Greater Salt Lake Municipal Services District Comprehensive Emergency Management Plan

Base Plan | September 2024

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i. EXECUTIVE SUMMARY

The Greater Salt Lake Municipal Services District Comprehensive Emergency Management Plan (MSD CEMP) establishes the framework through which Greater Salt Lake Municipal Services District (MSD) *and the communities it serves (Towns of Brighton* and *Copperton, Emigration Canyon, Magna City, White City, and the City of Kearns)* respond to, recover from, prepare for, and mitigate against all hazards that threaten it. Local government has the primary responsibility of emergency management activities. When the emergency exceeds the local government's capabilities to respond, the local government will then request assistance from the MSD. When the MSD exceeds its capabilities, it will then request assistance from Salt Lake County, and then the State of Utah. The Federal Government will aid the State when appropriate. This plan is based upon the concept that the emergency functions for municipal departments, functions or groups will generally parallel their normal day-to-day functions. To the extent possible, the same personnel and material resources will be employed in both cases.

Along with the Hazard Analysis, this plan is intended to be used as a guiding document when executing response or recovery operations during a disaster or emergency and to guide preparedness and mitigation operations.

Navigating the Comprehensive Emergency Management Plan

The following sections in the CEMP provide direction on emergency or disaster activation, response, recovery, preparedness, and mitigation procedures.

Activation occurs after identifying an occurring or imminent emergency or disaster incident. Operations in this section include:

- Assessing the scope and potential impacts of the emergency
- Convening the Policy Group and senior leadership to determine response priorities and next steps
- Activating the CEMP to facilitate response and recovery operations
- Determining if the MSD ECC will be activated to support response and recovery operations
- Staffing the *MSD Emergency Coordination Center [MSD ECC]* to facilitate and support response and recovery operations

Response includes immediate operations following the identification of an occurring or imminent emergency or disaster to save lives and prevent further property damage. Operations in this section include:

- Forming a common operating picture to ensure situational awareness among responding entities
- Developing and documenting incident priorities through the Incident Action Plan (IAP)

- Issuing and/or coordinating with the County for timely and accurate public warning and guidance to the community
- Implementing protective actions, such as evacuations and sheltering, to save lives and property
- Coordinating with partners such as other municipalities, the County, and the State to support emergency or disaster response
- Documenting response operations to support audits, documentation policies, and transition to recovery operations

Recovery operations support returning the community to pre-emergency or disaster conditions. Operations in this section include:

- Transitioning from response to recovery operations
- Assessing recovery needs of the community to execute targeted recovery operations
- Initiating long-term recovery efforts to support the community returning to normal

Preparedness operations prepare for and mitigate the impacts of all hazards. Operations in this section include:

- Developing planning documentation to formalize capabilities and procedures that prepare for and mitigate the impacts of emergencies and disasters
- Conducting mitigation planning to build resilience and identify mitigation actions to lessen the impacts of specific hazards
- Training and exercising on plans and procedures to support execution of response and recovery operations
- Involving the public in emergency management through outreach to increase community preparedness

ii. PROMULGATION

Transmitted herewith is the Greater Salt Lake County Municipal Services District Comprehensive Emergency Management Plan (MSD CEMP). The MSD CEMP was developed through the collaborative efforts of the MSD, stakeholders from the Town of Brighton, Copperton, Emigration Canyon, Magna City, White City, The City of Kearns, Salt Lake County Emergency Management, and the Utah Division of Emergency Management (DEM).

The MSD appreciates the cooperation and support from all stakeholders that contributed to the development of the MSD CEMP. The Towns and Cities, Municipal Service District, County and State organizations listed in this plan will review the MSD CEMP for accuracy on a periodic basis.

The MSD CEMP and its supporting documents supersede any previous Emergency Management plan and have been approved for implementation by:

Name	**Position**	**Date**

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iii. RECORD OF DISTRIBUTION

Table 1: Record of Distribution

Name	Title	Agency	MM/DD/YYYY	Number of Copies

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iii.   RECORD OF REVISION

Table 2: Record of Revision

Section Title	Revision Summar	Date	Revised By (Name)
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		MM/DD/YYYY	

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1.0 BASE PLAN INTRODUCTION

The Salt Lake Greater Municipal Service District Comprehensive Emergency Management Plan (MSD CEMP) establishes the framework through which the MSD, Towns of Brighton and Copperton, Magna City, White City, the City of Kearns and Emigration Canyon will respond to, recover from, prepare for, and mitigate against all hazards that are threats to them. It describes the comprehensive integration and coordination of all levels of municipal, County, State, and federal government, volunteer organizations, non-profit agencies, and the private sector.

1.1 Purpose

The base plan provides a comprehensive overview of scalable command and control structures and operational procedures across all levels of government to respond to, recover from, prepare for, and mitigate against all hazards. The MSD CEMP for the Town of Brighton and Copperton, Emigration Canyon, Magna City, White City, and the City of Kearns,   establishes a framework for an effective system of comprehensive emergency operations and management for the purpose of:

- Reducing the loss of life, injury, property damage and loss from natural or man-made emergencies.
- Preparing for prompt and efficient response activities to protect lives and property impacted by emergencies.
- Responding to emergencies with the effective use of all relevant plans and appropriate resources.
- Providing for the rapid and orderly implementation of recovery operations.
- Assisting in awareness, education, prevention, and mitigation of emergencies.

1.2 Scope

The MSD CEMP includes several incident-specific annexes that describe the concept of operations to address specific hazard situations that contain technical information, details, and methods for use in emergency operations for agencies located within the communities served by the MSD.

The MSD CEMP addresses the various levels of emergencies or disasters likely to occur and, in accordance with the magnitude of an event, the corresponding short- and long-term response actions that state organizations will take in coordination with the MSD ECC, SLCo Emergency Management Division, Utah DEM, and the surrounding local jurisdictions.

1.3 Hazard Overview

The Salt Lake County Hazard Mitigation Plan identifies the hazards that pose a risk to the communities served by the MSD and details their potential impacts. Each community's specific hazard mitigation plan is included in the jurisdiction-specific sections of the Salt Lake County Hazard Mitigation Plan. Many communities have chosen to adopt the MSD-wide plan. These hazards are identified in the Salt Lake County THIRA (Threat and Hazard Identification and Risk Assessment).

Figure 1 provides an overview of those hazards.

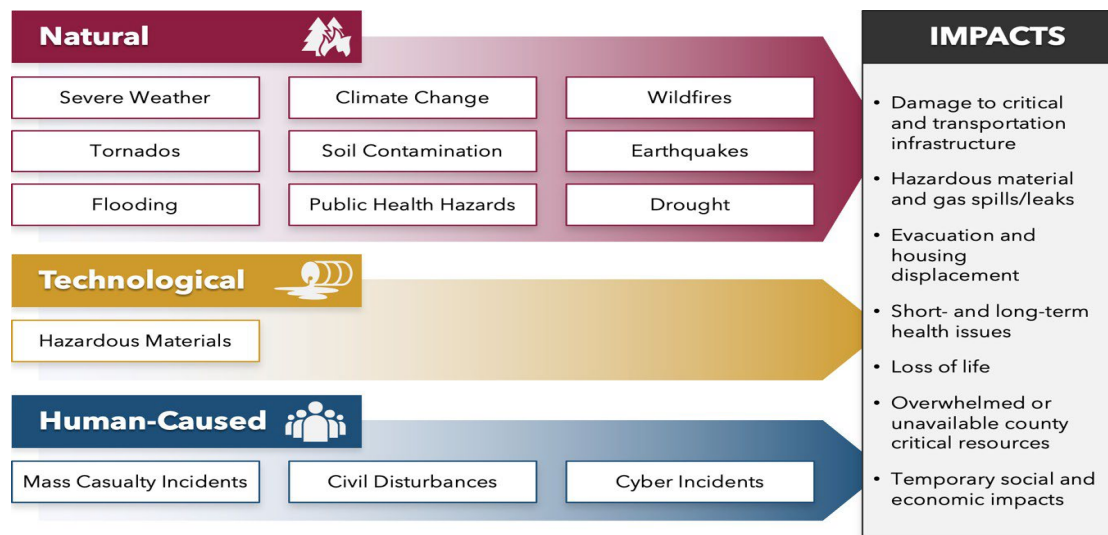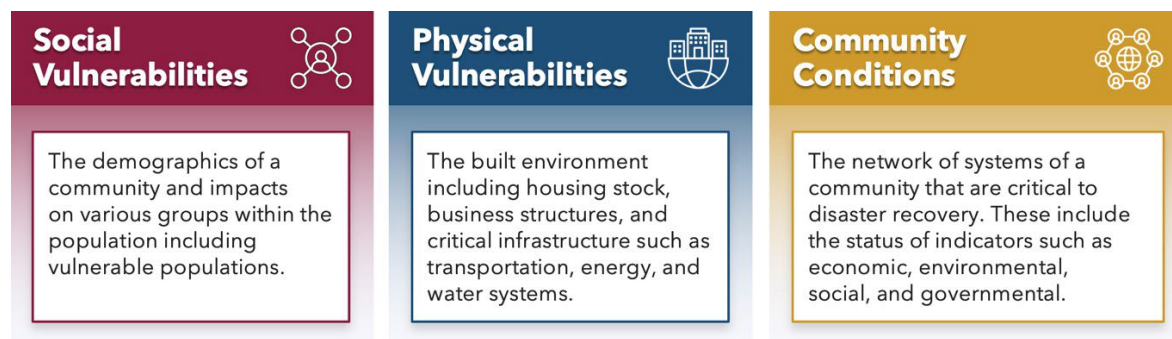*Figure 1: County Hazard Overview*

Figure 2: Types of Vulnerability

2.0 ASSUMPTIONS

- The emergency command and control structure in the communities served by the MSD are based on a bottom-up approach to response and recovery resource allocation. Each level of government must exhaust its resources prior to elevation to the next level. Homeland security statutes and regulations may govern certain response activities. The recovery of losses and reimbursements of costs from federal resources will require preparation and compliance with specific and defined processes.

