

CITY COUNCIL AGENDA

Watch live, or at your convenience.

<https://www.youtube.com/c/southwebercityut>

PUBLIC NOTICE is hereby given that the City Council of SOUTH WEBER CITY, Utah, will meet in a regular public meeting commencing at 6:00 p.m. on Tuesday, March 24, 2026, in the Council Chambers at 1600 E. South Weber Dr.

OPEN (Agenda items may be moved to meet the needs of the Council.)

1. Pledge of Allegiance: Councilman Davis
2. Prayer: Councilman Dills
3. Public Comment: Please respectfully follow these guidelines.
 - a. Individuals may speak once for 3 minutes or less: Do not remark from the audience.
 - b. State your name & city and direct comments to the entire Council (They will not respond).

PRESENTATIONS

4. Weber River Pre-Disaster Mitigation Study by USU Senior Design

ACTION ITEMS

5. Consent Agenda
 - a. February 24 Minutes
6. Resolution 26-06: Donation Policy
7. Resolution 26-07: Declaring Public Works Items as Surplus
8. Resolution 26-08: Amending Emergency Operations Plan
9. Vacuum Trailer Purchase

REPORTS

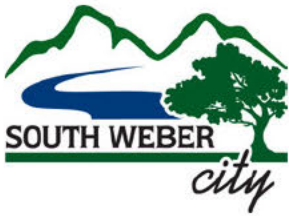
10. New Business
11. Council & Staff
12. Adjourn

In compliance with the Americans with Disabilities Act, individuals needing special accommodations during this meeting should notify the City Recorder, 1600 East South Weber Drive, South Weber, Utah 84405 (801-479-3177) at least two days prior to the meeting.

The undersigned City Recorder for the municipality of South Weber City hereby certifies that a copy of the foregoing notice was mailed/emailed/posted to: City Office building; Mayor, Council, and others on the agenda; City Website southwebercity.com/; and Utah Public Notice website www.utah.gov/pmn/index.html.

DATE: March 17, 2026

CITY RECORDER: Lisa Smith



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

March 24, 2026

PREPARED BY

Current Solutions (Joe Cloward, Ty Gilbert, Jason Hammer, Davis Johnson, Kiya Mitchell)

Utah State University Civil Engineering student group

ITEM TYPE

Presentation

ATTACHMENTS

None

PRIOR DISCUSSION DATES

N/A

AGENDA ITEM

Weber River Pre-Disaster Mitigation Study - USU Senior Design Project

PURPOSE

Discuss the risk of the potential for a Weber River bank failure along the north edge of the Staker Parson gravel pit and the subsequent flooding of parts of South Weber, present alternatives to prevent failure, and discuss a preferred alternative and design.

RECOMMENDATION

Perform a more in-depth engineering study on the risk of bank failure and potential solutions.

BACKGROUND

In 2011, high runoff was experienced in the Weber River. The high-water level led to a small seepage along the north rim of the Staker Parson gravel pit. The seepage was stopped prior to serious damage to the bank. The City Engineer (Brandon Jones) came to us and asked if we would study this issue more in depth and present our findings and a potential solution to the City.

ANALYSIS

Our team prepared this report based on the best information that was available to us as students. Due to a lack of soil data and resources to collect such information, some of the results of our study are incomplete. However, we are hopeful that the information we were able to analyze provides a better understanding of the potential risks and possible mitigating solutions.

SOUTH WEBER CITY CITY COUNCIL MEETING

DATE OF MEETING: 24 February 2026

TIME COMMENCED: 6:00 p.m.

LOCATION: South Weber City Office at 1600 East South Weber Drive, South Weber, UT
Meeting streamed on YouTube on 24 February 2026 at 6:00 p.m.

PRESENT:

MAYOR:	Rod Westbrook
COUNCIL MEMBERS:	Jeremy Davis Joel Dills Blair Halverson Angie Petty Wayne Winsor
CITY RECORDER:	Lisa Smith
CITY MANAGER:	David Larson
CITY ATTORNEY:	Jayne Blakesley
CITY ENGINEER:	Brandon Jones
FINANCE DIRECTOR:	Brett Baltazar
COMMUNITY DEV MGR:	Lance Evans
COMMUNITY RELATIONS:	Shaelee King

Minutes: Michelle Clark

ATTENDEES: Paul Sturm, Jon Atkin, Michael Grant, Amy Mitchell, Andy Oblad, Jeanette Harris, and Mark Anderson.

OPEN

- 1. Pledge of Allegiance:** Mayor Westbrook
- 2. Prayer:** Councilman Dills

Mayor Westbrook welcomed those in attendance at tonight's meeting.

3. Public Comment: Mayor Westbrook opened the floor for public comment and reminded those in attendance of the following guidelines:

- Each speaker must go to the podium to comment.
- State your name and city of residence.
- Please address your comments to the entire City Council.
- Each speaker will have 3 minutes or less to speak.

- Note the City Council will not be entering into a dialogue during this portion of the meeting.
- Individuals not at the podium should refrain from speaking.

Jon Atkin introduced himself as a candidate for Davis County Sheriff and stated he has served at the city, county, and state levels. He is currently a Military Intelligence Officer with the National Guard. He announced his focus is protecting children, relentless focus on crime, upholding constitutional rights, embracing technology, combating technology and cybercrime, and building strong relationships that serve Davis County.

Amy Mitchell of South Weber City informed the City Council she sent them an email questioning a 25 ft. pole in her front yard in which she had not received a response. She lamented she could not locate city staff email addresses on the city website. She conveyed she does not want a median on 2700 East and urged council to ensure 2700 East is done right the first time.

Andy Oblad of Farmington City announced he is running for Davis County Sheriff. He has worked for 28 years in law enforcement. As Chief Deputy he has worked closely with Sheriff Sparks who has endorsed his candidacy. His focus is community safety.

Mayor Westbrook closed the floor for public comment.

PRESENTATIONS

4. LBA Bond Re-Funding

Jeanette Harris of Zions Public Finance stated a Municipal Bond Refunding is paying off one debt obligation with another debt obligation. The purpose of refunding is economic savings, cash flow enhancements, changing legal covenants, managing risk, and releasing funds. She went on to explain the difference between current (after the call date) vs. advance (before the call date) refunding.

Mark Anderson of Zions Public Finance reviewed the city bonded for \$9,000,000 in November of 2023 to build a new public works facility. The bonds were directly placed with Bank of Utah as the City Council wanted call flexibility if interest rates were to decline. The bonds have a 20-year term with a true interest cost (TIC) of 4.90%. Annual payments are approximately \$706,000 per year. The bonds are callable at any time in order of maturity without prepayment penalty. He then reviewed the city’s current bond payments. He explained Option #1 which is refund bonds and reduce annual payment with savings, Option #2 which is pay down bonds \$800,000 and reduce annual payment, and Option #3 which is pay down bonds \$800,000 and keep similar annual payment.

Bond Refunding Option Summary:

Option #	Estimated TIC	Estimated NPV Savings	NPV Savings	Average Annual Payment	Total P&I	Bond Maturity
Wait	5.04%	-	0.00%	\$706,813	\$12,722,631	2043
1	3.35%	\$1,060,218	13.09%	\$626,962	\$11,285,320	2043
2	3.35%	\$1,101,090	13.11%	\$567,925	\$10,222,654	2043
3	2.85%	\$1,506,189	17.94%	\$656,491	\$9,190,872	2039

Finance Director Brett Baltazar recommended the City Council pursue one of these options as the cash flow could help elsewhere in the city. Councilman Dills suggested the Finance

Committee review this item. The City Council agreed. Councilman Davis and Mayor Westbrook recommended Option #3.

ACTION ITEMS

5. Consent Agenda

- a. January 13, 2026 Minutes
- b. January 27, 2026 Minutes
- c. January Checks
- d. December Budget to Actual

Councilman Winsor moved to approve the consent agenda as written. Councilman Halverson seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

Councilman Halverson moved to open the public hearing for Amended Sewer Impact Fee Facilities Plan. Councilwoman Petty seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

-----PUBLIC HEARING-----

6. Public Hearing for Amended Sewer Impact Fee Facilities Plan

Brandon Jones of Jones & Associates reported that on August 26, 2025, the City Council adopted the Sewer Impact Fee Facilities Plan (“IFFP”). This plan outlined the projected growth rate of the city, the current level of service for sewer disposal, and excess capacity of the system. The existing sewer system can manage future development. One project, the Public Works Facility Project, was identified as having excess capacity and partially impact fee eligible. During the review of the draft Impact Fee Analysis, it was found that the percentage of the costs associated with the Public Works Facility Project attributable to the sewer system differed from the percentage that had been provided in summer 2025 for the IFFP. Therefore, an amendment to the IFFP has been prepared to reflect the revised percentage and impact fee eligible portion of the project cost.

Mayor Westbrook asked if there was any public comment. There was none.

Councilman Winsor moved to close the public hearing for Amended Sewer Impact Fee Facilities Plan. Councilman Halverson seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

-----PUBLIC HEARING CLOSED-----

7. Ordinance 2026-01: Amended Sewer Impact Fee Facilities Plan

Councilman Winsor moved to approve Ordinance 2026-01: Amended Sewer Impact Fee Facilities Plan. Councilwoman Petty seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

Councilman Winsor moved to open the public hearing for Sewer Impact Fee Analysis. Councilman Halverson seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

----- **PUBLIC HEARING** -----

8. Public Hearing for Sewer Impact Fee Analysis

Ryan Smith of Zions Public Finance was hired to develop the Impact Fee Analysis (“IFA”). Using the existing and projected future sewer connections and the sewer-related costs of the Public Works Facility Project found in the IFFP, Zions Public Finance, in accordance with Utah Code Impact Fees Act, calculated the maximum permissible impact fee allowed to be assessed on new development.

Mayor Westbrook asked if there was any public comment. There was none.

Councilman Halverson moved to close the public hearing for Sewer Impact Fee Analysis. Councilman Winsor seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

----- **PUBLIC HEARING CLOSED** -----

9. Ordinance 2026-02: Sewer Impact Fee Analysis

Councilman Winsor moved to approve Ordinance 2026-02: Sewer Impact Fee Analysis. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

10. Ordinance 2026-03: Amending Title 10 Chapter 11 Supplementary and Qualifying Regulations

Community Development Manager Lance Evans shared South Weber City has not regulated the height and location of fences in front yards. It has not been a significant issue until recently. The Code Committee discussed the topic and recommended the proposed changes in the draft ordinance. The proposed amendment provides standards to regulate fence height and location in front yards to protect neighborhood character, ensure safety and reserve property values.

Title 10 Chapter 11 Section 5 (B): GENERAL AND MISCELLANEOUS PROVISIONS: shall read as follows with the included examples:

B. Fences

1. Fence Height: Except as otherwise required in subsection C of this section, no fence or wall or similar device in any residential zone may be constructed or placed in any required yard in excess of six feet (6') in height. Where a retaining wall is reasonable and necessary and is located on a line separating lots, such retaining wall may be topped by a fence, wall, or hedge of a maximum of six feet (6'). Fences, walls, or similar devices in any zone other than a residential zone which exceeds six feet (6') in height shall be considered conditional uses and must obtain conditional use approval, either as part of an overall site approval or as a separate matter, prior to erection.

2. Fences in front yards shall be permitted with the following restrictions: (a) no front-yard fence shall exceed four feet in height; and (b) no solid fence (more than 75% opaque to air and light when viewed from a 90-degree angle) shall exceed three feet in height.
3. Barbed wire and razor ribbon (a) are prohibited in residential zones (except for when replacing existing agricultural fences); (b) may be used in commercial zones if limited to three strands placed at least six feet off the ground with no slant over public property; and (c) are prohibited in front yards or setbacks.

Councilman Winsor asked if those who already have 6 ft. fencing are grandfathered in. Mr. Evans replied existing fences are grandfathered in and affirmed this is for any new fencing installed. Councilman Halverson questioned side yards. Councilwoman Petty felt the proposal is too restrictive. Councilman Davis agreed but he had safety concerns with line of site issues. Councilwoman Petty suggested a 4 ft. fence and remove the opaqueness. Mr. Evans discussed non-compliance with maintenance and repairs.

Councilwoman Petty moved to continue Ordinance 2026-03: Amending Title 10 Chapter 11 Supplementary and Qualifying Regulations to amend to allow 4 ft. high fence in front yards and removing the opacity requirements. Councilman Halverson seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Dills, Halverson, Petty, and Winsor voted aye. Councilman Davis voted nay. The motion carried 4 to 1.

DISCUSSION ITEMS

11. Legislative Review

City Manager David Larson suggested the City Council watch their emails for action alerts for items being tracked in the Legislature. He added there is discussion about the timeline for the Truth and Taxation Process.

12. Annual Training

a. Open and Public Meeting Act

City Attorney Jayme Blakesley reviewed the Open and Public Meetings Act and explained that any time there is a quorum with three or more council members it must be noticed as a public meeting. A public meeting requires 24-hour notice with a posted agenda. Written minutes and audio recording are required of all meetings. Most ordinances and resolutions do not require a public hearing prior to their adoption, but notable exceptions include salary schedules, tax levies, budgets, land use regulations, impact fees, and disposition of real property. When going into a closed meeting it must be officially announced and the reason stated for the closed meeting. You cannot go into a closed session to interview for vacancy of an office. Recordings are required for most closed sessions other than discussing a person's character, competence, and health. The Act does not apply for a chance meeting or a social activity via church, sports, etc. It is strongly recommended city business not be discussed in any form in social gatherings if a quorum is present.

b. Ethics Mr. Blakesley reviewed the Municipal Officers & Employees Ethics Act which establishes standards of conduct for municipal officers and employees and requires these people to disclose actual or potential conflicts of interest between their public duties and their personal interests. A written disclosure is required for regulated business, doing business with city, personal interest or investment, assist/advise on city transaction (disclosure must occur 10 days before agreement with City or 10 days before receipt of compensation – whichever is earlier). An oral disclosure is required for regulated

business, doing business with the city, personal interest or investment, assist/advise on city transactions, open meetings, and before discussion on topic.

REPORTS

13. New Business

Councilwoman Petty requested Code Committee investigate the use of golf carts in South Weber City. Mr. Larson reported the State code states they are not allowed. City Attorney Jayme Blaksley conveyed the Sheriff’s Department will not enforce it unless it is in the city code. It was suggested the Public Safety Committee review golf carts, ATVs, and e-bikes.

14. Council & Staff

Councilwoman Petty stated Parks Committee will be meeting tomorrow with the Train Club.

Councilman Davis recommended the City Council study up on the QuikTrip development.

City Manager David Larson reported the Well Being Survey from USU will be coming out in March. Shaelee will promote it on social media. He stated Davis County Open House for Thursday, March 19th 5:30 to 7:00 for General Plan Amendments.

City Recorder Lisa Smith announced there is a meeting tomorrow with audio visual vendor to get a bid on upgrades. Councilman Dills suggested the camera be up to 4K.

Community Relations Shaelee King shared the Father Daughter Date is this Saturday at the Family Activity Center from 5:00 pm to 7:00 pm . Cost is \$10 per father.

CLOSED SESSION: Councilwoman Petty moved to adjourn the meeting at 7:29 p.m. and go into a closed session held pursuant to the provision of UCA Section 52-4-205 (1) (e) to discuss the sale of real property. Councilman Davis seconded the motion. Mayor Westbrook called for a roll call vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

ADJOURN:

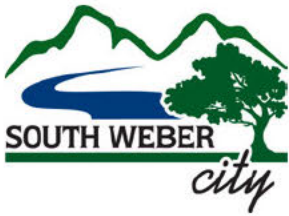
Councilman Davis moved to adjourn the meeting at 7:57 p.m. Councilman Winsor seconded the motion. Mayor Westbrook called for a voice vote. Council Members Davis, Dills, Halverson, Petty, and Winsor voted aye. The motion carried.

APPROVED: _____ **Date 03-24-2026**

Mayor: Rod Westbrook

Transcriber: Michelle Clark

Attest: City Recorder: Lisa Smith



6 Donations
CITY COUNCIL MEETING
STAFF REPORT

MEETING DATE

March 24, 2026

PREPARED BY

David Larson
City Manager

ITEM TYPE

Legislative

ATTACHMENTS

RES 26-06

Donations Policy

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

Resolution 26-06: Donation Policy

PURPOSE

Consider adopting a policy for accepting and managing donations & sponsorships

RECOMMENDATION

The Parks & Recreation Committees recommend approval

BACKGROUND

In early 2025, the Parks & Recreation Committee, since split into two separate Parks and Recreation Committees, recognized that the city did not have a guiding policy regarding donations and sponsorships. Committee Chair, Councilmember Joel Dills, submitted a draft framework that has been used as the foundation of this policy with additional input from staff members David Larson, Chay Olson, Shaelee King, and Curtis Brown. The draft policy was submitted to both the Parks Committee and Recreation Committee at the end of January 2026 for review and is now coming before the full City Council for consideration.

ANALYSIS

This policy allows the City to partner with residents, businesses, and organizations to enhance parks, programs, and community events through donations and sponsorships. It establishes clear rules for how contributions are accepted, used, and recognized while ensuring fairness, transparency, and alignment with the City's mission.

RESOLUTION 26-06

**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL
ADOPTING A DONATION POLICY**

WHEREAS, residents, businesses, and organization desire to donate to the city from time to time to enhance parks, programs, and community events; and

WHEREAS, the city wishes to establish clear rules for accepting, using, and recognizing contributions while remaining fair and transparent; and

WHEREAS, staff drafted a policy which was approved by both the Parks Committee and Recreation Committee;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Adoption: The Donation Policy is adopted in full as attached herein as **Exhibit 1**.

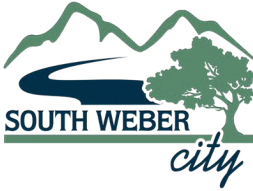
Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 24th day of March 2026.

Roll call vote is as follows:		
Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Dills	FOR	AGAINST
Council Member Davis	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

Rod Westbroek, Mayor

Attest: Lisa Smith, Recorder



DONATIONS AND SPONSORSHIPS POLICY

Section 1: Purpose

The purpose of this policy is to establish a comprehensive framework for the acceptance, management, and utilization of donations and sponsorships for all South Weber City programs, facilities, and events. This policy aims to ensure transparency, accountability, and alignment with the City's mission to enhance public resources through community and private contributions. It also supports equitable treatment of donors and the public, fosters community partnership, and ensures compliance with local and state laws.

Section 2: Definitions

- *Amenities*: Tangible features provided within City parks, trails, or facilities, including but not limited to benches, pavilions, playground equipment, picnic tables, water features, recreational structures, sculptures, signage, or landscaped areas.
- *Donation*: A voluntary and irrevocable transfer of money, real property, personal property, or in-kind services to the City, provided without consideration, expectation of return, or compensation of any kind.
- *Donor*: Any person, corporation, partnership, organization, foundation, or other legal entity that provides a donation to the City, whether monetary, in-kind, or otherwise.
- *In-Kind Services*: Donated services, materials, labor, or equipment provided to the City without charge, used in support of City projects or programs.
- *Personal Property*: Any movable items, materials, goods, or chattels donated to the City, excluding real property, that may be used for municipal purposes or sold to generate revenue for City programs.
- *Real Property*: Land, buildings, or other immovable assets that are permanently affixed to land, which may be donated to the City for public use or benefit, subject to compliance with local, state, and federal regulations.
- *Recognition*: Public acknowledgment provided to a donor or sponsor in appreciation of their contribution, which may include but is not limited to plaques, signage, naming rights, certificates, or mentions in City publications.
- *Sponsor*: Any person, corporation, partnership, organization, foundation, or other legal entity that pays some or all of the costs for sponsorship to the City, whether monetary, in-kind, or otherwise.

- *Sponsorship*: A financial or in-kind contribution made by a sponsor, typically in exchange for specific recognition, advertising opportunities, or association with a City program, event, or facility.
- *Volunteer Service*: Non-compensated labor, expertise, or services rendered by individuals or groups for the benefit of City programs, facilities, or events, with prior authorization and oversight by the appropriate City department.

Section 3: Acceptance of Donations

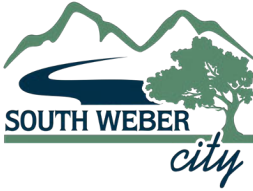
- Monetary donations at or above \$10,000 require City Council approval.
- Monetary donations under \$10,000 may be approved by the Mayor or City Manager.
- Non-monetary donations over \$5,000 require City Council approval.

Section 4: Use of Donations

- 4.1 Dedicated Use
 - Donations shall be used solely for amenities within City Council approved master plans, unless approved by City Council.
 - Redirecting funds requires City Council approval.
 - If a designated project is canceled, funds may be redirected to a similar purpose with donor consent or City Council approval.
- 4.2 Special Campaigns and Matching Funds
 - The City may announce time-limited campaigns for specific amenities or projects.
 - Matching programs may be offered where the City matches private donations dollar-for-dollar up to a predetermined amount.
 - Campaign rules and sponsor benefits shall be adopted by resolution and listed publicly during the active campaign.
 - All donations and sponsorships described in this section must comply with the guidelines of this policy and may be subject to administrative and legal review based on value, scope, or visibility.

Section 5: Recognition of Donors

- Anonymous giving is allowed.
- Recognition tiers:
 - Gold (\$10,000+): Wall of Honor plus silver and bronze level recognition
 - Silver (\$5,000 - \$9,999): Plaque (or similar on-site) plus bronze level recognition
 - Bronze (\$1–\$4,999): Digital and City newsletter mention.



Section 6: Specific Donation & Sponsorship Programs

6.1 Park Improvements

- Donations to park improvements shall be used for enhancements or amenities within the City's approved Parks Master Plan. Examples include benches (\$1,500), picnic tables (\$1,750), trees, shade canopies, playground equipment, recreational structures, etc.
- Recognition according to donor tier (see Section 5).
- City retains full ownership; warranty and ADA compliance documentation required.

6.2 Event Sponsorships

- Eligible events include but are not limited to the following: Concerts in the Park, Halloween Bash, Breakfast with Santa, 9/11 Day of Service, Daddy Daughter Date, Mother Son Date, Senior Lunch, and Spring Cleanup.
- Sponsorship Levels:
 - Platinum Sponsor (\$500 and above): Includes above + logo in city newsletter and one social media highlight.
 - Gold Sponsor (\$251–\$499): Includes above and 1 banner at event provided by sponsor (no larger than 3 feet by 5 feet).
 - Silver Sponsor (\$101–\$250): Includes above and verbal recognition at event (where applicable).
 - Bronze Sponsor (\$25–\$100): Website and event promotion mention.
- In-Kind Event Sponsorships: May be accepted at the City's discretion if sponsorship offsets substantial operational costs and provides community value.

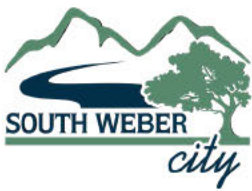
6.3 Recreation Team & League Sponsorships

- Overview: Businesses, organizations, or individuals may sponsor City recreation teams, leagues, or entire programs (e.g., youth baseball, softball, soccer, basketball). Sponsorship helps offset registration costs, equipment, and facility maintenance while promoting community engagement.
- Team Sponsorship:
 - Logo or name on team jerseys
 - Soccer (6-12 players): \$125-\$250
 - Volleyball (10 players): \$150
 - Flag Football (10 players): \$150
 - Baseball (12 players): \$295-350

- Softball (12 players): \$350
- League Sponsorship (one age group):
 - Logo or name on all teams' jerseys in age division.
 - Website and newsletter recognition.
 - Soccer (60-100 players): \$1,925 - \$2,310
 - Volleyball (30 players): \$450
 - Flag Football (30 players): \$150 - \$450
 - Baseball (24-72 players): \$700 - \$1,770
 - Softball (24 players): \$700
- Program Sponsorship (all ages):
 - Logo or name on all teams' and all divisions' jerseys.
 - Website and newsletter recognition.
 - Banner displayed at game sites.
 - Soccer (450 players): \$8,500
 - Volleyball: NA
 - Flag Football (80 players): \$1,100
 - Baseball (264 players): \$6,930
 - Softball (60 players): \$1,750
 - All Baseball and Softball (324): \$8,680
- Facility, Equipment & Gear Donations:
 - Contributions to purchase of shared league gear, equipment, or facility upgrades (e.g., balls, goals, pads, scoreboards, stands, dugouts, etc.).
 - Recognition follows donor recognition tiers (see Section 5).
 - Full Equipment Set (\$750+): Sponsor listed as official equipment donor for the season, plaque on site or gear storage.
- Administrative Notes:
 - Sponsorship packages may be adjusted by the City Manager or Recreation Director.
 - All uniforms and signage must comply with City design and family-friendly standards.
 - The City reserves final discretion to approve or reject sponsors based on community standards and relevance to youth programs.

Section 7: Compliance and Refusal

- City may refuse any donation that:
 - Conflicts with law or values,
 - Impose burdens,
 - Creates conflict of interest or appearance of impropriety.



7 PW Surplus
CITY COUNCIL MEETING
STAFF REPORT

MEETING DATE

March 24, 2026

PREPARED BY

Lisa Smith

Recorder

ITEM TYPE

Administrative

ATTACHMENTS

RES 26-07

PRIOR DISCUSSION DATES

na

AGENDA ITEM

Resolution 26-07: Declaring Public Works Items as Surplus

PURPOSE

Declare miscellaneous public works items as surplus

RECOMMENDATION

na

BACKGROUND

Public works is fully moved into the new facility and to prepare the old shop to be sold it needs to be cleared of all redundant or obsolete equipment.

ANALYSIS

There may be a small amount of income from the sale of some items but mostly relieving the staff of having to clear out everything will be the biggest gain.

RESOLUTION 26-07

**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL
DECLARING PUBLIC WORKS ITEMS AS SURPLUS**

WHEREAS, the Public Works Department is now fully settled into the new facility, and the old shop will be sold; and

WHEREAS, multiple items were found to be obsolete or redundant and the procurement officer has verified there is not a need within the city for these items;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Declaration: The following items shall be declared as surplus and will be disposed according to current policy.

water meter	60-gallon Kobalt air compressor
Four bundles of 2” blue poly (50 feet each)	3-point fertilizer spreader (200 lb. capacity)
3-point street mower	Refrigerator
Non-working generator	Five pallet racks
Office desk	Metal shelving
Couch	100-gallon transfer tank
Blocks surround the salt pile	

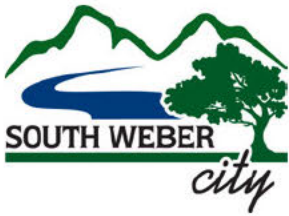
Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 24th day of March 2026.

Roll call vote is as follows:		
Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Dills	FOR	AGAINST
Council Member Davis	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

Rod Westbroek, Mayor

Attest: Lisa Smith, Recorder



CITY COUNCIL MEETING STAFF REPORT

MEETING DATE

March 24, 2026

PREPARED BY

Emily Thomas
Jones & Associates,
Technical Writer

ITEM TYPE

Administrative

ATTACHMENTS

RES 26-08

Emergency Operations
Plan, March 2026

PRIOR DISCUSSION DATES

AGENDA ITEM

Resolution 26-08: Amending Emergency Operations Plan

PURPOSE

Approval of the updated Emergency Operations Plan (EOP)

RECOMMENDATION

The Public Safety Committee recommends approval of the updated EOP

BACKGROUND

The City’s last comprehensive update to the EOP was completed in 2014, with limited and incomplete updates initiated in 2020. This update ensures the City’s Emergency Operations Plan remains compliant with applicable state and federal requirements, supports eligibility for emergency management grant funding, and provides a current and effective framework for coordinated emergency response that reflects the City’s existing resources and operational capabilities.

ANALYSIS

The updated Plan is organized using National Incident Management System (NIMS) principles and is structured around the functional areas of command, operations, planning, logistics, and finance/administration. It is designed to support coordination and response for incidents at all levels and is applicable to natural disasters, human-caused incidents, and planned events. This document is a living document—intended to be used, understood, and updated as needed to reflect changes in City organization, staffing, resources, and best practices.

Key Updates:

- **Streamlined Format and Language:** The Plan’s overall format and appearance have been modernized, with more concise and clear language used where appropriate to improve usability during emergency situations.
- **Emergency Operations Center Relocation:** The primary Emergency Operations Center (EOC) location has been updated from the Fire Department to the new Public Works Building to better support coordination, space needs, and operational continuity during emergencies.
- **Updated Staffing Structure:** The Emergency Operations Plan has been revised to reflect the City’s current staffing structure and operational capabilities, including the transition to a full-time fire department.
- **Aligned Roles and Responsibilities:** Staffing assignments and responsibility lists have been updated to align with current positions and realistic staffing capabilities, allowing staff to focus on roles that closely relate to their existing job duties.

→ **Improved Operational Clarity:** By aligning roles with current functions, the updated plan enhances staff understanding of expectations and improves the City's ability to implement the plan efficiently during an emergency.

RESOLUTION 26-08

**A RESOLUTION OF THE SOUTH WEBER CITY COUNCIL
AMENDING THE EMERGENCY OPERATIONS PLAN**

WHEREAS, City’s Emergency Operations Plan was overhauled in 2011 and has not been amended since then; and

WHEREAS, Council budgeted for an outside party to review and update the complete plan; and

WHEREAS, plan has been reviewed and presented to Council;

NOW THEREFORE BE IT RESOLVED by the Council of South Weber City, Davis County, State of Utah, as follows:

Section 1. Amendment: The Emergency Operation Plan (EOP) to be amended as attached in **Exhibit 1**.

Section 2: Repealer Clause: All ordinances or resolutions or parts thereof, which are in conflict herewith, are hereby repealed.

PASSED AND ADOPTED by the City Council of South Weber, Davis County, on the 24th day of March 2026.

Roll call vote is as follows:		
Council Member Halverson	FOR	AGAINST
Council Member Petty	FOR	AGAINST
Council Member Dills	FOR	AGAINST
Council Member Davis	FOR	AGAINST
Council Member Winsor	FOR	AGAINST

Rod Westbroek, Mayor

Attest: Lisa Smith, Recorder

2026 Emergency Operations Plan

Adopted:
March 2026

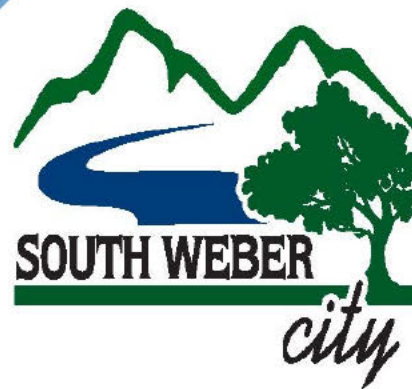


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**RESOLUTION NO. _____
A RESOLUTION OF THE CITY COUNCIL OF
SOUTH WEBER CITY, UTAH
ADOPTING AND APPROVING
AN EMERGENCY OPERATIONS PLAN FOR SOUTH WEBER CITY**

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

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

WHEREAS, this Plan has been prepared in accordance with federal, state, and local statutes. It will be tested, revised, and updated as required.

NOW THEREFORE, be it resolved by the City Council of South Weber City, Utah that the Emergency Operations Plan attached hereto as Exhibit 1 be and the same hereby is approved and adopted as the 2026 Emergency Operations Plan for the City of South Weber, Utah.

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

ADOPTED by the City Council of South Weber City, Utah, this _____ day of, _____.

Rod Westbroek, Mayor

ATTEST:

Lisa Smith, City Recorder

Approval and Implementation

The above Resolution was adopted by the City Council of South Weber City on the _____ day of _____ 2026. This version of the Emergency Operations Plan for South Weber City superseded all previous Plans.

_____ voting aye _____ voting nay

List Smith, City Recorder

Record of Changes

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

Update Number	Date of Update	Update Performed By	Summary of Update
1			
2			
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Authorities

Federal

1. **Federal Civil Defense Act of 1950**, Public Law (PL) 920, as amended
2. **Disaster Relief Act of 1974**, PL 93-288, as amended (*Note: Superseded by Stafford Act*)
3. **Robert T. Stafford Disaster Relief and Emergency Assistance Act**, PL 100-707, November 23, 1988 (*Amended PL 93-288*)
4. **Homeland Security Act of 2002**, PL 107–296
5. **Post-Katrina Emergency Management Reform Act (PKEMRA) of 2006**, Title VI of PL 109–295
6. **Defense Production Act of 1950**, as amended
7. **Public Health Service Act**, especially Sections 319 and 361 (*HHS emergency authority*)
8. **Pandemic and All-Hazards Preparedness Act (PAHPA) of 2006**, PL 109–417 (*and reauthorizations*)
9. **National Emergencies Act of 1976**
10. **Executive Order 12148** (July 20, 1979, as amended): Federal Emergency Management
11. **Executive Order 12472** (April 3, 1984): Assignment of National Security and Emergency Preparedness Telecommunications Functions
12. **Executive Order 12656** (November 18, 1988): Assignment of Emergency Preparedness Responsibilities
13. **Homeland Security Presidential Directive (HSPD) 5**: Management of Domestic Incidents (2003)
14. **Homeland Security Presidential Directive (HSPD) 8**: National Preparedness (2003) (*Note: superseded*)
15. **Presidential Policy Directive (PPD) 8**: National Preparedness (2011) (*supersedes HSPD-8*)
16. **Presidential Policy Directive (PPD) 21**: Critical Infrastructure Security and Resilience (2013)
17. **National Security Presidential Directive (NSPD) 51 / HSPD 20**: National Continuity Policy (2007)
18. **Code of Federal Regulations (CFR), Title 44**: Emergency Management and Assistance
19. **Title 6, CFR & U.S. Code**: Homeland Security
20. **Title 42, CFR & U.S. Code**: Public Health and Welfare (*used during public health emergencies*)

State of Utah

1. **Utah Emergency Management Act**, § 53-2a-101 et seq.
2. **Utah Disaster Response and Recovery Act**, § 53-2a-201 et seq.
3. **Utah Statewide Mutual Aid Act**, § 53-2a-301 et seq. / **Rule R704-2**
4. **Utah Emergency Management Assistance Compact (EMAC)**, § 53-2a-401 et seq.
5. **Utah Interstate Responder Mutual Aid Act**, § 53-2a-501 et seq.
6. **Utah Disaster Recovery Funding Act**, § 53-2a-601 et seq.
7. **Utah Hazardous Materials Emergency Act**, § 53-2a-701 et seq.
8. **Utah Emergency Interim Succession Act**, § 53-2a-801 et seq.
9. **Utah Energy Emergency Plan / Powers**, §§ 53-2a-901, 2a-1001 etc.
10. **Utah Search and Rescue Act**, § 53-2a-1101 et seq.
11. **Utah Business Rapid Response to Disasters Act**, § 53-2a-1201 et seq.
12. **Utah Response, Recovery & Post-Disaster Mitigation Restricted Account**, § 53-2a-1301 et seq. / **Rule R704-4-2**
13. **Utah Local Emergency Management Act**, § 53-2a-1401 et seq.
14. **Utah Grid Resilience Committee**, § 53-2a-1501 et seq.
15. **Utah Emergency Response Team Act**, § 53-2a-1601 et seq.

16. **Utah Admin Code Rules for Emergency / Disaster Planning in Licensed Facilities** (e.g. R432-500-13, R432-150-27, R432-300-21, R432-270-26, R432-750-29)
17. **Utah Admin Code Rule for Public Health Emergency Preparedness** (R380-40-9)
18. **Utah Admin Code Rule for Statewide Mutual Aid Activation** (R704-2)
19. **Utah Admin Code Rule for Response / Mitigation Restricted Account** (R704-4-2)

Davis County

1. Davis County Emergency Operations Plan, 2020 and as amended

South Weber City

South Weber City will act according to the statutes produced by the State of Utah as listed above.

Basic Plan

Introduction

South Weber City (SWC), in accordance with the Emergency Management Act of 1981 (Utah Code 53-2, 63-5), desires to mitigate, prepare for, respond to, and recover from all types of emergency incidents, including both natural and man-made hazards. The primary objectives are to save lives and protect public health and property.

Complex and emerging threats demand a unified and coordinated approach to incident management. The National Strategy for Homeland Security; Homeland Security Act of 2002; and Homeland Security Presidential Directive-5 (HSPD-5) direct the United States Department of Homeland Security (USDHS) to lead a coordinated national effort with other federal departments and agencies and state, local and tribal governments to establish a National Response Framework (NRF) and a National Incident Management System (NIMS).

South Weber City recognizes these policies and utilizes NIMS as a basis for the Incident Command System (ICS) structure. NIMS created a standard incident management system that is scalable and modular and can be used in incidents or events of any size or complexity. These functional areas include command, operations, planning, logistics and finance/administration. NIMS incorporates the principle of Unified Command, ensuring further coordination for incidents involving multiple jurisdictions or agencies at any level of government.

Homeland Security Presidential Directive (HSPD-8) is a companion policy to HSPD-5, and provides guidance and standards, through the NIMS Integration Center (NIC), for preparedness activities. These include training, exercising, employee certification, credentialing, and national resource typing protocols.

The South Weber City Emergency Operations Plan, using NIMS concepts and principles, addresses the consequences of an incident. It is applicable to natural disasters, human caused incidents and planned events.

Purpose

The purpose of this Emergency Operations Plan (EOP) is to develop organizational responsibilities within a comprehensive emergency management program that will:

1. Prevent or reduce emergencies through mitigation.
2. Reduce the vulnerability of city residents to any emergency that cannot be prevented.
3. Assess capabilities and establish procedures for protecting citizens from the effects of emergencies.
4. Respond effectively to the actual occurrence of emergencies.

