

RESOLUTION 17-20

A RESOLUTION AMENDING THE HYRUM CITY EMERGENCY OPERATION PLAN.

WHEREAS, the governing body of Hyrum City recognizes the need for a plan to provide information for use by city officials, employees, and volunteers for the protection of people and property in the event of a natural, man-made, or technological disaster; and

WHEREAS, in response to the need for said plan, the governing body prepared a document known as the "Hyrum City Emergency Operation Plan," which provides instructions for disaster response and management and was approved by Resolution 04-04 on January 22, 2004; and

WHEREAS, Hyrum City's Emergency Preparedness Director has amended the Emergency Operation Plan to meet current day standards and practices; and

WHEREAS, the City Council, upon the recommendation of the City Staff, has determined there is a need to amend Hyrum City's Emergency Operation Plan.

NOW, THEREFORE, BE IT RESOLVED by the City Council of Hyrum City, Cache County, State of Utah that the document attached hereto as Exhibit A is recognized and adopted as the "Hyrum City Emergency Operation Plan."

BE IT FURTHER RESOLVED that said "Hyrum City Emergency Operation Plan" may be amended from time to time by resolution, except that the following exhibits to the "Hyrum City Emergency Operation Plan" may be amended as needed by approval of the Mayor: Exhibit A, Emergency Response Telephone List; Exhibit B, Disaster Action Checklists; and Exhibit C, Supplemental Instructions for Municipal Departments.

THIS RESOLUTION shall become effective upon approval and adoption of the Hyrum City Council.

ADOPTED AND PASSED by the Hyrum City Council this 7th day of December, 2017.

HYRUM CITY

BY: \_\_\_\_\_  
Stephanie Miller  
Mayor

ATTEST:

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Stephanie Fricke  
City Recorder

# Hyrum City Emergency Operation Plan



## PROMULGATION

This plan is promulgated as Hyrum City Emergency Operations Plan. The plan is designed to comply with all applicable local ordinances and resolutions and provides policies and procedures to be followed to prepare for, mitigate, respond and recover from emergencies, disasters, and terrorism events.

This plan has been constructed with the best information available and from a planning perspective. It is recognized that as an emergency unfolds and new information becomes available, decisions and actions may be different than the plans envisioned at the time the plan was developed.

Hyrum City gives full support to the plan and urges all officials, employees, and others involved in the total emergency management effort, individually and collectively, to do their share in making the Hyrum City a disaster resistant and resilient community.

This plan supersedes all previous plans.

Promulgated by Resolution 17-20 this 7th day of December, 2017.

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Stephanie Miller , Mayor

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Date:

## Notification Level's:

### LEVEL 2 EMERGENCY:

- A. Definition of a Level 2 Emergency - Any unexpected occurrence that can be met with the Cities normally available resources. A Level 2 Emergency might require the use of all City resources, but yet would not overwhelm the Cities response capabilities.
- B. Responsibility- The department that would normally respond to the situation and establish command is responsible for the decision making to properly resolve the incident.
- C. Actions- The responsible department shall set up an on-site command post as appropriate. No City wide action is required.
- D. Notifications- Mayor, Fire, other dept. heads as determined by the Mayor.
- E. Press Relations- Press relations will be handled by the Mayor or his/her designee.
- F. EOC – Not activated.

NOTE: If a large scale evacuation (10 + homes) is required, the level is automatically changed from a Level 2 to Level 1 response and the City EOC must be activated.

### LEVEL 1 EMERGENCY:

- A. Definition of a Level 1 Emergency- Any unexpected occurrence that overwhelms the Cities own response capabilities and resources. A Level 1 Emergency requires additional resources far beyond a normal response pattern. Such emergencies require a cooperative effort and a commitment of personnel, equipment or resources that would upset the normal working routine of either or all responding departments or agencies.
- B. Responsibility- The primary decision making responsibility rests with the Emergency Operations Center. The nature of this emergency will require a cooperative effort with all City departments and outside agencies and/or jurisdictions that are responding to our City.
- D. Notification-Mayor, all Department Heads, Fire / EMS, the City Council and Cache County Emergency Management will be notified.
- E. Actions- the Mayor or designee (see Activation of EOC) will activate the EOC. Members of the EOC, under the direction of the Mayor will organize, and coordinate the Cities response. Those departments responsible for on-scene management, will establish an on-site command post and notify all responding agencies (and the EOC) of the location. The on-site command post will coordinate directly with the EOC.

## Hyrum City● Emergency Operations Plan

- F. Press Relations- Press relations will be handled by the Mayor or designee.
- G. EOC- Activated.

### NOTE:

The County EOC may also be activated to support the City of Hyrum EOC. If it is not activated, the County Emergency Manager may report to the City EOC for coordination and support. The County Joint Information Center may also be activated (without the County EOC being activated) to support the Cities information needs

# Hyrum City• Emergency Operations Plan

## Executive Summary

This Emergency Operations Plan (EOP) is issued under the authority of the Hyrum City Mayor and City Council and is intended to serve as a guideline for response to major disasters or emergencies in the town of Hyrum and surrounding areas. **It is understood that a written plan cannot replace the common sense and good judgment necessary for effective response to emergency conditions.** The purpose of this plan is to outline emergency operations that are intended to:

- Eliminate or reduce the chance of occurrence and the effects of an emergency or disaster
- Identify what preparations are needed and to what extent
- Determine how to respond when an emergency or disaster occurs
- Promote recovery and restoration of the community

The jurisdiction of this plan includes Hyrum City and Hyrum Fire / EMS as illustrated on the following page. Any emergency or disaster that directly or imminently affects people, property, or material resources within this jurisdiction may warrant the activation of this EOP at the discretion of the Hyrum City Mayor (or other elected official as describe in Section 3.1) who will serve as the Emergency Operations Director (EOD) while the plan is in effect. Much of the geographic area within the boundaries of the Hyrum Fire District is outside of the corporate limits of Hyrum City, Nibley and Millville who is contracted with Hyrum Fire Department. However, disasters are not restricted by legal boundaries. A disaster that occurs anywhere within this area may directly or imminently affect people, property, or material resources in Hyrum City and will fall under the jurisdiction of this EOP. In many cases, such a disaster will also fall under the jurisdiction of neighboring towns and Cache County. The Hyrum Emergency Operations Director (EOD) will work closely with officials from other applicable jurisdictions to most effectively and expediently respond to the disaster or emergency.

