



7505 South Holden Street
Midvale, UT 84047
Phone: (801) 567-7200
www.midvalecity.org

MIDVALE CITY COUNCIL WORKSHOP MEETING AGENDA

September 13, 2016

PUBLIC NOTICE IS HEREBY GIVEN that the Midvale City Council will hold a workshop meeting on the **13th day of September, 2016** at Midvale City Hall, 7505 South Holden Street, Midvale, Utah as follows:

6:00 PM – 7:00 PM EMERGENCY MANAGEMENT TRAINING - TOUR OF COUNCIL DISTRICTS

I. DISCUSSION ITEMS

- A. Discuss proposed amendments to the Midvale Personnel Policies and Procedures Manual
[Rori Andreason, H.R. Director/City Recorder]
- B. Discuss proposed amendments to the FY 2017 Budgets *[Laurie Harvey, Assistant City Manager/Admin. Services Director]*

I. ADJOURN

In accordance with the Americans with Disabilities Act, Midvale City will make reasonable accommodations for participation in the meeting. Request assistance by contacting the City Recorder at 801-567-7207, providing at least three working days advance notice of the meeting. TTY 711

A copy of the foregoing agenda was provided to the news media by email and/or fax; the agenda was posted in the City Hall Lobby, the 2nd Floor City Hall Lobby, on the City's website at www.midvalecity.org and the State Public Notice Website at <http://pmn.utah.gov>. Council Members may participate in the meeting via electronic communications. Council Members' participation via electronic communication will be broadcast and amplified so other Council Members and all other persons present in the Council Chambers will be able to hear or see the communication.

PLEASE MAKE SURE ALL CELL PHONES ARE TURNED OFF DURING THE MEETING

DATE POSTED: SEPTEMBER 8, 2016

**RORI L. ANDREASON, MMC
H.R. DIRECTOR/CITY RECORDER**



**MIDVALE CITY
CITY COUNCIL WORKSHOP MEETING**
Minutes

**Tuesday, September 13, 2016
Council Chambers
7505 S. Holden Street
Midvale, Utah 84047**

MAYOR: JoAnn Seghini - Excused

COUNCIL MEMBERS: Council Member Wayne Sharp
Council Member Stephen Brown
Council Member Paul Glover - Excused
Council Member Paul Hunt
Council Member Quinn Sperry

STAFF: Kane Loader, City Manager; Laurie Harvey, Asst. City Manager/Admin. Services Director; Rori Andreason, H.R. Director/City Recorder; Danny Walz, Redevelopment Agency Director; Lisa Garner, City Attorney; Jesse Valenzuela, Emergency Operations Manager; and Michael Welling, IT Technician.

Mayor Pro-Tem Sperry called the meeting to order at 6:00 p.m.

6:00 – 7:00 PM EMERGENCY MANAGEMENT TRAINING – TOUR OF COUNCIL DISTRICTS

The City Council and staff toured the City identifying incident command posts for each Council District.

I. DISCUSSION ITEMS

A. DISCUSS PROPOSED AMENDMENTS TO THE MIDVALE PERSONNEL POLICIES AND PROCEDURES MANUAL

Rori Andreason said each year, amendments are proposed to the Midvale City Personnel Policies and Procedures Manual to address changes in the laws or issues that have risen over the previous year. The proposed amendments are highlighted in yellow in the attached document. These proposed amendments have been thoroughly discussed with senior staff, supervisors, and the Employees Association members. An overview was also presented to all employees on August 30th in a general employee meeting.

The Midvale City Personnel Policies and Procedures Manual is adopted by Resolution by the City Council each year. This item will be scheduled for approval at the next Council meeting if the Council so desires.

The Council instructed staff to place this item on the Consent Agenda for approval at the next Council meeting.

B. DISCUSS PROPOSED AMENDMENTS TO THE FY 2017 BUDGETS

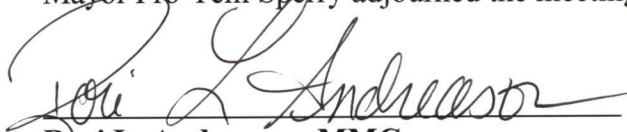
Laurie Harvey reviewed the following proposed amendments to the FY 2017 budgets:

- Man Lift for Public Works - \$55,000 - \$60,000 - fleet fund reserves
- Truck to replace utility truck one of the water employees is driving. Not efficient to drive around town. \$25,000 – fleet fund reserves. The Council discussed changing the fleet replacement plan to 3.5 years instead of 5 years if it will save the City money.
- Storm Water Fund – irrigation customer agreements - \$60,000

She said it became very apparent that a storm water working capital fund is very important during their bond rating trip to San Francisco. She suggested looking at options to fund the \$60,000 for the irrigation agreements and funding the Storm Water Capital Fund.

II. ADJOURN

Mayor Pro-Tem Sperry adjourned the meeting at approximately 8:15 p.m.



Rori L. Andreason, MMC
H.R. DIRECTORY/CITY RECORDER

Approved this 20th day of September



As **Elected officials**, effective training is the key ingredient to successfully navigating through a disaster within your council districts. A working knowledge of **Rapid Needs Assistance**, priorities, objectives and planning must be identified in this process.

I have put together a reader's digest version of what is most important to be considered. First, is your family safe and could they shelter in place or safely relocate to a relative's home for at least 72 hours without your presence?

Next have you identified a **possible location** within your voting district to set up a temporary command post? This location should have a few of the following options;

- Safe access with a large enough area to stage and support emergency personnel and equipment.
- Good cell phone or Wi-Fi service.
- Possible external power connection.
- Drinkable water and bathroom facilities.

Once you have located this area to set up command, you will call or text into the Midvale Emergency Operations Center (EOC) to report the follow information;

As you make you way to your council district command post, you should conduct a "Windshield assessment". This is a quick observation and description of what you are visualizing at that exact moment.

