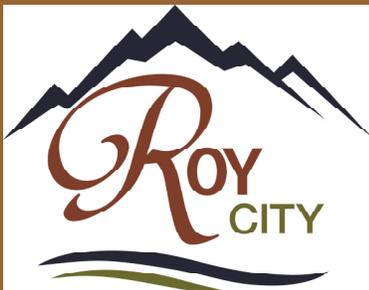


ROY CITY

EMERGENCY OPERATIONS PLAN



DISASTER MANAGEMENT



EMERGENCY OPERATIONS PLAN OVERVIEW

This plan applies to Roy City and is under the direction of the Roy City Fire Chief, who serves as the city Emergency Manager and has been given the authority and responsibility for the administration and operations of city emergency management.

This EOP consists of a base plan, and Emergency Support Function (ESF) Annexes. The base plan provides guidance for effective and efficient emergency event and disaster management response. It outlines a common organizational structure for response actions, roles and responsibilities and planning requirements. ESF annexes group city resources and capabilities into functional areas that are most frequently needed for support in a response. To support an effective response, all ESFs are required to have operational plans that include primary and support agencies, the private sector and non-governmental organizations as relevant. Further, this plan describes the role of the Emergency Operations Center (EOC) and the coordination that occurs within city departments, other response agencies and external partners.

The Emergency Manager is responsible for updating the Emergency Operations Plan (EOP) on a regular basis to reflect and address the changing needs within the city. This EOP complies with the National Incident Management System, in accordance with the National Response Framework, Incident Command System and the Weber County Emergency Operations Plan.

This EOP is continually operational with changes in operational levels occurring under the following conditions:

- An incident occurs or is imminent
- A local state of emergency is declared
- As directed by the Emergency Manager or designee

All staff employed by Roy City have the responsibility to become familiar with the EOP, and its components, which will serve as a guideline for information that can be used as a reference to complete assignments and it will also provide guidance regarding documentation and official record keeping necessary before, during and after an emergency event or disaster.

ADOPTION

WHEREAS, Roy City recognizes it is at risk to a wide range of natural, technological, and man-made hazards and there is a need for ongoing emergency operations planning by all jurisdictions of government within the city; and

WHEREAS, this Emergency Operations Plan is needed to coordinate and support city response efforts in the event of an emergency or disaster and during the aftermath thereof; and

WHEREAS, this plan will provide a framework for the departments within the city to plan and perform their respective emergency functions during a disaster or national emergency. Tasked organizations within the plan have the responsibility to prepare and maintain standard operating procedures and commit to the training and exercises required to support this plan. Under the direction of the Roy Fire Department, this plan will be revised and updated as required.

WHEREAS, in accordance with the Homeland Security Presidential Directive 5, all agencies, departments, and organizations having responsibilities delineated in this Emergency Operations Plan will use the National Incident Management System. This system will allow proper coordination between local, state and federal organizations. The Incident Command System, as a part of the National Incident Management System, 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 the Incident Command System.

This plan is promulgated as the Roy City Emergency Operations Plan and designed to comply with all applicable Roy City regulations and provides the policies and procedures to be followed in response to emergencies, disasters and terrorism events.

NOW THEREFORE, BE IT RESOLVED this Emergency Operations Plan as updated is officially adopted,

IN WITNESS WHEREOF;

Name / Title

Date

Name / Title

Date

TABLE OF CONTENTS

EMERGENCY OPERATIONS PLAN OVERVIEW	i
RECORD OF CHANGES.....	ii
RECORD OF DISTRIBUTION	iii
ADOPTION.....	iv
INTRODUCTION	
Purpose	1
Scope	1
Phases of Emergency Management.....	1
Assumptions	2
Incident Command System	3
Policies	3
HAZARD ANALYSIS	
Natural Hazards	4
Technological Hazards	5
Human-Caused Hazards	6
Mitigation	7
Hazard Assessment	7
Table 1-1 Hazard Analysis Table Legend	7
Table 1-2 Hazard Analysis Table	8
CONCEPT OF OPERATIONS	
Normal Operations	9
Emergency Operations Plan Implementation.....	9
Emergency Operations Center (EOC).....	9
Levels of Operation.....	10
Declaring a Local State of Emergency.....	11
Emergency Support Functions Background.....	11
Table 1-3 Summary of Emergency Support Functions.....	11
ORGANIZATION AND RESPONSIBILITIES	
Elected Officials	14
COORDINATION AND CONTROL	
Damage Assessment.....	16
Response Procedures.....	17
COMMUNICATIONS	
Common Operating Picture.....	18

TABLE OF CONTENTS

ADMINISTRATION

Administration Information.....	20
Records Preservation and Restoration.....	20
Reports and Records.....	20
Financial Management	20
Accounting	21
Fiscal Agreements	21
Logistics	21

PLAN MAINTENANCE AND DISTRIBUTION

Emergency Operations Plan (EOP) Maintenance	23
---	----

AUTHORITIES AND REFERENCES

Authorities	24
Supporting Documents/Plans	24
Agreements	24

GLOSSARY.....25

ACRONYMS.....26

FORMS

Declaration of Local Emergency Form.....	28
Declaration of Termination of Local Emergency Form.....	29
Rapid (Field) Damage Assessment Form.....	30
Detailed Damage Assessment Form	31

EMERGENCY SUPPORT FUNCTION ANNEX

Emergency Support Function Plans.....	34
ESF-1 Transportation.....	
ESF-2 Communications	
ESF-3 Public Works and Engineering	
ESF-4 Firefighting.....	
ESF-5 Planning & Information Sharing.....	
ESF-6 Mass Care, Emergency Assistance, Housing and Human Services.....	
ESF-7 Logistics Management and Resource Support.....	
ESF-8 Public Health and Medical Services	
ESF-9 Search and Rescue	
ESF-10 Oil and Hazardous Materials.....	
ESF-11 Animal Services and Agriculture	
ESF-12 Energy	
ESF-13 Law Enforcement, Security, Animal Services	
ESF-14 Long-Term Community Recovery	
ESF-15 External Affairs	

