debris on site. However, decisions regarding disposal of the debris will be the responsibility of local, county, and possibly state and federal authorities. Care should be taken to ensure disposal of debris does not hamper the criminal investigation associated with the incident.

Urban Search and Rescue (US&R)

Urban Search and Rescue involves rapid deployment task forces specialized in locating, extricating and providing on-site medical care to trapped victims. The closest US&R team is located in Salt Lake City (SLC). Other teams may respond upon request from other areas of the United States. As listed prior, it is the responsibility of Fire Officers in the unified command to request and coordinate this resource. More extensive information is found in ESF 4.

Section 3 – Bioterrorism/Chemical/Radiological Preparedness & Response

Assumptions

- 1) As demonstrated in the past, there is a capacity within terrorist organizations and other individuals to develop chemical and biological weapons.
- 2) As reported in various sources, there are numerous quantities of radioactive material unaccounted for in many countries around the world. This radioactive material may be used in “radiological dispersion devices.”
- 3) Chemical, biological and radioactive materials can be dispersed in a variety of means including, but not limited to explosive devices, powders, liquids, aerosols and solids. They can be dispersed into the air, water and foods.
- 4) Exposure to biological agents will probably result from a covert act, occurring days or weeks before it is discovered.
- 5) Exposure to chemicals or radiological agents will probably result from overt acts due to an immediate detection of odors, and methods of distribution.
- 6) Biological, chemical and radiological agents may be dispersed along with an explosive device, or be secondary to a primary method of attack.
- 7) A terrorist attack using biological, chemical or radioactive agents may result in a massive number of casualties who may be contaminated, as well as experiencing physical injuries and psychological trauma.
- 8) Contaminated persons will need to be decontaminated.
- 9) Responders will need appropriate Personal Protection Equipment (PPE) when responding to such an attack.
- 10) Hospitals will need decontamination capabilities.
- 11) Methods for disseminating large quantities of medications to the public may be required.
- 12) The medical treatment of casualties will be delayed to some extent when decontamination of such patients is required.
- 13) Terrorist attack could occur at any time and with a minimum of warning and could at first appear to be an accidental event.
- 14) In a terrorist attack, the incident location is a crime scene.
- 15) There may be a delay in identifying the agent and in determining appropriate protective measures.
- 16) Recovery can be complicated by presence of persistent agents, additional threats, extensive physical damage and psychological stress.
- 17) There will be a strong public reaction to the event.

Analysis of Specific Threats

Chemical Agents

Chemical Warfare Agents are chemical substances designed as weapons that result in death or injury to exposed populations. These may be pulmonary agents, cyanogen agents, vesicants, nerve agents and/or riot control agents. They can be disseminated via aerosols and/or liquids. They may remain a hazard for an extended period of time or disperse rapidly into the surrounding atmosphere. A terrorist incident involving a chemical agent will demand immediate reaction from emergency responders. Of the chemical agents, nerve agents are the most toxic.

Some indications that a chemical attack may have occurred include:

- Numbers of individuals exhibiting serious health problems, ranging from nausea, excessive secretions (salivation, diarrhea, vomiting), disorientation and difficulty breathing to convulsions and death.
- Unusually large number of sick or dead wildlife.
- Lack of insect life.
- Considerable number of persons experiencing water-like blisters and/or rashes.
- Discernable pattern to casualties. This may be 'aligned' with the wind direction or related to where the weapon was released.
- Surge of similar 911 calls.
- Mass casualties without obvious trauma.
- Presence of unusual liquid droplets (e.g. surfaces exhibit oily droplets of film or water surfaces have an oily film with no recent rain)
- Presence of unexplained or unusual odors (where that particular scent or smell is not normally noted).
- Presence of low-lying clouds or fog-like condition unrelated to weather.

Pulmonary Agents

Pulmonary agents (or choking agents) pose an inhalation hazard and are not absorbed through the skin. These agents include phosgene (CG), diphosgene (DP) and chlorine (Cl). Of these, phosgene is considered to be the most dangerous. Symptoms of exposure to pulmonary agents could include coughing, choking, tightness of chest, nausea, headache, watering eyes, breathing discomfort, fluid-filled lungs and/or fatigue.

Phosgene (CG)

Phosgene was used for the first time in 1915 and accounted for 80% of all chemical fatalities during World War I.

CG	
Physical State	Colorless gas.
Odor*	Newly mown hay.
Action Rate	Immediate to three hours, depending on concentration.
Treatment	Termination of exposure, ABCs (airway, breathing, circulation) of resuscitation, enforced rest and observation, oxygen therapy for signs of respiratory distress, manage airway secretions and prevent/treat bronchospasm, other supportive therapy as needed.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> Because of its physical and chemical properties, CG will not remain in its liquid form for long and decontamination is not required except when it is used in very cold climates. Aeration in closed spaces. <i>Equipment:</i> N/A.
Persistency	Non-persistent. Its vapor density is 3.4 times that of air and may remain for longer periods of time in low-lying areas.

*Do NOT rely upon olfactory detection of pulmonary agents.

Diphosgene (DP)

During World War I, gas masks were designed to filter out phosgene. DP was created by combining phosgene with chloroform, which destroyed the gas filters.

DP	
Physical State	Colorless, oily liquid.
Odor*	Newly mown hay, green corn.
Action Rate	Immediate to three hours, depending on concentration.
Treatment	Termination of exposure, ABCs (airway, breathing, circulation) of resuscitation, enforced rest

	and observation, oxygen therapy for signs of respiratory distress, manage airway secretions and prevent/treat bronchospasm, other supportive therapy as needed.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> None needed in the field, aeration in closed spaces. <i>Equipment:</i> N/A.
Persistency	Non-persistent.

*Do NOT rely upon olfactory detection of pulmonary agents.

Chlorine (Cl)

The Germans staged the first major successful chemical attack of World War I using chlorine. Today, chlorine is one of the most commonly manufactured chemicals in the United States.

Cl	
Physical State	Yellow-green gas.
Odor*	Bleach.
Action Rate	Immediate.
Treatment	Termination of exposure, ABCs (airway, breathing, circulation) of resuscitation, enforced rest and observation, oxygen therapy for signs of respiratory distress, manage airway secretions and prevent/treat bronchospasm, other supportive therapy as needed.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> None needed in the field, aeration in closed spaces. <i>Equipment:</i> N/A.
Persistency	Non-persistent.

*Do NOT rely upon olfactory detection of pulmonary agents.

Cyanogen Agents

Cyanogen agents (or blood agents) pose a hazard by interfering with oxygen utilization at the cellular level. Inhalation is typically the route of entry. Symptoms of exposure to cyanide agents could include giddiness, headache, confusion, nausea, rapid breathing rate or difficulty breathing, cramps, and loss of consciousness and/or bluing of skin.

Hydrogen cyanide (AC)

AC	
Physical State	Colorless, highly volatile liquid that gives off colorless vapor.
Odor*	Faint odor of bitter almonds.
Action Rate	Very rapid.
Treatment	Termination of exposure, intravenous sodium nitrite and sodium thiosulfate, supportive care.
Protection Required	First responders should wear positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> Because of its physical properties, AC will not remain for long in its liquid state. If exposed to a vapor, decontamination should not, therefore, be necessary. If liquid agent is present, remove clothing and wash victim's skin with soap and water or water alone for two to three minutes. <i>Equipment:</i> N/A.
Persistency	Non-persistent. Highly soluble and stable in water.

*Do NOT rely upon olfactory detection of cyanogen agents.

Vesicants

Vesicants (or blister agents) are persistent in the field, are chemically stable and wage a three-pronged attack against skin, eyes and respiratory tract. They can be employed as vapors, liquids or solids. These agents include distilled mustard (HD), nitrogen mustard (HN) and lewisite (L). Symptoms of exposure to vesicants could include stinging sensation upon contact, burns or blisters, red/watering eyes, blurred vision, light

sensitivity, and/ or blindness. Those areas of the body that tend to be sweaty (i.e. groin, armpits) are more susceptible to vesicants.

Distilled mustard (HD)

Wet skin absorbs more mustard than does dry skin. For this reason, HD exerts a casualty effect at lower concentrations in hot, humid weather because the body is moist with perspiration.

HD	
Physical State	Oily, colorless to amber liquid.
Odor*	Like garlic or horseradish.
Action Rate	Delayed, usually four to six hours until first symptoms appear.
Treatment	Termination of exposure, general supportive care as given for any severely ill patient, supportive care as given to a burn patient.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> N/A.
Persistency	Persistent. Dependent upon the amount of contamination by liquid, the munitions used the nature of the terrain and the soil, and the weather conditions. Heavily splashed liquid persist for one to two days or more in concentrations that produce casualties of significance under average weather conditions and a week to months under very cold conditions. HD on soil remains vesicant for about two weeks. HD is calculated to evaporate about five times more slowly than GB. Persistency in running water is only a few days, while persistency in stagnant water can be several months.

*Do NOT rely upon olfactory detection of vesicants.

Nitrogen Mustard (HN)

HN is used as a delayed-action casualty agent that has a persistency considerably longer than HD.

HN	
Physical State	Oily liquid.
Odor*	None when pure.
Action Rate	Serious effect occurs within four to six hours, minor effects sooner.
Treatment	Termination of exposure, general supportive care as given for any severely ill patient, supportive care as given to a burn patient.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> N/A.
Persistency	Persistent. Considerably longer than for HD.

*Do NOT rely upon olfactory detection of vesicants.

Lewisite (L)

Lewisite produces effects similar to mustard; the main difference is that L produces immediate pain. Lewisite absorption is an important feature, since it penetrates ordinary clothing and even rubber.

L	
Physical State	Colorless to brownish liquid
Odor*	Geraniums. Very little odor when pure.
Action Rate	Rapid.
Treatment	Termination of exposure, general supportive care as given for any severely ill patient, supportive care as given to a burn patient. Antidote (British-Anti-Lewisite) for exposure to Lewisite may be available and will alleviate some effects.
Protection	Protective mask and clothing. First responders should wear full firefighter protective clothing

Required	or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> Rapid, topical application of 2,3-dimercaptopropanol, known as British anti-Lewisite (BAL), reacts with Lewisite to form a stable non-toxic cyclic product.
Persistency	Persistent. Somewhat shorter than for HD, very short duration under humid conditions.

