

FARMINGTON CITY  
EMERGENCY OPERATIONS PLAN

April 19, 2011

11/3/2011

i

Basic Plan



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## ***Farmington City Government Approval***

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

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

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

APPROVED Date: \_\_\_\_\_

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
City Council

## ***PREFACE***

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

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

Paul E White  
Emergency Preparedness Coordinator  
April 15, 2011

## ***Authority***

Federal Civil Defense Act of 1950, as amended.

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

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

Utah Emergency Management Act of 1981, as amended.

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

THIS PLAN WILL BE ACTIVATED BY THE FARMINGTON CITY MAYOR OR CITY COUNCIL , OR THE  
FARMINGTON CITY EMERGENCY SERVICES DIRECTOR.

THE GOVERNOR OF THE STATE OF UTAH OR THE PRESIDENT OF THE UNITED STATES WILL BE  
THE ONLY AUTHORITY TO DIRECT THE EVACUATION OF THE ENTIRE POPULATION TO ANOTHER  
CITY.

## ***Plan Development and Maintenance***

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

## ***Hazard Analysis***

### Background

Farmington City is located in Northern Utah within Davis County.

The high, rough slopes of the Rocky Mountains' Wasatch Range border the entire east side of the City. To the west, the Great Salt Lake fronts the fringes of the City's land mass. The City's population is over 17,235 as of 2008. Farmington is the county seat of Davis County, which is located at mid-point of the county. A freeway (Interstate 15) and railroad system traverses the entire length of the City and provides the only major access and egress route for the City.

A major military installation, Hill Air Force Base, is located north of the City and serves as a repair facility for military aircraft and as a training base for Air Force pilots (F-16).

### Soil

The soils in Farmington City are, for the most part, well drained and have moderate slope, except near the Great Salt Lake where there is considerable clay in the soils and a high water table. The soils are capable of good productivity, but are rapidly being developed into residential areas. Next to the mountains the slopes are steeper with homes being constructed up to the forest service boundaries.

The soils best suited for agriculture, those that are well drained and fairly level, are also best suited for urban development. Soils in the extreme western part of the City along the shores of the Lake are unsuitable for agriculture and urban development because of high alkali content or high water table.

### Climate

Farmington City has a desert climate with cold winters and hot summers. In spite of the fact that evaporation exceeds precipitation in this climate, the City is known as the "Garden Spot of Utah." Mountain streams have historically provided water for irrigation.

### Flooding

Runoff from melting snow, and summer flash flooding has historically been the major cause of flooding problems in Farmington City. Several major residential areas and are

situated in flood plains, and as a consequence, they have suffered property damage from flooding in past years. Flood plain studies were conducted for Farmington City some years ago. Those studies will be re-examined in 2003/2004. Information regarding flood hazard areas may be obtained through the State Division of Emergency Services & Homeland Security, State Office Building, Room 1110, Salt Lake City, Utah, 84114, 538-3400.

A "one hundred year" flood, or one that has a one percent chance of occurring in a given year, would cause major destruction and could result in the loss of lives in the flood plain areas.

## Mudslides

Farmington City has a significant landslide potential, and danger of slides exists. There are 5 drainages/canyons that empty onto the Farmington City benches. Hundreds of homes and many businesses have been constructed in the mouths of these drainages/canyons and on alluvial plains in the City. Such events would most likely occur during the spring runoff period, but could also occur during summer and fall months in prolonged wet weather patterns. No warning systems are in place to warn citizens in any of these areas. Detention basins have been constructed at the base of some of the drainages. Most have limited capacities. Any such event would be preceded by little, if any warning, resulting in an undetermined number of people being adversely affected, a large number of homes would be damaged and/or destroyed, lives would be lost, public utility systems would be damaged.

Efforts should be made to utilize proper land use planning, particularly in areas with steep slopes and areas near range fronts.

## Earthquakes

Farmington City contains one of the highest density of faults in the state, yet no major quake has been recorded with its epicenter in the City. The main fault follows the base of the Wasatch Range at or near the National Forest boundary. New housing developments along the eastern areas of Farmington, as well as the Lagoon Amusement Park, are astride the main fault, or on one of the identified branches, and are subject to damage by shaking. A major earthquake centered within or near the City would affect the entire City. According to geologist from the Utah Geological Society, Farmington City has and could experience magnitude 7.0 to 7.5 earthquakes.

The principle hazards resulting from earthquake activity may be divided into two categories. The first category hazard results in displacements of ground on opposite

sides of the fault, with severe consequences to structures built across the ruptured ground surface. The Wasatch Fault is a normal fault with the valley being pulled apart from east to west. An earthquake of sufficient magnitude would result in a drop of the valley floor of up to 12 feet along the bench in areas closest to the epicenter. If this occurred in Farmington City, results would be wide spread, including a new lake shoreline east of its present location and many water, sewer and gas utility lines being severed along the new fault scarp and elsewhere. In addition to the displacements along fault lines, earthquakes cause ground shaking over wide areas, with the greatest intensity of shaking generally nearest the source of the earthquake. Such ground shaking can cause the failure of structural elements, which could lead to the serious damage or collapse of buildings. A high percentage of residential structures in the City have been built after 1960, and therefore, are better able to handle the stress of this shaking. However, many older homes could suffer considerable damage in a large earthquake.

