



EMERGENCY MANAGEMENT PLAN 2022

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Table of Contents

Implementation	5
Record of Changes	6
Summit County Resolution.....	7
National Preparedness Goal.....	8
Section 1: Introduction	11
1.1 Executive Summary.....	11
1.2 Purpose	12
1.3 Objectives.....	12
1.4 Scope	13
1.5 Limitations.....	14
1.6 Whole Community Approach.....	14
1.7 Phases of Emergency Management.....	16
1.8 Planning Assumptions.....	17
1.9 Incident Command System	19
Section 2: Situation Overview.....	20
2.1 Location and Background	20
2.2 Hazard Analysis and Assessment.....	20
2.3 Mitigation Overview	21
2.4 Mitigation Programs	21
Section 3: Standard Operations Procedures and Response Protocol.....	21
3.1 Concept of Operations	21
3.1.1 Local Government Resources	21
3.2 Incident Command System	22
3.3 Emergency Operations Center (EOC).....	22
3.3.1 Response Procedures	23
3.3.2 EOC Activation Levels.....	24
3.3.3 Command Structure.....	25
3.4 EOC Responsibilities	28
3.5 EOC Support Planning.....	29
3.6 Notification and Warning.....	30

3.7 Levels of Emergency Operation.....	31
Table 3.7.....	31
3.8 Normal Operations.....	31
3.9 Declaration of Emergency (DOE)	31
Table 3.9.2 Declaration of Emergency Matrix.....	31
3.10: State of Utah Guidance on Emergency Declarations.....	32
3.11 How Disasters are Declared – Federal Focus.....	36
3.13 State Disaster Recovery Fund.....	41
3.14 Public Officials Role in Emergencies.....	42
3.15 Continuity of Government.....	43
3.16 Common Operating Picture.....	43
3.19 After Action Reports	45
Section 4: Authority and Assignment of Responsibilities	45
4.1 General Public	45
4.2 Business and Industry	45
4.3 Community Organizations.....	45
4.4 Municipalities.....	45
4.5 County	46
4.6 State.....	46
4.7 Federal Government.....	47
4.8 Delegation of Authority <<see COOP Plan 2019>>	47
4.9 Emergency Management Plan Committee	47
Section 5: Organization and Responsibilities.....	48
Section 6: Administration, Finance and Logistics	48
6.1 Administration Information.....	48
6.2 Record Preservation and Restoration	49
6.3 Reports and Records	49
6.4 Finances.....	50
6.4.1 Accounting.....	50
6.4.2 Fiscal Agreements	50
6.5 Logistics.....	50
Section 7: Plan Maintenance and Development	51

7.1 EMP Maintenance.....	51
7.1.1 EMP Multiyear Strategy	51
SECTION 8 EMERGENCY MANAGEMENT ZONES /HAZARD ANALYSIS.....	53
8.1 Background.....	53
8.2 EMERGENCY MANAGEMENT ZONES CONDITIONS.....	53
8.2.1 PARK CITY MUNICIPAL - EMERGENCY MANAGEMENT ZONE 1A.....	54
8.2.3 SOUTH SUMMIT AREA EMERGENCY MANAGEMENT ZONE 2.....	59
8.2.5 WILDLAND FIRE DISTRICT EMERGENCY MANAGEMENT ZONE 4.....	62
SECTION 9 DIRECTION, CONTROL, AND COORDINATION	63
9.1 SITUATIONAL AWARENESS.....	64
9.2 COMMON OPERATING PICTURE.....	64
9.3 EOC PRIORITY FUNCTIONS.....	66
9.4 EOC PLANNING PROCESS.....	67
10. ADMINISTRATIVE PROCEDURES.....	70
10.1 Reports and Records	70
10.2 Financial Management.....	71
10.3 Accounting.....	71
10.4 Logistics.....	71
SECTION 11.AUTHORITIES & REFERENCES.....	72
11.1 AUTHORITIES.....	72
11.2 Acronyms.....	73
SECTION 12 GLOSSARY.....	73

Implementation

NIMS Compliance

This Emergency Management Plan (EMP) is developed in compliance with the National Incident Management System (NIMS). Summit County and partner agencies operate under the NIMS Incident Command System (ICS). All incidents and planned events are managed in accordance with NIMS/ICS systems. Summit County has complied with federal regulation training in these areas.

The purpose of this EMP is to develop an efficient and comprehensive emergency management strategy to mitigate disaster, improve response during an event and to establish an effective recovery plan. This plan attempts to define Summit County's hazards and define the framework of roles and responsibilities of emergency response agencies, departments, and organizations within the County. To this end, the EMP provides several plans, assessments, protocol, and resources to guide emergency operations efforts, specifically at the Summit County Emergency Operations Center. This plan is designed to be updated annually to reflect Summit County's current hazards, emergency response needs and resources.

In accordance with Summit County code 5-4-3, the responsibility to manage Summit County's EMP and to coordinate emergency support activities with regional, state and other response partners resides with Summit County Emergency Management. This is accomplished through planning integration and established liaison roles within the incident or unified command structure as outlined in the National Incident Management System.

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

- The occurrence or imminent threat of an emergency incident.
- The declaration of a local state of emergency by the County Manager or designee.
- EOC operations as directed by the Summit County Manager, designee, or Emergency Manager.

Record of Changes

Section	Page Number	Revision Summary	Date	Revised By:
All	12-18, 22, 1	Removed MRC, added SCWFU, updated location of the EOC, added EM contact information.	12/2022	Kathryn McMullin
All	NA	General revisions	12/2018	Chris Crowley
Update	NA	Update: Contacts migration to Summit County Emergency Alerts System (Everbridge)	12/2018	Chris Crowley
Delete	NA	Deleted: Contacts Section	12/2018	Chris Crowley
Functional Appendix	EOC	Add: EOC Operations Plan DRAFT 2018	6/2018	Chris Crowley
Update		Update: Multi-Year Training & Exercise Plan 2018	12/2018	Chris Crowley
Functional Appendix	MRC	Add: MRC Operations Plan 2018	6/2018	Chris Crowley
Delete		Deleted: Various obsolete content	12/2018	Chris Crowley
Delete		Deleted: Table 3.4 Disaster Level Matrix	12/2018	Chris Crowley
Update		Updated: Table 3.4.18 Disaster Level Matrix	12/2018	Chris Crowley
1	Promulgation	Updated: EMP Promulgation 2018	12/2018	Chris Crowley
1	Introduction	Whole Community Approach	6/2018	Chris Crowley
All	All	General revisions	11/2017	Chris Crowley
3	Contacts	<ul style="list-style-type: none"> Contacts update 	11/2017	Chris Crowley
Functional Appendix	MAG	Mountainland Association of Governments Hazards Mitigation Plan 2016	11/2017	Chris Crowley
Functional Appendix	SCHD	Integration of Summit County Health Department Emergency Operations Plan – 2015	11/2017	Chris Crowley
Functional Appendix	Debris Management	Summit County Debris Management Plan, Public Works 2017	11/2017	Chris Crowley
Functional Appendix	Resources	Resource Typing Inventory 2017	11/2017	Chris Crowley
Functional Appendix	Training	Multi-Year Training & Exercise Plan 2017	11/2017	Chris Crowley
ALL	ALL	General revisions	12/2015	Chris Crowley
ALL	ALL	Contacts update	12/2015	Chris Crowley
ALL	ALL	Declaration of Emergency Annex 2015	12/2015	Chris Crowley
ALL	ALL	General revisions	12/2014	Chris Crowley
ALL	ALL	Contacts update	12/2014	Chris Crowley

Summit County Resolution

WHEREAS, Summit County recognizes it is at risk to a wide range of natural, technological, health and human-caused hazards and there is a need for ongoing emergency planning by all jurisdictions of government, emergency response partners and the community within Summit County; and

WHEREAS, an Emergency Management Plan is needed to coordinate and support County emergency response and recovery efforts in the event of a major disaster; and

WHEREAS, the Emergency Management Plan provides a framework for governments, agencies and emergency response partners in Summit County to plan and execute their respective emergency functions during a disaster or national emergency. Participating organizations have the responsibility to prepare and maintain standard operating procedures and commit to training and exercises to support this plan to the best of their ability; and

WHEREAS, Per Summit County Code 5-4-3: Adoption of the National Incident Management System (NIMS), Summit County hereby adopts the "national incident management system" (NIMS) as promulgated by the homeland security presidential directive (HSPD)-5, management of domestic incidents (February 2003), as amended. All county departments shall utilize NIMS in response to all disasters within the county. (Ord. 805, 6-12-2013); and

WHEREAS, this plan is promulgated as the Summit County Emergency Management Plan and designed to comply with all applicable Summit County regulations and provides policies and procedures to be implemented in response to emergencies, disasters and other crisis events.

NOW THEREFORE, BE IT RESOLVED by the Manager of Summit County and the Summit County Council, this Emergency Management Plan is officially adopted, IN WITNESS WHEREOF;

Chair, Summit County Council

Date

Approved as to form:

Summit County Attorney

National Preparedness Goal

The Summit County Emergency Management Plan identifies and coordinates disaster responsibilities for County personnel. It addresses the five mission areas identified in the Homeland Security National Preparedness Goal (2015);

Preparedness is the shared responsibility of our entire nation. The whole community contributes, beginning with individuals and communities, the private and nonprofit sectors, faith-based organizations, and all governments (local, regional/metropolitan, state, tribal, territorial, insular area, and Federal). This second edition of the National Preparedness Goal reflects the insights and lessons learned from four years of real-world events and implementation of the National Preparedness System.

A secure and resilient Nation with the capabilities required across the whole community to prevent, protect against, mitigate, respond to, and recover from the threats and hazards that pose the greatest risk.

We describe our security and resilience posture through the core capabilities that are necessary to deal with the risks we face. We use an integrated, layered, and all-of-Nation approach as our foundation for building and sustaining core capabilities and preparing to deliver them effectively.

Using the core capabilities, we achieve the **National Preparedness Goal (NPG)** by focusing on the five mission areas identified by the following preparedness frameworks:

- **PREVENTION:** Preventing, avoiding, or stopping a threatened or an actual act of terrorism;
- **PROTECTION:** Protecting our citizens, residents, visitors, assets, systems, and networks against the greatest threats and hazards in a manner that allows our interests, aspirations, and way of life to thrive;
- **MITIGATION:** Mitigating the loss of life and property by lessening the impact of future disasters;
- **RESPONSE:** Responding quickly to save lives, protect property and the environment, and meet basic human needs in the aftermath of an incident;
- **RECOVERY:** Recovering through a focus on the timely restoration, strengthening, and revitalization of infrastructure, housing, and the economy, as well as the health, social, cultural, historic, and environmental fabric of communities affected by an incident.

The core capabilities (Table 1) contained in the NPG are the distinct critical elements necessary for our success. They are highly interdependent and require us to use existing preparedness networks and activities, coordinate and unify efforts, improve training and exercise programs, promote innovation, leverage and enhance our science and technology capacity, and ensure that administrative, finance, and logistics systems are in place to support these capabilities. The core capabilities serve as both preparedness tools and a means of structured implementation. All manner of incidents across the whole community have proven the usefulness of the core capabilities and the coordinating structures that

sustain and deliver them. These range from localized and regional incidents, larger events involving both Stafford Act⁴ disaster and emergency declarations, and operations conducted under other authorities (e.g., response to an emerging infectious disease outbreak).

Individual and community preparedness is fundamental to our national success. Providing individuals and communities with information and resources will facilitate actions to adapt to and withstand an emergency or disaster. As we have seen in tragic incidents both at home and abroad, anyone can contribute to safeguarding the nation from harm. Our national resilience can be improved, for example, by raising awareness of the techniques that can save lives through such basic actions as stopping life-threatening bleeding. By providing the necessary knowledge and skills, we seek to enable the whole community to contribute to and benefit from national preparedness. Whole community contributors include children⁵; older adults; individuals with disabilities and others with access and functional needs; those from religious, racial, and ethnically diverse backgrounds; people with limited English proficiency; and owners of animals including household pets and service animals. Their needs and contributions must be integrated into our efforts. Each community contributes to the Goal by individually preparing for the risks that are most relevant and urgent for them individually. By empowering individuals and communities with knowledge and skills they can contribute to achieving the National Preparedness Goal.

We continue to make progress in building and sustaining our national preparedness. The Goal builds on these achievements, but our aspirations must be even higher to match the greatest risks facing our Nation. As we prepare for these challenges, our core capabilities will evolve to meet those challenges.

This plan is designed to comply with all applicable Summit County regulations and provides the policies and procedures to be followed in response to emergencies, disasters and terrorism events and was developed to meet the requirements of the National Response Framework (NRF) and the National Incident Management System (NIMS). This plan supersedes all previous plans.

Specific modifications of the plan can be made by Summit County Emergency Management without the senior official's signature.

Table 1: Core Capabilities by Mission Area⁶

Prevention	Protection	Mitigation	Response	Recovery
Planning				
Public Information and Warning				
Operational Coordination				
Intelligence and Information Sharing		Community Resilience	Infrastructure Systems	
Interdiction and Disruption			Critical Transportation	Economic Recovery
Screening, Search, and Detection				Environmental Response/Health and Safety
Forensics and Attribution	Access Control and Identity Verification	Risk and Disaster Resilience Assessment	Fatality Management Services	Housing
	Cybersecurity	Threats and Hazards Identification	Fire Management and Suppression	Natural and Cultural Resources
	Physical Protective Measures		Logistics and Supply Chain Management	
	Risk Management for Protection Programs and Activities		Mass Care Services	
	Supply Chain Integrity and Security		Mass Search and Rescue Operations	
			On-scene Security, Protection, and Law Enforcement	
			Operational Communications	
			Public Health, Healthcare, and Emergency Medical Services	
			Situational Assessment	

Figure 1: NPG Core Capabilities Matrix

Section 1: Introduction

1.1 Executive Summary

The Summit County Emergency Management Plan (EMP) establishes the emergency management organization of Summit County, UT. This plan outlines the roles and responsibilities of government before, during, and after a disaster.

This plan addresses the hazards that the community faces through the phases of emergency management:

- **Mitigation** - reducing or eliminating the effects of these hazards on the community
- **Preparedness** – actions taken to prepare the community for these hazards
- **Response** – the community’s response to the effects of these hazards
- **Recovery** – returning the community to healthy, viable, and economically sustainable environment after a disaster

This plan is consistent with the Utah Division of Emergency Management/Homeland Security Plan and the National Preparedness Goal, Federal Response Frameworks, National Incident management System and Incident Command System. This plan offers guidance regarding how County resources, mutual aid, state, and federal agencies will be coordinated in response to an emergency.

The EMP is divided into three sections:

- **1. Basic Plan** - outlines in general terms how Summit County will respond to an emergency. The Basic Plan contains sections addressing areas such as:
 - Purpose & Scope
 - Situation Overview & Assumptions
 - Standard Operating Procedures
 - Concept of Emergency Operations
 - Organization and Departmental Roles/ Responsibilities
 - Direction Control and Coordination
 - Communication procedures
 - Resources
 - Administration, Financial management and Logistics
 - Plan Development and Maintenance
- **2. Emergency Management Zones** of the County Emergency Management Plan summarizes each of the county’s four Emergency Management (EM) Zones and one subzone. Each Annex also includes a risk assessment, and response protocol for the listed zone.

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- **3. Functional Appendices** contains county-wide information and response protocol for the county's various agencies as well as a directory, training/ certification lists, reports, forms and logs.

1.2 Purpose

The Summit County Emergency Management Plan (EMP) establishes a framework for the effective and comprehensive integration and coordination of the emergency response and recovery actions of local government, partner agencies, volunteer organizations, private sector and the Whole Community. The EMP is a comprehensive plan that is risk-based and all-hazards in its approach. As such, it is the blueprint for all Summit County emergency and disaster operations, including natural hazards, public health, technological, human-caused and other major threats and mass fatality incidents. Summit County Emergency Management will help support and coordinate response during a major disaster or emergency affecting Summit County and is responsible for the following:

- Manage the Summit County Emergency Management Plan;
- Implement a Whole Community approach to emergency planning and operations;
- Support community prevention, protection, mitigation, response and recovery planning;
- Provide guidance, training and exercises for County and community emergency preparedness and planning;
- Support the community emergency alert system implementation and operation;
- Activate and manage the Emergency Operations Center to assist with coordination, resources, decision-making, public information and response operations;
- Managing Summit County-based volunteer organizations such as the Community Emergency Response Team (CERT) and the Summit County Wildland Fire Unit (SCWFU);
- Liaison to local, State and Federal emergency response and management agencies;
- Maintain and develop cooperative and mutual aid agreements as well as coalition partner services;
- Manage grants and other funding sources related to emergency incidents.

1.3 Objectives

The objectives of the SCEMP are as follows:

1. Identify the primary natural and human-caused hazards in Summit County.
2. Evaluate risks and consequences associated with hazards.
3. Identify secondary and associated risks as well as long-term effects.
4. Define the organizational structure of Summit County Emergency Management and the Emergency Operations Center.
5. Ensure the EMP and EOC operate in parallel with local, State and Federal agency standards and systems such as ICS.
6. Establish and define the roles and responsibilities of local government and community organizations within NIMS and ICS as required by law.
7. Help define and assist with planning for essential County services required during and emergency or disaster.