- Many homes, businesses, and industries may be damaged or destroyed. The structural integrity of many public buildings, bridges, roadways, and facilities may be compromised. Water and utility infrastructure can be severely affected, and emergency response efforts will be hampered due to transportation problems, lack of electrical power, debris, and damaged, destroyed or inaccessible structures.

- The responsibilities and functions outlined in this MSD CEMP will be fulfilled only if the situation, information exchange, extent of actual agency capabilities and resources are available at the time of the emergency or disaster.

- There will likely be direct physical and economic damage to critical infrastructure. This damage will diminish emergency response capabilities due to inaccessible locales, will cause inconvenience or overwhelming distress due to temporary or protracted service interruptions and will result in long-term economic losses due to the economic and physical limitations of recovery operations.

- The Mayor or Emergency Manager for the town or city, or their designated representative(s) from the communities served by the MSD, at the time of the emergency, will coordinate activities in their jurisdiction with the MSD ECC. The MSD ECC will then maintain communication with the ESF 5 – Emergency Management desk with the Salt Lake Co ECC.

- A few of the significant factors that will affect casualties and damage include time of occurrence, severity of impact, weather conditions, population density, building construction, and secondary events (for example, fires, explosions, structural collapse, contamination issues, loss of critical infrastructure, floods, etc.).

- Disaster relief from departments and agencies outside the communities served by the MSD may take five days or more to arrive.

- The communities served by the MSD will respond according to their Emergency Response Guidelines.

- The MSD CEMP describes basic strategies that will outline the mobilization of resources and emergency operation activities that support local emergency management efforts. The MSD CEMP addresses the following five mission areas of the National Preparedness Goal for Homeland Security:

The following planning assumptions of the five mission areas of the National Preparedness Goal for Homeland Security are in Table 1 were considered in the development and execution of the base plan.

Table 1: Base Plan Assumptions

Coordination Structures	• Municipal, County, State, and federal response organizations adopt NIMS as the integrated system to respond to and recover from incidents. • Emergency management coordination and resource allocation starts at the municipal level and extends to County, State, and federal resources as availability and capabilities are exhausted. • The MSD Emergency Coordination Center (ECC) is staffed with representatives from the MSD under the ***[ESF/ISM]*** structure during response and the Recovery Support Function (RSF) structure during recovery.
Activation	• Some activation notifications and communications depend on availability of communications and energy infrastructure. • Damaged infrastructure impacts the speed at which municipal, special service district, County, State, and federal agencies can activate and deploy resources.
Response	• The MSD ECC makes every reasonable effort to respond in the event of an emergency or disaster. • Time of occurrence, severity of impact, weather conditions, population density, building construction, and cascading events are significant factors that affect casualties and damage. • Emergency response capabilities are diminished due to damaged infrastructure and equipment or inaccessible locales. • Damages to infrastructure are likely to manifest in direct physical and economic damages to facilities and systems. • Disaster relief from agencies outside the Cities or Towns serviced by the MSD may take 120 hours or more to arrive.
Recovery	• Recovery of losses or reimbursements of costs from federal assistance requires preparation and compliance with federal statutes and regulations. • The economic and physical limitations of recovery operations may result in temporary or protracted interruptions to services.
Preparedness and Mitigation	• Effective preparedness requires ongoing public community awareness and education programs so that citizens are prepared and understand their responsibilities should a major disaster or emergency occur. • Residents living within Cities and Towns serviced by the MSD are expected to maintain essential supplies to be self-sufficient for a minimum of 120 hours and up to two weeks following the initial impacts of an emergency or disaster. Effective mitigation may prevent certain hazards or incidents from occurring. For hazards or incidents that cannot be prevented, effective mitigation may reduce their impacts.

2.1 Activation

2.1.1 Involve the Community in Emergency Management

Effective community preparedness requires ongoing community awareness and education programs so citizens are prepared and understand their responsibilities should a major disaster or emergency occur.

2.1.2 Improve Public Safety through Education and Outreach

The Emergency Managers of the city and towns serviced by the MSD, working with the Communications Manager/PIO of the MSD will coordinate with other municipal communications officers, and be responsible for developing and disseminating preparedness public messaging campaigns. Examples of these campaigns include:

- Signing up for public alert applications
- Developing a personal preparedness plan
- Informing the community on safety information about flood zones and evacuation routes

2.2 Activation Phase

Assess the Emergency	Convene Policy Group and Senior Leadership	Determine if CEMPT Activation is Required	Determine Which Emergency Facilities to Use	Staff the ECC/EOC

Key Activities

- The MSD Duty Officer is contacted by the Chief Elected Official or their designated representative (Emergency Manager) from the affected municipality and assess the potential or actual emergency and determine whether the MSD Policy Group needs to be contacted. If the incident warrants the contact of the MSD Policy Group, the Duty Officer will contact them. (See MSD ECC Activation Plan in Annex H of this plan).
- The MSD Duty Officer and MSD Policy Group of the municipality affected will determine if the MSD ECC should be used to support response.
- The MSD Manager determines the extent of the MSD ECC activation, and which organizational structures and staff need to be mobilized to support activated facilities.
- EM notifies personnel they have been activated to support response.

2.2.1 Assess the Emergency

Municipal first responders are often the first agency to identify an imminent or potential emergency or disaster. Responding agencies on-scene utilize coordination structures defined   in NIMS to respond to

and assess the scope or potential impacts of the incident. Considerations when assessing the scope or potential impacts include:

- Potential for loss of life or injury
- Potential damage to property, roads, electricity, water, and other infrastructure
- Amount of time before incident impact
- Potential economic disruption

When the Chief Elected Official or Emergency Manager (EM) are advised of the incident by the first responders or the community, they shall contact the MSD Duty Officer at the 24-hour contact number. (See MSD ECC Activation Response Plan in Annex B). The Chief Elected Official or EM shall conference with the MSD Duty Officer to determine to declare an emergency. The Duty Officer will advise the Chief Elected Official or EM that they will advise the MSD Leadership (General Manager and/or Associate Manager) of the incident and the possible emergency declaration. The MSD Leadership will determine if the MSD Policy Group needs to convene.   If the Policy Group does not need to convene, the MSD Leadership will contact the Chief Elected Official or EM and advise them of their action. If the MSD Leadership chooses to convene the MSD Policy Group, see MSD ECC Activation and Response Plan in Annex H.

2.3   Determine Whether Comprehensive Emergency Management Plan Activation is Required

Upon identification or warning of an incident, the following members of the MSD Policy Group will work collectively to activate the CEMP.

- Emergency Manager or designee
- MSD [Administrator/General Manager] or designee
- Local City/town Mayor

The MSD Policy Group will consider the initial assessment from first responders to determine if the MSD CEMP and MSD ECC should be activated. Once the CEMP has been activated, relevant municipal and county agencies and partners are notified to implement the subsequent sections of this plan.

Warn the Community About Imminent Threats

If an emergency or disaster poses an immediate risk to the community, first responder agencies, in coordination with local Public Information Officers (PIO's) and EM's provide alert and warnings to the community and implement protective actions as rapidly as possible. If needed, local jurisdictions should coordinate with MSD and SLCo EM PIO for iPAWS messaging.

Effective and timely life and property saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that occur after identifying an occurring or imminent emergency disaster.

2.3.1 Convene Policy Group and Senior Leadership

Responding agencies use established communications channels to notify senior decision makers, such as the local Emergency Manager/Mayor or UFA liaison Officer, the MSD **On call Officer**, of imminent or occurring emergencies or disasters. These channels include:

- Emergency dispatch
- Field observation
- ECC Planning and Intelligence Section
- Alerts from neighboring jurisdictions

2.3.2 Determine Which Emergency Facilities to Use

Decide Which Facilities are Necessary to Support Response

Following the activation of the CEMP, the MSD Emergency Manager coordinates with the local cities and/or towns, Salt Lake County Emergency Management, first responding agencies, and other City/County leadership. Together, they determine which emergency management facilities to activate.