### Liquefaction

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

### Slope Failure & Rock Fall

Earthquake ground shaking will lead to failure of slopes that are stable under quasi-static (normal) conditions. These slope failures occur because the earthquake causes an additional load over and above the slope. Along the Wasatch Front there are numerous landslide scarps of slides that probably occurred during a recent strong earthquake. Since that time, many natural and man-made slopes have come into being, which although stable at present may fail during the earthquake.

In those areas where large boulders exist at or near the surface which may become displaced and roll downhill into developed areas, this hazard is compounded substantially by earthquake ground motion. More and more homes are being constructed in the foothill areas throughout the City. Earthquake shaking could displace many boulders from their present positions of stability on the hillsides above the areas and allow them to roll into and through homes to positions of stability on the gentler slopes of the bench areas below.

## High Winds

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

## Fires

Fires can occur in almost any area in Farmington City. The major disaster threat occurs in two forms - forest fires and industrial accidents.

A forest fire is more likely to occur during the hot summer months than at other times of the year. Whether they are man caused or lightning caused, the result would be the same. The Urban/Wildland interface has been, and continues to be encroached upon with many homes being built along the eastern foothills of the City, many bordering on the Wasatch National Forest. A fire in these areas would be difficult to control and likely lead to the loss of residential structures.

An industrial accident resulting in an explosion or fire is possible at all major industrial sites.

There is one Fire Department in the City; Farmington Fire staffs 1 station with 2 persons during the daytime.

The fire department makes primary response to Wildland fires in close proximity to city/forest service boundaries, with State and/or Forest Service personnel arriving second. This allows for the quickest response to such incidents.

## Hazardous Materials Incidents

Many hazardous material spills are the result of transportation accidents. Interstate I-15, the main north south artery through Farmington City, passes through making a

transportation accident a potential threat to life and property. Almost 10% of all truck traffic is carrying hazardous materials. A rollover or accident could cause the spilling of fuels, fumes or vapors, which might affect large residential areas. If people in those areas were exposed to toxic fumes or vapors, they would have to either shelter in place, or be evacuated.

Railroads parallel the Interstate and pass through sections of city where the growth rate of new subdivisions is rapid. Derailment of tank cars or cars carrying dangerous substances would have the same potential problem as truck accidents.

In addition to the transportation hazard, there are a number of facilities in the City, which either produce or store a wide variety of hazardous materials in various quantities on site. An accident involving many of these chemicals could result in injury and/or illness to employees and surrounding residents. An accident could result in a need to evacuate or call for sheltering in place. Most facilities have a means in place to notify employees of a spill on site, however, only a few facilities have alert systems in place for public notification of any sort.

Facility personnel usually perform primary HAZMAT response in larger facilities. Primary response to all other incidents is made by the jurisdictional fire agency. Secondary response would come via mutual aid by other departments within the county. Both South Davis Metro Fire Agency and Layton Fire Department are staffed with personnel and equipment capable of Technician Level response. Kaysville Fire Department, located centrally in the City is also equipped with some decontamination supplies. Farmington's fire department personnel are trained to either HAZMAT operations level or technician level. This allows us to handle most any HAZMAT incident in the County without need of requesting assistance from other counties.

#### Fallen Aircraft

Much of the air traffic from Hill Air Force Base and Salt Lake City crosses the City on their takeoff or landing pattern. Crashes could occur and result in fires, extensive property damage, and loss of life. Currently, there is little if any capability for emergency personnel to access swamplands and shallow waters of the Great Salt Lake. An aircraft crash into those areas would be extremely difficult for rescuers to reach. The loss of life aboard the aircraft would likely be very high.

Radioactive and other hazardous materials are transported by air, as well as military aircraft traffic, increasing the danger potential. Hundreds of flights occur each week from Salt Lake and Hill Air Force Base airports. Salt Lake Fire will respond to aircraft accidents that they can reach north of the Salt Lake International Airport and into the southern portion of the City. Hill Air Force Base Fire will respond to any military aircraft crash in Farmington City.

## Power Outages

Major power outages have occurred in the past and will continue to present large-scale problems, some for extended periods.

Nursing homes and elderly care centers, which do not have private generating capabilities, will also be seriously affected.

## Dam Failure

While no major dams exist in Farmington City, there are many relatively small impoundments that constitute a "high" hazard. (See Department of Natural Resources, "Dams in Davis County"). There are 6 small dams and debris basins that have been given a "high hazard" classification by dam safety officials due to their proximity to population centers. Many of these are built on the east bench areas.

Also to consider, is the Weber Basin secondary water system. A large diameter pipe runs from the mouth of Weber canyon along the foothills to Bountiful. Water runs thru this pipe during the entire year with the larger volume during summer months to provide secondary water to the majority of South Davis County. An event causing this pipe to burst would have catastrophic consequences. Millions of gallons of water would flood the area of the break causing a great deal of destruction.

## Climate Hazards

In recent years, natural hazards researchers have begun to study the unique problems of managing a climate sensitive area.

Sometime in 1982, a climate change occurred in Northern Utah that resulted in wetter conditions that led to two springs of severe snowmelt floods, landslides, mudslides and a marked increase in the level of the Great Salt Lake.