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8. Identifies the primary response agencies and who would serve as incident commander depending on the type of incident.
 9. Identify Resources and capabilities within Summit County.
 10. Outline cooperative efforts among the County, regional governmental subdivisions and the State in response to an emergency or disaster.
 11. Clearly defines the organizational structure to be followed in the field and at the emergency operations center (Incident Command System)
 12. Identifies the local available resources that can be used to both mitigate hazards prior to an incident and respond during an incident.

1.4 Scope

The EMP establishes the fundamental policies, program strategies, assumptions, and mechanisms through which Summit County will mobilize resources and conduct activities to guide and support local jurisdictions and to seek assistance when necessary, from the State of Utah, Division of Emergency Management (DEM) during all phases of the emergency planning. The SCEMP is organized to provide a framework for operations focusing on:

- **Adaptable:** The SCEMP can be used for all incidents regardless of type, origin or participating organizations.
- **Flexible:** The SCEMP organizational structure is a modular design, which allows the use of only the organizational response functions required for the incident.
- **Scalable:** SCEMP activities can expand to fit the magnitude of the incident, from a very small incident to a large, complex incident.

The SCEMP addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short- and long-term response and recovery actions that the County may take in coordination with response agencies, jurisdictions and the DEM.

The EMP consists of a base plan offering a summary-view linked to more detailed planning components in the annex sections. Annexes, when necessary, offer hazard and operations specific references and links to operational plans, standard operating procedures, hazard-specific information, data and other helpful reference material.

It is important to note, the SCEMP provides guidance for support, coordination and decision-making to response actions. It is not developed to provide step-by-step procedures or to supersede agency policies and procedures.

Where applicable, annexes are sub-divided into distinct focus areas providing additional information, and technical assistance. These sub-sections are intended to assist Summit County, response agencies, the EOC and the community. Sub-sections include, but are not limited to:

- Hazard-Specific Planning and Standard Operations Procedures
- EOC Operations
- Volunteer Organization Plans

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- Reference Materials and Data
 - Public Information
 - Whole Community Planning and Information

EM Zone Annexes group county resources and capabilities into emergency management zones that are the base organization for preparedness, recovery and response. The Annexes also address the unique zone and direct response for specific incidents.

The Functional Appendix describes essential supporting aspects that are common to all incidents and EM zones and outline the County's capabilities as a whole. This section provides links and references to the FEMA Essential Services Functions.

The Hazard and Threat Index provides a hazard analysis, mitigation strategies and a recovery annex for potential incidents including natural, technological hazards, human-caused hazards and threats and mass fatality incidents.

The EMP applies to all zones, municipalities, cities, townships and communities, businesses and residents within Summit County.

1.5 Limitations

Summit County will make every reasonable effort to respond in the event of an emergency or disaster. However, during a large-scale event, County resources and systems may be overwhelmed requiring prioritization based on the tenets of NIMS

- Preservation of Life
- Protection of Property
- Protection of Environment

The responsibilities and functions outlined in the SCEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities, and resources are available at the time. There is no guarantee implied by the SCEMP that a perfect response to emergency or disaster incidents will be practical or possible.

1.6 Whole Community Approach^{1,2}

As a concept, Whole Community is a means by which residents, emergency management practitioners, organizational and community leaders, and government officials can collectively understand and assess the needs of their respective communities and determine the best ways to organize and strengthen their assets, capacities, and interests. By doing so, a more effective path to societal security and resilience is built. In a sense, Whole Community is a philosophical approach on how to think about conducting emergency management.

¹ President Barack Obama, "Presidential Policy Directive 8 (PPD-8): National Preparedness," March 30, 2011.

² FEMA, "National Preparedness Goal," September 2011

There are many different kinds of communities, including communities of place, interest, belief, and circumstance, which can exist both geographically and virtually (e.g., online forums). A Whole Community approach attempts to engage the full capacity of the private and nonprofit sectors, including businesses, faith-based and disability organizations, and the general public, in conjunction with the participation of local, tribal, state, territorial, and Federal governmental partners. This engagement means different things to different groups. In an all-hazards environment, individuals and institutions will make different decisions on how to prepare for and respond to threats and hazards; therefore, a community's level of preparedness will vary. The challenge for those engaged in emergency management is to understand how to work with the diversity of groups and organizations and the policies and practices that emerge from them in an effort to improve the ability of local residents to prevent, protect against, mitigate, respond to, and recover from any type of threat or hazard effectively.

Whole Community is a philosophical approach in how to conduct the business of emergency management.

Benefits of a Whole Community Approach include:

- Shared understanding of community needs and capabilities
- Greater empowerment and integration of resources from across the community
- Stronger social infrastructure
- Establishment of relationships that facilitate more effective prevention, protection, mitigation, response, and recovery activities
- Increased individual and collective preparedness
- Greater resiliency at both the community and national levels

A Whole Community Approach to Emergency Management: Principles, Themes, and Pathways for Action

The benefits of Whole Community include a more informed, shared understanding of community risks, needs, and capabilities; an increase in resources through the empowerment of community members; and, in the end, more resilient communities. A more sophisticated understanding of a community's needs and capabilities also leads to a more efficient use of existing resources regardless of the size of the incident or community constraints.

In times of resource and economic constraints, the pooling of efforts and resources across the whole community is a way to compensate for budgetary pressures, not only for government agencies but also for many private and nonprofit sector organizations. The task of cultivating and sustaining relationships to incorporate the whole community can be challenging; however, the investment yields many dividends. The process is as useful as the product. In building relationships and learning more about the complexity of a community, interdependencies that may be sources of hidden vulnerabilities are revealed. Steps taken to incorporate Whole Community concepts before an incident occurs will lighten the load during response and recovery efforts through the identification of partners with existing processes and resources who are available to be part of the emergency management team. The Whole

Community approach produces more effective outcomes for all types and sizes of threats and hazards, thereby improving security and resiliency nationwide.

The whole community engagement concept ensures FEMA integrated operations and support includes state, local, tribal and territorial partners; nongovernmental organizations, like faith-based and nonprofit groups and private sector industry; and individuals, families, and communities.

Beginning in preparedness, this approach fosters strong relationships throughout communities that enhance community resilience to responding and recovering from potential incidents. For example, the inclusion of community leaders in emergency management training opportunities such as Community Emergency Response Teams (CERT) and Medical Reserve Corps (MRC) training, Community Wildfire Prevention Plans (CWPP) and economic disaster recovery planning, can be a critical link between emergency managers and increasing the emergency management knowledge among the individuals they represent.

Additionally, during response and recovery, the benefits of a Whole Community approach include a more informed, shared understanding of community risks, needs, and capabilities; an increase in resources through the empowerment of community members; and, in the end, more resilient communities.

- [FEMA Whole Community Reference](#)
- [FEMA Whole Community Guidance](#)
- [Ready.Gov Whole Community Get Involved Program](#)

1.7 Phases of Emergency Management

The EMP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The plan addresses disasters through the four mission areas identified in the National Strategy for Homeland Security: to prevent, protect against, respond to and recover from natural, technological or human-caused emergencies.

- **Prevention** consists of actions that reduce risk from human-caused events. Prevention planning identifies actions that minimize the possibility that an event will occur or adversely impact the safety and security of a jurisdiction's critical infrastructures and its inhabitants.
- **Protection** reduces or eliminates a threat to people and places. The protection of critical infrastructure and key resources is vital to local jurisdictions, national security, public health and safety, and economic vitality. Protection safeguards citizens and their freedoms, critical infrastructure, property, and the economy from acts of terrorism, natural disasters or other emergencies. Protective actions may occur before, during, or after an incident and prevent, minimize, or contain the impact of an incident.
- **Mitigation** is a vital component of the overall preparedness effort and represents the sustained actions a jurisdiction takes to reduce or eliminate long-term risk to people and property from the effects of hazards

and threats. The purpose of mitigation is twofold: (1) to protect people and structures and (2) to minimize the costs of disaster response and recovery.

- **Response** embodies the actions taken in the immediate aftermath of an event to save lives, meet basic human needs and reduce the loss of property and impact to the environment. Response planning provides rapid and disciplined incident assessment to ensure response is quickly scalable, adaptable and flexible.
- **Recovery** encompasses both short-term and long-term efforts for the rebuilding and revitalization of affected communities. Recovery planning must be a near seamless transition from response activities to short-term recovery operations, including restoration of interrupted utility services, reestablishment of transportation routes, and the provision of food and shelter to displaced persons.

1.8 Planning Assumptions

General

- Summit County Emergency Management is based on a Whole Community³ approach.

Situational Awareness

- Disaster conditions are situational and specific to type, scale, and severity. Conditions will change continually and without warning.
- Response efforts will be determined, prioritized, deployed and reevaluated as situational awareness increases and additional details emerge.
- Secondary disaster conditions such as contamination, transitional aspects, and unforeseen conditions must be considered during all phases of an emergency.
- It is plausible that a disaster may last anywhere from a few hours to many years (including recovery efforts).

Incident Command

- The Incident Commander (IC) is the primary authority to determine on-scene strategy, response, priorities and resource deployment.
- The IC may request and deploy additional resources, as required by the situation, without prior authorization or interference.
- SCEM operates in support of first-response agencies, under direction of the on-scene IC and as a designee of the County Manager.
- Additional resources, including County services and personnel, should not be deployed unless specifically requested by the IC. Secondary response efforts that act in support of and do not interfere with the IC response should be communicated prior to deployment when possible.
- Situations such as a pandemic disease outbreak may not have a single or defined 'scene' or 'front'. Regardless, an Incident Commander should be formally appointed and afforded all traditional IC authorities.

Community Preparedness

³ Whole Community Approach, FEMA

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- Community-specific plans and programs are encouraged to help with immediate and long-term response and recovery efforts.
 - Community members may need to engage in self-preservation and initial-response during and following a disaster.
 - Response efforts are typically prioritized based on life safety, property preservation and environmental protection with particular focus on the good of the community as a whole.
 - Disaster recovery is considered a community effort.

CERT, MRC & Volunteer Organizations

- Community volunteer groups such as CERT, SCWFU or Red Cross, will not be deployed unless requested by the IC, EMAC, SCEM or SCEOC.
- Community volunteer groups such as CERT or SCWFU, will be managed by the SCEM unless otherwise directed or agreed.
- CERT and SCWFU members are encouraged to self-deploy in their community, however, doing so constitutes an individual choice and does not compel Summit County to support these efforts.
- Volunteers should not be deployed into notably dangerous situations, especially those situations requiring PPE, training or potentially unknown hazards.
- Volunteers engaging in dangerous activities should be asked to stop or be reported to law enforcement immediately.
- Volunteers, must be accounted for and managed appropriately by an approved agency or partner organization.
- All safety, OSHA, HHS, County policies and other work-related rules apply to volunteers.
- Spontaneous volunteers should not be directed nor engage directly with the IC unless specifically requested by the IC.

Response

- Professional and volunteer agencies will be deployed or redeployed as situational awareness and priorities emerge.
- Automatic/mutual aid agreements and the EOC will help to fill escalating resource requests from local, State and Federal agencies and the private sector. State, agency, FEMA and Homeland Security statutes and regulations may govern certain aspects of response and mutual aid activities.
- Agencies and the EOC are responsible for tracking additional resource use, requests as well as assisting with cost-recovery and billing efforts post-disaster.
- Cost-recovery efforts may include grants, insurance, penalties and fees as applicable. Summit County will be responsible for assuming the initial capital outlay required to pay for goods and services with funding in arrears from other agencies, grants and funding sources. Summit County assumes full responsibility for meeting funding justification and reporting requirements.
- The responsibilities and functions outlined in this plan will be fulfilled only if the information exchange, extent of actual agency capabilities, and resources are available at the time.

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- Damages to infrastructure will likely be manifested in direct physical and economic damages to facilities and systems, diminished emergency response capabilities, and inconvenience or overwhelming distress due to temporary or protracted service interruptions.
 - Short-and long-term economic losses may impact and physically hinder recovery operations.
 - Summit County EOC will be staffed with representatives from county agencies, volunteers and private organizations grouped together to form a coordinated disaster response. As need dictates, additional agencies may be added to response efforts.
 - Effective preparedness requires ongoing public awareness and education programs so that citizens will be prepared, when possible, and understand their own responsibilities should a major disaster or emergency event occur.
 - Among other factors, time of occurrence, severity of impact, weather conditions, population density, secondary events, contamination issues, loss of critical infrastructure and preparedness are significant factors that will affect response and recovery efforts.
 - Disaster relief from agencies outside the county may take 72 hours or more to arrive.

Residents living within the county boundaries are encouraged to develop a family disaster plan and maintain the essential supplies to be self-sufficient for a minimum of 72 hours and up to two (2) weeks

1.9 Incident Command System

Summit County has adopted the National Incident Management System (NIMS) as the standard incident management structure within the county. The Incident Command System is the standard for on-scene emergency management throughout Summit County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS. The Incident Command System is a combination of facilities, equipment, personnel, procedures, training and exercising that operates with a common organizational structure and is designed to aid in the management of resources during incidents. All operations within the Summit County Emergency Operations Center will be conducted using ICS.

- [National Incident Management System](#)
- [NIMS Field Ops Guide](#)
- [Incident Command System \(ICS\) Training](#)
- [ICS Resources](#)
- [ICS Forms](#)
- [Whole Community: Understanding ICS](#)

Section 2: Situation Overview

2.1 Location and Background

Summit County consists of 1849 square miles of high-mountain summits, valleys, farming and grazing land and the Park City Ski Resorts. Land use includes cities, farming and grazing, industrial, mining, national forest and recreation. From 2000-2010, Summit County was the 13th fastest growing county in the state.

The County seat is located in Coalville with a residential population of 1,410. The largest city is Park City with a residential population of 7,822. However, as a resort community, Park City has a bed-base that can accommodate an additional 17,500 persons. Other communities in the county are Echo, Francis, Henefer, Hoytsville, Kamas, Marion, Oakley, Peoa, Upton, Wanship and Woodland. The county is situated in high mountains and valley of the Wasatch and Uinta Mountains with farming and grazing lands and mountain primitive areas. The elevation ranges from 5,280 feet to 13,228 feet and the residential population is 37,500. Population density is in the Park City area. Land ownership is approximately 44% federal, 55% private, and 1% state and local government. The county is divided by the Weber River, which flows through the valleys of North and South Summit and into Morgan County.

2.2 Hazard Analysis and Assessment

A disaster can occur at any time within the jurisdictions of Summit County or any of its municipalities. All areas of Summit County are at risk for several or more of the following events, described in detail in the Hazard and Threat Index:

- **Natural Disasters:** Avalanche, drought, earthquake, epidemic, flood, landslide, tornado, severe weather (rain, snow, wind, lightning, etc.) and wildfire.
- **Technological Incidents:** Airplane crash, dam failures, hazardous materials release, power failure, radiological release, train derailment, urban conflagration
- **Human-Caused Hazards:** Transportation incidents involving hazardous substances, small and medium size aircraft crashes, ground transportation accidents, civil disturbances, school violence, terrorists or bomb threats, sabotage and conventional nuclear, biological, or chemical attack, etc.
- **Mass Fatality Incidents:** Commercial-size aircraft crashes, epidemic/ pandemic, international event threats. The majority of the above incidents and hazards have the potential to escalate into a mass fatality situation.

Summit County has conducted an all-hazards assessment of potential vulnerabilities to the county which includes the pre-disaster mitigation plan developed by Mountainland Association of Governments. This 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.

2.3 Mitigation Overview

Based on the hazard analysis and hazard assessment above, Summit County has designed mitigation activities to reduce or eliminate risks to persons or property and to lessen the actual or potential effects or consequences of an incident. These mitigation activities are detailed in the State of Utah Hazard Mitigation Plan and are also outlined in the Hazard and Threat Index. Mitigation activities may be implemented prior to, during, or after an incident, as appropriate, and can be conducted at the federal, state, county, or jurisdictional level.

The State of Utah Natural Hazard Mitigation Plan served as the guideline for mitigation operations in the State of Utah in general and Summit County specifically. The plan is intended to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property and the natural environment.

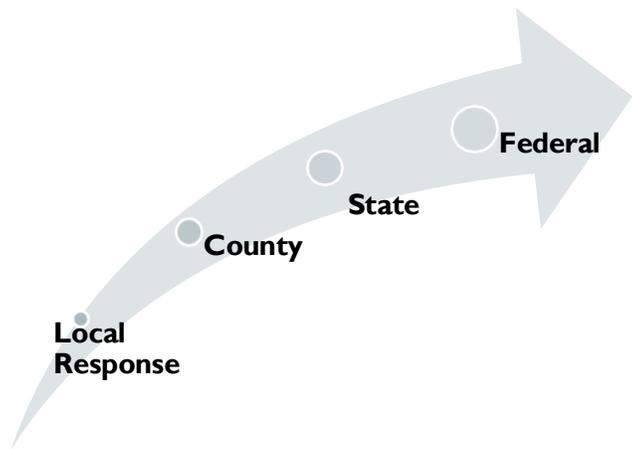
2.4 Mitigation Programs

Single Jurisdictional Areas

- Individual jurisdictions will develop and implement programs designed to avoid, reduce and mitigate the effects of hazards through the development and enforcement of policies, standards and regulations.
- Jurisdictions will promote mitigation efforts in the private sector by encouraging the creation of COOP plans and identifying critical infrastructures vulnerable to disasters or required for emergency response.