2.3.3   Staff the Emergency Coordination enter (ECC)

When an event requires ECC activation, the MSD General Manager or designee will determine which ECC sections, branches, positions, and [ESF/ISM] are activated or deactivated depending on the emergency or disaster's scope and size.

The *ECC* uses an *ICS/Hybrid structure* to respond to incidents and is organized by:
- *Sections that group the operations of the four core functions of the ECC (See table)*
- *Branches that organize section-specific operations and may have a combination of [ESF/ISM] and ECC positions.*
- *[ESF/ISM] that are groupings of similar organizations and agencies to support section and branch-specific operations.*
- *ECC positions that provide specific support for ECC sections and overall ECC operations, such as safety, communications support, and documentation.*
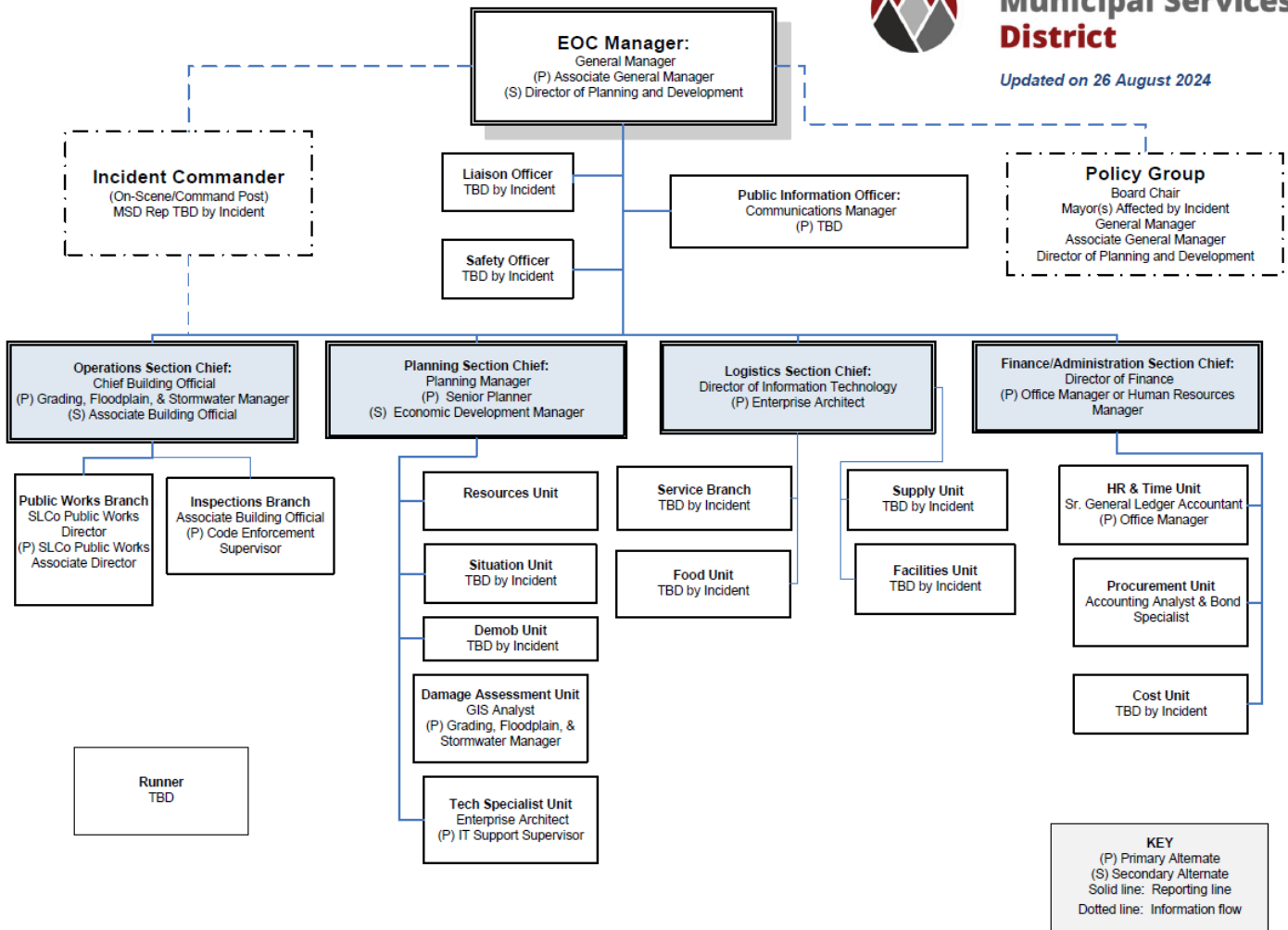
Figure 4 provides an overview of the ECC structure, including sections, branches, and positions.

GREATER SALT LAKE
Municipal Services District
Updated on 26 August 2024

EOC Manager:
General Manager
(P) Associate General Manager
(S) Director of Planning and Development

Incident Commander
(On-Scene/Command Post)
MSD Rep TBD by Incident

Liaison Officer
TBD by Incident

Safety Officer
TBD by Incident

Public Information Officer:
Communications Manager
(P) TBD

Policy Group
Board Chair
Mayor(s) Affected by Incident
General Manager
Associate General Manager
Director of Planning and Development

Operations Section Chief:
Chief Building Official
(P) Grading, Floodplain, & Stormwater Manager
(S) Associate Building Official

Planning Section Chief:
Planning Manager
(P) Senior Planner
(S) Economic Development Manager

Logistics Section Chief:
Director of Information Technology
(P) Enterprise Architect

Finance/Administration Section Chief:
Director of Finance
(P) Office Manager or Human Resources Manager

Public Works Branch
SLCo Public Works Director
(P) SLCo Public Works Associate Director

Inspections Branch
Associate Building Official
(P) Code Enforcement Supervisor

Resources Unit

Service Branch
TBD by Incident

Supply Unit
TBD by Incident

HR & Time Unit
Sr. General Ledger Accountant
(P) Office Manager

Situation Unit
TBD by Incident

Food Unit
TBD by Incident

Facilities Unit
TBD by Incident

Procurement Unit
Accounting Analyst & Bond Specialist

Demob Unit
TBD by Incident

Damage Assessment Unit
GIS Analyst
(P) Grading, Floodplain, & Stormwater Manager

Cost Unit
TBD by Incident

Runner
TBD

Tech Specialist Unit
Enterprise Architect
(P) IT Support Supervisor

KEY
(P) Primary Alternate
(S) Secondary Alternate
Solid line: Reporting line
Dotted line: Information flow

The *2019 Utah Hazard Mitigation Plan* and the *2019 Salt Lake County Hazard Mitigation Plan* served as the guidelines for mitigation operations in the State of Utah in general, SLCo, and the communities served by the MSD, specifically. These plans help to promote sound public policy designed to protect citizens, critical facilities, infrastructure, private property, and the environment.

3. CONCEPT OF OPERATIONS

The communities served by the MSD use a bottom-up approach in all phases of emergency management, with emergency activities being resolved at the lowest possible level of response. The resources of local response agencies, county, state, and federal agencies are to be used in this sequential order to ensure a rapid and efficient response.

3.1 Normal Operations

In the absence of a declared disaster or state of emergency, the emergency response forces (EMS, fire, law enforcement, and public works) will respond to emergencies within the communities served by the MSD. Mutual aid and shared response jurisdictions are addressed through local agreements and do not require a local declaration of emergency to enable them. The Chief Elected Executive(s) or their designee(s) from the City or Town affected by the emergency may request operational assistance from the MSD ECC, if the event exceeds the City or Town capabilities.