Emergency Support Function Maintenance Table.....35

Purpose

This EOP establishes the framework for the comprehensive integration and coordination of the emergency response and recovery actions of all levels of government, volunteer organizations and the private sector within the city. The EOP is a comprehensive plan that is risk-based and all-hazards in its approach. It is a guide for emergency events and disasters that may occur in Roy city and as such outlines how to:

- Reduce the vulnerability of citizens within the community to loss of life, injury, damage and destruction of property during emergency events and/or disasters.
- Prepare for prompt and efficient response and recovery to protect lives and property affected by emergencies and disasters.
- Respond to emergencies using all systems, plans and resources necessary to preserve the health, safety and welfare of persons affected by the emergency.
- Assist the community in recovering from emergencies and disasters by providing for the rapid and orderly restoration and rehabilitation of persons and property affected by emergencies.
- Provide an emergency management system encompassing all aspects of pre-emergency preparedness and post-emergency response, recovery, and mitigation.

Scope

This EOP establishes the fundamental policies, basic program strategies, assumptions, and mechanisms through which the city will mobilize resources and conduct activities to guide and support the community and seek assistance when necessary from Weber County during response, recovery, and mitigation.

It addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short-term and long-term response and recovery activities that the city may take in coordination with the county.

Phases of Emergency Management

This plan incorporates the five mission areas identified in the National Preparedness Goal; prevention, protection, mitigation, response, recovery.

- **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 event.

Assumptions

It is recognized that the city is vulnerable to natural, technological and human-caused hazards that threaten the health, welfare and security of our citizens. The cost of response and recovery from potential disasters can be substantially reduced when attention is turned to mitigation action and planning.

In the event of a major disaster or emergency, a large number of fatalities and injuries may result. Many people may be displaced and incapable of providing food, clothing and shelter for themselves and their families. Jobs may be lost with reduced prospect for future employment in the area. The economic viability of the city may be jeopardized.

Many private homes, businesses and major industries may be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways and facilities may be compromised. Water and utility infrastructure may be severely affected. Emergency response personnel may be hampered in the response efforts due to transportation problems, lack of electrical power, debris, and damaged, destroyed, or inaccessible local structures. Taking this into account it may be assumed that:

- Emergency management coordination in Roy is based on a bottom-up approach to response and recovery resource allocation (that is, local response efforts followed by county response efforts, then state response efforts, and finally federal government assistance) with each level exhausting its resources prior to elevation to the next level. The recovery of losses and/or reimbursements of costs from federal resources will require preparation and compliance with certain processes.
- The city will make every reasonable effort to respond in the event of an emergency or disaster. However, city resources and systems may be damaged, destroyed or overwhelmed.
- The responsibilities and functions outlined in this plan are contingent upon information exchange, extent of actual agency capabilities, and availability of resources.
- Damages to infrastructure will likely be affect structures and economic systems. Emergency response abilities will be diminished due to inaccessibility and may cause inconvenience or overwhelming distress due to temporary or delayed service interruptions and will result in long-term economic losses due to the economic and physical limitations of recovery operations.
- The EOC will be staffed with representatives from city departments and other partners grouped together under the ESF concept. The primary agency for each ESF will work in conjunction with the EOC goals and objectives. They will have responsibility for

coordinating support agencies assigned to that ESF. Some ESF functions may be coordinated through Weber County.

- Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared.
- Time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events such as fires, explosions, structural collapse, contamination issues, loss of critical infrastructure and floods are a few of the significant factors that will affect casualties and damage.
- Disaster assistance from outside the city may take 72 hours or more to arrive.
- Residents living within the city boundaries may have a family disaster plan and family needs for a minimum of 72 hours and up to two (2) weeks.

Incident Command System

Roy City has adopted the National Incident Management System (NIMS) as the standard incident management structure. The Incident Command System (ICS) is the standard for on-scene emergency management in Roy. First responders utilize ICS to respond, for training and exercising. ICS is designed to aid in the management of resources during incidents. ICS is applicable to small and large/complex incidents. All operations within the EOC will be conducted using ICS.

Policies

All emergency operations under will be undertaken in accordance with current city policy.

- Roy Fire Chief, serves as the Emergency Manager for the city and is responsible for the development of the EOP and coordination of the EOC.
- All city departments and agencies must be prepared to respond to emergencies and disasters even when government facilities, vehicles, personnel and political decision-making authorities are affected. Continuity of Operations (COOP) Plans should be used in conjunction with this EOP during various types of emergency situations. COOP plans details the processes by which administrative and operational functions will be accomplished during an emergency that may disrupt normal business activities.
- County emergency plans and programs will integrate with the EOP to provide effective and timely support to the citizens in the event of a major disaster or emergency.

All activity within the EOP structure shall be coordinated using the Incident Command System, and the National Incident Management System

HAZARD ANALYSIS

In major disasters, the public looks to government at all levels for assistance. In addition to the increased potential for disasters, a number of other factors are considered. These may include property values, population growth and population density within hazard vulnerable zones. This may result in increased impact to the economy.

A disaster can occur any time within the city. All areas of Roy are at risk for various types of events:

- **Natural Disasters** – Avalanche, drought, earthquake, epidemic, flood, landslide, tornado, severe weather (rain, snow, wind, lightning, etc.), wildfires, etc.
- **Technological Incidents** – Airplane crash, dam failures, hazardous materials release, power failure, radiological release, train derailment, urban conflagration, etc.
- **Human-Caused Hazards** - Transportation incidents involving hazardous substances, major air and ground transportation accidents, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.

Natural Hazards

Roy has the possibility of a variety of natural hazards occurring. Any of these potential hazards may occur and require activation of the EOP and/or EOC.