Summit County

- Maintain a countywide emergency management plan with mitigation programs to mitigate known hazards.
- Conduct an on-going public education program in regards to known hazards.
- Prepare, plan and exercise Summit County agencies in the emergency management process.
- Establish and maintain mutual aid agreements with area jurisdictions
- Review and update resource lists based on mutual aid agreements.



Section 3: Standard Operations Procedures and Response Protocol

3.1 Concept of Operations

Summit County utilizes a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. Thus, the resources of local response

agencies, state and federal agencies are utilized in this sequential order to ensure a rapid and efficient response.

3.1.1 Local Government Resources

Local governments shall use their own resources first in an emergency or disaster situation and may call for assistance from Summit County Emergency Management during events that overwhelm or threaten to overwhelm their own response and recovery resources.

State and Federal relief may be overwhelmed when damage is widespread and severe. Therefore, the local jurisdiction must develop and maintain an ongoing program of mitigation, preparedness, response and recovery.

Federal Emergency Management Agency (FEMA) coordinates the Federal government's role; the State coordinates their role in preparing for, preventing, mitigating the effects of, responding to and recovering from all domestic disasters, whether natural or human-caused, including acts of terror.

When required, the county's declaration will consider the primary factors required by FEMA for their declaration process.

3.2 Incident Command System

Summit County has adopted the National Incident Management System (NIMS) as the standard incident management structure within the county. The Incident Command System (ICS) is the standard for on-scene emergency management throughout Summit County. First responders in all organizations are encouraged to implement the training, exercising and everyday use of ICS. ICS is a combination of facilities, equipment, personnel, procedures and communications that operates with a common organizational structure and is designed to aid in the management of resources during incidents. ICS is applicable to small and large/complex incidents. All operations within the Emergency Operations Center will be conducted using ICS

3.3 Emergency Operations Center (EOC)

The Summit County EOC is located at the Summit County Courthouse, 60 N Main Street, Coalville UT 84017, and serves as a protected site from which local government officials' coordinate, monitor, and direct emergency response activities during an emergency.

The EOC functions as the County's coordination center for all disaster response operations, disaster-related information, and requests for deployment of assistance. In the event County EOC is threatened, an alternate EOC will be activated. Additional and/or mobile EOCs will be established in each EM Zone as needed and depending on the type of emergency.

In case the SC EOC is rendered unusable, a secondary EOC agreement has been made with Park City Municipal Corporation to utilize the PCMC EOC located at the Police Headquarters on SR 224 in Park City.

Summit County Emergency Management is responsible for emergency operations and coordination before, during and after an event. Resource management and response take place in the EOC.

3.3.1 Response Procedures

The County Emergency Manager will monitor impending emergencies and actual occurrences. If the Emergency Readiness or Response Level indicates, the Emergency Manager will notify key response organizations as necessary. When events are such that normal response procedures and/or local resources are inadequate, the County will activate the Emergency Management Plan (EMP), mutual aid agreements, and the County EOC. The County Emergency Manager directs the activation and operation of the EOC as federally recognized County Coordinating Officer (CCO). The Emergency Manager, as the CCO is responsible for overseeing the mitigation, response, recovery, and mutual aid process.

For those situations where response is beyond the capability of the County due to the severity and/or the need for special equipment or resources, the County Manager will declare a State of Emergency and request assistance from the State of Utah through the Utah Division of Division of Emergency Services or Governor may declare a state of emergency activating state assistance. Further, where response is beyond the capability of the State and County, the Governor will request assistance from the Federal Government.

The CCO on behalf of Summit County and/or any of its municipalities will make requests for State assistance to the Utah Division of Emergency Management as authorized by the Summit County Manager. The Summit County EMP may be activated with or without a declaration of a State of Emergency. Title 5, Chapter 4 of the Summit County Code and Title 63, Chapter 5, Utah Code Unannotated (the State Emergency Management Act), is the process by which Summit County declares a State of Emergency within its boundaries. All Executive Proclamations or Resolutions shall indicate the nature of the emergency, the area or areas (including Countywide) threatened or involved, and the conditions creating the threat or emergency. The contents of such Proclamations or Resolutions shall be promptly disseminated to the general public, filed with the County Clerk and copies maintained by the Emergency Manager and the County Attorney's Office.

The County Emergency Operations Center (EOC) serves as the central location for direction and control of response/recovery activities. When the EOC is fully activated, it will be staffed with personnel from each of the necessary departments. The EOC will be staff following the ICS model noted in Table 3.3. The EOC Activation Plan will be used to organize EOC activities. The EOC may be activated and an emergency declaration may be made by the Emergency Manager or the County Manager. Activities include communication procedures, electronic and static displays and establishing a central point for

coordinating the operational, logistical, and administrative support needs of response personnel located in the EOC and field. The County Manager, the Emergency Manager, or the Sheriff's Office has the authority to order an evacuation if a situation or conditions warrant.

Emergency response actions may be undertaken and coordinated with or without activation of the County EOC, depending on the severity of the impending or actual situation. The decision to activate the County Emergency Operations Center will be made by the CCO. Immediate notification to the County Council will follow.

Establishing Preparedness Levels facilitates staged actions and the degree of preparedness. Minimum EOC staffing, public warning, and communication watches can occur under the least severe classifications whereas full EOC staffing, public protective actions and complete mobilization of resources occur under the most severe classifications. Preparedness levels are used to inform the ECOs of each ESF of the threat potential of an emergency.

3.3.2 EOC Activation Levels

Summit County uses a staggered activation of the EOC to facilitate the response to an emergency. For ease of communication and transition, Summit County EOC Activation Levels parallel those of the Utah Division of Emergency Management. There are three levels of activation and one level of daily operations (which assumes no EOC activation):

Table 3.3.2: Summit County EOC Activation Levels

Daily Operations	NA	No activation of the EOC. Operational calls are taken by the Operations Section staff or DEM management. Daily duties are performed.	No extended hours.
Monitoring	3	At this level, the EOC is operational and staffed by the Operations Section as needed with no extended hours. Operations, Planning, and Liaison Sections will gather situation awareness information, incident photos, maps, etc. The Planning Section may create and distribute daily situation reports if needed, as outlined in the DEM Situation Report Procedures. Logistics will handle requests for resources. Operations will monitor any incidents created in WebEOC. Conference calls with the ops group, county and liaison(s) may be initiated at this level.	Extended hours possible.
Partial Activation	2	At this level, the incident exceeds local response efforts. County declaration(s) may be underway. If received by LNOs they will be submitted to the Operations group. A call down of limited DEM and selected SERT members will normally occur. Extended hours may be needed to support the EOC operation. State resources are being requested to support local response and recovery efforts. DEM staffing levels may vary as required by the incident. The Operations staff handles coordination with SERT and DEM staff. Requests for resources will be received by Operations Staff and acquired by ESFs as needed. Operations will ensure that a WebEOC event has been created. State declaration may be considered. Situation reports and/or Incident Action Plans will be created and distributed by the Planning Section staff as needed.	Extended hours likely.
Full Activation	1	At this level, the incident may exceed County and State response efforts. Declaration of Local Emergency should be considered at a minimum. Escalation of incident should be considered imminent. A State disaster declaration will be needed for additional resource requests. The State requests resources from FEMA or from other states through EMAC for support of response. Full EOC activation, call down of SERT and DEM staff needs will be driven by the incident. Staffing may become 24/7 as needed for incident coordination. Shifts and hours are determined by operational needs. Situation reports and/or Incident Action Plans will be created and distributed by the Planning section staff. Resource requests may exceed the State’s capabilities and EMAC and RRFs will be requested through ESF #7 Resource Support. Operations will ensure a WebEOC incident is created.	Extended hours.

Table 3.3.2.1: DEM EOC Activation Levels

State Emergency Operations Center (EOC) Status			
Daily Operations	EOC Activation Level		
	Level 3 Monitoring	Level 2 Partial Activation	Level 1 Full Activation

State Emergency Operations Center Status			
Daily Operations	EOC Activation Level		
	Level 3 Monitoring	Level 2 Partial Activation	Level 1 Full Activation

State Emergency Operations Center Status			
Daily Operations	EOC Activation Level		
	Level 3 Monitoring	Level 2 Partial Activation	Level 1 Full Activation

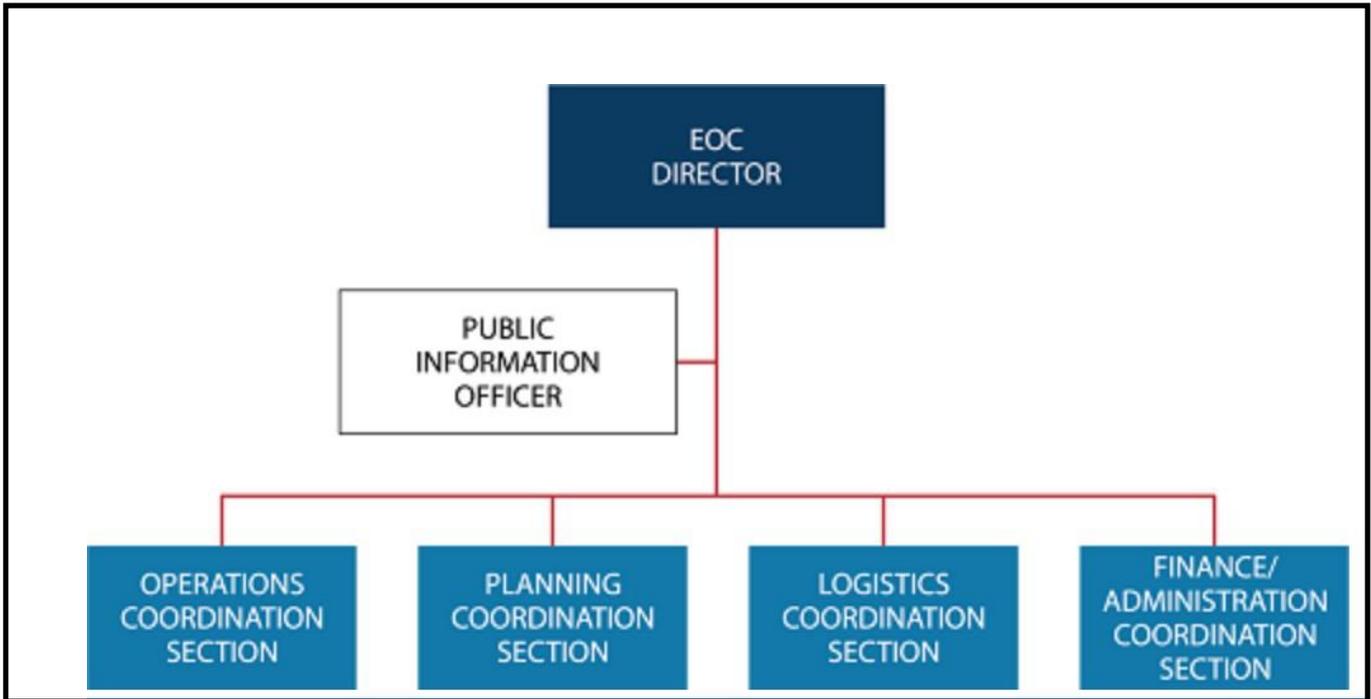
State Emergency Operations Center Status			
Daily Operations	EOC Activation Level		
	Level 3 Monitoring	Level 2 Partial Activation	Level 1 Full Activation

For additional details and activation level triggers, see Criteria for [Activation of the EOC](#).

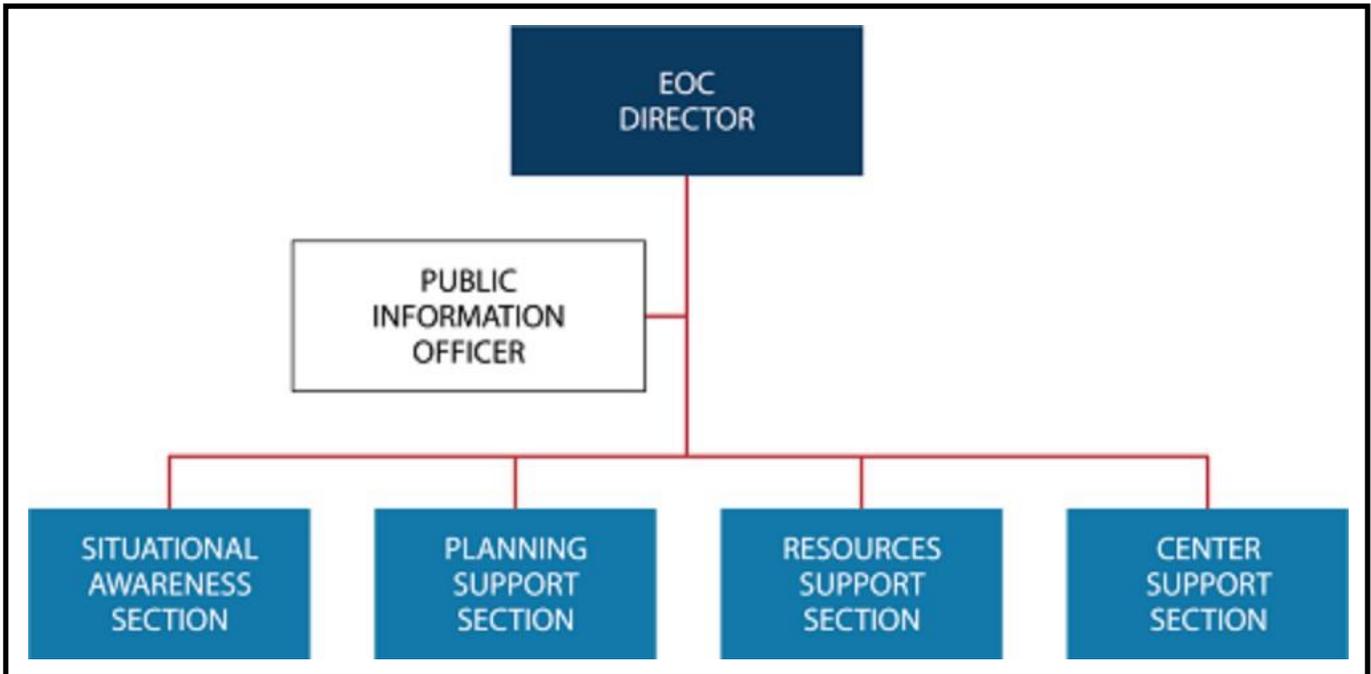
3.3.3 Command Structure

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 under the Incident Command System. The ICS 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. The following sample command structures offer an idea of the various methods for EOC operations.