3.2 Declaring a Local State of Emergency

The very nature of disasters — their unique circumstances, the unexpected timing, and varied impacts — precludes a complete listing of factors considered when evaluating disaster declaration requests. All disasters start and end at the local level; however, the primary factors considered include the following:

- Amount and type of damage (number of homes destroyed or homes with major damage)
- Impact on the infrastructure of affected areas or critical facilities

- Imminent threats to public health and safety

- Impact on essential government services and functions

- Dispersion or concentration of damage

- Level of insurance coverage in place for homeowners and public facilities

- Assistance available from other sources (federal, state, local, voluntary organizations)

- State and local resource commitments from previous, undeclared events

- Frequency of disaster events over a recent time period

- When conditions warrant, the Chief Elected Executive of the city or town, or their designee(s), will request a Declaration of Emergency (*Each City or Town Mayor has the authority to declare an emergency within their Jurisdiction and are defined as a "municipality" by U.C.A. § 10-1-104(5)(c). The "chief executive officer" of a city or a town is defined as the "mayor" by U.C.A. § 53-2a-203(1)(a)(i) because they are a "form of municipal government." Finally, each mayor has the powers outlined in U.C.A. § 53-2a-205 when a "state of emergency or local emergency has been declared."*)

- A local emergency declaration shall not be continued or renewed for a period in excess of 30 days except by or with the consent of the affected City or Town Council. *Utah Code § 53-2a-208 (1) (b)*

- Damage assessment updates from affected areas should follow at regular intervals from the Chief Elected Executive or their designee, from the Cities or Towns, with assistance from the MSD. Crisis Track is the current platform for completing damage assessments.
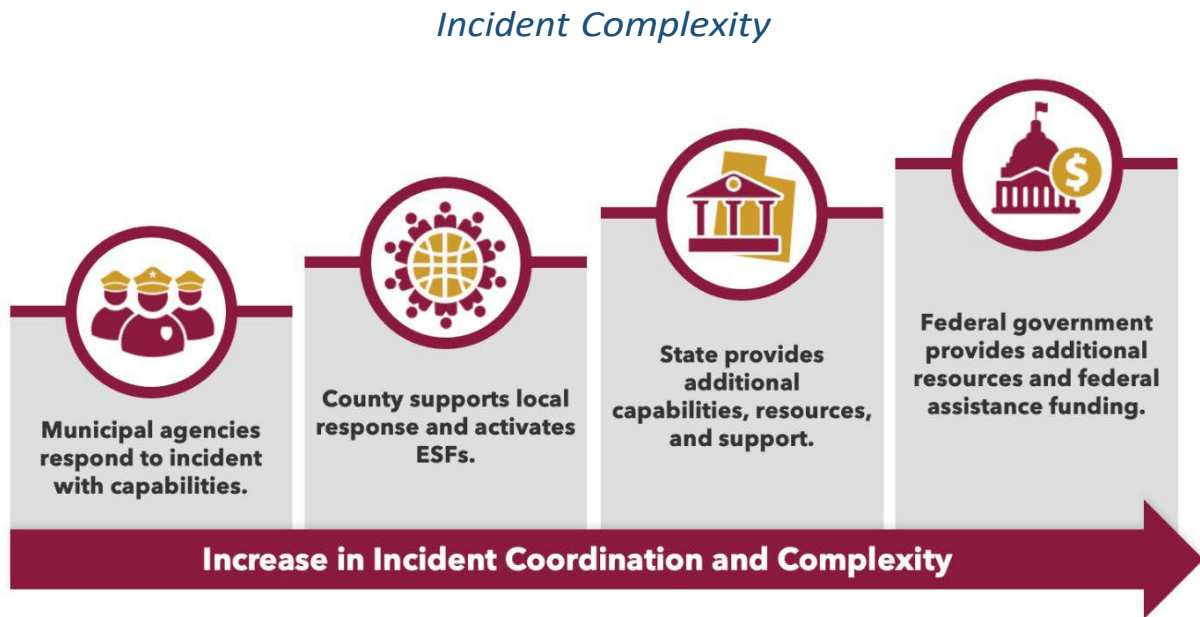
The Robert T. Stafford Disaster Relief and Emergency Assistance Act (referred to as the Stafford Act - 42 U.S.C. 5721 et seq.) authorizes the President to issue major disaster or emergency declarations before or after catastrophes occur. Emergency declarations trigger aid that protects property, public health and safety, and lessens or averts the threat of an incident becoming a catastrophic event.

Effective and timely life and property saving operations often depend on prompt identification and activation of resources during a disaster or emergency. This section provides an overview of operations that occur after identifying an occurring or imminent emergency or disaster incident

3.3 Coordinate with City and Town Municipality Partners

To effectively implement activation, response, recovery, and preparedness actions, the **MSD and its ECC** coordinates with County, State, federal, and private sector partners. This section provides an overview of how these entities coordinate.

As an incident evolves, expands, or affects certain sectors, various agencies may become involved to support response and recovery operations. Figure 7 provides a general overview of how different agencies and entities are involved as an incident becomes more complex.

Incident Complexity

The table below describes the major responsibilities related to coordination during emergency and disaster response and recovery operations.

Coordination Roles and Responsibilities

Municipalities	- Respond to incident based on available resources and capabilities - Notify municipal emergency management and other supporting agencies of operations, initial assessment, and need for further support (if required) - Activate relevant municipal EOC to provide timely, accurate, and regular assessments and coordination support - Declare a local emergency if warranted - Activate MSD ECC

County	• Activate ECC to support response and recovery coordination. • Notify DEM of incident and request support as needed. • Create County disaster declaration as needed. • Coordinate with Utah DEM to request federal assistance as needed. • Coordinate requests from municipalities and County departments, organizations, and agencies for resources to support response and recovery. • Regularly assess and document incident impacts and status. • Develop timely and accurate messaging to the community regarding incident status and protective actions.
State of Utah	• Provide DEM liaison to support communication and coordinate between the *Salt Lake County ECC* and DEM. • Coordinate support from State of Utah agencies, other counties, and inter-State mutual aid through EMAC. • Support *[Town/City/Municipality/County]* and State disaster declaration as needed. • Coordinate federal assistance.
Federal Government	• Provide response support and resources if State of Utah capabilities are insufficient to respond and recover from the incident. • Provide federal assistance to help the [Municipality] recover from emergency or disaster impacts.
Private Sector	• Incorporate response and recovery resources and support to municipal and County governments through requests, agreements, and memorandums of understanding (MOU). • Provide situational assessment and ensure situational awareness of disaster or emergency, if applicable.

3.4 Preparedness

This section provides an overview of preparedness actions executed by the communities serviced by the MSD and the MSD partnering agencies to prepare for the impacts of all hazards. Preparedness actions occur prior to and after emergencies and disasters and include planning, training, and exercises.

PREPAREDNESS PHASE

| Plans for Future Emergencies | Conduct Hazard Mitigation Planning and Identify Mitigation Actions | Train and Exercise Plan | Involve the Public in Emergency Management |

Key Activities

- All agencies develop internal plans to support emergency or disaster preparedness.
- Local communities and MSD EMs coordinates hazard mitigation planning and identification of mitigation projects to lessen the impacts of emergencies and disasters.
- Local communities and MSD EMs plans for, executes training, and exercises for different partner entities within the Municipality.
- The local communities EM, working with the MSD Leadership and MSD PIO implement outreach strategies to inform, educate, and engage the community on emergency preparedness.

3.5 Develop Plans for Future Emergencies

Maintain Plans that Support Response and Recovery

The cities and towns serviced by the MSD will maintain operational plans and documents described in the table below to better facilitate disaster and emergency response.

Planning Documentation Overview

Comprehensive Emergency Management Plan	Establishes the framework for the Cities and towns serviced by the MSD to respond to, recover from, prepare for, and mitigate against all hazards that pose a threat to them

3.5.1 Update Plans Regularly

Emergency Managers of the cities and towns serviced by the MSD have the overall responsibility for ensuring their plans, annexes, operation guides, and associated checklists are current. The city or town Emergency Manager or designee assigns personnel to be accountable for the upkeep of specific planning documentation.

3.6 MSD Emergency Coordination Center Activation

This MSD CEMP and the MSD ECC may be activated when the Chief Elected Executive, or their designee(s) from a city or town, have declared a local emergency, or when an emergency is considered imminent or probable, and the implementation of this MSD CEMP and the MSD ECC is considered a prudent, proactive response. (See MSD ECC Activation and Response Plan).

An event may start out small, escalate quickly, or may occur at any time of day or night. The following are steps leading to a disaster declaration:

- As soon as an incident occurs, the Chief Elected Executive(s), or their designee(s) of the Cities or Towns affected will monitor the situation and advise the MSD Duty Officer (DO).

- The Cities or Towns will initially respond to the emergency using their Emergency Response Guidelines.

- The MSD DO will then contact the MSD General Manager (GM) and Associate General Manager (AGM) to advise them of the incident. (See MSD ECC Activation and Response Procedures).

- The communities served by the MSD will use their own or contracted resources first in dealing with an emergency.

- In an emergency or disaster situation, when those resources are overwhelmed or threatened to be overwhelmed, the Chief Elected Executive(s) or their designee of the Cities or Towns affected, will notify the MSD ECC Duty Officer, and advise them of the incident. (See MSD ECC Activation and Response Plan).

- The GM, AGM, or the Director of Planning or designee of the MSD, working with the Chief Elected Executive or their designee of the affected City or Town, will determine whether or not to activate the MSD ECC. (See MSD ECC Activation and Response Procedures).

- Once activated, the MSD ECC will serve as the representative for the City or Town to the Salt Lake County ECC. (See MSD ECC Activation and Response Procedures).

- If the incident is beyond the MSC ECC capabilities, the MSD ECC Commend will, using the most functional and available method of communication, notify the SLCo Emergency Manager, or the 24-hour SLCo Emergency Watch Desk (Duty Officer), of the incident and request assistance. (See MSD ECC Activation and Response Procedures).

When required, the communities served by the MSD, will declare a local state of emergency and assist emergency response coordination and operations from the MSD ECC.