Although the Lake had been rising generally since its historic minimum in 1966 (with some retrenchment during the drought years of the mid 1970's), the rise quickened dramatically in the spring of 1983 through 1986 when it exceeded 4,210 feet. While the attention of local and state authorities was first drawn to snowmelt flooding, it soon became apparent that the floods, and continued wetter than normal conditions associated with below-normal evaporation, had left a legacy of problems associated with inexorable lake level rise, including the threat of inundation to homes, highways, utilities, recreational facilities and wildlife preserves. The pumping project on the Great Salt Lake has lowered the lake's level. The lake's level in the fall of 1991 had dropped below 4,200 feet or back to pre-1983 levels. The lake level will continue to fluctuate

over years to come, posing a never-ending threat to farms, housing and roadways in the lower elevation levels of the City.

## Terrorism

In the wake of foreign and domestic terrorist acts that have occurred in the United States over the last few years, we must consider the threat of such an act to Farmington City.

The City is located next to the largest metropolitan area of Utah and the state capitol, Salt Lake City. Our south City line is within 13 miles of the state capitol building. A terrorist act directed at the capitol city could easily affect or include Farmington. The main north/south traffic artery through the City is I-15. Alternative routes through the City are very limited, especially through Farmington. An event that blocked traffic in these areas would severely compromise traffic flow through Utah.

Also, located near I-15 and south of city population are 4 petroleum refineries in southern Davis County. An attack to these facilities could result in large fires/explosions and/or the release of hazardous chemicals, and could also result in shutting down I-15 traffic. Along with the refineries, there are a number of chemical storage, production and/or transportation facilities in both ends of the County. A release of some of these chemicals could result in wide spread illness, panic and evacuation.

We must also consider our water supplies. The majority of our culinary water comes from wells stored in reservoirs. Contamination of that water supply would adversely affect most of the City.

The fact that Hill Air Force Base is located north of the City is also a legitimate consideration. Both an active fighter wing and a reserve fighter wing fly out of the base. The base also does repair on a number of different Air Force planes. Even with existing security on base, it may be a vulnerable target. An attack to the base could result in affecting the safety of many civilians on and off base, and could require emergency response from civilian responders.

Terrorists could attack using a variety of methods. Determining the real probability of an attack in Farmington City or an attack that affects citizens within the City is a difficult task. Based on the fact the terrorists are constantly developing methods to terrorize our nation and considering our location in Utah, it is not something that we can ignore.

## Nuclear

There is the possibility that a nuclear accident could occur in Farmington City due to the radioactive materials being transported on the freeway and rail systems.

Also, there persists the possibility of a nuclear attack from another nation directed toward this area due to the military importance of Hill Air Force Base and the Chemical Depot in Tooele City. A potential attack situation would require massive movement of people to "host" areas or to "in shelter" protection.

There is a nuclear power plant to the north of Utah in southern Idaho. Because prevailing winds are out the northwest, a power plant accident there could result in evacuation of large numbers of citizens from this area for an extended period of time.

Continuation of governmental operations, as well as protection of law enforcement and fire fighting personnel must be considered.

In case of a radiation incident, information for evacuation or relocation to shelter will be disseminated by the Davis County Sheriff's Office, Emergency Services Department.

#### Tests

Warning notification will be tested periodically, as directed by the City Emergency Services Department or local authorities.

## ***Situations and Assumptions***

### Natural Disasters

1. The earth is a dynamic, changing planet. Natural forces in the earth are constantly building continents and tearing them down simultaneously.
2. The process of continental crust change on the earth often results in earthquakes.
3. Earthquake activity is common in Utah. Farmington City has one of the highest density of faults in the state, yet no major quake has been recorded with its epicenter in the City.
4. The maximum credible earthquake for the Wasatch Fault is a Richter 7.5. An earthquake of this magnitude in Farmington City could cause personal injury and death, as well as extensive property damage.
5. Landslides and mudslides are possible virtually anywhere along the mountain slopes throughout Farmington City. Heavy snowmelt, runoff, flash floods or the actions of man can cause an otherwise stable slope to slip and result in serious damage to property.
6. Flooding is a problem in Farmington City. There are numerous small creeks and streams in the City.
7. The Wasatch Mountains in Farmington City rise sharply from the valley floor to peaks over 9,000 feet. Flash flooding during summer thunderstorms is a threat in this area.
8. Strong east canyon winds are common in the Farmington City area and have caused significant property damage.
9. Because Utah is largely a desert state, drought is common. A water shortage and drought in Farmington City could have a severe impact on the agriculture base as well as population centers of the City. Water rationing has been considered during prior droughts.
10. Range and forest fires are a threat during the late spring and summer months.

### Man-Made Disasters

1. Farmington City has several major transportation routes passing through it. These routes include one major freeway and two major rail routes.
2. Freeway and rail routes either pass through Farmington City or at least nearby them.
3. All types of materials are transported by truck or rail and pipeline daily. Some of this material is hazardous in nature and if released into the environment could cause personal injury and/or property damage. Hill AFB and numerous businesses in Farmington City use materials that are hazardous in nature on a daily basis.
4. Farmington City has no major dams. There are 6 relatively small impoundments and debris basins in Farmington City that have been given a "high hazard" classification by dam safety officials due to their proximity to population centers.