*Do NOT rely upon olfactory detection of vesicants.

Nerve Agents

Nerve agents pose a threat through inhalation, ingestion or absorption through the skin and can be employed as vapors, liquids or solids. These agents include Tabun (GA), Sarin (GB), Soman (GD), GF and VX. Nerve agents interfere with the central nervous system by reacting with the enzyme acetyl cholinesterase and creating an excess of acetylcholine, which affects the transmission of nerve impulses. Symptoms of exposure to nerve agents could include pinpointing of pupils, muscular twitching, dimness of vision, runny nose, tightness of chest, difficulty breathing, excessive sweating, drooling, nausea, vomiting, involuntary urination and defecation, convulsions, and/or coma. Symptoms occur immediately and can be lethal within minutes. Antidotes may be effective even if given to a victim having advanced symptoms, as long as the victim continues to breathe.

Tabun (GA)

GA was the first of the nerve agents developed by the Germans before World War II. It enters the body primarily through the respiratory tract, but is also highly toxic when absorbed through the skin and digestive tract.

GA	
Physical State	Colorless to brown liquid that gives off colorless vapor.
Odor*	Faintly fruity, none when pure.
Action Rate	Very rapid.
Treatment	Termination of exposure, administer antidote (MARK 1 kit), administer diazepam if casualty is severe, ventilation and suction of airways for respiratory distress, supportive therapy.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus. Clothing off gasses G-agents for about 30 minutes after contact with vapor, consider this fact before unmasking. Immediately remove all liquid from clothing.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> Use 5% solution of common bleach (sodium hypochlorite) or calcium hypochlorite solution (48 ounces per 5 gallons of water) to decontaminate scissors used in clothing removal, clothes and other items.
Persistency	Non-persistent. Dependent on munitions used and the weather. Heavily splashed liquids persist one to two days under average weather conditions. GA evaporates about 20 times more slowly than water. GA in water can persist about one day at 20 degrees C and about six days at 5 degrees C.

*Do NOT rely upon olfactory detection of nerve agents.

Sarin (GB)

The Germans developed GB after they developed GA, hence the designation GB. It is a volatile liquid at room temperature.

GB	
Physical State	Colorless liquid.
Odor*	Almost none when pure.
Action Rate	Very rapid.
Treatment	Termination of exposure, administer antidote (MARK 1 kit), administer diazepam if casualty is severe, ventilation and suction of airways for respiratory distress, supportive therapy.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.

	Clothing off gasses G-agents for about 30 minutes after contact with vapor, consider this fact before unmasking. Immediately remove all liquid from clothing.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> Use 5% solution of common bleach (sodium hypochlorite) or calcium hypochlorite solution (48 ounces per 5 gallons of water) to decontaminate scissors used in clothing removal, clothes and other items.
Persistency	Non-persistent. Depends on munitions used and the weather. Evaporates at approximately the same rate as water or kerosene. GB is less persistent than GA.

*Do NOT rely upon olfactory detection of nerve agents.

Soman (GD)

Soman is the most poisonous of the G-agents, apparently because of the ease with which it can penetrate into the central nervous system. The physiological effect of GD is essentially the same as that of GA and GB, however, after a few minutes; antidotes are not as effective for GD as they are for other nerve agents. The addition of thickeners increases GD persistency and hazard.

GD	
Physical State	Colorless liquid that gives off colorless vapor.
Odor*	Fruity; impurities give it the odor of camphor.
Action Rate	Very rapid. Death usually occurs within 15 minutes after absorption of fatal dose.
Treatment	Termination of exposure, administer antidote (MARK 1 kit), administer diazepam if casualty is severe, ventilation and suction of airways for respiratory distress, supportive therapy.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus. Clothing off gasses G-agents for about 30 minutes after contact with vapor, consider this fact before unmasking. Immediately remove all liquid from clothing.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> Use 5% solution of common bleach (sodium hypochlorite) or calcium hypochlorite solution (48 ounces per 5 gallons of water) to decontaminate scissors used in clothing removal, clothes and other items.
Persistency	Non-persistent. Dependent on munitions used and the weather. Heavily splashed liquids persist one to two days under average weather conditions. GD is calculated to evaporate about four times as slowly as water. Addition of agent thickeners can greatly increase persistency.

*Do NOT rely upon olfactory detection of nerve agents.

Cyclohexyl Sarin (GF)

GF is a slightly volatile liquid that is almost insoluble in water. It enters the body primarily through the respiratory tract but is also highly toxic through the skin and digestive tract.

GF	
Physical State	Liquid.
Odor*	Sweet, musty, peaches, shellac.
Action Rate	Very rapid.
Treatment	Termination of exposure, administer antidote (MARK 1 kit), administer diazepam if casualty is severe, ventilation and suction of airways for respiratory distress, supportive therapy.
Protection Required	First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus. Clothing off gasses G-agents for about 30 minutes after contact with vapor, consider this fact before unmasking. Immediately remove all liquid from clothing.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or

	washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> Use 5% solution of common bleach (sodium hypochlorite) or calcium hypochlorite solution (48 ounces per 5 gallons of water) to decontaminate scissors used in clothing removal, clothes and other items.
Persistency	Non-persistent. GF is about as persistent as GA. FG evaporates about 20 times more slowly than water. Heavily splashed liquids persist one to two days under average weather conditions.

*Do NOT rely upon olfactory detection of nerve agents.

VX (No Common Name)

VX has a low volatility; therefore, liquid droplets on the skin do not evaporate quickly, increasing absorption. VX by this percutaneous route is estimated to be more than 100 times as toxic as GB. VX by inhalation is estimated to be twice as toxic as GB.

VX	
Physical State	Amber-colored oily liquid.
Odor*	None.
Action Rate	Very rapid.
Treatment	Termination of exposure, administer antidote (MARK 1 kit), administer diazepam if casualty is severe, ventilation and suction of airways for respiratory distress, supportive therapy.
Protection Required	Protective mask and clothing. First responders should wear full firefighter protective clothing or Level A or Level B, plus positive pressure, full-face piece, NIOSH-approved, self-contained breathing apparatus.
Decontamination	<i>Victim:</i> If exposed to vapor, remove all clothing in a clean air environment and shampoo or rinse hair to prevent off-gassing. If exposed to liquid, wash victim in large volumes of warm water or hot water using liquid soap and mild to moderate friction with a single-use sponge or washcloth. Rinse eyes, mucous membranes or open wounds with sterile saline of water. <i>Equipment:</i> N/A
Persistency	Persistent. Dependent on munitions used and the weather. Heavily splashed liquid persists for long periods under average weather conditions. In very cold weather, VX can persist for months. VX is calculated to be approximately 1,500 times slower in evaporating than GB.

*Do NOT rely upon olfactory detection of nerve agents.

Riot Control Agents

Riot control agents are irritants characterized by a very low toxicity and a short duration of action. These agents include Tear Gas (CS) and Mace (CN). Symptoms of exposure to riot control agents could include burning and pain on exposed mucous membranes and skin, eye pain and tearing, burning in the nostrils, respiratory discomfort and/or tingling of exposed skin.

Tear Gas (CS)

CS is used as a riot control agent in many countries. It is also commonly used as a training agent for simulation of chemical warfare conditions and for testing of respirators.

CS	
Physical State	White crystalline solid substance. White smoke.
Odor*	Pepper-like odor.
Action Rate	Immediate.
Treatment	Termination of exposure, usually none needed, effects are self-limiting.
Protection Required	Respirator and ordinary field clothing secured at the neck, wrists and ankles.
Decontamination	<i>Victim:</i> Removal of clothing. If symptoms persist, decontaminate with water (do NOT use oil-based lotions or bleach).
Persistency	Non-persistent. Unstable in aqueous solution. CS may stick to rough surfaces (e.g. clothing) from which it is released slowly (at least one hour aeration is needed to cleanse such materials).

*Do NOT rely upon olfactory detection of riot-control agents.

Mace (CN)

CN is a riot control agent and is now superseded by CS as a training agent.

CN	
Physical State	Clear, yellowish brown solid. White smoke.
Odor*	Apple blossom.
Action Rate	Immediate.
Treatment	Termination of exposure, usually none needed, effects are self-limiting.
Protection Required	Respirator and ordinary field clothing secured at the neck, wrists and ankles.
Decontamination	<i>Victim:</i> Removal of clothing. If symptoms persist, decontaminate with water (do NOT use oil-based lotions or bleach).
Persistency	Non-persistent.

*Do NOT rely upon olfactory detection of riot-control agents.

Biological Agents

Biological agents are materials that include bacteria, rickettsias, viruses, and toxins. These materials can harm the body through ingestion, inhalation or dermal contact. An attack using biological agents may either be focused on a specific person or group of people, or widespread. The Centers for Disease Control and Prevention (CDC) classifies biological agents of concern into three categories (Category A, B or C) based upon their ability to be disseminated or transmitted from person to person, the mortality rates, potential to cause panic and social disruption and the ability of the public health system to respond.

Category A agents are of greatest concern because they can be easily disseminated or transmitted from person to person, result in high mortality rates, have the potential for major public health impact, likely to cause public panic and social disruption and require special action for public health preparedness. Category A agents includes anthrax (*Bacillus anthracis*), botulism, plague (*Yersinia pestis*), smallpox (Variola virus), tularemia (*Francisella tularensis*) and viral hemorrhagic fevers.

Category B agents are of secondary concern because they are moderately easy to disseminate, result in moderate morbidity rates and low mortality rates and require specific enhancements for diagnostic capacity and enhanced disease surveillance. This category includes Brucellosis, food safety threats (i.e. *Salmonella* species, *Escherichia coli*, *Shigella*), Glanders, Melioidosis, Psittacosis, Q fever, ricin toxin, Staphylococcal enterotoxin B, Typhus fever, viral encephalitis and water safety threats (i.e. *Vibrio cholera*, *Cryptosporidium parvum*).