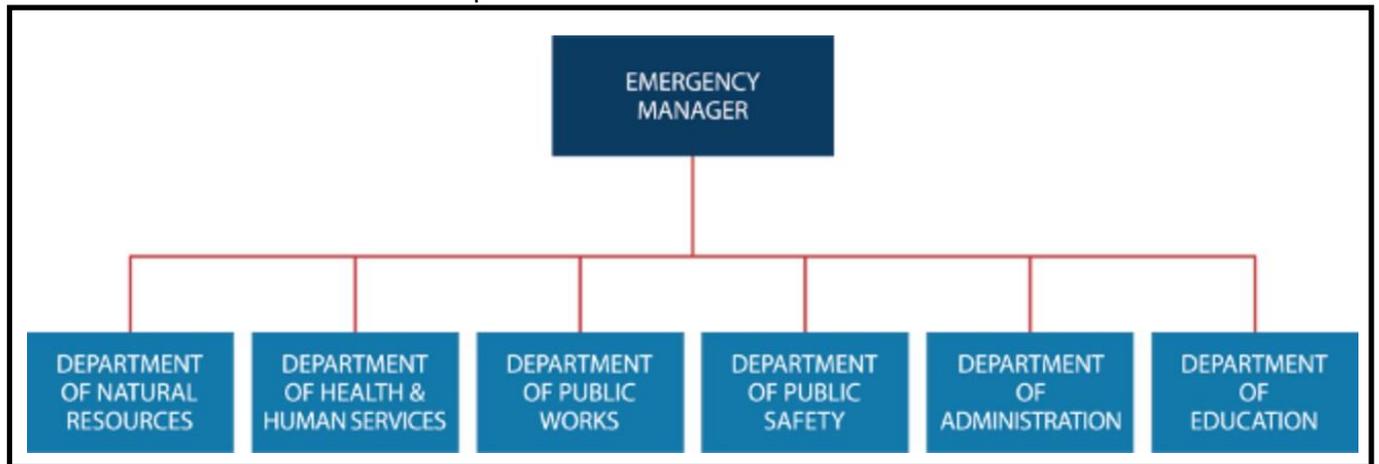
3.3.1 : EOC Command Structure – Basic ICS Model



3.3.2 : EOC Command Structure – ESF Model



3.3.3 : EOC Command Structure – Department Model



3.4 EOC Responsibilities

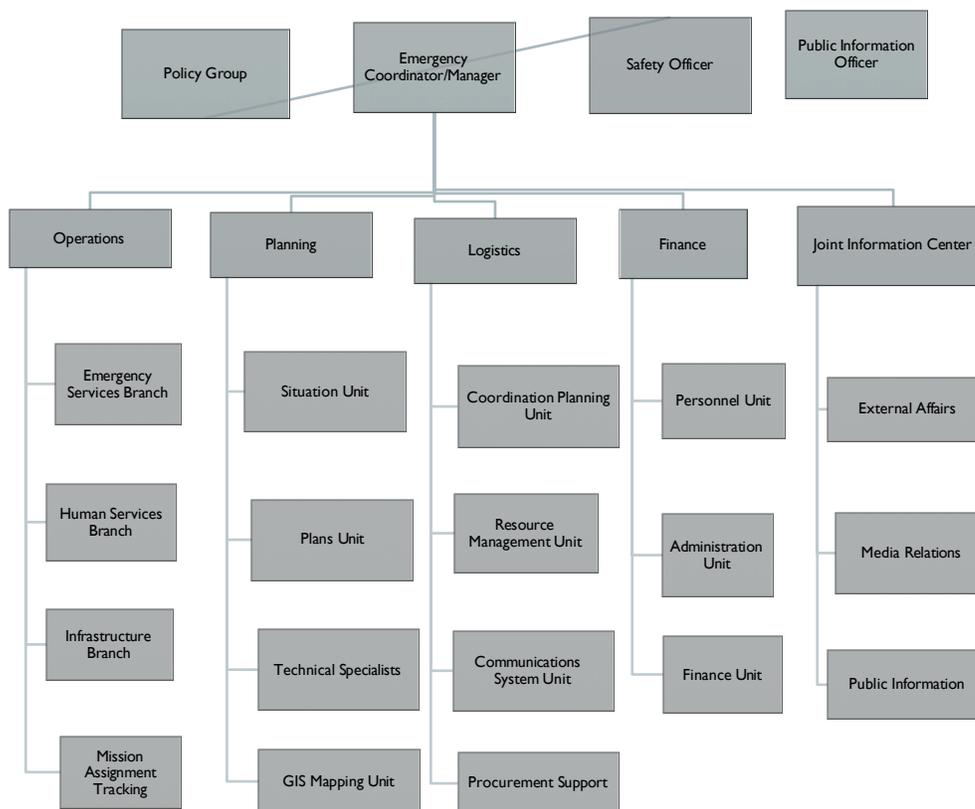
EOC Policy Group	The EOC policy group is responsible for providing guidance related to policy, priorities and community outreach strategy for the overall incident management.
Emergency Manager	The Emergency Manager is responsible for the overall management of the EOC and in consultation with the general staff (section chiefs and PIO) sees the objectives, priorities and strategies for the EOC.
Public Information Officer	The PIO is central source for coordinating information coming in and out of the EOC. The PIO issues press releases, briefs the elected officials and manages the Joint Information Center.
Safety Officer	The role of the Safety Officer monitor working conditions and morale for the personnel in the EOC.
Operations Section	The Operations Section is responsible for coordinating support for all field operations. This section supports tactical operations, help deliver tactical objectives and organization and provides all tactical resources.
Planning Section	The Planning Section is responsible for collecting, evaluating and disseminating information regarding the emergency incident, maintaining resource status; and maintaining documentation for EOC records. This section develops the EOP Action Plan for each operational period.
Logistics Section	The Logistics section is responsible for providing and maintaining, facilities, services, personnel, equipment and materials for the incident. They provide the material support and resources and other services needed to meet the operational objectives.
Finance/Administration Section	Finance/Administration: Finance/Administration is responsible for maintain disaster expenditure records, monitoring costs, coordinating payment for supplies and negotiating contracts as needed in support of the incident.

3.5 EOC Support Planning

The planning section of the EOC is responsible for developing the plan for the next operational period and facilitating planning meetings. EOC support plans are developed for a specified operational period, which may range from a few hours to 12 hours. The operational period is determined by establishing an initial set of priority actions to be performed. A reasonable timeframe is then determined for the accomplishment of those actions. EOC support plans should be sufficiently detailed to guide EOC elements in implementing the priority actions but do not need to be complex.

EOC support plans provide designated EOC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. EOC support plans also provide a basis for measuring achievement of objectives and overall system performance. Planning is an important management tool that involves the following:

- Identification of emergency response priorities and objectives based on situational awareness
- Documentation of established priorities and objectives as well as the associated tasks and personnel assignments



3.6 Notification and Warning

Summit County first-response agencies are dispatched by a unified dispatch center. The Sheriff's Office Dispatch is a 24-hour seven-day-a-week County Dispatch Center. The County Manager, the County Council, Emergency Management, County Fire Districts Chief Officers or Sheriff Command Level Personnel may request notifications and warnings take place if conditions warrant. Conditions to be considered include threat to life and property and safety of the responders. Notifications and warnings will be carried out in accordance with the County Emergency Management Plan.

Public Emergency Alert System - Everbridge

Summit County has adopted a County-wide emergency alert system to warn the public of emergent and on-going emergency situations.

The alert system functions on four different levels:

1. Public Emergency Notifications – general all-hazards alerts
2. Summit County/Park City Employees – closed network, Summit County or Park City employees only
3. Summit County Volunteers – closed network. CERT and MRC volunteers only
4. Nixle Notifications – text key word to x888777 for temporary text message alerts

Get Notified

Get notified about emergencies and other important community information by signing up for our Summit County/Park City Emergency Alert Program. This system enables us to provide you with critical information quickly in a variety of situations, such as emergencies, unexpected road closures, missing persons, special event impacts and evacuations of buildings or neighborhoods. You will receive time-sensitive messages wherever you specify, such as your home, mobile or business phones, email address, text messages, Everbridge App and more.

Sign Up: www.SummitCountyAlerts.org

Sign Up: www.ParkCityAlerts.org

3.7 Levels of Emergency Operation

Emergencies or disasters that can potentially affect Summit County are divided into five levels of readiness to establish emergency operations. These levels are outlined below.

Summit County is constantly monitoring events within the county. The Emergency Manager is on-call at all times to monitor and follow up on situations, threats or events within the county. How severe an event is will directly affect the level of activation. Increasing or decreasing levels of activation will be directly decided by the County Emergency Manager. The EOC activation levels provide a means for a centralized response and recovery, with operational plans and activities focused on efficiency, quality and quantity of resources.

3.8 Escalation of Emergency Operations Levels

The EOC activation level may be elevated by the County Manager, the County Emergency Manager, the Incident Commander or their designees during any situation where the need for EOC-level coordination is evident. Escalation of levels may also extend to the following:

- Summit County Emergency Management on-call duty officers may independently increase the level of activation when Summit County Emergency Management representatives are unavailable and it has been determined by the personnel commanding an emergency event that Summit County interdepartmental coordination is required.
- Any senior official or department head may request EOC assistance for a city emergency by contacting Summit County Emergency Management during business hours or on-call after hours. Such requests should be related to the facilitation of interdepartmental coordination for the purposes of managing an emergency or planned event. If the EOC mission is unclear or if such a response is not evident, the matter will be referred to the County Emergency Manager, who may request policy group input prior to authorizing the activation level be escalated.
- Individuals will be notified of an escalation in levels using communication methods that are most functional and available.
- Summit County Emergency Management may also utilize the EOC in preparation for planned events in which EOC-level coordination is needed. If a department recognizes a need for EOC support during pre-event planning, a request may be submitted to the County Emergency Manager. Examples of planned events may include, but are not limited to, protests and demonstrations, political events, parades, and holiday events.

See the Table 3.4 on the following page for a summary of the levels of emergencies or disasters and corresponding Summit County Emergency Management EOC operational level.

3.9 Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces of the community (EMS, fire, law enforcement and public works) will respond to emergencies within their jurisdictions with the authorities vested to them by law and local policy. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of a state of emergency to enable them.

Summit County Emergency Management monitors local emergencies and provides EOC operational assistance as required. Notifications of reportable events are made to the appropriate agencies and warning points. Severe weather watches and warnings are relayed to agencies when issued by the National Weather Service. The county EOC levels may be escalated without a local declaration of a state of emergency to support local agencies in normal response or community emergencies.

3.10 Declaration of Emergency (DOE)

The rationale behind a declaration is varied but often relies on the premise of enabling a broader level of resources and cost-sharing opportunities as well as priming Summit County for support during the Recovery Phase of a disaster.

In the case of a Wildland Fire, the DOE process does not interfere or preclude our request for a Fire Management Assistance Grant (FMAG) which may, in some cases, be easier and faster to enact than a State or Federal level disaster declaration. We are however, required to meet certain qualification thresholds as detailed below.

Each step in the process will require thorough vetting as well as training, review and exercises with staff, elected officials and other stakeholders. As changes in policy and procedures have occurred recently, we will also need to update our Emergency Operations Plan to reflect these differences. In addition, I feel it would be prudent to review the DOE Ordinance from 2013 to ensure its policies, procedures and content are accurate and consistent with current NIMS, ICS and State and local methods.

3.10.1 How Disasters are Declared – Local Focus

Guiding principle: All disasters are local first.

Cities have the primary authority to prepare for and respond to disasters. County, state and federal government partners (in that order) stand ready and willing to help when needed. When an incident is expected to overwhelm resources at the local level, requests for assistance are made through mutual aid or to the County. The County then makes requests to the State, which can request help from other states or to the Federal Government through FEMA.

DOE Process

Three types of assistance can come from FEMA: Individual Assistance (IA) (to homeowners), Public Assistance (PA) (for infrastructure), and the Hazard Mitigation Grant Program (HMGP) (to lessen future disaster impacts).

For Federal Declarations to be approved, FEMA has established disaster thresholds based on population for each county and each state. For Utah, the State threshold is \$3.9 million. A specific threshold has to be met in each affected county and at the state level. Thresholds are met with consideration towards eligible damages to public facilities, infrastructure, and historical properties. Damages covered by insurance must first be deducted before figuring cost estimates against the threshold amount. Private property damages are not a considered cost towards the threshold.

If it appears that Utah would meet the threshold, the Governor can request a preliminary damage assessment from FEMA. A team would arrive and work with state and local partners to determine if the thresholds are met and are likely eligible.

If so, the Governor, through the Utah Division of Emergency Management, would likely declare a state

of emergency and request a disaster declaration to the President through FEMA Region VIII in Denver. If approved by the President in consultation with FEMA, eligible infrastructure damages are reimbursed by the federal government at a 75 percent share. The other 25 percent is a shared state and local cost. Hazard Mitigation Grant Program, is available only when the President has declared a disaster and is 15% of the total FEMA cost of the disaster.

State Resources

The State of Utah maintains a disaster recovery restricted account (53-2a-603) that provides certain amounts of emergency reimbursement to state agencies that respond in disasters. A local declaration is needed to activate this account and reimbursement is available only to State agencies who have responded to the incident. The costs may count toward the State’s match if a federal declaration is awarded. Resources are coordinated through the Utah Department of Public Safety’s Division of Emergency Management, Emergency Operations Center (EOC). Resource requests made to the EOC are filled by in-state available resources, by FEMA Region VIII, or through the [Emergency Management Assistance Compact](#).

Source: <http://www.fema.gov/declaration-process>

Table 3.9.2 Declaration of Emergency Matrix

Incident	EOC Activation	SC Activities
<ul style="list-style-type: none"> Incident reported 	<p>Level III: Daily Operations/Monitoring Emergencies handled through normal response without reducing the available response to other events.</p>	<ul style="list-style-type: none"> Alert: County Manager, PIO & effected stakeholders.
<ul style="list-style-type: none"> Incident Command established 	<p>Level III: Daily Operations/Monitoring Emergencies handled through normal response without reducing the available response to other events.</p>	<ul style="list-style-type: none"> Continue monitoring, IC update. DEM liaison notified. PIO: Public alert per situation.
<ul style="list-style-type: none"> Escalation, additional resources 	<p>If necessary...</p> <p>Level II: Community Emergency Emergencies that may require a major commitment of community resources including mutual aid from surrounding communities.</p>	<ul style="list-style-type: none"> EOC partial activation, County Manager/Asst. County Manager, responding County Agencies & Departments Continue monitoring, IC updates and direction. Prepare FMAG and/or Declaration of Emergency documentation. PIO: Public alert per situation.
<p>4. Unified Command, mutual aid, additional resources. FMAG and/or Local Declaration of Emergency</p>	<p>If necessary...</p> <p>Level II: Community Emergency Emergencies that may require a major commitment of community resources including mutual aid from surrounding communities.</p>	<ul style="list-style-type: none"> EOC activation, County Manager/Asst. County Manager, responding County Agencies & Departments Continue monitoring, IC/UC updates and direction. EOC Policy Group activated Decision: FMAG and/or Declaration of Emergency. DOE notice sent to Governor. DEM EOC Level I, support teams available. PIO: Public alert per situation.

<p>5. Escalation to State/Federal Level – extended attack and recovery.</p>	<p>If necessary...</p> <p>Level I: Major Disaster Full Scale Activation – Any disaster likely to exceed local capabilities and require a broad range of state and federal assistance. FEMA notification. Federal assistance may be predominantly recovery-oriented.</p>	<ul style="list-style-type: none"> • EOC full activation, County Manager/Asst. County Manager, responding County Agencies & Departments. • Continue monitoring, UC updates and direction. • EOC Policy Group activated • Decision: Request for DOE funding/resources to Governor. • DEM EOC and personnel activated in support. • Resources deployed as necessary. • PIO: Public alert per situation. • Recovery Phase Planning begins immediately.
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An event may start out small and escalate quickly or a major event may occur at any time. The following is an example of steps leading to a county disaster declaration. As soon as an incident occurs, Summit County Emergency Management begins monitoring the situation; activates to the appropriate level and staffs the EOC accordingly. The affected jurisdiction notifies Summit County Emergency Management of the incident and requests assistance.

An initial assessment of damages is provided if available. Summit County Emergency Management will:

- Make assistance available as necessary.
- When conditions warrant, assist the County Manager in declaring that a local state of emergency exists. (The Manager has the authority to declare an emergency and is charged with overall responsibility for the response and recovery during a declared local state of emergency. After 30 days, the declaration will expire unless it is ratified by the County Council.) The County Manager may make a declaration of an emergency or disaster strictly in accordance with local ordinances, state statute or federal law. If the County Manager is not available, the Assistant County Manager followed by the Emergency Manager may make the declaration.
- Request damage assessment updates from the affected areas at regular intervals to the county EOC to affix costs to the declaration.
- County agencies may respond with available resources to assist in response, recovery and mitigation efforts as specific requests are received.

FEMA assesses a number of factors to determine the severity, magnitude and impact of a disaster event. In evaluating a governor's request for a major disaster declaration, a number of primary factors along with other relevant information are considered in developing a recommendation to the president for supplemental disaster assistance. Primary factors considered include:

- Amount and type of damage (number of homes destroyed or with major damage).
- Impact on the infrastructure of affected areas or critical facilities.
- Imminent threats to public health and safety.
- Impacts to essential government services and functions.
- Unique capability of Federal government.
- Dispersion or concentration of damage.
- Level of insurance coverage in place for homeowners and public facilities.
- Assistance available from other sources (federal, state, local, voluntary organizations).

- State and local resource commitments from previous, undeclared events.
- Frequency of disaster events over recent time period.

Form 3.9.3: Sample Declaration of Emergency Form



DECLARATION OF EMERGENCY
SUMMIT COUNTY, UTAH

WHEREAS, Summit County, Utah has experienced a *<<type of the emergency>>* within the community, specifically in *<<name of area(s) affected>>*; and

WHEREAS, persons and property are and will be threatened and damaged unless further efforts are taken to reduce the threat to life and property; and

WHEREAS, this disaster is causing an undesignated amount of damage within *<<name of area(s) affected>>*; and

WHEREAS, the severity and magnitude of this disaster is beyond the response and recovery capabilities of Summit County; and

WHEREAS, there is an emergency present, this may necessitate the activation of the Summit County Emergency Operations Plan and the utilization of emergency powers.

THEREFORE, BE IT PROCLAIMED BY *<<County Manager or Designee>>* THAT

SECTION 1 That it is hereby declared that there is a *<<type of emergency>>* affecting *<< name of area(s) affected >>* which exceeds the resources of Summit County and assistance *<<is requested/is not requested>>* by Summit County to provide all necessary resources to combat such emergency to protect the community and provide emergency assistance to victims of such emergency.

SECTION 2 That this Local Declaration of Emergency shall expire thirty (30) days after its initial declaration unless it is reinstated in written form by the County Manager or designee requesting continued assistance.

Manager or Designee>>

Date of Adoption <<County

Approved as to form

Summit County Attorney's Office

3.11 : State of Utah Guidance on Emergency Declarations

The Utah Division of Emergency Management (DEM) is providing the guidance in order to assist and expedite the emergency and disaster declaration process. Included are descriptions of the types of information necessary for the Governor when considering a request for a state of emergency declaration or a request for federal assistance.