#### Terrorism

1. Due to the proximity of Farmington City to Salt Lake City, the International Airport and Hill Air Force Base, Farmington City is a potential target for domestic or international terrorism.
2. Terrorist use any and all forms of destructive activity to promote their cause.
3. The use of a Weapon of Mass Destruction in or near Farmington City would have devastating consequences to our citizens and emergency responders.
4. The probability of being able to warn citizens and responders of an impending terrorist attack is greatly dependent on investigation and surveillance of Federal, State and local law enforcement agencies and their current intelligence capabilities. We should assume that there would be no specific warning.
5. Responders will likely be overwhelmed in the event that a weapon on mass destruction is deployed.
6. Protection of critical infrastructure within the City will lessen the probability of, and/or affect from a terrorist attack.

7. The deployment of a WMD could result in the displacement and/or evacuation of a significant population of the City.

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

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

## ***General Concept of Operations***

### ***Divisions of authority***

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

assistance may include personnel, physical resources and/or command leadership.

- b. An incident resulting in a significant affect to the state and state resources will necessitate coordination between local and state officials.
  - c. State authorities will have a degree of jurisdiction over incidents involving state owned properties and interests. Every effort should be employed to function in a unified command management structure.
  - d. The state shall have authority to declare disasters and make other declarations as needed to protect state interests and citizens.
3. Federal:
- a. When an incident overwhelms the capabilities of local and state resources and capabilities, an appeal to appropriate federal authorities will be made. Upon arrival of such assets, federal officials will be integrated into existing incident command structures
  - b. Federal authorities will have jurisdiction over incidents in accordance with current federal regulations and laws.

### ***Activation of the EOC***

- 1. Essentially, the EOC is always active. This is due to the fact that it incorporates principles of response to basic, everyday incidents, response to hazardous materials incidents and the like. However, full activation of the EOC with activation of the Emergency Operations Center will occur only upon authorization of the City Mayor, City council or Emergency Services Director.
- 2. Sequence of actions:
  - a. Incident occurs or intelligence indicates incident is pending.
  - b. Notifications are made to appropriate response agencies, disciplines and/or personnel and officials.
  - c. Personnel respond as appropriate based on the type of incident.

- d. An assessment of the incident results in notification to the Emergency Services Director or Coordinator.
- e. The Emergency Services Director notifies the City Mayor or City Council.
- f. The EOP and EOC are activated to the extent necessary in accordance with the severity of the incident.
- g. Davis County Emergency Services is notified of the incident. Assistance is requested as needed.
- h. State Division of Emergency Services is notified of the incident. Assistance is requested as needed.
- i. Alerts/warnings are disseminated at the discretion of the incident command and/or the policy group.

## Functional Responsibilities

- 1. Incident Command
  - a. Establish command structure
  - b. Define perimeters
  - c. Evacuation/sheltering-in-place
  - d. Protection parameters for responders
  - e. Protection parameters for civilians
  - f. Protection parameters for property
  - g. Incident-wide communications
  - h. Order/obtain necessary resources
  - i. Transportation issues
  - j. Assess/restore critical infrastructure
- 2. Fire Department
  - a. Incident/Unified Command
  - b. Fire suppression
  - c. Emergent medical
  - d. Urban search and rescue
  - e. HAZMAT
  - f. Assist with evacuation
  - g. WMD monitoring
  - h. Manage fire department resources

3. Police Department
  - a. Incident/Unified Command
  - b. Traffic control
  - c. Perimeter control
  - d. Security
  - e. Evacuation
  - f. Mobile Command Center
  - g. Manage law enforcement resources
  
4. Health & Medical (Davis County Health Department)
  - a. Unified Command
  - b. Coordinate mass medical care
  - c. Medical Supplies
  - d. WMD/Illness monitoring/surveillance
  - e. Temporary morgue
  - f. Food monitoring
  - g. Quarantine management
  - h. Victim/patient identification
  
5. Public Works
  - a. Unified Command
  - b. Utilities assessment/restoration
  - c. Debris removal
  - d. Traffic control
  - e. Emergency demolition
  - f. Structural assessment
  
6. Public Information Officer
  - a. Establish a JIC
  - b. Collect information from incident command/resources
  - c. Provide information/warnings to media sources
  
7. Sheltering/Mass Care
  - a. Establish/manage shelters
  - b. Provide relief supplies to responders
  
8. Resources/Finance/Planning
  - a. Track costs
  - b. Track resources

- c. Purchase/acquire needed resources
  - d. Planning
9. Records/Declaration/Public Assistance
- a. Manage records
  - b. Manage cost per site
  - c. Properly declare "State of Emergency"
  - d. Request State and Federal Aid
10. Terrorism Preparedness
- a. Intelligence & Investigation
  - b. Alert & notification
  - c. Critical Infrastructure Protection
  - d. Dignitary Protection
  - e. Public information
  - f. Demobilization
  - g. NBC response
  - h.. Citizen corps
11. Communications
- a. EOC
  - b. ARES
  - c. Procedures
  - d. Warnings/notifications
12. Transportation
- a. Resources
  - b. Evacuation
  - c. Sheltering-in-place

## Administration and Logistics

### A. Mutual Aid Agreements

#### 1. Utah Interlocal Mutual Aid Agreement

Signed on April 14,, 1997

Contract number 1997-90

Between Davis County and the State of Utah

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

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

#### 2. Interlocal Agreement for Cooperative Fire Protection and Emergency Services

Signed on September 14, 1998

Contract number 1998-296

Between Davis County , Bountiful City, Clearfield City, Clinton, Farmington City, Kaysville City, Layton, City, South Weber City, Syracuse City, and the South Davis Fire District (which includes Centerville City, North Salt Lake City, West Bountiful, and Woods Cross City.)