Earthquake

Earthquakes (magnitude 6.5 to 7.5) can occur on any of several active segments of the Wasatch fault between Brigham City and Levan. Such earthquakes can also occur on many other recognized active faults in Utah. The chance of a large earthquake in the Wasatch Front region has increased dramatically.

Earthquake-related hazards may include ground shaking, soil liquefaction, surface fault rupture, tectonic subsidence, slope failure, and problems related to changes in groundwater.

A major earthquake anywhere in northwestern Utah or a moderate earthquake in the immediate vicinity of the Great Salt Lake has the potential to generate destructive waves on the Great Salt Lake. Damage from this hazard will be extensive in the event of a moderate to large earthquake.

Flooding

Area wide flooding within the city is not likely, there is good drainage to the west and sandy soil conditions in the eastern part of the city, although Roy does have a relatively high water table which could result in localized flooding. A potential for flooding does exist along the Howard Slough, as a failure of Pineview dam could result in flooding along this slough. There is always a possibility of flooding during and after severe weather storms.

Dam Failure

The only dams that have the potential for affecting the city are the Pine view and Causey dams, which would probably be minimal and most likely occur in areas along the Howard Slough.

Drought

Even in normal years, Utah has a limited water supply. It is the second driest state in the nation. Most of Utah is classified as a desert receiving less than 13 inches of annual precipitation. Drought is a normal and recurring feature of climate and is a result of a deficiency of precipitation over an extended period of time, resulting in a water shortage that impacts normal water usage. The severity of a drought depends on the degree of moisture deficiency, its duration and the size of the affected area. Because it is so hard to develop a quantitative definition for drought, it is difficult to determine precisely when a drought starts and ends.

Epidemic and Public Health Emergency

Emerging and reemerging infections such as pandemics, mosquito-borne illnesses, hemorrhagic fevers, and the resurgence of tuberculosis and cholera in new, more severe forms, and the economic and environmental dangers of similar occurrences in animals and plants attest to our continuing vulnerability to infectious diseases throughout the world.

Severe Weather

- **Snow:** Snowstorms over northern Utah have a dramatic effect on regional commerce, transportation and daily activity. Snowfall is also influenced by the Great Salt Lake, which appears to produce localized snow bands several times each winter. These snow bands are known locally as lake-effect bands. Lake-effect bands produce some of the region's worst winter storms and have the potential to increase transportation problems and power failures.
- **Lightning:** Each year, hundreds of Americans are hit by lightning, resulting in dozens of deaths and injuries. Lightning causes more deaths per year in the United States than those from tornados or hurricanes.
- **Tornado:** The city has a potential to severe damage resulting from tornados and extremely high winds. On August 11, 1999, a category F2 tornado touched down in downtown Salt Lake City area, killing one person and injuring at least 100 people. This tornado caused widespread power outages as well as large-scale debris mainly from downed tree limbs. Estimated costs were over \$150 million.
- **Wildfire:** Utah's typical fire season is the dry period from May through October. A large number of wildfires are caused by lightning. The wildland/urban interface is defined as the area where structures and other human development meet or intermingle with undeveloped wildland or vegetative fuels.

Technological Hazards

Technological hazards include hazardous materials incidents and power failures. Usually, little or no warning precedes incidents involving technological hazards. Numerous technological hazards could impact the Roy area.

Hazardous Materials

Hazardous materials incidents can occur anywhere there is a road, rail line, pipeline or fixed facility storing hazardous materials. Virtually the entire city is at risk to an unpredictable incident of this type.

Nuclear

Roy's proximity to Hill Force Base put the area at a high level of risk should a nuclear event take on or near the base.

Utility Outages/Shortages

Temporary or long-term utility outages/shortages can cause massive disruptions in the operations of essential services. Many critical facilities have emergency standby power supplies; however, they are designed for short-term events and are subject to failure as well.

Human-Caused Hazards

The city may not be able to prevent human-caused hazards from happening, but it is well within the city's ability to lessen the likelihood and/or the potential effects of an incident.

Transportation Incidents

Transportation incidents involve the interruption or failure of transportation systems, to include air, railroad, light rail and trucking transports. With airline flights, I-15 and state highway traffic, light rail transports and a busy railroad system, the potential for serious injuries or a mass casualty incident is an always possible.

Aircraft

Due to Roy's proximity to Hill Air Force Base, Ogden Hinckley Airport and the flight path for SLC International Airport the city continues to address hazards that may occur associated with aircraft events, which have the potential to involve commercial, military, and private aircraft.

Domestic Terrorism

Terrorists often use threats to create fear among the public, to try to convince citizens that their government is powerless to prevent terrorism, and to get immediate publicity for their causes. The Federal Bureau of Investigation (FBI) categorizes terrorism in the United States as one of two types: domestic terrorism or international terrorism.

- Domestic terrorism involves groups or individuals whose terrorist activities are directed at elements of our government or population without foreign direction.
- International terrorism involves groups or individuals whose terrorist activities are foreign-based and/or directed by countries or groups outside the United States or whose activities transcend national boundaries.

A terrorist attack can take several forms, depending on the technological means available to the terrorist, the nature of the political issue motivating the attack, and the points of weakness of the

terrorist's target. Bombings are the most frequently used terrorist method in the United States. Other possibilities include an attack at transportation facilities, an attack against utilities, other public services or an incident involving chemical or biological agents.

Biological and Chemical Weapons

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

Mitigation

Based on the hazard analysis and hazard assessment above, the city emergency manager works in conjunction with county emergency management to develop mitigation strategies to reduce or eliminate risks to persons or property and to lessen the actual or potential effects or consequences of an incident.

Hazard Assessment

Roy has conducted an all-hazards assessment of potential vulnerabilities to the city. This assessment will assist with prioritization and outlines a direction for planning efforts. The city has adopted the pre-disaster mitigation plan developed by the Wasatch Front Regional Council. This pre-disaster mitigation plan serves to reduce the region’s vulnerability to natural hazards. The pre-disaster mitigation plan is intended to promote sound public policy and protect or reduce the vulnerability of the citizens, critical facilities, infrastructure, private property and the natural environment within the region.