3.6.1 Requesting Mutual Aid

To expedite the resource sharing process, the MSD *has* entered into mutual aid agreements with neighboring jurisdictions and assisting agencies to access additional resources should they be available. Such mutual aid agreements are pre-established (preferred) or created at the onset of response operations. Pre-establishing mutual aid agreements prior to response operations is preferred as the agreements can be rapidly utilized during response. The MSD has already established contracts and mutual aid agreements.

Mutual aid agreements often include:

- Identification of the resources accessed
- Reasonable assurance that resources are available when needed
- Terms for compensation

3.6.2 Salt Lake County Emergency Coordination Center Activation

The SLCo ECC will serve as the command center for all disaster response operations in Salt Lake County. The ECC is located at 3380 South 900 West, Salt Lake City, Utah. If a disaster or emergency prevents the use of this primary facility, SLCo will determine the alternate ECC.

ECC Activation Levels of Operation

1. **The Salt Lake County ECC activation is divided into three levels of readiness, to establish emergency operations.**

2. **SLCo Emergency Management staff are always on-call to monitor and follow up on situations, threats, or events within the communities served by the MSD.**

    The severity of the event will directly affect the level of activation by the SLCo ECC. The SLCo Emergency Manager, will help decide to increase or decrease levels of activation. When the SLCo ECC is activated, a centralized response and recovery will be established, with operational plans and activities focused on efficiency, quality, and quantity of resources.

    The three levels of activation coordinate with the SLCo, Utah DEM, and federal plan activation levels:

- Level I: Full-scale activation (Red)

- Level II: Limited activation (Yellow)

- Level III: Monitoring activation (Green)

3.   **Level I – Full-Scale Activation**

Level I is the complete mobilization and operation of the SLCo ECC with full staffing, as available. The SLCo ECC may operate on a 24-hour schedule due to the severity of the event. The MSD ECC will coordinate with the SLCO ECC.

4.   **Level II - Limited Activation**

Level II is limited county activation, where only those Emergency Services Functions (ESFs) which are necessary to support the response to the emergency are activated. The SLCo Emergency Manager will notify coordinators of ESFs that they are activated and to report to the ECC. All other ESFs will be alerted and put on-standby. The SLCo Emergency Manager may request a liaison from the MSD to represent the Cities and Towns affected by the emergency. These emergencies require limited staff to direct and support the needed ECC operations.

5.   **Level III – Monitoring Activation**

Level III is a preparatory step taken upon the receipt of a warning for a potential disaster or emergency condition. The SLCo Emergency Manager will apprise the MSD of the event. The SLCo Emergency Manager will evaluate the situation and, if conditions warrant, alert and advise the appropriate individuals and agencies of the situation and instruct them to take appropriate action as part of their everyday responsibilities. The SLCo ECC may be activated with only administrative staff. They will assess the situation and may escalate the activation is needed. This level typically involves observation, verification of appropriate action, and follow-up. Notifications may be made that will potentially affect departments and other agencies or jurisdictions. The ECC may be set up and prepared for operations. Communications equipment will be tested and made operational. The day-to-day operations are typically not altered, and the management structure stays the same.

3.6.3 Emergency Support Functions

The SLCo ECC uses the ICS structure, which provides the ECC staff with a standardized operational structure and common terminology. The ECC is organized into 15 ESFs which are composed of local departments, agencies, and voluntary organizations that are grouped together to provide needed assistance.

3.6.4 Decision Making in the Salt Lake County ECC

Activation of the ECC is to develop and maintain awareness of the entire situation for decision makers and to coordinate support for emergency responders. A common operating picture is critical because it provides the basis for making decisions and facilitates the release of emergency public information. Situational awareness is also vital to the effective coordination of support for responders in the field.

3.6.5 Salt Lake County ECC Action Planning

ECC Incident Action Plans (IAP) provide designated ECC personnel with knowledge of the objectives to be achieved and the steps required for their achievement. ECC IAPs also provide a basis for measuring the achievement of objectives and overall system performance.

Action planning is an important management tool that involves the following:

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

The Planning Section is responsible for developing the ECC incident action plan and facilitating action-planning meetings. ECC action plans are developed for a specified operational period, which may range from a few hours to 24 hours. The operational period is determined by establishing an initial set of priority actions. A reasonable timeframe is then determined for the accomplishment of those actions.

It is imperative that the liaison from the MSD be a part of the Planning process and the Policy Group.

3.6.6 After Action and Corrective Action Plans

As immediate threats to life and property subside and the need for sustained ESF operations diminishes, responsible individuals will be debriefed, and lessons learned will be documented. The General Manager or Associate General Manager of the MSD working with their liaison to the County ECC, will prepare a written After-Action Report (AAR) of their activities, which will be submitted to the General Manager of the MSD for review. A copy of this AAR is included in the Forms Annex at the end of this document. The AAR will then be submitted to the SLCo Emergency Manager for review. Matters requiring corrective action will be written up in a Corrective Action Plan (CAP). It will be forwarded to the Chief Elected Executive(s) of the Cities and Town affected by the emergency to be addressed as needed. Copies of the ICS 214 Log, After Action Form, and Corrective Action Plan are in the annexes section of this document.

4.0 ORGANIZATION AND RESPONSIBILITIES

Representatives from the communities served by the MSD may have various roles and responsibilities throughout the duration of an emergency. Therefore, it is important the MSD General Manager, or their designee(s), the cities and Town(s) Chief Elected Executive(s), or his/her designee(s), understand and be trained in the command structure established to support response and recovery efforts. Typical duties and roles may also vary depending on the severity of impact, size of the incident, and availability of local resources.

It is also important that the Chief Elected Executive(s) from the City or Town, or their designee(s), and MSD personnel, are identified and receive training in their responsibilities to support existing response plans, procedures and policies.

The Chief Elected Executive(s) of the City and Town(s), or their designee(s), and the GM and AGM of the MSD, and any MSD personnel, should be able to:

- Maintain current internal personnel notification rosters and standard operating procedures to perform assigned tasks (notifications, staffing, etc.).
- Provide the MSD ECC and the SLCo Emergency Manager with current contact information and email addresses.
- Identify potential sources of additional personnel, equipment, and supplies.
- Provide for continuity of operations by taking action to accomplish the following:
- Ensure orders of succession for key management positions are established to ensure continuous leadership and authority for emergency actions and decisions in emergency conditions.
- Protect records, facilities, and organizational equipment deemed essential for sustaining government functions and conducting emergency operations.
- If practical, ensure that alternate operating locations are available if the primary location suffers damage, becomes inaccessible, or requires evacuation.
- Be trained and understand their Continuity of Operations Plan (COOP)
- Refer to their City or Town Emergency Response Guidelines or Plan

4.1 Greater Salt Lake Municipal Services District

The following are the MSD divisions that may be requested with support responsibilities as detailed by the CEMP or requested by MSD ECC and/or SLCo Emergency Management Division.

- Planning and Zoning

- Animal Control

- Business Licenses

- Code Enforcement

- Public Works Operations and Engineering

- Parks

- Staff Administration and support ECC for its members

The MSD provides these services to its member entities directly or via contract with other agencies, such as Parks Maintenance and Public Works Operations. The MSD should advise SLCo Emergency Management of any contracted services to provide support. County Departments and Agencies

Salt Lake County Emergency Management
- Maintain ESF 5 (Emergency Management) - Computer-driven information management programs and ensure the training of personnel on their operation and utilization.
- Provide disaster management-related information using ESF 5's information management and response planning computer programs.
- Provide this information to the Chief Elected Executive(s) of the communities served by the MSD, to the SLCo ECC and others as determined by the SLCo Emergency Manager.
- Maintain incident logs, mission-tracking logs, mutual aid request logs, and document all SLCo ECC briefings and meetings, plus other information tracking procedures.
- Develop division procedures that increase capabilities to respond to, and recover from, emergencies and disasters to local jurisdictions.

- Coordinate, supervise and manage the procurement, distribution, and conservation of supplies and resources available for use by SLCo government in supporting recover.

Salt Lake County Health Department

- Provide subject matter expertise, consultation, and technical assistance to ESF 8 (Public Health and Medical Services) for its partners on disaster human services issues.

- Provide medical staff and support to augment health services personnel as appropriate.

- Provide medical care and mental health services for affected populations either within or outside shelter locations in accordance with appropriate guidelines.

- Provide technical assistance for shelter operations related to food, vectors, water supply, and wastewater disposal.

- Assist in the provision of medical supplies and services, including durable medical equipment.

- Coordinate overall needs assessment and monitors potential health hazards.

- Identify critical personnel and responsibilities, emergency chain of command, appropriate emergency notification procedures, and alternate work locations.

- Endeavor to provide accurate and timely emergency public information.

Valley Emergency Communications Center (VECC)

- Operate as a 24-hour/7-day a week, 911 police, fire, and emergency medical services dispatch center.

- Provide after-hours notification for the emergency management staff, responders and the media if there is threat to life, property, or safety of the responders.

4.2 State Agencies

Utah Division of Emergency Management

- Coordinate the State of Utah's response to disasters.