While making this quick assessment please note the location of each affected area within your districts. Ask yourself these questions:

- Mass fatalities?
- How many structures are damaged?
- Does this involve bridges, railroad over passes?
- Hazardous Materials or Natural Gas Leaks?
- Debris Issues blocking street access?
- Communication outages?

Don't stress, you will have this information uploaded onto your cell phones and laptops to use as a quick reference tool.

I encourage you to begin the thought process as to where you might set up a temporary command post (locations) within you're your voting districts, what types of hazards you might have and what type of support resources you may require.

G0557 - Rapid Needs Assessment – Appendix A

Health Care Facility Report	Incident:	Reporting Unit: Planning	Form: 003/Rev 07
Operational Period:	Date/Time of Report:	Prepared by:	
Task/Assignment Number/Name:		<input type="checkbox"/> Assigned	<input type="checkbox"/> Opportunistic
RNA Team ID:		Team Contact Method & Number:	
1. Report Type:	<input type="checkbox"/> A. Initial	<input type="checkbox"/> B. Follow-up	<input type="checkbox"/> C. Final
2. Survey Method:	<input type="checkbox"/> A. Aircraft	<input type="checkbox"/> B. Windshield	<input type="checkbox"/> C. Onsite <input type="checkbox"/> D. Phone/Radio <input type="checkbox"/> E. Fax
3. Location:	A. Latitude :	B. Longitude	
4. Contact Name:	Title:		
5. Street Address:	City:		
6. Facility Type:	<input type="checkbox"/> A. Hospital - General	<input type="checkbox"/> B. Hospital – Specialty Only	<input type="checkbox"/> C. Hospital – Veteran’s
	<input type="checkbox"/> D. Hospital – Mental Only	<input type="checkbox"/> E. Hospital - Other	<input type="checkbox"/> F. Day Surgery Center
	<input type="checkbox"/> G. Hospice	<input type="checkbox"/> H. Dialysis Unit	<input type="checkbox"/> I. Extended Care Facility
	<input type="checkbox"/> J. Medical Clinic	<input type="checkbox"/> K. Other	<input type="checkbox"/> L. Unknown
7. Bed Capacity	<input type="checkbox"/> A. <50	<input type="checkbox"/> B. 51-100	<input type="checkbox"/> C. 101-200
	<input type="checkbox"/> D. 201-400	<input type="checkbox"/> E. 401-600	<input type="checkbox"/> F. >601
	<input type="checkbox"/> G. Not Applicable	<input type="checkbox"/> H. Unknown	
8. Operational Status	<input type="checkbox"/> A. Fully Operational	<input type="checkbox"/> B. Degraded Major Surgical Capability	<input type="checkbox"/> C. Degraded Minor Surgical Capability
	<input type="checkbox"/> D. Degraded Medical Imaging Capability	<input type="checkbox"/> E. Degraded Radiology Capability	<input type="checkbox"/> F. Degraded Emergency Room Capability
	<input type="checkbox"/> G. Degraded Pharmacy Capability	<input type="checkbox"/> H. Degraded Intensive Care Capability	<input type="checkbox"/> I. Degraded Food Service Capability
	<input type="checkbox"/> J. Degraded General Patient Care Capability	<input type="checkbox"/> K. Unknown	
9. Other like Facilities in Jurisdiction	<input type="checkbox"/> A. None	<input type="checkbox"/> B. 1-3 Undamaged	<input type="checkbox"/> C. 4-10+ Undamaged
	<input type="checkbox"/> D. 1-3 Damaged	<input type="checkbox"/> E. 4-10+ Damaged	<input type="checkbox"/> F. 1-3 Status Unknown
	<input type="checkbox"/> G. 4-10+ Status Unknown	<input type="checkbox"/> H. All Info Unknown	