The hazard analysis table below provides information to understand risks and their corresponding likelihood and consequences within the city.

**Table 1-1
Hazard Analysis Table Legend**

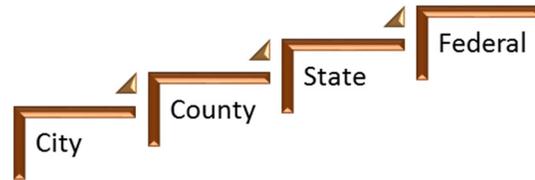
Rating	Frequency	Consequences
Low	Occurrence less frequent than every 25 years	Some community-wide impact possible. Usually handled with available community resources.
Medium	Occurrence frequency between 1 and 25 years	Localized damage may be severe, community-wide impact minimal to moderate. Handled with community resources and some mutual aid.
High	Annual event	Moderate to high community-wide impact. May require county, state or federal assistance.

**Table 1-2
Hazard Analysis Table**

Hazard	Frequency	Warning Lead Times	Consequences	Population/Area at Risk
Biological/Chemical Weapons	Low	Days - hours	High	Location site to Widespread
Domestic Terrorism	Low	Days - hours	High	Location site to widespread
Drought	Low	Weeks-months	Medium	City-wide
Earthquake	Medium	Minutes	Catastrophic	City-wide
Epidemic	Low	Weeks	Catastrophic	City-wide
Flooding	Medium	24 hours	High	Site
HAZMAT	Medium	Occurrence	High	Location site
Lightning	High	Occurrence	Low	Location site
Micro-bursts (Tornado)	Low	Several minutes	High	City-wide
Radiological Incidents	Low	Occurrence	Medium	Location site
Snowstorm	High	36 to 24 hours	Medium	City-wide
Transportation Accidents	High	Occurrence	Low	Location site
Utility Outages/Shortages	Low	Months - weeks	High	City-wide

CONCEPT OF OPERATIONS

Emergency operations in the city utilizes a bottom-up approach with emergency activities being resolved at the lowest possible level of response. Thus, the resources of city, county, state and federal agencies are utilized in this sequential order to ensure a rapid and efficient response.



Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the city (EMS, Fire, Law Enforcement and Public Works) will respond to emergencies with their authorities given them by city policy and laws.

The Emergency Manager monitors and coordinates Emergency Management functions and activates response operations as required.

Emergency Operations Plan Implementation

This EOP is continually operational with changes in levels occurring under the following conditions:

- An incident occurs or is imminent
- A state of emergency is declared
- As directed by the Emergency Manager or designee

Emergency Operations Center (EOC)

The EOC serves as the central location for coordination of resources and information sharing activities. It is located at 5051 S 1900 W. If a disaster or emergency situation prevents the use of the primary facility, an alternate EOC will be activated at public works/recreation department.

When the EOC is fully activated, it will be staffed by the city departments and personnel from each of the ESF's that are activated. Each ESF will have a lead who will direct their operations. These individuals will report to the city EOC as requested. Emergency response actions may be undertaken and coordinated on-scene or at the EOC, depending on the severity of the impending or actual situation. Response will focus on life safety; then basic survival issues (water, food, basic medical care, shelter); restoration of the city's infrastructures (water/waste systems, electric, phones, roads); clean up, emergency repairs; and recovery.

When the city requires shelter facilities, ESF #6 will be activated (see attached ESF 6 annex) to coordinate sheltering operations. The Public Information Officer will organize notifications to the public, business community, and other parties of developments and activities via all available communication systems. City resources will be utilized fully before requesting county or state/federal assistance. This information will become part of the planning and response process as shortfalls are analyzed by EOC command staff. Evacuation will be coordinated through the EOC.

Levels of Operation

Emergencies or disasters that can potentially affect the city are divided into three levels of readiness to establish emergency operations. These levels are outlined below.

How severe an event is will directly affect the level of activation. Increasing or decreasing levels of activation will be directly decided by the emergency manager and/or the city manager. There are three levels of activation:

- **Level I: Daily Operations / Monitoring.**
Notification will be made to those support agencies who would assist as part of their everyday responsibilities. The Emergency Manager or their designee will actively monitor and follow-up on situations, threats or events and report to the City Manager as needed to assess the situation and escalate activation as needed. This level typically involves observation, verification of appropriate action and follow-up by the Emergency Manager. Most events can be resolved in a small amount of time using small amounts of resources. The day-to-day operations are typically not altered and management structure stays the same.
- **Level II: Limited Activation.**
The Emergency Manager and the City Manager will assess needs, decide which ESF's may be needed and notify them to report to the EOC. All other ESF's may be alerted and put on standby. All ESF's involved in the response will be requested to provide a representative to the EOC. This level can warrant a 24 hour schedule. The ICS system will be activated and all sections and branches may be activated as required. The Emergency Manager will initiate the incident action planning process to establish operational objectives and priorities. (Possible activation of the Roy CERT team.)
- **Level III: Full-Scale Activation.**
In a full-scale activation the Emergency Manager will notify all ESF's to report to the EOC. All ESF's will be assigned to their specific responsibilities and apprised of the situation. The EOC may be activated on a 24 hour schedule due to the severity of the event or an imminent threat. ICS will be implemented and sections and branches will be activated. In the EOC the Emergency Manager initiates the incident action planning (IAP) process to establish operational objectives and priorities. It is expected at this level of activation that response and recovery operations will last for an extended period of time. As resources are exhausted Weber County Emergency Management will be contacted for assistance and they will work with State level partners as response needs escalate. (Activation of the Roy CERT team.)

The principles of this plan conform to the National Incident Management System (NIMS), which provides a core set of common concepts, principles, terminology and technologies. The EOC will especially be needed when incidents cross disciplinary boundaries or involve complex scenarios.