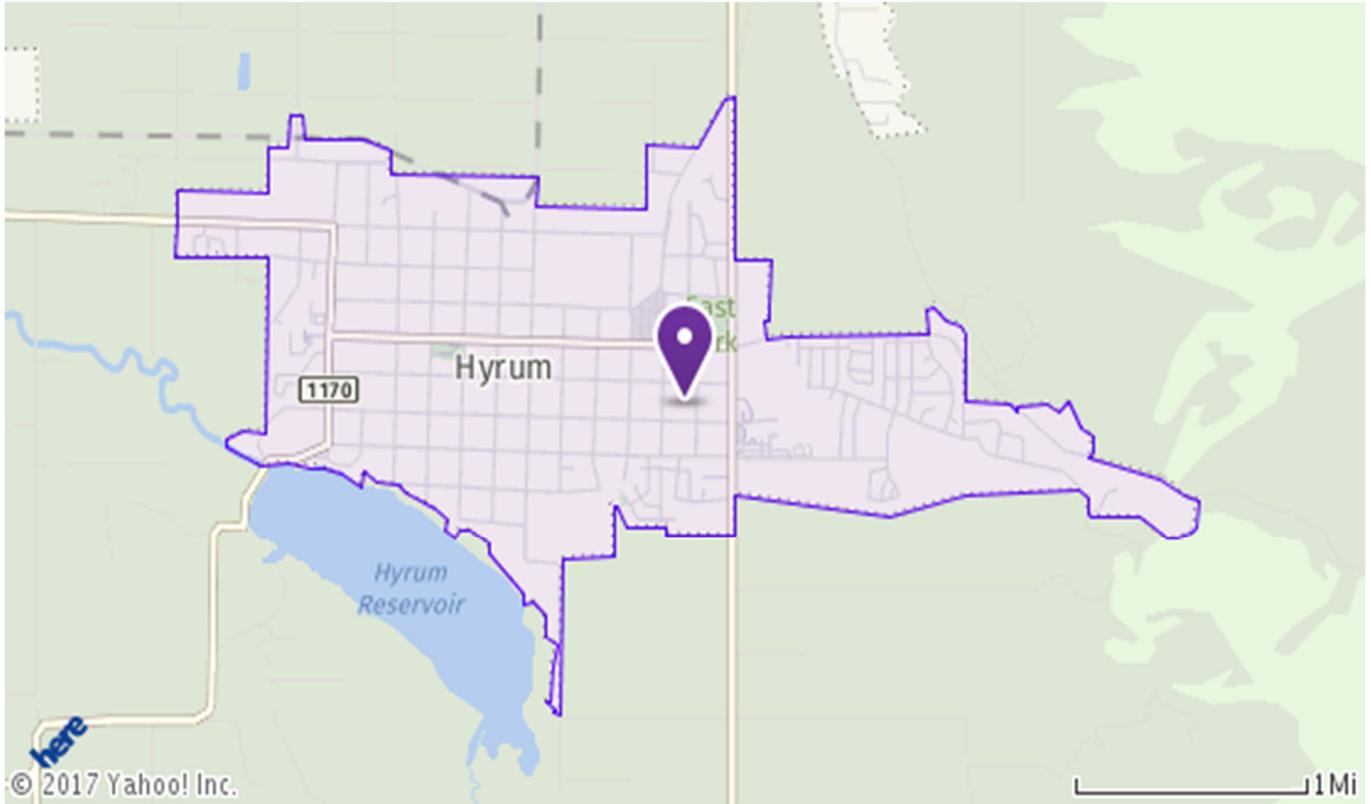
It is understood that the most important priority in emergency response is to protect and preserve human life. As such, property and material resources may be expended in an effort to achieve this highest priority. For example, an unoccupied burning structure (such as a home or public building) may be left unattended while emergency personnel work elsewhere to protect and preserve human life.

This EOP outlines the Emergency Operations Team (EOT) and describes the positions therein (see Section 3). Hyrum City is a rural community and has a full-time employed staff. As such, many of the positions described in the Emergency Operations Team (EOT) may be filled by Hyrum City elected officials, Hyrum City Public Works, Hyrum Fire/EMS personnel, officials from other organizations, or other volunteers as designated by the Emergency Operations Director (EOD). The Emergency Operations Team (EOT) will be headquartered at the Emergency Operations Center (EOC). The Emergency Operations Center (EOC) will be at 83 West Main in the basement unless otherwise designated by the Emergency Operations Director (see Section 3.1). During emergency response, the EOT may employ a number of methods of communication (see Section 3.3.1) that may include: verbal, written, telephone, mobile phone, SMS (text messaging), FRS/GMRS (handheld radios), Ham radio, and warning notifications systems (such as Reverse 911 and Hyrum City Emergency Notification System).

An important aspect of emergency response, particularly with respect to the expenditure of material and financial resources, is adequate documented records of communications and activities (see Section 2.5). The documented records may consist of electronic documents, handwritten documents, and digital voice recordings (when appropriate). The records must be created and maintained through the emergency response and recovery process. The Hyrum City Recorder (or other person designated by the Emergency Operations Director) will keep records of all financial transactions (see Section 3.2).

# Hyrum City • Emergency Operations Plan

## Geographic Jurisdiction Of Hyrum City Emergency Operations Plan



# Hyrum City• Emergency Operations Plan

|  |           |
|--|-----------|
| EXECUTIVE SUMMARY .....                        | 2         |
| GEOGRAPHIC JURISDICTION .....                  | 3         |
| <b>1 INTRODUCTION .....</b>                    | <b>5</b>  |
| 1.1 AUTHORITY .....                            | 5         |
| 1.2 APPROVAL & ISSUANCE.....                   | 6         |
| 1.3 POTENTIAL DISASTERS.....                   | 6         |
| 1.4 MUTUAL AID AGREEMENTS .....                | 7         |
| <b>2 OPERATIONAL PHASES .....</b>              | <b>8</b>  |
| 2.1 PREPARATION.....                           | 8         |
| 2.2 MITIGATION .....                           | 8         |
| 2.3 RESPONSE .....                             | 8         |
| 2.4 RECOVERY.....                              | 10        |
| 2.5 RECORD KEEPING .....                       | 11        |
| <b>3 EMERGENCY OPERATIONS TEAM (EOT) .....</b> | <b>12</b> |
| 3.1 EMERGENCY OPERATIONS DIRECTOR (EOD) .....  | 14        |
| 3.2 FINANCE OFFICER.....                       | 14        |
| 3.3 COMMUNICATIONS COORDINATOR.....            | 15        |
| 3.4 LEGAL ADVISOR.....                         | 17        |
| 3.5 PUBLIC INFORMATION OFFICER .....           | 17        |
| 3.6 SEARCH AND RESCUE.....                     | 18        |
| 3.7 FIRE SUPPRESSION .....                     | 18        |
| 3.8 MEDICAL AND HEALTH CARE.....               | 18        |
| 3.9 LAW ENFORCEMENT .....                      | 19        |
| 3.10 RESOURCE MANAGER.....                     | 20        |
| 3.11 EVACUATION COORDINATOR.....               | 20        |
| 3.12 VOLUNTEER COORDINATOR.....                | 21        |
| <b>4 REVISIONS .....</b>                       | <b>22</b> |

# Hyrum City• Emergency Operations Plan

## 1 INTRODUCTION

In a Sept. 8, 2004, letter to the nation's governors, the Secretary of Homeland Security outlined the minimum requirements for states and territories to comply with the new National Incident Management System (NIMS). NIMS is the first-ever standardized approach to incident management and response. Developed by the Department of Homeland Security and released in March 2004, it establishes a uniform set of processes and procedures that emergency responders at all levels of government will use to conduct response operations. Hyrum City endorses and has adopted the NIMS and Incident Command System (ICS) strategy and plans to follow recommendations and suggestions outlined by the Federal Emergency Management Agency (FEMA), Utah State Division of Emergency Services and Homeland Security (DESHS), and Cache County's Emergency operations plan.