- Support local emergency management efforts when local resources are unable to cope with the situation and when a particular capability or resource is required but unavailable.

- Contact other states or the federal government for assistance if the state is unable to fulfill the request.

Utah National Guard

- Supports statewide emergency management efforts when local resources are unable to cope with the situation and when a capability or resource is required but unavailable.

- Contact other State National Guard Agencies or the federal government for assistance if the state is unable to fulfill the request.

Utah Department of Transportation
- Supports statewide emergency management efforts for all state roadways and highways within Utah.

4.3 Federal Agencies

Federal Emergency Management Agency
- Coordinates the federal government's role in preparing for, preventing, mitigating the effects of, responding to, and recovering, from all domestic disasters, whether natural or human-caused, including acts of terror.

Department of Defense
- Coordinates federal military forces responding to, and recovering from, all domestic disasters, whether natural or human-caused, including acts of terrorism.

National Weather Service
- Issues severe weather watches and warnings.

4.4 Non-governmental Organizations

The role of Non-Governmental Organizations (NGOs) in disasters is to fill the gaps that governmental agencies cannot perform. Disaster response and recovery require a coordinated effort between various public, private and NGOs in order to be effective. Planning must involve everyone from these multiple sectors in order to ensure a coordinated response and recovery effort.

American Red Cross
- Provide staff to work in support of mass care and sheltering activities.
- Provide subject-matter expertise on regulations, policy, and all relevant ARC issues, including general mass care planning, preparedness, and response and recovery activities as ARC-specific activities in these areas.
- Provide information on current ARC mass care activities as required.
- Support reunification efforts through its Safe and Well web site and in coordination with government entities as appropriate. (link here)
- Provide public health and safety and lessen or avert the threat of an incident becoming a catastrophic event.
- Provide staff and support as part of an integrated case management system.

Faith-Based Organizations

- Provide staff to work in support of mass care and sheltering activities.
- Provide facilities for sheltering, mass care, and feeding.
- Provide areas for Points of Distribution (POD).
- This section outlines general roles and responsibilities for Municipal, County, State, and Federal entities related to response, recovery, preparedness, and mitigation operations.

4.6 Functional Responsibilities

This table provides an overview of emergency response functions and the primary (**P**) and secondary (**S**) entities that are responsible for executing those functions.

Function	[Municipality] EM	Mayor/Manager Office	Health Department	Information Services	Public Works	Human Services	Mayors/Manager Office of Finance	Police Department	Fire Department	American Red Cross (ARC)	Salvation Army	Faith-Based NGOs	Private Sector
Administration and Finance	S						P						
Agriculture and Natural Resources					S								P
Alert and Notification	P							S	S				
Communications	S			P				S	S				
Critical Infrastructure and Key Resource Restoration					P								S
Damage Assessment	S				P								
Debris Management					P				S				
Detection And Monitoring	S							P	P				
Direction, Control, and Coordination	P	P						S	S				
Donation Management							P			S	S	S	S
Emergency Public Information	P	S											
Energy and Utilities Services					S								P
Evacuation and Shelter-in-Place		S						P	P				
Fatality Management and Mortuary Services													
Firefighting/Fire Protection									P				

Function	[Municipality] EM	Mayor/Manager Office	Health Department	Information Services	Public Works	Human Services	Mayors/Manager Office of Finance	Police Department	Fire Department	American Red Cross (ARC)	Salvation Army	Faith-Based NGOs	Private Sector
Food, Water, and Commodities Distribution											P		
Hazardous Materials									P				
Information Collection, Analysis, and Dissemination	P							S					
Law Enforcement								P					
Mass Care and Sheltering	S									P	P	S	
Mutual Aid	P	S											
Private Sector Coordination	P												P
Public Health and Medical Services			P										
Public Works and Engineering					P								
Resource Management and Logistics	P								S				
Search and Rescue									P				
Transportation Systems and Resources					P								
Volunteer Management	S									P	P		
Warning	P							S	S				

5.0 DIRECTION, CONTROL AND COORDINATION

In the event of an emergency or disaster, the communities served by the MSD depend on SLCo's emergency response agencies, including EMS, fire, law enforcement, and public works.

The senior leadership of the Cities or Towns will focus on information gathering and situational awareness needed to make informed decisions. The Chief Elected Executive or EM will contact the MSD Duty Officer and advise them of the incident and situation. After the extent of the emergency is determined, the MSD Duty Officer will contact the MSD General Manager or Associate General Manager to ascertain if the MSD ECC needs to be activated and/or contracts are overwhelmed, then an emergency may be declared. The MSD ECC is charged with coordinating efforts to represent the Cities and Towns during emergencies with the Salt Lake County Emergency Management Department. SLCo Emergency Management is the agency charged with coordinating local jurisdictions located within SLCo and the disaster response efforts.

The Chief Elected Executive(s) of the Cities Towns, or their designee(s), and the General Manager of the MSD, or their designee(s), will help support response to major events, during the declared emergency, through the MSD ECC.

The communities served by the MSD CEMP components will be coordinated as follows:

1. This promulgated CEMP is effective immediately upon approval and implementation.

2. All communities served by the MSD are responsible for developing and maintaining their own internal operating and notification procedures.

3. All communities served by the MSD are responsible for filling any important vacancies, recalling personnel from leave if appropriate, and alerting those who are absent due to other duties or assignments, identified in their Emergency Response Guidelines or Plan.

4. Unless directed otherwise, existing City or Town communications systems and frequencies will be employed.

5. Unless directed otherwise, the release of information to the public or media will be coordinated through the MSD Communication Officer and/or SLCo Joint Information System (JIS) using the concepts outlined in ESF 15 (External Affairs).

6. The MSD ECC will identify a representative that will respond to the County ECC as a liaison for the MSD. The Liaison to the County ECC will make prior arrangements to ensure that their families are provided for in the event of an emergency to ensure a prompt, worry-free response and subsequent duty.

5.1 Perform Damage Assessments

Municipal agencies conduct damage assessments during the response to identify incident impacts, prioritize response and restoration activities, and initiate the cost recovery process. The objectives of damage assessments include:

- Determining immediate life safety issues such as trapped or missing individuals
- Assessing economic impacts
- Identifying the scope of damages
- Determining the status of infrastructure
- Prioritizing response operations
- Documenting damages
- Affixing an estimated dollar amount to damage to justify the need for additional assistance

New impacts, damages, or disruptions to infrastructure are incorporated into updated assessments and reported to relevant *[ESFs/ISMs]* and County, State, and federal supporting agencies.

5.2 Rapid Damage Assessment

A Rapid Damage Assessment (RDA) is an assessment that takes place within hours after an incident and focuses on lifesaving needs, imminent hazards and critical lifelines. This is also referred to as a 'windshield assessment' and will be gathered information using all means available. First responders, volunteers, or the Community Emergency Response Teams (CERT) can assist using the RDA Forms. Initial RDAs will focus on high- hazard areas (i.e., hospitals, schools, churches, etc.) and then residential structures.

5.3 Preliminary Damage Assessment

A preliminary damage assessment is conducted within the framework of a declaration process, identifies and affixes a dollar amount to government and commercial property, and percentage of damages to residential property. The preliminary damage assessment assists the SLCo Mayor and Council in determining resources available and additional needs that may be required. Damage assessments are to be conducted in the affected communities served by the MSD online program, which is then relayed to the ECC through the internet.

A preliminary damage assessment team may be composed of personnel from FEMA, the state DEM, county and local officials, and the U.S. Small Business Administration (SBA). The team's work begins with reviewing the types of damage or emergency costs incurred by the units of government and the impact to critical facilities, such as public utilities, hospitals, schools, fire, and police departments. They will also look at the effect on individuals and businesses, including the amount of damage and the number of people displaced, as well as the threat to health and safety caused by the event. Additional data from the American Red Cross (ARC) or other local voluntary agencies may also be reviewed.

During the assessment, the team will collect estimates of the expenses and damages and forward to the SLCo Emergency Manager. This information is used by the SLCo Mayor to support a declaration of a state of emergency or declaration at the county level. The Governor can also utilize this information to support a declaration of a state of emergency request that will outline the cost of response efforts, such as emergency personnel overtime, other emergency services shortfalls, community damage, citizenry affected and criteria to illustrate that the needed response efforts are beyond state and local recovery capabilities. The information gathered during the assessment will help the Governor certify that the damage exceeds state and local resources.

Preliminary damage assessments also assist the Chief Elected Executive(s) of the communities served by the MSD, the opportunity to assess the damage in their City or Town. The Chief Elected Executive(s) of the Cities or Towns affected by an emergency, or their designee(s), working with the MSD ECC, will work with SLCo Emergency Management to assemble assessments in the ECC environment.