G0557 - Rapid Needs Assessment – Appendix A

10. Service / Area Community Population:	<input type="checkbox"/> A. <2,500	<input type="checkbox"/> B. 2,501-5,000	<input type="checkbox"/> C. 5,001-10,000
	<input type="checkbox"/> D. 10,001-25,000	<input type="checkbox"/> E. 25,001-50,000	<input type="checkbox"/> F. 50,001-100,000
	<input type="checkbox"/> G. 100,001-150,000	<input type="checkbox"/> H. 150,001-200,000	<input type="checkbox"/> I. 200,001-500,000
	<input type="checkbox"/> J. 500,001-1,000,000	<input type="checkbox"/> K. >1,000,001	<input type="checkbox"/> L. Unknown
11. Community Impacts:	<input type="checkbox"/> A. No Impact on Community	<input type="checkbox"/> B. Minor Impact	<input type="checkbox"/> C. Moderate Impact
	<input type="checkbox"/> D. Major Impact	<input type="checkbox"/> E. Unknown	
12. Current External Hazards:	<input type="checkbox"/> A. None	<input type="checkbox"/> B. Urban/Structural Fire	<input type="checkbox"/> C. Wildfire
	<input type="checkbox"/> D. Flash Flooding	<input type="checkbox"/> E. Riverine Flooding	<input type="checkbox"/> F. Coastal/Tidal/Surge Flood
	<input type="checkbox"/> G. Landslides	<input type="checkbox"/> H. Sinkhole/Subsidence	<input type="checkbox"/> I. Tsunami
	<input type="checkbox"/> J. Hazardous Materials	<input type="checkbox"/> K. Volcanic Ash	<input type="checkbox"/> L. Pyroclastic Flows
	<input type="checkbox"/> M. Aftershocks	<input type="checkbox"/> N. Civil Disturbance	<input type="checkbox"/> O. Adjacent Structure Collapse
	<input type="checkbox"/> P. Snow/Ice	<input type="checkbox"/> Q. High winds/Hail	<input type="checkbox"/> R. Unknown
13. Physical Condition:	<input type="checkbox"/> A. No Damage Visible	<input type="checkbox"/> B. < 30% Window Damage	<input type="checkbox"/> C. 30-60% Window Damage
	<input type="checkbox"/> D. 60%+ Window Damage	<input type="checkbox"/> E. Moderate Roof Damage	<input type="checkbox"/> F. Major Roof Damage
	<input type="checkbox"/> G. Roof Collapse	<input type="checkbox"/> H. Moderate Structural Damage	<input type="checkbox"/> I. Major Structural Damage
	<input type="checkbox"/> J. Destroyed	<input type="checkbox"/> K. Unknown	
14. Damage Source(s):	<input type="checkbox"/> A. Fire	<input type="checkbox"/> B. High winds/Hail/Rain	<input type="checkbox"/> C. Flood
	<input type="checkbox"/> D. Seismic	<input type="checkbox"/> E. Cold/Freezing	<input type="checkbox"/> F. Land Movement
	<input type="checkbox"/> G. Blast/Explosion/Hazmat	<input type="checkbox"/> H. Other	<input type="checkbox"/> I. Unknown
15. Electric Power Status:	<input type="checkbox"/> A. On Full Commercial Power	<input type="checkbox"/> B. On Full Generator Power	<input type="checkbox"/> C. On Partial Generator Power
	<input type="checkbox"/> D. No Power	<input type="checkbox"/> E. Unknown	
16. Generator Fuel Type:	<input type="checkbox"/> A. Gasoline	<input type="checkbox"/> B. Diesel	<input type="checkbox"/> C. JP-4
	<input type="checkbox"/> D. Natural Gas	<input type="checkbox"/> E. Propane	<input type="checkbox"/> F. Other
	<input type="checkbox"/> G. Unknown		
17. Generator Fuel Storage:	<input type="checkbox"/> A. < 24-Hours	<input type="checkbox"/> B. 24-48 Hours	<input type="checkbox"/> C. > 2 Days
18. Communication Systems:	<input type="checkbox"/> A. Fully Operational	<input type="checkbox"/> B. EMS Radio Operational	<input type="checkbox"/> C. EMS Radio Inoperable
	<input type="checkbox"/> D. External Telephone Operational	<input type="checkbox"/> E. External Telephones Inoperable	<input type="checkbox"/> F. Internal Communication Systems Operational
	<input type="checkbox"/> G. Internal Communications Systems Inoperable	<input type="checkbox"/> H. Telemetry Systems Operational	<input type="checkbox"/> I. Telemetry Systems Inoperable
	<input type="checkbox"/> J. External Alert/Notification Systems Operational	<input type="checkbox"/> K. External Alert/Notification systems Inoperable	<input type="checkbox"/> L. Computer Connectivity to Internet Operable
	<input type="checkbox"/> M. Computer Connectivity to Internet Inoperable	<input type="checkbox"/> N. Internal LAN Operable	<input type="checkbox"/> O. Internal LAN Inoperable

G0557 - Rapid Needs Assessment – Appendix A

19. Air Handling Systems:	<input type="checkbox"/> A. Fully Operational	<input type="checkbox"/> B. Air Movement Systems Functioning Only	<input type="checkbox"/> C. No Cooling Capacity
	<input type="checkbox"/> D. No Heating Capacity	<input type="checkbox"/> E. All Systems Out	<input type="checkbox"/> F. Unknown
20. Fire Suppression	<input type="checkbox"/> A. All Operational	<input type="checkbox"/> B. Sprinklers Operational	<input type="checkbox"/> C. Sprinklers Inoperable
	<input type="checkbox"/> D. Fire Alarms Operable	<input type="checkbox"/> E. Fire Alarms Inoperable	<input type="checkbox"/> F. Unknown
21. Water:	<input type="checkbox"/> A. Normal Potable Water Supply Available	<input type="checkbox"/> B. Non-Potable Water Supply Available	<input type="checkbox"/> C. Bottled Water Available Only
	<input type="checkbox"/> D. No Water Available	<input type="checkbox"/> E. Unknown	
22. Elevators	<input type="checkbox"/> A. All Operational	<input type="checkbox"/> B. Partially Operational	<input type="checkbox"/> C. All Inoperable
	<input type="checkbox"/> D. Unknown		
23. Habitability:	<input type="checkbox"/> A. Habitable	<input type="checkbox"/> B. Partially Habitable	<input type="checkbox"/> C. Uninhabitable
	<input type="checkbox"/> D. Habitability is Improving	<input type="checkbox"/> E. Habitability is Degrading	<input type="checkbox"/> F. Habitability is Stable
	<input type="checkbox"/> G. Unknown		
24. Road Access:	<input type="checkbox"/> A. Unimpeded	<input type="checkbox"/> B. Partial Blockage	<input type="checkbox"/> C. Inaccessible
	<input type="checkbox"/> D. Bridge(s) Damaged	<input type="checkbox"/> E. Bridge(s) Out	<input type="checkbox"/> F. Road/Culvert Damage
	<input type="checkbox"/> G. Road/Culvert Out	<input type="checkbox"/> H. Partial Landslide Blockage	<input type="checkbox"/> I. Full Landslide Blockage
	<input type="checkbox"/> J. Wires Down	<input type="checkbox"/> K. Debris Covered	<input type="checkbox"/> L. Debris Blocked
	<input type="checkbox"/> M. Car/SUV Passable	<input type="checkbox"/> N. Semitrailer Truck Passable	<input type="checkbox"/> O. Unknown
25. Supply Requirements Next 72 hours	<input type="checkbox"/> A. All Requirements Met	<input type="checkbox"/> B. Pharmaceuticals Needed	<input type="checkbox"/> C. Surgical Supplies Needed
	<input type="checkbox"/> D. Food Stocks Required	<input type="checkbox"/> E. Blood Products Required	<input type="checkbox"/> F. Laundry Required
	<input type="checkbox"/> G. Laboratory Supplies Required	<input type="checkbox"/> H. Radiology Supplies Required	<input type="checkbox"/> I. Anesthesia Supplies Required
	<input type="checkbox"/> J. Bulk Oxygen Required	<input type="checkbox"/> K. Bottled Oxygen Required	<input type="checkbox"/> L. General Medical Supplies Required.
	<input type="checkbox"/> M. Cleaning Supplies Required	<input type="checkbox"/> N. General Patient Care Supplies Required	<input type="checkbox"/> O. Unknown