This document outlines the Emergency Operations Plan (EOP) for Hyrum City. The purpose of this plan is to describe actions that must be taken by emergency organizations and personnel to:

- eliminate or reduce the chance of occurrence or the effects of an emergency or disaster
- identify what preparations are needed and to what extent
- determine response to an emergency or disaster and marshal the resources to respond effectively
- promote recovery and restoration of the community of Hyrum City to normalcy

It is understood that no plan can replace the common sense and good judgment necessary for effective response under a variety of emergency conditions. For this reason, this Emergency Operations Plan (EOP) is intended as a guideline for response to major disasters or emergencies. Deviations from this Plan may occur depending on the scope and magnitude of the disaster or emergency, the area and population affected, the availability of resources, or whenever, in the judgment of responding public safety officials, such deviation is critical for the protection of life, the infrastructure, the environment and/or property.

This EOP is created in accordance with the following agencies and legislation:

- Robert T. Stafford Disaster Relief and Emergency Assistance Act, P.L. 93-288, as amended by P.L. 100-707
- Executive Order (EO) 12148 of July 20, 1979, as amended, Federal Emergency Management Agency (FEMA)
- National Response Plan
- National Incident Management System (NIMS)
- Utah Emergency Management Act of 1981, as amended

### 1.1 Authority

This plan is issued in accordance with the provisions of federal, state, and local laws and ordinances under the authority of the Hyrum City Mayor and Town Council. The Hyrum City Mayor, Town Council, and other agencies or organizations, as appropriate, shall review the plan annually. Any revision to the basic plan must be formally adopted by the Town Council. This EOP will be revised and update as required or when deemed necessary.

# Hyrum City• Emergency Operations Plan

## 1.2 Approval & Issuance

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| Hyrum City Mayor | Date |
|------------------|------|
|------------------|------|

## 1.3 Potential Disasters

Hyrum City is exposed to many hazards which have the potential to disrupt the community, cause property damage, result in injury or loss of life, and/or impact the environment. Potential disasters include the following:

### 1.3.1 Earthquakes

Cache Valley lies in a zone which is considered to be seismically active. At least two fault systems extend north and south along the east and west boundaries of the valley. The east Cache fault extends along the Bear River Range from James Peak on the south to Richmond, Utah on the north. The west Cache fault consists from Mount Pisgah on the south to Oxford, Idaho on the north. These active faults present a significant probability of future strong seismic activity resulting in property damage and personal injuries. The last moderate earthquake (magnitude 5.7) in this region occurred in August 1962 with an epicenter nine miles northeast of Richmond. Other earthquakes with a magnitude of 4 or greater occurred in 1923 and 1964. The last major earthquake (7.0 or greater) occurred between 6,000 to 8,000 years before the present time. The fact that the average interval between occurrences is 6,800 years reaffirms the potential for a devastating earthquake. The danger of liquefaction is low in Cache County except in valley areas located near the Bear River.

### 1.3.2 Floods

Flooding has occurred in Cache County and Hyrum City as a result of rapid spring snow melt, runoff, and cloudburst storms. Seasonal snowmelt and runoff has been documented along local streams. Severe snowmelt flooding with damage to several bridges, with undercutting stream banks and eroding culverts and roads has happened. Snowmelt flooding also occurred during the springtime months of 1985, 1986, and 2005, 2017. In addition to weather related flooding, Cache County has five dams which have been classified as high hazard (those which possess a significant potential threat to downstream life and property). One of these high hazard dams, Hyrum Dam, is located in Hyrum City and Hyrum 1<sup>st</sup> Dam that is located 9 miles up Blacksmith Fork Canyon , with Porcupine dam located 13 miles south east of Hyrum and could be a threat to personal property and our community.

### 1.3.3 Severe Storms

Heavy snowfall from winter storms are common in Hyrum and are not considered serious unless they are un-seasonal, cause power outages, or result in the widespread loss of communication. Heavy rainstorms accompanied by gusty winds and hail have caused damage to homes and businesses. Funnel clouds have been sighted near these severe storms. Property damage caused by pressure gradient canyon winds is not uncommon in Hyrum.

### 1.3.4 Fires

Threat to human life and property from forest or range fires is moderate. Damage to the east bench area and mouth of the Blacksmith Fork Canyon has been a high impact area over the last 8 yrs. Extensive damage to grain crops would result if the fire spread to agricultural lands, especially during harvest time.

# Hyrum City● Emergency Operations Plan

## 1.3.5 Hazardous Material Accidents

Hyrum City has natural gas transmission lines passing through Hyrum as well as a major meat packing plant that has large amount of hazardous material, Gas stations that store high flammable product. In addition, there are businesses in Cache County which use, produce, store, or transport hazardous materials. Accidents involving hazardous materials create a considerable threat to life and property. The Cache County Hazardous Materials Emergency Operations Plan identifies specific hazmat sites and potential threats.

## 1.3.6 Landslides and Avalanches

Landslides and avalanches often accompany earthquakes, but may also occur due to the instability of ground or snow conditions. Landslides include flow, slides, or rock falls.

## 1.4 Mutual Aid Agreement

Hyrum City government will strive to protect the life and property of their citizens and the environment from disasters. However, Hyrum City may not have the necessary personnel and material resources to effectively respond to every possible disaster. The Emergency Operations Plan (EOP) includes the utilization of community organizations, facilities, and other assistance to the extent possible. The Emergency Operations Director (EOD) may initiate a direct request to the Church of Jesus Christ of Latter-day Saints (LDS Church), American Red Cross, other government agencies, and other voluntary organizations for additional disaster relief assistance.

### 1.4.1 The Church of Jesus Christ of Latter-Day Saints

The LDS Church geographically divides Hyrum City and surrounding areas into wards. Each ward has been assigned an emergency specialist. Additionally, each ward is divided into blocks and assigned a block captain. The intent is that the block captain helps promote, prepare, plan, train, and encourage individuals and families to be prepared for any eventual emergency or disaster. The intent of this Emergency Operations Plan (EOP) is to have the block captains conduct activities consistent with their training and report damage assessment information, status, and needs back to the Emergency Operations Center (EOC) through the emergency specialists in each ward.

### 1.4.2 Neighboring Jurisdictions

It is assumed that neighboring jurisdictions (such as, Logan City, and Cache County School District) have personnel and material resources that may be available to assist with disaster relief and recovery. When local resources have been expended and additional help is needed, Hyrum City may request such assistance. Likewise, Hyrum City would extend its personnel and material resources to assist neighboring jurisdictions at the direction of the Hyrum City Emergency Operations Director (EOD).