5.4 Response Procedures

If the MSD ECC is activated, a representative from the MSD ECC will contact the SLCo ECC within two hours. The SLCo Emergency Manager may also request a representative from the MSD as a liaison. Emergency response actions may be undertaken and coordinated, with or without activation of the MSD ECC or the City and Town activating their CEMP. This will depend on the severity of the impending or actual situation. Response priorities will focus on life safety; then basic survival issues (water, food, basic medical care, shelter); restoration of the City or Town vital infrastructures (water/waste systems, electrical grid, phones, roads); clean up and emergency repairs; and then recovery. The Joint Information Center (JIC) will organize notifications to the public, business community, and other parties of developments and activities via the local media.

5.5 Response & Recovery

 The SLCo ECC, working with the MSD ECC will support a needs assessment soon after a disaster occurs. The needs assessment identifies the resources required to respond to and recover from the disaster. The assessment will form the basis for notification and resource requests from SLCo, State, and Federal assistance. The MSD ECC and the SLCo ECC will compile damage assessment information to determine the fiscal impact and dollar loss associated with a disaster. Damage assessment information is needed to secure a presidential disaster declaration; however, it is not always required before federal assistance is requested in a disaster.

5.6 Continuity of Operations

Continuity of Operations (COOP) is a function of emergency management and is vital during a community emergency or disaster situation. COOP is defined as the preservation and maintenance of the local civil government's ability to carry out its

constitutional responsibilities. All the communities served by the MSD shall have a Continuity of Operations Plan (COOP).

6.0 COMMUNICATIONS

Emergency communications are defined as the ability of emergency responders to exchange information via data, voice, and video. Emergency response at all levels of government must have interoperable and seamless communications to manage emergencies, establish command and control, maintain situational awareness, and function under a common operating picture for a broad spectrum of incidents.

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

7.0 ADMINISTRATION, FINANCE, AND LOGISTICS

7.1 Administration Information

The Chief Elected Executive(s) of the communities served by the MSD, and the MSD ECC, will keep narratives and operational journals of response actions during an emergency in which they are affected.

The Chief Elected Executive(s) of the City or Town, working with the MSD ECC, are responsible for implementing their CEMP's. They will work with and support the MSD ECC and the SLCo Emergency Manager with any administrative and logistical needs for their jurisdiction. This will assist in the preparation of a list of resources necessary in carrying out their emergency responsibilities.

7.2 Records, Preservation and Restoration

All affected communities served by the MSD, as well as the MSD, must ensure the protection of their records so normal operations can continue after the emergency. Such records may also be vital to the rapid recovery from the effects of an emergency. The communities that are served by the MSD, and are affected, will support any information technology from their agency with the maintenance of plans for the safety, recovery, and restoration of the data and telecommunication systems during a disaster.

7.3 Reports and Records

The planning and activation of an effective emergency response require timely and accurate reporting of information and the maintenance of records on a continual basis. The Chief Elected Executive(s) of the communities served by the MSD and the MSD ECC if activated, will keep narrative and written log-type records of all actions that happened during an operational period, using the ICS 214 form. The General Manager of the MSD or the Command Staff of the MSD ECC, will also keep a narrative written log-type records of all actions that happened within the MSD ECC and the City or Town, using the ICS 214 form. These reports are to include any situation reports, request for assistance, and damage assessments. Copies are to be sent to the SLCo Emergency Manager in a timely manner.

The City or Towns and the MSD ECC Command Staff will use pre-established bookkeeping and accounting methods to track and maintain records of expenditures and obligations.

The logs and records will form the basis for status reports to the county and the state. At a minimum, daily situation reports from both the City and Towns affected, and the MSD, will be forwarded to the county ECC during a local activation.

7.4 Financial Management

The General Manager of the MSD or their designee(s) and the MSD ECC Command Staff, working with the Chief Elected Executive(s) of the Cities and Towns affected, will track all expenditures staff time, and injuries during the time of the disaster or emergency in their jurisdiction. The expenditure tracking form will be sent to the County Finance/Administration Section of the County ECC, with a copy to be kept by the MSD ECC Finance/Administration Section Chief.

The Finance/Administration Section Chief at the MSD ECC will ensure all documentation is complete, recorded on the appropriate forms and proper in all respects. If a community served by the MSD, is federally declared, the SLCo auditor will submit for reimbursement. If not declared, the documentation will serve as a recorded history of activity with expenditures.

7.5 Accounting

The General Manager of the MSD or the Finance/Administration Section Chief of the MSD ECC will maintain a complete and accurate account of emergency expenditures and obligations, to include personnel and equipment costs. Such records are essential to identify and document funds for which no federal reimbursement will be requested but might be eligible for reimbursement under major emergency project applications. When federal public assistance is provided under the Disaster Relief Act, local projects approved by FEMA are subject to state and federal audits.

The MSD finance division will coordinate the reimbursement documentation for the FEMA Public Assistance Program during a presidentially declared disaster for the county government.

7.6 Fiscal Agreements

The Finance/Administration Section Chief will keep a clear statement of the agreements between all major agencies responding to an emergency concerning payment or reimbursement for personnel services rendered, equipment costs, and expenditures of materials used in response to an emergency is mandatory.

7.7 Logistics

Assumptions:
- The communities served by the MSD have no local logistical capabilities.
- The MSD has some logistical assets that are under contract with SLCo and may be requested by SLCo Emergency Management.
- The MSD will supply SLCo Emergency Management a copy of the list of logistical assets that are available from the MSD.

SLCo Emergency Management maintains current resource information on supplies, equipment, facilities, and skilled personnel available for emergency response and recovery operations. Unless covered in a mutual aid agreement/memorandum of understanding, emergency resources may not be sent outside the county unless the SLCo Mayor, the SLCo Emergency Manager, or other designated representative grants approval.

8.0 PLAN MAINTENANCE AND DISTRIBUTION

The MSD General Manager, or his/her designee(s), and the MSD Board of Trustees are responsible for the overall maintenance (review and update) of this CEMP and for ensuring that changes and revisions are prepared, coordinated, published and distributed.

This plan shall be reviewed annually or after the following events:
- A major incident
- A change in operational resources (i.e., policy, personnel, organizational structures, management process, facilities, equipment)
- A formal update of planning guidance or standards
- A change in elected officials
- Each activation of the MSD CEMP and of the MSD ECC
- Major exercises
- A change in the jurisdiction's demographics or hazard or threat profile
- A change in the acceptability of various risks
- The enactment of new or amended laws or ordinances.

If the review does not generate significant changes to the CEMP, no new copies of this document are to be distributed. A copy will be kept with the MSD for their records.

If significant changes are required, then the CEMP will be updated, and copies will be sent to each City and Town Council for re-promulgation.

8.1 Emergency Operations Plan Maintenance

To maintain CEMP capabilities and be prepared for any emergency or disaster that may affect communities served by the MSD, the General Manager of the MSD, or his designee(s), has developed and maintains a multi-year strategy. Table 10-1 provides a standardized list of activities necessary to monitor the dynamic elements of the MSD CEMP and the frequency of their occurrence.

Table 8-1

MSD CEMP Maintenance Standards

Activity	Tasks	Frequency
Plan update and certification	• Review entire plan for accuracy. • Incorporate lessons learned and changes in policy and philosophy.	Annually
Train new Municipal Services District (MSD) Emergency Management	• Conduct MSD CEMP training for new management staff.	Within 90 days of appointment
Orient new policy officials and senior leadership	• Brief officials on the existence and concepts of the MSD CEMP.	Within 90 days of appointment
Plan and conduct exercises	• Conduct internal CEMP exercises. • Conduct joint exercises with the MSD, Cities, Towns and County emergency personnel. • Support and participate in state-level and local-level exercises.	Semiannually, annually or as needed.

9.0 AUTHORITIES AND REFERENCES

9.1 Authorities

Presidential Policy Directive 5 (PPD 5), Management of Domestic Incidents

Presidential Policy Directive 8 (PPD 8), Enhance the country's security and resilience against emerging security challenges, threats, and risks, specifically acts of terrorism, natural disasters, and cyberattacks.