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

This plan is a guide for community leaders and is intended to provide the general information needed to quickly and effectively respond should an emergency or contingency arise. It identifies legal and management responsibilities and describes actions and procedures for officials and citizens in responding to most emergency/disaster situations. Once in effect, the City Manager, or his/her designees, possesses the legal authority to marshal the resources of the community and provide appropriate leadership and direction. **This plan promotes speed and efficiency through one channel of authority, so that individual citizens, neighborhoods, public employees, and public officials can fully cooperate during emergency situations.** This plan is a commonsense approach to preparedness that encourages action, not reaction. This plan does not take the place of personal, family, or neighborhood preparedness.

Each participating organization or department should depend upon its own expertise to develop functional annexes and emergency support function procedures describing how to carry out its assignments in support of this plan.

In accordance with the National Incident Management System (NIMS), the decision-level authority rests at the lowest practical level for the event or incident. It is the intent of this plan to identify responsibilities and delegate them to the appropriate organization. The plan also includes specific assignments and responsibilities needing special attention during events that are outside normal City operations.

Scope

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

In general, the EOP is:

1. Applicable to all City Departments.
2. Establishes policies, strategies, and assumptions.
3. Establishes a concept of operations.
4. Defines coordination mechanisms to facilitate delivery of assistance.
5. Assigns specific functional responsibilities to departments and organizations.
6. Identifies actions to be taken to coordinate with the county, state, and federal counterparts as appropriate.
7. Provides a source of planning information to local community organizations, businesses, and residents within South Weber City.

Policies

It is the policy of South Weber City to prepare for, respond to, and properly manage any unusual occurrence that brings to the community elements of an emergency. **South Weber City prioritizes the protection of life and property, and the continuation of essential services during such incidents or events.**

A formal Declaration of Emergency, issued by the Mayor or the Mayor's designee, provides the legal authority to take actions deemed reasonable and necessary to resolve an incident. The Declaration of Emergency gives orders, rules, and regulates the full effect of the law. Under such conditions, a curfew or other necessary measures can be imposed. Standard procedures may be expedited, especially in purchasing. The Declaration activates all provisions in the plan. The Declaration is also a request for assistance. The request for assistance follows a designated sequence - Davis County, the State of Utah (including the National Guard), and then Federal (including the Military) (See Annex A, Declaration and Public Assistance).

The City Manager, in conjunction with City Department Heads, shall exercise initiative, sound judgment, and cooperation when responding and handling events or incidents that require extraordinary measures to be resolved. The South Weber City Administration will exercise their assigned responsibilities to support the efforts of the Incident/Unified Command.

During times of emergency, the City will strive to continue the regular delivery of services, as much as possible. During extraordinary incidents, some disruption of regular services can be expected. The City will continue regular operations as soon as possible, with prioritized response where critical needs arise. Employees and departments not directly engaged in the resolution of the emergency will extend every effort to restore and maintain City services and functions to pre-emergency levels. It may be necessary to combine resources needed to work through incidents.

Each Department Head shall provide a chain of command that will allow the continuation of routine services at the highest level possible during emergency operations. This sequential command chain will be recorded in the Emergency Operations Center (EOC). It is anticipated that upper management levels of the departments may be largely engaged in the resolution of the emergency, hence the importance of prior designation of the responsibility for continued services and routine tasks within each department. The City expects individual employees to continue assigned functions and pick up additional duties likely to result from the reassignment of resources to maintain the pre-emergency level of services.

All South Weber City employees are expected to do whatever possible to contribute to the proper resolution of incidents. This may require efforts that go above and beyond the call of regular duties and responsibilities. Employees set an example of service and building teamwork among residents to assist in the successful resolution of incidents. City employees have a responsibility to stay and assist at the job, if necessary. To fulfill this responsibility, employees should discuss, in advance, the possibility of not being able to respond to home and family due to the demands of their job assignments. They should prepare their family with skills of shutting off power, gas, and water, if necessary. Families should have an emergency plan, food and water, and emergency supplies available to take necessary actions. It may be helpful to pre-arrange with a neighbor or a fellow employee on a different shift to assist with securing the employee's family's safety.

Managers should be aware of family concerns and allow employees time to respond and take care of immediate family needs as soon as possible. Once off duty employees have secured their families, they are encouraged to fill-in for on-duty employees, allowing them an opportunity to assist their own families (See Also City's Emergency Response Policy, Res 11-33).

The State of Utah has adopted statutes requiring all persons exercising police authority to be "Certified" by the State of Utah. Only Certified Officers will be able to exercise police power, even in times of disaster or emergency.

Situation Overview

South Weber City is exposed to many hazards, all of which have the potential to disrupt the community, cause property damage, and create casualties. Possible natural, technological, and human caused hazards include the following:

Natural Hazards

Climate Hazards. South Weber City is prone to the effects of severe weather. These are usually thunderstorms and snowstorms. The city is also prone to severe windstorms referred to as "East Winds." Historically, Davis County has experienced gusts of over 110 mph and sustained winds of 80+ mph. Severe storms result in secondary problems dealing with power, heating, and travel.

Earthquake. Davis County is located along the Wasatch Fault between the shores of the Great Salt Lake and the foothills of the Wasatch Mountain Range. Most of the population lives within five (5) miles of the fault. Major traffic arteries run north and south and either cross over or run within one half (½) mile of the fault. South Weber City is located at the northern part of Davis County. A major earthquake in the area could result in loss of life and millions of dollars in damage to residential structures, businesses, industries, and critical infrastructure.

Floods. The potential for flooding due to spring runoff and especially from summer thunderstorms is high in South Weber. Aging agriculture irrigation canals are prevalent throughout Davis County. As farmlands are developed, the infrastructure remains to supply water to farmers downstream. These canals can fail, inundating down slope property. Davis and Weber County Canals Company maintain a large irrigation ditch running through South Weber City along the southern hillside. Any incident causing a break in this line would likely result in massive flooding.

Landslide. There are several canyons and hillsides surrounding South Weber City. Homes and other structures have been constructed on top of or through the alluvial fans. Landslides and debris flows will continue to occur over time, thus threatening residents and critical infrastructure. There are canyons on the east bench that do not currently have debris basins constructed to contain debris flows. Although these canyons are outside of incorporated City limits, City officials should work with Davis County and the Bureau of Reclamation in seeing that debris basins get constructed where necessary.

Soil Liquefaction occurs when there is a sudden large decrease in shear strength of sandy soils caused by the collapse of the soils structure, in which the soil loses its bearing capacity, and by a temporary increase in pore-water pressure, or water saturation during earthquake ground shaking. Liquefaction is common in areas of shallow ground water and sandy or silty sediments. The result is that soil will flow

even on the gentlest of slopes. Lateral spreading is a type of failure that results in surficial soil layers breaking up and moving up to three feet (3') or more, independently over the liquefied layer. On slopes more than five percent (5%), flow failures can move miles of soil at up to tens of miles per hour. On slopes less than 0.5 percent the bearing capacity will lessen and can cause buildings to settle or tip. No matter the slope percentage, ground cracking and differential settlement will occur. Liquefaction can also cause foundation materials to liquefy and fail and/or cause sand boils. Sand boils are deposits of sandy sediment ejected to the surface during an earthquake along fissures. Liquefaction can occur during earthquakes of magnitude 5.0 or greater. Most of South Weber City lies within a liquefaction zone and may suffer the effects of liquefaction during an earthquake.

Wildfire. Numerous homes have been constructed along the east and south benches. Many of these structures border the Forest Service Boundary or are in areas of old scrub oak growth. In some areas there is little, if there is any, natural break between wildland Forest Service areas and residential areas. There are some roads and “fire breaks” that are in ill repair or have not been maintained for years. They have become ineffective as firebreaks and hazardous to fire apparatus. The potential for catastrophic damage from wildfire increases yearly.

Pandemic/Epidemic. A viral pandemic (e.g. COVID-19, influenza) could substantially disrupt the community. Potential consequences include severe stress on the ability of hospitals and health care providers to care for the sick and disruption of essential community services. Slowing the spread of the pandemic virus could potentially reduce the number of people who become ill. Measures to slow the spread of the pandemic virus which themselves interrupt community activities (e.g., school closures, home isolation/quarantine, event cancellations, facility closures) can have adverse economic and social effects.

Weber River Embankment Failure. The Weber River runs east to west from the mouth of Weber Canyon through the City into Riverdale City. It runs adjacent to the Geneva and Staker Parson gravel pits. However, the proximity to the Staker Parson gravel pit is significantly closer. In 2011, seepage was observed on the face of the north slope of the Staker Parson pit – occurring at the same time as the river experienced significant runoff from a large snowpack year. This raised concern about a possible failure, and the potential impacts were the bank to fail. A conceptual study was done to determine where flood waters would flow. Due to elevations on the west side of the Staker Parson pit being lower than the river elevations, water would not naturally return to the original course. Based on a high-level review of the situation, an inundation map was created and resulted in a significant number of structures being impacted. The full scope of the impact is unknown but could potentially be catastrophic. The City should work to identify potential alternative measures to mitigate risk.

Dam Failure. There are two water features in South Weber City that are considered dams. One is an open irrigation reservoir, and the other is a canal. The reservoir is concrete lined with rubber lining on the sides. The canal consists of enclosed box culvert or open concrete lined channel. The reservoir is owned and operated by the South Weber Water Improvement District and is located on the south hillside of the City at approximately 1900 East and 8200 South. The canal is owned and operated by the Davis & Weber Counties Canal Companies and runs through the City from east to west from Weber Canyon to the west boundary of the city. The reservoir is used for storage of irrigation water. The canal is used for the storage and transportation of irrigation water.

Failure of these water features could occur in several ways or a combination thereof:

1. Earthquake ground shaking or liquefaction could potentially cause structural failure of these water features and/or global hillside failure.
2. A blockage in the canal diverts water out of the canal causing excessive erosion and eventually potential structural failure.
3. Excessive seepage from inside these water features compromises the structural integrity of the hillside upon which these features have been constructed, potentially causing a global hillside failure.
4. Groundwater or surface water become excessive and weaken the structural integrity of the hillside upon which these features have been constructed, potentially causing a global hillside failure.
5. Storm water influence overwhelms the dam, spillway, outlet capacities and/or the canal channel capacity.

Hazard ratings are determined by downstream uses, size, height, volume, and incremental risk/damage assessments. The hazard ratings are Low – insignificant property loss; Moderate – significant property loss; and High – possible loss of life. Both water features in South Weber City have a high hazard rating.

Technological Hazards

Power Outages are a common occurrence and are generally short lived. In the event of an extended outage, City Hall (natural gas), the Fire Station (propane), Public Works Facility (propane), the Highway 89 pump station (diesel), sewer lift station on Cottonwood Drive (diesel), and Church Street pump station (diesel) are equipped with backup generators. The City also has one portable generator that can be used for various needs. These generators will need to be filled on a regular basis.

Hazardous Materials. South Weber City has several major transportation routes passing through it. These routes include one major freeway, one major highway, a gas pipeline, and one major railway. Many types of materials are transported by truck, rail, or pipeline daily. Some of this material is hazardous in nature and if released into the environment, could cause personal injury and/or property damage.

Human Caused Hazards

Civil Disturbance. The rural nature of South Weber City makes a civil disturbance in this community unlikely. In the event of a situation the Davis County Sheriff will be contacted for support.

Fallen Aircraft. Hill Air Force Base sits on the southwest border of South Weber City. The flight pattern for aircraft is directly over the city. An aircraft crash in South Weber City could result in possible loss of life and/or property damage.

Terrorism/Criminal Acts. Due to the proximity of South Weber City to Hill Air Force Base, South Weber is a potential target for domestic or international terrorism. Terrorists use all forms of destructive activity to promote their cause. The use of a weapon of mass destruction in or near South Weber City would

have devastating consequences to citizens and emergency responders. 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 intelligence capabilities. Protection of critical infrastructure within the city will lessen the probability of, and/or the effect of a terrorist attack.

Shortages of energy, food, and water supplies could threaten the welfare of the citizens of South Weber. The dependency upon out-of-state resources can become a problem when normal deliveries are interrupted.

Mitigation Overview

A more detailed analysis of each hazard and mitigation plan can be found in the City's 2023 Multi-Hazard Mitigation Plan.

Assumptions

1. South Weber City will continue to be exposed to the hazards noted above as well as to others that may develop in the future.
2. South Weber City officials recognize their responsibilities regarding public safety and well-being.
3. South Weber City officials will assume their responsibilities in the implementation of this plan.
4. If properly implemented, this plan will reduce or prevent disaster related losses.
5. Agencies and organizations that support this plan will assist in the planning process and will participate in training classes and exercises which are designed to increase the overall preparedness posture of the City.
6. South Weber Emergency Management will coordinate the duties and responsibilities of the participating jurisdictions, agencies, and organizations both during the planning, training, and exercise process and in time of actual emergency or disaster.
7. The National Incident Management System (NIMS) will be used to allow proper coordination between local, state, and federal organizations.
8. The Incident Command System (ICS) as a part of NIMS will enable effective and efficient incident management by integrating a combination of facilities, equipment, personnel, procedures, and communications operating with a common organizational structure. All on-scene management of incidents will be conducted using ICS.

Concept of Operations

National Preparedness Goal

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

- **Prevention.** Prevent, avoid, or stop an imminent, threatened, or actual act of terrorism.
- **Protection.** Protect our citizens, residents, visitors, and assets against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive.
- **Mitigation.** Reduce the loss of life and property by lessening the impact of future disasters.
- **Response.** Respond quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of a catastrophic incident.
- **Recovery.** Recover through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and a sustainable economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by a catastrophic incident.

Response Expectations

Since an emergency can occur at any given time and in any given place, it should be reasonable to have certain expectations of South Weber City employees during the response and recovery phases of an emergency. The following are response expectations which include the saving of lives and protection of property, self-preservation, emergency call-out, emergency food and temporary housing, restoration of infrastructure, and recovery efforts.

- **Saving Lives and Property Protection.** The number one priority of response efforts should be focused on saving the lives of South Weber City residents. These efforts may include prevention or mitigation of major property damage if results of such damage would likely present an immediate danger to human life.
- **Self-Preservation.** Self-preservation includes actions taken immediately before, during, and after an emergency. City employees are expected to ensure that their families are sufficiently prepared to be self-reliant after an emergency, allowing the employee to provide timely lifesaving services and other critical operations as effectively and with as little interruption as possible.
- **Emergency Call-out.** Emergency Call-out consists of the recall of critical employees (if the incident occurs during non-working hours), and the allocation of city assets in response to a disaster. This would include activation of the Emergency Operations Center (EOC) for the purpose of coordinating emergency response activities.

- **Emergency Food and Temporary Shelter.** Provision of food and temporary shelter for disaster victims may become an immediate priority and would be coordinated through the EOC with support from volunteer and faith-based organizations who have agreements with the city.
- **Restoration of Infrastructure.** Restoration of South Weber City's critical infrastructure (utilities, roads, buildings, etc.) would be a prime concern that would require the coordination of local, county, state, and federal agencies with the private sector.
- **Recovery.** Recovery consists of the restoration of lost or impaired capabilities caused by the effects of an emergency. Returning to normal operating conditions and providing non-emergency services to the public are key recovery goals.

Direction and Control

1. Except when incidents are handled at the Incident Command Post (ICP), central control from the Emergency Operations Center (EOC) should provide the requisite direction and control.
2. Direction and control of the Emergency Operations Center (EOC), when activated, is vested in the City Manager, who should serve as chair of the Policy Group.
3. The City Manager or his/her designee is responsible for the execution of the plan and for minimizing the effects of a disaster. If unavailable, the Fire Chief or designee will act in the City Manager's behalf. If the Fire Chief is unavailable, the Deputy Fire Chief will act in the City Manager's behalf. If any other member of the emergency organization is absent during a declared emergency, the City Manager or his designee should fill the vacancy.
4. The City Manager may designate others to assume temporary control of the EOC as required.
5. The EOC is designed to function as needed up to 24 hours a day until the emergency is resolved, or the City Manager decides it is no longer necessary; however, the City will rely heavily upon County and State resources for around-the-clock staffing.

Emergency Operations Center

Response and support activities will be coordinated from the Emergency Operations Center (EOC). The EOC can be activated upon notification of a possible or actual emergency. The EOC staff are responsible for ensuring that reports and records, which will vary according to the type and the scope of the emergency, are complete and accurate. Appropriate security for the EOC should be maintained to prevent entrance by people not connected with an emergency. Depending on the severity of the emergency, the EOC may become the seat of government for the duration of a crisis.

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

EOC Locations

Primary

The primary Emergency Operations Center (EOC) is in the conference room of the South Weber City Public Works Facility, located at 104 East South Weber Drive.

Secondary

If the primary EOC facility is not functional when an EOC needs to be activated, then the secondary EOC, located in the conference room of South Weber City Hall, 1600 East South Weber Drive, should be considered.

Mobile

If Davis County Emergency Management provides mutual aid, then their mobile EOC may be available for use upon request.

Continuity of Government

It is important that the City prepare to ensure the continuity of essential governmental functions to the greatest extent possible under circumstances that may disrupt normal operations. Readiness requires that the City be able to continue meeting the needs of its people despite the fear, chaos, and suffering disasters breed. Discontinuity in the City's ability to conduct the public's business is reflected in lost information, revenue, programs, credibility, and confidence, with increased vulnerability, chaos, and human suffering. Continuity of Government is best ensured through effective Continuity of Operations Planning.

Continuity of Operations Planning (COOP)

All City departments should maintain department specific Continuity of Operations Plans (COOP) to provide continued essential City services in addition to their assigned emergency/disaster response and recovery responsibilities in the event of a full or partial failure of mission critical systems. Key elements of a viable COOP capability include:

1. Alternate facilities
2. Delegation of authority
3. Evacuation, accountability, notification
4. Identification of essential functions
5. Interoperable communications
6. Orders of succession
7. Vital records and databases protection

Support for the Continuity of Operations needs of all departments will be prioritized in the response and recovery operations directed and coordinated at the EOC so that essential City services can be performed.

Response Approach

The South Weber’s Emergency Operation Plan is a part of an overall approach to emergency management in Davis County and the State of Utah and works in coordination with other agency’s plans. The South Weber Plan is specifically designed to handle emergency situations within its municipal boundaries. However, many emergencies reach far beyond the boundaries of the City. These emergencies will be managed either by the county, state, or federal government with the City performing its part in conjunction with those governmental jurisdictions using the NIMS concept of unified command.

In an emergency, there is a multi-step process that must be followed to ensure the proper receipt and coordination of county, state, and federal assistance. The process will be outlined here in brief, but more specifically can be followed using the Disaster Flow Chart, Annex A, Appendix A1.

1. Disaster occurs
2. Activation of the Emergency Operations Plan
3. Issue a local declaration of a “State of Emergency”

Declaration of a Local State of Emergency

The rationale for declaring an official local “State of Emergency” is threefold:

1. To acknowledge that the City has experienced a disaster and has responded to the best of its ability;
2. To alert the Davis County Emergency Services Director and State of Utah Division of Homeland Security that local resources are being fully utilized and that county and state assistance may be requested; and
3. To empower the local officials to take extraordinary measures necessary for protecting life, property and the environment while affording some safeguards against legal liability.

When an emergency or disaster situation is, or is likely, to exceed the response capabilities of the City and the combined efforts of Davis County and possibly the State are considered essential for an effective response/recovery, the Mayor, or his designee may issue an executive order or proclamation that a state of disaster or severe emergency exists in the City. The executive order or proclamation shall indicate the:

1. Nature of the disaster,
2. Area threatened or affected, and

3. Conditions creating the disaster or emergency.

This declaration must be issued before county, state and/or federal assistance can be requested. The declaration should be forwarded to the Davis County Emergency Management Director in an expedient manner, i.e., voice followed by hard copy (See Annex A, Appendix A6, Declaration of Emergency).

The declaration of a “State of Emergency” by the Mayor or his designee shall be valid for a period not to exceed thirty (30) days. If the emergency exceeds thirty (30) days, it must be declared by the City Council (Utah Code 63-5a-6(b)).

When South Weber City has proclaimed an emergency, the City Manager will govern by proclamation and has the authority to impose all necessary regulations to preserve the peace and order of the City, including but not limited to:

1. Calling upon regular and/or auxiliary law enforcement agencies and organizations.
2. Closing to public access any public building, street, or other public area.
3. Imposing curfews in all or portions of the City.
4. Ordering the closure of any business.
5. Obtaining commitments of local resources in accordance with emergency plans.
6. Providing/requesting mutual aid to/from other political subdivisions.

Response Procedures

The fire, police, or public works departments generally initiate implementation of the Incident Command System (ICS). The affected department notifies the City Manager when:

1. Actions have produced unanticipated result;
2. Actions required are contrary to instructions;
3. Incidents involved multiple deaths;
4. Incidents involved severe environmental damage;
5. Needs exceed authority;
6. Resource needs are greater than those available; or
7. Whenever circumstances are such that the Incident Commander believes the City Manager should be notified.

Once notified, the City Manager and Incident Commander together should make an assessment to determine what resources the City Manager can provide to the Incident Commander. These services

may include information, procurement of resources, collection and provision of incident data, and interface with government authorities. The City Manager should keep the Mayor and City Council informed and determines partial or full activation of the Emergency Operations Center (EOC) as necessary. The EOC may be activated by the City Manager, in coordination with the Incident Commander under the following conditions:

1. If the City Manager deems it necessary;
2. If the incident is such that the Incident Command System needs to be expanded;
3. To assist the Incident Commander in handling the response to the immediate incident scene; or
4. To support overall management of the incident.

The Incident Command System (ICS) functions of operations, planning, logistics and finance are supported at the EOC. The Command Post then becomes an extension of the Operations Section within the EOC. For further information, see Annex A, Appendix A6, Declaration of Emergency.

Levels of Emergency

Prior to emergency response, each city department has the responsibility to prepare Emergency Support Function (ESFs) Plans, operational procedures, and checklists detailing the utilization and disposition of their resources in an emergency. These plans include coordination and communication links and memorandums of understanding with counterpart organizations of other jurisdictions. These plans will be considered annexes to the South Weber City Emergency Operations Plan.

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

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

There will be three levels of emergency. The level of emergency will determine the extent of EOC activation.

Level 3 Emergency

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

Examples

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

1. Natural hazards such as minor flooding, wildfires, earthquakes, and storm damage.

2. Technological hazards such as air-crash (small plane), vehicle accidents, minor hazmat incidents, and minor utility failures.
3. Human-caused hazards such as small structure fires.

Responsibility

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

Notification

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

Actions

The following actions should be taken during response to a Level 3 Emergency:

1. Command Post - The department responsible may set up an on-site command post if they desire.
2. EOC Activation - Normal Operations
3. State of Emergency - There is no need for a local “State of Emergency” declaration for level 3 emergencies.
4. Evacuations - Voluntary evacuations might occur.
5. Mutual Aid - Contact the American Red Cross if necessary. Additional resource requests will be directed to normally assisting city departments.
6. Communications - Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, and face to face interactions.
7. Emergency Notification/Updates - All official emergency notifications and updates that are produced by South Weber City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the City Manager. Platforms where emergency warnings and updates could be disseminated are through the South Weber City official social media outlets, through the city reverse notification system, and through official press conferences.
8. Press - Any press relations should go through the Public Information Officer (PIO) or designee determined by the City Manager.

Level 2 Emergency

Any unexpected occurrence requiring **response by two or more city departments or outside agencies above a routine capacity**. Such emergencies require a cooperative effort and a commitment of personnel, equipment, or resources that would be expected to upset the normal working routine of

either or all responding departments. This could include needing assistance from the county or state. Small-scale evacuation measures might be necessary. Loss of life and injury is possible and, in some cases, present. Damage to property and infrastructure is minimal to moderate. Recovery can take from days to weeks.

Examples

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

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

Responsibility

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

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

Notifications

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

1. City Manager
2. Mayor
3. Department Heads
4. EOC Section Chiefs (depending upon what is needed)

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

Actions

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

1. Command Post - The department responsible should set up an on-site command post and notify all responding departments of the location.
2. EOC Activation – Partial or Full Activation.

3. State of Emergency - The Mayor should consider a local “State of Emergency” declaration for level 2 emergencies if county and state assistance is necessary.
4. Evacuations - Evacuation points should be set up due to the possibility of small-scale evacuation measures being necessary.
5. Mutual Aid - Contact Davis County Emergency Management. Contact the American Red Cross to assist with shelter and mass care operations. Contact other NGOs as needed. Contact neighboring cities for assistance as needed.
6. Communications - Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, and face to face interactions.
7. Emergency Notifications/Updates - All official emergency notifications and updates that are produced by South Weber City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the City Manager. Platforms where emergency warnings and updates could be disseminated are through the South Weber City official social media outlets, through the city reverse notification system, and through official press conferences.
8. Press - Any press relations should go through the Public Information Officer (PIO) or designee.

Level 1 Emergency

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

Examples

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

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

Responsibility

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

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

Notification

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

1. City Manager
2. Mayor
3. EOC Section Chiefs
4. Department Heads

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

Actions

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

1. Command Post - The responsible departments should set up an on-site command post and notify all responding departments of the location.
2. EOC Activation – Partial or Full Activation
3. State of Emergency – The Mayor should declare a local “State of Emergency” for level 1 emergencies due to county, state, and federal assistance being necessary.
4. Evacuations – Evacuation points should be set up due to the possibility of small-scale or full-scale evacuation measures being necessary.
5. Mutual Aid – Contact Utah County Emergency Management. Contact the American Red Cross to assist with evacuation points. Contact other NGOs as needed. Contact neighboring cities for assistance as needed.
6. Communications – Handheld radios, phone calls, text messaging, emails, social media, HAM radio, dispatch center, written messages, face to face interactions.
7. Emergency Notifications/Updates – All official emergency notifications and updates that are produced by South Weber City will be created and disseminated by the Public Information Officer (PIO) or designee determined by the Mayor. Platforms where emergency warnings and updates could be disseminated are through the official social media outlets, through the city reverse notification system, and through official press conferences.
8. Press – Any press relations should go through the Public Information Officer (PIO) or designee determined by the Emergency Manager.

Activation of the EOC

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

Normal Operations (None or Level 3 Emergency)

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

Partial Activation (Level 3 or Level 2 Emergency)

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

Full Activation (Level 2 or Level 1 Emergency)

Full EOC personnel are activated according to situational needs. The levels of emergency, along with their definitions and actions, can be found in the “Levels of Emergency” section above.

Roles and Responsibilities

City officials and staff share responsibility for the planning necessary to minimize losses and provide relief from disasters. This shared responsibility includes activities to ensure prevention, preparedness, response, and recovery.

Planning activities should provide for ongoing programs that prevent loss of life and property damage and establish response and recovery capabilities to restore normalcy in the disaster area within the shortest possible time. Operational plans should achieve specific objectives related to the goals of emergency planning. The designation of responsibilities is based on the unique capabilities of each City Department.

The following is the assignment of emergency functions to positions and departments of the South Weber City in addition to their normal duties; however, roles and responsibilities are not limited by this list. The function applies to all parts of this plan when a specific part is not designated. Each department is responsible for developing and maintaining its own departmental emergency plan with its Standard Operating Guidelines (SOG). This plan contains Emergency Support Function (ESF) annexes which further define the delegation of responsibilities and outline non-City agencies with a role in emergency response activities.

Coordination with Response Partners

Mutual Aid and Pre-Arranged Contracts. Should South Weber City resources prove inadequate during emergency operations, requests should be made for assistance from other local jurisdictions and higher levels of government according to existing or emergency negotiated mutual aid agreements or understandings. Such assistance may take the form of equipment, supplies, personnel, or other available capabilities. All agreements and understandings will be entered into by duly authorized officials and will be formalized in writing whenever possible (See Appendix 5).

Local Contractors. When mutual aid is inadequate or unavailable, the City shall first contact those companies who have pre-signed emergency contracts (See Appendix 5). If it is found these companies cannot fulfill the request, the City shall follow current purchasing policies.

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

Federal Response Partners. Federal response partners are typically requested by the Utah Department of Emergency Management (DEM) if State resources become limited or specialized services are needed. Federal resources become available following a formal “Declaration of Emergency” by the Governor.

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

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

Individuals and Households. The citizens of South Weber City can play a vital role and help determine the outcome of an emergency by pre-planning and preparing for disasters. Community members can contribute by reducing hazards in and around their homes and property, preparing emergency supply kits and plans, and volunteering with established organizations or Community Emergency Response Team (CERT), Block Captain, and amateur radio team programs in their respective areas.

City Government

In general, South Weber City should be prepared to:

1. Direct and control local responses to a wide variety of disasters.
2. Establish and activate Mutual Aid Agreements when specific aid is needed.
3. Establish readiness procedures that ensure proper training, notification of personnel and the availability of personnel, material, and equipment in an emergency.
4. Participate in state and federal efforts to accomplish hazard mitigation plans and studies.

5. Provide immediate response through local resources and personnel.
6. Request assistance from state and federal government when local resources are fully committed and found to be inadequate and/or a capability is required but is not available locally.

Mayor and City Council

1. Convene City Council for emergency session(s) [Mayor].
2. Assist in communication and coordination efforts with elected officials of other governmental entities [Mayor].
3. Coordinate emergency public information with the City Manager and Community Relations, referred to as the Public Information Officer (PIO) [Mayor].
4. Meet, as needed, to provide policy direction and enact ordinances, land use and development codes, and anti-price-gouging ordinances.
5. Determine funding levels through the budget for emergency protection, mitigation, planning, response, and recovery activities.

Department Heads – General

Department Heads of City Departments, along with duties specific to job title, are responsible for emergency operations within his/her department as follows:

1. Assist in assessing and reporting damages to any City owned facility or property to the EOC.
2. Become familiar with departmental responsibilities outlined in this plan, including the appendices and ESF annexes.
3. Continue to perform routine day-to-day department tasks as needed.
4. Coordinate plans, procedures, and preparations with appropriate governmental, private, and volunteer agencies. Consider entering into working agreements with these agencies to promote effective emergency response and relief efforts.
5. Develop, maintain, and exercise department plans, standard operating procedures, and checklists necessary for accomplishing assigned tasks.
6. Participate in the process of exercising, reviewing, and maintaining and implementing this plan.
7. Train department employees at least annually in their emergency roles and responsibilities.
8. Maintain a current resource database of all department equipment, personnel, and materials available to perform assigned functions.

9. Maintain administrative control of department employees when tasked to support other agencies or jurisdictions.
10. Provide departmental technical/operational response to disasters or their effects.
11. Provide EOC representation as required in this plan or as requested by the City Manager.
12. Record and report all costs incurred in carrying out emergency operations. Best practices must be followed on all financial/logistical record keeping.
13. Primary agencies/departments that have a lead role in an ESF should develop and maintain an appropriate response capability and ensure that all personnel are assigned.
14. Supporting agencies/departments with a supporting role in an ESF should assist primary agencies/departments in preparing and maintaining SOPs and should provide support for ESF operations.

City Manager & Administrative Services Director (Emergency Manager)

1. Functions as the Emergency Manager / Emergency Management Director.
 - a. Activates the South Weber Emergency Operations Plan (including the EOC) when needed.
 - b. Assumes responsibility for the overall response and recovery operations.
 - c. Authorizes the strategy for recovery.
 - d. Coordinates with the Mayor and City Council.
 - e. Declares a state of emergency in the absence of the Mayor.
 - f. Sets policy for emergency response organization.
 - g. Transfers the direction, personnel, or functions of City Departments or divisions for the purpose of performing or facilitating emergency operations.
 - h. Uses all available resources of the City as reasonably necessary to cope with the disaster.
2. Consult with the City Attorney to review actions taken to ensure compliance with local, state, and federal laws and regulations, and asks him/her to participate as part of the Policy Group as needed either in person or electronically.
3. Consults with the City Engineer and asks him/her to participate as part of the Policy Group as needed either in person or electronically.
4. Provides guidance for the development of ordinances and resolutions in support of emergency operations.
5. Provides primary services for Annex A Declaration and Public Assistance
6. Provides secondary services for Annex B Evacuation.

Community Relations (Public Information Officer)

1. Assist in communication and coordination efforts with elected officials of other governmental entities.
2. Coordinate emergency public information with the Emergency Manager.
3. Be available to address the community to disseminate information during an emergency.

Compliance Official & Deputy Recorder (Logistics Section Chief)

1. Functions as the EOC Manager.
 - a. Coordinates with the Fire Chief.
 - b. Designates one or more facilities to serve as the alternate EOC.
 - c. Ensures that enough personnel are assigned to the EOC.
 - d. Ensures that EOC communication systems are in place (See ESF 2).
 - e. Manages the EOC as a physical facility (e.g. layout and set-up), oversees its activation, and ensures it is staffed to support response organizations' needs (See Appendix 4 EOC Floor Plan).
 - f. Reviews and updates listings that include phone numbers of emergency response personnel to be notified of emergency situations and the KSL Emergency Alert System approved caller list (See ESF 2).
2. Functions as the Logistics Section Chief (See Appendix 1).
3. Provides primary services for
 - a. ESF 1 – Transportation
 - b. ESF 11 - Food and Water
 - c. Annex C - City Records
 - d. Annex D - Spontaneous Volunteers
 - e. Annex E - Donations Management
4. Provides support for
 - a. ESF 5 – Planning
 - b. ESF 7 - Resource Management
 - c. ESF 8 - Health & Medical
 - d. Other areas as needed
5. With support from the Planning Section, tracks employees and facilitates communications between the employees and their families and tracks and coordinates volunteer services.

City Recorder & Administrative Assistant – Planning Section Chief

1. Functions as the Emergency Management Program Manager (EPM)
 - a. Act as an advisor to the City Manager for disaster prevention, preparedness, response, and recovery.
 - b. Creates and maintains City's Multi-year Training and Exercise Plan.

- c. Develops and updates the City's EOP before, during and after exercises and actual emergencies.
 - d. Develops, coordinates, and monitors mutual aid agreements and MOUs for emergency aid and assistance.
 - e. Develops, updates, and carries out an effective comprehensive exercise plan.
 - f. Oversees the efforts of the EOC Manager in preparing, establishing, and coordinating the operation of the South Weber Emergency Operations Center.
 - g. Oversees the recruitment of pre-disaster volunteer personnel and agencies to augment personnel and facilities of the City for emergency management purposes.
 - h. Provides or arranges appropriate orientation, training and exercise opportunities to City employees and appointed officials involved in the City's EOP.
 - i. Receives, reviews, and approves departmental emergency operations plans and updates on an annual basis.
 - j. Responsible for the planning, coordination, and operation of Emergency Management activity in South Weber City.
 - k. Reviews and updates City ordinances and policies to facilitate effective emergency prevention, preparedness, response, and recovery efforts.
2. Functions as the Planning Section Chief (See Appendix 1).
 3. Provides primary services for
 - a. ESF 5 - Information Analysis and Planning
 - b. ESF 7 - Resource Management
 - c. Annex A - Declaration & Public Assistance
 - d. Annex C - City Records
 - e. Annex E - Donations Management
 4. Provides support services for
 - a. Annex B – Evacuation
 - b. Other areas as needed
 5. Functions in the Policy Group of the EOC, when activated (See Appendix 1).
 6. Provides support to the Logistics Section to track employees and facilitate communication between the employees and their families and tracks and coordinates volunteer services.

Recreation Director (Liaison)

1. Coordinates pre-disaster efforts with the South Weber Citizen Corps Council, including volunteer district coordinators, Block Captains, CERT teams, and amateur radio.
2. Coordination with all outside organizations and community / volunteer efforts, pre-disaster partnership building role, relationships with external agencies, creating resources lists.
3. Acts as a liaison with Volunteer District Coordinators, American Red Cross, Amateur Radio Emergency Services (ARES) and other liaison contacts.

4. Works directly with Logistics Section Chief to oversee volunteers during a disaster (See Annex D).

Administrative Services Director & City Treasurer (Finance Section Chief)

1. Functions as the Finance/Administration Section Chief (See Appendix 1).
2. Provides primary services for Annex E Donations Management.
3. Provides support services for Annex A Declaration & Public Assistance.
4. Provides support services through cost and procurement units for ESF 7 Resource Management.
5. Provides accounting and financial services for receipt and disbursement of emergency funds.
6. Provides support for other areas as needed.

Fire Chief (Operations Section Chief)

1. Dependent on the type of emergency, functions as the Operations Section Chief (See Appendix 1).
2. The Fire Chief functions in the Policy Group of the EOC when activated (See Appendix 1).
3. Provides primary services for
 - a. ESF 5 - Fire and Rescue Operations
 - b. ESF 8 - Health and Medical
 - c. ESF 9 - Search and Rescue
 - d. ESF 10 - Hazardous Material Response
 - e. Annex B – Evacuation
4. Provides support services for
 - a. ESF 6 - Mass Care
 - b. Annex A - Declaration & Public Assistance
 - c. Other areas as needed

Public Works Director (Operations Section Chief)

1. Dependent on the type of emergency, functions as the Operations Section Chief (See Appendix 1).
2. The Public Works Director functions in the Policy Group of the EOC when activated (See Appendix 1).
3. Consults with the City Engineer as needed.