### 1.4.3 Cache County

Cache County would be expected to plan and prepare for local disasters and short term recovery operations independently. When local resources have been expended and a disaster declaration has been issued by Cache County, assistance from the state of Utah would be requested. The Federal government may provide assistance to the state as appropriate.

## 2 Operational Phases

In keeping with the nationwide strategy of National Response Plan and NIMS, this Emergency Response Plan (EOP) applies to all types of disasters and emergency situations that may develop. This plan also accounts for activities before, during, and after emergency operations based on the four phases of emergency management cycle as described in this section.

### 2.1 Preparation

The effectiveness of any emergency response plan is greatly enhanced by proper and adequate preparation. Preparation includes planning how to respond when an emergency or disaster occurs and working to marshal the resources to respond effectively. Hyrum City government will make emergency response preparations including:

- Obtain appropriate emergency response training for elected officials and other personnel.
- Coordinate the periodic review and revision of this Emergency Operations Plan (EOP) by community emergency responders. Ensure that all persons charged with specific responsibilities are capable and willing to execute their assigned duties.
- Periodically design and conduct exercises to evaluate test this EOP.
- Develop a community emergency preparedness and self-reliance program. This program shall consist of public awareness, emergency preparation, and willingness to respond to local disasters. It includes family preparedness and individual self-reliance.
- Conduct local emergency planning meetings to discuss community emergency preparedness and response. The participants should consist of community members and selected emergency response agencies from the county and from the State of Utah.
- Develop rapport and visibility with other jurisdictions, Cache County, Utah State DESHS emergency personnel and organizations.
- Arrange and negotiate “Mutual Aid” agreements with other jurisdictions, businesses, schools and volunteer organizations.
- Plan for special needs populations (to include, but not limited to, individuals with limited English language proficiency; individuals with disabilities; children; the aged, etc.)
- Maintain a list of contact information, supplies, and equipment that may be needed for emergency operations. This list may contain proprietary information and be updated frequently. As such, this list is not published as part of this EOP. The list is kept at the Hyrum City Offices (435-245-6033) and other appropriate locations.

### 2.2 Mitigation

Mitigation includes activities that eliminate or reduce the chance of occurrence, or the effects, of a disaster. To the extent possible, Hyrum City government will mitigate emergency situations. Such mitigations activities may include revision to land use or building codes, elevation or relocation of facilities, or retrofitting of critical facilities, etc.

### 2.3 Response

Response is the third phase of emergency management and covers the period during and immediately following a disaster or incident. During this phase, public officials provide emergency assistance to victims of the event and try to reduce the likelihood of further damage. Response will require an

## Hyrum City• Emergency Operations Plan

immediate assessment of the situation followed by a recommendation of the Emergency Operations Director (EOD) regarding the full or partial implementation of this Plan.

At this point it is necessary to start keeping written records of the incident, disaster, or situation. This starts with a sequential log of all incoming calls or information that is being collected with regard to the incident. The written records may consist of electronic documents, handwritten documents, and digital voice recordings (when appropriate). The records must be created and maintained through the emergency response and recovery process.

### 2.3.1 Awareness and Assessment

The appropriate Emergency Operations Director (EOD) must be alerted to the fact there is a disaster, emergency, or incident. Those persons who initially are aware of the situation start the process by notifying the EOD using the best available means of communication or using Cache County dispatch. The EOD and designated Emergency Operations Team (EOT) members shall conduct an immediate assessment and evaluation of the situation(s) to determine needs including:

- Public Needs
  - Fire fighting
  - Flood control
  - Restoration of public utilities (power, gas, sewer, telephones, and water)
  - Transportation (public and private conveyances)
  - Crime prevention (looting, etc.)
  - Environmental protection
  - Debris removal
- Individual Needs
  - Rescue and evacuation
  - Food, water, shelter, and clothing
  - Medical
  - Victim Recovery and Identification
  - Other

The Emergency Operations Director (EOD) shall prepare and issue the initial or preliminary damage assessment and evaluation report. This report shall be issued to Cache County and/or the state emergency management officials.

### 2.3.2 Activation of Emergency Operations Plan

Depending on the nature of the situation and the assessment report, the Emergency Operations Director (EOD) may choose to activate the Emergency Operations Plan (EOP). The EOD, or designated Emergency Operations Team (EOT) member, will notify and consult with the Hyrum Fire Department, the Cache County Emergency Management Director, and the Cache County Sheriff. If a local "State of Emergency" declaration is warranted, it shall be initiated by the Cache County Emergency Management Director and forwarded to the Utah State Division of Comprehensive Emergency Management. Additional assistance may be requested from Cache County, Utah State agencies, other cities, LDS Church, American Red Cross and other voluntary organizations as described in Section 1.4.

Upon activation of this Emergency Operations Plan (EOP), it is assumed that NIMS and ICS systems are in effect and that all local, county, state, and federal agencies will work in a cooperative emergency response effort.

# Hyrum City• Emergency Operations Plan

## 2.3.3 Public Notification

Depending on the nature of the situation and the assessment report, the Emergency Operations Director (EOD) may choose to notify the public. This notification may include information about the disaster, response activities, and other instructions appropriate to assist the public in responding to the disaster. The EOD, or designated Emergency Operations Team (EOT) member, may convey this notification using one or more appropriate methods as available. These methods may include Reverse 911 and the Emergency Broadcast System Hyrum City notification system (phone,email,text).

The following radio stations are members of the Emergency Broadcast System. In the event of an emergency, residents of Cache County would be instructed to tune to one of these stations for important information and instructions:

- KSL AM 1160 FM 100.3
- KALL AM 910 FM 94.1
- KVNU AM 610 FM 94.5

## 2.3.4 Emergency Operations Center (EOC)

Activation of the Emergency Operations Center (EOC) is based on the situation(s), and the assessment and evaluation described above. The Emergency Operations Director (EOD) decides whether or not to activate the EOC. If it is decided that the EOC does not need to be activated, the EOD determines the required agencies, personnel, and resources that are needed to resolve the situation. The Emergency Operations Team (EOT) should consist of at least the following personnel and be located as the team dictates:

- Hyrum City Elected Officials
- Hyrum Fire / EMS
- Hyrum City Public Works
- Cache County Sheriff

If the EOC is activated, the EOD identifies by title and/or position the individuals assigned to work in the EOC during the emergency as outlined in Section 3. When notified, team members will report to the Hyrum City EOC as soon as possible after making sure family is safe and accounted for. It is preferred to have all members of the EOT (including the representatives from the LDS Church, the American Red Cross, and other organizations) co- located at the EOC. Co-location will allow all organizations to have access to the same information and maximize coordination, cooperation, assessment, and timely and effective response.