County and city governing bodies should clearly identify who is authorized to declare a local emergency. It is recommended that each jurisdiction prepare a local draft "declaration of emergency" that need only be supplemented with essential information on actual impacts should a disaster occur. Appropriate documentation of the initial and projected impacts of an event is required in order to support a request to the Governor for state or federal assistance.

Local Emergency Program Managers and Coordinators are provided extensive training and are generally familiar with the appropriate processes to be followed.

A basic County Request for State Assistance document is included to serve as a model for the format and information to include in a declaration request to the Governor.

Questions and Answers to consider when writing a Declaration

1. Important questions include:

- What does a declaration do?
- What is the benefit to community leaders in declaring a local emergency?
- What kind of a declaration should be made?
- What should be requested of the Governor?

2. The answers to these questions depend on a number of factors, such as:

- Scope and magnitude of the event;
- Impact of damage and losses;
- Ability of local jurisdictions to respond;
- Economic health of the area affected;
- Current status of the local government budget;
- Timeframe before the next budget cycle;
- Outlook for known threats to the community until the new budget cycle begins; and
- Number and magnitude of emergencies the jurisdiction has already experienced since the beginning of the last budget period.

Types of Declarations

Local Emergency

Local Emergency is the condition declared by the local governing body when in their judgment the threat or actual occurrence of a disaster is or threatens to be of sufficient severity and magnitude to warrant

coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby. A local emergency arising wholly or substantially out of a resource shortage may be declared only by the Governor, upon petition of the local governing body, when he/she deems the threat or actual occurrence of a disaster to be of sufficient severity and magnitude to warrant coordinated local government action to prevent or alleviate the damage, loss, hardship or suffering threatened or caused thereby.

Local Declaration of Disaster Emergency

A *Local Disaster Emergency* may be declared by the governing body of a political subdivision upon finding a disaster has occurred or is imminent. The governing body of a political subdivision may authorize the mayor or other chief executive officer to declare a local disaster emergency subject to ratification by the governing body. The declaration shall not be continued or renewed for a period in excess of seven days except by or with the consent of the governing body of the political subdivision. Any order or proclamation declaring, continuing or terminating a local disaster emergency shall be given prompt and general publicity and shall be filed promptly with the agency. The effect of a declaration of a local disaster emergency is to activate the response and recovery aspects of any and all applicable local emergency management plans and to authorize the furnishing of aid and assistance Contracts and obligations. When a declaration is made to the State, it includes the activation of the State Emergency Operations Center (EOC) to assist in the coordination of efforts based on the scope and magnitude of the event; Impact of damage and losses; and the ability of local jurisdictions to respond.

Based on local ordinances and state statutes, a local declaration can allow a city or county governing body flexibility in managing resources under emergency conditions such as:

- Diverting funds and resources appropriated for other purposes in order to meet immediate needs.
- Authorizing activation of local emergency operations plans and implementation of
- extraordinary protective measures.
- Initiating mutual aid and cooperative assistance agreements, and receiving resources from other organizations or individuals.
- Providing specific legal protection for actions initiated under emergency conditions.
- Setting the stage for requesting state and/or federal assistance to augment local resources and capabilities.
- Raising public awareness and encouraging the community to become involved in protecting their resources
- Expediting processes

The declaration of a local emergency can be the first step in requesting state resources from the Governor.

Local requests for state assistance must include:

- The type of emergency or disaster;
- The location(s) affected;
- Deaths, injuries, population still at risk;
- The current emergency conditions or threat;
- An initial estimate of the damage and impacts;
- •Specific information about the assistance being requested; and
- Actions taken and resources committed by local governments (city and county).
- DEM will assist local officials in developing and reviewing declarations and requests that
- would provide appropriate essential assistance in a timely manner.

State Declaration of Emergency

The Governor can declare a *State of Emergency* under authority granted in Utah Code Title 53 Chapter 2a under the “Emergency Management Act”, the Governor has complete authority over all state agencies and has the right to exercise, within the area designated in the proclamation, all police powers vested in the state of Utah.

Under extreme circumstances, a Governor's declaration provides authority in 53-2a-209 for the Governor to suspend provisions of any order or rule of any state agency if the Governor determines and declares that strict compliance with the provisions of the order or rule would in any way prevent, hinder, or delay mitigation of the effects of the emergency.

It also provides for the authority to direct state agencies to utilize and employ state personnel, equipment, and facilities for activities designated to prevent or alleviate actual or threatened damage due to the emergency. This includes the National Guard. It specifies that the Governor may direct the agencies to provide supplemental services and equipment to local governments to restore any services in order to provide for the health and safety of citizens of the affected area.

A state of emergency is usually enacted by a Governor's Executive Order, which establishes directions to, and expectations of state agencies to use available resources to assist local communities and alleviate disaster conditions.

Federal Declarations/Presidential Declarations

Probably the most familiar, but not the most common disaster assistance programs are those provided under a *Presidential Declaration of Emergency or Major Disaster* via the Robert T. Stafford Emergency Relief and Disaster Assistance Act, P.L 93-288, as amended. These Presidential declarations can provide funding and/or technical assistance from numerous federal agencies under the coordination of the Federal Emergency Management Agency (FEMA).

The Stafford Act provides resources to assist states in expediting aid, assistance, and emergency services, and reconstructing and rehabilitating devastated areas.

The process for implementing federal emergency response under the Stafford Act is outlined in the *National Response Framework*. Legal details for implementing the provisions of the Stafford Act are contained in the *Code of Federal Regulations, Title 44*.

Some Stafford Act disaster assistance programs have a cost-share, often 75% federal and 25% non-federal. Federal disaster assistance available under a major disaster declaration falls into three general categories:

- Individual Assistance - aid to individuals, families and business owners.
- Public Assistance - aid to public (and certain private non-profit) entities for certain emergency services and the repair or replacement of disaster-damaged public facilities.
- Hazard Mitigation Assistance — funding for measures designed to reduce future losses to public and private property. In the event of a major disaster declaration, all counties within the declared State are eligible to apply for assistance under the Hazard Mitigation Grant Program.

3.12 How Disasters are Declared – Federal Focus

Source: <http://www.fema.gov/declaration-process>

- Guiding principle: All disasters are local first. Cities have the primary authority to prepare for and respond to disasters. County, state and federal government partners (in that order) stand ready and willing to help when needed.
- When an incident is expected to overwhelm resources at the local level, requests for assistance are made through mutual aid or to the county. The county then makes requests to the state, which can request help from other states or to the federal government through FEMA.

Process for Requesting Assistance

These guidelines are intended as guidance related to situations that occur in local jurisdictions which require state or federal assistance.

Governor's State of Emergency declarations are made at the request of a county governing body after determining that an emergency has occurred or is imminent. Cities must submit requests for assistance through the governing body of the county in which the majority of the city's property is located with the expectation that the county will first try to assist the city before asking the state for assistance. Each event that is likely to result in a request for state or federal assistance must be evaluated to determine the nature and magnitude of the losses that have occurred or are imminent and to identify what local and state resources have been expended or applied to alleviate disaster conditions.

If the local jurisdiction becomes overwhelmed and it appears that state or federal assistance may be needed to augment local resources, it is essential that the jurisdiction conduct a quick but accurate Initial Damage Assessment.

The Local Emergency Program Manager or their designee coordinates this effort with DEM. It is recognized that circumstances may preclude the inclusion of all of the information listed below. However, an effort should be made to include as much as possible prior to requesting a Governor's declaration.

- Specify the area(s) of impact and describe the emergency situation as it exists within the impacted area(s).
- Describe the severity of the situation and the effect on lives, public health and safety, and property. Particular attention should be paid to special populations such as elderly or handicapped that may be less able to manage on their own.
- Identify and evaluate the severity and magnitude of impacts that have or are expected to occur in the following areas:
 - Public safety and emergency services, such as firefighting, law enforcement, hazardous materials response, emergency medical services and hospitals
 - Communication resources
 - Health and mental health service
 - Public infrastructure, including debris clearance, emergency response costs, transportation systems, dams and levees, public buildings and equipment, and public utilities such as water, sewer, electricity, etc.
 - Vital community businesses and private nonprofit organizations which provide essential services to the general public
 - Housing Agriculture
 - To the extent possible, provide supporting documentation of damage, losses, costs, and impacts.
- Identify the efforts local jurisdictions have taken to resolve the situation:
 - Has the local jurisdiction's governing body declared an emergency and implemented their emergency operations plan?
 - Has the local jurisdiction's emergency operations center been activated?
 - Has the local jurisdiction committed all available local resources to alleviate the emergency, such as mutual aid/cooperative assistance agreements?
- Describe in as much specificity as possible disaster related unmet needs:
 - What local government resources or assets have been expended, resulting in shortfalls?
 - What situations exist that require assistance from state or federal resources?

Once the local jurisdiction has conducted an Initial Damage Assessment (IDA) and a request for federal assistance is anticipated, the Director of Utah Division Emergency Management may request the FEMA regional office to conduct a joint Preliminary Damage Assessment (PDA). This involves a team of local, state, and federal personnel jointly validating the local IDA. Such an assessment will assist the Governor in determining whether federal assistance is necessary, and it could serve to support a request for a Presidential emergency or major disaster declaration. The request and supporting information from local officials must be submitted to the Governor through the Director of Utah Division Emergency Management. If it is determined that local and state resources are insufficient to meet the needs of the area impacted, the Governor would likely declare a state of emergency and request a disaster declaration to the President through FEMA Region VIII in Denver. If approved by the President in consultation with FEMA, eligible infrastructure damages are reimbursed The Public Assistance program at a 75/25 match.

3.13 State Disaster Recovery Fund

The State of Utah maintains a Disaster Recovery Restricted Account (53-2a-603) that provides certain amounts of emergency reimbursement to state agencies that respond in disasters. A local declaration is needed to activate this account. The State Disaster Recovery Restricted Account was created in 2007 as a restricted account within the General Fund to fund costs to the state for emergency disaster services in response to a declared disaster. Only state agencies including the Utah National Guard may access funds in this account by meeting eligibility requirements. The Department of Public Safety (DPS), Division of Emergency Management (DEM) manages the account. Any requests for access to this account must go through the Director of DEM. Resource requests are made to the EOC and are filled by in-state available resources, by FEMA Region VIII, or through the Emergency Management Assistance Compact (EMAC).

The account is divided into several tiers that require different levels of approval:

- DEM may expend or commit to expend up to \$250,000 if the incurred costs meet eligibility requirements
- DEM may expend or commit to expend in excess of \$250,000 to \$1,000,000 meeting eligibility requirements after obtaining approval from the Governor. DEM will also provide written notice to the Speaker of the House, President of the Senate, Utah Division of Finance, and the Office of the Legislative Fiscal Analyst within 72 hours
- DEM may expend or commit to expend in excess of \$1,000,000 to \$3,000,000 meeting eligibility requirements after obtaining approval from the Governor. DEM will submit the expenditure or commit to expend to the Executive Appropriations Committee for approval
- The commitment to expend in excess of \$3,000,000 requires approval from the Legislature to be called into an emergency session at the request of the Governor.

For more information The Disaster Recovery Fund is found in Utah State Code 53-2a-601.

3.14 Public Officials Role in Emergencies – *from the Utah Division of Emergency Management*

The role of the public official during a disaster is a critical one. However, it is necessary that you understand exactly what you are supposed to do and, importantly, what you are NOT supposed to do during this stressful and critical time.

What should you do? Execute your plan!

1. Make contact with key personnel, but responding to the scene man not be helpful
2. Assess the situation - ask your team where you are needed to provide input (act only where needed!)
3. Determine communications needs with the Emergency Response manager or Public Information Officer (PIO)
4. Coordinate media contacts with your PIO. Do not do interviews without all the correct information from the Incident Commander and PIO
5. Become visible to the public and your emergency response team - make sure your leadership is seen and that you support your responders
6. Delegate authority to the designated Incident Commander for on scene operations
7. Provide the following to the Incident Commander: Policy, Mission, Direction, Authority

Your first responders and emergency manager are critical now, and they will need you to understand what they have to do and how your role supports them. Trust them. Leave emergency response to the professionals. This is their job and they have been trained to respond. Your job is to do what you do on a day-to-day basis, provide, direction, policy, funding and the face of the community.

What should you NOT do?

1. Do not worry about or interfere with first responder tactical issues - leave emergency response to your trained professionals
2. Avoid assigning blame

The public needs to know you are there. Your staff needs to know you support them and trust in their work and that when they need guidance you will provide it. And you need to focus on these few things, because under these circumstances your ability to deal with your normal scope of activities will be constrained.

By preparing for crises beforehand you will be ready to communicate effectively and provide the leadership your public and your responders are looking for as the crisis unfolds. The National Incident Management System (NIMS) compliance requires that local elected officials also be trained in NIMs and ICS (Incident Command System)

3.15 Continuity of Government

Continuity of government is an essential function of emergency management and is vital during a community emergency/disaster situation. All levels of government (federal, state, and local) share a constitutional responsibility to preserve life and property of its citizenry. Local continuity of government is defined as the preservation and maintenance of the local civil government ability to carry out its constitutional responsibilities. Ordinances, administrative rules and departmental procedures address continuity of government in Summit County.

3.16 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 commanders 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 emergency operations 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 and Satellite phones
- Texting
- 155 mHZ (VHF)
- 800 mHZ
- Internet/WebEOC/ESponder
- Amateur Radio Emergency Service (ARES)

External Communications

- Landline
- Fax
- Cellular phone
- Text
- 155 mHZ (VHF)
- 800 MHZ
- Internet/WebEOC
- Joint Information System/Joint Information Center
- Emergency activation system
- Reverse 911
- 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 cataloguing 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

3.19 After Action Reports

As immediate threats to life and property subside and the need for sustained emergency operations diminishes, the debriefing of responsible individuals and the documentation of lessons learned during the incident will begin. Each major incident **shall be summarized in an after-action** report that details the performance of both the incident command staff and the EOC during the operations. The focus of the report shall be on an evaluation of emergency operations to identify areas that need improvement.

Section 4: Authority and Assignment of Responsibilities

4.1 General Public

The general public is responsible for individual and family disaster preparedness. Each family should be prepared to survive for the first 72-96 hours after a disaster with little outside assistance. Summit County Emergency Management will continue public information and education efforts by working with the media and community organizations to encourage the development of family disaster preparedness plans and family disaster kits.

4.2 Business and Industry

Businesses and Industries based in Summit County are responsible for the development of their disaster plans. Business and Industry should be prepared to survive the consequences of disasters and ensure the viability of their organization. Summit County Emergency Management will conduct lectures, seminars and working with the local business community to develop business and industry disaster plans.

4.3 Community Organizations

- Coordinate with the County Emergency Management Plan to ensure a broad and comprehensive coverage of assistance and relief during emergencies.
- Provide and coordinate relief not provided by government on a complementary and supplementary basis.
- Develop mutual aid agreements and memoranda of understanding of duties and areas of responsibility to be performed during emergencies.

4.4 Municipalities

Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. In addition, each municipality must coordinate requests for state or federal emergency response assistance with the county. This requirement does not

apply to requests for reimbursement under federal public disaster assistance programs.

4.5 County

Departments within the county will have emergency functions in addition to normal duties. Each department is responsible for developing and maintaining its own emergency management procedures in coordination with the county EMP and with assistance from the Emergency Manager.

Local and county agencies and response partners 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 agency and 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.
- Provide the Summit County Emergency Manager with 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 management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
 - Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
 - Ensure, if practical, that alternate operating locations are available should the primary location suffer damage, become inaccessible, or require evacuation.
- Protect emergency response staff. Actions include:
 - Obtain, as required, personnel protective equipment for responders
 - Provide security at facilities
 - Rotate staff or schedule time off to prevent fatigue and stress
 - Make stress counseling available
 - Encourage staff to prepare family disaster plans including arrangements for the safety and welfare of emergency worker's families if sheltering is required

4.6 State

The State of Utah has laws mandating establishment of a State emergency management agency and the emergency plans coordinated by that agency. The Director of the State emergency management agency ensures that the State is prepared to deal with large-scale emergencies and is responsible for coordinating the State response in any incident.

This includes supporting local governments as needed or requested and coordinating assistance with other States and/or the Federal Government.

4.7 Federal Government

When an incident occurs that exceeds or is anticipated to exceed local or State resources the Federal Government uses the National Response Framework to involve all necessary department and agency capabilities, organize the Federal response, and ensure coordination with response partners.

4.8 Delegation of Authority

If the Emergency Manager, acting as the County Coordinating Officer determines that all or portions of the Incident Management should be managed by a third party, a specific Delegation of Authority shall be negotiated and executed in written form by the county Manager or designee and the responsible official of the proposed managing entity. Transfer of authority may occur through a documented transfer of all or part of the operational command but shall be supported by a specific written Delegation of Authority.

4.9 Emergency Management Plan Committee

An Emergency Management Plan Committee (EMPC) has been established to assist in the preparation of the EMP, make periodic reviews and amendments, and provide assistance and direction to the Emergency Manager. On no less than an annual basis, the EMPC will hold an emergency management policy review meeting, make necessary EMP amendments and schedule bi-annual training exercises.