G0557 - Rapid Needs Assessment – Appendix A

<p>26. Personnel and Staffing Next 72 Hours:</p>	<input type="checkbox"/> A. Physician Shortage <input type="checkbox"/> D. Nursing Assist Shortage <input type="checkbox"/> G. Radiology Tech Shortage <input type="checkbox"/> J. Housekeeping Staff Shortage <input type="checkbox"/> M. Other Staff Shortage	<input type="checkbox"/> B. LPN Shortage <input type="checkbox"/> E. Pharmacist Shortage <input type="checkbox"/> H. Laboratory Staff Shortage <input type="checkbox"/> K. Maintenance Staff Shortage <input type="checkbox"/> N. Unknown	<input type="checkbox"/> C. RN Shortage <input type="checkbox"/> F. Pharmacy Tech Shortage <input type="checkbox"/> I. Surgical Staff Shortage <input type="checkbox"/> L. Administrative Staff Shortage
<p>27. Follow-up required</p>	<input type="checkbox"/> A. Yes	<input type="checkbox"/> B. No	
<p>28. Comments & Notes:</p>			
<p>29. Transmitted By:</p>	<p>Transmitted To:</p>	<p>Transmission Date/Time:</p>	
<p>30. Report Forwarded to:</p>	<p>Local: _____ State IOF/JFO RRCC NRCC Other: _____</p>	<p>By: By: By: By: By: By:</p>	<p>Date/Time: Date:/Time: Date:/Time: Date/Time: Date/Time: Date/Time:</p>



Midvale City Corporation

Emergency Management Operations

Guidance for Elected Officials

1. Overview

This guide was specifically created for Midvale City Corporation's Mayor and Elected Officials to: understand their role as local elected officials in the event of a disaster/emergency; provide an overview of standard policies and procedures; present some of the tools that will be used to efficiently and effectively manage a disaster; and, introduce the laws, authorities and jurisdictions that support local emergency management efforts. The Emergency Manager will coordinate emergency efforts between county, state and federal government, and local communities. These efforts primarily include but are not limited to: preparedness measures, mitigation planning, response and recovery (short and long term).

2. Purpose

This guide will provide critical information about the local emergency declaration process and the procedures that the Mayor and Elected Officials should follow in the event of a disaster. Additional information regarding Midvale City's emergency management procedures can be found in the Midvale City Emergency Management Operations Plan (EOP).

3. Responsibilities of the Mayor and Elected Officials

The Mayor and Elected Officials have many responsibilities when it comes to disasters in their community. Ensuring that there is an emergency management program, including an Emergency Manager, will help ensure success when Midvale City is faced with any disaster, big or small. Working closely with the Emergency Manager, plans and procedures should be generated for each jurisdiction. When it comes to a disaster in the community, the Policy Group (see EOP Figure 1 page 27) will be responsible for providing final approval on decisions relating to the disaster and recovery of Midvale City Corporation including financial expenditures. These include, but are not limited to:

- Declaring a State of Emergency/Disaster
- Documenting and implementing a Line of Succession
- Establishing emergency policies and authorities specific to the area
- Understanding and approving an Emergency Operations Plan (EOP)
- Training and exercising the EOP, including specific procedures and line of succession
- Implementing and utilizing a Public Information Officer (PIO) and using him/her often
- Having a continuity of government, including a Continuity of Operations (COOP) plan



4. Utah State Code | Statutory Requirements

As of July 1, 2013, the Emergency Management Act has been created under 53-2a in the Utah State Code. This new code combines what originally were 53-2 and 63K-1 in State Code. Additionally, during the 2013 State Legislature, 53-2b was created, which enacts the Interstate Local Emergency Response Act. This legislation begins to address mutual aid issues when working with emergency response personnel from our neighboring states.

The new code in its entirety can be found by accessing the following link:

<http://www.le.utah.gov/UtahCode/section.jsp?code=53-2b>

Below is an excerpt from the new code that has required action by local political subdivisions:

2013 Utah Code

Title 53 Public Safety Code

Chapter 2a Emergency Management Act

Section 306 Duties of the Division of Emergency Management and participating political subdivisions (Under State-wide Mutual Aid Act)

53-2a-306. Duties of the Division of Emergency Management and participating political subdivisions.

(2) Each participating political subdivision in the Statewide Mutual Aid Act shall:

- (a) Identify potential hazards that could affect the participating political subdivision;
- (b) Conduct joint planning, intelligence sharing, and threat assessment development with contiguous participating political subdivisions and conduct joint training with them at least biennially;
- (c) Identify and inventory the services, equipment, supplies, personnel, and other resources related to participating political subdivision's planning, prevention, mitigation, response, and recovery activities; and
- (d) Adopt and implement the standardized incident management system approved by the division.

This section of code can be found in its entirety by visiting the following link:

http://www.le.utah.gov/code/TITLE53/htm/53_02a030600.htm

5. Preparedness, Mitigation Plan, Response and Recovery

Preparedness Measures

Preparedness is one of the foundations of emergency management. It includes, but is not limited to: writing emergency operational plans and procedures, conducting training and exercises, ensuring interoperable communications, public education and notification, and working closely with communities to become more prepared.



The Mayor and Elected Officials should work closely with the Emergency Manager to prepare the following:

- Develop warning systems for all segments of population
- Improve mutual aid programs
- Review legal responsibilities and authorities
- Develop off-the-shelf emergency policies and procedures as: (pre-designated authorities, curfew, rationing, and other emergency powers)

There are several important steps that should be taken to prepare the community for an emergency or disaster.