4. Facilities Maintenance division functions with the Logistics Section of the EOC to provide support services to make sure City facilities are operational.
5. Provides primary services for
 - a. ESF 1 - Transportation
 - b. ESF 3 - Public Works
6. Provides support services for
 - a. ESF 9 - Search and Rescue Operations
 - b. ESF 10 - Hazardous Materials
 - c. Annex A - Declaration & Public Assistance
 - d. Annex B – Evacuation
 - e. Other areas as needed

Contracted Agencies

Davis County Sheriff's Department (Operations Section Chief)

1. Dependent on the type of emergency, functions as the Operations Section Chief (See Appendix 1).
2. Functions in the Policy Group of the EOC when activated (See Appendix 1).
3. Provides primary services for
 - a. ESF 2 - Communications and Warning
 - b. ESF 13 - Law Enforcement
 - c. Annex B – Evacuation
4. Provides support services for
 - a. ESF 1 - Transportation
 - b. ESF 6 - Mass Care
 - c. ESF 8 - Health and Medial
 - d. ESF 9 - Search and Rescue
 - e. ESF 10 - Hazardous Material Response
 - f. Annex A - Declaration & Public Assistance

City Attorney (Contracted with Hayes, Bell & Godfrey Lawyers)

1. Functions in the Policy Group of the EOC when activated (See Appendix 1).
2. Provide legal services and support as needed.

City Engineer (Contracted with Jones & Associates)

1. Provide engineering services and support as needed.

Information Technology (Contracted with Tech Legion)

1. The Information Technology (IT) Division functions with the Logistics Section to provide technical support of computers, networks, communication equipment, data management, etc. (See ESF 2 Communications).
2. Protects the City's computer systems, networks, and files.

Public Information Procedures

Public Information will be coordinated through Community Relations who coordinates with the media for the distribution of emergency public information, press releases, and interviews with City officials. Community Relations may establish a Joint Information Center (JIC) to expand this function and monitor all forms of media. See ESF – 14 for more detailed information.

After-Action Reports

Following a City response to an emergency, disaster, or major catastrophe, the Emergency Management Program Manager (City Recorder) will coordinate the preparation of an after-action report documenting the City's response efforts. Within fifteen (15) workdays following the termination of a disaster, each agency involved in the response effort will provide the Emergency Management Program Manager with an after-action report outlining that agency's involvement in the disaster.

The Emergency Management Program Manager will compile a summary After-Action Report and submit a copy of the completed report to each of the involved agencies, outlining best practices and lessons learned. The Emergency Management Program Manager will also send a copy to the Utah Department of Public Safety Division of Homeland Security Office of Emergency Services.

Training and Exercises

Training

Department Heads should provide employees with at least annual training on the departmental and City Emergency Operations Plans and follow requirements as outlined in the City's current Multi-year Training and Exercise Plan. Requests for training courses or assistance in training personnel will be coordinated through the Emergency Management Program Manager (City Recorder).

Exercises

Exercise of this plan should be conducted in accordance with South Weber City's Multi-Year Training and Exercise Plan. This plan is dynamic, updated and adjusted as necessary and should provide for:

1. Orientation seminars to be held on as needed basis for training individuals who have responsibilities within this plan.
2. Tabletop exercises to be held at least annually.

3. Functional exercises to be held at least every two years.
4. Full-scale exercises to be held at least every five years. (May be waived in lieu of an actual disaster requiring the full implementation of this plan.)

Plan Development and Maintenance

If a plan is to be effective, its contents must be known and understood by those responsible for its implementation. The Emergency Management Program Manager (City Recorder) should review this plan annually and update the plan as needed under the direction of the City Manager.

Each Department Head should review and update 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. Emphasis should be placed on changes to personnel, addresses, phone numbers, and changes in resources.

Any user of this plan is encouraged to recommend changes that the user feels might enhance or clarify any portion of the area being addressed. Suggested changes should be submitted to the Emergency Management Program Manager for coordination, comment, concurrence, and approval.

Updating is normally completed by preparing replacement pages, which contain new or updated information. The Emergency Management Program Manager should forward approved changes to all persons and organizations having a copy of the plan. Changes should be noted on the Revision Log and added or replaced in each plan copy.

Appendix 1: Emergency Operations Center

Purpose

The purpose of this Standard Operating Procedure (SOP) document is to establish a standardized process and to outline guidelines for activating, staffing, equipping, and conducting emergency operations within the City Emergency Operations Center (EOC). This document also includes the requirements and processes for deactivation of the EOC following an incident or event.

Situations and Assumptions

1. Most incidents will be addressed via normal response protocols.
2. If the incident requires a more extensive response the Emergency Operations Center (EOC) may be partially or fully activated. Regardless of the activation level, any EOC activation must be communicated to the EOC Policy Group.
3. EOC activation may be followed by a Declaration Of Emergency.
4. The Public Works Shop (104 East South Weber Drive) will function as the primary EOC. This facility will be utilized to coordinate emergency response and recovery.
5. An alternate EOC is located at City Hall (1600 East South Weber Drive) .
6. The EOC may be partially or fully activated during an incident by the Emergency Management Director (City Manager), the Incident Commander or as needed during a Level 3, Level 2, or Level 1 incident.
7. The EOC is capable of operating on an intermittent or continuous basis for as long as the situation requires; however, support from the county and/or state will be required in order to keep the EOC fully operational around the clock
8. The EOC is organized into five (5) Sections however each section is only staffed by one person and will require the assistance of part-time employees, county and/or state teams, and/or volunteers.
 - a. Finance/Administration Section
 - b. Logistics Section
 - c. Operations Section
 - d. Planning Section
 - e. Policy Group

Concept of Operations

Pre-Disaster

The Emergency Operations Center Manager will keep the EOC in an operational status with plans and procedures available; maps and charts ready; information, warning, and communications channels operational; current assignment checklists and training of positions.

During a Disaster

1. **Activation.** The EOC will be activated and made operational by order of the Emergency Management Director (City Manager) or his designee. The following events may cause the EOC to be activated
 - a. Actual or forecasted weather conditions indicate potential floods, high windstorms, or other severe weather-related problems.
 - b. An act or suspected act of terrorism.
 - c. The incident extends beyond the capabilities of local control.
 - d. The incident extends into multiple operational periods.
 - e. Any special event requiring the potential response from multiple agencies.
2. **Alerting.** The City Manager will utilize a staff calling tree to alert City EOC staff (See Appendix 2). Davis County Sherriff Dispatch is responsible for alerting county and private cooperating agencies and will be a back-up for alerting City EOC staff.
3. **Setup.** The Operations Section is responsible for maintaining this area.
 - a. The Operations Section is responsible for ensuring the EOC charts, status boards, and display materials are permanently located in the EOC.
 - b. The Planning Section is responsible for ensuring that copies of the Emergency Operations Plan and related annexes, SOP's and checklist are available in the EOC.

Functional Responsibilities

Emergency operations will continue as the situation dictates and at the direction of the Emergency Management Director. The operation will be comprised of the following elements:

Policy Group

The EOC Policy Group is responsible for developing policy. Members of this section include:

1. City Manager (Emergency Manager)
2. Davis County Sheriff
3. Fire Chief
4. Public Works Director
5. City Recorder
6. City Attorney (as needed)
7. Mayor (as needed)

Operations Section (Dependent on Type of Emergency – Fire Chief, Sheriff, Public Works Director)

The Operations Section Chief is responsible for managing all tactical operations at an incident. The Incident Action Plan (IAP) provides the necessary guidance for response operations. The need to expand the Operations Section is generally dictated by the number of tactical resources involved and is influenced by the span of control considerations.

Major responsibilities of the Operations Section Chief may include:

1. Approving release of resources from active assignments (not released from the incident).
2. Assisting in the development of the operations portion of the Incident Action Plan. This usually requires filling out the ICS 215 prior to the Planning Meeting.
3. Assisting the Incident Commander in determining tactical strategies.
4. Determining tactics to achieve command objectives.
5. Determining work assignments and resource requirements.
6. Ensuring safe tactical operations.
7. Identifying, assigning, and supervising resources.
8. Maintaining close communication with the Incident Commander.
9. Maintaining close contact with subordinate position.
10. Making or approving expedient changes to the operations portion of the Incident Action Plan.
11. Managing tactical operations.
12. Requesting additional resources to support tactical operations.
13. Supervising the execution of the operations portion of the Incident Action Plan.

Members of the Operations Section may include:

1. Branch Manager(s)
2. Division/Group Supervisor(s)
3. Operations Section Chief
4. Single Resource(s)
5. Strike Force(s)
6. Task Force(s)

Planning Section

The Planning Section Chief is responsible for providing planning services for the incident. Under the direction of the Planning Section Chief, the Planning Section collects situation and resources status information, evaluates it, and processes the information for use in developing action plans. Dissemination of information can be in the form of the Incident Action Plan (IAP), formal briefings, or through map and status board displays.

Major responsibilities of the Planning Section Chief may include:

1. Assembling and disassembling task forces and strike teams not assigned to Operations.
2. Assembling information on alternative strategies and contingency plans.
3. Collecting and managing all incident-relevant operational data.
4. Compiling and displaying incident status information.
5. Conducting and facilitating planning meetings.
6. Coordinating the preparation and documentation of the IAP.
7. Determining the need for specialized resources to support the incident.
8. Establishing information requirements and reporting schedules for Planning Section units.
9. Establishing specialized data collection systems as necessary (e.g. weather).
10. Incorporating Traffic, Medical, Communications Plans, and other supporting material into the Incident Action Plan.
11. Overseeing the preparation of the Demobilization Plan.
12. Providing input to the Incident Commander and Operations Section Chief for use in preparing the IAP.
13. Providing periodic predictions on incident status.
14. Reassigning personnel already on-site to ICS organizational positions as needed and appropriate.
15. Reporting any significant changes in incident status.

Members of the Planning Section may include:

1. Demobilization Unit Leader
2. Documentation Unit Leader
3. Planning Section Chief

4. Resource Unit Leader
5. Situation Unit Leader

Logistics Section

The Logistics Section Chief provides all incident support needs except for logistics support to air operations. The Logistics Section is responsible for providing:

1. Facilities
2. Transportation
3. Communications
4. Supplies
5. Equipment maintenance and fueling
6. Food services (for responders)
7. Medical services (for responders)
8. Volunteers

Major responsibilities of the Logistics Section Chief may include:

1. Briefing Logistics Branch Directors and Unit Leaders as needed.
2. Completing assigned portions of the written Incident Action Plan (IAP).
3. Developing a transportation system to support operational needs.
4. Developing as required, the Communications, Medical, and Traffic Plans.
5. Ensuring that resource ordering procedures are communicated to appropriate agency ordering points.
6. Ensuring that the Logistics Section can support the IAP.
7. Identifying anticipated and known incident service and support requirements.
8. Managing all incident logistics.
9. Overseeing demobilization of the Logistics Section.
10. Placing order(s) for resources.
11. Providing logistical input to the Incident Commander for preparing the IAP.
12. Requesting/ordering additional resources, as needed.

Members of the Logistics Section may include:

1. Communications Unit Leader
2. Facilities Unit Leader

3. Food Unit Leader
4. Logistics Section Chief
5. Medical Unit Leader
6. Service/Support Branch Director(s)
7. Supply Unit Leader
8. Transportation Unit Leader

Finance/Administration Section

The Finance/Administration Section Chief is responsible for managing all financial aspects of an incident. Not all incidents will require a Finance/Administration Section, only when the involved agencies have a specific need for financial services.

Major responsibilities of the Finance/Administration Section Chief may include:

1. Briefing agency administrative personnel on the incident-related financial issues needing attention or follow up.
2. Developing an operating plan for the Finance/Administration Section.
3. Ensuring compensation and claims functions are being addressed relative to the incident.
4. Ensuring that all obligation documents initiated at the incident are properly prepared and completed.
5. Ensuring that all personnel and equipment time records are accurately completed and transmitted to home agencies, according to policy.
6. Ensuring that the Incident Action Plan (IAP) is within the financial limits established by the Incident Commander.
7. Evaluating facilities, transportation assets, and other contracted services to determine if any special contract arrangements are needed.
8. Fill Section supply and support needs.
9. Gathering pertinent information from briefings with responsible agencies.
10. Maintaining daily contact with agency(s) representative's administrative headquarters on finance matters.
11. Managing all financial aspects of an incident.
12. Meeting with assisting and cooperating agency representatives as needed.
13. Providing cost implications of incident objectives, as required.

14. Providing financial and cost analysis information as requested.
15. Providing financial input for demobilization planning.

Members of the Finance Section may include:

1. Compensation/Claims Unit Leader
2. Cost Unit Leader
3. Finance/Administration Section Chief
4. Procurement Unit Leader
5. Time Unit Leader

EOC Direction and Control

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

1. The City Manager has the authority for activating and initiating the command structure of the EOC in coordination with the following (as appropriate):
 - Administrative Services Director
 - Public Works Director
 - Fire Chief
 - Davis County Sheriffs Chief Deputy
2. The Incident Commander (IC) will determine the level of staffing required; alert the appropriate personnel, agencies, and organizations; and keep the City Manager advised as to the status throughout the event.
3. The Emergency Manager may serve as the overall EOC Coordinating Officer or may choose to delegate this function.
4. The EOC will operate on a 24-hour basis with rotating shifts as necessary until an emergency is over (typical rotation is on a 12-hour basis).
5. The Incident Command Post (ICP) is normally the point from which the actual field direction to emergency services personnel takes place. It may be staffed by Police, Fire, and EMS personnel in the event of an emergency, or by representatives from various departments. It is important to note that the IC will conduct operations from the ICP, not the EOC.
6. A Joint Information Center (JIC) will be established to support all EOC activations. The JIC for the City EOC will be staged in the South Weber City Hall Conference Room. The JIC will coordinate all media and public information requests from the EOC and Field Public Information Officers (PIOs). All JIC operations will be run by the South Weber City PIO or their designee.

Demobilization and Recovery

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

Demobilization

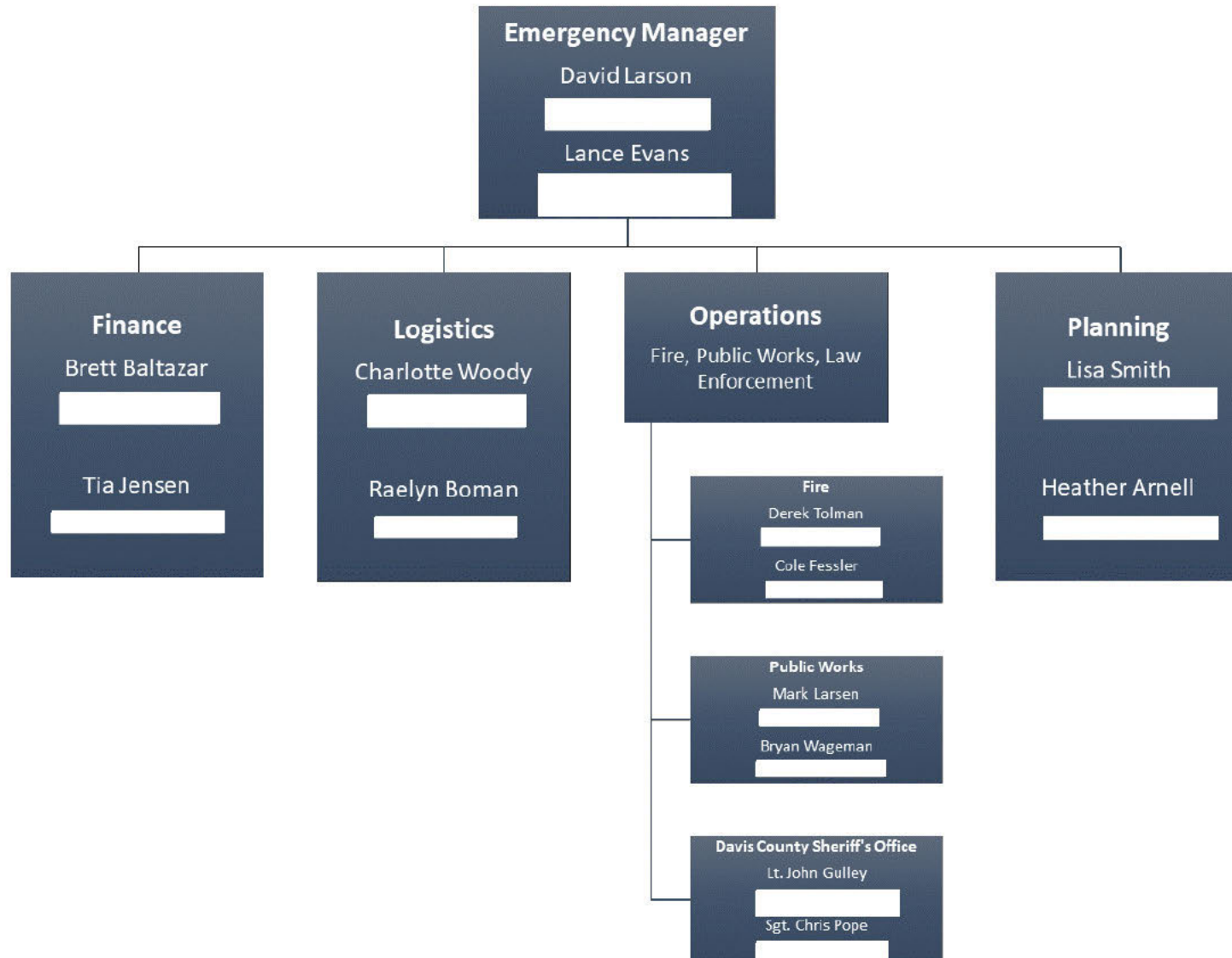
Demobilization is the planned process involving the release and return of resources no longer required during an emergency. Demobilization planning should begin at the onset of any emergency and should be implemented as soon as feasibly possible after the initial first response subsides. A demobilization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

Recovery

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

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

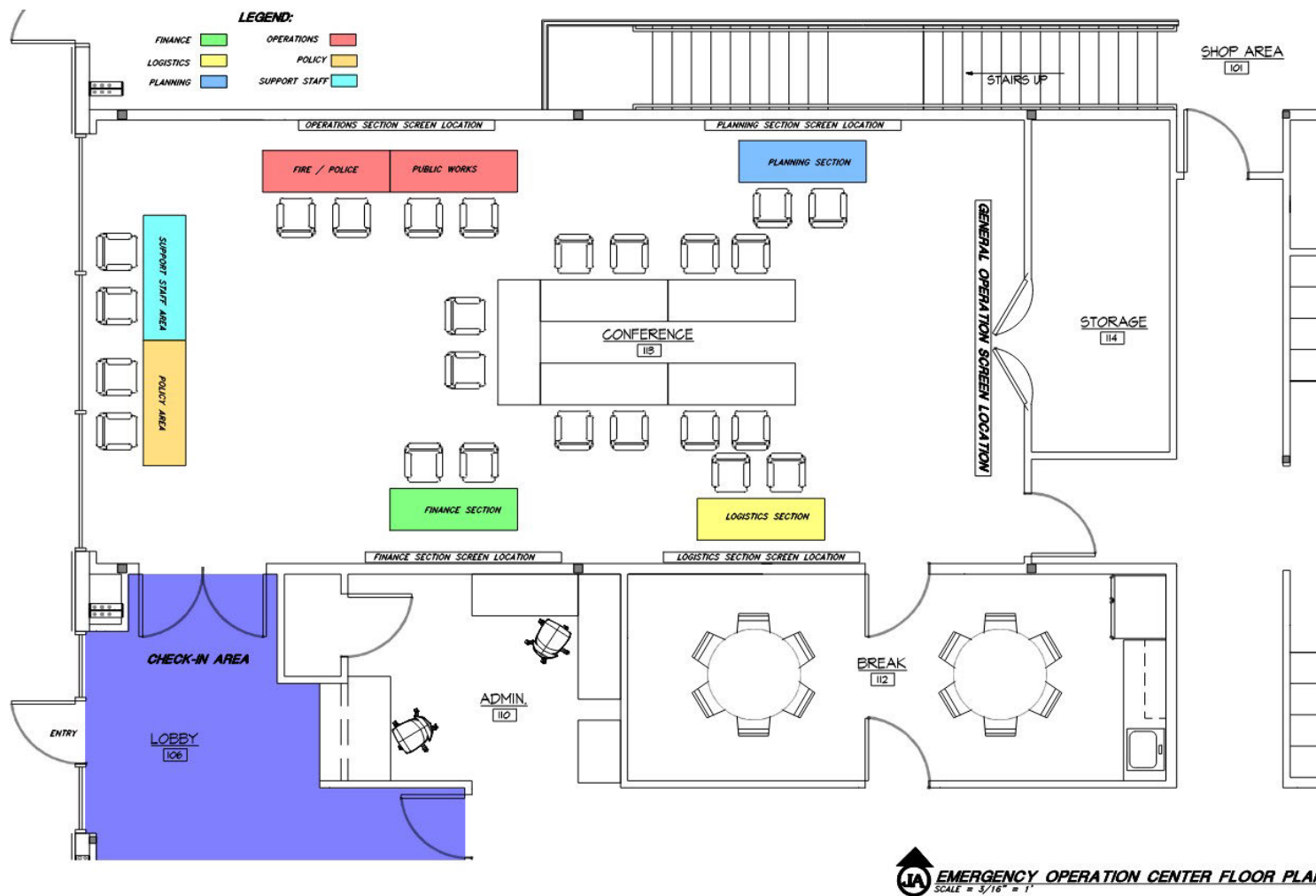
Appendix 2: Calling Tree



Appendix 3: Organizational Responsibility for Response Functions

	Policy	Finance	Logistics	Operations	Planning	Public Information	IT	Mass Care Group	Outside Utility Providers
	P Primary Responsibility								
	S Secondary								
	P/S Depends on Event								
Develop Policies During Emergency	P								
Annex A Declaration & Public Assistance	P	S		S	S				
Annex B Evacuation			S	P	S	S		S	
Annex C City Records Collection Preservation			P		P				
Annex D Spontaneous Volunteer Management			P		S				
ESF 01 Transportation			P	P					
ESF 02 Communication & Warning							P/S		
ESF 03 Public Works				P					
ESF 04 Fire & Rescue				P					
ESF 05 Information Analysis & Planning			S	S	P				
ESF 06 Mass Care								P	
ESF 07 Resource Management		S	S		P				
ESF 08 Health & Medical			S	P		S			
ESF 09 Search & Rescue Operations				P					
ESF 10 Hazardous Materials Response				P					
ESF 11 Food & Water			P						
ESF 12 Energy									P
ESF 13 Law Enforcement				P					
ESF 14 Public Information Systems						P			
ESF 15 Long -Term Recovery & Mitigation	S			P					

Appendix 4: EOC Floor Plan



Appendix 5: Memorandums of Understanding & Agreements

Memorandums of Understanding

- American Red Cross of Northern Utah (Mass Care), 2025
- Hill Air Force Base – Fire, Equipment, & Personnel, 2018
- Davis County Sheriff
- Davis County Mutual Aid
- Layton Dispatch, 2024
- Interlocal Agreement for Ambulance Services (Davis County, State of Utah)

Local Contractor Assistance Agreements

- Restoration Companies / Cleanup – Contact Layton Dispatch for current list

Appendix 6: ICS Forms

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

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

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

Accessing Forms

ICS Forms can be accessed in the following ways:

1. By following these links: o ICS Forms Booklet:
[https://training.fema.gov/emiweb/is/icsresource/assets/ics%20forms/nims%20ics%20forms%20booklet%20\(v3\).pdf](https://training.fema.gov/emiweb/is/icsresource/assets/ics%20forms/nims%20ics%20forms%20booklet%20(v3).pdf)
2. Individual ICS Forms: <https://training.fema.gov/icsresource/icsforms.aspx>
3. Within the WebEOC database.
4. By physical master copy within the Emergency Operations Center.

Annex A: Declaration & Public Assistance

❖ Primary Department:

- Policy Group
- Planning Section

❖ Supporting Departments:

- Finance Section
- Operations Section
- All Other City Departments

| Authority

See Basic Plan

| Purpose

The purpose of this Emergency Support Annex 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 policy to ensure that prescribed documents, reports and records are used and maintained during disaster operations.** These are essential 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 if a local entity needs to declare a disaster.

| 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 occur at any time.
- Local responders will respond to all disasters.
- Disasters can overwhelm the capabilities and resources of local and county 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.
- State and federal agencies need accurate assessment reports to deliver appropriate assistance.
- It is necessary to follow established procedures when making declarations and requests for assistance.

| Concept of Operations

1. At the onset of a disaster, the local jurisdiction should establish a centralized system for recording responder resources, reports of damage and impact to the community, etc. This may require opening the EOC (See Appendix A1).

2. Local elected officials should designate the City Manager as the Emergency Manager to assume executive management of information and resources and to coordinate disaster operations with other levels of government.
3. The Emergency Manager should designate personnel to collect known information and reports and assign personnel to perform “**windshield surveys**” (See Appendix A2).
4. The Emergency Manager 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 state or federal government. To assist with this plan, a **Local Government Initial Disaster Report** needs to be completed (See Appendix A3). 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 Davis County Division of Emergency Services of the incident, utilizing the above-mentioned report (See ESF 2, Appendix 2 for phone list).
6. Under the direction of the Emergency Manager, 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, the Emergency Manager needs to complete the “**Preliminary Damage Assessment Summary**” form. This will then be forwarded to the Davis County Sheriff and ultimately the State.
8. If it is decided that the capabilities of the local jurisdiction are insufficient to provide adequate response and relief, the Mayor may declare a local ‘State Of Emergency’ (See Appendix A6) stating the conditions in the city. A local “State of Emergency” by local officials is not a request for assistance. It acknowledges that all involved agencies and jurisdictions have officially recognized the incident and are taking all necessary actions to properly respond. However, the declaration must be made by the City, then the County, before the State or Federal government can respond to specific requests for assistance from the declaring County.
9. Evaluate what is eligible for state or federal aid.
10. The County will make requests for aid to the State.
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 local jurisdictions that have requested assistance to attend. An official application for federal assistance must be made at this meeting.

Functional Responsibilities

Local governments involved in disaster operations 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.

1. The Emergency Manager will direct and control the preparation and maintenance of all required documents, reports and records.

2. Applicant's Authorized Representative. The role of the county/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 Appendix A7).
4. Direction and control of the preparation of all documents required on behalf of the state will be exercised by the Governor's Authorized Representative.
5. Local governments must maintain records and designate an individual, or individuals to assume full responsibility for the administration of the following tasks:

Work Site Folder. A separate file for each damaged work site project must be maintained as soon as work commenced. The following information must be included in the file:

- a. Force Account Work Data. Force account work is accomplished through utilization of a local government's own personnel, equipment and supplies. Record keeping 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 applicant's stock or purchased). In each case, these must be associated with a specific damage work site. (See Appendix A4). When the equipment is rented for disaster work, a record must be kept showing equipment type and description, dates used, 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:
 - i. Bid Proposal Package: drawings, specs, general provisions, etc.
 - ii. Bid Solicitation Documents: dates, Ad, etc.
 - iii. Engineers Estimates: confidential until after bids are opened
 - iv. Abstracts of Bids Received: bid tabs, list of bidders and bids
 - v. Notice of award
 - vi. Notice to proceed
 - vii. Change orders
 - viii. Requests for payment with copies of cancelled checks
 - ix. Correspondence regarding the project and contract
 - x. 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.

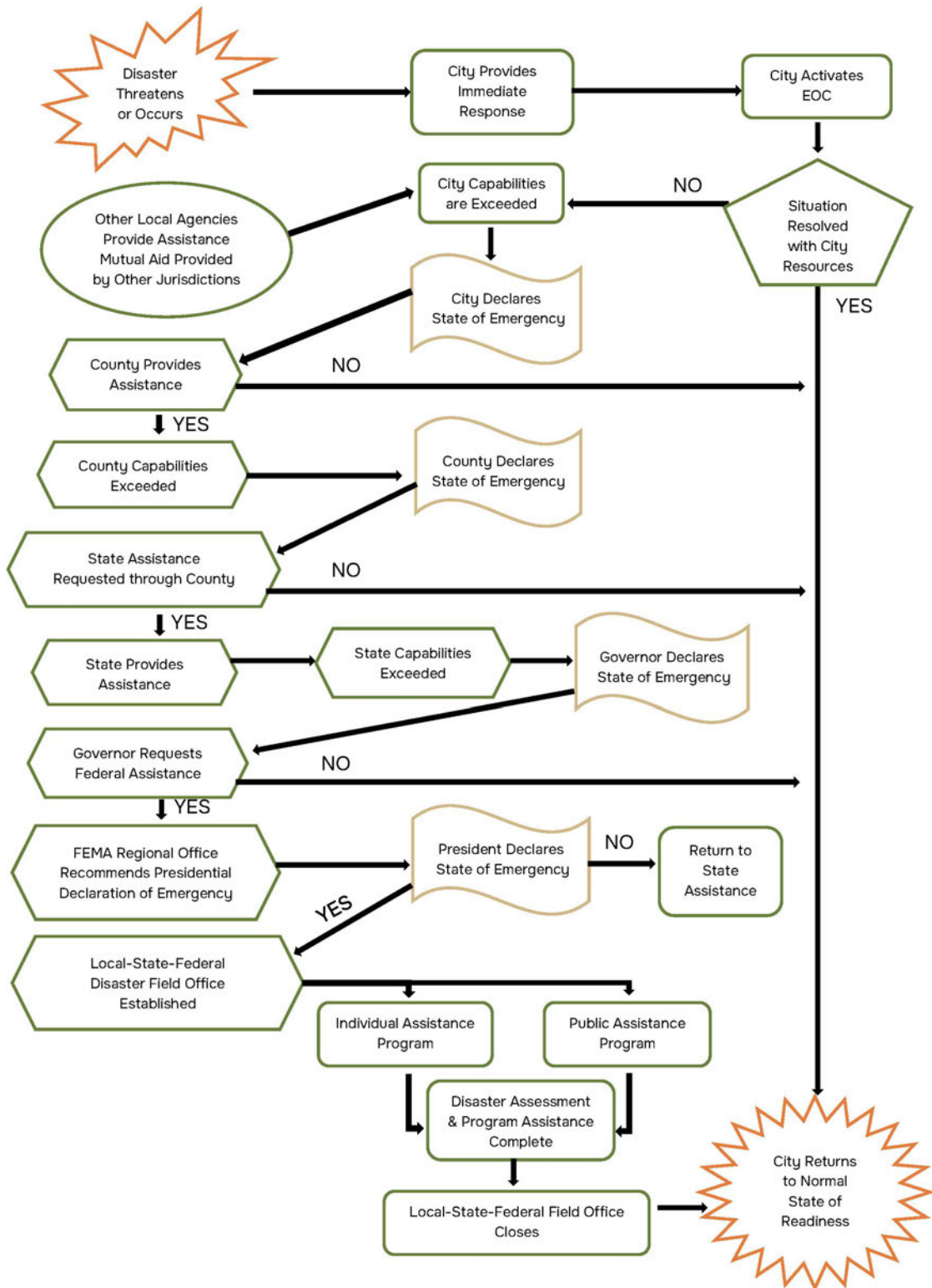
Appendices

- A1 Disaster Flow Chart
- A2 Windshield Survey Form
- A3 Initial Disaster / Damage Assessment Report
- A4 Preliminary Damage Assessment Forms
- A5 Davis County Government Contribution Report
- A6 "State of Emergency" Declaration Format
- A7 State Emergency Services Applicant Checklist

See Also:

- State of Utah Administrative Plan for Public Assistance
- State of Utah Administrative Plan for the Fire Management Assistance Grant Program

Appendix A1: Disaster Flow Chart



Appendix A2: Windshield Surveys

Materials Needed

- Blank Copies of the Damage Assessment – Windshield Survey (found on the following page)

Process

1. Drive, walk or if need be, fly over the affected area to determine overall impact upon life and property.
2. 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.

						DATE:
South Weber City Emergency Management						
DAMAGE ASSESSMENT - WINDSHIELD SURVEY						
Street Coordinates:					City: South Weber City	
or						
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:	

Appendix A3: Initial Disaster / Damage Assessment Report

See Form on the Following Page

Initial Disaster / Damage Assessment Report

Type of Incident: _____

Time/Date of Incident: _____

Location: City/Town: _____ County: _____

Damage: (Total estimated cost): \$ _____

Impact on Residents/Businesses

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

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

#Businesses Damaged: _____ #Businesses Closed: _____

Response to the Incident

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

Local Resources Mobilized: _____

Local Mutual Aid Resources Mobilized: _____

Volunteer Organization Resources Mobilized: _____

County Resources Mobilized: _____

State Resources Mobilized: _____

Federal Resources Mobilized: _____

Additional Remarks/Comments:

Impact on Public Facilities/Infrastructure

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

Notes: _____

Signature: _____

Title: _____

Date: _____

Appendix A4: Preliminary Damage Assessment

Materials Needed

- Map of the affected area
- Camera
- Blank Copies of (See Following Pages):
 - Preliminary Damage Assessment Site Estimate
 - Preliminary Damage Assessment Summary

Process

1. Drive and walk through affected areas
2. Assign accountability numbers to each affected property.
3. Take photographs of the site and record the needed information about each site.
4. Using the Preliminary Damage Assessment Site Estimate forms, complete the Summary forms
5. Using the Summary forms, complete the Preliminary Damage Assessment (PDA) and FAX or otherwise send it to the Davis County Division of Emergency Services
6. The PDA is due to be completed within 12 hours of its completion.

Instructions for Completing the PDA Site Estimate

1. Write the date on the form
2. Record the identification number of the site
3. Record the category of damage (legend is found on the top area of the form)
4. Record the location
5. Record % of work to be accomplished by the jurisdiction's work force
6. Record % of work to be contracted out
7. Record a brief, accurate description of the damage
8. Describe the impact of the damage to the individual or community
9. Record % of repair work already completed
10. Record the cost estimate to repair the site to 'Pre-Disaster' condition
11. Record hazard mitigation actions taken after the disaster to reduce or prevent future losses
12. Sign the form and include agency and title of the inspector

South Weber City Emergency Management

Preliminary Damage Assessment Site Estimate

PART I - APPLICANT INFORMATION

Name of Applicant	Name of Local Contact	Phone #	Ownership	
		O:	Federal	State
		M:	Local	Other
		P:	Private Non-Profit	

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:		

Appendix A5: City Government Contribution Report

See Form on Following Page

South Weber City – Government Contribution Report
(For Disaster Operations)

Report Type (Initial / Update / Final): _____

Date: _____

Type of Disaster: _____

Disaster Area: _____

Individual Assistance Expenditures

Table 1 — Individual Assistance

Category of Assistance	Amount Expended (USD)
Temporary Housing	_____
Individual & Family Grants	_____
Mass Shelter & Feeding	_____
Other: _____	_____
Other: _____	_____
Other: _____	_____
Total (Individual Assistance):	_____

Public Assistance Expenditures

Table 2 — Public Assistance

Category of Assistance	Amount Expended (USD)
Debris & Wreckage Clearance	_____
Emergency Protective Measures	_____
Restoration of Public Facilities	_____
Public Safety / Public Health	_____
Other: _____	_____
Other: _____	_____
Total (Public Assistance):	_____

Grand Total

Total Expenditures (IA + PA): _____ (USD)

Certification

Signature: _____

Title: _____

Appendix A6: Disaster Declaration Template

(Use Letterhead)

South Weber City

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

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

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

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

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

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

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

Mayor

ATTEST:

City Recorder

Appendix A7: State Emergency Services Applicant Checklist

1. Reporting Additional Damage

Any additional disaster-related damage not identified during the initial site inspection should be reported as soon as it is discovered. Damage must be submitted to FEMA within the deadlines established for the incident period and the Recovery Scoping Meeting (formerly the “Kickoff Meeting”). Late-identified damage must include justification for why it was not previously reported.

2. Project Completion Deadlines and Time Extensions

All work must be completed by the deadline assigned to each Project Worksheet (PW). If additional time is needed, the applicant must submit a **time extension request** before the existing deadline. The request must:

- a. Identify the PW(s) requiring an extension
- b. Explain the circumstances necessitating additional time
- c. State the percentage of work completed
- d. Provide the anticipated completion date
- e. Time extensions must be supported by **extenuating circumstances or unusual project requirements** outside the applicant’s control. Failure to request an extension on time may result in loss or reduction of federal funding.

3. Scope of Work Changes

Any **significant changes** to the approved Scope of Work (SOW)—including changes in method, materials, location, or cost—must be reported to this office **before** the work is completed. Unapproved changes may jeopardize funding.

4. Project Completion and Certification

When all approved work for a PW has been completed, the applicant must submit a **Project Completion and Certification Report** to this office.

If FEMA requires insurance as a condition of funding, the applicant must include proof of an active insurance policy that meets FEMA requirements.

5. Net Small Project Overrun (NSPO) for Small Projects

A cost overrun on the **total actual costs for all small projects**—defined as projects below the **current large-project threshold of \$1,000,000 (2025)**—must be submitted as a **Net Small Project Overrun (NSPO) appeal** within **60 days** after all small projects are completed. Submission of an NSPO triggers FEMA’s **Small Project Review** to determine whether additional funding is eligible.

6. Appeals

Applicants may appeal **any FEMA or State determination**.

All appeals must be submitted within **60 days** of receiving written notice of the decision being appealed. Appeals must include supporting documentation.