Authorized under the Utah Interlocal Co-Operation Act, Utah Code Annotated, Section 11-13-1

Signed parties agree to assist each other by sending available resources to situations involving fires, public safety, public order, and other emergencies to the requesting jurisdiction.

#### 3. Emergency Mutual Aid in Force Protection and Police Incident Response

Signed on February 12, 2002

Contract number 2000-052

Between Davis County and Hill Air Force Base

#### 4. Explosive Support Services Agreement

Signed on November 29, 2000  
Contract number 2000-242  
Between Davis County and Morgan County

5. Explosive Support Services Agreement

Signed on November 29, 2000  
Contract number 2000-313  
Between Davis County and Ogden City

6. Explosive Support Services Agreement

Signed on December 6, 2000  
Contract number 2000-325  
Between Davis County and Weber County

7. Emergency Mutual Aid Interlocal Cooperation Agreement

Signed on September 28, 2004  
Contract number 2004-338  
Between Davis County, Box Elder County, Cache County, Morgan County, Rich County, and Weber County.

## ***Direction and Control***

A. Purpose

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

B. Overview of Operations and Organization

1. Management System

The emergency management system consists of:

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

This emergency management system is used in Farmington City whenever an incident occurs requiring the coordination of Federal, State and local agencies or departments. The nature and severity of the incident determine:

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

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

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

## 2. Agency Coordination

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

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

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

situation through frequent briefings and through the use of status boards.

### 3. Emergency Operations Center

The nature and scope of the incident determine the type of emergency coordination facility to be established. An Emergency Operations Center (EOC) will be established or activated in cases where the situation is jurisdiction-wide or extremely severe. A Command Post may also be established to coordinate site response. The Mayor/City Council or Emergency Services Director mobilizes the Emergency Operations Center staff. Upon activation of the EOC, the staff notifies the agencies or departments responsible for coordination within the EOC. The EOC is located with the Farmington Police Station, 620 S 200 E, Farmington, Utah.

If needed, an alternate EOC will be established at the Farmington City Community Center 160 S Main, Farmington, Utah. This move to the alternate EOC will take place in phases as the situation allows. Police and Fire vehicles can be used as mobile command centers. Davis County Sheriffs office has vehicles available in the event that both the primary and secondary EOC sites are unavailable, and for scene operations.

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

### 4. Staff at EOC

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

- a. The Policy Group which is responsible for developing policy, prioritizing actions and coordinating overall response operations.
- b. The Operations Group coordinates implementation of response actions, as described in each annex of this Emergency Operations Plan.
- c. The Planning Group is responsible for the collection, dissemination and use of information about the development of the incident and the status of resources.
- d. The Logistics Group is responsible for providing facilities, services and materials for the incident.

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

5. Incident Command

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

The Incident Command System will be used:

- a. In incidents involving multiple emergency response disciplines or agencies,
- b. In all incidents involving hazardous materials,
- c. Any incident that requires coordination of multiple personnel.

The Incident Commander will:

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

6. Staff at the Command Post

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

7. Incident Command/Unified Command

Incident Command will be established and incident command procedures will be followed on all incidents when two or more response disciplines, whether from the same or from differing jurisdictions, respond to and

arrive at the same incident. Unified Command should be established when multiple agencies/disciplines have committed significant resources or when multiple agencies have jurisdiction over the incident.

8. Relationship between Emergency Management and Incident Command

The Incident Commander will notify the Emergency Services Director when:

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

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

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

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

The Emergency Operations Center is activated:

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

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

9. County Coordination

Separate County EOC's and/or Incident Command Posts can and should be established during situations of mass disaster or as otherwise needed. Municipal resources will be coordinated from each municipal emergency coordination facility by the appointed emergency services director from that jurisdiction. These municipal emergency coordination facilities will coordinate with the City Emergency Services Director and keep him informed of their actions. The same relationships between Incident Command System and emergency management apply as described above.

**EOC Operations/Activation Criteria**

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

a. Officials of the Farmington City Mayor / City Council, along with the Emergency Services Director, shall conduct an immediate evaluation of the situation to determine:

**PUBLIC NEEDS**

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

**VICTIM NEEDS**

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

2. In the event it is determined that the capabilities of the affected department are not sufficient to provide the necessary disaster relief actions, the Emergency Services Director shall activate this plan and staff the Emergency Operations Center to provide such supplemental disaster assistance that may be required and that is within its capabilities. In this situation, it shall become the joint responsibility of the manager of the

affected department and Emergency Services Director to conduct coordinated direction and control of the disaster operations. In addition, officials of Farmington City may initiate a direct request to the American Red Cross, the Salvation Army and other voluntary organizations for additional disaster relief assistance. Additional assistance may be obtained from bordering counties in accordance with the provisions of existing mutual aid agreements.