Category C agents include emerging pathogens that could be engineered for mass dissemination because of their availability, ease of production and dissemination, and potential for high morbidity and mortality rates and major health impact.

Isolation Guidelines, contains additional information regarding standard procedures for managing individuals with suspected or confirmed illness that may have been a result of a biological attack.

Unlike acute incidents involving explosives or hazardous chemicals, the initial response to a biological attack on civilians is likely to be made by direct patient care providers and the public health community. Some indications that a biological attack may have occurred include:

- Large numbers of individuals with similar disease or syndromes.
- Definite pattern of disease inconsistent with natural disease.
- Many cases of unexplained diseases or deaths.
- More severe disease than is usually expected for a specific pathogen or failure to respond to standard therapy.
- Unusual routes of exposure.
- Presence of a disease that is unusual given geographic area or transmission season.
- A single case of disease by an uncommon agent (smallpox, some viral hemorrhagic fevers)
- A disease that is unusual for an age group.
- Illness among people exposed to common ventilation systems but no illness in people not

- exposed to those systems.
- Increased numbers of sick or dead animals, often of different species.

Anthrax (Bacillus anthracis)

Anthrax	
Exposure	Percutaneous (skin), ingestion, inhalation.
Precautions	Standard precautions. No person-to-person transmission (except percutaneous route).
Symptoms	<i>Dermal:</i> localized itching followed by a depressed lesion that turns black. <i>Ingestion:</i> abdominal pain, nausea, vomiting, fever, bloody diarrhea. <i>Inhalation:</i> flu-like symptoms, abrupt onset of respiratory failure.
Incubation Period	<i>Dermal:</i> 1-7 days. <i>Ingestion:</i> 1-7 days. <i>Inhalation:</i> 2-60 days.
Treatment	Antibiotics, experimental vaccine.
Mortality (if untreated)	<i>Dermal:</i> up to 25%. <i>Ingestion/inhalation:</i> almost 100%

Botulism (neurotoxin from bacteria, Clostridium botulinum)

Botulism	
Exposure	Ingestion, inhalation.
Precautions	Standard precautions. No person-to person transmission by air.
Symptoms	<i>Ingestion:</i> gastrointestinal distress and symptoms similar to inhalation exposure. <i>Inhalation:</i> drooping eyelids, weakened jaw clench, difficulty swallowing or speaking, blurred vision, symmetric descending weakness (paralysis of arms first, followed by respiratory muscles, then legs), respiratory failure.
Incubation Period	<i>Ingestion:</i> 12-36 hours. <i>Inhalation:</i> 24-72 hours.
Treatment	Supportive therapy.
Mortality (if untreated)	Approximately 60%.

Plague (Yersinia pestis)

Plague	
Exposure	<i>Bubonic:</i> bacteria transmitted by bite from infected flea. <i>Pneumonic:</i> airborne transmission of bacteria.
Precautions	Isolation precautions. Person-to person transmission by air can occur.
Symptoms	<i>Bubonic:</i> high fever, malaise, nausea, sore throat, headache, painful lymph nodes, abdominal pain, can lead to blood infections. <i>Pneumonic:</i> high fever, chills, headache, cough with bloody sputum, chest pain, respiratory failure and shock.
Incubation Period	<i>Bubonic:</i> 2-8 days. <i>Pneumonic:</i> 1-3 days.
Treatment	Antibiotic therapy.
Mortality (if untreated)	<i>Bubonic:</i> approximately 60%. <i>Pneumonic:</i> almost 100%

Smallpox (Variola virus)

Smallpox	
Exposure	Inhalation, percutaneous (contact with rash).
Precautions	Isolation precautions. Person-to person transmission by air can occur.
Symptoms	Fever, malaise, headache, backache, rigors followed by rash (most prominent on the face and extremities).
Incubation Period	7-17 days.
Treatment	Vaccine (if administered within 4 days of exposure), supportive therapy.
Mortality (if untreated)	Approximately 30%

Tularemia (Francisella tularensis)

Tularemia	
Exposure	Inhalation, percutaneous (contact with tissue or fluids of infected person/animal or bite of infected tick, deerfly or mosquito).
Precautions	Standard precautions. No person-to person transmission by air.
Symptoms	Fever, chills, headache, cough, pneumonia, swollen lymph nodes.
Incubation Period	1-21 days.
Treatment	Antibiotic therapy.
Mortality (if untreated)	Approximately 35%.

Viral Hemorrhagic Fevers (VHF)

VHFs are a diverse group of viruses, which include Ebola, Marburg, Lassa viruses and others.

VHF	
Exposure	Inhalation.
Precautions	Isolation precautions. Person-to person transmission by air can occur.
Symptoms	Fever, flushing of the face and chest, bleeding, edema, hypotension, shock, malaise, headache, vomiting, diarrhea, capillary leaks.
Incubation Period	2-21 days depending on virus.
Treatment	Supportive care.
Mortality (if untreated)	Ranges from 0.2% to 90% depending on virus.

Nuclear/Radiological Devices

Although some terrorist organization have publicly acknowledged that they are interested in developing nuclear bombs, incidents involving nuclear materials will most likely involve the use of an explosive devise or other means to spread radiological materials. Materials for development of a device capable of dispersing radiological materials are present around the world. Identification of radiological material at the site of an explosion may be delayed due to the fact that radiological material cannot be detected by the senses and symptom of exposure are generally delayed for hours or days. Therefore, incident commanders need to take into consideration other factors such as current threats of such incidents and evidence at the scene that may suggest the possibility of radiological material.

The scenarios constituting an intentional nuclear/radiological emergency include the following:

- 1) Use of an Improvised Nuclear Device (IND) includes any explosive device designed to cause a nuclear yield. Depending on the type of trigger device used, either uranium or plutonium isotopes can fuel these devices. While ‘weapons-grade’ material increases the efficiency of a given device, materials of less than weapons-grade can still be used.
- 2) Use of a Radiological Dispersal Device (RDD) includes any explosive device utilized to spread radioactive material upon detonation. Any improvised explosive device could be used by placing it in close proximity to radioactive material.
- 3) Use of a Simple RDD that spreads radiological material without the use of an explosive. Any nuclear material (including medical isotopes or waste) can be used in this manner.

Some indications that a nuclear/radiological attack may have occurred include:

- Presence of nuclear or radiological equipment (e.g. spent fuel canisters or nuclear transport vehicles).
- Nuclear placards or warning materials along with otherwise unexplained casualties.

Nuclear/Radiological Incidents

Any explosion that may be considered a terrorist event should be monitored immediately by first responders to rule out radiological contamination. If radiological materials are found to be present, responders must take self-protective measures. Consideration must be given to time, distance and shielding. The NAERG recommends an isolation area of at least 80 –160 feet be established in all directions and to stay upwind.

Detection of Nuclear/Radiological Materials

Detection of these materials is accomplished using a variety of radiation detectors. Assistance may be requested from state and federal nuclear response agencies

Proper Self-Protection

Additional PPE may be necessary for responders to enter contaminated areas. All personnel in the determined hot zone should wear dosimeters.

Treatment Procedures

The treatment procedures that follow are general guidelines.

1. Decontamination
2. Emergent/field patient care
3. Transportation to proper medical facilities
4. Definitive medical care

Emergency Response Personnel

Response to such an incident by county employees would include Clearfield City Police Department, Paramedics and City administrators, and staff from the health department. Sheriff's Office personnel should be restricted in their role as responders to treatment of victims after such victims have been properly decontaminated and in providing containment/perimeter control as necessary at a safe distance from the incident. Health department personnel should be restricted in their role as responders to detection of unknowns and guidance on measures to protect public health. They may also function as needed to provide medications and antidotes.

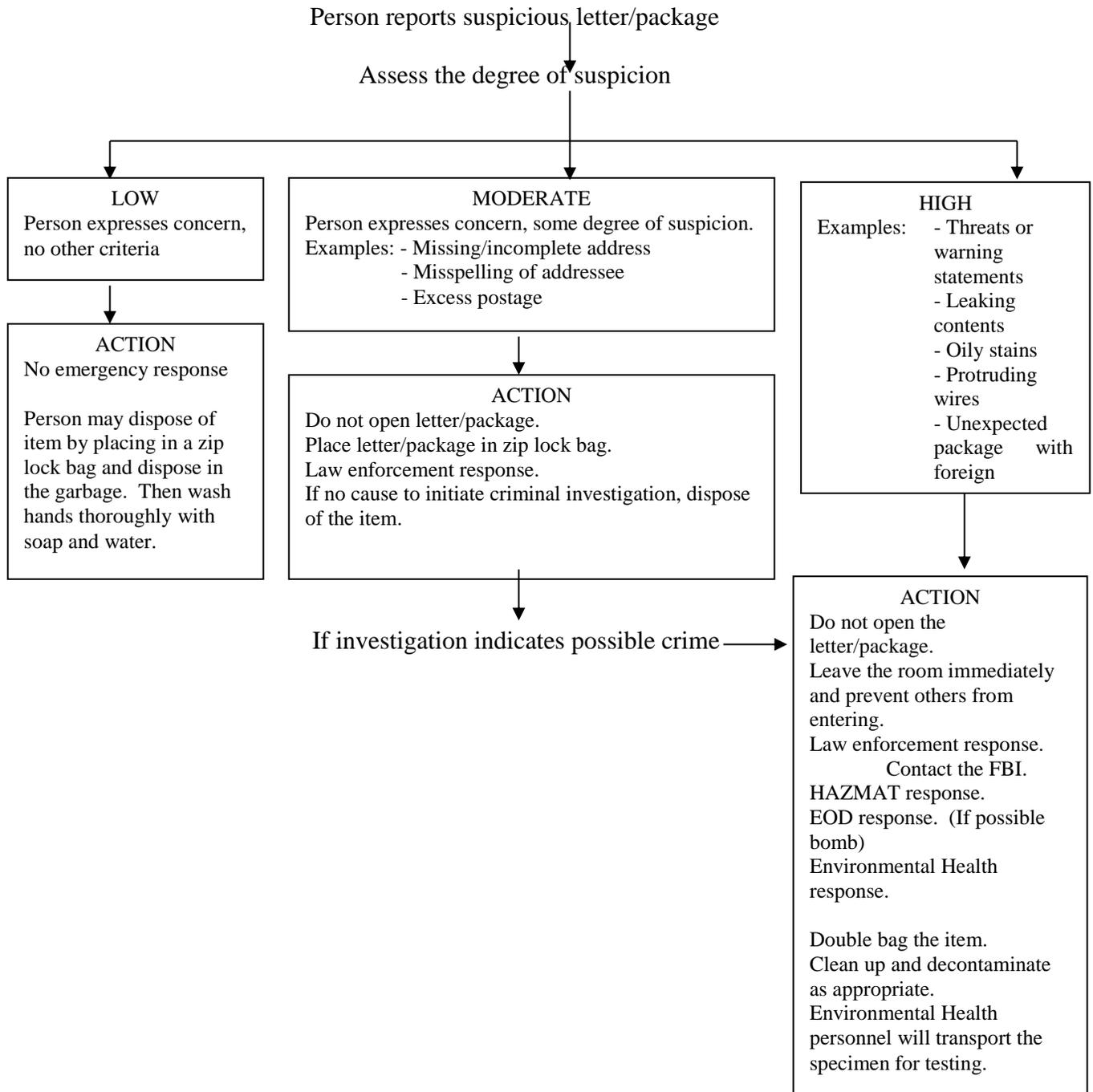
County Emergency Management Responsibilities