7. Funding Conditions

FEMA will not obligate or release funding for any PW until **all regulatory and statutory requirements**—including environmental, historic preservation, insurance, and procurement compliance—have been fully met.

8. Reimbursement for Large Projects

Applicants may request reimbursement of eligible costs for large projects by submitting a **Reimbursement of Funds** request along with documentation of incurred and paid costs.

9. State Review of Large Projects

Large projects that have not yet received final payment will undergo **quarterly review** by the State to verify progress, compliance, and eligible expenditures.

10. Large Project Final Cost Documentation

Upon completion of each large project, applicants must submit a comprehensive **Project Cost Summary**, listing all labor, equipment, materials, contracts, and other eligible costs. The summary must be documented using the **Statement of Documentation** (or FEMA's equivalent cost documentation format for PA Grants Portal).

11. Audit Requirements

Applicants expending **\$750,000 or more** in federal funds during their fiscal year must undergo a **Single Audit** in accordance with the **Uniform Guidance (2 C.F.R. Part 200 Subpart F)**. A copy of the Single Audit must be submitted to the State or the Federal Audit Clearinghouse within required federal timeframes. Applicants should consult their financial officer regarding compliance.

12. Record Retention

All documentation for approved work must be retained for **at least 5 years** after the date FEMA closes the project. During this period, all PWs may be subject to State and Federal audit, review, or monitoring.

Annex B: Evacuation

Purpose

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

1. The hazard must be removed from the vicinity of a population.
2. The affected population must be evacuated from the hazardous area.

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

Scope

During an emergency, evacuation orders should be recommended by the established Incident Commander. The recommendation for evacuation orders will be reported to the City Manager who will then make the decision to approve or deny the order (when appropriate). To ensure the orderly and safe movement of evacuees, South Weber City shall provide:

1. Evacuation notification through the reverse phone notification system, social media outlets, and other external communication methods.
2. Place emergency signs, traffic control devices, and barricades around unsafe areas.
3. Emergency transportation as needed during the evacuation and return periods with special provisions for handicapped and injured persons. In addition, provisions shall be made for wrong-side roadway travel to double capacity in accordance with County and State authorization.
4. Facilities that may serve as temporary shelters.
5. Food provisions that will sustain evacuees during crisis periods.
6. Emergency medical services to all injured evacuees in the hazardous area as well as along evacuation routes and within shelters.
7. Coordination with Non-governmental Organizations (NGOs), Faith Based Organizations (FBOs), Voluntary Organizations Active in Disaster (VOADs), and other public service organizations.

Major Roads and Evacuation Routes

There is one major road in South Weber City, South Weber Drive (SR60), that runs east to west through the City. It connects to HWY 89 and I-84.

Primary Evacuation Route (North / West)

- Use **US-89** heading north or south depending on the destination. US-89 is a major arterial road through South Weber.
- For residents on the west side of South Weber (or near the canal), direct traffic westward toward US-89.

Connection to Interstate

- Use **Adams Avenue Parkway / 500 East**: This provides a link from South Weber to **I-84**.
- In an evacuation, this route can funnel evacuees from South Weber onto I-84 for egress.

Local Roads and Collector Streets

- Use **South Weber Drive** (local arterial) to connect neighborhoods to main evacuation roads.

Evacuating to a Shelter

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

Concept of Operations

General

1. The responsibility for evacuations rests only with the police and fire departments. Any time the need arises to evacuate people, whether voluntarily or involuntarily, police and fire should be notified so that proper measures can be taken to provide security at the evacuated sites.
2. Evacuation of people from incident areas to prevent injury/death is sometimes an appropriate protective action. These areas may include those directly affected and those that may be potentially affected by the event. Consideration must be given to the potential safety gained by moving the people as opposed to the risk posed by the hazard, the warning time available and the time and resources available to evacuate.
3. Involuntary Evacuations - Evacuations are the subject of special concern in circumstances where the process may not be completely voluntary. Many types of disasters can create the need for evacuation. In some cases, life is threatened so imminently that evacuations must be ordered and enforced. Involuntary evacuations require an unusual exercise of police power, and restraint should be exercised in non life-threatening situations.
4. Voluntary Evacuations - In most cases, such as bomb threats, where there is only a threat of danger, the decision to evacuate is usually left up to the property owner or manager.
5. Situations will occur in which sheltering in place will be the safest option.
6. Evacuation is to be considered a round-trip process. Immediate planning should include keeping people informed as they are being evacuated, and a plan in place to support their return.

Primary Resources

1. The Utah Transit Authority and Davis County School District are the primary resources for transportation to assist with the movement of evacuees.
2. The American Red Cross (ARC) is the primary resource for establishing shelters. The ARC has made pre-plans with the Davis County School District and others to provide sheltering locations. High Schools and Junior High Schools usually make good shelters because they have fully operating kitchens and shower facilities.

Procedures

1. Direction and control of evacuation is exercised primarily on-scene. Incident commanders (ICs) are usually the first to determine that an evacuation is necessary.
2. If the evacuation is small in nature, the IC may order the evacuation by any means necessary, using local law enforcement officers to affect the order. In these situations, it is the responsibility of the IC to notify the American Red Cross (ARC) for possible sheltering and food needs and to take care of other concerns relating to the evacuation within their command structure.
3. A decision for mass evacuation due to a local disaster or emergency should be made by the City Manager, with power vested by resolution from local elected officials. In order to assure the orderly and safe movement of evacuees, South Weber City should provide:
 - a. Evacuation routes with emergency signs, traffic control devices, and barricades around the unsafe areas.
 - b. Emergency transportation as needed during the evacuation and return period with special provisions for handicapped and injured persons. In addition, in accordance with City, County and State authorization, provisions should be considered for wrong-side roadway travel to double capacity.
 - c. Coordination with the ARC for facilities that may serve as temporary shelters, and for food provisions that will sustain evacuees during the crisis period (refer to ESF 6).
 - d. Emergency medical services to all injured evacuees in the disaster area as well as along evacuation routes and within shelters.
 - e. Coordination with other volunteer organizations such as churches and other public service organizations. Physical considerations of evacuation are outlined in this and other ESFs (i.e. mass care, transportation, etc.)
4. Social processes and economic consequences should also be considered. A local state of emergency declaration may be necessary to facilitate implementation, acquire resources and enforce the evacuation process.
5. The actual message to citizens requesting that they evacuate should be clear, concise and contain specific information as to the hazard and the specific risk, where citizens are supposed to go, what routes they should take and what provisions have been made for shelter. Experience suggests that people react better to messages from a recognized authority such as the police chief, fire chief and city executives, and if they are told what to do, not what not to do.
6. It should be anticipated that people hesitate to evacuate and will seek confirmation of the evacuation request from neighbors, friends and relatives. Research has shown that when there are incentives provided to people to encourage them to leave, evacuation orders are more effective. These incentives include:
 - a. A recognized authority should make the evacuation request.
 - b. Uniformed personnel should make individual or group contact.

- c. Information should be provided as to the exact nature of the threat.
 - d. The evacuation request should be disseminated from multiple sources (media) and using multiple means if possible.
 - e. Assurances should be provided, if possible, for security of personal property.
 - f. Provisions for alternative emergency transportation means and routes should be provided, if needed.
 - g. Provisions for reducing family separation anxiety, such as information about schools (if involved) should be considered.
 - h. Instructions for the evacuation or disposition of pets and livestock must be provided.
 - i. Provide information as to what exactly is expected of the citizens in the threatened area.
 - j. Ensure that all public information releases (PIO) are accurate and consistent.
7. If evacuation is necessary across multiple city or county jurisdictions, the request should be coordinated with the Davis County EOC and the State Division of Emergency Services. The incident commander (IC) will need to provide DCEOC/DES with the nature of the threat, size of the area needing evacuation, jurisdictions involved, and the expected duration.
 8. Limited evacuations directed by the city at the request of an IC should be coordinated with the Davis County EOC. The IC and local official ordering a limited evacuation may also suspend or end the evacuation.
 9. Provisions for evacuation of special populations, pick-up points for people without private transportation, support to evacuees, referral for relatives, or re-entry into evacuated area will be coordinated by the IC staff or appropriate section of the city EOC (if activated).
 10. It is ARC policy that pets (other than assistance animals such as seeing-eye dogs) will not be allowed in shelters. However, people will want to bring their pets with them if they are asked or ordered to evacuate. People should be encouraged to bring their own method of confinement and control for pets (such as a travel container for small animals and leashes for dogs). Additionally, supplies of food, water and medicines for pets should also be packed so that pets may be kept in automobiles or in designated areas outside of the shelter. South Weber City will endeavor to work with the humane society of Utah (801-261-2919) to deal with pet concerns.
 11. Communicate evacuation information to District Coordinators, so they can in turn coordinate with citizens in their corresponding areas and neighborhoods. The South Weber Citizen Corps Council and the South Weber Community Action Council have divided the city into geographic districts, areas and neighborhoods. Districts and areas use the same geographic boundaries as LDS stakes and wards within the City. District coordinators and the South Weber EOC will maintain contact to determine needs and resources of citizens during an emergency.
 12. In certain circumstances, attempting to evacuate people may expose them to more risk than if they stay where they are. In circumstances involving hazardous materials, residents may, if equipped, take measures to seal up their residences or business office. This strategy is called “shelter-in-place” and involves closing and sealing windows and doors, shutting off any external ventilation intakes, moving to an interior room and waiting the situation out. The decision to recommend evacuation or shelter in place must be a coordinated decision and recommendation by all appropriate agencies.

13. Continuing official information concerning the threat and the likely duration of the evacuation, and security measures for personal property must be provided to evacuated citizens. Accurate lists of evacuated persons and their location is a high priority for family members outside the evacuation area.

Functional Responsibilities

Davis County Sheriff

1. Determine the need for evacuation and movement of citizens (work with FD).
2. Establish necessary limited traffic flow routes for evacuations.
3. Determine location of evacuation shelters.
4. Manage the evacuation warning and notification.
5. Provide traffic and crowd control.
6. Coordinate the removal of stalled vehicles and equipment from evacuation routes.
7. Coordinate the identification and marking of evacuation routes.
8. Provide for security in evacuation areas.
9. Establish relief and shift schedules for law enforcement personnel and mobilize auxiliary forces and make assignments if necessary.

South Weber Fire Department

1. Determine the need for evacuation and movement of citizens (work with PD).
2. Assist with evacuation warning and notification.
3. Provide technical information relative to the decision to evacuate or shelter in place.
4. Ensure that personnel are aware of established limited evacuation routes.
5. Designate fire personnel and equipment at each evacuation center, feeding facility and the EOC.
6. Assist with coordination of crowd and traffic control.
7. Receive movable patients from evacuated areas and place in appropriate medical facilities.
8. Transport patients as needed during evacuation proceedings.
9. Manage all health and medical resources during their evacuation.
10. Organize health, medical, and first aid teams to handle injured evacuees.

South Weber Public Works

1. Prepare procedures and resources for supporting traffic control during the evacuation. Assist with marking evacuation routes with traffic direction signs. Deploy traffic control signs and barricades and provide operational control of traffic signals.
2. Support the law enforcement effort by keeping roads, bridges, etc., open and free of obstruction. If necessary, provide stranded vehicle tow and repair.
3. Provide information to operations and the PIO about road conditions.
4. Help to provide emergency water supplies if requested.

Logistics Section of EOC – Mass Care Coordinator

1. Provides for mass care needs as outlined in ESF 6.

American Red Cross of Northern Utah

1. Open and staff reception centers and shelters. Will provide shelter information to and coordinate with the Logistics Shelter Officer in the EOC.
2. Coordinate and support evacuation of special populations.
3. Provide for the sanitation requirements at shelters.

City Attorney

1. Provide legal support for the Emergency Manager and EOC staff for decisions regarding evacuation.

Public Information Officer

1. Prepare information referencing 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 City.
3. Notify special populations through special efforts such as call down lists or other predetermined warning methods.

Planning Section of EOC - Communications Coordinator

1. Arrange for communications equipment and personnel for each evacuation, feeding and emergency medical center. The Police and Fire Departments will provide communications initially but need to be relieved of this responsibility as soon as possible.

Utah Transit Authority

1. Provide emergency transportation services.
2. Support public safety operations/responders.
3. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
4. Provide a “mobile shelter” at emergency scene for victims and responders.

Davis County School District

1. Provide sheltering (in coordination with the ARC) and transportation during an emergency.
2. Provide school busses as temporary shelters during an emergency.

Davis County Health Department

1. Manage all health and medical resources during their evacuation.
2. Organize health, medical, and first aid teams to handle injured evacuees.
3. Provide for the sanitation requirements at shelters.

Finance

1. Serve as Chief Advisor to the Emergency Manager on purchase agreements and procurement during an evacuation period.

Davis County Aging Services

1. Provide information to EOC concerning those needing assistance with evacuation or other needs.
2. Prioritize the above-mentioned needs.
3. Coordinate the evacuation with the EOC.
4. Maintain an accountability list of those assisted.
5. Provide vans – if available.

Logistics Section of EOC - 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 evacuees 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.

District Coordinators

1. Provide status concerning status of citizens within their district.
2. Provide a means of communication to citizen's residing within their district.

Non-Government and Volunteer Organizations

1. With prior coordination with ARC, staff or assist with shelters.
2. After coordination with the EOC and ARC, assist with evacuations of special populations or other needs.
3. After prior coordination with Davis County Animal Control, establish and operate pet or other animal shelters.

Appendix B1: Traffic Control for Mass Evacuation

General Traffic Flow

1. All of the evacuees will travel in the direction specified by the Evacuation Route Map and as directed by Davis County Sheriff. Evacuees 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 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.

Traffic Operations

1. The Davis County EOC will notify the receiving County EOC when the evacuating traffic begins to move toward their county. If receiving county is Cache County, within two hours.
2. Traffic control stations will be established and manned by law enforcement personnel. County Public Works and the Department of Transportation District 1 and 2 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 with stalled vehicles or other emergencies will be coordinated through the appropriate dispatch centers.

Appendix B2: Evacuation Resources

Davis School District Buses

# Available	Average Capacity
257 Buses	56

Utah Transit Authority

# Available	Average Capacity	With Wheelchair (s)
3 Buses	47	*With 1 wheelchair total average capacity = 44 *With 2 wheelchair total average capacity = 37
2 Staff Vehicles	4	NA
2 Vans	6	NA
1 Wheelchair Van	4	1 wheelchair

Appendix B3: Immediate Evacuation Order Template

[Replace all red bracketed text below] / (Delete bolded fields in parenthesis)

(Headline field)

Immediate Evacuation Ordered for [geographic description of area to be evacuated]

(Description field)

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

(Instruction field)

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

1. Evacuate your home or workplace immediately for a safe destination outside the hazard area. The following evacuations route(s) are recommended: [specify recommended route(s) of travel].
2. Take only pets and essential items such as emergency kits and medications with you.
3. [*Instruction related to school children if applicable, i.e., Do not pick up your children from school. They are being evacuated by school officials.]

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

Annex C: City Records Collection Preservation

❖ Primary: Administration (City Recorder)

❖ Support

- South Weber City Deputy Recorder
- South Weber City Fire Dept.
- Information Technology
- Utah State Archives
- American Institute for Conservation

| Purpose

This plan establishes a framework by which South Weber City can preserve important, historical, or irreplaceable City documents in the event disaster strikes the City Office building where all City records are housed.

| Scope

The City Records Collection Preservation Annex addresses the overall concepts for coordination of the preservation of City records.

This Annex is intended to be applicable to all hazards and scalable to the size and scope of the event. However, in the event of a large-scale emergency, limited staffing requires this annex to become lower in priority to that of life safety and the preservation of critical infrastructure.

| Objectives

- Identify those City records that must be preserved – if at all possible – ensure the Fire Department is aware of these records in the event their services are needed in an area where records are kept or near such area (See Appendix C5);
- Provide a list of resources for recovering damaged records (See Appendix C1);
- Provide a call sheet for immediate emergency response (See Appendix C2)
- Identify vital facility information (See Appendix C3);
- Where possible, ensure the security and documentation of damaged or potentially damaged records;
- Establish a Disaster Response Team (See Appendix C4);
- Provide a brief overview of insurance coverage related to City records.

| Concept of Operations

The City Recorder is responsible for the control, maintenance, and preservation of all City records. City records are updated and maintained as part of day-to-day City business both in hard copy and electronic copy format.

| Roles & Responsibilities

Localized Emergency

The City Recorder shall

- Oversee the documentation of all records;
- Ensure preservation of pre-determined salvage priority records;

- Work closely with conservation experts to preserve priority records;
- Purchase needed supplies to protect undamaged records and/or further preserve damaged records;
- Direct staff in the care and preservation of records;
- Oversee the Disaster Response Team before, during, and after a disaster; and
- Ensure necessary security measures are implemented where appropriate.

Large-Scale Disaster

Due to staffing existing staffing constraints, if a large-scale disaster occurs, the City Recorder shall ensure the building is secure, the records room temperature is as low as possible and then contact someone from Emergency Recovery Services as listed on Pocket Response Plan for Collections (Appendix C1). If possible, support staff will be available to assist members of the Emergency Recovery Services personnel.

Documentation and Security

In the event there is a disaster in the records rooms, the City Recorder or his/her designee shall take photographs of the damage and where possible create hard copy documentation of records damaged and/or permanently destroyed. Immediately following a disaster, the City Recorder or his/her designee shall secure the area in a way that prohibits people from “walking off” with records, both accessible and non-accessible in nature (as outlined in the Utah GRAMA laws).

All people assisting in the recovery efforts shall sign in and out of the scene. No records shall leave the premises without first being placed in a box with a garbage bag liner or a plastic box and the type of record clearly labeled on the front of the box and the same information catalogued on a separate documentation sheet.

Insurance Coverage

South Weber City is insured by the Utah Local Government Trust. As of the date of this plan, the City is insured as part of a pool with other local entities for up to \$25,000,000. The City itself has \$54,987 for the preservation of electronic data at City Hall, with a \$1,000 deductible. The City will be looking to add Business Interruption Coverage to further assist with the cost of recovering records and other assets in the event of a disaster.

Annex C Appendix 1: Pocket Response Plan for Collections

Information on Following Page

<p>South Weber City Library/Archive</p> <p>Pocket Response Plan for Collections</p> <p>Date revised: December 2025</p> <hr/> <p>INSTITUTIONAL CONTACTS</p> <p>Mayor Rodney Westbroek rwestbroek@southwebercity.gov</p> <p>City Manager / Emergency Manager David Larson 801-479-3177 X 2207 dlarson@southwebercity.gov</p> <p>Administrative Services Dir Brett Baltazar 801-479-3177 X 2206 bbaltazar@southwebercity.gov</p> <p>Treasurer Tia Jensen 801-479-3177 X 2202 tjensen@southwebercity.gov</p> <p>Facilities / Building Manager Mark Larsen 801-479-3177 mlarsen@southwebercity.gov</p> <p>Security Mountain West Alarm 801-226-6787</p> <p>Janitorial Services Recommended Building Maintenance</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Insurance Contact / Agent Utah Local Governments Trust 800-748-4440 801-936-0300 (f)</p> <p>Community Relations Shaelee King 801-479-3177 X 2210 sking@southwebercity.gov</p> <p>Information Technology Officer / IT Tech Legion 801-787-7687 Text 801-784-0005 support@techlegion.com</p> <p>Recorder Lisa Smith 801-479-3177 X 2203 (8) lsmith@southwebercity.gov</p> <p>Deputy Recorder Raelyn Boman 801-479-3177 X 2225 (c)rboman@southwebercity.gov</p> <p>DISASTER TEAM</p> <p>Team Leader name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 1 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p> <p>Member 2 [name] [office phone] / [home phone] / [cell] / [email] / [home email]</p>	<p>INSTITUTIONAL CONTACTS (con't)</p> <p>Member 1 See Recorder</p> <p>Member 2 See Dep Recorder</p> <p>CITY BUILDING UTILITIES</p> <p>Water – Potable (Mark)</p> <p>Plumber</p> <p>Electricity – Rocky Mountain Power 1-888-221-7070</p> <p>Gas -Dominio 1-800-323-5517</p> <p>Telephone & Internet - Comcast 1-800-391-3000</p> <p>Security System Mountain West Alarm 801-226-6787</p> <p>Fire Suppression (other) Fire Chief Tolman 801-479-3177 dtolman@southwebercity.gov</p>	<p>FIRST RESPONDERS</p> <p>Emergency Medical / Ambulance Davis County Sheriff 801-444-2280</p> <p>Police Department / Law Enforcement Davis County Sheriff 801-444-2280</p> <p>County Emergency Management Ember Herrick 801-451-4108 (o) EHerrick@co.davis.ut.us</p> <p>State Office of Emergency Services Jamie Petersen (Region Coordinator) Jamiepetersen@utah.gov</p> <p>Health Department – Davis County 801-451-3340</p> <p>Red Cross 801-444-7368</p> <p>FEMA</p> <ul style="list-style-type: none"> Disaster Assistance 800-621-FEMA Environment & Historic Preservation-Region VIII 303-235-4714 	<p>EMERGENCY RECOVERY SERVICES</p> <p>WESTPAS-Western States & Territories Preservation Assisit. Service 888-905-7737 (24/7 emergency #) info@westpas.org www.westpas.org</p> <p>American Institute for Conservation AIC-CERT:202-661-8068 24hr AIC "Find a Conservator" http://www.conservation-us.org "Resource Center" 202-452-9545</p> <p>Conservator 1 (specialization) Utah State Archives Heidi Steed 801-531-3860 hsteed@utah.gov</p> <p>Refrigerated Trucking Service Central Refrigerated Services (SLC) 801-924-7400 Old School Logistics (Layton) 801-614-5106</p> <p>Freezer Storage Freeport Cold Storage Inc 801-773-5911 (Clrflid) United States Cold Storage (Clrflid) 801-525-9413</p> <p>Commercial Recovery Service (dehumidification, freeze drying, A/V) Belfor Property Restoration 1-800-856-3333</p> <p>Data Recovery Service See IT</p>	<p>EMERGENCY RECOVERY SERVICES (con't)</p> <p>Industrial Hygienist / Mold Testing Lab IHI Environnemental (SLC) 801-466-2223 lhi@ihi-env.com RMEC Environnemental Inc (SLC) 801-467-3661 800-601-7632</p> <p>Exterminator / Fumigation Service Orkin 1-877-874-8064 Terminix 1-855-225-1813</p> <p>Structural Engineer Jones & Associates 801-479-6797 Brandon</p> <p>REGIONAL CONTACTS</p> <p>Randy Silverman randy</p> <p>STAFF PHONE TREE</p> <p>Human Resources Heather Arnell 801-479-3177 X 2201 gov</p>
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<p>Immediate Response and Checklist for Collections Recovery</p> <hr/> <p>IMMEDIATE RESPONSE</p> <p>Notification (as appropriate):</p> <ul style="list-style-type: none"> ○ First Responders <ul style="list-style-type: none"> Ensure that all staff and visitors are safe and accounted for Maintain security of building and collections ○ Institutional Contacts ○ Building Utilities ○ Activate the Disaster Plan's emergency response actions ○ Activate the Disaster Team if collection damage ○ Follow other Communication steps <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Stop the source, remove standing water ○ Cover collections with plastic sheeting ○ Remove materials from water path. Move books higher on shelves or onto book trucks 	<p>ASSESSMENT</p> <p>Ensure through proper authorities that all hazards are cleared before entering building</p> <ul style="list-style-type: none"> ○ Health & safety first; protect staff ○ Document with photos, videos, notes ○ Assess damage to collections, building, information systems <ul style="list-style-type: none"> ○ What type of an emergency was it (fire, smoke, chemical, clean water, dirty water, heat, humidity)? ○ What areas are affected? ○ How much of the collection is damaged? ○ What types of materials are damaged? ○ Are critical information systems functional / safe? <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Identify materials needing immediate salvage action (coated paper, leather bindings, unstable inks, film, etc.) ○ Stabilize the environment (cool, dry, circulating air optimal) 	<p>COMMUNICATION</p> <p>Establish and maintain channels of communication</p> <ul style="list-style-type: none"> ○ Establish communication with appropriate local & regional emergency management ○ Communicate with staff using the Phone Tree ○ Contact risk manager and insurance agent ○ Contact the public relations officer ○ Contact WESTPAS, Regional Contacts, conservators ○ Contact outside Emergency Recovery Services ○ Confirm funding sources for emergency services as needed ○ Contact regional libraries to ensure continued services to constituents ○ Report status to administration and public ○ Post emergency information and instructions on the institutional website ○ Obtain appropriate permissions to begin salvage (public safety, public health, structural engineer) <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Obtain refrigerated trucks, freezer storage 	<p>COLLECTION SALVAGE</p> <p>Salvage collections using pre-established Collection Priorities, taking into account access & extent of damage</p> <ul style="list-style-type: none"> ○ Identify and gather emergency supplies ○ Identify secure, dry location for pack-out and air-drying ○ Recruit staff / volunteers ○ Wear appropriate safety protection ○ Start collection salvage guided by Disaster Plan and collection response protocols, including Collection Priorities <p>WATER RESPONSE</p> <ul style="list-style-type: none"> ○ Quick response is essential to prevent mold growth and irreversible damage to materials ○ Organize staff / volunteers to load priority materials into freezer based on material type ○ Organize staff / volunteers to air-dry materials that should not be frozen 	<p>COLLECTION PRIORITIES</p> <p>First Priority Collections: All collections located in the City Office vault and the City computer server located in the front office near the receptionist station.</p> <p>Second Priority Collections: All collections located in the City Office basement.</p>	<p>MAJOR DISASTERS: INCIDENT COMMAND SYSTEM</p> <p>ICS authority structure:</p> <ul style="list-style-type: none"> ○ Incident Commander: Responsible for overall management of the incident ○ Public Information Officer: Responsible for communication with media/public ○ Safety Officer: Monitors safety of the incident in regards to both the facility and the responders ○ Liaison Officer: Coordinates with representatives of cooperating agencies ○ Planning Section Chief: Prepares Incident Action Plan (IAP) to respond to the event ○ Operations Section Chief: Ensures that the IAP is enacted ○ Logistics Section Chief: Responsible for all support needs to enact the IAP ○ Finance/Administration Section Chief: Manages all financial aspects of the incident
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Annex C Appendix 2: Immediate Emergency Response

- Assess your own safety and act accordingly;
- Elicit help from a co-worker or another person in the area; and
- Act to protect lives, then physical property.

1st Calls

Type of Emergency	Who to Call
Fire	911
	911
Water Emergency	Public Works Mark Larsen:
Electrical Emergency	Rocky Mountain Power 1-877-548-3768

2nd Calls

Type of Emergency	Who to Call
Building or Equipment Damage	Building Official/Public Works Mark Larsen:
Collection Damage	
Computer Damage	Tech Legion 801-787-7687

3rd Call

Type of Emergency	Who to Call
All emergencies <i>during</i> working hours	911
All emergencies <i>after</i> working hours	911

Annex C Appendix 3: Facilities / Locations of Emergency Systems

Building: South Weber City Office

- A. Main water shut off valve is located outside in the park strip of the northeast corner of the building.
- B. Main electrical shut off switch is located along the east wall of the exterior of the building.
- C. Main gas shut off is located along the east wall of the exterior of the building.
- D. HVAC controls are located on the east hall (by janitor's closet), work room south of door to chamber, east and west walls of chambers, and two in the basement.
- E. Fire Extinguisher are in the conference room, break room, and council chambers.
- F. Smoke Detectors are in the hall east of the chambers and the west wall in the work room.
- G. Court keys are in the safe in the City Office vault.
- H. Radios
 - 1. A battery operated am/fm radio is in the first cupboard in the vault
 - 2. Two-way radios for communication are in the Public Works vehicles and at the City Emergency Operations Center.
- I. Cell Phones
 - 1. Each City Office & Public Works employee has a cell phone with them.
- J. First Aid Kit is in the janitorial closet.
- K. Public Address System through reverse phone calls, social media posts, City website. Contact Public Information Officer for assistance.

Annex C Appendix 4: Disaster Response / Recovery Team

Position	Name(s)	Contact Number(s)
Response / Recovery Team Leader		
Responder Liaison		
Health & Safety Coordinator		
Security & Facilities Coordinator		
Administrative & Financial Coordinator		
Supplies & Equipment Coordinator		
Communications Coordinator		
Assessment Coordinator		
Documentation Coordinator		
Salvage Coordinator		

Annex C Appendix 5: Salvage Priorities

Priority One

All records located in the City vault are high priority in nature. Every effort should be made to salvage these records. Along with the physical records, the City's computer server located in Locked Basement office.

Annex D: Spontaneous Volunteer Management

- ❖ **Primary:** Logistics Section
- ❖ **Support:**
 - South Weber City Block Captains
 - Local CERT Teams
 - Church of Jesus Christ of Latter-Day Saints
 - American Red Cross
 - Other Nongovernmental Volunteer Agencies

Purpose

This plan establishes a framework by which South Weber City can coordinate spontaneous unaffiliated and affiliated volunteer resources for a community-wide response, relief, and recovery following a disaster.

Scope

The Spontaneous Volunteer Management Annex addresses the overall concepts for the coordination and management of spontaneous unaffiliated and affiliated volunteers and an Emergency Volunteer Center, as well as communication and coordination with affiliated volunteer programs in Davis County and the State of Utah.

This Annex is intended to be applicable to all hazards and scalable to the size and scope of the event.

Objectives

- Provide an all-hazards framework for volunteer coordination that is scalable to the size and scope of the incident;
- Augment South Weber City's Emergency Operations Plan (EOP);
- Enhance the availability of volunteer resources for disaster response, relief, and recovery;
- Enhance the means by which both spontaneous unaffiliated and affiliated volunteers can contribute their time and talents during the response and recovery efforts of a disaster;
- Strengthen communication and coordination for volunteer coordination following a disaster;
- Identify functions, roles, and responsibilities that support coordination of spontaneous volunteers and government affiliated volunteer programs; and
- Address coordination with non-governmental organizations for the most effective community-wide approach to disaster volunteer coordination.

Definitions

Volunteer. Someone who willingly provides his/her services without receiving financial compensation.

Spontaneous Volunteer. An individual who comes forward following a disaster to assist a governmental agency or a non-governmental agency (NGO) with disaster-related activities during the response or recovery during the preparedness phase without pay or other consideration. Spontaneous volunteers are not initially affiliated with a response or relief agency or pre-registered with an accredited disaster council. However, they may possess training, skills and experience that can be useful in the relief effort. Spontaneous volunteers may also be referred to as unaffiliated or convergent volunteers.

Affiliated Volunteer. An individual who is affiliated with either a governmental agency or a NGO and who has been trained for a specific role or function in disaster relief or response during the preparedness phase. Examples of affiliated volunteer groups include Community Emergency Response Teams (CERT) and South Weber City Block Captains (See Appendix D2). The category of affiliated volunteer may be further defined as follows:

- Volunteers in *ongoing* programs – such groups typically meet regularly and have other responsibilities in addition to their disaster response roles.
- Volunteers in *reserve* programs – these volunteers are called upon at the time of a disaster and may participate either singly or function as part of a team.

For this Annex, volunteers and service programs affiliated with a local government agency or NGO will be activated at the time of a disaster through the City's Logistics Branch or NGO's emergency response organization. Volunteers and members of service programs who are not affiliated with South Weber City or an NGO will be treated as spontaneous volunteers.

It should be noted that not all volunteers, registered, affiliated or spontaneous, may be utilized during a particular disaster. Deployment of volunteers is based on the size and type of disaster as well as the skills needed by local officials to mount an effective response and recovery effort.

Situation and Assumptions

Situation

Volunteers represent a potential resource to a community affected by a disaster, whether of natural or man-made origin. However, volunteers who respond spontaneously and without appropriate training and qualifications can easily overwhelm the capabilities of the City. With a system in place for receiving and referring spontaneous volunteers, the City can capture this valuable resource and thus provide more efficient and cost-effective service to the community.

Volunteer Management Assumptions

- Volunteers and service program members that have pre-disaster training and are affiliated with South Weber City, other governmental agencies, or NGO such as the American Red Cross will report to their respective agency or organization at the time of a disaster as previously arranged.
- The priority in an emergency or disaster is to utilize volunteers that are already affiliated with the jurisdiction (i.e. Block Captains, CERT teams)
- All unaffiliated volunteers and unaffiliated service program members will be considered and processed as spontaneous volunteers.
- The South Weber City Emergency Operations Center (EOC) is responsible for interviewing, screening, registering, training and the safe supervisions of any volunteers

- that it involves in City disaster operations. This is for the protection of both the volunteers and the City.
- Likewise, NGOs and National Service Programs that involve volunteers in their own operations are responsible for interviewing, screening, registering, training and the safe supervision of those volunteers.
 - The restoration of basic infrastructure, such as communications, roads, transportation services, and utilities, must be considered when mobilizing and assigning volunteers.
 - Volunteer coordination operations follow the principles of NIMS.

Assumptions about Spontaneous Volunteers

- Hundreds of volunteers will come forward and want to help following a catastrophic event in the region.
- Most people who spontaneously decide to volunteer in response to a disaster will not know where to go or how to become engaged.
- Following a disaster, spontaneous volunteers are likely to overwhelm American Red Cross offices, the City Office, and the Fire Department.

Assumptions about Emergency Volunteer Centers

- Emergency Volunteer Centers provide a means of connecting spontaneous volunteers with disaster service opportunities in government agencies and NGOs.
- South Weber City may choose to use the Emergency Operations Center (EOC) as an Emergency Volunteer Center or may choose to move closer to the location where volunteers are needed.
- There will be delays in the identification of volunteer opportunities appropriate for spontaneous volunteers.
- South Weber City will require assistance from Davis County, surrounding communities, and NGOs to operate an Emergency Volunteer Center and an Emergency Operations Center.

Concept of Operations

Spontaneous Volunteer Management falls under the Personnel Unit of the Logistics Section.

Roles and Responsibilities

- The Emergency Manager will oversee volunteer management before a disaster.
- The Logistics Section Chief will oversee Volunteer Management during a disaster.
- The Logistics Section Chief will work closely with the Emergency Manager to determine the need to activate affiliated volunteers such as Block Captains.
- The Logistics Section Chief will be responsible for activation, management, and demobilization of emergency volunteer centers.
- The Logistics Section Chief or his/her delegate will be responsible for tracking all expenses, volunteers (check-in/out, location, hours, etc) and providing such information to the Finance Section Chief upon demobilization of the Emergency Volunteer Center.

Activation of Spontaneous Volunteer Management Annex

This Spontaneous Volunteer Management Annex will be activated by the South Weber City Emergency Manager. However, affiliated volunteers such as City Block Captains have been

trained to automatically respond if the disaster is large in scale (i.e. earthquake) Reasons for activating the Annex may include, but are not limited to the following:

- When the nature of the disaster and/or media coverage makes convergence of spontaneous volunteers likely;
- When shortages of workers require augmentation of staffing support from outside resources;
- When volunteers with particular skills and/or special knowledge of the affected area could enhance relief and recovery efforts.

When the order to activate the Annex is given, the City will notify, as needed, those people, agencies and organizations tasked with specific disaster response roles.

Communication and Coordination

Communication is critical to the successful activation of Emergency Volunteer Centers and the effective coordination of spontaneous volunteers among multiple agencies. To accomplish its mission of connecting volunteers with volunteer opportunities, the Emergency Volunteer Center interacts directly with many agencies and organizations, including surrounding cities, Davis County, and other NGOs.

The Emergency Volunteer Center communicates with potential volunteers by informing the public about whether volunteers are needed or not, about the availability of disaster volunteer opportunities, and about avoiding disaster scenes and instead contacting the local Emergency Volunteer Center. The Emergency Volunteer Center accomplishes this through media announcements developed and disseminated in collaboration with the EOC's Public Information Officer and, where capacity exists posted on the City's website, City Facebook page, City Twitter feed, and through the City's reverse phone notification system.

It is recommended that the EVC organizational structure be in place before sending out the first release.

Volunteer Intake

Once the EVC has been set up and is ready receive volunteers, each volunteer shall be required to complete the following:

- Volunteer Info and Waiver form (See Appendix D1);
- Sign the appropriate location sign-in sheet;
- Badge that lists their name, role, current date

Field Management of Volunteers

Before a spontaneous volunteer is permitted to begin his/her duties, he/she shall first be provided the following information:

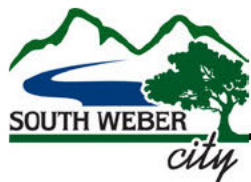
- Overview of disaster situation & mission;
- Who and where to report to;
- Key policies and procedures;
- Safety instructions;
- What to do in case of accident or injury;
- What to do before leaving the scene.

Demobilization

As the level of volunteer activity decreases, those in charge of the EVC should prepare to demobilize. An effort should be made to address all outstanding issues and transfer any unresolved issues to the appropriate staff or department within the City. Lessons learned regarding volunteer management should be captured through debriefing of the EVCs lead staff and preparation of an after-action report. The lessons learned should be reviewed and evaluated for possible changes to the Spontaneous Volunteer Management Plan Annex.

APPENDIX D1: VOLUNTEER FORM

Form found on next page.