- Understand the National Incident Management System (NIMS) - Local jurisdictions are not eligible for federal funds if they do not meet the NIMS requirements. Midvale City's Emergency Manager is aware of these requirements and is working towards NIMS compliance.
- Get involved with the local Emergency Operations Plan (EOP) - The EOP must be maintained and updated bi-annually. Understanding the purpose and procedures outlined in the EOP will be critical in the event of a disaster or emergency.
- Participate in training and exercises - Training and exercises are conducted regularly county and city wide. Midvale City's Emergency Manager prepares and hosts training and exercises on a quarterly basis.
- Encourage community and business preparedness - Emergency responders will respond quickly after a disaster, but will not reach everyone right away. Encouraging everyone to be self-sufficient for at least 72 hours will help strengthen the resiliency of communities, businesses and non-profits. For more information go to: www.BeReadyUtah.gov

Mitigation Plan

Mitigation planning efforts are those that try to eliminate the impact of hazards which exist within the community and are a threat to life and property. Midvale City has already developed and approved a Hazard Mitigation Plan that identifies policies and actions that can be implemented over the long term to reduce risk and future losses. The purpose of this plan is to form the foundation for Midvale City's long-term strategy to reduce disaster losses and break the cycle of disaster damage, reconstruction, and repeated damage. The Mayor and Elected officials should learn the high-risk areas, the existing or potential mitigation projects, and how they can be funded.

Response

During a disaster or emergency, it is likely that the Mayor and Elected Officials will receive calls from the community. The Emergency Manager and Public Information Officer (PIO) designated in the Emergency Operations Plan (EOP) shall coordinate the release of public information. Having one individual designated as Midvale City's Public Information Officer (PIO) will reduce inaccuracies with communication.



Local governments are responsible for:

- Warning citizens
- Containing the emergency
- Protecting people and property
- Assist individuals and families in need
- Minimizing damage if possible, and
- Communicate emergency information to the public in a timely and accurate manner.

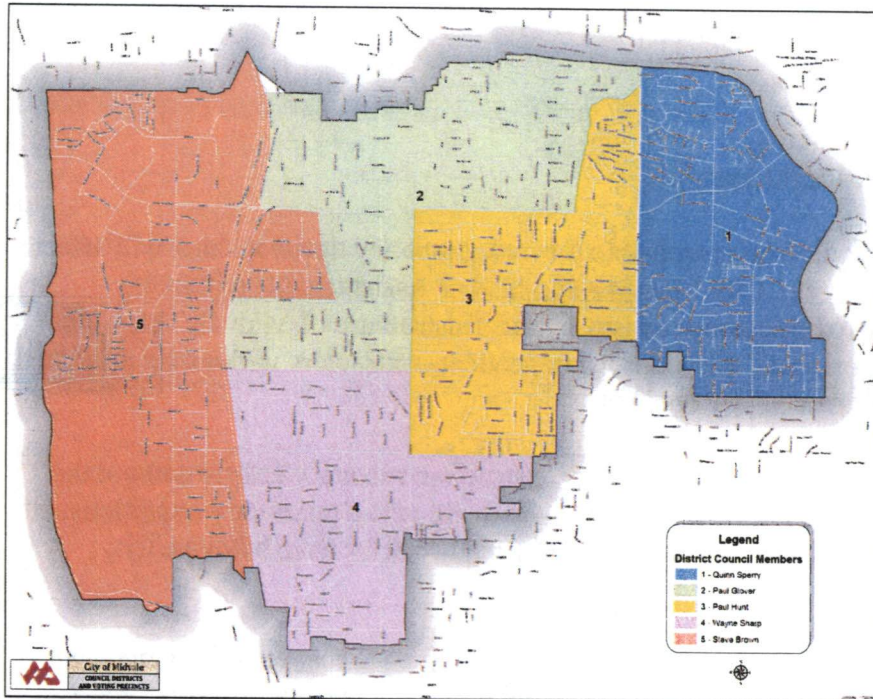
During a disaster or emergency, the Mayor or Elected Officials may need to complete a formal Declaration of the disaster or emergency. This Declaration is provided to Salt Lake County and should state that Midvale City's resources have become overwhelmed and that the City requires regional or state assistance. The Midvale City Emergency Manager will then contact the Salt Lake County Liaison at the Salt Lake County Emergency Operations Center (SLCo.EOC) to obtain the additional resources needed.

If the disaster or emergency is widespread and Salt Lake County has exhausted all of its resources, then it is the responsibility of Salt Lake County to declare the disaster to the State Emergency Operations Center (SEOC). The SEOC will then look to other state agencies and other local governments that surround Midvale City to secure additional resources, and then to commercial contracts to fill requests. A Governor's declaration of emergency is required when seeking a federal disaster declaration, which may release federal resources. It is important to remember that wherever assistance comes from, resources may be limited.

Working closely with the Midvale City Emergency Manager and exercising the Emergency Operations Plan (EOP) bi-annually will help establish better communication during an emergency, and may possibly alleviate problems from occurring.

In the event of any type of disaster or disruption of services to Midvale City, the Mayor and Elected Officials should:

1. Check on the welfare of their families;
2. Report to their designated command post (a specified geographic location within their voting district – see map below); and,
3. Provide real-time situation assessments to the City Manager and/or Emergency Manager, including situational awareness and possible emergency response supports.



A Midvale City Community Emergency Response Team (CERT) leader and HAM operator (or other human resources) will be assigned to each elected official to provide additional supports.

Inoperable communications shall be overcome by one or more, but not limited to, the following options: 1) Cell or satellite phone 2) Email 3) Text 4) Radio communications 5) Social media. Communications shall encompass an accurate situation and condition report utilizing the Checklist provided by the Emergency Manager that will provide details about what has or is still occurring within their voting district (e.g. life safety issues; medical, fire or civil unrest; displaced people and shelter needs; impassable roads; debris management; infrastructure loss; and, recovery needs).