EMPC Members:

- | | |
|--|-------------------------|
| Summit County Emergency Manager | Utility representatives |
| Summit County Sheriff's Office | Red Cross |
| Summit County Dispatch Representative | Hospital representative |
| Summit County Health Department | |
| Summit County Public Works | |
| Summit County Public Information Officer | |
| Summit County Information Technology | |
| State Emergency Management | |
| State Wild land Fire | |
| Area Fire Districts | |
| Park City Emergency Manager | |
| Area Resort Emergency Managers | |

Section 5: Organization and Responsibilities

Local governments, county agencies and response partners may have various roles and responsibilities during an emergency. Depending on the nature and scope of the emergency, the responsibility for incident management may be primarily with one agency or shared in a joint or unified command. Therefore, it is particularly important that the local command structure is established to most effectively support the response and recovery efforts and maintain sufficient flexibility in order to expand or contract as the situation changes. Typical duties may change depending on the severity of the impacts, size of the incident(s), and availability of local resources.

Each agency and department is responsible for ensuring that critical staff are identified and trained at levels that enable effective implementation of the 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 SOPs for tasks;
- Prepare mutual aid agreements as needed;
- Analyze need and determine specific communication resource needs and requirements;
- Provide Summit County Emergency management with specific contact information and identify potential sources of equipment, personnel and supplies;
- Provide for continuity of government operations by taking action to:
 - Ensure lines of succession for key management positions
 - Protect records, facilities and equipment deemed essential for emergency operations
 - Ensure, if practical, alternative operating locations should the primary location suffer damage
 - Provide for emergency response staff needs for equipment, facilities, training etc.

Section 6: Administration, Finance and Logistics

6.1 Administration Information

- The EOC monitors at a 12 hour operational periods and is administered by Summit County Emergency Management. Day-to-day operations are under the direction the County Emergency Manager.
- The operational readiness of the EOC is the responsibility of Summit County Emergency Management.
- Narratives and operational journals of response actions will be kept.
- 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.

6.2 Record Preservation and Restoration

All affected governments in Summit County must insure protection of their records in order that normal operations may continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. Summit County Information Services is charged with the maintenance of plans for the safety, recovery and restoration of the County's data and telecommunication systems during a disaster.

6.3 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: Summit County will submit consolidated reports to the Utah Division of Emergency Management to include information from local municipalities. Local governments will submit situation reports, requests for assistance, and damage assessment reports to Summit County Emergency Management by the most practical means and in a timely manner. Municipal and county governments will use 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 county and municipal emergency management agency. 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 state EOC duration a local activation.

Post emergency reports: Summit County Emergency Management will submit the appropriate post emergency reports to:

Utah Division of Emergency Management
Department of Public Safety
1110 State Office Building
Salt Lake City, Utah 84114

6.4 Finances

The Summit County EMP assigns agencies for disaster response. Each agency assigned to an emergency function is responsible for mobilizing existing personnel, equipment, materials, supplies and other resources under their control.

When agencies require additional resources, these requests will be referred to Logistics Management and Resource Support in the county EOC. Resource Support 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 county EOC. They can be assigned based on priorities established by the EOC organizational response agencies.
- Mutual aid can be requested by the county EOC to augment local forces during a locally declared state of local emergency. All requests for mutual aid must follow the procedures established by the state Division of Emergency Management (DEM) under this agreement.
- State and federal agencies' response may be required when either mutual aid or contracting can meet the resource request. It is anticipated that this response would occur early in the disaster for short time periods,
- All disaster response procurements and expenditures will be documented. All receipts and invoices with explanations and justifications will be forwarded to the Clerk/Auditor's office in a timely fashion. The Clerk/Auditor will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If the county was federally declared, the Clerk/Auditor will submit for reimbursement. If the county was not declared, the documentation will serve as a recorded history of activity with expenditures.

6.4.1 Accounting

Complete and accurate accounts of emergency expenditures and obligations, including personnel and equipment costs, will be maintained by the department or agency requesting resources. 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 county auditor will coordinate the reimbursement documentation for the FEMA Public Assistance program during a presidentially declared disaster for county government.

6.4.2 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.

6.5 Logistics

- Summit County Emergency Management maintains current resource information on supplies, equipment, facilities and skilled personnel available for emergency response and recovery operations.
- 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.

- The Count Manager or designee such as the Emergency Manager has the authority to appropriate services and equipment from citizens as necessary in response to a disaster.
- Detailed information on logistical assets may be found in the resource and logistics annex.
- Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside Summit County unless the County Manager, the Emergency Manager, or other designated representative grants written approval.

Section 7: Plan Maintenance and Development

Summit County Emergency Management is responsible for the overall maintenance (review and update) of this EMP and for ensuring that changes and revisions are prepared, coordinated, published and distributed. The functional annex and EM Zone appendix shows the organization or agency responsible for those documents.

This EMP will be reviewed quarterly 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 Summit County Emergency Management.

Revisions to the EMP 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.

7.1 EMP Maintenance

The EMP maintenance schedule provides a strategy to ensure that the entire EMP is reviewed throughout the year and provides a recommended timeframe for updating the basic plan, functional annex, EM Zone appendices and the Hazard and Threat Index. The entire plan must be revisited annually.

7.1.1 EMP Multiyear Strategy

The EMP Multiyear Strategy includes the objectives and key strategies for developing and maintaining the EMP including the support for short and long-term initiatives. The objectives, key strategies and short and long-term initiatives are summarized in Table 7-1

TABLE 7.1 EMERGENCY MANAGEMENT PLAN MULTI-YEAR STRATEGY

Objectives	Key Strategies
<ul style="list-style-type: none"> • Ensure Summit County is prepared for any emergency or disaster. • Protect essential facilities, equipment, records and other assets. • Reduce or mitigate disruptions to operations. • Reduce loss of life and minimize damage and losses. • Achieve timely and orderly recovery from an emergency and resumption of full services. 	<ul style="list-style-type: none"> • Develop a clear understanding of Summit County Emergency Management’s current emergency preparedness capabilities. • Develop initial EMP capabilities outside current Summit County Emergency Management locations.
Initiatives	Critical Success Factors
Short Term	<ul style="list-style-type: none"> • Establish an effective ability to execute the EMP. • Continue to work EMP ESF primary and support agencies. • Action: Conduct training and exercises with county staff and designated partners.
Long Term	<ul style="list-style-type: none"> • Conduct training & exercises to reinforce knowledge of the plan. • Perform annual reviews of plans and assessments. • Ensure compliance with the National Incident Management System and the Incident Command System. • Standard operating procedures for ESF, incident, and functional annexes • Action: Coordinate plans and procedures with local, state and federal agencies.

SECTION 8: EMERGENCY MANAGEMENT ZONES /HAZARD ANALYSIS

8.1 Background

Summit County communities have diverse physical, social and economic conditions, natural hazards and available personnel and material resources. This diversity of conditions argues for a more nuanced approach planning for each community. The Park City area has the highest level of development and population density and faces a unique set of risks due to its topography, housing occupancy and reliance on tourism for its economy. The north and south Summit areas have a smaller and more dispersed population but face greater risks from flooding and wildfires. The Snyderville Basin has the highest level of full time population and is bisected by major state highways, faces risks from wildfire and hazardous materials spills. The areas outside of structural fire districts have relatively low resident population but are intensively used by visitors and have several thousand cabins and second homes.

Each of the proposed emergency management zones has a coherent sense of place, unique development pattern, varying economic and cultural conditions and dedicated institutional services. Each zone has the ability to function either independently or semi-autonomously in the event of minor emergencies and has a long tradition of self-reliance. The concept of emergency management zones is consistent with the bottom-up approach of the Summit County Emergency Management Plan by first responding to events at the most local and effective level possible.

Most minor emergencies can be responded to initially at the emergency zone level without the involvement of countywide resources or the activation of the County Emergency Operations Center. Historically, most urban fires, wildfires, planned special events, hazardous material spills and other routine emergency events have been managed within an emergency management zone. Larger emergency events such as community flooding, severe weather or major transportation problems may require a county-wide or regional response. Given the bottom up approach adopted by Summit County for emergency response, the emergency management zone concept has a number of distinct benefits. The emergency management zone:

- Allows for the identification of personnel and material resources available at the zone level
- Allows for the identification of unique potential risks and hazards at the zone level
- Creates the opportunity to establish area Emergency Operations Centers at the zone level
- Increases the county's resiliency by providing more options for continuity of operations
- Increases the public commitment to emergency management by bringing it closer to home
- Supports a diversified citizen corps approach that addresses the unique issues of each zone

8.2 EMERGENCY MANAGEMENT ZONES CONDITIONS

Emergency Zone Conditions, Resources and Hazards

The character, conditions and capabilities of each county emergency management zone is unique. Summit County's EM zones vary widely in terms of their population and housing density, level of transportation and communications infrastructure, community preparedness, service expectation, likely hazards and community resources to address those hazards. Those varying conditions and capabilities needed to be acknowledged

within the community emergency planning process and the delineation of emergency management zones is one means of doing this. The following is a detailed description of these factors within each emergency management zone.

8.2.1 PARK CITY MUNICIPAL - EMERGENCY MANAGEMENT ZONE 1A

Park City is the most fully developed and complex community within Summit County. The city serves multiple functions with differing needs and expectations. Park City can be described as:

- A residential community of over 8,000 persons (population density of 430 persons/sq. mi);
- A resort community with that can accommodate an additional 18,000 overnight visitors;
- A world class tourist destination with both winter and summer outdoor recreation amenities;
- A second home community with about 60% of the housing stock not occupied year round.
- The location of major international events such as the Sundance Film Festival, 2002 Winter Olympics and major ski and bicycle races annually. There are about 90 significant special events each year in Park City that can attract several thousand people on a particular day.

As a result of this complex identify, Park City has a rich set of local and regional resources to service both its permanent and visitor populations including the following:

- A fare free transit system that carries about 2 million passengers per year
- An enhanced road interstate and state network that can accommodate large traffic volumes
- A robust police and fire department that provides enhanced services to area residents/visitors
- A free-standing emergency management program that handles many events with local resources
- A robust staff-population ratio (1 employee/22.5 residents) that allows for enhanced local service delivery.

Community Hazards

While Park City has significant resources it also faces unique hazards because of its location, activities and population. According to the Park City Comprehensive Emergency Management Plan, the potential high risk hazards faced by the community by priority of chance are as follows:

Wildfire	City has high value developed properties within the wildland/urban interface.
Drought	Utah is the second driest state and cyclical droughts are likely in Northern Utah.
Earthquake	City has region's oldest buildings and is the closest to the Wasatch Fault.
Winter Storms	City can experience prolonged winter storms that can hinder public services.
Transportation	City is dependent on the regional transportation network managed by UDOT.
Civil Disturbances	Park City's high visibility in the nation makes it vulnerable to civil disturbance.
Special Events	Hosting major special events creates unique hazards for visitor populations.
Power Failures	Large population surges increase the city's vulnerability to power failures.
Public Health Events	International visitor surges increase the incidences of communicable disease.

Wildfire Hazards and Resources

Park City has large areas of developed urban/wild land interface such as the Daley Canyon, Empire Canyon and

Aerie neighborhoods. As a municipality, Park City is not able to participate in a cost sharing agreement with the State of Utah regarding wild land fire-fighting, which leaves it especially vulnerable to this threat. In addition, with a high percentage of second home owners, it is difficult to get the active participation of property owners in voluntary fuel mitigation programs.

The Park City Fire District has three fire stations within the community with a minimum of 11 on-duty fire staff available from city stations with access to an additional 11 on duty fire staff from their other district stations. The district has strong capabilities in urban and wild land fire-fighting as well as emergency medical staff and a certified hazardous materials team. Park City Municipal and Fire have developed a comprehensive Community Wildfire Protection Plan (CWPP) to actively reduce the community wild land fire risk. The City is actively promoting this program to its residents and property owners.

Drought Hazards and Resources

Even in normal years Utah has a limited water supply as the second driest state in the nation. Drought is a recurring feature of Utah's climate with drought cycles lasting typically 2-7 years. The region's water supply within the Snyderville Basin/Park City area has been fragmented among a variety of service providers. However, under a new compact, these agencies have agreed to partner in a cooperative fashion which should provide for additional redundancy to manage the region's limited resources during periods of drought. This arrangement will give more resiliency to the region's water supply but water shortages are likely to be a continuing hazard for the area for the foreseeable future.

Park City has established drought thresholds that when triggered restrict water use. The thresholds are a certain percentage of available supply. For example, the first threshold is using 85% of available supply, which triggers notice to residents to begin conservation efforts. If after a Stage I drought is declared usage hits 90%, a Stage II drought is then declared. During a Stage II drought demand is decrease by both reducing the days that certain usage can occur and outright prohibition of certain usage. If after implementing a Stage II drought declaration, demand does not drop below 90% of available supply, extreme measures are taken. This includes prohibiting outdoor irrigation not necessary for the health and safety of residents. Park City uses a reverse 911 system to notify residents of the new restrictions. Park City also has an on-going active water conservation programs and a progressive rate schedule that fosters wise use of this limited resource. Park City monitors use and has surplus water available to address times of limited supply and standard demand.

Earthquake Hazard/Resources

Park City is closest Summit County community to the Wasatch Fault. It is estimated in the event of a 7.0 earthquake on that fault, Park City would experience shaking in the range of 5.6-5.8. That level of earthquake impact would likely result in damage to older homes in the historic part of town with weak foundations and some structural damage to older masonry buildings in the downtown area. Earthquakes have many secondary effects such as disrupted utilities, urban fires etc. It is expected that Park City would suffer the most significant damage of any Summit County community.

Park City has a highly experienced team of building inspectors could conduct rapid damage assessments of areas of the community where structural impacts would be anticipated.

Winter Storm Hazard/Resources

Park City experiences 8-10 major snow storms each winter that have the potential to create major impacts for

provided by public special service districts.

The ratio of public sector staff to population is much lower than that in Park City, however, but impact of seasonal visitors is also much lower within this zone. Based on total county staff, the Snyderville basin has a staff to population ratio of one employee per 74.5 residents.

Community Hazards

The primary hazards faced by the residents of the Snyderville Basin area are as follows:

- Wildfire Many Neighborhoods at risk within the urban/wildland interface with limited access.
- Drought Shares the same vulnerabilities as Park City for cyclical drought.
- Earthquake Some areas may be subject to severe shaking from a major earthquake.
- Winter Storms High elevation areas have major snowfall, high wind events, and ground fog.
- Flooding Some low lying areas are subject to season flooding also private lakes may have risk.
- Power Failures Basin has high winds which make above ground utilities more subject to failure.

Wildfire Hazard/Resources

The Snyderville Basin contains several neighborhoods that are developed into steep wild land/urban interface. The area immediately west of the Basin is sloped forest within the Salt Lake County's watershed with a low level of protection from area fire agencies. Portions of the Basin itself are heavily forested and difficult to access. Residents at the western edge of the Basin (Summit Park, Pinebrook and Jeremy Ranch) face a significant wildfire risk.

The Snyderville Basin is served by the Park City Fire District which provides the primary wildfire protection services to the area. The District has four stations located in districts within the Basin that provide the following services for plan review and code enforcement of community fire codes. The district has teams of firefighters who have been trained in wildfire mitigation techniques. The District operates a seasonal chipper program for community fuels reduction and provides community outreach and education regarding wildfire issues. In conjunction with Park City, the District recently completed a Community Wildfire Protection Plan. They will be actively implementing this plan to reduce the Basin's risk of wildfire.

Drought Hazard/Resources

The Snyderville Basin faces the same resource vulnerabilities as Park City does operating in a high mountain arid environment. The majority of the Basin's water use is for residential customers and much of that use is for exterior irrigation of landscapes. The area water utilities and the county encourage the use of low water use landscapes as well as other water conservation techniques.

In the event of drought conditions, the Mountain Regional Water District has a 5 stage action plan to combat excessive water use. The district assumes the region begins at a stage 1 condition with the following series of actions:

- Stage 1 Odd/even days are mandatory for all outdoor water use with no time of day restrictions.
- Stage 2 Stage 1 restrictions plus hand watering between 6-8 a.m. and 8-10 p.m.
- Stage 3 Hand watering of gardens only , no car washing, automatic sprinklers 8 p.m.-8 a.m.
- Stage 4 Outside watering with drip only, new landscapes by permit only.
- Stage 5 No outside water use except for saved shower water.

Earthquake Hazards/Resources

The proximity to the Wasatch Fault is the primary risk for the residents of the Snyderville Basin. Likely direct and indirect impacts for a major earthquake are likely to be loss of transportation access to Salt Lake via I-80 due to bridge collapse or landslides and power outages due to system overload.

The vast majority of the housing built in the Basin is wood frame construction which should withstand a major valley earthquake without sustaining significant damage. Demands placed on our region after a major quake are likely to be a resource location for first responders.

Winter Storm Hazards/Resources

As among the highest elevation areas of Summit County, the Snyderville Basin is subject to the following severe weather events. Areas of the region can experience up to 100" of snow during a season and the area has experience sustained snow events of up to 18 hours duration. Being a large open bowl, some areas such as the Silver Creek Junction of I-80 and I-40 can be subject to blinding blizzard conditions reducing visibility to unsafe conditions. Each of these events has the potential to impact travel on both county and state roads in the area. Finally, ground fog events can occur as cold air becomes trapped in the lower portions of the valley making road travel very unsafe.