Volunteer Info & Waiver

Last Name _____ First Name _____ Middle Name _____

Complete Current Address _____

Phone # _____ Email _____

Date of Birth ____/____/____ SSN# ____ - ____ - ____ Gender M / F

UT Driver's License# _____

Emergency Contact: _____ Phone: _____

Relationship to You: _____

Please list what you are volunteering for: _____

Date Volunteering: _____ Time: _____ to _____

Volunteer Acknowledgement and Agreement

1. I acknowledge that I am volunteering solely for personal purposes or benefit without promise or expectation of compensation, benefits, or future employment from South Weber City beyond any specified reimbursement agreements.
2. I agree to familiarize myself with, and abide by, South Weber City's policies and procedures regarding conduct, confidentiality, safety, and related policies and procedures. I understand that I may be subject to the same pre-employment screening and background checks as paid employees performing similar duties.
3. I agree to follow the supervision and direction of any personnel, employee, or the volunteer to whom I have been assigned to perform services. I also agree to participate in any training required by South Weber City in order to perform volunteer service.
4. If my duties include driving for City business, I acknowledge that I must possess a valid driver's license and that I may be subject to a Department of Motor Vehicle driver's license background investigation.
5. I acknowledge that the City provides limited accidental liability coverage to volunteers, but that no other City-sponsored medical, retirement, or insurance apply to my associate with South Weber City as a volunteer.
6. I acknowledge that South Weber City may end my volunteer services with the City at any time and for any reason

By signing below, I attest that I am freely volunteering my time and services to South Weber City. I also attest that I have read and agree to abide by the acknowledgements and agreements listed above.

Volunteer Signature: _____ Date: _____

If you are under 18, a parent or guardian must also sign this form.

Parent/Guardian Signature: _____ Date: _____

Appendix D2: South Weber City Citizen Emergency Response Team (CERT) Program Overview

Mission Statement

It is the mission of the South Weber City CERT program to provide training to individuals to work as part of a team to effectively assist the City during disaster situations.

Goals

It is the goal of the South Weber City CERT program to coordinate, unify, and train CERT teams by:

1. Exercising teams at least once per year. Where practical, should be included in City exercises (table top, functional, full scale);
2. Create and maintain a database of all trained CERT members. These members shall also be included as a call out on reverse phone notification system; and
3. Maintain CERT specific identification, uniforms, supplies – ensuring each trained individual has supplies needed; and
4. Meet quarterly as part of Citizen Corps Council and assist, where applicable with City Emergency Prep Fairs.

Training

Training should be offered to the public and/or to groups in the community. This CERT Program holds classes for the following groups:

- General public / Open classes
- Specific neighborhood groups
- Businesses
- Critical infrastructure sectors (e.g., utilities, public transportation)
- Government groups
- Faith-based organizations
- Teens / Youth
- People with disabilities

Supplemental Training

Supplemental training conducted, recommended, and/or required for CERT members:

- CERT Animal Response I
- IS-100.a Introduction to Incident Command System (ICS)
- IS-200.a ICS for Single Resources
- IS-700.a National Incident Management System (NIMS), An Introduction
- Amateur radio operation
- Basic first aid

Basic Training Time Frame

In coordination with other Davis County cities and instructors, training will be held at minimum once a year. To complete the practical portion, each session will be held on two Saturdays and one weeknight for nine weeks.

Certification & Supplies

Once certification is complete and proof presented to the CERT Program Manager, the individual shall be reimbursed for the cost of training and shall be provided with the necessary supplies. If the resident moves outside of South Weber City boundaries, the supplies issued shall be returned to the CERT Program Manager.

Hold Harmless & Volunteer Waiver

Each person who participates in the CERT program shall first complete the hold harmless/permission request form. Upon completion of the program, everyone shall complete the City's volunteer waiver form.

Team Assignment

The City operates a grid system. Each team member shall self-activate in a disaster, take care of their individual and family's needs before checking in at the Emergency Operations Center. After checking in, everyone shall be assigned a team, a radio, and a grid, or in some cases grids, with a corresponding name (see table below). Grids have been combined as follows:

RED	1A, 1B, 1C, 2C
ORANGE	1D, 2D, 2E, 3E
YELLOW	2F, 3F, 4F, 3G, 4G
GREEN	3H, 4H
BLUE	4I
INDIGO	4J, 5J
VIOLET	3K, 4K
WHITE	5K
PINK	3L, 4L, 5L
BLACK	4M, 5M, 6M
BROWN	6L, 6K

Records

The CERT Program Manager shall be responsible for maintaining all records related to the CERT program including, but not limited to, expenses, certifications, supplies, and databases.

Annual Report

Each year, the CERT Program Manager shall present an annual report to the South Weber City Council.

Annex E: Donations Management

❖ Primary:

- Finance Section of EOC (cash donations)
- Planning & Logistics (non-cash donations)

❖ Support:

- State of Utah (when requested by County)
- Church of Jesus Christ of Latter-Day Saints
- American Red Cross
- Other Nongovernmental Volunteer Agencies
- Private Agencies (211 –Information & Referral Center, United Way)
- Public Information Officer (PIO)

Purpose

This plan establishes a framework by which South Weber City can coordinate donations received - either requested or unsolicited/unneeded during a localized emergency. In the event the disaster affects multiple jurisdictions, Davis County can request assistance from the State of Utah per the State Emergency Operations Plan.

Scope

The Donations Management Annex addresses the overall concepts for the coordination and management of cash and non-cash donations. This Annex is intended to be applicable to all hazards and scalable to the size and scope of the event.

Objectives

- Provide an all-hazards framework for donation coordination that is scalable to the size and scope of the incident;
- Augment South Weber City’s Emergency Operations Plan (EOP);
- Enhance the availability of resources for disaster response, relief, and recovery;
- Enhance how both spontaneous and requested donations are received by matching the donation with the appropriate need;
- Strengthen communication and coordination for donation coordination following a disaster;
- Identify functions, roles, and responsibilities that support coordination of donations and government affiliated programs; and
- Address coordination with non-governmental organizations for the most effective community-wide approach to disaster donation coordination.

Situation

Donations represent a potential resource to a community affected by a disaster, whether of natural or man-made origin. However, donations that are unsolicited or unneeded can often create a “second disaster” situation. With a system in place for receiving and referring donated cash and non-cash items, the City can capture valuable resources and thus provide more efficient and cost-effective service to the community.

Concept of Operations

Managing Goods and In-Kind Warehousing

Donations of goods may come into the City as both designated and undesignated. All donations shall be controlled through check points that track the receipt, staging, storing and shipping of the item(s).

Resource Check Points & Tracking

The Planning Section Chief shall designate checkpoints where trucks and other transport vehicles containing solicited and unsolicited donated goods can be inspected and directed to an appropriate location for processing, storage, and distribution. Examples of possible checkpoints include the city office buildings or parks. Each check point should be staffed with at least two individuals. Staffing will be handled through the logistics section and may consist of local volunteers.

Depending on the nature, scope and magnitude of the disaster, and the anticipated volume of unsolicited donations, the check points may be utilized to “filter” incoming goods and services before they reach the disaster area. Unneeded or unwanted items or volunteers can be turned back at these points. A well-managed system of check points can help reduce congestion in the disaster area. Needed items shall be expedited and promptly directed to the appropriate receiving location.

Resources shall be documented upon receipt, and the location of each resource shall be tracked throughout its duration through the planning section.

Storage / Warehousing

Items that are not immediately needed shall be stored at various locations throughout the City as determined by the Planning Section Chief. Possible locations include city parks and city owned undeveloped property. Items that are stored shall be secured and the area staffed with at least two individuals provided through logistics.

Public Information

Public information efforts will stress to the public that these items are not needed and not wanted. It shall be stressed that cash donations are preferred and should be given to reputable volunteer organizations. The PIO shall not express preference for one organization over another.

Managing Cash Donations

The Finance Section Chief will oversee the management of all cash donations.

Cash donations are preferred from donors and will be encouraged throughout the operation. Cash benefits the system in the following ways:

1. Can be used for items that are known to be needed;
2. Can be used to provided more goods, through bulk purchasing by relief agencies;
3. Simplifies the logistics of managing goods;
4. Empowers and helps disaster survivors by giving them purchasing choices.

Donor's offers will be referred to non-profit relief agencies affiliated with the Utah Voluntary Organizations Active in Disaster (VOAD). Staff shall not express preference for any one of these organizations over another. The VOAD organizations shall then allocate and distribute the funds directly to the City. Funds received from VOAD organizations shall be placed in a disaster-specific City account and distributed the same.

South Weber City will not accept cash donations.

Activation of Donations Management Annex

This Donations Management Annex will be activated by the South Weber City Emergency Manager simultaneously in conjunction with the Spontaneous Volunteer Annex. When the order to activate the Annex is given, the City will notify, as needed, those people, agencies and organizations tasked with specific disaster response roles.

Demobilization

As the level of donation activity decreases or the need for donations decreases, those in charge of the check points should prepare to demobilize. An effort should be made to address all outstanding issues and transfer any unresolved issues to the appropriate staff or department within the City.

The Logistics Section Chief and the Planning Section Chief shall determine what donated items can be kept and stored for future use. The items shall be stored at an existing City-owned facility such as the City Office or Emergency Operations Center. Those items that are not deemed usable or appropriate for storage shall be donated to an organization that can use them or shall be disposed of.

Lessons learned regarding donation management should be captured through debriefing of the staff and preparation of an after-action report. The lessons learned should be reviewed and evaluated for possible changes to the Donations Management Plan Annex.

Emergency Support Function 1: Transportation

- ❖ **ICS Function 1:** Operations Section is to open and maintain traffic routes
- ❖ **Primary:** Public Works
- ❖ **Support:** Davis County Sheriff

- ❖ **ICS Function 2:** Logistics Section is to track and provide vehicle resources
- ❖ **Primary:** Logistics Section of the EOC – Ground Support Unit

Purpose

To identify those actions that city departments and supporting agencies must undertake to provide transportation for people and equipment in response to a disaster emergency. This document supports the South Weber Emergency Operations Plan and addresses streets maintenance and transportation resources for relief services and supplies in support of emergency operations.

Situation & Assumptions

A disaster may severely damage the City's transportation infrastructure. Disasters result in an influx of personnel and equipment responding to the site. They often also result in people either trying to get to the disaster site to see or volunteer, or people trying to leave the site. Fallen trees or other debris may block critical transportation routes.

It may be necessary to evacuate the population of a given area for their protection from hazardous material (See ESF 10). 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 (See ESF Annex B Evacuation).

The primary objective is to provide safe and adequate routes of transportation to effectively facilitate the safe movement of people from the disaster area prior to or immediately after the incident, and for personnel and equipment responding to the disaster. Full coordination of all departments and support agencies is essential to ensure success.

1. All public vehicles from city entities, not otherwise engaged in the disaster response, will be available as resources for allocation by the Logistics Section of the EOC.
2. Transportation infrastructure may sustain significant damage in a disaster. The damage will influence the means and accessibility to parts of the city for response and relief services and supplies.
3. Disaster response, which requires transportation capacity, may be difficult to effectively coordinate during the immediate post-disaster response period.
4. The requirement for immediate lifesaving transportation following a disaster may exceed the capability of readily obtainable assets in South Weber City.
5. Gradual clearing of access routes will allow a sustained flow of emergency relief.

Concept of Operations

It is important to establish transportation routes during a disaster 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 a successful response. In order to assure that responders can reach disaster areas, law enforcement and public works officials shall:

1. Designate response routes as needed.
2. Clear roadways of debris.
3. Establish roadways around barriers.
4. Limit civilian traffic as needed.
5. Coordinate with UDOT.
6. Coordinate with UTA for bus use and routing (consider assistance from Logistics Section of EOC).
7. Coordinate with Davis School District for use of busses and trucks (consider assistance from Logistics Section of EOC).

The IC will determine if on-hand transportation resources are adequate. Davis School District buses or UTA buses may be used to provide additional transportation for evacuation of the public, movement of emergency workers to and from staging areas, and movement of special populations. If more transportation resources are required, the IC may request additional resources through the Logistics Section of the EOC.

As transportation resources become available, attempt to assign drivers familiar with that type of vehicle. Bus communications systems may be used to gather damage assessment and situation information. Bus dispatchers or transit centers receiving this information should forward it to the communications unit of the EOC by an alternate means of communication (telephone or other radio systems).

Emergency transportation provided during the evacuation and return period should include special provisions for handicapped and injured persons.

In accordance with City, County and State authorization, provisions may be made to use the full width of the roadway to travel in a single direction to double capacity.

Functional Responsibilities

Public Works Department

1. The Public Works Director, or designee, will oversee the opening and maintenance of transportation routes during a disaster.
2. Determine the usable and unusable portions of the city streets, condition of bridges and overpasses.
3. Communicate with the EOC when activated.
4. Provide barricades to prevent public access to roads that have been determined to be unsafe.
5. Recommend possible evacuation routes and assist law enforcement in establishing and controlling evacuation routes.

6. Coordinate the emergency transport of material and equipment.
7. Provide for the removal of wreckage, debris, and the temporary repair of lightly damaged roadways and bridges.
8. Recommend priority for the repair or restoration of local highways, roads, and streets.
9. Develop and maintain standard operating procedures (SOPs) to support the use of city vehicles and road maintenance equipment during an emergency or disaster.
10. Ensure City resources are available to open and maintain transportation routes.
11. Arrange for vehicle and equipment maintenance and support during disaster operations.
12. Collect and report “windshield” damage assessment and situation report to the EOC. (Public Works field personnel will report to their supervisor the conditions of roadways, bridges, traffic controls, etc. they encounter in the city. This information will then be provided to the Planning Section of the EOC when activated. (See Also, Annex A Declaration and Public Assistance)
13. Record all costs for transportation related to emergency or disaster operations.

Logistics Section of EOC – Transportation Unit

1. Develop and maintain available transportation resource lists including vehicles, equipment, fuel and maintenance.
2. Locate and provide transportation resources as needed.
3. When the EOC is fully operational, track and coordinate transportation resources.

Davis County Sheriff / Utah Highway Patrol

1. Enforce emergency traffic regulations and closures.
2. Coordinate information regarding damaged or impassable roads with the EOC.
3. Assist with planning and controlling emergency evacuation routes.
4. Assign personnel to traffic control points to maintain a smooth flow of traffic.

Utah Department of Transportation

1. Open and maintain State roads during an emergency.
2. Provide assistance to Public Works to open and maintain City roads.

Utah Transit Authority

1. Provide emergency transportation services.
2. Support public safety and public works operations.
3. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
4. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
5. Record all costs for transportation related to the emergency or disaster.
6. Collect and report damage assessment and situation information. Report to the EOC.

Davis County School District

1. First priority will be to provide safe transportation to students within their jurisdiction in response to an emergency or disaster.

2. Provide emergency transportation services.
3. Support public safety and public works operations.
4. Transport ambulatory and non-ambulatory victims to hospitals or other care shelters.
5. Be prepared to provide buses as “mobile shelters” at emergency scenes for victims and responders.
6. Record all costs for transportation related to the emergency or disaster.
7. Collect and report damage assessment and situation information to the EOC.

Life Flight, Air Med, UHP Helicopter and other Aerial Assets

1. Identify and fly routes to gather damage assessment, traffic and situational information.
2. Provide medical evacuation or individual evacuation within equipment capabilities.

ESF 1 Appendix 1: Traffic Control for Mass Evacuation

General Traffic Flow

1. All of the evacuees assigned to evacuation areas will travel either west or east on SR-60 (South Weber Drive). Evacuees traveling east will then travel north or south on Highway 89. Evacuees traveling west will travel to I-84. Evacuees will receive specific directions based on the location of receiving areas and the areas affected by the emergency.
2. Traffic control stations, rest areas and roadblocks will be established to control traffic flow and handle emergencies.
3. Unplanned traffic should be kept off the routes described above and diverted to other routes until the evacuees have reached their host destinations.

Traffic Operations

1. The South Weber City EOC or when appropriate the Davis County EOC will notify the receiving City or County EOC when the evacuating traffic begins to move toward their city/county. If Cache County, within 2 hours.
2. Traffic control stations will be established and manned by law enforcement personnel. City Public Works and/or County Public Works and the Department of Transportation District 1 and 2 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.

Emergency Support Function 2: Communications

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Davis County Sheriff
- ❖ **Support:**
 - South Weber Information Technology Division (IT)
 - Dispatch
 - Information Technology (IT) Division
 - Amateur Radio Emergency Services (ARES),
 - 211 – United Way

Purpose

To provide guidance for organizing, establishing, and maintaining the telecommunications and information system capabilities necessary to meet the operations requirements of the City in responding to, and recovering from, emergencies and disasters. The systems include wireless and non-wireless voice and data transport networks.

Situations & Assumptions

1. South Weber City is at all times subject to a variety of potential emergencies and/or disasters, requiring advanced warning, public safety and community response, and the ability to communicate and share information.
2. The sudden and unanticipated nature of an incident, such as an earthquake, or act of terrorism, will require an immediate response to save lives, protect property, and preserve the environment.
3. During a widespread emergency or disaster, emergency responders, and city administration will require timely information on which to base their decisions and focus response and recovery activities. Concurrently, widespread damage to commercial telecommunications facilities is likely. At a time during which the ability to communicate becomes most critical, the capability may be significantly reduced or even nonexistent.
4. Initial reports of damage may be fragmented and provide an incomplete picture of damage to communications facilities.
5. Weather and/or other environmental factors may restrict mobile or transportable communications equipment into the affected area.
6. Conditions following the event will necessitate the careful consideration of sites for establishing staging areas, shelters, assistance centers, alternate operations centers and ad-hoc communications infrastructure.
7. The EOC will likely be activated.

Concept of Operations

Existing city owned telecommunications, information systems, and networks are currently deployed and operational in support of emergency management citywide.

Assigned personnel within their departments perform everyday Public Information Officer (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 PIO in the EOC

Policy Group shall appoint a PIO as the lead person for coordinating all responsibilities in the JIC, including coordinating and assigning responsibilities to other PIO's and establishing a location for the JIC.

The Dispatch Supervisor shall have the responsibility of assuring the functionality of emergency communications equipment for the dispatch center. The supervisor will ensure that all communication equipment is functioning and will assign personnel to staff all necessary communications positions in the EOC, working with and utilizing ARES members as necessary.

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 communication 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.

Radio

1. Radio communication is the primary source of communication by emergency responders.
2. Radio augmentation will be required at all disaster relief centers and will be vital to coordinate all activities.
3. Ham radio will be a vital link in the communication process for an emergency.

Operations

1. The Dispatch Supervisor at the EOC, with the assistance of the LAN Administrator from the Management Services Department 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 Appendix 1 of this ESF and within the Emergency Operations Plan and in the Emergency Operations Center.
3. Activation, manning and operation of the emergency communication system will be located in Dispatch and County EOC and/or the South Weber City EOC. Volunteer ARES radio personnel will be located in the Emergency Communications Center (ECC) located in the EOC.
4. Communications coordination with the Davis County EOC may be done by commercial telephone or radio.
5. Commercial telephones exist between the South Weber EOC, the National Weather Service (NWS), the Davis County Sheriff, radio and TV stations serving the South Weber City area. The Emergency Alert System (EAS) is available from South Weber City's EOC to KSL Radio and KALL Radio in Salt Lake City, Utah (See Appendix 2).
6. If telephone communications are lost with the South Weber City EOC or communications assistance is otherwise needed, amateur radio will provide coverage as needed.

Warnings

1. Warnings will be given to the public via appropriate means. This may include using an alert and notification system such as reverse phone notification, AM/FM radio, television, public address systems, and mobile sirens via Davis County Sheriff or fire vehicles, and/or social media.
2. The South Weber Citizen Corps Council has established a localized community system whereby the City provides notification through Block Captains as a means for disseminating warnings.

3. At the present time, there are four (4) established systems to give broad scale warnings to the citizens. They are:
 - a. The EAS (Emergency Alert System)
 - b. Reverse phone notification
 - c. Social Media Facebook and Twitter
 - d. Through the Utah State Homeland Security “ULEIN” (Utah Law Enforcement Information Network).
4. Fixed sirens no longer exist.

Distribution of Warnings

1. Public Information Officer (PIO) - Upon need to provide warnings or information to any part of the population, the PIO will be tasked with designing appropriate messages. In situations when time is of the essence and no PIO is immediately available, any law enforcement or fire official may present an appropriate message.
2. Emergency Alert System (EAS) - KSL is the Local Primary broadcast station for the Wasatch Front. Alerts and warnings can be made direct to them via telephone, Davis County EOC or through the State EOC. The specific procedure for activating the EAS with a message is in Appendix 3.
3. Local Law Enforcement/Fire - Warnings may be appropriately channeled to the Davis County Sheriff Department, Davis County Sheriff’s Office, and/or other law enforcement and fire agencies in surrounding communities. In these cases, notifications would be made via telephone, or amateur radio.
4. Alert & Notification System - Warnings, alert and notifications can be distributed to specific areas using the reverse phone notification system.
5. Emergency Operations Center (EOC) - In the case of a mass disaster, radio and television systems may not be functional. Warnings from the county or the state would be sent to individual city EOC’s via 800 MHz, amateur radio, for dissemination to the public.

Emergency Public Information

1. The primary responsibility for the release of public information and for issuing instructions to the public rests with the Emergency Manager. They 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 Emergency Manager or to the Public Information Officer for approval.
3. Any information released by other people 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.

Functional Responsibilities

Emergency Manager (City Manager)

1. Ensure that appropriate public information (prepared news releases to the media) and instructions to the public relative to the crisis situation are being issued. This may be delegated to the PIO.

2. Approve all official releases of public information. Inform the news media that any releases by other people will not be considered official.

Dispatch

1. Dispatch is responsible to assure the functionality of emergency communications equipment, and to assign personnel to staff all necessary communications positions in the dispatch center and County/City EOC, working with and utilizing ARES members as necessary.
2. The Dispatch Supervisor at the EOC, with the assistance from the Information Technology (IT) Division of Management Services Department will coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
3. The Dispatch center is responsible to alert key officials when the City Manager activates the Emergency Operations Center (EOC).
4. The Dispatch Supervisor has specific Mass Evacuation Communication instructions outlined in Appendix 4 to this ESF.

Information Technology (IT) Division

1. The Information Technology (IT) Division of Management Services Department will assist the web content manager to coordinate the integration of all available communications into a workable network that will support the control of the disaster recovery effort.
2. The Information Technology Division will provide all telecommunications equipment necessary to operate the Emergency Operations Center (EOC).
3. The Information Technology Division will be onsite (LAN Administrator) to assist and answer all questions regarding Emergency Operations Center Telecommunications.

Amateur Radio Emergency Services

1. Amateur radio resources should be utilized as needed to augment communication at the EOC.
2. In the event the Federal Communication Commission (FCC) prohibits all amateur radio volunteers from using the radio, the Davis County Amateur Radio Emergency Services (DCARES) would be called to assist.
3. A current list of ARES members assigned to the South Weber City ECC is found in Appendix 2 of this ESF.

ESF 2 Communication Appendix 1 Phone List - November 2025

EMERGENCY MANAGEMENT DIRECTOR

David Larson dlarson@southwebercity.gov

Lance Evans levans@southwebercity.gov

LOGISTICS SECTION

Raelyn Boman rboman@southwebercity.gov

Charlotte Woody cwoody@southwebercity.gov

PLANNING SECTION

Lisa Smith lsmith@southwebercity.gov

Heather Arnell harnell@southwebercity.gov

FINANCE SECTION

Brett Baltazar bbaltazar@southwebercity.gov

Tia Jensen tjensen@southwebercity.gov

SUPPORT STAFF

OPERATIONS SECTION - PUBLIC WORKS

Mark Larsen mlarsen@southwebercity.gov

Bryan Wageman bwageman@southwebercity.gov

Public Works:

Mark Johnson

Adam Jordan

Public Works (cont.):

Drew Lizza

Zach McFarland

Chay Olson

Scott Swander

Junior Trujillo

Corey Wilson
2

LIAISON

Curtis Brown

cbrown@southwebercity.gov

Roney Ketts

rketts@southwebercity.gov

PUBLIC INFORMATION OFFICER

Shaelee King

sking@southwebercity.gov

Travis Nicholson

tnicholson@southwebercity.gov

OPERATIONS SECTION - FIRE

Derek Tolman, Chief

dtolman@southwebercity.gov

Cole Fessler, Fire Marshall

cfessler@southwebercity.gov

Chris Belliston, Captain

Keith Christensen (Captain)

Shiloh Crawmer, Captain

Terry Johnson, Captain

James Martinez

Shaun Smith, Captain

OTHER SUPPORT STAFF NOT ASSIGNED TO EOC:

CITY ENGINEER

Jones & Associates brandonj@jonescivil.com
Brandon Jones 801-476-9767 (o)
6080 Fashion Point Dr
South Ogden, UT 84403

SWC JUSTICE COURT JUDGE

Bryan Memmott bmemmott@utcourts.gov

CITY ATTORNEY

Jayne Blakesley jblakesley@hgblaw.net

CITY PROSECUTOR

Christopher Allred callred@co.weber.ut.us

CITY TRANSCRIBER

Michelle Clark mclark.1166@gmail.com

ESF 2 Appendix 2: Dispatch Centers

❖ **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

❖ **Layton City Dispatch**

801 497-8300

❖ **Clearfield City Dispatch**

801 525-2806

❖ **Bountiful City Dispatch**

801 298-6000

❖ **UTA Dispatch**

801-626-1222

❖ **UTA Maintenance Shop**

801-626-1233

❖ **Amateur Radio Emergency Services**

Emergency Coordinator for DC ARES

Tim Seeley

H:

M:

South Weber ECC Coordinator

William E. Moyes

H:

M:

Assistant South Weber ECC Coordinator

Ed Dollmeyer KB7OLE

Assigned to the South Weber ECC

Gary Greggson KD7HIP

Radio Officer for the State of Utah

Bob Craven

H:

Rich Fisher

Davis School District Emergency Responder Contact List

Emergency events are a fact of life, whether it be manmade or naturally caused. Sometimes contacting the right responsible party is difficult and may have a negative impact on the outcome of the response. In an attempt to make the process less cumbersome, we have put together this short list of District emergency response resources.

How to contact Davis School District emergency responders.

First Option – Cell phones

1. School Security/Building Controls /24-7
2. Scott Zigich
3. Steve Hermansen
4. Tino Pastrana
5. Dale May

Second Option – Land line office phone

801-402-7680
801-402-5307
801-402-5312
801-402-5215
801-402-5498

As directed by NIMS, if we are involved in a large scale event where the County EOC has been opened, operational communications to and from the school district should be directed through the County EOC and the school district EOC. The school district will have a representative at the County EOC.

Third Option

The school district is on the 800mHz radio system. We are usually scanning radio traffic county wide from our own channels.

The intent is to stay on our channels until directed by a dispatcher to move to another channel. However, we are always open to suggestions.

Currently we are identified on the radio as:

Scott Zigich –
Steve Hermansen –
Tino Pastrana -
Dale May -
Building Controls/Security -
EOC -
Davis School District EOC phone

6-2012

45 East State Street • PO Box 588 • Farmington, Utah 84025 • (801) 402-5261
Board of Education: Marian Storey, President Tamara O. Lowe, Vice-President
Barbara A. Smith James E. Clark L. Burke Larsen David Lovato Peter Cannon

ESF 2 Appendix 3: Emergency Alert System (EAS) Activation Procedure

Only people pre-authorized by the City may activate the EAS. KSL keeps a list on file, which is updated as needed by the EOD.

1. Create a message or instruction to be broadcast.
2. Call KSL at 801-575-6397.
3. Use the following format upon calling KSL:
“This is _____ from South Weber City. I request that the Emergency Alert System be activated for the city of South Weber because of (the type of emergency situation at hand).”

Then provide the following information:

- a. Who the requesting person is.
- b. Give your call back number and/or City email address.
- c. Whether the message is for immediate or delayed broadcast.
- d. The area of the city involved.
- e. Describe the nature of the emergency.
- f. Actions being taken.
- g. The message or instructions to the public.

ESF 2 Appendix 4: Mass Evacuation Communications Procedures

Population Evacuation

1. When mass evacuation is contemplated, the Dispatch Supervisor will:
 - a. Establish twenty-four (24) supervisory communications coverage in the South Weber City EOC.
 - b. Notify all dispatch centers listed in Appendix 2 of this ESF to alert their forces and be prepared for duty at traffic control locations as required.
 - c. Page all City supervisory personnel to respond to the EOC for evacuation briefing.
 - d. Call in the ARES command group to respond to the South Weber City for evacuation briefing.
 - e. Pre-assign radio channels for officers/dispatchers/fire fighters.

2. When Population Evacuation officially begins, the Dispatch Supervisor will:
 - a. Notify all city departments and radio units.
 - b. Support the Emergency Manager 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 Police Department of affected cities and the Utah Highway Patrol.

3. As soon as possible, when it is determined that population evacuation is likely, the PIO should distribute appropriate instructions to the public as an Emergency Public Information Package (EPI). This may be done by:
 - a. Distributing camera-ready instructions 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 these instructions that may be helpful to the public as the crisis develops and the evacuation progresses.

ESF 2 Appendix 5: HAM Radio Neighborhood Communication Centers

Purpose

To provide guidance for organizing, establishing, and maintaining HAM radio capabilities necessary to meet the operations requirements of the City in responding to, and recovering from disasters.

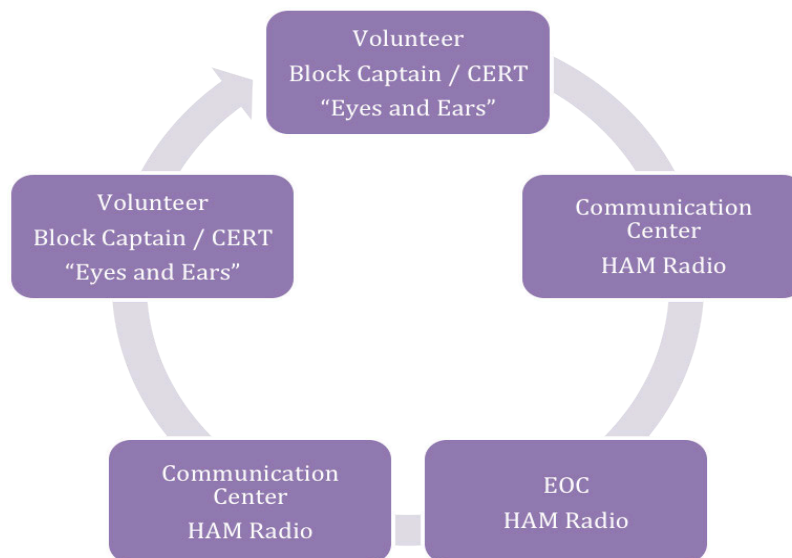
Situation and Assumptions

In the event of a disaster, City resources will quickly become overwhelmed. The City will rely heavily upon volunteers such as Block Captains, Community Emergency Response Teams (CERT), and HAM Radio operators to communicate information to the EOC. These volunteers will be the additional “eyes and ears” and communication component needed for the City’s situational awareness and the creation of operation plans.

Concept of Operations

Upon the initial disaster, Communication Centers will be established throughout the City. A HAM Radio Team will be assigned to each center and another Team will be assigned to the Emergency Operations Center (EOC).

As the Block Captain and/or CERT team member gather necessary information, he/she will report the information to the HAM Radio Operator stationed at his/her assigned Communication Center. The HAM Radio Operator will then relay the information directly to the HAM Radio Operator stationed in the EOC. From that point, the information will be given to the appropriate EOC staff member. If information or instructions needs to be communicated back to the volunteer in the Communication Center, the HAM Radio Team in the EOC will communicate such information.



Communication Centers

Communication Centers shall be established at the following locations and assigned the following numbers:

Center Number	Location	Reporting Grids	FRS Radio Channel
1	Canyon Meadows Park restroom 631 E Petersen Parkway	A, B, C, D, E, F	1
2	LDS Church building 1401 E South Weber Drive	G, H, I	2
3	LDS Church building 1814 E 7775 S	J	3
4	LDS Church building 7989 S 2250 E	K	4
5	LDS Church building 2620 E 8200 S	L, M, N	5

Communication Center Assignments

Block Captains / CERT Teams will report to the Communication Center located in the same grid as his/her home address. This will be different for CERT Teams, as they are mobile and can be in different locations throughout the day. CERT team members should become familiar with the locations of all Communication Centers to ensure awareness and availability.

Block Captains / CERT Teams should attempt to contact their assigned Communication Center using a Family Radio Service (FRS) radio. Each center has a designated radio channel listed in the table above. If the Communication Center cannot be reached, the Block Captain / CERT team should communicate directly with the Emergency Operations Center (via telephone or runner).

Activation

Communication Centers will be activated through the City. The City will contact the local Church of Jesus Christ of Latter-Day Saints Stake Physical Facilities Representative to open the Church-owned designated communication centers. The Church will retain control of the building. Stake and ward leaders will ensure that people who use the buildings observe Church standards of conduct, including the Word of Wisdom, while they are in the building.

Those designated communication centers that are owned by the City will be opened by a City Employee.

In the event locations are damaged, cannot be occupied, or cannot be opened, the HAM Radio Operator shall operate from the parking lot of the designated facility. If a disaster occurs during inclement weather and the designated buildings are unavailable, the next closest facility should be used. Signs should be posted to show the new location of the HAM Radio Operator. Every attempt should be made to remain in the vicinity of the designated facility or use the designated facility once it is available.

The City will contact the assigned HAM Radio Teams and activate them accordingly. If, it is not possible for the City to establish contact with these Teams, the HAM Radio Teams will first ensure the EOC HAM Radio Team is stationed and then establish the communication centers throughout the City. Centers should be activated within a reasonable amount of time following the initial disaster. This; however, may be delayed if HAM Radio Teams are unavailable.

Operations

After activation, the Communication Center should be staffed for each operational period. Throughout operations, the HAM Radio Team should gather the Block Captain's / CERT Team's gathered/compiled information and relay it back to the HAM Radio Team stationed in the EOC.

Information should be transmitted using plain language and should contain as much complete information as possible (who, what, where, when, etc). Ensuring complete information will ensure proper response. The HAM Radio Team in the EOC will provide further instruction and updates to the HAM Radio Team at the communication center.

Frequency / Mode Information

- Local Communication Frequency: 147.48 MHz & 447.80 MHz
- Davis County ARES: Simplex 147.420

Deactivation

Upon closure or deactivation of the communication center, the Ham Radio Team shall notify the EOC Ham Radio Team of the center's closure/deactivation. Notice should be posted on the building (in several visible locations) to notify the Block Captain / CERT team members where to report future information (this location should come from the EOC upon confirmation of deactivation).

Emergency Support Function 3: Public Works

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Public Works Department
- ❖ **Support:**
 - Public Works from surrounding cities
 - County Public Works
 - Utah Dept of Transportation

Purpose

Public Works **provides support for lifesaving and protecting actions following a disaster**, which includes mechanical and technical assistance and evaluation, engineering services, construction management and inspection, some emergency contracting, debris clearance, emergency repairs to roads, bridges, water and sewer lines and other public facilities.

Situation and Assumptions

A disaster may result in unprecedented personal injury and 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. Sufficient resources may not be available to meet emergency requirements. County, State and Federal assistance may be requested to identify and deploy resources from outside the city to ensure a timely, efficient, and effective response and recovery from the event.

Planning Assumptions

1. Access to the disaster areas will be dependant upon the reestablishment of roads and bridges. Aerial surveillance, if possible, will provide initial, general information.
2. In many locations debris clearance and emergency road repairs will be given priority to support immediate lifesaving emergency response activities.
3. Rapid assessment of the disaster area will be required to determine critical response time and potential workloads.
4. Emergency environmental waivers and legal authority will be granted to dispose of materials from debris clearance and demolition activities.
5. Engineering and construction personnel along with construction equipment and supplies will be required to protect public health and safety.
6. High demand will be placed upon fleet vehicles and equipment requiring parts, along with maintenance and repair personnel to keep this equipment operational.
7. Communications with field operations will be crucial to the effective utilization of those assets.
8. 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.
9. Previously inspected structures will require re-evaluation if after-shocks occur following an earthquake.

Concept of Operations

The Public Works Department actively supports city response and recovery activities. Close coordination is maintained with county, state and federal officials to determine their potential tasks. Public Works provides overall damage assessment information to the City EOC. Public works will co-locate personnel at the EOC to coordinate support, as necessary.

The Engineering Division of Public Works is responsible to provide public works and engineering assistance, as resources permit, to meet city needs related to emergencies and disasters.

Functional Responsibilities

Public Works Director

Prior to an Event

1. Ensure that Public Works staff receives preparedness training that helps them identify and mitigate the effects of hazards at home and in the work place to minimize damage, injury, and disruption following an event.
2. Ensure that field personnel have proper protection and equipment available in advance of an event.
3. Develop policies and procedures for emergency response and recovery personnel deployment and communications activities (See Appendix 1).
4. Maintain liaison with the County and State support agencies, the U.S. Army Corps of Engineers, and other federal representatives.
5. Train engineering staff in emergency procedures.
6. Develop, maintain and distribute a database of architects, engineers, contractors, and equipment supplies that can provide support during emergencies or disasters (See Appendix 3 & 4).
7. Develop, maintain and distribute a phone notification list and communications process for rapid contact of key division, department and support agency personnel (See ESF 2 Appendix 1).
8. Conduct periodic departmental training and exercises and participate in citywide exercises.