Clearfield City personnel shall work with the County Health Department and City Emergency Response disciplines in an effort to acquire and place proper PPE, detection and monitoring equipment throughout the county. They shall also provide a forum in which all response disciplines can discuss response issues relating to Homeland Security and Terrorism Response.

Monitoring & Surveillance

It is the day-to-day responsibility of the County Health Department to conduct surveillance of disease in the population. Davis County Health Department maintains historical and current disease trends for the county. This information is essential in identifying that an outbreak is emerging (possibly due to a covert bioterrorist attack) in order to mount an effective response to control the outbreak. It is also the responsibility of the County Health Department to provide assistance to incident commanders in identifying unknowns and monitoring the air, ground and water for chemical and biological substances at an incident. It may be necessary to request state and federal assets to assist in this effort.

Law Enforcement Guidelines For Suspicious Powder In Mail



APPENDIX -A-
CLEARFIELD CITY THREAT RESPONSE PROTOCOL

Clearfield City

Upon receipt of a specific or possible threat to Clearfield City, the Police Department and City Manager, Mayor and City Council will be notified and the Clearfield City Policy Group activated to the level necessary.

Police Department

The Police Department, Emergency Services Manager oversees homeland security operations for Clearfield City. Upon notification of a terrorist threat specific to or possible in Clearfield City, this plan will be fully activated as outlined.

Homeland Security Structure

Police Chief	Greg Krusi
Intelligence/Investigation	Kelly Bennett
Infrastructure Protection	?

Emergency Management

Citizen Corps	Richard Fisher
Public Information	Richard Fisher
	Mike Stenquist

Operational Goals and Objectives

With respect to homeland security, the Clearfield Police Department has identified as its Strategic Goals the following as outlined in the Clearfield City Homeland Security Plan.

- Alert and Notification
- Critical Infrastructure Protection
- Dignitary Protection
- Intelligence
- Investigation
- Public Information
- Demobilization

Each of these areas will be assessed and addressed by the Policy Group and/or specific Police department personnel on a case by case basis:

Alert and Notification

Clearfield Police Department will initiate internal alert and notification to personnel and the public as necessary, based upon the specific threat and under the direction of the Chief or Assistant Chief. This notification will be accomplished using means at hand, i.e.; pagers, telephone, FAX, Emergency Alert System, etc.

- Review the specific threat
- Notify appropriate officials
- Notify appropriate public sectors

Critical Infrastructure Protection (CIP)

- Review of Clearfield City Critical Assets (See Appendix -B- in Annex A – Homeland Security.)
- Determine the threat against those assets.

Review vulnerability assessments of those threatened assets.
Assess risk of loss of the infrastructure (if appropriate).
Apply countermeasures as appropriate.
Coordination among other jurisdictions will be necessary for the implementation of CIP.

Dignitary Protection

Review specific threat intelligence.
Determine if the threat affects government officials.
Assess and apply appropriate countermeasures as appropriate to designated government officials.
Coordination among other jurisdictions may be necessary for the implementation of dignitary protection.

Intelligence and Investigations

Review specific threat intelligence.
Assign officers as necessary for further intelligence gathering and investigations.
Establish reporting procedures.
Establish report update timetable.
If the potential exists for a biological hazard, assign a detective to work with the Davis County Health Department.

Public Information

Review specific threat intelligence.
If the threat is specific to Clearfield City, establish a Joint Information Center with all necessary parties in participation.
Establish guidelines for the dissemination of information specific to the threat.
Establish a timetable for briefings to the media.
Contact appropriate media.

Scale Down/Demobilization

Upon determination by the Clearfield City Policy Group that there is no longer a need to continue with the current level of activation, an order to scale down shall be given.

Personnel/resources will be released under the direction of the Coordination Group in accordance with the existing specific threat.

Upon determination by the Clearfield City Policy Group that there is no longer a realistic, specific threat to Clearfield City, an order for demobilization shall be given.

Personnel and resources will be called back/released under the direction of the Coordination Group.

Debriefing of personnel shall be at the discretion of supervising personnel, or at the direction of the Policy Group.

APPENDIX -B-
DAVIS COUNTY HOMELAND SECURITY
ALERT AND NOTIFICATION CALL DOWN LIST

Law Enforcement

	Office	Pager	Mobile	FAX
Clearfield City Police Department	801-525-2806			801-525-2861
Chief Greg Krusi	801-525-2801		801-940-1989	
AChief Mike Stenquist	801-525-2802		801-940-0555	
Lt. Kelly Bennett	801-525-2821		801-726-9221	
	Radio: Z 1-9			
Davis County Sheriff's Office				801-451-4167
Capt. Kenny Payne	801-415-4131		801-543-9410	
Lt. Brad Wilcox	801-451-4144		801-540-9476	801-451-4167
Sgt. Brent Peters	801-451-4129	801-541-1373	801-668-8152	801-451-4167
	Radio: Z 2-1			
Bountiful City Police Department	801-298-6000			801-292-6441
Lt. Sol Oberg	801-298-6010	801-726-0171	801-726-0171	
Lt. Randy Pickett	801-298-6016	801-241-5015	801-381-3418	
Chief Tom Ross	801-298-6015		801-309-9652	
	Radio: Z 1-6			
Centerville City Police Department	801-292-8441			801-296-2078
Chief Neal Worsley	801-292-8441		801-599-2412	
Lt. Paul Child	801-292-8441		801-599-2409	
Sgt. Von Steenblik	801-292-8441		801-599-2414	
	Radio: Z 1-1			
Clinton City Police Department	801-614-0800			801-774-2605
Chief Bill Chilson	801-614-0800		801-726-9948	
Floyd Petersen	801-614-0840	801-591-1188	801-614-0712	
Dennis Cluff	801-774-2650		801-916-7371	
	Radio: Z 1-1			
Farmington City Police Department	801-451-5453			801-451-0839
Chief Wayne Hansen	801-451-5453		801-940-2385	
Lt. Shane Whitaker	801-451-5453		801-381-2274	
	Radio: Z 1-1			
Kaysville City Police Department	801-546-1131			801-544-1147
Chief Mike Lee	801-546-1131		801-430-1748	
Lt. Paul Miya	801-546-1131		801-430-1753	
	Radio: Z 1-1			
Layton City Police Department	801-497-8300			801-336-3408
Chief Terry Keefe	801-336-3403		801-940-6290	
Asst. Ch. Craig Gibson	801-336-3404		801-940-6291	
Tina Johnson	801-336-3507		801-940-6282	
Lt. Quinn Moyes	801-336-3406		801-940-6281	
Lt. Allen Swanson	801-336-3411		801-940-6283	
	Radio: Z 1-8			

	Office	Pager	Mobile	FAX
North Salt Lake City Police Department	801-936-3880			801-936-7800
Chief Steve Harder	801-936-3880		801-381-0089	
Lt. Craig Beckstrand	801-936-3880		801-381-5148	
Sgt. Mitch Gwilliam	801-936-3880		801-330-5216	
	Radio: Z 1-1			
Sunset City Police Department	801-825-1620			801-825-5124
Chief Ken Eborn	801-614-9111		801-725-2293	
Lt. Shawn Valdez	801-614-9112		801-549-8950	
	Radio: Z 1-1			
Syracuse City Police Department	801-825-4400			801-779-9365
Chief Brian Wallace	801-825-4400		801-643-5776	
Sgt. Philip Rogich	801-825-4400		801-643-5779	
Tracy Jensen	825-801-4400		801-336-8636	
	Radio: Z 1-1			
West Bountiful City Police Department	801-292-4487			801-294-3590
Chief Randy Lloyd	801-292-4487	801-248-8506	801-301-9343	
Jeremy Adams	801-292-4487	801-241-9025	801-510-5948	
	Radio: Z 1-1			
Woods Cross City Police Department	801-292-4422			801-296-0678
Chief Paul Howard	801-292-4422		801-560-6596	
Sgt. Brad Benson	801-292-4422		801-599-5429	
Sgt. Delos Santos	801-292-4422	801-202-7884	801-309-3208	
	Radio: Z 1-1			
Utah Highway Patrol	801-292-3304 or 801-773-2325			801-447-8131
Capt. Mike Huehn	801-447-8120		801-560-3916	
Lt. Mark Zesigev	801-447-8120		801-725-1932	
Sgt. Matt Smith	801-447-8120		801-838-7514	
Sgt. Shane Nordfelt	801-447-8120		801-884-8315	
Sgt. Kimberly Farnsworth	801-447-8120		801-719-1436	
Sgt. Greg Lundell			801-663-3111	
	Radio: Z 1-1			