Unless otherwise designated by the EOD, the EOC will be located at the Old Hyrum City Offices (located at 83 West Main in the basement). If an emergency situation renders the Hyrum EOC facility inoperable, an alternate location(s) will be designated by the EOD and may be (in order of preference):

- Hyrum City Offices (located at 60 west main, Hyrum, Utah)
- Hyrum Fire Station (located at 50 n 100w Hyrum, Utah)
- Hyrum Senior Citizen ( located at 695 E Main Hyrum, Utah)
- An LDS Church building
- A large tent or pavilion located at the Town Square
- The Cache County emergency operation center (located at 50 W 200 N, Logan, Utah, telephone number 435-750-7420)
- Any police or other vehicle as designated by the EOD

## 2.4 Recovery

Recovery is the fourth and final phase of the emergency management cycle. It continues until all

## Hyrum City • Emergency Operations Plan

systems return to normal or near-normal operation. Short-term recovery restores vital life-support systems to minimum operating conditions. Long-term recovery may go on for months—even years—until the entire disaster area returns to its previous condition or undergoes improvement with new features that are less disaster-prone.

### 2.5 Record Keeping

Although record keeping is the last operational phase outlined in this Emergency Operations Plan (EOP), it applies to all of the other phases and must be done in conjunction with each phase. It is essential that record keeping procedures be established and reviewed prior to, not after, a disaster situation occurs. The Emergency Operations Team (EOT) must maintain certain records documenting disaster work performed during the disaster or emergency operations. EOT members shall collect, record, and maintain all cost data and pertinent information for the disaster operations. The information contained in these records will be required to be reimbursed by the state and/or federal government for disaster work performed, should an "Emergency" or "Major Disaster" declaration be made by the President.

#### 2.5.1 Work Site Folder

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

##### 2.5.1.1 Force Account Work Data

Force account work is accomplished through utilization of Hyrum City own personnel, equipment, and supplies. Force account record keeping must commence immediately upon the onset of a disaster situation. Force account work will be subdivided into three categories which must be fully documented:

- Labor
- Equipment (either owned or rented)
- Materials (either from inventory or purchased)

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

##### 2.5.1.2 Contract Work

The contracts must follow the Procurement Guidance as found in Title 44 of the Code of Federal Regulations Part 13.36. The method of procurement under grants will be made by one of the following, as described in detail in the Regulations:

- Small purchase procedures
- Competitive sealed bids (formal advertising)
- Competitive negotiation
- Noncompetitive negotiation

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

- Bid Proposal Package: drawings, specs, general provisions.

## Hyrum City• Emergency Operations Plan

- Bid Solicitation Documents: open and closing dates, newspaper ads. All bids are to be opened after all bids are received.
- Engineer's Estimates: confidential until after bids have been opened.
- Abstracts of Bids Received: bid tabs, list of bidders and bids.
- Notice of Award.
- Notice to Proceed.
- Change Orders.
- All requests for payment with copies of canceled checks.
- Correspondence regarding the project and contract.

It is important to note that “cost-plus-percentage of cost” contracts will not be approved or eligible for reimbursement.

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

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

### 2.5.1.3 Other Source Work Data

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

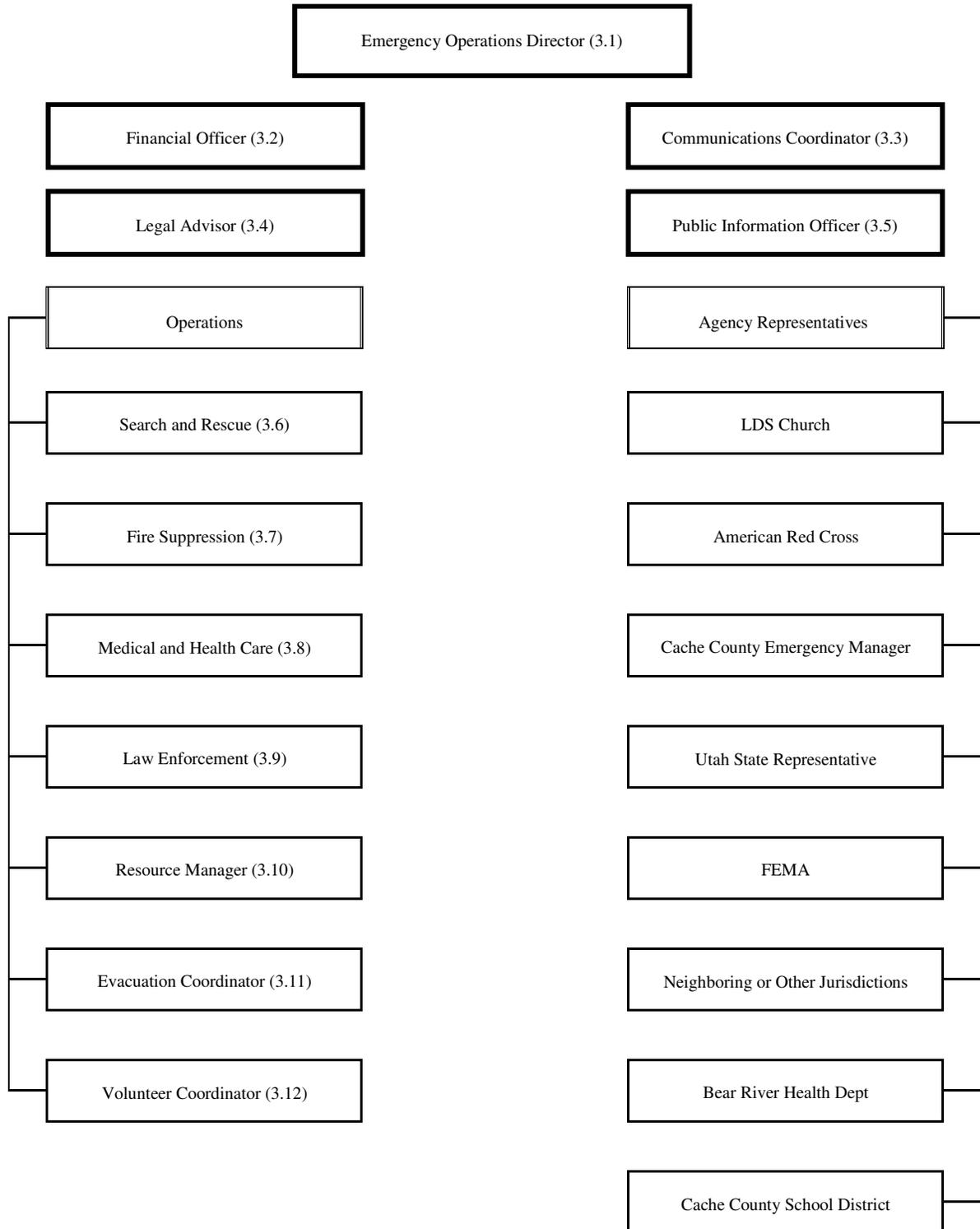
## 3 Emergency Operations Team (EOT)

This section establishes the Emergency Operations Team (EOT) that will be relied on to respond to a disaster, threat, or emergency situation. The positions within the EOT are defined, along with a listing of duties, tasks, or responsibilities to be performed by the person or persons assigned to that position. Depending on the nature of the situation and the necessary response, not all positions may be necessary. Likewise, other positions not defined in this Emergency Operations Plan (EOP) may be necessary depending on the specific situation. When the EOP is activated, the Emergency Operations Director (EOD) will determine which positions are necessary and appoint the appropriate individuals to each necessary position. When notified, team members will report to the Emergency Operations Center (EOC, see Section 2.3.4) as soon as possible. It is preferred to have as many of the EOT members as possible co-located at the EOC. The co-location is preferred because all organizations need to have access to the same information and status of the situation to be able to coordinate, cooperate, assess, and respond in a timely and effective manner.