During an Event

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 (Time Sheets provided by Finance Section Chief).
3. Provide for emergency removal of debris from public streets and roads to allow for possible evacuations, reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
4. Provide temporary repair or replacement of emergency access routes, which includes streets, roads, bridges, and any other facilities necessary for passage of rescue personnel.
5. Provide emergency clearance of debris from the damaged areas.

6. Provide emergency restoration of critical public facilities including temporary restoration of water supplies and wastewater treatment systems.
7. Provide emergency demolition or stabilization of damaged structures and facilities designated by structural engineers as immediate hazards to the public health and safety.
8. Participate in needs and damage assessments including structural inspections. Provide trained personnel to conduct post earthquake safety analysis of buildings.
9. Provide emergency technical and operational assistance to the Sheriff's Department for the control of traffic.
10. Provide and maintain an inventory of city public works equipment and its deployment status.
11. Coordinate with support agencies to supply requested services and resources.
12. Contract with architects, engineers, contractors, and equipment suppliers to provide requested services and equipment.

ESF 3 Appendix 1: Emergency Standard Operating Procedures

Introduction

The functions of Public Works in any disaster or emergency are to, first, provide services to sustain life, second property conservation. The Public Works' function in any emergency or disaster is generally the same as normal operations, to provide useable streets, prevent flooding, potable water, and sewer sanitation. It should be anticipated and trained for that in the event of a disaster or major emergency water lines may break, streets may become impassable, and sewer systems might not function properly.

Functional Responsibility Checklist

Public Works Director

1. Will report to the Emergency Operations Command (EOC) center at the Public Works Shop to receive assignments from the Command Staff and dispatch personnel and resources on a priority basis.
2. Will coordinate outside contractors and companies brought in on an as needed basis.
3. In the event that the Public Works Director is unavailable the Assistant Public Works Director will be alternate personnel.

Water Lead

1. Will receive assignments from the EOC on a priority basis.
2. Is responsible for potable water, water line control, and water sanitation.
3. Will contract with community resources as needed.

Sewer Lead

1. Will receive assignments from the EOC on a priority basis.
2. Is responsible for sewer line control and ensuring sanitation.
3. Will contract with community resources as needed.

Streets Lead

1. Will receive assignments from the EOC on a priority basis.
2. Will work to create passable streets in the event of an emergency or disaster.
3. Assist the Police and Fire department during evacuation procedures with barricades and other traffic control devices as needed.
4. Will contract with community resources as needed.

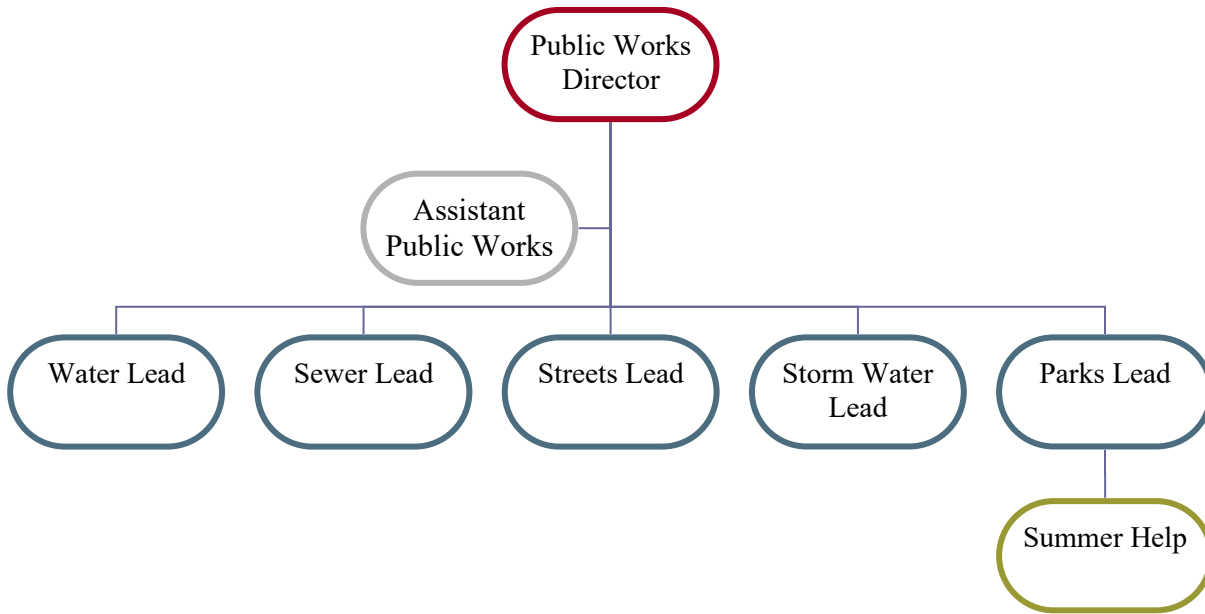
Storm Water Lead

1. Will receive assignments from the EOC on a priority basis.
2. Will work to create passable streets in the event of an emergency or disaster.
3. Assist the Police and Fire department during evacuation procedures with barricades and other traffic control devices as needed.
4. Will contract with community resources as needed.

Parks Lead

1. Will assist with an Emergency as needed.

ESF 3 Appendix 2: Public Works Organization Chart



In the event the Public Works Director is not available during an emergency, the Assistant Public Works Director shall fill the role.

ESF 3 Appendix 3: City Owned Vehicles & Equipment (Public Works)

VEHICLES	Truck #
2022 Ford F-350 Public Works Director - 1-ton Truck	PW1
2025 Ford F-350 D21523	PW2
2022 Ford F-350 Parks - 1-ton Truck and plow	PW3
2025 Ford F-350 D21708	PW4
2022 Toyota Tundra PW 1-ton Truck	PW6
2025 Ford F-350 D21659	PW12
2023 Ford F-550 Parks - 1-ton Truck, Plow	PW13
2023 Ford F-550 Water - 1-ton Truck	PW14
2024 Dodge Ram 3500	PW16
2024 Dodge Ram 5500	PW17
2025 International HV507 Dump Truck	PW18

EQUIPMENT	Location
Case Loader 5-Yard	PW Shop
580 Case Backhoe	PW Shop
2 Bobtail Dump Truck	PW Shop
2 -16' Flatbed Trailers With 2' Sides	PW Shop
Small Portable Generator	PW Shop
Small Portable Generator	Water Dept. Truck
2-1.5" Centrifugal Water Pumps	PW Shop
Miscellaneous Signs and Barricades	PW Shop
Car Wash	PW Shop
Miscellaneous Power Tools	PW Shop
Chain Saw (2)	PW Shop
Cut Off Saw	PW Shop
Asphalt Saw	PW Shop
Cooker/Grill	PW Shop
Traffic Cones and Signage	PW Shop
Battery Powered Hand Tools	PW Shop
Grinders Handheld Water Pumps	PW Shop
Linen Locators	PW Shop

ESF 3 Appendix 4: Local Contractors & Available Vehicles & Equipment

VEHICLES	Fuel Type	Transmission	Company	Contact

FUEL	Approx Amount	Company	Contact

EQUIPMENT	Company	Contact

Emergency Support Function 4: Fire and Rescue Operations

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Fire Department
- ❖ **Support:** Neighboring Fire Departments

Purpose

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 fire fighting and rescue personnel in normal operations. However, in a large-scale incident, their functions will be more complex, resources spread thin and all operations will require a high level of coordination with other agencies and disciplines. This document supports the South Weber Emergency Operations Plan, fire fighting and urban search and rescue operations in a disaster.

Situation & Assumptions

Almost every disaster will greatly affect the fire department. This is due to the vast nature of response provided to the community by this discipline. The South Weber Fire Department provides fire protection, emergency medical response, and hazardous materials incident response.

A large-scale disaster may:

1. Result in extraordinary demands on the fire department.
2. Overwhelm capabilities within South Weber City.
3. Result in destruction to response equipment.
4. Require mutual aid from outside of the city.
5. Disrupt the continuity of daily operations.
6. Not always change the priority of safe operations.

Concept of Operations

The South Weber Fire Department shall execute direction and control of fires within South Weber City. Direction and control of joint urban fire fighting operations will be in accordance with the provisions of existing mutual aid agreements using the National Incident Management System.

The South Weber Fire Department will provide the initial fire protection, hazardous materials and emergency medical response within the city.

Support may be provided by other fire departments in accordance with existing mutual aid agreements.

Functional Responsibilities

1. Assessment of damage to South Weber City Fire Department apparatus and buildings.
2. The Battalion Chief will do a roll call for all on duty personnel.
3. Inform the City Manager if there is a level 2 or 3 emergency to determine activation of the EOC.

4. In most cases, fire and rescue units are the first to be dispatched to an emergency fire, hazmat or emergency medical situation. The Battalion Chief will establish incident command and coordinate movement of resources until relieved of duty.
5. In the event of a major disaster, following a “roll call”, each station will drive major routes within their area to make a damage assessment.
6. Structures that pose the most threat to life will be checked as soon as possible, i.e. hospitals, schools in session, nursing homes, theaters (if open), malls, mobile home parks, apartments, etc.
7. Check locations that pose a threat to public safety as soon as possible, i.e. pipelines, freeway overpasses, etc.
8. Response forces are properly trained to save lives. This shall be their first priority upon responding to the emergency.
9. Protecting property will be the next highest priority of rescue forces.
10. Fire personnel will be assigned to visit, inspect, and periodically re-inspect each public shelter, congregate housing, mass feeding area, and evacuations center coordinated through the EOC to maintain fire safety standards and to provide fire protection. Special care will be necessary to see that fire exits and passageways remain as clear as possible.
11. Fireguards in all facilities will conduct periodic fire drills, when practical, to help familiarize occupants with the fire escape pathways and exits.
12. Assist in the dissemination of warning to the public.
13. Assist in search and rescue operations.
14. Advise decision-makers 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.
15. Alert all emergency support services to the dangers associated with hazardous materials and fire during emergency operations.

Emergency Support Function 5: Information Analysis and Planning

- ❖ **ICS Function:** Coordination – Planning & Information Analysis
- ❖ **Primary:** Community & Economic Development – Planning Section
- ❖ **Support:**
 - Operations Section
 - Logistics Section

Purpose

To **collect, analyze, process, and disseminate information about a potential or actual emergency** to support planning and enhance South Weber City’s overall ability to make decisions and provide needed assistance to the community.

Situation & Assumptions

1. In an emergency or disaster, there is a need for a central collection point in the EOC where situation information can be compiled, analyzed, prioritized and prepared for use by decision makers.
2. The field units are the most immediate sources of vital information for the EOC staff regarding damage and initial response needs.
3. There is an immediate and continuous demand by officials involved in response and recovery efforts for information about the developing or ongoing emergency or disaster.
4. There may be a need to rapidly deploy field observers or assessment personnel to the emergency/disaster area to collect additional critical information about resource requirements for victims or to conduct an immediate situation assessment to determine initial response requirements.
5. Early during the event little information will be available and the information received may be vague and inaccurate.
6. Reports from Incident Command (IC) will improve as the event progresses.

Concept of Operations

City agencies and volunteer organizations located in the Emergency Operations Center (EOC) work to meet the information requirements of the EOC staff. The City, and possibly the county and state agencies represented in the EOC, will develop their own reporting procedures with their IC field representatives. Information will be shared by updating information on status boards, making announcements, and routing messages to other member of the staff and/or preparing periodic situation reports.

The Planning Section Chief will normally come from the jurisdiction with primary incident responsibility and may have one or more deputies from other participating jurisdictions. The EOC’s Planning Section is responsible for managing information received in the EOC. This section is responsible for collecting, analyzing, reporting, and displaying the current information. The Planning Section assures that action plans are developed, as needed.

The Resource Unit Leader functions under the direction of the Planning Section Chief and maintains a system for keeping track of the current location and status of all resources committed to incident operations. An individual who changes the status of a resource, such as

equipment location and status, is responsible for promptly informing the Resources Unit. Resources at an incident can have one of **three status conditions**:

1. **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, receipted for) and are supporting incident operations.
2. **Available** resources are those that have been assigned to an incident and are ready for a specific work detail or function.
3. **Out-of-Service** resources are those that have been assigned to an incident, but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

The Situation Unit gathers processes and disseminates situation information and intelligence. This unit may require the expertise of technical specialists and operations and information security specialists.

The Documentation Unit maintains complete incident documentation and files, maintains an accurate record of steps taken to resolve the incident, provides copying services, and assists the Planning Section Chief in the preparation of the Incident Action Plans (IAP) for each operational period.

The Demobilization Unit develops and distributes an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization after the incident when this is necessary. State, federal and private resources may require specific instructions, unfamiliar to South Weber City, for demobilization. Note that many city and county provided resources, because they are local, do not require specific demobilization instructions. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.

Technical specialists, such as meteorologists, environmental impact experts, and flood control experts, etc. may be called in as needed and work anywhere within the organization, including the command staff.

Functional Responsibilities

Planning Section Chief

1. Oversee all incident related data gathering and analysis regarding incident operations and assigned resources.
2. Develop alternatives for tactical operations.
3. Conduct planning meetings.
4. Prepares the Incident Action Plan (IAP) for each operational period.

Resource Unit (Leader)

1. Maintain a master list of all resources (personnel, teams, facilities, supplies and major items of equipment) committed to incident operations.
2. Track the status and location of all resources available for use.

3. Make certain all assigned personnel and other resources have checked in at the incident.

Situation Unit (Leader)

1. Collect, process, and organize ongoing situation information.
2. Prepare maps, gather and disseminate information and intelligence for use in the IAP.
3. Prepare situation summaries.
4. Develop projections and forecasts of future events related to the incident.

Documentation Unit (Leader)

1. Maintain accurate and complete incident files, including a complete record of the major steps taken to resolve the incident.
2. Provide duplication services to incident personnel.
3. Assists the Planning Section Chief in the preparation of the Incident Action Plan (IAP).
4. File, maintain, and store incident files for legal, primarily because this unit prepares the IAP and maintains many of the files and records that are developed as part of the overall IAP and planning function.

Demobilization Unit (Leader) (as needed)

1. Develop an Incident Demobilization Plan that includes specific instructions for all personnel and resources that will require demobilization. This unit should begin its work early in the incident, creating rosters of personnel and resources and obtaining any missing information as check-in proceeds.
2. Once the Incident Demobilization Plan has been approved, ensure that it is distributed both at the incident and elsewhere as necessary.

Technical Specialists (as needed)

1. These personnel have special skills and are activated only when needed. Specialists may serve anywhere within the organization, including the Command Staff. No minimum qualifications are prescribed, as technical specialists normally perform the same duties during an incident that they perform in their everyday jobs, and they are typically specially certified in their fields or profession.
2. Technical specialists assigned to the Planning Section may report directly to its chief, may report to any function in an existing unit, or may form a separate unit within the Planning Section, depending on the requirements of the incident and the needs of the Section Chief. Technical specialists may also be assigned to other parts of the organization (i.e., to the Operations Section to assist with tactical matters or to the Finance/Administration Section to assist with fiscal matters).
3. The incident will dictate the needs for technical specialists. Below are representative examples of the kinds of specialists that may be required:
 - a. Meteorologist
 - b. Environmental impact specialist
 - c. Flood control specialist
 - d. Explosives specialist
 - e. Structural engineering specialist
 - f. Pharmaceutical specialist
 - g. Veterinarian

- h. Agricultural specialist
 - i. Infectious disease specialist
4. A specific example of the need to establish a distinct technical unit within the General Staff is the requirement to coordinate and manage large volumes of environmental sampling and/or analytical data from multiple sources in the context of certain complex incidents, particularly those involving biological, chemical and radiation hazards. To meet this requirement, an **Environmental Unit** could be established within the Planning Section to facilitate interagency environmental data management, monitoring, sampling, analysis, and assessment. The Environmental Unit would prepare environmental data for the Situation Unit and work in close coordination with other units and sections with the ICS structure to enable effective decision support to the IC or UC. Technical Specialists assigned to the Environmental Unit might include a Scientific Support Coordinator and Sampling, Response Technologies, Weather Forecast, Resources at Risk, Cleanup Assessment, and Disposal Technical Specialists. Example tasks accomplished by the Environmental Unit would include the following:
- a. Identifying sensitive areas and recommending response priorities;
 - b. Developing a plan for collecting, transporting, and analyzing samples;
 - c. Providing input on wildlife protection strategies;
 - d. Determining the extent and effects of site contamination;
 - e. Developing site cleanup and hazardous material disposal plans; and
 - f. Identifying the need for and obtaining permits and other authorizations.

Emergency Support Function 6: Mass Care

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Mass Care Group, American Red Cross (ARC)
- ❖ **Support:**
 - South Weber Fire
 - Davis County Sheriff
 - South Weber PIO
 - Davis County Health Department
 - Ground Support Unit
 - United Way of Davis County
 - Church of Jesus Christ of Latter-Day Saints
 - Salvation Army
 - Southern Baptist Church

Purpose

To establish plans, procedures, policy and guidelines for the provision of temporary lodging, emergency first-aid, emergency feeding, supplying bulk distribution of emergency relief supplies and clothing of persons forced to leave their homes due to an actual or threatened disaster. It will also be necessary to establish and maintain a welfare information system designed to report on victim status and assist in reuniting families.

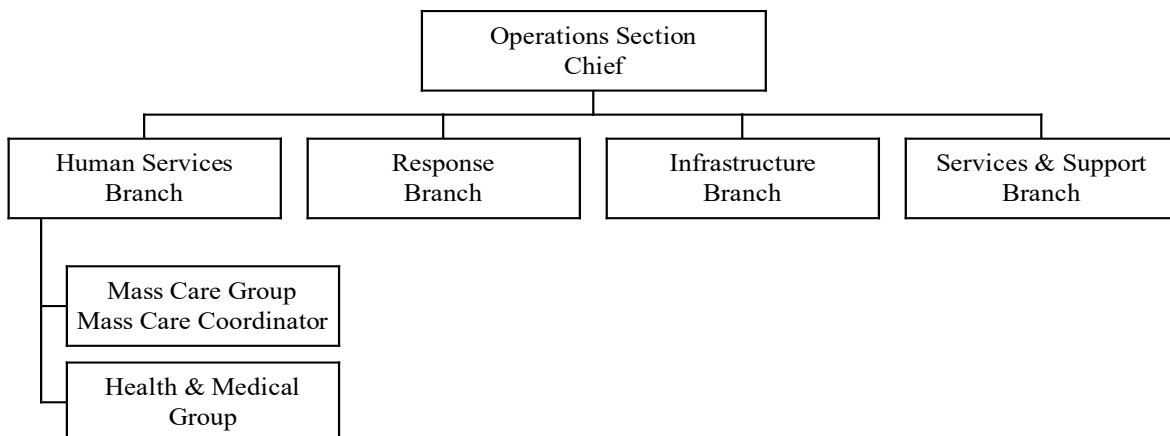
Situation and Assumptions

1. Emergency or disaster conditions and hazards.
2. Facilities may be needed in or near South Weber City to provide mass care to citizens of South Weber City and surrounding areas.
3. South Weber City's hazard analysis identifies numerous hazards that could cause an evacuation of some portions of the City. South Weber City has a resident population of approximately 8,155 (as of 2020 census). The most likely scenarios requiring shelter / mass care range from a few families to as many as 1,000 people, however we should seriously consider the need to provide shelter and care for many more during a particularly destructive event.
4. While local government has the overall responsibility to protect the population, the American Red Cross will establish, manage, and coordinate shelter/mass care operations within their capability in close coordination with the Mass Care Group Supervisor from the Operations Section of the South Weber EOC.
5. Upon determining that sheltering and/or mass care is needed, the American Red Cross Disaster Services will be notified via dispatch. The Mass Care Group Supervisor will oversee the management and coordination of all shelter/mass care activities until the Red Cross arrives and assumes that responsibility.
6. Other professional/volunteer organizations that normally respond to emergency/disaster situations will coordinate their services through the Operations Section.
7. Assistance may be available from outside South Weber City through mutual aid agreements, and from County, State and Federal level emergency agencies, when appropriate.
8. Facilities and resources planned for shelter/mass care will be made available at the time of need.

9. Experience has shown that, under localized emergency conditions, a high percentage (75 percent or more) of evacuees will seek lodging with friends or relatives, if possible, rather than go to public shelter. But the percentage of people seeking public shelter can be nearly 100% for a Hazardous Materials incident.
10. Essential public and private services in reception areas will continue during a mass care situation. Normal activities in some schools and churches may have to be curtailed or discontinued.
11. 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.

Concept of Operations

Overall responsibility for the care of evacuees and displaced disaster victims within South Weber City rests with the South Weber Emergency Manager (City Manager). This responsibility has been delegated to the Incident Commander, who may appoint a Liaison Officer to assist with Mass care responsibilities in the field. The Liaison Officer in the field or Mass Care Group Supervisor in the EOC (if established) is the primary point of contact for planning, coordinating, and implementing the shelter program. Services will be provided through the coordinated efforts of the Mass Care Group Supervisor, the Emergency Management Program Manager, the American Red Cross (ARC), Salvation Army, and other volunteer agencies and/ or mutual aid agreements with various support groups.



American Red Cross

1. The ARC provides temporary shelter facilities and feeding stations during an emergency or disaster. If the ARC cannot provide all of the services needed, victims may be referred to community, church, or other social service shelters that may be opened.
2. All organizations, both public and private, who are responsible for institutionalized or special needs groups shall continue to be responsible to provide for specialized care needs during a disaster.
3. When Mass Care facilities are opened, it will be the responsibility of the ARC to maintain administrative control of all functions and staffing needs according to ARC policy.

4. While a coordinated City/ARC decision to activate the ARC is desirable, the ARC may independently activate their operations.

Public Information

During an emergency, the Public Information Officer (PIO), in coordination with the ARC and Mass Care Group Supervisor will disseminate information concerning the Mass Care program, including shelter and feeding station locations.

Functional Responsibilities

Emergency Services Director

1. Appoint a Mass Care Group Supervisor prior to a disaster.

Mass Care Group Supervisor (Operations Section of EOC)

1. Develop shelter/mass care program in coordination with the American Red Cross.
2. In coordination with the American Red Cross, identify volunteer agencies and develop emergency agreements (See Appendix 1).
3. Identify potential protective shelters and mass care facilities in coordination with the American Red Cross.
4. Ensure that Shelter Management staff are recruited and trained.
5. Assist the Red Cross with arrangement and coordination of mass feeding.
6. Coordinate the distribution of donated clothing.
7. Coordinate with area officials for supplementary food stocks.
8. Ensure facilities are activated and deactivated as required.
9. Coordinate with Public Information Officer to inform public of shelter and feeding station locations.

Law Enforcement

1. Provide security and law enforcement at shelters/mass care facilities.
2. Provide back-up communications using ARES personnel, if needed.

Fire Service

1. Inspect shelter/mass care sites for fire safety, as needed.
2. Provide shelter personnel in fire safety and fire suppression training, as needed.

Ground Support Unit (Logistics – Support Branch)

1. Provide and coordinate public transportation to emergency feeding sites, food distribution points, clothing pick-up points, and other support functions as needed.

Health and Medical Group (Operations – Human Services Branch)

1. Coordinate with the American Red Cross Disaster Health Services to insure that all Mass Care Facilities meet all current health code standards.
2. In cooperation with the American Red Cross Disaster Health Services, coordinate medical coverage at Mass Care Facilities.
3. Coordinate Crisis Counseling.

American Red Cross

1. Provide victims with food, clothing, shelter and first aid. Assist with recovery needs not met by insurance or government benefits.
2. Staff and operate shelters and/or feeding station facilities.
3. Register evacuees.
4. Provide emergency food and other essential materials.
5. Establish Disaster Assistance Teams and Family Service Centers to provide emergency assistance, as well as the interviewing of families.
6. Process inquiries from concerned families outside the disaster area.
7. Coordinate care with other relief organizations and volunteer groups at mass care facilities.
8. Provide a liaison to the City EOC when requested.

Salvation Army\Church Groups\Volunteer Organizations

1. Assist in mass care operations.
2. Collect and distribute food, clothing, and other supplies.
3. Repair homes.
4. Other volunteer agencies as appropriate

ESF 6 Appendix 1: Mass Care Providers

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

The American Red Cross

Emergency Roles:

(1) Mass Care; (2) Emergency Assistance to Families; (3) Disaster Nursing Services; (4) Disaster Mental Health Services; and (5) Disaster Welfare Inquiry (to find out the status of family members). The American Red Cross can be self activated, or activated by the City, County or State. There are pre-agreements in place with the schools.

Contacts:

- Emergency Services Director
2955 Harrison Blvd.
Ogden, UT 84403
Office Phone: (801) 627-0000
Fax: (801) 627-3549

- Amy Hanson, Executive Director
2955 Harrison Blvd.
Ogden, UT 84403
Office Phone: (801) 627-2000
Fax: (801) 627-3549

Email: amyh@redcrossutah.org

- American Red Cross Utah Region
Logan Sisam, Utah Region Emergency Services Director
555 E 300 S, Suite #200
Salt Lake City, UT 84102
Office Phone: (801) 323-7002
General: (801) 323-7000

Email: Logan.Sisam@redcross.org

Note:

If sheltering is not required overnight, the first option is usually to set up a limited space Reception Center where people can meet and share information. If sheltering is needed overnight, then they will arrange for a shelter with adequate facilities. Facilities should provide 40-60 square feet per person; 1 shower per 40 people and 1 toilet per 20 people. Usually, the preferences for overnight shelters are schools (preferably high schools and junior highs), then churches, then public buildings, in that order. UTA and school buses make good temporary shelters to keep people out of the weather. If you call the main number after hours, a recording should give a phone number of the Disaster Action Team (DAT).

Salvation Army

Emergency Role: Mass Care

Contacts:

- Lieutenant George Lopez

Email:

Salt Lake Baptist Association

Emergency Roles: Disaster relief in the form of food, shelter, showers and laundry.

Contacts:

- Mark Madison
Salt Lake Baptist Association
Director, Disaster Relief
12401 South 450 East # G-2
Draper, Utah 84020
Office: 801 619-0574

Fax 801 619-0575
mmadison@slba.org
- Wade Gayler
Utah/Idaho Southern Baptist Convention
Disaster Relief Director
12401 South 450 East #G-2
Draper, Utah 84020
Office: 801 964-2299

Fax: 801 619-0575
wgayler@msn.com
- Diane Von De Linde
Salt Lake Disaster Relief Offsite Coordinator Offsite Coordinator
PO Box 1347
Draper, Utah 84020
Office: 801 572-5350

dianevidl@yahoo.com

Feeding Unit Information

- Housing:** Two 20-foot mobile unit that can be mobilized for any location.
- Capacity:** Established to feed up to 10,000 per meal up to 2 meals per day. If Safe-Serv packets are used the number of meals served can be increased.
- Features:** Two 20-foot canopies make unit usable in any weather conditions
 18 propane burners
 4 convection ovens that also burn propane fuel
 Power spray for cleaning pots, pans and utensils with drying racks
 Gasoline power generator
 Trained teams that can be mobilized within 24 hours or less
 Two 225-gallon water buffalos on separate trailers for fresh water needs
 Four microwave ovens
 150-gallon propane capacity
 Water purification at 5 gallons per minute

Clean-up and Recovery Unit Information

- Housing:** 12-foot mobile unit that can be mobilized to any location.
- Use:** Used for chainsaw cleanup following wind, tornado or flood damage. Also available for light building work to stabilize locations so that displaced families can return to homes. The clean-up recovery unit is equipped to meet a variety of disaster situations that require clean up or recovery of properties for individuals or families that have been dislocated including mud out due to floods, fires, or other disasters.
- Features:** Equipped with chainsaws including all safety equipment
 Power generator
 Building tools
 Trained teams available to be mobilized within 24 hours or less

Shower and Laundry Unit information

- Housing:** 30-foot mobile unit that can be mobilized to any location
- Features:** 3 male and 3 female separated shower stalls
 Separate washer and dryer
 On demand water heating unit
 Heated trailer makes the unit available in winter conditions
 Self contained 100-gallon propane tank
 Two 225 water buffaloes available for water transportations when permanent water supply unavailable
 Trained teams that can be mobilized within 24 hours or less

Chaplaincy Unit Information

Trained chaplains available to assist all mobile units to aid in the emotional and spiritual needs of individuals and families

Child Care Unit Information

Supplement to sheltering facilities. Assists with child care as parents may need to tend to other critical safety roles or business.

Decontamination Unit Information

Two hot water shower units. Four shower stalls each with changing facilities inside.

Communications Unit Information

Ham radio operators and equipment.

ESF 6 Appendix 2: Mass Care Facilities

The American Red Cross generally coordinates the use of mass care facilities. Facilities considered most suitable for mass care include:

1. Public schools with multi-purpose rooms, showers, and cafeteria facilities.
2. Governmental or non-profit facilities such as armories and community centers.
3. Church facilities with kitchens.
4. Clubs operated by fraternal and social organizations that have suitable eating and bathroom facilities.

Facilities that may function well as mass care include, but are not limited to:

Facility	Address	City	Phone Number	Capacity
LDS Chapel	1401 E South Weber Drive	South Weber		
LDS Chapel	2620 E 8200 S	South Weber		
LDS Chapel	7989 S 2250 E	South Weber		
LDS Chapel	1814 E 7775 S	South Weber		
Family Activity Center	1181 E Lester	South Weber	(801) 476-4445	200
South Weber Elementary	1285 E Lester St	South Weber	(801) 402-3750	798
Fairfield Jr. High	951 N. Fairfield Rd	Kaysville	(801) 402-7000	900
Clearfield High School	931 S 1000	Clearfield	(801) 402-8200	
North Davis Jr. High	825 S. State St.	Clearfield	(801) 402-6600	1317
Northridge High School	2430 N. Hillfield Rd	Layton	(801) 402-8500	2200
Layton High School	440 Wasatch Drive	Layton	(801) 402-4800	1800
WSU Davis Center	2750 North University Prk Blvd	Layton	(801) 395-3456	1546
Central Davis Jr. High	663 Church Street	Layton	(801) 402-7100	1300
Sara Jane Adams Elem.	2200 E Sunset Drive	Layton	(801) 402-3100	760
Crestview Elementary	185 W Golden Ave	Layton	(801) 402-3200	630
East Layton Elementary	2470 E Cherry Lane	Layton	(801) 402-3250	430
Heritage Elementary	1354 W Weaver Lane	Layton	(801) 402-1200	730
E.G. King Elementary	601 E 1000 N	Layton	(801) 402-3300	722
Lincoln Elementary	591W 2000 N	Layton	(801) 402-2450	427
Mountain View Elem.	2025 E 3100 N	Layton	(801) 402-3700	919
Vae View Elementary	1750 W 1600 N	Layton	(801) 402-2800	452
Whitesides Elementary	233 Colonial Ave	Layton	(801) 402-3600	627
Layton Hills Mall	1076 Layton Hills Mall	Layton	(801) 546-3471	500

ESF 6 Appendix 3: Agreement Between North Chapter of American Red Cross and South Weber City

General

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

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/her designee, in conjunction with the Chairman of Disaster Services shall coordinate all disaster relief activities as they apply to the Red Cross.

Services Provided

1. Emergency Mass Care Assistance
2. Food for disaster victims and emergency workers
3. Temporary shelter
4. Medical and nursing aid
5. Clothing

Standard Operating Procedure

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 Davis County, these plans should include, but are not limited to the following:

1. Notifying Red Cross's designated representatives to take up assigned duties in the EOC to serve as a liaison between the city/county and the Red Cross. The government liaison is to work with the Mass Care Coordinator, 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 Mass Care Coordinator, with the following agencies concerning sheltering:
 - a. Emergency Services Director for 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 South Weber City Emergency Manager). Shelters will be opened when evacuation begins.
 - b. Law Enforcement may be dispatched to Mass Care Facilities as needed and if available.
 - c. School districts for shelter kits.

- d. Senior citizens for shelter and first aid kits in designated shelter for the aged and infirm.
- e. Housing authority for temporary shelter where needed in the recovery stage.
6. Take all precautions necessary to safeguard chapter records.
7. Follow Jurisdiction Commitments and Expectation Profile (outlined on the following pages)

If disaster occurs, all personnel will report to designated places and proceed with assigned duties. The Emergency Manager/Mass Care Coordinator will be kept informed on a recurring basis of the status of all shelters used, including the following:

1. Shelter location
2. Number of sheltered
3. Special requirements

Jurisdiction Commitments & Expectation

Profile Davis County

Clarifying roles, setting expectations and quantifying operational capacity are important outcomes of readiness but more importantly are characteristics of good emergency management partnerships. We want to continue to build our good and trustworthy partnership with your agency and believe this Initiative furthers that goal. Below you will find a Commitment and Expectation Report that describes the sheltering commitments for your jurisdiction and lists the resources that will be available to address the sheltering and need.

Category	24 hrs	48/72 hrs	96 hrs
Shelter Type	Evacuation Shelters	Short-Term Shelters	Short-Term Shelters
Red Cross Managed Facilities	2	2	4
Red Cross Managed Bed Spaces	300	300	460
Partner Managed Facilities	0	0	—
Partner Managed Bed Spaces	0	0	—

Evacuation Shelter Expectations

The focus of the Red Cross is on sheltering. Red Cross managed shelters are managed in cooperation with a variety of partners. Partners include facility owners and other agencies that provide niche services, supplies and equipment, or staff who are willing to participate as Red Cross workers to help the population within the shelter. On 6/30/25 Davis County Emergency Manager and Emergency Planner met with Disaster Program Manager to review and discuss expectations and commitments. The two parties agreed upon the expectations and commitments as listed.

Category	Jurisdiction	Red Cross
Shelter Operations	The Red Cross will arrive within the 4-hour requirement of opening a shelter with sheltering staff.	Upon arrival, the American Red Cross will take authority of the operations of the shelter.
Shelter Supplies	The Red Cross will supply food and snacks for those seeking evacuation. An information board will be updated regularly by the Red Cross and County EM.	—

Shelter Staff	—	Red Cross will supply evacuation center staff and can also assist a partner.
Facility Selection	Davis County EM will alert Red Cross of need for an Evacuation Center. Schools will be the primary facilities in coordination with the School District.	Red Cross will select shelter site in conjunction with County EM.
Shelter Pets	Davis County will take lead. Has an Animal Care & Control Plan.	—
Dormitory Management	Davis County has designated Red Cross as the Lead Agency for all shelter operations.	Red Cross will act as the lead agency for shelter operations.
Shelter Feeding	—	Red Cross will provide snacks and handle feeding. Can assist with procuring in-kind donations.
Shelter Communications	Davis County Health Department has a reunification plan.	Red Cross will provide evacuation center information to the Emergency Manager twice daily.
Shelter Medical	Davis County Health has a written plan to support community health and medical needs.	Red Cross will provide Health Services at the evacuation shelter and coordinate with partners like Medical Reserve Corps.
Access & Functional Needs	—	Red Cross Disability Integration volunteers will assist with access and functional needs.
Security	Davis County will provide security at evacuation and shelter sites.	Red Cross LSAP will coordinate with Davis County Sheriff's Office to ensure security is in place for all evacuation and shelter sites.

Short-Term Shelter Expectations

The focus of the Red Cross is on sheltering. Red Cross managed shelters are managed in cooperation with a variety of partners. Partners include facility owners and other agencies that provide niche services, supplies and equipment, or staff who are willing to participate as Red Cross workers to help the population within the shelter. On 6/30/25 Davis County Emergency Manager and Emergency Planner met with Disaster Program Manager to review and discuss

expectations and commitments. The two parties agreed upon the expectations and commitments as listed.

Category	Jurisdiction	Red Cross
Shelter Operations	As the overall mass care coordinator for the county, the Red Cross will direct and supervise all operations. However, the county must appoint competent and experienced shelter managers and conduct regular training sessions.	Red Cross will be responsible for all shelter operations per request. Expectation is to have supplies and volunteer workforce on the ground within four hours of a single shelter request. Multiple simultaneous requests may delay this.
Shelter Supplies	Provide human and material resources to support sheltering operations.	Red Cross has multiple 100-person capacity trailers located within 50 miles of central Davis County.
Shelter Staff	—	Red Cross will provide trained shelter staff and can assist partners. Volunteer requests must go through the Manpower Coordinator.
Facility Selection	Davis County EM will affirm selected facilities.	Red Cross will verify that facilities meet minimum Red Cross shelter requirements.
Shelter Pets	Davis County Animal Care and Control is responsible for all household pet and livestock-related matters.	—
Dormitory Management	—	Red Cross will manage the selected shelter.
Shelter Feeding	County requests that Red Cross coordinate food, bedding, heating fuel, water, and other needs with the Resources Coordinator and Human Services Coordinator.	Red Cross will provide food to shelter clients and can mobilize a feeding unit to serve meals to the broader community if necessary.
Shelter Communications	County requests one agency representative and two alternates for EOC coverage, including possible 24-hour shifts.	Red Cross will station one member at the EOC, provide shelter information to OEM twice daily, and offer backup support as needed.
Shelter Medical	Health/Medical Coordinator is responsible for managing per	

Disaster Recovery

The Red Cross, since its inception, 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.

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

Authority

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

Emergency Manager

Date

Northern Utah American Red Cross Executive Director

Date

ESF 6 Appendix 4: Salvation Army Agreement

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.

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.

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

Emergency Family Services

1. Social service inquiries
2. Survey of family needs

Standard Operating Procedures

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 South Weber City, 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 Mass Care Coordinator, 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.

If a disaster occurs, all personnel will report to designated places and proceed with assigned duties.