Fire/EMS

	<u>Office</u>	<u>Pager</u>	<u>Mobile</u>	<u>FAX</u>
Davis County Sheriff's Office	801-451-4151			801-451-4167
Capt. Kenny Payne	801-451-4131		801-543-9410	
Lt. Brad Wilcox	801-451-4111		801-557-7447	
Sgt Brent Peters	801-451-4129	801-541-1373	801-668-8152	
	Radio: Z 2-1			
Clinton City Fire Department	801-614-0840			801-614-0852
Chief Floyd Petersen	801-614-0850	801-591-1188	801-644-5701	
FM Rob Sandman	801-614-0842	801-591-1186	801-914-3473	
Ach Guido Smith	801-614-0849	801-279-7165	801-309-8220	
	Radio: Z 2-1			
Farmington City Fire Department	801-451-2842			801-451-7865
Ch. Larry Gregory	801-451-2842		801-643-4142	
Joe Walls			801-232-0911	
Gary McCloy			801-663-0342	
Rich Love			801-721-2373	
	Radio: Z 2-1			
HAFB Fire Department	801-777-3021			801-777-0527
Temp. Craig Golden	801-777-2817		801-430-2187	
ACh. Jerry Spatz	801-586-4196		801-940-2670	
ACh. Patrick Vega	801-586-4195		801-940-2281	
Kaysville City Fire Department	801-544-2860			801-593-6878
Ch. Brett Larkin	801-544-28460		801-940-6846	
Ac Mike Egginton	801-546-8860		801-807-8938	
Brad Lee	801-544-2860		801-940-6847	
	Radio: Z 2-1			
Layton City Fire Department	801-336-3940			801-546-0901
Ch. Kevin Ward	801-336-3945		801-940-6945	
BC Scott Adams	801-336-3946		801-940-7307	
BC Ryan Eckardt	801-336-3950		801-940-7489	
On Duty Batt Ch.	801-336-3940			
	Radio: Z 2-8			
North Davis Fire District	801-525-2850			
Chief Mark Becraft	801-525-2851		801-644-1038	
Duty Captain			(Dispatch)	
	Radio: Z 2-10			
South Davis Metro Fire District	801-677-2400			801-677-0166
Chief Jim Rampton		801-338-2328	801-550-7602	
Jeff Bassett		801-338-1712	801-870-8544	
Blaine Porter		801-338-2323	801-870-8546	
	Radio: Z 2-6			
South Weber City Fire				
Chief Tom Graydon	801-408-3578		801-391-9070	
AC Frank Patrick			801-589-0441	
	Radio: Z 2-1S			
Sunset City Fire Department	801-825-1628			801-775-0971
Ch. Neal Coker	801-825-1629	801-726-6965		
James Westson			801-644-9704	
Dana Weaver			801-698-3924	
	Radio: Z 2-1			

Fire/ EMS

	<u>Office</u>	<u>Pager</u>	<u>Mobile</u>	<u>FAX</u>
Syracuse City Fire Department	801-825-4400		801-825-3001	
Chief Craig Cottrell	801-825-4400		801-928-9393	
AC. Bruce Peterson	801-825-4400		801-336-8101	
	Radio: Z 2-1			

Health Care

Davis County Health Department	801-451-3337			801-451-3242
Health Officer Lewis Garrett	801-451-3351		801-712-9666	801-451-3242
Emer Response Coordinator Ivy Melton-Sales	801-451-3581		801-807-8728	801-451-3242
Family Health Service Sally Kershisnik	801-451-3316	801-279-4583	801-231-0232	801-451-3434
Epidemiology pager (bioterrorism)		801-241-8318		
Environmental	801-451-3296	801-241-7182		801-451-3122
	Delane McGarvey 801-451-3302		801-721-8722	801-451-3122

Lakeview Hospital	Operator	801-292-6231
	ER	801-299-2143
	Radio:	Z 10-1

Davis Medical Center	Operator	801-807-1000
	ER	801-774-7177
	Radio:	Z 10-2

Emergency Management

	Home	Work	Pager	Mobile	FAX
Davis County					
Brent Peters	801-475-1977	801-451-4129	801-541-1373	801-668-8152	
Bountiful City					
Sol Oberg		801-298-6010		801-726-0171	
Centerville City					
Paul Child		801-292-8441		801-599-2404	
Clearfield City					
Richard Fisher	801-773-9312	801-525-2833		801-940-0850	
Clinton City					
Floyd Petersen	801-825-3136	801-614-0850		801-591-1188	
Farmington City					
Paul White	801-451-5108	801-536-8614	801-591-1188	801-644-5701	
Fruit Heights City		801-546-0861			801-546-0058
Darren Frandsen	801-825-7829			801-927-7036	
Eileen Moss	801-546-4310			801-721-9375	
Kaysville City					801-544-5646
John Thacker	801-544-0922	801-546-1235			
Layton City		801-336-3820			801-336-3838
Jim Mason	801-544-0916	801-336-3830		801-721-2627	
North Salt Lake City					
Steve Harder		801-936-3880		801-381-0089	
South Weber City		801-479-3177		801-479-0066	
Mat Dixon				801-388-4667	
Chief Tom Graydon		801-91-9070			
Sunset City					
James Bridges	801-825-3740				
Syracuse City					801-825-3001
Roger Worthen		801-825-4400			
West Bountiful City					
Randy Lloyd		801-292-4487		801-301-9343	
West Point City					801-525-9150
Glen Dickson	801-776-4066			801-540-0354	
Tom Hansen	801-776-0970			801-940-8664	
Woods Cross City					
Paul Howard		801-292-4422		801-560-6596	

ANNEX C

Strategic National Stockpile and CHEMPACK

CONFIDENTIAL

The release of selected biological or chemical agents targeted at the US civilian population would require rapid access to large quantities of pharmaceuticals and medical supplies. Such supplies may not be readily available within a community. For that reason, the Federal Government charged the Department of Homeland Security, in partnership with the Center for Disease Control (CDC), with the mission of ensuring the availability of life-saving pharmaceuticals, antidotes, medical supplies and equipment necessary to counter the effects of biological pathogens, chemical agents and nerve agents. The Strategic National Stockpile (SNS) Program stands ready for immediate deployment to any US location in the event of a terrorist attack directed at a civilian population.

The Health Department maintains and exercises the Davis County Health Department Strategic National Stockpile Plan. In a public health emergency, the health department would be the lead agency for distribution of medications, vaccines and antidotes. The health department is tasked with requesting, receiving and distributing SNS assets in Davis County. However, in order to accomplish such a massive task, local governments, police, medical providers, volunteer organizations and other may be asked to provide assistance. Such assistance could include:

1. Clerical support (completing paperwork, data entry)
2. Technical support (assistance with technical difficulties)
3. Communications support (provide means of communication if traditional methods are off line or are overloaded)
4. Transportation assistance – delivery of supplies to dispensing sites
5. Security – crowd control, traffic control
6. Protection of SNS assets (while at dispensing sites and during transit) and SNS volunteers
7. Procurement of equipment, basic supplies
8. Unloading/loading SNS supplies
9. Translation for non-English speaking individuals
10. Set up of dispensing sites

ANNEX D

Emergency Water Plan

Emergency Water Distribution Plan for Clearfield City

I. PURPOSE:

The purpose of this section is to establish an Emergency Water Distribution Plan that can be implemented by the City when necessary due to failure of normal water distribution systems.

II. OBJECTIVE AND ASSUMPTIONS

A. OBJECTIVE

It is critical for Clearfield City service providers to have a system and a plan to provide culinary water for survival of all people residing in Clearfield City during a full or partial failure of the normal water distribution system. It is important for the city to provide a procedure and set pre-established location(s) for citizens to come and collect water in their own containers for themselves, their families, and for other residents who live in their respective neighborhoods.

B. ASSUMPTION

In the event of a natural or manmade emergency/disaster when the water system will not function, and the City deems it necessary and feasible, the following Emergency Water Distribution plan will be activated and the Public Works department will provide available equipment at designated location(s) where residents can come to obtain water. It is assumed that people will be able to provide their own transportation and containers to carry the water they receive back to where it is needed within the City. It is further assumed that the citizens of this community will have first priority to use the water made available by the emergency water distribution system. The City may elect to work with other jurisdictions, depending upon availability and feasibility, under established mutual aid agreements.

III. CONCEPT OF OPERATIONS

A. GENERAL

Reasonable efforts will be made to execute the City's Emergency Water Distribution plan and the appropriate operating procedures within 72 hours of a declaration of the need to do so. The order to implement the plan may be issued by the Mayor, or the City Manager, or the City's Public Works Director.

B. MANAGEMENT

1. Public Works

The City's Public Works Department is responsible to implement the Emergency Water Distribution Plan. The Public Works Department will ensure that all materials are prepared prior to the emergency situation arising. The Public Works Department will be responsible to provide power to well pump motors and some functional plumbing apparatus to accomplish this objective.

2. Police Department

The Police Department is responsible for establishing order and keeping the water distribution sites safe, fair, and efficient. The Police Department will also provide ongoing security and maintain crowd control.

3. Emergency Services

The Emergency Services Department is responsible to promote community education for water distribution and assist in advising the public when and how the Emergency Water Distribution Plan will be used. The Community Emergency Siren System and AM radio station may be used to inform citizens and advise them of details regarding emergency water distribution in the event of an emergency/disaster.

4. Public Information Officer

The PIO will be called to assist in all information being disseminated to the public during this type of emergency.

A. RESPONSE

After an incident occurs requiring an emergency water distribution system this plan may be activated by an order from the Mayor, the City Manager, or the City's Public Works Director and then implemented as directed from the Emergency Management Council. After a partial or complete failure of the City's normal water distribution system, the following actions may be taken:

1. Public Works will evaluate the situation and report their findings and recommend an appropriate course of action. They will determine location(s) where water can be distributed from and determine whether the condition is a partial failure situation (A) or a complete failure situation (B) and choose the best course of action. They will follow their established Standard Operating Procedures ("SOP") regarding this type of incident to allow Clearfield City to distribute water to those affected. After an appropriate plan of action has been

determined, it may be executed immediately as ordered by the Emergency Management Council. The actions taken are directed by the appropriate department SOP which determines the details of who, when, where and how water will be distributed to the citizens of Clearfield City.