Summit County is well prepared to address typical winter conditions with an active snow fighting program under the direction of Public Works. Summit County Public Works and County Emergency Management closely monitor changing weather conditions. The County has the following program options to address major snow events:

- A brine pre-treatment program to reduce the potential for snow to bond to area roads and create icy conditions.
- Brine tanks on every county plow truck to speed the impact of salting area roads during and after major storms.
- Public notification system for snow emergencies to remove parked vehicles off county roads or be towed.
- A code enforcement program to monitor private plow operations for safe road conditions.

Flooding Hazard/Resources

Lower McCloud Creek and Silver creek have the potential to flood isolated portions of the Snyderville Basin. Numerous old agricultural ditches also crisscross the basin and have resulted in occasional flooding in heavy water years or rapid spring runoff. Several private lakes and adjacent subdivisions are located in areas of high ground water which result in occasional flooding events.

Summit County Public Works and County Emergency Management closely monitor changing weather conditions. In recent years Summit County has undertaken the following flood prevention mitigations:

- Participated in the Natural Resource Conservation Service program to restore stream channels to safe conditions after flooding;
- Initiated updates to the floodplain maps within Summit County;
- Trained staff in monitoring USGS and national weather Service website for flood monitoring and

warning;

- Participated in the National Weather Service StormReady program.

8.2.3 SOUTH SUMMIT AREA EMERGENCY MANAGEMENT ZONE 2

This area of Summit County is primarily centered in the Kamas Valley with the cities of Francis, Kamas and Oakley. Adjoining unincorporated areas of Marion, Samak and Woodland represent the remaining developed areas of this zone. The area’s full time population is approximately 7,000 persons with many cabin areas in Weber Canyon which could add another 2,500 persons affected by hazards in the area.

The area is primarily served by State Highways 32 and 35 which bisects the Kamas Valley and hug the Provo River through the Woodland area. The area is characterized by large areas of agricultural land with fairly defined communities found along these State roads. Kamas bills itself as the Gateway to the Uinta’s and is impacted by significant visitor traffic during the summer and fall. Oakley hosts a major annual rodeo serves as the commercial center for the north side of the Kamas Valley and the Weber River rural subdivisions. Francis is a quiet residential community at the junction of State routes 32 and 35. Woodland is a small rural community nestled along the Provo River.

The area’s basic road and planning services are provided at the city level with all other services provided by Summit County. Kamas does have its own small police force and has a staff person tasked with emergency management. The main highways through these communities are maintained by the State of Utah. The North Summit Fire District, a volunteer fire department provides, both structural and wild land fire protection for the area.

The area has a history of being more self-sufficient and therefore has a very small public sector which provides basic services. In recent emergency events, large numbers of local residents have participated in emergency response activities such as sandbagging brigades.

Kamas Valley Community Hazards

The primary hazards faced by the residents of the Kamas Valley are as follows:

Wildfire	Upper Weber River area and Samak are at risk from wildfire with limited access.
Flooding	Some low lying areas are subject to season flooding also private lakes may have risk.
Winter Storms	Areas subject to blizzards and ground fog make travel difficult.
Drought	The area is subject to seasonal droughts as is the rest of Summit County.
Landslides	Areas around Oakley have been identified as having the potential for landslides.

Wildfire Hazard/Resources

Like most of Summit County, the South Summit area faces significant risk from wildfire. About 30% of Summit County’s annual wildfire calls originate in the South Summit area. Area communities that at particular risk for wild land fire are the Weber River cabin areas above Oakley, natural vegetation areas in Oakley and the Samak area above Kamas.

The area is served by the South Summit Fire District, a voluntary fire department with a complement of about 30 trained wildfire fighters. The District works closely with the County Fire Warden, a state employee contracted to serve Summit County as a full time wildfire specialist.

Flooding Hazard/Resources

The South Summit area is most likely at the highest risk for flooding of all Summit County Emergency Management Zones. The area above Oakley has many developed cabin areas along the Weber River with no engineered structures in place to provide for flood control. The area suffered significant impacts from flooding in 2010 and 2011. While bank restoration and flood control improvements have been put in place, the area will be impacted again if a major flooding event occurs.

Flood monitoring gauges are in place along the Weber River above Oakley so that conditions can be monitored during the spring flood season. Summit County Public Works provides sand and bags or filed bags to areas where flooding appears to be imminent.

Severe Weather Hazards/Resources

The South Summit area is not the highest snowfall zone within the County but it is subject to significant wind events which even in moderate storms can lead to blizzard conditions and white out conditions. Areas of the Kamas Valley are subject to significant ground fog events during the winter which make vehicle travel quite dangerous.

Summit County Emergency management and Public Works monitors weather and road conditions and can provide detailed public warnings in the event of adverse conditions.

Drought Hazards/Resources

Growth in the South Summit area will likely occur primarily within the existing communities of Oakley, Kamas and Francis. These areas manage their own community water systems, which are not interconnected. As a result, the area could be subject to significant impacts from drought in the event of prolonged dry conditions. Local municipalities should have in place contingency plans to help their communities adjust to drought conditions when needed.

Landslide Hazards/Resources

According to the 2010 Mountainlands Association of Government's Pre- Disaster Mitigation Plan, areas around Oakley and in Weber Canyon has significant potential for landslides. While there is no specific history of the events, Oakley may want to have in place a contingency plan in the event of a landslide.

8.2.4 NORTH SUMMIT AREA EMERGENCY MANAGEMENT ZONE 3

This zone encompasses the eastern side of the Summit County and includes the cities of Coalville and Henefer and the unincorporated communities of Wanship, Hoytsville, Rockport and Upton. The area's population is estimated at about 5,000 persons the about half of whom live in the areas two cities and the rest in rural or semi-rural areas.

The area's transportation network is centered on Interstates 80 and 84. Most residents use these state roadways but also rely on local and county roads. The area is divided by the Weber River as it flows out of Rockport Reservoir through Wanship, Hoystville, Coalville and Henefer. Chalk Creek descends from the high Uintas through the Upton area to Coalville.

The Union Pacific Railroad also parallels Interstates 80 and 84 from Evanston Wyoming to Henefer and then on to Ogden Utah. The area's basic road and planning services are provided at the city level with all other services provided by Summit County.

The area has a history of being more self-sufficient and therefore has a very small public sector which provides basic services. In recent emergency events, large numbers of local residents participated in mitigation activities.

North Summit Community Hazards

The North Summit area faces potential impacts from the following hazards:

- Wildfire Any of the canyon areas out of the valleys are subject to significant wildfire risk.
- Flooding The Weber River and Chalk Creek create flood potential around the Coalville area.
- Drought Area is subject to the same risks as the remainder of the county.
- Dam Failure Potential for problems from failure of either Echo or Rockport dams.
- HazMat Event Problems with rollovers on both I-80/I-84 and potential spills from railroad.

Wildfire Hazards/Resources

Much of the North Summit area is within the urban/wild land interface and is subject to significant risk from wildfire. About 40% of county wildfire calls are for fires within the North Summit area. Major areas of concern are Chalk Creek, Cherry Canyon, Rockport, Echo Creek Ranches and similar remote areas with limited water supply. The area has experienced significant fires in the past in the upper Chalk Creek area.

The area is well served by the North Summit Fire District, a volunteer district with about 25 trained wildfire trained firefighters. The District is actively working at upgrading its training and capacity to fight major fires.

Flooding Hazard/Resources

Chalk Creek and the lower Weber River around Coalville represent the greatest flood risk within this zone. The Rockport dam provides some opportunity to control the flows of the lower Weber but flows along Chalk Creek, especially through Coalville are uncontained. Unfortunately, the one USGS monitoring station measuring Chalk Creek flows is below town by the City's sewer plant. An additional station should be installed above Coalville to assist in the active monitoring of Chalk Creek during heavy flow years.

Additionally, Coalville City should consider a comprehensive flood control plan through the section of Chalk Creek that comes through the city. Currently, many homeowners have installed their own bank reinforcements without taking into account the impact of that mitigation on downstream users.

Drought Hazard/Resources

Since the area does not have a unified community water system, it would be difficult to implement a common regional strategy in the event of a long-term drought. This could represent a major concern for area residents. This issue should be addressed at a regional level with the involvement of the area's cities.

Dam Failure Hazard/Resources

The residents of North Summit ace the unlikely potential of dam failure. Both dams along the Weber River are maintained by the Bureau of Reclamation. Currently, major repairs are in the process of being completed for the Echo Dam.

The Bureau of Reclamation has emergency procedures in place to monitor and report on problems at their dams. It is likely that there would be sufficient time for public notification prior to any potential dam failure.

HazMat Hazard/Resources

Given the zone location along I-80, I-84 and the Union Pacific Railroad, Zone 3 faces a higher potential for a significant hazardous materials spill in the future. According to a transit study at the Echo Port of Entry, there are 3,000 trucks traveling down I-80 daily carrying hazardous materials. Area fire agencies respond to about hazmat incidents annually along the I-80 corridor.

8.2.5 WILDLAND FIRE DISTRICT EMERGENCY MANAGEMENT ZONE 4

This area of Summit County is that territory outside of any structural fire district. It has the lowest full time population of any of the zones but has a large number of cabins and second homes. The area is entirely unincorporated and has access to the least amount of public services of any of the areas within the county. The area's transportation network is either state public roads SR 150, gravel public roads (upper Weber Canyon) or poorly maintained private roads (Tollgate area, Redhawk etc.).

Historically these have been seasonally occupied cabin areas with a trend towards somewhat more permanent residency in these areas. When that occurs then demand for public services will increase. All services in this zone are provided by Summit County but service levels are much lower than in more developed areas.

Wild land District Hazards/Resources

Not surprisingly, the major hazard within this zone is wildfire. The district is the largest geographic area among the county emergency management zones and the most remote from services. Major areas at risk are:

- Tollgate Canyon
- Brown's Canyon
- Upper Weber Canyon
- High Uinta's

Despite their remoteness, these areas have a significant number of full time or seasonal housing units at risk

of wildfire. Between the subdivisions of the high Uintas, Tollgate, upper Chalk Creek and other scattered remote subdivision, there are approximately 3,000 housing units within this zone. More challenging is that the high fire season (June-October) is when these units are most likely to be occupied. Over the last five years, fire fighters have responded to an average of 20 wildfire calls per year within this district. This area is also the where the County has experience the largest and most prolonged wildfires. In 2002, this zone experience two multi-day fires that cost over \$2,000,000 each to extinguish.

The area is served primary by the County Fire Warden and his assistant. These staff has actively worked with area residents to implement active fuel management programs to reduce their risk. Both the Tollgate Canyon and High Uinta subdivisions have surplus federal fire-fighting equipment headquartered on their properties. Despite these precautions and mitigations, the area remains at long-term significant risk of wildfire.

SECTION 9: DIRECTION, CONTROL, AND COORDINATION

The emergency response forces of the community (EMS, fire, law enforcement, public works and public health) are the primary forces of the county in response to community emergencies. When the local emergency forces are unable to meet the immediate demands of the event or require support from the Emergency Operations Center (EOC), the EOC will be activated to the appropriate level.

Summit County Emergency Management coordinates the resources to support major events when required. The County Emergency Manager, in collaboration with the County Manger, will focus on a declaration of a local state of emergency when it is determined that county resources are inadequate. If the emergency exceeds locally available resources, the Emergency Manager will request local and if needed statewide mutual aid. The county Emergency Manager may also request state assistance from the DEM, which is the state agency charged with coordinating the State of Utah's response to disasters.

Coordination of the County Emergency Management Plan (CEMP) components will be as follows:

1. All departments, agencies and organizations involved in the implementation of the CEMP will be organized, equipped and trained to perform all designated responsibilities contained in the plan.
2. All organizations will be responsible for the development and implementation of their own internal notification procedures.
3. All responding organizations are responsible for filling any critical vacancies; recalling personnel from leave and alerting those who are absent to other duties or assignments as required.
4. Unless otherwise directed, existing organization/agency communication systems and frequencies will be deployed.
5. Unless otherwise directed, the release of information to the public or media will be handled through the County's joint information center, under the direction of the county Public Information Officer.
6. 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 and worry-free response and subsequent duty.
7. At the EOC, all organizational and agency personnel will:
 - a. Report to the EOC check-in immediately upon arrival for an update on the situation and to confirm table assignments.
 - b. Provide their name, agency and contact information to the check-in officer.
 - c. Ensure adequate 24/7 staffing, if possible, for long term assignments.
 - d. Ensure that their departments/agencies are kept constantly informed of the situation, including major

developments, decisions and requirements.

e. Maintain coordination with other appropriate agencies and organizations.

f. Thoroughly brief incoming relief personnel and inform the appropriate section chief of the changeover prior to departing. Briefing will include, at a minimum, information on what has happened, problems encountered, action plan for the upcoming operational period and the location and phone number of the person being relieved.

9.1 SITUATIONAL AWARENESS

A primary function in the EOC is to establish and maintain situational awareness of the primary and secondary impacts of an emergency incident(s). This involves information gathering from both the incident itself and areas surrounding the incident. This task in the EOC is to develop the “big picture” of what has happened initial impacts of the event and an assessment of what secondary impacts may be coming and to plan for those potential events.

The County Emergency Manager is responsible for establishing procedures for the collection, coordination and analysis of information and planning activities in the EOC. This includes means of sharing information both among various sections of the EOC (Planning, Operations, Logistics, Finance/Administration and the Policy Group) and with outside support agencies, public information, elected officials and others.

9.2 COMMON OPERATING PICTURE

A common operating picture is established and maintained by the use of an integrated system for communications, information management, and situational assessment. This process allows for a continuous update of data during an emergency and provides for a common framework that covers the incident life cycle across jurisdictions and disciplines.

In the EOC, a common operating picture is established by having centralized information collection points that identify the location and severity of critical incidents (preferably on maps), the status of resource orders (using a visual tracking system), details of public announcements, summaries of incoming citizen requests and reports for field incident command.

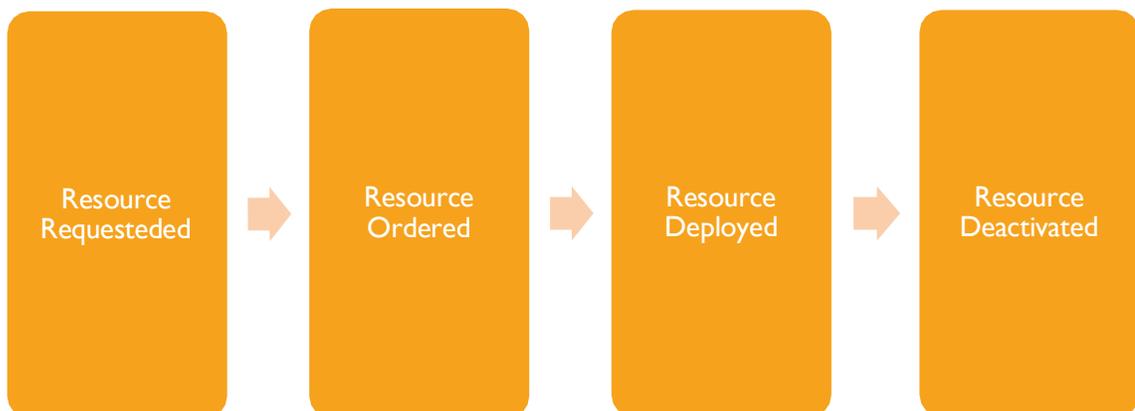
The role of the EOC in maintaining the common operating picture involves the use of the following techniques within each operational period:

- Periodic group briefings to all EOC participants
- Visual display of all known critical incidents with known responses
- Use of static or electronic displays of resource orders showing where resources are in the process of Ordering – Acquisition – Activation – Deactivation.
- Use of ICS forms which are routed on a specific track through the key sections of the EOC with each section keeping a copy of a five part 213 RR form as follows:

RESOURCE ORDERING AND DOCUMENTATION CYCLE



RESOURCE TRACKING CYCLE



Another essential information management function within the EOC is the tracking of critical incidents. This should be done in a centralized location so that all of the EOC sections and participants are operating from a common understanding of the evolving situation. This information is typically managed by the Planning Unit and all incoming information is funneled to the Situation Unit Leader in the Planning Section. Since the operational priorities both in the field and the EOC revolve around life safety, incident stabilization and property conservation (LIP) a summary of critical incidents regarding these priorities needs to be maintained. A typical example of what such a critical incident log may look like from the results of an earthquake is depicted in the following table.