This EOP is based upon the concept that emergency functions for various individuals and groups involved in emergency operations will generally parallel their normal day-to-day functions. It is desirable, and always attempted, to maintain organizational continuity and to assign familiar tasks to personnel. However, a disaster is typically a situation in which the usual way of doing things no longer suffices. In large-scale disasters, it may be necessary to draw on people's basic capacities and to use them in areas of greatest need and effectiveness. Day-to-day functions that do not contribute directly to the emergency operation may be suspended for the duration of any emergency.

# Hyrum City • Emergency Operations Plan

Figure 1. Emergency Operations Team (EOT) Organization Chart



# Hyrum City• Emergency Operations Plan

## 3.1 Emergency Operations Director (EOD)

The Emergency Operations Director (EOD) is the Hyrum City Mayor. In the event that the Mayor is absent or otherwise unable to assume his or her duties, the EOD is the Mayor Pro –Temp followed by the next available Town Council member by order of seniority (number of years since election to the Town Council). As elected officials, these individuals have the responsibility and the authority to expend public material resources and direct emergency response operations.

Depending on the size and nature of the emergency, the EOD position may be filled by multiple elected officials working together. In such a situation, the primary EOD may appoint one or more elected officials to assist him or her in the direction and oversight of emergency response operations. An elected official appointed as an assistant EOD has authority to expend public material resources and direct emergency response operations under the direction of the primary EOD.

The overall objective of the EOD is to use common sense and good judgment to protect life, property, and the environment to the extent possible. It is understood that this written plan is a supplement, but not a substitute, for the common sense and good judgment necessary for effective response to emergency conditions. The EOD will direct the Emergency Operations Team (EOT) with the intent to:

- Eliminate or reduce the chance of occurrence and the effects of an emergency or disaster
- Identify what preparations are needed and to what extent
- Determine how to respond when an emergency or disaster occurs
- Promote recovery and restoration of the community

Some of the most successful and effective emergency response efforts are done before the disaster actually happens. The EOD will implement emergency preparations that may include:

- Promote public awareness focused on increasing emergency preparedness and self-reliance.
- Review and be prepared to implement this plan. Instruct public employees to become familiar with this plan and be prepared to implement it.
- Prepare budgets to meet the fiscal requirements of this plan. Establish plans which allocate resources for purchases needed before, during and after an emergency.
- Designate a legal advisor who is familiar with all laws governing emergency powers in a disaster situation. Ensure that Hyrum City and all emergency responders are afforded the maximum legal protection under the laws of the State of Utah.
- Establish a public information policy as a framework for the dissemination of information both to the news media and the general public during an emergency.

During the response and recovery emergency operations, the EOD has the responsibility and authority to:

- activate the Emergency Operations Plan (EOP)
- designate the location of the Emergency Operations Center (EOC, see Section 2.3.4)
- appoint individuals and groups to positions in the Emergency Operations Team (EOT)
- oversee all emergency response operations

## 3.2 Finance Officer

The Finance Officer will be the Hyrum City Treasurer. The City Treasurer manages the finances on a day-to-day basis and is familiar with the standard financial operating procedures. In the event that the City Treasurer is not available, the Emergency Operations Director (EOD) may appoint other City Officer personnel or elected official, or other qualified individual, to fill this position.

The Finance Officer oversees the financial aspects of emergency response before, during, and after an

## Hyrum City● Emergency Operations Plan

emergency. It is suggested that the Finance Officer become familiar with the booklet “Disaster preparedness for the Finance and Treasury” Municipal Treasurers’ Association of the United States and Canada, First Edition, April 2002.

Record keeping, as outline in Section 2.5, is the most important responsibility of the Finance Officer.

Before an emergency, the Finance Officer should:

- Make recommendations so the Town budget meets the fiscal requirement of this plan.
- Establish plans which allocate resources for the purchase of items needed before, during, and after an emergency.
- Establish plans for the collection, inventory, and distribution of confiscated items during an emergency.

During an emergency, the Finance Officer should:

- Maintain records of expenses incurred by the Town in responding to the emergency.
- Maintain records of work done by others, including contractors, in response to the emergency.
- Track costs of damages, costs of any confiscated items used during the emergency, or costs that may be subject to claims against the Town after the emergency.

After an emergency, the Finance Officer should:

- Assist with issues relating to the financial aspects of recovery by the Town and/or residents.

### 3.3 Communications Coordinator

Communication is the vital link between the needs of the people and the Emergency Operations Team (EOT). The establishment and maintenance of an effective communication system is the backbone of the Emergency Operations Plan (EOP). The Communications Coordinator oversees and is responsible for the overall communication operations and system planning for emergency response. It is understood that large-scale emergency operations will usually require a communications capability beyond the normal capacities of our local jurisdiction, therefore, augmentation by higher levels of government will probably be needed.

Before an emergency, the Communications Coordinator should:

- Become familiar with the various communications systems that Hyrum City has in place for coordinating and communicating with other local jurisdictions, Cache County, Utah State and Federal agencies.
- Coordinate town communications capabilities with City notification system and with the local amateur radio emergency organizations.
- Periodically test and update all links with emergency agencies.
- Coordinate with various sections to ensure communication links are planned for and available in the event of emergencies.
- Oversee the personnel that operate and maintain communication equipment.
- Maintain a list of all the Amateur Radio Operators in the Hyrum City.
- Ensure that all town officials and staff are trained with regards to:
  - Emergency “call down lists”
  - Use of the commercial handheld radio system.
  - Contacting and activation of the Amateur Radio personnel
  - Method of obtaining help and other resources.

# Hyrum City• Emergency Operations Plan

During an emergency, the Communications Coordinator should:

- Report to the Emergency Operations Center (EOC) and implement call down rosters to alert Emergency Operations Team (EOT) members or provide additional situation updates.
- Under direction of the Emergency Operations Director (EOD), decide how information should be transferred and documented in the EOC.
- Communicate with the Cache County and /or Utah State Emergency Operations Center as needed on behalf of the EOD.
  - Be prepared to send a liaison officer to the Cache County Emergency Operations Center.
  - Allow for 24 hour operations by designating a relief liaison officer.
- Communicate with EOT members in each geographical area, and any other volunteer groups.
- Coordinate with the Public Information Officer (see Section 3.5) regarding dissemination of information to the public and the news media

## 3.3.1 Methods of Communication

Depending on the nature of an emergency, one or more methods of communication may not be available. The Communication Coordinator should be familiar with all available methods of communication and understand how to use each method effectively in the case of an emergency.