2. After evaluating and activating the chosen actions, citizens will be advised of the details of how they are to proceed. The notifications may be accomplished through several channels, i.e. the City Emergency Warning Siren System, radio station, television announcements, and written notices distributed throughout the community using Clearfield CERT members.

IV. POSSIBLE PROCEDURES

Due to the very nature of an emergency/disaster, variables may affect the exact manner of implementing the City's Emergency Water Distribution Plan. The two most likely situations that may require different approaches to accomplish the City's goal to make water available to residents during an emergency are as follows:

A. Steps to follow for partial failure, Situation (A):

1. Put into place the needed equipment and personnel at established distribution sites
2. Position the distribution manifold on hydrant as determined by Public Works Department.
3. Utilize the water tanker used in a dump truck and/or the water pillows fitted on trailers and after filling distribute them to a location that will serve the most people in the portion of the community where the need is greatest. Plan for needs at other sites that may need water delivered.
4. Ask the Emergency Management Council in the EOC (Emergency Operations Center) for the appropriate resources to manage the event.
5. Establish necessary crowd control and security.
6. Provide directions signs to guide incoming citizens where the water distribution site(s) are.

B. Steps to follow for complete failure, Situation (B):

1. Position the water distribution manifold and hoses on hydrant or other devices. (First site of choice will be at the well at the Freeport Center and the second site of choice will be at the well at 700 South Street).
2. Order a generator as specified by the SOP to power the well pumps.
3. Utilize the water tanker used in a dump truck and/or water pillows fitted on trailers and after filling these containers, distribute them to a location that will serve the most people in the portion of the

community that most critically needs the water. Plan for secondary sites that may need water delivered.

4. Ask for the appropriate resources from the Emergency Management Council in the EOC.
5. Establish necessary crowd control and security.
6. Provide directions signs to guide incoming citizens as to where the water distribution site(s) are.

Rev: (3) 9/14/09

ANNEX E

Emergency Siren System

Clearfield City Siren System

PURPOSE

The purpose of the Siren System is to notify the **outdoor public** of the potential or occurrence of severe weather in the immediate area and of natural and man-made disasters. The public should go indoors and tune their radio to Clearfield's AM Radio Station on 1680 AM for information.

CRITERIA

The primary criteria's for activating the Siren System will be done by either a notification from the National Weather Service by a "Reecom" (specific area message encoding weather/hazard alert AM/FM) radio capable of receiving Emergency Messages, or when there is a natural or man-made hazard that threatens the lives or safety of the public in Clearfield City, or for testing the system. This will be made by the administrator on duty at the time of the emergency, based on All Hazards Best Practices Training.

GUIDELINES

Testing

Testing of the Siren will be conducted on the third Saturday, during the months of March, June, September, and December at 1100 hours. The siren system will be checked by the Dispatch Supervisor or Dispatch lead Supervisor weekly. This will be a silent (no audible siren) check of the system which shows that each of the three siren poles has power and that the radio system is functioning with each siren. This check is to be logged in a maintenance log book with the date, time and person checking each of the three sirens with the main control equipment. Any problems with the systems are to be addressed immediately for repair or replacement.

An observer should be at each siren pole once a month to check the siren head to verify that it is rotating during the silent system check and that the proper power indicators show for the battery's power level in each control box. This information will also be recorded in a log book.

Note: The Emergency Warning Siren System should never be used in a fashion which would cause the public to become complacent and not heed the sound of the siren or the directions given by the city's radio announcement for one's safety.

Authorization to Activate

The following procedure will be followed in the event of Reecom radio activation or a natural or man-made hazard;

- a. The Emergency Warning Siren System will be activated if the National Weather Service issues a severe weather warning of a tornado, damaging hail, damaging wind, or damaging rain which could cause flooding in Clearfield City.
- b. The Emergency Warning Siren System will be activated when there is another natural or man-made hazard threatening the lives or safety of the public in Clearfield City. This determination will be made by the administrator on duty at the time of the emergency. This individual will determine, based on All Hazards Best Practices Training, whether the emergency requires evacuation or sheltering in place.
- c. Any activation of the Emergency Warning Siren System (other than the scheduled test dates) will be documented by a written incident report. This report will give the full details for the reason of the activation, who authorized it and who activated the system

Activation

When activated, sirens will sound for a 3 minute period. The system is currently programmed to sound for 90 seconds. After the first 90 seconds, the system will be activated for an additional 90 second period. This corresponds with standards of 3 minute to 5 minute activation times that are recognized across the United States.

In the event that the City's Emergency Warning Siren System is activated, **DO NOT** call 911 to ask why the sirens are sounding, listen to the Clearfield City's AM Radio Station on 1680 AM for information.

ANNEX F

AM Radio Station

Clearfield City AM Radio Station WQFG871 1680 MHz on the AM radio dial

PURPOSE

The purpose of utilizing Clearfield City's advisory radio station is to provide public service broadcasting time-sensitive and critical emergency notices, non-emergency public affairs, and event announcements.

CRITERIA

The primary criteria for activating any broadcast is that the information will be of value to the entire community for general announcement purposes, or for notification of an impending emergency, or for assisting citizens to deal with an emergency or a disaster in progress. Announcements for special interest concerns to a small or limited group may not be broadcast. The station manager will determine what announcements will be made on the radio and follow the above criteria.

GUIDELINES

Maintaining play lists

It will be the responsibility of the assigned station manager or his designated person to maintain the play lists and assure that they are current.

Pre-established scripts

It will be the duty of the station manager or a designated person to approve, prepare, as well as create a special script that can be utilized when a pre-planned event is in progress.

Live broadcast

The station manager will authorize live broadcast requests. In the event of a developing emergency, the Clearfield City Police Chief /Dispatcher has authorization to go live on the air to pass along critical information that is affecting citizens of the City and surrounding cities.

There may be community events where it will be desirable to have live broadcasts of on-going events, and in those instances the station manager will set up and instruct on the proper use of the broadcasts.

Advertising

Based upon FCC rules there will be no commercial advertising on the radio.

Radio station advisory committee

An active advisory committee will be maintained to help direct and give advice and insight as to the running of this station. Committee members will be designated by the Emergency Services Manager and approved by the Police Chief.

Time of day or week announcements

Announcements can be broadcast on certain days at certain times of day which will be scheduled and approved by the station manager.

PROCEDURES

Operations Manual

All instructions for the proper use of the station will be followed as outlined in the Operations Manual. If there is to be any variation to those instructions the change will be cleared through the advisory committee.

Scripts log

The station manager will maintain a log of all broadcasts. These broadcasts will be made from written scripts that will be maintained in the broadcast log.

Management of station

The Emergency Services Manager is assigned to be the Station Manager for this radio station.

Submitting requests for an announcement

Requests for broadcast announcements will be cleared through the station manager and he/she will see that the announcements follow the criteria set forth in this policy. If the announcement is not critical for immediate dissemination the proposed script will be cleared through the Public Relations Division and the Legal Department for accuracy, legality, and clarity.

Pre-script for possible emergencies

Due to the fact that many disasters and emergencies develop so rapidly, scripts that will provide information to citizens on what they can be doing to protect themselves, can be prepared ahead of time. Pre-established scripts will be maintained in a file ready for recording and then broadcasted as soon as practical or needed.

AUTHORIZATION

Station manager clears announcements

The station manager, Police Chief, or Chief Dispatcher is the clearing house for all announcements.

Play lists and scripts

The station manager/or other approved personal approves all play lists and scripts.

POWER-OUT OPERATIONS

Portable Generator set up and oversight

When the public power system is not supplying power to the radio station there is a backup battery system that should run the station for twelve hours to perhaps a day. During this power down period the Emergency Services Manager/Police Department will provide their small portable generator and place it at the radio station site. The generator will be connected by unplugging the radio from the inside of the radio station box directly to the generator. The generator should be kept running for the duration of the power outage. The Public Works Department will be assigned to keep the generator fueled during a power outage. The radio station should remain on the air while refueling when the power is plugged back into the battery supply while the generator is being fueled.

Physical location of station and generator

The physical location of the radio station is in the city parks shops compound near the front gate.

The generator is assigned equipment for the Police Department. The plan is to take that portable generator and place it at the radio station site if auxiliary power support is necessary.

Exercising power-out situations

The power generator should be attached to the radio station semiannually and power the station to train personnel and to exercise the process.

SECURITY

Keys and site access

Keys for the radio station box will be maintained in the Clearfield City Dispatch Center and by the station manager.

The gate lock code for the parks department shops will be made available to station manager if needed to service or access the radio station during the periods of time when the gate is closed.

Radio access code

The radio station secret access code will be changed from the default code and only those in the advisory committee will have the code. If there is any reason to believe that there is a security problem the code will be changed as soon as practical by the station manager.

Clearing activity with radio manager

Any adjustments to the radio station or its broadcasting settings shall be cleared through the station manager and advisory committee.

Training

The Emergency Services Manager and the Dispatch Supervisor will see that staff responsible for the operation of the radio station will receive yearly training. A record of the training and who attended will be maintained by the office of the Emergency Services Manager.

Revision: 10-13-2009
File: Radio station sop

ANNEX G

Animal Care

ANIMAL CARE & CONTROL

Primary Department: Davis County Animal Care and Control

Secondary Departments: Animal Care Professionals
Department of Agriculture
State Veterinarian
Department of Health
Department of Natural Resources
Division of Wildlife Resources

I. Authority

In the event of Clearfield City need of Animal Care & Control during an emergency the Davis County Animal Control (DCAC) would be contact point. DCAC has the equipment and facilities to house and control animals in the event of an emergency.

II. Purpose

The purpose of this annex is to establish plans, procedures policies and guidelines for the care of animals in disasters and evacuations. These guidelines are intended to encourage planning for the care of animals during disasters in communities and to encourage participation and support for these efforts. These guidelines should be implemented whenever there is a need to access resources that can provide care for animals and their owners in emergencies, disasters, and evacuations.

III. Situation and Assumptions

Almost every disaster will affect Animal Control services. This is due to the relationship between people and their pets. The Animal Control services provided by Davis County during an emergency situation will involve rounding up displaced animals, housing animals (both stray and owned), providing emergency medical services for animals and urban animal related search and rescue capabilities.