After initial response efforts, the Emergency Manager and local agencies must determine the amount of damage and its impact to the jurisdiction. If the damage appears significant, a team from the State Department of Emergency Management will conduct an initial preliminary damage assessment (PDA) in the area. If the numbers are large enough and exceed the threshold, a Federal Emergency Management Agency (FEMA) PDA team may conduct an assessment of their own. For current disaster threshold amounts go to:

<https://docs.google.com/file/d/0B9I324aTtsjiQzNUNVJMMVAzdWM/edit>

Recovery

Recovery is the most complex and challenging aspects of disasters. Cleanup, repairs and financial assistance needed to return to normalcy are the key areas of recovery. It will take a community-wide effort to recover from a widespread disaster.



There are three priorities after a disaster occurs:

- I. Life Safety
- II. Critical Infrastructure
- III. Neighborhoods and Community
- IV. Private Sector Businesses and Nonprofits

The Mayor and Elected Officials will be responsible for making policy decisions that will affect the community's welfare in recovery. City Manager and his/her Assistants (2) will make recommendations regarding daily operations to restore the infrastructure of Midvale City. Both will work in tandem to make the critical decisions. Independent contractors will not be permitted to make or influence the financial or policy decisions.

Disaster recovery contractors shall not conduct any reconstruction recovery efforts without the required credentials. To conduct business in the City of Midvale under temporary conditions, all contractors will be eligible to apply for the required credentials directly from Midvale City Corporation.

The Mayor and Elected Officials will also receive regular briefings on the extent of damage and status of the recovery process from the City Manager and Emergency Manager. These briefings will assist the Mayor and Elected Officials in determining which decisions to make and how best to respond to questions from the community and the media.

Media and Public Information

For many in a disaster, information is their first need, and it is vital that information is consistent. The Mayor and Elected officials will be dealing with local and possibly national media; therefore, the Mayor and Elected Officials will be responsible for approving all media releases. Midvale City also has a single-point-of contact for communicating with the public and the media called the Public Information Officer (PIO).

One of the main jobs for the Mayor and Elected Officials is to help manage public expectations about what the government can or cannot provide during or after the event. What is said to the media can have a great impact on the public's perception of how things are being handled during or after the disaster.

Working with the Emergency Manager and designated PIO, the Mayor and Elected Officials can arrange a Joint Information Center (JIC) where all information can be gathered and disseminated with accuracy. This will also allow the Mayor and Elected Officials to set up a staging area for media to conduct news conferences. Having the media away from the incident command center will alleviate inaccurate information and problems in the field where responders are working.



Important Phone Numbers

Local Emergency Manager _____

Local Police Chief _____

Local Fire Chief _____

Local Health Department _____

Local Public Works _____

State EOC 801-538-3400

Other Important Numbers _____

www.dem.utah.gov Division of Emergency Management – www.dem.utah.gov

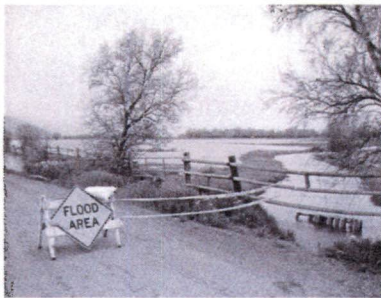
Utah Voluntary Organizations Active in Disasters (UVOAD) - www.uvoad.org

Federal Emergency Management Agency (FEMA) – www.fema.gov

State of Utah

Elected Officials' Guide to Emergencies and Disasters

The Basics of Community Response and Emergency Management



Introduction

The Utah Department of Public Safety, Division of Emergency Management (DEM), created this guide to inform and assist public officials with information regarding emergency management. DEM is the lead agency at the state level coordinating emergency management efforts between federal, state, and local governments. These efforts include preparedness, recovery, response, and mitigation.

As a public official, your response to a disaster will influence government, citizens, the private sector, voluntary organizations and the media

This guide will introduce you to the importance of having a local emergency manager, being proactive in your community, and the local declaration process. However, the best way to learn about disaster planning is to meet with your local emergency manager and become involved.

For more information regarding Utah's emergency management procedures are available in the Utah Emergency Management Handbook, available from your local emergency manager or on the DEM website at dem.utah.gov



Utah Division of Emergency Management Vision and Mission

Our Vision

To achieve a self-sustaining culture of emergency preparedness for all individuals and communities in Utah.

Our Mission

*To unite the emergency management community
And to coordinate the efforts necessary
To mitigate, prepare for, respond to
And recover from
Emergencies, disasters, and catastrophic events.*

Responsibilities of Public Officials

As a public official, you have many responsibilities when it comes to disasters in your community. Ensuring that you have an emergency management program, including an emergency manager, will help you succeed when you are faced with any disaster, big or small.

Working closely with your emergency manager and emergency management program, you should create or update plans and procedures for your jurisdiction. These include, but not limited to:

- Declaring a State of Emergency
- Documenting and implementing a line of succession
- Establishing emergency policies and authorities specific to your area
- Writing an Emergency Operations Plan (EOP)
- Training and exercising your EOP, including specific procedures and line of succession
- Implementing and utilizing a Public Information Officer (PIO) and using him/her often
- Having a continuity of government, including a Continuity of Operations (COOP) plan

As a public official, you should have an emergency manager in your jurisdiction. They will be a major asset when your community is faced with a disaster.

Utilize your emergency management program and emergency manager. They can assist with the following elements of emergency management:

- ◇ *Writing and exercising plans, including EOPs and COOP plans*
- ◇ *Apply and receive grant funding for programs to help communities prepare for disasters*
- ◇ *Build mutual aid agreements and relationships*
- ◇ *Coordinate public information through local and state contacts*
- ◇ *Arrange training and exercises to implement programs in your area*
- ◇ *Coordinate resources from surrounding regions, state and federal assets when needed during a disaster*

Understanding the Disaster Process

Disaster and emergency response begins at local level

Utah State Code | Statutory Requirements

As of July 1, 2013, the Emergency Management Act has been created under 53-2a in the Utah State Code. This new code combines what originally was 53-2 and 63K-1 in State Code.