The EOC utilizes ICS to develop a structured method for identifying priorities and objectives to support an incident or event. These priorities serve as guidance for the allocation of resources and enable the EOC to coordinate requests and manage coordination.

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

Declaring a Local State of Emergency

An event may start out small and escalate quickly or a major event may occur at any time. As soon as an incident occurs, it is assessed and monitored by the emergency manager who activates to the appropriate level and staffs the EOC accordingly. This will begin the process to determine:

- What may be needed?
- If and when conditions warrant a declaration and assist the City Administration in the declaration process when a local state of emergency exists. See Declaration- Termination of Local Emergency Forms on pages 29, 30.
- Need for damage assessment requests/updates from the affected areas at regular intervals to the EOC to affix costs to the declaration.
- What city agencies may respond with available resources to assist in response efforts as specific requests are received?

Emergency Support Functions

The EOC may be organized into 15 emergency support function (ESF) annexes. ESFs are a grouping of governmental and certain private sector capabilities which provide support, resources, and services that are needed to save lives, protect property and the environment, restore essential services and critical infrastructure, and help victims and communities return to normal following domestic incidents.

These 15 types of assistance constitute the ESF teams and will serve under a section as designated under ICS, within the EOC structure. See Table 1-3 on page 12 for a summary of all ESFs and their functions.

- Most city departments will be designated as primary agencies for each ESF according to authority, resources and capability to coordinate emergency efforts in the field of each specific ESF.
- Primary agencies, with assistance from one or more support agency, are responsible for coordinating the activities of the ESF.
- The ESFs will coordinate within the EOC in executing and accomplishing their missions.

**Table 1-3
Summary of Emergency Support Functions**

Annex	Scope	Responsible Division
ESF #1 – Transportation	Transportation Safety Restoration/recovery of transportation infrastructure Movement restrictions Damage and impact assessment	Public Works
ESF #2 – Communications	Coordination with telecommunications and information technology industries Restoration and repair of telecommunications infrastructure Protection, restoration, and sustainment of county cyber and information technology resources Oversight of communications within the city incident management and response structures	Information Technology
ESF #3 – Public Works and Engineering	Infrastructure protection and emergency repair Infrastructure restoration Engineering services and construction management Emergency contracting support for life-saving and life-sustaining services	Public Works
ESF #4 – Firefighting	Coordination of city firefighting activities Support to wild-land, rural, and urban firefighting operations	Fire Department
ESF #5 – Emergency Management	Coordination of incident management and response efforts Issuance of mission assignments Resources and personnel Incident action planning Financial management	Fire Department (Emergency Management)
ESF #6 – Mass Care, Emergency Assistance, Housing, Human Services	Mass care Emergency assistance Disaster housing Human services	Parks and Recreation
ESF #7 – Logistics Management and Resource Support	Comprehensive city incident logistics planning, management, and sustainment capability	Management Services

CONCEPT OF OPERATIONS

Annex	Scope	Responsible Division
	Resource support (facility space, office equipment and supplies, contracting services, nutrition assistance etc.)	
ESF #8 – Public Health and Medical Services	Public Health Food Safety and Security Medical Mental health services Mass fatality management	Weber-Morgan Health
ESF #9 – Search and Rescue	Life-saving assistance Search and rescue operations	Fire Department
ESF #10 – Oil and Hazardous Materials Response	Oil and hazardous materials (chemical, biological, radiological, etc.) response Environmental short- and long-term cleanup	Fire Department
ESF #11 – Agriculture and Natural Resources	Animal and plant disease and pest response Safety and well-being of household pets and livestock Natural Resources	Animal Services
ESF #12 – Energy	Energy infrastructure assessment, repair, and restoration Energy industry utilities coordination Energy forecast	Management Services
ESF #13 – Law Enforcement, Security, Animal Services	Facility and resource security Security planning and technical resource assistance Public safety – Law Enforcement and security support Support to access, traffic, and crowd control Liaison to Animal Services support	Police Department
ESF #14 – Long-Term Community Recovery	Social and economic community impact assessment Long-term community recovery assistance to local governments, and the private sector Analysis and review of mitigation program implementation Historic properties protection and restoration Cultural Resources	Community Development
ESF #15 – External Affairs	Emergency public information and protective action guidance Media and community relations	City PIO

ORGANIZATION & RESPONSIBILITIES

City departments may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is particularly important that the local command structure established to support response and recovery efforts maintain significant flexibility in order to expand and contract as the situation changes. Typical duties and roles may also vary depending on the severity of impacts, size of the incident(s), and availability of local resources.

Each department is responsible for ensuring that critical staff are identified and trained at levels that enable effective Implementation of existing response plans, procedures and policies.

Agencies and organizations tasked by this plan with specific emergency management responsibilities should complete the following:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Negotiate, coordinate and prepare mutual aid agreements, as appropriate.
- Analyze need and determine specific communications resource needs and requirements.
- Ensure the Emergency Manager has current contact information.
- Identify potential sources of additional equipment and supplies.

Provide for continuity of operations by taking action to:

- Ensure lines of succession for key positions are established.
- Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
- Identify alternate operating locations should the primary location suffer damage, become inaccessible, or require evacuation.
- Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required

Elected Officials

Reference Roy City Code Title 1, Chapter 11 Emergency Management.

Elected officials have the responsibility for ensuring the public safety and welfare of the people of the city. They provide strategic guidance and resources during preparedness, response, and recovery efforts. A core obligation of city leaders is to work with the city emergency manager to prepare and train for emergency events and disasters that may occur within the city.

Elected or appointed officials must have a clear understanding of their roles and responsibilities for successful response efforts to be undertaken. On an ongoing basis, elected and appointed officials may be called upon to help shape or modify laws, policies, and budgets to aid preparedness efforts and to improve emergency management and response capabilities. **(See Appendix A “Public Officials Guide to Disasters”) for specific ideas on preparing for, responding to, and recovering from emergency events or disasters.**

COORDINATION & CONTROL

The emergency response forces of the community (EMS, fire, law enforcement, public works, and public health) are the primary responders to community emergencies and disasters. When the local emergency response forces are unable to meet the immediate demands of the event or require EOC functions, the EOC will be activated to the appropriate level.