The South Weber City Emergency Manager/Mass Care Coordinator 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.

Administrative

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 Manager with all associated paperwork as soon as possible.

The Emergency Manager also will be provided daily reports on a recurring basis on the status of all supplementary shelters, their location, and the status of sheltered falling in this special category.

Authority

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

Emergency Manager

Date

Corps of Salvation Army

Date

Emergency Support Function 7: Resource Management

- ❖ **ICS Function:** *Coordination (Planning Section)*
- ❖ **Primary:** *Planning - Resource Unit*
- ❖ **Support:**
 - *Demobilization Unit*
 - *Supply Unit*
 - *Cost Unit*
 - *Procurement Unit*

Purpose

Resource Management involves the provision of logistical and resource support for emergency operations during the immediate response phase of an emergency or disaster. This support includes personnel, teams, facilities, supplies and major items of equipment available for assignment or employment during incidents. This ESF also addresses the effort and activity necessary to evaluate, locate, obtain and provide essential material resources.

Situation & Assumptions

1. An emergency or disaster will have immediate impact on City resources.
2. Shortages of vitally needed supplies must be procured and provided for an adequate response and recovery.
3. Significant emergencies or disasters may overwhelm the capabilities and exhaust City resources.
4. In responding to emergency incidents, South Weber City will adhere to the National Incident Management System (NIMS), and National Integration Center (NIC) policies regarding the national typing protocol for personnel, teams, facilities, supplies, and major items of equipment available for assignment to or use during incidents.
5. Response activities will be mission driven and tracked via written/documented Incident Action Plans (IAP).
6. Response requirements will be met from resources outside the emergency/disaster area and resources will be available to the City in support of response operations.
7. Transport of resources will require a staging area, (See Also Annex E). Appropriate location of sites and facilities may be selected prior to an emergency/disaster.
8. Logistical resource support will be required for the immediate relief response.
9. Some resources of the City and mutual aid may not be available to respond to the impacted area due to debris and destroyed buildings.
10. Logistical support necessary to save lives will receive a first priority.
11. Acquisition of large amounts of resources may be done in accordance with an executive order, which would exempt normal procedures for purchasing.
12. Requests for and utilization of additional resources will become necessary in a large-scale emergency or disaster.

Concept of Operations

1. In the event of an emergency or disaster, the City will first make use of local resources.
2. In an emergency operation, each responding agency will be responsible for conserving and controlling its own resources.

3. Requests for additional outside equipment or other assistance will be a coordinated effort.
4. The South Weber Emergency Manager (City Manager) has executive responsibility and authority to place economic controls, within legal constraints, into effect as the situation demands. If necessary, voluntary controls will be the preferred method of resource management, although mandatory controls may be required as a temporary measure.
5. Resources will be acquired from public and private sources and mobilized in a manner that recognizes the criticality of missions. This strategy ensures resources are acquired in the most efficient manner possible and allocated in support of pre-established response and recovery priorities.
6. The EOC will prioritize resource mobilization based on the following response and recovery criteria:
 - a. Health and safety protection
 - b. Restoration of critical infrastructure
 - c. Protect public property & environment
 - d. Initiate long-term recovery
7. Requests for resources will be stated in terms of mission requirements and the particular resource specified.
8. In cases where there is a known or impending threat, resources may be pre-positioned in order to expedite response efforts.
9. Resources committed to an incident will remain available to that incident until the resource is released by Incident/Unified Command or recalled by their own organization.

Functional Responsibilities

Resource Unit (Coordination – Planning)

1. Make certain all assigned personnel and other resources have checked in. Using ICS Form 211.
2. Maintain a master list of all resources committed to incident operations.
3. Develop a system to tracking the current location and status of all resources assigned or dispatched to the incident.
4. Collect, update and process data; track resources; and display their readiness status. This will enhance information flow and provide real-time data in a fast-paced environment.
5. Develop procedures to request resources, prioritize requests, activate and dispatch resources to incidents, and return resources to normal status.
6. Develop pre-incident agreements among parties providing or requesting resources in order to enable effective and efficient resource management during incident operations.
7. Categorize resources by size, capacity, skill and other characteristics in accordance with NIMS and the NIMS Integration Center. This makes the resource ordering and dispatch process more efficient and ensures that incident command receive resources appropriate to their needs.
8. Utilize standardized processes and methodologies to order, identify, mobilize, dispatch and track resources required to support incident management activities.
9. Upon receiving and responding affirmatively to a resource request, it is incumbent on the lending organization to mobilize and transport the requested resource. The resource mobilization and transportation effort, whether with owned or rented vehicles or through third-party services, are services that can be invoiced.
10. Provide specific information to the lender organization where the incoming resources should be staged.

11. Provide a point of contact at the staging area and a communication link. In cases where equipment or material resources are sent without accompanying personnel, the shipment paper should be signed by a staging area manager or equivalent to establish the chain of custody of transitory resources.

Supply Unit (Coordination – Logistics – Support Branch)

1. Develops tools and related standardized processes and procedures to support acquisition activities for:
 - a. All tactical and support resources; and
 - b. All expendable and nonexpendable supplies required for incident support.
2. Orders, receives, stores and processes all incident-related resources, personnel and supplies
3. Provides support to receive, process, store, and distribute all supply orders.

Demobilization Unit (Coordination – Planning)

1. Develop procedures to demobilize resources and return them to their original locations and status.
2. When resources are no longer needed, the Incident Commander will authorize their demobilization.

Note: Resources and personnel that are loaned under a mutual aid agreement can be recalled by their organization.

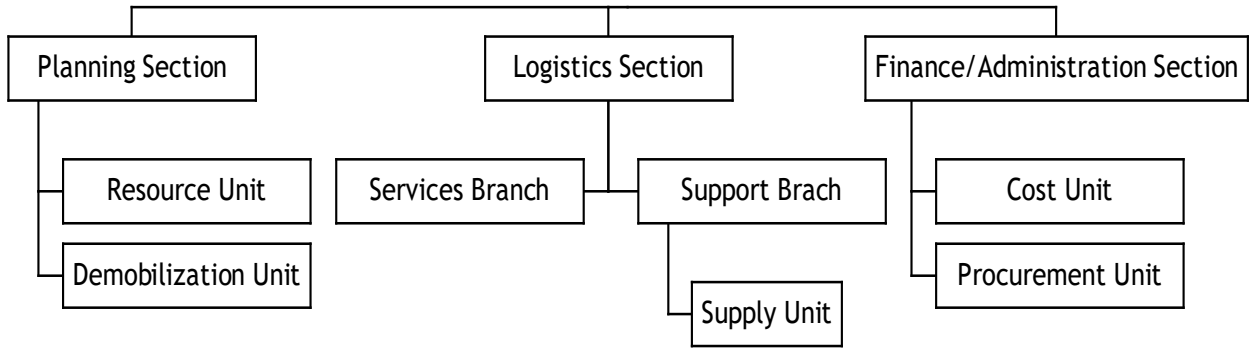
Cost Unit (Coordination – Finance/Administration)

Reimbursement provides a mechanism to fund critical needs that arise from incident-specific activities. All organizations requesting Federal reimbursement for disaster related costs must carefully document personnel activities (names, work performed, location of work, date/time of work) and keep receipts for all expenses.

1. Develop processes and procedures to ensure that resource providers are reimbursed in a timely manner. These must include mechanisms for:
 - Collecting bills,
 - Validating costs against the scope of work, and
 - Accessing reimbursement programs such as the Public Assistance Program and the Emergency Relief Program.
2. Develop procedures to process invoices for resources provided by County, State, or Federal agencies.
3. Develop procedures to process reimbursement forms submitted by lending organizations.

Procurement Unit (Coordination – Finance/Administration)

1. Administers all financial matters pertaining to vendor contracts.
2. Coordinates with neighboring jurisdictions to identify sources for equipment.
3. Prepares equipment rental agreements for signature.
4. Processes all administrative requirements associated with equipment rental and supply contracts.
5. Works closely with the Supply Unit to procure mission tasked required equipment.



ESF 7 Appendix 1: Resource Organization

Single Resource

Single Resources are those that may be employed on an individual basis, such as the use of a single helicopter, single vehicle, single piece of equipment, etc.

Task Force

A task force is any combination of resources put together to accomplish a specific mission. A task force has a designated leader and operates with common communications. Combining resources into a task force allows several key resource elements to be managed under one individual's supervision, thus aiding in span of control.

Strike Team

A strike team consists of a set number of resources of the same kind and type operating under a designated leader with common communications between them. Strike teams represent known capability and are highly effective management units.

Resource Status Conditions

Tactical resources at an incident can have one of three status conditions:

- **Assigned** resources are personnel, teams, equipment or facilities that have checked in (or in the case of equipment and facilities, received for) and are supporting incident operations.
- **Available** resources are personnel, teams, equipment, or facilities that have been assigned to an incident and are ready for a specific work detail or function.
- **Out-Of Service** resources are personnel, teams, equipment, or facilities that have been assigned to an incident but are unable to function for mechanical, rest, or personal reasons; or because their condition makes them unusable.

Changes in Resource Status

Normally, the individual who changes the status of a resource, such as equipment location and status is responsible for promptly informing the Resource Unit.

ESF 7 Appendix 2: NIMS Eight Processes for Managing Resources

Identifying and Typing Resources

Resource typing entails categorizing by capability the resources that incident managers commonly request, deploy and employ. Measurable standards identifying the capabilities and performance levels of resources serve as the basis for categories.

Certifying and Credentialing Personnel

Personnel certification entails authoritatively attesting that individuals meet professional standards for the training, experience, and performance required for key incident management functions. Credentialing involves providing documentation that can authenticate and verify the certification and identity of designated incident manager and emergency responders.

Inventorying Resources

A key aspect of the inventorying process is determining whether or not the primary-use organization needs to warehouse items prior to an incident. Make this decision by considering the urgency of the need, whether there are sufficient quantities or required items on hand, and/or whether they can be produced quickly enough to meet demand. Another important part of the process is managing inventories with shelf life or special maintenance considerations. Sufficient funding is needed for replenishments, preventive maintenance, and capital improvements.

Identifying Resources Requirements

Identify, refine, and validate resource requirements throughout the incident life cycle. This involves accurately identifying (1) what and how much is needed, (2) where and when it is needed, and (3) who will be receiving or using it. Resources to be identified this way include supplies, equipment, facilities, and incident management personnel and/or emergency response teams.

Ordering and Acquiring Resources

Requests for items that the IC cannot obtain are submitted through the local EOC. If the EOC is unable to fill the order locally, the order is forwarded to the next level.

Mobilizing Resources

The mobilization process may include equipping, training and/or inoculating personnel; designating assembly points that have facilities suitable for logistical support and obtaining transportation to deliver resources to the incident most quickly, in line with priorities and budgets.

Plan and prepare for the demobilization process well in advance, often at the same time resource mobilize. Early planning for demobilization facilitates accountability and makes transportation of resources as efficient, costs as low and delivery as fast as possible.

Tracking and Reporting Resources

Resource tracking in a standardized manner provided incident managers with a clear picture of where resources are located, helps staff prepare to receive resources, protects the safety of

personnel and security of supplies and equipment, and enables the coordination of movement of personnel, equipment and supplies.

Recovering Resources

Recovery involves the final disposition of all resources. During this process, resources are rehabilitated, replenished, disposed of, and retrograded:

Nonexpendable Resources

These are fully accounted for at the incident site and again when they are returned to the unit that issued them. The issuing unit then restores the resources to fully functional capability and readies them for the next mobilization. Broken and/or lost items should be replaced through the Supply Unit, in accordance with the South Weber City Emergency Operations Plan or as defined in pre-incident agreements. In the case of human resources, adequate rest and recuperation time and facilities are provided. Occupational health and mental health issues must also be addressed, including monitoring how such events affect emergency responders over time.

Expendable Resources

These resources are also fully accounted for. Restocking occurs at the point from which a resource was issued. The incident management organization bears the costs of expendable resources, as authorized in preplanned financial agreements or the Finance Unit. Returned resources that are not in restorable condition, whether expendable or nonexpendable must be declared as excess. Waste management is of special note in the process of recovering resources. Resources that require special handling and disposition are dealt with according to established regulations and policies.

Emergency Support Function 8: Health and Medical

- ❖ **ICS Function:** Operations – Human Services Branch
- ❖ **Primary:** South Weber Fire Department
- ❖ **Support:**
 - Logistics
 - PIO
 - Davis County Health Department
 - Medical Treatment Facilities
 - Local Hospitals
 - American Red Cross
 - Davis County Sheriff
 - Davis County ARES
 - Local Mortuaries

Purpose

The purpose of this ESF is 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 South Weber City. For the purpose of this ESF, health and medical services include: emergency medical services (EMS), hospitals, clinics, public health, environmental health, mental health and mortuary services. This ESF will establish:

- Procedures for command and control at the incident scene(s).
- Procedures for triage and treatment at the scene and the tagging of patients.
- Procedures for the orderly flow of patients from incident scene(s) to the appropriate treatment facility.
- Disposition of facilities associated with the incident.
- Disease control activities related to sanitation, preventing contamination of food and water supplies.
- Coordination of all medical services providers through the Health and Medical Coordinator in the EOC.
- Coordination and temporary locations for morgue(s).

Situation and Assumptions

- This primarily applies to a large-scale disaster that would cause sufficient casualties and/or fatalities to overwhelm local health, medical and mortuary services capabilities, thus requiring maximum coordination and efficient use of these resources.
- The event would necessitate that the EOC be activated.
- In a major public health or medical emergency, local transportation assets may not be sufficient to meet the demand.
- 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 located in South Weber may themselves be impacted by the disaster.
- The incident may require use of existing mutual aid agreements.

- 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 South Weber City.
- Safe operations will be a priority at all times.

Concept of Operations

1. **Emergency Medical Response** - Control of medical operations begins at the Incident Command Post and is part of its command function. Requests for transfer of control to the Assistant Fire Chief in the operations section of the EOC will be determined by the extent of the emergency.
2. **Health Department Assistance** - A representative from the Davis County Health Department is invited and encouraged to participate in the Operations Section of the South Weber EOC. The Davis County Health Department may provide medical support and sanitation services, immunizations, identification of health hazards, technical information for health related aspects of an emergency, and make recommendations to mass care facilities and/or morgue locations when activated.
3. **Medical Unit** - The Medical Unit in the Logistics Section of the EOC may be called upon by Operations to provide additional transportation services, medical facilities (i.e. tents for a field hospital), and medical supplies. According to NIMS, the Logistics Section may also establish a Medical Unit, which is responsible for:
 - Developing the Incident Medical Plan (for incident personnel), which will form part of the IAP;
 - Developing procedures for handling any major medical emergency involving incident personnel;
 - Providing continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel;
 - Providing transportation for injured incident personnel;
 - Ensuring that incident personnel patients are tracked as they move from origin, to care facility, to final disposition;
 - Assisting in processing all paperwork related to injuries or deaths of incident assigned personnel; and
 - Coordinating personnel and mortuary affairs for incident personnel fatalities.

The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the Finance/Administration Section with the administrative requirements related to injury compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

Functional Responsibilities

South Weber City Emergency Medical Services (EMS)

- Respond to disaster scene with appropriate personnel and equipment. All responding personnel will ensure safety to themselves and to the citizens. Ensure EMS responders don appropriate Personal Protective Equipment (PPE).
- Report to IC/UC upon arrival at the scene and assume appropriate role in ICS.
- Triage, stabilize, treat, and transport the injured. Incident Command will notify the EOC of status of casualties – number of injured, extent of injuries, treatment needed, etc.
- Coordinate transport of patients requiring medical treatment with the EOC.
- Direct activities of private, volunteer and other medical personnel as needed.
- Work with EOC for credentialing of volunteers.
- Assist in evacuation of patients from hospitals, nursing homes, and other medical facilities if necessary.
- Provide ambulance routing at the scene and from the scene to treatment facilities. The Health and Medical Coordinator will work in conjunction with ESF 3 Public Works and Engineering to ensure routes of transportation are clear.

On-Scene Procedures

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

- 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 conducting following the START triage system. If rescued survivors cannot be brought to one location, additional triage areas will be set up as needed.
 - Suggested locations include City parks and buildings
- ICP/UCP should be far enough away from triage areas so that vehicular traffic does not interfere with the care and transportation of victims. Triage, Treatment, and Transport should, if possible, allow for:
 - Sorting and treating the number of expected injured;
 - Ambulance parking for waiting and loading;
 - Easy entry and exit points for ambulances;
 - Control of unwanted vehicular and pedestrian traffic; and
 - Determining best location for deceased individuals.
- The paramedic unit(s) and/or fire vehicle(s) should be positioned as close to the disaster as safety permits and the IC/UC directs. The treatment area will become the focal point for ambulance loading and transport.
- A staging manager will stage ambulances as necessary and appropriate. The staging manager will direct ambulances to the transport area for patient loading.
- To operate effectively, the triage area must have as a minimum:
 - A triage group leader; to determine patient priorities.
 - A transportation group leader; to make hospital assignments to departing ambulances and to maintain current status information on all ambulances.
 - Radio communication between dispatch, Incident Command, the Operations Section Chief, and/or Branch Director.

Davis County Health Department Responsibilities

- Health Department Representative to the South Weber EOC.
- Report to the EOC upon activation and act as the Public Health representative within the Operations Section of the EOC.
- Provide personnel to assist in the protection of public health.
- Work with the JIC to release information to the news media on health and medical issues. Provide public health, disease, and injury prevention information to the general public who are located in or near areas affected.
- Coordinate with neighboring communities, county, state and federal agencies for assistance as needed.
- Coordinate the location, procurement, screening and allocation of health and medical supplies and resources, including human resources required to support health and medical operations.
- In a major public health or medical emergency establish a registry of potentially exposed individuals, performing dose reconstruction, and conduct long-term monitoring of the population for potential long-term health effects.

Division of Family and Community Health Services

- Maintain information on current status of medical facilities and resources within the county.
- 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.
- Assist in tracking patients to include number of dead, ill, injured and missing.
- Assist in the coordination of 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 city based upon severity and types of injuries, time and mode of transportation, capacity to treat and bed capacity. Take into account specialist's available and special designations such as trauma center and burn centers.
- Coordinate with the American Red Cross to respond to inquires from family members concerned about loved ones.
- Work with Davis County Sheriff 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 and notifying the next of kin.
- Coordinate registration of vital statistics (births, deaths, fetal deaths) with Health Administration.
- Control spread of communicable disease through immunization, medications and public awareness/education efforts.
- Conduct epidemiological investigations when appropriate.
- Assist in identifying laboratory services available for identification and testing.

Division of Environmental Health Services

- Institute vector control to prevent spread of disease.
- Inspect all foods, water, drugs and other consumables exposed to the hazard. Advise on actions to protect those resources.
- Manage solid, liquid and hazardous waste disposal.

- Monitor food handling and mass feeding operations.
- Inspect damaged building for health hazards.
- Coordinate with public works department to ensure availability of potable water, effective sewage system and sanitary garbage disposal.
- Coordinate with Davis County Animal Control for the disposal of dead animals.
- Ensure the proper disposal of contaminated products and the decontamination of affected food facilities in order to protect public health

Medical Unit (Coordination – Logistics - Service Branch)

The Medical Unit is responsible for the effective and efficient provision of medical services to incident personnel. The Medical Unit Leader will develop a medical plan that will, in turn, form part of the IAP. The medical plan should provide specific information on medical assistance capabilities at incident locations, potential hazardous areas or conditions, and off-incident medical assistance facilities and procedures for handling complex medical emergencies. The Medical Unit will also assist the compensation, including obtaining written authorizations, billing forms, witness statements, administrative medical documents, and reimbursement as required. The Medical Unit will ensure patient privacy to the fullest extent possible.

Note that patient care and medical services for those who are not incident personnel (victims of a bio-terror attack, hurricane victims, etc.) are critical operational activities associated with a host of potential incident scenarios. As such, these activities are incorporated into the IAP as key considerations of the Planning and Operations Sections. These sections should be staffed accordingly with appropriately qualified Emergency Medical Services public health, medical personnel, technical experts, and other professional personnel, as required.

Additional responsibilities include:

- In conjunction with Health & Medical Group develop the incident Medical Plan for incident personnel.
- In conjunction with the Health & Medical Group develop procedures for handling any major medical emergency involving incident personnel.
- Provide continuity of medical care, including vaccinations, vector control, occupational health, prophylaxis, and mental health services for incident personnel.
- Coordinate with EMS and ESF 1 Transportation, if necessary, to provide transportation for injured incident personnel.
- Ensure that incident personnel patients are tracked as they move from origin, to care facility, to final disposition.
- Assist in processing all paperwork related to injuries or deaths of incident assigned personnel.
- Coordinate personnel and mortuary affairs for incident personnel fatalities.

Hospitals and Medical Treatment Facilities

- Activate disaster plan(s)
- Advise EOC of resources available (number/type of beds, equipment, staff available).
- Provide medical guidance to EMS and EOC, as needed.
- Coordinate with fire and health department on the need to isolate and decontaminate incoming patients.
- Coordinate with EMS on the evacuation of patients, if necessary.

- In coordination with IC, deploy medical personnel, supplies and equipment to disaster site(s), if needed and feasible.
- Establish and staff reception center for relatives of disaster victims being treated at facility.
- Coordinate with American Red Cross to respond to inquires from family members concerned about loved ones.

Davis Behavioral Health

- Activate disaster plan(s)
- Ensure availability of appropriate mental health services during response and recovery. This may include crisis counseling, critical incident stress debriefings, referrals and education.
- Coordinate with JIC to release mental health information to news media.
- Work with American Red Cross to ensure availability of mental health services in shelters.
- Coordinate with Davis County Health Department, Davis County Sherriff and State Medical Examiner's Office to provide mental health services to next of kin.

Davis County Sheriff

- Work with State Medical Examiner's Office, Davis County Health Department and the Federal DMORT team (if activated) 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 and notifying the next of kin.
- Establish a temporary morgue in coordination with the State Medical Examiner's Office and Davis County Health Department.
- Provide security to protect aid stations and temporary morgues as needed.

American Red Cross (ARC)

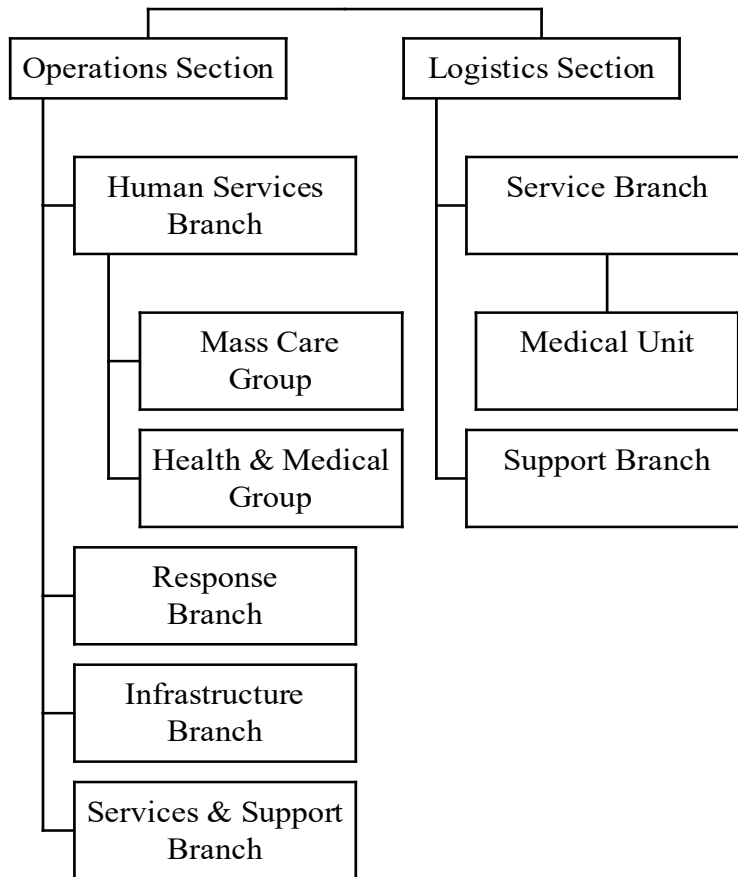
- See ESF 6 Mass Care

United Way

- Assist in management of volunteers and donations through 211.
- Coordinate placement of volunteers with EOC.

Davis County Animal Control

- Coordinate with veterinarians and animal hospitals to arrange services for animals as needed.
- Coordinate with Davis County Health Department for the collection and disposal of dead animals.
- Assist in the sheltering of companion animals.



ESF 8 Appendix 1: Organization and Assignment of Responsibilities for EMS Response

The medical resources of South Weber City will be organized into three levels of response and control.

First Level

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 responsibility for patient care will progress in the following order:

- The first arriving EMT, who is superseded by
- The first arriving Paramedic, who is superseded by
- An assigned or authorized Physician

Second Level

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 IC/UC, the EOC and the treatment facility. If a facility is not functional, or becomes overwhelmed, the Health and Medical Coordinator (Fire Department Position) within the operations section of the EOC is responsible for identifying alternate treatment facilities.

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

Third Level

During a third level of response the Health and Medical Coordinator (a Fire Department Position) would be located in the Operations Section of the EOC.

Coordination

In order to achieve maximum utilization of all resources and so that one resource is not overtaxed while others are not utilized to their capacity, the Health and Medical Coordinator, located in the EOC will coordinate with all medical resources. This should be done through existing communications channels, if operational. Assistance may be required and requested from the Davis County Amateur Radio Emergency Services.

Activation

Upon activation of this plan, Davis County Dispatch will notify the Health and Medical Coordinator (a Fire Department Position) assigned to the Operations Section of the EOC to report to the EOC to take the following actions:

- Activate communications with each medical facility.
- Take roll call of all hospital emergency rooms.

- Take coordinating command of all medical resources.
- Notify neighboring areas as to possible needs.
- Periodically, request the following information from each hospital:
 - Number of casualties that can be handled in the categories of burns, fractures, severe head injury, severe back injury, lacerations, cardiac problems, psychiatric, and general.
 - Beds available
 - ICU
 - Cardiac
 - OB
 - Orthopedic
 - General
 - Operating rooms available.
 - Availability of blood and blood type.
 - Availability of excess health personnel or need for more.

Emergency Support Function 9: Search and Rescue Operations

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Fire
- ❖ **Support:**
 - Davis County Sheriff's Office
 - Public Works
 - Police and Fire Departments through Mutual Aid Agreements

Purpose

To provide for the effective coordination and utilization of search and rescue resources to assist people in distress resulting from the effects of an emergency or disaster.

Situation and Assumptions

1. South Weber is vulnerable to the effects of extreme winds, storms, earthquakes, downed aircraft, hazardous materials, fires/explosions, and terrorism. These hazards could result in people being trapped in structures or vehicles. While other hazards are possible, they are not expected to produce search and rescue requirements beyond normal occurrences.
2. An emergency or disaster may cause structural collapse, or leave people trapped or stranded, threatening lives and requiring prompt, search, rescue, and medical care.
3. After a disaster or emergency, local residents and volunteers will require coordination and direction to safely assist in search and rescue operations.

Concept of Operations

1. The South Weber EOC may be activated to provide coordination and support to search and rescue operations. The Davis County and the State EOCs may also provide support for local search and rescue efforts.
2. The Incident Commander (IC) shall ensure communications are available through normal radio and telephone capabilities. If normal communications are not working the IC can use **SW Channel, Zone 1 Channel 5 as a back-up system.**
3. Additional Search and Rescue resources should be available upon request from adjoining political jurisdictions to include Davis County and the State. All requests for outside resources will be made through the Incident Commander, or through the EOC if activated.
4. Heavy rescue operations will consist of the combined efforts of fire, police, public works, and other agencies under the control of the incident commander (IC).
5. Search and rescue operations will continue until the subjects have been located and/or the IC terminates the search.

Functional Responsibilities

Fire

The fire agencies conduct rescue operations, commensurate with the ability of equipment and the degree of specialized training to include:

1. Extrication of trapped persons.
2. Rendering essential medical aid at time of release and/or prior to removal.

3. Accomplish other tasks commensurate with the situation and capabilities.
4. Determine location, number, and condition of victims. Determine location and number of buildings involved.
5. Determine building construction type and type of occupancies. Establish building triage team(s). Assess the need for additional personnel and additional equipment.
6. Restore equipment, vehicles, and forms to a state of operational readiness.

Police

1. Provide for traffic and bystander control.

County

1. Coordinate county and regional search and rescue resources.
2. Request region 1 and State assistance.

State

1. Coordinate county and regional search and rescue resources.
2. Request federal urban search and rescue assistance when requested by county.

Federal

1. Task federal agencies to perform search and rescue activities under a Declaration of Emergency or Major Disaster Declaration by the President.
2. Coordinate federal resources providing search and rescue assistance to states during non-disaster times (reference National Search and Rescue Plan).

Emergency Support Function 10: Hazardous Materials

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Fire
- ❖ **Support:**
 - Davis County Sheriff's Office (DCSO)
 - Davis County Health Department
 - Utah Highway Patrol
 - Surrounding Fire and Law Enforcement Agencies
 - Hospitals and Clinics

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 and or the environment in danger from exposure, contact, inhalation or ingestion.

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

Situation and Assumptions

1. Chemicals and hazardous materials are widely used and transported in our environment.
2. 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.
3. 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.
4. Additional factors that can influence a hazardous materials incident include weather, outside environment and reactions with other chemicals.
5. Many unknowns can be present during hazardous materials incidents.
6. Emergency response in the first 24 hours will be almost exclusively dependent upon local resources.
7. The disaster will disrupt the continuity of normal operations in areas surrounding the incident.
8. Safe operations will be a priority at all times. All responding personnel will ensure safety of themselves and that of the citizens.

Concept of Operations

The Incident Commander will manage the incident using the National Incident Management System (NIMS), establishing a unified command with other local response agencies to control all phases and actions of operations. If an incident becomes a **level 2 emergency or higher**, the City Manager should be notified to determine activation of the Emergency Operations Center (EOC) to assist in response (see Davis County All Hazards Response Plan).

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.

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

The following organizations will respond immediately:

1. Fire Department
2. Law Enforcement

It is expected that the Fire Department and/or Law Enforcement agencies 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:

1. Protect agency personnel;
2. Rescue injured persons;
3. Prevent the spread of contamination or damage to the area from BLEVES, explosions, spilling of toxic agents, and;
4. Return the community to normal status.

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

Containment/Identification Phase

- a. **Containment/Identification:** Law enforcement agencies will be responsible for establishing a perimeter to control the entry of persons around to the incident scene in coordination with Incident Command. All traffic inside this area will be restricted, and the area will be prepared for evacuation 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. The nearest available school or church auditorium will be used 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. (See ESF Annex A – Evacuation).
- 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 Fire Department, 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 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.

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.

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 being 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 agencies will coordinate the return of the evacuees.
- d. **Reports and Logs:** Copies of all documentation should be submitted to the South Weber Fire Department. In the event the South Weber EOC is activated, documentation should also be submitted to the Documentation Unit within the Planning Section at the EOC.

Functional Responsibilities

Fire Department

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, shelter in place, etc.) to protect the general public;
4. Decontaminate victims exposed to hazardous materials, if needed;
5. Control and contain hazardous materials;
6. Identify hazardous materials;
7. Coordinate identification of unknowns with Davis County Health Department, as needed;
8. Formulate and execute control and/or neutralization procedures;
9. 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).

Law Enforcement

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

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.

Emergency Support Function 11: Food and Water

- ❖ **ICS Function:** Coordination – Logistics
- ❖ **Primary:**
 - Food/Water Unit (Logistics Service Branch)
 - American Red Cross (ARC)
- ❖ **Support:**
 - United Way of Davis County
 - Church of Jesus Christ of Latter-Day Saints
 - Salvation Army
 - Southern Baptist Church
 - Ground Support Unit
 - National Guard.

Purpose

To identify needs, secure, and arrange for food and water assistance to affected areas during and following a disaster.

Situation & Assumptions

1. A disaster may require response from large numbers of emergency services personnel.
2. A disaster may result in shortages of normal food supplies to grocery stores.
3. The ability to deliver goods may be diminished due to poor road conditions.
4. A loss in utilities may result in damage to and slow down of food supplies.
5. A disaster may result in the loss of water supplies.

Concept of Operations

1. A Food Unit Leader (FUL) is appointed by the Logistics Section Chief to 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 in accordance with special nutritional requirements and the issuance of disaster food stamps.
2. All requests for food and water supplies, including types, amounts and destination locations, will be processed through the South Weber City EOC.
3. After initial food requests are forwarded to the Davis County EOC, the FUL will coordinate efforts to obtain and transport foods and/or the distribution of disaster food stamps.
4. The FUL will be the sole contact for food and water, and will be responsible for establishing and maintaining a liaison with the County disaster liaison assigned to food and water.
5. The organization of this ESF will be composed of an FUL, an Assistant if needed, and the Davis County EOC food and water support staff as required.
6. The FUL will work closely with the American Red Cross (ARC) to assess and meet the food and water needs of first responders, EOC personnel, service centers and shelter facilities.
7. The FUL will work with the Transportation Group Supervisor to transport food and water to affected areas as needed.
8. The FUL will coordinate with the Finance Section of the EOC to purchase emergency food supplies.

Functional Responsibilities

Logistics Section Chief

- Appoint a Food Unit Leader (FUL).
- Develop a course of action that will ensure timely distribution of food, water and ice to feeding stations and other locations where needed.
- Ensure that adequate records of City expenses are maintained.
- Maintain records of all personnel functioning under ESF 11, the type of work each performs, the hours each works and at what location the work is performed.

Food Unit Leader

- Coordinate food, water and ice distribution with volunteer organizations.
- Provide information to the Logistics Chief on a regular basis.
- Acquire and maintain an inventory of food and water supplies at City facilities.
- Establish pre-plans to the extent it is possible to acquire food and water from local businesses such as Smith's Distribution Warehouse, Sam's Club, WalMart, Albertsons, etc. during an emergency. Maintain a current inventory of available resources.
- Work with ESF 06 (Mass Care) to identify the number of people in shelters and others in need of food and water.
- Work with ESF 06 (Mass Care) to identify the locations of all mass feeding and food distribution sites.
- Monitor and coordinate the flow of food, water and ice supplies into the impacted area.
- Coordinate with ESF 07 (Resource Management) to obtain additional refrigerated trailers, if needed.
- Work with ESF 03 (Public Works) and ESF 08 (Health and Medical) to monitor water contamination in the disaster area and estimate water needs and quantities.
- Work with ESF 12 (Energy) to monitor power outages for estimated ice needs and quantities.
- Establish logistical links with local organizations involved in long-term congregate meal services.
- Document all emergency related response activities and their costs.

American Red Cross, Salvation Army and Other Human Services Organizations

- Assist in identifying and assessing the requirements for food and water during the disaster, immediately after the disaster, and during the long-term recovery.
- Assist with the distribution of coordinated disaster relief supplies.
- Provide meal counts on a daily basis.
- Maintain records of all expenses incurred as a result of providing food and water.
- Maintain records of all volunteers, the type of work each volunteer performs, the hours each volunteers worked and at what location.

Ground Support Unit (Coordination – Logistics – Support Branch)

- Work with the FUL and ARC to provide and coordinate transportation of food and water as needed.

Davis County Health Department

- Provide information for the public regarding safe drinking water and food supplies.
- Address food and water handling, contamination and conservation.
- Monitor food preparation at the point of consumption and emergency water supplies for compliance with applicable standards.

Emergency Support Function 12: Energy

- ❖ **ICS Function:** Operations- Infrastructure Branch
- ❖ **Primary:** Energy Group Supervisor
- ❖ **Support:**
 - Rocky Mountain Power
 - Enbridge Gas
 - Gasoline/Diesel Fuel Suppliers

Purpose

The purpose of this ESF is to provide a coordinated response in the restoration of energy services (electric power, natural gas, gasoline/diesel fuel) in a disaster area to save lives and protect health, safety and property, and to carry out other emergency response functions.

Situation & Assumptions

1. A disaster may result in a loss of electrical power and/or natural gas to a portion of or all of South Weber City for an extended period.
 - a. Utility companies will respond with additional personnel to restore electricity and/or gas.
 - b. If electricity or gas is lost during the cold winter months, numerous persons may be subject to extremely cold temperatures.
 - c. Most citizens are not prepared to go for more than a few days without electricity and/or gas.
2. A disaster may result in a shortage of gasoline and/or diesel fuel needed for essential City vehicles, equipment, and power generators for an extended period of time.
 - a. A shortage or loss of fuel would significantly hamper the City's ability to respond during a disaster.

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 Public Works, and an assistant if needed.

Functional Responsibilities

Emergency 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.

Coordinator

1. Determine the electrical and natural gas status of affected areas.
2. Using the information available, determines the possible energy needs for response.

3. Receive and assess requests for energy assistance from local jurisdictions.
4. Provide accurate assessments of energy supplies, demands, and requirements for repair and restoration of energy systems to the EOC.
5. As appropriate, assist in assessing priorities for energy restoration.
6. Coordinate restoration work with private and city energy companies.
7. Keep accurate records of all activities and expenses relating to this ESF.

The Operations Section Chief or the Infrastructure Branch Director (if activated) should appoint an Energy Group Supervisor to work closely with local, state, federal and private utility companies to assess natural gas and electric power status, supply and demand, establish priorities to repair damaged facilities, coordinate providing temporary/interim sources of natural gas and electricity, and assist in identifying requirements for restoration.