3. If it is determined that essential disaster relief actions are within the capabilities of the affected local jurisdiction, local officials shall assume overall direction and control of the local jurisdiction's disaster operations.
4. When this Plan is activated, Farmington City departments/agencies shall be responsible for carrying out the disaster response functions prescribed in the Annexes of this Plan.
5. A local "Disaster Emergency" declaration shall be issued and forwarded along with the Preliminary Damage Assessment Summary to the State Division of Comprehensive Emergency Management (see Attachment 3 of ESF5).
6. During any natural emergency or disaster response or recovery operation, involved Farmington City departments shall collect record and maintain all cost data for the disaster operations in accordance with the provisions found in ESF5.
7. The Farmington City Emergency Services Director shall notify the Davis County Emergency Services (telephone 801-451-4100), State Division of Comprehensive Emergency Management (telephone 538-3400, radio receive 155.025 MHZ, radio transmit 155.985 MHZ, or NAWAS line), providing the information prescribed by OES Form 1, Local Government Initial Natural Disaster Report (see Attachments 4 & 5 of ESF5).
8. If, based upon the information contained in the Local Government Initial Natural Disaster Report and the Preliminary Damage Assessment Summary, it is determined that essential disaster relief actions are beyond the capabilities of both affected local jurisdictions and Farmington City, and that State or Federal government assistance is required, the State Disaster Coordinating Officer shall so advise the Governor. The Governor may issue a "State of Emergency" declaration and direct that State government assistance be provided to Farmington City. (See EFS 5 for greater clarification)

## ***Continuity of Government***

### A. Introduction

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

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

Note: This page will be revised as legal changes occur.

### B. General

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

### C. Operations

#### 1. Mayor/City Council

- a. In the event that the elected official chairing the policy group is unable to discharge the duties of his office, the line of succession of the Mayor to the Mayor Pro Tem, and City Council

#### 2. Department Heads

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

*List of interim successors is found in Attachments.*

### D. Crisis Management - EOC

1. All operations during an emergency or crisis situation will be managed from the Farmington City Emergency Operations Center (EOC), located in the Farmington Police Office, 260 S 200 E, Farmington, Utah. This office does not have 24-hour coverage but may be reached by calling 451-5453 anytime.
2. If an emergency situation renders this facility inoperable, the designated alternate EOC is 160 S Main, Farmington, Utah.
3. In addition to these designated EOC's, the Davis County Mobile Command Center or any police or fire vehicle may be used as a mobile command post as the situation dictates.

E. City Office Alternative

1. In the event that the current City offices are uninhabitable, secondary and tertiary locations are designated in order as follows:
  - a. Farmington Community Arts Center  
  
120 South Main Street, Farmington, Utah, the majority of the City offices would be placed in the Community Arts Center
  - b. Public Works  
720 W 100 N  
Farmington, Utah 84025
2. Logistics Responsibilities
  - a. Office Space: City employees are responsible to set up office spaces for all needed staff. This includes providing for temporary cubicles, tables, chairs, etc.
  - b. Technology: Information systems personnel are responsible for providing telephones and telephone access, computers, printers, fax machines, data, etc.
  - c. Office Supplies: Purchasing is responsible for providing all office type materials.
  - d. Security: Police Department personnel are responsible for all security operations.

## ***Attachments***

1. EOC Information/Groups/Functions with City Department Assignments
2. Interim Successor List
3. Functional Responsibility Checklist/Overview
4. Action Checklist for Disaster

## ***Emergency Operations Center***

### I. GROUPS

Policy Group – Establish policy in reference to the incident

Coordination Groups – Overall coordination of the incident with on-scene incident commanders

Operations  
Planning  
Logistics  
Finance

### II. CITY DEPARTMENT ASSIGNMENTS WITHIN THE EOC

Department	Assignments
Mayor	EOC Policy Group
City Manager	EOC, Policy Group, Incident Responce
Emergency Preparedness Coordinator	EOC Auxiliary Operations
Finance Director	EOC Auxiliary Operations
Attorney	EOC Policy Group
Clerk	EOC Policy Group, EOC Finance Group
City Council	EOC Policy Group
Engineer	EOC Auxiliary Operations, Public Works Incident Response
Health (Davis County Health Department) Response	EOC Policy Group, EOC Operations, Health & Medical Incident
Personnel	EOC Policy Group, EOC Finance Group, PIO
Planning	EOC Operations Group
Public Works Response	EOC Policy Group, EOC Operations, Public Works Incident
Recorder	EOC Operations Group
Red Cross	EOC Logistics Group

Risk Management  
Police Department  
Incidents, IC  
Treasurer  
Fire Department

EOC Planning Group  
EOC Policy Group, EOC Operations, L E & Emergency Medical  
  
EOC Auxiliary Operations  
EOC Policy Group, EOC Operations, L E & Emergency Medical  
Incidents, IC

## ***EOC FUNCTIONAL RESPONSIBILITY DESCRIPTIONS***

### **I. POLICY GROUP**

#### **A. Mayor / City Council**

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

#### **B. City Manager/Emergency Services Manager**

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Establish a City Emergency Operations Center (EOC) and be prepared to activate it at any time. This may include a twenty-four hour/day operation.
4. Function as a liaison between the affected local jurisdiction, Farmington City, Davis County, and the State Division of Comprehensive Emergency Management. Primary contact between Farmington City and the State Disaster Coordinating Officer.
5. Establish policies for the use of emergency funds and resources (State Emergency Resources Management Plan).