Additionally, during the 2013 State Legislature, 53-2b was created, which enacts the Interstate Local Emergency Response Act. This legislation begins to address mutual aid issues when working with emergency response personnel from our neighboring states. You can access the new code in its entirety by accessing the following link:

<http://www.le.utah.gov/UtahCode/section.jsp?code=53-2b>

Below is an excerpt from the new code that has required action by local political subdivisions:

2013 Utah Code

Title 53 Public Safety Code

Chapter 2a Emergency Management Act

Section 306 Duties of the Division of Emergency Management and participating political subdivisions (Under State-wide Mutual Aid Act)

53-2a-306. Duties of the Division of Emergency Management and participating political subdivisions.

(2) Each participating political subdivision in the Statewide Mutual Aid Act shall:

- (a) identify potential hazards that could affect the participating political subdivision;
- (b) conduct joint planning, intelligence sharing, and threat assessment development with contiguous participating political subdivisions and conduct joint training with them at least biennially;
- (c) identify and inventory the services, equipment, supplies, personnel, and other resources related to participating political subdivision's planning, prevention, mitigation, response, and recovery activities; and
- (d) adopt and implement the standardized incident management system approved by the division.

This section of code can be found in its entirety by visiting the following link:

http://www.le.utah.gov/code/TITLE53/htm/53_02a030600.htm

Emergency Management

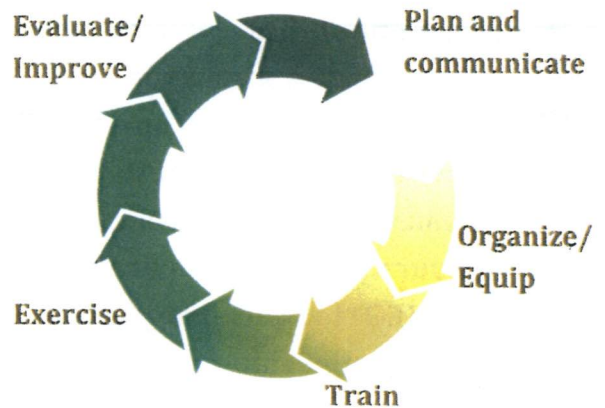
Preparedness, Response, Recovery and Mitigation

Preparedness

Preparedness is one of the foundations of emergency management. It includes, but is not limited to; writing emergency operational plans and procedures, conducting training and exercises, ensuring interoperable communications, public education and notification, and working closely with communities to become more prepared.

As a public official, you should work closely with your emergency manager to prepare the following:

- Develop warning systems for all segments of population
- Improve mutual aid programs
- Review legal responsibilities and authorities
- Develop off-the-shelf emergency policies and procedures as:
(pre-designated authorities, curfew, rationing, and other emergency powers)



As a public official, there are several important steps you can take to prepare yourself and your community for an emergency or disaster.

Understand the National Incident Command System (NIMS) - Local jurisdictions are not eligible for federal funds if they do not meet the NIMS requirements. Your emergency manager is aware of these requirements each year. Encourage NIMS adoption within your jurisdiction.

Get involved with your local Emergency Operations Plan (EOP)- Your EOP must be maintained and updated annually. Familiarize yourself with the plan, and help provide updates. This will help during a disaster or emergency.

Participate in training and exercises - Training and exercises are conducted regularly statewide. Having exercises in your jurisdiction helps practice your EOP

Encourage community and business preparedness - Emergency responders will respond quickly after a disaster, but will not reach everyone right away. Encouraging everyone to be self-sufficient for at least 72 hours will help communities and businesses. For more information go to:

BeReadyUtah.gov

As a public official, you should take NIMS classroom training from DEM, including G402: ICS Overview for Executive and Senior Officials. Talk to your emergency manager to arrange a course through DEM for you and your staff.

Emergency Management

Preparedness, Response, Recovery and Mitigation

Response

As a public official, you will likely receive calls from your constituents. Work with your emergency manager and Public Information Officer (PIO) designated in your Emergency Operations Plan (EOP) to coordinate public information.

Local governments are responsible for:

- Warning citizens
- Containing the emergency
- Protecting people and property
- Assist individuals and families in need
- Minimizing damage if possible, and
- Communicate emergency information to the public in a timely and accurate manner. Having a Public Information Officer (PIO) will reduce inaccuracies with communication.

During a disaster or emergency, your jurisdiction may declare a local emergency or declaration, which states that your resources have become overwhelmed and require regional or state assistance. Your emergency manager or DEM liaison (LNO) can contact the State Emergency Operations Center (SEOC) for assistance at (801.538.3400). Your EM and LNO will have the necessary documents to complete the declaration.

The SEOC will look to state agencies and other local governments within your region and surrounding area for resources, and then to commercial contracts to fill requests.

In addition to the local declaration, the governor may declare a state of emergency or disaster declaration to access additional state resources if available. A governor's declaration of emergency is required when seeking a federal disaster declaration, which may release federal resources. It is important to remember that wherever assistance comes from, resources may be limited.

Working closely with your emergency manager and exercising your Emergency Operations Plan (EOP) annually will help establish better communication during an emergency, and may possibly alleviate problems from occurring.

Emergency Management

Preparedness, Response, Recovery and Mitigation

Recovery

Recovery is the most complex and challenging aspects of disasters. Cleanup, repairs and financial assistance needed to return to normalcy are the key areas of recovery. It will take a community-wide effort to recover from a disaster.

There are three priorities after a disaster occurs:

- I. **Life Safety**
- II. **Critical facilities and systems**
- III. **Private property damage**

As a public official, you should get regular briefings on the extent of damage and status of the recovery process from your emergency manager. These briefings will help you answer questions from your constituents and the media.