The Emergency Manager coordinates resources to support response to major events when required and in collaboration with the City Manager, will focus on a declaration of a local state of emergency when city resources are inadequate. If the emergency exceeds locally available resources of the emergency response forces, the city will request assistance through Weber County Emergency Management. The county Emergency Manager may also request state assistance from the Division of Emergency Management (DEM), which is the state agency charged with coordinating the State of Utah's response to disasters.

Coordination of the EOP components will be as follows:

1. This EOP is effective immediately upon approval, adoption, and implementation and will be promulgated to appropriate individuals.
2. All departments, agencies and organizations involved in the implementation of this EOP should be organized, equipped and trained to perform all designated responsibilities contained in this plan.
3. All organizations are responsible for the development and maintenance of their own internal operating and notification procedures.
4. All responding organizations are responsible for filling any important vacancies; recalling personnel from leave, if appropriate; and alerting those who are absent due to other duties or assignments.
5. Unless directed otherwise, existing organization/agency communications systems and frequencies will be employed.
6. Unless directed otherwise, the release of information to the public or media will be handled through the city PIO in conjunction with the county's joint information system, using the concepts outlined in Emergency Support Function (ESF) #15 - External Affairs.
7. Personnel designated to the EOC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.
8. At the EOC, organizational and agency representatives will:
 - Report to EOC check-in immediately upon arrival for an update on the situation and to confirm assignment.
 - Begin a process of documentation of all activities and decisions.
 - Provide name, agency and contact information on EOC staffing chart.
 - Ensure adequate 24/7 staffing for long-term EOC activations.

- Ensure that their departments/agencies are kept constantly informed of the situation, including major developments, decisions and requirements.
 - Maintain coordination with other appropriate organizations/agencies.
 - Thoroughly brief incoming relief personnel and inform the EOC manager of the changeover prior to departing. The briefing will include, at a minimum, information on what has happened, problems encountered, actions pending, and the location and phone number of the person being relieved.
9. The safety of both the affected population and response or recovery personnel will be a high priority throughout an emergency. All actions contemplated will consider safety prior to any implementing decision, and safety will be constantly monitored during the operation itself.

Damage Assessment

A rapid damage assessment is an assessment that takes place within hours after an incident and focuses on lifesaving needs, imminent hazards, and critical lifelines. It is a systematic method for acquiring life-threatening disaster intelligence after a disaster has occurred. In an event that occurs without warning, this assessment must be conducted, at least initially, with city resources. This assessment will lay the foundation for determining immediate response efforts and provide adequate response. Coordinated and timely assessments allow for prioritization of response activities, allocation of resources, criteria for requesting mutual aid and state and federal assistance. Damage assessments are to be conducted in areas of the city affected by the disaster and relayed to the EOC.

Assessment is accomplished in three phases:

- Rapid damage assessment in the field, which takes place within hours and focuses on life-saving needs, hazards, and critical lifelines. (See Rapid Damage Assessment Form-Field, page 30)
- A detailed rapid damage assessment, which begins to attach a dollar amount to damage reports. (See Rapid Damage Assessment Form-Detailed, page 31)
- Combined verification, which includes a detailed inspection of damage to individual sites by specialized personnel.

Development of damage assessment procedures may provide guidance to all participating agencies that will be involved in the process. Procedures may include:

- Development of a city profile
- Sectoring the city and performing an assessment by sector
- Look at city staffing patterns and possible resource needs
- Developing communication procedures
- Testing and exercising

The rapid damage assessment assists the city in determining resources available and additional needs that may be required.

Response Procedures

The Emergency Manager will monitor imminent emergencies and actual occurrences. When events are such that normal response procedures and/or city resources are inadequate, the Emergency Manager will activate the EOC and notify appropriate response personnel.

For those situations where response is beyond the capability of the city due to the severity or the need for special equipment or resources, the city may declare a State of Emergency and pursue county assistance. If warranted the governor may declare a state of emergency activating state assistance (pursuant to the Utah Emergency Operations Plan and **Title 53, Chapter 2a, Utah Code**). Further, where response is beyond the capability of the state and county, the governor will request assistance from the federal government.

Title 53, Chapter 2a Emergency Management, Part 2 (Disaster Response and Recovery Act), authorizes the city to declare a state of emergency within its boundaries. All executive proclamations or resolutions shall indicate the nature of the emergency, the area or areas threatened or involved, and the conditions creating the threat or emergency. The contents of such proclamations or resolutions shall be promptly disseminated to the public and filed with the city clerk. Copies shall be maintained at the city attorney's office.

COMMUNICATIONS

Emergency communications is the ability to exchange information through various means such as phone, radio and data. Emergency response at all levels of government utilize communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

Emergency communications consists of three primary elements:

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

Common Operating Picture

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

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

- Allow incident managers at all levels to make effective, consistent decisions.
- Ensure consistency at all levels of incident management.
- Critical aspects of local incident management are as follows:
 - Effective communications
 - Information management
 - Information and intelligence sharing

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

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

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

- Indications and warnings
- Incident notifications
- Public communications

- Notifications are made to the appropriate jurisdictional levels and to private sector and nongovernmental organizations through the mechanisms defined in the EOP and Continuity of Operations Plans at all levels of government.

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

Internal Communications

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

External Communications

Would include all components of internal and:

- Joint Information System/Joint Information Center
- Reverse 911 / CodeRed
- Facebook
- Twitter
- Press releases
- News media

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

- Tie together all command, tactical, and support units involved in incident management
- Enable these entities to share information critical to mission execution and the logging of required corrective actions

Prior to an incident, entities responsible for taking appropriate pre-incident actions use communications and information management processes and systems to inform and guide various critical activities.