- A disaster may result in a livestock or horse trailer overturning on the Interstate.
- Large scale wildfires or a barn fire, with displacement of livestock, poultry or horses.
- Fires in an apartment complex, flooding, earthquakes, pandemics, or evacuations due to hazardous materials spills.

IV. Operations

The Davis County Animal Care and Control (DCAC) department is responsible for all household pets and livestock related animal matters within the county during a major crisis. Individual communities within the county and their animals will need to be provided with a number of services during times of disaster. DCAC will determine the need for out-of-area and out-of-state groups and persons to supplement existing community (local) resources and expertise to care for animals and their owners.

V. Functional Responsibilities

A. Davis County Animal Care & Control

1. Ensure that public safety is not endangered by (stray) animals.
2. Organize animal rescue teams.
3. Capture stray animals.
4. Provide temporary housing of animals which owner's cannot be identified.
5. Arrange for provision of emergency veterinary care.

6. Organize pet friendly shelters.
7. Provide for pets of special needs people.
8. Develop foster pet care programs.
9. Offer adoption of animals having been housed for a statutory limit of time.
10. Euthanize and dispose of animals which cannot be adopted for any reason, including injuries, disease, inappropriate behavior, or other undesirable traits.
11. Provide information and referral to the public and media.
12. Procure and distribute food and water for animals.
13. Keep detailed records of animals impounded and being housed at shelters.
14. Manage offers of donated goods and services.

B. Animal Care Professionals

Examples of animal care professionals include: veterinarians, humane societies, rescue groups (usually for dogs, cats, horses), producer (livestock, poultry) associations, and (national) emergency animal response programs, breeders, and boarders.

1. Provide care for injured and diseased animals in a capacity with which the animal care professional is qualified.
2. Animal care professionals may enter into service contracts with animal owners for the care of animals. Often, in disasters, animal care professionals will provide pro bono service, but it should never be assumed that this will be the case.

C. State Department of Agriculture

1. Enforce the animal welfare act.
2. License commercial animal boarding, grooming, and breeding facilities.
3. Ensure that certain reportable diseases are contained and/or eradicated.
Cooperative Extension Service is part of USDA and there are County Extension Agents in every county in the US. Extension educators provide information on animal husbandry, health care, and nutrition.

D. State Veterinarian

1. Monitor animal health in the state.
2. Ensure that certain reportable diseases are contained and/or eradicated.
3. Define the types of livestock for that state.
4. Fulfill other state functions related to animal health.

E. Department of Health

1. Ensure that public facilities meet local and state health codes. Public facilities include shelters, hotels, restaurants, and community centers. These public facilities must meet specific guidelines set forth by the Department of Health. These Public Health guidelines describe the conditions under which animals are permitted into public facilities.
2. Enforce state, county or municipal ordinances.
3. Monitor all public health aspects of animal care in disasters.

F. Department of Natural Resources

1. Manage all aspects of care of native wildlife (dead and alive).
2. To certify and license wildlife rehabilitators.

GLOSSARY OF TERMS

Accident Site - The location of an unexpected occurrence, failure, or loss, either at a facility or along a transportation route, resulting in a release of hazardous materials; an incident site.

Acute – Severe, but of short duration. Acute health effects are those that occur immediately after exposure to hazardous chemicals.

Acutely Toxic Chemicals - Chemicals that can cause severe short- and long-term health effects after a single, brief exposure (short duration). These chemicals (when ingested, inhaled, or absorbed through the skin) can cause damage to living tissue, impairment of the central nervous system, severe illness, or, in extreme cases, death.

Airborne Release - Release of a chemical into the air.

Ambient - Ambient temperatures are temperatures of the surrounding area (e.g., air or water).

By-Product - Material, other than the principal product, that is produced or generated as a consequence of an industrial process.

Chemical Process - A particular method of manufacturing or making a chemical, usually involving a number of steps or operations.

Chronic - Of long duration, or having frequent recurrence. Chronic health effects are those that become apparent or continue for some time after exposure to hazardous chemicals.

Combustible Product - Material produced or generated during the burning or oxidation of a material.

Command Post - Facility located at a safe distance upwind from an accident site where the On- Scene Coordinator, responders and technical representatives can make response decisions, deploy manpower and equipment, maintain liaison with media, and handle communications.

Community Awareness and Emergency Response (CAER) Program - Program developed by the Chemical Manufacturers Association (CMA), to assist chemical plant managers in taking the initiative in cooperating with local communities to develop integrated (community/industry) plans for responding to releases of hazardous materials,

Contingency Plan - A document to identify and catalog the elements required to respond to an emergency, to define responsibilities and specific tasks, and to serve as a response guide.

Critical Facilities - Facilities essential to emergency response, such as fire stations, police stations, hospitals, and communication centers.

Decomposition Product - Material produced or generated as a result of the physical or chemical degradation of a parent material.

Dike - A barrier such as a low wall or embankment designed to prevent a spill from spreading or flooding.

Disposal - The removal of waste material to a site or facility that is specifically designed and permitted to receive such wastes.

Emergency - A situation created by an accidental release or spill of hazardous chemicals which poses a threat to the safety of workers, residents, the environment, or property.

Evacuation (see ESF 1) - Removal of residents and other persons from an area of danger.

Exercise - A simulated accident or release set up to test emergency response methods and for use as a training tool.

Extremely Hazardous Substances (EHSS) - A list of chemicals identified by EPA on the basis of toxicity, and listed under Title HI of SARA.

Facility - Defined for Section 302 of Title III of SARA as all buildings, equipment, structures, and other stationary items that are located on a single site or on contiguous or adjacent sites and which are owned or operated by the same person (or by any person which controls, is controlled by, or under common control with, such person). For purposes of emergency release notification, the term includes motor vehicles, rolling stock, and aircraft.

Facility Emergency Coordinator - Facility representative for each facility with an extremely hazardous substance (EHS) in a quantity exceeding its threshold planning quantity (TPQ), who participates in the emergency planning process.

Fence line - Outermost perimeter of facility property.

Hazard - Any situation that has the potential for causing damage to life, property and/or the environment.

Hazardous Chemical - Any chemical that is a physical hazard or a health hazard as defined under OSHA 29 CFR 1910.120 1.

Hazardous Substances (Superfund) - Substances designated as hazardous under CERLA (also known as Superfund); CERLA incorporates substances listed under the Clean Water Act, the Clean Air Act, RCRA, and TSCA Section 7. **Hazards Analysis** - The procedure for identifying potential sources of a hazardous materials release, determining the vulnerability of an area to a hazardous materials release, and comparing hazards to determine risks to a community.

Hazards Identification - Provides information on which Facilities have extremely hazardous substances (EHSs), what those chemicals are, and how much there is at each facility. Also provides information on how the chemicals are stored and whether they are used at high temperatures. Mandatory facility reporting under Title III will provide most of the information needed for hazard identification.

Immediately Dangerous to Life and Health (IDLH) - The maximum level to which a healthy worker can be exposed for 30 minutes and escape without suffering irreversible health effects or escape-impairing symptoms.

Lethal - Causing or capable of causing death,

Lethal Concentration Low (LCLO) - The lowest concentration of a chemical at which some test animals died following inhalation exposure.

Lethal Dose Low (LDLO) - The lowest dose of chemical at which some test animals died following exposure.

Level of Concern - The concentration of an extremely hazardous substance (EHS) in the air above which there may be serious irreversible health effects or death as a result of a single exposure for a relatively short period of time.

Local Emergency Planning Committee (LEPC) - A committee appointed by the State Emergency Response Commission (SERC), as required by Title III of SARA, to formulate a comprehensive emergency plan for its district.

Material Safety Data Sheet (MSDS) - A compilation of information required under the OSHA Hazard Communication Standard on the identity of hazardous chemicals, health and physical hazards, exposure limits, and precautions. Section 311 of Title III of SARA requires facilities to submit MSDSs under certain conditions.

Median Lethal Concentration (LC50) - Concentration level at which 50 percent of the test animals died when exposed by inhalation for a specified time period.

Median Lethal Dose (LD50) - Dose at which 50 percent of test animals died following exposure. Dose is usually given in milligrams per kilogram of body weight of the test animals.

Morbidity - Ability to cause illness or disease.

National Response Center - A communications center for activities related to response actions; it is located at Coast Guard Headquarters in Washington, D.C. The National Response Center receives and relays notices or discharges

of releases to the appropriate On-Scene Coordinator, disseminates On-Scene Coordinator and Regional Response Team (RRT) reports to the National Response Team (NRT) when appropriate and provides facilities for the NRT to use in coordinating a national response action when required. The toll-free number (800424-8802, or 202426-2675) can be reached 24 hours a day for reporting actual or potential pollution incidents.

Plume - Effluent cloud resulting from a continuous source release.

Radius of the Vulnerable Zone - The maximum distance from the point of release of a hazardous substance at which the airborne concentration could reach the level of concern (LOC) under specified weather conditions.

Reportable Quantity (RQ) - The quantity of a hazardous substance that triggers reporting under CERCLA; if a substance is released in a quantity that exceeds its RQ, the release must be reported to the National Response Center (NRC), as well as to the State Emergency Response Commission (SERC) and the community emergency coordinator for areas likely to be affected by the release.

Response - The efforts to minimize the risks created in an emergency by protecting the people, the environment, and property, and the efforts to return the scene to normal pre-emergency conditions.

Risk - A measure of the probability that damage to life, property, and/or the environment will occur if a hazard manifests itself, this measure includes the severity of anticipated consequences to people.

Risk Analysis - Assessment of the probable damage that may be caused to the community by a hazardous substance release.

Special Populations - Groups of people that may be more susceptible than the general population (due to preexisting health conditions (e.g., asthmatics) or age (e.g., infants and the elderly)) to the toxic effects of an accidental release.