6. Establish priorities for the management and allocation of resources such as food, fuel, security forces, medical supplies, construction equipment, and other life support items.
7. Become familiar with the Damage Assessment procedures detailed in the State of Utah Natural Disaster Plan, Annexes N and O.
8. Establish damage assessment teams. These individuals should be familiar with building codes, public works, housing or the construction industry.
9. Coordinate communications capability and supplement where necessary.
10. Coordinate with City departments/agencies in the development of their emergency operation plans. Request that these agencies periodically update these plans.
11. Conduct training exercises for EOC personnel to acquaint them with emergency standard operating procedures (SOP's).
12. Appoint and train Shelter Systems Officer, or direct the local Red Cross representative.

#### C. Attorney

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

#### D. Public Information Officer

1. Under the direction of the Mayor/City Council, prepare and distribute public information material.
2. Designated single point of contact for the release of information both to the news media and the general public.
3. Interface with all City departments/agencies and private groups to gather and disseminate information and data for news releases.
4. Conduct meetings and training conferences for local input and increased emergency public awareness.
5. Coordinate with Human Services and volunteer agencies to pre-establish public inquiry centers in the City.

6. Request all television stations broadcasting emergency information add closed captions to inform the hearing impaired.
7. Identify those persons in the community that do not speak English. Prepare all public emergency information in languages other than English as necessary to inform these groups of actions they should take to protect life and property.
8. Identify locations of special populations such as the handicapped, disabled, hearing impaired and deaf, as well as those in special care facilities. Insure these individuals receive all public information regarding actions that must be taken for them to protect their life and property.

#### E. Police

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

#### F. Fire Department

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

#### G. Health Director

1. Review and be prepared to implement this plan.
2. Advise and coordinate with the Policy Group.
3. Identify Health Department response resources and responsibilities in the City.

4. Assist with the establishment policy in reference to the disaster/incident at hand.

#### H. Public Works

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

#### I. Clerk/Auditor

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

## II. COORDINATION GROUPS

### OPERATIONS

#### A. Communications Coordinator

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

#### B. Emergency Services Coordinator

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

### C. Environmental Health Department

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Oversee mitigation of hazardous material spills, ensuring proper containment and clean-up procedures.
3. Prepare and update emergency excavation equipment lists, including augmentation from local area contractors.
4. In the event of a radiological incident, establish a City-wide "fallout dosage monitoring and information system." High priority will be given to designated fallout shelters. Be prepared to direct the placement of radiological monitoring kits in these shelters.

### D. Fire Representative

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

### E. Health/Medical Coordinator ( Davis County Health Department)

1. Function as chief advisor to the Policy Group on all health and medical matters relative to a disaster situation in Farmington City.

2. Be prepared to manage all health and medical personnel, facilities, equipment, pharmaceuticals, supplies and related activities for the duration of the emergency period.
3. Organize the public health, medical and first aid teams. Conduct training sessions for these personnel.
4. Designate and plan medical and first aid stations throughout the City. Prepare to coordinate their supply and operations.
5. In conjunction with the Resources Coordinator plan for medical supply and equipment procurement and use.
6. Prepare to coordinate and control the use of ambulances and emergency medical vehicles.
7. Prepare to coordinate City coroner functions to handle persons killed as a result of the disaster.
8. Health and sanitation following a disaster will be a major concern. Plan to meet these needs and prepare to correct disaster related health hazards.
9. Coordinate disease control.
10. Prepare assignment lists and expedient augmentation plans for waste collection and disposal during the crisis period.
11. Designate emergency sanitary landfill locations.
12. Plan for the acquisition of temporary chemical toilets for use during the crisis period.
13. Establish health inspection procedures for all designated shelters, water, sewer, sanitary landfill and mass feeding facilities.

#### F. Public Works

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Develop a City Emergency Water and Sanitation Plan. A disaster could seriously damage these systems anywhere in the City. Contingency plans,

detailing response procedures, will help prevent the spread of disease. The rapid restoration of potable water sources is vital.

3. Maintain an inventory of repair and replacement water and sewer pipe, as well as repair parts for water treatment facilities.
4. Coordinate with the Police, Sheriff and UDOT Districts 1 and 2 officials in the preparation of a City-wide traffic control plan.
5. Prepare and/or update City equipment resources lists.
6. Review communication links with interfacing departments.
7. Coordinate response to recover essential routes and services.