These actions include the following:

- Mobilization or pre-deployment of resources

Strategic planning by:

- Preparedness organizations
- Multiagency coordination entities
- Agency executives
- Jurisdictional authorities
- EOC personnel

Administration Information

- Administration of the EOP is administered by Roy City Fire Chief.
- The operational readiness of the EOC is the responsibility of Roy Fire Department.
- Documentation will be kept and administered through the Emergency Manager.
- All written records, reports, and other documents will follow the principles of the National Incident Management System (NIMS).
- Agreements and understandings must be entered into by duly authorized officials and should be formalized in writing whenever possible prior to emergencies.
- Organizations tasked with responsibilities in the implementation of this plan are responsible for providing their own administrative and logistical needs and for the preparation and maintenance of a resource list for use in carrying out their emergency responsibilities.

Records Preservation and Restoration

Roy City will ensure protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency, with the maintenance of plans for the safety, recovery and restoration of the city's data and telecommunication systems during a disaster.

Reports and Records

General - The planning and activation of an effective emergency response requires timely and accurate reporting of information and the maintenance of records on a continual basis.

Reporting guidelines – Roy City will submit situation reports, requests for assistance, and damage assessment to Weber County using pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log-type records of response actions will be kept by the Roy emergency management. The logs and records will form the basis for status reports to the county and state.

Preliminary damage assessment – Preliminary damage assessment reports are the necessary basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. These reports determine the specific types and extent of assistance made available to the affected area.

Updates - Situation reports outlining new developments and more complete information will be forwarded as often as necessary in the most expeditious manner available. At a minimum, a daily situation report will be forwarded to the county EOC duration a local activation.

Financial Management

The Roy EOP may assign primary and support agencies for 15 functional areas of disaster response. Each agency assigned to an emergency support function (ESF) is responsible for

mobilizing existing personnel, equipment, materials, supplies and other resources under their control as requested by the city emergency manager or county emergency management.

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

- Local forces are those resources under direct control of the city EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the city EOC to augment local forces during a locally declared state of local emergency.
- A method of meeting temporary disaster demands is utilizing Contracts and Procurement, Finance and Management Services who can issue contracts to meet resource requirements.
- All ESF procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the city treasurer's office in a timely fashion. They will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If the city was federally declared, the treasurer will submit for reimbursement. If the city was not declared, the documentation will serve as a recorded history of activity with expenditures.

Accounting

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained. Such records are essential to identify and document (1) costs for which no Federal reimbursement will be requested and (2) those costs eligible for reimbursement under major emergency project applications. When Federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to both state and Federal audit. The city treasurer will coordinate the reimbursement documentation for the FEMA Public Assistance program during a presidentially declared disaster for city government.

Fiscal Agreements

A clear statement of agreement between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs and expenditures of materials used in response to an emergency is crucial for accurate cost accounting.

Logistics

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

- Roy Emergency Manager maintains current resource information on supplies, equipment, facilities and skilled personnel available for emergency response and recovery operations.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Roy City unless the City Manager, or other designated representative grants approval.
- Annually the ESF teams will meet with the Emergency Manager for training.

PLAN MAINTENANCE

Roy Emergency Manager is responsible for the overall maintenance (review and update) of this EOP and for ensuring that changes and revisions are prepared, coordinated, published and distributed. Each functional annex and incident annex describes the organization or agency responsible for those documents.

This EOP will be reviewed and updated annually based on deficiencies identified in simulated or actual use or due to organizational or technological changes. All changes shall be recorded by Roy Emergency Manager.

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

EOP Maintenance

The EOP maintenance schedule provides a strategy to ensure that the entire EOP is reviewed throughout the year and provides a recommended timeframe for updating the basic plan and emergency support functions (ESF), functional, and incident Annexes. The entire plan must be updated annually.

AUTHORITIES

Authorities

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

Federal Authorities

Federal Civil Defense Act of 1950, (PL 81-950), as amended

Disaster Relief Act of 1974, (PL 93-288) as amended.

Title III, of the Superfund Amendments and Reauthorization Act of 1986, (SARA), (PL 100-700).

Code of Federal Regulations (CFR), Title 44. Emergency Management and Assistance
October 1, 2008

The authorities under which this plan is developed include the following:

State of Utah

Title 53, Chapter 2a, “State Emergency Management Act.”

Supporting Documents/Plans

- Weber County Joint Information System/Center Plan
- Weber County Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- FEMA 501, National Incident Management System
- FEMA 501-3, NIMS Basic - Preparedness
- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- EMAP Standards

Agreements

Roy City has entered into the Statewide Mutual Aid Act, 53-2-501 for Catastrophic Disaster Response and Recovery.

Inter-local Paramedic agreement with Weber County

Inter-local automatic and mutual aid agreements with Weber County, Davis County and HAFB

GLOSSARY

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

City Administrator: Chief Administrative Officer of the City. (City Manager)

City Council: The assembled elected leadership of the city

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

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

Emergency Manager: Roy City Fire Chief is assigned the role of Emergency Manager and has the responsibility of overseeing city emergency management programs, planning and activities, as well as coordinating all aspects of the city's mitigation, preparedness, response, and recovery capabilities. The Emergency Manager directs all county EOC coordination before, during and after an emergency.

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

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

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

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

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

Emergency Support Function (ESF) Primary Agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the

most authorities, resources, capabilities or expertise relative to accomplishment of the specific emergency support function.

Emergency Support Function (ESF) Support Agency: Entities with specific capabilities or resources that support the primary agency in executing the mission of the ESF.