Spill Prevention Control and Countermeasures (SPCC) Plan - Plan covering the release of hazardous substances as defined under authority of the Clean Water Act

Stability Classes, Atmospheric - Pasquill stability class (ranging from "A" to "F") are meteorological categories of atmospheric conditions. Pasquill stability Class A represents unstable conditions under which there are strong sunlight, clear skies, and high levels of turbulence in the atmosphere, conditions that promote rapid mixing and dispersal of airborne contaminants. At the other extreme, Class F represents light, steady winds, fairly clear nighttime skies, and low levels of turbulence. Airborne contaminants mix and disperse far more slowly with air under these conditions, and may travel downwind at hazardous concentrations that in other cases. Stability Class D, midway between A and F, is used for neutral conditions, applicable to heavy overcast, daytime or nighttime.

State Emergency Response Commission (SERC) - Commission appointed by each State Governor according to the requirements Title III of SARA; duties of the Commission include designating emergency planning districts, appointing Local emergency planning committees (LEPCs), supervising and coordinating the activities of planning committees, reviewing emergency plans, receiving chemical release notifications, and establishing procedures for receiving and processing requests from the public for information.

Storage - Methods of keeping raw materials, finished goods, or products while awaiting use, shipment or consumption.

Threshold Planning Quantity (TPQ) - A quantity designated for each chemical on the list of extremely hazardous substances (EHSS) that triggers notification by Facilities of the State emergency response commission (SERC) that such facilities are subject to emergency planning under Title III of SARA.

Toxic Chemical Release Form - Information form required to be submitted by Facilities that manufacture, process, or use (in quantities above a specified amount) chemicals listed in Section 313 of Title III of SARA.

Toxic Cloud - Airborne mass of gases, vapors, fumes, or aerosols of toxic materials.

Toxicity - The ability of a substance to cause damage to living tissue, impairment of the central nervous system, severe illness, or death when ingested, inhaled, or absorbed by the skin.

Toxicology - The study of the adverse effects of chemical agents on biological systems.

Transfer - Loading and unloading of chemicals between transport vehicles and storage vessels, and sending chemicals via pipes between storage vessels and process reactors.

Transport Mode - Method of transportation: highway; rail (trains); water (ships/barges); pipelines; air (planes).

Vapor Dispersion - The movement of vapor clouds or plumes in air due to wind, gravity spreading, and mixing.

Vulnerability Analysis - Assessment of elements in the community that are subject to damage should a hazardous materials release occur; includes gathering information on the extent of the vulnerable zone, conditions that influence the zone, size and type of the population within the zone, private and public property that might be damaged and the environment that might be affected.

Vulnerable Zone - An area over which the airborne concentration of a chemical involved in an accidental release could reach the level of concern (LOC).

DEFINITIONS

Emergency Operation Center - (EOC) means site from where local state and federal agencies coordinate off-scene support to on-scene responders.

Emergency Support Function – (ESFs) Emergency Support Functions is the grouping of governmental and certain private sector capabilities into an organizational structure to provide support, resources, program implementation, and services that are most likely needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

Hazardous Material - (Haz-Mat) means any element, compound, material, solution or substance which, when spilled or released into the air or into or on any land or waters of the state, may present a substantial danger to the public health, safety, welfare or the environment.

Incident - means any events that result in a spill or release of hazardous materials. Action by emergency service personnel will be required to prevent or minimize loss of life or damage to property and/or natural resources.

Incident Commander - (IC) means the one individual in charge at any given time of an incident.

Incident Command System - (ICS) means the combination of facilities, equipment, personnel, procedures, and communications operating with a common command structure.

National Incident Management System - (NIMS) the incident command and management structure which is the system recognized nationwide as the standard command structure

On-Scene Coordinator - (OSC) means the individual on-scene responsible for coordinating the resources at each respective level of government. OSCs may include:

- Local On-Scene Coordinator (LOSC)
- State On-Scene Coordinator (SOSC)
- Federal On-Scene Coordinator (FOSC)

Public Information Officer - (PIO) means a person designated by the Incident Commander who provides information to the public and media.

Responsible Party - means the person or firm who, by law, is strictly liable for clean-up of any spill or release.

Unified Command - means the method by which local, state and federal agencies will work with the Incident Commander to:

1. Determine their roles and responsibilities for a given incident.
2. Determine their overall objectives for management of an incident.
3. Select a strategy to achieve agreed-upon objectives.
4. Deploy resources to achieve agreed-upon objectives.

LIST OF ACRONYMS AND RECOGNIZED ABBREVIATIONS

<i>A-AR</i>	<i>Association of American Railroads</i>
<i>AICHE</i>	<i>American Institute of Chemical Engineers</i>
<i>ASCS</i>	<i>Agricultural Stabilization and Conservation Service</i>
<i>ASME</i>	<i>American Society of Mechanical Engineers</i>
<i>ASSE</i>	<i>American Society of Safety Engineers</i>
<i>ATSDR</i>	<i>Agency for Toxic Substances and Disease Registry</i>
<i>BOE</i>	<i>Bureau of Explosives</i>
<i>CAER</i>	<i>Community Awareness and Emergency Response (CMA)</i>
<i>CBNRE</i>	<i>Chemical Biological Nuclear Radiation Explosive (CBRNE)</i>
<i>CDC</i>	<i>Centers for Disease Control (HHS)</i>
<i>CEPP</i>	<i>Chemical Emergency Preparedness Program</i>
<i>CERCLA</i>	<i>Comprehensive Environmental Response, Compensation, and Liability Act of 1980 (PL 96510)</i>
<i>CFR</i>	<i>Code of Federal Regulations</i>
<i>CHEMNET</i>	<i>A mutual aid network of chemical shippers and contractors.</i>
<i>CHEMTREC</i>	<i>Chemical Transportation Emergency Center</i>
<i>CHLOREP</i>	<i>A mutual aid group comprised of shippers and carriers of chlorine.</i>
<i>CHRIS/HACS</i>	<i>Chemical Hazards Response Information System/Hazard Assessment Computer System</i>
<i>CIP</i>	<i>Critical Infrastructure Protection (CIP)</i>
<i>CPG 1-3</i>	<i>Federal Assistance Handbook: Emergency Management, Direction and Control Programs</i>
<i>CWA</i>	<i>Clean Water Act</i>
<i>DOC</i>	<i>U.S. Department of Commerce</i>
<i>DOD</i>	<i>U.S. Department of Defense</i>
<i>DOE</i>	<i>U.S. Department of Energy</i>
<i>DOI</i>	<i>U.S. Department of the Interior</i>
<i>DOJ</i>	<i>U.S. Department of Justice</i>
<i>DOL</i>	<i>U.S. Department of Labor</i>
<i>DOS</i>	<i>U.S. Department of State</i>
<i>DOT</i>	<i>U.S. Department of Transportation</i>
<i>EENET</i>	<i>Emergency Education Network (FEMA)</i>
<i>EMA</i>	<i>Emergency Management Agency</i>
<i>EMI</i>	<i>Emergency Management Institute</i>
<i>EOC</i>	<i>Emergency Operating Center</i>
<i>EOP</i>	<i>Emergency Operations Plan</i>
<i>EPA</i>	<i>U.S. Environmental Protection Agency</i>
<i>ERD</i>	<i>Emergency Response Division (EPA)</i>
<i>FEMA</i>	<i>Federal Emergency Management Agency</i>
<i>FEMA REP 5</i>	<i>Guidance for Developing State and Local Radiological Emergency Response Plans and Preparedness for Transportation Accidents</i>
<i>FWPCA</i>	<i>Federal Water Pollution Control Act</i>
<i>HAZAMT</i>	<i>Hazardous Materials</i>
<i>HAZOP</i>	<i>Hazard and Operability Study</i>
<i>HHS</i>	<i>U.S. Department of Health and Human Services</i>
<i>ICS</i>	<i>Incident Command System</i>
<i>IEMS</i>	<i>Integrated Emergency Management System</i>
<i>LEPC</i>	<i>Local Emergency Planning Committee</i>
<i>MSDS</i>	<i>Material Safety Data Sheet</i>
<i>NACA</i>	<i>National Agricultural Chemicals Association</i>
<i>NCP</i>	<i>National Contingency Plan</i>
<i>NCRIC</i>	<i>National Chemical Response and Information Center</i>
<i>NETC</i>	<i>National Emergency Training Center</i>
<i>NFA</i>	<i>National Fire Academy</i>
<i>NFPA</i>	<i>National Fire Protection Association</i>
<i>NIOSH</i>	<i>National Institute of Occupational Safety and Health</i>
<i>NIMS</i>	<i>National Incident Management System (NIMS)</i>

<i>NOAA</i>	<i>National Oceanic and Atmospheric Administration</i>
<i>NRC</i>	<i>U.S. Nuclear Regulatory Commission; National Response Center</i>
<i>NRT</i>	<i>U.S. Nuclear Regulatory Commission; National Response Center</i>
<i>OSC</i>	<i>On-Scene Coordinator</i>
<i>OSHA</i>	<i>Occupational Safety and Health Administration (DOL)</i>
<i>PPE</i>	<i>Personal Protection Equipment (PPE)</i>
<i>RCRA</i>	<i>Resource Conservation and Recovery Act</i>
<i>RQs</i>	<i>Reportable Quantities</i>
<i>RRT</i>	<i>Regional Response Team</i>
<i>RSPA</i>	<i>Research and Special Programs Administration (DOT)</i>
<i>SARA</i>	<i>Superfund Amendments and Reauthorization Act of 1986 (PL 99-499)</i>
<i>SCBA</i>	<i>Self-Contained Breathing Apparatus</i>
<i>SERC</i>	<i>State Emergency Response Commission</i>
<i>SPCC</i>	<i>Spill Prevention Control and Countermeasures</i>
<i>SNS</i>	<i>Strategic National Stockpile</i>
<i>TSD</i>	<i>Treatment, Storage, and Disposal Facilities.</i>
<i>USCG</i>	<i>U.S. Coast Guard (DOT)</i>
<i>USDA</i>	<i>U.S. Department of Agriculture</i>
<i>USGS</i>	<i>U.S. Geological Survey</i>
<i>USNRC</i>	<i>U.S. Nuclear Regulatory Commission</i>
<i>WMD</i>	<i>Weapons of Mass Destruction</i>