### 3.3.1.1 Telephone

Standard telephones, including both landline and cellular/mobile phones, are the primary means of communications. It should be understood that standard telephone circuits may be overloaded or unavailable in the event of an emergency. Most cellular/mobile phones also include SMS (i.e. text messaging) functionality. SMS uses minimal bandwidth and may still be available when voice circuits are not available.

### 3.3.1.2 Commercial Handheld Radio

In the event the cell or landline system is inoperable, the FRS/GMRS radio system is available. One mobile radio is located at the City EOC and one located at Hyrum Fire Station (50 N 100 W). City Vehicles have VHF radios and additional handheld radios are available. The specification sheets, operation instructions and other information with regard to their operation as well as the pre-programmed frequencies (channels) are either on the desk or near the radio.

### 3.3.1.3 Amateur Radio

Amateur radio volunteer resources should be used to augment communication as deemed appropriate by the EOD. Amateur radio operators are an important communication resource in the event of wide spread loss of the telephone system. Any of the operators can be contacted to operate the Amateur Radios. People without an FCC license should not use these radios.

A mobile Ham radio is located at the City EOC and Hyrum Fire Station. The specification sheets, operation instructions, and other information with regard to their operation, as well as the pre-programmed frequencies, are either on the desk or near the radio.

For organization and documentation purposes, the following forms should be used for the net control operator(s) during any situation:

## Hyrum City• Emergency Operations Plan

- Shift Duty Log
- Radio Station contact Log
- Temporary Incident Report

In the event that the Federal Communication Commission (FCC) prohibits all amateur radio volunteers from using the radio, the Radio Amateur Civil Emergency Service (RACES<sup>1</sup>) and Amateur Radio Emergency Service (ARES<sup>2</sup>) groups would be called to assist.

### 3.4 Legal Advisor

The Legal Advisor works under the direction of the Emergency Operations Director (EOD) providing legal counsel with regard to emergency response before, during, and after emergency response operations. Ideally, the Legal Advisor will be the typical town attorney. In the event that the town attorney is unavailable, another qualified individual may be appointed by the EOD.

Before an emergency, the Legal Advisor should:

- Learn the law, especially as it pertains to emergency response, including implementation of martial law.
- Coordinate with Cache County Sherriff's Department regarding the implementation of martial law and the use of volunteers.
- Assist with the preparation of documents regarding declarations of emergencies and ordinance changes for emergency situations.

During an emergency, the Legal Advisor should:

- Advise the staff regarding legal aspects of emergency response.

### 3.5 Public Information Officer

Under the direction of the Emergency Operations Director (EOD), the Public Information Officer should plan, prepare, and distribute public information to the news media and provide essential instructions to the community. The Public Information Officer should work closely with the Communications Coordinator (see Section 3.3) to determine what information needs to be disseminated to the public.

During emergency response and recovery, and under the direction of the EOD, the Public Information Officer should:

- Organize and coordinate a Joint Information Center (JIC) for the purpose of interfacing with all cities, counties, and other emergency response groups in order to gather information and data for news releases.
- Document all announcements, information, and instructions to be released to the news media and community.
- Coordinate with county and state public information officers and with the American Red Cross to establish Public Inquiry Centers where information may be obtained regarding the status of relatives and neighbors involved in the disaster.

When directed by the EOD, the Public Information Officer will activate the public warning system(s) as described in Section 2.3.3. The Public Information Officer should consult with the Legal Advisor before and during an emergency to become familiar with the legal implications of warning the public. The

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<sup>1</sup> <http://publicsafety.utah.gov/homelandsecurity/RACES.html>

<sup>2</sup> <http://www.arrl.org/FandES/field/emergency/>

## Hyrum City• Emergency Operations Plan

Public Information Officer should also plan, and implement when necessary, a warning contingency plan.

### 3.6 Search and Rescue

Search, rescue, and recovery operations shall be carried out by local rescue personnel as soon as practical after a natural disaster occurs. If a natural disaster situation is of such magnitude that local government capabilities are not sufficient to perform the necessary search, rescue and recovery activities; the County, State, and Federal assistance may be made available to supplement local resources.

Before an emergency, efforts should be made to identify individuals with handicaps, the elderly and those with special needs. This will enable rescue personnel concerned with locating and identifying victims to know who may have extra difficulty in being rescued.

During an emergency, the most important priority is to protect and preserve human life. As such, property and material resources may be expended in an effort to achieve this highest priority. For example, an unoccupied burning structure (such as a home or public building) may be left unattended while emergency personnel perform search and rescue efforts elsewhere to protect and preserve human life.

### 3.7 Fire Suppression

The Hyrum City Fire / EMS Department will respond to any disaster, threat, or emergency in accordance with their standard operating procedures and protocols.

During an emergency, the most important priority is to protect and preserve human life. As such, property and material resources may be expended in an effort to achieve this highest priority. For example, an unoccupied burning structure (such as a home or public building) may be left unattended while emergency personnel perform search and rescue efforts elsewhere to protect and preserve human life.

Responsibilities of the Hyrum Fire / EMS Department include:

- Review this Emergency Operations Plan (EOP) and other standard operating procedures and be prepared to implement them.
- Suppress fires within the Hyrum Community and Nibley and Millville who contract with Hyrum Fire/ EMS.
- Plan and schedule training seminars for all regular volunteer firefighters.
- Periodically conduct exercises and drills for fire fighters and the community.
- Establish a plan to provide firefighting protection to emergency shelters and other critical facilities.
- Respond to hazardous material (hazmat) incidents.
- Conduct training on light fire suppression techniques for other Emergency Operations Team (EOT) members and Community Emergency Response Teams (CERT).
- Coordinate urban/wild-land interface zone fire protection with officials at the State Forestry, Fire and State Lands, and U.S. Forest Service Headquarters through the Cache County Fire Chief.

### 3.8 Medical and Health Care

The Hyrum Fire / EMS Department will respond to any disaster, threat, or emergency in accordance with their standard operating procedures and protocols. They will function as chief advisor to the

## Hyrum City • Emergency Operations Plan

Emergency Operations Director (EOD) on all medical and health matters relative to a disaster or emergency situation.