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

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

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

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

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

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

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

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

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

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

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

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

ACRONYMS

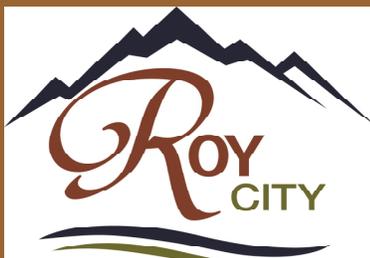
- ARES** – Amateur Radio Emergency Service
- COOP** – Continuity of Operations
- EMS** – Emergency Medical Service
- EOC** - Emergency Operations Center
- EOP** - Emergency Operations Plan
- ESF** - Emergency Support Function
- FEMA** - Federal Emergency Management Agency
- HAZMAT** - Hazardous Materials
- HSPD** – Homeland Security Presidential Directive
- ICS** - Incident Command System
- IAP** - Incident Action Plan
- JIS** – Joint Information System
- NIMS** – National Incident Management System
- NRF** – National Response Framework
- SOP** – Standard Operating Procedures

ROY CITY

FORMS AND ESF ANNEXES



DISASTER MANAGEMENT



Declaration of an Existing or Threatened Local Emergency

WHEREAS,

about _____,
(Day-Month-Year)

severe damage was caused
by

in Roy City, Utah; and

WHEREAS, these conditions have caused

May use wording such as, (injuries, deaths, destruction, property damage, disruption of utilities, disrupted communications, HazMat releases etc.); and

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

WHEREAS, conditions of extreme peril have arisen and have the potential to worsen requiring immediate attention to alleviate the threat to the safety, health and welfare of the citizens of Roy City; and

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

NOW THEREFORE, It is found, determined and declared that a “State of Emergency” now exists due to the aforesaid severe _____ in Roy City and such area is declared to be a disaster requiring aid, assistance and relief available pursuant to the provisions of local and state statutes, and the Emergency Operations Plan is hereby activated. Proclaims and orders that said local emergency shall be deemed to continue to exist until termination. This declaration shall not be continued or renewed for a period in excess of thirty days except by consent of the governing body and filed with the City Recorder.

DATED this _____
(Day-Month-Year)

Mayor

ATTEST:

City Recorder

DECLARATION FORM

Declaration of Termination of a Local Emergency

WHEREAS, a local emergency presently exists in Roy City in accordance with the proclamation thereof by the City Administrator or successor on the

_____,
(Day-month-year)

as a result of conditions of extreme peril to the safety of persons and/or property caused by
is within control of the normal protective services, personnel equipment, and facilities of and within said City of Roy;

NOW THEREFORE, the City Administrator or successor does hereby:

Proclaim the termination of the local emergency in Roy City.

Adopted this ____ day of _____, 20____.

Mayor

ATTEST:

City Recorder

RAPID FIELD DAMAGE ASSESSMENT FORM

RAPID (FIELD) DAMAGE ASSESSMENT FORM ROY CITY

Completed by: (Print) _____

Contact Number: _____

Date: _____ Time: _____

	Single Family	Multi Family	Mobile Homes	Business	Critical Care	Public Facilities-Buildings	Schools	Utilities	Public Roads	Bridges
Destroyed										
Major										
Minor										
TOTAL										

DETAILED DAMAGE ASSESSMENT FORM

DETAILED DAMAGE ASSESSMENT FORM

DATE:

TIME:

STREET or AREA LOCATION: _____

When did the disaster occur: Date: _____ **Time:** _____

CIRCLE DISASTER CAUSE:

Ice/Snow/Hail

Tornado

Fire/Explosion

Wind

Flood

Earthquake

Other: _____

Damage Description:

Are resources outside of the city needed? Yes No

Have local mutual agreements been exhausted? Yes No

Has a local declaration been signed? Yes No

Affected Individuals (indicate # if known):

Fatalities _____ Missing _____

Injuries _____ Evacuated _____

Hospitalized _____ Sheltered _____

Was an evacuation recommended by city officials? Yes No

DETAILED DAMAGE ASSESSMENT FORM

ESTIMATED PROPERTY DAMAGE FOR INDIVIDUALS & BUSINESSES:

	# Inaccessible	# Minor	# Major	# Destroyed
Single family				
Multi-family				
Mobile homes				
Businesses				
Critical Care				

ESSENTIAL UTILITIES:

	Unknown	Minor Damage	Major Damage	# of Persons Affected	Critical Care Facilities Affected
Gas					
Electricity					
Water					

ESTIMATED CITY / PROPERTY DAMAGE:

Type of Work or Facility	\$ Estimate (if known)	# of Sites
Debris removal		
Protective measures		
Roads		
Bridges		
Water Control		
Buildings/Equipment		
Public Utilities		
Parks & Recreation		

DETAILED DAMAGE ASSESSMENT FORM

Describe actions being taken:

Describe economic impact to the city:

Describe voluntary agency actions:

EMERGENCY SUPPORT FUNCTION ANNEXES

THIS PAGE IS INTENTIONALLY BLANK

EMERGENCY SUPPORT FUNCTION MAINTENANCE

Title	Page	Revision	Date	Revised By (Name)
Emergency Support Function Annexes				
ESF #1 Transportation (Public Works Primary)				
ESF #2 Communications (Info Tech Primary)				
ESF #3 Public Works and Engineering (Public Works Primary)				
ESF #4 Firefighting (Fire Department Primary)				
ESF #5 Information Sharing and Planning (Emergency Manager Fire Chief)				
ESF #6 Mass Care, Emergency Assistance, Housing, Human Services (Parks and Rec Department Primary)				
ESF #7 Logistics Management and Resource Support (Human Resources)				
ESF #8 Public Health and Medical Services (Weber Morgan Health Department)				
ESF #9 Search and Rescue (Fire Department Primary)				
ESF #10 Oil and Hazardous Materials Response (Fire Department Primary)				
ESF #11 Animal Services and Agriculture (Animal Services Primary)				
ESF #12 Energy (Management Services Primary)				
ESF #13 Public Safety – Law Enforcement and Security (Police Department Primary)				
ESF #14 Long-Term Community Recovery (Community Development Planning Primary)				
ESF #15 External Affairs (City Assigned P.I.O.)				

PUBLIC OFFICIALS GUIDE TO DISASTER'S

See attached Public Officials Guide.