#### G. Police Department

1. Review this and other plans and be prepared to implement them.
2. Establish traffic control plans and evacuation procedures.
3. Organize auxiliary law enforcement personnel and prepare to make assignments anywhere in the City.
4. Coordinate City communications capabilities with the communications officer. Test and update all links with emergency agencies.
5. Coordinate with City, County road department, Utah Department of Transportation (UDOT) District 1 and other law enforcement agencies regarding traffic and population control. UDOT District 1 out of Ogden covers the northern half of Farmington City and UDOT District 2 out of Salt Lake City covers the southern half of Farmington City.
6. Be prepared to assign personnel for security patrols of vital and important City industries and businesses.
7. Commit all available City community resources to provide law enforcement continuity throughout the City.
8. Secure an emergency power generator with extra fuel.
9. Coordinate with Davis County and the Utah Highway Patrol for traffic control and other police functions

PLANNING GROUP

#### A. Planning

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

#### B. Recorder

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

#### C. Risk Management

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

### LOGISTICS GROUP

#### A. Shelter Systems Officer (Red Cross Coordinator)

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

B. Resources Coordinator/Administrative Services

1. Act as the principal advisor to the Policy Group on material and resource requirements (other than personnel).
2. Review this and other Emergency Operations Plans and be prepared to manage and coordinate all requests for City emergency material assistance.
3. Correlate anticipated public transportation shortfalls and requirements with the Transportations Coordinator.
4. Develop a material assistance request priority system as directed by the Policy Group.
5. Maintain and update City equipment and material lists.

6. Coordinate closely with both City and private contractors for the procurement of material resources.
7. Review and be prepared to implement the resource management procedures and policies contained in the State Emergency Resource Management Plan.

## FINANCE GROUP

### A. Clerk/Auditor

1. Responsible for preservation and safekeeping of records deemed essential for continuing government functions and the conduct of emergency operations.
2. Maintain records of expenditures and resource usage to support reimbursements and adjustments. Assist with the resolution of claims and accounting for resources expended during the emergency.

### B. Personnel

1. Review this and other plans and be prepared to implement them.
2. Establish a location for a joint information center.
3. Gather accurate information from the Operations and Planning Groups.
4. Provide regular information to the media in a timely manner.
5. Assist with recording keeping of City personnel hours and assignments.

## AUXILIARY OPERATIONS MEMBERS

### A. Building Inspector

1. Review this and other Emergency Operations Plans and be prepared to implement them.
2. Become familiar with the Damage Assessment procedures detailed in the State of Utah Natural Disaster Plan, Annexes N and O.

3. Assist with establishment of damage assessment teams. These individuals should be familiar with building codes, public works, housing or the construction industry
4. Be prepared to provide engineering expertise regarding emergency shelter safety and habitability.
5. Plan and coordinate inspection of critical facilities within the City.
6. Plan and coordinate the inspection of all damaged buildings within the City.
7. Provide data to all coordination groups as to the status of critical facilities.

B. GPS and Mapping

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

C. Transportation Supervisor

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

F. Treasurer

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

## H. Public Works

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

## I. Volunteer

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

## ***ACTION CHECKLIST FOR DISASTER***

### Initiate Actions When Notification of Disaster is Received

- Call Emergency Services Director
- Call Mayor/City Council.
- Under direction of the Emergency Services Director or the Mayor/City Council, proceed through checklist to adequately cover the situation.
- Activate the Emergency Operations Center (EOC) as necessary (refer to telephone list).
- Notify Davis County Emergency Services Director (451-4100/451-4150).
- Determine who on the emergency staff will be needed (refer to telephone list)
- Brief the emergency staff and assign duties.
- Call local government employees who may be needed (refer to telephone list).
- Notify State EOC (1-801-538-3400).

### Alert the following as necessary: (Attachment 5)

- Radio Stations
  - Fire Department
  - Schools
  - Hospitals
  - County Health Department
  - Red Cross
  - Highway Patrol
  - Phone Companies
  - Natural Gas Companies
  - Electric Supply Companies
  - 211 (United Way Operators)
  - ARES
  - City Watch
  - 1700 AM Radio Station
- 
- Call volunteer personnel as needed.
  - In case of flood, initiate protective measures.
  - Initiate damage assessment.
  - Establish a Joint Information Center (JIC) to provide directions and information.
  - Establish priorities for the best use of resources and manpower.
  - Set up communication system throughout the Farmington City area and other areas which would in an emergency situation be deemed under the Farmington City jurisdiction.
  - Have other cities been notified of the emergency?
  - Is contact being maintained with the weather service?
  - Establish a volunteer manager and volunteer reception area.

- Set-up identification and accountability process for persons entering the EOC and disaster sites.
- Has government equipment been moved out of danger and ready for use?
- Should mutual aid agreements be implemented?
- Will curfew be necessary to prevent looting?

### WARNING OF RESIDENTS

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

### EVACUATION OF RESIDENTS

- Should evacuation be undertaken?
- If evacuation is necessary, what area is involved?
- Does the Police Department need assistance to effect evacuation
- Are roads and bridges being inspected for safety of travel?
- Have road blocks, warning and detour signs been set up where roads are dangerous or impassable?
- Traffic control set up in and around evacuation area?

#### Evacuation of residents checkpoints:

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

## DISASTER ON-SITE ACTIVITIES

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

## COMMUNICATIONS

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

## HEALTH AND MEDICAL

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

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

### PUBLIC INFORMATION

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

### MISSING PERSONS

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

### UTILITIES

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

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

## RADIOLOGICAL/CHEMICAL ACCIDENT ADDITIONAL CHECK POINTS

### Remember!

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

### Special Points to Check:

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

## **Memorandum of Agreements/Understandings**

Should the Emergency Operations Plan be activated, responding personnel shall refer to the procedures outlined in Davis County's Emergency Operations Plan as a reference guide. Memorandum of Understandings and/or Mutual Aid Agreements have been inserted into this attachment #5 for convenience.

The following text links are Memorandum of Agreement/Understanding page 26