The Hyrum Fire / EMS Department should:

- Be prepared to manage all health and medical personnel, facilities, equipment, pharmaceuticals, supplies, medical emergency vehicles and related activities for the duration of the emergency period.
- Organize public health, medical and first aid teams. Conduct training sessions for assigned medical personnel.
- Designate and plan medical and Hyrum City first aid stations as required. Prepare to coordinate their supply and operations. Medical supplies should be requested through the Resource Manager.
- Be prepared to assist the State medical examiner or County health officials in the recovery and identification of deceased persons; documenting the disaster scene and assisting families of the victims.
- Coordinate with Cache County Public Health officials on the following:
  - Health and sanitation concerns regarding disease-related health hazards.
  - Assignment lists and expedient augmentation plans for waste collection and disposal during the crisis period.
- Designate and manage emergency sanitary landfill location(s), including:
  - Acquisition of temporary chemical toilets for use during the crisis period.
  - Inspection procedures for all designated shelters, water, sewer, sanitary landfill and mass feeding facilities.

### 3.9 Law Enforcement

The Cache County Sheriff's Office will respond to any disaster, threat, or emergency in accordance with their standard operating procedures and protocols and according to their contractual agreement with Hyrum City.

The Cache County Sheriff's Office should:

- Review this Emergency Operations Plan (EOP) and other standard operating procedures and be prepared to implement them.
- Be prepared to implement traffic control plans and evacuation procedures. Coordinate with Hyrum City council, County Road Department, UDOT District 1, and other law enforcement agencies regarding traffic and population control.
- Plan to deploy auxiliary and volunteer personnel if needed to augment the local law enforcement staff.
- Be prepared to commit all available resources to provide law enforcement and crowd control throughout the Town.
- Be prepared to perform security procedures for the Emergency Operations Center (EOC) and other Hyrum City facilities and/or infrastructure.
- Conduct search and rescue operations within the Hyrum community as required.

## Hyrum City• Emergency Operations Plan

### 3.10 Resource Manager

The Resource Manager will serve as the principal advisor to the Emergency Operations Director (EOD) on the status of personnel and equipment resources.

During preparation, response, and recovery, the Resource Manager should:

- Review this Emergency Response Plan and other operating procedures and be prepared to implement them.
- Develop and be prepared to implement plans to provide or restore public utilities.
- Maintain a current Hyrum public works personnel and equipment resource list which includes emergency excavation equipment and augmented local area contractors/residents.
- Determine sources for local skilled labor needed to aid in a recovery effort.
- Develop a Town Emergency Water and Sanitation Plan. A disaster could seriously damage these systems anywhere in Hyrum. Contingency plans detailing response procedures will help prevent the spread of disease. The rapid restoration of potable water sources is vital.
- Maintain an inventory of repair and replacement water and sewer pipe, as well as repair parts for water treatment facilities.
- Plan to manage the transportation resources required for large population movements. Development memorandums of understanding to ensure that vehicles are available to transport school children and special needs residents as directed by the EOD.
- Coordinate with local food growers and processors to provide a continuous and ample emergency food supply for local residents.
- Plan to control the continuous distribution of livestock feeds, grazing permits, petroleum products, farm implements and repair parts, fertilizers and other agricultural needs should situations require implementation of emergency guidelines.

### 3.11 Evacuation Coordinator

Under the direction of the Emergency Operations Director (EOD), the Evacuation Coordinator coordinates all evacuation planning activities.

The Evacuation Coordinator identifies high-hazard areas and determines population at risk; prepares time estimates for evacuation of the people located in the different risk area zones. Accomplishment of these tasks requires the preparation of a threat summary, based on the jurisdiction's hazard analysis. The summary quantifies the specific evacuation needs of the jurisdiction. It addresses the evacuation planning needs that are applicable to the hazards that threaten the people living in the jurisdiction. Typical threats include: hazardous materials accidents involving the facilities that use, store, manufacture, or dispose of them and the transport modes (planes, trains, boats, trucks, pipelines, etc.) used to move them; flooding as a result of snow melt or torrential rains in flood prone and/or low lying areas subject to flash floods; coastal and inland flooding caused by tidal surge and rain, and the wind damage associated with hurricanes and tropical storms; flooding of locations downstream from dams; areas subject to wildfire; areas subject to major seismic activity; populations at risk to war-related threats including attacks involving nuclear, chemical, or biological weapons, and other situations involving terrorist activities.

The Evacuation Coordinator identifies transportation resources (e.g., public transit, school buses, etc.) likely to be available for evacuation operations; prepares an inventory of vehicle resources (public and private buses, public works trucks, commercial bus companies, trucking companies, truck rental companies, rail services, marine/ferry, air services, ambulance services, etc.).

## Hyrum City● Emergency Operations Plan

In addition, the Evacuation Coordinator should:

- Assist facilities that provide care for special needs populations to develop a facility evacuation plan.
- Develop information for evacuees' use on the availability and location of mass care facilities away from the threat of further hazard-induced problems.
- Assist, as appropriate, the animal care and control agency coordination of the preparedness actions that are needed to prepare for the evacuation of animals during catastrophic emergencies.

### 3.12 Volunteer Coordinator

Preplanned trained members of the community who volunteer their time and critical skills are to be commended. Hyrum City relies on the voluntary assistance of its residents, local churches and private citizens in order to effectively respond to emergencies.

The Volunteer Coordinator is assigned and is under the direction of the Emergency Operations Director (EOD). The Volunteer Coordinator should:

- Plan and organize staging areas for volunteers to gather to get processed, receive information, directions and assignments to where they are best needed.
- Assign Coordinators at each staging area.
- Coordinate and document or keep records of all the volunteers, their time, skills or equipment they donate. Each staging area should be the focal point of the documentation and then forwarded to the Coordinator at the EOC.
- Arrange for providing water, food and rest room facilities for the volunteers at the staging stations.
- Arrange for transportation to and from the areas the volunteers are assigned.

The following volunteer organizations are among those that could help in an emergency or disaster:

*American Red Cross:* The American Red Cross will be requested to manage shelters and provide assistance with the distribution of donated goods and services.

*Emergent Volunteers:* During a disaster, concerned citizens may be expected to show up at the scene eager to contribute any support they might have to offer. These emergent volunteers are an important resource if prior consideration has been devoted to their use. A designated coordinator with preplanned checklists and assignments (debris clearance, light search and rescue, victim transport, etc) will ensure that these volunteers will be an asset rather than another exercise in crowd control.

*Community Emergency Response Teams (CERT):* CERT members are trained in small fire suppression, light search and rescue, and disaster medical care. CERT responsibilities are first to the protection of their families and then to their neighbors. CERT members may be used within the scope of their training in other community disaster response operations such as in the law enforcement, search and rescue, fire suppression, medical, and logistics sections.

*Amateur Radio Operators:* Shortly after a disaster, the telephone system is normally inoperative. Amateur Radio Emergency Service (ARES) members provide critical communication links during this period.

*Military Liaison/Utah National Guard Assistance:* The Utah National Guard has standard operating procedures for emergency response operations. Missions for the military will normally be routed through command channels. Requests for military assistance must be routed through the County to the State Division of Comprehensive Emergency Management after a declaration of a "State of Emergency". Local commanders are subject to the direction of their headquarters and may respond unilaterally to