To the extent possible during a disaster, electricity, natural gas and gasoline/diesel fuel distribution systems should continue to provide services through their normal means and will compile damage assessment reports and share this with the Energy Group Supervisor.

Utility companies may send a representative to the City EOC to facilitate coordination and communications between the EOC and field crews repairing damaged utilities. Utility companies are requested to provide their own communications equipment.

The Energy Group Supervisor should also work closely with fuel providers to maintain adequate fuel supplies for the EOC and Shelters, and if necessary, coordinate providing and transporting (if necessary) temporary, alternate, or interim sources of fuel when needed. .

Emergency Support Function 13: Law Enforcement

- ❖ **ICS Function:** Operations
- ❖ **Primary:** Davis County Sheriff
- ❖ **Support:**
 - Department of Emergency Services (DES)
 - Utah Highway Patrol (UHP)
 - Hill AFB Personnel (for certain incidents)

Purpose

1. To provide guidelines for maintaining civil order and security under emergency or disaster conditions.
2. To provide for the effective coordination of law enforcement operations within South Weber City in the event of an emergency or disaster.
3. To utilize local law enforcement communication resources to support emergency operations.
4. To conduct a needs/damage assessment of the disaster or emergency area(s).

Situation and Assumptions

1. Emergencies or disasters may result in widespread damage to or total loss of existing civil infrastructure capabilities. Along with a significant loss of dwellings, other structures, widespread displacement of people and other possible hazards will require law enforcement to provide traffic control, access control, and security, especially at mass care facilities. In order to fully determine the impact of a disaster on the population and provide an immediate and effective response, an impact or needs assessment will be conducted at the earliest possible time following an emergency or disaster. Law enforcement personnel will be a part of the needs assessment process. The needs assessment should consider the following:
 - a. Evacuations will involve large numbers of people, some of whom will travel in private vehicles to reception centers while others will travel in public vehicles. Additional traffic control will be necessary to ensure orderly flow of traffic, coordination of parking at reception and registration centers, and direction to shelter facilities.
 - b. The concentration of large numbers of people in shelter facilities will necessitate additional police patrols to preserve law and order.
 - c. Additional law enforcement surveillance may be needed in the evacuated area(s) to prevent looting.
 - d. Law enforcement may be needed for access control of large areas that have been evacuated and still pose a threat to the public.
 - e. Bombings, bomb threats, arson, terrorist activities, and civil disturbance incidents may require State and Federal law enforcement resources to counter these activities and to help restore normal activities within the City. This will require coordination at the City level and determination of needed law enforcement resources by type, quantity, location and availability.
 - f. A need exists to maintain readiness or respond to and manage any crisis or incident that causes or could cause injury or harm to people, damage to or loss of property, or

degrades or threatens the National Security Emergency Preparedness posture of the United States.

2. An emergency or disaster will require an immediate and continuous demand for law enforcement and security.
3. Loss of electricity will compound traffic control problems.
4. General Law enforcement problems are compounded by disaster related community disruption, restriction of movement, and impacted communications and facilities.
5. The capabilities of local law enforcement agencies will be quickly exceeded. Supplemental assistance shall be requested through local and state emergency management channels and the operation of mutual aid agreements (MAAs).

Concept of Operations

Policies

1. The Sheriff's Department will function as the law enforcement coordinator for emergencies, disasters, and catastrophic events.
2. A law enforcement-oriented emergency, disaster, or catastrophic event is any large-scale emergency where the maintenance of law and order is the primary focal point, i.e., hostage or terrorist activity, riot and civil disturbance as declared by the Sheriff or his/her designee.
3. The fundamentals of the incident command system (ICS) will guide law enforcement roles at an incident scene that is not primarily law enforcement oriented.

General Operations

1. In time of an emergency or disaster, law enforcement shall be called upon to perform a wide range of functions, including, but not limited to: warning and evacuation; search and rescue; emergency transportation; emergency communications; control of disaster site access; looting control; crowd control; emergency traffic control; provide security and preserve law at local shelter facilities and damage assessment.
2. The Davis County Sherriff, in addition to having 24-hour operational capability, has two-way radio communication links between its respective mobile units and the city EOC. This becomes a valuable resource during a disaster situation.
3. If an emergency occurs within South Weber, the Sheriff's Department will exercise overall authority for law enforcement activities and responsibilities. Law enforcement units, with the use of sirens, public address systems, and reverse phone calling systems, may be used to disseminate warning and emergency information.
4. The Sheriff's Department may provide a representative to the City Emergency Operations Center (EOC) to coordinate disaster law enforcement activities between local, district, and state law enforcement agencies, if available.
5. Organization: Law Enforcement agencies presently available for emergency operations in South Weber consist of:
 - a. Davis County Sheriff (contract agency for South Weber City) and Reserves
 - b. Hill AFB Security Forces (only available on military aircraft disaster's or bomb threat operations, i.e. military working dogs)
 - c. Utah Highway Patrol
6. The primary and support agencies will provide their own internal support, i.e. vehicles, tactical equipment, and funding.
7. Off-duty personnel will be recalled as needed.

8. Work schedules will be modified to meet staffing requirements.

Functional Responsibilities

Sheriff or His/Her Designee

1. Functions as a permanent member of the EOC Policy Section and is responsible for the following:
 - a. Control traffic during and after emergencies and disaster.
 - b. Maintain order in and around emergency or disaster scene(s); safeguard property in and around scene(s). Investigate all crimes committed.
 - c. Provide a representative to the City EOC as requested.
 - d. Provide security for the EOC if necessary.
 - e. Recommend the evacuation of endangered population.
 - f. Work in coordination with ESF 14 Public Information to inform the public of evacuation orders including but not limited to: door-to-door notification of persons in affected area, warning the public through the use of mobile public address systems, emergency notification system (ENS) and activating the Emergency Alert System (EAS). Provide security for evacuated property, if resources are available.
 - g. Work with the office of the medical examiner to conduct investigations, identification, recovery and management of all deceased persons.
 - h. Maintain necessary mutual aid agreements with other jurisdictions for law enforcement services.
 - i. Provide incident documentation, reports, and financial information.

State of Utah

1. The Department of Homeland Security Department of Public Safety Division of Emergency Services (DHSDES) serves as the focal point for all state level emergency support. Operates the State EOC.
2. Utah Highway Patrol (UHP) assists the Davis County Sheriff in law enforcement operations by coordinating and maintaining liaison with the appropriate state departments and providing warning and communications support.

Surrounding Law Enforcement Agencies

1. Support recovery operations as defined in agency Emergency Operation Procedures (EOPs) and Standard Operating Procedures (SOPs) or as requested by the South Weber City EOC, to include:
 - a. Maintain post emergency or disaster security patrols.
 - b. Control re-entry.
 - c. Assist in damage assessment activities.

Emergency Support Function 14: Public Information Systems

- ❖ **Primary:** Public Information Officer (PIO)
- ❖ **Support:**
 - PIO's from other local jurisdictions agencies
 - Davis County PIO
 - State PIO
 - Private sector and non-governmental organizations

Purpose

To ensure that Emergency Public Information is effectively collected, monitored, managed and disseminated in a useful, timely and accurate manner to support the City's response and recovery to an emergency or disaster.

Situation & Assumptions

1. A disaster or emergency may be of such magnitude that the means of dispersing public information within the disaster area could be severely hindered or cease to function. Outside the disaster area, the demand for information concerning the emergency or disaster will be overwhelming.
2. Effective measures can be taken to enhance survival and minimize hardship during an emergency or disaster by providing emergency public information to the public.
3. When an emergency or disaster strikes, the Joint Information System (JIS) cannot always react in time to inform the public about the hazard and appropriate safety precautions. Therefore, it is important to inform the public before an emergency or disaster of hazards, protective actions and preparedness measures they can employ to reduce the impact of the hazard on themselves and their community.
4. The principal means by which emergency public information will be disseminated will include reverse phone notification system, Emergency Alert System (EAS), television, radio, cable outlets, City social media pages, and the City web page (www.southwebercity.gov). A back-up means for public information may include vehicle public address systems and door-to-door contact during critical periods and in locations with life-safety incidents.
5. Special needs groups will be considered based on the ability of people to receive, act on, or understand emergency public information messages. These might include sight or hearing impairments, custodial institutions such as schools, nursing homes, and hospitals.
6. Major emergencies or disasters create significant media interest that will bring out-of-state reporters, photographers and camera crews to an incident. This will create a heavy demand on the City, County, and State structure requiring augmentation. External sources will be interested in major operations, devastation, high impact and human –interest incidents.
7. The State of Utah Public Safety Public Information Officer Association can provide supplemental support staff for public affairs activities.
8. In the aftermath of a disaster, information is often erroneous, vague, difficult to confirm and contradictory.
9. In the aftermath of a disaster, there will be significant demand to know what volunteer resources are needed.

Concept of Operations

1. The South Weber City Public Information Officer coordinates the provision of appropriate emergency public information to ensure public safety and protection, and to provide useful and accurate information concerning the emergency to the public, including the media.
2. Efforts will be made to report positive and accurate information regarding emergency responses to reassure the public that the situation is being dealt with, utilizing appropriate resources.
 - a. Education efforts will be directed toward increasing public awareness about hazards and how people can successfully deal with them.
 - b. Information and education efforts will rely on the cooperation of commercial media organizations, including both electronic newsgathering and print sources.
3. A Joint Information Center (JIC) may be established upon the recommendation of the Emergency Manager (City Manager) or the Incident Commander, to coordinate multi-agency new releases and dissemination of public information. In some instances, it may become necessary for designated public official to request activation of the Emergency Alert System (EAS) to provide information directly to the public.

Functional Responsibilities

Emergency Manager

- Provide authority for the release of local level information to the public.
- Appoint a Public Information Officer to coordinate the release of emergency public information and serve as a member of the policy section, as needed.

Public Information Officer

- Pre-establish a Joint Information System (JIS) to the extent possible to provide an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate and consistent information to the public in a crisis. Include plans, protocols, and structures used to provide information to the public during an incident as described in the concept of operations above.
- Maintain an effective JIS during and following a crisis.
- Pre-plan and pre-coordinate with the local news media to establish a relationship and ensure assistance in disseminating emergency information.
- Maintain current and accurate media distribution lists.
- Pre-identify and train additional staff to support the emergency Public Information function.
- Represent and advise Incident Command of all public information matters relating to the management of the incident.
- Provide facilities where media representatives can be briefed. Whenever possible, facilities should provide telecommunications capabilities for media use.
- Conduct news briefings on a regular basis or as events dictate. Handle media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring and other functions required to coordinate with appropriate authorities. Disseminate accurate and timely information related to the incident, particularly regarding information on public health, safety and protection.
- Coordinate public information at or near the incident site and provide an on-scene link to the JIS. In a large-scale operation, coordinate with the on-scene or field PIO to function as a link to the Joint Information Center (JIC).

- Establish or assist in the establishment of a JIC to coordinate emergency public information where multiple jurisdictions and/or agencies are involved in the emergency response and advise all involved of the Joint Information System (JIS). This facility would be in direct contact with the EOC, and may include information officers from other jurisdictions/agencies, and may be in conjunction with County, State and Federal information efforts.
- If multiple JICs are established, ensure communication with all of them on an ongoing basis.
- Develop accurate and complete information on the incident's cause, size and current situation, resources committed, and other matters of general interest for release.
- Public awareness functions must be coordinated with the information and operational security matters that are the responsibility of the information and intelligence function within the ICS/EOC. This is particularly important when public awareness activities may affect information or operational security.

ESF 14 Appendix 1 : Public Information

Public Information Principles

The PIO Supports the Incident Command

Under the Incident Command System (ICS), the PIO is a key staff member supporting the Incident Command structure. The PIO represents and advises the Incident Command (IC) on all public information matters relating to the management of the incident. The PIO handles media and public inquiries, emergency public information and warnings, rumor monitoring and response, media monitoring, and other functions required to coordinate with appropriate authorities. He/she disseminates accurate and timely information related to the incident, particularly regarding information on public health and safety and protection. The PIO is also responsible for coordinating public information at or near the incident site and serving as the on-scene link to the Joint Information System (JIS). In a large-scale operation, the on-scene PIO serves as a field PIO with links to the Joint Information Center (JIC), which is typically collocated with the Federal, regional, State, local or tribal EOC tasked with the primary incident coordination responsibilities. The JIS provides the mechanism for integrating public information activities among JICs, across jurisdictions, and with private sector and non-governmental organizations.

Public Information Functions must be Coordinated and Integrated Across Jurisdictions and Across Functional Agencies; Among Federal, State, Local and Tribal Partners; and with Private Sector and Non-governmental Organizations

During emergencies, the public may receive information from a variety of sources. The JIC provides a location for organizations participating in the management of an incident to work together to ensure timely, accurate, easy-to-understand, and consistent information to the public. The JIC comprises representatives from each organization involved in the management of an incident. In large or complex incidents, particularly those involving complex medical and public health information requirements, JICs may be established at various levels of government. All JICs must communicate and coordinate with each other on an ongoing basis. Public awareness functions must also be coordinated with the information- and operational-security matters that are the responsibility of the information and intelligence function of the ICS, particularly when public awareness activities may affect information or operations security.

Organizations Participating in Incident Management Retain Their Independence

Incident Commanders (ICs) and multiagency coordination entities are responsible for establishing and overseeing JICs including processes for coordinating and clearing public communications. In the case of Unified Command (UC), the departments, agencies, organizations or jurisdictions that contribute to the joint public information management do not lose their individual identities or responsibility for their own programs or policies. Rather, each entity contributes to the overall unified message.

System Description and Components

Joint Information System

The JIS provides an organized, integrated, and coordinated mechanism to ensure the delivery of understandable, timely, accurate, and consistent information to the public in a crisis. It includes

plans, protocols, and structures used to provide information to the public during incident operations. The JIS also encompasses all public information operations related to an incident, including Federal, State, local, tribal and private organization PIOs, staff and JICs established to support an incident. Key elements include the following:

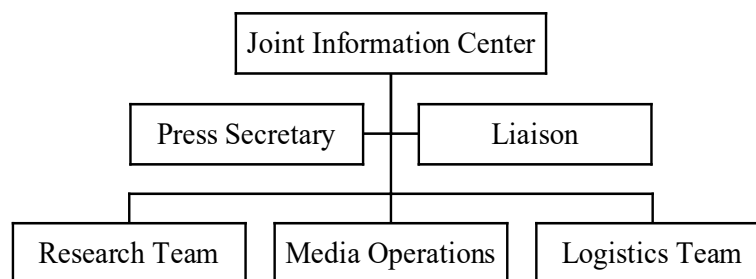
- Interagency coordination and integration;
- Developing and delivering coordinated messages;
- Support for decision-makers; and
- Flexibility, modularity, and adaptability.

Joint Information Center

A JIC is a physical location where public affairs professionals from organizations involved in incident management activities can collocate to perform critical emergency information, crisis communications, and public-affairs functions. It is important for the JIC to have the most current and accurate information regarding incident management activities at all times. The JIC provides the organizational structure for coordinating and disseminating official information. JICs may be established at each level of incident management as required. Note the following:

- The JIC must include representatives of each jurisdiction, agency, private sector, and non-governmental organization involved in incident management activities.
- A single JIC location is preferable, but the system should be flexible and adaptable enough to accommodate multiple JIC locations when needed. Multiple JICs may be needed for a complex incident spanning a wide geographic area or multiple jurisdictions.
- Each JIC must have procedures and protocols to communicate and coordinate effectively with other JICs, as well as with other appropriate components of the ICS organization.

An example of a typical JIC organization is shown below:



The need for rapid dissemination of essential information during an emergency necessitates the effective functioning of the PIO. The PIO should use whatever means are available including, but not limited to radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contacts to disseminate emergency information. Public information will also be disseminated to elected officials, emergency personnel in the field, and other city employees so they know what information and guidance is being released to the public.

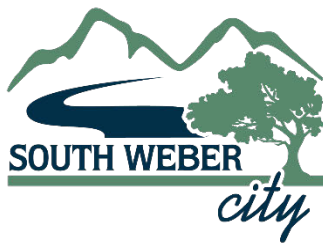
Special Groups

- There may be several non-English speaking communities in South Weber City. In the event that public information needs to be translated, interpreters should be pre-identified by the PIO and coordinated through the EOC.
- Special instructions and provisions may be needed for hospitals, nursing homes, schools, or other groups.

ESF 14 Appendix 2: Template / Example Press Releases

Information / examples for the situations listed below found on the following pages:

- Emergency Press Release – No Evacuation
- Emergency Press Release Template
- Power Outage Press Release Template
- Road Closure Press Release Template
- Water Shut Off Press Release Template



1600 E. South Weber Drive
South Weber, UT 84405

8 EOP
801.479.3177
southwebercity.com

FOR IMMEDIATE RELEASE

(Date)

FOR MORE INFORMATION

CONTACT:

Shaelee King

Community Relations

801-479-3177 ext. 2210

sking@southwebercity.com

(Header detailing emergency)

SOUTH WEBER, Utah—(**Emergency**) has occurred at (**location of emergency**) on (**Date and time of emergency**).

Residents need to know:

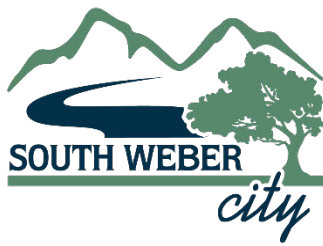
- Emergency
- Location
- Date & time of emergency

Official Statement from City Manager or Fire Chief.

Residents can receive real-time updates through the following channel:

- South Weber City Facebook: www.facebook.com/SouthWeberCity

###



1600 E. South Weber Drive
South Weber, UT 84405

8 EOP
801.479.3177
southwebercity.com

FOR IMMEDIATE RELEASE

(Date)

FOR MORE INFORMATION

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Community Relations

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sking@southwebercity.com

Evacuation ordered due to: **emergency**

SOUTH WEBER, Utah—(**Emergency**) has occurred at (**location of emergency**) on (**Date and time of emergency**). South Weber City has issued a MANDATORY EVACUATION ORDER for (**specific neighborhoods/streets**) effective immediately. Residents must evacuate from these areas by (**deadline for evacuation**). If possible, we encourage people to stay with family or friends outside of the affected area. If there is nowhere else to go, a shelter location has been established at (**designated shelter location**).

Residents need to know:

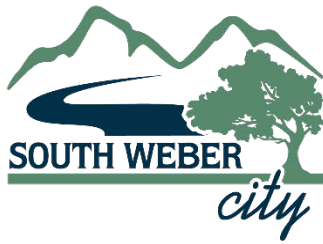
- **Emergency**
- **Location**
- **Date & Time of emergency**
- **Evacuation details**

Official Statement from City Manager or Fire Chief.

Residents can receive real-time updates through the following channel:

- South Weber City Facebook: www.facebook.com/SouthWeberCity

###



1600 E. South Weber Drive
South Weber, UT 84405

8 EOP
801.479.3177
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FOR IMMEDIATE RELEASE

(Date)

FOR MORE INFORMATION

CONTACT:

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Community Relations

sking@southwebercity.com

Header detailing road closure

SOUTH WEBER, Utah—The City of South Weber is notifying residents of an upcoming road closure due to (**reason**). Beginning (**start date and time**), (**road name**) will be closed to through traffic from (**specific closure points**) until (**expected reopening date**).

Road Closure Details:

- Affected Area
- Closure Dates
- Reason for closure
- Alternate routes

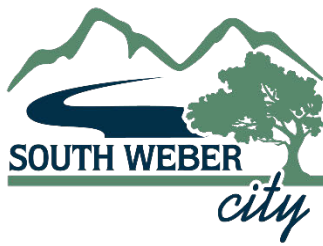
Residents can expect (**Details**)

Official Statement from City Manager or Fire Chief. (optional)

Residents can receive real-time updates through the following channels:

- South Weber City Website: www.southwebercity.com
- South Weber City Facebook: www.facebook.com/SouthWeberCity

###



1600 E. South Weber Drive
South Weber, UT 84405

8 EOP
801.479.3177
southwebercity.com

FOR IMMEDIATE RELEASE

(Date)

FOR MORE INFORMATION

CONTACT:

Shaelee King

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801-479-3177 ext. 2210

sking@southwebercity.com

(Header detailing emergency)

SOUTH WEBER, Utah—(**Emergency**) has occurred at (**location of emergency**) on (**Date and time of emergency**).

Residents need to know:

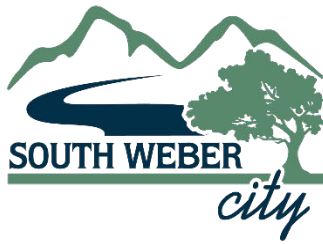
- Emergency
- Location
- Date & time of emergency

Official Statement from City Manager or Fire Chief.

Residents can receive real-time updates through the following channel:

- South Weber City Facebook: www.facebook.com/SouthWeberCity

###



1600 E. South Weber Drive
South Weber, UT 84405

8 EOP
801.479.3177
southwebercity.com

FOR IMMEDIATE RELEASE

(Date)

FOR MORE INFORMATION

CONTACT:

Shaelee King

Community Relations

ext. 2210

sking@southwebercity.com

Water Service Interruption for (**Location**)

SOUTH WEBER, Utah—South Weber City will be conducting (**planned/emergency**) water system maintenance, requiring a temporary water shut-off for residents at (**affected area**) on (**date**) from **start time to expected restoration time**.

Residents can expect (**Details**)

Official Statement from City Manager or Fire Chief. (optional)

Residents can receive real-time updates through the following channels:

- South Weber City Website: www.southwebercity.com
- South Weber City Facebook: www.facebook.com/SouthWeberCity

###

Emergency Support Function 15: Long-Term Recovery and Mitigation

❖ Primary:

- Emergency Manager
- Public Works
- Building Department
- Davis County Assessor

❖ Support:

- Policy Group
- All City Departments (including contracted department/employee)
- Private Sector (various)
- Non-profit agencies (various)

Purpose

The primary mission of the Long-Term Community Recovery and Mitigation Emergency Support Function is to provide resources and personnel for the long-term recovery related needs of the City before, during, and after emergency or disaster events. ESF 15 coordinates the recovery and hazard mitigation efforts in an affected area and the transition from response to recovery for field operations. Support consists of available programs and resources of local departments and agencies to enable recovery and to reduce, mitigate, or eliminate risks from future incidents where possible.

Scope

The concepts in ESF 15 apply to appropriate local departments and agencies following a disaster or an incident of National Significance that affects the long-term recovery of a community. Support and resources may vary depending upon the extent and type of incident and the potential for long-term consequences, and the need for restoration. ESF 15 can be activated for both small- and large-scale events that require City assistance to address impacts in areas such as housing, business, employment, and infrastructure.

Situation & Assumptions

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. Sufficient resources may not be available to meet recovery requirements. County, State and Federal assistance may be requested to identify and deploy resources from outside the city to ensure a timely, efficient, and effective recovery from the event. The lessons learned from the event can provide guidance for new mitigation strategies to be implemented in the All-Hazard Mitigation Plan.

Policies

1. Local government agencies provide recovery assistance to the affected areas while coordinating activities and assessments of need for additional assistance.
2. ESF 15 will not address economic policymaking and economic stabilization prior to any event.

3. Local government support is based on the type, extent, and duration of the event and recovery period. Should the event exhaust local resources and mutual aid agreements, the State of Utah will be asked to provide assistance. Should the event exhaust State resources, the Federal government will be asked for assistance.
4. Long-term community recovery and mitigation efforts are focused on permanent restoration with emphasis on the mitigation of future impacts of disaster where possible.
5. When it is apparent that the City will qualify for federal disaster relief, the Preliminary Damage Assessment process must be completed (See Also Annex A).

Concept of Operations

General

1. Conduct preliminary and post event damage assessments, documentation, mapping, loss analysis and coordinate efforts to address long-term community recovery and mitigation issues.
2. Determine responsibilities for recovery activities and provide continuity of government and other involved organization to ensure the follow through of recovery and hazard mitigation efforts.

Organization

1. **South Weber City Emergency Management** is organized to provide for staff in the EOC in the event of a disaster. Staffing; however, is very limited and will require assistance from the County and/or surrounding cities if staffing is required for more than one 12-hour operating period.
2. **The Davis County Assessor's Office** can appraise properties and maintains records of property values. It also provides mapping and basic property information via its Global Information Services (GIS) staff.
3. **The South Weber City Public Works Department** has limited equipment and transportation to assist with debris removal after a disaster has occurred. Additional resources for debris removal shall be coordinated through the Logistics Section of the EOC.
4. **The South Weber City Building Department** facilitates the application of loss reduction for the rebuilding of critical infrastructure by using building, fire, and other appropriate codes to mitigate potential future losses.

Procedures

1. Recovery and restoration operations begin at the EOC. Those operations are based on situation and preliminary damage assessments. If the assessments identify significant damage has occurred, local damage assessment staff shall make a recommendation to the Emergency Management Director concerning the appropriateness for requesting emergency assistance.
2. In rare instances, the effects of the disaster are so dramatic that the need for preliminary damage assessment is eliminated in certain areas. In those cases, state and federal inspectors begin verifying claims for Public and Individual Assistance as quickly as possible.

3. If South Weber City has an active Presidential Disaster Declaration, teams of federal and state inspectors working from a Disaster Field Office may inspect damaged public facilities with a City representative and determine what aid, if any, may be due. Other damages suffered by individuals and businesses will be assessed for Individual Assistance when authorized.
4. The City Manager may direct the formation of the Recovery and Restoration Task Force (RTTF), which is a group who will serve as guidance to the Emergency Management Director on the continuation of recovery and restoration agendas such as contamination clean-up and control of adulterated food. If an RRTF is developed and activated by the City Manager, their first major task is to formulate a recover and restoration plan. The team prioritizes efforts to restore critical infrastructure and adhere to reporting requirements from government authorities. The task force may need to identify alternating staff to cover various shift requirements.

Resource Requirements

1. Primary and support agencies shall maintain internal standard operating procedures (SOP) guides that detail the logistical and administrative priorities necessary to conduct mitigation, preparedness, response, and recovery operations.
2. Each primary and supporting agency will comply with applicable requirements for training as directed by their individual agencies. Additionally, training requirements from higher federal or state authorities will take priority (See Also Multi-year Training and Exercise Plan). Training may include, but is not limited to:
 - a. National Incident Management System / Incident Command
 - b. Continuity of Operations
 - c. Emergency Operations Planning
 - d. SOPs Development
 - e. Disaster Recovery and Mitigation
 - f. Damage Assessment

Emergency Support Function Tasks

Mitigation

1. Identify areas that have been or are currently prone to significant hazards and determine the impact on critical infrastructure and the ability to move personnel and resources into affected areas.
2. Identify long-term recovery resources within the City and potential shortfalls or gaps that may exist.
3. Identify potential partnerships or funding sources to reduce or eliminate resource shortfalls or gaps for long-term recovery issues or concerns.
4. Establish partnerships with other local and municipal entities that share long-term recovery responsibilities.
5. Develop mutual aid agreements, letters of understanding or contracts with departments, organizations or private entities that may offer rapid deployment of resources or services as they relate to long-term recovery needs.
6. Identify, establish and maintain technical standards and specifications for essential pieces of equipment related to long-term recovery needs.

7. Identify, establish and maintain standards for long-term recovery operations that comply with federal and state requirements and policies.
8. Identify, establish and maintain alternate long-term recovery facilities, equipment and assets for continuity of operations and essential long-term recovery services.
9. Use predictive modeling, such as Hazards U.S. (HAZUS) loss estimation methodology to ascertain vulnerable critical facilities as the basis for identifying recovery priorities.
10. Assist in the development of policies and administrative rules that relate directly to long-term recovery, this ESF and its ability to provide emergency assistance.
11. Develop and maintain public outreach programs aimed at eliminating or reducing risks associated with emergency long-term recovery issues.

Preparedness

1. Develop, validate and maintain SOPs or guidelines for routine and emergency operations. Key concerns include, but are not limited to:
 - a. Identification and assessment of critical infrastructure.
 - b. Alert and activation of personnel for work in the field or EOC.
 - c. Emergency communications and reporting procedures.
2. Coordinate the development of plans to address housing, debris management, environmental restoration, restoration to public facilities and infrastructure, restoration of the agricultural sector, and short- and long-term community recovery.
3. Develop and conduct training and education programs for ESF 15 personnel.
4. Develop and maintain a roster of agency contacts to be used in the event of emergency operations.
5. Develop lists of resource needs and work toward eliminating these shortfalls by securing funding, partnerships, or other activities.
6. Update mutual aid agreements, letters of understanding or contracts that may offer rapid deployment of resources or services as they relate to short and long-term recovery needs.
7. Exercise alternate long-term facilities, equipment and assets for continuity of operations.

Response

1. Activate SOPs or guidelines for emergency operations that consider:
 - a. The assessment, staging, use, status and sustainability of facilities, equipment, supplies and other resources.
 - b. The alert, notification and activation of personnel for work in the field or within the EOC.
 - c. Emergency communications and reporting procedures.
2. Activate ESF 15 personnel for such missions' essential tasks as:
 - a. The assessment of equipment, supplies, and resources.
 - b. Responding to the field for emergency operations.
 - c. Working in an EOC during emergency conditions.
 - d. Supporting Incident Command structures.
 - e. Activating continuity of operations plans.
 - f. Developing and distributing maps and other pertinent long-term recovery information.
 - g. Meeting both emergency transportation and evacuation needs of the City.

3. Evaluate the ability to communicate with ESF 15 personnel and implement alternate communications if primary systems are down.
4. Activate strategies and plans developed to address incident housing, debris management, environmental restoration, restoration of public facilities and infrastructure, restoration of agricultural sector and short- and long-term community recovery.
5. Work with ESF 13 (Law Enforcement) in the placement of barricades or other security measures as needed or required.
6. Work with local agencies and departments in the movement and care of persons with special needs (See Also ESF 6).
7. Post situation reports and critical information in WebEOC during activations (where possible).

Recovery

1. Work to aggressively eliminate shortfalls or resource gaps that were identified in response to an emergency or disaster.
2. Establish partnerships and secure funding sources to address resource shortfalls or gaps for long-term recovery issues or concerns.
3. Maintain open and ongoing communication with other local jurisdictions in impacted areas and assist in their overall efforts for recovery operations.
4. Assess mutual aid agreements, letters of understanding or contracts with departments, organizations, or private entities that may have been utilized during the response and determine if those agreements need to be updated or revised.
5. Assess the current technical standards and specifications for essential pieces of equipment related to short and long-term recovery needs and update based upon the lessons learned from the most recent emergency response.
6. Assess the current level of training on emergency safety standards for long-term recovery personnel to determine the appropriate application and compliance with federal and state requirements and policies.
7. Assess the current usage and application of alternate long-term recover facilities, equipment and assets for these essential services to determine if there are issues that need to be addressed for future response operations.
8. Work to change, if required, those pieces of policies and administrative rules that relate directly to long-term recovery, which hinder this ESFs ability to provide emergency assistance.

MEETING DATE

March 24, 2026

PREPARED BY

Bryan Wageman
Asst Public Works Director
&
David Larson
City Manager

ITEM TYPE

Administrative

ATTACHMENTS

Vac Trailer Quote

PRIOR DISCUSSION DATES

NA

AGENDA ITEM

Vac Trailer Purchase

PURPOSE

Consider purchasing a Vac Trailer for \$87,420.11 with some of the remaining public works facility bond proceeds

RECOMMENDATION

The Municipal Utilities Committee recommends approval

BACKGROUND

The public works department is requesting purchase of a vacuum trailer to be used across all divisions of the department. This is a new piece of equipment that the city currently does not have.

In the past the city has worked with Twin D to come in and pothole for us to find utilities and to find our water lines as needed. This is done so that you are not digging a big hole but can get eyes on the utilities for engineering for bigger projects and have little to no cost to road repairs in those areas. Depending on the year, Twin D has been paid over \$100,000 a year for providing this service, and while purchasing a vac trailer won't entirely replace this cost, it will reduce it significantly.

ANALYSIS

The cost of the trailer is \$87,420.11 on state contract.

It will be used for many purposes throughout the public works department. It will be used to pothole utilities, clean valve boxes, some of the smaller storm drain boxes, as well as the clean outs in the wash bay at the new shop. We will also be using it for excavating around water meters in the park strips, so we don't have to use big equipment.

The intent is to use the trailer until it is worn out, not to rotate it on a schedule, getting as much useful life out of the purchase as possible. There is not a good market for used vac trailers so using it for its entire lifespan is more desirable financially. The exact lifespan for the trailer will depend on how much it is used and how well it is taken care of. Storing it inside the shop bays will be important in extending its life.





Quotation

The Charles Machine Works, Inc.
 Ditch Witch Division
 1959 West Fir Avenue
 P.O.Box 66
 Perry, OK 73077
 Phone No : 1-800-654-6481
 Fax No : 580 336 0617
 Email : global@ditchwitch.com

Information

Quotation No. 20229934
Document Date 10/06/2025
Customer No. 516612
Dealership DITCH WITCH OF THE ROCKIES
 SALT LAKE CITY
PO _____
Created by Jon McLarty

Sold-to Party Address

SOUTH WEBER CITY
 MEMBER #
 1600 E SOUTH WEBER DR
 South Weber UT 84405-9659

Global Account Price Quote

Quote Valid until :

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details

Qty	Material Description	Unit Price	Discount	Amount
1EA	<p><i>JIB BOOM \$2100 to \$2500 additional option.</i></p> <p>*****</p> <p><i>SOURCEWELL CONTRACT</i></p> <p><i>110421-CMW</i></p> <p>*****</p> <p><i>PER SOURCEWELL CONTRACT</i></p> <p><i>PLEASE ISSUE PURCHASE ORDER TO:</i></p> <p><i>CHARLES MACHINE WORKS</i></p> <p><i>1959 W FIR AVENUE</i></p> <p><i>PERRY, OK 73077</i></p> <p>*****</p> <p>HX40G - HX40G</p> <p>With the following configuration:</p> <p>Debris Tank 500 Gallon</p> <p>Water Tank 200 Gallons</p> <p>Reverse Flow Yes</p> <p>Hose and Tooling 4 Inch</p> <p>Filter Cyclonic Separator</p> <p>Controls Right Hand Traffic</p> <p>Water Heater No</p> <p>Options 2 Year Ext Warranty</p> <p>Options Rear Work Lights</p> <p>Options Trailer Tongue Tool Box</p>			66,380.61

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



Quotation

The Charles Machine Works, Inc.
 Ditch Witch Division
 1959 West Fir Avenue
 P.O.Box 66
 Perry, OK 73077
 Phone No : 1-800-654-6481
 Fax No : 580 336 0617

Sold-to Party Address

SOUTH WEBER CITY
 MEMBER #
 1600 E SOUTH WEBER DR
 South Weber UT 84405-9659

Information

Quotation No. 20229934
Document Date 10/06/2025
Customer No. 516612
Dealership DITCH WITCH OF THE ROCKIES
 SALT LAKE CITY
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FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details

Qty	Material Description	Unit Price	Discount	Amount
	Options Water Air Gap HX Boom Jib Prospector Digging Lance Yes Water Air Gap Yes Trailer Tongue Tool Box Yes Trailer Jack Hydraulic Hydraulic Oil Standard Color Standard			
1EA	799-1631 - HX40G - EXTENDED WARRANTY (2YR)			4,059.45
1EA	HX40G-PREP - HX40G Vacuum Excavator Prep Assembly			
1EA	190-2804 - REAR WORK LIGHTS			162.84
1EA	025-1035 - VT14 500 GAL STANDARD TRAILER			12,416.43
1EA	153-954 - REDUCER 4 1/2 FHCM-3 1/2 FHCF			84.18
2EA	NON CMW PART - BW300-15' WI HOSE			347.58

Confidentiality Notice:

This quote may contain confidential information. The information is intended only for the individual or entity named. If you are not the intended recipient, please immediately notify us at 1-800-654-6481 to arrange for return of the document.



Quotation

The Charles Machine Works, Inc.
 Ditch Witch Division
 1959 West Fir Avenue
 P.O.Box 66
 Perry, OK 73077
 Phone No : 1-800-654-6481
 Fax No : 580 336 0617

Sold-to Party Address

SOUTH WEBER CITY
 MEMBER #
 1600 E SOUTH WEBER DR
 South Weber UT 84405-9659

Information

Quotation No. 20229934
Document Date 10/06/2025
Customer No. 516612
Dealership DITCH WITCH OF THE ROCKIES
 SALT LAKE CITY
PO _____
Created by Jon McLarty

Global Account Price Quote Quote Valid until : 11/10/2025

TAXES ARE AN ESTIMATE AT TIME OF QUOTATION-ACTUAL TAX WILL BE CALCULATED AT TIME OF INVOICING. IF TAXES ARE QUOTED AND THIS IS A TAX EXEMPT TRANSACTION, PLEASE PROVIDE TAX EXEMPT CERTIFICATE OR LEASING DETAILS WITH YOUR PURCHASE ORDER.

FOR MODEL SPECIFICATIONS OR OTHER INFORMATION, VISIT OUR WEBSITE AT WWW.DITCHWITCH.COM

Quotation Details

Qty	Material Description	Unit Price	Discount	Amount
		Corporate Account Price		83,451.09
		Materials Surcharge		1,669.02
		Total Freight		2,300.00
		Total Amount		\$ 87,420.11

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