Federal Authorities
- National Flood Insurance Act (42 U.S.C 4027) Executive Order 12146 of July 20, 1979
- Robert T. Stafford Disaster Relief and Emergency Assistance Act (Public Law 93-288, as amended)
- National Response Framework (NFR) Policy 1410, Ordinance 2.28.160 and 2.28.170

The authorities under which the MSD CEMP may be activated include the following:

State of Utah
- Utah Code § 53-2a Emergency Management Act
- State of Utah, Emergency Operations Plan Salt Lake County
- Salt Lake County Municipal Code § 2.86 Emergency Response and Recovery
- Salt Lake County Emergency Declaration

Greater Salt Lake Municipal Services District
- MSD Emergency Coordination Center (ECC) Activation and Response Plan
- MSD Comprehensive Emergency Management Plan

Cities or Town
- Local Emergency Declaration
- City or Town CEMP

9.2 Supporting Documents/Plans
- Federal Emergency Management Agency (FEMA) 501, National Incident Management System (NIMS)
- Federal Response Plan
- FEMA 501-3, NIMS Basic - Preparedness

- FEMA 501-7, NIMS Basic - Ongoing Management and Maintenance
- Comprehensive Preparedness Guide (CPG) 101
- State of Utah Emergency Operations Plan
- State of Utah Hazard Mitigation Plan
- Salt Lake County Comprehensive Emergency Management Plan (CEMP) 2023
- Salt Lake County Hazard Mitigation Plan 2019
- Town of Brighton Hazard Mitigation Annex
- Town of Brighton Emergency Operations Plan
- The City of Kearns Hazard Mitigation Annex
- The City of Kearns Emergency Operations Plan
- The Town of Copperton Hazard Mitigation Annex
- The Town of Copperton Emergency Operations Plan
- White City Hazard Mitigation Annex
- White City Emergency Operations Plan
- Emigration Canyon City Hazard Mitigation Annex
- Emigration Canyon City Emergency Operations Plan
- Magna City Hazard Mitigation Annex
- Magna City Emergency Operations Plan
- Greater Salt Lake Municipal Services District Emergency Coordination Center Activation and Response Plan (MSD ECC Plan)
- Greater Salt Lake Municipal Services District Comprehensive Emergency Management Plan (MSD CEMP)

10.0 GLOSSARY & LIST OF EMERGENCY SUPPORT FUNCTIONS

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

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

- Reducing vulnerability of Utah people and communities to damage, injury, and loss of life and property, resulting from natural, technological or human-caused emergencies or hostile military or paramilitary action

- Preparing prompt and efficient response and recovery to protect lives and property affected by emergencies

- Responding to emergencies using all systems, plans, and resources necessary to preserve the health, safety, and welfare of persons or property affected by the emergency

- Providing for the rapid and orderly start of restoration and rehabilitation of persons and property affected by emergencies

Salt Lake County Emergency Manager: A staff member who oversees the Salt Lake Emergency Management Division and serves as the manager when the Salt Lake Emergency Coordination Center is activated.

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

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

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

ESF Assignment Matrix: Organizational grouping of all primary and support ESF agencies.

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

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

Homeland Security Presidential Directive (HSPD)-5: Enhances the ability of the United

States to manage domestic incidents by establishing a single, comprehensive National Incident Management System.

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

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

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

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

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

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

Municipality: Legally constituted municipalities are authorized and encouraged to create municipal emergency management programs. Municipal emergency management programs shall coordinate their activities with those of the county emergency management agency. Municipalities without emergency management programs shall be served by their respective county agencies. If a municipality elects to establish an emergency management program, it must comply with all laws, rules, and requirements applicable to county emergency management agencies. Each municipal CEMP must be consistent with, and subject to, the applicable county CEMP. In addition, each municipality must coordinate requests for state or federal emergency response assistance with its county.

This requirement does not apply to requests for reimbursement under federal public disaster assistance programs.

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

National Response Framework (NRF): The guiding principles that enable all response partners

to prepare for and provide a unified national response to disasters and emergencies. It establishes a comprehensive, national, all-hazards approach to domestic incident response.

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

Planning Section: Responsible for collecting, evaluating, disseminating, and using information about the development of the incident and the status of resources.

Primary ESF Agency: Agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on their having the most authorities resources, capabilities or expertise relative to the accomplishment of the specific ESF.

Primary ESF Coordinator: The entity with management oversight for that particular ESF. The coordinator has ongoing responsibilities throughout the preparedness, response, and recovery phases of incident management. Responsibilities of the ESF coordinator include the following:

- Coordinating before, during and after an incident, including pre-incident planning and coordination
- Maintaining ongoing contact with ESF primary and support agencies
- Conducting periodic ESF meetings and conference calls
- Coordinating efforts with corresponding private sector organizations
- Coordinating ESF activities relating to catastrophic incident planning and critical infrastructure preparedness, as appropriate

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

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

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

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

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

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

ESF's and their roles in Emergency Management

The 15 Emergency Support Functions (ESFs) in emergency management are organized into key areas of support that federal, state, and local agencies provide during an emergency or disaster. Each ESF has a specific role and function, ensuring a coordinated response to various aspects of an incident.

1. ESF #1 - Transportation
Description: Supports the restoration and management of transportation infrastructure, including roads, bridges, and public transit systems. It also coordinates the evacuation and movement of people and resources.

2. ESF #2 - Communications
Description: Ensures the availability and reliability of communication systems, including telecommunications, information technology, and cybersecurity. It facilitates communication among agencies, responders, and the public.

3. ESF #3 - Public Works and Engineering
Description: Provides engineering expertise, construction management, and infrastructure repair, including roads, bridges, public buildings, and utilities. It also supports debris removal and restoration of essential services.

4. ESF #4 - Firefighting
Description: Manages and coordinates firefighting operations and resources, including the suppression of wildfires and structural fires. It also provides support to local firefighting efforts during emergencies.

5. ESF #5 - Information and Planning
Description: Supports overall coordination and planning efforts during an emergency, including the collection, analysis, and dissemination of critical information. It ensures that decision-makers have timely and accurate information.

6. ESF #6 - Mass Care, Emergency Assistance, Temporary Housing, and Human Services
Description: Coordinates the provision of mass care services, including shelter, feeding, and emergency first aid. It also provides support for temporary housing, family reunification, and human services.

7. ESF #7 - Logistics and Resource Support
Description: Provides logistics management and resource support, including the acquisition, transportation, and distribution of essential supplies and equipment. It ensures that resources are available and accessible during an emergency.

8. ESF #8 - Public Health and Medical Services
Description: Manages public health and medical services during an emergency, including medical care, public health surveillance, mental health services, and mass casualty management. It also addresses environmental health and the safety of food and water supplies.

9. ESF #9 - Search and Rescue
Description: Coordinates search and rescue operations for individuals trapped or missing during an emergency, including urban, wilderness, and water rescues. It also supports the recovery of human remains.

10. ESF #10 - Oil and Hazardous Materials Response
Description: Manages and coordinates the response to oil spills and hazardous materials incidents, including the containment, cleanup, and disposal of hazardous substances. It also addresses the environmental impact of such incidents.

11. ESF #11 - Agriculture and Natural Resources
Description: Supports the protection and restoration of agricultural resources, including food safety, animal and plant health, and natural resources. It also coordinates the provision of food assistance during emergencies.

12. ESF #12 - Energy
Description: Coordinates the restoration and protection of energy infrastructure, including electricity, natural gas, and petroleum. It ensures the continued availability of energy resources and supports the stabilization of energy supplies.

13. ESF #13 - Public Safety and Security
Description: Provides public safety and security support, including law enforcement, crowd control, and traffic management. It also coordinates the protection of critical infrastructure and the enforcement of emergency orders.

14. ESF #14 - Cross-Sector Business and Infrastructure
Description: Facilitates the restoration and resilience of critical infrastructure sectors, including communications, energy, transportation, and financial services. It also coordinates the protection and recovery of private sector assets.

15. ESF #15 - External Affairs
Description: Manages public information, media relations, and community outreach during an emergency. It ensures that accurate and timely information is provided to the public, stakeholders, and the media, and coordinates messaging across agencies.

These ESFs provide a comprehensive framework for organizing and coordinating response efforts across multiple sectors and levels of government.

11.0 ACRONYMS

ARES – Amateur Radio Emergency Services

COG – Continuity of Government

CFR – Code of Federal Regulations

COOP – Continuity of Operations Plan

ECC – Emergency Coordination Center

EMAC – Emergency Management Assistance Compact

EMS - Emergency Medical Services

EOC - Emergency Operations Center

EOP - Emergency Operations Plan

ESF - Emergency Support Function

FEMA - Federal Emergency Management Agency

MSD – Greater Salt Lake Municipal Services District

Haz Mat - Hazardous Materials

HSPD – Homeland Security Presidential Directive

ICS - Incident Command System

ICP - Incident Command Post

ISM – Incident Support Model

JIC - Joint Information Center

JIS – Joint Information System

NIMS – National Incident Management System

NRF – National Response Framework

SARA – Superfund Amendment and Reauthorization Act

SOP – Standard Operating Procedures

TRAX – Light Rail System

UVDD—Utah Valley Dispatch District

VECC – Valley Emergency Communications Center

WFZ – Wasatch Fault Zone or WVFZ – Wasatch Valley Fault Zone

12.0 ANNEXES

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1. **The Town of Brighton**

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City Map

    e. Evacuation Map/Zones

2. **Copperton**

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City Map

    e. Evacuation Map/Zones

3. **Emigration Canyon**

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City map

    e. Evacuation Map/Zones

4. **The City of Kearns**

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City Map

    e. Evacuation Map/Zones

5. Magna City

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City Map

    e. Evacuation Map/Zones

6. White City

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City map

    e. Evacuation Map/Zones

7. Unincorporated Salt Lake County

    a. Comprehensive Emergency Management Plan (CEMP)

    b. Continuity of Operations Plan (COOP)

    c. Hazard Mitigation Plan

    d. City map

    e. Evacuation Map/Zones