After initial response efforts, your emergency manager and local agencies must determine the amount of damage and its impact to the jurisdiction. If the damage appears significant, a team from DEM will conduct an initial preliminary damage assessment (PDA) in your area. If the numbers are large enough and exceed the threshold, a Federal Emergency Management Agency (FEMA) PDA team may conduct an assessment of their own. For current disaster threshold amounts please contact your EM or go to the follow link:

[\(Click here to view all County thresholds for FFY14\)](#)

If the damages appear to meet the criteria, the governor may request a federal declaration. Please be advised that not all disasters result in a governors request. Only the President of the United States has the authority to approve the request, and may not be granted.

There are two main types of federal disaster assistance: Individual Assistance (IA) and Public Assistance (PA).

You can locate information regarding both programs at <http://www.fema.gov/response-recovery>

Emergency Management

Preparedness, Response, Recovery and Mitigation

Mitigation

Mitigation efforts are those that try to eliminate the impact of hazards which exist within a community and are a threat to life and property. Limiting the use of hazardous areas like floodplains or adjusting the use of such areas by elevating structures, can reduce the chance of flooded houses. Non-structural activities such as tying down shelf units in your home or business is considered mitigation.

As a public official, you should be aware of the mitigation issues in your community. Learn the high-risk areas, the existing or potential mitigation projects, and how they are funded.

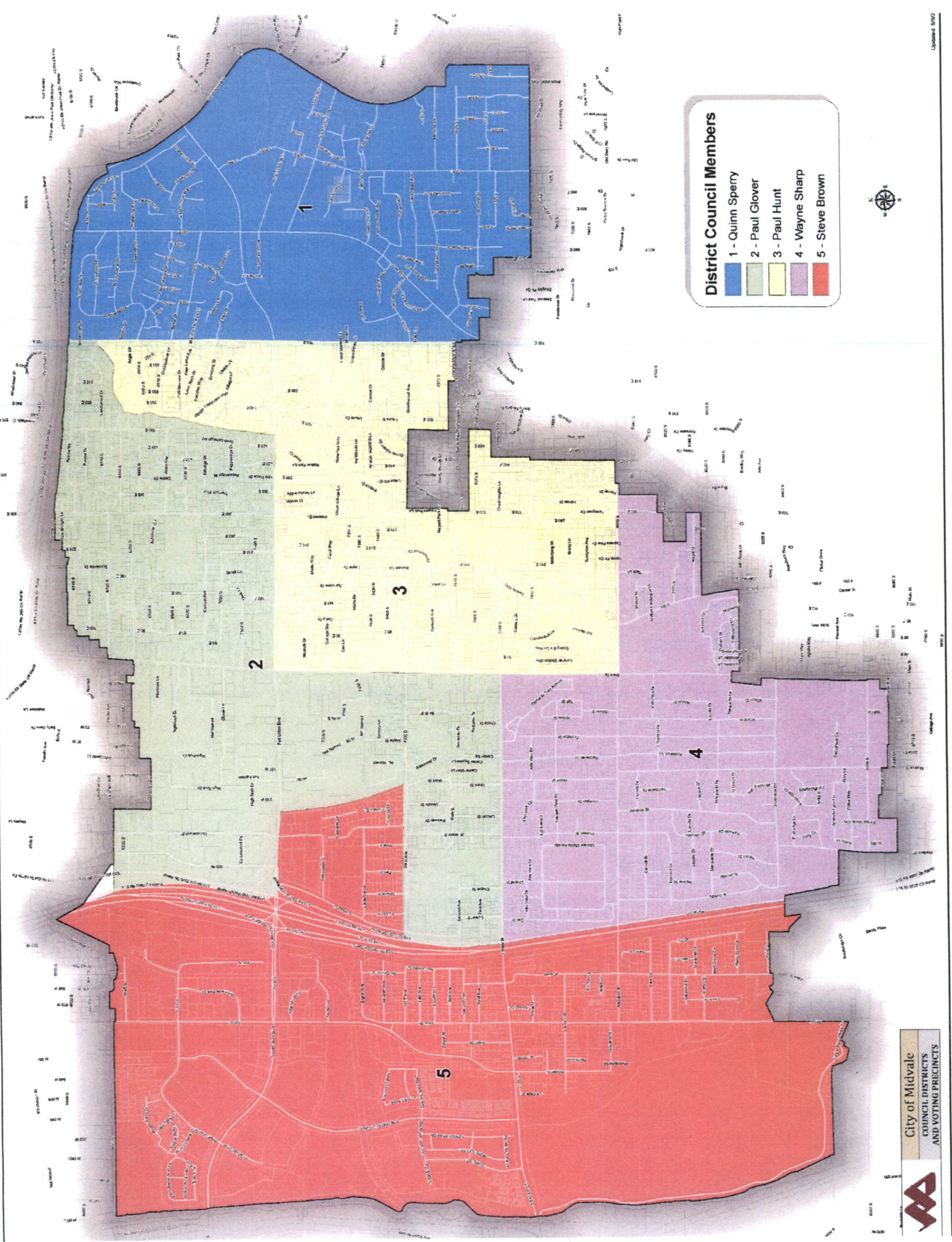
Media and Public Information

For many in a disaster, information is their first need, and it is vital that information is consistent. For public officials, you will be dealing with local and possibly national media. First and foremost, you should designate a single point-of-contact for the media, such as a Public Information Officer (PIO). Having one designated before hand is highly recommended.

One of your main jobs is to help manage public expectations about what the government can or cannot provide during or after the event. Knowing your jurisdictions EOP will help you answer many questions with confidence regarding your response and recovery efforts.

What you say to the media can have a great impact on the public's perception of how things are being handled during or after the disaster.

Working with your emergency manager and designated PIO, you may arrange a Joint Information Center (JIC) where all information can be gathered and disseminated with accuracy. This will also allow you to set up a staging area for media to conduct news conferences. Having the media away from the command center will alleviate inaccurate information and problems in the field where responders are working.



District Council Members

- 1 - Quinn Sperry
- 2 - Paul Glover
- 3 - Paul Hunt
- 4 - Wayne Sharp
- 5 - Steve Brown