CRITICAL INCIDENT SUMMARY

Type of incident	Location	Details	Time/Day Report	Info Source
1 fatality	1 st and Main	Building collapse on elderly resident	8:15 am 8/15/13	Incident Commander
Road damage	100 Block of Main	Road buckled and filled with debris	8:30 am 8/15/13	Public Works Superintendent
Electrical Power outage	Citywide	Damaged lines and transformers	9 am 8/15/13	Utility representative
Burst water lines	200 block of Central	Main burst repairs underway	10 am 8/15/13	City water staff
Building fire	215 Central	Electrical short, crew on scene	11 am 8/15/13	City fire department
12 families homeless	Various areas of old town	Shelter set up at High School	1 pm 8/15/13	Red Cross
20 Injured citizens	Main hospital	Treatment under way at emergency	3 pm 8/13/15	Emergency room staff

9.3 EOC PRIORITY FUNCTIONS

There are many ways to categorize the priority functions within the EOC but they all evolve around a strategic planning process. The major functions within the EOC and who is responsible for accomplishing them is noted in the following chart.

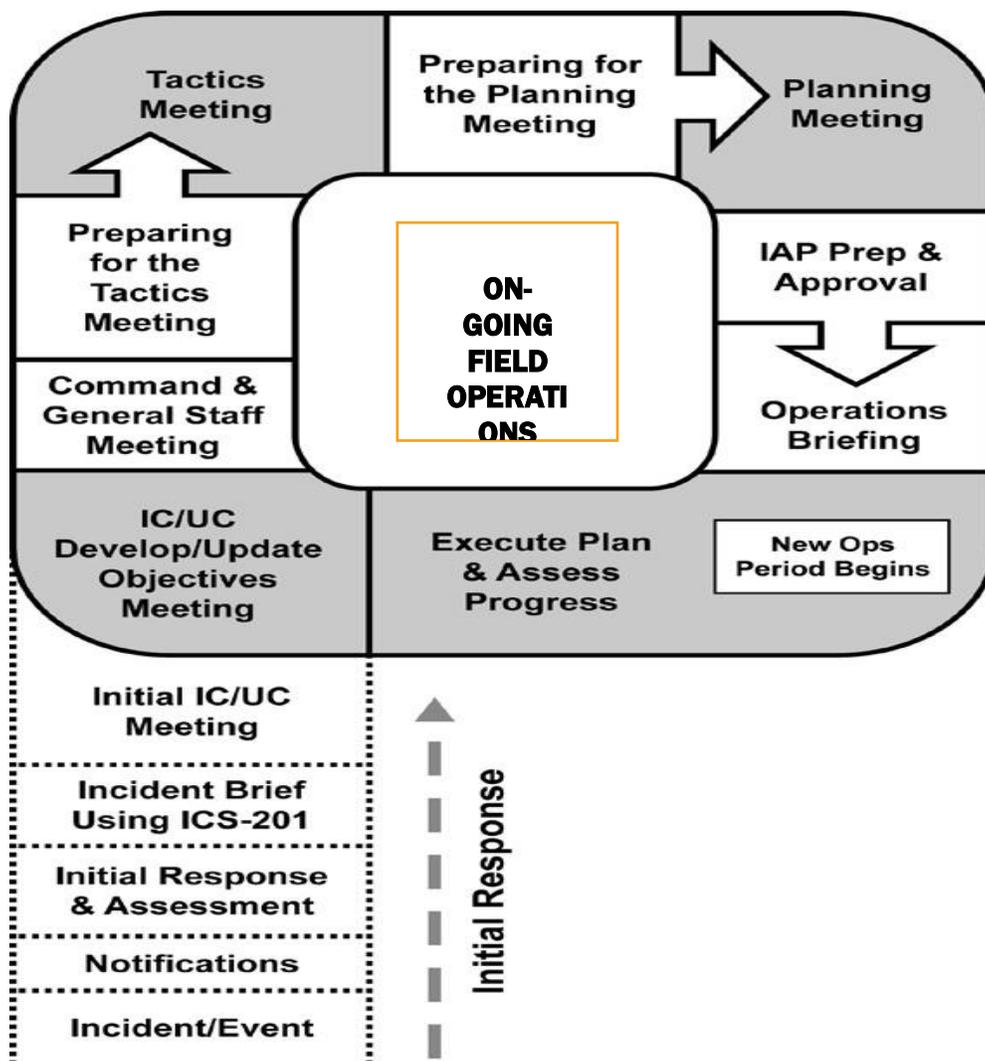
MAJOR EOC FUNCTIONS AND RESPONSIBLE PARTIES

Priority function	Responsible section
Operations Management	Operations Section
Situational Awareness	Planning Section
Priority Setting	Policy Group and Emergency Manager

Information Management	All participants but funneled to Planning Section
Record Keeping (including financial data)	Finance and Administration and Planning
Resource Management	Logistics
Prepare Incident Action Plan	Planning
EOC/ICS Interface	Emergency Manager

9.4 EOC PLANNING PROCESS

In many respects, the planning process is the engine that drives the EOC. The planning process within the EOC is highly focused on coordination of information, resources and processes to support field incident command. This process is depicted in the Planning P graphic noted below. After the initial activation of the EOC, the following repeatable steps are taken each operational period to review incoming information and prepare the Incident Action plan for the incoming staff for the next operational period.



9.4.1 Sequential Planning Tasks

Once the EOC has been activated, the Planning Section Chief in consultation with the Emergency Manager conducts the following meetings in this sequential order:

Phase 1. EOC Incident Briefing Emergency Manager Summarizes

Using FEMA Form 201 gather and document all known incoming data, maps and field reports into a concise summary. The primary tasks of this meeting are as follows:

- Establish and maintain situational awareness based on of all known impacts of the incident.
- Establish initial EOC objectives and priorities based on the current knowledge of incident impacts and the expressed or anticipated needs of field command.
- Prepare an initial EOC briefing agenda that provides staff with initial conditions and objectives
- Conduct an initial EOC Incident Briefing for the entire EOC staff.

Phase 2. Establishing EOC Objectives, Strategies and Priorities Command Staff Activity

The Planning Section's Situation Unit is responsible for collecting and organizing the incoming information into a brief but comprehensive situation unit report. One of their initial tasks is to establish the operational period, meeting times to prepare the Incident Action Plan (IAP). This plan must be ready for the incoming staff prior to the next operational period, which may typically be in 8-12 hours depending on staffing levels and the nature of the incident.

The primary task in this phase involves organizing, evaluating and analyzing the information to provide the best situational understanding. Based on that understanding and the availability of known resources, the Planning Section reviews the initial objectives from the initial incident briefing and information provide by Field Incident Command. Planning, in consultation with other sections prepares initial strategic priorities and objectives based on the following established priorities:

- Public health and safety (better known as life safety);
- Estimated costs (including property conservation;
- Environmental, political and legal considerations;
- Incident stabilization; and
- Long-term community recovery.

During this phase objectives that are developed should follow the SMART model which means they are:

- S: Specific to the incident requirements
- M: Measurable so that progress can be objectively measured
- A: Assignable by noting who will do this task
- R: Realistic by stating what can be accomplished with available resources
- T: Timely by specifying when a measurable result can be achieved.

The results of the objectives meeting are reviewed and refined by the command and general staff (Emergency Manager, Sections Chiefs and Public Information Officer).

Phase 3 Planning Meeting Planning Section Chief Chairs Meeting

The planning meeting phase of the EOC cycle refines the overall incident objectives which may last for multiple operational periods or even the entire incident, into a strategic direction to be accomplished within this operational period. This meeting involves the general and command staff which focuses on the following objectives and strategic priorities by each participant and section chief:

Emergency Manager	Discuss strategic priorities and objectives re: information flow in the EOC
Operations Chief	Discuss strategic priorities and objectives re: Operation unit concerns
Logistics Chief	Discuss strategic priorities and objectives re: Logistics unit concerns
Planning Chief	Discuss strategic priorities and objectives re: Planning unit concerns

During these discussions meeting notes are taken and decisions made as to final strategic objectives. A draft Incident Action Plan is reviewed and discussed.

Phase 4 Preparation and Approval of Incident Action Plan Planning Team

The next step in the planning process is to ensure that the Incident Action plan is in an appropriate format for the complexity of the incident. Any adjustments made in the planning meeting to the plan written into the final Incident Action plan for the next operational period. The signature of the Emergency Manager is obtained. The Planning Section Chief is responsible for assigning specific tasks and completion deadlines identified in the IAP to specific members of the EOC. The EOC Manager disseminates the IAP to the incoming shift with the support of the outgoing command staff. During the briefing, the EOC Manager and/or command staff accomplishes the following:

- present the Incident Action Plan to the Incoming relief personnel;
- review the current event status in the field and the EOC;
- review the current organizational structure;
- review current public information releases and restrictions;
- review current resource requirements and tracking status and forecasts;
- review status of the incident with changes over the operational period;
- Make any last minute adjustments to staffing.

Phase 5 Evaluation, Revision and Execution the Incident Action Plan

The incoming EOC Manager and command staff evaluates the progress made on the IAP in the previous operational period, include new information and revise the IAP for the current operational period. They must then begin to work with the Planning section of the development of an Incident Action Plan for the following operational period.

10. ADMINISTRATIVE PROCEDURES

- The County Emergency Manager monitors community conditions on a 24/7 basis under a level III state of readiness . The County EOC is generally not staffed until a major incident.
- The operational readiness of the EOC is the responsibility of the County Emergency Manager.
- Narratives of incident response and after action reports will be prepared.
- All written records and other documents will follow the principles of the National Incident Management System (NIMS).
- All agreements and understandings must be entered into by duly authorized individuals and should be formalized in writing whenever possible prior to emergencies.
- Organizations tasked with implementing responsibilities of this plan must provide for their own administrative and logistical needs and for the preparation and maintenance of resource lists for carrying out their emergency responsibilities.

10.1 Reports and Records

Reporting guidelines. Summit County Emergency Management will submit consolidated reports of incidents from county municipalities to the State Division of Emergency Management, FEMA and other governmental agency with oversight. Local governments will submit declarations of emergency, requests for assistance, situation reports and damage assessments to the Summit County Emergency Manager. Municipalities will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations. Narrative and written log records will be kept by municipal emergency management. These logs and reports will be the basis for status reports to the county and state.

Preliminary damage reports are a necessary basis for the governor's decision to declare a state of emergency and to request a presidential disaster declaration. The accuracy of these reports will determine the specific types of assistance that may be made available to an affected area.

Summit County Emergency management will submit the appropriate post emergency reports to the:

Utah Division of Emergency Management
110 State Office Building
Salt Lake City, Utah 84114
801 538-3400

10.2 Financial Management

Summit County will assign specific responsibility with the EOC to staff in the Logistics and Finance/Administration Units to track resource requests and cost. The Planning Section will also manage the documentation of the resource allocation process as noted in this plan. The four basic ways of meeting a resource request are as follows:

- Local forces are those under the direct control of the county EOC. They can be assigned based on priorities established by the EOC.
- Mutual aid can be requested by the county EOC to augment local forces during a locally declared state of emergency. All requests for mutual aid should follow the procedures established by the Division of Emergency Management.
- The County Manager has the authority during a declared state of emergency to authorize the acquisition of any needed goods and services deemed essential to address public safety, incident stabilization or property conservation.
- The County Council can authorize additional expenditures once the authority of the County Manager has been exhausted.
- All procurements and expenditures will be documented in a manner that will facilitate reimbursement. All receipts and invoices will be forwarded to the County Auditor in a timely fashion. If the County was federally declared, the county auditor will submit for reimbursement. If the county was not federally declared, the documentation will serve as a recorded history of activity with expenditures.

10.3 Accounting

Complete and accurate accounts of expenditures and obligations, including personnel and equipment cost will be tallied and maintained by the Finance and Administration and Planning units of the EOC during the event. Such records are essential to identify and document cost which are eligible for reimbursement. 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 county auditor will coordinate the reimbursement documentation for the FEMA Public Assistance program during a presidential declared disaster for county government.

10.4 Logistics

- Summit County Emergency management maintains current resource information on supplies, equipment, facilities and skilled personnel available for emergency response and recovery operations.
- The Logistics unit of the EOC provides logistical and resource support, including locating, procuring, issuing resources (such as food, water, supplies, facilities and personnel) to local entities involved in the delivery of emergency response and recovery efforts.
- The County Manager has the authority to establish price freezes or ration critical supplies as needed.

SECTION 11. AUTHORITIES & REFERENCES

11.1 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 Action 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 63, Chapter 3, “ Emergency Management Act”

Summit County

Summit County Code Chapter Title 5, Chapter 4 Emergency Management

State of Utah, Emergency Operations Plan

National Response Framework

- State of Utah 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

11.2 Acronyms

<p>ALF - Assisted Living Facilities ARC - American Red Cross ARES - Amateur Radio Emergency Services CAP - Civil Air Patrol CCO County Coordinating Officer CEST - Community Emergency Support Team CISM - Critical Incident Stress Management CDP - County Dispatch Center DES – Division of Emergency Services/Homeland Security DFO - Disaster Field Office DMAT - Disaster Medical Assistance Team DMORT - Disaster Mortuary Response Team EAS - Emergency Alert System (Replaces EBS) ECO - Emergency Coordinating Officer EHS - Extremely Hazardous Substance EMP – Emergency Management Plan EMS - Emergency Medical Services EMNS - Emergency Management Notification Systems EOC - Emergency Operations Center EPA - Environmental Protection Agency EPI - Emergency Public Information FAA - Federal Aviation Administration FCO - Federal Coordinating Officer FEMA - Federal Emergency Management Agency GAR - Governor’s Authorized Representative GPS - Global Positioning Satellite HAZMAT - Hazardous Materials IA - Individual Assistance ICS - Incident Command System ICP - Incident Command Post IMS - Incident Management System</p>	<p>JIC - Joint Information Center LEPC - Local Emergency Planning Committee LOC - Level of Concern NERT - National Emergency Response Team NDMS - National Disaster Medic System NFIP - National Flood Insurance Program NOAA - National Oceanic Atmospheric Administration NWS - National Weather Service PA - Public Assistance PAO - Public Assistance Officer PDA - Preliminary Damage Assessment PIO - Public Information Officer POC - Point of Contact POC - Public Officials Conference PSN - People With Special Needs RACES - Radio Amateur Civil Emergency Services RC - Recovery Centers RIAT - Rapid Impact Assessment Teams RRT - Rapid Response Team SAR - Search And Rescue SBA - Small Business Administration SCO - State Coordinating Officer SERC - State Emergency Response Commission SEOC - State Emergency Operations Center SERT - State Emergency Response Team SWP - State Warning Point USAR - Urban Search And Rescue UDOT - Utah Department of Transportation UNG – Utah National Guard WFZ - Wasatch Fault Zone</p>
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SECTION 12: 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

County Coordinating Officer (CCO): The CCO is assigned to coordinate county resource support activities and information sharing following a major county emergency event or disaster. The CCO is responsible for all EOC coordination of resources, programs, and ESF groups for affected jurisdictions, individual victims, and the private sector. CCO is responsible for preparation of ISP which would include identifying operational periods and for filling command and general staff positions as needed.

County Manager: Chief Executive Officer of the County

County Council: The assembled elected leadership of the county

County Liaison Officer: Point of contact for assisting and coordinating county agencies. The Liaison Officer should establish relationships with county agencies and be able to communicate information effectively with them.

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 and communities of this state to damage, injury, and loss of life and property resulting from natural, technological, or human-caused emergencies or hostile military or paramilitary action
- 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

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

Emergency Management Assistance Compact (EMAC): A congressionally ratified organization that provides form and structure to interstate mutual aid. Through EMAC, a disaster-affected state can request and receive assistance from other member States quickly and efficiently, resolving two key issues up front: liability and reimbursement.

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 Management Plan (EMP): Overview of Summit County's emergency response organization and policies. It cites the legal authority for emergency operations, summarizes the situations addressed by the EMP, 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.

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. This management system is also used in the Emergency operations Center

Incident Support Plan (ISP): Incident Support Plan (ISP): The ISP includes the overall incident objectives and strategies established by the Emergency Manager for EOC operations. The Planning Section is responsible for developing and documenting the ISP.

Joint Information Center (JIC): The primary location for the coordination of media relations located in or near the Emergency Operations Center.

Joint Information System (JIS): Provides the public with timely and accurate incident information and unified public messages. This system employs Joint Information Centers and brings incident communicators together during an incident to develop, coordinate and deliver a unified message. This will ensure that federal, state, and local levels of government are releasing the same information during an incident.

Local Government: Local municipal governments, the school board and other government authorities created under county or municipal legislation.

Local Nonprofits: Nonprofit agencies active in providing local community services that can either provide assistance during an emergency or would require assistance to continue providing their service to the community. United Way Agencies are an example of local nonprofits under this category.

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

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules and requirements applicable to

county emergency management agencies. Each municipal Emergency Operations Plan must be consistent with and subject to the applicable county Emergency Operations Plan. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county. This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

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 county coordinating officer 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.

Policy Group Liaison: Individual assigned to act as liaison to coordinate county policy group and readiness and decision making processes. Effectively communicate executive level concerns and decisions during emergency operational periods to and from the County Coordinating Officer.

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

Public Information Officer: Responsible for the organization and dissemination of information to the policy group, elected officials, media and the general public.

Safety/Security: Safety/security is monitored and measures are developed for ensuring a safe and secure environment in which to run emergency operations.

State Liaison: Individual appointed by the Utah Division of Emergency Management to act as liaison during emergency periods to coordinate state actions for providing effective coordination and communications during the event.

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